



EQUESTRIAN

NOVA SCOTIA

Horse Sport Guidelines
Competition Managers

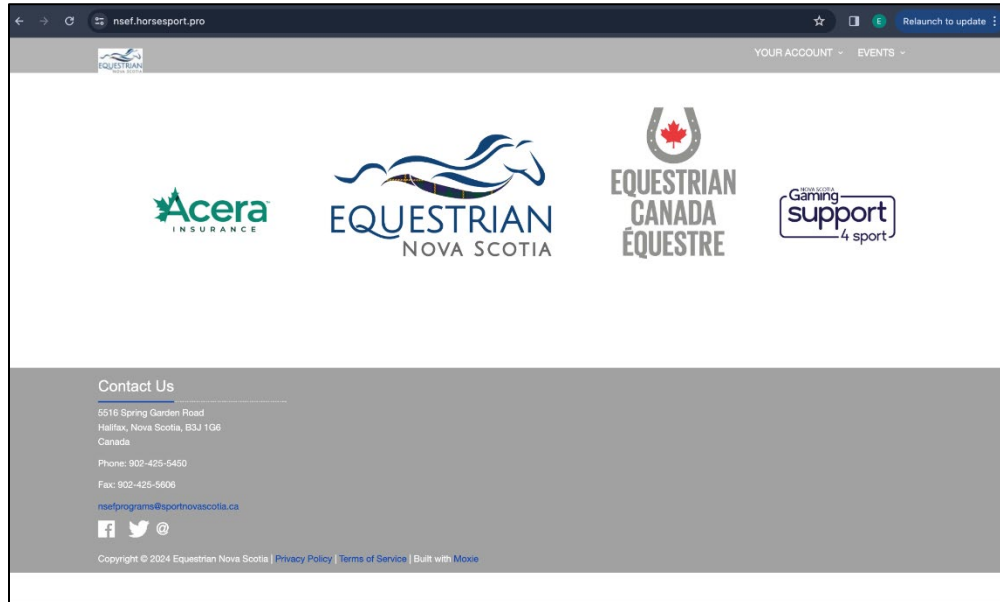
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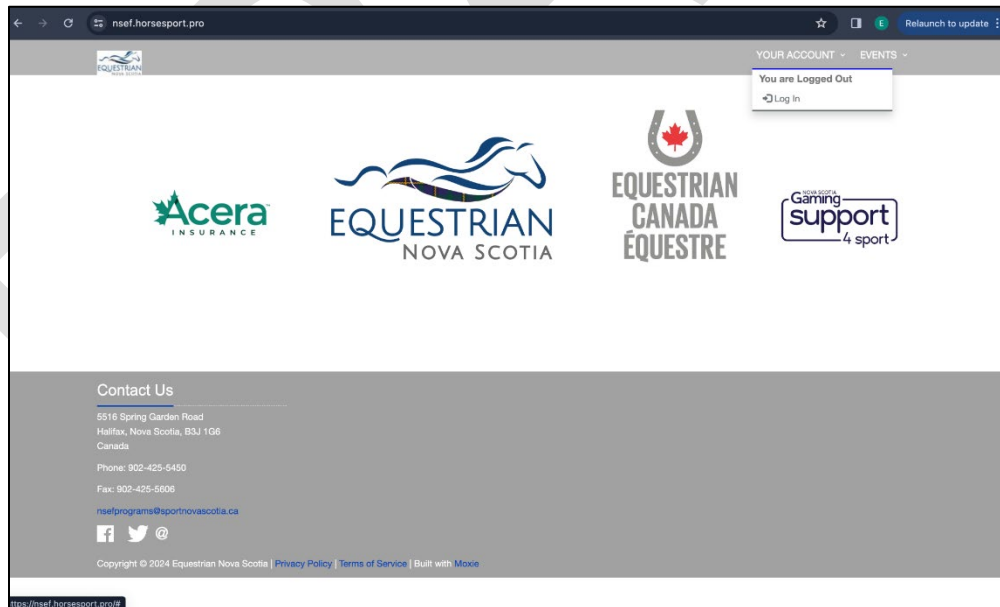
Edits will be finalized after some minor changes are made to the competition system website.

Accessing HorseSport:

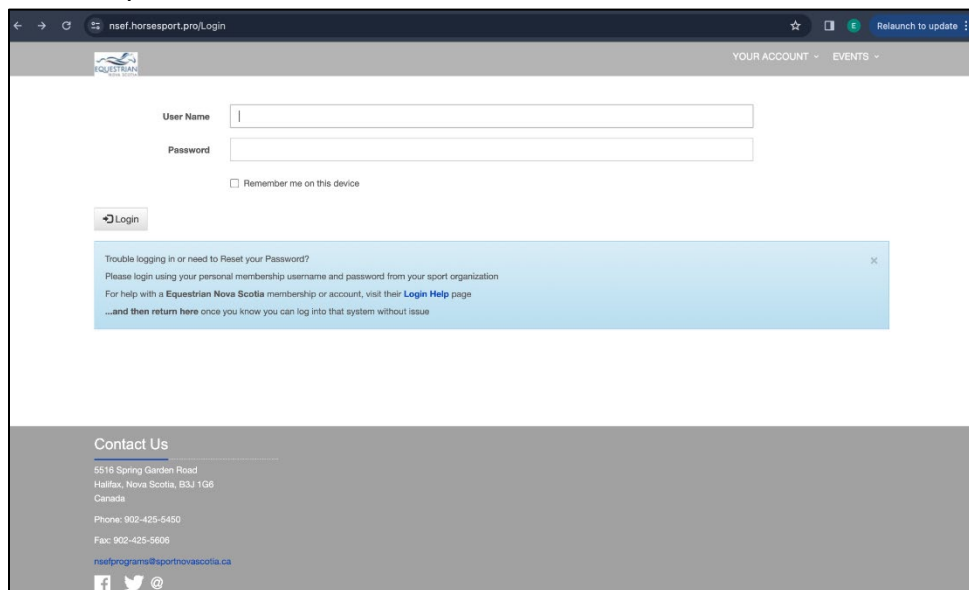
To launch HorseSport in your browser please type nsef.horsesport.pro into your browsing bar. We recommend using a desktop or laptop for competition creation. The below screen is the landing page.



The "Log In" can be accessed in the top right-hand corner under "Your Account".

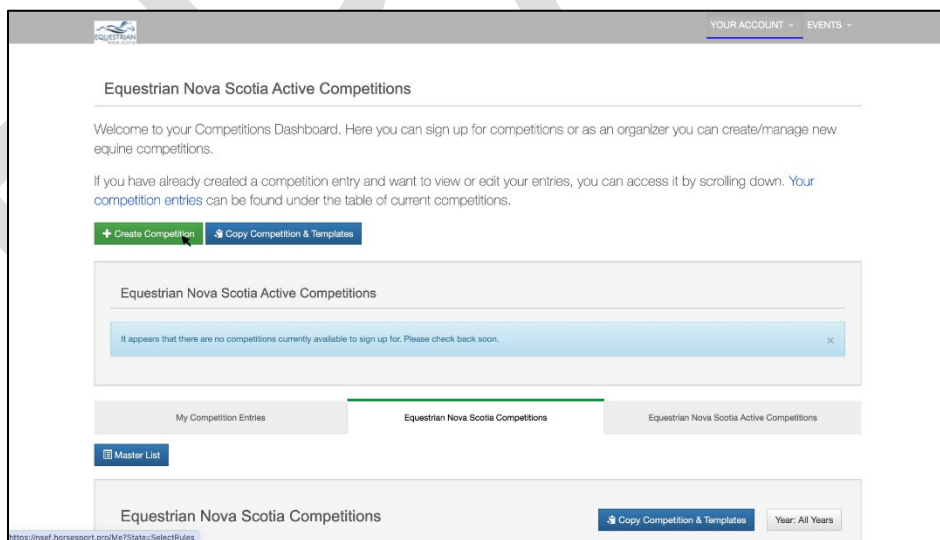


This is the log-in page. The username and password are the same as your username and password for the Equestrian NS website.



Creating a New Competition:

Upon successful log in, the following screen will appear. To begin creating your competition, select the green "Create Competition" button on the left-hand side of the screen.



You will be asked about the Scotia Series rule for 2022-2025. Please select these rules.

Application for Scotia Series Sanction Show:

When “Create Competition” is selected, you will be brought to the Competition Application screen. Here you will fill out the information specific to your competition. This information includes:

General Competition Information: Here you will enter name, dates, and location information for your competition.

[← Back to Rules](#)

You are about to begin the application process to sanction a new 2022 to 2025 Scotia Series. Fill out as much of the form as you can, you will have an opportunity to change any information later.


Selected Rules: **2022 to 2025 Scotia Series**

You agree to the competition rules laid out by Equestrian Nova Scotia:

Reminder List

- Is the competition organizer in good standing with NSEF?
- Do you have the judge/course designer/official(s) certification/experience information?
- Do you have a copy of your insurance certificate?
- Is your payment included?

General Competition Information

Competition Name	<input type="text"/>	
Year	<input type="text"/>	
Start Date	<input type="text"/>	yyyy-mm-dd
End Date	<input type="text"/>	yyyy-mm-dd
Location	<input type="text"/>	
Street	<input type="text"/>	
City	<input type="text"/>	
Province	<input type="text"/>	▼
Postal	<input type="text"/>	
Country	Canada	▼
Website	<input type="text"/>	
Introduction	<input type="text"/>	
Insurance Carrier	<input type="text"/>	

[Make This a Template](#)

Competition Level: “Provincial” will be automatically populated here. This is also where you choose how many arenas you will have. Arenas can also be added after your competition is created from the “Schedule” section of the competition system.

Competition Level

Level

Number of Arenas
an estimation of how many arenas you expect to be using each day

Double Judging

Website

Medical Officer Information, Person Responsible, Secretary Information:

This section is where you will list the “Medical Officer”, “Person Responsible” (Competition Manager), and “Secretary”. The information of the “Person Responsible” will be publicly available. We recommend entering this information when creating your competition, but you are able to update this information after your competition is created if necessary.

Medical Officer Information

Name

Phone

Email

Person Responsible

Name of Person Responsible
Contact information will be listed on the HorseSport.pro website.

Street

City

Postal

Phone

Email

Member #

Signature Type your name to sign

Secretary Information

Name

Membership #

Phone

Email

Payment Details: The final section is for the Scotia Series Application fee. The cost for applying is \$30.00. This can be paid via credit card by filling in the information below. If you are planning to pay by cheque, select “Pay Later”. Your competition will not be approved for entries until the application fee is paid.

