

# Horsesport.pro

## Access and Creating a Competition

Log In: Go to horsesport.pro and use the **same** username and password as your NSEF Membership Account at horsenovascotia.ca If you do not know your username and password for your NSEF Membership Account, please contact nsefservices@sportnovascotia for assistance.



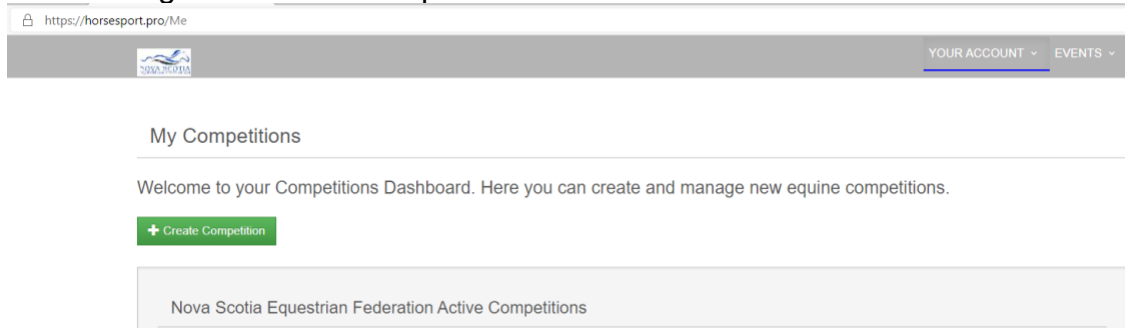
## Creating a competition:

There are three options for creating a competition:

1. Create a new competition
2. Copy a Template
3. Copy your previous competition

### Create a New Competition

Select the green Create Competition button



You will need to select the competition rule set.

The EC and Scotia Series competitions are selected differently. For 2021, EC competitions are asked to contact NSEF for more details on using the system.

For non-sanctioned competitions, please select NSEF Scotia Series to create your competition and contact NSEF for specific instructions

#### Select Competition Rule Set

[← Back to Dashboard](#)

Please select a rule set from the options below.

<b>EC Competition</b>	<a href="#">▲ Select These Rules</a>
The original EC general competition rule set	
<b>NSEF Scotia Series</b>	<a href="#">▲ Select These Rules</a>
The original NSEF general competition rule set.	

# It will bring you to this page when you choose Scotia Series

## NSEF Scotia Series Recognized Competition Sanctioning Application

[Back to Rules](#)

You are about to begin the application process to sanction a new NSEF Scotia Series. Fill out as much of the form as you can, you will have an opportunity to change any information later.

Selected Rules: **NSEF Scotia Series**

You agree to the competition rules laid out by **Nova Scotia Equestrian Federation**:

### Reminder List

- Is the competition organizer in good standing with NSEF?
- Do you have the judge/course designer/official(s) certification/experience information?
- Do you have a copy of your insurance certificate?
- Is your payment included?

### General Competition Information

[Copy Previous Competition](#)

Competition Name

Complete the information on this page including the payment (see below), review, and competition creation.

Details on the payment – There are two Options:

- 1) If you wish to pay by cheque or credit card over the phone then you must click the pay later box.
- 2) You can pay directly with a credit card – simply complete the credit card payment information. Please ensure the information provided matches the credit card details (i.e. name exactly as written on the card).

Nova Scotia logo | YOUR ACCOUNT | EVENTS

Pay Later — either by mailing a cheque or via credit card over the phone  
if your competition requires one or more [guest card judges](#) and you would prefer to pay all competition fees at one time, select **Pay Later**  
This is your NSEF competition sanction fee, plus a \$3.00 online admin fee. The per-competitor event fees will be due after the event and [click here](#)

Total Amount

Product Description	Price	Quantity	Total
Competition Application Fee	\$33.00	1	\$33.00
<b>Total:</b>			<b>\$33.00</b>

2

First Name on Card  Required

Last Name on Card  Required

Street  Required

City  Required

Province/State  Required

Postal/Zip  Required

No matter what payment type you use, you must read and check the Review Statement (see image) and then complete competition.

If you have missed any required information, the page will refresh to the top of the page with red text indicating what is incomplete.

YOUR ACCOUNT ▾ EVENTS ▾

Postal/Zip: A0A 2B2 Required

Country: Canada ▾ Required

Phone: 000-000-0000 Required

Email Address: john\_doe14@gmail.com Required

Card Number: 0000 0000 0000 0000 Required

Expiry Month: ▾ Required

Expiry Year: ▾ Required

CVD: 000 Required

I have reviewed the above information and confirm that it is accurate to the best of my knowledge  
You will have an opportunity to change any information later.

