

Online Entries How-To Guidelines nsef.horsesport.pro

Welcome to the nsef.horsesport.pro online entry manual. This step-by-step manual will help you to successfully enter/edit your competition entry. Equestrian NS staff are available Monday-Friday from 9am-4pm to assist with entries if the information enclosed does not answer your questions.

To reach a member of the Equestrian NS staff please contact us via email at <u>nsefservices@sportnovascotia.ca</u> or 1-800-263-2410.

Thank you for choosing to participate in Scotia Series sanctioned competitions. We wish you the best of luck in the upcoming competition season.

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Step 1 – Adding a Horse in your Membership Profile

Before you begin your entry, ensure that your owned/long-term leased horses are listed in your Equestrian NS Membership profile. They will make it easier to add horses to your entry as they are linked in the system. If you are riding a short-term leased/school horse, please ask the owner/coach to list them in their membership profile.

PLEASE NOTE: unlisted horses can be attached to your entry in the "Add Horse" tab.

To add a horse to your Equestrian NS membership profile, head to

<u>www.equestriannovascotia.ca</u>. Login to your account. If you forget your login information, reach out to <u>nsefservices@sportnovascotia.ca</u> and we can help you. Once logged in, you will see this screen. Click "Add and Owned Equine to Your Account"

| EQUESTRIAN NOVA SCOTIA | MEMBERSHIP × NEWS/EVENTS × PROGRAMS × COACHING × COMPE |
|--|--|
| My Profile | |
| Purchase or Renew You - Join or Renew your Membersi - Add Additional Products to Ex - Add a Club/Association to Exi - Add Owned Equine to Your Add | our Membership שנ ואלוחק Membership sting Membership ccount (strongly recommended if you are competing in Scotia Series) |

On this screen, you can add a new horse and see those already linked to your membership profile

| EQUESTRIAN NOVA SCOTIA MEMBERSHIP - NEWSEVENTS - PROGRAMS - COACHAG - COMPE | Search Q |
|---|---|
| Household Horses | Home / Household Horses |
| Household Horses | Logout Calendar |
| This table scrolls left-right on small screens $\qquad \qquad \qquad$ | 2024 Membership Form |
| Show 10 entries Search: | Member Code of Conduct Upcorning Events |
| NSEF Registered Birth Edit number Name Nickname Gender Color Height date Delete | MAR NCCP Teaching |

Once on the "Add an Owned Equine to Your Account" screen, fill in the following information. The Registered Name and horse's birthdate are the only two mandatory requirements. Once completed, click "Save Horse". Your horse is now successfully added to your profile. It's ok if you don't know everything about your horse.

| | | MEMBERSHIP ~ | NEWS/EVENTS ~ | PROGRAMS ~ | COACHING ~ COMPE |
|-------------------|-----------|--------------|---------------|------------|--------------------------|
| New Househ | old Horse | | | | |
| General Infor | mation | | | | |
| NSEF number | | | | | |
| Registered Name | | | | | primary, must be used |
| Nickname | | | | | |
| Owner Name | | | | | |
| EC Number | | | | | |
| Color | | | | | |
| Birth date | | | | | yyyy-mm-dd |
| Gender | | | | | ~ |
| Height | | | | | |
| Save Horse Inform | nation | | | | |

Step 2 - Entering a Competition:

To enter a competition, go to <u>nsef.horsesport.pro</u>. In the top right-hand corner of the page your will "Your Account". Select this button and the option to Log In will appear in the drop down.

| | EQUESTRIAN NOVA SCOTIA | EQUESTRIAN CANADA ÉQUESTRE | VOUR ACCOUNT - EVENTS - Vou ane Logged Out Carring Support 4 sport |
|--|--|----------------------------------|--|
| Contact Us | | | |
| 5516 Spring Garden Road Halifax, Nova Scotia, B3J 1G6 Canada | | | |
| | | | |
| Fax: 902-425-5606 | | | |
| nsetprograms@sportnovascotia.ca | | | |
| | | | |
| Copyright © 2024 Equestrian Nova Scotia Privac | y Policy Terms of Service Built with Moxie | | |

On the login screen that appears, use your Equestrian NS Membership login information to access the competition site. (This is the same log-in that we referred to in the Add Horses Step)

| EQUESTRIAN | | YOUR ACCOUNT ~ | EVENTS ~ |
|---|---|----------------|----------|
| User Name Password | Remember me on this device | | |
| Trouble logging in or need to F Please login using your persor For help with a Equestrian No and then return here once | leset your Password? al membership username and password from your sport organization wa Scotia membership or account, visit their Login Help page you know you can log into that system without issue | | × |
| | | | |

<u>Select your competition to enter</u>: The list of available competitions and access to previous entries will appear once logged in. Read the list of available competitions to find the one you are looking to enter and select "Sign Up" on the left-hand side of the competition you want to enter.

| Series - | YOUR ACCOUNT - EVENTS |
|---|--|
| Equestrian Nova Scotia Active Competitions | |
| Velcome to your Competitions Dashboard. Here you can sign up for comp ew equine competitions. | etitions or as an organizer you can create/manage |
| you have already created a competition entry and want to view or edit you | ur entries, you can access it by scrolling down. Your |
| mpetition entries can be found under the table of current competitions. | |
| Create Competition & Copy Competition & Templates | |
| | |
| Equestrian Nova Scotia Active Competitions | |
| Show 10 V entries | Search: |
| Sign Up Name Date Date Level Disciplines More | Class re Info Prize List Schedule Standings |
| Sign Up Test Competition May 3, May 5, Provincial Dressage, Driving, 2024 2024 General Performance, | w More Info \$ View Prize List O Class Schedule 11: View Standings |
| Gymrhana, Hunter, Jumper, Western Denssage | |

<u>Add Main Contact information</u>. The competition system is built so that multiple athletes and horses can be added at the same time by one person. The information you enter here should be either the name of the individual athlete entering the competition <u>or</u> the name of the barn and contact name of the person entering a group of athletes. i.e. the coach. Parents or Persons Responsible can also enter their contact information if they would like to be the main contact for the entry.

| | | Summary 8 | & Fees | |
|----------------------|-----------------------------------|-----------------------------------|--------|--|
| Athlete or Barn Name | | | | |
| Contact Name | | | | |
| Contact Email | | | | |
| Contact Phone | | | | |
| | Contact information provided is u | used by the competition organizer | r | |

Step 3 - Adding an Athlete

The next step is to add the competing athletes to this entry. You can add as many athletes as needed for your group. To add an athlete, click "Add Athlete" in the top right corner.

| < Back Competition E | Entries | | | | | |
|-------------------------|----------------------------------|-----------|---------------|-------------------------|---------------|-----------------------|
| Athletes | Horses | Coaches | Class Entries | Add-ons (if applicable) | Music | Summary & Fees |
| Athletes | | | | | + Add Athlete | A Send Athlete Waiver |
| it appears that no or | te is a part of this competition | entry yet | | | | × |
| K Previous | | | | | | > Next |