Payment Details

Pay Later — either by mailing a cheque or via credit card over the phone
if your competition requires one or more [guest card judges](#) and you would prefer to pay all competition fees at one time, select **Pay Later**
This is your ENS competition sanction fee, plus a \$3.00 online admin fee. The per-competitor event fees will be due after the event and [click here](#)

Total Amount Error: Competition start date or end date is invalid. x

First Name on Card	<input type="text" value="John"/>	Required
Last Name on Card	<input type="text" value="Doe"/>	Required
Street	<input type="text" value="123 Main St."/>	Required
City	<input type="text" value="Abbotsford"/>	Required
Province/State	<input type="text"/>	Required
Postal/Zip	<input type="text" value="A0A 2B2"/>	Required
Country	<input type="text" value="Canada"/>	Required
Phone	<input type="text" value="000-000-0000"/>	Required
Email Address	<input type="text" value="john_doe14@gmail.com"/>	Required
Card Number	<input type="text" value="0000 0000 0000 0000"/>	Required
Expiry Month	<input type="text"/>	Required
Expiry Year	<input type="text"/>	Required
CVD	<input type="text" value="000"/>	Required

I have reviewed the above information and confirm that it is accurate to the best of my knowledge
You will have an opportunity to change any information later.

Once your information is inputted, check the box next to “I have reviewed the above information and confirm that it is accurate to the best of my knowledge” and then “Create Competition” at the bottom left of the screen and you will be taken to the next step.

Setting up your Competition:

Clicking “Create Competition” will take you to the “Sanction” portion of your competition. Here you will see the information you inputted in the previous section. This is also where you will choose your discipline, upload your prize list and insurance, and input your judges.

Here is where you will go through the sidebar to select Disciplines and add your officials and enter your prize list (show packages and payout information).

The screenshot shows the 'Sanction' page for 'Test Competition 2024'. The page is divided into a sidebar on the left and a main content area on the right. The sidebar contains sections for 'Pre Competition', 'Competition Approved', and 'Post Competition'. The 'Pre Competition' section includes 'General Information', 'Finance', 'Disciplines', 'Insurance Certificate', 'Officials', 'Guest Cards', and 'Prize List'. The 'Competition Approved' section includes 'Event Certificate'. The 'Post Competition' section is currently empty. The main content area displays the 'General Competition Information' form with the following fields: Competition Name (Test Competition 2024), Year (2024), Start Date (2024-02-24), End Date (2024-02-25), Location (North Sydney), and Street (Regent St). A 'Request Admin Approval' button is visible in the top right corner of the main content area.

Section	Item
Pre Competition	General Information
	Finance
	Disciplines
	Insurance Certificate
	Officials
	Guest Cards
	Prize List
Competition Approved	Event Certificate

General Competition Information	
Competition Name	Test Competition 2024
Year	2024
Start Date	2024-02-24 <small>yyyy-mm-dd</small>
End Date	2024-02-25 <small>yyyy-mm-dd</small>
Location	North Sydney
Street	Regent St

Finance:

The “Finance” tab will include all of the information inputted on the “Payment Details” portion. You do not need to do anything further in this section and can move on to the “Disciplines” tab.

[← Back to Dashboard](#) [Request Admin Approval](#)

Pre Competition

- General Information
- Finance**
- Disciplines
- Insurance Certificate
- Officials
- Guest Cards
- Pize List

Competition Approved

- Event Certificate

Post Competition

Important: We have not received any payments for this competition yet.

Finance

Once your competition has been paid for, you will be able to view the digital receipts for any transactions processed for your competition here.

Competition Fees Breakdown

Product Description	Price	Quantity	Total
Competition Application Fee	\$33.00	1	\$33.00
Sub Total:			\$33.00

Payment Details

Total Amount: Required

First Name on Card: Required

Last Name on Card: Required

Street: Required

City: Required

Province/State: Required

Postal/Zip: Required

Country: Required

Card Number: Required

Expiry Month: Required

Expiry Year: Required

CVD: Required

Phone: Required

Email Address: Required

Disciplines:

Clicking on the “Disciplines” tab will show you the options for disciplines to select for your competition. Please select all disciplines that will be included in your competition, and click “Save Disciplines” at the bottom of the page. Please note – English Flat classes can be found under the “General Performance” Discipline.

The screenshot shows the 'Disciplines' selection interface. At the top, it indicates 'Competition Status: TEST for SCREENSHOTS' and 'Sanctioning'. A navigation bar includes a 'Back to Dashboard' button and a 'Request Admin Approval' button. The left sidebar lists various competition management categories: Pre Competition (General Information, Finance, Disciplines, Insurance Certificate, Officials, Guest Cards, Prize List), Competition Approved (Event Certificate), and Post Competition. The main content area features a yellow warning box stating 'Important: You don't have any disciplines registered yet.' Below this, the 'Disciplines' section prompts the user to 'Please choose at least one discipline in order to be able to have your competition approved.' The available disciplines are: Dressage, Driving, Eventing, General Performance, Gymkhana, Hunter, Jumper, and Western Dressage, each with an unchecked checkbox. A 'Save Disciplines' button is located at the bottom of the list.

Insurance Certificate:

This is where you will upload a copy of your **Scotia Series** insurance certificate. You can download the copy of the PDF by selecting the blue highlighted “Certificate of Insurance”. Please have your insurance company complete the document, and upload the signed document here.

The screenshot shows the 'Insurance Certificate' upload interface. It features the same top navigation and sidebar as the previous page. The main content area is titled 'Certificate of Insurance' and contains the instruction: 'Please download this PDF document and upload it here once it has been filled out by your insurance carrier: Certificate of Insurance'. Below this, there is a section for 'Upload Insurance Certificate' with a 'Choose File' button (currently showing 'No file chosen') and an 'Upload' button.

Officials:

In this section you will add your judges and ring stewards. Scotia Series recognized officials can be searched using the “+Add Official from Database” button.

The screenshot shows the 'Pre Competition' section of a web application. On the left is a navigation menu with options: General Information, Finance, Disciplines, Insurance Certificate, Officials (highlighted), Guest Cards, Prize List, Competition Approved, and Event Certificate. The main content area has a yellow warning box: 'Important: We require competition officials in order to approve your competition.' Below this is a 'Competition Officials' section with two buttons: '+Add Official From Database' and '+Add Other Official'. A text box says 'Please invite a sufficient number of officials that will be able to run this competition.' At the bottom, a blue message box states: 'It appears that you do not have any competition officials yet.'

Once selected, the below screen will appear. Officials are searchable using their full name.

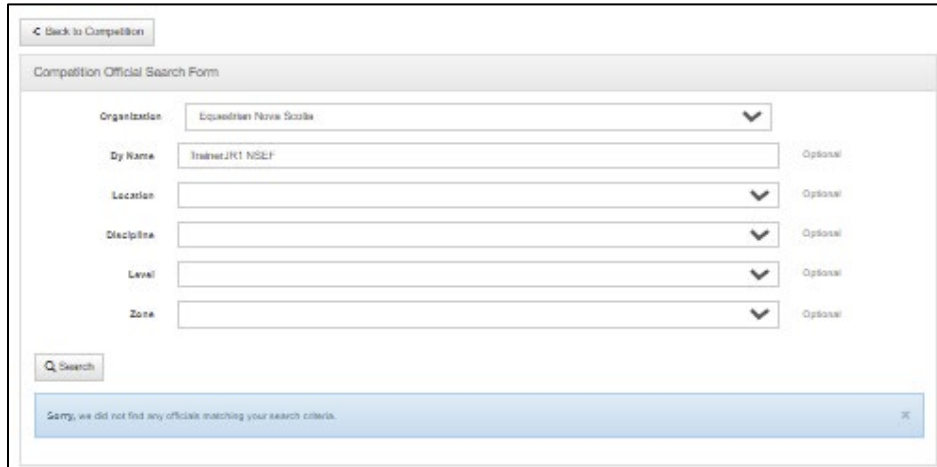
The screenshot shows the 'Competition Official Search Form'. It includes a 'Back to Competition' button and a search bar. The form has several fields: Organization (dropdown menu with 'Equestrian Nova Scotia' selected), By Name (text input), Location (dropdown menu), Discipline (dropdown menu), Level (dropdown menu), and Zone (dropdown menu). Each of the last four fields is labeled 'Optional'. A 'Search' button is at the bottom left.

If the official is in our database, the below screen will appear. Select “Add Official to Competition”. A green text box will appear saying the official has been successfully added to the competition and you can add more officials or select “Back to Competition” to return to the sanctioning page.

The screenshot shows the search results for 'Kim Beaton'. The search form fields are filled with: Organization: Equestrian Nova Scotia, By Name: Kim Beaton, Location: (empty), Discipline: (empty), Level: (empty), and Zone: (empty). Below the search bar, the name 'Cape Breton County' is displayed. A blue header for 'Kim Beaton' includes a button 'Add Official to Competition'. Below this is a table of certification information.

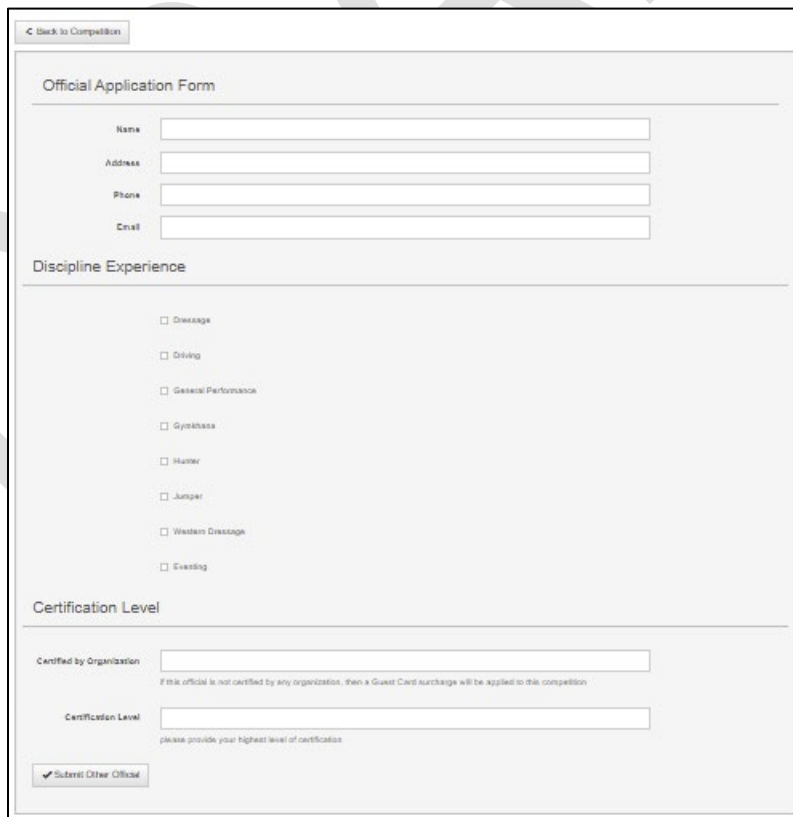
Official Information		Certification(s)					
		Provincial	National	International	Third Party	Discipline	Type
☐ Cape Breton County		☑ Recognized				Scotia Series Foundation	Scotia Series Judge
📍 260 Coshuech Road, Coshuech		☑ Recognized				General Performance	Scotia Series Judge
☏ 902-542-9821			☑ Senior National			General Performance	Judge
✉ beatonk@capbreton.ca			☑ Senior National			General	Steward
		☑ Recognized				Driving	Scotia Series Judge

If the official you are looking for is not in our database, the following error will appear. Select “Back to Competition” then select “Add Other Official” to enter the information about the official for your competition. Officials not found using the search function have not yet been recognized for Scotia Series competition. Before entering another official, ensure you have communicated with Equestrian Nova Scotia about granting a guest card.



