

# Uploading a Document

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There are now three places to upload documents, depending on the purpose.

1. For an event ie scratching vet certificate, qualification information etc
2. For a rider ie a photo (note Equestrian Entries will be implementing a place to display photos in the future). There is no current facility to utilize a rider's photo
3. For a horse ie Hanoverian papers, height certifications, photos etc


## 1. Procedure for an Event

Sign in to your Equestrian Entries Account



Select "My Entries"

Click the "More" button on the left of the event that you wish to upload a document for







**equestrianentries**  
your complete online competition resource

my account

sign out

[HOME](#)
[MY ENTRIES](#)
[RESULTS](#)
[HELP](#)
[CONTACT](#)

**MY ENTRIES** ordered by descending date

ENTRIES	EVENT	DATE	INVOICES	PAYMENT STATUS	STATUS
<div>more</div>	Test 3 Day Event - Sept	18/12/2017	<div>Request Invoice</div>	Not Paid	<div>Entries</div>
<div>more</div>	APL Showjumping Waikato Festival of Jumping	3/11/2015	<div>Request Invoice</div>		<div>Results</div>

Enter Description of File

Click Choose File

**MY ENTRIES** ordered by descending date

ENTRIES	EVENT	DATE	INVOICES	PAYMENT STATUS	STATUS
<div>more</div>	Test 3 Day Event - Sept	18/12/2017	<div>Request Invoice</div>	Not Paid	<div>Entries</div>