The following screen will appear. Athletes can be searched by using their full name as it appears on their ENS membership card **or** their ENS membership number.

| them below: | lat you are registering has an account with NSEF, please try to search for | |
|-------------------------------|--|--|
| Sport Organization | Equestrian Nova Scotia | |
| Full Name | | |
| DR . | | |
| Member # | | |
| Q Search | | |
| | | |
| | | |
| If you are a N NSEF Office | Vova Scotia athlete and can not be found in the search, please contact the at 1-800-263-2410. If you are an athlete from outside Nova Scotia, please use the following link. Add Out of Braviero, Athlete. | |

Once you find the athlete's name, verify all information on the profile and click "Save Person"

| Save Person | | |
|---------------------------|-------------------------------------|---------------|
| Success: A person was say | ed successfully to the entry group. | × |
| Exhibitor Number | MG1 | |
| Name | Jennifer Murphy | |
| Birth Year | | |
| Gender | Female | |
| Email | | |
| Phone | | |
| Country | Canada ~ | |
| State/Province | NS | |
| Sport Organization | Equestrian Nova Scotia | if applicable |
| Member # | | if applicable |
| NSO Number | | |
| FEI# | | |
| ✓ Save Person | | |

Once saved, you will return to the previous page where you can continue to add more entries by selecting "Add Athlete". Once all athletes are entered, click "Next" at the bottom right of the page. This will take to back to the Competition Entries Page and on to Step 4.

Step 4 - Horse Tab

<u>Adding your Horse to your Entry</u> – Select the Horses tab then select "Add Horse" on the right hand side of the screen

| Back | Entries | | | | | |
|-----------------------|-----------------------------------|-------------|---------------|-------------------------|-------|----------------|
| Athletes | Horses | Coaches | Class Entries | Add-ons (if applicable) | Music | Summary & Fees |
| Horses | | | | | | + Add Horse |
| it appears that no ho | orses are part of this competitio | n entry yet | | | | × |
| Previous | | | | | | > Next |

This search box will appear where you can search for any horse that has been added to the Equestrian NS membership database (Step 1). If the horse you are competing with is not appearing in the search, select "CLICK HERE TO ADD A HORSE TO THIS COMPETITION" to add your horse to this entry. The only information required by the competition system is the registered name for the horse.

| | Competition Horse Information | 3 |
|-----------------------------------|--|----|
| If your horse is search for it us | already registered in your or the horse owner's NSEF member account, sing one of these two fields. | |
| Sport | Equestrian Nova Scotia | |
| u u | | |
| Horse Name | (Registered name or barn name of a horse in your or the horse owner's NSEF account) | |
| OR | | |
| Horse | | |
| Registration # | (The breed or registration number of a horse in your or the horse owner's NSEF account) | |
| Q Search | | |
| | | |
| | | |
| | | |
| If you still car | not find this horse, it may not be registered in our system. That's ok! CLICK HERE TO ADD A HORSE TO THIS COMPETITION | |
| If you continue to exp | erience difficulty adding a horse to this competition, contact us at 1-800-263-2410 or nsefservices@sportnovascotia.ca | |
| | Ciot | se |

<u>Save Horse to your Entry</u>: Select or add the horse for this entry, ensuring that all information is accurate.

<u>Stall Option</u>: Using the drop-down arrow, select a stall option if necessary/available. This dropdown menu will list the stall options available for the competition.

| Barn Name | | |
|---|---|------------|
| | Train | |
| Registered Name | Trainera | |
| Stall Option | | |
| Birth Date | 2019-03-16 | yyyy-mm-dd |
| Gender | Mare | |
| Charge | \$0.00 | |
| FEI # | | |
| Exhibitor Number | DAH | |
| Save Horse | | |
| | | |
| | | |
| | | |
| Save Horse Barn Name | Train | |
| Save Horse Barn Name Registered Name | Train | |
| Save Horse Barn Name Registered Name Stall Option | Train Trainera | |
| Save Horse Barn Name Registered Name Stall Option Birth Date | Train Trainera V Single Stall - One Night — \$50 Single Stall - Two Nights — \$75 | yyyy-mm-dd |
| Save Horse Barn Name Registered Name Stall Option Birth Date Gender | Train Trainera V Single Stall - One Night — \$50 Single Stall - Two Nights — \$75 Mare | yyyy-mm-dd |
| Save Horse Barn Name Registered Name Stall Option Birth Date Gender Charge | Train Trainera Single Stall - One Night — \$50 Single Stall - Two Nights — \$75 Mare \$10.00 | yyyy-mm-dd |
| Save Horse Barn Name Registered Name Stall Option Birth Date Gender Charge FEI # | Train Trainera Single Stall - One Night — \$50 Single Stall - Two Nights — \$75 Mare \$10.00 | yyyy-mm-dd |

Once you have confirmed all information is correct and selected a stall option, click "Save Horse". Then select "Next" at the bottom right of your screen to go to next step.

Your horses are entered!

Step 5 - Coach Tab:

Adding a Coach/Person Responsible (parent/guardian)/Adult Athlete: To ensure safe sport compliance, this section must be completed. This system is linked to a coach membership profile and will confirm that all safe sport standards have been met. Simply search the **Coach** by selecting the "Add New Coach" button on the right-hand side of the screen.

