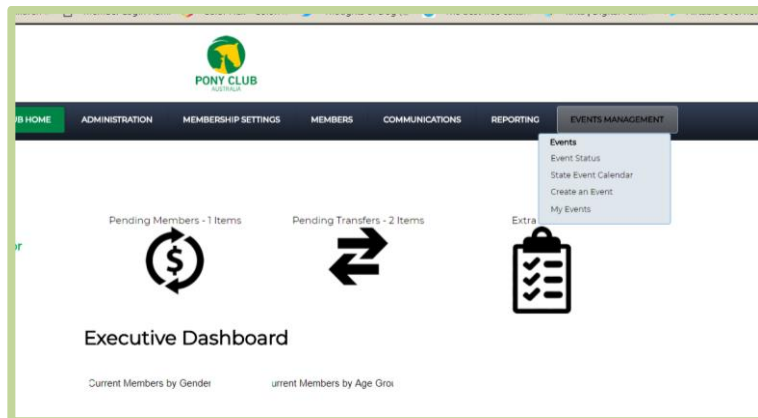
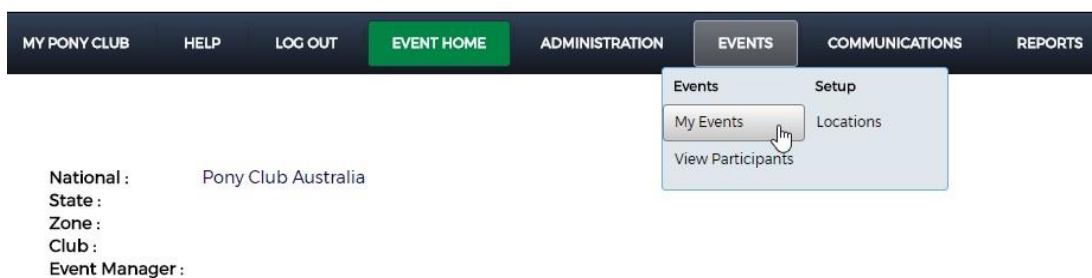


# Adding an Event for PCA Clubs



Go to **MyEvents** Tab



## Adding an Event

Adding an event can be done in 5 easy steps:

1. Base Information: Enter the event details
2. Add location, event contact and Officials
3. Enter Classes\* *If using the data base for registration – NOT ESSENTIAL*
4. \* Add Supp Regs for the event. If required -NOT ESSENTIAL (Supp Regs stands for Supplementary Regulations; i.e. additional requirements)
5. Add Event details for your Event's Information and Registration Page

## Creating an Event

### Base Information

#### .> Add Event

My Events

Start Date	End Date	Event Name	Event Type	Pending Reason	Update
No records to display.					

[Add Event](#)

Add the event details. All fields marked with an \* are compulsory and must have information entered or selections made

\* Required Fields

\* Select State:

\* Event Name:

Official  Non Official  Coaching

\* Event Type:

Event Registrations:  Restrict Registrations

Discipline:

\* Grades:

Starts On:

\* The Event:

Ends On:

\* Entries Open Between:

Late Entries Close:

Include in Calendar

Check this box if you do NOT intend to use Pony Club Event Registration

\* Entry Fee:

Late Entry Fee:   No Late Entry For This Class

### Enter an Event Name.

*Hint: put your club name minus the words Pony Club so that the title shows who is running the event. Technically this is not necessary – however – when a potential entrant is looking for events to enter, it helps re-inforce who and where. Marketing!! The sample on page 3 shows as Showjumping Bonanza. Could be anywhere. **Be concise but accurate.***

Tick whether the event is **Official, Non-Official or Coaching** in nature. Don't use Coaching at all (as at Jan 2020 – it is not linking properly to the coach list. Use Non Official > Other)

*Hint: if an event is a Competition – it's **Official**. Even if you're using it as a Fund Raiser. The **Non-Official** category is for non-competitive things like Camps, Car Boot Sales, Meetings etc.*

Select the **<Event Type>** from the drop-down menu and the disciplines will be applicable to the event type set by the State.

The **Restrict Registrations** box restricts who can and can't enter your event. Eg select Club event type and only your club members can enter the event online – **you might use this for rally attendance**.

