Using Equestrian Entries for Poplar Place Farm Dressage and Schooling Shows

We are now accepting dressage show and schooling show entries using Equestrian Entries (EE). There are two options for entering a show with Equestrian Entries:

1) It costs **nothing** to create an entry online, print it out, attach a check and snail mail it to the show. You may also mail, fax or email with credit card number, card expiration date and billing zip code. We accept Visa, MasterCard, or Discover.

2) If you want to submit and pay online by credit card, there is a 3% online submission fee + $5 shipping and handling. This covers EE costs so they can continue to offer this service to everyone.

Complete Steps 1, 2 and 3 below one time. You will then be ready to enter our dressage and/or schooling shows.

STEP 1: CREATE AN ACCOUNT WITH EQUESTRIAN ENTRIES. It's free to join.

- Go to www.equestrianentries.com . Establish a Login ID. Agree to Terms and Conditions by typing in **I Agree** (without quotes) and entering the date.
- You will be emailed a link to activate the account. Check your spam if you do not see the email.

STEP 2: ADD RIDER/HORSE/OWNER/TRAINER INFORMATION.

- Go to www.equestrainentries.com, log in and click on the tab marked "Competitor Home".
- Input Rider information. To use for both our Dressage and Schooling Shows, click "Both". For only our recognized Dressage shows, check the box that you compete in "Dressage", or check the "Eventing/CT/HorseTrials" box to use only for schooling shows. Add all the information you have available. It will search appropriate USEF/USDF/USEA databases for your current membership cards.
- Input Horse information. Again, check the appropriate box as above ("Dressage", Eventing/CT/HorseTrials, or "Both").
- Owner – There's a drop down box if rider is owner. Otherwise add all owner information.
- Trainer – The trainer is the person responsible for the horse. If under 18 list as trainer, but then have a parent or guardian sign on the entry form.
- Coach – enter requested information (not mandatory)
- Once you have entered this information, it is stored for future use.

STEP 3: UPLOAD SIGNATURE PAGE, COGGINS AND OTHER DOCUMENTS. (Optional)

- Print and sign the appropriate signature/release documents which are available on the Poplar Place Farm website:
  - For Dressage Show, go to the Dressage Show page and click on the "**Signature Page**" link.
  - For Schooling Shows, go to the Schooling Show page and print the following:
    - **Poplar Place Release Form** (Rider or Parent signature required).
    - **GDCTA's Hold Harmless Statement** (make sure you sign Rider, Owner & Trainer lines).

- Have a good, dark legible copy of your current Coggins. Equestrian Entries suggest you put the date of the Coggins test results in the description for the file when you upload it. That way you'll easily know when the document needs updating.
- Go to www.equestrianentries.com, log in and click on the tab marked "Upload Entry Document" and follow the instructions.

TO ENTER A DRESSAGE SHOW OR SCHOOLING SHOW:

- Log in to Equestrian Entries, click on "Enter a Show". Find the show on the calendar list and follow the steps to complete your entry. (NOTE: If you do not see the show listed, go to www.foxvillage.com, then "Online Entries, Ride Times and Results", select State/Province of "GA", find the correct show date, and click on "Enter Show")
- Once the entry is complete and paid, you will be emailed a confirmation and a copy of the entry form as will the show secretary. If you do not get a copy, then there was an issue with your online payment and your entry is not submitted to the show secretary. You must still mail/fax/email your signature page, Coggins, and release forms if required.
- If you do not pay for the entry online, print the entry form, signature/release pages, and Coggins and send to Poplar Place Farm. You will not be entered in the show until your mailed/fax/emailed entry is received by the show secretary.
- **Late Entries:** If entering after the closing date, you must first contact the show secretary to confirm we will accept the late entry.
- **Fax Number:** 888-731-9492
- **Email:** donna@poplarplacefarm.com
- **Mailing Address:** Poplar Place Farm, P.O. Box 219, Cataula, GA 31804