Fox Village/Equestrian Entries
Show Setup and Entry Import
Manager's Guide
(December 9, 2014)

Managers Guide Part II
System and Custom Fees

Read this section carefully, as it dictates what fees will be charged to the entrants. If you have a specific fee NOT covered in this section, please email Helpme@eqentries.com

System Fees Tab

Descriptions in System Fees can not be changed. Use System Fee Tab for things that are fairly standard. Select as applicable to the specific show.

DrugHorse USEF
> Rate: $16
> Type: OF
> A: Check box
> OE: Check box
> OE Fee Type: USEF Drug & Medication Fee
> OE Occurance: Per Show

Haul in Fee
> Rate: $$
> Type: SO
> OE: Check box
> OE Fee Type: Grounds/Haul-In Fee
> OE Occurance: Per Day or Per show

Fee will be charged to anyone not selecting stabling.

RV Hookup
> Rate: $$
> Type: OF
> OE: Check box
> OE Fee Type: RV (hook up) Fee
> OE Occurance: Per Day, Per Night or Per show as needed

Fee will be charged only if RV space is requested.

USEF and USDF Non-member fees
- These fees insure that non-member fees for USEF and USDF are charged to to all parties missing a verified membership as required by each organization.
- If you do NOT wish to collect non-member fees with the entry, you can change the Rate to $0. Fee will then be charged at the rate of $0 dollars.

Sample System Fees

> Use System Fees for the most basic fees. Recommend using Custom Fee section for Stabling, Office Fee, and other fees.

Show Fees

System Fees | Custom Fees

	Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
	Additional Stabling	$0.00	SO	☐	☐	Grooming Stall	per Day
	Bedding/Shavings	$0.00	SB	☐	☐	Custom Fee	Yes
	Daily Stabling	$0.00	SS	☐	☐	Day Stall	per Day
	Daily Tackstall	$0.00	ST	☐	☐	Tack Stall	per Day
	Donations	$0.00	OF	☐	☐	Custom Fee	Yes
	Drug/Horse USEF	$15.00	OF	☑	☑	USEF Drug & Medication Fee	per Show
	Entry Charge	$0.00	OF	☐	☐	Custom Fee	Yes
✎	Haul In Fee	$30.00	SO	☐	☑	Grounds/Haul-In Fee	per Day
	Horse Recording Application	$0.00	OF	☐	☐	Custom Fee	Yes
	Membership Recording Application	$0.00	OF	☐	☐	Custom Fee	Yes
	Package A Stabling	$0.00	SS	☐	☐	Overnight Stabling	per Show
	Package A Tackstall	$0.00	ST	☐	☐	Tack Stall	per Show
	Package B Stabling	$0.00	SS	☐	☐	Overnight Stabling	per Show
	Package B Tackstall	$0.00	ST	☐	☐	Tack Stall	per Show
	Processing Fee	$0.00	OF	☐	☐	Custom Fee	Yes
	RV Hookup	$0.00	OF	☐	☐	RV (hook up) Fee	per Show
	USDF Non-member	$25.00	OF	☐	☑	USDF Non-Member Fee	per Show
	USEF Non-member	$30.00	OF	☐	☑	USEF Non-Member Fee	per Show

Qualifying Class Entry Fee	$10.00

A - Automatic
OE - Publish with online entry submission
* - Applies to online entry submission only

➕ ➖ Close

> Use the A column as you always have for Auto fees in Fox Village. This does NOT impact the feed to EE.

> Select the OE box for any fee that you want charged through Equestrian Entries.

Custom Fees Tab

Custom fees can be used for most any other fee or optional cost that you have. Encourage putting the $$ in the description as this tells the entrant the cost of the fee or option.

Office fee:
This is the office fee charged to ALL entries.
> Description: Name of fee and $$$.   Example – Office Fee $25
> Type = OF
> Check OE box
> OE Fee Type = Office Fee
> OE Occurrence = per day or per show as needed

This fee will be charged to ALL entries.
*Note: OE Type "Office Fee" can only be used ONCE.

If you have additional **Office Fee**, add a Custom Fee as follows:
> Description: Additional Office Fee/Mailed Entry. Example – Mailing Entry? $5 – check box
> Type = OF
> Check OE box
> OE Fee Type = Custom
> OE Occurrence = **Yes**

This fee will only be applied to the total if the entrant SELECTS the fee box.

GMO or other Membership fee (For a non-USEF recognized show):
If you have a local GMO or other group **that requires membership**, or **have to pay a non-member fee**, you can setup the fee to be paid if they do not have a membership number.
> Description: GMO non-member fee. Example – CDS non-member fee $15
> Type = OF
> Check the OE box
> OE Fee Type = Local 1, 2 or 3 (You can up to 3 Local groups)
> OE Occurrence = Per Show

(How fee is to be setup and applied will be covered in information for Show Preferences/Membership page.)
Each Local fee can only be used ONCE. You can have up to 3 Local or Other groups.
Fee will be applied only to the entries that do not have a membership number in the local 1 information box.

