NSEF.Horsesport.pro for Entries
How to for athletes, stable group managers/coaches, and competition managers

Getting Started

First, login to NSEF.Horsesport.pro. You will use the same login details as your NSEF membership account. If this does not work, you can also use your NSEF number.

Finding a Competition

Once logged in, you will be brought to the homepage. Competitions accepting entries will be listed under "Nova Scotia Equestrian Federation Active Competitions". They are also listed under "Events" in the menu at the top of the page.

In this area, you can view more information (classes, etc), the prize list, and the class schedule. Please note the class schedule may change up to and including the competition date so check close to and on the day of the event.

During the event, you can also view the results using the view standings.

Click "Sign Up" next to the competition you would like to enter.

Entry Groups

When you click "Sign Up", you will be directed to input your Entry Group information. If you are registering as an individual, use your name as the group name. If you are entering for a group or stable/barn, use the name of the organization. Click "Save Entry Group Summary".

Under the active competitions, you will see a section for "Your Entry Groups". Once you have created an entry group, it will be listed under this tab and you are able to edit it, add people, horses, and entries

Entry Group Details

Once you have created your entry group, click "Edit Group". You will be prompted to add information about your coach, who is in the entry group, the people in your group, the horses in the group, your class entries, and other items.

Adding a Coach: To add your group's coaches, select "Coach" and click "Add New Coach".

You can search a coach from the NSEF active NCCP Certified coaches directory. If your coach is not in that directory or from out of province, you can Create a New Coach then save your changes.

Adding People: select "People". Search for the person using the field options on screen for NSEF members. If your athlete or support people are not in the NSEF system use the Create Out of Province Participant. Save your changes.

Adding Horses: to add your group's horses, go to "Horses" and click "Create New Horse".

Entry Group

Summary	Coaches	People	Horses	Entries	Other Items

Horses   + Create New Horse

it appears that no horses are part of this entry group yet   ×

If you are a NSEF member, you will need to add your horse to your horsenovascotia.ca account before you will be able to search the horse. Fill in the details to search for your horse

Create New Horse for the Test Entry Group Entry Group   ×

All horses participating in competitions must be registered on an Equine Sport Organization website. If you are having problems finding a horse, please contact nsefservices@sportnovascotia.ca for assistance.

Sport Organization   [Nova Scotia Equestrian Federation   ▼]

If you know the name or registration number of the horse, enter it now and leave the remaining form fields blank

Horse Name   [   ]
the registered name or barn name of a horse registered on the currently selected sport organization

Horse Registration #   [   ]
the breed number or registration number of a horse registered on the currently selected sport organization

Otherwise, provide at least two of any of the following:

Member PSO #   [   ]
the membership number of a person who resides with the horse that is registered on the currently selected sport organization

Member Full Name   [   ]
the first and last name of a person who resides with the horse that is registered on the currently selected sport organization

