

## GUIDANCE ON HOW TO REGISTER FOR AND MAKE ONLINE ENTRIES

The aim of this document is to show how to register for and make online entries for pleasure rides.

In summary, you do the following:

- A. Set up a Supporter or Associate Member record with your personal details
- B. Declare the details of the horse that you wish to ride
- C. Select and enter the ride and class that you wish to enter

There are some screenshots and additional instructions below that will show you what each stage of setting up an EGB Supporter record and of making an online entry to a ride.

### Registering with Endurance GB

Registering with Endurance GB for pleasure rides can be done in two ways:

- A. **As a Supporter**, which is free of charge, and will permit riders to enter Pleasure Rides. It will also allow riders to enter two GER's on a "Try Before You Buy" (TBYB) basis, again at member rates.
- B. **As an Associate Member**, paying a one-off annual fee, so that Pleasure Rides and GER's. Associate Members also receive a free copy of the bi-monthly EGB magazine and can participate in all the events organised by their local EGB Group at members rates. They will also be eligible for local Group trophies.

### Registering as a Supporter is free of charge

**Associate Membership** is available for £38 a year for Senior Riders, £28 a year for Young Riders (between the ages of 14 and 21 in the current year) and £23 for Junior Riders (between the ages of 8 and 13 in the current year). Half year membership is also available from 1<sup>st</sup> July.

### Online Registration

Register as a Supporter or Associate Member level by going to [Registering Personal Details with EGB](#)

The following options will be displayed:

<b>Full Member</b> Ideal for ... <ul style="list-style-type: none"><li>▪ Enjoying competing</li><li>▪ Making good friends</li><li>▪ Providing challenges</li></ul> <a href="#">Join Now</a> <a href="#">Find out more</a>	<b>Associate Member</b> Ideal for ... <ul style="list-style-type: none"><li>▪ enjoying Group Rides</li><li>▪ occasional National Rides</li><li>▪ free magazine &amp; handbook</li></ul> <a href="#">Join Now</a> <a href="#">Find out more</a>	<b>Supporter</b> Ideal for ... <ul style="list-style-type: none"><li>▪ Doing Pleasure Rides</li><li>▪ providing a new challenge</li><li>▪ Registration is free</li></ul> <a href="#">Join Now</a> <a href="#">Find out more</a>	<b>Club Member</b> Ideal for ... <ul style="list-style-type: none"><li>▪ Pony Club Members</li><li>▪ Riding Club Members</li><li>▪ Members of ROR</li></ul> <a href="#">Join Now</a> <a href="#">Find out more</a>
---	--	---	--

To become a **Supporter**, click on “Join Now” in the yellow Supporter box. To join as an **Associate Member**, click on “Join Now” in the green Associate Member box.

See Screenshots and Notes 1 for guidance on registering as a Supporter or an Associate Member below.

Once the online membership form is completed, you will receive an email confirming your Supporter number and password or Associate Membership number and password. These should be noted and kept in a safe place as they will be needed to enter a ride. The email will include an ID Card as an attachment which should be printed and taken to every EGB event.

### **Declaring your Horse Details**

The details of each horse to be ridden in any EGB ride should now be entered. You can do this easily by logging into your Account (your EGB number and password will have been sent to you in an email, see above). You can login by clicking on “Login” on the right-hand side of the blue menu bar at the top of the EGB website ([www.endurancegb.co.uk/main/](http://www.endurancegb.co.uk/main/)).

Alternatively, if you have registered as a supporter, when you have completed that section it will then give you the option to click “register a pleasure horse”

Declaring a horse is free of charge.

See Screenshot and Notes 2 below for guidance on declaring details of your horse(s).

**Please remember to click on the Pleasure Horse radio button** otherwise you will be charged for a Registered Horse. Also, note that you will be required to enter the Passport Number of your horse. The email will include a Horse Identification Card as an attachment which you should print and take with you to all EGB events.

