Help Guide: Horseshowing.com

This guide is to help you complete an online entry at horseshowing.com specifically for Central Mass Horse Show Series (CMHSS) if you haven't done this before and are not using USEF lookup.

Setup People/Horses

1. Click on the People/Horses > and then +Add
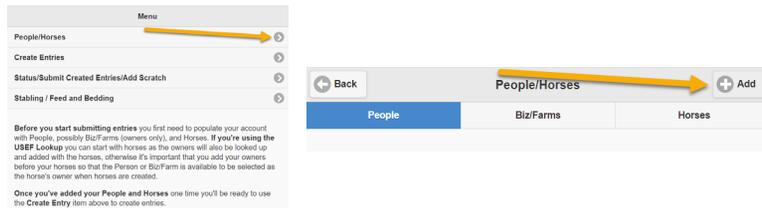
2. Add Person, this will be your rider. Click OK when complete.

3. Add Person, this will be your trainer. Click OK when complete.

4. Click on the Biz/Farms and then the Add button. This will be your farm. We will use this for the Awards Banquet!

5. Click on Horses > Add

6. Here you will enter your horse details. For the Owner, select the arrow that will display the list you previously created, select your farm.

Create Entries

1. Click the Create Entries > and enter cmhss in the search box. Select the show that you would like to enter.
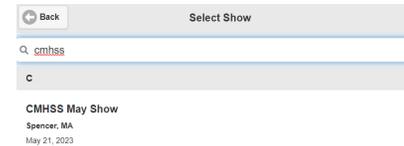
2. Select Horse from the drop-down list.

3. Select Trainer, if you do not have a trainer, you can select No Trainer. This is what drives points for the banquet.

4. Select Rider 1 and then enter a description in the search box. Check the box for the classes you wish to sign up for. Save when complete. Click yes to add more entries or no to move forward.
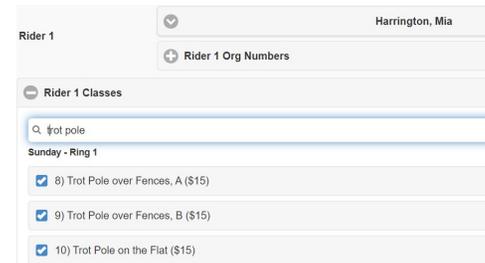
Purchase

1. There is a $1 fee to submit to horseshowing.com for each show day. You can buy a subscription for 1 year/per horse or pay $1 per horse per horse show day with a minimum of $5. Click Purchase

2. Enter your credit card details, click purchase and then confirm.

3. Purchase completed.

Submit Entry to Show

1. Select entry for submission and click on Submit.

2. Submission Successful.

3. Entry Submitted

Verify Entry Accepted

Adds/Scratches

You can add/scratch.

You can go back to the horseshow, view the horseshow and click on the Counts page to view class counts. You will also see the last time the data was updated. It is not real time but you can see the last time it was updated.