



## Fox Village/Equestrian Entries Show Setup and Entry Import Manager's Guide (December 9, 2014)



### Managers Guide Part IV Entry Import

Please read through carefully, as entry import can impact the data in your Horse and Rider files. Make import selections carefully. If you need assistance please email [info@foxvillage.com](mailto:info@foxvillage.com).

Note: Entry import function is only available for shows that were published to Equestrian Entries from Fox Village. See Manager Guide Part I, II and III for publishing instructions.

#### Accessing Online Entries to Import

From Fox Village open the show for the entries you would like to import.

##### Step 1:

Click on **Import Online Entries.**

##### Step 2

Type in your Equestrian Entries User Name and click OK.

##### Step 3:

Log into Equestrian Entries using your User Name and Password.

##### Step 4:

View entries and make import selections. See below for details on import and merging data.

Classes		Memberships							
Rider	Card	Horse	Card	Owner	Card	Trainer	Card	Coach	Card
USDF: 37552		37552	N/A	261370		N/A	N/A	N/A	N/A
USEF: 4943340		5036260		261370		12345678			

Viewing Entries Online

Map of the fields:

**EE Tracking number:** Reference number assigned by EE

**Entry Status:**

- Submitted/Not Paid = Created but *Not Paid* online (Entrant may not enter, OR may mail entry w/check)
- Submitted /Paid = Submitted and *Paid* online (Payment will be from Equestrian Entries)

**Entry # :** Bridle number you assign to the entry.

**Entrant Information and USEF numbers**

**Entry (Lookup):** Allows you to scroll through ALL entries created on line.

**Entry:** Looks as it does when emailed to you.  
**Hint:** View entire entry before import. Use arrows to view each page.

**Section to indicate what information to import.**

**Filter:** Click here to view ONLY those entries paid on line.

**Filter:** Click here to view ONLY those entries ready to import.

**Click here to import entries that have been designated as ready for import.**

**Click here to view all entries already imported or keyed into Fox Village.**

**Online Entry Processing**

EE Tracking # 5415 Submitted / Not Paid Online Entry # Ready for Import Help

Add Merge

Horse	SS Total Eclips	4783248	Missing
Owner	Peck, Sue	5076794	Missing
Rider	Smith, David		Missing
Trainer	Daniel-Smith, Laurie	305225	OK
Coach			

Entry (Lookup) Import Entries Filter by Ready for Import Paid Online Close

1 / 5 94.43 Find

Created by EquestrianEntries.com at 1:45 PM May 18  
Test Show 5.3  
Show Grounds  
12/30/2011

**"Adult Amateur"**  
**David Smith on "SS Total Eclips"**

**Classes**  
12/30/2011: 175 FEI Freestyle TOC - Int II Freestyle

**Memberships**

	Rider	Card	Horse	Card	Owner	Card	Trainer	Card
USDF:			39279	●	170397	●	N/A	N/A
USEF:			4783248	●	5076794	●	305225	●

**Preparing Entry for Import & Designating what to Merge**

After viewing the entry, you may decide that you do NOT want to merge some of the data. Example: Entry is missing some of the trainers address or card information that you know you have in your HR data base already. In such case DO NOT check the merge box. Using Merge will OVER WRITE what you currently have as good data in your HR file.

**Step 1:**

**Assign Bridle Number:**

Only the entries assigned an entry/bridle number will be imported. (Do not assign an entry/bridle number if you do not want to import the entry. You can always import later if desired.)

**Step 2:**

**Add Entry info:**

Click on the blue Add arrows to add the entry information and change any Missing to OK.

Hint: Owner before Horse.

**Step 3:**

**Merge HR Data:**

Select data to merge. *By default this box is checked.* This imports personal information and membership numbers to your HR file.

Hint: This function will ADD new data, or OVERWRITE existing data. UNCHECK the box if you do not want data to import.

**Step 5:**

**Import the Entries:**

Once all entries have been viewed and those desired to import have been assigned and entry/bridle number; click on the Import button.

