Getting Started With EquestrianEntries.com
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Before you start, gather the following information and have it handy when you get to Step 2 and start filling out your EquestrianEntries.com user account profile.

1. Rider contact information
2. Rider emergency contact information
3. Rider status (Amateur, JR/YR, Profession)
4. Rider PVDA membership number (if you are a PVDA member).
5. Horse Name
6. Horse owner contact information (if different from Rider).
7. Trainer contact information (if different from Rider).

Definitions of Rider, Owner, Trainer, Coach

Rider   The person who will ride the horse in the show

Owner   The owner of the horse that will be ridden in the show

Trainer   The person over age 18 who will be responsible for the horse while it is on the show grounds. **A Trainer is required for each entry.** The rider can be rider/owner/trainer as long as the rider is over 18. For Jr/YR's, the Trainer is commonly the rider's parent, the horse owner, or the rider's riding instructor, etc.

Coach   A person that is paid to teach/help/coach the rider at the show. **A coach is not required.**

USEF   The United States Equestrian Federation

USDF   United States Dressage Federation

These instructions will walk you through the process of creating a FREE user account with EquestrianEntries.com and entering the minimum required information into your account profile. You will need to complete these steps ONLY ONE TIME. And then, you would only have to update your user profile whenever your information changes in the future.

Disclaimer: These instructions are for entering PVDA Schooling Shows only. Licensed /Recognized shows have stricter show entry requirements which these instructions do not address.

STEP 1: CREATE AN ACCOUNT (It's free to join.)

1. Go to www.equestrianentries.com. And click on the "**Join Now**" link.
2. Enter a **Username**, a **Password** (enter the Password twice to confirm it), and your **Emai**l address.
3. Select the option to create an "**Entrant**" Account. Then, click on "**Register**".
4. You will receive an email with the subject **"[EquestrianEntries.com] Account activation info**". If you don't see it in your email inbox, check your spam or junk mail folder.
5. Open the email and follow the instructions in the email. It will ask you to visit a web page where you will activate your account.
6. To activate your account, you will be asked to enter your contact information and agree to the "Terms and Conditions"
7. Enter your **contact information**.
8. Agree to the Terms and Conditions by typing in "**I Agree**" (without quotation marks) and enter the **date** exactly as shown. And then press "**Continue**"

STEP 2: ADD RIDER, HORSE, OWNER, TRAINER INFORMATION TO YOUR ACCOUNT.

1. Go to www.equestrianentries.com, log in with your username and password. The first screen is the home screen with 8 tabs across the top.

Enter Rider Information

2. Click on the "Riders" tab, and then click "**New Rider**"
3. You'll be asked if the new rider is already in their system. Let's assume the answer is "no" and select "**No, Lets Register a Brand New Person**".
4. You will be asked if the rider is also the trainer, coach or horse owner, and what type of shows the rider will be entering. Let's assume the rider is (click on each) the **owner** and the **trainer**, and competes in **Dressage** shows. Then, press '**Next**".
5. You will be asked if the rider has a USEF Number they can use to look up the rider's contact information. **A USEF number is not required for PVDA schooling shows.** Let's assume the rider does not have a USEF number and click on "**No thanks, I'll Enter the Information Myself**"
6. On this screen enter the rider's contact information in the "User Info" section, and emergency contact information in the "Emergency Info" section. Both of these are required.
7. In the "Membership Info" section, select your rider status for Amateur, Jr/YR, or Professional.
8. In the "Local/FEI Dressage Memberships section, if you are not a PVDA member, leave this section blank. If you are a PVDA member, select the "Select FEI or GMO" menu, then scroll down until you see the GMOs in Maryland, and select "**Potomac Valley Dressage Association (106)**" Then, enter your PVDA membership number in the box next to it. You must select PVDA as your GMO and enter your PVDA membership number, otherwise you will be charged a $10 non-member fee when you enter a schooling show.
9. Then, click on "**Ok**".

Enter owner information

10. Repeat #2 (but click on the "Owners" tab) through #6 to enter the horse owner information. If the rider is also the owner, you will not have to re-enter the rider's information.

Enter trainer information

11. Repeat #2 (but click on the "Trainers" tab) through #6 to enter trainer information. If the rider is also the trainer, you will not have to re-enter the rider's information.

Enter horse information

12. Click on the "**Horses**" tab, and then click "**New Horse**"
13. You will be asked to first assign an owner for this horse. Select the horse owner from the pull down menu and then click on "**Yes, Let's Use This Owne**r".
14. Then, on the "New Horses" screen, enter the horse information and click on "**Ok"**. For PVDA Schooling Shows, only the horse's name is required.

CONGRATULATIONS YOU ARE NOW READY TO ENTER A PVDA SCHOOLING SHOW