

NSEF.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 main content area titled 'General Competition Information' contains form fields for 'Competition Name' (How To Competition), 'Year' (2020), and 'Start Date' (2020-12-28). A blue notification box at the top says 'Review the competition and when ready submit for admin approval'.

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

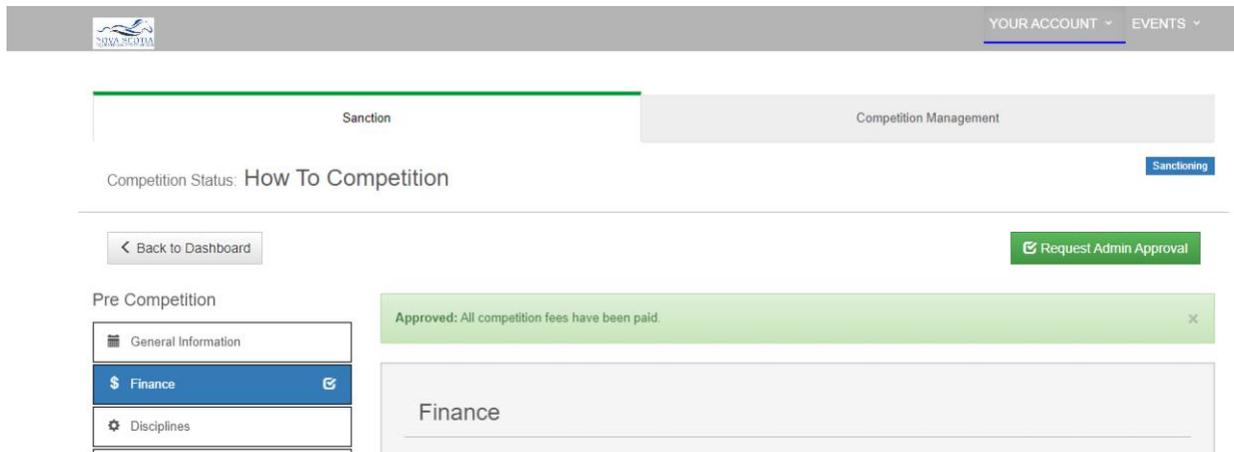
Finance: You can pay by Credit Card under the payment details on the page. If you have submitted a cheque to NSEF, then NSEF will update the payment.

The screenshot shows the 'Finance' page for the same competition. The header and navigation are identical to the previous page. The sidebar on the left now has 'Finance' selected. A yellow notification box at the top 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':

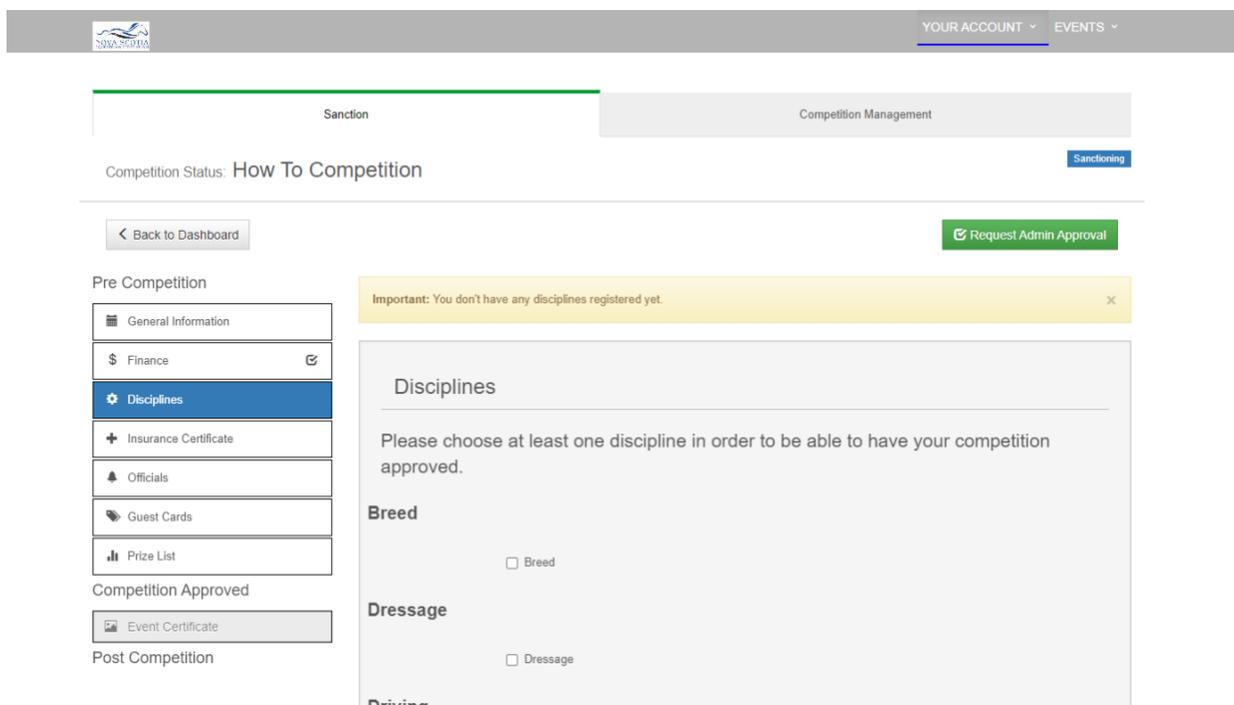
Product Description	Price	Quantity	Total
Competition Application Fee	\$33.00	1	\$33.00
Sub Total:			\$33.00

