



DW Productions

EQUINE EVENT PLANNING

HOW TO ENTER...

Go To
live.equiscribe.com

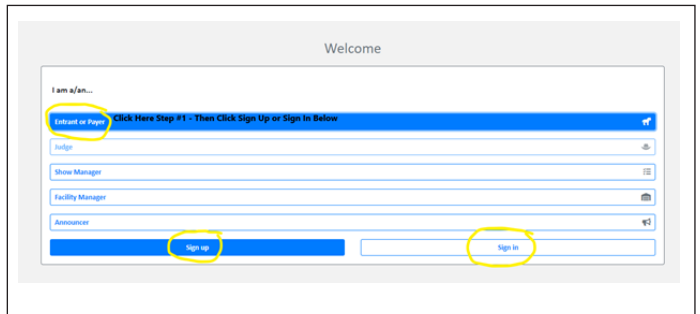
USING EQUISCRIBE

Select **Entrant or Payer** for role and then

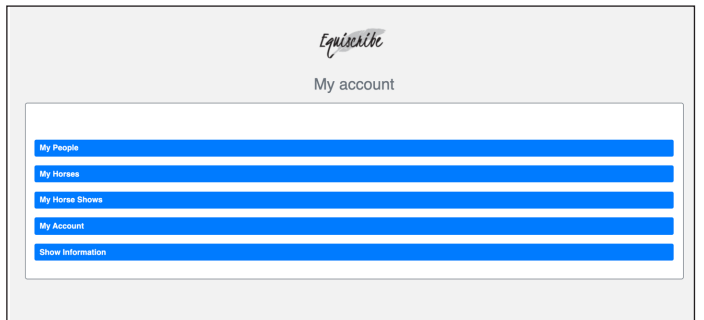
Click **Sign In**, if you showed at Champ Show in 2021 or MN Pinto. Use the same email & password you used to sign up for Champ Show in 2021 or for MN Pinto.

Click **Sign Up**, If you have never used Equiscribe for any previous shows.

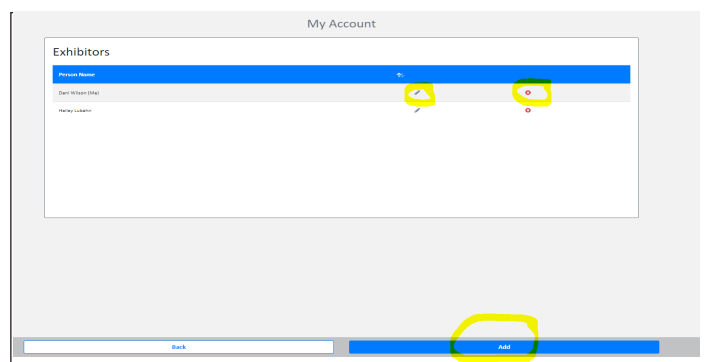
*If you are unable to remember your password, use the **Forgot password?** link to reset it using your email address.*



From your account home screen, you can view the people and horses attached to your account. You can add horses & people at any time.

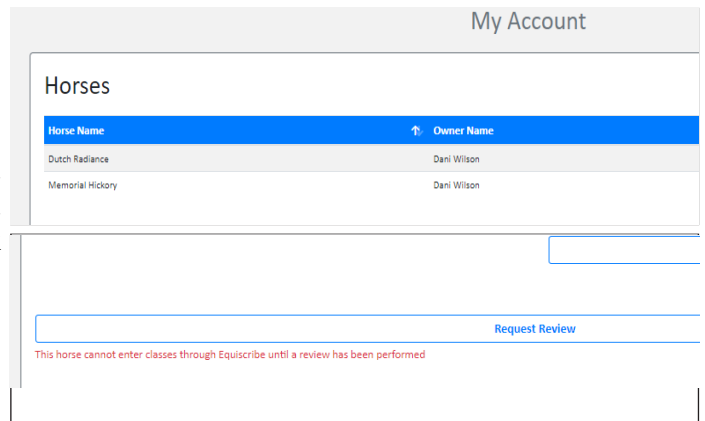


Selecting **My People** from the home screen allows you to see and edit the people attached to your account. To edit click the pencil. To delete a person click the red x. To add new click New at the bottom.



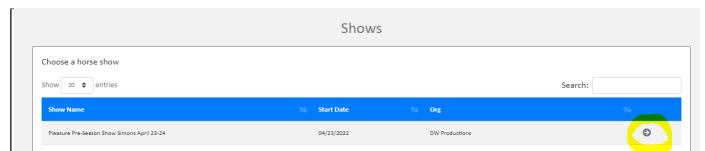
Selecting **My Horses** from the home screen allows you to see and edit the horses attached to your account.

