

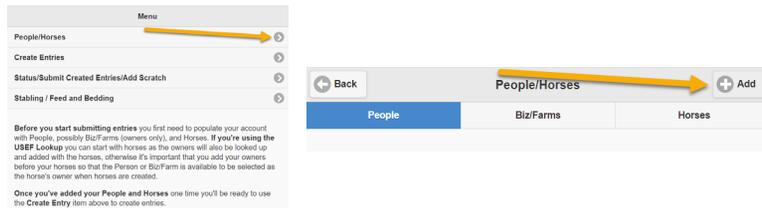


Help Guide: Horseshowing.com

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

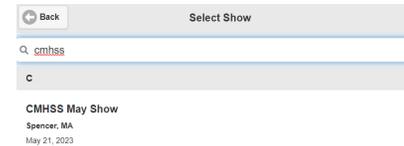


6. Here you will enter your horse details. For the Owner, select the arrow  that will display the list you previously created, select your farm.

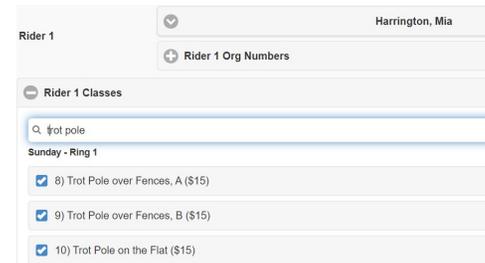


Create Entries

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

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

Per Show Day (Option II)

The per day cost is tied 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.

Show Days

Show Days Total: \$5

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

Confirm Transaction

You are purchasing 5 show days (\$5).

Grand total \$5

Is this the transaction you intended?

Purchase Completed

5 show days have been added to your account. You now have 5 show days on account.

3. Purchase completed.

Submit Entry to Show

1. Select entry for submission and click on Submit.

Entry Status

CMHSS May Show
May 21, 2023

Lacey

Payments to Show:	\$0.00
Min Deposit:	\$0.00
Money:	\$65.00
Stalls:	0

Created: May 6, 23 at 07:44 PM

Total Stalls:	0
Total Money:	\$65.00
Total Deposit:	\$0.00

Items To Submit:	1
Items Submitted:	0
Items Accepted:	0

Subscribed Horses:	0
Show Days on Account:	5

Number of Items Submitting:	1
Deposit Required:	\$0.00

2. Submission Successful.

Submission Successful

Your entry has been successfully submitted to the show. You will find a Submission Report at the bottom of the Entry Status Page. You will receive an email notification when the show has processed this.

3. Entry Submitted

CMHSS May Show
May 21, 2023

Lacey

Payments to Show:	\$0.00
Min Deposit:	\$0.00
Money:	\$65.00
Stalls:	0

Submitted: May 6, 23 at 07:56 PM

Total Stalls:	0
Total Money:	\$65.00
Total Deposit:	\$0.00

Items To Submit:	0
Items Submitted:	1
Items Accepted:	0

Subscribed Horses:	0
Show Days on Account:	4

Number of Items Submitting:	0
Deposit Required:	\$0.00

Submission Reports

[May 5, 23 at 07:56 PM](#)

Verify Entry Accepted

Entry Status

CMHSS May Show
May 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

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

Submission Reports

Adds/Scratches

You can add/scratch.

Add/Scratch Submitted!

Your add/scratch has been submitted!

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.