

Nebraska State Fair

Equine Online Entry Instructions

Horseshowing.Com

1. Click on **Enter Shows**
 - a. Click on the **Mobile or Computer Online Entry App**
 - b. If you have an account, log in by entering **Email and Password**.
 - c. If you don't have an account Click on **Create Account** (If you did not enter online for the 2016/2017 NSF)
2. **To Create Account:** Fill out **Email, First Name, Last Name, Password, Confirm Password**
 - a. Check the box ***I have read and agree to the terms and conditions.***
 - b. Check the box ***I certify I am 13 years of age or older.***
 - c. Fill in information on the screen.
 - d. Click on **OK**; Account Created; Click on **OK**.
 - e. Click on **Menu**.
3. Click on **People/Horses**
 - a. Click on **People or Biz/Farms** tab; Click on **Add**; Enter information; Click **OK**; Person Saved; Click on **OK**.
 - b. Click on **Menu** tab.
 - c. Click on **Horses** tab; Click on **Add**; Enter information; Click on **OK**; Horse Saved; Click on **OK**.
 - d. Click on **Menu**.
4. **Create Entries:**
 - a. Click on **Show Name** (Ex: Nebraska State Fair Appaloosa Show)
 - b. Click on the **Arrow Down** button and select the horse by clicking on the name
 - c. Add Horse Information by clicking on the **Plus Sign (+)**; Horse Org Numbers; Enter horse information.
 - d. Add Owner Information by clicking on the **Plus Sign (+)**; Owner Org Numbers; Enter Owners information.
 - e. Add Rider; click on the **Arrow Down** button and select the rider by clicking on the name.
 - f. Add Rider Information by clicking on the **Plus Sign (+)**; Rider Org Numbers; Enter Rider information.
 - g. Add Rider 1 Classes by clicking on the **Plus Sign (+)**; a box will appear, with "type in a frag of the class name" or type "all" to see the complete list of classes, then click in the box of the classes you want to enter.
 - h. If there is a Rider 2, do the same.
 - i. Add Notes by clicking on the **Plus Sign (+)**; Enter any special notes for show secretary, (Example – Stall with Steve Jones, need stud stall, etc.)
 - j. Click on the **Save** tab.
 - k. Entry Saved; Your entry is saved, would you like to create another, Yes or No.
 - l. Click on the **Submit** button. Once you are sure your entry is correct. Your entry is submitting to the show (a screen will appear you're your entries and amounts.)
 - m. **Pay** for entries with credit card. (You must pay in full to be entered into the show.)

***** If you entered online before all your Horses, Owners and Riders information is stored in the program.**

*****The "GUIDE" button at the bottom of the screen has more detailed instructions.**