Add the **dates and times** for the event. If applicable, you can add a **Late Entry Closing Date** – you can charge a late entry for registrations received after the initial registration period.

**DON'T FORGET to check the box – Include in Calendar** or it won't show on the PCV calendar.

The '**Check this box if you do not intend to use Pony Club Event Registration**' box if you do not wish to use the online Membership Events Registration system for your event

If using an alternative registration you can set up a link to them later in the process in the Description.

Input the Entry Fee for the Event and if required, a Late Entry Fee. **You must put a dollar value in here – if using an alternative Entry process, put Zero.** Late entry fee will be charged in addition to the set Entry Fee

### **NOTE**

If you wish to charge per class entry, there is an option to add a fee per class in a few steps.

If looking to charge only for the classes that a member takes part in, add \$0 to the event fee. This means that a rider that enters multiple classes will be charged per class on top of the event fee.

You can:

Have a fee at the event entry and class level

**OR**

Have a \$0 fee at the event level and a fee per class

**OR**

Have a fee per event and a \$0 fee per class

- Once all fields have been completed, select <Continue>

## Club, Location, Contact and Officials

Clicking Continue will progress you through to selecting the Club information and Locations etc for the event

### \* Required Fields

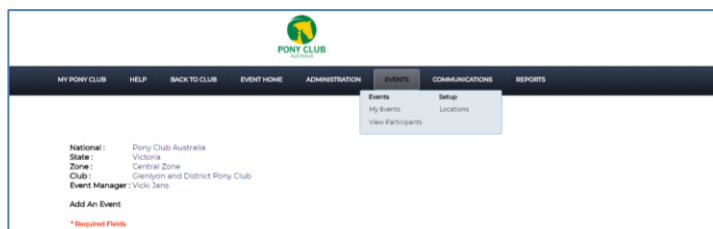
State : Western Australia  
 Event Name : Showjumping Bonanza 2  
 Event Type : Competitive  
 Starts On : 01-Dec-2017 12:00 AM      Ends On : 01-Dec-2017 12:00 AM  
 The Event : 01-Dec-2017 12:00 AM      01-Dec-2017 12:00 AM  
 Entries Open Between : 03-May-2017 12:00 AM      25-Nov-2017 12:00 AM  
 Late Entries Close : 28-Nov-2017 12:00 AM

### Step 1. Clubs..

State Name	Club Name	Host Club	Update	Delete
Western Australia	Eastern Hills Horse & Pony Club	Yes	<a href="#">Edit</a>	
<a href="#">Add new record</a>				

[< Previous](#)   [Finished Adding Clubs](#)

- Your Club will show as the Host Club. To edit or change this information, click <Edit> on the right hand side of the result.
- To add a New Club to the event, select <Add New Record>. If restrictions are set on the event, any members of Clubs listed here can enter the event.
- Click <Finished Adding Clubs> to progress to adding a Location for the Event.
- Event **Locations and Contacts** are generated from the Club Information and Information entered in the Event Manager Module. If your location does not show, open the **Events>Set Up>Locations** tab to add the location.



- Select the appropriate Location and Contact person for the event. Once selected, click <Finished with Location and Contact> to proceed to Officials selection.

State : Western Australia  
 Event Name : Showjumping Bonanza 2  
 Event Type : Competitive  
 Starts On : 01-Dec-2017 12:00 AM      Ends On : 01-Dec-2017 12:00 AM  
 The Event : 01-Dec-2017 12:00 AM      01-Dec-2017 12:00 AM  
 Entries Open Between : 03-May-2017 12:00 AM      25-Nov-2017 12:00 AM  
 Late Entries Close : 28-Nov-2017 12:00 AM

### Step 1. Clubs..

State Name	Club Name	Host Club
Western Australia	Eastern Hills Horse & Pony Club	Yes

### Step 2. Select Location and Contact..

\* Event Location :   
 \* Event Contact :

### Step 3. Select Officials for the Event..

Accreditation	Level	Pony Club ID	First Name	Last Name	Update	Delete
No records to display.						
<a href="#">Add new record</a>						

[< Previous](#)   [Continue](#)

Add any Event Officials that will be in attendance at the event. This field is determined by your State Organisation and may or may not be compulsory. To add a contact, click 'Add new record'.

