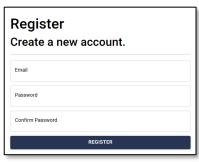
How To Enter

Step 1: Set-Up Or Confirm Your Account Information

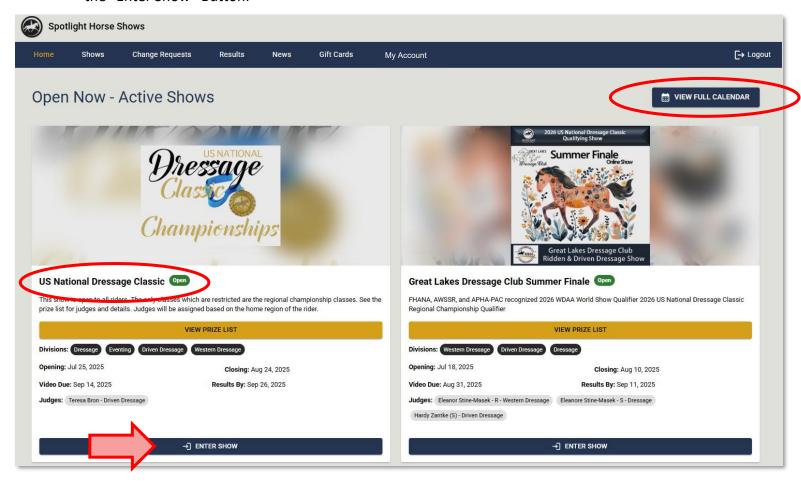
- 1) Go to www.spotlighthorseshows.com.
 - a) If you previously entered a Spotlight Horse Show, please reset your password. Review your account data.
 - b) If you are new to Spotlight Horse Shows, create a new account. You will be asked for your horse, rider, and owner information. That information will now be stored in your profile for easy entry. Your Horse Shows, Videos Signs, and Video Link Status will all be found here on your profile page.



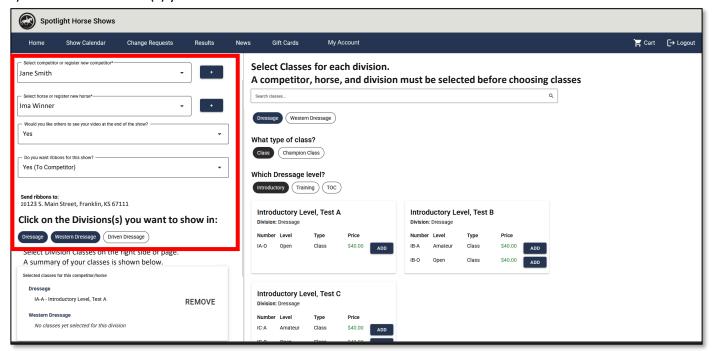


Step 2: You Are Now Ready to Enter A Show

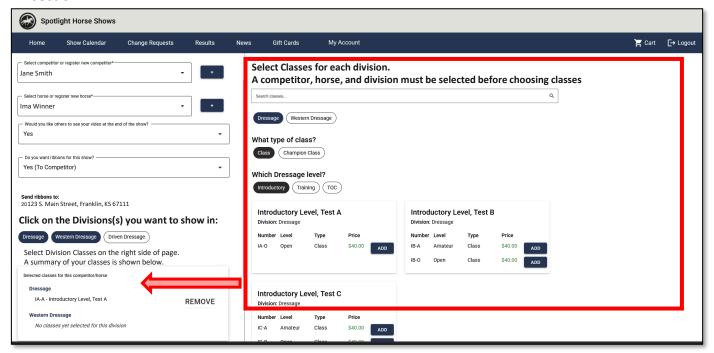
1) The home screen will display currently active shows as well as the division(s) included. Determine the show you would like to enter. You can late enter a show that is already closed, if it is not past the video submission date. A \$25 late fee will automatically be added to your entry. You can also plan ahead by clicking the View Full Calendar Button. Please review the prize list for each show you are entering. Click the "Enter Show" Button.



- 2) On the left side of the screen, select the competitor & horse options for this entry. You can add a new horse or rider by clicking the plus sign to the right.
- 3) Select the division(s) you wish to enter.



4) On the right side of the screen, select your classes for each division you have chosen. In this example, you will select classes for Dressage and Western Dressage. Only the classes available to you for the competitor status in your profile (Amateur, Junior, or Open) or Horse Type (e.g. Gaited) will show. A summary of your selected classes will show on the left. You can always remove a class in the summary section.



5) Once you have selected all your classes, you must agree to the release of liability agreement. You can then either add another competitor and horse entry to this show or proceed to checkout.



6) Once you are complete, go to the shopping cart icon in the upper righthand corner to pay for your entry. A \$30 show office fee will automatically be added to each horse/rider combination