Member Email   [   ]
the email address of a person who resides with the horse that is registered on the currently selected sport organization
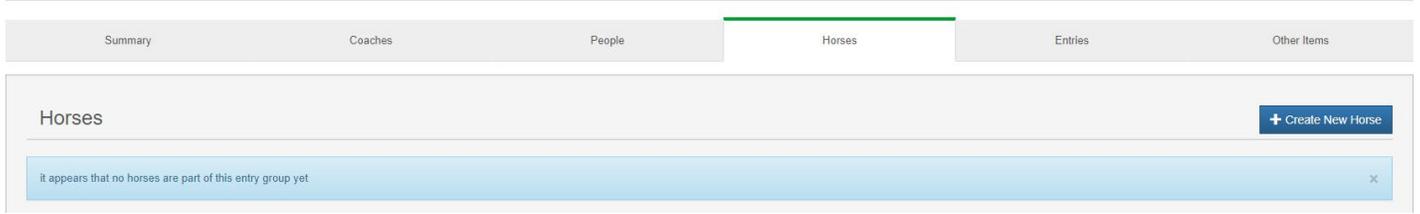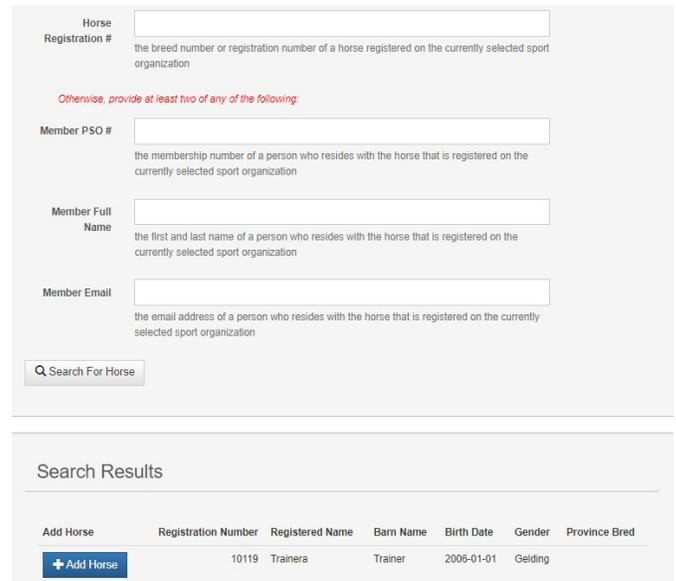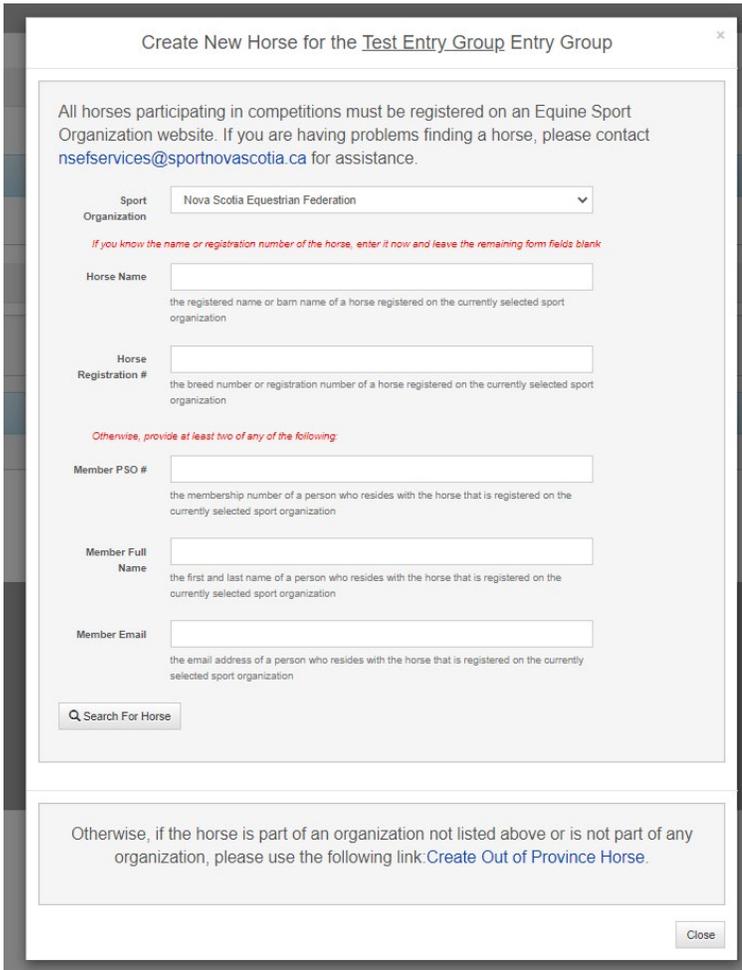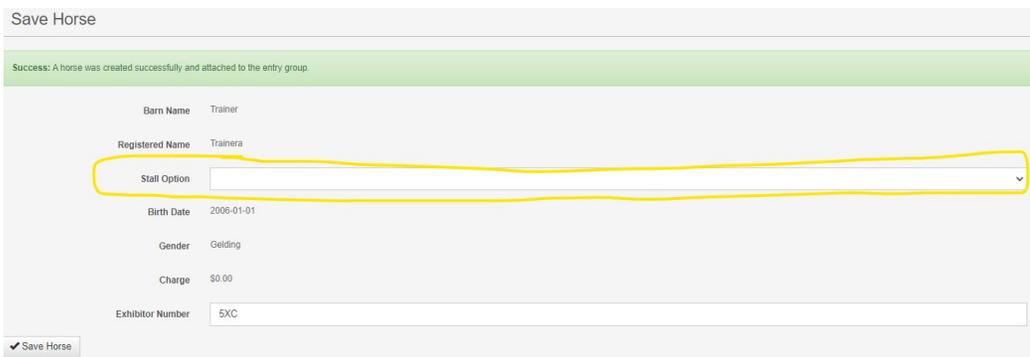
🔍 Search For Horse

Otherwise, if the horse is part of an organization not listed above or is not part of any organization, please use the following link: Create Out of Province Horse.

                                                        Close

You will find the search results at the bottom of the page. And you will confirm adding the horse using the blue "+Add Horse" button.