| | Horses | Coaches | Class Entries | Add-ons (if applicable) | Music | Summary & Fees |
|--|---|---|---|--|--|--|
| Coaches | | | | | | + Add New Coach |
| active 2021, Safe Spo | ort standards are in place for | coaches. For more informat | ion on these standards clic | k here. | | |
| recognize that althou | igh the coach field of the en | try is mandatory in the entry | system there may be case | s where a coach does not attend a c | competition with an ati | hlete - don't worry the |
| 2023, all athletes no | eed to click on the blue Ar | ld New Coach even if they | y. do not have a coach at th | | | |
| | | U NEW GOACH EVEN II LIEV | | e competition. | | |
| If you have a coal | ich(s) attending the compo | stition with you: Please add | them to your entry. If you o | lo not see them in the search please | use the Add Coach a | at the bottom of the page. |
| If you have a coa If the entry is a J | ach(s) attending the compo- unior Athlete attending the | etition with you: Please add | them to your entry. If you o ach: The parent/guardian/p | to not see them in the search please erson responsible attending at the c | use the Add Coach a competition needs to b | at the bottom of the page. be named on the entry and |
| If you have a coat If the entry is a J they will need to r the person's name | ach(s) attending the compo- lunior Athlete attending the meet Safe Sport Standards f e that will be attending and | etition with you: Please add a competition without a co- for person responsible. To add their information, click on the | them to your entry. If you o ach: The parent/guardian/p id this person, use the Add s Save Coach button then a | lo not see them in the search please erson responsible attending at the o Coach link at the lower part of the p fter it has saved successfully, click o | use the Add Coach a competition needs to b page. Simply click on t on the back button to | at the bottom of the page. be named on the entry and the Add Coach words, fill i return to the coach page |
| If you have a coat If the entry is a J they will need to r the person's name and continue with | ach(s) attending the compo- lunior Athlete attending the meet Safe Sport Standards to e that will be attending and i your entry. | etition with you: Please add e competition without a co for person responsible. To add their information, click on the | them to your entry. If you o ach: The parent/guardian/p Id this person, use the Add s Save Coach button then a | to not see them in the search please erson responsible attending at the of Coach link at the lower part of the p ofter it has saved successfully, click in | use the Add Coach a competition needs to to bage. Simply click on to on the back button to | at the bottom of the page. be named on the entry and the Add Coach words, fill i return to the coach page |
| If you have a coat If the entry is a J they will need to r the person's name and continue with If you are an Adu | ach(s) attending the comp lunior Athlete attending the neet Safe Sport Standards (e that will be attending and vyour entry. uit Athlete attending witho | stition with you: Please add e competition without a co for person responsible. To ac their information, click on the ut a coach: You need to indi | them to your entry. If you c ach: The parent/guardian/p Id this person, use the Add s Save Coach button then a cate so on the coach page | to not see them in the search please erson responsible attending at the of Coach link at the lower part of the of their it has saved successfully, click To do so, use the Add Coach link a | use the Add Coach a competition needs to b page. Simply click on t on the back button to t the lower part of the | at the bottom of the page. be named on the entry and the Add Coach words, fill is return to the coach page page. Simply click on the |
| If you have a cost If the entry is a J they will need to r the person's name and continue with If you are an Adu Add Coach words back button to rel | ach(s) attending the comp lunior Athlete attending the meet Safe Sport Standards I e that will be attending and I i your entry. it Athlete attending withou i and either add your name i um to the coach page and | attion with you: Please add e competition without a co for person responsible. To ac- their information, click on the ut a coach: You need to indi or type Self-Coached, put Si continue with your entry. | them to your entry. If you or ach: The parent/guardian/p id this person, use the Add s Save Coach button then a cate so on the coach page ame for the other informatio | to not see them in the search please loo not see them in the search please reson responsible attending at the c Coach link at the lower part of the p after it has saved successfully, click in To do so, use the Add Coach link a n, click on the Save Coach button t | use the Add Coach a competition needs to b age. Simply click on t on the back button to t the lower part of the hen after it has saved | at the bottom of the page. be named on the entry and the Add Coach words, fill is return to the coach page page. Simply click on the successfully, click on the |
| If you have a coa If the entry is a J they will need to r the person's name and continue with If you are an Adu Add Coach words back button to refound to refound ou have any question | ach(s) attending the comp hance of the second second second second the second second second second second second second second second second second second second second second second second s | attion with you: Please add ecompetition without a co- for person responsible. To ac- their information, click on the ut a coach: You need to indi or type Self-Coached, put Si continue with your entry. 1-263-2410 | them to your entry. If you a ach: The parent/guardian/y d this person, use the Add s Save Coach button then a cate so on the coach page ame for the other informatic | e competition. Ion not see them in the search please reson responsible attending at the ic Coach link at the lower part of the fitter it has saved successfully, click To do so, use the Add Coach link a .n, click on the Save Coach button t | use the Add Coach a competition needs to b page. Simply click on t on the back button to the lower part of the hen after it has saved | at the bottom of the page, be named on the entry and the Add Coach words, fill is return to the coach page page. Simply click on the successfully, click on the |
| If you have a coc If the entry is a J they will need to r the person's nam and continue with If you are an Adu Add Coach words back button to rel back button to rel | Auch(a) attending the comp- lumior Athlete attending th meet Safe Sport Standards b e that will be attending and i your entry. At Athlete attending withou s and either add your name turn to the coach page and s please give us a call 1-800 | At their could retent in targ- stition with you: Please add e competition without a co for person responsible. To a their information, click on the ut a coacht: You need to indi or type Self-Coached, put Si continue with your entry. J-263-2410 | them to your entry. If you or ach: The parent/guardian/ Id this person, use the Add save Coach button then a cate so on the coach page ame for the other informatio | e competition. Ion not see them in the search please reson responsible attending at the (Coach link at the lower part of the fitter it has saved successfully, click in To do so, use the Add Coach link a in, click on the Save Coach button t | a use the Add Coach a competition needs to b page. Simply click on t on the back button to the lower part of the hen after it has saved | at the bottom of the page. be named on the entry an the Add Coach words, fill return to the coach page page. Simply click on the successfully, click on the |

This search box will appear. If your **Coach** is not found or you are adding a **Person Responsible (parent/guardian) /Adult Athlete**, select "Add Coach".

| | Add Coach | × |
|----------------------------------|---|-------------|
| Add your coac certified coach | h to your competition entry. You can search for a Nova Scotia here: | active |
| By Name | 1 | Optional |
| Location | ~ | Optional |
| Sport Organization | Equestrian Nova Scotia | |
| Q Search For Coac | h | |
| | | |
| lf you were u | unable to find your coach through the search, you can add yo clicking on: <u>Add Coach</u> | ur coach by |
| | | Close |

Clicking the "Add Coach" button will bring you to the following screen. From here you can add a coach/person responsible not in the system or record "Self-Coached" on your entry. ENS will check unlisted coaches for Safe Sport compliance.

| Save Coach | | |
|----------------|----------------------------|--|
| | General | |
| General | | |
| Coach Name | Self-Coached | |
| Coaching Email | noemail@sportnovascotia.ca | |
| Cell Phone | 999-999-9999 | |
| Stable Name | 1 | |
| ✓ Save Coach | | |

Click "Save Coach" when complete. Then select "Back" at the top left of your screen.

Step 6 - Class Entries:

<u>Adding a Class to your entry</u>: On the competition Entries page, select the "Class Entries" tab. From here, click "Add Classes" on right hand side of the screen.

| EQUESTRIAN | | | | | YOUR A | CCOUNT ~ EVENTS ~ |
|--------------------------|---------------------------|---------|---------------|-------------------------|----------------|-----------------------|
| < Back | | | | | | |
| Competition Er | ntries | | | | | |
| Athletes | Horses | Coaches | Class Entries | Add-ons (if applicable) | Music | Summary & Fees |
| Class Entrie | S | | | + Add 0 | Classes 🔔 Mana | ge Exhibitor Numbers! |
| it appears that there ar | re no classes entered yet | | | | | × |
| | | | | | | |
| V Previous | | | | | | > Next |

