



EQUESTRIAN
NOVA SCOTIA

Scotia Series

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 nsefservices@sportnovascotia.ca 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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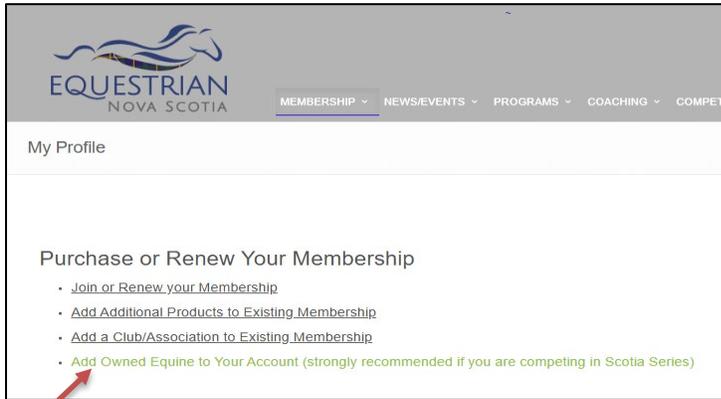
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Step 1 – Adding a Horse in your Membership Profile

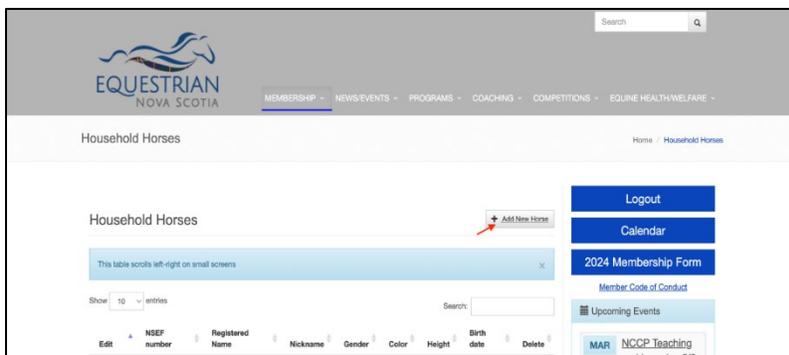
Before you begin your entry, ensure that your owned/long-term leased horses are listed in your Equestrian NS Membership profile. They will make it easier to add horses to your entry as they are linked in the system. If you are riding a short-term leased/school horse, please ask the owner/coach to list 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 www.equestriannovascotia.ca. Login to your account. If you forget your login information, reach out to nsefservices@sportnovascotia.ca and we can help you. Once logged in, you will see this screen. Click “Add and Owned Equine to Your Account”



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



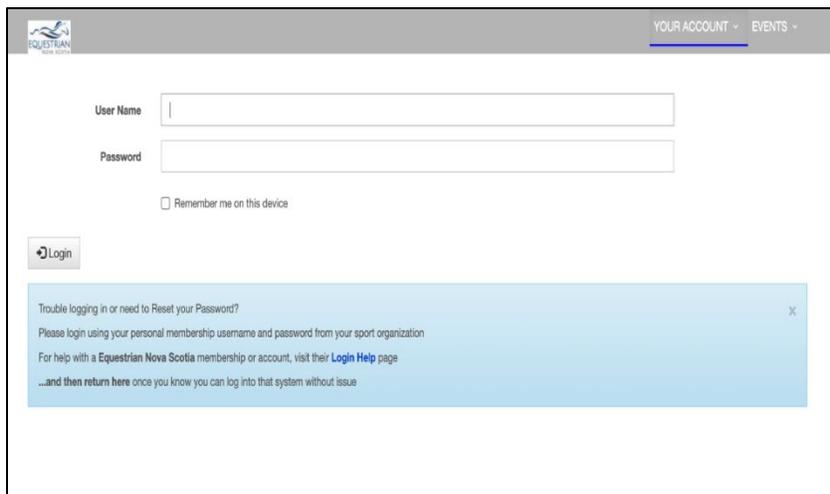
Once on the “Add an Owned Equine to Your Account” screen, fill in the following information. The Registered Name and horse’s birthdate are the only two mandatory requirements. Once completed, click “Save Horse”. Your horse is now successfully added to your profile. It’s ok if you don’t know everything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

Step 2 - Entering a Competition:

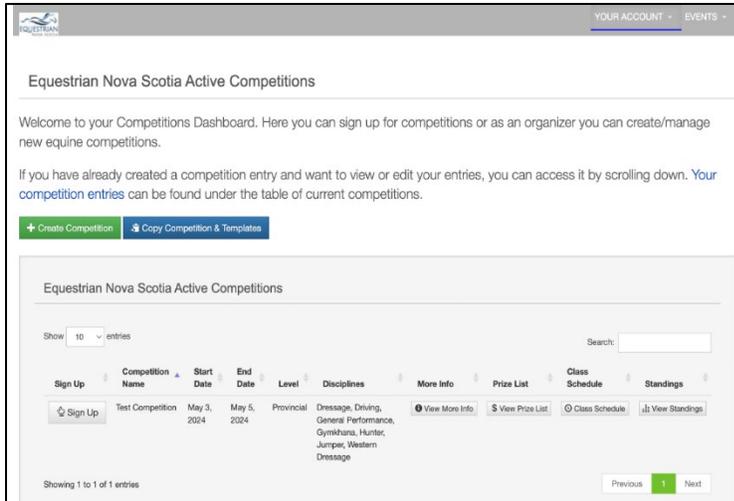
To enter a competition, go to nsef.horsesport.pro. In the top right-hand corner of the page you will “Your Account”. Select this button and the option to Log In will appear in the drop down.



