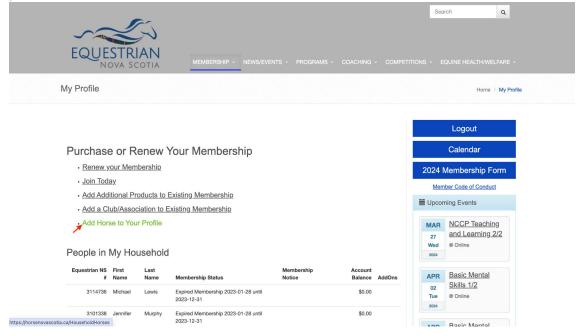


Horse Sport Guidelines Competitors

Adding a Horse:	3
Entering a Competition:	5
Adding an Athlete	7
Waivers:	9
Horse Tab:	13
Coach Tab:	15
Class Entries:	17
Add-Ons Tab:	
Finding Your Invoice:	20
Editing You Entry:	21

# Adding a Horse:

For this step, you will be directed to head to <u>www.horsenovascotia.ca</u>. Here you will login in to your Equestrian Nova Scotia account. Once logged in you will see this screen. This is where you will click Add Horse to Your Profile.



This is what you will find on your next screen. You can see what horses you have on your account, or you can add a new horse here.

	Search Q
EQUESTRIAN NOVA SCOTIA MEMBERSHIP - NEWS/EVENTS - PROGRAMS - COACHING - COMPETI	
Household Horses	Home / Household Horses
Household Horses + Add New Yorse	Logout
	Calendar
This table scrolls left-right on small screens ×	2024 Membership Form
Show 10 v entries Search:	Member Code of Conduct
	Horoming Events
NSEF Registered Edit number Name Nickname Gender Color Height date Delete	MAR NCCP Teaching

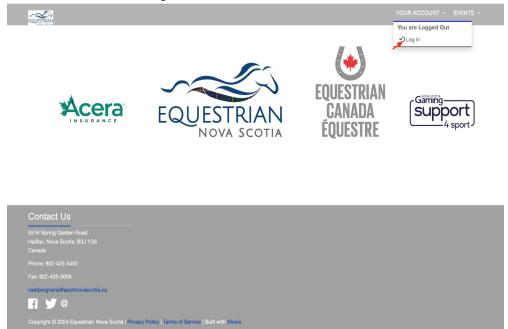
Once on the Add New Horse Screen you can fill in the following information and click save horse information.

		MEMBERSHIP ~	NEWS/EVENTS ~	PROGRAMS ~		ET
New Househo	old Horse					Ī
General Inform	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	ation					

Your horse is now successfully added to your account.

## Entering a Competition:

You will go to <u>nsef.horsesport.pro</u> to enter the competition. You will go to the your account drop down menu and click login.



From here you will be met with the following screen. You will use the same information used to login into Equestrian Nova Scotia.

EQUESTRIAN		YOUR ACCOUNT ~	EVENTS ~
User Name Password Dogin	Remember me on this device		
For help with a Equestrian No	eset your Password? al membership username and password from your sport organization va <b>Scotia</b> membership or account, visit their <b>Login Help</b> page ou know you can log into that system without issue		×

Contact Us
5516 Spring Garden Road Halifax, Nova Scotia, B3J 1G6 Canada
nsefprograms@sportnovascotia.c.

Once logged in you will be met with this screen. This is where you will select the competition you would like to enter. When you find it click the sign up button.

NUSTRIAN .	YOUR ACCOUNT ~ EVENTS ~
Equestrian Nova Scotia Active Competitions	
Velcome to your Competitions Dashboard. Here you can sign up for competitions or as an organizer yo new equine competitions.	u can create/manage
f you have already created a competition entry and want to view or edit your entries, you can access it b competition entries can be found under the table of current competitions.	y scrolling down. Your
+ Create Competition & Templates	
Equestrian Nova Scotia Active Competitions	
Show 10 v entries S	earch:
Competition Start End Class Sign Up Name Date Date Level Disciplines More Info Prize List Schedu	ule Standings
<sup>™</sup> Sign Up <sup>™</sup> Test Competition           May 3,           May 5,           Provincial           Dressage, Driving,           Ø View More Info           § View Prize List           Ø Class             2024           2024           2024           General Performance,         Gymkhana, Hunter,         Jumper, Western         Dressage           Dressage           Dressage	Schedule 🗄 View Standings
Showing 1 to 1 of 1 entries	Previous 1 Next

This next screen is where you will fill out the main contact information for your competition group. A competition group is recommended if you are showing from the same stable, and/or are sharing the same horse, all entries can be put in the same entry group.

