



## HOW TO MAKE ENTRIES USING HORSE SHOWS ONLINE (HSO)



- **The following steps for adding people and horses only have to be done once;** this information can be used for any show that uses the HSO entry system. If any of the information changes, simply log in and change the appropriate horse or person record.
- The person who will be making the entries should have the HSO account and set up the horses and people. Coordinate between trainer, owner, exhibitor to **make sure that multiple people do not enter the same horse.**
- Go to the HSO website: <https://www.horseshowsonline.com/>
- If you do not have an account, create a free account. (you do not have pay 99.99 for premium user)
- You will receive a verification email – follow instructions – account will be ready to use.
- Log in to your account.
- Note: create people before horses

### Set up People:

- Each person can have several roles – indicate by check marks
- Edit your information
- Add other people (owners, trainers, riders)
- Trainer means professional trainer; for AOT create a Trainer entry with Last Name = NONE, First Name = AOT. Put periods in other required fields.
- Required fields:
  - Address, phone numbers, other fields with \*
  - Birthdate (If person is a rider)
  - Tax Id (if person will receive prize money payouts)
  - Other Associations (bottom right):
    - First box type WHOA and enter WHOA Card No
    - Second box type PWHAT and enter “2023” if PWHAT membership is current

### Set up Horses:

- Required information:
  - Name as appears on papers
  - Breed (Tennessee Walking Horse, Spotted Saddle Horse, Racking Horse)
  - Registration Number
  - Gender
  - Coggins information
- Do not enter Birthday, Height or Measurement

### Create an Online Entry

- New entries cannot be made from your phone, but adds/scratches can.
- Make sure you have entered current WHOA numbers for your people and registration numbers for the horses.
- Find out whether your exhibitors are current PWHAT members. If not, there is a \$5 non-member fee for each class they enter.
- Go to the HSO website: <https://www.horseshowsonline.com/>

- Log in to HSO
- Find the show you want to enter
  - If you don't see show on "Current/Recent Shows" tab, click the "Upcoming Shows" tab
  - You can search by show date, show name or simply scroll through the list
  - Click on the show you want to select
  - Review the show notes on the main show page.
- Once in the correct show, click "ENTER THIS SHOW"
  - You can see the list of entries you have already made
  - Do not enter the same horse more than once; if horse has already been entered, use add/scratch function.
- Click "CREATE HORSE ENTRY"
  - If you have not created your horse and people records, click the appropriate tab to add them before you try to make an entry.
  - Click on the "horses being entered" drop-down; If your horse is not in the drop-down, go to "my horses" page to add them.
  - Select the appropriate people for each category (owner, trainer, etc.); If the correct people are not in the drop-down, go to "my people" page to add them.
  - Check each person who will exhibit this horse
  - Click NEXT
- You will now see the class list.
  - If you don't want to view the class list by division, click "none" for Group Classes By and then classes will be in numerical order.
  - Select the class(s) that each rider will show in by checking the appropriate rider box by the class they will enter
  - Click NEXT STEP
- This screen displays the fees being charged.
  - Some fees are mandatory & can't be changed
  - If rider is not a current PWHAT member, add one \$5 non-member fee for each class entered.
  - No charges will be made at this time; you will receive an invoice by email once the entry is accepted.
  - Click NEXT STEP
- Review your entry
  - You can go back and change entry information until you click CHECKOUT
  - When entry is correct, click CHECKOUT
  - Your entry has been submitted
- You can download a PDF copy of your entry to save or print
- You will receive an invoice for your entries after they have been accepted. You will have the choice to pay by credit card at that time. If you do not pay online, you will need to pay at the show office when you pick up back numbers
- At the bottom of the screen you will once again see a list of all your entries so far
- If you want to add another entry, click CREATE HORSE ENTRY... and go through the entry process for another horse.
- When you are finished making entries, log out

## **Adds and Scratches**

- Once you have a back number for your entry, you can make adds and scratches from the HSO website or your phone using HSO Mobile.
  - If using a phone, click HSO Mobile; Click Add/Scratch Request
  - if using the website, click Online Add/Scratch tab.
  - Select the show
  - Select the entry
  - To add classes, use the ADD classes dropdown and select class(s) you want to add. Classes are in division order, so click on appropriate division to see the classes.
  - To scratch, click “scratch” next to the class you want to scratch. Click Next
  - You can leave a comment in the Remarks section, then press Submit.