This screen will appear. We recommend staying on the "Multiple Entry Registration" page as you can select multiple classes/divisions to enter at once. Select the athlete's name from the "Add Athlete" drop down arrow, then add the horse from the "Add Horse" drop down arrow. Once selected, check the box for each class/division you for which you wish to enter the selected horse/athlete combination. Once satisfied that you entered all the desired classes, click "Save Entries" at the bottom of the left-hand screen. Please wait for the page to load

| | Multiple Entry Hegistration | Single Entry Registration |
|--|---|---|
| Multiple Entry I | Registration | |
| Registering the san ists below and che | ne horse and participant in multiple classes ick off all classes for which you wish to ente | ? Select the athlete/horse combination using the drop-down ir, Please remember to check rules for eligibility. |
| Select Informat | tion Here: | |
| Add Athlete | | |
| Add Horse | | ~ |
| | Show Horses From All Competition Entries | |
| Exhibitor Number (if permanent number) | | |
| You can use the Search box o will not be saved. | on the right to help find your classes faster. However, please clear t | he search before clicking the Save Entries button, as any classes not visible on the screen |
| | | |
| Show ~ entries | | Conselle |
| Show ventries | | Search: |
| Show ventriss | Show Horses From All Competition Entries | Search: |
| Show entries Select Classes Exhibitor Number (if permanent number) | Show Hones From All Competition Entries | Search |
| Show entries Belact Classes Exhibitor Number (if permanent number) u can use the Search box on inot be saved. | Show Horses From Al Competition Entries 003 the right to help find your classes faster. However, please clear | Search * |
| Bhow entries Select Classes Exhibitor Number (if permanent number) u can use the Search box on I not be saved. Show v entries | Show Horses From Al Competition Entries 003 the right to help find your classes faster. However, please clear t | Search: |
| Bhow entries Relact Classes Exhibitor Number (if permanent number) u can use the Search box on inot be saved. Show entries Select Classes | Show Horses From Al Competition Entries 003 the right to help find your classes faster. However, please clear t | Search: |
| Bhow or entries. Select Cleaner Eschibtor Number (f permanent number) u can use the Search box on Ind be sawd. Show or entries. Select Classes Dessage – Training Level | Show Horses From Al Competition Entries 003 the right to help find your classes faster. However, please clear t | Search: |
| Brow endiss. Select Classes Exhibitor Number (if permanent number) u can use the Search box on ind be assue. Show endises Select Classes Select Se | Show Horses From Al Competition Entries 003 | Search: |
| Brow endiss. Brow endiss. Balant Classes Eshibitor Number (if permanent number) U can use the Search box on Inst be search. Show endiss. Brow endiss. Brow endiss. Brow endiss. Browsage - Training Level Dressage - Training Level Classes | Show Horses From Al Competition Entries 003 the right to help find your classes faster. However, please clear t -2 plan Flat Junior - Read Hack. | Search: |
| Brow endiss. Brow endiss. Balant Classes Eshibitor Number (if permanent number) U can use the Search box on Inst be saved. Show endiss. Brow endiss. | Bhow Horses From Al Competition Entries 003 the right to help find your classes faster. However, please clear to a state of the right to help find your classes faster. However, please clear to a state of the right to help find your classes faster. However, please clear to a state of the right to help find your classes faster. However, please clear to a state of the right to help find your classes faster. | Search: |
| Brow enders. Brow enders. Balant Classes Eschibtor Humber (II permanent number) U can use the Search box on Inot be saved. Show enders. Belect Classes Belec | Bhow Honses From AI Compatition Entries 003 004 005 005 005 005 005 005 005 005 005 | Bearch: |
| Brow enders. Brow enders. Baker Classes User Lasses Brow enders. Brow | Show Honses Prom All Competition Entries 003 the right to help find your classes faster. However, please clear 1 -2 gliah Plat Junior - Read Hack. | Bearch Bearch before citcking the Seve Entries button, as any classes not visible on the scree Bearch Previous 1 Next |

A green text box will appear indicating that you have successfully entered your selected classes. A red text box will appear if there are errors with the entry, such as an expired ENS membership. Then select "Next" at the bottom right of your screen

| | ISEF and Horses: Forever Mine entry for Hunter - 18" Division save | ed successfully. | | | |
|---|--|--|--------------|-----------------------------|-----------------------------|
| | | | | | |
| ionally, the following errors occurred: | | | | | |
| TrainerJr1 NSEF was found to not h | ave a current membership with Equestrian Nova Scota and one is re | equired for this class, Hunter - 18" Division. | | | |
| | | | | | |
| Class Entries | | | | C Re-calculate + Add Classe | s 🐁 Manage Exhibitor Number |
| | | | | | |
| ihow Aa 👻 entries | | | | | Search: |
| Edit Entry () | Eshib.# A Class 0 Entr | ry Name (Participants | () Horses () | Entry Fee Date Created | Remove Entry |
| G Edit Entry | Hunter - 210" Division | Charlotte Grace | Happy Feet | \$15.00 2025-01-14 10:14:09 | × |
| G Edit Entry | Huntler - 15" Division | TrainerJr1 NSEF | Forever Mine | \$15.00 2025-01-14 09.36.43 | × |
| G' Edit Entry | Hunter - 23" Division | Traineur1 NSEF | Forever Mine | \$15.00 2025-01-14 09.38 45 | × |
| Di Edit Entre | Hutter - 2'3" Division | Trainer/r1 NSEF | Happy Feet | 815.00 2025-01-14 10:14:21 | × |
| O concourt | Hutlar, 211 Division | Trainecirt NSEE | Ensuer Mine | 815.00 2025.01.14.00.27.43 | - |
| | | | | | - |
| G' Edit Entry | | Trainer.ird NSEE | Forever Mine | \$15.00 2025-01-16 06:33:31 | × |
| G' Edit Entry G' Edit Entry | Hunter - 18" Division | | | | |

Step 7 - Add-Ons Tab:

EXTRAS: This tab allows competition-specific extras to be added. By selecting the "Add New Item" button. You may select additional fees/services such as bedding, hay, camping sites, etc. You can only add one item at a time. Click "save" for each "add-on" and then select "Add New Item" for the next "add-on". **Please be sure to check all that apply to you in this section and save each item.** All selected items will be on your summary of fees and invoice. This serves as a second check to ensure that you add all the things you need for that competition. You can even leave a note to the competition secretary! Once satisfied with your selections or you don't need any add-ons, select "Next" at the bottom right of your screen. Once satisfied with your selections or you don't need any add-ons, select "Next" at the bottom right of your screen

| | intries | | | | | |
|---------------------------------|---|---|---------------|-------------------------|-------|----------------|
| Athletes | Horses | Coaches | Class Entries | Add-ons (if applicable) | Music | Summary & Fees |
| Add-ons (if | applicable) | | | | | + Add New Item |
| it appears that there | are no add-ons added to th | is competition entry yet | | | | × |
| | | | | | | |
| revious | | | | | | > N |
| | | | | | | |
| lack | | | | | | |
| ^{ack} Save Other | Item | | | | | |
| ack Save Other | Item | hy | | | × | |
| aok Save Other Per | Item Jennifer Murp | hy | | | × | |
| save Other | Item Jennifer Murp Item \$100 - Camp atter \$7 - Sauchus | hy Ping - One Night | | | ~ | |
| aok Save Other Per | rson Jennifer Murp tem v \$100 Camp \$7 - Savdus \$50 - Perna | hy ing - One Night t ent Ring Number | | | | |
| ack Save Other Per Qua | ttem Stop | hy sing - One Night t nent Ring Number | | | | |

Step 8 – Assistant:

Assistants: They system give you the option to add an assistant to your entry. This assistant will have access to all of the information inputted on the entry, including the contact information for all athletes listed on the entry. We recommend that you only add a trusted person as an assistant as they will have access to this information.