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)



Select your competition to enter: 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.

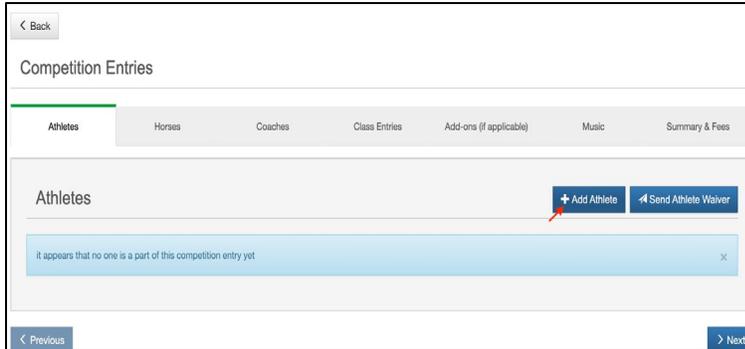


Add Main Contact information. The competition system is built so that multiple athletes and horses can be added at the same time by one person. The information you enter here should be either the name of the individual athlete entering the competition **or** the name of the barn and contact name of the 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.

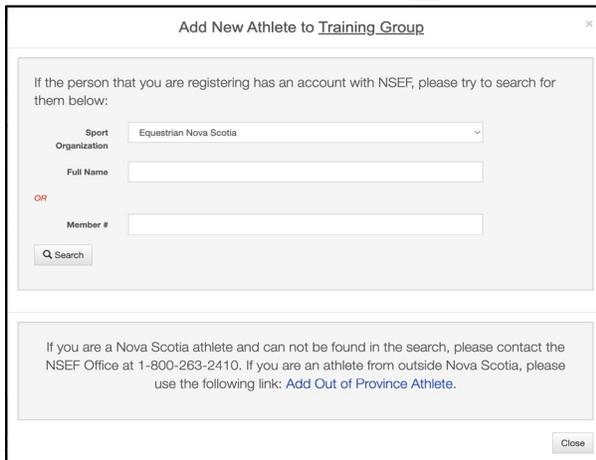
The screenshot shows the 'Competition Entries' form. At the top left is a '< Back' button. The title is 'Competition Entries'. Below the title is a horizontal line, followed by the section title 'Summary & Fees'. The form contains four input fields: 'Athlete or Barn Name', 'Contact Name', 'Contact Email', and 'Contact Phone'. Below these fields is a small text note: 'Contact information provided is used by the competition organizer'. There is a 'Save' button with a checkmark icon. At the bottom of the form, there are 'Previous' and 'Next' navigation buttons.

Step 3 - Adding an Athlete

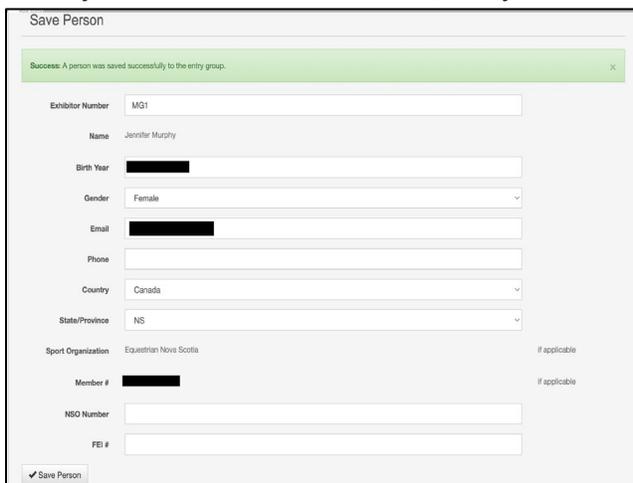
The next step is to add the competing athletes to this entry. You can add as many athletes as needed for your group. To add an athlete, click “Add Athlete” in the top right corner.



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.



Once you find the athlete’s name, verify all information on the profile and click “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.

