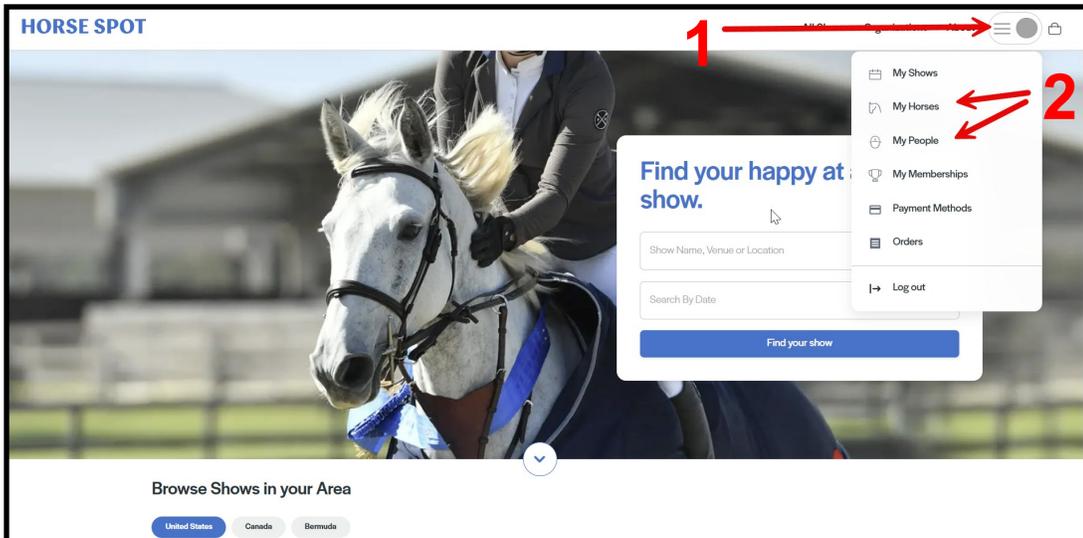
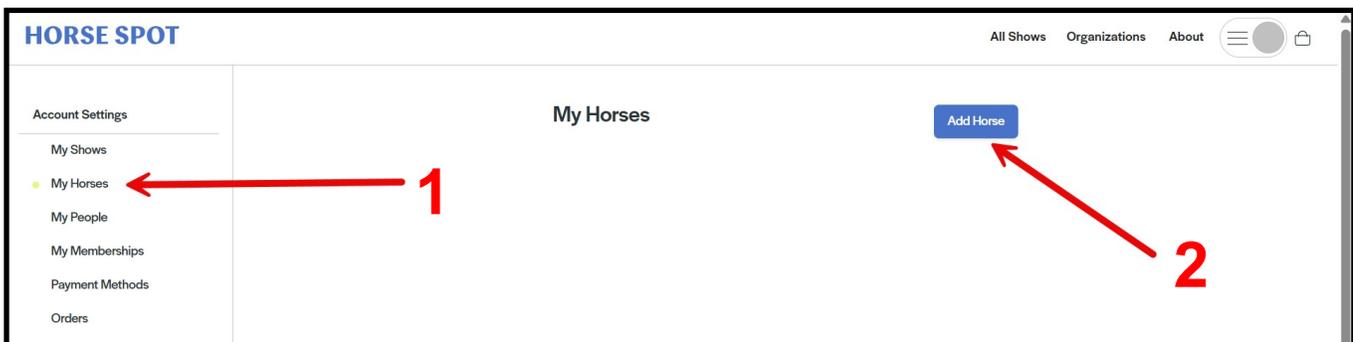


