



HOW TO MAKE ENTRIES USING HORSE SHOWS ONLINE (HSO)

- **The following steps for adding people and horses only have to be done once;** this information can be used for any show that uses the HSO entry system. If any of the information changes, simply log in and change the appropriate horse or person record.
- The person who will be making the entries should have the HSO account and set up the horses and people. Coordinate between trainer, owner, exhibitor to **make sure that multiple people do not enter the same horse.**
- Go to the HSO website: <https://www.horseshowsonline.com/>
- If you do not have an account, create a free account. (you do not have pay 99.99 for premium user)
- You will receive a verification email – follow instructions – account will be ready to use.
- Log in to your account.
- Note: create people before horses

Set up People:

- Each person can have several roles – indicate by check marks
- Edit your information
- Add other people (owners, trainers, riders)
- If you are AOT/OAT, list yourself as trainer
- Required fields:
 - Address, phone numbers, other fields with *
 - Birthdate (If person is a rider)
 - Tax Id (if person will receive prize money payouts)
 - Other Associations (bottom right):
 - First box type WHOA and enter WHOA Card No

Set up Horses:

- Required information:
 - Name as appears on papers
 - Birthdate (if born after Sept 1, use Jan 1 of the next year)
 - Breed (Tennessee Walking Horse, Spotted Saddle Horse, Racking Horse)
 - Registration Number
 - Gender
 - Coggins information
- Do not enter Height or Measurement

Create an Online Entry

- Make sure you have entered current WHOA numbers for your people and registration numbers for the horses.
- Find out whether your exhibitors are current WHOA members. If not, they must include a membership fee with their entry.
- Go to the HSO website: <https://www.horseshowsonline.com/>
- Log in to HSO with your login (or the login of the person who set up the horse & people database).

- Find the show you want to enter
 - If you don't see show on "Current/Recent Shows" tab, click the "Upcoming Shows" tab
 - You can search by show date, show name or simply scroll through the list
 - Click on the show you want to select
 - Review the show notes on the main show page.
- Once in the correct show, click "ENTER THIS SHOW"
 - You can see the list of entries you have already made
 - Do not enter the same horse more than once; if horse has already been entered, use add/scratch function.
- Click "CREATE HORSE ENTRY"
 - If you have not created your horse and people records, click the appropriate tab to add them before you try to make an entry.
 - Click on the "horses being entered" drop-down; If your horse is not in the drop-down, go to "my horses" page to add them.
 - Select the appropriate people for each category (owner, trainer, etc.); **If the correct people are not in the drop-down, go to "my people" page to add them (before you make the entry).**
 - **Check each person who might possibly exhibit this horse at this show.**
 - **Select all potential riders for this horse BEFORE you make an entry – you cant go back and add additional riders for this horse once the entry has been submitted.**
 - Click NEXT
- You will now see the class list.
 - If you don't want to view the class list by division, click "none" for Group Classes By and then classes will be in numerical order.
 - Select the class(s) that each rider will show in by checking the appropriate rider box by the class they will enter
 - Click NEXT STEP
- This screen displays the fees being charged.
 - Some fees are mandatory & can't be changed
 - If rider is not a current WHOA member, add the appropriate membership fee.
 - No charges will be made at this time; you will receive an invoice by email once the entry is accepted.
 - Click NEXT STEP
- Review your entry
 - You can go back and change entry information until you click CHECKOUT
 - When entry is correct, click CHECKOUT
 - Your entry has been submitted
- You can download a PDF copy of your entry to save or print
- You will receive an invoice for your entries after they have been accepted. You will have the choice to pay by credit card at that time. If you do not pay online, you will need to pay at the show office when you pick up back numbers
- At the bottom of the screen you will once again see a list of all your entries so far
- If you want to add another entry, click CREATE HORSE ENTRY... and go through the entry process for another horse.
- When you are finished making entries, log out