



HorseShowing.com

User Manual



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Entering a Show

Go to : HorseShowing.com- found on our home page under Sponsors, or click on the menu link “Entering a Show”



Click on “Select Show”



- Home
- Enter Shows
- Contact Us
- Now**
- Upcoming
- Completed

WEC Ocala 2025 Summer Series Circuit Stalls April 9 - May 19, 2025, 2025 Apr 22 1:28pm
Princeton Spring Classic II April 23 - 27, 2025, Princeton, NJ 2025 Apr 27 8:33am Stalls Sold Out
Chagrin Valley Farms April USEF Nat'l A Show 2025 April 24 - 27, 2025, Chagrin Valley Farms 2025 Apr 27 7:49am Stalls Sold Out
Syracuse PHA April 24 - 27, 2025, Syracuse, NY 2025 Apr 27 7:02am

Click on the “Upcoming” menu. Type in the search box “National Adaptive Virtual Horse Show”



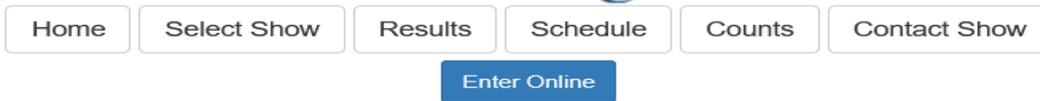
- Home
- Enter Shows
- Contact Us
- Now
- Upcoming**
- Completed

Type name, dates of the upcoming show:

National
National Adaptive Virtual Horse Shows - June 8, 2025
World Eq Center Summer II National/L4 - July 16 - 20, 2025
Ringneck Farm Spring S April 28, 2025, Charlotte, NC 2025 Apr 24 11:36pm
GARDEN STATE HORSE SHOW A RATED April 30 - May 4, 2025, The Ridge at Riverview, Asbury, NJ 2025 Apr 26 4:21pm
Brave Horse I

Select “National Adaptive Virtual Horse Show”

You then will be presented with this page. All the prize lists on this page can also be found on the website.



National Adaptive Virtual Horse Shows June 8, 2025

Prize List

Enter online at horseshowing.com You will need to create an account and populate the people and horses files with all names you need to use on the entry, they will be in the account forever for future use. People should be created first to be available as the owner of the horse.

Adaptive Prize List

Adaptive Dressage Prize List

Veterans and Academy Prize List

In Hand Prize List

 **Get Acrobat Reader**

Horse Show Officials

Judge

TBA

Approvals

National Adaptive Virtual Horse Shows

Last Updated: 2025 Apr 16 11:18am

Select “Enter on Line” and then “Click Here to Enter Online”.



Remember to add your trainer as a person!

When you create your first entry expand the "Org Numbers" areas and add the org numbers for your people and horses. Once you add them once you're done, they'll be remembered.

Entering "n/a" for a number will cause that organization to not be displayed in the future...



