

## How to register for LDA 2022 Competitions

1. Create a profile with <https://eqentries.com/>
2. "Riders" Tab, Add "New Rider"
3. "Horses", Add "New Horse"
4. "Trainers", Add "New Trainer"
  - a. "Trainer" is the **person responsible** for the horse at the show. For most competitors this will be the same person as "rider", but for Jr's, this will be the parent.
5. "Coaches", Add "New Coach"
  - a. This is where you'll be able to add your coach's EC Status #. If their number is still pending, write "pending"
  - b. If you are self coached, add yourself as Coach
6. "Enter a Show"
7. Find the appropriate show date, ex "**LDA Bronze/Silver Show 1**" and "sign up"
8. Add the rider, horse, trainer, and coach information which you already added
9. Add your classes
  - a. Select your division for each class
  - b. Select "add class"
10. Add your stabling/RV if necessary
  - a. **The stabling fee includes 2 BAGS OF SHAVINGS and CLEANUP (\$70)**
  - b. You can purchase extra bags of shavings if you wish, but it is not necessary
    - i. "Number of shavings" leave at 0 if you do not wish to purchase EXTRA bags of shavings.
  - c. RV 110V Hook up (\$20)
    - i. No water hookup available
11. Select appropriate extra fees
  - a. Drug fee (Silver or Bronze)
    - i. Lead Line horses are exempt from drug fee (select nothing)
  - b. 110V hookup fee
  - c. Non-Member fee
12. Upload necessary documentation and forms
  - a. Equine Vaccine, Covid-19 Attestation, Person Responsible forms can be found on the homepage of the website
13. VERY IMPORTANT, at bottom of screen select **SAVE**
  - a. This step ensures your entry has been saved and uploaded and can now be viewed by our show manager

### **TO AVOID 5% EQENTRIES PROCESSING FEE**

14. Select "PRINT ENTRY" and SAVE TO YOUR COMPUTER
15. Email a copy of your entry to
  - a. [flippinturkey@hotmail.com](mailto:flippinturkey@hotmail.com)
16. E-transfer amount of entry to
  - a. [etransfer@londondressage.com](mailto:etransfer@londondressage.com)
17. DONE