

FV Show Setup for EE Interface - Managers Guide Part II

System and Custom Fees

Read this section carefully, as it dictates what fees will be charged to the entrants. If you have a specific fee NOT covered in this section, please email Helpme@eqentries.com

System Fees Tab

Descriptions in System Fees can not be changed. Use System Fee Tab for things that are fairly standard. Select as applicable to the specific show.

DrugHorse USEF

Rate: \$15
Type: OF
A: Check box
OE: Check box
OE Fee Type: USEF Drug & Medication Fee
OE Occurance: Per Show

Note: The \$15 USEF Drug fee is currently being charged to all EE entries, regardless of class entered. If the fee is not applicable, it will need to be refunded. - There is no way to change this at the moment. Will have a feature to remove the fee soon.

Haul in Fee

Rate: \$\$
Type: SO
OE: Check box
OE Fee Type: Grounds/Haul-In Fee
OE Occurance: Per Day or Per show

Fee will be charged to anyone not selecting stabling.

RV Hookup

Rate: \$\$
Type: OF
OE: Check box
OE Fee Type: RV (hook up) Fee
OE Occurance: Per Day, Per Night or Per show as needed

Fee will be charged only if RV space is requested.

USEF and USDF Non-member fees

- These fees insure that non-member fees for USEF and USDF are charged to to all parties missing a verified membership as required by each organization.
- If you do NOT wish to collect non-member fees with the entry, you can change the Rate to \$0. Fee will then be charged at the rate of \$0 dollars.

Sample System Fees

Use System Fees for the most basic fees. Recommend using Custom Fee section for Stabling, Office Fee, and other fees.

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
Additional Stabling	\$0.00	SO	<input type="checkbox"/>	<input type="checkbox"/>	Grooming Stall	per Day
Bedding/Shavings	\$0.00	SB	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Daily Stabling	\$0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Day Stall	per Day
Daily Tackstall	\$0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Day
Donations	\$0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Drug/Horse USEF	\$15.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	USEF Drug & Medication Fee	per Show
Entry Charge	\$0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Haul In Fee	\$30.00	SO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grounds/Haul-In Fee	per Day
Horse Recording Application	\$0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Membership Recording Application	\$0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Package A Stabling	\$0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Package A Tackstall	\$0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Package B Stabling	\$0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Package B Tackstall	\$0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Processing Fee	\$0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
RV Hookup	\$0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	RV (hook up) Fee	per Show
USDF Non-member	\$25.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	USDF Non-Member Fee	per Show
USEF Non-member	\$30.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	USEF Non-Member Fee	per Show

Qualifying Class Entry Fee: \$10.00

A - Automatic
OE - Publish with online entry submission
* - Applies to online entry submission only

Use the **A** column as you always have for Auto fees in Fox Village. This does NOT impact the feed to EE.

Select the **OE** box for any fee that you want charged through Equestrian Entries.

Custom Fees Tab

Custom fees can be used for most any other fee or optional cost that you have. Encourage putting the \$\$ in the description as this tells the entrant the cost of the fee or option.

Office fee:

This is the office fee charged to ALL entries.

Description: Name of fee and \$\$\$. Example - Office Fee \$25

Type = OF

Check OE box

OE Fee Type = Office Fee

OE Occurrence = per day or per show as needed

This fee will be charged to ALL entries.

*Note: OE Type "Office Fee" can only be used ONCE.

If you have additional **fee to mail in the entry**, add a Custom Fee as follows:

Description: Mail Entry Fee. Example - Mailing Entry? \$5 - check box

Type = OF

Check OE box

OE Fee Type = Custom

OE Occurrence = Yes

*This fee will only be applied to the total if the entrant **SELECTS** the fee box.*

GMO or other Membership fee:

If you have a local GMO or other group **that requires membership**, or **have to pay a non-member fee**, you can setup the fee to be paid if they do not have membership.

Description: GMO non-member fee. Example - CDS non-member fee \$10

Type = OF

Check the OE box

OE Fee Type = Local 1, 2 or 3 (You can up to 3 Local groups)

OE Occurrence = Per Show

(How fee is to be setup and applied will be covered in information for Show Preferences/Membership page.)

Each Local fee can only be used ONCE. You can have up to 3 Local or Other groups.

Fee will be applied only to the entries that do not have the membership needed.