**Officials (not in use as @ January 2020 – will be a future development)**

If you are **Not using the database to collect entries**, your next screen will be the final screen. Any missing information will show with a red x. If necessary, amend this then press - **complete**. Your event will go to the calendar (There is no charge. Charges would only come if you were taking entries for paid events via this database. i.e. as a surcharge to Entrants credit card payments).

The database will generate a URL for the Event Page – you can use this as a link for your website, facebook etc.

You can now go back in and **Update - Edit the event** – It's a good idea to go into **Description**, add your Event Name (Make it LARGE!!), club's logo and put in a link to your entry process – eg. eventsecretary, nominate or such.

If you are using paper – you can put in your secretary's email and phone number.

If you have a club website – load your entry form there, get the url and link to it to enable potential entrants to enter as easily as possible. If you need help having a flyer or other document linked – let us (PCV) know – we can load it to our File Manager, generate a url and link it for you.

Another thing you can do is make a Screen Snip or some other Image copy of the header of your Flyer, save it as and Image and put it in as an Image into the description.



**Horsham Pony Club Inc.** A0002597K  
presents a  
**Showjumping Clinic**  
with  
**Allan Mitchell**

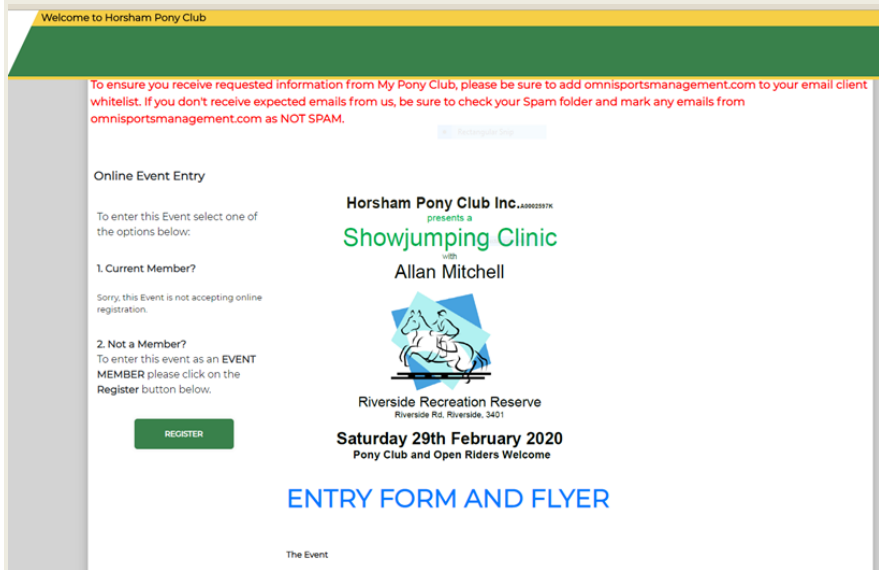


Riverside Recreation Reserve  
Riverside Rd, Riverside, 3401

**Saturday 29th February 2020**  
Pony Club and Open Riders Welcome

If using some other Event Entry process: like paper/Event secretary etc -  
Make sure that people know how to enter  
Then you're done!  
Good idea to check the event url to make sure links are working and it reads ok.

It will look something like this to the public:



Welcome to Horsham Pony Club

To ensure you receive requested information from My Pony Club, please be sure to add omnispportsmanagement.com to your email client whitelist. If you don't receive expected emails from us, be sure to check your Spam folder and mark any emails from omnispportsmanagement.com as NOT SPAM.

Online Event Entry


To enter this Event select one of the options below:

1. Current Member?  
Sorry, this Event is not accepting online registration.

2. Not a Member?  
To enter this event as an EVENT MEMBER please click on the Register button below.

**REGISTER**

**Horsham Pony Club Inc.** A0002597K  
presents a  
**Showjumping Clinic**  
with  
**Allan Mitchell**



Riverside Recreation Reserve  
Riverside Rd, Riverside, 3401

**Saturday 29th February 2020**  
Pony Club and Open Riders Welcome

**ENTRY FORM AND FLYER**

The Event

**Keep the information Concise, Relevant and Accurate.**

## If using the Database Event Entry Process:

No fee to the club to use this!

Classes (Note – if this is a recurring event – you can **Clone** the information :)

Adding Classes to your event allows members to join the specific Class they will be participating on the day.