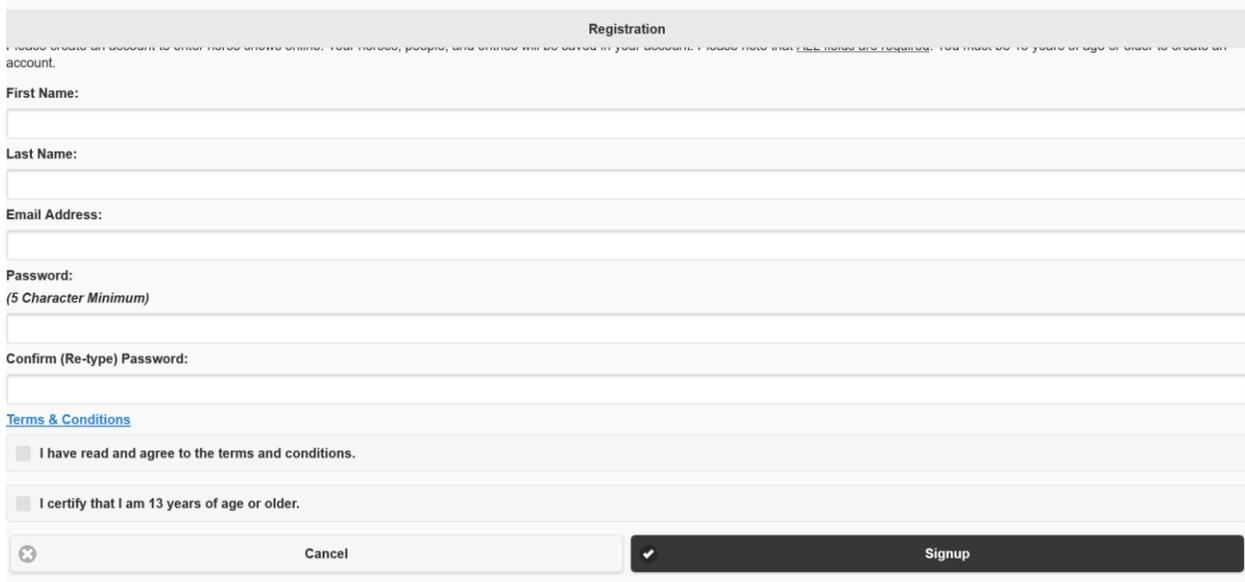
You will be presented with a “Log In” screen. Put in your email address and create a password. Then click on “Create Account”. This is where you create the credentials.

If you already have an id and password, put in your id and password and click on “Login”.



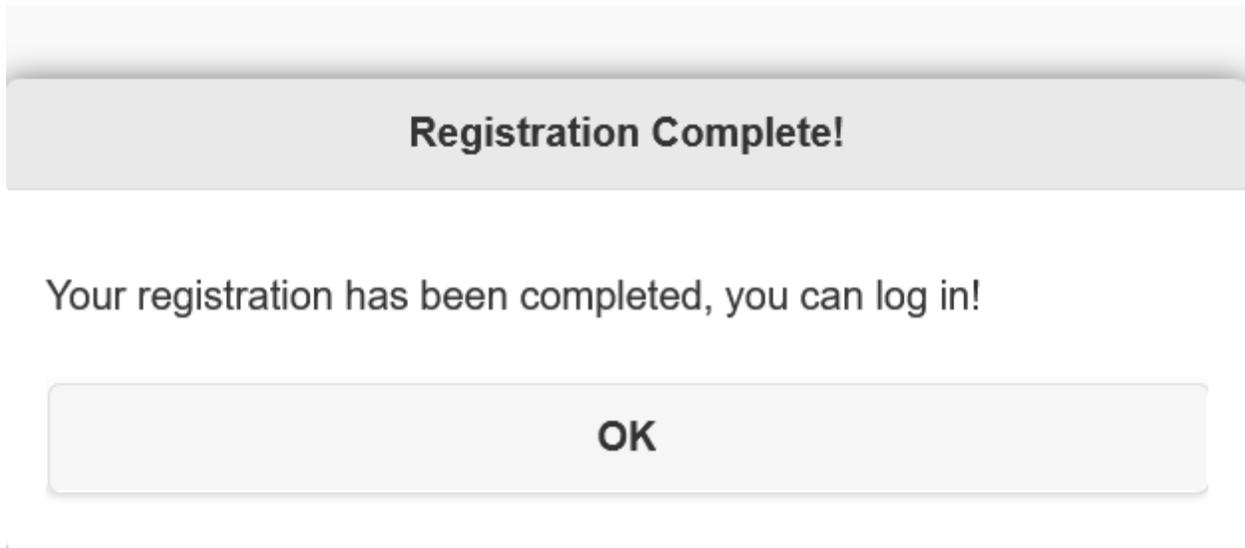
The screenshot shows a 'Log In' form with a light gray header. Below the header, there are two input fields: 'Email Address:' and 'Password:'. Below these fields is a 'Remember Me' checkbox. At the bottom, there are four buttons: 'Cancel' (with a close icon), 'Login' (highlighted in dark gray), 'Create Account' (with a menu icon), and 'Forgot Password' (with a close icon).

