

SHOW MANAGEMENT SYSTEM

This document includes instructions on how to create a horse or barn account entry in SMS.

Other SMS Guides:

- [Copy Entries to Other Weeks](#)
- [Add/Scratch](#)

CREATE AN ENTRY

Visit showmanagementsystem.com and click "Create an Entry"



Log into an existing account or create an account.

Locate the show week you wish to enter.

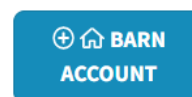
- To enter a horse, click "Enter Horse".
- To reserve stalls or paddocks without entering any horses, click "Create Barn Account".



WEC OCALA SUMMER #5 (340305) July 6-10,
2022

July 6th 2022 - July 10th 2022

World Equestrian Center - Ocala, FL



BARN ACCOUNT

1) Add a Trainer.

The trainer is the person the barn account will be found under, it cannot be a farm.

2) Click create barn account.

CHOOSE A TRAINER FOR YOUR BARN ACCOUNT



TRAINER

1)



If the person responsible for paying for the items ordered through this account isn't in a coaching or training position, you can add them instead of the trainer. You can still use the "stable with" setting on the next screen to indicate to the organizer which person or farm you'll be associated with for stabling purposes.

CREATE A BARN ACCOUNT FOR ORDERING SHARED ITEMS LIKE ADDITIONAL STALLS

2)

CREATE BARN ACCOUNT →

3) Add any stalls or paddocks.

If you have split items, you can add them here. Please note you can only round to two decimal places and the final number in your trainer group must be a whole number or slightly greater.

BARN ACCOUNT

STABLING OPTIONS & BILLED ITEMS

| CODE | DESCRIPTION | 3) | QUANTITY | PRICE |
|------|-------------|----|--------------------------------|-------|
| STA | Stall Fee | | <input type="text" value="0"/> | \$300 |
| PAD | Paddock | | <input type="text" value="0"/> | \$350 |
| SMS | SMS Fee | | <input type="text" value="1"/> | \$3 |


4) Enter arrival date, your stabling/trainer group, emergency contact, and phone number.

Any additional comments can be made in the comments section.

5) Click "Next".

ADDITIONAL INFORMATION REQUESTED

4)

| | | |
|--|--|----------------------------------|
| ARRIVAL DATE yyyy-mm-dd  | RESERVE STABLING WITH* <input type="text"/> <small>*Stabling assignment defaults to trainer group. Enter an optional name here if you are requesting stabling with a party other than the trainer on this entry.</small> | COMMENTS <input type="text"/> |
| EMERGENCY CONTACT <input type="text"/> | | |
| EMERGENCY CONTACT # <input type="text"/> | | |

5)

NEXT →

6) Electronically sign the Federation agreement (check all three (3) boxes and type in your name).

6)

SIGNATURE

SIGNING FOR: Show Office

I have read the above conditions of this entry and hereby agree to all of the 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.
 I consent to receiving electronic messages from the organizer or Show Management System™ related to this entry.



Entries that are created are placed in the "Shopping Cart". These entries still must be selected, submitted, and paid for before they are entered in the current week's show.

Shopping Cart

ENTRIES TO SUBMIT 

WEC OCALA SUMMER #7 (340307) July 20-24, 2022
July 20th 2022 - July 24th 2022

| <input type="checkbox"/> SELECT | HORSE / OWNER / TRAINER | COMPETITIONS | |
|---------------------------------|---|--------------|--|
| |  BARN ACCOUNT  Show Office | |     |

Use the submit button to make a payment and transmit the selected electronic entries to WEC OCALA SUMMER #7 (340307) July 20-24, 2022.

SUBMIT



To create an entry, click **“Create an Entry”**. This will bring you to the starting screen where a barn account or horse entry can be made.



HORSE ENTRY



1) Add a horse, owner, rider/s, and trainer.



Entities can be found through association numbers or manually entered.



2) Click **“Create Horse Entry”**.

1)

HORSE

Horse not set. Use the  button to select a horse for this entry.

OWNER

Owner not set. Use the  button to select an owner for this entry.

RIDERS

No riders set. Use the  button to add a rider to this entry.

TRAINER

Trainer not set. Use the  button to select a trainer for this entry.

2)

CREATE HORSE ENTRY →

Create an entry for your horse at this event

If you are only competing in classes without prize money and cannot complete a W9 for payee info, you may create an equitation only entry.

CREATE EQUITATION ONLY ENTRY →

3) Enter classes:

- a. Choose the rider.
- b. Enter class number (competitions) and click the "+" or search and add by name. *
- c. The competitions declared box will show classes added.


*Classes can be changed after the submission of the entry, either online or in the show office.


HORSE INFO

NAME COLOR SEX USEF# / EC#

Pony McHorse


CHOOSE RIDER & COMPETITIONS (CLASSES) TO DECLARE

Declare competitions by entering an individual class (if available for this entry type), or an entire section or division (if enabled for this entry type). If you know your section or competition number, you can quick add it by entering the number and clicking the +. You can also search for competitions and sections by name. You can view the list of all sections or competitions available for this entry type by clicking the  button, and then make your selection that way too.


If you make mistake and need to remove a competition, or to change riders. Use the  button to remove a competition or section.

3)

CHOOSE RIDER **SECTIONS**

Show Office + SEARCH BY NAME 

COMPETITIONS

+ SEARCH BY NAME 

COMPETITIONS DECLARED

4) Click "Next".

4)



5) Set Payee

a. If a new payee is being created, enter the information in the respective boxes.