Horse Registration #   [   ]
the breed number or registration number of a horse registered on the currently selected sport organization

Otherwise, provide at least two of any of the following:

Member PSO #   [   ]
the membership number of a person who resides with the horse that is registered on the currently selected sport organization

Member Full Name   [   ]
the first and last name of a person who resides with the horse that is registered on the currently selected sport organization

Member Email   [   ]
the email address of a person who resides with the horse that is registered on the currently selected sport organization

🔍 Search For Horse

Search Results

Add Horse	Registration Number	Registered Name	Barn Name	Birth Date	Gender	Province Bred
+ Add Horse	10119	Trainera	Trainer	2006-01-01	Gelding	

Please note: Horses must be entered into the NSEF membership database in order to be found here. For information regarding adding a horse to an NSEF account, please visit

https://www.horsenovascotia.ca/Download/Competitions/Horsesportpro_Help/Adding_Horse_to_Database.pdf.

If you are competing on an out of province horse, use the "Create Out of Province Horse" to add the horse.

Save Horse

Success: A horse was created successfully and attached to the entry group.

Barn Name	Trainer
Registered Name	Trainera
Stall Option	[▼]
Birth Date	2006-01-01
Gender	Gelding
Charge	$0.00
Exhibitor Number	5XC

✔ Save Horse

If the competition has stall options, they will be available in the drop down menu that appears when you add a horse (or by editing a horse after the horse has been added).

Entries: In this section, you will create athlete/equine combinations and sign them up for classes. You can enter a entry into one class individually or for multiple classes. Go to entries and select "create new entry".

Entry Group

| Summary | Coaches | People | Horses | Entries | Other Items |

Entries   **⬆ Manage Exhibitor Numbers**   **+ Create New Entry**

Single Entry Registration: Select which class you want to be entered in, select the athlete/participant and the equine/horse then save the entry.

| Single Entry Registration | Multiple Entry Registration |

Single Entry Registration

Want to sign up for a class? You're in the right spot! Select a class from the list below to register for it.

Select a Class

Show 10 ∨ entries   Search:

Select Class	Discipline	Class Name	Class Files	Price per Entry
+ Select Class	Breed	Maritime Bred		$5.00
+ Select Class	Dressage	Dressage - First Level - Test 1 — payout test		$5.00
+ Select Class	General Performance	English Flat Junior - English Pleasure — payout test		$10.00
+ Select Class	Gymkhana	Fake Test Class		$20.00
+ Select Class	Hunter	Hunter - 18" - Over Fences 1		$0.00

Showing 1 to 5 of 5 entries   Previous 1 Next

Save Entry — Maritime Bred

Rules

Participants

Min	1
Max	1

Horses

Min	1
Max	1
Beginner Status Only	No

Save Entry

Participant 1 [∨]
Horse 1 [∨]
Show Horses From All Entry Groups

General

Name [ ] Optional
Exhibitor Number [ ] Optional
Scratch [∨]

An Early Scratch is Pre-Final-Schedule, a Late Scratch is Post-Final-Schedule. Scratches that occur after at least one test where scores have been entered should not be marked as a scratch, but instead given 0 filled scores.

✔ Save Entry

Multiple Entry Registration: Select the athlete/equine and check all classes they wish to enter, and save.

| Single Entry Registration | Multiple Entry Registration |

Multiple Entry Registration

Registering the same horse and participant in multiple classes? Make your selection of riders and horses using the drop down lists below and then select all of the classes you'd like to enroll into.

Current Group Selection

Add Participant [∨]
Add Horse [∨]
Show Horses From All Entry Groups
Exhibitor Number [ ]

☐ Breed — Maritime Bred
☐ Dressage — Dressage - First Level - Test 1 — payout test
☐ General Performance — English Flat Junior - English Pleasure — payout test
☐ Hunter — Hunter - 18" - Over Fences 1
☐ Gymkhana — Fake Test Class

✔ Save Entries

Waivers and Invoices:

You can access waiver forms and invoices by opening your entry group and selecting "People".
To access your invoice click on the invoice button to the left of the person's name.

To sign a waiver/agreement form, click the arrow under"Sign Online" next to the individual. After you click this button, you will see the waiver/aggreement (s) for the competition. There may be one or multiple agreememts depending on the competition. Some may be for the event and some may be daily form. After selecting the agreeement, there will be a gren message stating that that individual has been sent an email with a link to sign the waiver.

The participant will receive an email for each waiver/agreement sent. In the email, there is a link which will take you to the waiver to sign. You will receive an email to confirm that the signed form has been received.

Other Items: If the competition offers other optional items for competitors such as camping, bedding, hay, etc. These items will be in the this section. Stall options are not in the section, they are in the Horse Section. Click on the blue "+ Create New Item" button to bring up the other item options.

Select the person, the item, the quantity and include any notes for the organizer then Save the Item. The items will be added to your invoice.

Questions? If at any time you require assistance, please do not hesitate to contact the NSEF office via email (nsefservices@sportnovascotia.ca) or by phone (902) 425-5450 ext. 342.
Good luck with your competition season!