



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

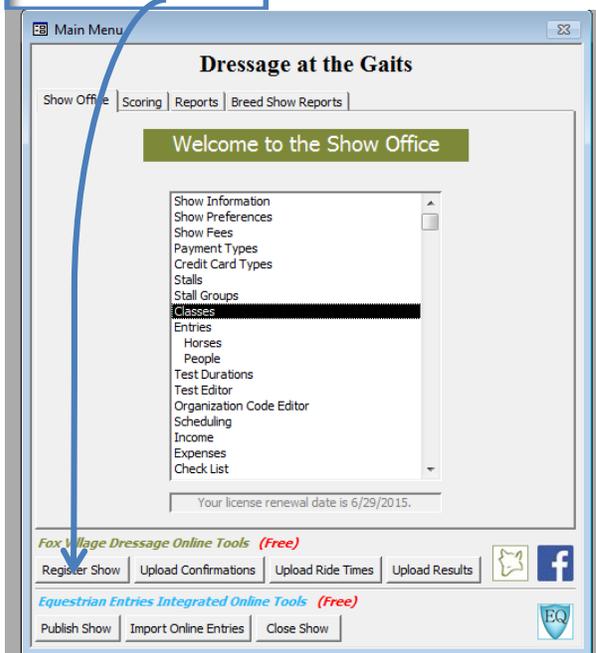


Managers Guide Part III Publishing Show to Equestrian Entries

The show must be published to Equestrian Entries from Fox Village for the entry download process to be available. Please read carefully to ensure a successful feed.

Step 1: Register the show

Click on the Register Show button.
You should get a confirmation that the show was successfully registered with Fox Village.



Step 2: Publish Show

Click on the Publish Show button.



EQENTRIES / FOX VILLAGE SHOW SETUP GUIDE

Step 3: Complete the Publishing Page

Online Entries Only - will prevent ability for competitor to print the entry.*

Stabling included in entry fee - use only if your entry fees include stabling.**

If offering stabling - input the first and last dates that stabling is available.

Input Opening date and Closing date for entries

For closing select the time and time zone to end online entries.

If you are accepting late entries, check the YES box. You will then see the second closing date option.

Hint: You must have a Custom Fee - Late Entry fee to use the Late Entries close date. The fee will be applied to all entries input after the first closing date. Late Fee can = \$0 if not charging for late entries.

Welcome to the Publish Show Process.
Warning: Do not close Fox Village Dressage or shut down your computer during the publish show process.

Prize List URL:

Show URL:

Online Entries Only: Select if you require 100% online entries

Stabling included in entry fee:

Stabling Open Date *:

Stabling Close Date *:

Entries Open Date *:

Entries Close Date *:

Entries Close Time *:

Entries Close Time Zone *:

Do you accept late entries? If yes, you must create a late entry fee

Late Entries Close Date *:

Late Entries Close Time *:

Late Entries Close Time Zone *:

Review Show Information (Required to publish show)

Class Report

Show Fee Report

Judge Report

Test Report

Custom message to entrants for the entry page where they choose "Horse, Owner, Rider, Trainer and Coach":

Custom message to entrants for the entry page where they choose "Show Classes":

Custom message to entrants for the entry page where they choose "Stabling":

Custom message to entrants for the entry page where they choose "Custom Fees":

* Required to publish show

By checking this check box, you agree that the information in the reports is correct.

Equestrian Entries Login

User Name:

Insert a URL if you have a website, and a URL that will direct the competitor to a PDF or location of your prize list.

Hint: Go to the web page where your prize list is located on the web, you must type the www. address EXACTLY as it appears in the browser box, and must end in .pdf for the link to work.

Use the Custom Message boxes to communicate information to your entrants.

Examples: Specific needs regarding entry, like signature pages or Coggins requirements.

Note that each box appears on a specific page of the entry process.

You may also want to provide contact information, as this only appears if they click on the show name in the calendar.

Notes:

*ALL ENTRIES created on Equestrian Entries, whether submitted and paid online, or printed and mailed in with a personal check ARE AVAILABLE for you to import into Fox Village.

**Generally stabling is an option, and not included in entry fees. Select the Stabling Included box ONLY if you are providing stabling at no additional cost to the entry fee.

Step 4: Verify Show information

Welcome to the Publish Show Process.

Warning: Do not close Fox Village Dressage or shut down your computer during the publish show process.

Prize List URL	<input type="text" value="http://www.hossmoor.com/images/Hossmoor-Prize-list-2011.pdf"/>	
Show URL	<input type="text" value="http://www.hossmoor.com"/>	
Online Entries Only	<input type="checkbox"/> Select if you require 100% online entries	
Stabling included in entry fee	<input type="checkbox"/>	
Stabling Open Date *	<input type="text" value="10/1/2011"/>	Review Show Information (Required to publish show)
Stabling Close Date *	<input type="text" value="10/2/2011"/>	
Entries Open Date *	<input type="text" value="6/7/2011"/>	
Entries Close Date *	<input type="text" value="9/17/2011"/>	
Entries Close Time *	<input type="text" value="11:59:59 PM"/>	
Entries Close Time Zone *	<input type="text" value="Pacific"/>	<input checked="" type="checkbox"/> <input type="button" value="Class Report"/>
Do you accept late entries?	<input checked="" type="checkbox"/> If yes, you must create a late entry fee	
Late Entries Close Date *	<input type="text" value="9/22/2011"/>	<input checked="" type="checkbox"/> <input type="button" value="Show Fee Report"/>
Late Entries Close Time *	<input type="text" value="2:30:00 PM"/>	<input checked="" type="checkbox"/> <input type="button" value="Judge Report"/>
Late Entries Close Time Zone *	<input type="text" value="Pacific"/>	<input checked="" type="checkbox"/> <input type="button" value="Test Report"/>
Custom message to entrants for the entry page where they choose "Horse, Owner, Rider, Trainer and Coach"	<input type="text" value="If you have any questions regarding online entries - please contact the show secretary directly. (Contact information) Thank you for entering our show."/>	
Custom message to entrants for the entry page where they choose "Show Classes"	<input type="text" value="Classes may be combined or cancelled if entries do not warrant holding the class."/>	
Custom message to entrants for the entry page where they choose "Stabling"	<input type="text" value="Stabling limited. Will be granted on first come first served."/>	
Custom message to entrants for the entry page where they choose "Custom Fees"	<input type="text" value="If printing and mailing your entry, please select the Mailed entry fee of \$10. To complete your entry online, continue to the submit and pay portion and follow the directions. Paying online is a 3% surcharge plus \$5 handling fee."/>	

* Required to publish show

By checking this check box, you agree that the information in the reports is correct.

Equestrian Entries Login

User Name

Second:

Click the Validate button.

You will then be able to check the Agree box, enter your Equestrian Entries User Name.

First:

Click on each of the Show Information buttons to review.

This is required EACH time you publish the show, even if republishing a 2nd time.

Review is required before the Validate and Publish buttons become available.

Third:

Click on Publish.

If all is correct, you will get a popup that says Publish Successful.

You will then get an email that says your show was accepted by EEntries, or was rejected and why. If rejected, correct as needed and repeat these steps to republish.

Hint: Email notification goes to the email address you indicated for Show Secretary.

Note: Once published, the show will be reviewed by EqEntries before being posted to the EqEntries show calendar. You will receive an email confirmation when the show is posted to the calendar.