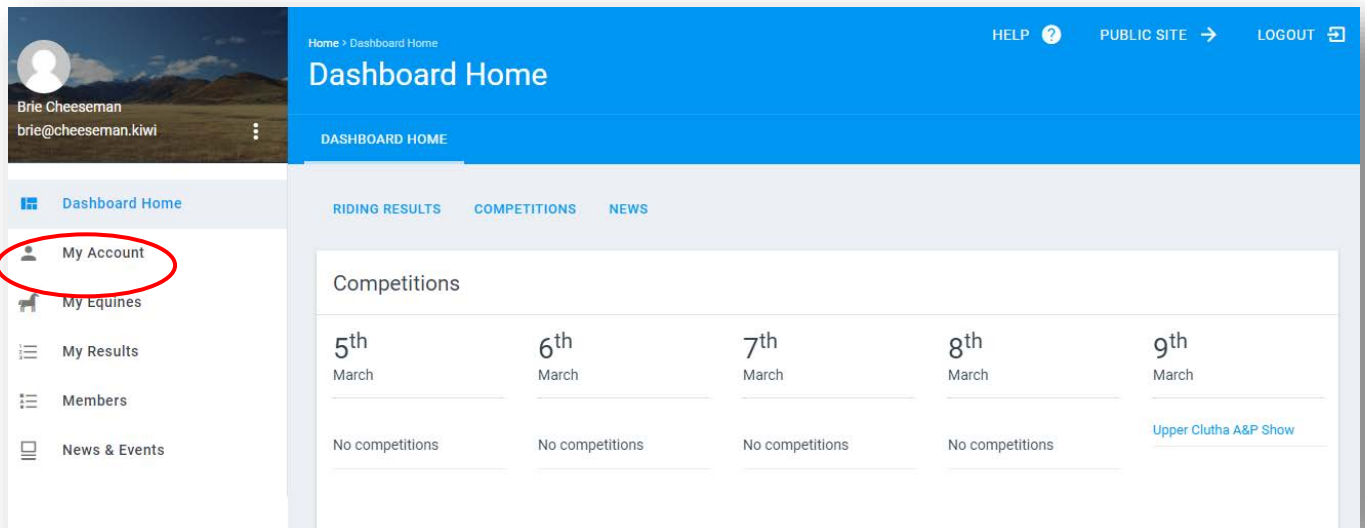


# HOW TO RENEW OR UPGRADE YOUR HORSE REGISTRATION

To renew an existing horse, go to 'MY ACCOUNT'.



On the right hand side you will see your equines listed.

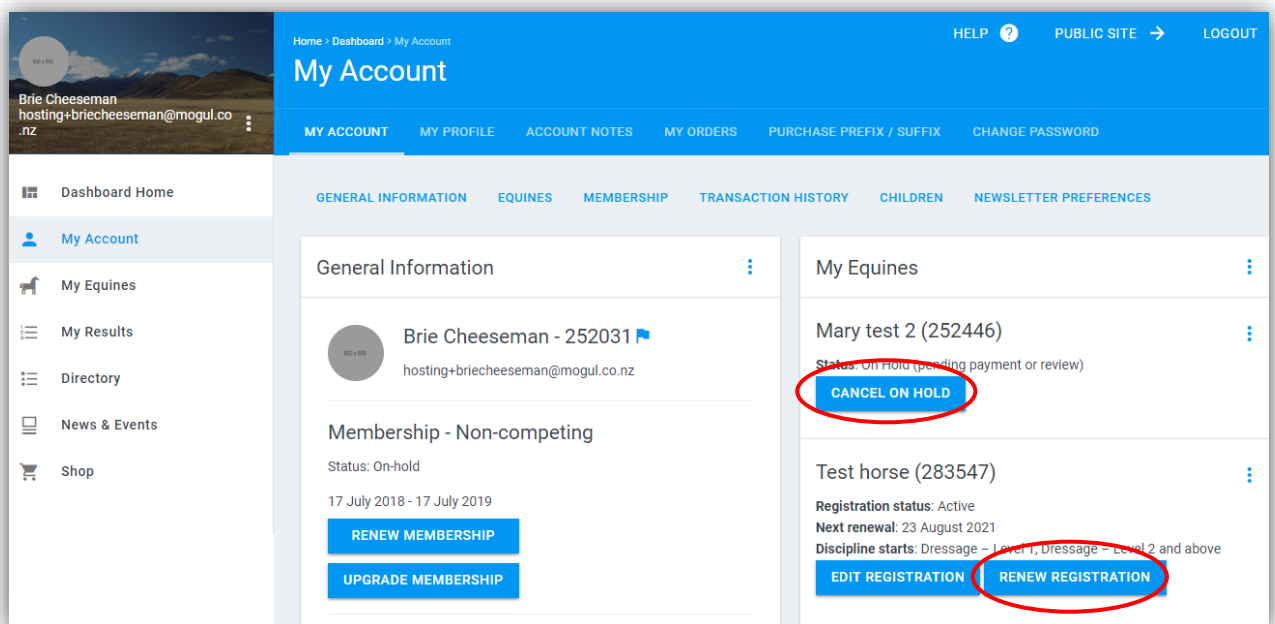
Under each horse you will see some blue buttons

