



ONLINE ENTRIES GUIDE

Logging in

First Time User

When first logging in enter the username and password provided to you. You will then be taken to a screen where you can enter a new username (or keep the existing one), a new password and your email address.

Update Details

i Important: The details below must be completed before using this site

The details below must be completed before continuing

Username*:

E-mail*:

New Password*:

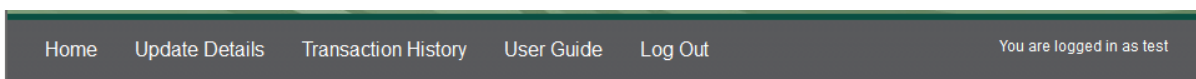
Confirm Password*:

Returning User

Enter the username and password that you selected at the first sign in. If you have forgotten the password you can click on the forgot password link to send out a reset link to your email address

Navigation

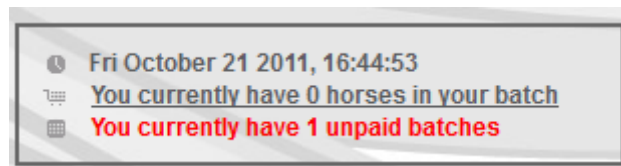
The main menu to the site is displayed horizontally below the logo and header.



- **Home** – Lists the meetings that are currently open for entry
- **Update Details** – Update your username, password and email address
- **Transaction History** – Lists the batches you have previously entered on the site
- **User Guide** – Link to this document
- **Log Out** – Click this link to end your session

Information Box

This is displayed on the right hand side of the site and shows; the current server date and time, the number of horses in your current batch and the number of unpaid batches if any.



Fri October 21 2011, 16:44:53
You currently have 0 horses in your batch
You currently have 1 unpaid batches

N.B. Clicking on the current number of horses will open the batch list. See 'Add Entrants – Batch List' for further details

Home

On the home screen you will see the meetings that are open for online entries.



Home

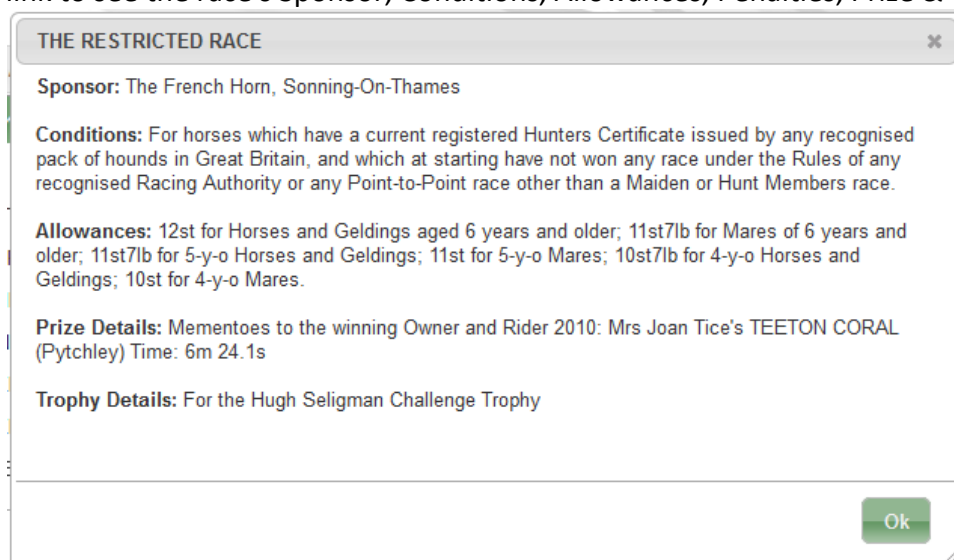
- ▶ Sun 27 Nov 2011 - BLACK FOREST LODGE - Black Forest Club (Closes 21/11/2011 at 12:30)
- ▼ Sun 11 Dec 2011 - COTTENHAM - Cambridge University United Hunts Club (Closes 28/11/2011 at 12:30)

#	Time	Name	Dist	Info	
1	12:00	THE BAILEYS PPORA CLUB MEMBERS CONDITIONS RACE	3m	i	Add Entries
2	12:35	THE MENS OPEN RACE	3m	i	Add Entries
3	13:10	THE AGA LADIES OPEN RACE	3m	i	Add Entries
4	13:45	THE RESTRICTED RACE	3m	i	Add Entries
5	14:20	THE SIX-YEAR-OLDS AND OVER OPEN MAIDEN RACE	3m	i	Add Entries
6	14:55	THE PPA HORSE SPONSORSHIP SCHEME FOUR AND FIVE-YEAR-OLDS OPEN MAIDEN RACE, 2M4F	2m4f	i	Add Entries

- ▶ Sun 11 Dec 2011 - WADEBRIDGE - Cornwall Hunt Club (Closes 05/12/2011 at 12:30)

Clicking on a meeting header will show you the list of races for that meeting.

Click on the info link to see the race's Sponsor, Conditions, Allowances, Penalties, Prize & Trophy Details



THE RESTRICTED RACE [X]

Sponsor: The French Horn, Sonning-On-Thames

Conditions: For horses which have a current registered Hunters Certificate issued by any recognised pack of hounds in Great Britain, and which at starting have not won any race under the Rules of any recognised Racing Authority or any Point-to-Point race other than a Maiden or Hunt Members race.

Allowances: 12st for Horses and Geldings aged 6 years and older; 11st7lb for Mares of 6 years and older; 11st7lb for 5-y-o Horses and Geldings; 11st for 5-y-o Mares; 10st7lb for 4-y-o Horses and Geldings; 10st for 4-y-o Mares.

