

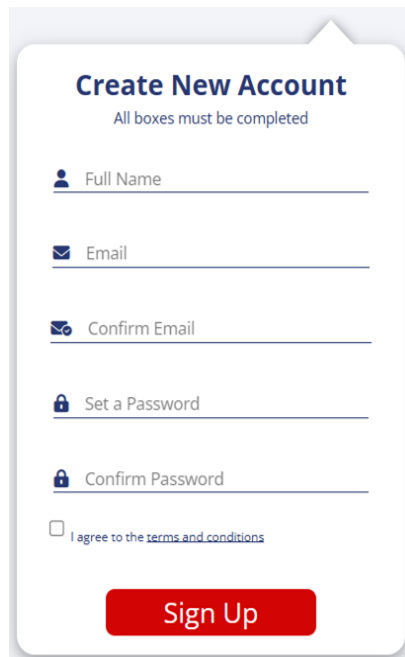
ENTRYMASTER USER GUIDE FOR MEMBERS

Welcome to Entrymaster! This is a guide that will help you use our system to make entering your events straightforward, quick & easy!

STEP 1: REGISTERING YOUR PROFILE

Please follow the simple steps below to register:

- Click Enter Online or Login, then click Register, the box below will appear
- Enter Parent/Guardian Information



Create New Account
All boxes must be completed

Full Name

Email

Confirm Email

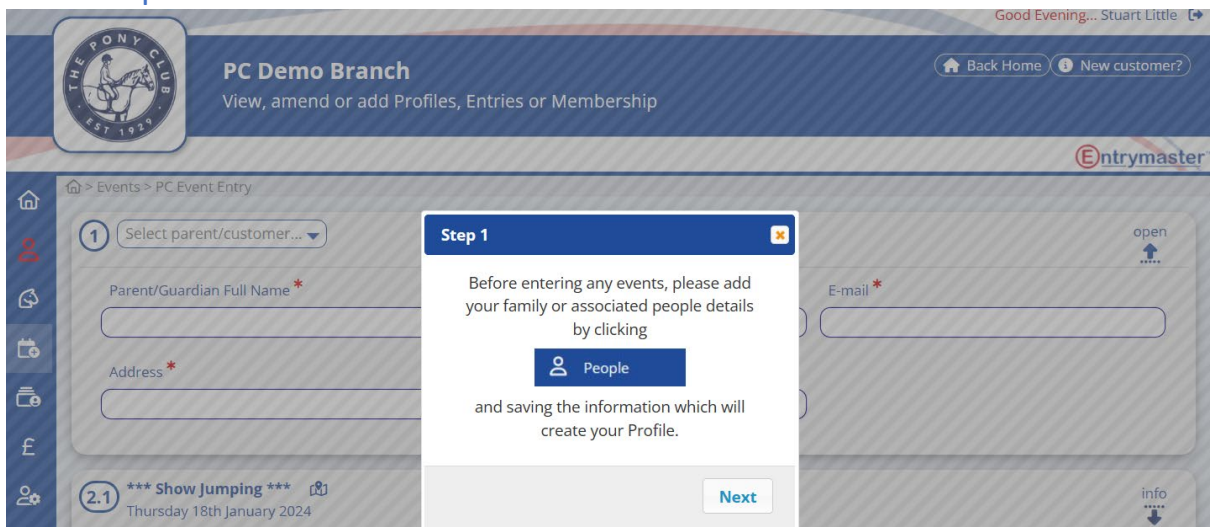
Set a Password

Confirm Password

I agree to the [terms and conditions](#)

Sign Up

- Click People



Good Evening... Stuart Little

PC Demo Branch
View, amend or add Profiles, Entries or Membership

Back Home New customer?

