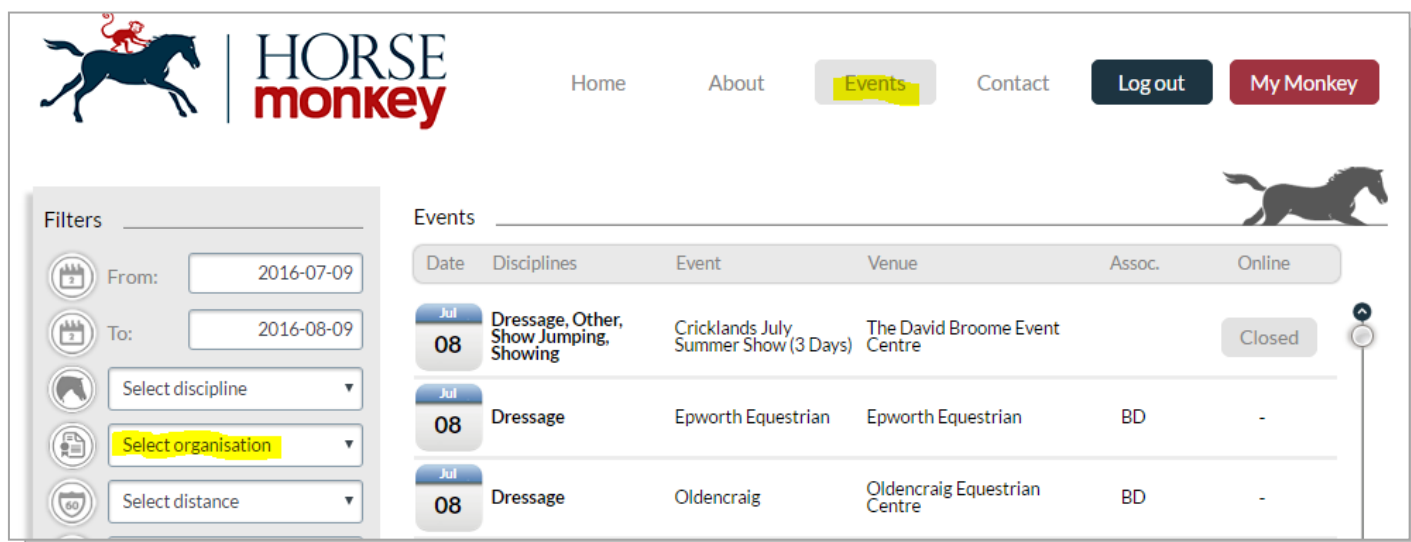


## STEP BY STEP GUIDE TO ONLINE ENTRIES VIA HORSE MONKEY

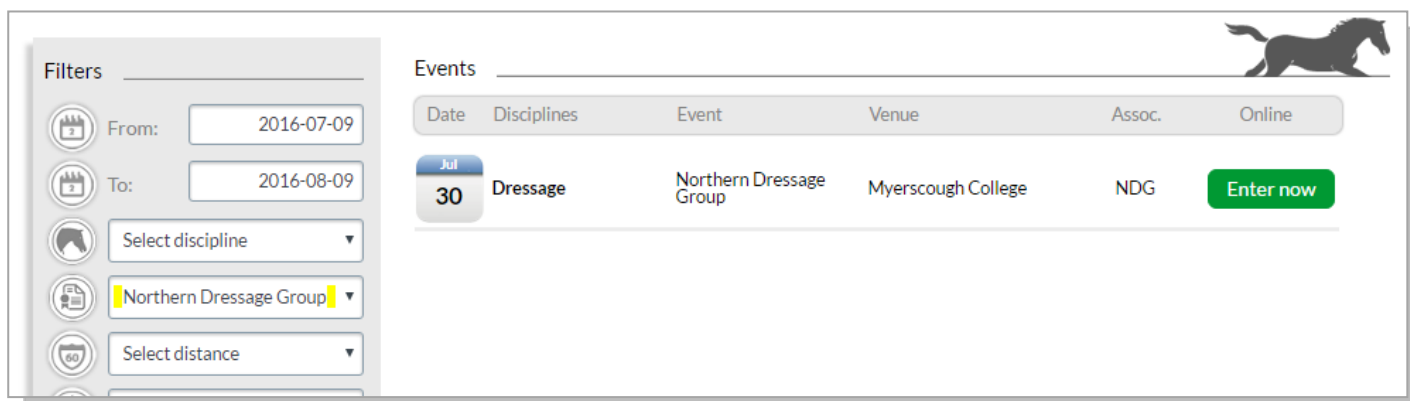
1. **Sign Up** with Horse Monkey to provide details of yourself and the horse/s you wish to compete.
  - Benefits: [https://horsemonkey.com/benefits\\_rider](https://horsemonkey.com/benefits_rider)
  - Sign Up: <https://horsemonkey.com/register>
2. Search for NDG events - *you can do this without logging in*
  - Select **Events** from the top tab to load ALL events
  - Select Northern Dressage Group from the **Organisation** filter on the left.



