

## ENTERING HORSE OF THE YEAR SHOW QUALIFIERS

### The Entry Form requires an 'ID Number' - what is this?

All exhibitors, owners, riders and horses require a unique User ID number to compete in Horse of the Year Show qualifiers. This ID number must be quoted when you complete an official Horse of the Year Show qualifier entry form. For more information on completing qualifier entry forms, please see below.

### How do I get a User ID Number?

It is quick, easy and completely free to register for a User ID Number. Go to <http://www.grandstandentries.com> and click on the 'REGISTER NOW' button in the bottom left corner of the page. Fill in the information fields as required and click 'Submit Entry'.

### How do I add to an existing rider, owner or horse to my account?

To add a rider into your account, go to "My Riders" and select "Add New Rider", where you can use their User ID number to add them as one of your riders.

To add an owner click "My Owners" on the top bar then click "Add New Owner" and entering their User ID number.

To add a horse/s click "My Horses" on the top bar then click "Add New Horse" and entering their User ID number.

### How do I create an account for a new rider, owner or horse?

**Please only create a new account if the owners, riders or horses do not have an existing account. Creating duplicate accounts may invalidate your entries, therefore if you are unsure, please email [entries@grandstand.co.uk](mailto:entries@grandstand.co.uk) or call 02476 858205.**

To create a new account click on "Create New Owner", "Create New Rider" or "Create New Horse" as appropriate. Creating a new account will automatically allocate a unique User ID number.

### Will I need a new User ID Number next year?

No, your User ID Number (and that of any riders, horses or owners) will remain the same for life.

### Can I register on the Grandstand Online Entries System even if I haven't qualified?

Yes. In fact, it is more beneficial to you and the qualifying show secretaries if you do. You can do this by visiting [www.grandstandentries.com](http://www.grandstandentries.com).

By logging onto your Grandstand Entries account you will be able to see your User ID and that of anyone listed under My Riders, My Owners or My Horses.

## 1. FILLING IN YOUR HORSE OF THE YEAR SHOW QUALIFIER ENTRY FORM

The HOYS qualifier entry form can be downloaded from the Competitor Zone at [www.hoys.co.uk](http://www.hoys.co.uk).

**SECTION 1** The first part of your entry form:

**CLASS NUMBER/S:** \_\_\_\_\_ **ENTRY FEE: £** \_\_\_\_\_ **SHOW:** \_\_\_\_\_

This is relevant to the qualifying show you are entering. If you are entering multiple shows with the same combination (horse/pony, rider, owner), this is the only part of the form that needs changing from show to show. If you complete the rest of the form, it can be photocopied and these top three parts are the only parts of the form which will need to be filled in for each qualifying show you enter.

## SECTION 2 Exhibitor Details:

2	EXHIBITOR USER ID: _____ FULL NAME: MR/ MRS/ MISS _____ SOCIETY MEMBER OF & NO: _____
	ADDRESS: _____
	POSTCODE: _____ TELEPHONE: _____ EMAIL: _____

**ALL** parts of this section must be completed. The exhibitor is the person who is responsible for the entry and must be over 18 years of age.

Names must be written out in full, not as initials.

Only one society membership number needs to be entered and this should be the society membership number relevant to the qualifiers you are entering.

Telephone numbers must be completed. If no landline number is available, please re-enter the exhibitor's mobile number and vice versa. We need these numbers to be able to contact the exhibitor if there are any issues that need bringing to their attention or if you have won one of our awards.

If the exhibitor does not have an email address, please enter "no email address". We use email addresses to contact the exhibitor in case of any issues that need bringing to their attention, if they have won an award, to send receipts for entries to Horse of the Year Show, and to confirm their entry.

## SECTION 3 Horse/Pony Details:

3	HORSE/ PONY USER ID: _____ NAME: _____ PASSPORT NO: _____
	SOCIETY MEMBERSHIP NO _____ COLOUR: _____ SEX: _____ HEIGHT(cm): _____ YEAR OF BIRTH: _____
	BREED: _____ SIRE: _____ DAM: _____ BREEDER NAME: _____

**ALL** parts of this section must be completed.

The name of the horse/pony should be entered as it is written on the animal's passport. Also, the correct passport number must be entered.

