WSCA
Western Saddle Clubs Association, Inc.

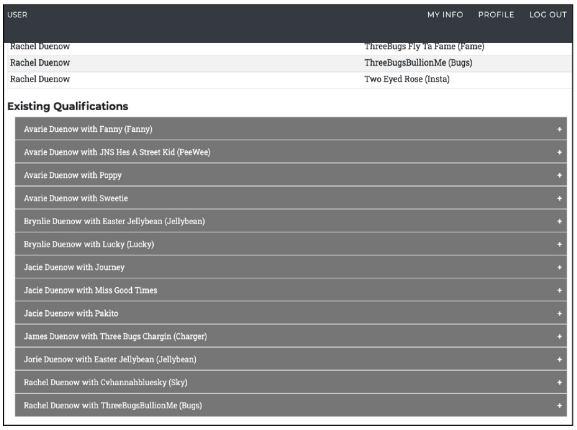
2022 Championship Horse Show

HOW TO ENTER...

Champ show entry will exist on a different web app from champshow.org.

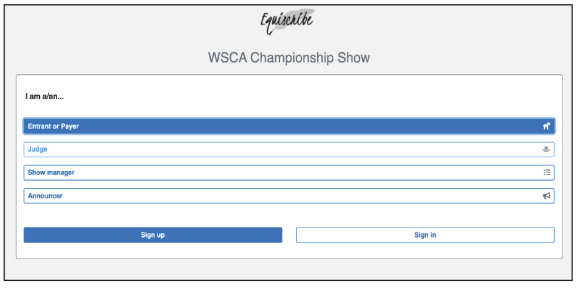
You will be able to use your champshow.org credentials to log in to your Champ Show Live Entry account. There will be a link to the Champ Show Live Entry site available on champshow.org once entries have opened.

There is currently no way to view your current qualifications through the Live Entry system. Your up-to-date qualifications can still be found at champshow.org



LIVE ENTRY NAVIGATION

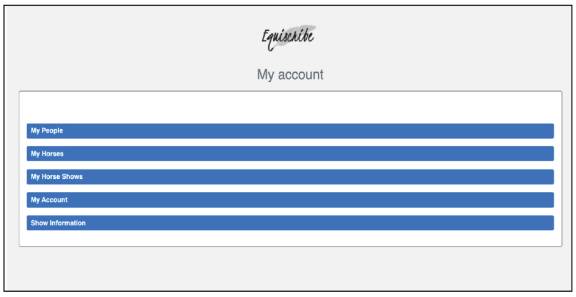
Select **Entrant or Payer** for role and choose **Sign in**



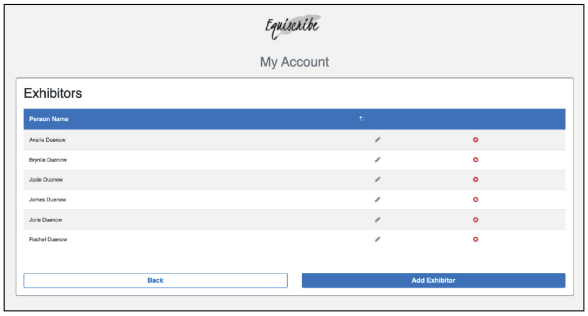
Use the same credentials you use to log in to champshow.org (email and password)

*If you are unable to remember your password, use the **Forgot password?** link to reset it using your email address.*

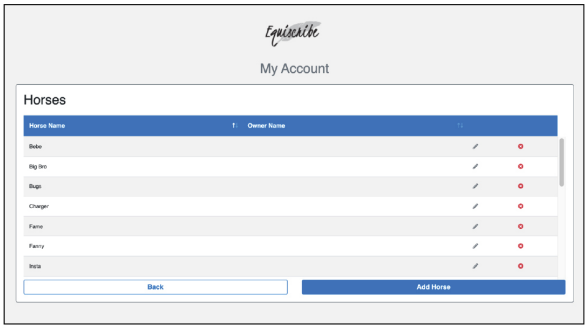
From your account home screen, you can view the people and horses attached to your account. You will notice that all of the entities present under your account at champshow.org have been imported to the Live Entry system.



Selecting **My People** from the home screen allows you to see and edit the people attached to your account. These are imported from champshow.org.