To add an assistant, click the "Add Assistant" button on the right-hand side of the screen.

| Competition Entries | | | | | | |
|---|-------------|---------|---------------|-------------------------|-----------|----------------------------------|
| Adhietes | Horses | Coaches | Class Entries | Add-ons (If applicable) | Assistant | Summary & Fees |
| Assistant | | | | | | + Sanction.CreateNewAssistantBtn |
| it appears that no one is a part of this competitio | n entry yet | | | | | × |
| | | | | | | |
| < Previous | | | | | | > Next |

The following box will appear where you can search for your assistant by their Full Name as it appears on their ENS membership card or their membership number. There is no option to add an assistant who is not in our membership database.

| Constian Croate NeuropaintentText | |
|------------------------------------|--|
| Sanction. Createinewassistant rext | |
| Sport Equestrian Nova Scotia 🗸 | |
| Full Name | |
| OR . | |
| wember # | |
| | |

Once you have found the assistant you are looking for, select "+Add Person" to the left-hand side of their name.

| anotion Cross | tobloursesist | antTaut | | | |
|---|---|--|---|--|---|
| anction.Crea | tervewassist | antiext | | | |
| Sport | Equestrian No | wa Scotia | | ~ | |
| organization | | | | | |
| Full Name | TrainerJR1 NS | EF | | | |
| OR | | | | | |
| Member # | | | | | |
| Court | | | | | |
| - Soarun | | | | | |
| 4 Search | | | | | |
| Gearci | | | | | |
| - Search | | | | | |
| sears this person do | es not have a curre riannovascotia.ca | nt membership with i | Equestrian Nova Scotia. In mbership or use the Out o | order to register for this corr | spetition, the person |
| pears this person do either visit equest Day Permit option. | es not have a curre riannovascotia.ca : | nt membership with and renew their me | Equestrian Nova Scotia. In mbership or use the Out o | order to register for this corr If Province Participant link | spetition, the person below and enable t |
| ears this person do either visit equest Day Permit option. | es not have a curre riannovascotia.ca : | nt membership with and renew their me | Equestrian Nova Scotia. In mbership or use the Out o | order to register for this com If Province Participant link | spetition, the person below and enable t |
| pears this person de either visit equest Day Permit option. | es not have a curre riannovascotia.ca : | nt membership with and renew their me | Equestrian Nova Scotia. In mbership or use the Out o | order to register for this con If Province Participant link | spetition, the person below and enable t |
| pears this person do t either visit equest Day Permit option. Search Re: | es not have a curre riannovascotia.ca : SUITS | nt membership with and renew their me | Equestrian Nova Scotia. In mbership or use the Out o | order to register for this con If Province Participant link | spetition, the person below and enable t |
| pears this person do either visit equest Day Permit option. Search Re: | es not have a curre riannovascotia ca : SUITS | nt membership with and renew their me | Equestrian Nova Sootia. In mbership or use the Out o | order to register for this con | spetition, the person |
| pears this person do aither visit equest Day Permit option. Search Re: Add Person | es not have a curre riannovascotia.ca : SUITS Member # | nt membership with and renew their me Full Name | Equestrian Nova Scotia. In mbership or use the Out o | order to register for this con if Province Participant link Competition Number | spettion, the person below and enable to NSO Number |
| pears this person do t athor visit equest Day Permit option. Search Ret Add Person + Add Person | suits Member # 2910104 | nt membership with and renew their me Full Name TrainerJr1 NSEF | Equestrian Nova Sootia. In mbership or use the Out o Current Membership Not a Member | order to register for this com of Province Participant link Competition Number | spetition, the person below and enable t |
| pears this person do t ather visit equest Day Permit option. Search Re: Add Person | ses not have a curre riannovascotia ca : Sults Member # 2910104 | nt membership with and renew their me Full Name TrainerJr1 NSEF | Equestrian Nova Scota. In mibership or use the Out o Current Membership Not a Member | order to register for this con Province Participant link Competition Number | spetition, the person below and enable t |
| pears this person do t either visit equest Day Permit option. Search Re: Add Person + Add Person | es not have a curre riannovascotia ca : Sults Member # 2910104 | nt membership with and renew their me Full Name TrainerJr1 NSEF | Equation Nova Social in mohership or use the Out of Outreet Membership Not a Member | onter to register for this core If Province Participant link | spettion, the person below and enable t NSO Number |

The following message will appear and you can click "Next" at the bottom right of your screen to move on to the final step.

| Competition Entries | | | | | | |
|---|-----------|---------|-------------------|------------------------|-----------|------------------------------------|
| Attistas | Horses | Coaches | Class Dritles | Add-ons (1 applicable) | Assistant | Summary & Fees |
| Success: A person was saved successfully to the ent | ny group. | | | | | × |
| Assistant | | | | | | + Sanction Create/NewsVocatantTite |
| Show AL w artifes | | | Reesive Assistant | | | Search |
| TrainerJrt NSEF Showing 1 to 1 of 1 entries | | | | | | Previous 1 Next |
| < Previous | | | | | | > Heat |

Step 9 – Summary and Fees and Your Invoice:

<u>"Summary and Fees</u>" tab – Selecting "Next" will bring you to this tab which means you have completed your competition registration! This is a summary page that allows you to review your entry, add-ons and total cost. THIS IS NOT YOUR INVOICE. Please review this page to ensure everything is correct. Directions on how to pay your invoice will be added by the competition secretary and will be displayed at the bottom of this section.



<u>Your Invoice</u> - To find your invoice, return to the "Athletes" tab by selecting "Athletes" at the top left of your screen. Select the invoice button on the left-hand side, shown here:

| Athletes | Horses | Coaches | Class Entries | Add-ons (if applicable) | Music | Summary & Fee |
|------------------------|--|-----------------|---------------|--|------------------------|---------------------------------|
| Athletes | | | | | + Add Athlete | A Send Athlete Waive |
| how 10 v entries | | | | | Search: | |
| Edit Person Invoice | Exhibitor Number | ê Iame Email | Member | Sign Sign FEI Ø Walver Ø Walver # Online Offline | r ∲ Walver ∲ Status | Total 🕴 Remove 🕴 Paid Person |
| | | | | | Mat Diseased | eo oo |

<u>Sample Invoice</u> – Once you click the Invoice icon, the following page will appear outlining all fees. Again, payment information can be found in a note at the bottom of the invoice.