Classes are administered by the State Controlling Body and are set by discipline.

- Select <Add a Class> to add each class available for registration. All fields marked with an \* are compulsory.

\* Required Fields

\* Type of Class:  Official  Non Official

\* Select Discipline:

\* Select Class:   I wish to run a class that does not appear on the list.

\* Class Name:

Class Number:

Certificate Required:

Allow International:  Open Class for International competitors

Not Restricted to Members:  Not Restricted to Club level members

Restricted to Backend:  Restricted to Backend registration only

Horse Required:

Expected Nbr of Participants:

Max. Participants Allowed:  Set this field limits the number of competitors that can register in this Class.

\* Class Registration Fee:

Age From: 26

Age To: 80

Gender: Any

Results URL:

- Select the Class as being Official or Non-Official. The Event type will pre-set however you can select the type based on the individual class. The Ages will be set based on the State settings for the chosen class.
- Choose the Discipline and the classes available will be shown in the 'Select Class' drop-down menu. Then enter or update the Class Name as required for your event.
- The three checkboxes are settings for this class only – you can make available to international competitors; restrict the class to Club Members only (as opposed to restricting the whole event); and restrict to backend registration (so administrators can add members to this class ONLY)
- If a horse must be entered with the member's entry for this class, select 'Horse Required' checkbox.
- If required, you can add a fee per class in the 'Class Registration Fee' field. If there are no fees applied per class, enter \$0 in this field.
- Once completed, click <Update> to save your class. Repeat for the required number of Classes in your event. If you have a range of OPEN classes (can be a huge variety) Add them as OPEN then EDIT for the exact definition – see below.

When you have created a class, you can 'Clone' classes with similar information by clicking <Clone>.

Class 1 PC. F Grade (30cm) - one round judged on optimum time	Showjumping	PF Showjumping	0	26	Any	No	Official	\$5.00	<input type="button" value="CLONE"/>	<input type="button" value="EDIT"/>	<input checked="" type="checkbox"/>	<input type="button" value=""/>
Class 2 PC. F Grade (40cm) - one round judged on optimum time	Showjumping	PF Showjumping	0	26	Any	No	Official	\$5.00	<input type="button" value="CLONE"/>	<input type="button" value="EDIT"/>	<input checked="" type="checkbox"/>	<input type="button" value=""/>
Class 3 PC. F Grade (40cm) - take your own line 250 mpm	Showjumping	PF Showjumping	0	26	Any	No	Official	\$5.00	<input type="button" value="CLONE"/>	<input type="button" value="EDIT"/>	<input checked="" type="checkbox"/>	<input type="button" value=""/>
Class 4 PC. F Grade (50cm) - 250 mpm Article 238.2.2	Showjumping	PF Showjumping	0	26	Any	No	Official	\$5.00	<input type="button" value="CLONE"/>	<input type="button" value="EDIT"/>	<input checked="" type="checkbox"/>	<input type="button" value=""/>
Class 5 PC. E Grade (55cm) - One round judged on optimum time	Showjumping	PE Showjumping	0	26	Any	No	Official	\$5.00	<input type="button" value="CLONE"/>	<input type="button" value="EDIT"/>	<input type="checkbox"/>	<input type="button" value=""/>
Class 6 PC. E Grade (60cm) - One round judged against clock	Showjumping	PE Showjumping	0	26	Any	No	Official	\$5.00	<input type="button" value="CLONE"/>	<input type="button" value="EDIT"/>	<input type="checkbox"/>	<input type="button" value=""/>
Class 7 PC. E Grade (60cm) - Take your own line	Showjumping	PE Showjumping	0	26	Any	No	Official	\$5.00	<input type="button" value="CLONE"/>	<input type="button" value="EDIT"/>	<input type="checkbox"/>	<input type="button" value=""/>
Class 8 PC. E Grade (65cm) - article 238.2.2	Showjumping	PE Showjumping	0	26	Any	No	Unofficial	\$5.00	<input type="button" value="CLONE"/>	<input type="button" value="EDIT"/>	<input type="checkbox"/>	<input type="button" value=""/>
Class 1a OPEN- 30cm one round - optimum times	Showjumping	Open Class	8	80	Any	No	Official	\$5.00	<input type="button" value="CLONE"/>	<input type="button" value="EDIT"/>	<input checked="" type="checkbox"/>	<input type="button" value=""/>
Showjumping-Open Class	Showjumping	Open Class	8	80	Any	No	Official	\$5.00	<input type="button" value="CLONE"/>	<input type="button" value="EDIT"/>	<input type="checkbox"/>	<input type="button" value=""/>
Showjumping-Open Class	Showjumping	Open Class	8	80	Any	No	Official	\$5.00	<input type="button" value="CLONE"/>	<input type="button" value="EDIT"/>	<input type="checkbox"/>	<input type="button" value=""/>

