



# Irish Pony Club

## Instructions for Its Plain Sailing Administrators

### Restricting Entry to a Competition to Irish Pony Club Members ONLY

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

The screenshot shows the website's navigation bar with links: Home, E-Mail, Events (highlighted), Members, Shop, Calendar, Payments, GroupEvents, Clubs, Settings, and Help & Support. Below the navigation bar is a table with the following columns: Event Name, Event Owner, Event Status, Event Date, Open Date Entries, Entries Closing Date, and Action. The 'Events' link in the navigation bar and the 'Add New Event' button in the top right corner of the table are circled in red.

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

The screenshot shows the 'Add New Event' form. The 'Events' link in the navigation bar is circled in red. The form is divided into two main sections: 'Event Details' and 'Other Optional Event Details'. The 'Event Details' section includes fields for Event Name, Description, Event Owner (set to Mary Fitzpatrick), EMail Notifications, Event Date, Open Date Entries, and Entries Closing Date. The 'Other Optional Event Details' section includes checkboxes for 'Automatically Generate Ticket Numbers', 'Allow Multiple Entries In One', and 'Restrict With Pass Code'. The 'Add' button at the bottom right of the form is circled in red.

- 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.)

The screenshot shows the 'Events' link in the navigation bar circled in red. Below it is the 'Events' table. The table has columns: Event Name, Event Owner, Event Status, Event Date, Open Date Entries, Entries Closing Date, and Action. The 'Action' column contains buttons for 'Edit', 'Delete', and 'Clone'. The 'Edit' button is circled in red.



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

**Events**

Edit Event Details

If you have permission, you can hover over the field values below and then click the displayed edit icon to edit the value.

Event Details

Event Name: ?  
 Description: ?  
 Event Owner: ?  
 Email Notifications: ?  
 Event Date: ?  
 Open Date Entries: ?  
 Entries Closing Date: ?

Other Optional Event Details

Automatically Generate Ticket Numbers: ?  
 Allow Multiple Entries In One: ?  
 Restrict With Pass Code: ?

Competition / Activity List For This Event

Name	Application Form	Show Publicly	Fee	Handling Fee Included	Number Of Entries	Action
H					1	<a href="#">Download All Entries</a> <a href="#">Add New Competition / Activity</a> <a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Clone</a> <a href="#">Delete</a>

Back To Events Table

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

**Events**

Add Competition / Activity To This Event

Please fill out the fields below and click add, or alternatively click cancel

Competition / Activity Details

Name:  The name of the competition/ activity

Description:  Please enter a useful description.

Show Publicly: ☐ Yes You can use this option to hide this competition/ activity on your public online page by setting this to No.

Application Form:  The name of the application form to use for this competition / activity.

Limit Number Of Applications:  No Select this option and set a maximum limit on the number of applications allowed for this Competition / Activity.

Other

Use Terms and Conditions: ☐ No Set this to Yes to enable terms and conditions to be added to the members application form.

Direct Payment Options

Fee:  0.00 The fee paid

Allowed Payment Method:  By Debit/ Credit Card Only The method of payment used for this entry/ order. Note: if your organisation account is not activated for credit/ debit card payments then the only option allowed is to pay By Cheque / Offline

Handling Fee Included:  No If handling fee is included then Yes, otherwise this is set to No

Cheque/ Offline Payment Instructions

None The cheque payment instructions to be sent to your member when paying by cheque

Group Competition Settings

Add Team Name: ☐ Yes Set this to yes if you want to add an extra Team Name column to all entries for this group competition.

Set Competition Order: ☐ Yes Set this to yes if branches must provide a team order (e.g. going out XC) for all entries for this group competition.

[Add](#) [Cancel](#)

- 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.

**Events**

Edit Event Details

If you have permission, you can hover over the field values below and then click the displayed edit icon to edit the value.

Event Details

Event Name: ?  
 Description: ?  
 Event Owner: ?  
 Email Notifications: ?  
 Event Date: ?  
 Open Date Entries: ?  
 Entries Closing Date: ?

Other Optional Event Details

Automatically Generate Ticket Numbers: ?  
 Allow Multiple Entries In One: ?  
 Restrict With Pass Code: ?

Competition / Activity List For This Event

Name	Application Form	Show Publicly	Fee	Handling Fee Included	Number Of Entries	Action
H					1	<a href="#">Download All Entries</a> <a href="#">Add New Competition / Activity</a> <a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Clone</a> <a href="#">Delete</a>

Back To Events Table



- You now will have the following options:
  - 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.

**Events**

[View or Edit Competition / Activity Details](#) [Back To Competition / Activity Table](#)

If you have permission you can hover over the field values below and then click the displayed edit icon to edit the value.

Competition / Activity Details	
Name:	<a href="#">?</a>
Description:	<a href="#">?</a>
Show Publicly:	<a href="#">?</a>
Application Form:	<a href="#">?</a>
Limit Number Of Applications:	<a href="#">?</a>
Other	
Entries Open To:	Open to All <a href="#">?</a>
Confirm Entries To Own Branch:	No <a href="#">?</a>
Use Terms and Conditions:	Yes <a href="#">?</a>
Terms and Conditions:	<a href="#">?</a>

Direct Payment Options	
Fee:	<a href="#">?</a>
Allowed Payment Method:	<a href="#">?</a>
Handling Fee Included:	<a href="#">?</a>
Cheque/ Offline Payment Instructions:	<a href="#">?</a>
None	<a href="#">?</a>
Group Competition Settings	
Add Team Name:	No <a href="#">?</a>
Set Competition Order:	No <a href="#">?</a>