

SMS ONLINE ENTRY CHEAT SHEET

SHOWMANAGEMENTSYSTEM.COM

GO TO SHOWMANAGEMENTSYSTEM.COM / PICK EVENT YOU WISH TO ENTER FROM MENU

CLICK ENTER HORSE

FILL OUT HORSE/OWNER/RIDER/TRAINER INFORMATION

CLICK TYPE OF ENTRY YOU WANT TO CREATE

BIOSECURITY FORM – FILL OUT OR CLICK NEXT

ENTER COMPETITION CLASSES

SECTIONS – BY DIVISION

COMPETITIONS – BY CLASS # OR NAME

ENTER CLASSES AND MAKE SURE TO CLICK + **(CLICK +)**

CLICK NEXT

PAYEE PAGE – FILL OUT IF CLASSES HAVE PRIZE \$\$ NO PRIZE \$ CLICK SKIP

BILLING ITEMS & DETAILS

CHECK CLASSES ENTERED AND INFORMATION

PUT IN STALLS REQUESTED IF NEEDED

ARRIVAL DATE / COMMENTS / CONTACT INFORMATION

CLICK NEXT

*****SIGN ELECTRONIC ENTRY BLANK AND CLICK SUBMIT*** MAKE SURE YOU SUBMIT.**

YOU WILL RECEIVE A CONFIRMATION EMAIL THAT ENTRY WAS SUBMITTED SUCCESSFULLY.