

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

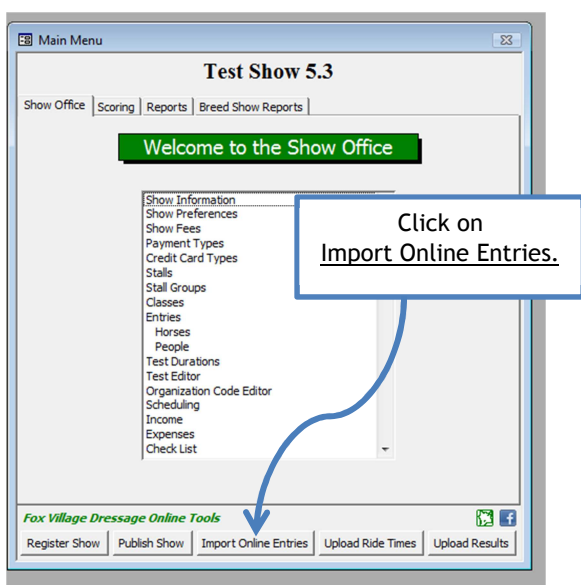
Please read through carefully, as entry import can impact the data in your Horse and Rider files. Make import selections carefully. If you need assistance please email info@foxvillage.com.

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.

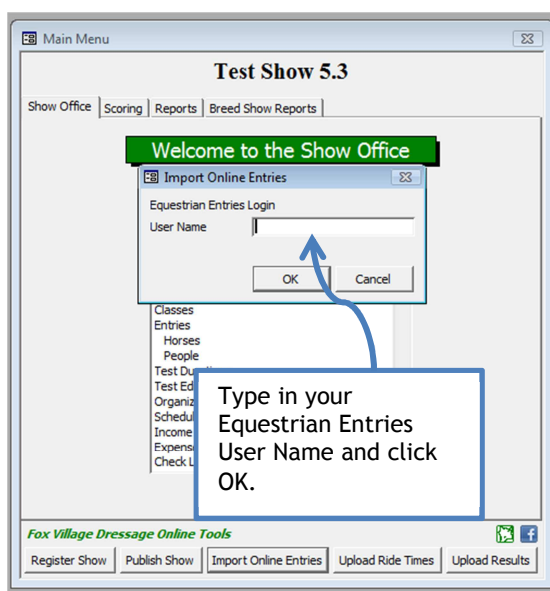
Accessing Online Entries to Import

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

Step 1:



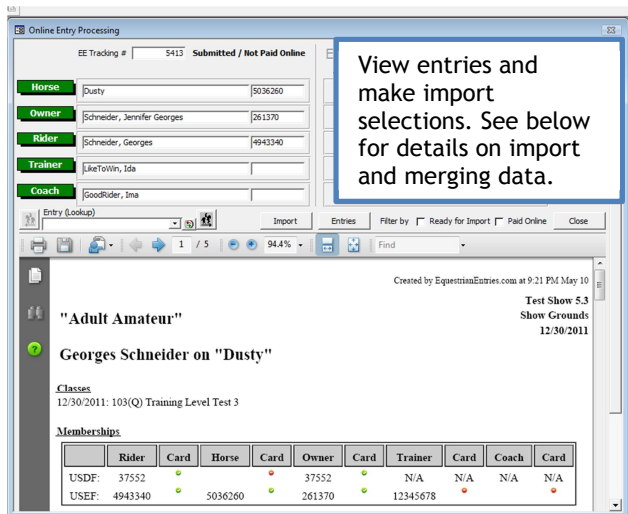
Step 2:



Step 3:



Step 4:



Viewing Entries Online

Map of the fields:

EE Tracking number:
Reference number assigned by EE

Entry Status:

- Submitted/Not Paid = Created but **Not Paid** online (Entrant may not enter, OR may mail entry w/check)
- Submitted /Paid = Submitted and **Paid** online (Payment will be from Equestrian Entries)

Entry # :
Bridle number you assign to the entry.

Entrant Information and USEF numbers

Entry (Lookup):
Allows you to scroll through ALL entries created on line.

Entry: Looks as it does when emailed to you.
Hint: View entire entry before import. Use arrows to view each page.

Section to indicate what information to import.

Filter: Click here to view ONLY those entries paid on line.

Filter: Click here to view ONLY those entries ready to import.

Click here to import entries that have been designated as ready for import.

Click here to view all entries already imported or keyed into Fox Village.