**Upload Document**

Test Document

Choose File

No file chosen

upload

**ENTRIES**

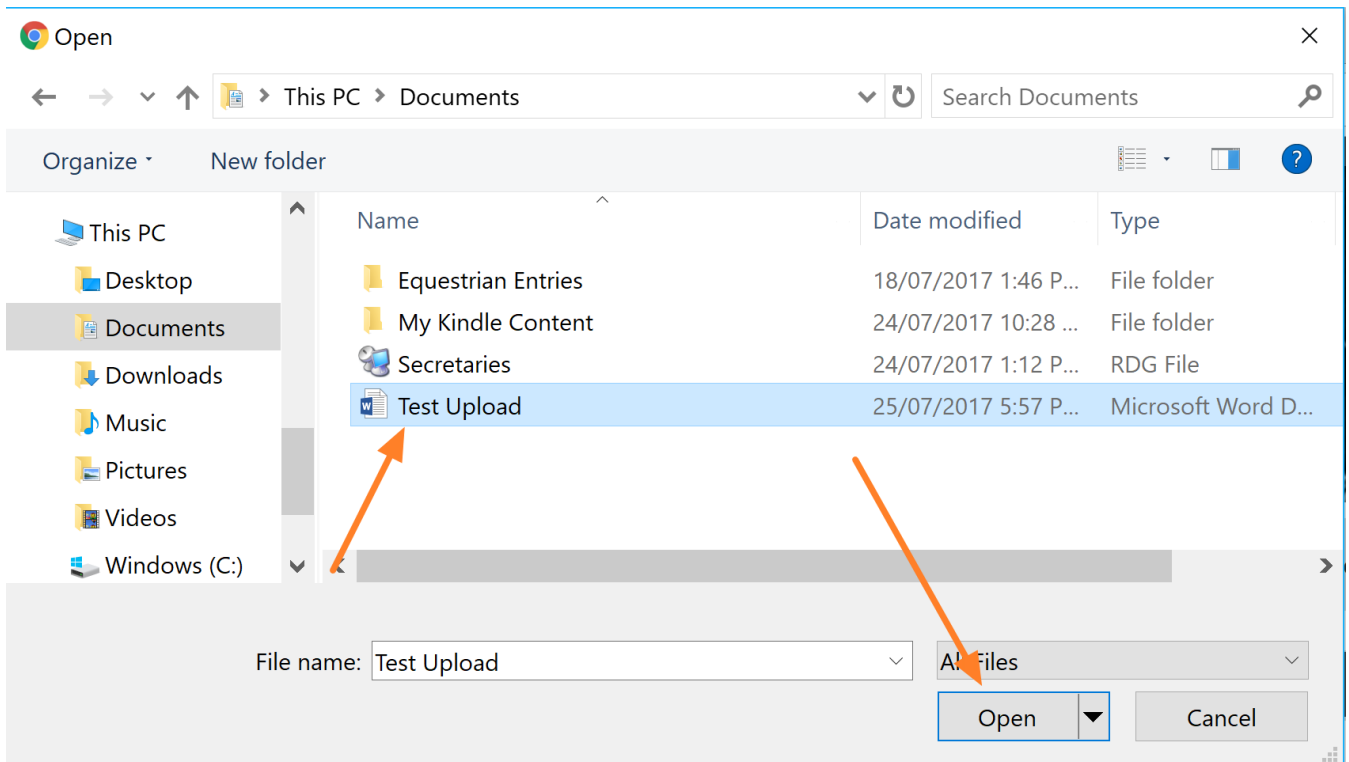
hide

BACK #	HORSE	RIDER	CLASS	STATUS	CHANGE ENTRY	MORE DETAILS
	Sir Testing	Yvette Lawson	7 SJ 1.20 m	entered	<div>change</div>	<div>more</div>

A pop up window will appear where you can select the file you want to upload from your computer

Find and select the file

Click "Open"



The file name will now appear between the Choose File button and the Upload button

Select Upload

ENTRIES	EVENT	DATE	INVOICES	PAYMENT STATUS	STATUS
<a href="#">more</a>	Test 3 Day Event - Sept	18/12/2017	<a href="#">Request Invoice</a>	Not Paid	<a href="#">Entries</a>

**Upload Document**

[Choose File](#)

Test Upload.docx

[upload](#)

<b>ENTRIES</b> <a href="#">hide</a>						
BACK #	HORSE	RIDER	CLASS	STATUS	CHANGE ENTRY	MORE DETAILS
	Sir Testina	Yvette Lawson	7 SJ 1.20 m	entered	<a href="#">[icon]</a>	<a href="#">[icon]</a>

You will now get a message saying "Upload Successful"

## 2. For a Rider

Sign in to your Equestrian Entries Account



register

sign in



HOME MY ENTRIES RESULTS HELP CONTACT

**SIGNIN**  
Forgot your password? [Click HERE](#)

☐ Remember me

Need help entering, click here

LOCATION SCHEDULE

mont A & P Showgrounds, Ha

Winter Show Hunter Series Day I - Taranaki 2017 Horses only 29/07/2017 27/07/2017 Show Hunter Waitara PC

**Questions?**  
[Click here to chat](#)

Select "My Account"

Scroll down to the area called Upload Documents

You should enter a description for the document, select the document type (only Photo is an option at the moment), press the button which opens a pop-up where you select the file on your own computer and then press the upload button.

**Upload Document**

No file chosen

**1. Enter a description** **2. Select type of document** **3. Chose file to upload** **4. Press to Upload**

**Documents List**

DESCRIPTION	FILE TYPE	FILE NAME	DATE UPLOADED
live beta	Photo	Penguins_29122017_65914.jpg	29/12/2017
rider doc live beta	Photo	Penguins_7122017_17347.jpg	7/12/2017

You will now get a message saying "Upload Successful" and you should see the new document on your list of uploaded documents.

### 3. For a Horse

Sign in to your Equestrian Entries Account



The screenshot shows the Equestrian Entries website. At the top, there is a logo with a horse and the text "equestrianentries" and "your complete online competition resource". To the right of the logo are two buttons: "register" and "sign in". An orange arrow points from the "sign in" button to the sign-in form on the left. The sign-in form has a red header with "SIGNIN" and "Forgot your password? [Click HERE](#)". Below this are two input fields: one for the email address "yvettem15000@gmail.com" and one for the password, represented by dots. There is a "Remember me" checkbox and "cancel" and "sign in" buttons. To the right of the sign-in form is a large image of a rider on a horse. Below the image is a table with columns for event details. At the bottom right, there is a "Questions?" button with the text "Click here to chat".