### **Entering a Ride**

**See Screenshots and Notes 3 below for guidance on entering rides.**

### **Making a Payment for a Ride Entry**

Having completed the ride entry, please click on the **“Make Payment”** button in your members’ account page. You will be asked to make your payment by credit or debit card.

### **Ride Information**

As a result of making your entry online, you will usually receive your ride information pack individually by post, usually no less than 5 working days before the ride date. However, please note that some ride organisers are electing to email their ride information pack, so keep an eye on your email as well.

## Screenshots and Notes 1: Registering with Endurance GB

Please ensure that the **Supporter or Associate Member** radio button is clicked whichever is appropriate.

### Membership - New member

**New Members** - You can join by completing the form below or you can download a [membership form](#) or you can contact the EGB office. You will then receive your membership pack – all you need for you and your horse to start enjoying our lovely rides!

**Lapsed Members** If you are a current member or lapsed member, you can renew on line. Please [login](#) and follow the payment links.

**All riders under 18yo** must ensure that the address/contact of their parent/guardian is included on the form. The parent/guardian must also give permission for the rider to join and provide a contact name.

Please note that **HALF YEAR MEMBERSHIP** is available to **NEW MEMBERS** and to **lapsed members** from 1 July of the current membership year.

Location: ☒ UK ☐ Overseas

Option	Joining Fee	Full Year	
<input type="radio"/> Full / Senior, aged 22 or over	£15.00	£80.00	
<input type="radio"/> Veteran, aged 65 or over	£15.00	£80.00	
<input type="radio"/> Junior, aged 8 to 13 inclusive	£15.00	£40.00	
<input type="radio"/> Young, aged 14 to 21 inclusive	£15.00	£50.00	
<input type="radio"/> Life Member, aged 22 or over	£15.00	£650.00	
<input type="radio"/> Non-Riding, of any age	£0.00	£30.00	
<input checked="" type="radio"/> Associate Member	£0.00	£38.00	
<input type="radio"/> Junior Associate, aged 8 to 13 inclusive	£0.00	£23.00	
<input type="radio"/> Young Associate, 14 to 21 inclusive	£0.00	£28.00	
<input type="radio"/> Supporter or Club	£0.00	£0.00	
Payment Due [2018]	TOTAL		£38.00

See below for next screenshot

Please provide all your personal details below. It's easy to miss the “Are you a UK citizen?” radio button!!

## Personal Details

Title	<div>Mr (Mister) ▾</div>
Forename	<input type="text"/>
Surname	<input type="text"/>
Address	<input type="text"/> <input type="text"/>
Town or City	<input type="text"/>
County or Country	<input type="text"/>
Postcode	<input type="text"/>
Phone	<input type="text"/>
Mobile	<input type="text"/>
Are you a UK Citizen?	<input type="radio"/> Yes <input type="radio"/> No
<i>If you are <u>not</u> a UK Citizen then you must seek permission to compete from your National Federation. Please contact the EGB Office for further details.</i>	
Email	<input type="text"/>
Confirm Email	<input type="text"/>
Gender	<div>Female ▾</div>
Group Name	<div>Default Group</div>
<i>Note: You will be automatically allocated to the EGB group for the area in which you live. If you want to change this, please EMAIL the office</i>	
Date of Birth of Rider (d/m/yyyy)	<input type="text"/>
<i>Please provide your date of birth if you are 25 years old or under to help Endurance GB contribute to the PE &amp; Sports Strategy for Young People. You must provide your date of birth if you are a Junior or Young Rider (see below).</i>	
Parent or Guardian Name (Required if under 18 years old)	<input type="text"/>
<i>Note: Address and email should be that of the Parent or Guardian if under 18.</i>	
Level (Novice, Open or Advanced)	<div>NOVCE (Novice) ▾</div>
Veteran Rider?	<input type="checkbox"/>
<i>To be eligible for Veteran Awards (Optional) please tick here if you are a Veteran Rider, that is 60 years old or over in the current membership year.</i>	

See below for next screenshot

You are almost done now. Just complete the last few questions and then click on “Apply for Membership” at the bottom of the page.

