

HOW TO ENTER HOYS 2011

Show Jumping Exhibitor

Register online at: www.grandstandentries.com/preregister.aspx as a Show Jumping Exhibitor.

Once you have successfully logged in Fill in 'My Details' (exhibitor details) 'My Horses' (the horse/s you are entering), 'My Owners' (related to your horses) and 'My Riders'

Once this is all complete go to 'My Entries' and 'Select Show Jumping Classes to Enter'

One entry at a time

Select a Show (Horse of the Year Show)

Select a Rider (this drops down the riders listed in 'My Riders')

Select a Horse (This drops down the horses listed in 'My Horses')

Select the classes you have qualified to enter

Press Save

'Go to Entries'

This now lists your entry

If you need to add another entry just click the top left hand corner basket 'add more entries' and follow the same process.

Once you have added all the entries you need, one entry at a time select the show you qualified at and then tick if you would like to book stabling and/or extra passes for that horse. Select the shopping basket in line with that entry.

You can now select you stabling by selecting, day and type required.

Should you wish to buy any extra passes further to you 3 complimentary per entry you do this by clicking on the second along tab.

Once this is complete click 'update shopping basket'

You can now click to view your shopping basket or 'Add more entries' to enter stabling for other entries.

Once this is all complete and you are ready to pay for your entry/s click on the shopping basket on the top right hand corner of the page.

This will take you to additions.

You need to enter who the prize money is to be payable to for each horse

You also need to fill in whether you are bringing a horse box/trailer and let us know your vehicle registration.

Anything extra you want to request please fill in the appropriate section with regard to this here.

Once you have saved your additions go to the next tab along 'Summary'

Scroll down and check you have all the information entered into here to make you entry.

The final step is the next tab 'Payment'

You can choose to pay by card, cheque or bank transfer at this stage.

If you choose to pay by cheque or bank transfer once this has been received by Grandstand your invoice will update to 'Paid' once the payment has been received in the office.

You will receive your horsebox pass and pass cards for wristlets two weeks prior to the show to the address listed in 'My Details'.

Please remember all information entered within your account will be printed in the catalogue exactly as you enter it.