EQUESTRIAN
NOVA SCOTIA

Scotia Series

Online Entries How-To Guidelines
nsef.horsesport.pro

Welcome to the nsef.horsesport.pro online entry manual. This step-by-step manual will help you to successfully enter/edit your competition entry. Equestrian NS staff are available Monday-Friday from 9am-4pm to assist with entries if the information enclosed does not answer your questions.

To reach a member of the Equestrian NS staff please contact us via email at nsefservices@sportnovascotia.ca or 1-800-263-2410.

Thank you for choosing to participate in Scotia Series sanctioned competitions. We wish you the best of luck in the upcoming competition season.

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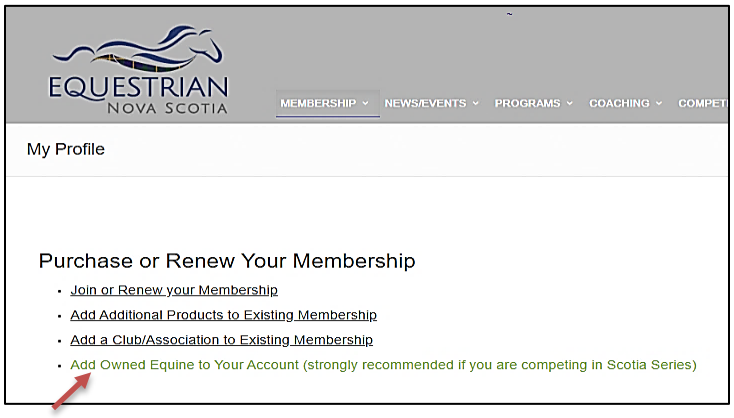
Step 1 – Adding a Horse in your Membership Profile

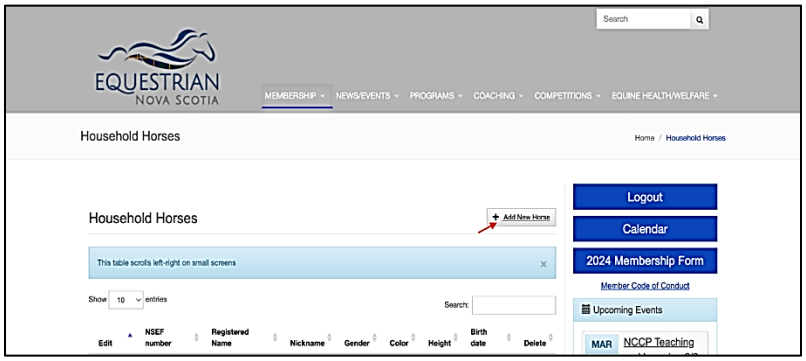
Before you begin your entry, ensure that your owned/long-term leased horses are listed in your Equestrian NS Membership profile. They will make it easier to add horses to your entry as they are linked in the system. If you are riding a short-term leased/school horse, please ask the owner/coach to list them in their membership profile.

PLEASE NOTE: unlisted horses can be attached to your entry in the “Add Horse” tab on the competition system.

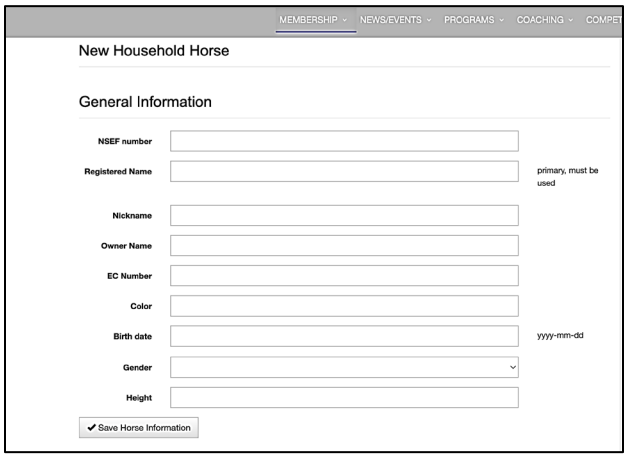
To add a horse to your Equestrian NS membership profile, head to www.equestriannovascotia.ca. Login to your account. If you forget your login information, reach out to nsefservices@sportnovascotia.ca and we can help you. Once logged in, you will see this screen. Click “Add and Owned Equine to Your Account”



On this screen, you can add a new horse and see those already linked to your membership profile

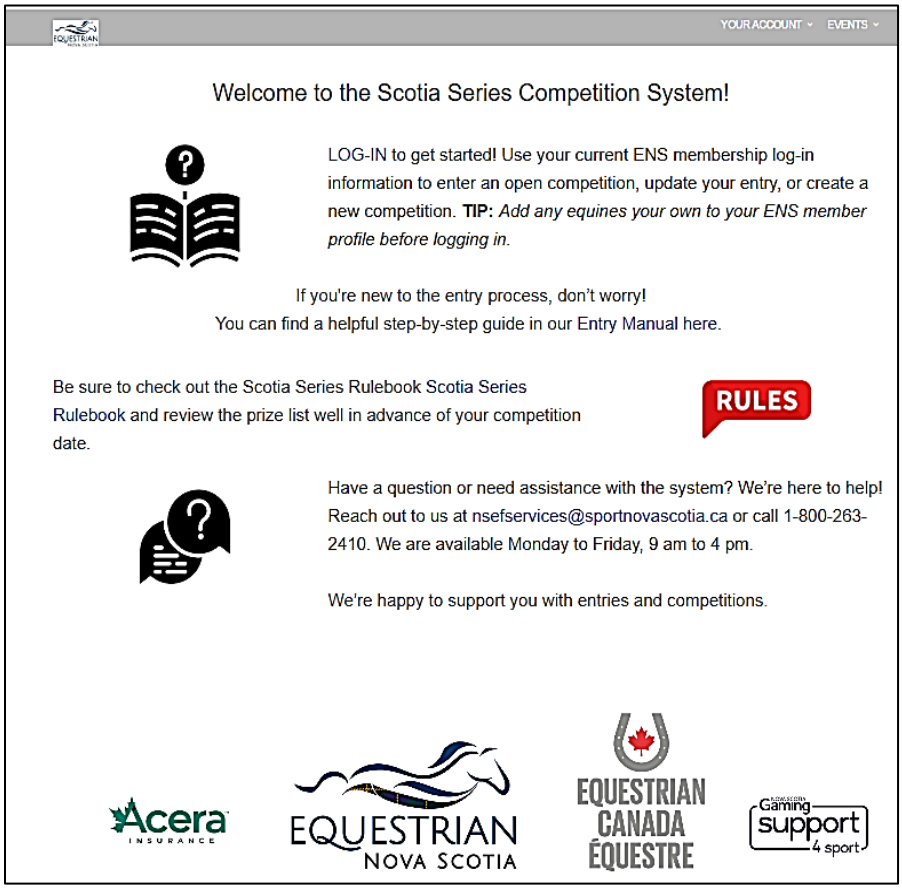


Once on the “Add an Owned Equine to Your Account” screen, fill in the following information. The Registered **Name and horse’s birthdate are the only two mandatory requirements.** Once completed, click “Save Horse”. Your horse is now successfully added to your profile.

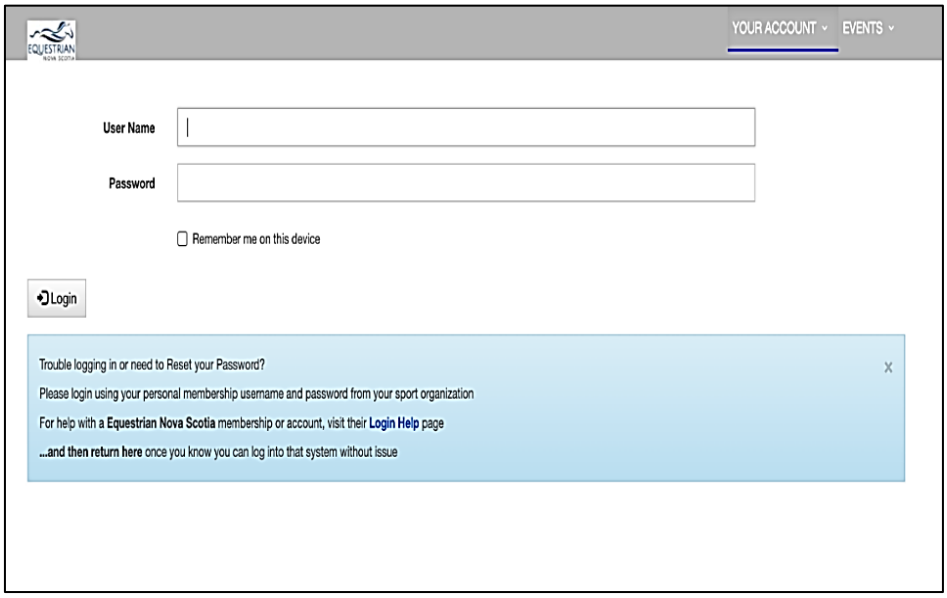


Step 2 - Entering a Competition:

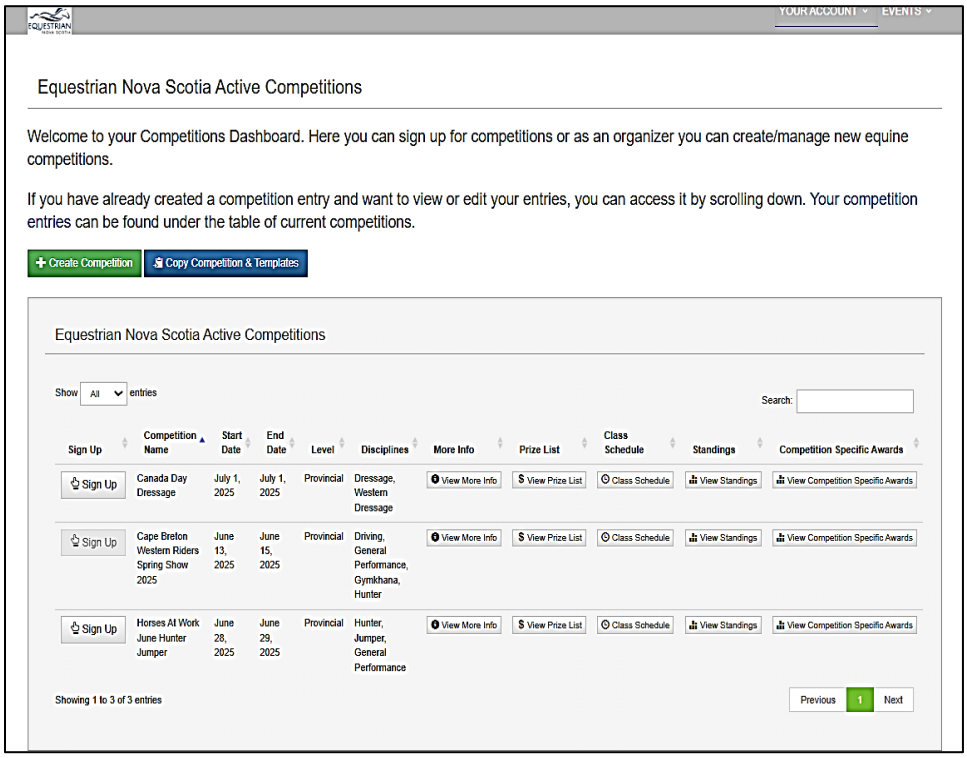
To enter a competition, go to nsef.horsesport.pro. In the top right-hand corner of the page your will “Your Account”. Select this button and the option to Log In will appear in the drop down.