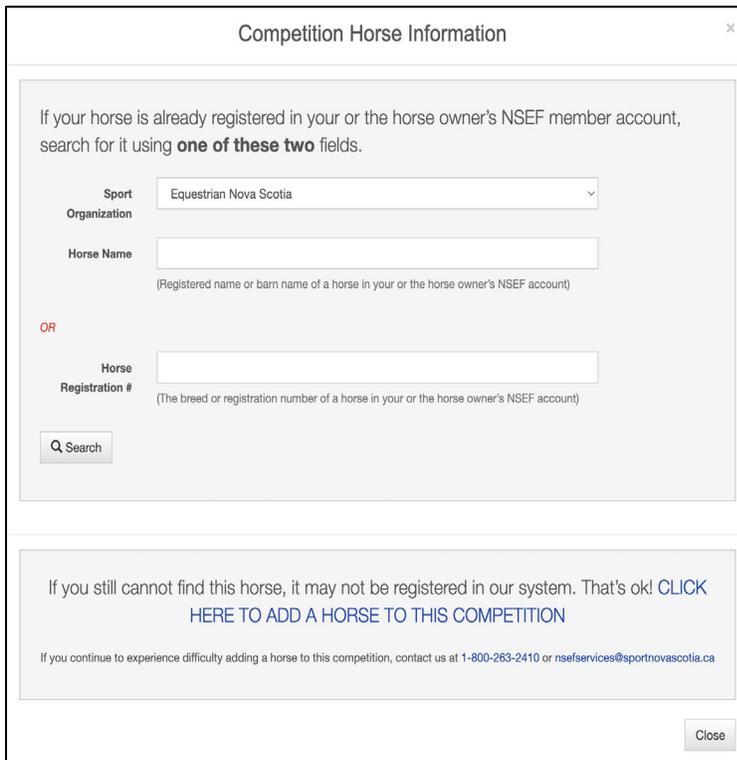
Step 4 - Horse Tab

Adding your Horse to your Entry – Select the Horses tab then select “Add Horse” on the right hand side of the screen



The screenshot shows a web interface for "Competition Entries". At the top, there is a navigation bar with tabs: Athletes, Horses (selected), Coaches, Class Entries, Add-ons (if applicable), Music, and Summary & Fees. Below the tabs, there is a section titled "Horses" with a blue "+ Add Horse" button on the right. A message below the button states: "It appears that no horses are part of this competition entry yet." At the bottom of the page, there are "Previous" and "Next" buttons.

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.**



The screenshot shows a dialog box titled "Competition Horse Information". It contains the following text: "If your horse is already registered in your or the horse owner's NSEF member account, search for it using **one of these two** fields." Below this, there are two search options separated by "OR". The first option has a dropdown menu for "Sport Organization" (set to "Equestrian Nova Scotia") and a text input field for "Horse Name" with the subtext "(Registered name or barn name of a horse in your or the horse owner's NSEF account)". The second option has a text input field for "Horse Registration #" with the subtext "(The breed or registration number of a horse in your or the horse owner's NSEF account)". A "Search" button is located below the input fields. At the bottom of the dialog, there is a message: "If you still cannot find this horse, it may not be registered in our system. That's ok! [CLICK HERE TO ADD A HORSE TO THIS COMPETITION](#)". Below this message is contact information: "If you continue to experience difficulty adding a horse to this competition, contact us at 1-800-263-2410 or nsefservices@sportnovascotia.ca". A "Close" button is in the bottom right corner.

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

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

Success: A horse was created successfully and attached to the entry

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

Barn Name Train

Registered Name Trainera

Stall Option

Birth Date yyyy-mm-dd

Gender

Charge \$10.00

FEI #

Exhibitor Number DAH

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.

Competition Entries

Athletes Horses **Coaches** Class Entries Add-ons (if applicable) Music Summary & Fees

Coaches [+ Add New Coach](#)

Effective 2021, Safe Sport standards are in place for coaches. For more information on these standards [click here](#).

We recognize that although the coach field of the entry is mandatory in the entry system there may be cases where a coach does not attend a competition with an athlete - don't worry the following information will explain how to complete the coach section of your entry.

For 2023, all athletes need to click on the blue Add New Coach even if they do not have a coach at the competition.

- If you have a coach(s) attending the competition with you: Please add them to your entry. If you do not see them in the search please use the Add Coach at the bottom of the page.
- If the entry is a Junior Athlete attending the competition without a coach: The parent/guardian/person responsible attending at the competition needs to be named on the entry and they will need to meet Safe Sport Standards for person responsible. To add this person, use the Add Coach link at the lower part of the page. Simply click on the Add Coach words, fill in the person's name that will be attending and their information, click on the Save Coach button then after it has saved successfully, click on the back button to return to the coach page and continue with your entry.
- If you are an Adult Athlete attending without a coach: You need to indicate so on the coach page. To do so, use the Add Coach link at the lower part of the page. Simply click on the Add Coach words and either add your name or type Self-Coached, put Same for the other information, click on the Save Coach button then after it has saved successfully, click on the back button to return to the coach page and continue with your entry.

If you have any questions please give us a call 1-800-263-2410

it appears there are no coaches for this competition entry yet

< Previous > Next

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 coach to your competition entry. You can search for a Nova Scotia active certified coach here:

By Name Optional

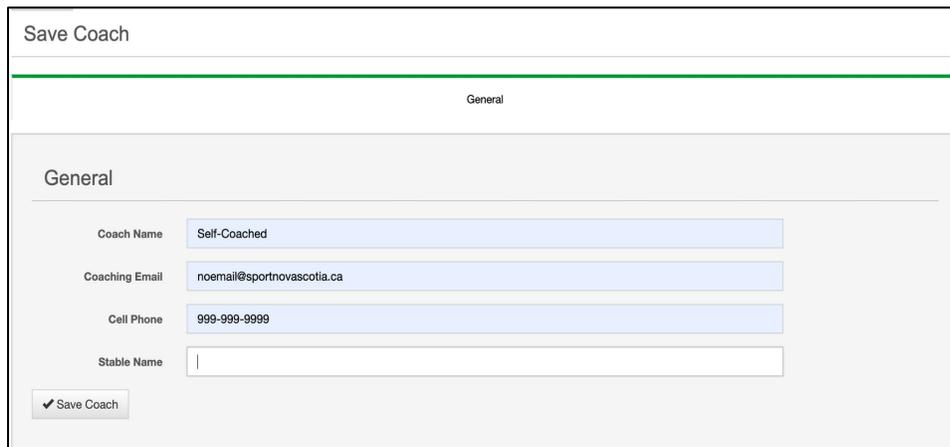
Location Optional

Sport Organization Optional

If you were unable to find your coach through the search, you can add your coach by clicking on: [Add Coach](#)

Close

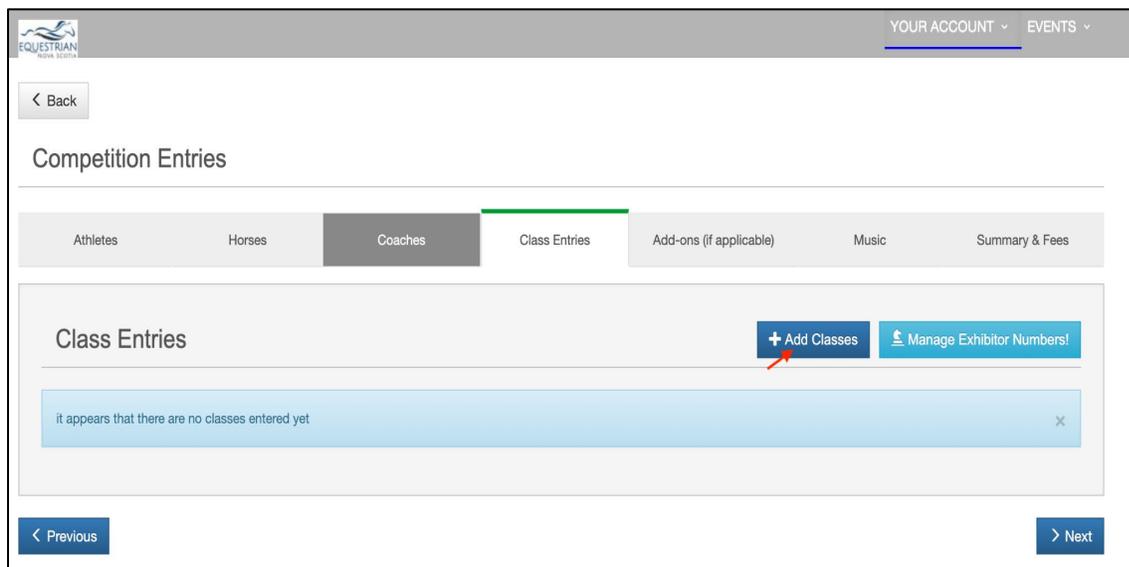
Clicking the “Add Coach” button will bring you to the following screen. From here you can add a coach/person responsible not in the system or record “Self-Coached” on your entry. ENS will check unlisted coaches for Safe Sport compliance.



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

Step 6 - Class Entries:

Adding a Class to your entry: On the competition Entries page, select the “Class Entries” tab. From here, click “Add Classes” on right hand side of the screen.



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 Registration

Registering the same horse and participant in multiple classes? Select the athlete/horse combination using the drop-down lists below and check off all classes for which you wish to enter. Please remember to check rules for eligibility.

Select Information Here:

Add Athlete

Add Horse

Show Horses From All Competition Entries

Exhibitor Number (if permanent number)

You can use the Search box on the right to help find your classes faster. However, please clear the search before clicking the Save Entries button, as any classes not visible on the screen will not be saved.

Show entries Search:

Select Classes

Show Horses From All Competition Entries

Exhibitor Number (if permanent number) 003

You can use the Search box on the right to help find your classes faster. However, please clear the search before clicking the Save Entries button, as any classes not visible on the screen will not be saved.

Show entries Search:

Select Classes

Dressage - Training Level

Dressage - Training Level - 2

General Performance - English Flat Junior - Road Hack

Hunter - Derby

Showing 1 to 4 of 4 entries

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

Success: One or more entries saved successfully

Hunter - 18" Division

Success: [Trainee/J1 NSEF](#) and [Forever Mine](#) entry for Hunter - 18" Division saved successfully.