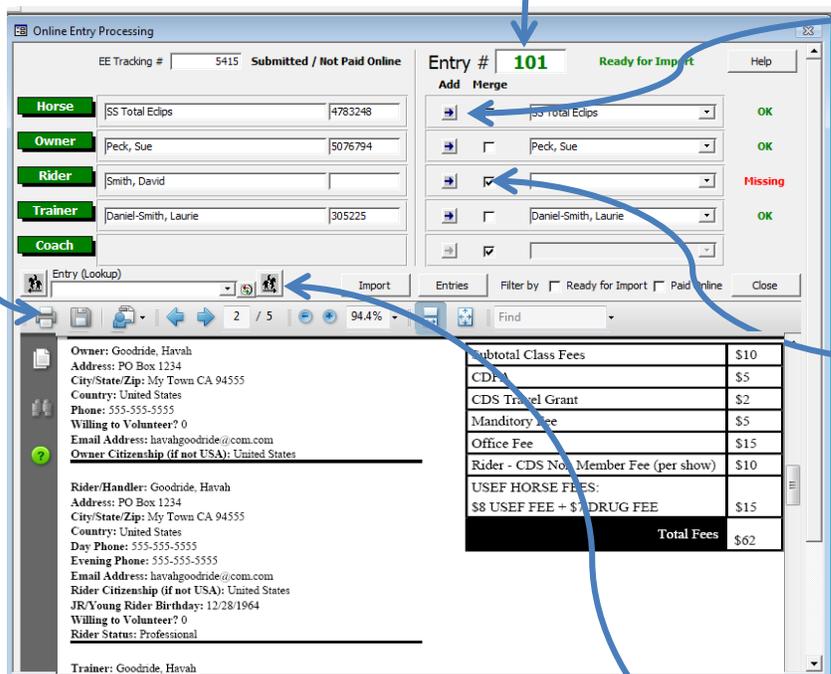
**Important:** *WAIT* for the import to complete. You will see a popup message when import complete. Depending on the number of entries being imported this can take a few minutes.

**Step 4:**

**Next Entry:**

Scroll to the next entry and repeat steps.

To print the entry click the print icon.  
Hint: Set your printer to print both side of paper for a 2 page entry.



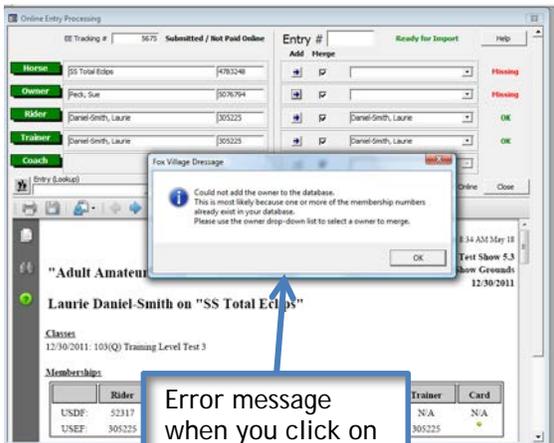
Hint: Entries can be filtered by Paid entries, or All entries. All entries are available to you to import. If you only want to view paid entries - check the Paid Online box.

Continue below for instructions on how to view and check your entries.

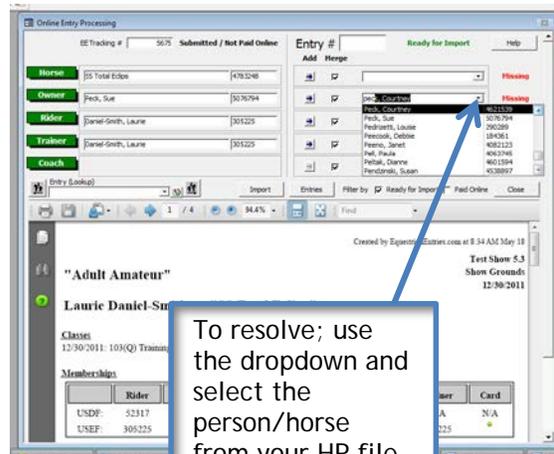
## Import Hints

### Import Error Message:

In Step 2 of preparing the data for import - If you get an error message when Adding a person or horse, use the dropdown box to find and select the person/horse from your HR file.