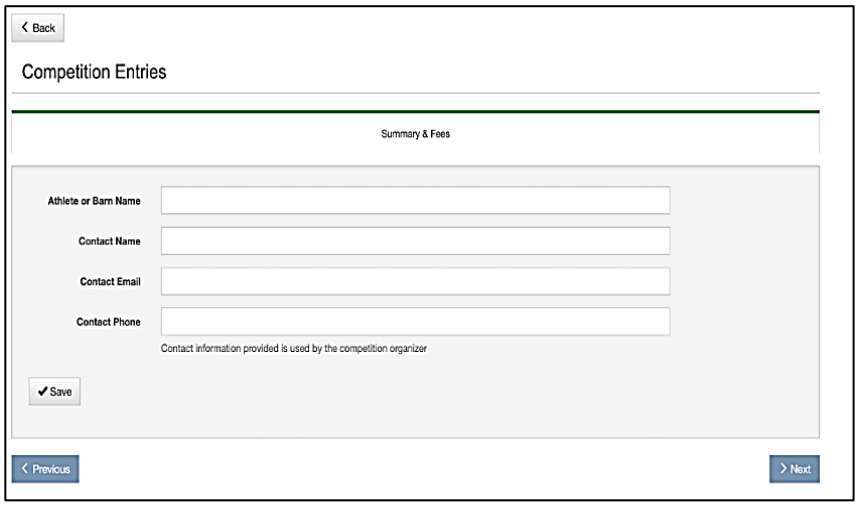
On the login screen that appears, use your Equestrian NS Membership login information to access the competition site. (This is the same log-in that we referred to in the Add Horses Step)



Select your competition to enter: The list of available competitions and access to previous entries will appear once logged in. Read the list of available competitions to find the one you are looking to enter and select “Sign Up” on the left-hand side of the competition you want to enter.

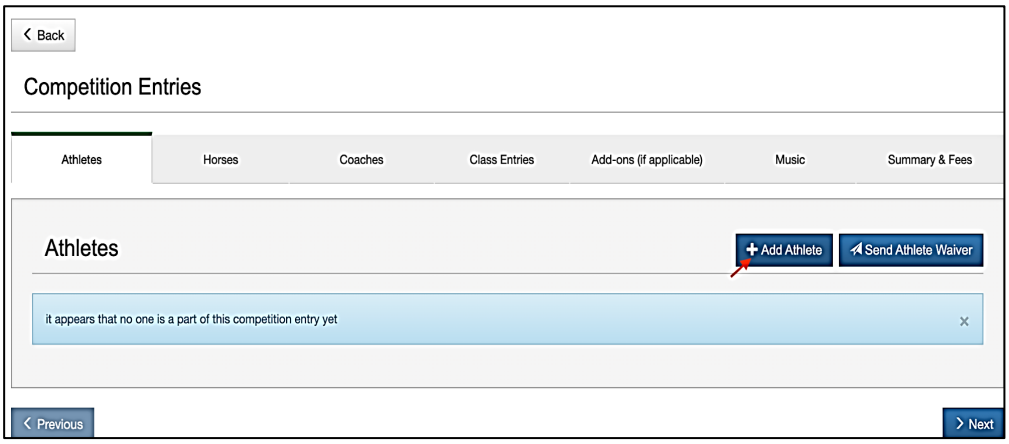


Add Main Contact information. The competition system is built so that multiple athletes and horses can be added at the same time by one person. The information you enter here should be either the name of the individual athlete entering the competition **or** the name of the barn and contact name of the person entering a group of athletes. i.e. the coach. Parents or Persons Responsible can also enter their contact information if they would like to be the main contact for the entry.

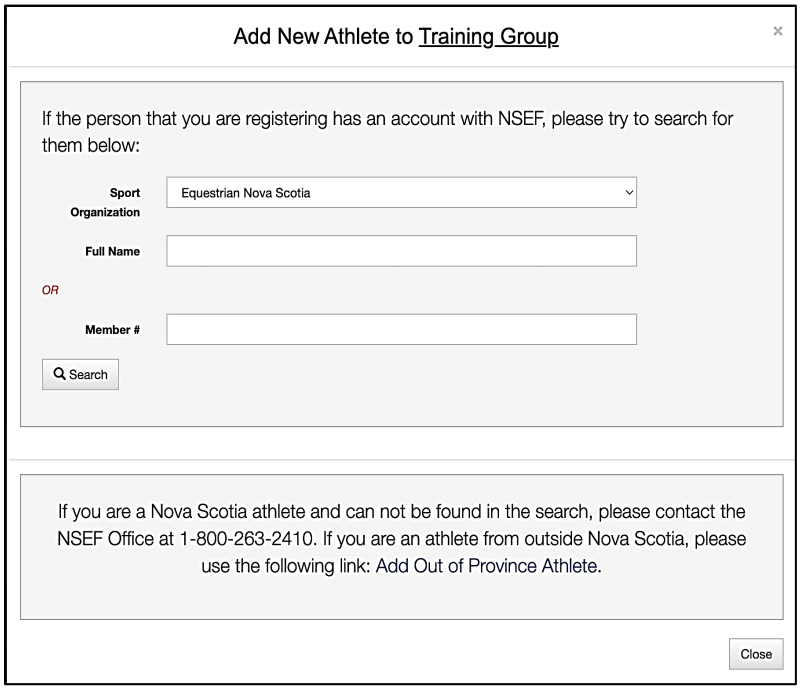


Step 3 - Adding an Athlete

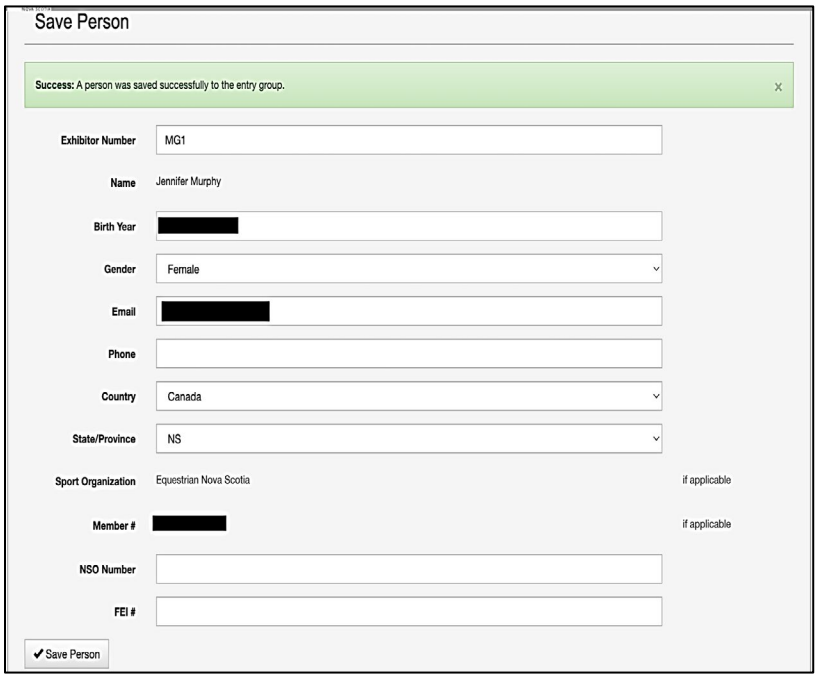
The next step is to add the competing athletes to this entry. You can add as many athletes as needed for your group. To add an athlete, click “Add Athlete” in the right hand corner under the “Athletes” tab.



The following screen will appear. Athletes can be searched by using their full name as it appears on their ENS membership card **or** their ENS membership number.



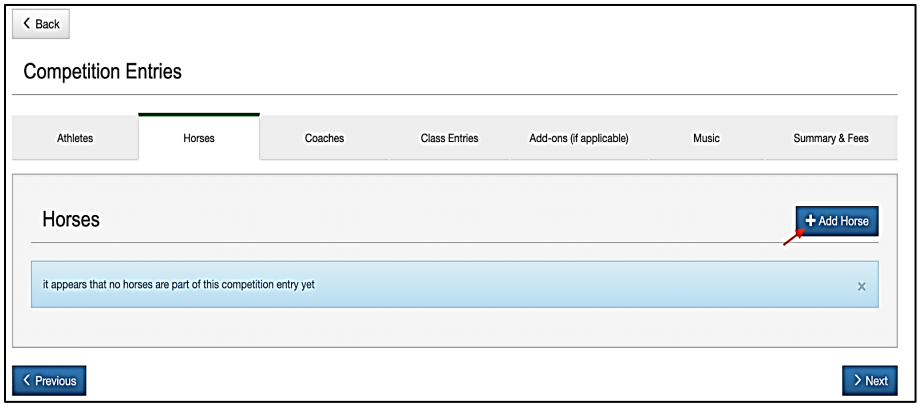
Once you find the athlete's name, verify all information on the profile and click "Save Person"