	Summary & Fees	
Athlete or Barn Name		
Contact Name		
Contact Email		
Contact Phone		
	Contact information provided is used by the competition organizer	

#### Adding an Athlete

Once completed, this is where you can add athletes to your entry group. You can add as many athletes as needed in your group. To add an athlete, you will click add athlete in the top right corner. You can search for an athlete by using their full name or their ENS number.

Athletes	Horses	Coaches	Class Entries	Add-ons (if applicable)	Music	Summary & Fees
thletes					+ Add Athlete	A Send Athlete Waiver
appears that no one is a p	part of this competition (	entry yet				x
vious						> Next
		Add New A	Athlete to <u>Tr</u>	aining Group		
Full Name	Equestria	an Nova Scotia		unt with NSEF, ple	~	
Member # Q Search						
lf you are a				found in the sear thlete from outsic		

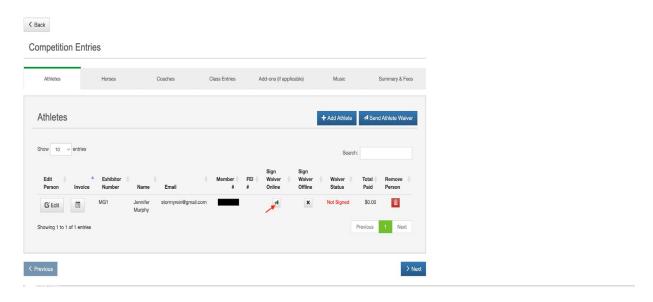
Once you find the person you are looking for, you can verify all information on the profile is correct and click save person.

Save Person		
Success: A person was say	ved 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		

Click save person when you are done.

#### Waivers:

While you are still in the Athlete tab, you can select the waivers that you need to sign. These waivers will be signed through an email sent to the email that is attached to your athlete's profile. To send a waiver you will select Send waiver, then select the waiver(s) you need to sign.



< Back

#### **Competition Entries**

Athletes	Horses	Coaches	Class Entries	Add-ons (if applicable)	Music	Summary & Fees
Athletes					+ Add Athlete	A Send Athlete Waiver
Show 10 v entr	ies				Search:	
Edit 🍦 Person Inv	<ul> <li>Exhibitor voice Number</li> </ul>	Name Email	Member #	Sign         Sign           FEI         Waiver         Waiver           #         Waiver of Liability for	Waiver All Claims and Relea	Total Remove
🖸 Edit		lennifer stormyrein@gmail.c /lurphy	com 3101338	A X	Not Signed	\$0.00
Showing 1 to 1 of 1 e	ntries				Ρ	revious 1 Next
V Previous						> Nex

The waivers will come from a noreply email. So be sure to check your junk, spam and promotional email folders to sign.

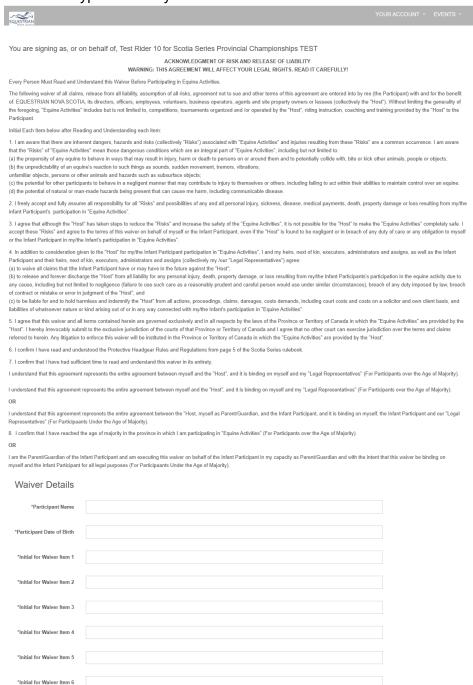
noreply@horsesport.pro Signature Required 8:47 AM Hi Test Rider 10, Scotia Series Provincial Cha...

