

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 Championship Classes at the end of season Championship how. This fee covers some of the administration costs in running SWPA and for costs incurred to arrange Affiliation Packs for affiliated shows.

To register with Showing Scene, you will need to set up your own account, which is FREE. Then you will need to join SWPA as either a Family Member or Life Time Member. Both memberships include all the family at the same address and equines owned or leased by the family.

If you are a producer, you will have to have your own membership as well as the owner.

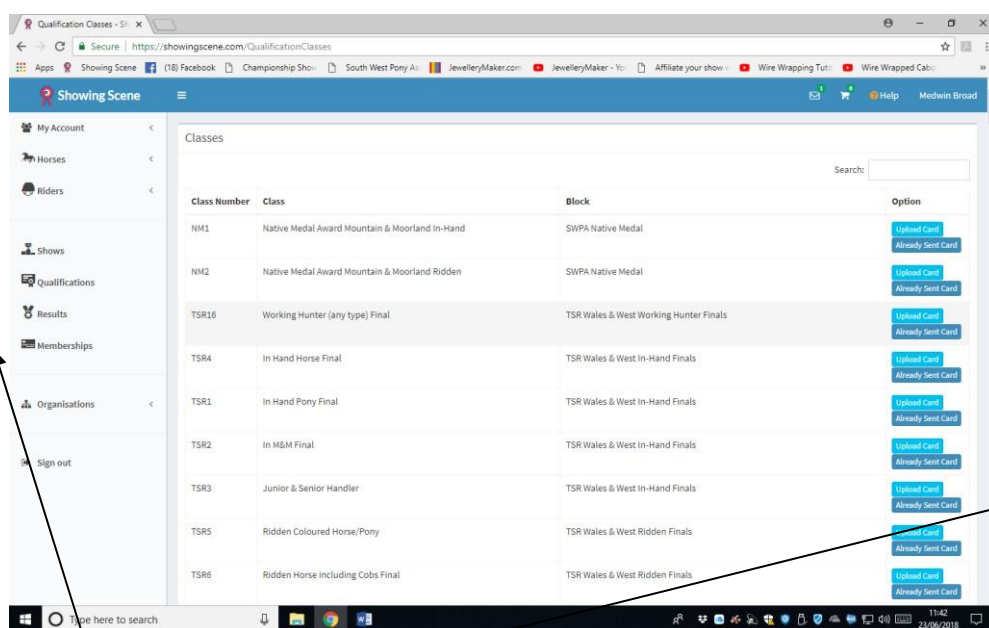
Your account needs to be set up with all the information requested, but be assured it is private to all but the administrator, and the medics who only have access to any medical information that you need to give them e.g. high/low blood pressure, diabetes, heart conditions etc.

Showing Scene will allocate you a new "Membership Number" each year, unless you are a 'Life Time Member' in which case your number will stay the same. Your Membership Number can be found on your Showing Scene account. Just click on the 'person' icon and all your details and Membership Number will be available to view. If you forget your membership number, you can use your surname as a point of reference. If you do not have access, or are still having problems, just contact SWPA via Email: RichardatSWPA@aol.com

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 guide you through the process.

When you receive a card obviously you fill it in and if you have not already joined SWPA, you will need to do that first. Please remember to enter your current membership number. Once your card is filled in, take a photo of the front of the 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 championship classes, 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 upload the picture of the card.

The uploaded qualification will then come through to our office at SWPA for checking and either accepting or declining the qualification. If for any reason the qualification is declined, you will receive a message to advise any corrections you may need to make.

You need to allow me 24 hours to process your qualification card/cards. Once accepted the particular class will be open for you to enter at any time to suit you. Obviously, this is only for Championship Classes, which are classes 1 - 134. Any other class/classes can be entered as normal.

The schedule will usually be live around the end of October, early November each year, so you can go ahead and start entering, purchasing your stables and other purchases, and entering all the other classes you want to do.

This helps competitors spread the cost throughout the year. If you think classes are going to clash then just enter the one you want most want to do, you can still enter the second class 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 Charise at ChariseatSWPA@aol.com

The information Charise will need is as follows:

The class number you are currently entered in, the class number you want to change to, the class description, the exhibitor's name and number, the rider name, and the equine's 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.

Make sure you have read the rules and are aware that entry fees are non-refundable, and it is a competitor's 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 resources. As more shows come on board and use the system, competitors will be able to use the system quickly and efficiently to place their show entries.