Entrymaster

Events > PC Event Entry

1 Select parent/customer...

Parent/Guardian Full Name *

Address *

2.1 *** Show Jumping ***
Thursday 18th January 2024

Step 1

Before entering any events, please add your family or associated people details by clicking

People

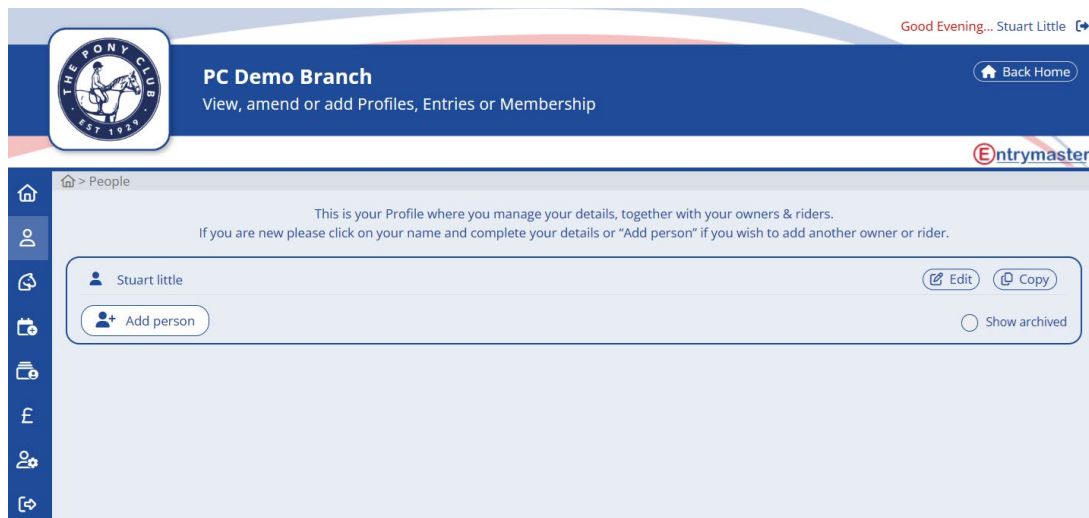
and saving the information which will create your Profile.

Next

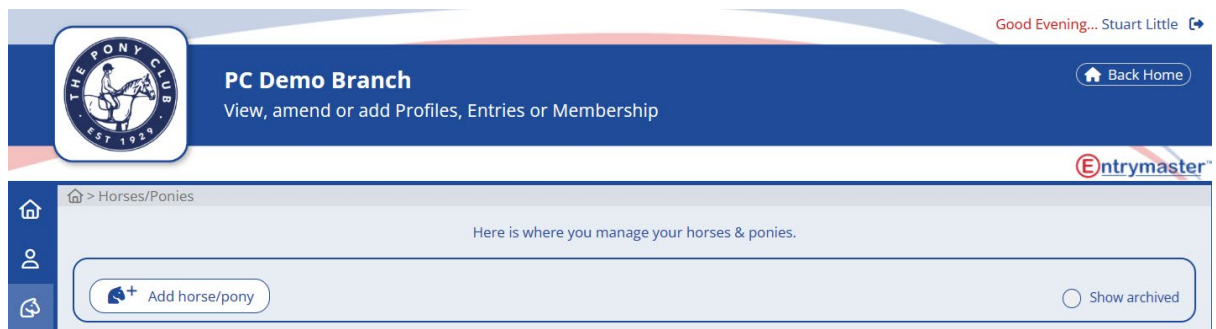
open

info

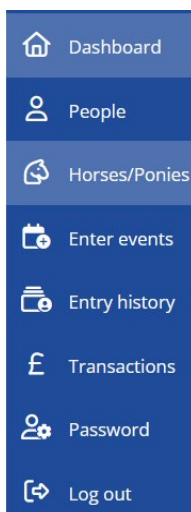
- Member information must match their details on Pelham...no shortened names or nicknames, PLEASE ENTER YOUR MEMBERS PONY CLUB NUMBER which will then be saved in your profile.



- Click on the horse head, add your horse/pony details.



- When logged into your profile/dashboard you will see the following options:



1. People – register yourself (parent/guardian) and all the members you will be entering into events.
2. Horses/Ponies – register all your Horse/pony information
3. Enter Events – enter events from this tab
4. Entry History – record of all entered rallies/events only when you have signed in to enter.
5. Transactions – a record of all your booked and paid transactions
6. Change your password
7. Log out