## Confirmation

The annual membership period is from 1 January to 31 December.

**IMPORTANT:** Current members of Endurance GB should note that their insurance will lapse on the 31 December unless their membership for the new membership year is renewed before then.

All membership not renewed before 1 April of the current membership year will be deemed as lapsed and set to type "Supporter".

From where did you hear about EGB membership?

☐ Please tick here if you do not wish to receive promotional material from EGB sponsors

Date:

☐ I agree to the Terms & Conditions [Click here to view](#)

**APPLY FOR MEMBERSHIP**

See below for the order form

## Order Form

**Registering as a Supporter is free of charge**, so no payment is due. You will then receive an email confirming your EGB Supporter Number and notifying you of your default password (which can be changed to something more memorable after logging in for the first time). A Supporter card will also be attached which should be printed and taken with you to all EGB events. You will then be invited to enter the details of your horse or horses straight away – see **Declaring Details of a Horse** below.

**Associate Members** will be asked to pay using the “Order Form” below. You can elect to Auto-Renew your membership at the beginning of the year by ticking the “Auto-Renew Membership” box.

Click on “Make Payment” to be transferred to the SagePay payment screen and make your payment using a debit or credit card.

You will then receive an email confirming your EGB Associate Membership Number and notifying of your default password (which can be changed to something more memorable after logging in for the first time). An Associate Membership card will also be attached which should be printed and taken with you to all EGB events.

## Order Form

Thank you for completing the application form. Now please complete your order with a payment.

<input checked="" type="checkbox"/> Associate Member [2018] Recurring Fee	£38.00
<input type="checkbox"/> Auto Renew Membership? <a href="#">Auto Renew Ts &amp; Cs</a>	
Voucher Code: <input type="text"/> <input type="button" value="Apply"/>	<input type="text"/>
<b>TOTAL</b>	<b>£38.00</b>

[MAKE PAYMENT](#)



## Screenshots and Notes 2: Declaring Details of a Horse

Supporters and Associate Members can enter details of their horse or horses by scrolling down to this section of their EGB members' account. A new horse can be added by clicking on "Register New Horse" in the left-hand "Horses" pane. Existing horse records can be amended by selecting the required horse in the pull-down box and then clicking on "View Edit Record".

Please now go to the next page to see what horse details are needed.

Horses	Rides	Delegation
<h3>Horse Registrations Summary</h3> <p>0 horses registered [2018] 0 horses on file - not registered</p> <h3>Selected Horse</h3> <div>No horses on record ▾</div> <div><a href="#">VIEW/ EDIT RECORD</a> <a href="#">REPLACEMENT CARD</a> <a href="#">REGISTER NEW HORSE</a></div>	<p><a href="#">Click here</a> to enter a new ride</p> <h3>Online Rides Summary</h3> <p>No Ride Entry Fees outstanding.</p> <h3>EXISTING RIDE ENTRIES</h3>	<p>This area allows you to delegate authority for another user to enter your horses or to enter you in a ride . Please note that any person you delegate this authority to may also see your name and address information and that this information will be sent to Ride Organisers.</p> <div>-- New or Select -- ▾</div> <p>Select Member from List to view/edit current delegation permissions</p> <p>Member No.: <input type="text"/></p> <p>Surname: <input type="text"/></p> <p><input type="checkbox"/> Can Enter My Horses <input type="checkbox"/> Can Enter me as Rider</p> <div><a href="#">NEW</a> <a href="#">SAVE</a> <a href="#">DELETE</a></div>

## Declaring Details of a Horse – basic details

Please remember to click on the **Pleasure Horse** radio button otherwise you will be charged for a Registered Horse. Also, note that you will be required to enter the Passport Number of your horse.

The values shown in the screenshot below for colour, gender, height, year foaled and level are defaults only. Level should remain as NOVICE.