HOME	MY ENTRIES	RESULTS	HELP	CONTACT					
<div><div><div>SIGNIN</div><div>Forgot your password? <a href="#">Click HERE</a></div><div><input type="text" value="yvettem15000@gmail.com"/></div><div><input type="password" value="....."/></div><div><input type="checkbox"/> Remember me</div><div><input type="button" value="cancel"/> <input type="button" value="sign in"/></div></div><div></div><div><div>Need help entering, <a href="#">click here</a></div><div><input type="button" value="search"/></div><div><div>LOCATION</div><div>SCHEDULE</div><div>mont A &amp; P</div><div>Showgrounds, Ha</div><div><input type="button" value="view"/></div></div><div><div>Questions?</div><div>Click here to chat</div></div></div></div> <div><table><tr><td>Winter Show Hunter Series Day I - Taranaki 2017 Horses only</td><td>29/07/2017</td><td>27/07/2017</td><td>Show Hunter</td><td>Waitara PC</td></tr></table></div>					Winter Show Hunter Series Day I - Taranaki 2017 Horses only	29/07/2017	27/07/2017	Show Hunter	Waitara PC
Winter Show Hunter Series Day I - Taranaki 2017 Horses only	29/07/2017	27/07/2017	Show Hunter	Waitara PC					

Select "My Account"

Scroll down until you see your horses.

Click on the right hand button called View in the Docs column

Click to view or add new documents					
NAME	ESNZ #	FEI	ACTION	EMAIL OWNER	DOCS
a tenth horse	N/A	N/A	<a href="#">detail</a> <a href="#">unassign</a>	<a href="#">add</a>	<a href="#">view</a>
A third test horse	N/A	N/A	<a href="#">detail</a> <a href="#">unassign</a>	<a href="#">add</a>	<a href="#">view</a>

You now get a pop-up where you can upload a document that is stored against this horse for all future shows.

NAME	ESNZ #	FEI	ACTION	EMAIL OWNER	DOCS
a tenth horse	N/A	N/A	<a href="#">detail</a> <a href="#">unassign</a>	<a href="#">add</a>	<a href="#">view</a>

### Upload Document

[Choose File](#)
No file chosen

[upload](#)

Documents List

[hide](#)

1. Enter description
2. Select Type of Document
3. Press to select document to upload
4. Press to Upload

DESCRIPTION	FILE TYPE	FILE NAME	DATE UPLOADED
live beta	Pony Height Certificate	Tulips_29122017_7017.jpg	29/12/2017

4. Press to Upload

## 2. Select Type of Document

3. Press to select document to upload

NAME	ESNZ #	FEI	ACTION	EMAIL OWNER	DOCS
a tenth horse	N/A	N/A	<a href="#">detail</a> <a href="#">unassign</a>	<a href="#">add</a>	<a href="#">view</a>

### Upload Document

No file chosen

Documents List

hide

DESCRIPTION	FILE TYPE	FILE NAME	DATE UPLOADED
live beta	Pony Height Certificate	Tulips_29122017_7017.jpg	29/12/2017

1. Enter description
2. Select Type of Document
3. Press to select document to upload
4. Press to Upload

4. Press to Upload

## 2. Select Type of Document

3. Press to select document to upload

You will get a confirmation if the upload is successful and the new upload will show in the list of uploaded documents.

Posted by: **Yvette Lawson** - Tue, Jul 25, 2017 at 5:44 AM. This article has been viewed 3626 times.

Online URL: <http://kb.equestrianentries.co.nz/article.php?id=37>