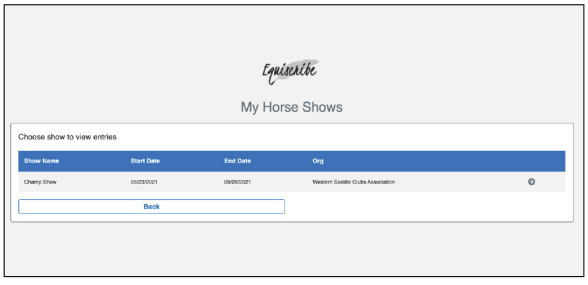


Selecting **My Horses** from the home screen allows you to see and edit the horses attached to your account. These are imported from champshow.org.

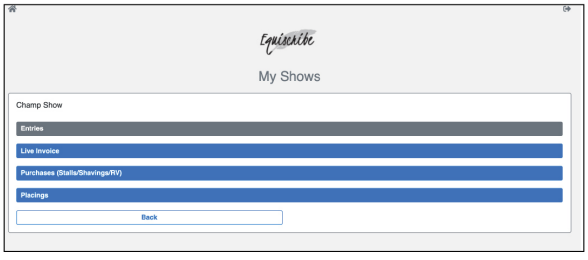


ENTER CLASSES FOR 2022 CHAMP SHOW

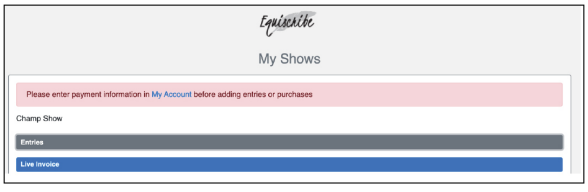
Select My Horse Shows from the home screen (home screen can be accessed using the button in the upper left corner of the screen) Use the right-arrow button in the Champ Show row to select 2022 Champ Show



This is your 2022 Champ Show home screen. From it, you will enter classes , purchase stalling RV spots, etc. You can also view your show invoice and see placings as the horse show progresses.

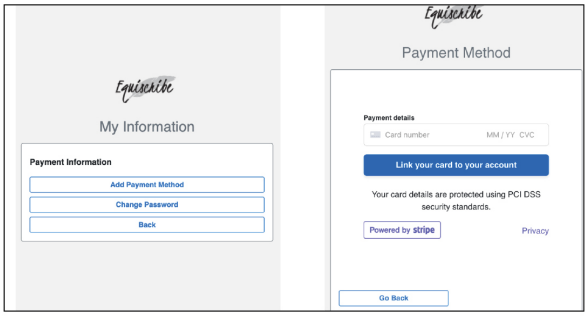


If you do not have a credit card on file, the **Entries** button will be disabled. Clicking the Entries button will present a link to add your credit card.



Equiscribe Live Entry uses Stripe to handle all credit card storage and processing. Equiscribe LLC does not store your credit card information, instead using Stripe's methods to store and reference the payment method you add through the Live Entry interface. For more information regarding Stripe's privacy and security features, please see: https://stripe.com/privacy

You may add or change your credit card at any time from the Home screen using the My Account button.



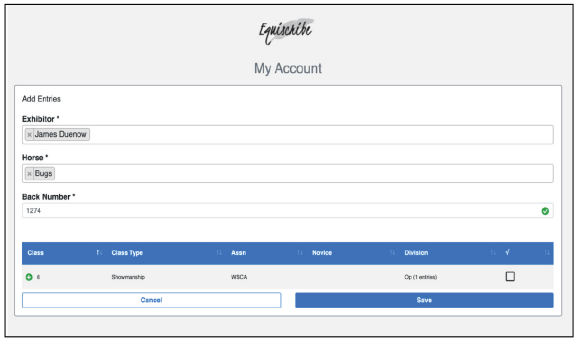
Select Add Payment Method to enter your credit card information. Once payment information is entered, the Entries button from the Champ Show home screen will be enabled.