- After you have added all the classes for the Event, click <Continue>

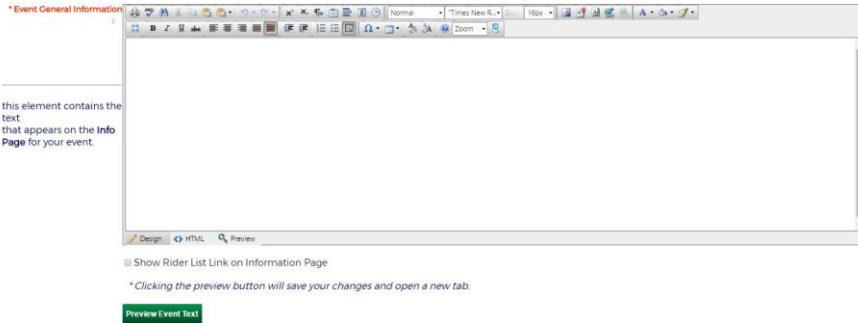
## Event Description and Extras

Updating Event Guidelines, fill in all fields regarding the event guidelines. This information will be available to your members before they enter the event.

### Edit Event Description

You can add information about the event, directions, pictures, sponsor logos and Event Contact information as an example. It is a free space to inform your potential participants about the event.

Add Event Text



### NOTE:

If adding text from a word document, paste the information with no formatting and change colours and fonts in the text box provided (the paste button at the top of the page contains this option).

- Once you have entered your text, you can preview your event information to see what members will see by clicking <Preview Event Text>.
- You can also upload documents for the event *which the member will receive upon completing their event registration*.
- Press <Select> and choose the document from your computer. Keep to a small file size - when loading, it will show a coloured dot next to it – a **Red** dot means the file will not be uploaded – please compress before trying again; a **Green** dot means the file will be uploaded.
  - When you see a **Green** dot, press <Upload> to add the File to the event.

Upload Document: Allowed File Extensions are jpg.png.jpeg.gif.bmp.pdf and Max Size allowed is 1MB

Select

Upload

A Red dot besides the filename means the file will not be uploaded.  
A Green dot besides the filename means the file will be uploaded.

View Remove

Add Event Text Cancel

Files can be viewed or removed from this page at any time by using the <View> and <Remove> buttons at the bottom of the page.

After adding your description and/or files, click <Add Event Text> to save your changes.

To add event extras to an event registration, select <Manage Extras> from the Description and Extras main page.

Currently Assigned to this event

Required	Source	Item Name	Size	Colour	Price	MinQty	Change	Remove
<input type="checkbox"/>		No Items Assigned to this event yet.					Change	Remove

Available to be assigned to this event

National	State	Club	Event Manager	
Item Name	Size	Colour	Price	Assign
Black Hoodie	M	Black	\$22.00	Assign
Black Hoodie	S	Black	\$20.00	Assign

< Previous

You can add Extras from the National, State, Zone and Club, as well as your Event Manager profile to the event.

The additional optional extras are created under <Administration> and <Additional Items>.

To add an extra, select the level from which you wish to add the item, such as 'Event Manager'.

Press <Assign> on each item you wish to add to the Event.

**Currently Assigned to this event**

Required	Source	Item Name	Size	Colour	Price	MinQty	Change	Remove
<input type="checkbox"/>	Event Mgr	Grey Club Hat	One Size	Grey	\$20.00	1	<a href="#">Change</a>	<a href="#">Remove</a>

**Available to be assigned to this event**

[National](#)
[State](#)
[Club](#)
[Event Manager](#)

Item Name	Size	Colour	Price	Assign
Black Shirt			\$50.00	<a href="#">Assign</a>

[< Previous](#)

When completed, select <previous> and select <continue>.