Non-Compete Horse:

Description: Non-Compete Horse \$\$

Type = OF

Check OE box

OE Fee Type = Custom Fee

OE Occurrence = Yes

Fee will be charged if competitor selects the fee. If you are charging per day, you need to setup a Custom Fee for EACH day. Example: Non-Compete Saturday \$15, and Non-Compete Sunday \$15

Shavings:

Shavings are input with the fee charged per bale. Entrant can select how many they desire.

Shavings option must be put in exactly as follows to enable use:

Enter in Custom Fee Section.

Description: Shavings \$\$ per bale

Type = SB

Check OE box

OE Fee Type = Shavings/Bedding

OE Occurrence = NO

Note: OE Type "Shavings/Bedding" can only be used ONCE.

This fee allows the entrant to input the quantity of bales desired, and is multiplied by \$\$ for total charged.

Stabling:

Recommend using Custom Fees for stabling to provide descriptions.

Description: Include what the stall is for and \$\$ amount

Examples: Overnight horse: \$35 per night, or Tack Stall: \$125 per weekend.

Types = SS for Horse Stall, ST for Tack Stall, SO for other - like grooming stall

Check OE box

OE Fee Type = Select appropriate type as Grooming, Tack, Day or Overnight

OE Occurrence = Per Day, Per Night, or per show as the fee is to be applied.

**Occurrence is important. If fee input as \$30 PER NIGHT, and the competitor selects Friday/Sat, they will be charged \$30. If fee is PER DAY, and the competitor selects Friday/Sat they will be charged 2 X \$30 = \$60 total.*

Late Entry Fee:

Late fee is applied only if you allow entries after the initial closing date. You will be given a choice of a closing date and a FINAL closing date. If you want to charge a late fee after the initial closing date, then input a late fee in the custom fee section.

Description: Late Fee

Type = OF

Check the OE box

OE Fee Type = Late Fee (Select Late Fee Per Entry, or Late Fee Per Class as appropriate)

OE Occurrence = Per Show

This fee will only be applied to entries created after the original closing date.

Mandatory Fees:

If you have a **MANDATORY** fee charged to ALL competitors, you can add a fee and use the OE Fee Type "Mandatory".
(Example: Fee For a CDI HIP \$35 Discipline Fee, or Additional \$8 CDI Drug fee.)

Description: Mandatory Fee (Example: Night watchman \$15 Mandatory fee)

Type = OF

Check the OE box

OE Fee Type = Mandatory

OE Occurrence = NO

This fee will be applied to ALL entries.

Other Fees:

Other fees can be covered in the Custom Fee section, like party tickets, contributions, vendor fees, etc. To make a fee available to the entrant, be sure to check the OE box, select OE Fee Type "Custom", and OE Occurrence "Yes".

Sample of Custom Fees

The **A** box does not impact the fee to Equestrian Entries. This is for YOUR FV use only.

OE means the fee will be sent to Equestrian Entries. If OE box is checked, you must have an OE Fee Type and Occurrence.

The description is what the competitor sees. Make sure it includes \$\$, and accurate descriptions.

Hint: State specific or other mandatory fees: Set up with OE checked, OE Fee Type: Mandatory, and OE Occurrence: NO

Continue to use the fee section in FV as you have in the past. Just do NOT check the OE box for any fee that would not typically be paid in ADVANCE by the competitor using a paper entry. In-house fees like "Entry not correct", or "Bounced check fee" will only confuse the competitor and clutter the entry pages.

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
CDFA	\$5.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mandatory	No
CDS Non-Member fee	\$10.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Local 1 Level	per Show
CDS Travel Grant	\$2.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mandatory	No
Horse Stall \$35 per day	\$35.00	SS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Overnight Stabling	per Day
Horse Stall Tues to Thurs \$75	\$75.00	SS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Overnight Stabling	per Show
Late Entry Fee \$15	\$15.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Late Fee - per Entry (if applicable)	per Show
Mailing Entry? \$10 -Check Box	\$10.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fee	Yes
Mandatory Fee	\$5.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mandatory	No
Non-compete horse	\$25.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fee	per Day
Office Fee \$15	\$15.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Office Fee	per Show
Shavings	\$9.00	SB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Shavings/Bedding	No
*	\$0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

OE Fee Type ONE time use only: Office Fee, Shavings/Bedding, USEF Drug Medication Fee.

