

Kamaha Trophy Team Competition

CTR Team Competition

Team Entry

An online entry process for team managers to enter teams into the Kamaha Trophy team competition and the CTR Team Competitions.

1. A team leader/manager need to be registered with Evo Events (many would be if they are riders) and ensure their contact details, including their cell phone number are correct.
2. Every team member must be registered with Evo Events and have a competing horse assigned to their account. They will have one if they have entered any event using Evo Events, even if they didn't enter online.

Process of entry

- The team manager logs onto Evo Events website.
- They click on the enter button beside the event, events are organised chronologically.
- A popup may show up to select either an individual entry or a tea entry
- Select Team
- Now complete the details on the page for the Team Competition name and the role and contact details for another team member. It is compulsory to have two contacts per team.
- Click on Save Changes Button

Organisation

Name **John Lawson** Mobile **021 627140**

Email **johnlawson1000@gmail.com**

Alternative Contact Name

Mobile Email

Uniform

Record has been updated

Teams

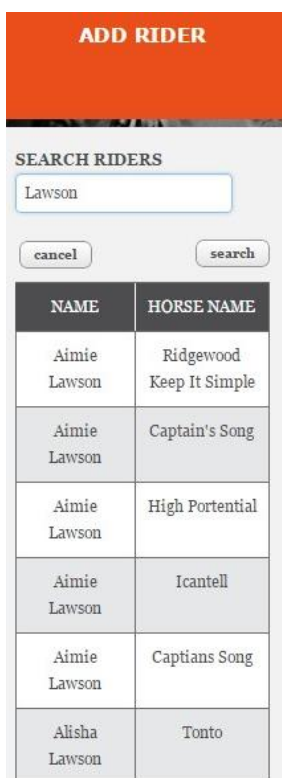
TEAMS ENTRY
to be filled in by a Team Manager

- Now press the Add Team button
- A popup appears where you enter the name of the team e.g. The Wombles and highlight the competition (e.g. Kamaha Team Trophy Competition)

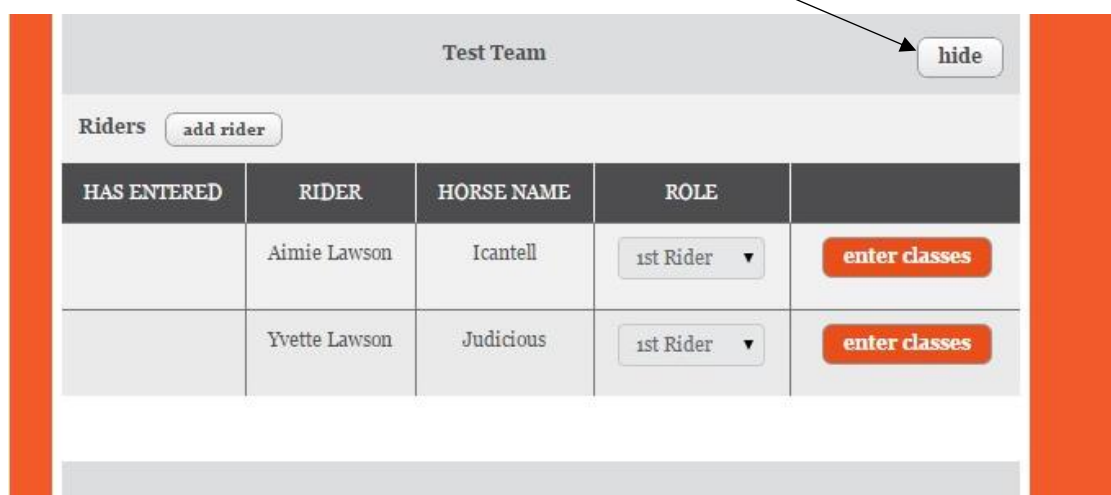
- Press the save button and you should see something as below



- Press the Enter/View button and the next section will appear where you can add in your team riders.
- Press the Add Rider button and a search popup will appear. Type in the first few letters of the surname and all riders and their horses should appear with that search.



- Select the rider/horse you want (it will highlight in orange) and press the Next button at the bottom of the popup.
- Repeat the process for the next rider. **(NB you must select a horse for that rider although all distance successfully completed by that rider on any horse will add to the team score)**
- Now you can see the rider(s) you have selected. **DO NOT ASSIGN ROLES AT THIS TIME.**
- Once you have entered all the rider press the “enter classes” button and the list of classes at the event will show.
- Click the applicable class for team competition i.e. Kamahi Team Trophy and/or CTR Team Competition.
- A “hide” button at the top of the list of classes will roll up the class list, so you can see the next rider & enter their class.



- Once ALL riders and a horse have been entered you can now assign roles - i.e. Team Captain etc This can be done using the dropdown box beside the rider & horse.
Note: some team competitions don't have any roles to assign.
- Once you have the team completed, press the next button at the bottom right of the page.
- This goes to the final page (for any team or individual entry)
- There are boxes where you can put in any special requests relating to yarding, draw and general. You can use the general box if you want to make notes about riders etc.
- The confirm button at the bottom right will process the entry. There is a button at bottom left which will take you back to the previous form to change entries further.
- You will receive an email confirmation with the entries listed.
- Unlike the normal individual entry page, the teams & team members are saved so if you log out, they will be there when you go back in. This is useful if you need to get one of your team members to create an account or add a different horse to their account. Classes and roles are not saved so will need to be selected again, if you are working on your list of the team.

We hope that you will find this a simple process but please don't hesitate to ring 021 684858 or use the web site chat if you are having any problems.