

## Instructions for Entering Wyn Shows 2021

You will need to download and sign the signature page found at [http://www.wynfarm.com/uploads/5/1/5/3/51532665/wyn\\_farm\\_show\\_entry\\_agreement\\_2021.pdf](http://www.wynfarm.com/uploads/5/1/5/3/51532665/wyn_farm_show_entry_agreement_2021.pdf) and upload it to your computer prior to start any entry. You will also need your coggins uploaded with vaccination history for EHV and Equine Influenza (if riding for points with USEF lite and AQHA) saved to your computer as well.

All entries created in the system are submitted to us whether you pay by credit card online or by check. If you'd like to mail a check, just choose print entry, and mail along with your check.

There is a fee associated with online entries paid by credit card. This fee is charged by Equestrian Entries, and not by Wyn Farm. Please pay by check made to **Wyn Farm** and mail to 3100 Noble Rd Williamston MI 48895.

Steps to Enter Show:

### **Prior to show opening:**

1. You need to create your rider, owner, trainer, and horse profiles and upload entry documents to make the entry process easier.
2. Create your account at eqentries.com by making an "entrant" account. Go to your email for your confirmation to finish the creation process.
3. Once logged in at Eq Entries, click the "entries" tab to create the following profiles:
  - a. Rider
    - i. Select new rider and enter all information
    - ii. If you do not know all of the information enter 0's in the boxes. You must enter all of these to move to the next step.
  - b. Owner
    - i. Select new owner and enter all information if rider is not also an owner from previous step
  - c. Horse
    - i. Select new horse and enter all information
  - d. Trainer (required)
    - i. Select new trainer and enter all information
  - e. Coach (optional)
    - i. Select new coach and enter all information
  - f. Documents
    - i. Click upload entry document, you must upload:
      1. PER HORSE: a current coggins with vaccination history for EHV and Equine Influenza (if riding for points with USEF lite and AQHA)

2. PER RIDER: a signed signature agreement that can be found at [http://www.wynfarm.com/uploads/5/1/5/3/51532665/wyn\\_farm\\_show\\_entry\\_agreement\\_2021.pdf](http://www.wynfarm.com/uploads/5/1/5/3/51532665/wyn_farm_show_entry_agreement_2021.pdf)
4. You will now be ready to enter a show when open!

### **When Show is Open:**

Go to eqentries.com and log in

1. Click the show calendar tab and click "Sign Up" for the correct show.
2. Step 2: Entry Info
  - a. Add rider from drop down or create new rider
  - b. Add horse from drop down or create new horse
  - c. Add trainer from drop down or create new trainer
  - d. (Optional) Add coach from drop down or create new coach
3. Step 3: Choose Classes
  - a. Select classes for each day of showing, up to 2 tests per day for a total of no more than 4 classes.
  - b. Please choose the correct division as well in case we need to further split classes. Failure to specify division may result in being placed in Open.
4. Step 4: Stabling, Tack Stalls, RVs
  - a. Select if the horse is already entered with another rider or not
    - i. If you are sharing a horse, Rider 1 must answer YES and Rider 2 must answer NO for the system to process fees correctly. Please plan ahead with your other rider if this applies to you!
    - ii. IF NO (sharing a horse): Select "no" to grounds fee, and fill in correct rider info
    - iii. IF YES (not sharing a horse/ Rider 1 if sharing):
      1. Choose if you will need a stall Yes or No
      2. YES - STALL
        - a. Choose arrival and end dates
        - b. Type in ONE BARN/GROUP NAME for who you would like to stable near
        - c. Select shavings number if needed
        - d. Camping Yes or No
      3. NO - HAUL IN
        - a. Select how many days hauling in
        - b. Up to 3 days (Friday schooling, Saturday show, Sunday show)
      4. Fill out rider info
5. Step 5: Fees and Donations
  - a. Confirm if horse is showing with another rider again Yes or No
  - b. Select any other applicable fees

- c. Non compete horse: Check the box first then select up to 2 show days (Saturday and/or Sunday)
6. Step 6: Signature Pages/ Coggins/ Entry Docs
  - a. If you haven't already uploaded the needed documents, you must click "upload/edit documents" to upload the following before the entry will be accepted:
    - i. Current coggins dated within 1 Year of the show date, with vaccination history for EHV and Equine Influenza within the last 6 months (if riding for points with USEF lite and AQHA)
    - ii. Signed Signature page with all required signatures that is posted at [http://www.wynfarm.com/uploads/5/1/5/3/51532665/wyn\\_farm\\_show\\_entry\\_agreement\\_2021.pdf](http://www.wynfarm.com/uploads/5/1/5/3/51532665/wyn_farm_show_entry_agreement_2021.pdf)
    - iii. Click "upload entry document" and select the correct files from your computer
    - iv. Once uploaded, "click back to my entry"
  - b. If already uploaded, check mark each document before clicking next
  - c. **YOU MUST HAVE BOTH DOCUMENTS CHECKED FOR THE ENTRY TO BE ACCEPTED!**
7. Step 7: Summary
  - a. Please review ALL INFORMATION under each tab to ensure it is all correct before clicking Save.
  - b. Click SAVE then PRINT ENTRY. Your entry is now submitted, You do not need to pay online for us to still get all of your information. **If you do not click SAVE then it is not submitted!! If you have any questions please reply to the entry confirmation email you received from Fox Village after the entry period has closed.** After printing the entry, please mail the entry printout and your check made to **WYN FARM** for the amount shown to Wyn Farm at 3100 Noble Rd Williamston MI 48895 the same day. If a check is not received within 5 business days of the entry being submitted, then it will be considered incomplete and we will move on to the next rider with a fully complete entry. Thank you!
  - c. ***New This Year!*** All entries will receive an entry confirmation for you to review and confirm the class selection was correct. This email will come within 48hrs of the shows entry period closing. Ride times will also be sent from the same process and sent by the Tuesday evening before the show. Any questions should go through these confirmation emails, to better allow show management to keep track of all questions for the riders.

If you need any help entering please email [helpme@eqentries.com](mailto:helpme@eqentries.com)

If you have Wyn specific questions please respond to the entry confirmation email, sent after the entry period has closed. If you don't receive an entry confirmation response with 48hrs after the entry period has closed please email us at [wynfarmshowseries@gmail.com](mailto:wynfarmshowseries@gmail.com).

Looking forward to showing with everyone!!