Non-Compete Horse:
> Description: Non-Compete Horse $$
> Type = OF
> Check OE box
> OE Fee Type = Custom Fee Or Custom with Quantity
> OE Occurrence = Yes

Fee will be charged if competitor selects the fee. If you are charging per day, you need to setup a Custom Fee w/Quantity so that the competitor can enter the number of days bringing the horse.

Shavings:
Shavings are input with the fee charged per bale. Entrant can select how many they desire.
Shavings option must be put in exactly as follows to enable use:
> **Enter in Custom Fee Section.**
> Description: Shavings $$ per bale
> Type = SB
> Check OE box
> OE Fee Type = Shavings/Bedding
> OE Occurrence = NO

Note: OE Type "Shavings/Bedding" can only be used ONCE.
This fee allows the entrant to input the quantity of bales desired, and is multiplied by $$ for total charged.

Stabling:
Recommend using Custom Fees for stabling to provide descriptions.
> Description: Include what the stall is for and $$ amount
> Examples: Overnight horse: $35 per night, or Tack Stall: $125 per weekend.
> Types = SS for Horse Stall, ST for Tack Stall, SO for other – like grooming stall
> Check OE box
> OE Fee Type = Select appropriate type as Grooming, Tack, Day or Overnight
> OE Occurrence = Per Day, Per Night, or per show as the fee is to be applied.

Occurrence is important. If fee input as $30 PER NIGHT, and the competitor selects Friday/Sat, they will be charged $30. If fee is PER DAY, and the competitor selects Friday/Sat they will be charged
2 X $30 = $60 total.

Late Entry Fee:
Late fee is applied only if you allow entries after the initial closing date. You will be given a choice of a closing date and a FINAL closing date. If you want to charge a late fee after the initial closing date, then input a late fee in the custom fee section.
> Description: Late Fee
> Type = OF
> Check the OE box
> OE Fee Type = Late Fee (Select Late Fee Per Entry, or Late Fee Per Class as appropriate)
> OE Occurrence = Per Show

This fee will only be applied to entries created after the original closing date.

Mandatory Fees:

If you have a **MANDATORY** fee charged to ALL competitors, you can add a fee and use the OE Fee Type "Mandatory".

> Description: Mandatory Fee (Example: Night watchman $15 Mandatory fee)
> Type = OF
> Check the OE box
> OE Fee Type = Mandatory
> OE Occurrence = NO

This fee will be applied to ALL entries.

Other Fees:

Other fees can be covered in the Custom Fee section, like party tickets, contributions, vendor fees, etc. To make a fee available to the entrant, be sure to check the OE box, select OE Fee Type "Custom Fee", or "Custom Fee w/ Quantity" and OE Occurrence "Yes".

Sample of Custom Fees

> The A box does not impact the feed to Equestrian Entries. This is for YOUR FV use only.

> OE means the fee will be sent to Equestrian Entries. If OE box is checked, you must have an OE Fee Type and Occurrence.

> The description is what the competitor sees. Make sure it includes $$, and accurate descriptions.

> Hint:
> State specific or other mandatory fees: Set up with OE checked, OE Fee Type: Mandatory, and OE Occurrence: NO

Show Fees

System Fees | Custom Fee

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
CDFA	$5.00	OF	☑	☑	Mandatory	No
CDS Non-Member fee	$10.00	OF	☐	☑	Local 1 Level	per Show
CDS Travel Grant	$2.00	OF	☑	☑	Mandatory	No
Horse Stall $35 per day	$35.00	SS	☐	☑	Overnight Stabling	per Day
Horse Stall Tues to Thurs $75	$75.00	SS	☐	☑	Overnight Stabling	per Show
Late Entry Fee $15	$15.00	OF	☐	☑	Late Fee - per Entry (if applicable)	per Show
Mailing Entry? $10 -Check Box	$10.00	OF	☐	☑	Custom Fee	Yes
Manditory Fee	$5.00	OF	☐	☑	Mandatory	No
Non-compete horse	$25.00	OF	☐	☑	Custom Fee	per Day
Office Fee $15	$15.00	OF	☑	☑	Office Fee	per Show
Shavings	$9.00	SB	☐	☑	Shavings/Bedding	No
*	$0.00		☐	☐		

> Continue to use the fee section in FV as you have in the past. Just do NOT check the OE box for any fee that would not typically be paid in ADVANCE by the competitor using a paper entry. In-house fees like "Entry not correct", or "Bounced check fee" will only confuse the competitor and clutter the entry pages.

Qualifying Class Entry Fee

OE Fee Type ONE time use only: Office Fee, Shavings/Bedding, USEF Drug Medication Fee.

Special Custom fee for Qualifying Classes other than the USDF/GAIG:

If you have a qualifing fee for a Regional competition, the fee charged needs to be setup in Custom Fees.

Description: Qualying Class – Example: SWDC Qualifying $8 class one
Rate: $$ required per class
Type: OF
Check OE Box
OE Fee Type: Custom
OE Occurance: YES

Put in as many as are possible for the competitor to add to their classes. For a multi day show, you may need to have several for competitor to add to their entry. (Example: SWDC Qualifying $8 class two, etc.)
This fee will be applied ONLY if the competitor selects the box.