If the horse registration has expired the button may say "Create Registration"

If the horse is due to expire the button will say "Cancel on Hold"

If the horse registration has not yet expired the button will say "Renew Registration"

Click on the appropriate button to renew your equine membership.



It will bring up a list of disciplines and levels that you can register for.

Click on the discipline that you wish to register for, the bar will highlight your selection in pink. The compulsory annual equine registration (the horses membership fee) will automatically add onto the registration. Once you have selected your disciplines click 'SAVE'.

\$90.00 incl GST / year

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**Jumping & Show Hunter**

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Show Jumping/Show Hunter - Pony Annual Start  
\$60.00 incl GST / year

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Show Jumping/Show Hunter - Horse Annual Start  
\$90.00 incl GST / year

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**Total to pay now:** \$135.00

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**Membership total:** \$135.00 / year

[SAVE](#)

Then proceed to checkout.




You can pay via:

- Direct bank transfer – please use your order ID as the reference.  
Our account number is 06-0645-0074840-04
- Cheque payments – then send your cheque to ESNZ.
- Credit Card – credit card payments will incur a 2.5% transaction fee.

Direct bank transfer

Make your payment directly into our bank account 06-0645-0074840-04. Please use your Order ID as the payment reference. Your order will not be shipped until the funds have cleared in our account.