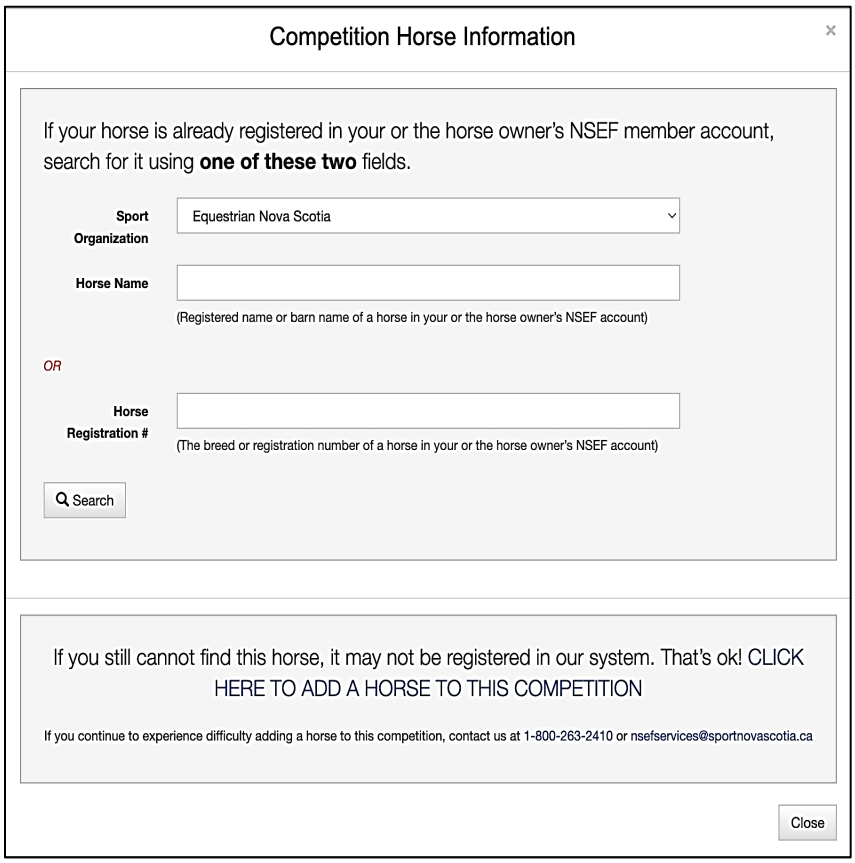
Once saved, you will return to the previous page where you can continue to add more entries by selecting "Add Athlete". Once all athletes are entered, click "Next" at the bottom right of the page. This will take to back to the Competition Entries Page and on to Step 4.

Step 4 - Horse Tab

<u>Adding your Horse to your Entry</u> – Select the Horses tab then select “Add Horse” on the right hand side of the screen

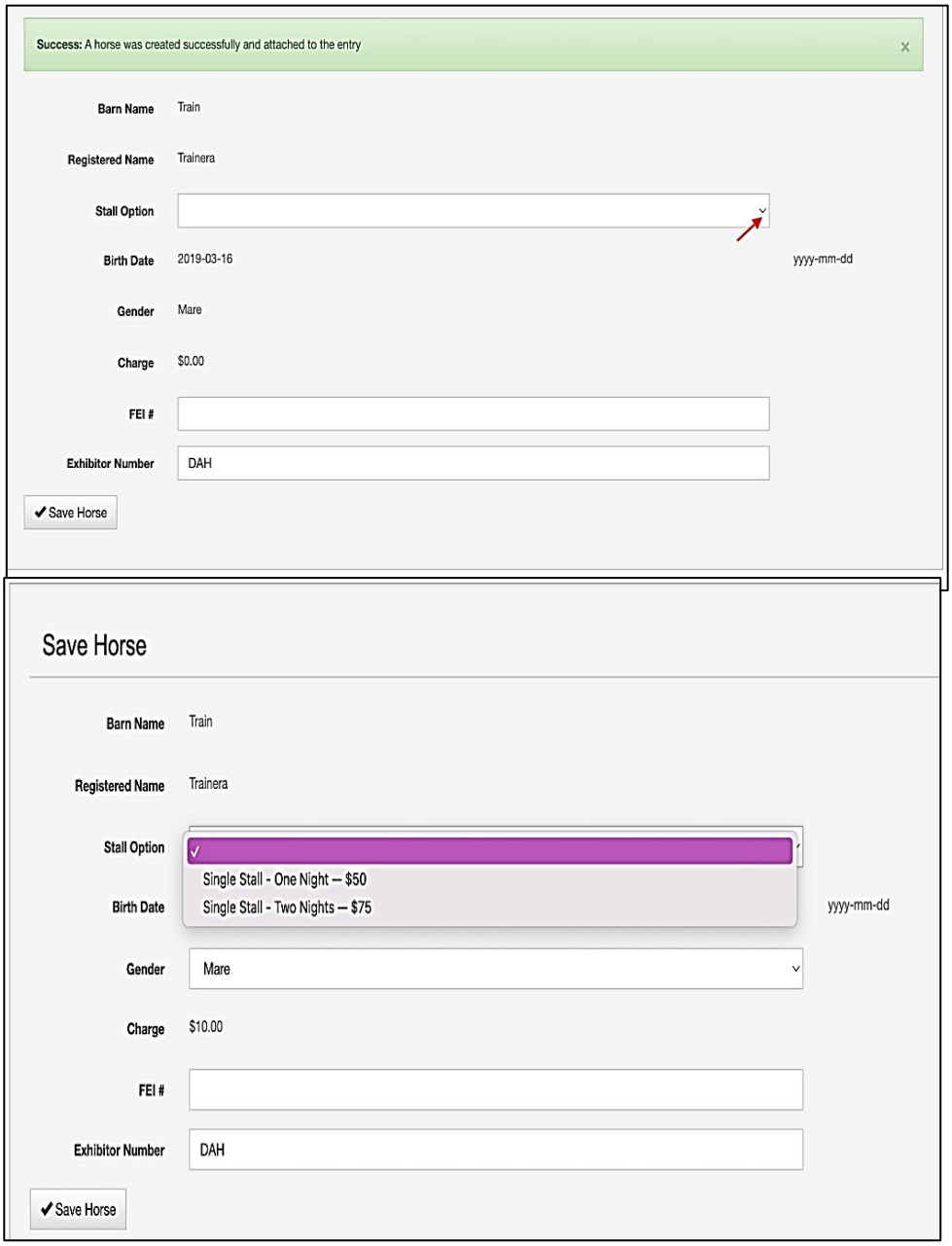


This search box will appear where you can search for any horse that has been added to the Equestrian NS membership database (Step 1). If the horse you are competing with is not appearing in the search, select “CLICK HERE TO ADD A HORSE TO THIS COMPETITION” to add your horse to this entry. **The only information required by the competition system is the registered name for the horse**.



Save Horse to your Entry: Select or add the horse for this entry, ensuring that all information is accurate.

Stall Option: Using the drop-down arrow, select a stall option if necessary/available. This drop-down menu will list the stall options available for the competition.

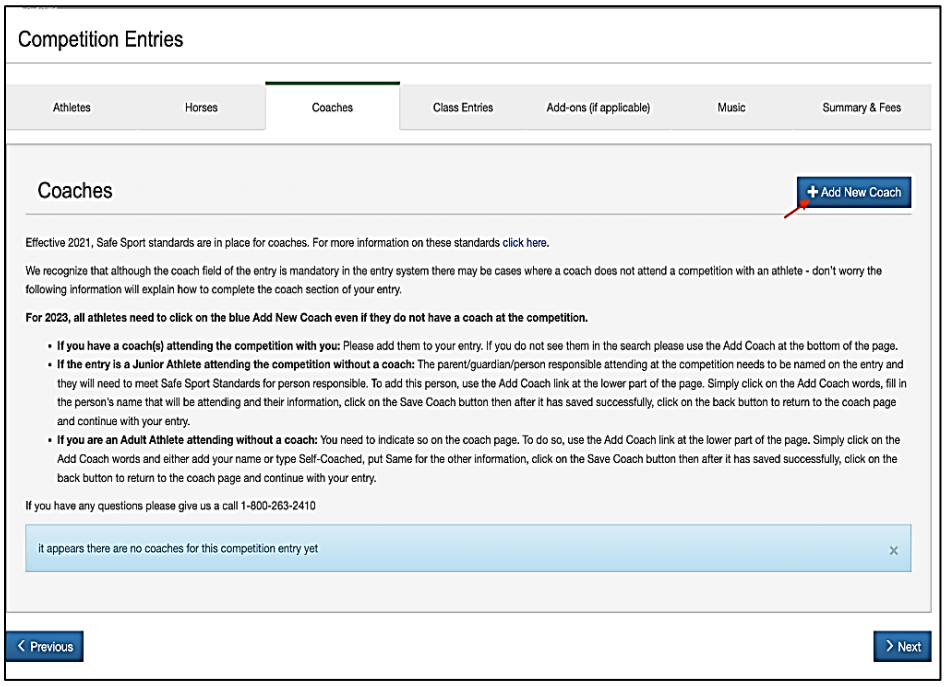


Once you have confirmed all information is correct and selected a stall option, click “Save Horse”. Then select “Next” at the bottom right of your screen to go to next step.

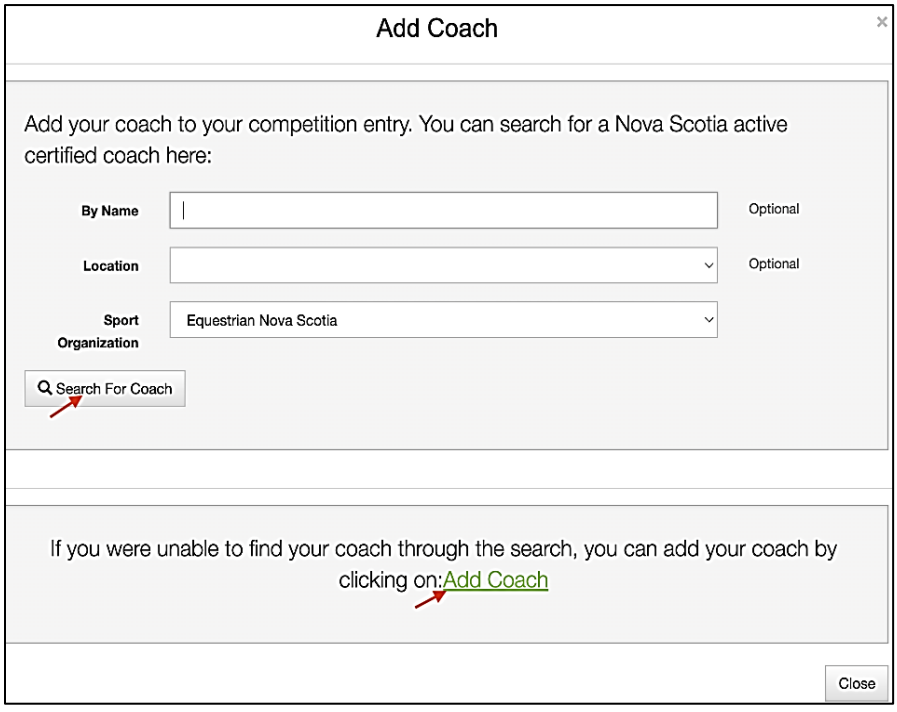
Your horses are entered!