If the sire and dam of the horse/pony is not known, enter "unknown". If the breed and breeder are unknown, enter "unknown". This information is very important for calculating the Leading Sire and Leading Breeder awards at the end of the season.

Your horse/pony's society registration number must be entered.

JMB numbers must be entered for all animals entering classes which have height restrictions and divisions. If you are not entering a class which has a height restriction or division, enter "not applicable".

**SECTION 4 Owner Details:**

4	OWNER USER ID: _____ FULL NAME: MR/ MRS/ MISS _____ SOCIETY MEMBER OF & NO: _____
	ADDRESS: _____
	POSTCODE: _____ TELEPHONE: _____ EMAIL: _____

**ALL** parts of this section must be completed.

Names must be written out in full, not as initials.

Only one society membership number needs to be entered and this should be the society membership number relevant to the qualifiers you are entering.

Telephone numbers must be completed. If no landline number is available, please re-enter the owner’s mobile number and vice versa. We need these numbers to be able to contact the owner if there are any issues that need bringing to their attention or if they have won one of our awards.

If the owner does not have an email address, please enter “no email address”. We use email addresses to contact the owner case of any issues that need bringing to their attention or if they have won an award.

**SECTION 5 Rider Details:**

5	RIDER USER ID: _____ FULL NAME: MR/ MRS/ MISS _____ SOCIETY MEMBER OF & NO: _____
	ADDRESS: _____ POSTCODE: _____
	TELEPHONE: _____ EMAIL: _____ D.O.B (Under 18): _____
	IF THE ABOVE RIDER IS UNDER 18 YEARS OF AGE, AS THEIR PARENT/GUARDIAN I HEREBY CONSENT TO THE PROCESSING OF THEIR DATA FOR THE PURPOSE OF THIS ENTRY: <input type="checkbox"/>
	PRINT PARENT/GUARDIAN NAME: _____ PARENT/GUARDIAN SIGNATURE: _____

**ALL** parts of this section must be completed.

Names must be written out in full, not as initials.

Only one society membership number needs to be entered and this should be the society membership number relevant to the qualifiers you are entering.

Telephone numbers must be completed. If no landline number is available, please re-enter your mobile number and vice versa. We need these numbers to be able to contact the rider if there are any issues that need bringing to their attention or if they have won one of our new awards. If the rider is under 18 years of age, a parent or guardian’s contact details can be entered.

If the rider does not have an email address, please enter “no email address”. We use email addresses to contact the rider in case of any issues that need bringing to their attention or if they have won an award.

If the rider is under 18 years of age, it is important that a parent or guardian ticks the relevant box, prints and signs the bottom of this section for the entry to be accepted. The Entry will not be accepted if this has not been ticked, printed and signed.

**BE SURE TO PRINT, SIGN AND DATE YOUR ENTRY FORM AT THE BOTTOM OF THE PAGE TO COMPLETE YOUR ENTRY.**

## **2. FREQUENTLY ASKED QUESTIONS**

### **What happens if I have not completed my form or completed it incorrectly?**

The secretary of the qualifying show will contact you to advise you of this and ask you for the missing/correct information.

### **I entered one show with a separate Horse of the Year Show entry form, but another show I entered didn't ask for one. Why is that?**

Some shows have chosen to incorporate the information required by Horse of the Year Show into their own entry forms, so no second form is needed.

### **Will my qualification be stripped if I have not completed the form correctly?**

You will not be able to enter the qualifier if your form has not been completed correctly, so would not have been able to gain qualification.

### **Will my data be sold to third parties?**

No, Grandstand Media Ltd, organisers of Horse of the Year Show, does not sell its data. Please see the relevant Privacy Policy on the website.

### **What should I do if I realise I have sent off an incomplete entry form?**

Don't panic. If there is a problem with your entry, the show secretary will contact you. Unless you hear back, assume all is fine.

### **Should I contact the show secretary to check once I have sent off my entry form?**

No, you will be contacted if there is a problem with your entry form.