Horse Spot: Add Your Horses

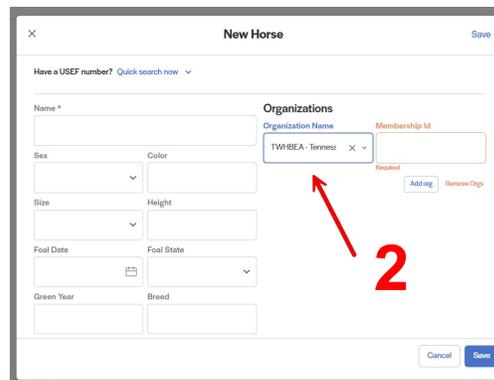
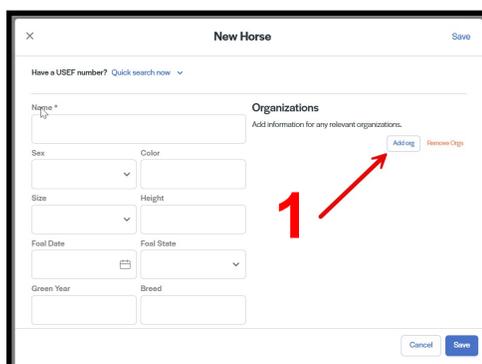
Once you have your account and you are LOGGED IN, click on your Account name (1) in the upper right corner. A pop-up menu will appear. From there you can click on (2) My Horses or My People to go into your account.



Once you are in your account, you can click on (1) My Horses to (2) Add a new horse. You can also Modify, or Remove horses from your account from here.



After you have added the horse's information, you will need to add the TWHBEA registration number by going to (1) Add Org. You will then search for (2) TWHBEA and add the Membership Id (Registration #).



FYI: We are working with Horse Spot to integrate with the TWHBEA iPeds system. Hopefully soon, you will be able to search the Registration Number and it will automatically populate all the information.

Horse Spot: Add Your People

Once you are in your account, you can click on **(1) My People** to **(2) Add a new Person**. You can also Modify, or Remove people from your account from here.



After you have added the person's information, if they are a trainer, you will need to add the WHTA Trainers' License Number by going to **(1) Organizations**. You will then search for **(2) WHTA** and add the **Membership Id** (License #).

A screenshot of the 'New Person' form. The 'Organizations' tab is selected and highlighted with a red arrow and the number 1. The form includes fields for Contact Info, Organizations, and Payment Methods. Below the tabs, there is a checkbox for 'Is this a business or other non-person entity?'. The form also contains fields for First Name, Last Name, Email, Phone, Birth Date, Country (set to United States), and Address 1. 'Cancel' and 'Save' buttons are at the bottom.

A screenshot of the 'New Person' form, specifically the 'Organizations' section. A search dropdown menu is open, showing 'WHTA - Walking Horse Traine' with a red arrow and the number 2 pointing to it. The 'Membership Id' field is empty and marked as 'Required'. There are 'Add org' and 'Remove Orgs' buttons, and 'Cancel' and 'Save' buttons at the bottom.

EMAIL ADDRESS: When adding people to your database, email address is a required field. However, if the individual does not have an email, you can use your email address for any individual. The same is true for the phone number field.

PAYMENT METHODS: You are **NOT** required to put a payment method in for individuals, so you can skip this tab. As more shows use this system, some may offer the ability to pay via credit card.

Horse Spot: Multiple Riders or Owners

If you have a horse that is owned by multiple people OR if there is a class with multiple riders - you will want to create a “PERSON” that lists all of them. When adding a NEW PERSON - click on the box “IS THIS A BUSINESS OR OTHER NON-PERSON ENTITY?” This will give you one large field to type the names.

Example: Mr & Mrs Horse Owner or The John Rider Family.

For a class that has multiple riders/exhibitors (like a Lead line or Pro-Am class), you would create a NEW PERSON and list both exhibitors.

Example: Amateur Name / Trainer Name or Rider Name / Handler Name

The image shows a screenshot of a 'New Business' form. At the top, there are three tabs: 'Contact Info', 'Organizations', and 'Payment Methods'. Below the tabs, there is a section for 'Have a USEF number?' with a 'Quick search now' link and a dropdown arrow. A red arrow points to a checked checkbox labeled 'Is this a business or other non-person entity?'. Below this checkbox is a text input field for 'Business Name *'. There are two input fields for 'Email *' and 'Phone *'. The 'Phone *' field includes a country dropdown menu showing the United States flag and '+1'. Below the phone field is a 'Country' dropdown menu set to 'United States'. There are two more text input fields for 'Address 1 *' and 'Address 2'. At the bottom right, there are 'Cancel' and 'Save' buttons.