



Quinte - St Lawrence Branch of Cadora!

Hints for Entering QSLB 2022 Shows Online

QSLB uses Equestrian Entries (EE): <https://www.equestrianentries.com/login> for online entries

EE saves your information so returning users may already have their rider, owner, trainer and horse in the database, which makes it quite simple.

1. You need to create an account first and log in.
2. A very good feature of EE is that you can create an entry log-off and edit it later until you have it the way you want it (and correct).
3. Once you have logged in click "Go to Entrants Home" in the top bar if you are not already there.
4. "Instructions" which provides a straightforward set of steps to put in your entry. Ignore the USEF parts. We also have a Canadianized version of this on the website.
5. You need to scan or photograph the signed Waiver page, and proof of vaccinations and put them in a directory where you can find them. If you have the Vaccinations in PDF form you can attach that without scanning. This is a hassle, but it is an EC rule. Go to the documents tab and upload these documents before "signing up" for a show. Proof of vaccinations can be your vet invoice. It does not have to be signed by a veterinarian.
6. Note that it is best to enter all persons involved and horses before starting an entry although you can go back and edit as many times as you want.
7. Next find the show in the calendar and click on "Sign-up" in the last column.
8. Dates are in the format MM/DD/YYYY.
9. When you select your classes if you select a Test of Choice you will need to manually type in the exact class you are entering.
10. When you are selecting the fees the Dressage Levy fee and the First Aid fee are mandatory and are automatically charged. You will need to select the other appropriate fees.
11. When you feel you have completed everything, it is suggested that you select PRINT PREVIEW, to review that your fees and classes are correct. You may then print or close the document.
12. Good luck and if you have any questions, please send them to the show secretary prior to making your payment. Thankyou