

# Horsesport.pro for Entries

How to for athletes, stable group managers/coaches, and competition managers

## Getting Started

First, login to 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.

YOUR ACCOUNT ▾ EVENTS ▾

User Name

Password

Sport Organization

Remember Me

[Login](#)

Trouble logging in or need to Reset your Password?  
Please login using your personal membership username and password from your sport organization  
For help with a Nova Scotia Equestrian Federation membership or account, visit their [Login Help](#) page  
...and then return here once you 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 ▾ EVENTS ▾

### My Competitions

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

[+ Create Competition](#)

#### Nova Scotia Equestrian Federation Active Competitions

Show  entries Search:

Sign Up	Competition Name	Start Date	End Date	Level	Disciplines	More Info	Prize List	Class Schedule	Standings
<a href="#">Sign Up</a>	Test Copying a template	June 22, 2021	June 23, 2021	Provincial	General Performance, Hunter, Jumper, Breed, Driving, Gymkhana	<a href="#">View More Info</a>		<a href="#">Class Schedule</a>	<a href="#">View Standings</a>

Showing 1 to 1 of 1 entries Previous **1** Next

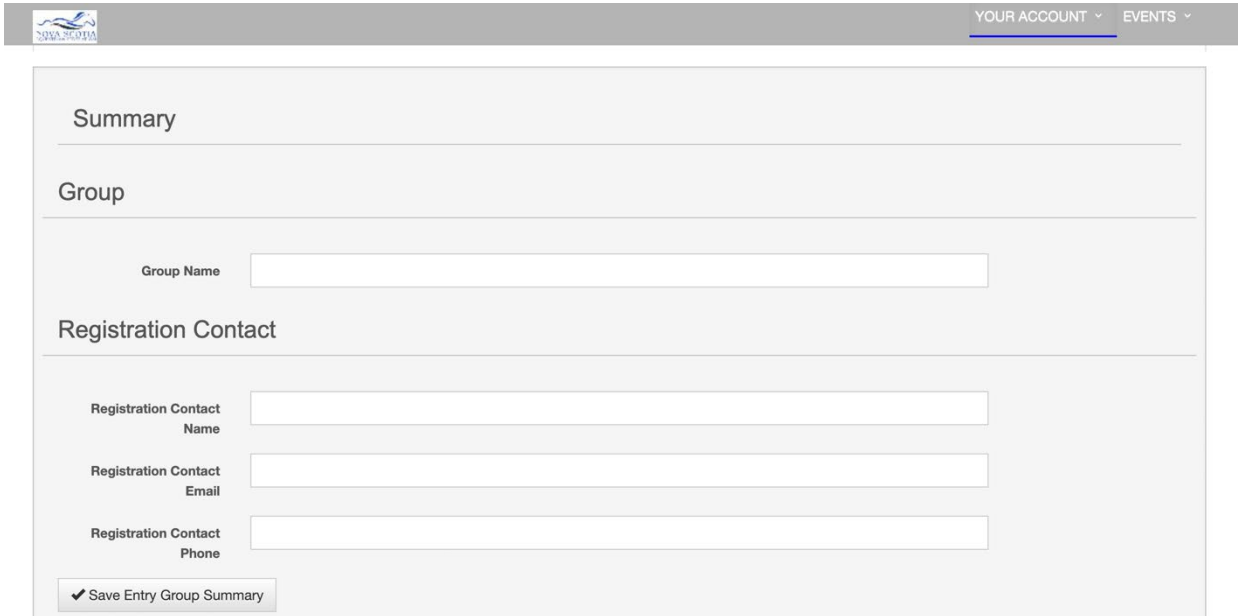
In this area, you can view more information (classes, etc), the prize list, and the class schedule. Please note the class schedule may change up to and including the competition date so check close to and on the day of the event.

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”.



