



Branch Entries for National Events

As part of our improvement initiatives the Irish Pony Club is implementing an Online Entry System both at a Local Level for individual clubs, and at a National Level for the various national events that we organize during the year (e.g. Minimus, Tetrathlon, Festival, Eventing Championships).

When it comes to accepting branch entries for these national events there are now two ways in which this can be done as listed below.

- 1. Clubs Already Using Online Entry System**

If you are a club which is already signed up and using the Pony Club Online Entry System, then the National Entries from your branches will be submitted through your clubs own Online Entries Page.

- 2. Clubs Not Currently Using the Online Entry System**

If your club is not signed up and using the Pony Club Online Entry system then your club will be provided with a 'specially formatted' entry form spreadsheets that your club will use to submit your branches entries.

The purpose of this communication is to explain how branches that are not signed up and using the Pony Club Online Entry System can submit their branch entries for National Events (i.e. option 2 above).

Getting the Branch Entry Form for a National Event

To get the Branch Entry Form for a specific National Event (e.g. Festival, Eventing Championships) you have several choices:

- Directly From IPC Website
The entry form should be published and available for download on the IPC website or it will be emailed directly to your Irish Pony Club email account.
- Download From IPC Online Entries System
Alternatively, you can go to the web address ipc.itsplainsailing.com and download it from there (see instructions below).

With regard to point 2, if you go to ipc.itsplainsailing.com near the bottom of the page, you will see the list of all National Events that have been set up. To download the Branch Entry Form spreadsheet to use for a specific National Event you would click on the link shown to the right hand side of the Event in question, (see example below highlighted by the red arrow which is for the Hunter Trial Championships).

Welcome to the Irish Pony Club Online Application & Payments Page

The table below lists all open events and memberships for the Irish Pony Club. Click the link in the column on the right to submit your application. Alternatively to go directly to the checkout page click on the **Check Out** link above on the top right.

Name	Description	Status	Click Link Below to Submit Application
Senior Proficiency Test Applications 2015 (Fri 1st May, 2015)	All applicants wishing to take A, H or B+ tests in 2015 must submit their application here,	Open Applications Closing: Fri 3rd Apr, 2015 at 17:00:00	Application And Deposit for A-Test Application and Deposit for H-Test Application and Deposit for B+ Test

For Branch/ Committee Members Only

Please do not use the options below if you are not a committee member for a specific Club/ Branch. Below is a list of National/ Group Events being organised. If you are a club that is not using **Its Plain Sailing** to collect your entries online, then you can upload your clubs entries spreadsheet by using the [Submit/ Upload Branch Entry Form](#) button below for the appropriate event. To get a copy of the Club/ Branch Spreadsheet Entry Form you can click on the link [Download Branch Entry Form](#) which will download the entry form to your local computer.

To learn more about how to fill out the Branch Entry Form spreadsheet click [here](#).
To learn more about how to upload your Branch Entry Form spreadsheet after having filled it out then click [here](#).

Name	Description	Status	Choose Action
Hunter Trial Championships 2015 (Sat 11th Apr, 2015)	Entry Forms for National Hunter Trial Championships 2015 - Teams of Three, Senior Pairs, Novice Pairs, Junior Pairs and Hunting Horn Competition	Open Applications Closing: Sat 4th Apr, 2015 at 22:00:00	Members, please enter directly with your branch. Club/ Branch committees, to download the branch entry form please click Download Branch Entry Form If you have already filled out your club/ branch entry form spreadsheet and would like to submit it to HQ then click Submit/ Upload Branch Entry Form to start the uploading process.

When you click on this link then the Branch Application Form will be automatically downloaded to your computer.

The downloaded entry form is an Excel Spreadsheet that has been specifically formatted to prompt you to fill out the correct fields of information in the correct way. An example screenshot of what the Festival Entry form looks like is shown below.



General Entry Form Info:

The first line of the Entry Form always has the name of the event, this cannot be changed, and you cannot use an entry form for another National Event to enter this event. If this does not display the name of the Event you are entering then you have the wrong form.

Event Name	Irish Pony Club Eventing Championships 2014 (Group Event)
Description	Irish Pony Club Eventing Championships being held at Tettersalls on 23rd and 24th of August
Payment Instructions	Please fill out fee docket and send cheque and docket to HQ (branch cheques only please)
Pony Club Name (Select From List)	Select this cell and then click drop down list icon on right to pick your club name
Volunteers Name	
Volunteers Contact Number	
Preferred Task	
Days/ Dates Available	

The branch entry form uses colour coded cells to help you in identifying where you can edit within the form and where you should not. Any part of the Branch Entry Form that is in orange or red is read only and you should not edit/ change these sections. Cells/ fields in the Entry Form that are displayed as white can be edited by you.

Step 1: Select You Pony Club Name

The first thing you should do is go to line 4 and select the name of your pony club. To do this you should click on the second column on line 4 (the one with the white background). This will result in a small icon being displayed on the right hand side (see red arrow below).

Event Name	Irish Pony Club Eventing Championships 2014 (Group Event)
Description	Irish Pony Club Eventing Championships being held at Tettersalls on 23rd and 24th of August
Payment Instructions	Please fill out fee docket and send cheque and docket to HQ (branch cheques only please)
Pony Club Name (Select From List)	Select this cell and then click drop down list icon on right to pick your club name

If you click on this small icon, a drop down list will be displayed (see screenshot below) which shows all the possible clubs, please select your club name from the list, scrolling down if you do not see it displayed.