The screenshot shows a web form titled "Competition Official Search Form". At the top left is a button labeled "Back to Competition". The form contains several fields: "Organization" (a dropdown menu with "Equestrian Nova Scotia" selected), "By Name" (a text input field containing "Innes, JNT NSEP" and labeled "Optional"), "Location" (a dropdown menu labeled "Optional"), "Discipline" (a dropdown menu labeled "Optional"), "Level" (a dropdown menu labeled "Optional"), and "Zone" (a dropdown menu labeled "Optional"). Below these fields is a "Search" button. At the bottom of the form, a blue message box states: "Sorry, we did not find any officials matching your search criteria." with a close button (X).

The below is the application form that will appear when entering an official not in our database. Please include all information. Once complete, select “Submit Other Official” then “Back to Competition” to proceed with creating your competition.



The screenshot shows a web form titled "Official Application Form". At the top left is a button labeled "Back to Competition". The form is divided into several sections: "Personal Information" with fields for "Name", "Address", "Phone", and "Email"; "Discipline Experience" with a list of checkboxes for "Dressage", "Driving", "General Performance", "Gymkhana", "Hunter", "Jumper", "Western Dressage", and "Eventing"; "Certification Level" with a "Certified by Organization" field (with a note: "If this official is not certified by any organization, then a Guest Card surcharge will be applied to this competition") and a "Certification Level" field (with a note: "please provide your highest level of certification"); and a "Submit Other Official" button at the bottom.

Prize List:

This is where you would upload your show packages, as well as your entry forms (If you have paper copies) in their appropriate places.

Competition Status: TEST for SCREENSHOTS Sanctioning

[← Back to Dashboard](#) [Request Admin Approval](#)

Pre Competition

- General Information
- Finance
- Disciplines
- Insurance Certificate
- Officials
- Guest Cards
- Prize List**

Competition Approved

- Event Certificate

Post Competition

Important: We require you to provide your prize list before your competition can be approved. ×

Prize List

Please upload a PDF document which outlines the prizes and awards that this competition will be awarding.

[Open File Manager](#)

Entry Form

Please upload an entry form PDF document.

[Open File Manager](#)

Once all sections are completed, select “Request Admin Approval”. The next step is to select the “Competition Management” tab at the top right hand of the screen.

Sanction Competition Management

Competition Status: TEST for SCREENSHOTS Sanctioning

[← Back to Dashboard](#) [Request Admin Approval](#)

Pre Competition

- General Information**
- Finance
- Disciplines
- Insurance Certificate

Received: Your general competition information has been received and is awaiting approval. ×

General Competition Information

Competition Name: TEST for SCREENSHOTS

Competition Management Section:

In this section is where you will set up your classes, create your schedule, manage competition entries, schedule arenas, enter results, and access reports for invoicing, entries, schedules and officials.

Summary & Fees:

In this section you will add all fees and charges associated with your competition. If you charge a horse/pony fee, arena fee, stall charges, Scotia Series charges, as well as where you can Lock and Close registration for your show.

The first section of “Summary and Fees” are the “Date – Entries” section and the “Pricing – Participants” section.

“Dates – Entries” is for the open, close and lock date for your competition registration. “Open Registration” is the day your approved competition will open for registration. “Lock Registration Date” is the date when no other changes can be made to entries by registrants and their assistants. “Close Registration Date” is the date when entries can no longer enter classes for your competition.

“Pricing – Participants”

The screenshot displays the 'Summary & Fees' section of a web application. The top navigation bar includes 'Sanction', 'Summary & Fees', 'Classes', 'Competition Entries', 'Schedules', 'Sanction Jobs', 'Scoring', 'Results', 'Reports', and 'Assistants'. Below this, a secondary navigation bar has 'Summary & Fees', 'Waivers & Other Forms', 'Ribbons', and 'Logs'. The main content area is titled 'Summary & Fees' and is divided into two sections: 'Dates - Entries' and 'Pricing - Participants'. The 'Dates - Entries' section contains three rows of input fields for 'Open Registration Date', 'Lock Registration Date', and 'Close Registration Date', each with a date value and a descriptive note. The 'Pricing - Participants' section contains three rows of input fields for 'Per Participant', 'Per Rider/Horse Team', and 'Per Horse', each with a dollar amount and a descriptive note.

Section	Field Name	Value	Description
Dates - Entries	Open Registration Date	2025-02-02	Required. On this date, the "Sign Up" button for your competition becomes clickable allowing public class entry sign-up. If your competition has been approved.
	Lock Registration Date	0000-00-00	At the end of this date, at midnight Pacific time, competitors may no longer make any changes to their entries and must contact Competition Management directly for any further changes.
	Close Registration Date	2025-02-10	Required. At the end of this date, at midnight Pacific time, competitors may no longer register for the show or enter new classes. Competitors may scratch classes, change horses and trailers, and upload music until the end of the Lock Registration Date.
Pricing - Participants	Per Participant	\$0.00	enter a dollar amount to add a flat fee to all People in an Entry Group.
	Per Rider/Horse Team	\$0.00	enter a dollar amount to add a flat fee to each Rider/Horse Team in an Entry Group.
	Per Horse	\$0.00	enter a dollar amount to add a flat fee to each Horse in an Entry Group.

The next two sections are “Pricing – Options” and “Pricing – Additional Fees”.

Pricing - Options

This is just an example for you to modify, make sure to click save when you are done.

Staff Options

\$123 | Single Staff - One Night
 \$234 | Single Staff - Two Nights
 \$345 | Double Staff - One Night

bar (i) separated list where a price is placed on the left side of the (|) and the option description is placed on the right. Please modify the example provided in order to customize the staff options to your needs.

This is just an example for you to modify, make sure to click save when you are done.

Other Options

\$123 | Camping - One Night
 \$234 | Stalls - Extra Play
 \$345 | Something Else Option

bar (i) separated list where a price is placed on the left side of the (|) and the option description is placed on the right. Please modify the example provided in order to customize the other options to your needs.

Pricing - Additional Fees

Participant Horse Fee	\$0.00	<input type="text"/>	enter a dollar amount to add a flat fee to all Participant who enters in a competition with a horse
Scotia Series Fee	\$0.00	<input type="text"/>	
Drug Test Fee	\$0.00	<input type="text"/>	optional - applies a charge to a person in an entry group for each unique rider/horse team they enter
Night Check Fee	\$0.00	<input type="text"/>	optional - applies a charge to each horse in an entry group which is split among all riders entering the horse
Showground Fee	\$0.00	<input type="text"/>	optional - applies a charge to a person in an entry group for each unique rider/horse team they enter
Medic Fee	\$0.00	<input type="text"/>	optional - applies a charge to a person in an entry group to help cover the medic costs
Exhibitor & Depo/ell Fee	\$0.00	<input type="text"/>	optional - applies a charge to a person in an entry group for each unique rider/horse team they enter
Lorry Fee	\$0.00	<input type="text"/>	optional - applies a one time charge to each person in an entry group entering in a class
Judge Fee	\$0.00	<input type="text"/>	optional - applies a one time charge to each person in an entry group entering in a class

“Pricing – Options” is where you enter stalling options for your competition.

Payments

Payment Details

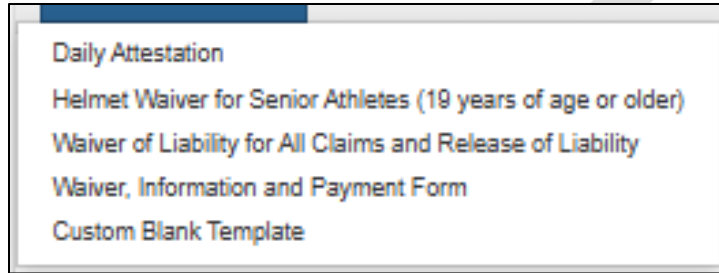
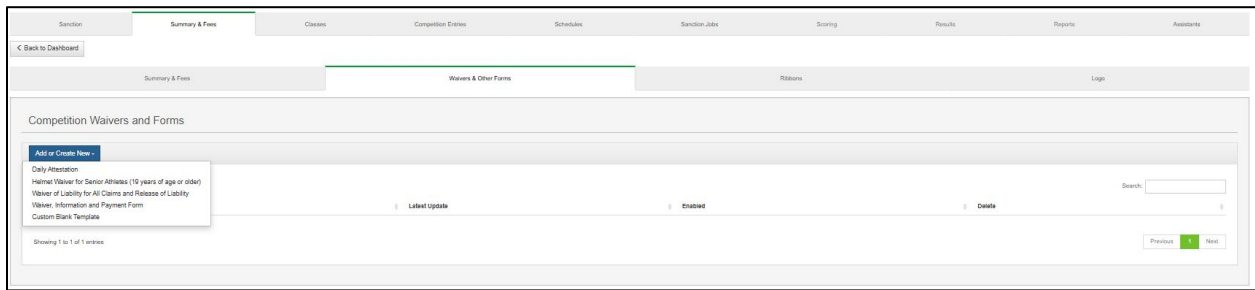
copy and paste your Stripe or PayPal HTML button code here

Invoice Note

Waivers & Other Forms:

Here is where the waivers and any other form you’d like to create, can be accessed. There are some pre-made waivers including:

- **Daily Attestation:** COVID-19 Attestation and Agreement
- **Helmet Waiver:** Required for any senior athlete choosing to compete without a helmet
- **Waiver of Liability for All Claims and Release of Liability:** Template Waiver for competitions to use. Must edit to reflect the Host facility not Equestrian Nova Scotia as “the Host”
- **Waiver for Provincial Championships:** This is the waiver we will use for the Scotia Series Provincial Championships

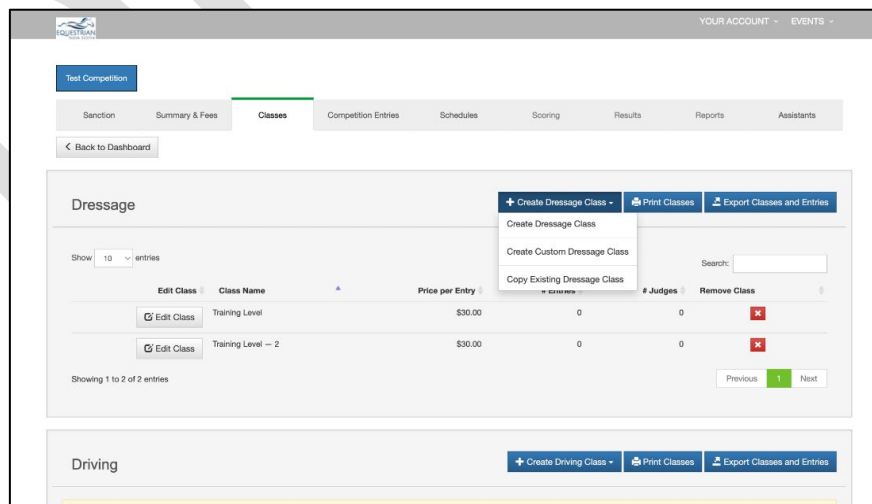


Ribbons & Logo sections:

These sections do not have to be filled in.