Step 5 - Coach Tab:

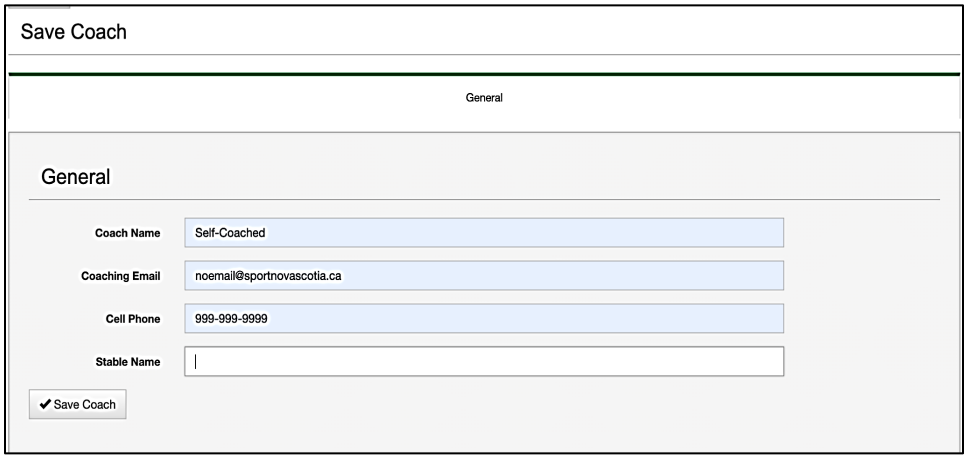
Adding a Coach/Person Responsible (parent/guardian)/Adult Athlete: To ensure safe sport compliance, this section must be completed. This system is linked to a coach membership profile and will confirm that all safe sport standards have been met. Simply search the **Coach** by selecting the “Add New Coach” button on the right-hand side of the screen.



This search box will appear. If your **Coach** is not found or you are adding a **Person Responsible (parent/guardian) /Adult Athlete**, select “Add Coach”.



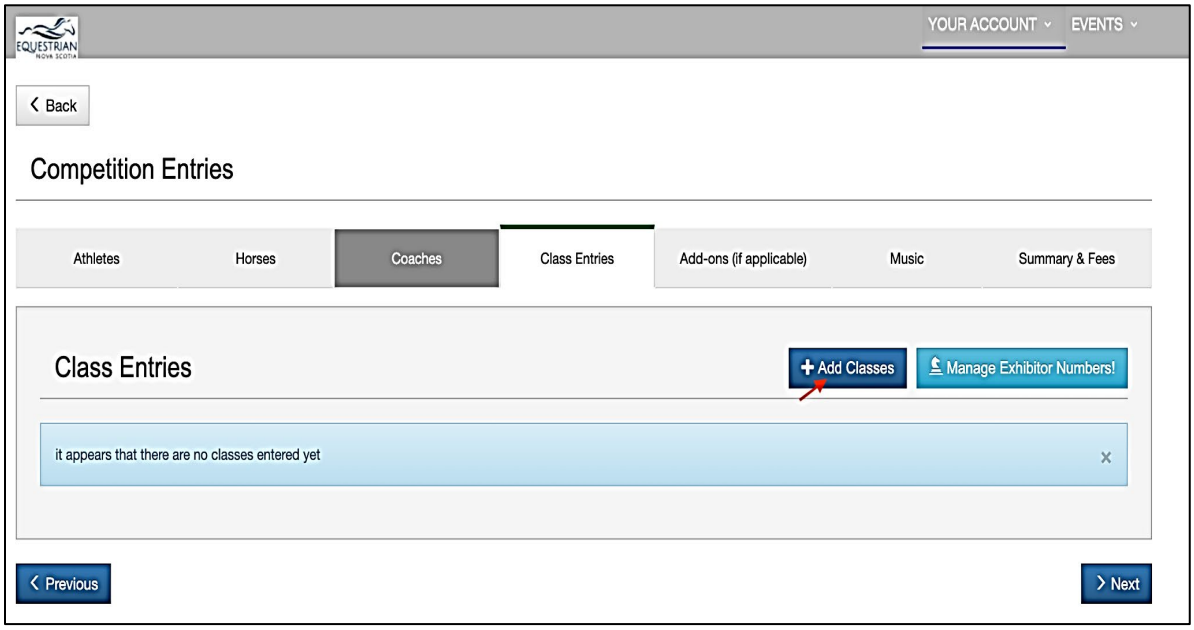
Clicking the “Add Coach” button will bring you to the following screen. From here you can add a coach/person responsible not in the system or record “Self-Coached” on your entry. ENS will check unlisted coaches for Safe Sport compliance.



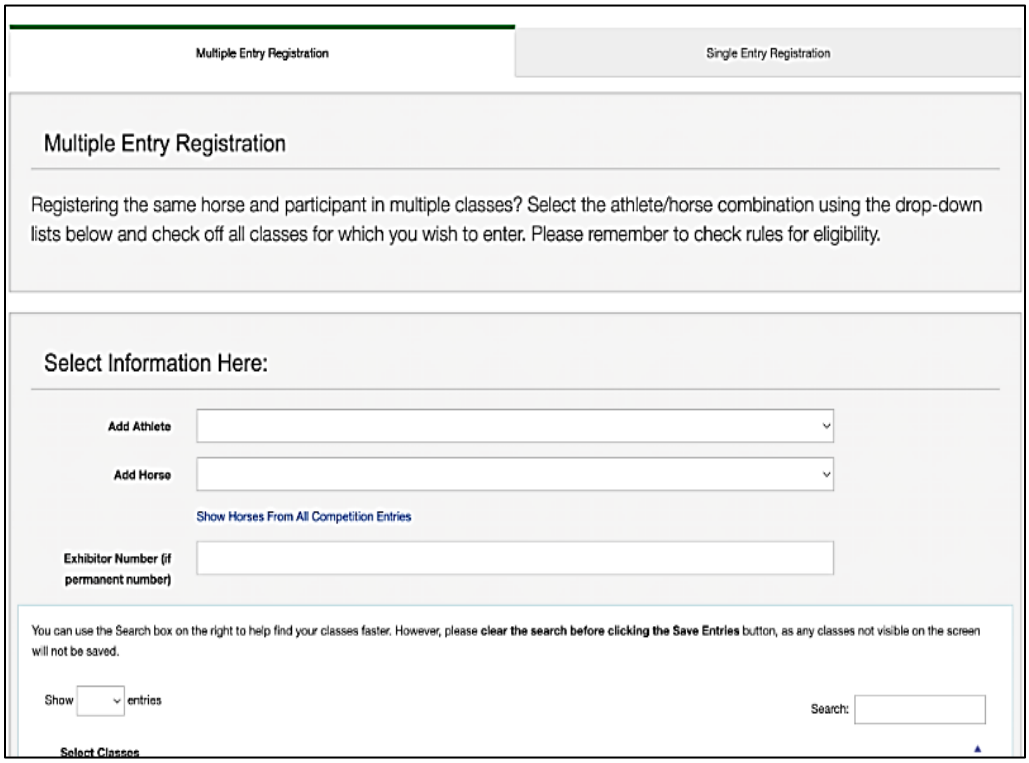
Click “Save Coach” when complete. Then select “Back” at the top left of your screen.

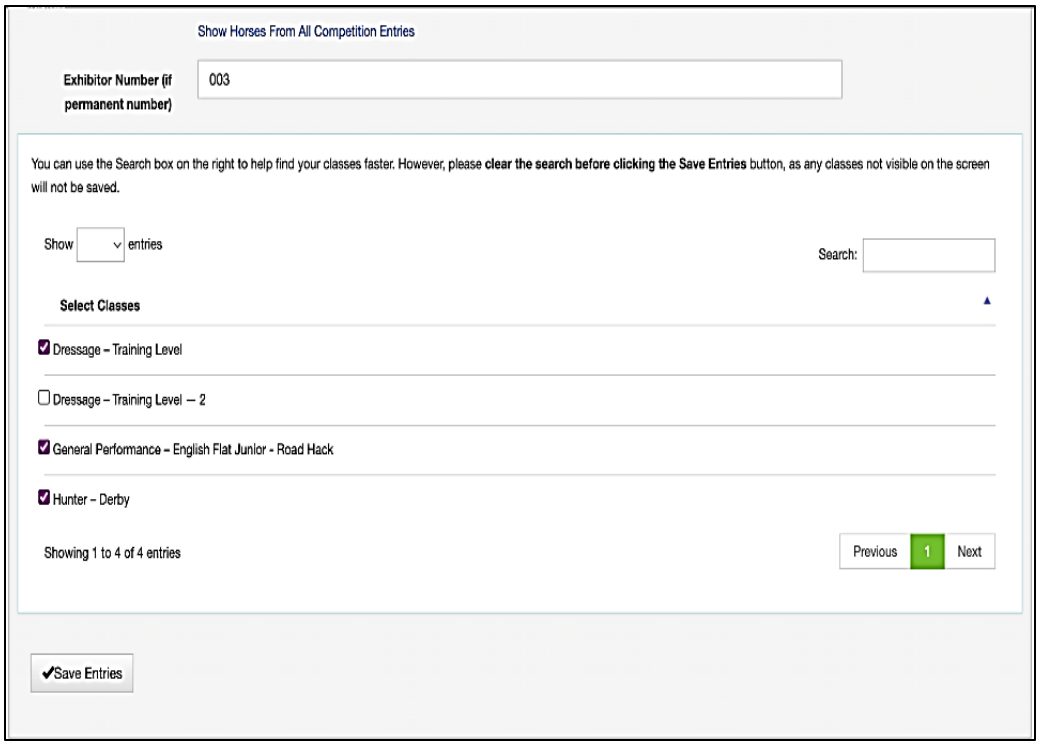
Step 6 - Class Entries:

<u>Adding a Class to your entry</u>: On the competition Entries page, select the “Class Entries” tab. From here, click “Add Classes” on right hand side of the screen.