Once the payee is created it can be used as a payee on other horses by clicking the "Use an Existing Payee"

b. Fill out the digital W-9 or W-8

This form stores the details of the person or entity that will receive the prize money for this entry. If this entry is for an event in the USA, it will create the appropriate IRS form W-8 or W-9 for the organizer's tax records.

USE AN EXISTING PAYEE

COPY DETAILS FROM A PERSON

Payee is a United States Citizen or Resident

Payee is NOT a United States Citizen or Resident

Request for Taxpayer Identification Number and Certification

This information will be used to populate and digitally sign an IRS Form W9. Visit www.irs.gov/FormW9 for instructions and the latest information.

2 Business name/disregarded entity name, if different name on line 1 above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

- Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership
 Trust/estate
 Limited liability company.

Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions)

List account numbers here (optional)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social Security Number

Employer Identification Number

6) Sign Terms and Conditions

I have read the above conditions of this entry and hereby agree to all of the terms.

Please type your First and Last Name

Show Office

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.

I consent to receiving electronic messages from the organizer or Show Management System™ related to this entry.

RESET

NEXT →

7) Add Stall, Ship In, or Paddocks if needed. The red box is just a suggestion, the entry can still be created with 0s in the boxes.

If you have split items, you can add them here. Please note you can only round to two decimals places and the final number in your trainer group must be a whole number or slightly greater.

8) Enter arrival date, your stabling/trainer group, emergency contact, and phone number.

Any additional comments can be made in the comments section.

9) Click "Next".

| STABLING OPTIONS & BILLED ITEMS | | | |
|---------------------------------|----------------|--------------------------------|-------|
| CODE | DESCRIPTION | QUANTITY | PRICE |
| PRO | Processing Fee | <input type="text" value="1"/> | \$50 |
| SMS | SMS Fee | <input type="text" value="1"/> | \$3 |
| STA | Stall Fee | <input type="text" value="0"/> | \$300 |
| SHI | Ship In Fee | <input type="text" value="0"/> | \$50 |
| PAD | Paddock | <input type="text" value="0"/> | \$350 |

World Equestrian Center - Ocala recommends or requires that this entry type purchase a stall. No stall order has been detected yet. Please enter the quantity needed in the text field corresponding to a stabling bill item. (Most organizers using billing codes starting with "ST" to indicate a stabling item).

7)

| ADDITIONAL INFORMATION REQUESTED | | |
|---|--|----------------------|
| ARRIVAL DATE | RESERVE STABLING WITH* | COMMENTS |
| <input type="text" value="yyyy-mm-dd"/> | <input type="text"/> | <input type="text"/> |
| EMERGENCY CONTACT | <small>*Stabling assignment defaults to trainer group. Enter an optional name here if you are requesting stabling with a party other than the trainer on this entry.</small> | |
| <input type="text"/> | | |
| EMERGENCY CONTACT # | | |
| <input type="text"/> | | |

8)

9)

NEXT →

- 10) Electronically sign waiver, release of liability, assumption of risk, and indemnity agreement (check all nine (9) boxes and type in your name).
11) Click “Next”.

SIGNATURES

OWNER

SIGNING FOR: Show Office

I have read the above conditions of this entry and hereby agree to all of the 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.

I consent to receiving electronic messages from the organizer or Show Management System™ related to this entry.

RIDERS

SIGNING FOR: Show Office

I have read the above conditions of this entry and hereby agree to all of the 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.

I consent to receiving electronic messages from the organizer or Show Management System™ related to this entry.

TRAINER

SIGNING FOR: Show Office

I have read the above conditions of this entry and hereby agree to all of the 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.

I consent to receiving electronic messages from the organizer or Show Management System™ related to this entry.

NEXT →

- 12) Review classes, entry bill, and electronically sign the Federation Agreement.
13) Click “Submit or Save Entry”

SUBMIT OR SAVE ENTRY 



Entries that are created are placed in the "Shopping Cart". *These entries still must be selected, submitted, and paid for before they are entered in the current week's show.*

Shopping Cart

14) Select horses (or barn accounts) that need to be submitted and click "Submit"

Multiple entries can be put on the same card at one time, so select every entry that will go on a particular card.

WEC OCALA SUMMER #7 (340307) July 20-24, 2022
 July 20th 2022 - July 24th 2022

| | HORSE / OWNER / TRAINER | COMPETITIONS | |
|--|---|--|---------------|
| <input type="checkbox"/> SELECT | BARN ACCOUNT 👤 🏠 Show Office | | 👁️ ✎️ 🗑️ 📄 |
| <input checked="" type="checkbox"/> SELECT | Pony McHorse 👤 Show Office 🏠 Show Office | comp 805. WEC Grand Prix - National Standard II.2a / 👤 Show Office | 👁️ ✎️ 🗑️ 📄 |

Use the submit button to make a payment and transmit the selected electronic entries to WEC OCALA SUMMER #7 (340307) July 20-24, 2022.

SUBMIT

15) Add or select a payment method and click "Submit"

MAKE PAYMENT



The list below summarizes the payment options you have already stored with your Show Management System™ account.

Use the "add payment method" buttons to store additional options.

When you are ready to checkout, click the "radio button" next to the payment method you would like to use and then click "SUBMIT".

*Show Management System™ does not store your credit card details. Your information is securely vaulted by our payment processing partner, BRAINTREE A PayPal Service.

SELECT A PAYMENT METHOD

+

A submission receipt will be sent to the email associated with the account.

