**Horse Show Tracker Online Entry Instructions**

**How to Enter:**

**Step 1.** Set up your horseshowtracker.com account:

* Go to horseshowtracker.com and create an account if you do not already have one.
* Once you have created an account, you can enter your first 2 horse shows for free. After that it is a minimal fee, the best option I can recommend is the unlimited shows for one horse at $23.98 per year when paid annually or $8.99/month and cancel anytime. There are also additional packages available for multiple horses.

**Step 2.** Once your account is created click on my stuff.

**Step 3**. Click on Manage People

* This is where you add each of your exhibitors/owners.
* Please be sure to add as much information as possible, including First Name, Last Name, Birthday and PtHA/NSBA numbers for each owner and exhibitor showing.
* Please be sure to add a picture of your current association cards, please be sure to include any amateur/youth or WT cards that might be separate than your national membership card. Only two photos can be uploaded, so try to have all cards in one photo if possible. If not, please email cgk112@gmail.com with the additional photos.

**Step 4**. Click on Manage Horses

* This is where you enter all the horse information.
* Be sure to double check and enter the correct registration numbers as well as current owner information.
* Please be sure to add a picture of the current registration papers, be sure that the name of the owner on the papers matches your information entered.

**Once People and Horse information is added to your account, it is saved for future shows in which Horse Show Tracker will be used.**

**Step 5.** Click on Select Shows and find the show you would like to enter.

* You can search by keywords, such as club name, dates, location.
* Once you find the show, click online entries.

**Step 6.** Enter your classes

* Click on Manage Entries.
* Click Enter Horse and select the horse you want to enter.
* Click add competitor and select the competitor/exhibitor for the horse.
* Click add a class.
* You can search by name of class or scroll down to find the class you want that horse/exhibitor to enter, then select the box for the class and save.
* Continue to do this for each class you want that horse/rider combo to enter.
* If you need to change the exhibitor, go back and select add another competitor and select the exhibitor that you want, then enter the classes for that exhibitor.

**Step 7.** Click Save and submit to show

* Please be advised that it will ask you for a credit card number to hold your entries. If you do not want your showbill to be paid via credit card, please be sure to bring a check or cash to the office when you arrive at the show to pay your show fees, otherwise your credit card will be charged at the conclusion of the show.
* Also note, that your email receipt upon submission will show each class charge, a horse stall and bedding, any all day fees, discounts, or any prepayments for stalls, etc. will are applied at the show when the show secretary has processed the entries.
* Back numbers will be assigned once entries are submitted to the show. If you have already reserved your number, it will be assigned to you, please confirm your back number with horseshowtracker.com closer to the show.

If you have questions regarding entries or billing, you can contact IPTHA Show Secretary, Christina Kooiman at cgk112@gmail.com.