If you are creating an account for the first time, you will need to fill out the registration form.



The screenshot shows a 'Registration' form with a light gray header. Below the header, there is a small paragraph of text: 'I need to create an account to enter these events online. Your name, phone, and email will be saved in your account. I have read and agree to the Terms & Conditions. You must be 13 years of age or older to create an account.' Below this text are five input fields: 'First Name:', 'Last Name:', 'Email Address:', 'Password: (5 Character Minimum)', and 'Confirm (Re-type) Password:'. Below the input fields is a link for 'Terms & Conditions'. At the bottom, there are two checkboxes: 'I have read and agree to the terms and conditions.' and 'I certify that I am 13 years of age or older.'. At the very bottom, there are two buttons: 'Cancel' (with a close icon) and 'Signup' (highlighted in dark gray with a checkmark icon).

Then select the “Signup”. The next screen will appear.



Click “OK” and then log in.



The next screen is where you will begin to enter competitors.

Menu - Horseshowing.com Online Entry - Menu

People/Horses	➤
Create Entries	➤
Stabling / Feed and Bedding	➤
Dashboard	➤

There are instructions at the bottom of every page.

Before you start submitting entries you first need to populate your account with People, possibly Biz/Farms (owners only), and Horses. **If you're using the USEF Lookup** you can start with horses as the owners will also be looked up and added with the horses, otherwise it's important that you add your owners before your horses so that the Person or Biz/Farm is available to be selected as the horse's owner when horses are created.

If your horse has a subscription you can share it with your trainer, on the Options menu at the bottom of the screen you can set your trainers email to link your account to theirs. If you have set your trainer's email, and your trainer has a horse in their account with the same name as your horse, they will be able to submit entries for that horse using the subscription from your account.

Once you've added your People and Horses one time you'll be ready to use the **Create Entry** item above to create entries.

Menu Options Terms of Use Logout

Click on “People/Horses”. Please read all the information on this page.

Back People/Horses Add

People	Biz/Farms	Horses
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Before you start submitting entries you first need to populate your account with People, possibly Biz/Farms (owners only), and Horses. **If you're using the USEF Lookup owners will be looked up and added with the horse**, otherwise it's important that you add your owners before your horses so that the person is available to be selected as the horse's owner.

To add a Person click the Add button toward the upper right. If you have a USEF number enter it and you're done. Otherwise fill in the fields.

Don't forget to add your trainer as a person if you have one! You'll want to be able to select your trainer from your people when you create entries, and if you're a trainer you'll need to add yourself to be able to submit stabling requests.

Fill out all of the required fields (First Name, Last Name, Address, City, State, Zip, Date of Birth, Email, and Emergency Phone) and hit the "OK" button at the bottom of the page. If you were successful, you will see the new person in your list of people.

Menu Options Terms of Use Logout

Keep the selection on “People” and select “add”.



Back People/Horses + Add

People Biz/Farms Horses

Before you start submitting entries you first need to populate your account with People, possibly Biz/Farms (owners only), and Horses. **If you're using the USEF Lookup owners will be looked up and added with the horse**, otherwise it's important that you add your owners before your horses so that the person is available to be selected as the horse's owner.

To add a Person click the **Add button** toward the upper right. If you have a USEF number enter it and you're done. Otherwise fill in the fields.

Don't forget to add your trainer as a person if you have one! You'll want to be able to select your trainer from your people when you create entries, and if you're a trainer you'll need to add yourself to be able to submit stabling requests.

Fill out all of the required fields (First Name, Last Name, Address, City, State, Zip, Date of Birth, Email, and Emergency Phone) and hit the "OK" button at the bottom of the page. If you were successful, you will see the new person in your list of people.

