

## HOW TO ENTER HOYS 2011

### Showing Exhibitor

Register online at: [www.grandstandentries.com/preregister.aspx](http://www.grandstandentries.com/preregister.aspx)

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 email [entries@hoys.co.uk](mailto:entries@hoys.co.uk) with the combinations you wish to enter

For Example:

Class Name	Horse	Rider	Show Qualified at
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And your name, username, first line of your address and postcode.

Once received the HOYS team will authorise your entries. You will then be sent an email confirming you can continue to enter.

When you log back in go to 'My Entries' and select the top option 'Showing Entries Summary' and Select 'Horse of the Year Show' from the drop down. Your entries are ready to enter the show.

One entry at a time select what you would like to book and pay for. If you would like to book stabling and/or extra passes for that horse tick the boxes relevant to what you wish to purchase. Select the shopping basket in line with that entry to continue.

If you want to book stabling you can now select your 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'

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 your entries 'Click to view your Shopping Basket'. 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'

Once this is all complete and you have checked the summary and are happy and ready to pay for your entry/s click '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.