Additionally, the following errors occurred

Trainee/J1 NSEF was found to not have a current membership with Equestrian Nova Scotia and one is required for this class, Hunter - 18" Division

Class Entries

Show entries

Edit Entry	Exhib. #	Class	Entry Name	Participants	Horses	Entry Fee	Date Created	Remove Entry
<input type="button" value="Edit Entry"/>		Hunter - 21" Division	Charlotte Grace	Happy Feet		\$15.00	2025-01-14 10:14:09	<input type="button" value="X"/>
<input type="button" value="Edit Entry"/>		Hunter - 18" Division	Trainee/J1 NSEF	Forever Mine		\$15.00	2025-01-14 09:38:43	<input type="button" value="X"/>
<input type="button" value="Edit Entry"/>		Hunter - 21" Division	Trainee/J1 NSEF	Forever Mine		\$15.00	2025-01-14 09:38:45	<input type="button" value="X"/>
<input type="button" value="Edit Entry"/>		Hunter - 21" Division	Trainee/J1 NSEF	Happy Feet		\$15.00	2025-01-14 10:14:21	<input type="button" value="X"/>
<input type="button" value="Edit Entry"/>		Hunter - 21" Division	Trainee/J1 NSEF	Forever Mine		\$15.00	2025-01-14 09:27:43	<input type="button" value="X"/>
<input type="button" value="Edit Entry"/>		Hunter - 18" Division	Trainee/J1 NSEF	Forever Mine		\$15.00	2025-01-10 09:33:31	<input type="button" value="X"/>

Showing 1 to 6 of 6 entries

Previous 1 Next

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

Competition Entries

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 this competition entry yet

Previous Next

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

Athletes Horses Coaches Class Entries Add-ons (if applicable) Assistant Summary & Fees

Assistant + Sanction Create New Assistant

It appears that no one is a part of this competition 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.

The screenshot shows a window titled "Sanction.CreateNewassistant" with a sub-header "Sanction.CreateNewassistantText". It contains a dropdown menu for "Sport Organization" set to "Equestrian Nova Scotia". Below are two input fields: "Full Name" and "Member #", separated by "OR". A "Search" button is located below the "Member #" field, and a "Close" button is at the bottom right.

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

The screenshot shows the same search form as above, but with the "Full Name" field populated with "TrainerJR1 NSEF". Below the form is a yellow informational message: "It appears this person does not have a current membership with Equestrian Nova Scotia. In order to register for this competition, the person must either visit equestriannovascotia.ca and renew their membership or use the Out of Province Participant link below and enable the One Day Permit option." Below this is a "Search Results" section with a table:

Add Person	Member #	Full Name	Current Membership	Competition Number	NSO Number
+ Add Person	2910104	TrainerJR1 NSEF	Not a Member		

A "Close" button is at the bottom right.

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

The screenshot shows a "Competition Entries" screen with a navigation bar: "Assists", "Horses", "Coaches", "Class Entries", "Assists (if applicable)", "Assistant", and "Summary & Fees". A green message bar says: "Success: A person was added successfully to the entry group." Below is an "Assistant" section with a "+ Select Coach(es)/Assistant(s)" button. It shows a list with one entry: "TrainerJR1 NSEF" with a "Remove Assistant" link. At the bottom, there are "Previous" and "Next" buttons.

Step 9 – Summary and Fees and Your Invoice:

“Summary and Fees” 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.

Category	Item	Amount
Participants	Total Participants Paid	\$0.00
	Total Participants Charge	\$24.00
	Total Participants Credit	\$0.00
Horses	Total Horse Charge	\$120.00
	Total Horse Credit	\$0.00
Class Entries	Total Entry Charge	\$75.00
	Total Entry Credit	\$0.00
	Total Money Due	\$0.00
Balance	Balance	\$420.00

Your Invoice - 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:

Edit Person	Invoice	Exhibitor Number	Name	Email	Member #	FEI #	Sign Waiver Online	Sign Waiver Offline	Waiver Status	Total Paid	Remove Person
		MG1	Jennifer Murphy	stormyrein@gmail.com					Not Signed	\$0.00	

Sample Invoice – 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.

Invoice for Jennifer Murphy
+ Add Line to Invoice

Test Competition

Sydney
Main St
Sydney, NS
B1L1N2

2024-05-03 — 2024-05-05
Secretary: Jennifer
Email: enscompetitions@sportnovascotia.ca

