

STEP BY STEP INSTRUCTIONS TO ENTER CVDA DRESSAGE SCHOOLING SHOWS

CVDA has joined with Fox Village offering a new streamlined entry system.

USING FOX VILLAGE ONLINE ENTRY

The link on our website takes you straight to our show entry but you must create an account if you don't have one and/or sign in first.

- **CREATE AN ACCOUNT** (or sign in if you already have one): If this is your first time using the new Fox Village entry system, create an account by entering your e-mail, a password, confirm the password and click "submit". If you get an Account Recovery screen, click on "skip".
- **ENTRY SET-UP** From this screen you will enter the horse, rider, horse owner, rider and trainer (you can put yourself as trainer). First, you must enter the information for each. Once a person, horse or document is entered into the system, it is there for the season.
 - **Enter People:** Click on "People" (the helmet icon). Click on "add" and enter all information for rider and owner then press "submit" at bottom. Don't worry about entering any membership numbers. Once entered you can select the person.
 - **Enter Horse:** Click on "Horse" (the horse head icon). Click on "add" and enter horse info for each horse then press "submit" at bottom. Don't worry about entering any membership numbers. Once entered you can select the horse.
 - **Select People & Horse:** Now that you have people and the horse entered into the system, you can select Horse, Horse Owner, Rider, and Trainer (no need to do Coach and you can put yourself as Trainer). What you have inputted will appear to be selected for each of the above. Once complete, click the large green "Continue and Save" button.
- **DOCUMENTS** From this screen you will enter the necessary supporting documents but first you must upload them.
 - **Enter Documents:** Click on the "Documents" (two pieces of paper) icon, then click on "add". Choose document type and click "browse files" to go to your computer files. Choose the desired file on your computer and upload. Enter a description for each document type as you upload. Repeat for Coggins, GMHA/CVDA waiver (other), and rabies vaccination.
 - **Select Documents:** Select each of the three documents and attach one at a time. Once complete, click the large green "Continue and Save" button.
- **CLASSES** From this screen you will enter all of your classes.
 - **Selecting Classes:** Scroll down to choose classes one by one, and click the large green "Save & Continue" button when all have been selected. Be sure to choose the correct classes, as some classes are separated Junior and

Senior. Be sure to indicate what test you are doing if it is a TOC (Test of Choice) class.

- **Non-CVDA Members:** Non-members must pay the additional fee per class and that is selected later under **Additional Fees**.

- **STABLING** From this screen you will select “By Day” or “No Stabling”
 - **By Day:** Select the number of stalls desired per day. Saturday stalls are available from 3 PM Friday to 6 PM Saturday, and Sunday stalls are available from 9 AM Saturday to 6 PM Sunday. Click the additional non-member fee for stabling per day, if applicable. Once complete, click the large green “Continue and Save” button.

OR

- **No Stabling:** If you are trucking in and do not require stabling, you must click on this. You will then be asked if you are exempt from stabling. Click Yes, then click on the third statement and type in “no fee”. Once complete, click the large green “Continue and Save” button.

- **STABLING – MISC** (only need to complete if stabling)

- **Group Stabling:** Complete if you wish to be with a group or a trainer. Please try to make sure everyone puts down one name.
- **Additional Notes:** Note any additional requests such as a particular barn. We will try to accommodate requests when possible. Once complete, click the large green “Continue and Save” button.

- **ADDITIONAL FEES** This is a drop down menu. Click on the down arrow.

- **Non-Member Fees:** These are per class additional fees for non-members (Juniors and Seniors are different prices). Select number of classes and then click on the gray box to add the fees.
- **Shavings:** If you wish to purchase shavings, select number of bags and then click on the gray box to add.
- **Show Office Fee:** This is automatically applied. Once complete, click the large green “Continue and Save” button.

- **ENTRY REVIEW** This will show anything you have missed completing with the word “fix”. Click each “fix” button to see what you need to add or correct. Once all is fixed, click on “Continue to Payment”.

- **INVOICE & PAYMENT** Your invoice will be shown. You can click on the down arrow to the left of each category to see the details. Once all is in order, pay using a credit card. Done!!

VIDEO TUTORIAL - copy link below into a new browser tab. It will download the video tutorial into your download file. Click "entry tutorial-2.mov" from the download folder.

<https://www.foxvillage.com/Content/Images/Entry Tutorial-2.mov>