Menu Options Terms of Use Logout

If your rider has a USEF Number you can enter it here and all information will be automatically populated for the next screen. Otherwise, just click “Cancel”.

Lookup USEF Person

Enter Person USEF Number:

Cancel OK

This is where you will fill out all the information for the competitor. This information will be saved for future shows so you only need to do this once.

← Back Add Person Q USEF Lookup

First Name:

MI:

Last Name:

Address:

City:

State:

Zip:

Date of Birth:
 

Email:

Home Phone:

Cell Phone:

Emergency Phone:

Cancel Save Person

Menu Options Terms of Use Logout

Once all information has been filled out, click on “Save Person”. Continue to add competitors as needed.

Person Saved!

Your person has been saved!

OK

Next Click on “Biz/Farms” to add program/farm information. Please read all information found on this page. Click on “Add”



If your rider has a Biz/Farm has a USEF Number you can enter it here and all information will be automatically populated for the next screen. Otherwise, just click “Cancel”.



Fill out all fields and then click on “Save Biz”.

Back Add Biz/Farm USEF Lookup

Name:

Address:

City:

State:

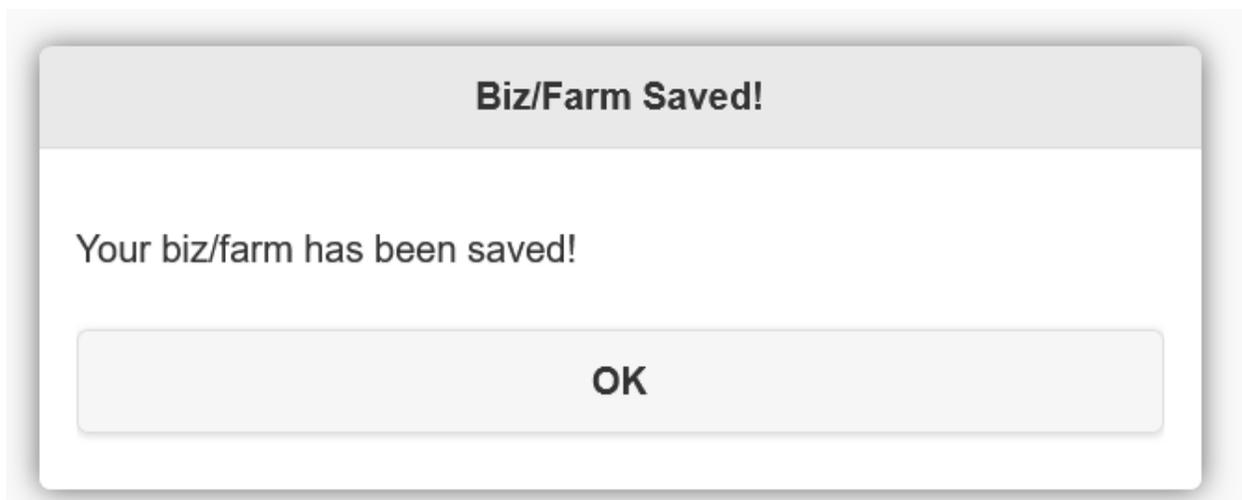
Zip:

Phone:

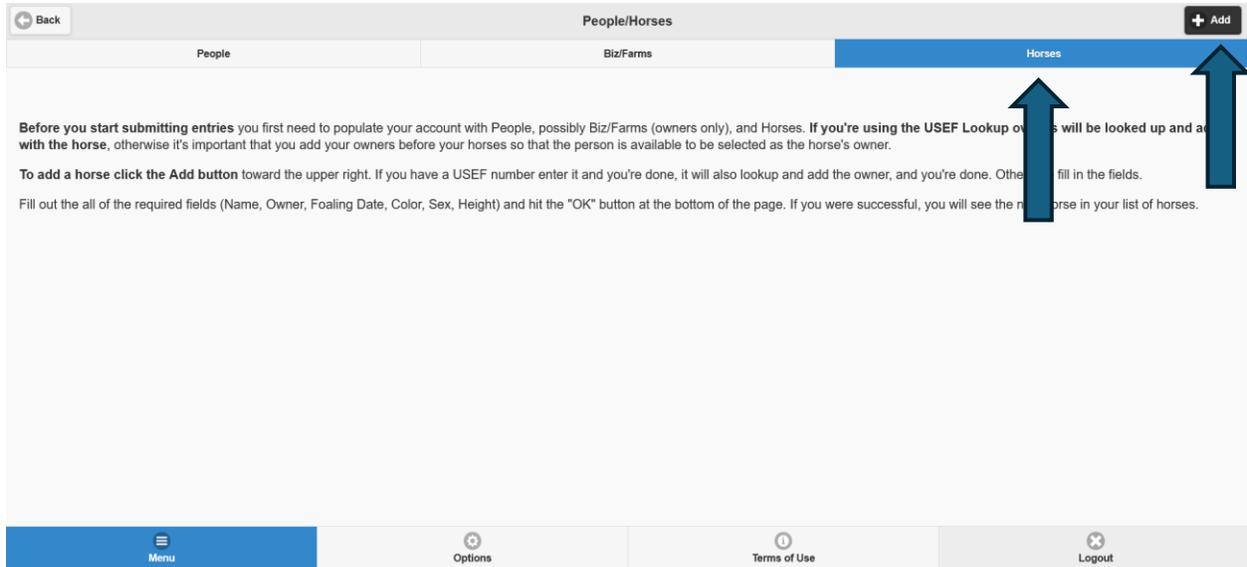
Cancel Save Biz

Menu Options Terms of Use Logout

The following will appear. Click on “OK”



Next click on “Horses” to add the horse information. Please read all information found on this page. Click on “Add”



If your Horse has a USEF Number you can enter it here and all information will be automatically populated for the next screen. Otherwise, just click “Cancel”.

Lookup USEF Horse

Enter Horse USEF Number:

Cancel **OK**

Fill out the required information.

The screenshot shows a mobile application interface for adding a horse. The form is titled "Add Horse" and includes the following fields:

- Horse Name:** A text input field.
- Owner:** A dropdown menu with a "Select Owner" label.
- Foaling Date:** A date picker with a calendar icon and the placeholder "mm / dd / yyyy".
- Color:** A dropdown menu.
- Sex:** A dropdown menu.
- Height:** A text input field containing "16.2".
- Size:** A dropdown menu with a "Select Size" label.
- Green Year:** A dropdown menu with a "Select Green Year" label.

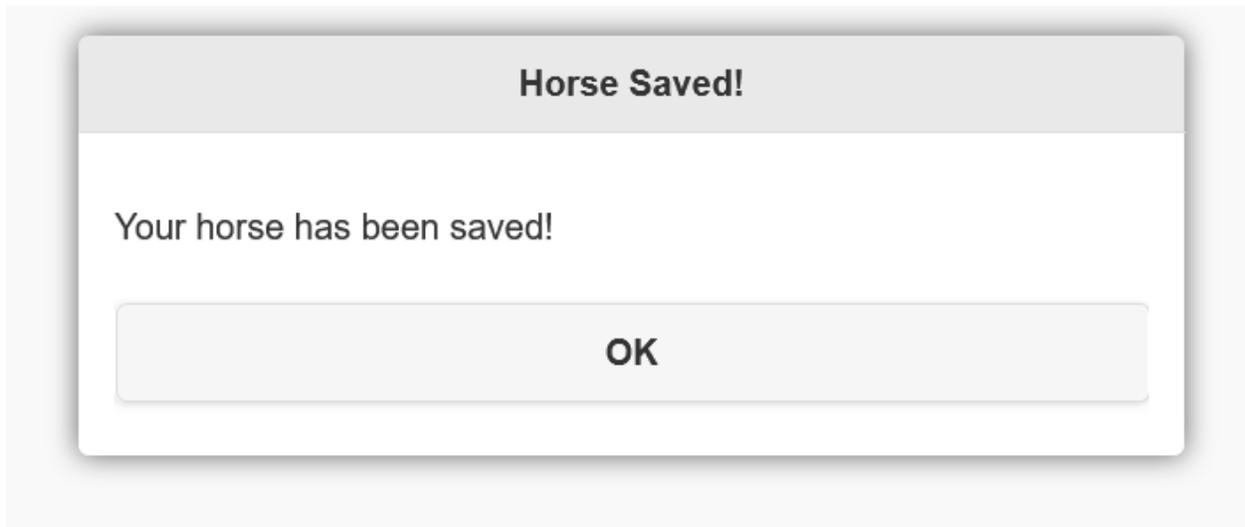
At the bottom of the form are two buttons: "Cancel" and "Save Horse". Below the form is a navigation bar with four items: "Menu", "Options", "Terms of Use", and "Logout".