This is an example of the email that will appear when you select the waiver to sign



Select "Sign the agreement here" and the following webpage will pop up.

This is an example of an online waiver webpage. Ensure all necessary boxes are checked and details are typed correctly.



\*Initial for Waiver Item 7

11

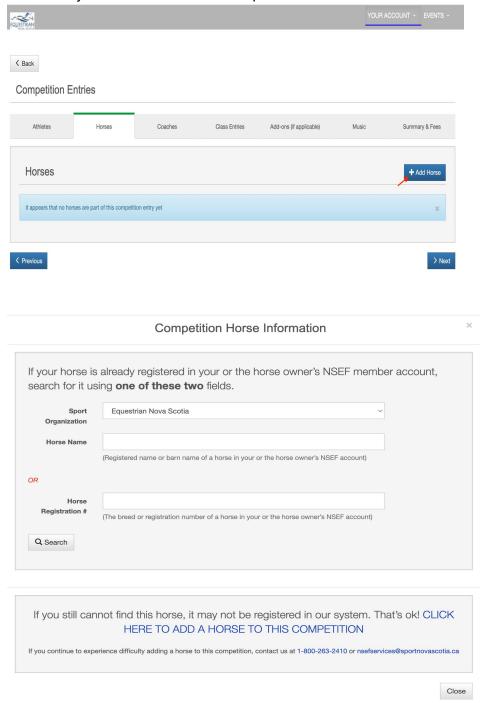
This is what the payment section of the waiver will look like. You do not need to fill this in unless you are paying with a credit card. **Not all competitions will have this option.** 

Payment		
Information		
Name of Cardholder		
	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)		
Expiry Date (Month/Tear)	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		
Date	2024-04-26	Pacific Time
Signature	× -	
✓ Sign		
Your confirmed email address is	s nsefservices@sportnovascotia.ca	

Your signature is signed using your cursor. Click and hold within the box, dragging your cursor to write your name.

#### Horse Tab:

You will then move to the horses tab. Once here you will click add horse. And search for the horse that you had added in on the Equestrian Nova Scotia website.



Select the horse, and read over the information to make sure it is accurate. Here you will also use the drop-down menu to select stabling if applicable to your competition.

Save Horse		
Success: A horse was creat	ed successfully and attached to the entry	×
Barn Name	Train	
Registered Name	Trainera	
Stall Option	الر	
Birth Date	2019-03-16	yyyy-mm-dd
Gender	Mare	
Charge	\$0.00	
FEI #		
Exhibitor Number	DAH	
✓ Save Horse		
< Back		
Save Horse		
Barn Name	Train	
Registered Name	Trainera	

Once selected hit save horse.

Stall Option

Birth Date

Gender

Charge

FEI #

Exhibitor Number

✓ Save Horse

Mare

\$10.00

DAH

Single Stall - One Night — \$50

Single Stall - Two Nights - \$75

yyyy-mm-dd

#### Coach Tab:

The next section is where you will add a coach. Although ENS highly recommends having a coach, it is not required. This section must be filled in order to proceed. In this section you can search for your coach registered and qualified with ENS, or you can put in the self-coach option by clicking add coach.

