

# HORSE EVENTS



## **How to Book Online using Horse Events for Area & Championship entries.**

All entries must be made with payment online using a card.

Branches will have a choice on how to manage their entries depending on the way they choose to operate and who is paying for the entries.

Horse Events does not mind which method you use if you feel comfortable with it. Please ensure you read your area schedule for extra details if they have

### **Option 1**

Branch officials notify parents of what teams or individuals the children are in. Parents enter the event online and pay selecting whether they are in a team or individual from information the branch has given them. If they know the team's name before they can also complete this field.

On close of entries the DC or team manager is to email Horse-Events to ask for an updated list of entries from their branch. They can then make alterations if required.

If using this method, it is a good idea to ask parents to forward their book confirmation emails to Team Managers so they have a record of what has been entered and can tick the names off any lists and send reminders to ensure the closing date is not missed.

### **Option 2**

DC/Team managers make all entries and pays in full. This is then the branches responsibility to collect funds from parents if required or pay for entries themselves.

## **How to Enter**

1. Find relevant event on [www.horse-events.co.uk](http://www.horse-events.co.uk)
2. Select Class
3. Enter PC MEMBERSHIP NUMBER & Branch
4. Verify your entry which will return the members name and DOB
5. Complete other form fields and choose Team or Individual
6. Add to Cart and choose to add another entry or go to the cart
7. Complete payment
8. Upon payment you will receive a confirmation email confirming your entry.

**Please note if you add bookings to your cart and do not pay for them in your session they will NOT be saved. If you are planning to enter a lot of entries at once we suggest you may want to do them in batches to avoid losing any.**

These booking will now appear under your booking tab:

**Please note the following booking status's mean:**

**CONFIRMED** - MEANS YOUR ENTRY IS CONFIRMED AND YOUR HAVE A SPACE

**WAITLIST** - MEANS YOU HAVE PAID AND YOU ARE ON THE WAIT LIST – YOU DO NOT YET HAVE A

CONFIRMED SPACE

**CANCELLED** - MEANS YOUR ENTRY HAS BEEN CANCELLED.

### **Changing and Cancelling your bookings**

To edit your booking you can login online up until the closing date and make necessary edits.

To Cancel your booking please login to your account and press cancel from you my booking page. This will open and email to send to Horse Events with your book reference on.

To Change Class – please use the contact form on the Horse Events website.