Owner – the drop down will have all the information you provided under the riders and Biz/Farm.

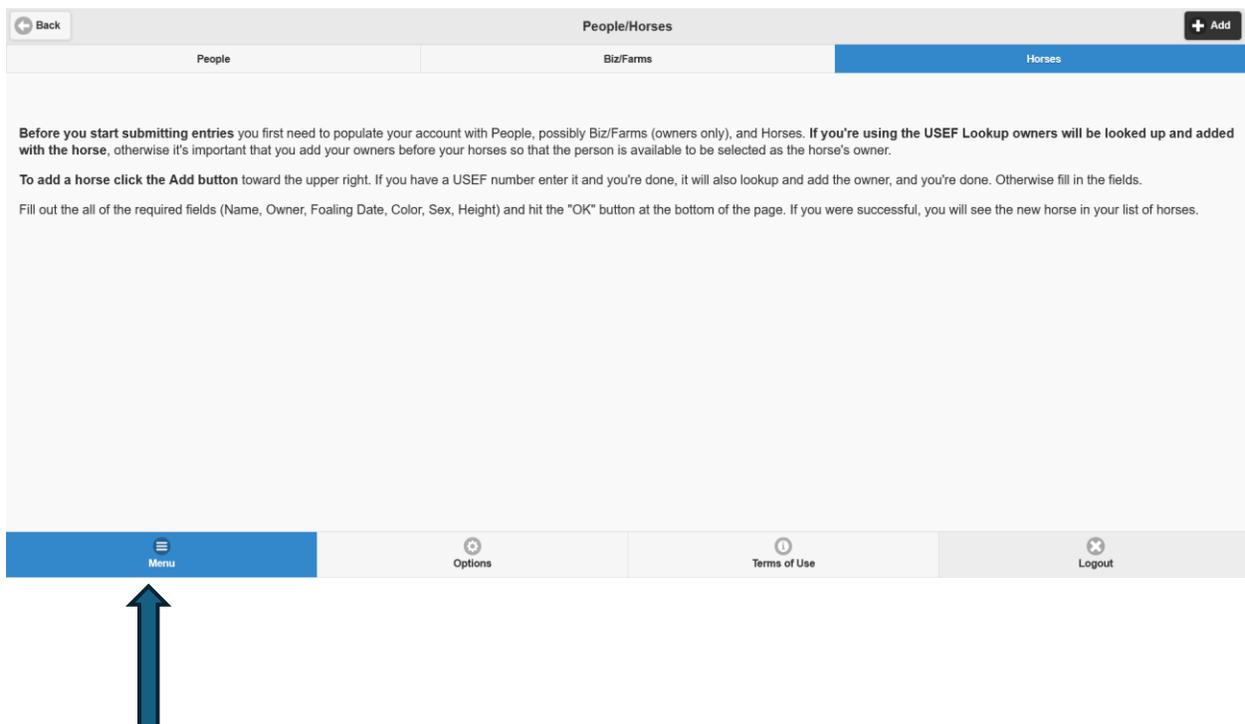
Foaling Date – You must put in a foaling date. An approximate date will be acceptable.

