



## DETAILED INSTRUCTIONS FOR ENTERING THE INAUGURAL IHSA ONLINE HORSE SHOW

### ENTERING A COMPETITION – SINGLE RIDER:

1. Create an account on/log in to [DigitalHorseShow.com](https://dhs.horseshow.com) and navigate to the IHSA show page (<https://dhs.horseshow.live/competition-list/d0074fdf-1890-11eb-bfab-000d3a5baffa>).
2. Click COMPETE on the class you wish to enter.
3. Add school and rider details, enter a payment method and confirm.
4. You will then see your entry in the class list with a blue UPLOAD button next to it.
5. Click the UPLOAD next to your entry and select your video from your device.
6. After the video is uploaded, the button next to your entry will turn into a grey PROCESSING button before then turning into a blue PLAY button, at which point you can watch your ride.
7. If you need to navigate back to your entry to watch your video or check the processing status, you can click the WATCH button next to your class from the main show page.
8. If you have any problems please do not hesitate to contact Digital Horse Show support: [support@horseshow.live](mailto:support@horseshow.live)

### ENTERING & PAYING FOR MULTIPLE COMPETITORS USING THE TEAM MANAGEMENT FEATURE:

The Team Management feature allows an individual to make and pay for multiple riders' entries by linking their Digital Horse Show accounts together. The owner of the team enters their riders (team members) into classes and the riders upload their own videos. Please note - teams are currently named after the first name of the team owner).

1. Create an account on/log in to [DigitalHorseShow.com](https://dhs.horseshow.com) and navigate to your Team Management page (click your account icon in the top right corner or follow this link: <https://dhs.horseshow.live/team-management>).
2. Add the email addresses of each of the riders who you wish to enter/pay for. They will be notified via email that you have requested they join your team. Once they join via the link in their email (they must log in/create an account first) you will be notified and you may then approve/deny them via your Team Management page.
3. Once you have approved your team member(s), follow the ENTERING A COMPETITION steps 1-3 above to enter each rider into the competition (you will be able to select one of your team members from a list in Step 3 of the process).
4. You may pay for each entry individually, or before you make your entries click the COMPETITOR PACKAGES button at the top of the IHSA show page to pre-purchase a bundle of Entry Credits. You will be able to select one of these Entry Credits as a payment method during Step 3 of the entry process.
5. Once you have made/paid for entries for each of your team members, they can then log in and upload their videos by following steps 4-8 of ENTERING A COMPETITION above.