

## Enter all of EI's USEF/USDF-recognized shows online!

**Good news! EI will again be using Equestrian Entries** as our online entry service for the Chablis/Beaujolais, Champagne Classic and NW Sport Horse Breeders shows. [www.EqEntries.com](http://www.EqEntries.com) offers the following conveniences:

- Minimize your data entry time. Create one account for all your horse(s), rider(s), owner(s), trainer(s) & coach(s) information and you won't have to type it again!
- You choose whether to submit the entry online (paying by credit card), or to print and mail the entry with your check.
- USDF and USEF memberships and registrations for people and horses listed on your account are automatically verified and proofs downloaded to the show secretary.
- Scan additional cards and documents, upload them to your account and they'll be ready for you to attach to any online entry.
- Entries submitted online are automatically date stamped; no worries about illegible postmarks or getting to the post office before it closes.

### Here's how it works:

1. First, gather all the usual information you need when filling out entry forms: membership numbers, recording numbers and correct spellings of names for you, your horse, and anyone else who might ride or train your horse – or coach you -- this year. You'll also need everyone's correct address, email, and phone; rider birthdate; horse's age, height, color, gender, breed... *Bear with me – you only have to do this once!*
2. Print a current year release for each set of people who need to sign. (If you're the only person who will be riding your horse this year, you may submit the same release for every show.) In the case of USEF/USDF/EI-recognized shows, the release form is the back of the entry form, the last page in each show's prize list ([www.einw.org/pageDressage](http://www.einw.org/pageDressage)). Fill it in and get all signatures; scan the release and store it as a PDF on your computer.
3. Also scan and create PDFs of any additional cards and supporting documentation that you might need. (Breed registration? Freestyle eligibility?)
4. Any time before entries open, go to [www.EqEntries.com](http://www.EqEntries.com). If you are a new user, click the **JOIN Now** tab at the top of the screen and follow the instructions to create your account and to upload the PDFs you created in steps 2 & 3. If you used [www.EqEntries.com](http://www.EqEntries.com) to enter one of last year's EI shows, you'll just need to log in and make sure the information in your account is up-to-date.
5. On opening day, either
  - a. return to [www.EqEntries.com](http://www.EqEntries.com). **LOG IN** and click on the **CALENDAR** button. Select the show you want to enter. **OR**
  - b. Select the show from [www.FoxVillage.com](http://www.FoxVillage.com) and click **ENTER SHOW** under **ONLINE ENTRIES**Follow the online instructions to complete your entry, attaching as many of your PDFs as required for that show (including the correct, signed release!)
6. Upon completion of your entry, click either
  - a. **SUBMIT AND PAY** to enter your credit/debit card information and confirm the entry **OR**
  - b. **PRINT** so that you can mail the completed entry to the Show Secretary with a check.That's it!

**How much does it cost?**

There is *no fee* to join EqEntries and create an account. You may create as many entries as you like at no cost and any that you print to mail with a check are *free*. Entries **submitted** online (paid with a credit or debit card) will be assessed a processing fee of 5%.

**Do I have to use Equestrian Entries?**

No, you may still fill in and mail the appropriate entry form from the show's prize list. Again, you'll find them at [www.einw.org/pageDressage](http://www.einw.org/pageDressage).

**If I pay online, do I still have to mail a form?**

If your online entry is *complete* – with signed release and proofs of membership – then you're done! Watch for your confirmation email from the show secretary; he or she will let you know if anything was missing from your entry.

**What if I make a mistake on the entry, or change my mind about entering?**

If you start an entry online but can't complete it, you can **SAVE** it and return to it later. (Click on the **MY ENTRIES** tab and **EDIT**.) If you decide not to enter the show at all and you haven't yet **SUBMITTED** the entry (paid and finalized online), just abandon it and start over for the next show. If the online entry has already been submitted, treat it as an entry that you've dropped in the mail box: contact the show secretary and explain the problem. The show's change or refund policies will apply. *Be sure to read the prize list for each show*. You can download the prize list by clicking on the name of the show on the EqEntries calendar, by clicking **VIEW** under **PRIZE LIST** on the FoxVillage site or by visiting the EI website.

**If you have any difficulties using EqEntries**, email Support at [Helpme@eqentries.com](mailto:Helpme@eqentries.com). They are quick to reply and eager to help you with any technical questions you have. **If you have questions about the show**, please contact the Competition Secretary.

Whether you choose to enter online with a credit card or to print and mail your entry with a check, we hope you'll give [www.EqEntries.com](http://www.EqEntries.com) a try and then let us know what you think!

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