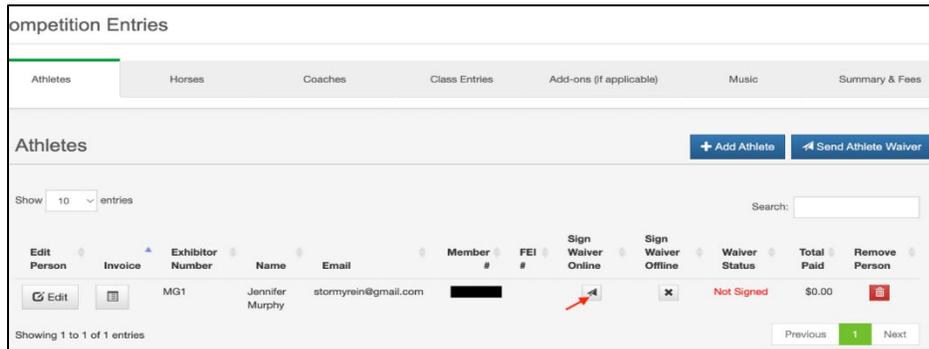
Create Invoice Note

Invoice Breakdown

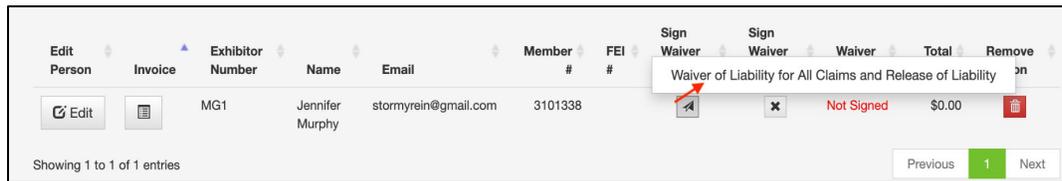
Charge	Charge Type	Item	Note	Quantity	Price per Item	Total Charge
Scotia Series Fee						
<input type="checkbox"/> Edit Charge	Scotia Series Fee	Scotia Series Fee		1	\$3.00	\$3.00
Sub Total						\$3.00
Participant Fees						
<input type="checkbox"/> Edit Charge	Per Rider/Horse Team	Trainera		1	\$5.00	\$5.00
<input type="checkbox"/> Edit Charge	Per Rider Fee	Jennifer Murphy		1	\$5.00	\$5.00
<input type="checkbox"/> Edit Charge	Per Horse Fee	Trainera		1	\$10.00	\$10.00
Class Entry Fees						
<input checked="" type="checkbox"/> Edit Charge	Entry Fee	Training Level		1	\$30.00	\$30.00
<input checked="" type="checkbox"/> Edit Charge	Entry Fee	English Flat Junior - Road Hack		1	\$10.00	\$10.00
<input checked="" type="checkbox"/> Edit Charge	Entry Fee	Derby		1	\$0.00	\$0.00
Sub Total						\$40.00
Other Item Fees						
<input type="checkbox"/> Edit Charge	Other Item	Camping - One Night		1	\$100.00	\$100.00
Sub Total						\$100.00
Stall Fees						
<input type="checkbox"/> Edit Charge	Single Stall - Two Nights	Trainera		1	\$75.00	\$75.00
Sub Total						\$75.00
Additional Fees						
<input type="checkbox"/> Edit Charge	Showground Fee	Trainera		1	\$10.00	\$10.00
Sub Total						\$10.00
Remaining Balance						\$248.00

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.**

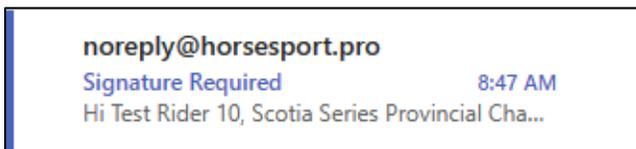


Edit Person	Invoice	Exhibitor Number	Name	Email	Member #	FEI #	Sign Waiver Online	Sign Waiver Offline	Waiver Status	Total Paid	Remove Person
		MG1	Jennifer Murphy	stormyrein@gmail.com					Not Signed	\$0.00	



Edit Person	Invoice	Exhibitor Number	Name	Email	Member #	FEI #	Sign Waiver Online	Sign Waiver Offline	Waiver	Total	Remove	
		MG1	Jennifer Murphy	stormyrein@gmail.com	3101338				Waiver of Liability for All Claims and Release of Liability	Not Signed	\$0.00	

Sample Waiver Email – this no-reply email will include your waiver form and “Sign the agreement here” link.



noreply@horsesport.pro
To: Equestrian NS Programs

Hi Test Rider 10,

Scotia Series Provincial Championships TEST is requesting that you sign their agreement. This is required for acceptance into the competition. If you are expecting this, please [Sign the agreement here](#).

Thank you,
Scotia Series Provincial Championships TEST

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


YOUR ACCOUNT ▾ EVENTS ▾

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 claims, release from all liability, assumption of all risks, agreement not to sue and other terms of this agreement are entered into by me (the Participant) with and for the benefit of EQUESTRIAN NOVA SCOTIA, its directors, officers, employees, volunteers, business operators, agents and site property owners or lessees (collectively the "Host"). Without limiting the generality of the foregoing, "Equine Activities" includes but is not limited to, competitions, tournaments organized and/or operated by the "Host", riding instruction, coaching and training provided by the "Host" to the Participant.

Initial Each Item below after Reading and Understanding each Item:

