

## How to enter the show and pay online using [horseshowing.com](http://horseshowing.com)

We are excited that you will be joining us for the 2023 dmDickason Open Invitational of the Southwest Championship Horseshow. To make the process easier, you can now enter the show and pay online for FREE. Online entries can be paid by credit card and will be sent directly to the show secretary. You can choose to pay by check and send the entry fee to the show secretary **(Remember, entries and entry fees must be received before the entry close date. If paying by check, it must be postmarked by entry deadline.**

1. Open your browser to [www.horseshowing.com](http://www.horseshowing.com) and click on select show.
2. Click on "Upcoming" and then type in **2023 dmDickason Open Invitational**..., the show should come up as you type and you won't have to type in the whole show name. Click on the name of the show and you will be taken to the show's home screen. If you prefer, you can scroll down the list and find the show, they are listed by date.
3. You are now on the show's homepage. You can bookmark this page so that you can easily come back to it in the future. From this page, you can access the schedule, results, important show updates and class counts. To begin your online entries, choose the **enter online** button.
4. You are now on the main login screen. Click on Create Account at the bottom of the page to sign up for an account (it is free). Enter your email, name and create a password then "signup". You will be immediately re-directed back to the main log in screen, and can use your email and password to log in.
5. You are now on the home screen to start your entry! Click the start button in the lower left corner. To add people and horses click on the line labeled "people/horses".
6. You will now see a box in the center with two tabs, one labeled "people" and one labeled "horses". These tabs serve as an address book to house the information for each person and horse who will be needed to create your entries. You will only need to complete this step the first time you enter, from then on, all people and horses will be saved, and you will only need to add any new horses or people the next year or show. Be sure you are on the "people" tab and then in the bottom left corner, choose "Add."
7. Enter the information for the person you wish to add. **Repeat this process for each Trainer, Owner, Coach and Rider/Handler** who you will need to put on your entry form. Each box must be filled in, if you do not have that information, enter 0's, things can be added later if needed.
8. You can then repeat the process for horses by changing to the horse tab and again choosing "add". Do this for each horse who you will enter. NOTE: YOU MUST HAVE THE OWNER IN YOUR LIST OF PEOPLE PRIOR TO ADDING A HORSE FOR THAT OWNER.
9. Once you have your people and horses added click close in the right corner of the box and you will be returned to the blue screen. Click start in the lower left corner as you did before, this time choosing "Create Entries".
10. Choose the dmDickason Open Invitational of the Southwest Horseshow by scrolling down the list. Click once on the show to turn the bar blue and then click select.

11. You are now ready to fill out your entry. From this screen you will add the horse, trainer, rider, classes, and entry fees. You will not need to put anything in the part labeled "sections". To add a horse, click on the horse to highlight the horse's name in blue. Then drag the blue bar to the right over the "Name:" field.
12. Now add the Trainer and Rider/Handler by clicking the + next to People on the left column. Highlight the person you'd like to add, and then drag them over to the proper space. **Remember, for this show there should be only one horse and one rider/exhibitor per entry.**
13. Click on the box next to classes to add classes. Double check to make sure you entered only the classes you want.
14. Once you have the classes added, you will move on to the "Stalls and Fees" section by clicking the + next to this bar on the left column. Here you can choose how many you want (this is optional, if you do not want stalls, do not click on it).
15. Click OK in the bottom right once all fees have been added. You will get a pop-up telling you that your entry has been SAVED and asking if you'd like to create another entry. Choose yes if you have more horses to enter, or no if you do not. If you choose Yes, you will be back at the main entry screen and you can repeat the process for each horse. NOTE: If a horse has an entry created it will say "entries: 1" next to the horse, so that you can keep track of which entry is done and which is not. You can enter the same horse with multiple riders but there can be only one horse/rider combination per entry.
16. Once all your entries have been created and saved the final step is to submit them to the show. Again, go to the start button and click. Choose "Status/Submit Created Entries to Horse Show"
17. The box which appears will have a list of all your created entries. You can choose each entry, or choose multiple entries to submit by clicking each entry. Click "Submit Created Entries".
18. TO PAY BY CHECK: you will see a box pop up with your selected entries to confirm which entries you are submitting. Click OK to submit your entry. You will then need to mail your check to the secretary for the full amount of your entries. Checks should be made out to JMJ EnterpriZes.
19. TO PAY BY CREDIT CARD: A pop-up will notify you that you must make a payment for your entries directly to the show. Click ok. Fill in your payment information and choose "purchase." Please note there is a 3% transaction fee for cards).
20. Once your entry is submitted you will have a chance to print your submission report. Keep this report as a record of your submission. You can mail a copy of this report with your check if you choose to pay by check.

That's it. You have entered the dmDickason Open Invitational of the Southwest Championship Horseshow online. This may seem difficult, but it is actually easy and allows you to enter all of your people and horses in one area without having to create a paper entry for each horse/rider combination.

If you have any questions please call Dani Joyner at 915.276.7621 or e-mail me at [joynerdg@gmail.com](mailto:joynerdg@gmail.com)

We look forward to seeing you!