| Test Competitio | on | | | | | |
|---------------------------------------|---------------------------|---------------------------------|------|---|--|--------------|
| rdney ain St rdney, NS IL1N2 | | | E | 2024-05-03 Secretary: Je Email: ensco | — 2024-05-05 mnifer mpetitions@spc | rtnovascotia |
| Create Invoice Note | | | | | | |
| nvoice Breakd | own | | | | | |
| Charge | Charge Type | Item | Note | Quantity | Price per Item | Total Charge |
| Scotia Series Fee | Santia Sarian Eng | Castia Carias Ess | | 1 | \$2.00 | \$2.00 |
| Sub Total | Scoua series ree | SCOLIA Series ree | | 1 | \$3.00 | \$3.00 |
| Participant Fees | | | | | | |
| C Edit Charge | Per Rider/Horse Team | Trainera | | 1 | \$5.00 | \$5.00 |
| C Edit Charge | Per Rider Fee | Jennifer Murphy | | 1 | \$5.00 | \$5.00 |
| G Edit Charge | Per Horse Fee | Trainera | | 1 | \$10.00 | \$10.00 |
| Class Entry Fees | | | | | | |
| X 🖸 Edit Charge | Entry Fee | Training Level | | 1 | \$30.00 | \$30.0 |
| K Edit Charge | Entry Fee | English Flat Junior - Road Hack | | 1 | \$10.00 | \$10.0 |
| × | Entry Fee | Derby | | 1 | \$0.00 | \$0.0 |
| Sub Total | | | | | | \$40.0 |
| Other Item Fees | | | | | | |
| G' Edit Charge | Other Item | Camping - One Night | | 1 | \$100.00 | \$100.0 |
| Sub Total | | | | | | \$100.0 |
| Stall Fees | | | | | | |
| C Edit Charge | Single Stall - Two Nights | Trainera | | 1 | \$75.00 | \$75.0 |
| Sub Total | | | | | | \$75.0 |
| Additional Fees | | | | | | |
| Cí Edit Charge | Showground Fee | Trainera | | 1 | \$10.00 | \$10.0 |
| Sub Total | | | | | | \$10.0 |
| | | | | | | |
| | | | | | | |

Step 10 - Waivers:

While still in the Athlete tab, select the waivers that you need to sign. This will prompt you to email the waivers to the email on your athlete profile. You can complete the waiver after you finish entering the competition. (check your spam folder). If a competition has a credit card payment option, you will supply your credit card information on the waiver. Waivers must be completed prior to the competition.

| Athletes Horses Coaches Class Entries Add-ons (f applicable) Music Summary & Fees Athletes Add Athlete Invoice Exhibitor Name Email Member FEI Waiver Online Sign Waiver Total Person MG1 Jumphy stormyrain@gmail.com Invoice MG1 Murphy Stormyrain@gmail.com Invoice Not Signed Solo Invoice MG1 Jumphy Invoice Invoice MG1 Jumphy Invoice In | mpetition Entrie | S | | | | | | |
|---|-------------------------|---------------------|------------------------------------|------------------|---|---|--------------------------|------|
| Athletes Atd Athleto Image: Search: | Athletes | Horses | Coaches | Class Entries | Add-ons (if applicable) | Music | Summary & Fees | |
| Invoice Exhibitor Name Member FEI Sign Waiver Ørsion Sign Waiver Offline Waiver Status Total Remove Person Cf Edit Image: MG1 Jannifer Murphy Stormyrein@gmail.com Image: Mot Signed \$0.00 Image: Mot Signed | Athletes | | | | | + Add Athlete | A Send Athlete Waiver | |
| Edit Person Exhibitor Name Email Member # FEI # Sign Online Sign Waiver Waiver Waiver Total Person Remove Person © Edit Image: MG1 Jannifer stormyrein@gmail.com Image: MG1 Not Signed \$0.00 Image: MG1 | how 10 ~ entries | | | | | Search | | |
| Ci Edit III MG1 Jennifer stormyrein@gmail.com X Not Signed \$0.00 | Edit Person Invoice | Exhibitor Number | ame Email | Member # | Sign Sign FEI Waiver Waive # Online Offline | r 🕴 Waiver 🌢 Status | Total Remove Paid Person | |
| | 🖸 Edit | MG1 J N | ennifer stormyrein@gmail furphy | .com | × | Not Signed | \$0.00 | |
| | Edit 🍦 Person Invo | Exhibito | or ♦ | ¢ | Sig Member FEI Wa # # V | gn Sign niver Waiver Vaiver of Liability fo | r Waiver Total | Remo |
| Sign Sign Edit Exhibitor Member FEI Waiver Waiver Total Remote Person Invoice Number Name Email # Waiver of Liability for All Claims and Release of Liability | 🖸 Edit | MG1 | Jennifer storn Murphy | nyrein@gmail.com | 3101338 | A × | Not Signed \$0.0 | 00 🗂 |
| Edit Exhibitor Name Email Member FEI Waiver Waiver Waiver Total Rem. Person Invoice Number Name Email # # Waiver Waiver Waiver Waiver Total Rem. Image: Comparison of the state of | Showing 1 to 1 of 1 ent | tries | | | | | Previous | s 1 |

<u>Sample Waiver Email</u> – this no-reply email will include your waiver form and "Sign the agreement here" link.



<u>Sample Waiver and Credit Card Information</u> Ensure all necessary boxes are checked and details are typed correctly.