[Create Competition](#)

Successful creation of a competition will bring you to this page:

YOUR ACCOUNT ▾ EVENTS ▾

Sanction Competition Management

Competition Status: How To Competition [Sanctioning](#)

[Back to Dashboard](#) [Request Admin Approval](#)

Pre Competition

- General Information
- Finance
- Disciplines
- Insurance Certificate
- Officials
- Guest Cards
- Prize List

Competition Approved

- Event Certificate

Post Competition

Success: A NSEF Scotia Series: How To Competition was created successfully. Once we have received your cheque, we will begin monitoring your competition application.

Review the competition and when ready submit for admin approval

General Competition Information

Competition Name: How To Competition

Year: 2020

Start Date: 2020-12-28 yyyy-mm-dd

End Date: 2020-12-31 yyyy-mm-dd

## Copy a Template

NSEF has created templates for some different competition types with classes created. Competitions may choose to utilize these templates to create their first competition or their first competition in each type. This is not recommended once you have created a competition that will offer the same classes. Once you have created a competition with all of your classes and fees and arenas, it is recommended you copy that competition for any future competitions with a similar class list.

To copy a template click on the blue Copy Competitions & Templates button

Clicking on the Copy a Competition & Template will bring you to the following screen. The blue warning message may not be there in future situations.

Copy Competition	Start Date	End Date	Competition Name	City	Province	Level
Copy Competition	2021-02-18	2021-02-19	Hunter Jumper Template	Enter City Here	NS	Provincial
Copy Competition	2021-02-18	2021-02-19	Hunter Template	Enter City Here	NS	Provincial
Copy Competition	2021-02-18	2021-02-19	General Performance with Drive and Hunter Template	Enter City Here	NS	Provincial
Copy Competition	2021-02-20	2021-02-21	Dressage Template	Enter City Here	NS	Provincial
Copy Competition	2021-02-26	2021-02-27	Driving Template	Enter City Here	NS	Provincial
Copy Competition	2021-02-27	2021-02-28	Jumper Template	Enter City Here	NS	Provincial

Click on the Copy Competition Button for the Template you would like to use. Please be patient as it may take a few minutes to bring up the next screen. This will be the next screen. Here you change the competition name and complete the information on this page.

The screenshot shows the 'Competition Management' section of a web application. At the top, there are tabs for 'Sanction' and 'Competition Management'. A green success message states: 'Success: Your competition was copied successfully.' Below this, the 'Competition Status' is 'General Performance with Drive and Hunter Template'. A 'Sanctioning' button is visible. On the left, there is a sidebar with 'Pre Competition' options: General Information (selected), Finance, Disciplines, Insurance Certificate, Officials, Guest Cards, and Prize List. Under 'Competition Approved', there is an 'Event Certificate' option. The main content area has a blue header: 'Review the competition and when ready submit for admin approval'. Below this is the 'General Competition Information' form with the following fields: Competition Name (placeholder: 'Change the Name Here |'), Year (2021), Start Date (2021-02-18, format: yyyy-mm-dd), End Date (2021-02-19, format: yyyy-mm-dd), Location (placeholder: 'Enter Location Here'), and Street (placeholder: 'Enter Street Address Here'). A 'Request Admin Approval' button is at the top right.

When you finish updating all the information you can, you will click on the update button at the bottom of the page to save the changes you have just made.

This screenshot shows the 'Secretary Information' form within the 'Competition Management' interface. The top navigation bar includes 'YOUR ACCOUNT' and 'EVENTS'. The sidebar on the left is identical to the previous screenshot. The main form area has a grey header: 'Enter Secretary Information Here'. Below this are four input fields: Name, Membership #, Phone, and Email, each with the placeholder 'Enter Secretary Information Here'. A section titled 'Notes From Organizer' contains a 'Comments for Admin' field with a placeholder 'type any comments for the admin to see'. At the bottom left of this section, an 'Update' button with a checkmark icon is highlighted with a yellow box. Below the notes section is a field for 'EC Competition Number'.

The created classes in the templates require at least one competitor between a competitor and are mostly set up as ribbons only. Both of these items can be changed for any class by editing the class. The per class fee and the entry close dates will also need to be customized for your competition. You are able to add additional classes or remove classes you do not offer.

## Copy your Previously Approved Competition

When you have created a competition, updated classes, set up your arena schedules, and had your competition approved, your best option is to copy your existing competition. This will allow you to copy the most custom information, allow you to make adjustments, and lessen your initial set up. You will still need to adjust your entry dates to reflect the new competition dates and adjust for any changes between competitions. Follow the steps for copying a template but choose your approved competition from the list. If your competition is not approved it will not be on the list when you click on the Copy Competitions & Templates.

## Next Steps

- 1) Enter any Sanctioning Information – see the Sanctioning Help Documents
- 2) Set up your Competition – See the Competition Management Help Documents
- 3) Open your Competition for Entries
- 4) Finalize your schedule, documents for your volunteers, final membership checks, etc
- 5) Enter the results
- 6) Enter your post-competition reports.

## Questions?

Contact the NSEF Office at:  
[nsefservices@sportnovscotia.ca](mailto:nsefservices@sportnovscotia.ca)  
or 902-425-5450 ext. 342