Every horse must have a current **Coggins** on File and Must be submitted to DW Productions to be verified before you can enter any classes. You must click request review. You can reserve stalls/electrical/shavings without your horse being verified.

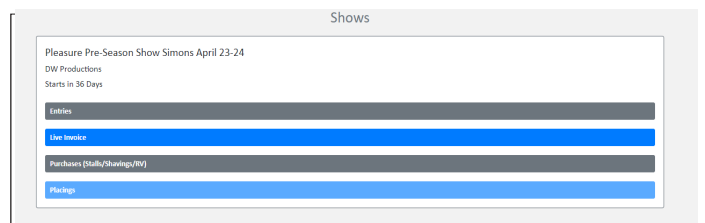


ENTERING CLASSES

Select My Horse Shows from the home screen (home screen can be accessed using the 🏠 button in the upper left corner of the screen) Click the right-arrow button on the right side of the screen in the DW PRODUCTIONS show row that you want to enter.



This is your home screen. From it, you will enter classes and purchase stalling and RV spots. You can also view your show invoice and see placings as the horse show progresses.

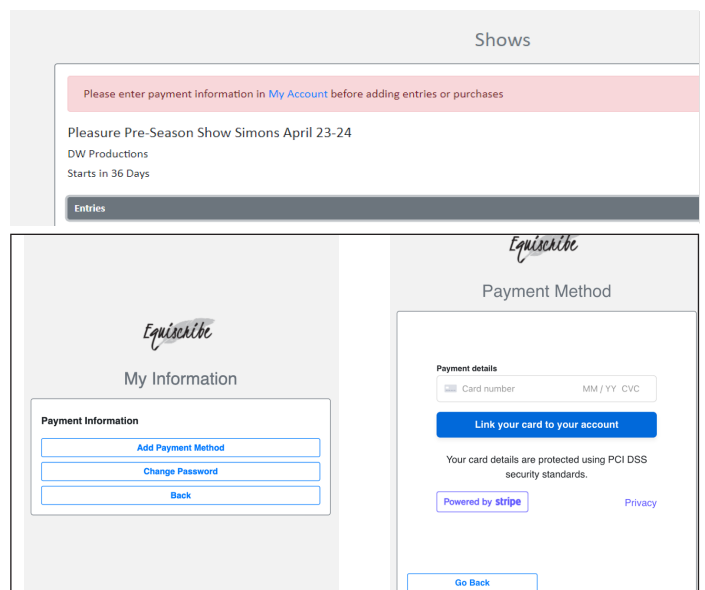


If you do not have a credit card on file, the **Entries** button will be disabled. Clicking the Entries button will present a link to add your credit card.

Equiscribe Live Entry uses Stripe to handle all credit card storage and processing. Equiscribe LLC does not store your credit card information, instead using Stripe's methods to store and reference the payment method you add through the Live Entry interface. For more information regarding Stripe's privacy and security features, please see: <https://stripe.com/privacy>

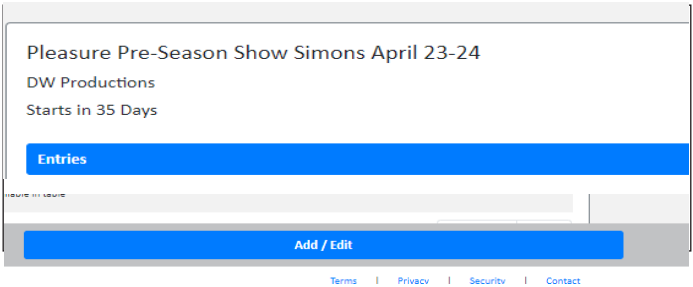
You may add or change your credit card at any time from the Home screen using the My Account button.

Select Add Payment Method to enter your credit card information. Once payment information is entered, the Entries button from your home screen will be enabled.



ADDING ENTRIES FOR A DW PRODUCTIONS SHOW

Select **Entries** & then **Add/Edit** on the bottom right



Select the Exhibitor/Horse combination you wish to enter. Both the *Exhibitor* and *Horse fields* are multi-selects.

This is also the screen on which you will select your back number for this show. Your back number is tied to your horse only, so only a single back number is needed for a horse being exhibited by multiple riders. I have back numbers 1-500 available, if you have your own number you can use it but I will not have a copy for you.

