

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 TWO **Submit** button (under "Payment to Show" and at the bottom of the screen).
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.**