| | | YOUR ACCOUNT * | EVENTS ~ |
|--|--|---|--|
| NOW 200'AL | | | |
| You are signing as, or | on behalf of, Test Rider 10 for Scotia Series Provincial Championships TEST | | |
| | ACKNOWLEDGMENT OF RISK AND RELEASE OF LIABILITY WARNING: THIS AGREEMENT WILL AFFECT YOUR LEGAL RIGHTS. READ IT CAREFULLY! | | |
| Every Person Must Read and | Understand this Waiver Before Participating in Equine Activities. | | |
| The following waiver of all claim of: EQUESTRIAN NOVA SCO the foregoing, "Equine Activitie Participant. | res, release from all liability, assumption of all risks, agreement not to sue and other terms of this agreement are entered into by m TA, Its directors, officers, employees, volunteers, business operators, agents and site property owners or lessees (collectively the so' includes but is not limited to, competitions, bournaments organized and for operated by the "Hest", riding instruction, coaching and | e (the Participant) with an "Host"). Without limiting th nd training provided by th | d for the benefit ne generality of e "Host" to the |
| Initial Each Item below after Re | eading and Understanding each Item: | | |
| I am aware that there are ini that the "Risks" of "Equine Act (a) the propensity of any equin (b) the unpredictability of an e unfamiliar objects, persons or (c) the potential for other partit (d) the potential of natural or m | herent dangers, hazards and risks (collectively 'Roks') associated with 'Equine Activities' and injurise resulting from these 'Roks' Vities' mean those dangerous conditions which are an integral part of 'Equine Activities', including but not limited to: e to bohave in ways that may result in injury, harm or dataff to persons on or around them and to potentially collide with, bite or kicl guine's reaction to such things as sounds, sudden movement; themos, vibrations, other animals and hazards such as subsurface objects; cipants to behave in a negligent mamer that may contribute to injury to themselves or others, including failing to act within their abit am made hazards being present that can cause me hum, including communicable disease. | are a common occurrenc k other animals, people o lities to maintain control o | e. I am aware r objects; ver an equine. |
| 2. I freely accept and fully assu infant Participant's participation | ume all responsibility for all "Risks" and possibilities of any and all personal injury, sickness, disease, medical payments, death, pro in in "Equine Activities". | perty damage or loss res | ulting from my/the |
| I agree that although the "H accept these "Risks" and agre or the Infant Participant in my/ | ost has taken steps to reduce the 'Risks' and increase the safety of the 'Equine Activities', it is not possible for the 'Host' to make to the terms of this waiver on behalf of myself or the Infant Participant, even if the 'Host' is found to be negligent or in breach of a the Infant's participation in 'Equine Activities'. | e the "Equine Activities" co any duty of care or any ob | ompletely safe. I ligation to myself |
| In addition to consideration Participant and their heirs, nex (a) to waive all claims that Ithe (b) to define the state of the state of | given to the "Host" for mythis Infant Participant participation in "Equine Activities", I and my heirs, next of kin, executors, administra t of kin, executors, administrators and assigns (collective) my <i>loar</i> "Legal Representatives") agree. Infant Participant have or may have in the future against the "Host". | itors and assigns, as well | as the Infant |
| (b) to release and to ever disc any cause, including but not lin of contract or mistake or error (c) to be liable for and to hold I | mage time how in the analogy of any personan ingry, beau, property damage, or loss resuling from ingrine man randopano s initied to negligence (failure to use such care as a reasonably prodent and careful person would use under similar circumstances), it in judgement of the "Host", and harmless and indemnity the "Host" from all actions, proceedings, claims, damages, costs demands, including court costs and costs | paracipation in the equino preach of any duty impose on a solicitor and own di | ed by law, breach |
| liabilities of whatsoever nature | or kind arising out of or in any way connected with my/the Infant's participation in "Equine Activities". | | |
| I agree that this waiver and "Host". I hereby irrevocably su referred to herein. Any litigation | all terms contained herein are governed exclusively and in all respects by the laws of the Province or Tenthoy of Canada in which that the exclusive jurisdiction of the courts of that Province or Tenthoy of Canada and layers that no other court can exercise juris in to enforce this waiver will be instituted in the Province or Tenthoy of Canada in which the "Equine Activities" are provided by the " | the "Equine Activities" are insdiction over the terms 'Host". | provided by the and claims |
| 6. I confirm I have read and un | iderstood the Protective Headgear Rules and Regulations from page 5 of the Scotla Series rulebook. | | |
| 7. I confirm that I have had suf | ficient time to read and understand this waiver in its entirety. | Destrict sets the As | |
| i understand that this agreeme | nn represents the entitle agreement between mysell and the "host", and it is briding on mysell and my" Legal Representatives. (Fo | r Participants over the Ag | je or wajority). |
| understand that this agreement re | presents the entire agreement between myself and the "Host", and it is binding on myself and my "Legal Representatives" (| For Participants over the | Age of Majority). |
| R understand that this agreement re | ipresnets the entire agreement between the "Host, myself as Parent/Guardian, and the Infant Participant, and it is binding or E Index the Ame of Malacity) | n myself, the Infant Parti | cipant and our "Le |
| I confirm that I have reached the | a geo of majority in the province in which I am participating in "Equine Activities" (For Participants over the Age of Majority). | | |
| R am the Parent/Guardian of the Inf yself and the Infant Participant fo | ant Participant and am executing this waiver on behalf of the Infant Participant in my capacity as Parent/Guardian and with r all legal purposes (For Participaants Under the Age of Majority). | he intent that this waive | r be binding on |
| Waiver Details | | | |
| *Participant Name | | | |
| *Participant Date of Birth | | | |
| *Initial for Waiver Item 1 | | | |
| | | | |
| *Initial for Waiver Item 2 | | | |
| *Initial for Waiver Item 3 | | | |
| *Initial for Waiver Item 4 | | | |
| *Initial for Waiver Item 5 | | | |
| *Initial for Waiver Item 6 | | | |
| *Initial for Waiver Item 7 | | | |

<u>Credit Card Payment:</u> If available to you, credit card payment details will appear at the end of the waiver. Only complete this if the competition offers this payment type. Payment options are found on the Summary and Fees page, on the invoice for your entry and in the competition prize list.

Your signature is signed using your computer cursor. Click and hold within the box, dragging your cursor to write your name. Once signed, click the "Sign" button. Your Waiver is now complete!

| Payment | | |
|----------------------------|---|-------------|
| Information | | |
| mormation | | |
| | | |
| Name of Cardhoider | | |
| | If including payment information | |
| | | |
| Visa, Mastercard, Visa- | | |
| Debit Number | If you would like us to process the payment, please include the information. If you would prefer, you can call 1-800-263-2410 or 902- | |
| | 225-1718 to process the payment over the phone. | |
| | | |
| Expiry Date (Month/Year) | | |
| | If including payment information. | |
| | | |
| CVS/Security Number (3 | | |
| Digits on Back of Card) | | |
| | If including payment information | |
| | | |
| Payment Amount | | |
| | Or authorization to process correct fees. If including payment information. | |
| | | |
| | I authorize Equestrian NS to charge my card as listed above | |
| | | |
| Name of Signer | | |
| | | |
| | 2024.04.20 | Devile Tree |
| Uate | 2024-04-20 | Padite time |
| | | |
| Signature | $\land \land$ | |
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| | × ✓ | |
| | | |
| 🖌 Sign | | |
| Your confirmed email addre | as is nafservices@sportnovascotia.ca | |

Step 11 - Editing You Entry:

If you need to edit an entry or are returning to complete an entry, **<u>DO NOT CLICK "Sign Up"</u>** again. This will create a duplicate and cause many issues for you and competition management!

<u>Find your Entry:</u> You can access any entries you have created from the <u>**"My Competition**</u> <u>**Entries"**</u> tab found <u>**below**</u> the list of active competitions. Click "<u>Edit</u>" on the left-hand side of the entry that you wish to edit. You can proceed as you wish and add classes, add-ons, new athletes or horses to your entry group.

| Show 10 V | Competition A Name | Start End Date Dat | e Level ¢ | Disciplines | More Info | • Prize List | Search: Class Schedule | tandings |
|------------------|-----------------------|---------------------------|---------------|--|-----------------|-------------------------|------------------------------|-----------------|
| 출 Sign Up | Test Competition | May 3, May 8 2024 2024 | 5, Provincial | Dressage, Driving, General Performanc Gymkhana, Hunter, Jumper, Western Dressage, Eventing | O View More Int | lo \$ View Prize List | O Class Schedule | View Standings |
| Showing 1 to 1 o | f 1 entries | | | | | | Previous | 1 Next |
| | My Corr | npetition Entries | | | | Equestrian Nova Scotia | a Active Competitions | |
| My Con | npetition Entr | ries | | | | | | Year: All Years |
| Edit | Competition Name | Start Date | End Date | Group Name | Contact Name C | contact Email | Contact Phone | Remove |
| C Edit | Test Competition | 2024-05-03 | 2024-05-05 | Training Group | Trainer Bob n | oemail@sportnovascotia. | .ca 999-999-9999 | |

Always save your updates!

