### FV Show Set up for EE Interface - Managers Guide Part IV Entry Import

Please read through <u>carefully</u>, as entry import can impact the data in your Horse and Rider files. Make import selections carefully. If you need assistance please email info@foxvillage.com.

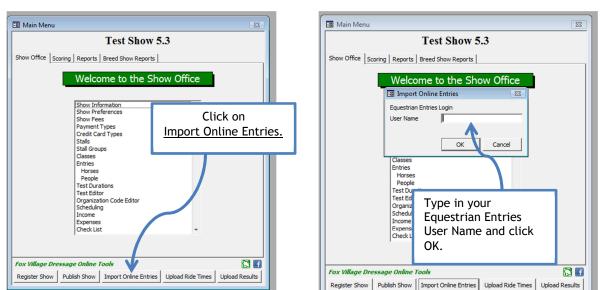
Note: Entry import function is only available for shows that were published to Equestrian Entries from Fox Village. See Manager Guide Part I, II and III for publishing instructions.

#### **Accessing Online Entries to Import**

From Fox Village open the show for the entries you would like to import.

Step 1:

Step 2



Step 3:

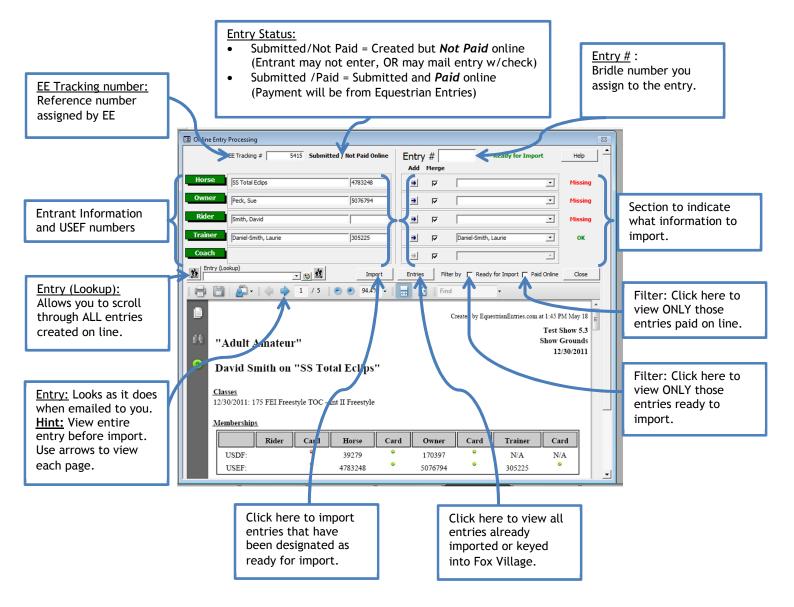
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Rider	Schneider, Georges	[4	943340	Password.						
Trainer	LikeToWin, Ida									
Coach	GoodRider, Ima	[		-	<b>Q</b>	oodRider, Ima				
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Step 4:

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)wner	Schneider, Jennifer Georges 261370 selections. See below								
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rainer	LikeToWin, Ida								
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#### Viewing Entries Online

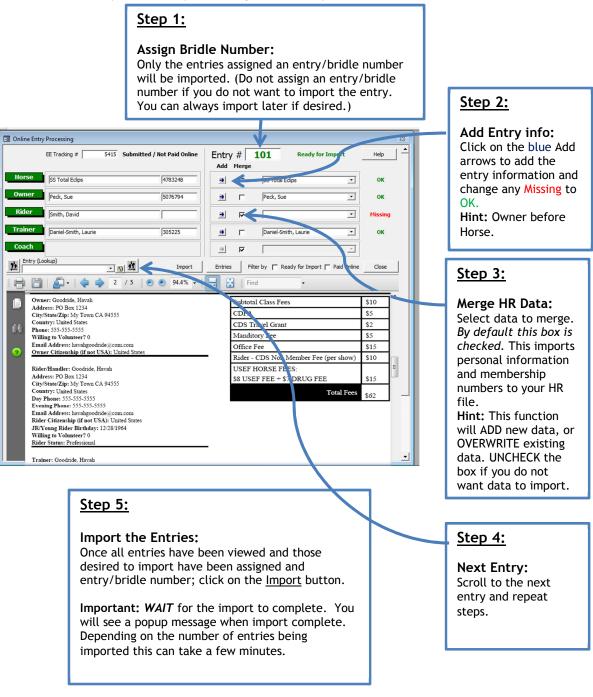
#### Map of the fields:



Entry import instructions continue below.

#### Preparing Entry for Import & Designating what to Merge

After viewing the entry, you may decide that you do NOT want to merge some of the data. Example: Entry is missing some of the trainers address or card information that you know you have in your HR data base already. In such case DO NOT check the merge box. Using Merge will OVER WRITE what you currently have as good data in your HR file.

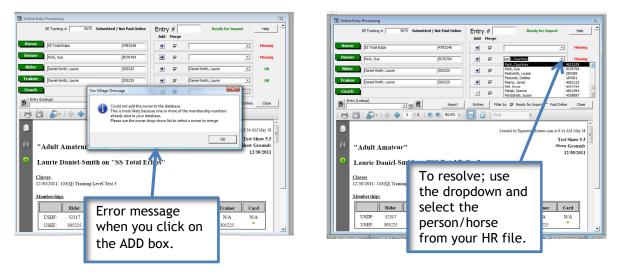


Continue below for instructions on how to view and check your entries.

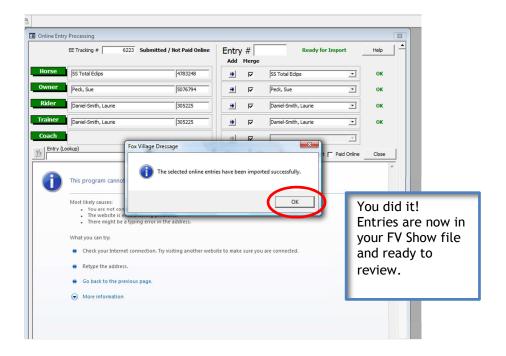
## **Import Hints**

#### Import Error Message:

In Step 2 of preparing the data for import - If you get an error message when Adding a person or horse, use the dropdown box to find and select the person/horse from your HR file.



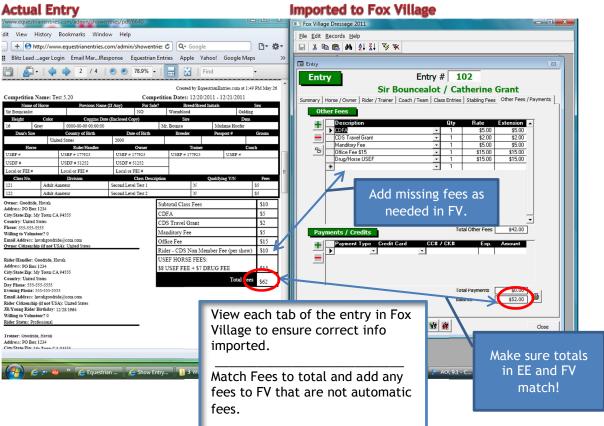
# Successful Import Message: Click OK to return to Fox Village.



Continue below for instructions on how to view and check your entries.

#### **Review Imported Entries**

It is important to review the entries imported and compare to the actual entry. Adjust fees and payment in Fox Village as needed to MATCH the actual entry.



#### Payment:

If entry paid online, payment type will be PayPal.

If created but NOT paid for, payment type will be blank.

#### **Actual Entry**

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**Imported to Fox Village** 

Congratulations! You have imported all your entries. What are you going to do with all the time you saved?