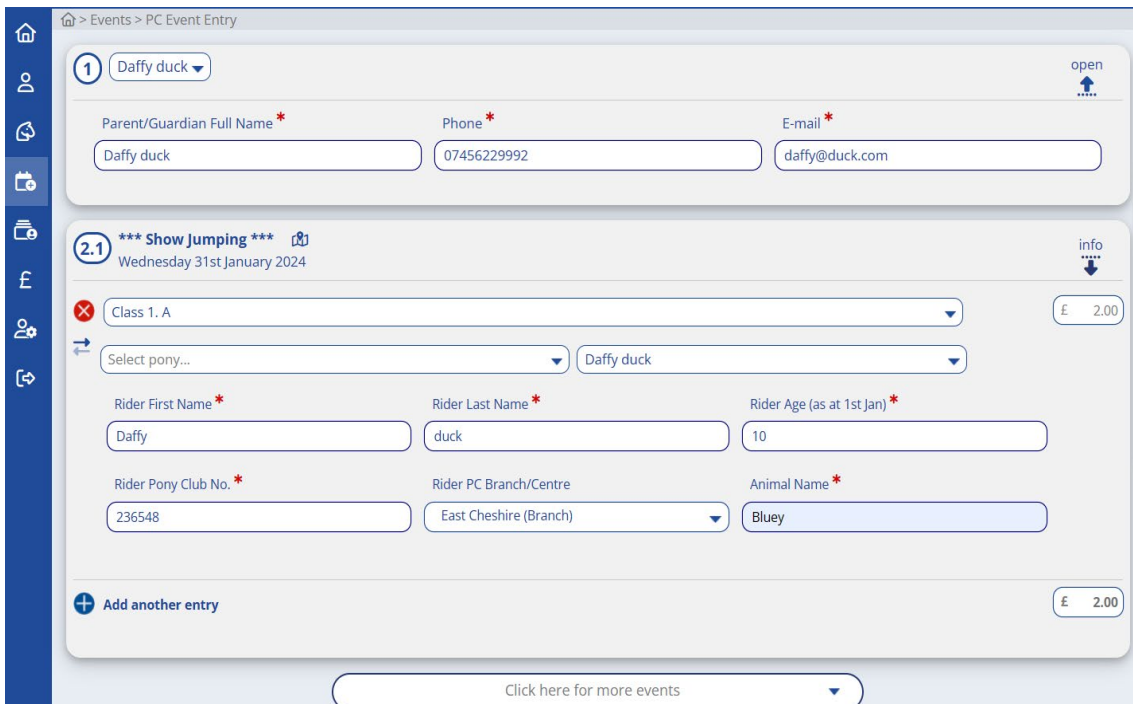
STEP 2: ENTERING YOUR EVENT/S

- **SIGN IN**
- You can easily enter any rally/event your pony club is running with a few clicks of the mouse now that you have signed in.

- Click 

- Choose your Event

- Click 



The screenshot shows the 'Events > PC Event Entry' page. At the top, there is a dropdown menu with 'Daffy duck' selected. Below this are three input fields: 'Parent/Guardian Full Name*' (Daffy duck), 'Phone*' (07456229992), and 'E-mail*' (daffy@duck.com). The next section is for event selection, showing '2.1 *** Show Jumping ***' on 'Wednesday 31st January 2024'. Underneath, 'Class 1. A' is selected, with a price of £ 2.00. A 'Select pony...' dropdown is set to 'Daffy duck'. The rider information section includes 'Rider First Name*' (Daffy), 'Rider Last Name*' (duck), and 'Rider Age (as at 1st Jan)*' (10). Below that are 'Rider Pony Club No.*' (236548), 'Rider PC Branch/Centre' (East Cheshire (Branch)), and 'Animal Name*' (Bluey). At the bottom, there is an 'Add another entry' button with a price of £ 2.00 and a 'Click here for more events' link.

1. Select your name from the drop-down box
2. Select class if applicable
3. Select a pony from the drop-down box
4. Select a rider from the drop-down box

All the fields above will self-populate.

5. Click  to add more family members.

6. Click here to add additional events to your order.

Click here for more events ▼

Please add any comments to your entry below

Comments...

- 7.

8. Finally tick the branch rules, then Checkout with Stripe, all debit and credit cards are accepted, no account needed.

3 CHECKOUT

Online service fee, 1 event(s) £ 1.25

TOTAL DUE £ 3.25

I/we agree to abide by the PC Demo Branch rules.

TO COMPLETE YOUR ORDER, YOU MUST HAVE CHECKED OUT AND PAID VIA STRIPE, YOU WILL THEN RECEIVE AN 'EVENT ENTRY CONFIRMATION' EMAIL.

Please find us at www.entrymaster.co.uk where you can find over a 1000 Pony Club events and much more!