Irish Pony Club

Instructions for Its Plain Sailing Administrators

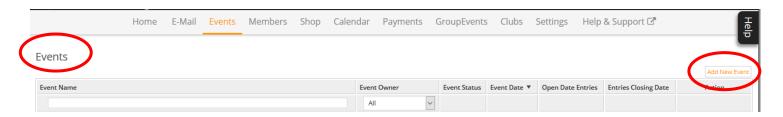


These instructions and screen shots will take you through the steps required to select the option to restrict the entries into your competition to registered members of the Irish Pony Club for 2020.

N.B. Previous members who have not paid their subscription fees for 2020 will not be covered by insurance. If they wish to enter your competition, they must register with their Branch for 2020 membership of the Irish Pony Club.

Create the event for the competition as per normal.

Add New Event



- Fill out the event or competition details and select Add.
 - This will return you to the full events list page.



• Next step, select the Edit option beside the event that you just created.

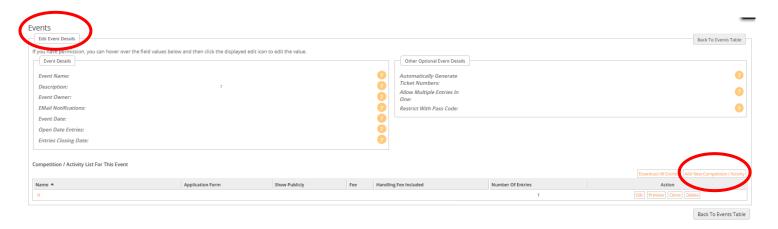
(These screen shots have been taken from the Irish Pony Club Its Plain Sailing site and some of the information has been blanked out. It is not necessary for these instructions.)



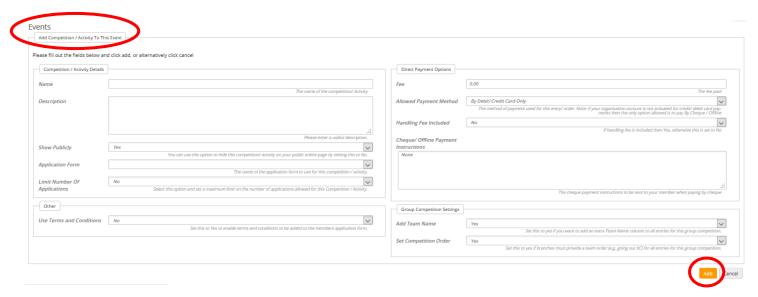
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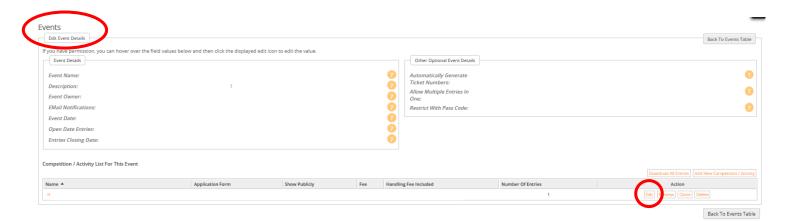
We must now Add the New Competition or Activity to the event



 Complete the details for the application form in full and select Add. See screenshot below.



- This will return you to the Edit Event Details page.
- In order to set the option to Restrict Entries to Irish Pony Club Members Only, you must select the option to Edit the Competition or Activity that you have just created.



Irish Pony Club



- You now will have the following options:
 - o Entries Open to:
 - This option provides a drop-down menu from which you can choose from the following options:
 - Open to All
 - Only Open To Current Members Of Our Branch Pony Club
 - Only Open To Current Members of the Irish Pony Club
 - Choose the option ONLY OPEN TO CURRENT MEMBERS OF THE IRISH PONY CLUB to restrict entries to only current members of the Irish Pony Club who have subscribed for 2020.
 - Confirm Entries to Own Branch.
 - Selecting YES here gives an instruction to the system to notify a Branch when one of its members enters your activity or competition. It is a good idea to set this to YES.

