

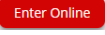

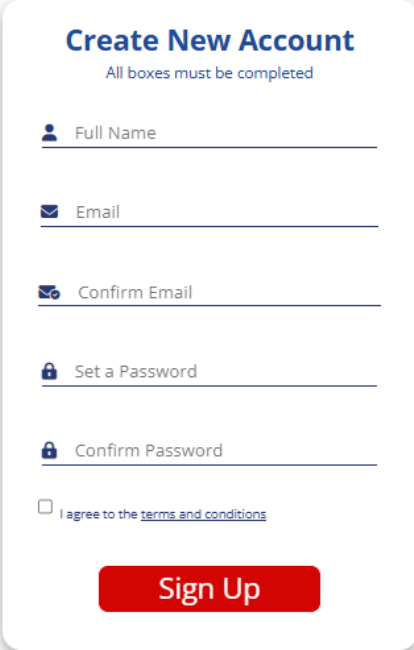


## How to create an Entrymaster account and set up a Profile.


Customers should register and set up a profile to save their details to make entering easier next time.


1. First, you should create an account, to do so


- Go to an event homepage, click  button at top right and then click  button or you can click  button on the home page of event you want to enter and click  button.





**Create New Account**  
All boxes must be completed

 Full Name \_\_\_\_\_


 Email \_\_\_\_\_

 Confirm Email \_\_\_\_\_



 Set a Password \_\_\_\_\_

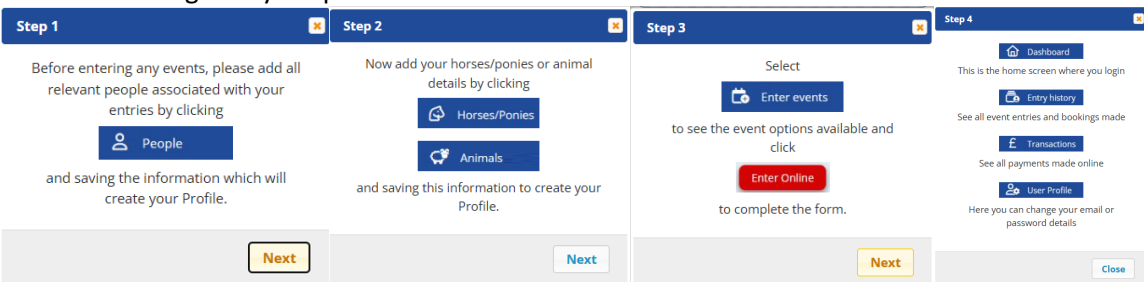
 Confirm Password \_\_\_\_\_

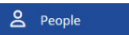

I agree to the [terms and conditions](#)

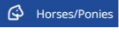
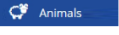






- Fill in the details above (Full name, email address, password), agree to terms and conditions and press  button. You will be logged into your account.






2. Click  button through all the steps 1 to 3 and  button on the step 4 to read a quick instruction and get to your profile.


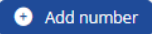



**Step 1** Before entering any events, please add all relevant people associated with your entries by clicking  and saving the information which will create your Profile. 

**Step 2** Now add your horses/ponies or animal details by clicking   and saving this information to create your Profile. 

**Step 3** Select  to see the event options available and click  to complete the form. 

**Step 4**  This is the home screen where you login  
 See all event entries and bookings made  
 See all payments made online  
 Here you can change your email or password details 

3. Complete all the fields marked \* and the others if applicable (see below), then click  button at the bottom of the page. Note, to add your society membership numbers, select a society from the Society drop-down list at the bottom of the page and add a membership No to the next blank field. Use  button to add more membership numbers or click  to delete unwanted ones.

Personal details

Title  First Name\*  Surname\*

E-mail\*  Contact Telephone\*  Telephone 2

I'm the main contact  
 I'm a Trader (to book Trade Stands)

Postal address  
Type part of an address or postcode to begin

Address Line 1\*  Address Line 2  Town/City\*

County\*  Postcode\*

Invoice address same as postal

Additional details

Date of birth  Catalogued Name  HOYS ID

Vehicle registrations  Organisation  Are you a judge?

Membership  
Manage your membership numbers here

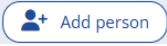
Del	Society	Membership No.
<input checked="" type="checkbox"/>	<input type="text" value="Please click..."/>	<input type="text"/>



Please select\*

I would like to receive updates about event dates, news, products and special offers from Entrymaster

I would like to receive updates about other events from the organisers I have logged into

Please do not include me in mailing lists

4. Once this form is completed and saved, you can add more people whose details you can use for entries (riders, owners, etc.) clicking  button.

5. To add Horse/Pony details, click  button on the left of the page, then click , fill in the fields marked \* and the others if applicable. Add horse society Registration No in the same way as described above and click  button at the bottom of the page.

Horse/Pony Details All \* must be completed

Horse/Pony details

Horse/Pony Name\*  Height (cm)\*  Colour\*

Sex\*  Date of birth  Year of Birth\*


Sire  Dam  Breed

Breeder  Passport (UELN) 15 digits  Upload Passport for new pony registrations

JMB Height Certificate Number  HOYS ID (showing only)  Owner\*

Registration  
Manage your horse/pony registrations here

Del	Society	Registration No.
<input checked="" type="checkbox"/>	<input type="text" value="Please click..."/>	<input type="text"/>

6. Now you can enter an event clicking  button of the left of the page and use previously saved information selecting from the Search Customer/Animal/Rider drop-down lists (see below) instead of entering everything manually.

1 Customer Details

Search Customer

2 Entries

Entries

Search Animal Name

- Add a new Horse/Pony
- Moon (test)
- Star (test)
- New Horse

Search Rider/Handler Surname

type a number or phrase to filter classes. **You can add multiple classes** for the same

Entry Fee