The screenshot shows the 'Online Entry Processing' window. At the top, there's a header bar with 'EE Tracking # 5415', 'Submitted / Not Paid Online', and 'Entry #'. Below this is a table for entrant information with columns for Horse, Owner, Rider, Trainer, and Coach. The 'Horse' column shows 'SS Total Eclips' with USEF number 4783248. The 'Owner' column shows 'Peck, Sue' with USEF number 5076794. The 'Rider' column shows 'Smith, David'. The 'Trainer' column shows 'Daniel-Smith, Laurie' with USEF number 305225. The 'Coach' column is empty. To the right of the table is a section for 'Entry #' with a dropdown menu and a 'Ready for Import' button. Below the table is a section for 'Entry (Lookup)' with a search bar and a 'Find' button. At the bottom of the window is a table for 'Memberships' with columns for Rider, Card, Horse, Card, Owner, Card, Trainer, and Card. The table shows two rows: 'USDF' and 'USEF'. The 'USDF' row shows '39279' for Horse, '170397' for Owner, and 'N/A' for Trainer. The 'USEF' row shows '4783248' for Horse, '5076794' for Owner, and '305225' for Trainer. The window also has a 'Filter by' dropdown menu and a 'Paid Online' button.

| Horse | Owner | Rider | Trainer | Coach |
|-----------------|-----------|--------------|----------------------|-------|
| SS Total Eclips | Peck, Sue | Smith, David | Daniel-Smith, Laurie | |

| Rider | Card | Horse | Card | Owner | Card | Trainer | Card |
|-------|------|---------|------|---------|------|---------|------|
| USDF: | | 39279 | | 170397 | | N/A | N/A |
| USEF: | | 4783248 | | 5076794 | | 305225 | |

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.

Step 1:

Assign Bridle Number:

Only the entries assigned an entry/bridle number will be imported. (Do not assign an entry/bridle number if you do not want to import the entry. You can always import later if desired.)

Step 2:

Add Entry info:

Click on the **blue** Add arrows to add the entry information and change any **Missing** to **OK**.

Hint: Owner before Horse.

The screenshot shows the 'Online Entry Processing' window. At the top, it displays 'EE Tracking # 5415' and 'Submitted / Not Paid Online'. The main section is titled 'Entry # 101' and 'Ready for Import'. It has tabs for 'Add' and 'Merge'. Under the 'Add' tab, there are fields for 'Horse', 'Owner', 'Rider', 'Trainer', and 'Coach'. The 'Horse' field is 'SS Total Eclips' with value '4783248'. The 'Owner' field is 'Peck, Sue' with value '5076794'. The 'Rider' field is 'Smith, David'. The 'Trainer' field is 'Daniel-Smith, Laurie' with value '305225'. The 'Coach' field is empty. Below these fields is an 'Entry (Lookup)' section with a search bar and buttons for 'Import', 'Entries', 'Filter by', 'Ready for Import', 'Paid online', and 'Close'. At the bottom, there is a table of fees:

| Subtotal Class Fees | |
|---------------------------------------|-------------|
| CDS | \$5 |
| CDS Travel Grant | \$2 |
| Mandatory Fee | \$5 |
| Office Fee | \$15 |
| Rider - CDS No. Member Fee (per show) | \$10 |
| USEF HORSE FEES: | |
| \$8 USEF FEE + \$7 DRUG FEE | \$15 |
| Total Fees | \$62 |

Step 3:

Merge HR Data:

Select data to merge. *By default this box is checked.* This imports personal information and membership numbers to your HR file.

Hint: This function will ADD new data, or OVERWRITE existing data. UNCHECK the box if you do not want data to import.

Step 5:

Import the Entries:

Once all entries have been viewed and those desired to import have been assigned and entry/bridle number; click on the Import button.

Important: **WAIT** for the import to complete. You will see a popup message when import complete. Depending on the number of entries being imported this can take a few minutes.

Step 4:

Next Entry:

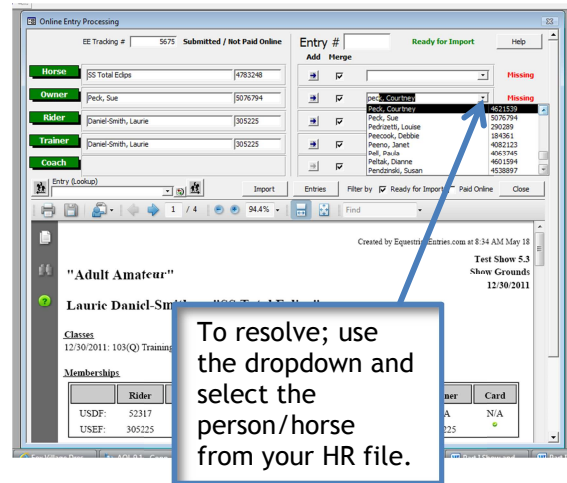
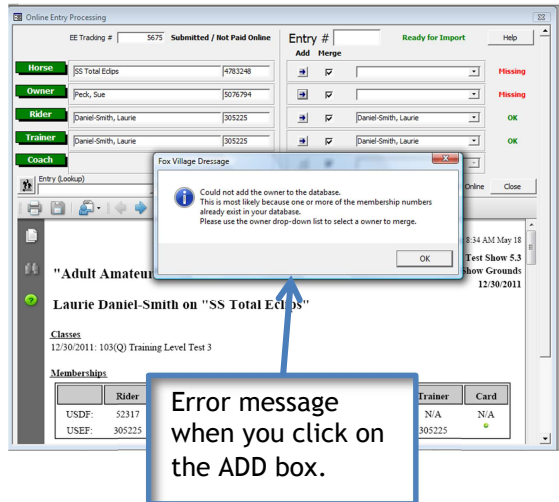
Scroll to the next entry and repeat steps.

