FV Show Setup for EE Interface - Managers Guide Part II System and Custom Fees

Read this section <u>carefully</u>, 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.

<u>RV Hookup</u> 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 <u>System Fees</u> for the most	
	basic fees. Recommend using	
	Custom Fee section for	
🐵 Show Fees	Stabling, Office Fee, and other	83
	fees.	
System Fees Custom Fees		
Description	Rate Type A OE OE Fee Type*	OE Occurrence*
Additional Stabling	\$0.00 SO	✓ per Day ✓
Bedding/Shavings	\$0.00 SB - Custom Fee	→ Yes →
Daily Stabling	\$0.00 SS 🔽 🔽 Day Stall	✓ per Day ✓
Daily Tackstall	\$0.00 ST - C Tack Stall	✓ per Day ✓
Donations	\$0.00 OF 🔽 🔽 Custom Fee	Yes ✓
Drug/Horse USEF	\$15.00 OF 🔽 🔽 🔽 USEF Drug & Medication Fee	✓ per Show ✓
Entry Charge	\$0.00 OF 🔽 🦵 🔽 Custom Fee	✓ Yes
/ Haul In Fee	\$30.00 SO 🔄 🦵 🔽 Grounds/Haul-In Fee	✓ per Day
Horse Recording Application	\$0.00 OF 🔽 🦵 🔽 Custom Fee	
Membership Recording Application	\$0.00 OF 🔽 🥅 🗂 Custom Fee	• Yes •
Package A Stabling	\$0.00 SS 🔽 🦵 🔽 Overnight Stabling	✓ per Show ✓
Package A Tackstall	\$0.00 ST 🔽 🦵 🔽 Tack Stall	✓ per Show ✓
Package B Stabling	\$0.00 SS 💽 🦵 🔽 Overnight Stabling	✓ per Show ✓
Package B Tackstall	\$0.00 ST 🖃 🦵 🔽 Tack Stall	✓ per Show ✓
Processing Fee	\$0.00 OF 🔽 🦵 🔽 Custom Fee	Yes ▼
RV Hookup	\$0.00 OF 🔽 🦵 🔽 RV (hook up) Fee	✓ per Show ✓
USDF Non-member	\$25.00 OF 🔽 🔽 USDF Non-Member Fee	✓ per Show ✓
USEF Non-member	\$30.00 OF 🔽 🔽 USEF Non-Member Fee	✓ per Show ✓
	\uparrow	
Qualifying Class Entry Fee	\$10.00 A - Automatic	
	OE - Publish with online entry submission * - Applies to online entry submission only	Close
Use the <u>A</u> column as you	Select	t the <u>OE </u> box for
always have for Auto fees	any fe	ee that you want
in Fox Village. This does		ed through
		-
NOT impact the feed to	Eques	strian Entries.
EE.		

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 = OFCheck 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.)

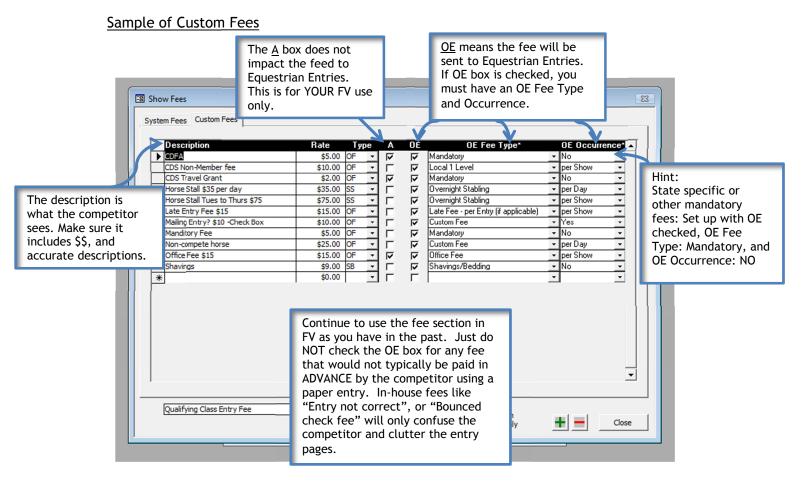
Description: Mandatory Fee (Example: Night watchman \$15 Mandatory fee)

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".



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

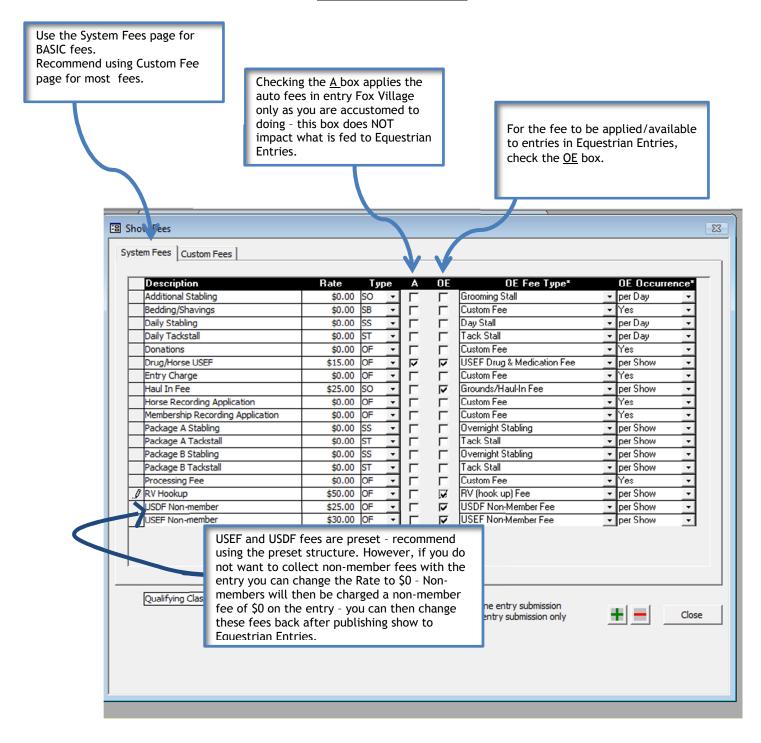
Special Custom fee for Qualifying Classes other than the USDF/GAIG:

If you have a qualifing 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



Custom Fee Basics