Green Year- may be left blank.

Then click on “Save Horse”. Add all your horses that will be in the competition.



Once all the information for competitors, Biz/Farm and Horses has been completed. Click on the “Menu” Button.



You will be returned to the main screen.

Menu - Horseshowing.com Online Entry - Menu

People/Horses	➤
Create Entries	➤
Stabling / Feed and Bedding	➤
Dashboard	➤

There are instructions at the bottom of every page.

Before you start submitting entries you first need to populate your account with People, possibly Biz/Farms (owners only), and Horses. If you're using the USEF Lookup you can start with horses as the owners will also be looked up and added with the horses, otherwise it's important that you add your owners before your horses so that the Person or Biz/Farm is available to be selected as the horse's owner when horses are created.

If your horse has a subscription you can share it with your trainer, on the Options menu at the bottom of the screen you can set your trainers email to link your account to theirs. If you have set your trainer's email, and your trainer has a horse in their account with the same name as your horse, they will be able to submit entries for that horse using the subscription from your account.

Once you've added your People and Horses one time you'll be ready to use the Create Entry item above to create entries.

Menu Options Terms of Use Logout

Click on “Create Entries”. Put in “National” and our show should appear. Click on “National Adaptive Virtual Horse Shows”.

Back Select Show

Search: National

N

National Adaptive Virtual Horse Shows
Online - Submit Entries via horseshowing.com
June 8, 2025

Menu Options Terms of Use Logout

Please read these notes carefully. They notes are on this page, but follow after the input fields.

Creating Entries

If you haven't yet added your people and horses to your account you need to do that first.

Be aware that saving your entry does not get it submitted to the show, you must submit the entry in Status/Submit Created Entries.

Note that items with a (+) sign (Org Numbers, Fees, Notes) will expand when clicked on.

Select the horse you wish to enter using the Select Horse drop down at the top of this page, enter the horse org numbers and owner numbers if they're not already there.

If you have a trainer select it from the list, if your trainer is not in the list you should go to People/Horses and add it. If you don't have a trainer you should select "No Trainer". **You will not be able to select a rider until you either select a trainer or select "No Trainer".**

After entering your horse and trainer, select your first rider, enter their org numbers and search for the classes you wish to enter them in.

Adding Classes

To select the classes that you want to enter expand the Rider 1 Classes and type the first couple characters of the words in the class name, you can also type short tokens, only classes that contain *all* the tokens you typed will be listed. This will narrow down amazingly fast to precisely what you're looking for...

Rider 1 Classes

Saturday - R + L

- 73) \$300 Small Junior Hunter 3'6" 16-17 (\$50)
- 74) \$300 Small Junior Hunter 3'6" 16-17 (1st Rnd Cla (\$50)
- 77) \$200 Small Junior Hunter 3'6" 16-17 U/S (\$50)

Sunday - R + L

- 75) \$300 Small Junior Hunter 3'6" 16-17 (\$50)
- 76) \$300 Small Junior Handy Hunter 3'6" 16-17 (\$50)

If you have additional riders, repeat the process that you completed above.

After your rider(s) are entered, you can add any fees that you may need (RV Hookup, Shavings, Straw, Hay, etc). Some fees may be mandatory in which case the minimum quantity will be one.

You may also enter notes in the "Notes" field at the bottom of the page.

When you are finished, hit the "Save" button to save your entry.

Again, saving your entry does not get it submitted to the show, you must submit the entry in Status/Submit Created Entries.

Create your entry by selecting Horse, Trainer and Rider.
Note: In this example, the fields are filled out based on my selections.

All competitors on a specific horse must be added under this horse. Once rider 1 is selected, you can skip the “Org Number” then select the “Rider 1 Classes”. **You can add up to 4 competitors on one horse.**

NOTE: If you have more than 4 competitors using the same horse you will have to use another horse’s name or name your horse with an extension.