**Note that you will be required to enter the Passport Number (UELN) of your horse so this document should be readily available.**

### Horse Registration and Log Book

If you prefer to register by mail, a Registration Form can be downloaded by [clicking here](#).

☐ Registered Horse  
☒ Pleasure Horse

*There is no charge to register a Pleasure Horse, but such a horse cannot take part in Graded Rides or Competitive Rides. To change a horse to "Registered", select the "Registered Horse" option (Full Members Only), click "Update" and follow the payment links. Note: Previously registered horses will revert to "Pleasure Horse" if not renewed at the start of the season, but can be re-registered by following the same steps.*

Existing Log Book Society

Existing Number

*If the horse has an Existing Log Book with another society then please complete the details above.*

Horse Name

Passport No (UELN)

*Note: Horses MUST be registered with the name on their passport*

Colour

Gender

Height

Year Foaled

Microchip Number

Freeze Brand Number

Level (New Registrations are Novice)

*For dual registration, please email the office for advice.*

See below for next screenshot



## Declaring Details of a Horse – Breed Details and Confirmation

Note these details are only necessary for horses registered with a recognised Breed Society and are not necessary for Pleasure Horses.

### Breeding Details (Reg. Only)

Sire Name	<input type="text"/>
Sire Passport No (UELN) if known	<input type="text"/>
Dam Name	<input type="text"/>
Dam Passport No (UELN) if known	<input type="text"/>

*Please enter "Unknown" if the name or passport number of either the Sire or Dam is not known.*

Home Bred? ☐

Registered with a Breed Society? ☐

*If the horse IS registered with a Breed Society, please complete the Breed (e.g. WPC/PBA) and Cert No*

Breed

Breed Certificate Number

*Unless already on file with EGB, please send a PHOTOCOPY of the Breed Certificate to the Office. Alternatively you can send an image via email to [office@endurancegb.co.uk](mailto:office@endurancegb.co.uk). In either case, please make sure the Horse Name is clear and matches the Passport Name.*

### Confirmation

Registration Fee (due annually)	<input type="text" value="0.00"/>
Date	<input type="text" value="04 March 2017"/>
<input type="checkbox"/> I agree to the Terms & Conditions <a href="#">Click here to view</a>	

[APPLY FOR NEW REGISTRATION](#) [CANCEL & RETURN](#)

After clicking “Apply for New Registration”, you will be sent an email confirming EGB’s Horse ID number and attaching a Horse ID card, which should be printed and taken with you to all EGB events.

Click on “Apply for New Registration” or “Update My Horse Details” will return you to your main EGB account page.

### Screenshots 3: Making and Amending Entries

The screenshot below shows the section of the account for declared horses and rides entered. Do not worry about the Delegation section for the time-being.

Please click on **Click here** under the middle “Rides” pane to enter a new ride. **Please remember that you must be logged into your account to enter a ride.**

Horses	Rides	Delegation
<h4>Horse Registrations Summary</h4> <p>0 horses registered [2018] 0 horses on file - not registered</p> <h4>Selected Horse</h4> <p><input type="text" value="No horses on record"/></p> <p><a href="#">VIEW/ EDIT RECORD</a> <a href="#">REPLACEMENT CARD</a> <a href="#">REGISTER NEW HORSE</a></p>	<p><a href="#">Click here</a> to enter a new ride</p> <h4>Online Rides Summary</h4> <p>No Ride Entry Fees outstanding.</p> <p><a href="#">EXISTING RIDE ENTRIES</a></p>	<p>This area allows you to delegate authority for another user to enter your horses or to enter you in a ride. Please note that any person you delegate this authority to may also see your name and address information and that this information will be sent to Ride Organisers.</p> <p>-- New or Select --</p> <p>Select Member from List to view/edit current delegation permissions</p> <p>Member No.: <input type="text"/></p> <p>Surname: <input type="text"/></p> <p><input type="checkbox"/> Can Enter My Horses <input type="checkbox"/> Can Enter me as Rider</p> <p><a href="#">NEW</a> <a href="#">SAVE</a> <a href="#">DELETE</a></p>

Click on **“Existing Ride Entries”** to see a list of rides entered so far (see below). You can amend the details of an entry or withdraw an entry by clicking on the “View/Change” button adjacent to the relevant entry in the list.