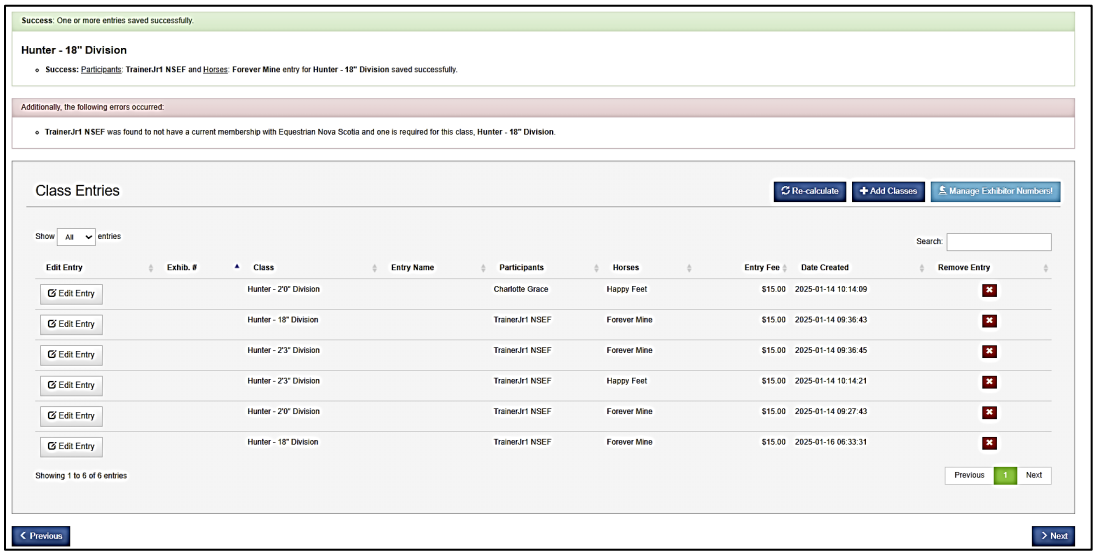


This screen will appear. We recommend staying on the “Multiple Entry Registration” page as you can select multiple classes/divisions to enter at once. Select the athlete’s name from the “Add Athlete” drop down arrow, then add the horse from the “Add Horse” drop down arrow. Once selected, check the box for each class/division you for which you wish to enter the selected horse/athlete combination. Once satisfied that you entered all the desired classes, click “Save Entries” at the bottom of the left-hand screen. Please wait for the page to load



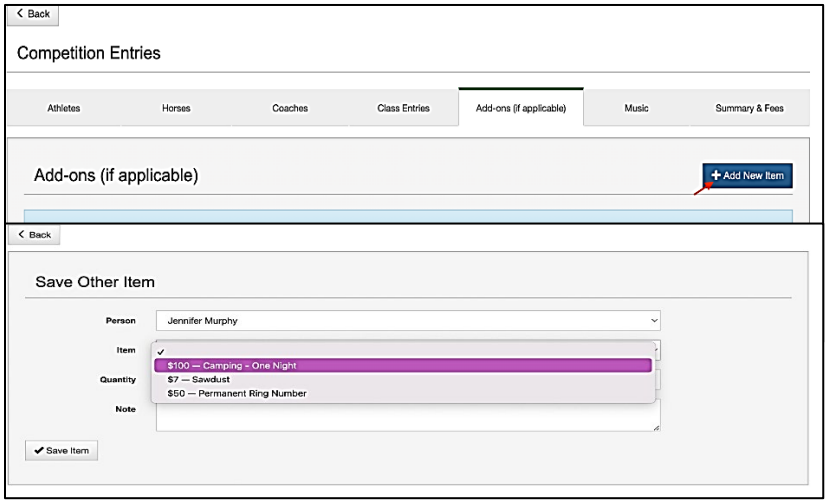


A green text box will appear indicating that you have successfully entered your selected classes. A red text box will appear if there are errors with the entry, such as an expired ENS membership. Then select “Next” at the bottom right of your screen



Step 7 - Add-Ons Tab:

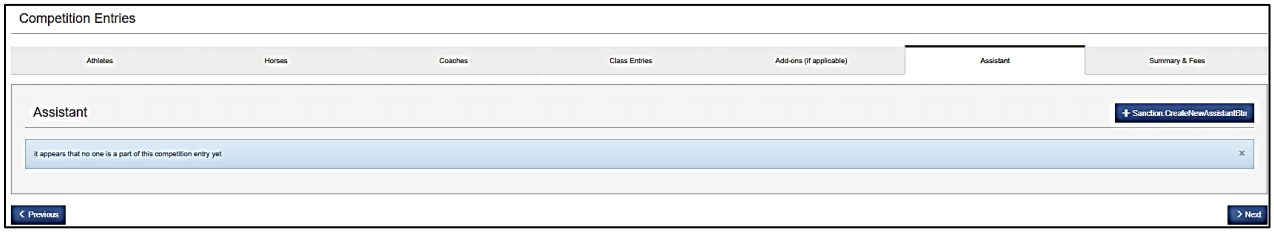
EXTRAS: This tab allows competition-specific extras to be added. By selecting the “Add New Item” button. You may select additional fees/services such as bedding, hay, camping sites, etc. You can only add one item at a time. Click “save” for each “add-on” and then select “Add New Item” for the next “add-on”. **Please be sure to check all that apply to you in this section and save each item.** All selected items will be on your summary of fees and invoice. This serves as a second check to ensure that you add all the things you need for that competition. You can even leave a note to the competition secretary! Once satisfied with your selections or you don’t need any add-ons, select “Next” at the bottom right of your screen. Once satisfied with your selections or you don’t need any add-ons, select “Next” at the bottom right of your screen



Step 8 – Assistant:

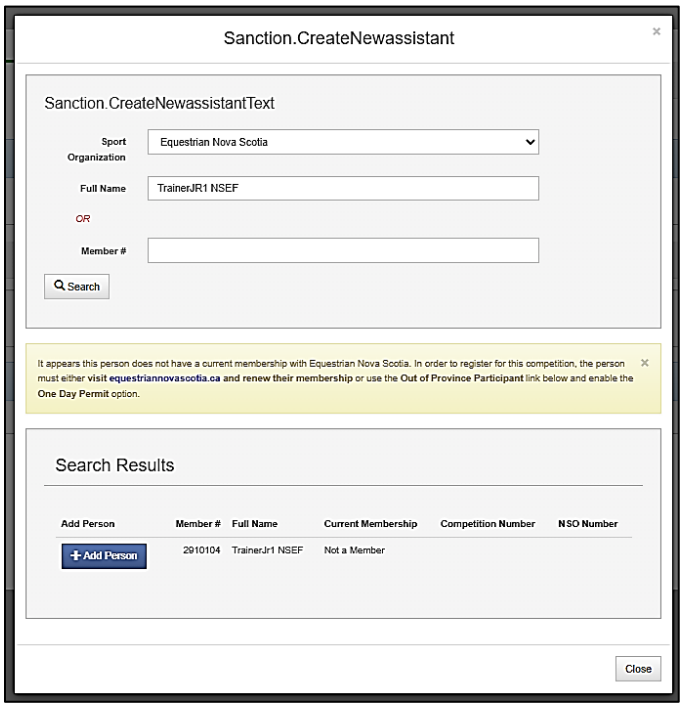
Assistants: They system give you the option to add an assistant to your entry. This assistant will have access to all of the information inputted on the entry, including the contact information for all athletes listed on the entry. We recommend that you only add a trusted person as an assistant as they will have access to this information.

To add an assistant, click the “Add Assistant” button on the right-hand side of the screen under the “Assistant” tab.

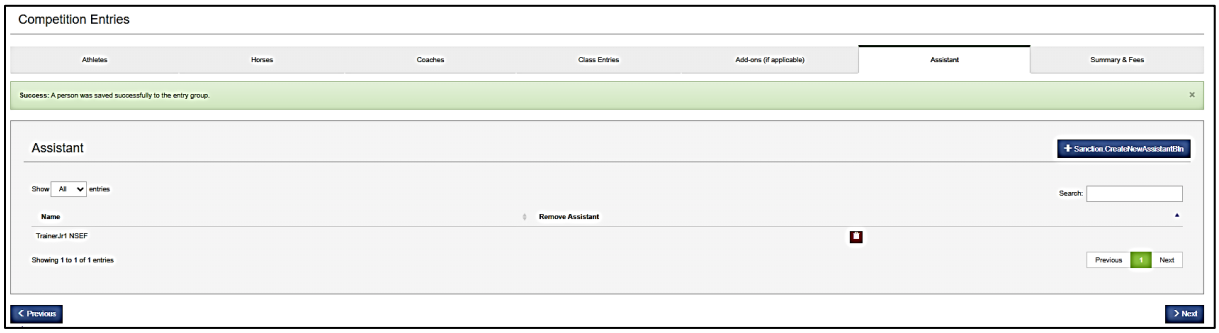


The following box will appear where you can search for your assistant by their Full Name as it appears on their ENS membership card or their membership number. There is no option to add an assistant who is not in our membership database.

Once you have found the assistant you are looking for, select “+Add Person” to the left-hand side of their name.

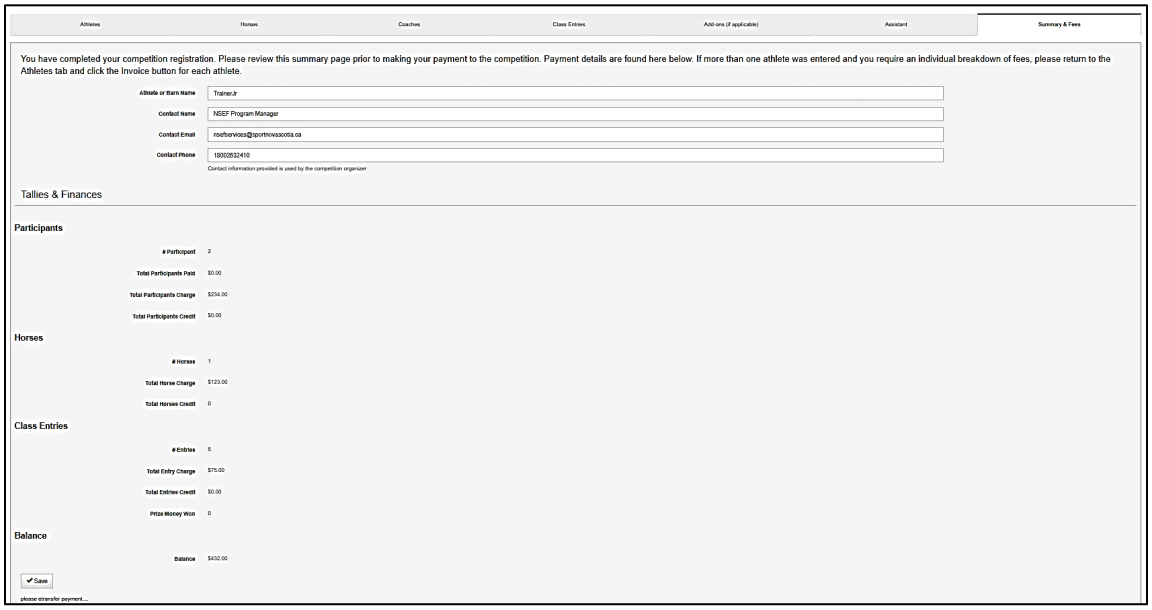


The following message will appear and you can click “Next” at the bottom right of your screen to move on to the final step.