If you do not wish to add event details or optional extras to an event registration, you can select <continue> from the Manage Extras page.

The event can also include Questions for the member to answer during their registration, such as their favourite colour, if they have any allergies, when they last entered an event etc.

**Event Questions :**

Event Question	Required	Update	Delete
No records to display.			
<a href="#">Add a Question</a>			

To add a question, select 'Add a Question' and enter the applicable information.

**Submission of the Permit**

The next screen provides a checklist to ensure all the event details are correct. If you are missing something it will then prompt you to go back and edit the page.

Event Data Permit Request

\*If any of the items have a Cross in the Status column, please click on the Edit button beside it to fix that item. Once you have all status as OK, click on the Apply button at the bottom of the page.

Event: **Showjumping Brisbane 2**

Information	Requirement	Status
Dates Entered	Event Dates and Registration Dates entered	✓
Event Type selected	Event Type has been selected	✓
Clubs Entered	Host Club selected and all clubs listed	✓
Location	Event Location Selected	✓
Contact	Contact Selected	✓
Discipline	Discipline set for Event	✓
Officials1	Officials Selected	✓
Class	Classes Entered	✓
Additional information	Additional information are not required for this event	✓

[Previous](#) [Next](#)

A button will appear next to a red cross if you are missing any event details which will direct you to the appropriate page of the event set up. Once updated, the Continue button will return you to the above page.

To submit the event, select <Apply>.

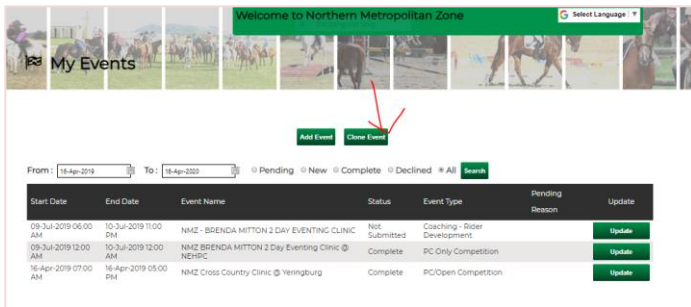
You will see the event has been processed and added to the Club Event List

My Events

Start Date	End Date	Event Name	Event Type	Pending Reason	Update
01-Dec-2017 12:00 AM	01-Dec-2017 12:00 AM	Showjumping Bonanza 2	Competitive		<input type="button" value="Update"/>

To change or update any event information at any time prior to the event, select <Events> and <My Events> from the menu bar and click “Update” against the event you require.

## CLONING EVENTS



To find an old event to clone – move the search date back!

The screenshot shows the event cloning form. A red arrow points to the 'Event From' date field, which is labeled 'OLDER'. The form includes fields for 'Event From', 'Event To', 'Select the Event', 'Event Name', 'Starts On', 'Ends On', 'The Event', and 'Entries Open Between'.

Make any changes in the Title (watch for the Year!!). Add the dates – watch the times – they need to be chronological

The screenshot shows the event cloning form with red circles around the 'Starts On' and 'Ends On' date and time fields. The 'Event Name' is 'NMZ Ride to Time RD1 | Croydon'. The 'Event From' is '01-Apr-2018' and 'Event To' is '16-Apr-2019'. The 'Entries Open Between' is '15-Apr-2019 06:30 AM' to '27-May-2019 11:50 PM'. The 'Clone Additional Information' checkbox is checked.

You then need to check the event and submit it to show in the calendar: (you might need to add a location etc.)

The screenshot shows the event registration settings form. It includes fields for 'Event Type', 'Event Registrations', 'Discipline', 'Age Ranges', 'Grades', 'Starts On', 'Ends On', 'The Event', 'Entries Open Between', 'Late Entries Close', 'Include in Calendar', 'This Event has Spectator Registration', 'One Event Membership Accepted', 'Tick if NOT using MyPonyClub Online Registration', 'Entry Fee', 'Late Entry Fee', and 'This Event is Refundable'. The 'Entry Fee' is set to '\$0.00' and 'This Event is Refundable' is set to 'NO'.

Don't forget to add something to the description. Logo. Flyer header.

Keep it simple but think of your event branding.