Pony Club Name (Select From List)	Select this cell and then click drop down list icon on right to pick your club name
	<div> Araglen Pony Club Avondhu Hunt Pony Club Beara Pony Club Bray Hunt Pony Club Calliaghstown Carberry Hunt Pony Club Carlow Hunt Pony Club Cherry Orchard </div>

Step 2: Club Volunteer

For certain national events the Pony Club also need assistance (Volunteers) from the individual branches in order to run the event. Near the top of the entry form you will also see 4 fields related to volunteering, as follows:

- **Volunteers Name** – enter here the name of the person from within your club who is available to help at this event, (you must fill out this field).
- **Volunteers Contact Number** – a contact number for your volunteer, (you must fill out this field).
- **Preferred Task** – if you have a preferred task for the event then indicate it here.
- **Days/ Dates Available** – if the event is taking place over several days and you are only available for volunteering on a certain day or days then please indicate so in this field.

Step 3: Fill Out Your First Competition Entries

The next step is to fill out the entries you wish to submit. So let's say you first want to add your entries for the "Junior" competition. To do that you should scroll down in the Branch Entry form until you see the table/ details for the "Junior" competition (see screenshot below).

Competition Name	Junior									
Entry Fee (Euro)	55									
Description	Dressage test: IPC Novice Eventing Test 2013 (C Test)									
Terms&Conditions	Must be under 15 on the 1st of January 2014 and must have C test, Also, must have qualified as per IPC Eventing Rules 2014.									
Number Of Entries	0									
Team Name	First Name	Last Name	Age On 1st January (This Year)	Membership Number	Pony/ Horse Name	Passport Number (Horse/ Pony)	Equine Premises Number	First Qualifying Event Name	First Qualifying Event XC Number	First Qualifying Event XC Jump Penalties

If you are adding 3 entries for this competition then you should enter 3 in the white cell/ field where it says "Number Of Entries". Then in the table underneath you should enter the details of each entry, one per line.

If you are not sure what value to enter in a specific column within the table for your entry, then you can simply hover over the column name, and a short tooltip will be displayed, explaining what should go in this field (see example screenshot below).

Also Entered in Pure Dressage	Also Entered in Pure Dressage: Please indicate Yes if this competitor is also entered in pure dressage to help us avoid clashes in timing.	
No		
No		
No		
No		
No		
No		

Some fields are free text so you just type your details into the field, others are drop down lists where you need to pick from 2 or more possible values. In the case of a drop down list you should click on the cell, and then click on the small icon displayed to the right to see a menu of the options to choose (see below).

Passport Number (Horse/ Pony)	Equine Premises Number	Score at Qualifier	Placing at Qualifier	Also Entered in Pure Dressage	Contact Name
33245232524	1987987987	32	2	Yes	
				No	
				Yes	
				No	
				No	

When you have filled out all the details you can then go to the next competition that you have entries for, and repeat step 3 until you have added all your branches entries for this event.

Note: if you have no entries for one or more of the competitions, then you leave the table unaltered and so that “Number Of Entries” is left set to 0.

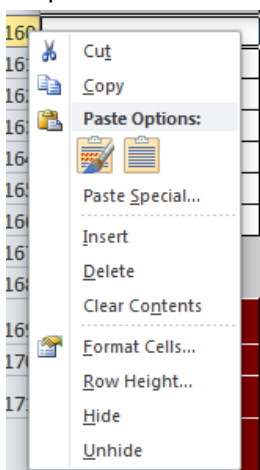
Adding More Lines If Required

By default each Competition has a table with 10 lines in it. If you have less than 10 entries for a competition then please just fill out the lines that you need. If you have more than 10 entries for a competition, then you can add new lines to the table in the normal way using the Excel “Insert:” menu option. If you are not familiar with this then the steps are as follows:

1. Select anywhere on any line within the competition table that you wish to add more entries. In the screenshot below you see an example where the first cell in line 160 has been selected.

154	have to choose which discipline they wish to participate in.				
155	Number Of Entries	0			
156	First Name	Last Name	Membership Number	Age On 1st January (This Year)	Pony/ Horse Passport Number (Horse/ Pony)
157					
158					
159					
160					
161					
162					
163					
164					
165					
166					

2. To insert another line into the table at this point in the table you should click with your right mouse button on the yellow area where it says 160 in the figure above. This should display a drop down menu as shown below:



3. If you click on the “Insert” menu option this will add another line into the competition table at line 160.
4. You should repeat this process to add more lines as required to that competitions entries table.

Example Competition Table Filled Out

Competition Name	Combined Training - Open											
Entry Fee (Euro)	35											
Description	Held on Tuesday 29th of July. Riders must be under-21 yrs. On 1st of January of the current year and have											
Terms&Conditions	Riders must be under-21 yrs. On 1st of January of the current year and have passed C Test. It is the responsibility of parents to inform the District Commissioner if their child has been stood down on medical grounds from any sporting organisation. Also please note members who may be competing on Mounted Games Teams. We will attempt to facilitate all disciplines but in the event that this may not be possible members may have to choose which discipline they wish to participate in.											
Number Of Entries	3											
First Name	Last Name	Membership Number	Age On 1st January (This Year)	Pony/ Horse Name	Passport Number (Horse/ Pony)	Equine Premises Number	Score at Qualifier	Placing at Qualifier	Also Entered in Pure Dressage	Contact Name	Contact EMail	Additional Info
John	Smith	17897	17	Lassie	i33245232524	i987987987	32	2	Yes	Mary Smith	mary.smith@gmail.com	
Louise	Doyle	14572	16	Blackies Girl	34509809840598e	i0979877987	35	3	No	Desmond Doyle	des@hotmail.com	
Sara	McLoughlin	11192	18	That a Boy	i0988080980	i098098098089	31.5	1	Yes	John McLoughlin	jmcl@gmail.com	