Classes:

This section is for entering the classes you are hosting at your competition. By clicking on the “Create (Discipline) Class” button, you will be able to select a set of classes that are premade under Scotia Series rules, or create a custom class to abide by your competition rules. To enter a Scotia Series Class select “Create (Discipline) Class”. For these examples we are using Dressage classes:



Once you select your class you will be brought to this screen. Here you will add details about the class. Including:

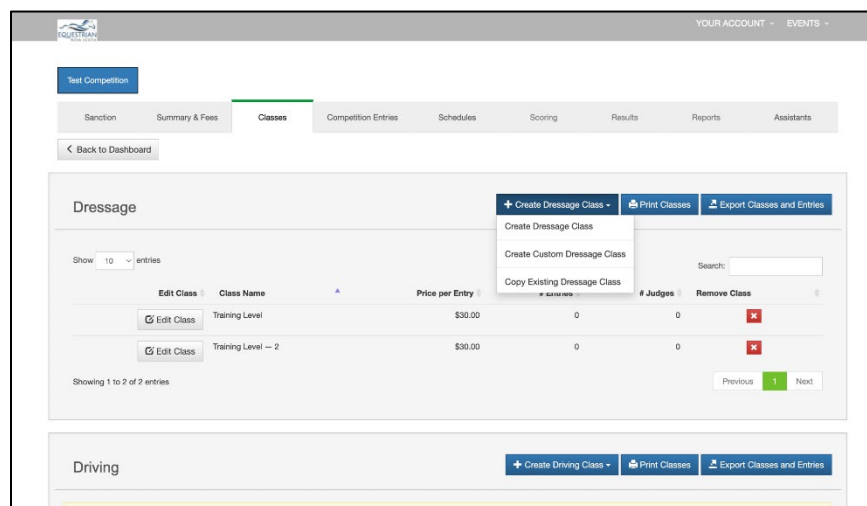
- **Suffix:** If the same class has multiple versions i.e. Junior or Senior
- **Price Per Entry:** This is the fee for the class
- **Entries Lock Date:** If you would like the class entries to close prior to the “Lock Registration Date” from general information, enter the date here.
- **Entries Lock Time:** If entries are to close at a specific time, enter it here
- **Min. Number of Tests Between Each Performance:** Used to prevent athletes from back-to-back performances if changed to a number other than zero

The screenshot shows the 'Dressage Class — Training Level — 2' form. The 'General' tab is active. The 'Suffix' field contains the number '2'. The 'Price per Entry' field contains '\$30.00'. The 'Entries Lock Date' and 'Entries Lock Time' fields are empty. The 'Min. Number of Tests Between Each Performance' field contains '0'. There is a checkbox for 'Ribbons Only' which is currently unchecked. A blue button labeled 'Edit Custom Class Rules' is visible in the top right corner of the form area.

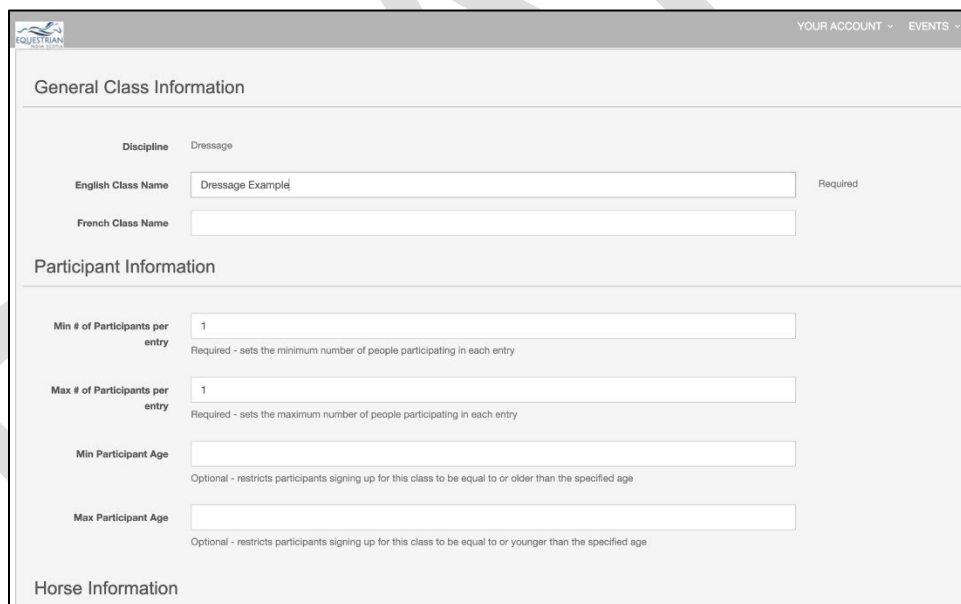
Next select “Ribbons Only” if you are not offering payouts for your classes. From the “Score Allow Only” drop down, you can select whether you will enter points or scores for your results. Select “Save Class” when complete.

The screenshot shows the 'Dressage Class — Training Level — 2' form, 'Details' tab. The 'Price per Entry' field contains '\$35.00'. The 'Entries Lock Date' and 'Entries Lock Time' fields are empty. The 'Min. Number of Tests Between Each Performance' field contains '0'. The 'Ribbons Only' checkbox is now checked. The 'Score Allow Only' dropdown menu is open, showing a red arrow pointing to the 'Points' option. The 'Entries per Split' field is empty. There is an 'Error' field at the bottom. A 'Save Class' button is visible at the bottom left.

Custom Classes are classes at your competition that are outside of the Scotia Series rules. To create a Custom Class, select “Create Custom (Discipline) Class”:



The following screen will appear. Here you will name your class, include the minimum and maximum of participants per entry, and any age restrictions and any equine restrictions for the class. These options will restrict entries for this competition.



The next section is Horse Information. Enter the minimum and maximum number of horses required for entry. The minimum and maximum number of horses per entry must be completed. Most competitions are a Min and Max of 1, however for Driving Classes and team events, this number may change. You can also set equine age restrictions on the class. This is good is you are having things like a 3-year-old futurity, or A Senior Horse or Junior Horse division. It will restrict any entries trying to enter that do not follow the horse age limits.

Horse Information

Min # of Horses per entry
 Required - sets the minimum number of horses participating in each entry

Max # of Horses per entry
 Required - sets the maximum number of horses participating in each entry

Max Horse Age
 Optional - restricts horses signing up for this class to be equal to or younger than the specified age

Min Horse Age
 Optional - restricts horses signing up for this class to be equal to or older than the specified age

Options and Restrictions

Supporting Class Document
 Optional - provides the ability to upload the selected document type for this class

Restrict Participant Gender
 Optional - should this class only allow entries from a specified gender

Must be Current Member
 Optional - must all participants of this class have a current membership with Equestrian Nova Scotia

Options and Restrictions: Here you will find options to further restrict the entries for a class. Options include: Must be a Current member in order to enter, Disallowed Horse Genders (Mare, Stallion, Gelding) Etc. This is where you also can set whether the horse can be used by different riders. Or where riders are allowed to enter the class on multiple horses. (This is good for Gymkhana events)

Supporting Class Document
 Optional - provides the ability to upload the selected document type for this class

Restrict Participant Gender
 Optional - should this class only allow entries from a specified gender

Must be Current Member
 Optional - must all participants of this class have a current membership with Equestrian Nova Scotia

EC Sport License Required
 Optional - must all participants of this class have a current EC Sport License

Beginner Status Required
 Optional - must all participants of this class have a Beginner Status with Equestrian Nova Scotia

Disallowed Horse Genders
 Optional - comma separated list of disallowed horse genders. Options include: Stallion, Étalon

Max Number of Unique Horses Each Participant May Use
 Optional - restricts the number of different horses a participant may enter in this class

Max Number of Times Each Horse May Be Used
 Optional - restricts the number of times each horse can be entered in this class

Save Custom Class

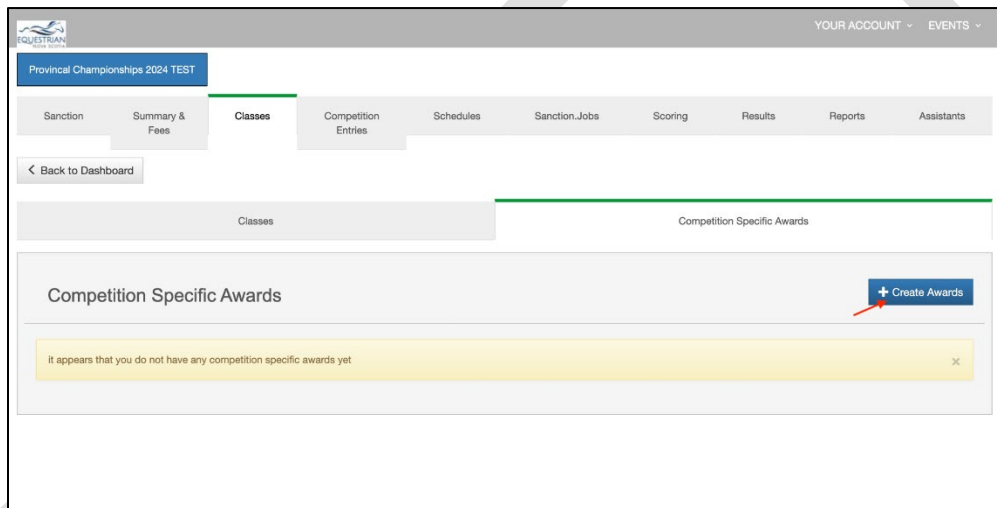
Once your details and restrictions are complete, select Save Custom Class. Once saved, you will be brought back to the list of disciplines and can continue to create classes for your competition.

