Entering Horse Exhibits

1. Click **Add an Entry** found next to the correct exhibitors name
   a. Select the Department & Section, then click **Choose**
   b. You should now see a list of classes
      i. Click the box next to each class you would like to enter
         1. You will be able to enter multiple classes at the same time
2. On the left side of the page, there will be a box titled **Animal(s)**
   a. Make sure that the **Enter single Animal** option is selected
   b. If this is the first time you are entering this horse/dog into the system:
      i. Click **Add an Animal**
      ii. Click **Add Animal from Scratch**
      iii. Select the **Animal Owner** from the drop down menu
      iv. Select the **Animal Type** from the drop down menu
      v. Add all required information
      vi. Click **Save**
   c. If your horse/dog has already been entered into the system:
      i. At the bottom of the "Animal(s)" box (left hand side of the page) you will see the name of your horse
      ii. Select the correct horse
3. Click **Continue**
4. **Important:** the system may show that your horse entries are incomplete. If this happens:
   a. Click **Review Incomplete Entries**
   b. Click **Continue** on the next page
   c. This will complete your entries

What do you want to do next?

5. To add more entries for this exhibitor, click **Add Another Entry**
   a. A **Choose Department and Section** window will pop up. You can:
      i. Click the green **Choose** button to enter another exhibit/class in the _same department/section_
      ii. Click the blue **Change** for _Department_ or _Section_ if you want to create an entry in a different _Department_ or _Section_
6. To add another family member, click **Register Another Exhibitor**
   a. Repeat steps 1-4 for each additional family member

When you have all Exhibits – Animal, Building, Contests, etc. entered for _**EACH**_ family member, go to How to Submit