Special Custom fee for Qualifying Classes other than the USDF/GAIG:

If you have a qualifying fee for a Regional competition, the fee charged needs to be setup in Custom Fees.

Description: Qualying Class - Example: SWDC Qualifying \$8 class one

Rate: \$\$ required per class

Type: OF

Check OE Box

OE Fee Type: Custom

OE Occurance: YES

Put in as many as are possible for the competitor to add to their classes. For a multi day show, you may need to have several for competitor to add to their entry. (Example: SWDC Qualifying \$8 class two, etc.)

This fee will be applied ONLY if the competitor selects the box.

System Fee Basics

Use the System Fees page for BASIC fees.
Recommend using Custom Fee page for most fees.

Checking the A box applies the auto fees in entry Fox Village only as you are accustomed to doing - this box does NOT impact what is fed to Equestrian Entries.

For the fee to be applied/available to entries in Equestrian Entries, check the OE box.

Shot Fees

System Fees Custom Fees

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
Additional Stabling	\$0.00	SO	<input type="checkbox"/>	<input type="checkbox"/>	Grooming Stall	per Day
Bedding/Shavings	\$0.00	SB	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Daily Stabling	\$0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Day Stall	per Day
Daily Tackstall	\$0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Day
Donations	\$0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Drug/Horse USEF	\$15.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	USEF Drug & Medication Fee	per Show
Entry Charge	\$0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Haul In Fee	\$25.00	SO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grounds/Haul-In Fee	per Show
Horse Recording Application	\$0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Membership Recording Application	\$0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Package A Stabling	\$0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Package A Tackstall	\$0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Package B Stabling	\$0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Package B Tackstall	\$0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Processing Fee	\$0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
RV Hookup	\$50.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RV (hook up) Fee	per Show
USDF Non-member	\$25.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	USDF Non-Member Fee	per Show
USEF Non-member	\$30.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	USEF Non-Member Fee	per Show

Qualifying Class

entry submission
entry submission only

Close

USEF and USDF fees are preset - recommend using the preset structure. However, if you do not want to collect non-member fees with the entry you can change the Rate to \$0 - Non-members will then be charged a non-member fee of \$0 on the entry - you can then change these fees back after publishing show to Equestrian Entries.

Custom Fee Basics

Custom Fees can be used for most any fee. The following are examples of how custom fees can be used.

Only fees with OE box checked will be applied to entries on Equestrian Entries.

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
CDFA Drug Fee	\$5.00	OF	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CDI Additional Drug Fee \$8	\$8.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mandatory	No
CDI HIP Fee \$35	\$35.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mandatory	No
CDI Night Watchman \$15 Mandatory	\$15.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mandatory	No
CDI Overnight Stabling \$175 per show	\$175.00	SS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Overnight Stabling	per Show
CDS Non-Member Fee	\$10.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Local 1 Level	per Show
CDS Travel Grant	\$2.00	OF	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Grooming Stall \$150	\$150.00	SO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grooming Stall	per Show
Late Entry Fee	\$15.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Late Fee - per Entry (if applicable)	per Show
Mailed Entry \$5 - Check box	\$5.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fee	Yes
No cards Not filled out correctly	\$10.00	OF	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Office Fee	\$25.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Office Fee	per Show
Shavings \$9 per bale	\$9.00	SB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Shavings/Bedding	No
Tack Stall \$150	\$150.00	ST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tack Stall	per Show
USDF HID	\$20.00	OF	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
*	\$0.00		<input type="checkbox"/>	<input type="checkbox"/>		

Qualifying Class Entry Fee: \$10.00

A - Automatic
 OE - Publish with online entry submission
 * - Applies to online entry submission only

Descriptions are what the competitor sees on the entry. Make the description as clear as possible, and include the \$\$ amount.

Use the A column as you always have in FV. This makes the fee show up on the final fees page of the FV entry. This does NOT impact the feed to EE, but you may want to check and make sure that the fee does not appear twice on the downloaded entry, once From EE and once from the Auto Fee.

OE Fee types - # of uses/how applied:

- Office fee - ONCE/ applied to all entries
- Shavings/Bedding - ONCE/ \$ per quantity selected
- Mandatory - Multiple/ applied to ALL entries
- Local 1, 2 or 3 - ONCE EACH/applied to non-members
- Custom Fee - Multiple/applied if selected by entrant
- Stabling labels - Multiple/ applied per OE Occurrence designated