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.

SINA NOIM		YOUR ACCOUNT * EVENTS *
User Name Password Sport Ormanization	Nova Scolla Envectrian Enderation	
	Remember Me	
Trouble logging in or need to R Please login using your person For help with a Nova Scotia Ec and then return here once yo	set your Password? I membership username and password from your sport organization uestrian Federation membership or account, visit their Login Help page u know you can log into that system without issue	×

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.

	YOUR ACCOUNT Y EVENTS Y
My Competitions	
Velcome to your Competitions Dashboard. Here you can create and manage new equine competiti	ions.
+ Create Competition	
Nova Scotia Equestrian Federation Active Competitions	
Show 10 x entries	
	Search:
Sign Up Name Date Date Level Disciplines More Info List	Schedule Standings
Sign Up Test Copying a template June 22, 2021 June 23, 2021 Provincial general Performance, Hunter, Jumper, Breed, Driving, Gymkhana	O Class Schedule
Showing 1 to 1 of 1 entries	Previous 1 Next

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".

	YOUR ACCOUNT ~ EVENTS
Summary	
Group	
Group Name	
Registration Contact	
Registration Contact Name	
Registration Contact Email	
Registration Contact Phone	
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

YOUR ACCOUNT ~	EVENTS ~

My Competitions

Welcome to your Competitions Dashboard. Here you can create and manage new equine competitions.

now 10 🗸	entries							Search:	
Sign Up	Competition Name	Start Date	End Date	Level	Disciplines	More Info	Prize List	Class Schedule	Standings
실 Sign Up	Horses At Work Return To Play	July 3, 2021	July 4, 2021	Provincial	Hunter, Jumper	O View More Info	\$ View Prize List	O Class Schedule	🔡 View Standings
실 Sign Up	Canada Day Dressage	July 1, 2021	July 1, 2021	Provincial	Dressage, Western Dressage	O View More Info	\$ View Prize List	O Class Schedule	ut View Standings
iowing 1 to 2 of	2 entries							Previ	ous 1 Next

Sign Up	Name	Date	Date	Level 🍦	Disciplines	9	More Info	List	Schedule	\$	Standings
실 Sign Up	Test Copying a template	June 22, 2021	June 23, F 2021	Provincial	General Performance, Hunter, Jumper, Breed, Driving, Gymkhana		O View More Info		Class Sch	nedule	I View Standings
Showing 1 to 1 of	1 entries									Previo	us 1 Next
		Competitions						My Ent	try Groups		
	My	competitions									
	Му	Competitions									

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.

Entry Group					
Summary	Coaches	People	Horses	Entries	Other Items
Coaches					+ Add New Coach
Effective 2021, Safe Sport standards are in p	lace for coaches. For more information on these st	andards click here.			
it appears there are no coaches for this er	try group yet				×
	Create N	lew Coach	×		
If the persor Equine Prov below:	that you are registering into th incial Sport Organization, plea	nis entry group has an account se try to search for them using	with an the form		
By Name			Optional		
Location		~	Optional		
Sport Organization	Nova Scotia Equestrian Federation	Ŷ			
Q Search For C	oach				
iches. F					
otherwise	if the coach is part of an organization, please use the	nization not listed above or is r following link:Create New Coar	not part of any ch		
			Close		
_					

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 entr	y 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

C	reate New Horse for the <u>Test Entry Group</u> Entry Group ×	to search your hors	• the horse. Fill in the details to search for se
All horses par Organization nsefservices@	rticipating in competitions must be registered on an Equine Sport website. If you are having problems finding a horse, please contact @sportnovascotia.ca for assistance.	You will page. An	find the search results at the bottom of the dyou will confirm adding the horse using the
Sport Organization	Nova Scolia Equestrian Federation	blue +A	dd Horse button.
If you know the Horse Name	e name or registration number of the horse, enter it now and leave the remaining form fields blank	Horse Registration #	the breed number or registration number of a horse registered on the currently selected sport organization
	the registered name or barn name of a horse registered on the currently selected sport organization	Otherwise, pro	ovide at least two of any of the following:
Horse Registration #		Member PSO #	the membership number of a person who resides with the horse that is registered on the
	the bread number or registration number of a horse registered on the currently selected sport organization		currently selected sport organization
Otherwise, pro	ovide at least two of any of the following:	Member Full Name	the first and last name of a person who resides with the horse that is registered on the
Member PSO #	the membership number of a person who resides with the horse that is registered on the		currently selected sport organization
	currently selected sport organization	Member Email	the email address of a person who resides with the horse that is registered on the currently
Member Full Name	the first and last name of a person who resides with the horse that is registered on the ourrently selected sport organization	Q Search For Ho	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 Re	esults
Q Search For Hor	rse	-	
		Add Horse	Registration Number Registered Name Barn Name Birth Date Gender Province Bred 10119 Trainera Trainer 2008-01-01 Gelding
Otherwise, organ	if the horse is part of an organization not listed above or is not part of any nization, please use the following link: Create Out of Province Horse.	Please no	ote: Horses must be entered into the NSEF
		members	ship database in order to be found here. For
	Close	informati	on regarding adding a horse to an NSEF
1		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 Exhibit	or 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 fi	rom the list below to register for it.	
Select a Class			
Show 10 v entries			Search
Select Class	* Discipline	Class Name	Class Files Price per Entry
+ Select Class	Breed	Maritime Bred	85.00
+ 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

Rules		Save Entry	
	Participants	Participant 1	
Min	1	Horse 1	
Max	1	Show Horses From All Entry Groups General	
	Horses		
		Name Cooler	
Min	1	Exhibitor Number Optional	
Мах	1	Scratch V	
Beginner Status Only	No	An Early Soziach is Pre-Fraid-Schedule, a Late Soziach 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 filed scores.	

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 partic	ipant in multiple classes? Make your selection of riders and horses using the dro	p 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 Burthmanne - Evelish East have - Evelish Bostone - executions		
	Hunter - Hunter - 10" - Over Perces 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.

Entry Group

Summ	Bry	Coaches	People	F	forses		Entries		Other Items	
People							+ Create New	Person 🖪 Send	Release to All Parti	icipants
Show 10 v entri	es Invoice	Name Email		Member # 4	Sign Online	t Status	Sign Offline	Search: Total Paid	Remove Person	
🕑 Edit		test 6 person nselprograms@sportr	iovascolia.ca	3108743	A	View	×	\$0.00		
G' Edit		TrainerJr1 NSEF nsetprograms@sportr	iovascolla ca	2910104		View	×	\$0.00		

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 agreements depending on the competition. Some may be for the event and some may be daily form. After selecting the agreement, there will be a gren message stating that that individual has been sent an email with a link to sign the waiver.

Entry Group Coache People Horses Entries Other Items People + Create New Person All Partici Show 10 ✓ entrie: Edit Person Name Email Sign Offline Total Paid × \$0.00 Û 🖸 Edit E TrainerJr1 NSEF nsefprograms@sportn 2910104 \$0.00 î × 🖸 Edit Entry Group Coache Entrie Other Items Summary People

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.

<u>Other Items</u>: 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.

Entry Group

Summary Coaches	People	Horses	Entries	Other Items
Other Items				+ Create New Item
	Save Other Item			
Solact the nerson, the item, the quantity an	Person			•
Select the person, the item, the quantity an	U Nem			. •
include any notes for the organizer then Sav	/e Quantity			
the Item. The items will be added to your	Price per Item			
······································	Balance			
Invoice.	Created			
	HULE			A

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