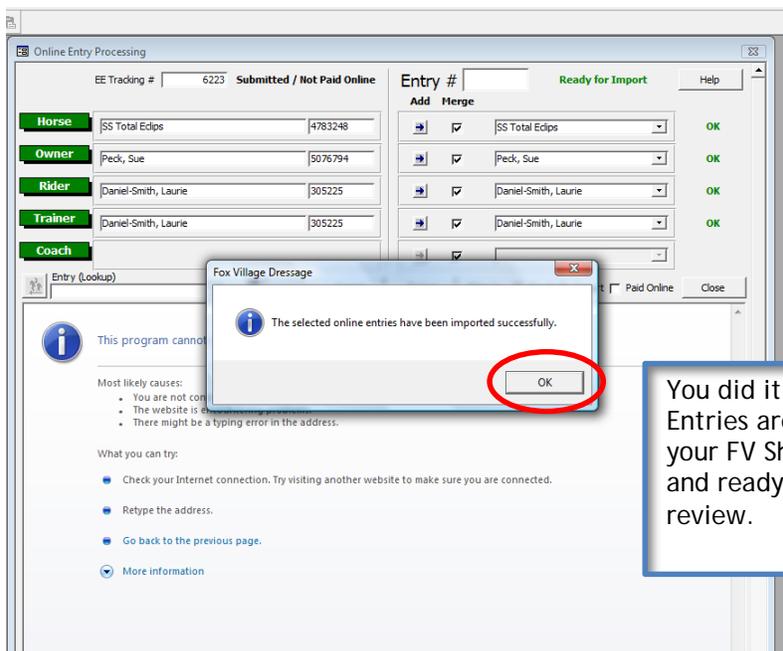
Error message when you click on the ADD box.



To resolve; use the dropdown and select the person/horse from your HR file.

### Successful Import Message:

Click OK to return to Fox Village.



You did it! Entries are now in your FV Show file and ready to review.

Continue below for instructions on how to view and check your entries.

# EQENTRIES / FOX VILLAGE SHOW SETUP GUIDE

## Review Imported Entries

It is important to review the entries imported and compare to the actual entry. Adjust fees and payment in Fox Village as needed to MATCH the actual entry.

### Actual Entry

Competition Name: Test 5.20      Competition Dates: 12/20/2011 - 12/21/2011

Name of Horse	Previous Name (If Any)	For Sale?	Breed/Breed Initials	Sex	
Sir Bouncealot		NO	Warmblood	Gelding	
Height	Color	Coggins Date (Enclosed Copy)	Site	Dam	
16	Grey	0000-00-00 00:00:00	Mr. Bounce	Madame Hoofe	
Dam's Site	Country of Birth	Date of Birth	Breeder	Passport #	Groom
	United States	2000			
Horse	Rider/Handler	Owner	Trainer	Coach	
USEF #	USEF # 177925	USEF # 177925	USEF # 177925	USEF #	
USDF #	USDF # 51212	USDF # 51212	USDF # 51212	USDF #	
Local or FEI #	Local or FEI #	Local or FEI #	Local or FEI #		
Class No.	Division	Class Description	Qualifying Y/N	Fees	
121	Adult Amateur	Second Level Test 1	N	\$5	
122	Adult Amateur	Second Level Test 2	N	\$5	

Owner: Goodside, Havah  
Address: PO Box 1234  
City/State/Zip: My Town CA 94555  
Country: United States  
Phone: 555-555-5555  
Willing to Volunteer? 0  
Email Address: havahgoodside@com.com  
Owner Citizenship (if not USA): United States

Rider/Handler: Goodside, Havah  
Address: PO Box 1234  
City/State/Zip: My Town CA 94555  
Country: United States  
Day Phone: 555-555-5555  
Evening Phone: 555-555-5555  
Email Address: havahgoodside@com.com  
Rider Citizenship (if not USA): United States  
JK/Young Rider Birthday: 12/28/1964  
Willing to Volunteer? 0  
Rider Status: Professional

Trainer: Goodside, Havah  
Address: PO Box 1234  
City/State/Zip: My Town CA 94555

Subtotal Class Fees	Amount
Subtotal Class Fees	\$10
CDFA	\$5
CDS Travel Grant	\$2
Mandatory Fee	\$5
Office Fee	\$15
Rider - CDS Non Member Fee (per show)	\$10
USEF HORSE FEES:	
\$8 USEF FEE + \$7 DRUG FEE	\$15
<b>Total Fees</b>	<b>\$62</b>

