

GETTING STARTED WITH [Eqentries.com](https://eqentries.com)

How to make a FREE account

In order to enter a NODA Schooling Show you will need to first create a FREE user account with Equestrian Entries at [Eqentries.com](https://eqentries.com). Once you have an account you can enter a schooling show.

These instructions will walk you through the process of creating your **FREE** user account and entering the minimum required information into your account profile. **You will need to complete these steps ONLY ONE TIME** (not for every show you want to enter).

Note: Once completed, you only need to update your account if you need to change information that you previously had saved in your profile or if you need to upload new documents.

Before you start, gather the following information for setting up your FREE account:

1. Rider contact information
2. Rider emergency contact information
3. Rider status (Amateur, JR/YR, Profession)
4. Signed 2023 NODA Rider Waiver Form (available at nodarider.org/Forms)
5. Horse Name
6. Horse Coggins document
7. Horse owner contact information (if different from Rider).
8. Trainer contact information (if different from Rider).
9. Coach contact information (if different from Rider).

Definitions of Rider, Owner, Trainer, Coach

Rider -- The person who will ride the horse in the show

Owner -- The owner of the horse that will be ridden in the show

Trainer -- The person over age 18 who will be responsible for the horse while it is on the show grounds.

A Trainer is required for each entry. The rider can be rider/owner/trainer as long as the rider is over 18. For JR/YRs, the Trainer may be the rider's parent, the horse owner, or the rider's instructor.

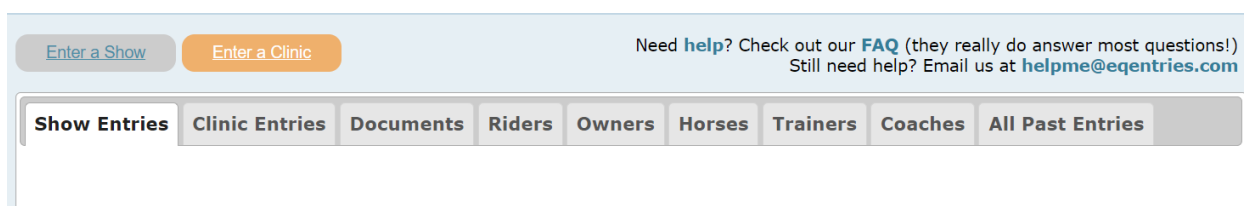
Coach -- A person that is paid to teach/help/coach the rider at the show. A coach is not required.

STEP 1: CREATE A FREE ACCOUNT - this MUST be done to enter any NODA Schooling Show!

1. Go to egentries.com. And click on the purple tab “**Join Now**” link.
2. Enter a Username, a Password (enter the Password twice to confirm it), and your Email address.
3. Select the option to create an “**Entrant**” Account. Then, click on “**Register**”.
4. You will receive an email with the subject “**[EquestrianEntries.com] Account activation info**”. If you don’t see it in your email inbox, check your spam or junk mail folder.
5. Open the email and follow the instructions in the email. It will ask you to visit a web page where you will activate your account.

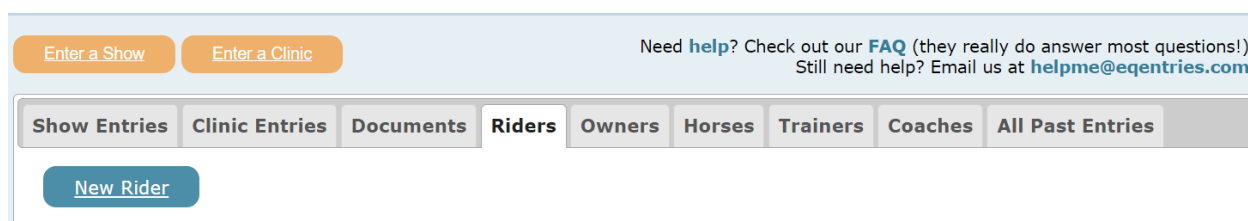
STEP 2: ADD RIDER, HORSE, OWNER, TRAINER INFORMATION TO YOUR ACCOUNT.

Log in to your account. The first screen is the home screen with multiple tabs across the top.



Enter Rider Information

1. Click on the “**Riders**” tab, and then click “**New Rider**”.



2. You’ll be asked if the new rider is already in their system. If this is your initial set up select “**No, Lets Register a Brand New Person.**”

Existing Individual? x

Is this someone you have already registered in a different role?

If so, please select the person below to make them one of your Riders.

Select an Existing Individual

3. You will next have the option to use a USEF number to look up the person or click on **"No thanks, I'll Enter the Information Myself"**

Existing Individual? x

Does this Person have a USEF Number?

We can try to find some of your information based on the USEF Number

[No thanks, I'll Enter the Information Myself](#)

4. You will be asked if the rider is also the owner, trainer and/or coach. Click on each role the person being entered has and then enter the information on the lower portion of the page which includes name, address, emergency contact information and membership information for USDF/USEF and local groups.
5. All fields that have a title in reddish brown are required in EqEntries - this includes most of the information in the address section as well as all fields in the Emergency contact information. You are **NOT required to have a USEF number** but you must select a rider status in the Membership Info section (AA, Jr/YR, or Professional)
6. In the Local/FEI Dressage Memberships section, **if you are a NODA member**, click in the **"Select FEI or GMO"** box and type a "O" which will start the list of OH GMOs, then scroll down until you see **"Northern Ohio Dressage Association"** and select it.
7. Then, click on **"Ok"**.

Enter owner information

1. Click on the “**Owners**” tab and repeat steps #1 through #5 to enter the horse owner information if needed.

Enter trainer information

1. Click on the “**Trainers**” tab and repeat steps #1 through #5 to enter trainer information if needed.

Enter horse information

1. Click on the “**Horses**” tab, and then click “**New Horse**”.
2. You will be asked to first assign an owner for this horse. Select the horse owner from the pulldown menu and then click on “**Yes, Let’s Use This Owner**”

Then, on the “**New Horse**” screen, enter the horse information and click on “**Ok**”. At a minimum you will need to enter the horse's name, owner, year of birth, height, sex and color. All of this information should be on the Coggins form.

Upload Documents

For the NODA schooling shows that you plan to enter you will be able to upload your **Coggins** and your **Signed 2023 NODA Rider Waiver Form** (found at nodarider.org/Forms). To upload these documents, go to the “**DOCUMENTS**” tab and click on “**Upload Entry Document**”

1. Select the type of document you want to upload from the drop-down list on the next page. The NODA Rider Waiver would be considered “**Other**”
2. For each file you will need to add a name in the “**Description**” field and navigate to wherever the file is saved on your device to upload it.

Note: If you upload your Coggins and the Signed Rider Waiver form, when you enter a show you will not need to email or snail mail these documents to the show secretary.

CONGRATULATIONS YOU NOW HAVE AN EQ ENTRIES ACCOUNT AND YOU ARE READY TO ENTER A NODA SCHOOLING SHOW