Cheque payments

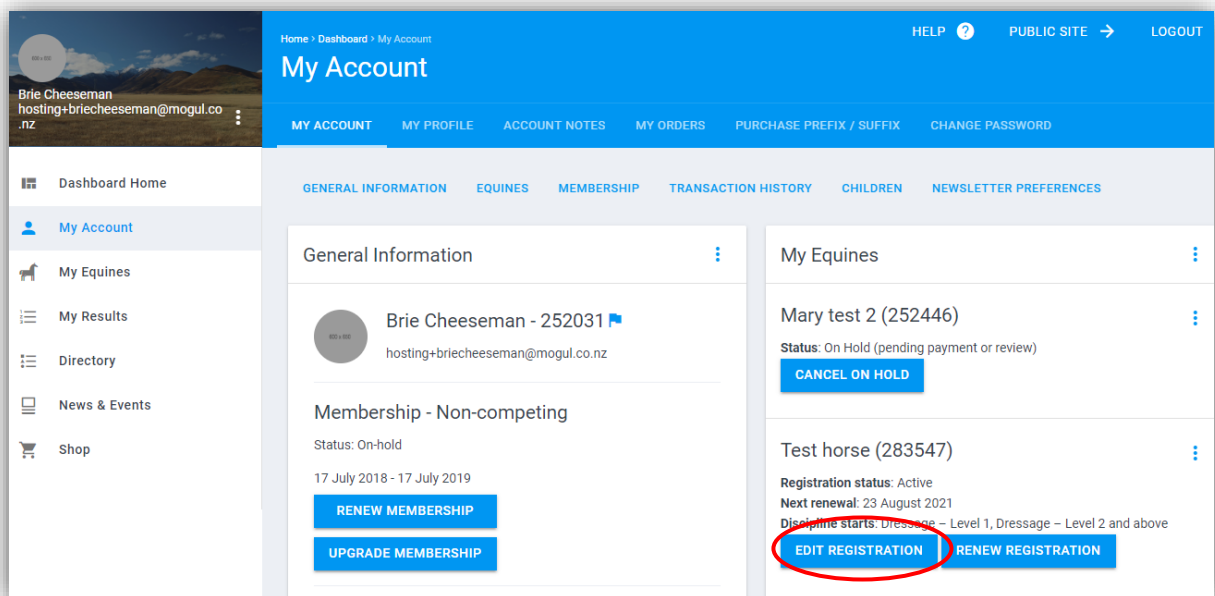
Payment Express   

Place order

## HOW TO UPGRADE YOUR HORSE

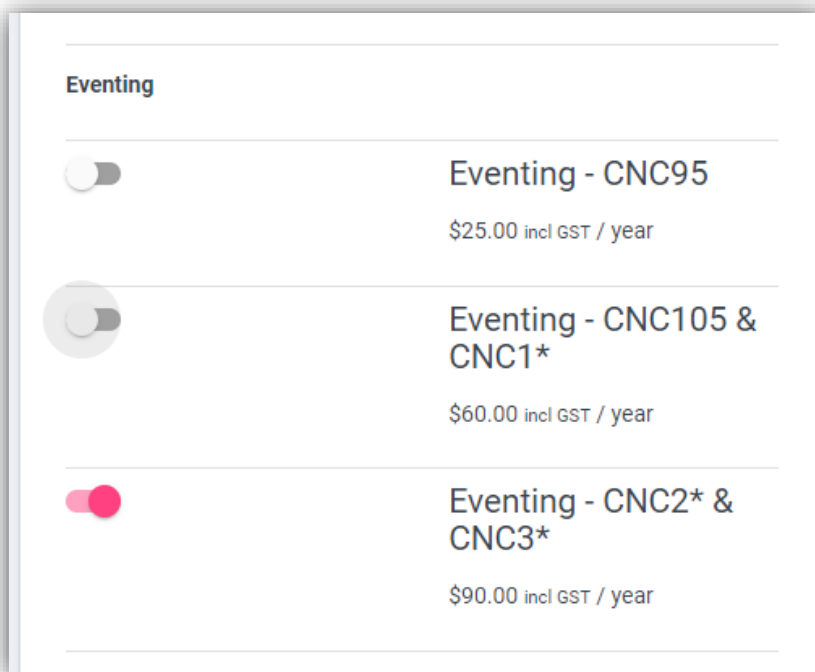
Select 'EDIT REGISTRATION'.

Un-click the discipline level that you have already registered and paid for and click on the discipline level that you wish to upgrade to.



The screenshot shows the 'My Account' page for Brie Cheeseman. The page is divided into several sections:

- General Information:** Shows the user's name 'Brie Cheeseman - 252031' and email 'hosting+briecheeseman@mogul.co.nz'. Below this, it displays 'Membership - Non-competing' with a status of 'On-hold' and a period from '17 July 2018 - 17 July 2019'. There are buttons for 'RENEW MEMBERSHIP' and 'UPGRADE MEMBERSHIP'.
- My Equines:** Lists two horses:
  - Mary test 2 (252446):** Status: On Hold (pending payment or review). A 'CANCEL ON HOLD' button is visible.
  - Test horse (283547):** Registration status: Active. Next renewal: 23 August 2021. Discipline starts: Dressage – Level 1, Dressage – Level 2 and above. There are buttons for 'EDIT REGISTRATION' (circled in red) and 'RENEW REGISTRATION'.



The screenshot shows the 'Eventing' registration options. It lists three different levels with their respective fees and toggle switches:

- Eventing - CNC95:** \$25.00 incl GST / year. The toggle switch is currently off.
- Eventing - CNC105 & CNC1\*:** \$60.00 incl GST / year. The toggle switch is currently off.
- Eventing - CNC2\* & CNC3\*:** \$90.00 incl GST / year. The toggle switch is currently on (highlighted in pink).

The database will only charge you the difference between the two fees.

Then proceed to checkout.




You can pay via:

- Direct bank transfer – please use your order ID as the reference.  
Our account number is 06-0645-0074840-04
- Cheque payments – then send your cheque to ESNZ.
- Credit Card – credit card payments will incur a 2.5% transaction fee.

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Cheque payments

Payment Express   

[Place order](#)