### Imported to Fox Village

Entry # 102  
**Sir Bouncealot / Catherine Grant**

Description	Qty	Rate	Extension
CDFA	1	\$5.00	\$5.00
CDS Travel Grant	1	\$2.00	\$2.00
Mandatory Fee	1	\$5.00	\$5.00
Office Fee \$15	1	\$15.00	\$15.00
Drug/Horse USEF	1	\$15.00	\$15.00
<b>Total Other Fees</b>			<b>\$42.00</b>

Payment Type	Credit Card	CC# / CK#	Exp.	Amount
Payment				\$0.00
<b>Total Payments</b>				<b>\$0.00</b>
<b>Balance</b>				<b>\$52.00</b>

Add missing fees as needed in FV.

View each tab of the entry in Fox Village to ensure correct info imported.  
Match Fees to total and add any fees to FV that are not automatic fees.

Make sure totals in EE and FV match!

## Payment:

If entry paid online, payment type will be PayPal.  
If created but NOT paid for, payment type will be blank.

### Actual Entry

Competition Name: Test 5.20      Competition Dates: 12/20/2011 - 12/21/2011

Name of Horse	Previous Name (If Any)	For Sale?	Breed/Breed Initials	Sex	
Sir Bouncealot		NO	Warmblood	Gelding	
Height	Color	Coggins Date (Enclosed Copy)	Site	Dam	
16	Grey	0000-00-00 00:00:00	Mr. Bounce	Madame Hoofe	
Dam's Site	Country of Birth	Date of Birth	Breeder	Passport #	Groom
	United States	2000			
Horse	Rider/Handler	Owner	Trainer	Coach	
USEF #	USEF # 305225	USEF # 305225	USEF # 305225	USEF #	
USDF #	USDF # 51317	USDF # 51317	USDF # 51317	USDF #	
Local or FEI #	Local or FEI #	Local or FEI #	Local or FEI #		
Class No.	Division	Class Description	Qualifying Y/N	Fees	
122	Adult Amateur	Second Level Test 2	N	\$5	

Owner: Daniel-Smith, Laurie  
Address: 5442 Gold Creek Circle  
City/State/Zip: Discovery Bay CA 94505  
Country: United States  
Phone: 510-672-3260  
Willing to Volunteer? 0  
Email Address: lsdonhorses@aol.com  
Owner Citizenship (if not USA): United States

Rider/Handler: Daniel-Smith, Laurie  
Address: 5442 Gold Creek Circle  
City/State/Zip: Discovery Bay CA 94505  
Country: United States  
Day Phone: 510-672-3260  
Evening Phone: 510-672-3260  
Email Address: lsdonhorses@aol.com  
Rider Citizenship (if not USA): United States  
JK/Young Rider Birthday: 12/28/1964  
Willing to Volunteer? 0  
Rider Status: Adult Amateur

Trainer: Daniel-Smith, Laurie

Subtotal Class Fees	Amount
Subtotal Class Fees	\$5
CDFA	\$5
CDS Travel Grant	\$2
Mandatory Fee	\$5
Office Fee	\$15
USEF HORSE FEES:	
\$8 USEF FEE + \$7 DRUG FEE	\$15
<b>Total Fees</b>	<b>\$47</b>

### Imported to Fox Village

Entry # 104  
**Sir Bouncealot / Laurie Daniel-Smith**

Description	Qty	Rate	Extension
CDFA	1	\$5.00	\$5.00
CDS Travel Grant	1	\$2.00	\$2.00
Mandatory Fee	1	\$5.00	\$5.00
Office Fee \$15	1	\$15.00	\$15.00
Drug/Horse USEF	1	\$15.00	\$15.00
<b>Total Other Fees</b>			<b>\$42.00</b>

Payment Type	Credit Card	CC# / CK#	Exp.	Amount
Payment				\$47.00
<b>Total Payments</b>				<b>\$47.00</b>
<b>Balance</b>				<b>\$0.00</b>

**The total fees on the entry are what was actually paid. You may need to correct the payment amount in Fox Village to match the entry.**