- I am aware that there are inherent dangers, hazards and risks (collectively "Risks") associated with "Equine Activities" and injuries resulting from these "Risks" are a common occurrence. I am aware that the "Risks" of "Equine Activities" mean those dangerous conditions which are an integral part of "Equine Activities", including but not limited to:
 - the propensity of any equine to behave in ways that may result in injury, harm or death to persons on or around them and to potentially collide with, bite or kick other animals, people or objects;
 - the unpredictability of an equine's reaction to such things as sounds, sudden movement, tremors, vibrations, unfamiliar objects, persons or other animals and hazards such as subsurface objects;
 - the potential for other participants to behave in a negligent manner that may contribute to injury to themselves or others, including failing to act within their abilities to maintain control over an equine;
 - the potential of natural or man-made hazards being present that can cause me harm, including communicable disease.
- I freely accept and fully assume all responsibility for all "Risks" and possibilities of any and all personal injury, sickness, disease, medical payments, death, property damage or loss resulting from my/the Infant Participant's participation in "Equine Activities".
- I agree that although the "Host" has taken steps to reduce the "Risks" and increase the safety of the "Equine Activities", it is not possible for the "Host" to make the "Equine Activities" completely safe. I accept these "Risks" and agree 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 any duty of care or any obligation to myself or the Infant Participant in my/the Infant's participation in "Equine Activities".
- In addition to consideration given to the "Host" for my/the Infant Participant participation in "Equine Activities", I and my heirs, next of kin, executors, administrators and assigns, as well as the Infant Participant and their heirs, next of kin, executors, administrators and assigns (collectively my/our "Legal Representatives") agree:
 - to waive all claims that the Infant Participant have or may have in the future against the "Host";
 - to release and forever discharge the "Host" from all liability for any personal injury, death, property damage, or loss resulting from my/the Infant Participant's participation in the equine activity due to any cause, including but not limited to negligence (failure to use such care as a reasonably prudent and careful person would use under similar circumstances), breach of any duty imposed by law, breach of contract or mistake or error in judgment of the "Host", and
 - to be liable for and to hold harmless and indemnify the "Host" from all actions, proceedings, claims, damages, costs demands, including court costs and costs on a solicitor and own client basis, and 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 all terms contained herein are governed exclusively and in all respects by the laws of the Province or Territory of Canada in which the "Equine Activities" are provided by the "Host". I hereby irrevocably submit to the exclusive jurisdiction of the courts of that Province or Territory of Canada and I agree that no other court can exercise jurisdiction over the terms and claims referred to herein. Any litigation to enforce this waiver will be instituted in the Province or Territory of Canada in which the "Equine Activities" are provided by the "Host".
- I confirm I have read and understood the Protective Headgear Rules and Regulations from page 5 of the Scotia Series rulebook.
- I confirm that I have had sufficient time to read and understand this waiver in its entirety.

I understand that this agreement represents 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).

OR

I understand that this agreement represents the entire agreement between the "Host, myself as Parent/Guardian, and the Infant Participant, and it is binding on myself, the Infant Participant and our "Legal Representatives" (For Participants Under the Age of Majority).

8. I confirm that I have reached the age of majority in the province in which I am participating in "Equine Activities" (For Participants over the Age of Majority).

OR

I am the Parent/Guardian of the Infant Participant and am executing this waiver on behalf of the Infant Participant in my capacity as Parent/Guardian and with the intent that this waiver be binding on myself and the Infant Participant for all legal purposes (For Participants Under the Age of Majority).

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

Credit Card Payment: 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

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 902-225-1710 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

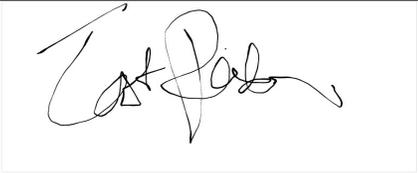
Payment Amount
Or authorization to process correct fees. If including payment information.

I authorize Equestrian NS to charge my card as listed above

Name of Signer

Date: 2024-01-20 Pacific Time

Signature



Sign

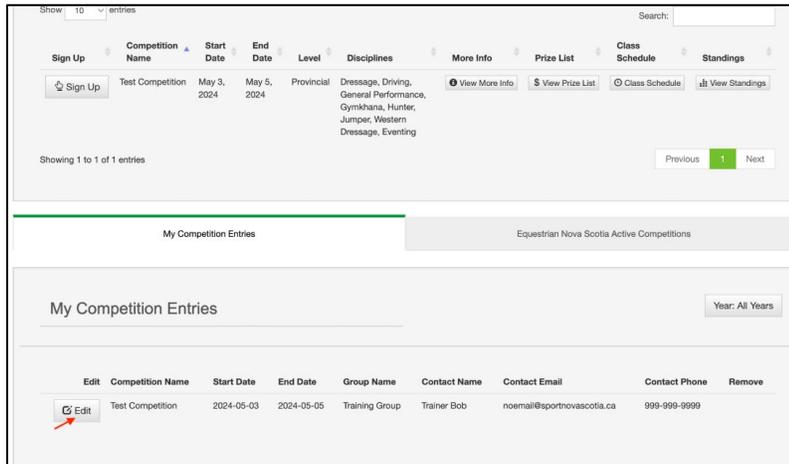
Your confirmed email address is: info@equestrianns.com

Step 11 - Editing Your Entry:

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

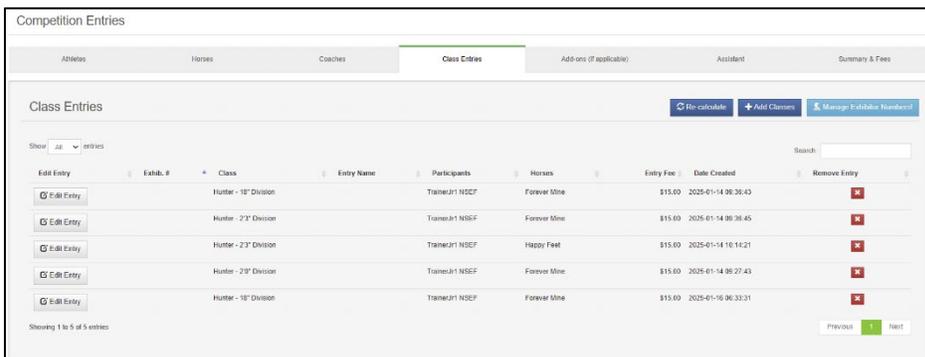
Find your Entry: You can access any entries you have created from the **“My Competition Entries”** tab found **below** the list of active competitions.