<u>Scratches</u>: To scratch from a class or part of a division, select the "Class Entries" tab. Then select "Edit Entry" on the left-hand side of the class/division you would like to scratch.

| Athletes | | Horses | Coaches | Class Entries | Add-ons (| if applicable) | | Assistant | Summary & Fees |
|-------------------|------------|------------------------|------------|-----------------|--------------|----------------|-----------|------------------------|--------------------------------|
| lass Entries | | | | | | | S | Re-calculate + Add Cla | esses 🙎 Manage E chibilor Numb |
| iow All 🗸 entries | | | | | | | | | Search |
| Edit Entry |) Exhib. # | A Class | Entry Name | Participants | Horses | | Entry Fee | Date Created | Remove Entry |
| G' Edit Entry | | Hunter - 18" Division | | TrainerJr1 NSEF | Forever Mine | | \$15.00 | 2025-01-14 09:35:43 | × |
| G' Edit Entry | | Hunter - 2'3* Division | | TrainerJr1 NSEF | Forever Mine | | \$15.00 | 2025-01-14 09:38:45 | × |
| G' Edit Entry | | Hunter - 2'3" Division | | TrainerJr1 NSEF | Happy Feet | | \$15.00 | 2025-01-14 10:14:21 | × |
| G' Edit Entry | | Hunter - 210* Division | | TrainerJr1 NSEF | Forever Mine | | \$15.00 | 2025-01-14 09:27:43 | × |
| G'Edit Entry | | Hunter - 18" Division | | TrainerJr1 NSEF | Forever Mine | | \$15.00 | 2025-01-16 06:33:31 | × |

This screen will appear and you can select the drop-down menu next to "Scratch" and select which scratch option applies to your entry. Once satisfied, select "Save Entry" at the bottom left of the page.

| < Back | | | | |
|------------------------|-------------------------|--|--|----------|
| Save Entry | - Hunter - 18" Division | | | |
| Rules | | Participants | | |
| | Participants | Participant 1 | Table21 NGSF 🗸 🗸 | |
| Min | | Over Fences 1 | | |
| Max | | Horse | Forever Mine v | |
| | Horses | Lunger | × | |
| ND | | Senalch | * | |
| Max | | Over Fences 2 | | |
| Beginner Status Owy | No | | Early Stratch | |
| | | Lunger | Las South | |
| | | torator | × | |
| | | Under Saddle | | |
| | | Notice | Former Mos | |
| | | Lunger | v | |
| | | Souton | Early Sceach 🗸 | |
| | | | C Straw Horses Frein At Competition Dation | |
| | | Name | | Optional |
| | | Exhibitor Humber (It permatent number) | | Optional |
| | | ✓ Save Erzy | | |
| | | | | |

<u>Adding Stall Options</u>: If you did not add stall options when you originally created your entry, you are still able to add on a stall! Once in the entry you would like to edit, select the "Horses" tab then "Edit Horse" next to the horse which you are adding a stall for. Then follow the stall option steps outlined under "Step 5- Adding a Horse"

Step 12 – Copying Your Entry:

If you are competing in multiple Scotia Series competitions, you can copy your entry and be a few steps ahead for your next entry.

Log in to nsef.horsesport.pro and select "Sign-Up" next to the competition you wish to enter. The following screen will appear, select "Copy Entries" on the right-hand side.

| If you have previously entere complete the following fields | a competition using this system, click the Copy Entries button. Otherwise, please |
|--|---|
| Athlete or Barn Name | 🕯 Copy Entri |
| Contact Name | |
| Contact Email | |
| Contact Phone | |
| Contact info | ation provided is used by the competition organizer |

The following screen will appear. Find the entry with the athlete's name you wish to copy and select "Copy Entries" on the left-hand side.

| | | (| Copy En | tries | | | |
|--|--|---|---|---|--|---|------------------|
| Select Entries | s to Copy | | | | | | |
| Preating a comp rom the list belo competition. | etition entry w to copy all | that is s of the c | imilar to a coaches, | a previous participant | competition s and horse | n? Select a es used in 1 | in entry that |
| Previous Entr | ries | | | | | | |
| Show All 🗸 entrie | s | | | | Search: | | |
| | | | | | | | |
| Copy Entries | Competition 4 Name | Start 🍦 Date | Athlete or Barn | Contact ‡ Name | # 0 Coaches | # ‡ Participant | # Horses |
| Copy Entries | Competition A Name Canada Day Dressage | Start 0 Date 2021-07- 01 | Athlete or Barn () Name Stable Name or Individual Name | Contact ‡ Name Trainer | # 0 Coaches | #÷ Participant | # Horses |
| Copy Entries | Competition A Name Canada Day Dressage Cape Breton Western Riders | Start 0 Date 2021-07- 01 2021-09- 10 | Athlete or Barn Name Stable Name or Individual Name NSEF Test | Contact Name Trainer Sheila | # 0 Coaches 1 0 | Participant 3 | # Horses |
| Copy Entries | Competition * Name * Canada Day Dressage * Cape Breton * Western Riders * Provincal Championships 2024 TEST | Start 0 Date 2021-07- 01 2021-09- 10 2024-12- 08 | Athlete or Barn Name Stable Name or Individual Name NSEF Test TrainerJr | Contact Name Trainer Sheila NSEF Program Manager | #≑ Coaches 1 0 | Participant 3 1 2 | # Horses |
| Copy Entries | Competition * Name Canada Day Dressage Cape Breton Western Riders Provincal Championships 2024 TEST Test 2023 | Start ↓ Date 2021-07- 01 2024-08- 10 2024-12- 08 2023-08- 31 | Athlete or Barn () Name Stable Name or Individual Name NSEF Test TrainerJr Sally and George | Contact Name Trainer Sheila NSEF Program Manager Parent Name | # 0 0 1 | Participant | # Horses |
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The below screen will appear. The "Athlete", "Horses" and "Coaches" tab will be pre-populated from the previous competition entry. You will need to update these sections if they are at all different. The "Class Entries", "Add-Ons", "Music", and "Assistant" tabs will all be empty and ready to be customized to the competition you are entering.

| | Horses | Coaches | Class Entries | Add-ons (if applicable) | Music | Assistant | Summary & Fe |
|------------------|---|----------------------------|-----------------------------|-------------------------|---------------------------------|---|--------------------------|
| Athletes | | | | | | + Add Athlete | A Send Athlete Waiver |
| Show All ¥ | entries | | | | | Search: | |
| Edit 🍦 Person | Exhibitor nvoice Number | + + Name Email | | Member 🛊 F # # | Sign El 🛊 Waiver 🛊 Online | Sign Waiver Waiver Offline Status | Total Remove Paid Person |
| C Edit | 3RS | TrainerJr1 nsefmer NSEF | mbership@sportnovascotia.ca | 2910104 | * | X Not Signed | \$0.00 |

We hope you found this "How-to" guideline helpful and useful! As always, if you require any assistance, please contact us at nsefservices@sportnovascotia.ca

Have a wonderful, fun and safe competition season!

Kindest regards, The Team from Equestrian NS