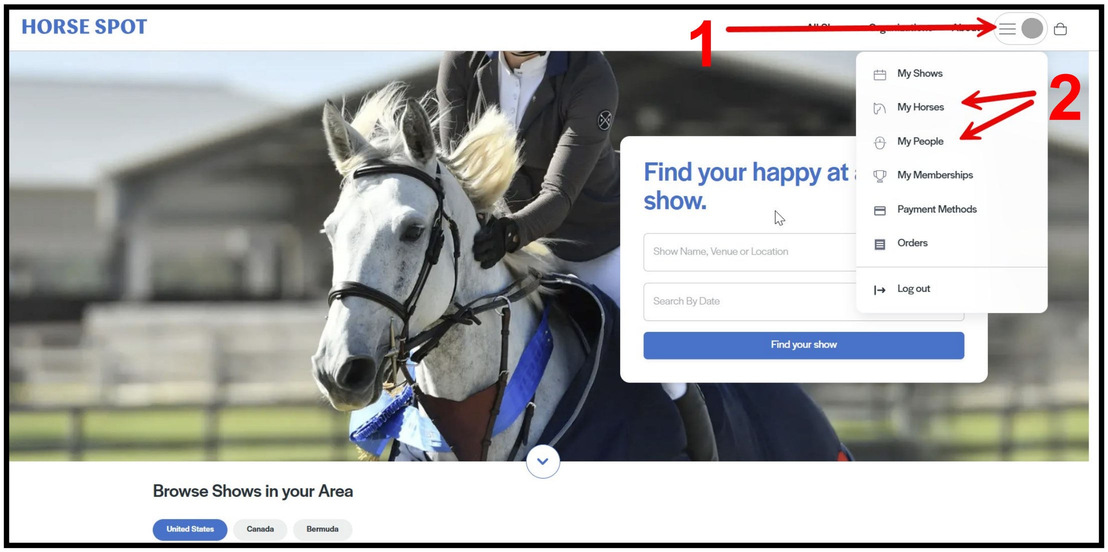
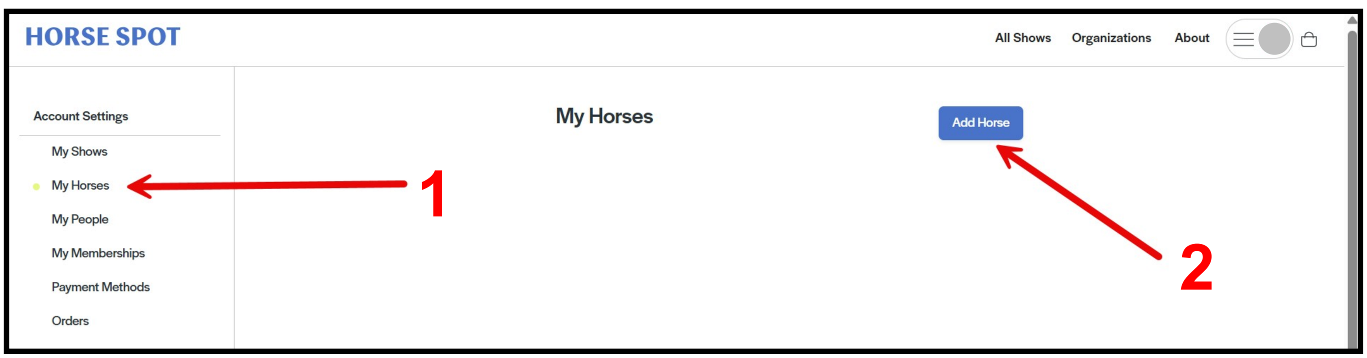
Horse Spot: Add Your Horses

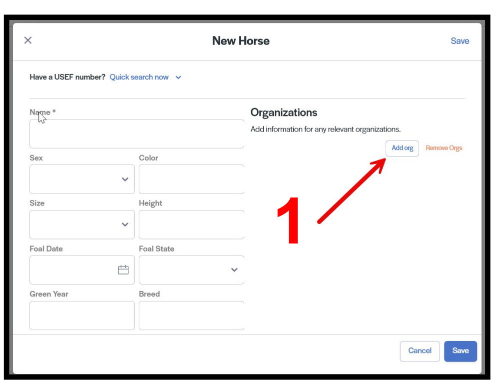
Once you have your account and you are LOGGED IN, click on your Account name (1) in the upper right corner. A pop-up menu will appear. From there you can click on (2) My Horses or My People to go into your account.

