

## GUIDE TO GLOBAL ENTRIES FOR HDC DRESSAGE USERS

### GENERAL PRINCIPLES

1. You need access to a computer with email, and a credit card.
2. The very first thing you need to do is register as a competitor.
3. When you do this, you put in all the information about yourself and your horse so that when you go back in to enter a competition all you need to do is pick the event and the tests you want (and pay for them!).
4. The program was designed for showjumping so it may ask for detail you need not worry about. Look for red asterisks which indicate mandatory (required) fields. If one of these is not filled in, the computer will ask you again and you can't get to the next level until it's completed.
5. When you register, it is important that you make a (mental or otherwise) note of exactly how your user name, password and email address are spelled and set out. For example, if you register as j.bloggs or j bloggs and then try to logon as jbloggs without the dot or the space, the computer won't recognise you.
6. You can enter any time before the closing date providing there are "spots left" in the test you want to enter.
7. You can withdraw from any test as long as it is before the closing date and your credit card will be credited with your refund.

### REGISTERING

1. Go to [www.globalentriesonline.com.au](http://www.globalentriesonline.com.au).
2. On home page click on REGISTER NOW button.
3. On the Sign In page fill in your details, tick the Terms and Conditions box and click on the JOIN button.
4. On the Manage Horses page fill in your horse's details. Note that not all the fields are mandatory but as a minimum you need to have the horse's name, bridle number, EA number and whether a stallion or not. Click on SUBMIT button.
5. Your horse will now be created. Note that you can edit details or delete (the cross) the horse.
6. If you have more than one horse fill in the second horse details and click on SUBMIT again.
7. You're finished! Note, on the grey band across the top of each page, there are links to My details, My events, Manage Horses etc so you can return to any of these to make changes at any time.

### LOCATING AN EVENT

1. Go to [www.globalentriesonline.com.au](http://www.globalentriesonline.com.au).
2. In the top left hand corner, under the green house, it will probably say Equestrian Showjumping. Click on the arrow and you will get a drop down from which you click on Equestrian Dressage.
3. Above this is a box called Events – click on it and a selection of events will come up. Scroll down until you recognise the event you want and click on the EVENT DETAILS button.
4. That event will come up. If there is a note in red saying Closed obviously you have missed the closing date. If not, click on DETAILS button.
5. A page with a map, the event details and the tests available with how many spots are left will come up.

## **ENTERING AN EVENT**

- 1. Login.**
- 2. A selection of dressage events will come up.**
- 3. Find the one you want and click on event details.**
- 4. Scroll to the bottom and click on ENTER THIS EVENT.**
- 6. A list of the tests will come up. In the left hand column, click on the test you wish to enter and a box will appear asking you to choose the horse. Highlight your horse's name. Then click on the next test you want to enter and do the same. Don't worry about the Round column, this relates to jumping.**
- 7. Scroll to the bottom and click on SUBMIT.**
- 8. If you are a financial member of Hawkesbury Dressage Club, your number will appear in the appropriate box and you will be charged members fees.**
- 9. Select whether you are competing with a pony and whether you can help on the day. Select whether you want a stable, shavings, or a cabin.**
- 10. Click on the administration fee box and it will ask which day you are riding. Note this field has a red asterisk and must be filled in.**
- 11. You also must accept the Terms and Conditions which is akin to the EA waiver you submit with paper entries.**
- 12. Click SUBMIT.**
- 13. Click on PAY NOW.**
- 14. Fill in your credit card details and submit. You will get an email confirmation of your entry almost immediately.**
- 15. You're done! Note – if you wander off to find your credit card between steps 12 and 13 and get distracted for more than 20 minutes the program will close down and you may have to start again!**

## **WITHDRAWING FROM AN EVENT**

- 1. Log in, go to my events and your details will come up.**
- 2. If it is before the closing date you will be able to change or delete your entry. If after the closing date you must contact the club involved to scratch.**