Competition Specific Awards:

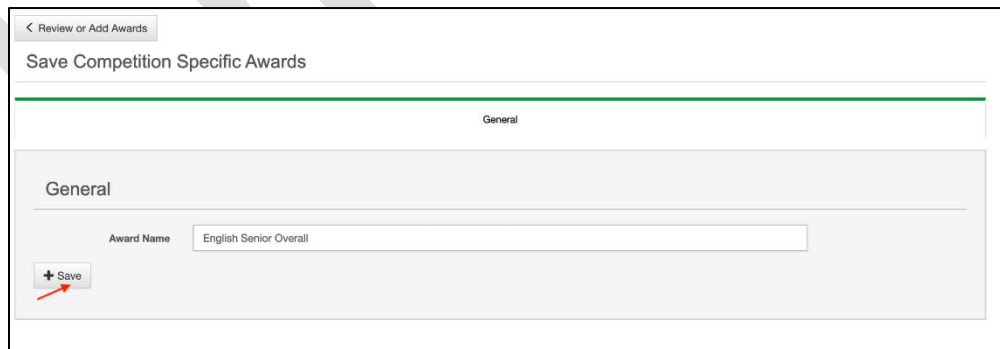
The competition system can do an auto-calculation for competition specific awards. (Overall Awards). In this tab you can create what your award is called, and select what classes belong to it. Competition Specific Awards are based on the following Point System:

- 1st place 6pts x the number in the class
- 2nd place 5 pts x the number in the class
- 3rd place 4 pts x the number in the class
- 4th place 3pts x the number in the class
- 5th place 2 pts x the number in the class
- 6th place 1 pt x the number in the class

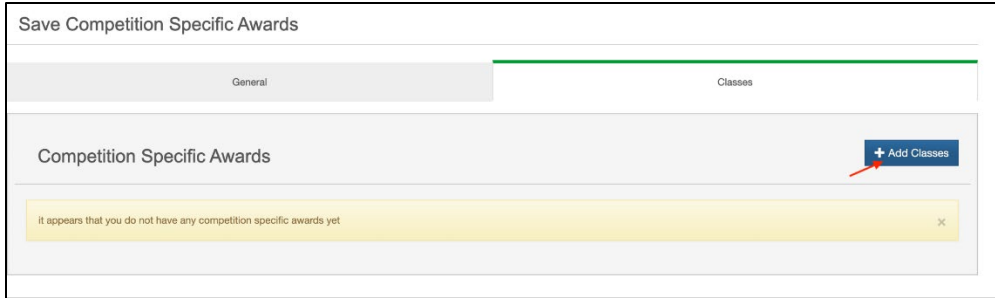
To create your Competition Specific Award, select the Competition Specific Awards tab under classes, then select Create Awards.



Add the name of your Award and hit save.



A new tab will appear beside the General tab that says "Classes". Click on that tab, and select the "Add Classes" button



Here you add the classes which apply to your award, then hit Save Class Tests at the bottom.

<input checked="" type="checkbox"/>	English Flat Senior - English Pleasure	English Flat Senior - English Pleasure	1	5
<input checked="" type="checkbox"/>	English Flat Senior - Equitation on the Flat	English Flat Senior - Equitation on the Flat	1	5
<input checked="" type="checkbox"/>	English Flat Senior - Road Hack	English Flat Senior - Road Hack	1	5
<input type="checkbox"/>	Western Dressage - Basic Test B	Western Dressage - Basic Test B	1	0
<input type="checkbox"/>	Western Dressage - Basic Test C	Western Dressage - Basic Test C	1	0
<input type="checkbox"/>	Western Dressage - Level 2 Test B	Western Dressage - Level 2 Test B	1	0
<input type="checkbox"/>	Western Dressage - Level 2 Test C	Western Dressage - Level 2 Test C	1	0

Save Class Tests

This is what the screen will look like. You can edit the awards or change them as needed.

Class	Test Name	Remove
English Flat Senior - English Pleasure	English Flat Senior - English Pleasure	<input type="checkbox"/>
English Flat Senior - Equitation on the Flat	English Flat Senior - Equitation on the Flat	<input type="checkbox"/>
English Flat Senior - Road Hack	English Flat Senior - Road Hack	<input type="checkbox"/>

Showing 1 to 3 of 3 entries

Previous **1** Next

To create another Competition Specific Award, select the "General" tab and repeat the above process.

Payout:

If your competition has payouts, the system can do the calculations of payouts and have the information in the reports for easy reference.

In this section you tell the system how the payout for the class is calculated. If the class cost includes a portion that goes toward admin fees and a portion that goes toward the payout (like in many stake classes), you will include the percentage that goes toward admin fees in the “Administrative Fees” section. For example, if you charge \$30 to enter a class, but \$10 of goes toward admin fees, and \$20 goes back into the pot for the payouts, the percentage added to the “Administrative Fee” section would be 33.33%. As the entries are added to the class the prize breakdown will change based on the amount from the class going towards the prize money. If none of the class cost goes towards the prize money then put the administration fee as 100%. If there is any added prize money, it can be added in the prize money section. In the next block is where you tell what amount of your prize money would be paid out, and the % break down per placing of your prize money payout. Here is an example of payout section.

The screenshot shows a web interface for configuring a class's payout structure. It includes fields for entry price, number of entries, administrative fee percentage, and added prize money. Below these are sections for defining prize money divisions (D1) and a table showing the resulting prize money distribution for different placements.

Details

Price per Entry \$30.00

Entries 0

Administration Fee
enter a decimal percentage value or leave blank for default

Added Prize Money

Total Percentage of Prize Money Used 100%

Total Prize Money \$100.00

D1

Percentage of Prize Money
percentages across all divisions should total 100%

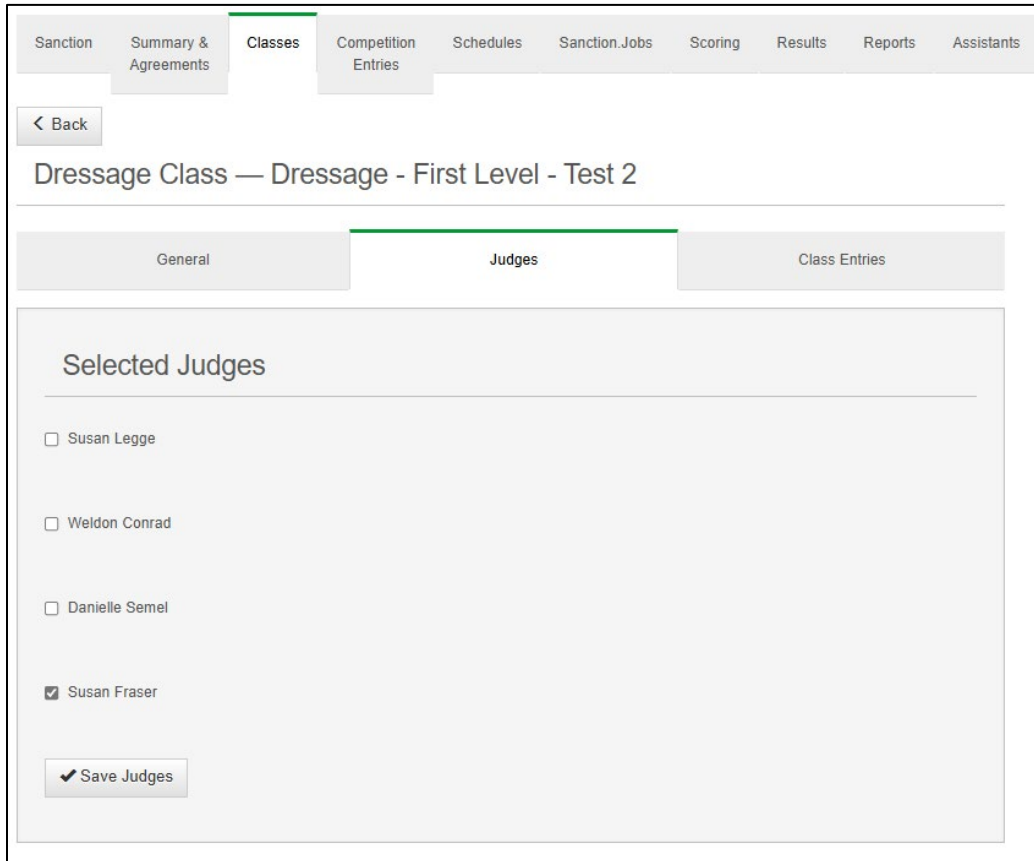
Percentage Per Position
enter a space separated list of numerical percentage values for each position (% sign not required)

Placing	1	2	3	4	5	6	Total
Percentage	24%	20%	18%	16%	12%	10%	100%
Prize Money	\$24.00	\$20.00	\$18.00	\$16.00	\$12.00	\$10.00	\$100.00

Save Payout

Judges:

In this section you would select which judge goes with this specific class and hit save. If you only have 1 judge, you can go out to the Sanction section and click on Officials and apply the judge to all classes once you have them inputted.



The screenshot shows a web application interface for managing judges for a specific class. At the top, there is a navigation menu with tabs: Sanction, Summary & Agreements, Classes (highlighted), Competition Entries, Schedules, Sanction Jobs, Scoring, Results, Reports, and Assistants. Below the navigation, there is a '< Back' button and the title 'Dressage Class — Dressage - First Level - Test 2'. Underneath the title, there are three tabs: General, Judges (highlighted), and Class Entries. The main content area is titled 'Selected Judges' and contains a list of judges with checkboxes: Susan Legge, Weldon Conrad, Danielle Semel, and Susan Fraser (checked). At the bottom of the list, there is a 'Save Judges' button with a checkmark icon.