Prize Details: Mementoes to the winning Owner and Rider 2010: Mrs Joan Tice's TEETON CORAL (Pytchley) Time: 6m 24.1s

Trophy Details: For the Hugh Seligman Challenge Trophy



[Ok](#)


Click on the add entries button to enter a horse for that race.



Add Entrant – Step 1

Add entrants to THE BAILEYS PPORA CLUB MEMBERS CONDITIONS RACE - Step 1 ✕

Conditions: For horses which have a current registered Hunters Certificate issued by any recognised pack of hounds in Great Britain, that are owned and ridden by current Members of the PPORA, and which on or since 28th November 2008 have not won a Steeplechase or Hurdle race under the Rules of any recognised Racing Authority (Point-to-Points excepted), nor any Mens, Ladies or Mixed Open Point-to-Point race in this period

Select Horse:  

Select Colours: 

Select Rider:  

Owner is a Club Member:

Rider is a Club Member:

Continue Cancel

Clicking on the magnifying glass will bring up the search box for a horse.

Horse Search ✕

Search Text Search

Name	Eligible	Text
Apple A Night (GB)	<input checked="" type="checkbox"/>	
Arosio (FR)	<input checked="" type="checkbox"/>	
Barneys Mate (GB)	<input checked="" type="checkbox"/>	
Barneys Niece (GB)	<input checked="" type="checkbox"/>	
Calinash (IRE)	<input type="checkbox"/>	Horse does not have a Hunter Certificate
Cappoquin (IRE)	<input checked="" type="checkbox"/>	
Caught Off Guard (IRE)	<input checked="" type="checkbox"/>	
Choice Connection (GB)	<input checked="" type="checkbox"/>	

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Close

All of your registered horses and any horses you are authorised to act for are listed. You can only enter those marked as eligible. If a horse is not marked as eligible you will be given a reason why they are not (e.g. Horse does not have a hunter certificate). Click on a horse to select them.

Once you have selected a horse you can then choose the colours set to use. This list is based on the ownership of the horse selected.

You can then choose a rider if you wish in a similar fashion to the horse.

N.B. to clear a selection of a horse or ride click on the red X.

If the race is for Hunt or Club members you can indicate if the owner is a hunt/club member and if the rider is a hunt/club member.

Click continue to progress to the next step

Add Entrant – Step 2

Add entrants to THE BAILEYS PPORA CLUB MEMBERS CONDITIONS RACE - Step 2

Horse: Cappelquin (IRE)

Send Car Park/Entry Passes To: Owner Keeper Other None

Name:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

County:

Postcode:

Country:

Additional Request Details:

You now must choose where to send the passes for this entrant. Choosing Owner or Trainer will automatically populate the fields with their registered details. If you choose other you can search for an address by postcode.

If you have any additional requests for this entry you can enter these in the box available.

Once you are happy with the details click on Save Entrant to Batch.

Add Entrants - Batch List

Date	Course	Num	Race	Horse	Passes	Cost	
11/12/2011	COTTENHAM	1	THE BAILEYS PPORA CLUB MEMBERS COND	Cappoquin (IRE)	2	28.50	⊖
11/12/2011	COTTENHAM	2	THE MENS OPEN RACE	Choice Connection (GB)	2	20.00	⊖
11/12/2011	COTTENHAM	6	THE PPA HORSE SPONSORSHIP SCHEME F	Barneys Niece (GB)	2	20.00	⊖
Totals:						68.50	

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View 1 - 3 of 3

This displays the current horses in your batch along with the details on which races they are entered in. To remove a horse from the batch click on the ⊖ symbol at the end of the line. To view further details on the entry click anywhere else on the line:

Batch Line Details	
Race Date:	11/12/2011
Race Course:	COTTENHAM
Race Number:	1
Race Title:	THE BAILEYS PPORA CLUB MEMBERS CONDITIONS RACE
Horse:	Cappoquin (IRE)
Colour Set:	1
Rider:	<None>
Owner Is Member:	N
Rider Is Member:	N
Passes To:	Owner
Address Name:	Mr Paul Champion
Address 1:	Weatherbys
Address 2:	Sanders Road
Address 3:	Wellingborough
Postcode:	NN8 4BX
County:	Northants
Country:	GB

From the batch list you can choose to Add More Entrants, which will take you back to the list of races, or Pay for Batch.

Payment

Payment ✕

Payment Type: Credit/Debit Card Weatherbys Account

Account Number:

Invoice To:

First Name:

Last Name:

Address 1:

Address 2:

City:

County:

Postcode:

Country: ▼

Choose the payment type at the top and enter or amend your details for processing the payment. Click continue once you are happy with the invoice details and payment type



Credit/Debit Card

This will redirect you to the secure site for processing your credit or debit card transaction. Please follow the on-screen instructions and you will be returned to the transaction history page on the Weatherbys site once the transaction has finished.

Weatherbys Account

When choosing this option you must enter your unique Weatherbys Account number. This number will be verified before you can proceed. Once this verification is complete you will be taken to the transaction history page.

Transaction History


Date	Payment Type	Entries	Cost	Paid	Processed	
10/11/2011	Credit/Debit	2	30.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10/11/2011	Weatherbys Acc	3	69.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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View 1 - 2 of 2

Here you will see a chronological list of all the batches you have submitted via the website. You can see whether the transaction has been paid and whether it has been processed. Once the transaction is marked as processed the horses are entered in the races selected.

If a transaction has not been paid (if the credit card transaction failed or was cancelled) you can click on the 'Pay »' link to open the Credit/Debit card processing site again.

To delete a transaction click on the  icon at the end of the line (Only unpaid and unprocessed batches can be deleted).

To view a printable receipt for the transaction click anywhere on the line.