	Horses	Coaches	Class Entries	Add-ons (if applicable)	Music	Summary & F
Coaches						+ Add New Co
tive 2021. Safe Sport s	tandards are in place for	coaches. For more informatic	on on these standards clip	sk here	·	
ecognize that although	the coach field of the en		ystem there may be case	s where a coach does not attend a c	ompetition with an athle	ete - don't worry the
2023, all athletes need	to click on the blue Ad	ld New Coach even if they d	o not have a coach at th	e competition.		
<ul> <li>If the entry is a Juni they will need to meet the person's name the and continue with you</li> <li>If you are an Adult / Add Coach words are back button to return</li> </ul>	or Athlete attending the at Safe Sport Standards f lat will be attending and f ur entry. Athlete attending withou id either add your name o to the coach page and o	e competition without a coa for person responsible. To add their information, click on the ut a coach: You need to indic or type Self-Coached, put Sar continue with your entry.	ch: The parent/guardian/ d this person, use the Ado Save Coach button then ate so on the coach page	do not see them in the search please berson responsible attending at the c Coach link at the lower part of the p after it has saved successfully, click c b. To do so, use the Add Coach link at on, click on the Save Coach button th	ompetition needs to be age. Simply click on th on the back button to re the lower part of the p	e named on the entry e Add Coach words, eturn to the coach pa page. Simply click on
u have any questions p	lease give us a call 1-800	0-263-2410				
appears there are no c	paches for this competition	on entry yet				
vious						
		Ac	d Coach			×
Add your co certified coa	_	competition entr		arch for a Nova Sco	otia active	
-	ch here:	competition entr		arch for a Nova Scc	otia active	
Certified COA By Name	ch here:	competition entr		arch for a Nova Sco	Optional	
certified coa	ch here:	competition entr		arch for a Nova Sco		
Certified COA By Name	ch here:	competition entry		arch for a Nova Sco	Optional	
Certified COA By Name Location Sport	ch here:			arch for a Nova Sco	Optional	
Certified COA By Name Location Sport Organization	ch here:			arch for a Nova Sco	Optional	
Certified COA By Name Location Sport Organization	ch here:			arch for a Nova Sco	Optional	
Certified COA By Name Location Sport Organization	ch here:			arch for a Nova Sco	Optional	

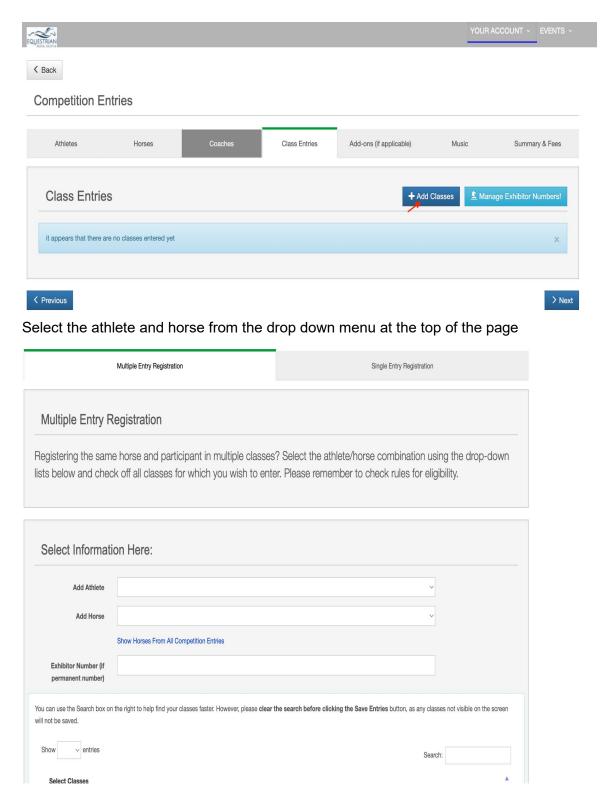
When clicking the add coach button, you will be met with the following screen. In this screen you can fill out being self-coached, or add a coach that may not be listed. ENS will check unlisted coaches for Safe Sport certification.

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

Click saved coach when complete.

#### **Class Entries:**

Next is where you will enter into classes in the competition. Here you will select which rider and which horse will be entered. You can also add in their exhibiton number if known.



Once the classes you wish to entered have a check mark by them, please click save entries.

	Show Horses From All Competition Entries				
Exhibitor Number (if permanent number)	003				
You can use the Search box on t will not be saved.	he right to help find your classes faster. However, please clear the search before clicking the Save Entries button, as any class	sses not visib	le on th	e screen	
Show v entries	Sear	ch:			
Select Classes					
Dressage – Training Level					
Dressage – Training Level –	2				
General Performance – Engl	ish Flat Junior - Road Hack				
Hunter – Derby					
Showing 1 to 4 of 4 entries		Previous	1	Next	
✓Save Entries					

## Add-Ons Tab:

The last tab is for extras that are added in by your Competition manager. This can be things such as camping, bedding, some put some drug testing fees as well as levy fees in here as well. Please be sure to check all fees in here and add which ones apply to you. Here is how you will add Add-ons.