Class Entries:

Once entries are accepted, this is where you can find all entries in the class. You have access to all entries for editing. You will find the option for Late Scratching under the "Horse" tab in each entry. You can also see invoices, send waivers, add entries, and manage exhibitor numbers from this section. For more information on entries, see the entry manual found here: (ENTER LINK)

Sanction									
Summary & Fees		Classes		Competition Entries		Schedules		Sanction Jobs	
Back to Dashboard									
<div style="text-align: right;"> Sanction Org/Email Manage All Exhibitor Numbers Add New Competition Entry </div>									
<div style="display: flex; justify-content: space-between;"> Show All entries <input type="text" value="Search"/> </div>									
Edit	Group Name	Participant	Horse	Coach	Contact Name	Contact Email	Contact Phone	Remove	
Edit	Competition Crew	Test Rider 1, Test Rider 2, Test Rider 3, Test Rider 4, Test Rider 5, Test Rider 6	Test Horse 1, Test Horse 2, Test Horse 3, Test Horse 4	Self-Coached	Jennifer Murphy	enscompetitions@sportnovascotia.ca	999-999-9999		
Edit	test	TEST Sheila	test	self coach	Sheila	nsefprograms@sportnovascotia.ca	902-425-5450		
Edit	Test Stable - TrainerJr1	TrainerJr1 NSEF	Trainers, Test	Test	TrainerJr1 Guardian	nsefprograms@sportnovascotia.ca	902-425-5450		
Edit	Trainers	Test Rider 1, Test Rider 2, Test Rider 3, Test Rider 4, Test Rider 5, Test Rider 6, Test Rider 7, Test Rider 8, Test Rider 9, Test Rider 10, Test Rider 11, Test Rider 12, Test Rider 13, Test Rider 14, Test Rider 15	Test Horse 1, Test Horse 2, Test Horse 3, Test Horse 4, Test Horse 5, Test Horse 6, Test Horse 7, Test Horse 8, Test Horse 9, Test Horse 10, Test Horse 11, Test Horse 12, Test Horse 13, Test Horse 14, Test Horse 15	SELF COACH	Test	Test	Test		
Edit	TrainerJr	TrainerJr1 NSEF, Charlotte Grace	Forever Mine, Happy Feet	Clarissa Maher	NSEF Program Manager	nsefservices@sportnovascotia.ca	18002632410		
Edit	TrainerJr				NSEF Program Manager	nsefservices@sportnovascotia.ca	18002632410	X	
Edit	TrainerJr				NSEF Program Manager	nsefservices@sportnovascotia.ca	18002632410	X	
Showing 1 to 7 of 7 entries							Previous 1 Next		

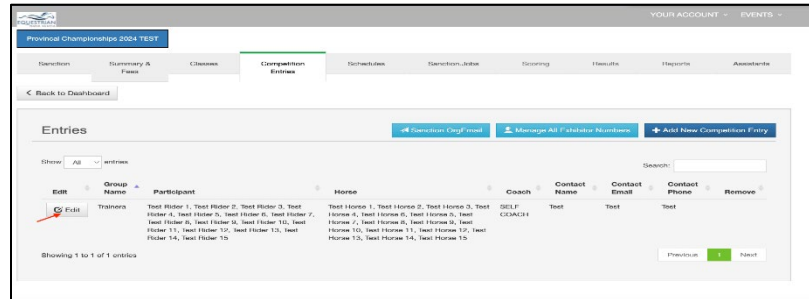
Manage Exhibitor Numbers:

By selecting this option, you can change the exhibitor numbers for each competitor. When satisfied with your edits, scroll to the bottom of the page and select “Save Exhibitor Numbers” to save this section. The page will refresh and a green box will appear if your changes were saved successfully. Select “Back” on the top left-hand portion of the screen to return to the “Competition Entries” page.

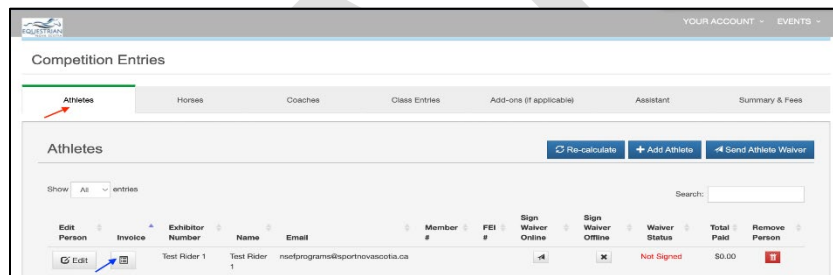
Sanction									
Summary & Agreements		Classes		Competition Entries		Schedules		Sanction Jobs	
Back									
<h3>Manage Exhibitor Numbers</h3> <p>Please use the form below to manage the exhibitor numbers for all entries in your competition.</p>									
<div style="display: flex; justify-content: space-between;"> Print Preview <input type="text" value="Search"/> </div>									
<div style="display: flex; justify-content: space-between;"> Show All entries </div>									
Update Exhibitor #:	Exhibitor #:	Athlete or Barn Name	Participant	Horse	Classes Enrolled In				
<input type="text"/>	<input type="text"/>	<input type="text" value="Trainers"/>	Test Rider 1	Test Horse 1	Dressage - Dressage - First Level - Test 2, Dressage - Dressage - First Level - Test 3, Dressage - Schooling Time For Dressage Competitors, Dressage - Dressage - Training Level - Test 2, Dressage - Dressage - Training Level - Test 3, Driving - Pleasure Driving VSE - Turnout, Driving - Pleasure Driving VSE - Working				

Invoices:

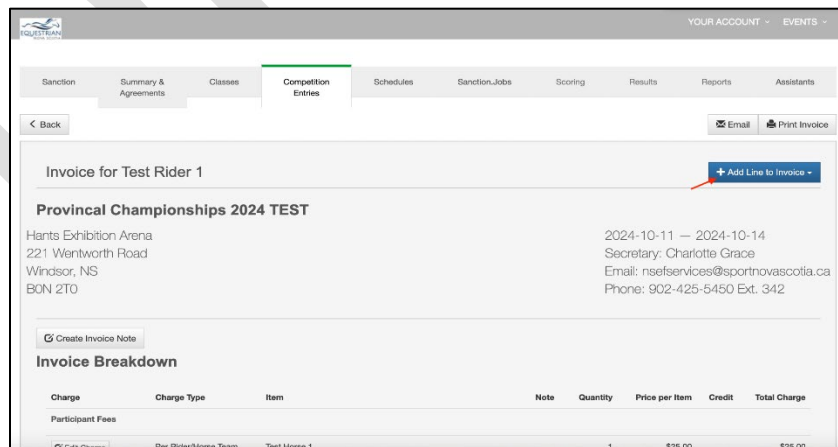
After your entries begin to come in, you can add payment to their invoices. Or at the end of the competition, you can add payouts to their invoice. Select “Edit” next to the entry group you’d like to review the invoice for.



Click on the “Athlete” Tab (Red), and then the invoice button (Blue)



The invoice for the selected athlete will upload. Here you can add a payment, additional fee, or prize money to the invoice. To do so click “Add Line to Invoice”:



Select "Add Payment" if you have received a payment for this entry.

YOUR ACCOUNT - EVENTS -

Sanction Summary & Agreements Classes **Competition Entries** Schedules Sanction Jobs Scoring Results Reports Assistants

< Back Email Print Invoice

Invoice for Test Rider 1

Provincial Championships 2024 TEST

Hants Exhibition Arena
221 Wentworth Road
Windsor, NS
B0N 2T0

2024-10-11 — 202
Secretary: Charlotte
Email: nsafservices@sportnovascotia.ca
Phone: 902-425-5450 Ext. 342

+ Add Line to Invoice -
Add Payment
Add Additional Fee
Add Prize Money

Create Invoice Note

Invoice Breakdown

Charge	Charge Type	Item	Note	Quantity	Price per Item	Credit	Total Charge
Participant Fees							

The following screen will appear. Add the type of payment made, and amount and hit save.

Add Payment For Test Rider 1

Add Payment Form

Payment Type

Payment enter a dollar amount

Note

Save Payment

Close

Select "Add Prize Money" to add a payout to the invoice. ****Please note before adding any payouts to invoices, please finalize your results****

Add Prize Money:

YOUR ACCOUNT ▾ EVENTS ▾

Sanction Summary & Agreements Classes **Competition Entries** Schedules Sanction Jobs Scoring Results Reports Assistants

< Back ✉ Email 🖨 Print Invoice

Invoice for Test Rider 1 **+ Add Line to Invoice ▾**

Provincial Championships 2024 TEST

Hants Exhibition Arena 2024-10-11 — 2024-10-14
 221 Wentworth Road Secretary: Charlotte Grace
 Windsor, NS Email: nsefservices@sportnovascotia.ca
 B0N 2T0 Phone: 902-425-5450 Ext. 342

Create Invoice Note

Invoice Breakdown

Charge	Charge Type	Item	Note	Quantity	Price per Item	Credit	Total Charge
Participant Fees							
<input type="checkbox"/> Edit Charge	Per Rider/Horse Team	Test Horse 1		1	\$25.00		\$25.00

YOUR ACCOUNT ▾ EVENTS ▾

Sanction Summary & Agreements Classes **Competition Entries** Schedules Sanction Jobs Scoring Results Reports Assistants

< Back ✉ Email 🖨 Print Invoice

Invoice for Test Rider 1 **+ Add Line to Invoice ▾**

Provincial Championships 2024 TEST

Hants Exhibition Arena 2024-10-11 — 2024-10-14
 221 Wentworth Road Secretary: Charlotte Grace
 Windsor, NS Email: nsefservices@sportnovascotia.ca
 B0N 2T0 Phone: 902-425-5450 Ext. 342

Create Invoice Note

Invoice Breakdown

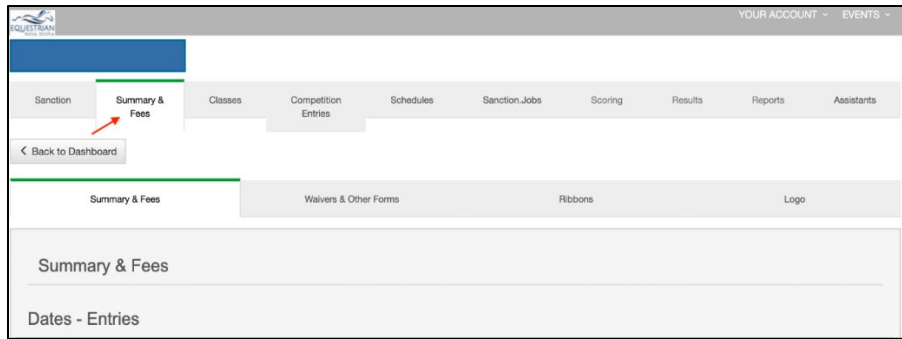
Charge	Charge Type	Item	Note	Quantity	Price per Item	Credit	Total Charge
Participant Fees							
<input type="checkbox"/> Edit Charge	Per Rider/Horse Team	Test Horse 1		1	\$25.00		\$25.00

Select All the class in which the athlete earned money, and hit save

For more options to view and add payments, see “Reports” for breakdowns by group name, individual athlete, an overview of charges, and access invoices.

Missing information on Invoices:

When reviewing your invoices, on occasion there can sometimes be discrepancies in charges if changes have been made to the entry. To fix this you are going to go to the Summary & Fee’s Tab.



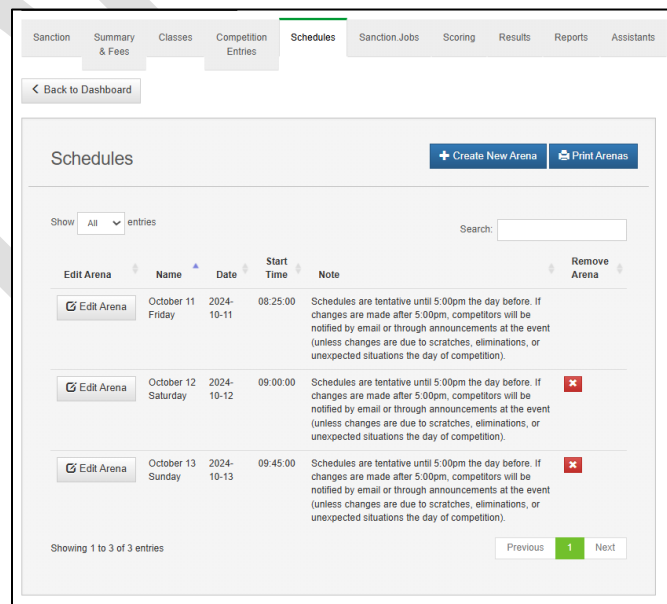
Then select “Update” at the bottom.



