

# Add Online

## To Add:

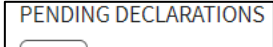
Skip this step on your iPad or computer.

Log into your Show Management System account.

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

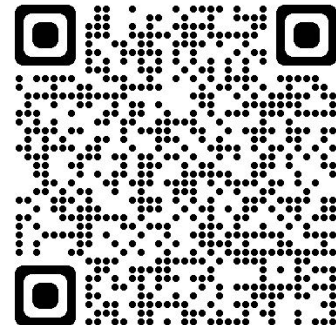
Select the  for Add/Scratch

Choose the appropriate WEC Ocala week

Select the  beneath horse

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

Add/ Scratch QR Code



CHOOSE RIDER

Rider Name 

COMPETITIONS

COMP # ( 

SEARCH BY NAME



Or search by name and click "select"

Click 

Repeat for all horses

Scroll to the bottom and click 

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 

After submission is successful you will receive a conformation email detailing your changes.

# Scratch Online

## To Scratch:

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 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~~



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**

After submission is successful you will receive a confirmation email detailing your changes.

Skip this step on your iPad or computer.



Add/ Scratch QR Code