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

Import Hints

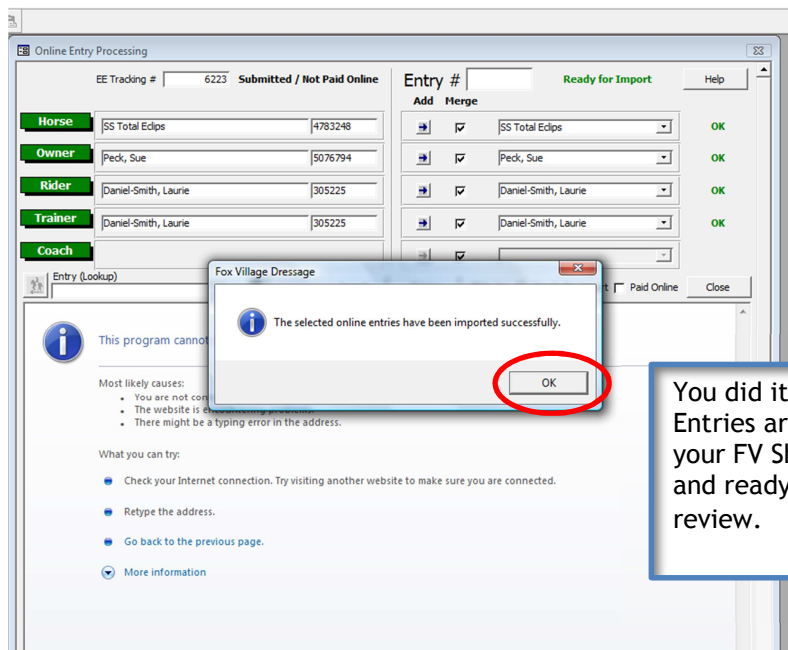
Import Error Message:

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.

Actual Entry

Created by EquestrianEntries.com at 1:49 PM 5 May 26

Competition Name: Test 5.20 Competition Dates: 12/20/2011 - 12/21/2011

| Name of Horse | Previous Name (if Any) | For Sale? | Breed/Breed Initials | Sex |
|----------------|------------------------|---------------------------|----------------------|--------------|
| Sir Bouncealot | | NO | Warmblood | gelding |
| Height | Color | Coat Date (Excluded Copy) | Size | Dam |
| 16 | Grey | 0000-00-00 00:00:00 | Mr. Bounce | Madame Hofer |
| Dam's Size | Country of Birth | Date of Birth | Breeder | Passport # |
| | United States | 2000 | | |
| Horse | Rider/Handler | Owner | Trainer | Coach |
| USEF # | USEF # 177925 | USEF # 177925 | USEF # 177925 | USEF # |
| USDF # | USDF # 51252 | USDF # 51252 | | |
| Local or FEI # | Local or FEI # | Local or FEI # | | |
| Class No. | Division | Class Description | Qualifying Y/N | Fees |
| 121 | Adult Amateur | Second Level Test 1 | N | \$5 |
| 122 | Adult Amateur | Second Level Test 2 | N | \$5 |

Owner: Goodride, Hana
Address: PO Box 1234
City/State/Zip: Any Town CA 94555
Country: United States
Phone: 555-555-5555
Willing to Volunteer? 0
Email Address: jaredgoodride@com.com
Owner Citizenship (if not USA): United States

Rider/Handler: Goodride, Hana
Address: PO Box 1234
City/State/Zip: Any Town CA 94555
Country: United States
Day Phone: 555-555-5555
Evening Phone: 555-555-5555
Email Address: jaredgoodride@com.com
Rider Citizenship (if not USA): United States
JR Young Rider Birthday: 12/28/1964
Willing to Volunteer? 0
Rider Status: Professional

Trainer: Goodride, Hana
Address: PO Box 1234
City/State/Zip: Any Town CA 94555

| Subtotal Class Fees | |
|---------------------------------------|-------------|
| CDFA | \$5 |
| CDS Travel Grant | \$2 |
| Mandatory Fee | \$5 |
| Office Fee | \$15 |
| Rider - CDS Non Member Fee (per show) | \$10 |
| USEF HORSE FEES: | |
| \$8 USEF FEE + \$7 DRUG FEE | \$15 |
| Total Fees | \$62 |