Athletes	Horses	Coaches	Class Entries	Add-ons (if applicable)	Music	Summary & Fee
Add-ons (if	applicable)					+ Add New Iter
it appears that there	are no add-ons added to th	nis competition entry yet				ж
muloue						
revious						>
ack						>
	Item					>
ack		y			~	>
ack Save Other Per	son Jennifer Murphy				×	>
ack Save Other Per	son Jennifer Murphy tem \$100 - Campin tity \$7 - Sawdust				~	3

Once you add the item you want click save item.

### Finding Your Invoice:

Once you have entered everything that applies to you in all sections, you can go back to the athletes tab. Once here you can select the invoice button. Once here you will find your total amount owing, and how to pay for your entry.

Athletes	Horses	Coaches	Class Entries	Add-ons (if ap	plicable)	Music	Summary & Fees
Athletes					<b>+</b> Ac	id Athlete 🛛 🕫 Se	and Athlete Waiver
Show 10 v entries						Search:	
Edit 💧 🔺	Exhibitor		Member	Sign FEI Vaiver	Sign Waiver V	/aiver Total	Remove
Person Invoice	Number Name MG1 Jennifer	Email stormyrein@gmail	*	# Online	Offline S	tatus Paid t Signed \$0.0	Person
Showing 1 to 1 of 1 entries	Murphy					Previous	
Previous							> Nex
Invoice for Jenr	ifer Murphy					+	Add Line to Invoice
lest Competitio	n						
dney ain St dney, NS L1N2					2024-05-03 Secretary: Je Email: enscor	nnifer	15 portnovascotia
Create Invoice Note							
nvoice Breakdo	wn						
Charge	Charge Type	Item		Note	Quantity	Price per Item	Total Charge
Scotia Series Fee							
E' Edit Charge Sub Total	Scotia Series Fee	Scotia S	eries Fee		1	\$3.00	\$3.00 \$3.00
Participant Fees							
G 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							
× G'Edit Charge	Entry Fee	Training	Level		1	\$30.00	\$30.00
× 🕑 Edit Charge	Entry Fee	English I	Flat Junior - Road Hack		1	\$10.00	\$10.00
×	Entry Fee	Derby			1	\$0.00	
Sub Total							\$40.00
Other Item Fees							
G Edit Charge Sub Total	Other Item	Campin	g - One Night		1	\$100.00	\$100.00 \$100.00
Stall Fees							
🖸 Edit Charge	Single Stall - Two Nights	Trainera			1	\$75.00	\$75.00
Sub Total							\$75.00
Additional Fees							
G Edit Charge	Showground Fee	Trainera			1	\$10.00	\$10.00
							\$10.00
Sub Total							

# Editing You Entry:

Sometimes you aren't entered in all the classes you want to be, and you need to go back in and edit things. To do this you would log in the normal way. INSTEAD of hitting the sign-up button next to the competition, you are going to scroll to the bottom where it says my competition entries. Here you will click EDIT on the entry that you wish to edit. You can proceed as you wish and add in any classes, or add-ons, or even new athletes to your entry group.

	entries						Search:	
Sign Up	Competition 🛓 Name	Start Er Date Da	nd ate Level	Disciplines	More Info	Prize List	Class Schedule	Standings
출 Sign Up Showing 1 to 1 of	Test Competition	May 3, May 2024 2024		Dressage, Driving, General Performanc Gymkhana, Hunter, Jumper, Western Dressage, Eventing		nfo \$ View Prize List	O Class Schedule Previou	s 1 Ne
	My Con	npetition Entries				Equestrian Nova Scoti	ia Active Competitions	
My Com	petition Enti	ries						Year: All Y
Edit (	Competition Name	Start Date	End Date	Group Name	Contact Name	Contact Email	Contact Pho	one Remov

If you require any assistance, please contact Jennifer at <u>ENSCompetitions@sportnovascotia.ca</u> or Charlotte at <u>nsefprograms@sportnovascotia.ca</u>