If this does not fix your invoice discrepancy, please reach out to an ENS staff member.

Schedules:

The next tab is “Schedules” where you will find the arenas you created in the sanctioning section of the competition creation. If you did not create an arena initially, one can be set here. *Classes must be entered in an arena in order to enter results for the competition.* You can create arenas if your competition is running multiple arenas or running over multiple days. To edit an already created arena, select “Edit Arena” to the left side of each arena.



The following section will appear. Here you can edit the date and time for the arena, add or remove classes, and set the schedule. This is where you will input what arena and/or day your are creating the schedule for. Enter a date and select a time (time is recorded as a 24hr clock hh:mm:ss) for your schedule to start.

The screenshot shows the 'Save Arena' form with the 'General' tab selected. The form includes the following fields:

- Name:** October 11 Friday
- Date:** 2024-10-11
- Start Time:** 08:25:00
- Note:** Schedules are tentative until 5:00pm the day before. If changes are made after 5:00pm, competitors will be notified by email or through announcements at the event (unless changes are due to scratches, eliminations, or unexpected situations the day of competition).

Buttons for 'Full Schedule', 'Schedule Overview', 'Break Sheet', and 'Announcer Sheet' are visible at the top. A '+ Save Arena' button is at the bottom.

Class:

Under the "Class" tab you will add classes to each arena. To add a class, select "+Add Class Test to Arena" on the right-hand side of your screen. This will open up a list of unassigned classes. Select the check box by each class you would like included in this arena then select "Save Class Test" at the bottom of the list

The screenshot shows the 'Save Arena' form with the 'Class' tab selected. It displays a 'Class Schedule' table with the following data:

Name	Test Name	Judge(s)	Order	Time Differential	Min Time Differential Group	Action
Jumper - 0.85m - Class 3 — Schooling	Jumper - 0.85m - Class 3		1	2 Minutes		<input type="checkbox"/> Edit ✖
Jumper - 0.90m - Class 1 — Welcome	Jumper - 0.90m - Class 1		2	2 Minutes		<input type="checkbox"/> Edit ✖
Jumper - 0.90m - Class 2 — Speed	Jumper - 0.90m - Class 2		3	2 Minutes		<input type="checkbox"/> Edit ✖

Buttons for 'Full Schedule', 'Schedule Overview', 'Break Sheet', and 'Announcer Sheet' are visible at the top. A '+ Add Class Test to Arena' button is on the right. A search bar and pagination controls (Showing 1 to 3 of 3 entries, Previous 1 Next) are at the bottom.

Select a Class Test to Add to October 11 Friday

Competition Tests

Select Class Test	Class Name	Test Name	Test Number	# Entries	Min. Number of Tests Between Each Performance
<input type="checkbox"/>	Dressage - Second Level - Test 2	Dressage - Second Level - Test 2	1	0	0
<input type="checkbox"/>	Dressage - Second Level - Test 3	Dressage - Second Level - Test 3	1	0	0
<input type="checkbox"/>	Dressage - Third Level - Test 2	Dressage - Third Level - Test 2	1	0	0
<input type="checkbox"/>	Dressage - Third Level - Test 3	Dressage - Third Level - Test 3	1	0	0
<input type="checkbox"/>	Western Dressage - Level 2 Test B	Western Dressage - Level 2 Test B	1	0	0
<input type="checkbox"/>	Western Dressage - Level 2 Test C	Western Dressage - Level 2 Test C	1	0	0

[Save Class Tests](#)

[Close](#)

Schedule:

This is where you will begin to build the schedule for the day. This is also where you can print announcer sheets, randomize order or go's/tests and add in breaks. The following pictures will explain what each button means on the schedule.

Once your schedule is completed, you will be able to print the schedule, overview, break sheet and announcer sheet from the top of this page.

< Back

Save Arena

[Full Schedule](#)
[Schedule Overview](#)
[Break Sheet](#)
[Announcer Sheet](#)

General Class **Schedule**

Randomize Order of Tests

Schedule Current Status: Preliminary

Break Time

Jumper - 0.85m - Class 3 — Schooling ↑ ↓ ↺ ↻ [Add Entry](#) [Randomize Class](#)

Judge(s):

Save Schedule Order

Start Time	Participant	Exhibitor Number	Horse	Entry Group Name	Schedule Order
08:30 am	Test Rider	Test Rider 1	Test Horse 1	Trainers	1

The arrows next to each class name will move the class around the schedule. This arrow will move the class and its entries to the beginning of the day.



This arrow will move the class one class earlier on the schedule



This arrow will move the class one class later on the schedule



This arrow will move the class to the last class of the day



This arrow will combine the class with the class prior. This can be used if a group of classes are riding the same test, you can run all the classes together, and place separately.



This arrow combines with the class following.



This button can be used to quickly add an entry to the class.



This button will randomize your order of tests/entries in class.



Break time adds a break in the spot you click it. You can edit to adjust time, name the break and add any notes about the break as shown below.

The screenshot shows a web form for adding a break. At the top left is a '< Back' button. The form contains the following fields:

- Duration:** A text input field containing the number '20'.
- Min Time Differential Group:** An empty text input field. Below it is a small note: 'Only use when multiple entries compete together in the arena at the same time'.
- Name:** A text input field containing 'Tractor Break'.
- Note:** A larger text input field for additional details.

At the bottom left of the form is a '+ Save' button. The top right of the page shows 'YOUR ACCOUNT' and 'EVENTS' with dropdown arrows.

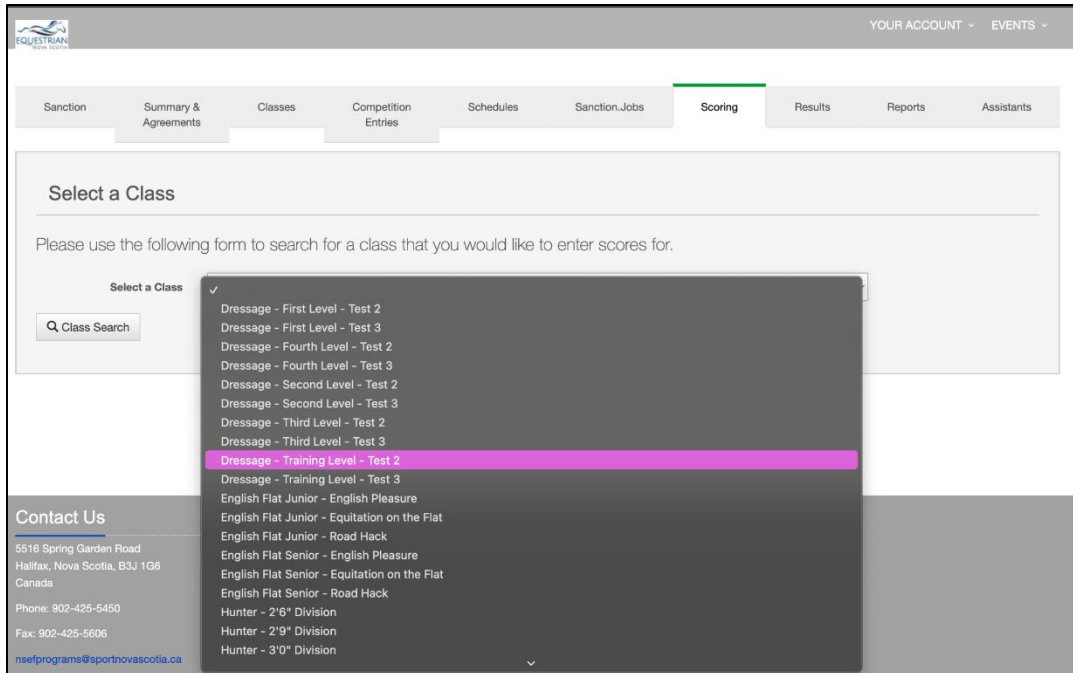
Score:

Scores are entered using the “Scoring” tab at the top of your screen. Three options are available under the scoring tab: “Print Score Cards/Labels”, “Enter Score by Class” and “Find Classes with Missing Scores”.

To enter scores into the system, select “Enter Score by Class”.

The screenshot shows the main navigation menu of the EQUESTRIAN system. The page title is 'Provincial Championships 2024 TEST'. The navigation tabs include: Sanction, Summary & Fees, Classes, Competition Entries, Schedules, Sanction.Jobs, Scoring, Results, Reports, and Assistants. The 'Scoring' tab is currently selected and highlighted. A dropdown menu is open from the 'Scoring' tab, showing three options: 'Print Score Cards/Labels', 'Enter Score by Class', and 'Find Classes With Missing Scores'. Below the navigation menu, there are additional sections: 'Summary & Fees', 'Waivers & Other Forms', and 'Logo'. A '< Back to Dashboard' button is located on the left side of the page.

Select which class you would like to add scores to from the drop-down menu that appears.



Entering scores is based on how the class was set up to begin with. You will either be entering scores and the system will place the class based on class rules or you can enter placings without scores. For both scores and placing scoring, you will enter the data in the white text boxes and select "Save Scores" at the bottom of the page when complete. You can also designate athletes as "Eliminated" or "Late Scratch" from here.