ADDING ENTRIES FOR 2022 CHAMP SHOW

Select **Add/Edit** on the bottom right

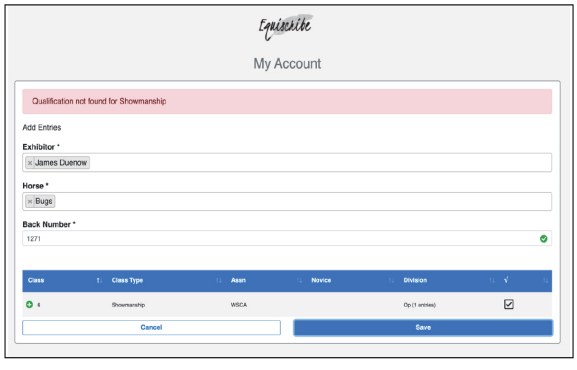
Select the Exhibitor/Horse combination you wish to enter. Both the *Exhibitor* and *Horse fields* are multi-selects. Tapping or clicking outside of the selection menu will close it. For most classes you will select a single exhibitor and a single horse. For Four-in-line, Ribbon Race, and Tandem Bareback, select the Exhibitors and Horses you wish to enter and, depending on the number of Exhibitors and Horses you have selected before closing the menu, the system will present options compatible with that number of Exhibitors/Horses (i.e. selecting 4 horses and 4 exhibitors will only return an option for Four-In-Line).

This is also the screen on which you will select your back number for the 2022 Champ Show. Your back number is tied to your horse only, so a single back number is needed for a horse being exhibited by multiple riders. ***You will not be able to select back numbers when entering classes with multiple horses (Ribbon Race, Four-In-Line). You must either enter that horse in a single-horse event and select a back number for it at that time or email the Champ Show secretary for assistance in selecting a back number if said horse is only used in team events.***



To select a back number, type an integer into the back number box and wait for the system to respond with its availability. A green check mark means it is available. A red x means it has already been taken or is outside of the acceptable range of values. If the number you have entered is unavailable, you will not be able to save your entries until you have entered a number that is available.

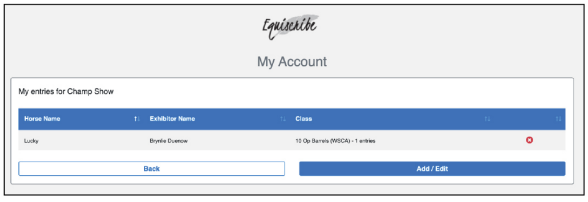
Once you have a Horse/Exhibitor selection made, the system will return all classes for which your age and your horse's characteristics make you eligible, but it does not check to see that you have valid qualifications for those classes until you select the **Save** button. If you have selected a class for which you are not qualified, the system will raise an error. You may unselect that class and save the other selections for which you are qualified.



TO ENTER TEAM EVENTS, a single User must pay for all four horses/riders. You cannot split the cost of a team entry within the system. All Horses and Exhibitors entering team classes must be attached to the account adding the entry. To add an Exhibitor to your account, navigate from the Home screen to **My People > Add Exhibitor** and select the person from the database you wish to add. To add a Horse to your account, navigate from the Home screen to **My Horses > Add Horse** and select the horse from the database that you wish to add.

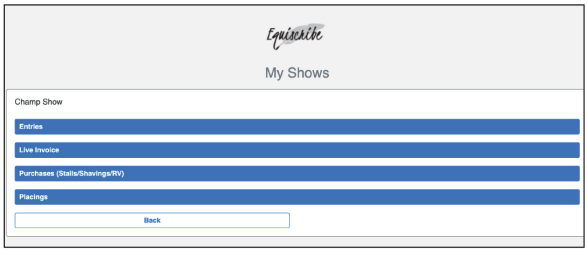
Select the checkbox near each class you wish to enter and select **Save**. If there are no errors, this will return you to the previous screen which displays all the classes for which you are currently entered.

You may scratch classes at any time by selecting the red X button in that class's row or by choosing **Add/Edit**, selecting the Exhibitor/Horse combination outlined above, unchecking that class and selecting **Save.** Beware that if you reenter the same class after the entry deadline is closed, you will be assessed the late entry penalty.

