

Horsesport.pro

Sanctioning a Scotia Series Competition

After you have created a competition, you will complete the Sanctioning for the competition in the system. You can submit the information directly through the system or to the NSEF office. The information will be verified by NSEF within 5 business days.

The screenshot shows the 'Sanctioning' page for a competition named 'How To Competition'. The page has a header with the NSEF logo and navigation links for 'YOUR ACCOUNT' and 'EVENTS'. Below the header, there are tabs for 'Sanction' and 'Competition Management'. The 'Sanction' tab is active, showing the competition status as 'How To Competition'. There are two buttons: 'Back to Dashboard' and 'Request Admin Approval'. A sidebar on the left lists 'Pre Competition' options: General Information (selected), Finance, Disciplines, Insurance Certificate, Officials, Guest Cards, and Prize List. A light blue notification box says 'Review the competition and when ready submit for admin approval'. The main content area is titled 'General Competition Information' and contains three input fields: 'Competition Name' (How To Competition), 'Year' (2020), and 'Start Date' (2020-12-28).

General Information: Update any of the information if you entered as TBD

Finance: You can pay by Credit card under the payment details on the page. If you have submitted a cheque to NSEF, then NSEF will update the payment.

The screenshot shows the 'Finance' page for the same competition. The header and navigation are identical to the previous page. The sidebar now highlights 'Finance'. A yellow notification box says 'Important: We have not received any payments for this competition yet.' The main content area is titled 'Finance' and contains a message: 'Once your competition has been paid for, you will be able to view the digital receipts for any transactions processed for your competition here.' Below this is a table titled 'Competition Fees Breakdown':

Product Description	Price	Quantity	Total
Competition Application Fee	\$33.00	1	\$33.00
Sub Total:			\$33.00

Below the table is a section for 'Payment Details'.

When the fees have been paid and approved by NSEF, it will be reflected on the Finance tab

Disciplines:

Check all disciplines that your competition will include:

Breed – Maritime Bred

Dressage – English Dressage

Driving – Pleasure Driving and Obstacle Driving

General Performance – Western Performance, English Flat, Equitation Over Fences, Restricted Divisions, Showmanship

Gymkhana – Western Speed

Hunter

Jumper

Western Dressage

If you have miscellaneous classes, please choose the closest discipline to your class.

It is easier to select disciplines before you enter the judge.

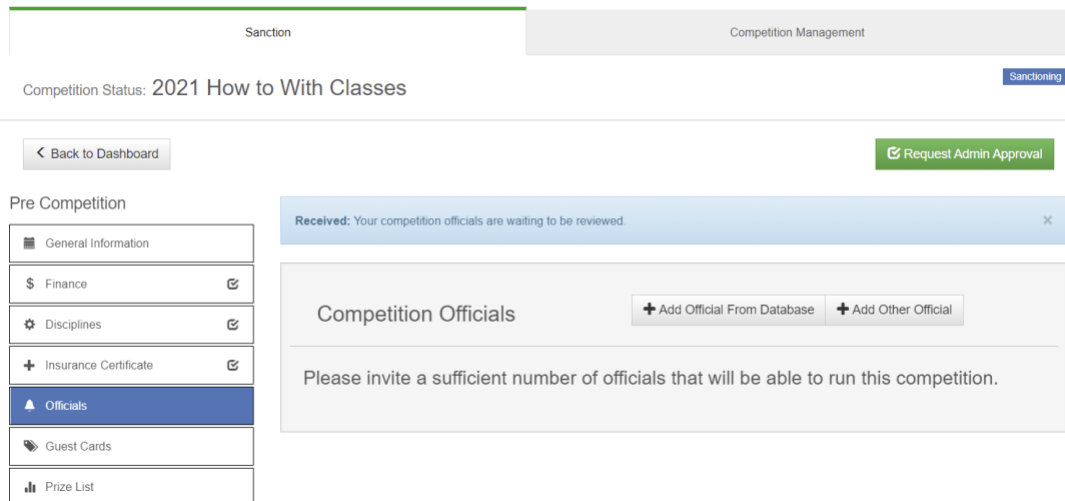
Insurance Certificate:

The insurance certificate must be used in 2021. You can download the certificate (it is also available in the rulebooks) and upload it to the system (or send it to NSEF). Your insurance provider can send it directly to nsefservices@sportnovascotia.ca

Officials & Guest Cards:

The Officials tab is linked to our Officials information. Scotia Series, EC, and Nova Scotian NRHA or Breed Officials are listed. If you are adding one of those officials click, on the Add Official from Database button. If you are using an official that is not in our database (i.e. from outside Nova Scotia or another breed judge), please use the Add Other Official. You will need to provide details on the qualifications of that judge when you add another official.