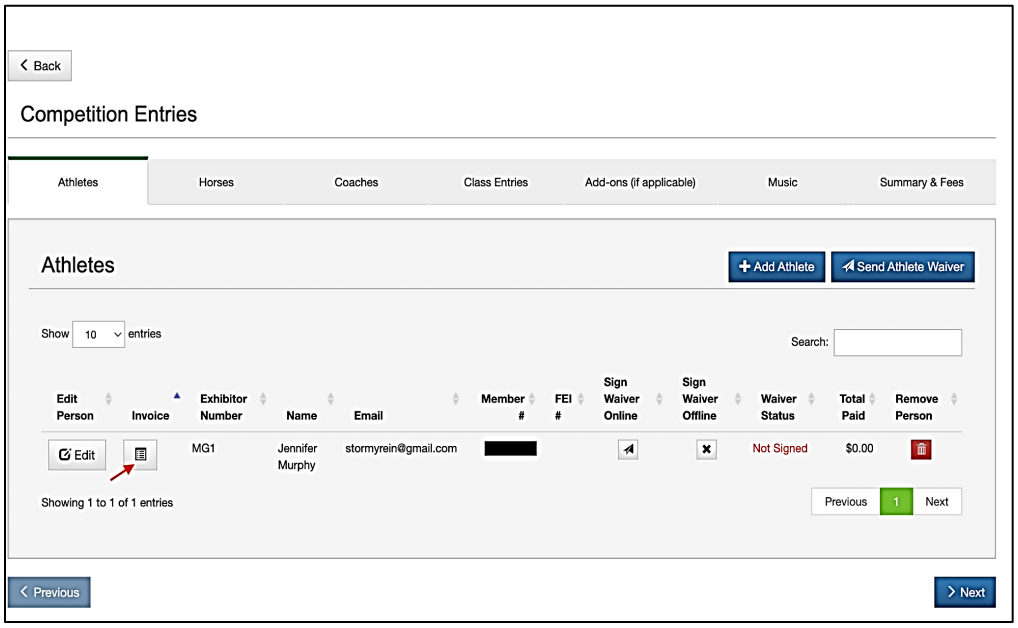


Step 9 – Summary and Fees and Your Invoice:

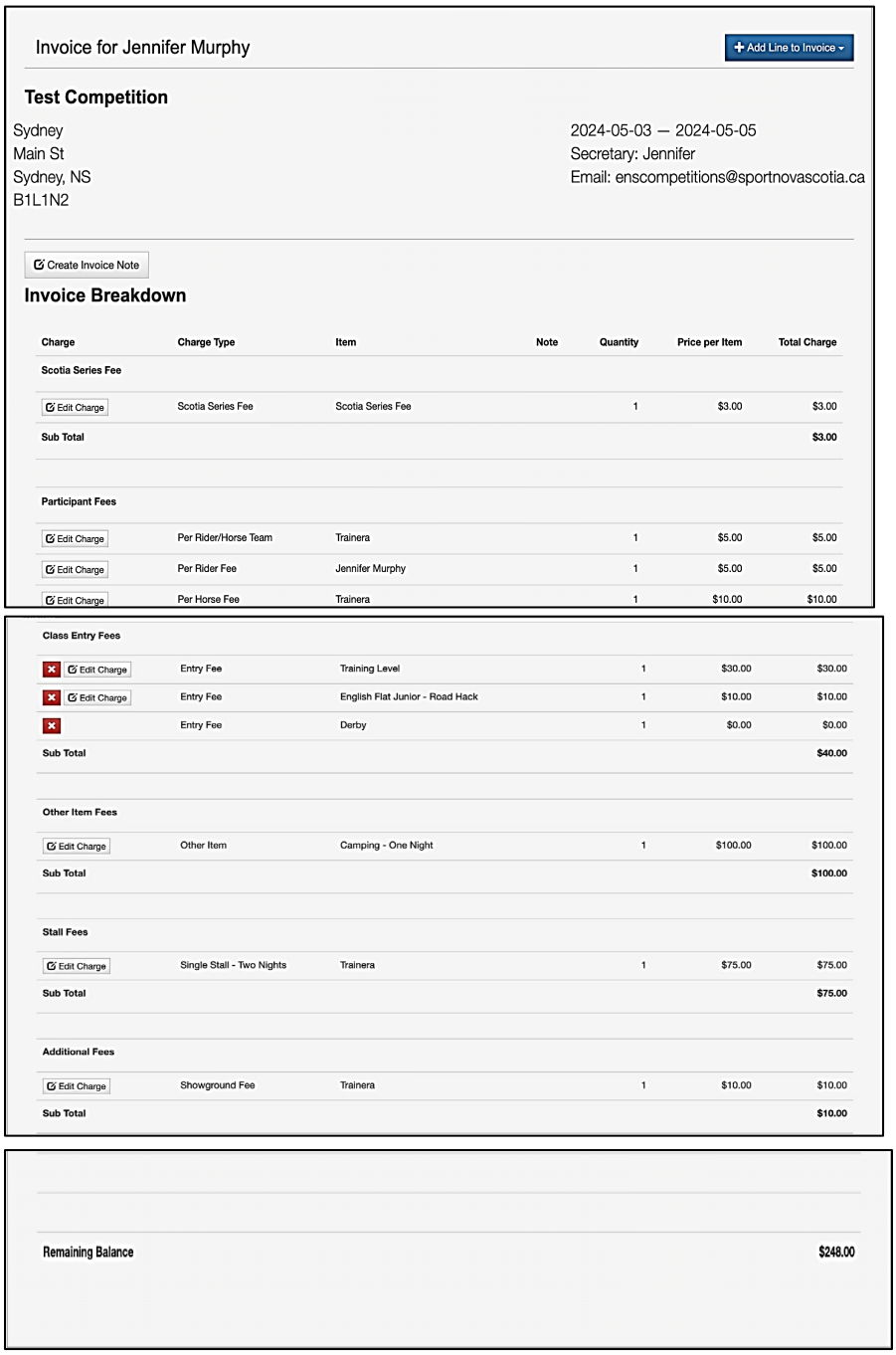
“Summary and Fees” tab – Selecting “Next” will bring you to this tab which means you have completed your competition registration! This is a summary page that allows you to review your entry, add-ons and total cost. THIS IS NOT YOUR INVOICE. Please review this page to ensure everything is correct. Directions on how to pay your invoice will be added by the competition secretary and will be displayed at the bottom of this section.



Your Invoice - To find your invoice, return to the “Athletes” tab by selecting “Athletes” at the top left of your screen. Select the invoice button on the left-hand side, shown here:



Sample Invoice – Once you click the Invoice icon, the following page will appear outlining all fees. Again, payment information can be found in a note at the bottom of the invoice.



Invoice for Jennifer Murphy

+ Add Line to Invoice

Test Competition

Sydney
Main St
Sydney, NS
B1L1N2

2024-05-03 — 2024-05-05
Secretary: Jennifer
Email: enscompetitions@sportnovascotia.ca

Create Invoice Note

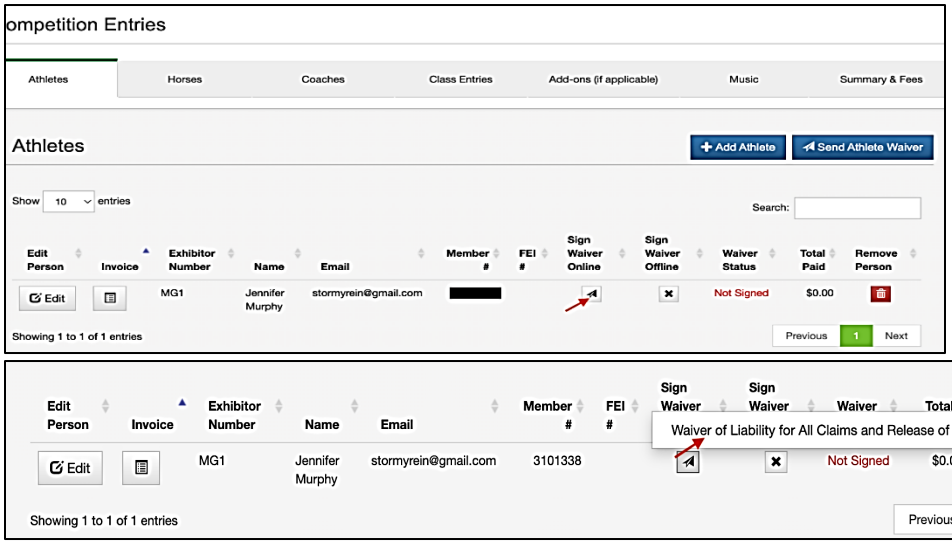
Invoice Breakdown

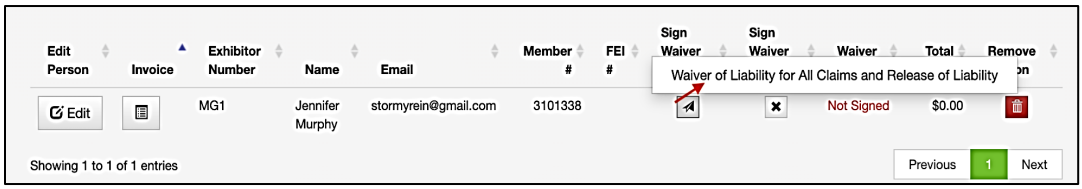
Charge	Charge Type	Item	Note	Quantity	Price per Item	Total Charge
Scotia Series Fee						
Edit Charge	Scotia Series Fee	Scotia Series Fee		1	$3.00	$3.00
Sub Total						**$3.00**
Participant Fees						
Edit Charge	Per Rider/Horse Team	Trainera		1	$5.00	$5.00
Edit Charge	Per Rider Fee	Jennifer Murphy		1	$5.00	$5.00
Edit Charge	Per Horse Fee	Trainera		1	$10.00	$10.00
Class Entry Fees						
Edit Charge	Entry Fee	Training Level		1	$30.00	$30.00
Edit Charge	Entry Fee	English Flat Junior - Road Hack		1	$10.00	$10.00
	Entry Fee	Derby		1	$0.00	$0.00
Sub Total						**$40.00**
Other Item Fees						
Edit Charge	Other Item	Camping - One Night		1	$100.00	$100.00
Sub Total						**$100.00**
Stall Fees						
Edit Charge	Single Stall - Two Nights	Trainera		1	$75.00	$75.00
Sub Total						**$75.00**
Additional Fees						
Edit Charge	Showground Fee	Trainera		1	$10.00	$10.00
Sub Total						**$10.00**