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



## My Competitions

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

[+ Create Competition](#)

Nova Scotia Equestrian Federation Active Competitions

Show  entries Search:

Sign Up	Competition Name	Start Date	End Date	Level	Disciplines	More Info	Prize List	Class Schedule	Standings
<a href="#">Sign Up</a>	Horses At Work Return To Play	July 3, 2021	July 4, 2021	Provincial	Hunter, Jumper	<a href="#">View More Info</a>	<a href="#">View Prize List</a>	<a href="#">Class Schedule</a>	<a href="#">View Standings</a>
<a href="#">Sign Up</a>	Canada Day Dressage	July 1, 2021	July 1, 2021	Provincial	Dressage, Western Dressage	<a href="#">View More Info</a>	<a href="#">View Prize List</a>	<a href="#">Class Schedule</a>	<a href="#">View Standings</a>

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

My Competitions

My Entry Groups

NOVA SCOTIA EQUINE FEDERATION YOUR ACCOUNT ▾ EVENTS ▾

Sign Up	Competition Name	Start Date	End Date	Level	Disciplines	More Info	Prize List	Class Schedule	Standings
<a href="#">Sign Up</a>	Test Copying a template	June 22, 2021	June 23, 2021	Provincial	General Performance, Hunter, Jumper, Breed, Driving, Gymkhana	<a href="#">View More Info</a>		<a href="#">Class Schedule</a>	<a href="#">View Standings</a>

Showing 1 to 1 of 1 entries Previous 1 Next

My Competitions My Entry Groups

My Entry Groups

## 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 place for coaches. For more information on these standards click here.

it appears there are no coaches for this entry group yet ✕

Create New Coach ✕

If the person that you are registering into this entry group has an account with an Equine Provincial Sport Organization, please try to search for them using the form below:

By Name  Optional

Location  Optional

Sport Organization

Otherwise, if the coach is part of an organization not listed above or is not part of any organization, please use the following link: [Create New Coach](#)

**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

**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

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.

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](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.

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
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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

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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  entries Search:

Select Class	Discipline	Class Name	Class Files	Price per Entry
<a href="#">+ Select Class</a>	Breed	Maritime Bred		\$5.00
<a href="#">+ Select Class</a>	Dressage	Dressage - First Level - Test 1 — payout test		\$5.00
<a href="#">+ Select Class</a>	General Performance	English Flat Junior - English Pleasure — payout test		\$10.00
<a href="#">+ Select Class</a>	Gymkhana	Fake Test Class		\$20.00
<a href="#">+ Select Class</a>	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

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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.

Entry Group

The screenshot shows the 'People' tab with a table of participants. The 'Invoice' button for the first person is circled in yellow, and the 'Sign Online' button for the second person is circled in blue.

Edit Person	Invoice	Name	Email	Member #	Sign Online	Status	Sign Offline	Total Paid	Remove Person
<input type="checkbox"/> Edit	<input type="checkbox"/> Invoice	test 6 person	nsefprograms@sportnovascotia.ca	3108743	<input type="checkbox"/> Sign Online	View	<input type="checkbox"/> Sign Offline	\$0.00	<input type="checkbox"/> Remove Person
<input type="checkbox"/> Edit	<input type="checkbox"/> Invoice	Trainer,Jr1 NSEF	nsefprograms@sportnovascotia.ca	2910104	<input type="checkbox"/> Sign Online	View	<input type="checkbox"/> Sign Offline	\$0.00	<input type="checkbox"/> Remove Person

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 green message stating that that individual has been sent an email with a link to sign the waiver.

Entry Group

The screenshot shows the 'People' tab with a dropdown menu for the 'Sign Online' button of the first person. The dropdown menu is open, showing 'Daily Attestation Waiver' selected and circled in yellow.

Edit Person	Invoice	Name	Email	Member #	Sign Online	Status	Sign Offline	Total Paid	Remove Person
<input type="checkbox"/> Edit	<input type="checkbox"/> Invoice	test 6 person	nsefprograms@sportnovascotia.ca	3108743	<input type="checkbox"/> Sign Online	View	<input type="checkbox"/> Sign Offline	\$0.00	<input type="checkbox"/> Remove Person
<input type="checkbox"/> Edit	<input type="checkbox"/> Invoice	Trainer,Jr1 NSEF	nsefprograms@sportnovascotia.ca	2910104	<input type="checkbox"/> Sign Online	View	<input type="checkbox"/> Sign Offline	\$0.00	<input type="checkbox"/> Remove Person

Entry Group

Success, email with a link to sign the release form was sent to test 6 person at their email nsefprograms@sportnovascotia.ca

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.

Entry Group

The screenshot shows the 'Other Items' tab with the '+ Create New Item' button circled in yellow.

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.

Save Other Item

Person:

Item:

Quantity:

Price per Item:

Balance:

Created:

Note:

Save Item

**Questions?** If at any time you require assistance, please do not hesitate to contact the NSEF office via email ([nsefservices@sportnovascotia.ca](mailto:nsefservices@sportnovascotia.ca)) or by phone (902) 425-5450 ext. 342.

Good luck with your competition season!