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 2022. 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.

The screenshot shows the 'Competition Management' section of a web application. At the top, there are tabs for 'Sanction' and 'Competition Management'. Below the tabs, the competition status is '2021 How to With Classes' and there is a 'Sanctioning' button. A 'Request Admin Approval' button is also visible. On the left, a sidebar menu includes 'General Information', 'Finance', 'Disciplines', 'Insurance Certificate', 'Officials' (highlighted), 'Guest Cards', and 'Prize List'. The main content area shows a 'Received' notification: 'Your competition officials are waiting to be reviewed.' Below this, the 'Competition Officials' section has two buttons: '+ Add Official From Database' and '+ Add Other Official'. A message below the buttons reads: '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.

The screenshot shows the 'Competition Official Search Form'. It has a 'Back to Competition' button. The form includes several dropdown menus: 'Organization' (set to 'Nova Scotia Equestrian Federation'), 'By Name', 'Location', 'Discipline', 'Level', and 'Zone'. Each dropdown menu has an 'Optional' label to its right. A 'Search' button is located below the dropdowns. At the bottom of the form, there is a blue bar with a yellow highlight around the 'Add Official to Competition' button. Below the search form, there are two columns: 'Official Information' and 'Certification(s)'. A redacted area is visible above the 'Add Official to Competition' button.

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

The screenshot shows a green success message box: 'Success: An official has been added to your competition.' Below the message is a 'Back to Competition' button.

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

Official Information	Certification(s)
<input type="button" value="Location"/> Another province email	Certified by Organization Another country equestrian federation
<input type="button" value="Phone"/> 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 for managing a competition. At the top left is a button labeled '< Back to Dashboard'. At the top right is a green button labeled 'Request Admin Approval'. On the left side, there is a 'Pre Competition' section with a list of menu items: General Information, Finance, Disciplines, Insurance Certificate, Officials, Guest Cards, and Prize List (which is highlighted in blue). Below this is a 'Competition Approved' section with an 'Event Certificate' item. The main content area features a blue notification box that says 'Received: Your prize list has been received and is awaiting approval.' Below the notification is a section titled 'Prize List' with the text 'Please upload a PDF document which outlines the prizes and awards that this competition will be awarding.' and a green button labeled 'Open File Manager'.

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 navigation bar with 'Sanction' and 'Competition Management' tabs. Below the navigation bar, the 'Competition Status' is set to 'How To Competition', and a blue button labeled 'Sanctioning' is visible. At the bottom of the page, there is a '< Back to Dashboard' button on the left and a green 'Request Admin Approval' button on the right.

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