Remaining Balance **$248.00**

Step 10 - Waivers:

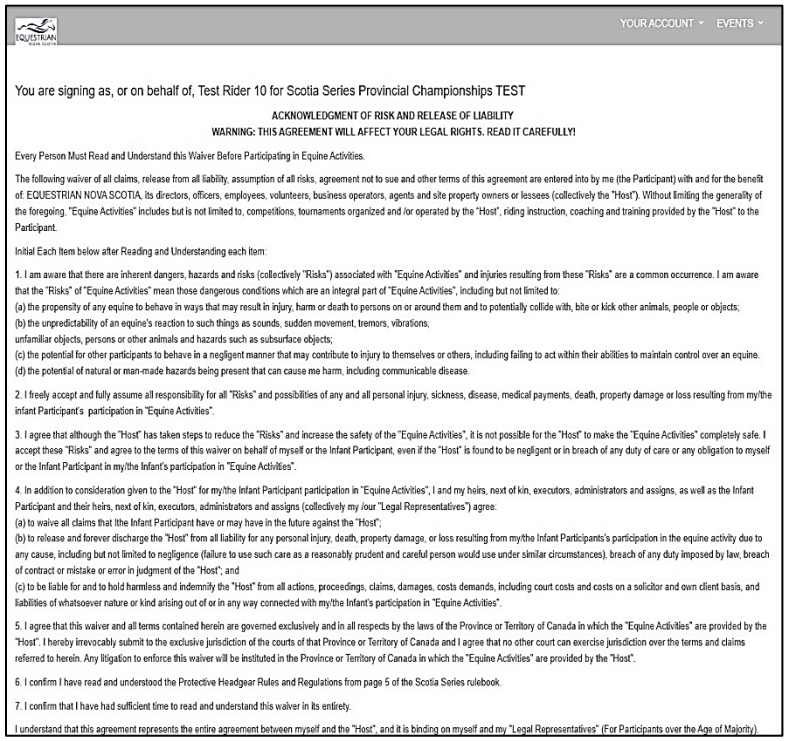
While still in the Athlete tab, select the waivers that you need to sign. This will prompt you to email the waivers to the email on your athlete profile. **You can complete the waiver after you finish entering the competition**. (check your spam folder). If a competition has a credit card payment option, you will supply your credit card information on the waiver. **Waivers must be completed prior to the competition.**





Sample Waiver Email – this no-reply email will include your waiver form and "Sign the agreement here" link.

Sample Waiver and Credit Card Information Ensure all necessary boxes are checked and details are typed correctly.



YOUR ACCOUNT EVENTS

You are signing as, or on behalf of, Test Rider 10 for Scotia Series Provincial Championships TEST

ACKNOWLEDGMENT OF RISK AND RELEASE OF LIABILITY
WARNING: THIS AGREEMENT WILL AFFECT YOUR LEGAL RIGHTS. READ IT CAREFULLY!

Every Person Must Read and Understand this Waiver Before Participating in Equine Activities.

The following waiver of all claims, release from all liability, assumption of all risks, agreement not to sue and other terms of this agreement are entered into by me (the Participant) with and for the benefit of: EQUESTRIAN NOVA SCOTIA, its directors, officers, employees, volunteers, business operators, agents and site property owners or lessees (collectively the "Host"). Without limiting the generality of the foregoing, "Equine Activities" includes but is not limited to, competitions, tournaments organized and /or operated by the "Host", riding instruction, coaching and training provided by the "Host" to the Participant.

Initial Each Item below after Reading and Understanding each Item:

1. I am aware that there are inherent dangers, hazards and risks (collectively "Risks") associated with "Equine Activities" and injuries resulting from these "Risks" are a common occurrence. I am aware that the "Risks" of "Equine Activities" mean those dangerous conditions which are an integral part of "Equine Activities", including but not limited to:
(a) the propensity of any equine to behave in ways that may result in injury, harm or death to persons on or around them and to potentially collide with, bite or kick other animals, people or objects;
(b) the unpredictability of an equine's reaction to such things as sounds, sudden movement, tremors, vibrations,
unfamiliar objects, persons or other animals and hazards such as subsurface objects;
(c) the potential for other participants to behave in a negligent manner that may contribute to injury to themselves or others, including failing to act within their abilities to maintain control over an equine.
(d) the potential of natural or man-made hazards being present that can cause me harm, including communicable disease.

2. I freely accept and fully assume all responsibility for all "Risks" and possibilities of any and all personal injury, sickness, disease, medical payments, death, property damage or loss resulting from my/the infant Participant's participation in "Equine Activities".

3. I agree that although the "Host" has taken steps to reduce the "Risks" and increase the safety of the "Equine Activities", it is not possible for the "Host" to make the "Equine Activities" completely safe. I accept these "Risks" and agree to the terms of this waiver on behalf of myself or the Infant Participant, even if the "Host" is found to be negligent or in breach of any duty of care or any obligation to myself or the Infant Participant in my/the Infant's participation in "Equine Activities".

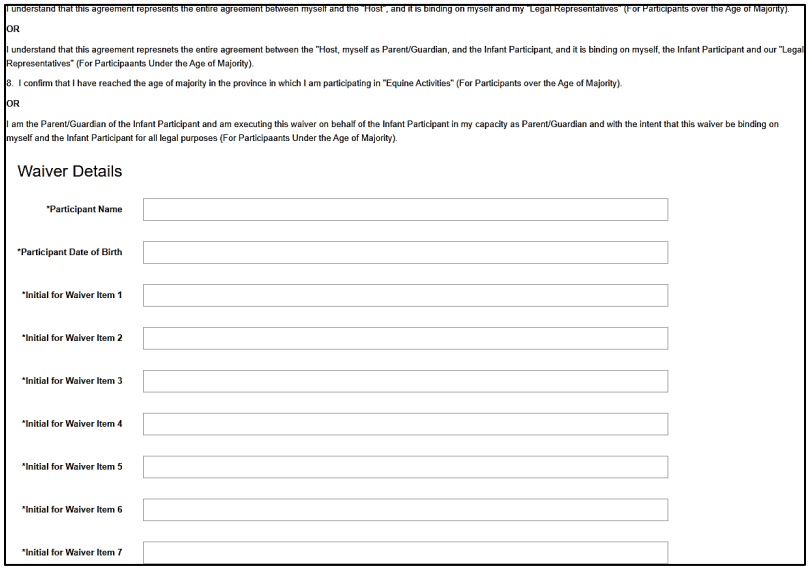
4. In addition to consideration given to the "Host" for my/the Infant Participant participation in "Equine Activities", I and my heirs, next of kin, executors, administrators and assigns, as well as the Infant Participant and their heirs, next of kin, executors, administrators and assigns (collectively my /our "Legal Representatives") agree:
(a) to waive all claims that Ithe Infant Participant have or may have in the future against the "Host";
(b) to release and forever discharge the "Host" from all liability for any personal injury, death, property damage, or loss resulting from my/the Infant Participants's participation in the equine activity due to any cause, including but not limited to negligence (failure to use such care as a reasonably prudent and careful person would use under similar circumstances), breach of any duty imposed by law, breach of contract or mistake or error in judgment of the "Host"; and
(c) to be liable for and to hold harmless and indemnify the "Host" from all actions, proceedings, claims, damages, costs demands, including court costs and costs on a solicitor and own client basis, and liabilities of whatsoever nature or kind arising out of or in any way connected with my/the Infant's participation in "Equine Activities".

5. I agree that this waiver and all terms contained herein are governed exclusively and in all respects by the laws of the Province or Territory of Canada in which the "Equine Activities" are provided by the "Host". I hereby irrevocably submit to the exclusive jurisdiction of the courts of that Province or Territory of Canada and I agree that no other court can exercise jurisdiction over the terms and claims referred to herein. Any litigation to enforce this waiver will be instituted in the Province or Territory of Canada in which the "Equine Activities" are provided by the "Host".

6. I confirm I have read and understood the Protective Headgear Rules and Regulations from page 5 of the Scotia Series rulebook.

7. I confirm that I have had sufficient time to read and understand this waiver in its entirety.

I understand that this agreement represents the entire agreement between myself and the "Host", and it is binding on myself and my "Legal Representatives" (For Participants over the Age of Majority).



I understand that this agreement represents the entire agreement between myself and the "Host", and it is binding on myself and my "Legal Representatives" (For Participants over the Age of Majority).

OR

I understand that this agreement represnets the entire agreement between the "Host, myself as Parent/Guardian, and the Infant Participant, and it is binding on myself, the Infant Participant and our "Legal Representatives" (For Participaants Under the Age of Majority).

8. I confirm that I have reached the age of majority in the province in which I am participating in "Equine Activities" (For Participants over the Age of Majority).

OR

I am the Parent/Guardian of the Infant Participant and am executing this waiver on behalf of the Infant Participant in my capacity as Parent/Guardian and with the intent that this waiver be binding on myself and the Infant Participant for all legal purposes (For Participaants Under the Age of Majority).

Waiver Details

*Participant Name

*Participant Date of Birth

*Initial for Waiver Item 1

*Initial for Waiver Item 2

*Initial for Waiver Item 3

*Initial for Waiver Item 4

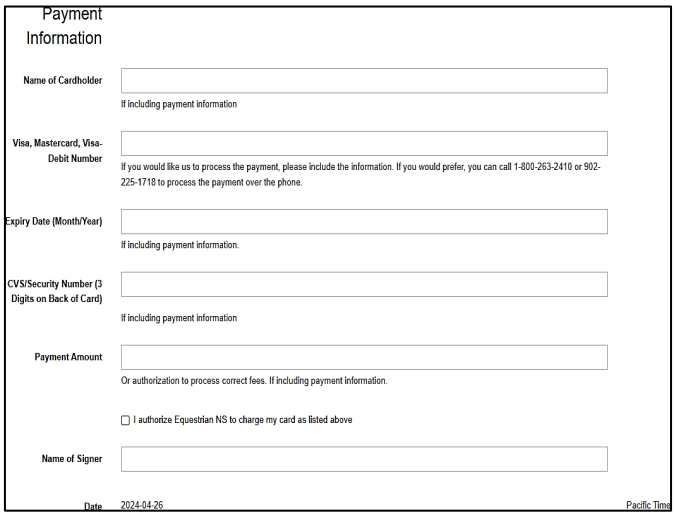
*Initial for Waiver Item 5

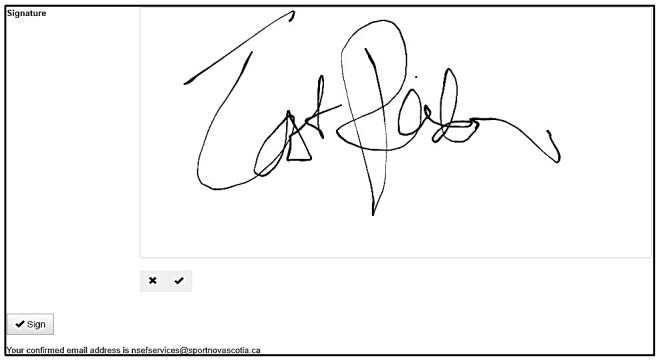
*Initial for Waiver Item 6

*Initial for Waiver Item 7

Credit Card Payment: If available to you, credit card payment details will appear at the end of the waiver. **Only complete this if the competition offers this payment type. Payment options are found on the Summary and Fees page, on the invoice for your entry and in the competition prize list.**

Your signature is signed using your computer cursor. Click and hold within the box, dragging your cursor to write your name. Once signed, click the “Sign” button. Your Waiver is now complete!