Imported to Fox Village

Fox Village Dressage 2011

Entry # 102
Sir Bouncealot / Catherine Grant

Summary | Horse / Owner | Rider / Trainer | Coach / Team | Class Entries | Stabling Fees | Other Fees / Payments

Other Fees

| Description | Qty | Rate | Extension |
|------------------|-----|---------|-----------|
| CDFA | 1 | \$5.00 | \$5.00 |
| CDS Travel Grant | 1 | \$2.00 | \$2.00 |
| Mandatory Fee | 1 | \$5.00 | \$5.00 |
| Office Fee \$15 | 1 | \$15.00 | \$15.00 |
| Drug/Horse USEF | 1 | \$15.00 | \$15.00 |

Total Other Fees \$42.00

Payments / Credits

| Payment Type | Credit Card | CC# / CK# | Exp. | Amount |
|--------------|-------------|-----------|------|--------|
| | | | | |

Total Payments \$0.00
Balance \$52.00

Add missing fees as needed in FV.

View each tab of the entry in Fox Village to ensure correct info imported.

Match Fees to total and add any fees to FV that are not automatic fees.

Make sure totals in EE and FV match!

Payment:

If entry paid online, payment type will be PayPal.

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

Actual Entry

Submitted through EquestrianEntries.com at 11:45 AM 5 May 26

Competition Name: Test 5.20 Competition Dates: 12/20/2011 - 12/21/2011

| Name of Horse | Previous Name (if Any) | For Sale? | Breed/Breed Initials | Sex |
|----------------|------------------------|---------------------------|----------------------|--------------|
| Sir Bouncealot | | NO | Warmblood | gelding |
| Height | Color | Coat Date (Excluded Copy) | Size | Dam |
| 16 | Grey | 0000-00-00 00:00:00 | Mr. Bounce | Madame Hofer |
| Dam's Size | Country of Birth | Date of Birth | Breeder | Passport # |
| | United States | 2000 | | |
| Horse | Rider/Handler | Owner | Trainer | Coach |
| USEF # | USEF # 365225 | USEF # 365225 | USEF # 365225 | USEF # |
| USDF # | USDF # 53317 | USDF # 53317 | | |
| Local or FEI # | CDS # c15346 | CDS # c15346 | | |
| Class No. | Division | Class Description | Qualifying Y/N | Fees |
| 122 | Adult Amateur | Second Level Test 2 | N | \$5 |

Owner: Daniel-Smith, Laurie
Address: 5442 Gold Creek Circle
City/State/Zip: Discovery Bay CA 94505
Country: United States
Phone: 510-470-3260
Willing to Volunteer? 0
Email Address: ldonohoe@not.com
Owner Citizenship (if not USA): United States

Rider/Handler: Daniel-Smith, Laurie
Address: 5442 Gold Creek Circle
City/State/Zip: Discovery Bay CA 94505
Country: United States
Day Phone: 510-470-3260
Evening Phone: 510-470-3260
Email Address: ldonohoe@not.com
Rider Citizenship (if not USA): United States
JR Young Rider Birthday: 12/28/1964
Willing to Volunteer? 0
Rider Status: Adult Amateur

Trainer: Daniel-Smith, Laurie

| Subtotal Class Fees | |
|-----------------------------|-------------|
| CDFA | \$5 |
| CDS Travel Grant | \$2 |
| Mandatory Fee | \$5 |
| Office Fee | \$15 |
| USEF HORSE FEES: | |
| \$8 USEF FEE + \$7 DRUG FEE | \$15 |
| Total Fees | \$47 |

Imported to Fox Village

Entry # 104
Sir Bouncealot / Laurie Daniel-Smith

Summary | Horse / Owner | Rider / Trainer | Coach / Team | Class Entries | Stabling Fees | Other Fees / Payments

Other Fees

| Description | Qty | Rate | Extension |
|------------------|-----|---------|-----------|
| CDFA | 1 | \$5.00 | \$5.00 |
| CDS Travel Grant | 1 | \$2.00 | \$2.00 |
| Mandatory Fee | 1 | \$5.00 | \$5.00 |
| Office Fee \$15 | 1 | \$15.00 | \$15.00 |
| Drug/Horse USEF | 1 | \$15.00 | \$15.00 |

Total Other Fees \$42.00

Payments / Credits

| Payment Type | Credit Card | CC# / CK# | Exp. | Amount |
|--------------|-------------|-----------|------|---------|
| Paypal | | | | \$47.00 |

Total Payments \$47.00
Balance \$0.00

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