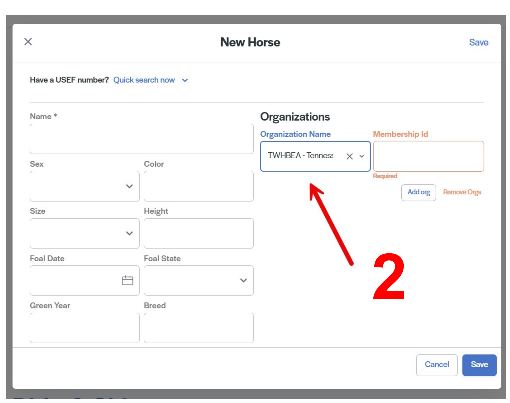


Once you are in your account, you can click on (1) My Horses to (2) Add a new horse. You can also Modify, or Remove horses from your account from here.



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 #).



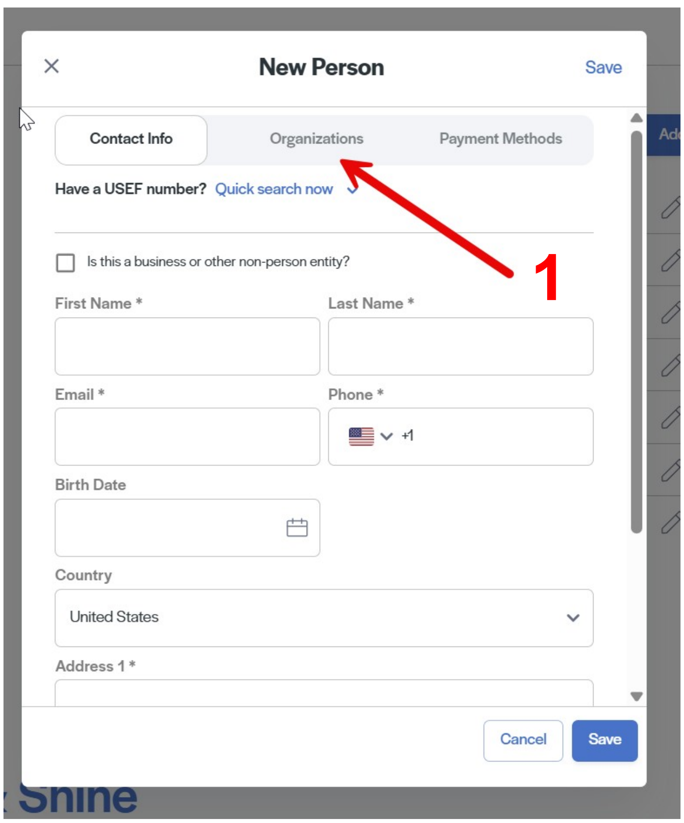


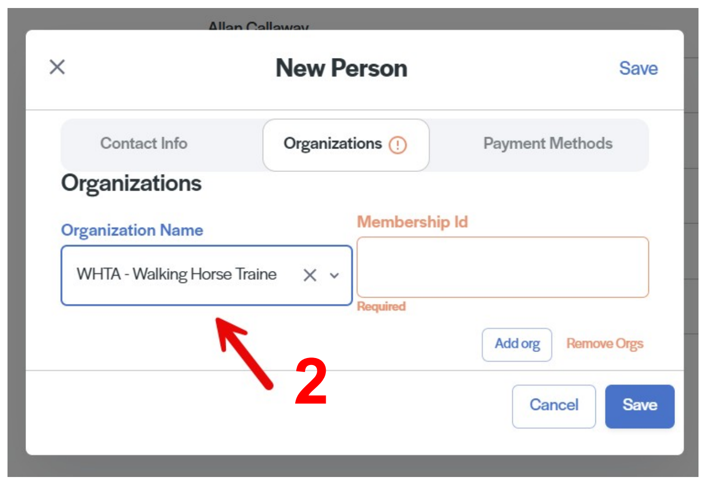
FYI: We are working with Horse Spot to integrate with the TWHBEA iPeds system. Hopefully soon, you will be able to search the Registration Number and it will automatically populate all the information.

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 #).





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 BUSINES 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