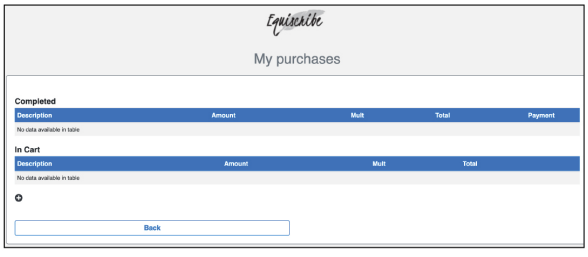


PURCHASING STALLS & RV/TRAILER SPOTS

From the home screen,
choose **Purchases (Stalls/Shavings/RV)**



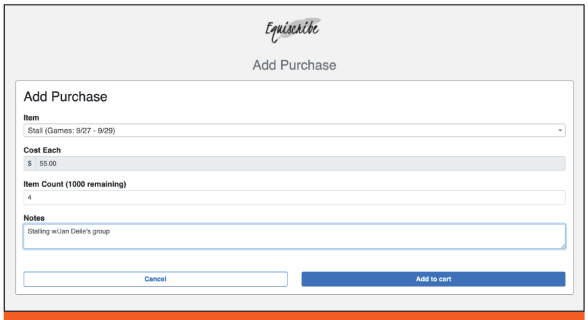
Use the ⊕ icon to add an item to your cart



Select the item and quantity to be purchased. There will be options for horse stalls and tack stalls, ensure that these items are purchased separately from one another to ensure that you are assigned the correct number of stalls of each type.

Add notes for the stalling and RV manager to use when assigning stalling and RV locations.

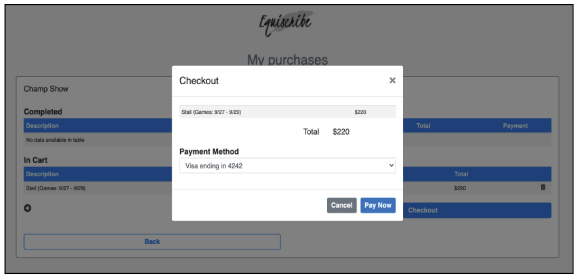
When purchasing an RV/Trailer spot, the license plate number of the vehicle physically connected to the outlet *(trailer or RV)* must be included in this notes section. If it is not included, your purchase may not be honored. For questions regarding stalling email wscastalling@gmail.com and for RV/Trailer parking questions call or text Jan Deile at 513.349.3941.



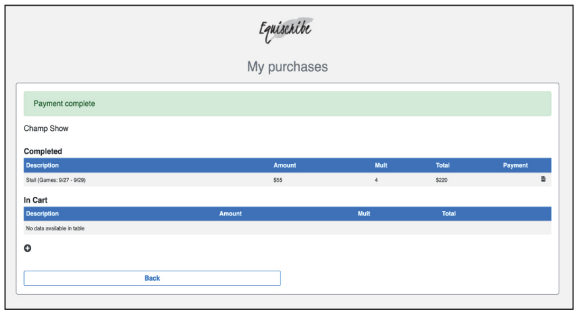
REMINDER if stalling with a group, you are to purchase your stalls independently online, but also please be sure to submit a WSCA Champ Show Group Stalling Form by emailing it to wscastalling@gmail.com. Form can be found on wsca.org.

Once your cart is populated, use the **Checkout** button to complete your purchase. You may use the trash icon on the right of the row to remove any items before completing your purchase.

You will have an opportunity to review your cart before completing your purchase with the credit card you have previously entered.



Upon completion, record of your purchase will appear immediately. To view your receipt, select the receipt item on the right side of the screen.



TROUBLESHOOTING CONTACTS:

CHAMP SHOW ENTRY COORDINATOR:
Amber Duncanson
320.266.4560
ambermackove@gmail.com

QUALIFICATION QUESTIONS:
qualifications@wsca.org

FUTURITY/MATURITY:
Kathy Murphy
651.492.7992
kathym6165@live.com

STALLING:
wscastalling@gmail.com

RV/TRAILER CAMPING:
Jan Deile
513.349.3941

IMPORTANT DATES:

ONLINE ENTRIES OPEN:
August 15, 2022

QUALIFICATION DEADLINE:
August 21, 2022

ENTRY DEADLINE:
September 2, 2022
Post entries will be accepted after this date at double the entry fee.

ENTRY FEES:

SINGLE CLASS: $20
DOUBLE CLASS: $40
FUTURITY/MATURITY CLASS: $85
4-IN-A-LINE: $80
OFFICE/SECURITY CHARGE:
$15 PER/HORSE RIDER

FEES DOUBLE AFTER SEPTEMBER 2, 2022