

Team Entry

Prerequisites

1. The team manager needs to be registered with Evo Events and ensure your contact details, including your cell phone number are correct.
2. Every team member must be registered with Evo Events AND have the competing horse assigned to their account.

Process

- The Team Manager clicks the link that has been sent to them.
- Now complete the details on the page for the name of the School and the role and contact details for the person that will be the Team Manager at the show. It is compulsory to have a contact that will be the manager at the show per school (must be the same for all teams at the school.)
- Click on Save Changes Button

TEAMS ENTRY
to be filled in by a Team Manager

Organisation

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

Email **johnlawson1000@gmail.com**

Alternative Contact Name

Mobile Email

Uniform

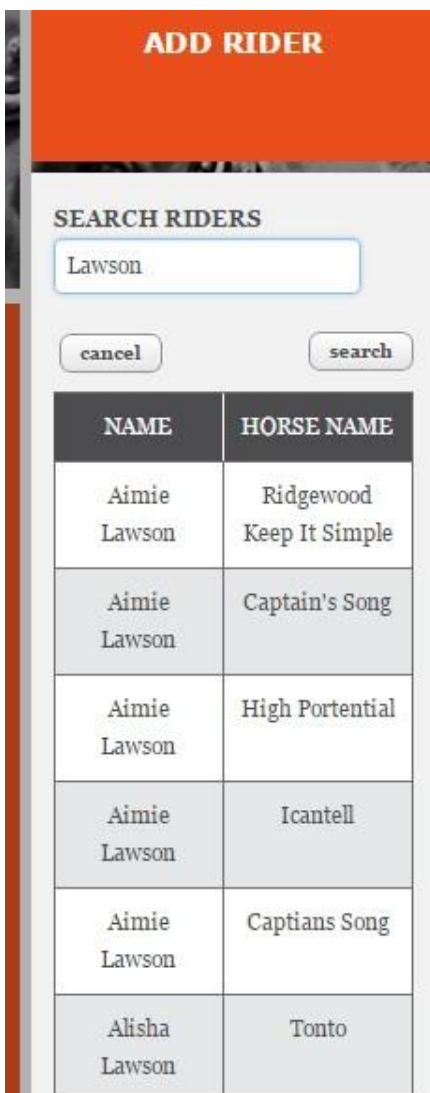
Record has been updated

Teams

- Now press the Add Team button
- A pop up appears where you enter the name of the team and highlight the competition (there can be more than one competition). Please include the School name in the team name.
- Press the save button and you should see something as below.



- Press the Enter/View Riders 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 the riders and their horses should appear with that search name. If you can't find the rider and horse it is likely they don't have an EvoEvents account or the horse isn't in their account.



- Select the rider/horse you want (it will highlight orange) and press the Next button at the bottom of the popup.
- Repeat the process for the next rider
- Now you can see the rider(s) you have selected. **DO NOT ASSIGN ROLES AT THIS TIME**

Test Team hide

Riders add rider

HAS ENTERED	RIDER	HORSE NAME	ROLE	
	Aimie Lawson	Icantell	1st Rider ▼	enter classes
	Yvette Lawson	Judicious	1st Rider ▼	enter classes

- Once you have entered all the riders press the ‘enter classes’ button and the list of classes at the event will show
- Tick the applicable classes for the student on the left (don’t tick the HC box on the right)
- For dressage, jumping and games select the level and they will automatically be entered into the appropriate classes.

Teams ADD TEAM

TEAMS

TEAM NAME	COMPETITION	
Tewting	ESNZ Endurance Kamahi Trophy Teams Competition	ENTER/VIEW RIDERS

Tewting HIDE

Riders ADD RIDER

HAS ENTERED	RIDER	HORSE NAME	ROLE	
Yes	Aimie Lawson	Mercedes EL Regalo	▼	ENTER CLASSES REMOVE

Aimie Lawson, Mercedes EL Regalo HIDE

ENTER	CLASS#	DESCRIPTION	ENTRY FEES	HC?
<input checked="" type="checkbox"/>	1	Endurance Kamahi Team Trophy Competition	N/A	<input type="checkbox"/>

- A 'hide' button at the top of the list of classes will roll up the class list, so you can see the next rider and enter their classes

Once ALL riders and horses have been entered please now assign roles. Note: some team competitions don't have any roles to assign.

Once you have the team completed if you need to add another team click the add team button and follow the process again. Once the teams are added press the next button at the bottom right of the page.

If you need to make changes before you confirm your entry the teams and team members are saved so if you log out, they will still 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 still working on your first entry of the team.

This goes to the final page where you can select the appropriate fees for your team

Final Page

Select the appropriate fees for your team

- Any ESNZ Casual Rider Fees needed
- The correct number of entry fees per discipline for your whole school
- The correct number of each yard type for your whole school
- The correct number of camping fees for your whole school.

General Request Box - Put the level of dressage test for those riders in the open class in this box

Yarding Request Box - Please explain any yarding requirements for your team here

Volunteer – Please don't enter any details here at this stage

The confirm entry button at the bottom right will process the entry. There is a button bottom left which will take you back to the previous form to change entries further. Once you have clicked to confirm the entry is completed and you will need to follow the shows process to change any entries.

You will receive an email confirmation with the entries and total fees due.

Invoices Go to My Account on EvoEvents

Scroll down and there is a place to put a business name – put your schools name there and then the invoice will include the schools name.

Go to My Entries on EvoEvents and you can request your invoice from there. It will be emailed to you automatically (you may need to check your email or spam folders for this)

If you are paying by direct credit please use:

PARTICULARS: School/College name

CODE: Invoice number (if available)

REFERENCE: 25 AUG EVOE