

PLEASE NOTE YOU MUST HAVE YOUR POPUP BLOCKER TURNED OFF OR SET TO ACCEPT POPUPS FROM OUR SITE.

This site works Google Chrome, Firefox and with Internet Explorer version 5 or greater. Thank you

**Welcome to On-line entries and bookings, we hope you will find this service an easy and quick to use.
To use the system you may find it useful to read these instructions first:-**

Affiliated Dressage and Affiliated Show jumping entries:-

1. Enter your horse/pony registration number in the box provided. You do not need to enter the horse/pony name as the system will do this automatically for you.
If you are entering on a ticket please enter 999999 or t. If you are waiting on a registration number please enter 888888. You will then need to enter the horse/pony name and owners name manually before you can enter any classes.
2. Now enter the rider registration number and click then [look up details](#), the rider name and the horse name and owner will appear in the appropriate boxes if on the current database*
3. **DRESSAGE ONLY** - you will be asked if you require a late/early time and are given the opportunity of inputting any special requests
4. Now you can add classes, simply click the [add to entries](#) box to the right of the class description. To remove click [delete from entries](#).
5. When you have finished adding the classes for that combination you can continue with another horse/pony by clicking on 'New combination and then entering another registration number and then following the same procedure or you can click [add other items](#) to add other items such as membership or stabling. You can book multiples of some items (such as stabling) by changing the number in the box on your account.
6. You can review your entries at any time by clicking [show all items](#) .
7. When you have completed your entries and additional items simply click [pay](#) you will then be transferred to Sagepay, Paypal or enter card details to make you payment.
8. You will then receive an email confirmation of your entries and payment please read this carefully.

Unaffiliated competitions:-

1. Enter the name of you horse/pony, the owner and rider in the boxes provided.
2. Click the [add entries](#) button, the add the classes you want for that combination of horse and rider.
3. **DRESSAGE ONLY** - you will be asked if you require a late/early time and are given the opportunity of inputting any special requests
4. If you want to add another combination of horse and rider then click [add combination](#) and repeat the process.
5. When you have completed all you entries click [add other items](#), here you can add items such as stabling or first aid.
6. When you have finished click [show all items/pay](#) this will show you a breakdown of you entry and you can add or delete items.
7. To finish click Pay and you will be forwarded to Sagepay to complete your entry.
9. You will receive a confirmation email of you entries and payment please check this.

Arena Hire, Training, etc:-

1. Click on the event you require.
2. Click on [add to basket](#)
3. Click on [pay](#)
4. You will be transferred to Sagepay to complete your payment.
5. You will receive a confirmation email please check this

You may print a copy of your order by clicking on the print order button. We will contact you within 7 days to confirm your entry details. Your card will only be debited upon acceptance of your entries or after the show.