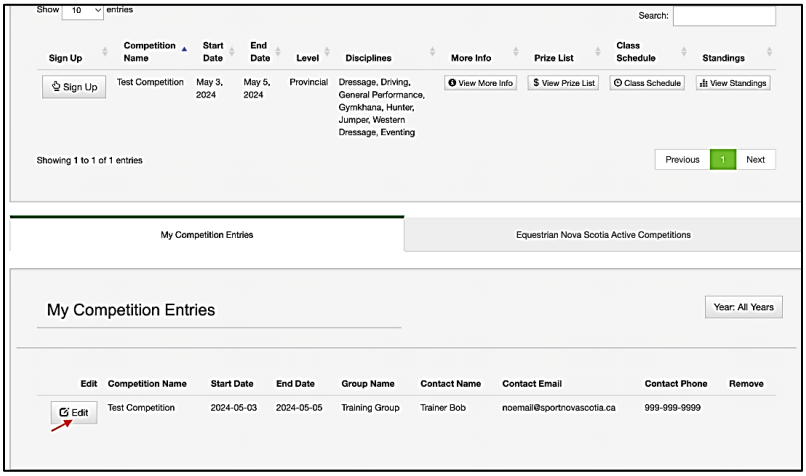


Step 11 - Editing You Entry:

If you need to edit an entry or are returning to complete an entry, **DO NOT CLICK “Sign Up” again**. This will create a duplicate and cause many issues for you and competition management!

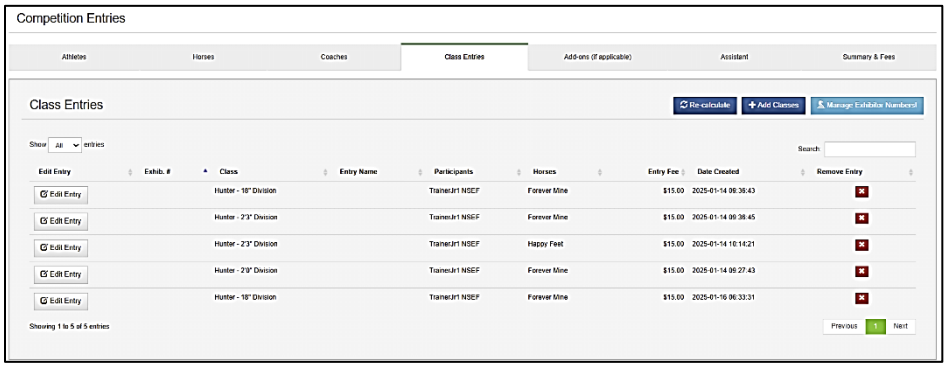
Find your Entry: You can access any entries you have created from the **“My Competition Entries”** tab found **below** the list of active competitions.

Click “**Edit**” on the left-hand side of the entry that you wish to edit. You can proceed as you wish and add classes, add-ons, new athletes or horses to your entry group.

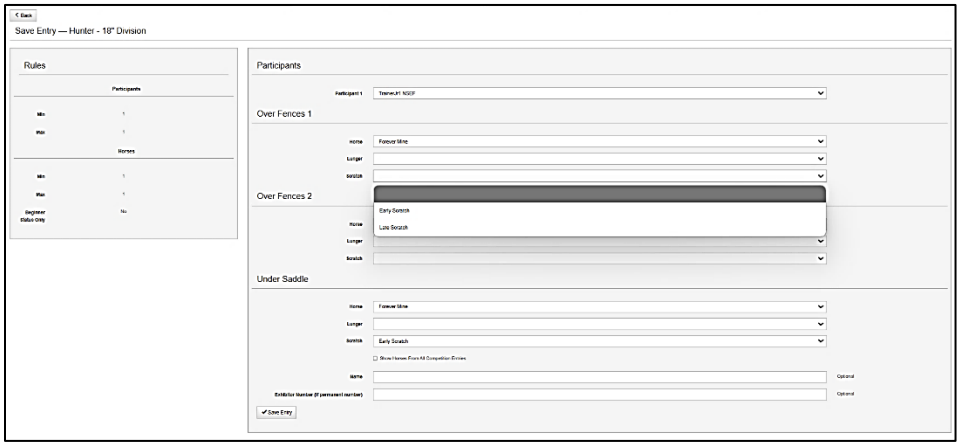


Always save your updates!

Scratches: To scratch from a class or part of a division, select the “Class Entries” tab. Then select “Edit Entry” on the left-hand side of the class/division you would like to scratch.



This screen will appear and you can select the drop-down menu next to “Scratch” and select which scratch option applies to your entry. Once satisfied, select “Save Entry” at the bottom left of the page.

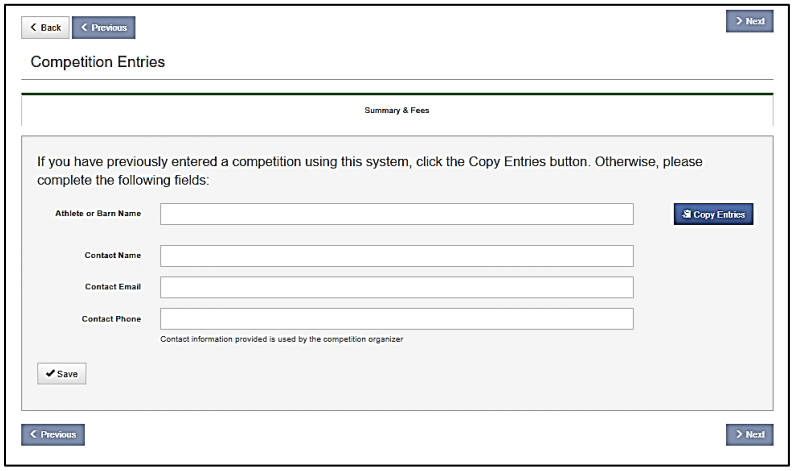


Adding Stall Options: If you did not add stall options when you originally created your entry, you are still able to add on a stall! Once in the entry you would like to edit, select the “Horses” tab then “Edit Horse” next to the horse which you are adding a stall for. Then follow the stall option steps outlined under “Step 5- Adding a Horse”

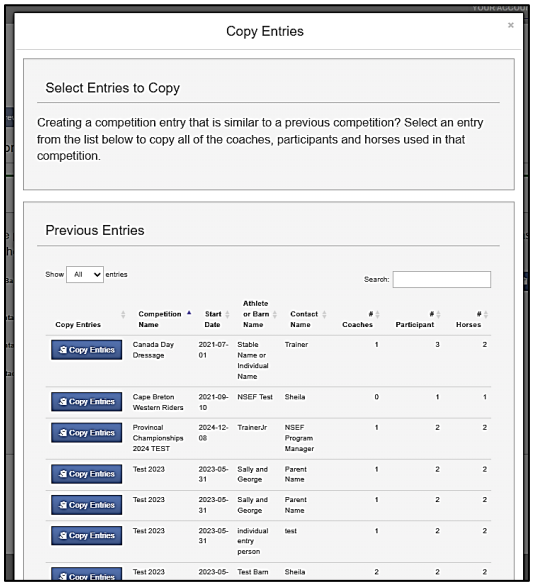
Step 12 – Copying Your Entry:

If you are competing in multiple Scotia Series competitions, you can copy your entry and be a few steps ahead for your next entry.

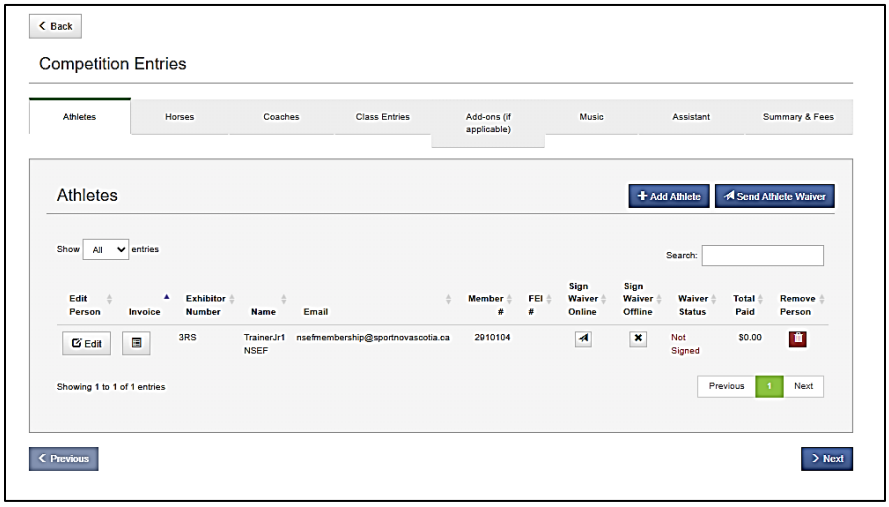
Log in to nsef.horsesport.pro and select “Sign-Up” next to the competition you wish to enter. The following screen will appear, select “Copy Entries” on the right-hand side.



The following screen will appear. Find the entry with the athlete’s name you wish to copy and select “Copy Entries” on the left-hand side.



The below screen will appear. The “Athlete”, “Horses” and “Coaches” tab will be pre-populated from the previous competition entry. You will need to update these sections if they are at all different. The “Class Entries”, “Add-Ons”, “Music”, and “Assistant” tabs will all be empty and ready to be customized to the competition you are entering.



We hope you found this “How-to” guideline helpful and useful! As always, if you require any assistance, please contact us at nsefservices@sportnovascotia.ca

Have a wonderful, fun and safe competition season!

Kindest regards,
The Team from Equestrian NS