

Advice on Using Showing Scene



Registration

SWPA Rules have always stated that you need to be registered with the association in order to take part in the end of season Championship show. This fee covers some of the administration fees costs involved in shows in the region affiliating to SWPA. To do this you need to set up your own account under either an Individual membership [you own and ride the equine yourself] or a Family membership [two cohabiting adults and their dependent children under 18] or finally if you are a producer you have a Rider Only registration, but your individual owners have their own registration.

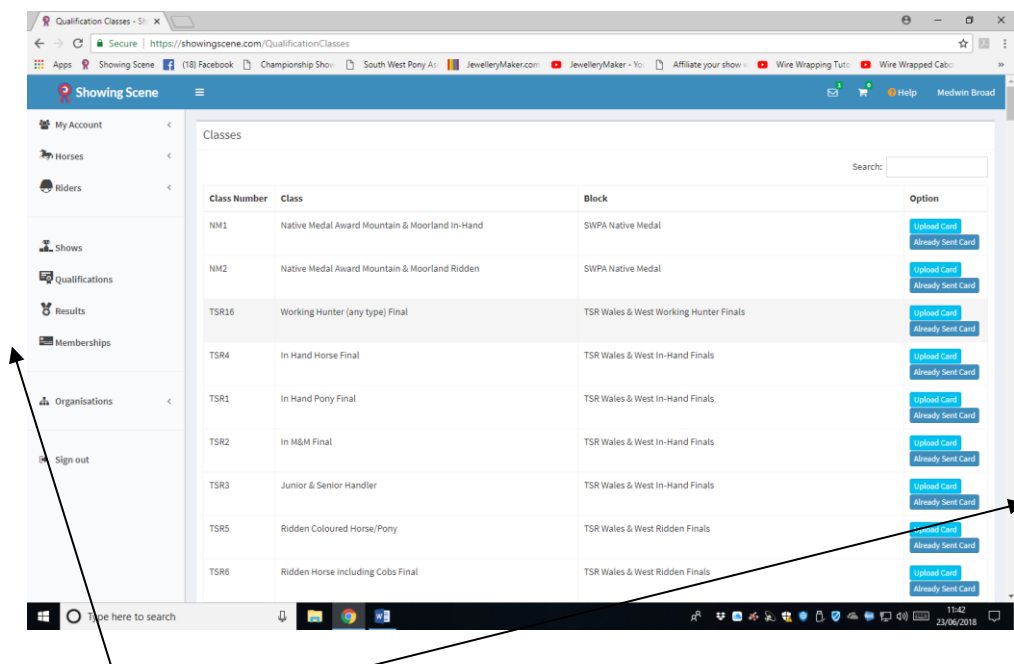
Your account needs to be set up with all the information requested, but be assured it is private to all but the administrator, and the medics who only have access to any medical information that you need to give them e.g. high/low blood pressure, diabetes, heart conditions etc.

Showing Scene will allocate you a "Registration Number" which you can use each year to quickly access your account. If you forget it you can use your surname as a point of reference. If you do not have access to the Internet, or do not feel competent to follow these instructions, then you can post in your requests, but we must have an email address to "convert you to an online membership", and someone to convert it for you using that email address.

Qualification Cards

You must go through a process on Showing Scene that will "unlock" your championship classes [only your championship classes] so you can enter. Let me talk you through it.

When you receive a card obviously you fill it in and if you have not already **registered**, you need to do that first. You are given a new number every year which you write in the top right-hand box on the back. Once filled in your cards you take a photo of the back and the front of your qualification card and save it on your digital device. [phone, Ipad, laptop, camera, PC].



Next you go to "**qualifications**" on Showing Scene and click on "**View Classes**" - you do this twice. A list will appear of all the championships and you find the one that applies to your card. On the right hand side it says "**Upload card**" and "**Already sent**" and you click "**Upload card**" and then find the two photographs and "open" them. You can then keep these cards in a safe place so that when you come to enter for the championships you will have a record of what you have qualified for. If you have inadvertently sent your card in the post to the

office [that was a requirement under the old system] then for the next few years only there will be a second button that allows you to state that you have already sent your cards to the SWPA office. When I receive this type of notification I must have the card here to check all the information is correct

You need to allow me 24 hours to clear, and accept, the cards then your championship classes will be open for you to enter. Obviously, this is only for championships which are classes 1 - 199. Any other class you enter as normal. If the registration number is not filled in or I have any query on your card, I will reject it, allowing you time for you to put right whatever is missing or incorrect.

The schedule will be soon after Christmas each year, so you can go ahead and start entering, buying your stables and other purchases, and entering all the other classes you want to do. This helps competitors to spread the cost throughout the year. If you think classes are going to clash then just enter the one you want to do most and then if you can still do the second one you can enter via your phone at the ringside.

Swapping Classes

If you have entered the wrong class in error, you will need to come back to me to change it. You can either send me a personal message on Face Book or email me at MedwinatSWPA@aol.com. The information I need will be the class numbers involved, the class description, the exhibitor name and number, the rider name, and the equines name. If you are at a show you will need to come to the office to do this, otherwise you will be charged a second entry fee.

Ringside

If you want to see how many competitors are in a class or what is going on in each individual ring there is a button on Showing Scene that says "Ringside". It will allow you to have all the information needed to make sure you do not miss a class or have time to enter an extra class. As I am sure you have read the rules and are aware that entry fees are non-refundable and it is a competitors responsibility to be at the ringside in time and ready for their classes.

NPS Qualifications

When setting up your Showing Scene account can you please make sure that you add your NPS membership number to the entry and that you then have the correct card to present in the ring to the steward to check against the number on the entry. If this is not done then the NPS could refuse your qualification. Our results sheets now come directly from the Showing Scene web site so if you do not supply your NPS number then it will not be sent to the NPS office.

..... and Finally

Those who have used the system find it "simple to use" and "highly efficient". It is the way forward and many shows already have an online entry system. Showing Scene is far greater than that – it is a full management system that has more than halved the work I have to do as secretary and is almost completely paperless, so helping to save the planet's dwindling resource's. As more shows come on board and use the system, then competitors will be able to use the system quickly and efficiently to place their show entries.