Click **“Edit”** 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.

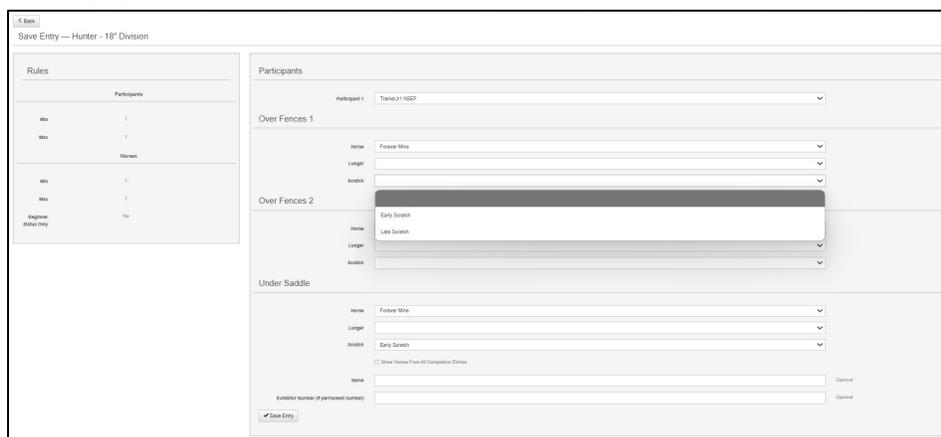


Always save your updates!

Scratches: 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.



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.



Adding Stall Options: 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.

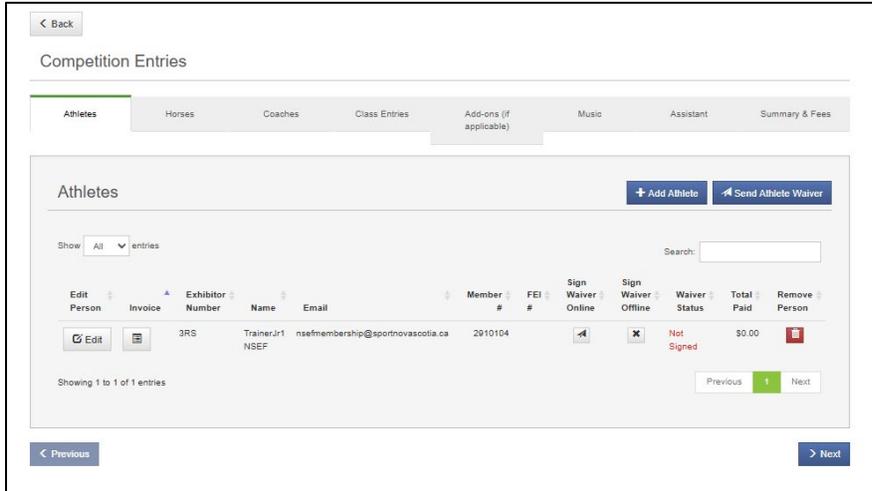
The screenshot shows a web form titled "Competition Entries". At the top, there are navigation buttons: "< Back", "< Previous", and "> Next". Below the title is a "Summary & Fees" section. A message reads: "If you have previously entered a competition using this system, click the Copy Entries button. Otherwise, please complete the following fields:". There are four input fields: "Athlete or Barn Name", "Contact Name", "Contact Email", and "Contact Phone". A blue button labeled "Copy Entries" is positioned to the right of the "Athlete or Barn Name" field. Below the fields is a "Save" button with a checkmark icon. At the bottom, there are "< Previous" and "> Next" navigation buttons. A small note at the bottom of the form states: "Contact information 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.

The screenshot shows a window titled "Copy Entries". At the top, it says "Select Entries to Copy". Below this is a message: "Creating a competition entry that is similar to a previous competition? Select an entry from the list below to copy all of the coaches, participants and horses used in that competition." Below the message is a section titled "Previous Entries". It includes a search bar and a "Show" dropdown menu set to "All" entries. The main content is a table with columns for "Copy Entries", "Competition Name", "Start Date", "Athlete or Barn Name", "Contact Name", "# Coaches", "# Participant", and "# Horses". Each row has a blue "Copy Entries" button to its left.

Copy Entries	Competition Name	Start Date	Athlete or Barn Name	Contact Name	# Coaches	# Participant	# Horses
Copy Entries	Canada Day Dressage	2021-07-01	Stable Name or Individual Name	Trainer	1	3	2
Copy Entries	Cape Breton Western Riders	2021-06-10	NSEF Test	Sheila	0	1	1
Copy Entries	Provincial Championships 2024 TEST	2024-12-08	Trainer/Jr	NSEF Program Manager	1	2	2
Copy Entries	Test 2023	2023-06-31	Sally and George	Parent Name	1	2	2
Copy Entries	Test 2023	2023-06-31	Sally and George	Parent Name	1	2	2
Copy Entries	Test 2023	2023-05-31	Individual entry person	test	1	2	2
Copy Entries	Test 2023	2023-05-	Test Barn	Sheila	2	2	2

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.



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