Add Online

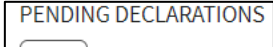## To Add:

Log into your Show Management System account.

If you are on your phone, press/click the 3-line menu in the upper right corner.

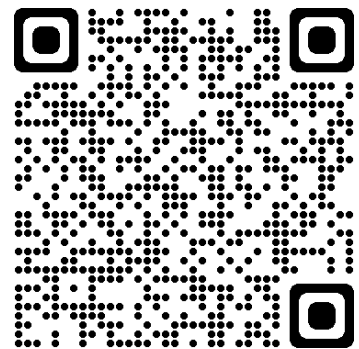Select the ⊕⊖ for Add/Scratch

Choose the appropriate WEC Ocala Summer Series week

Select the **PENDING DECLARATIONS** [+ 🗋] beneath horse

Choose the Rider and enter the Class number and click the +

CHOOSE RIDER

Rider Name ⌄

Add/ Scratch QR Code

COMPETITIONS

COMP # (+

SEARCH BY NAME   ⫘

Or search by name and click "select"

Click **💾 SAVE CHANGES**

Repeat for all horses

Scroll to the bottom and click **REVIEW CHANGES**

Scroll to the "Sign your Declaration & Scratch form"

You must sign and check the required boxes:

☐ I certify that I am an authorized representative of these entries and that I have read the conditions of this form and hereby agree to all of its terms.
Please type your First and Last Name

[   ]

☐ I understand that typing my name in the input above constitutes a legal and binding signature in the same way as signing in ink with my own hand.

Click **SUBMIT CHANGES**

You will receive a conformation email after submission is successful.

Scratch Online

To Scratch:

Log into your Show Management System account

Skip this step on your IPad or computer.

If you are on your phone, press/click the 3-line menu in the upper right corner.

Select the [⊕⊖] for Add/Scratch

Choose the appropriate WEC Ocala Summer week

Click the garbage can next to/below the class you wish to scratch:

Class # and Name
Rider Name
🗑

The class should appear with a red line:

~~Class # and Name~~
~~Rider Name~~
🗑

Add/ Scratch QR Code

Scroll to the bottom and click [REVIEW CHANGES]

Scroll to the "Sign your Declaration & Scratch form"

You must sign and check the required boxes:

☐ I certify that I am an authorized representative of these entries and that I have read the conditions of this form and hereby agree to all of its terms.
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[   ]

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Click [SUBMIT CHANGES]

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