Your Ride Entries					
<p>Only ride entries made on-line will be listed here; paper based ride entries cannot be managed from here. Changes NOT made online will not be reflected here.</p> <p><a href="#">MY ACCOUNT</a></p>					
Online Ride Entries					
Mrs Jane Elizabeth Hudson in 2017					
Date	Ride	Class	Horse, Rider	Action	Status
Saturday 08 April 2017	Hardy's Ride Venue Address Changed	Class 8, 20 kms, PR	Marlouf De Norvavre, Mrs Jane Elizabeth Hudson	<a href="#">View/ Change</a>	Paid

**To enter a new ride**, you can display the list of rides for the current season by going to Rides > List of Rides in the main EGB website ([www.endurancegb.co.uk](http://www.endurancegb.co.uk)). You can filter the displayed list of rides by Class, Group (local area), Date Range and Ride Name (or a sub-string of Ride Name).

> List of Rides

---

**When entering a ride, you can opt to download your ride info OR receive it by post.**  
**Please remember to pay for any rides entered as soon as possible, any delays may cause your entry to be rejected.....**  
**The discount for Young Riders and Juniors will now be applied automatically on all ride entries.**

Note: If you were a member last year, you must have renewed your membership for this year before you can enter rides at members rates.  
Please go to your account page if you have not yet renewed.

Type of Ride

Future Rides ▾

Class

Any ▾

Group

All ▾

From

Jan ▾

To

Dec ▾

Year

This Year ▾

Name Contains

Apply Filter

Here is a result of a search. You can select the ride to be entered by clicking on its name (in blue, see below). **Please remember that you must be logged into your account to enter a ride.**

(Note: To sort, click on a column heading)

Date	Ride	Group
Sunday 02 April 2017	<a href="#">Graffham Down</a>	South East
	<b>ONLINE ENTRIES, OPEN. Late Entries Invited</b>	
Sunday 02 April 2017	<a href="#">Thoresby Hall</a>	Nottinghamshire
	<b>ONLINE ENTRIES, OPEN. Late Entries Invited</b>	
Saturday 08 April 2017	<a href="#">Hardy's Ride Venue Address Changed</a>	Wessex
	<b>ONLINE ENTRIES, OPEN. Late Entries Invited</b>	
Sunday 09 April 2017	<a href="#">The Clent Hills</a>	Heart of England
	<b>ONLINE ENTRIES, OPEN. Late Entries Invited</b>	
Sunday 09 April 2017	<a href="#">Durham Valleys Ride</a>	Durham and Teeside
	<b>ONLINE ENTRIES, OPEN. Late Entries Invited</b>	
Friday/Saturday/Sunday 14/15/16 April 2017	<a href="#">Spring Kings Forest ***Major Ride***</a>	Iceni

Clicking on the blue ride name will display the following summary of the ride. Click on the **“Enter Online”** button to display the entry form for the ride.

## Graffham Down

### Sunday 02 April 2017

#### Manor Farm, Cocking, West Sussex

#### GU29 0HS

Enter Online

If you have a UserID, Login before entering!

[Ride Website](#)

### Dates

Opening Date	Friday 03 February 2017
Closing Date	<b>Monday 20 March 2017</b>
Late Entries	<b>Late Entries Allowed</b>
Late Entries By	Wednesday 29 March 2017 06:00 PM
Latest Edit	Friday 31 March 2017 06:30 PM

The **rider details** will be completed for you automatically.

If you have only declared one horse then the **horse details** will also be completed for you, else you will be asked to select a horse from a pull-down list of your horses. All that is required then is the selection of the class to be entered and a few other details, such as the name of your crew (if any) or an emergency contact number.