System Fee Basics

Use the System Fees page for BASIC fees.
Recommend using Custom Fee page for most fees.

Checking the A box applies the auto fees in entry Fox Village only as you are accustomed to doing - this box does NOT impact what is fed to Equestrian Entries.

For the fee to be applied/available to entries in Equestrian Entries, check the OE box.

Show Fees

System Fees | Custom Fees

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
Additional Stabling	$0.00	SO	☐	☐	Grooming Stall	per Day
Bedding/Shavings	$0.00	SB	☐	☐	Custom Fee	Yes
Daily Stabling	$0.00	SS	☐	☐	Day Stall	per Day
Daily Tackstall	$0.00	ST	☐	☐	Tack Stall	per Day
Donations	$0.00	OF	☐	☐	Custom Fee	Yes
Drug/Horse USEF	$15.00	OF	☑	☑	USEF Drug & Medication Fee	per Show
Entry Charge	$0.00	OF	☐	☐	Custom Fee	Yes
Haul In Fee	$25.00	SO	☐	☑	Grounds/Haul-In Fee	per Show
Horse Recording Application	$0.00	OF	☐	☐	Custom Fee	Yes
Membership Recording Application	$0.00	OF	☐	☐	Custom Fee	Yes
Package A Stabling	$0.00	SS	☐	☐	Overnight Stabling	per Show
Package A Tackstall	$0.00	ST	☐	☐	Tack Stall	per Show
Package B Stabling	$0.00	SS	☐	☐	Overnight Stabling	per Show
Package B Tackstall	$0.00	ST	☐	☐	Tack Stall	per Show
Processing Fee	$0.00	OF	☐	☐	Custom Fee	Yes
RV Hookup	$50.00	OF	☐	☑	RV (hook up) Fee	per Show
USDF Non-member	$25.00	OF	☐	☑	USDF Non-Member Fee	per Show
USEF Non-member	$30.00	OF	☐	☑	USEF Non-Member Fee	per Show

USEF and USDF fees are preset – recommend using the preset structure. However, if you do not want to collect non-member fees with the entry you can change the Rate to $0 - Non-members will then be charged a non-member fee of $0 on the entry - you can then change these fees back after publishing show to Equestrian Entries.

A USEF and USDF non-member fee line MUST be on the fee list and OE box checked for the feed to work.

Qualifying Clas

ne entry submission
entry submission only

Close

Custom Fee Basics

Custom Fees can be used for most any fee. The following are examples of how custom fees can be used.

Only fees with OE box checked will be applied to entries on Equestrian Entries.

Show Fees

	System Fees	Custom Fees						

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
CDFA Drug Fee	$5.00	OF	☑	☐		
CDI Additional Drug Fee $8	$8.00	OF	☑	☑	Mandatory	No
CDI HIP Fee $35	$35.00	OF	☑	☑	Mandatory	No
CDI Night Watchman $15 Manditory	$15.00	OF	☑	☑	Mandatory	No
CDI Overnight Stabling $175 per show	$175.00	SS	☐	☑	Overnight Stabling	per Show
CDS Non-Member Fee	$10.00	OF	☐	☑	Local 1 Level	per Show
CDS Travel Grant	$2.00	OF	☑	☐		
Grooming Stall $150	$150.00	SO	☐	☑	Grooming Stall	per Show
Late Entry Fee	$15.00	OF	☐	☑	Late Fee - per Entry (if applicable)	per Show
Mailed Entry $5 - Check box	$5.00	OF	☐	☑	Custom Fee	Yes
No cards Not filled out correctly	$10.00	OF	☐	☐		
Office Fee	$25.00	OF	☑	☑	Office Fee	per Show
Shavings $9 per bale	$9.00	SB	☐	☑	Shavings/Bedding	No
Tack Stall$150	$150.00	ST	☐	☑	Tack Stall	per Show
USDF HID	$20.00	OF	☐	☐		
*	$0.00		☐	☐		

Qualifying Class Entry Fee	$10.00

A - Automatic
OE - Publish with online entry submission
* - Applies to online entry submission only

➕ ➖ Close

Descriptions are what the competitor sees on the entry. Make the description as clear as possible, and include the $$ amount.

Use the A column as you always have in FV. This makes the fee show up on the final fees page of the FV entry. This does NOT impact the feed to EE, but you may want to check and make sure that the fee does not appear twice on the downloaded entry, once From EE and once from the Auto Fee.

OE Fee types - # of uses/how applied:
- Office fee – ONCE/ applied to all entries
- Shavings/Bedding – ONCE/ $ per quantity selected
- Mandatory – Multiple/ applied to ALL entries
- Local 1, 2 or 3 – ONCE EACH/applied to non-members
- Custom Fee – Multiple/applied if selected by entrant
- Stabling labels – Multiple/ applied per OE Occurrence designated