The screenshot shows the Horse Monkey website interface. The top navigation bar includes 'Home', 'About', 'Events' (highlighted), and 'Contact'. There are 'Log out' and 'My Monkey' buttons on the right. The left sidebar contains a 'Filters' section with options for 'From' (2016-07-09), 'To' (2016-08-09), 'Select discipline', 'Select organisation' (highlighted), and 'Select distance'. The main content area displays a table of events:

Date	Disciplines	Event	Venue	Assoc.	Online
Jul 08	Dressage, Other, Show Jumping, Showing	Cricklands July Summer Show (3 Days)	The David Broome Event Centre		Closed
Jul 08	Dressage	Epworth Equestrian	Epworth Equestrian	BD	-
Jul 08	Dressage	Oldencraig	Oldencraig Equestrian Centre	BD	-

- Select **Filter** to view NDG events



The screenshot shows the Horse Monkey website interface with the 'Northern Dressage Group' selected in the 'Select organisation' filter. The table of events is updated to show:

Date	Disciplines	Event	Venue	Assoc.	Online
Jul 30	Dressage	Northern Dressage Group	Myerscough College	NDG	<b>Enter now</b>

3. Select **Enter Now** against your chosen event - *You will be prompted to login/sign up at this point if you haven't already done so.*

- Following login, you will be asked to select your Rider and Horse details, followed by your NDG membership number (details from your current BRC/NDG Card) – non-members please leave this blank:

Please enter your Venue/Organiser Membership Number:

Number

- Select the class/es you would like to enter and **Save** form:

Class\*

Selectable classes:

- 30 Jul - Class 1 - Intro B - £ 15.00
- 30 Jul - Class 2 - Prelim 12 (40 x 20) - £ 15.00
- 30 Jul - Class 3 - Prelim 19 (60 x 20) - £ 15.00
- 30 Jul - Class 5 - Novice 39 - £ 15.00
- 30 Jul - Class 6 - Novice Freestyle to Music - £ 15.00
- 30 Jul - Class 7 - Elementary Freestyle to Music - £ 15.00

Classes selected:

- 30 Jul - Class 4 - Novice 23 - £ 15.00

**Save**

- NDG Members: At this point your discount will be applied.

Summary:

Available a £3.00 discount to your entry fees if you enter your venue/organiser membership.

Classes entered							
Delete	Class	Available	Horse	Rider	Fee	Late fee(*)	HM Fee(**)
	Class 4 - Novice 23	Yes	Bairdmoor Tinka	Linda Wadswor	£ 12.00	£ 0.00	£ 0.30

- Please check your details and entries are correct before selecting your payment method.

Total checkout:

Total HM Fee

HM Fee: £ 0.30

V.A.T. only be applicable to HM Fee

V.A.T.: £ 0.06

Your entry is still on time! No late entry fees on this transaction!

Total: £ 12.36

Select payment method:

Credit Card (+ fee 2.5 % + £ 0.10 per entry)



Total payment: £ 12.77

Debit Card (+ fee £ 0.50 per entry)



Total payment: £ 12.86

PayPal (+ fee 3.4 % + £ 0.20 per entry)



Total payment: £ 12.98

I accept Horse Monkey Terms\*

Please refresh this page to update your latest changes. Should you find that there are classes missing from your registration this could be because the organiser has modified this event. Please check with the organiser.

Go back

Refresh page

Checkout

8. Select your preferred payment method, tick the Terms box and Checkout to proceed with payment.

You will receive a confirmation email with full details of the classes you have entered and be notified of your published times when they are available.

If you have any questions regarding competitions or need help with this new method of entry, please contact the Show Secretary: Dianne Wood (07872 164734) or Membership Secretary: Linda Wadsworth (07979 767924), Email: [ndgentries228@gmail.com](mailto:ndgentries228@gmail.com)