Example – Poker Joe has 6 competitors. I created Poker Joe who will have 4 competitors and Poker Joe One for the other 2 competitors.

← Back Create Entry

National Adaptive Virtual Horse Shows
June 8, 2025

Horse Poker Joe

+ Horse Org Numbers

Owner: Freedom Horse Farm

+ Owner Org Numbers

Trainer Pellegrino, Elizabeth

+ Trainer Org Numbers

Rider 1 Pellegrino, Elizabeth

+ Rider 1 Org Numbers

+ Rider 1 Classes

Rider 2 Select Rider 2

Total: \$25.00 Min Deposit: \$25.00

– Fees

<input type="text" value="1"/>	High Point 1 Comp: \$25
<input type="text" value="0"/>	High Point 2 Comps: \$40
<input type="text" value="0"/>	High Point 3 Comps: \$50
<input type="text" value="0"/>	High Point 4 Comps: \$55

+ Notes

To have your competitors entered in the “High Point” put in the number of competitions. This is not a mandatory requirement, you do not have to enter the High Point. Click on “Save”.

Entry Saved!

Your entry has been saved, would you like to create another?

You can then create the rest of your entries.

Once entries are created, you have to submit them.

National Adaptive Virtual Horse Shows June 8, 2025 Poker Joe	
Payments to Show:	\$0.00
Min Deposit:	\$70.00
Money:	\$70.00
Stalls:	0
Created:	Apr 27, 25 at 01:42 PM
Edit View Delete Select for Submission	
Total Stalls:	0
Total Money:	\$70.00
Total Deposit:	\$70.00
Items To Submit:	1
Items Submitted:	0
Items Accepted:	0

Please read the the instructions at the bottom before submitting.

Entries must be submitted, an entry with a status of **Created** has not been submitted and is not yet visible to the show. A submitted entry has a status of "Submitted", an accepted entry has a status of "Accepted".

Each entry has a Select for Submission button that must be clicked to indicate that you want to submit *that* entry (it will turn blue, click it again to turn it off), quite possibly you have more than one entry created and are ready to submit only some of them, thus the individual selection on each entry.

When you've selected the entries you want to submit click the black **Submit** button at the bottom to submit the selected entries.

If a **'Clone'** button is visible on an entry there are other shows available for the show management that the entry may be cloned to. If you have cloned an entry when you click 'Select for Submission' you can select the shows that you have cloned to, and those entries will be submitted also in the same submission. For each horse you can create and submit entries for several shows of the same management using the Clone button.

Menu	Options	Terms of Use	Logout
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Click on "Select for Submission". Then "Submit"

Dashboard	
Back	
Edit View Delete Select for Submission	
Total Stalls:	0
Total Money:	\$70.00
Total Deposit:	\$70.00
Items To Submit:	1
Items Submitted:	0
Items Accepted:	0
Subscribed Horses:	0
Show Days on Account:	0
Number of Items Submitting:	1
Deposit Required:	\$70.00
Convenience Fee:	\$2.10
<input checked="" type="checkbox"/> Submit	

Payment will be required next:

[← Back](#) Pay Show Deposit

There is a minimum deposit required of **\$70.00** plus a convenience fee of **\$2.10** that you will make directly to .
This payment will be credited to your account at the show, **you are not making this payment to Horseshowing.com.**

Card Holder:

Street Address:

City:

State:

Zip:

Email:

Credit Card Number:

Exp Month: **Exp Year:** **CSC:**

Total: \$72.10

Note: Charges will appear on your card statement to .

This app is protected by reCAPTCHA, the Google [Privacy Policy](#) and [Terms of Service](#) apply.

[Menu](#) [Options](#) [Terms of Use](#) [Logout](#)

Enter card information and then “Pay Show”.

Submission Successful

Your entry has been successfully submitted to the show.

You will find a Submission Report at the bottom of the Entry Status Page.

You will receive an email notification when the show has processed this.

OK