FV Show Set up for EE Interface – Managers Guide Part III
Publishing Show to Equestrian Entries

The show must be published to Equestrian Entries from Fox Village for the entry download process to be available. Please read carefully to ensure a successful feed.

Step 1: Register the show

Click on the Register Show button.
You should get a confirmation that the show was successfully registered with Fox Village.

Step 2: Publish Show

Click on the Publish Show button.

Step 3: Complete the Publish Page

Online Entries Only – will prevent ability for competitor to print the entry.*

Stabling included in entry fee – use only if your entry fees include stabling.**

If offering stabling – input the first and last dates that stabling is available.

Input Opening date and Closing date for entries.

For closing select the time and time zone to end online entries.

If you are accepting late entries, check the YES box. You will then see the second closing date option.

Hint: You must have a Custom Fee - Late Entry fee to use the Late Entries close date. The fee will be applied to all entries input after the first closing date. Late Fee can = $0 if not charging for late entries.

Insert a URL if you have a website, and a URL that will direct the competitor to a PDF or location of your prize list.

Hint: Go to the web page where your prize list is located and cut and paste the URL from your browser to Fox Village.

Use the Custom Message boxes to communicate information to your entrants.

Examples: Specific needs regarding entry, like signature pages or Coggins requirements.

Note that each box appears on a specific page of the entry process.

You may also want to provide contact information, as this does not appear anywhere on the entry.

Publish Show

Welcome to the Publish Show Process.

Warning: Do not close Fox Village Dressage or shut down your computer during the publish show process.

Field	Value
Prize List URL	http://www.hossmoor.com
Show URL	http://www.hossmoor.com
Online Entries Only	☐ Select if you require 100% online entries
Stabling included in entry fee	☐
Stabling Open Date *	5/6/2011
Stabling Close Date *	5/8/2011
Entries Open Date *	4/13/2011
Entries Close Date *	4/23/2011
Entries Close Time *	11:00:00 PM
Entries Close Time Zone *	Pacific
Do you accept late entries?	☑ If yes, you must create a late entry fee
Late Entries Close Date *	4/30/2011
Late Entries Close Time *	11:00:00 PM
Late Entries Close Time Zone *	Pacific

Review Show Information (Required to publish show)

☐ Class Report
☐ Show Fee Report
☐ Judge Report
☐ Test Report

Custom message to entrants for the entry page where they choose "Horse, Owner, Rider, Trainer and Coach": "If you have any difficulties with entering the show, OR the fees do not look quite right to you - Contact the show manager directly - Laurie Daniel-Smith LDSonHorse@aol.com. Thank you for signing up online."

Custom message to entrants for the entry page where they choose "Show Classes"

Custom message to entrants for the entry page where they choose "Stabling": If stabling for the both the Saturday show, and the Sunday Schooling show, put all stabling on this entry. Day Stall is $35 per day. Over night is $35 per night.

Custom message to entrants for the entry page where they choose "Custom Fees": If mailing your entry, you must pay the $5 mailing fee - please check the Mailed entry box. Signature and Coggins are required. Please submit to Equestrian Entries OR bring with you to check in. No numbers will be given without Sig/Cog.

* Required to publish show

Validate   Edit Show Information   Edit Show Preferences

☐ By checking this check box, you agree that the information in the reports is correct.

Equestrian Entries Login
User Name

Publish   Cancel

Notes:

*ALL ENTRIES created on Equestrian Entries, whether submitted and paid online, or printed and mailed in with a personal check ARE AVAILABLE for you to import into Fox Village. It is not necessary to require 100% of the entries to have access to the entries. Remember, the competitor pays a fee to submit and pay online.

**Generally stabling is an option, and not included in entry fees. Select the Stabling Included box ONLY if you are providing stabling at no additional cost to the entry fee.

Step 4: Verify Show information

Welcome to the Publish Show Process.

Warning: Do not close Fox Village Dressage or shut down your computer during the publish show process.

Prize List URL	http://www.hossmoor.com
Show URL	http://www.hossmoor.com
Online Entries Only	☐ Select if you require 100% online entries
Stabling included in entry fee	☐
Stabling Open Date *	5/6/2011
Stabling Close Date *	5/8/2011
Entries Open Date *	4/13/2011
~~Entries~~ Close Date *	4/23/2011
~~Entrie~~s Close Time *	11:00:00 PM
~~Entrie~~s Close Time Zone *	Pacific ▾
~~Do yo~~u accept late entries?	☑ If yes, you must create a late entry fee
~~Late En~~tries Close Date *	4/30/2011
~~Late E~~ntries Close Time *	11:00:00 PM
~~Late E~~ntries Close Time Zone *	Pacific ▾

Review Show Information
(Required to publish show)

☑ Class Report
☑ Show Fee Report
☑ Judge Report
☑ Test Report

Edit Show Fees

Custom message to entrants ~~on th~~e entry page where they ~~choos~~e "Horse, Owner, Rider, ~~Traine~~r and Coach"

> If you have any difficulties with entering the show, OR the fees do not look quite right to you - Contact the show manager directly - Laurie Daniel-Smith LDSonHorse@aol.com. Thank you for signing up online.

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Validate   Edit Show Information   Edit Show Preferences   * Required to publish show

☑ By checking this check box, you agree that the information in the reports is correct.

Equestrian Entries Login
User Name [ ]

Publish   Cancel

First:

Click on each of the Show Information buttons to review.

This is required EACH time you publish the show, even if republishing a 2nd time.

Review is required before the Validate and Publish buttons become available.

Second:

Click the Validate button.

You will then be able to check the Agree box, enter your Equestrian Entries User Name.

Third:

Click on Publish.

If all is correct, you will get a popup that says Publish Successful.

You will then get an email that says your show was accepted by Equestrian Entries, or was not and why. If not accepted, correct as needed and repeat these steps to republish.

Hint: Email notification goes to the email address you indicated for Show Secretary.