Scores

Score Entries for Dressage: Dressage - Training Level - Test 2 Dressage - Training Level - Test 2

Score Entries Enter a Score Next to Each Judge's Name

Search:

Judge List	Order	Judge Score	Test Number	Exhibitor #	Participants	Horses	Mark/Unmark Eliminated	Late Scratch
Down Helm	1	<input type="text"/>	1		Test Rider 1	Test Horse 1	X Eliminated	X Late Scratch
Down Helm	2	<input type="text"/>	1		Test Rider 2	Test Horse 2	X Eliminated	X Late Scratch
Down Helm	3	<input type="text"/>	1		Test Rider 3	Test Horse 3	X Eliminated	X Late Scratch
Down Helm	4	<input type="text"/>	1		Test Rider 4	Test Horse 4	X Eliminated	X Late Scratch
Down Helm	5	<input type="text"/>	1		Test Rider 5	Test Horse 5	X Eliminated	X Late Scratch

Save Scores

Placings

Score Entries for Dressage: Dressage - Training Level - Test 2 Dressage - Training Level - Test 2

Score Entries Enter a Score Next to Each Judge's Name ➕ Add Entry

Search:

Judge List	Judge Placing	Order	Test Number	Exhibitor #	Participants	Horses	Mark/Unmark Eliminated	Late Scratch
Dawn Helm	<input type="text"/>	1	1		Test Rider 1	Test Horse 1	✖ Eliminated	✖ Late Scratch
Dawn Helm	<input type="text"/>	2	1		Test Rider 2	Test Horse 2	✖ Eliminated	✖ Late Scratch
Dawn Helm	<input type="text"/>	3	1		Test Rider 3	Test Horse 3	✖ Eliminated	✖ Late Scratch
Dawn Helm	<input type="text"/>	4	1		Test Rider 4	Test Horse 4	✖ Eliminated	✖ Late Scratch
Dawn Helm	<input type="text"/>	5	1		Test Rider 5	Test Horse 5	✖ Eliminated	✖ Late Scratch

✔ Save Scores

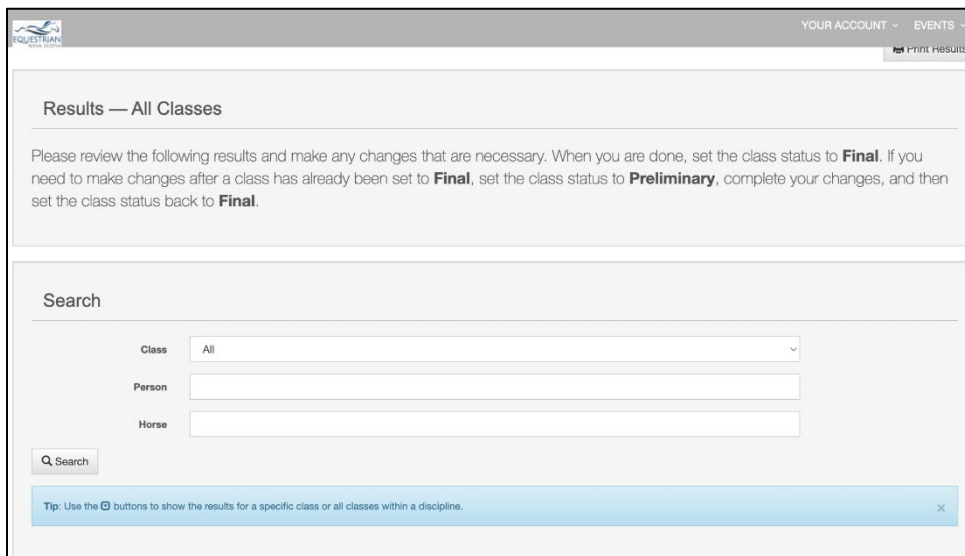
Results:

Once you have entered scores or placings for a class, you will be able to view results from the “Results” tab. From this tab you can view results for all classes, see competition specific awards and export results data. To View Current Results, or to Finalize your results, please go to the results tab and select “All Classes”.

Sanction Summary & Agreements Classes Competition Entries Schedules Sanction Jobs Scoring **Results** Reports Assistants

➔ All Classes
➔ Competition Specific Awards
➔ Export Data

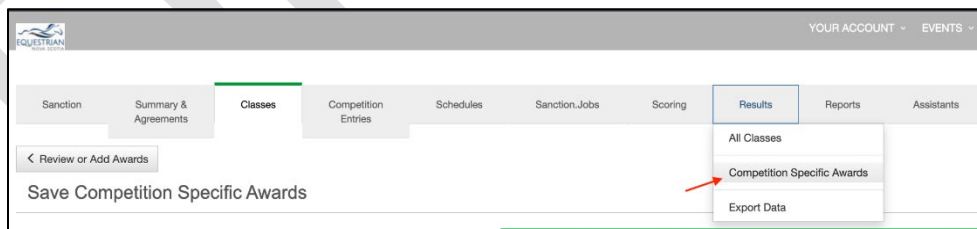
In the “All Classes” tab you can look results up by athlete, horse, or specific class. You can also browse all results.



It is very important that once you have reviewed your results that you switch the status of all classes to final. You do this going to the top right of each class, clicking “Current Status Preliminary”, and selecting “Final” from the drop down. **This MUST be done in order to process any payouts and finalize invoices.**



In the results section you can also view the current standings for you overall awards. To do this select “Competition Specific Awards” from the “Results” tab at the top of your screen.



Please wait for the following page to upload, this may take a moment. On this screen you can view the results from each class, how many points were earned, and overall standings for the award.

YOUR ACCOUNT ▾ EVENTS ▾

English Senior Overall

Class Name	# of Entries
English Flat Senior - English Pleasure - English Pleasure	5
English Flat Senior - Road Hack - Road Hack	5
English Flat Senior - Equitation on the Flat - Equitation on the Flat	5

Placing

Name	Horse Name	English Flat Senior English Pleasure	English Pleasure English	English Flat Senior Equitation on the Flat	Equitation on the Flat	English Flat Senior Road Hack	Road Hack
Test Rider 1	Test Horse 1						
Test Rider 2	Test Horse 2						
Test Rider 3	Test Horse 3						
Test Rider 4	Test Horse 4						
Test Rider 5	Test Horse 5						

Points from above

Name	Horse Name	English Flat Senior English Pleasure	English Pleasure English	English Flat Senior Equitation on the Flat	Equitation on the Flat	English Flat Senior Road Hack	Road Hack	Total Points
Test Rider 1	Test Horse 1	0		0		0		0
Test Rider 2	Test Horse 2	0		0		0		0
Test Rider 3	Test Horse 3	0		0		0		0
Test Rider 4	Test Horse 4	0		0		0		0
Test Rider 5	Test Horse 5	0		0		0		0

Standing for English Senior Overall

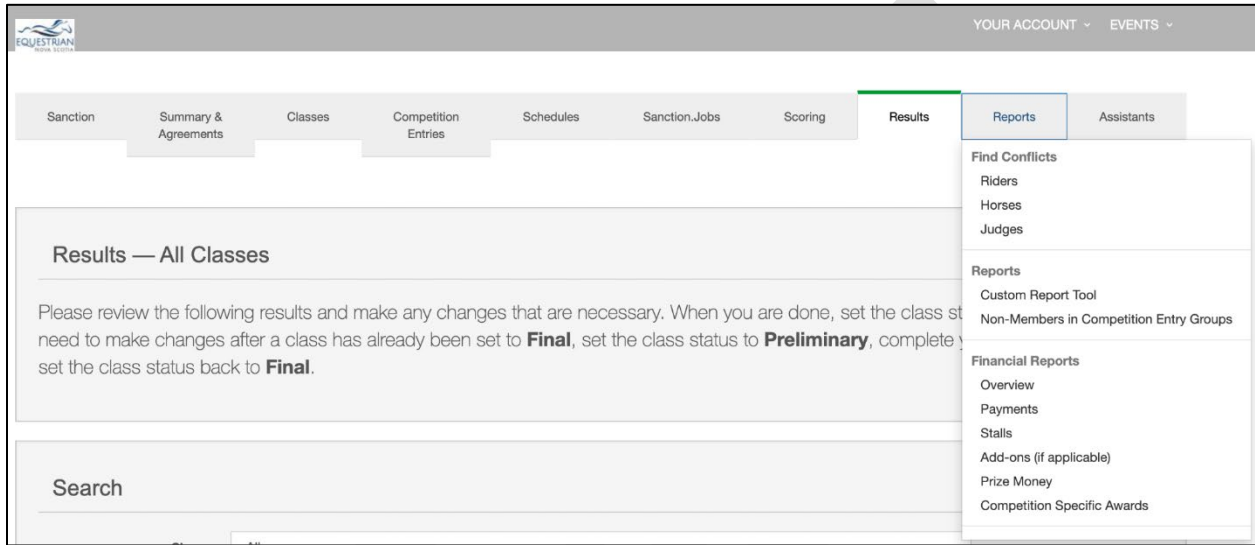
Name	Horse Name	Total Points
Test Rider 5	Test Horse 5	0
Test Rider 4	Test Horse 4	0
Test Rider 3	Test Horse 3	0
Test Rider 2	Test Horse 2	0
Test Rider 1	Test Horse 1	0

Reports:

Here you will find reports to help with the details of your competition. Each report can be found under the "Reports" tab at the top of your screen.

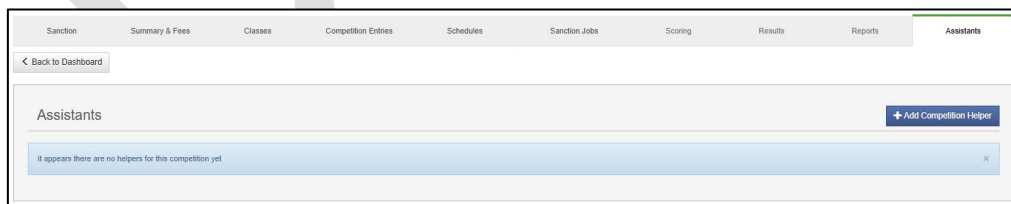
- **Find Conflicts:** These reports will find any conflicts between athletes, horses, or judges entered in your competition.
- **Custom Report Tool:** This allows you to create custom reports to pull data from entries
- **Non-Members in Competition Entry Groups:** This report will show if any entries have an expired Equestrian Nova Scotia membership.
- **Overview:** This report shows breakdowns of fees by item and by entry group

- **Payments:** This report is a list of entries with their invoices. Competition managers can add payments from this page by selecting the invoice icon on the right hand side of the entry
- **Stalls:** This report shows what stall options have been purchased
- **Add-ons (if applicable):** This report shows which add-ons have been purchased.
- **Prize Money:** This report shows prize money payouts by entry group and by class
- **Competition Specific Awards:** This report shows competition specific awards by class



Assistants:

In this slot, you can add in an assistant to help with competition management. This may be someone to input results for you or a show secretary accessing the system on the competition date. The person added as an assistant will have access to all information stored under the “Competition Management” section of your competition. They will not have access to the “Sanction” section of the competition. To add an assistant, go to the “Assistants” tab and select “+ Add Competition Helper”. Please note that assistants must be current ENS members.



The following search box will appear. Type in the full name as it appears on their ENS Membership.

Add Competition Helper

Need help managing your competition? Add a helper to your competition in order to allow others to gain access to your competition from the "My Competitions" tab on the "Dashboard".

Full Name

Username

Email

Member #

If the person is a current ENS member, the below box will appear. Select “+ Competition Helper” to add this person as an assistant on your competition. Once selected, the assistant will be able to access your competition when they log into their account on nsef.horsesport.pro.

Add Competition Helper

Need help managing your competition? Add a helper to your competition in order to allow others to gain access to your competition from the "My Competitions" tab on the "Dashboard".

Full Name

Username

Email

Member #

Search Results

Show entries Search:

Add Helper	Member #	Person	Gender
<input type="button" value="+ Competition Helper"/>	2910100	TrainerBob NSEF	Non-Binary

Showing 1 to 1 of 1 entries

We hope you found this “How-to” guideline helpful and useful!

As always, if you require any assistance, please contact us at nsefservices@sportnovascotia.ca

Have a wonderful, fun and safe competition season!

Kindest regards, The Team from Equestrian NS