The guest card tab is only used if applicable.



Sanction Competition Management

Competition Status: 2021 How to With Classes Sanctioning

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

Pre Competition

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

Received: Your competition officials are waiting to be reviewed. X

Competition Officials [Add Official From Database](#) [Add Other Official](#)

Please invite a sufficient number of officials that will be able to run this competition.

Selecting an Official from the database: Use the search function to find an official then click on the Add Official to Competition for that official.



[Back to Competition](#)

Competition Official Search Form

Organization: Nova Scotia Equestrian Federation

By Name: Optional

Location: Optional

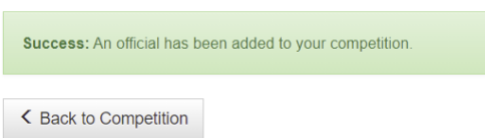
Discipline: Optional

Level: Optional

Zone: Optional

Official Information Certification(s)

The system will indicate they have been added. Then select any other officials before returning back to the competition general information.



Success: An official has been added to your competition.

[Back to Competition](#)

Adding an Other Official: Complete the information with as much information as possible. Then Submit other official

[← Back to Competition](#)

Official Application Form

Name

Address

Phone

Email

Discipline Experience

Certification Level

Certified by Organization
if this official is not certified by any organization, then a Guest Card surcharge will be applied to this competition

Certification Level
please provide your highest level of certification

Submit Other Official

The system will acknowledge that the official has been received and is waiting to be reviewed (by NSEF).

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

Pre Competition

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

Competition Approved

- Event Certificate

Received: Your competition officials are waiting to be reviewed. ×

Competition Officials

Please invite a sufficient number of officials that will be able to run this competition.

Test another province official

Edit Remove Competition Official

Official Information	Certification(s)
<input type="checkbox"/> Another province email	Certified by Organization Another country equestrian federation
<input type="checkbox"/> Another province phone	Certification Level Senior that country certification

Prize List:

Click on Open File Manager to upload the appropriate PDF file with the competition information. If you have multiple documents or documents in other formats (i.e. word) please email them to the NSEF Office at nsefservices@sportnovascotia.ca

The screenshot shows a web interface with a navigation menu on the left and a main content area. The navigation menu includes 'Pre Competition' (with sub-items: General Information, Finance, Disciplines, Insurance Certificate, Officials, Guest Cards, Prize List) and 'Competition Approved' (with sub-item: Event Certificate). The 'Prize List' item is selected. At the top right, there is a 'Request Admin Approval' button. A notification banner at the top reads: 'Received: Your prize list has been received and is awaiting approval.' The main content area is titled 'Prize List' and contains the text: 'Please upload a PDF document which outlines the prizes and awards that this competition will be awarding.' Below this text is an 'Open File Manager' button.

Request Admin Approval:

You can send an approval request to let us know everything is ready or to approved certain pieces of the sanctioning so you can proceed with more features in the competition management system.

There is a note feature so if there is something you want to make clear or ask, simply add it there.

The screenshot shows a web interface with a navigation menu at the top and a main content area. The navigation menu includes 'Sanction' and 'Competition Management'. The 'Sanctioning' item is selected. Below the navigation menu, the text reads: 'Competition Status: How To Competition'. At the bottom left, there is a 'Back to Dashboard' button, and at the bottom right, there is a 'Request Admin Approval' button.

Next Steps

- 1) As you are gathering the Sanctioning Information you can begin setting up your competition details. – See the Competition Management Help Documents
- 2) When you have entered/uploaded all of the Sanctioning Documents, submit your Request for Admin Approval.
- 3) Finalize all of the competition details.
- 4) Open your Competition for Entries
- 5) Finalize your schedule, documents for your volunteers, final membership checks, etc.
- 6) Enter the results
- 7) Enter your post-competition reports.

Questions?

Contact the NSEF Office at:
nsefservices@sportnovascotia.ca
or 902-425-5450 ext 342