

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

People/Horses			
Create Entries	Ø		
Status/Submit Created Entries/Add Scratch	0 0	Back	
Stabling / Feed and Bedding	0		
		People	
Fore you start submitting entries you first need to populate your to People, notesible Bir/Farms (numeric only), and Honses. If you're	r account e using the		
million only, and not been a found on the been a found	to a local to an		
USEF Lookup you can start with horses as the owners will also be to and added with the horses, otherwise it's important that you add your	ir owners		
USEF Lookup you can start with horses as the owners will also be in and added with the horses, otherwise it's important that you add you before your horses so that the Person or Biz/Farm is available to be in the horse's owner when horses are created.	ir owners selected as		

- 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.

Back	Horse	USEF Lookup
Horse Name:		
Lacey		
Owner:	•	
0	Select Owner	
Select Owner Harrington, Mia		
Ostrow, Madeline Holiday Acres Equest	rian Center	

#### **Create Entries**

 Click the Create Entries > and enter cmhss in the search box. Select the show that you would like to enter.

Back	Select Show
cmhss	0
c	
CMHSS May Show	
Spencer, MA	
May 21, 2023	

- 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.

der 1	$oldsymbol{O}$	Harrington, Mia	
	C Rider 1 Org Numbers		
Rider 1 Classes			
Q. trot pole			
Sunday - Ring 1			
8) Trot Pole over Fe	nces, A (\$15)		
9) Trot Pole over Fe	nces, B (\$15)		
10) Trot Pole on the	Flat (\$15)		

#### **Purchase**

 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

Subscription (Option I)
Annual subscriptions are \$25 per horse. One year of time will be added to any time remaining on a subscription. Select Horses:
Lacey (No subscription)
Subscriptions Total: \$0
C Per Show Day (Option II)
The per day cost is lied to the number of days the show is but capped at \$4. A 1 day show is \$1, a 2 day show is \$2, a 3 day show is \$3, a show 4 or more days is \$4 per entry. You can put as many days on your account as you like and they will be used according to the pricing policy as you enter shows.
5 Show Days

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

Confirm Tra	nsaction	
You are purchasing 5 show days (\$	35).	
Grand total \$5		
Is this the transaction you intended	?	
Yes	No	
		-
		Purchase Completed
Purchase co	mpleted.	5 show days have been added to your account. You now have 5 show days on account.
		ок

## **Submit Entry to Show**

1. Select entry for submission and click on Submit.



### **2.** Submission Successful.

	Submission Successful
Your entry ha	s been successfully submitted to the show.
You will find a Status Page.	Submission Report at the bottom of the Entry
You will receip processed thi	ve an email notification when the show has s.
	ок

	CMHSS M May 21,	ay Show 2023		
yments to Show: Deposit: intey: Ills: Mitted: May 6, 23 at 07:56 PM st. View	Lao	<b>NY</b>		\$0.00 \$0.00 \$65.00 0
tal Stalls: Lal Money: Lal Deposit:				0 \$65.00 \$0.00
ms To Submit: ms Submitted:				1
ms Accepted:				0
bscribed Horses: ow Days on Account:				0 4
mber of Items Submitting: posit Required:				0 \$0.00
D Purchas	•	·	Submit	
Submission Reports				
May 6, 23 at 07:56 PM				

# **Verify Entry Accepted**

Back Er	try Status
CMH	SS May Show y 21, 2023
	Lacey
Payments to Show:	\$0.00
Min Deposit:	\$0.00
Money:	\$65.00
Stalls:	0
Accepted: May 6, 23 at 08:05 PM	
View Add/Scretch	
Total Stalls:	0
Total Money:	\$65.00
Total Deposit:	\$0.00
Items To Submit:	0
Items Submitted:	0
Items Accepted:	1
Subscribed Horses:	0
Show Days on Account:	4
Number of Items Submitting:	0
Deposit Required:	\$0.00
C Purchase	✓ Submit
Submission Reports	

## Adds/Scratches

You can add/scratch.

Add/Scratch Submitted!
our add/scratch has been submitted!
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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.