My Account

Add Entries

Exhibitor *

Grayson Saterbak

Horse *

Vinny

Needs Review. Please request one [here](#)

Back Number *

100

To select a back number, type an integer into the back number box and wait for the system to respond with its availability. A green check mark means it is available. A red x means it has already been taken or is outside of the acceptable range of values. If the number you have entered is unavailable, you will not be able to save your entries until you have entered a number that is available.

Select the checkbox near each class you wish to enter and select Save. If there are no errors, this will return you to the previous screen which displays all the classes for which you are currently entered. You may scratch classes at any time by selecting the red X button in that class's row or by choosing Add/Edit, selecting the Exhibitor/Horse combination outlined above, unchecking that class and selecting Save.

Entries for Pleasure Pre-Season Show Simons April 23-24

Upcoming

Show 10 entries

Search:

#	Horse Name	Exhibitor Name	Class	
1.0	Vinny	Grayson Saterbak	ABO Pony Hater 5P	X
21.0	Vinny	Grayson Saterbak	ABO W/T Jr. English Equitation	X
33.0	Vinny	Grayson Saterbak	ABO Pony Hunt Seat Equitation	X
34.0	Vinny	Grayson Saterbak	WSCA Op 13/U Hunt Seat Equitation	X
39.0	Vinny	Grayson Saterbak	WSCA Op All Age Driving	X
42.0	Vinny	Grayson Saterbak	WSCA Op All Age Non Stock Type III	X
43.0	Vinny	Grayson Saterbak	ABO Pony Western Pleasure 5P	X

Previous 1

PURCHASING STALLS & ELECTRICAL SPOTS

From the home screen, choose **Purchases (Stalls/Shavings/RV)** Stalls/Shavings/RV all include the 3% credit card processing fee. Your office fee & class fees will be billed after the show is complete. You can come pay with Cash, Paypal, or Venmo during the show, if you do not want your CC charged for office & class fees.

Use the  icon to add an item to your cart

Select the item and quantity to be purchased.

Pleasure Pre-Season Show Simons April 23-24


DW Productions

Starts in 35 Days

Entries

Live Invoice

Purchases (Stalls/Shavings/RV)

Purchases			
Pleasure Pre-Season Show Simons April 23-24			
Paid			
Description	Amount	Qty	Total
Horse Stall	\$65.00	4	\$260
Tack Stall	\$65.00	1	\$65
Shavings	\$8.00	16	\$128
Electrical	\$60.00	1	\$60
In Cart			
Description	Amount	Qty	Total
No data available in table			
			

Add notes for Dani to use when assigning stalling and electrical hookups.

Add Purchase

Add Purchase

Item

Horse Stall

Cost Each

\$ 65.00

Item Count

1

Notes

Please stall with Monica Anderson Group.

REMINDER: If stalling with a group of 8 or more, make sure that everyone references the same group name in the notes section. Purchase your stalls & then email Dani to request the group stall reservation template dwproductionsllc@gmail.com.

Once your cart is populated, use the **Checkout** button to complete your purchase. You may use the trash icon on the right of the row to remove any items before completing your purchase.

Pleasure Pre-Season Show Simons April 23-24

Paid				
Description	Amount	Qty	Total	Payment
Horse Stall	\$65.00	4	\$260	Received
Tack Stall	\$65.00	1	\$65	Received
Drawings	\$8.00	16	\$128	Received
Electrical	\$60.00	1	\$60	Received

In Cart			
Description	Amount	Qty	Total
Horse Stall	\$65.00	1	\$65

Checkout

You will have an opportunity to review your cart before completing your purchase with the credit card you have previously entered.

Purchases

Pleasure Pre-Season Show Simons April 23-24

Paid				
Description	Amount	Qty	Total	Payment
Horse Stall	\$65.00	4	\$260	Received
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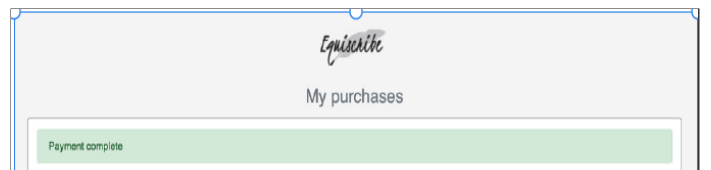
Checkout

Payment Method: Visa ending in 4242

Your card will be charged immediately.

Cancel Pay Now

Upon completion, record of your purchase will appear immediately. To view your receipt, select the receipt item on the right side of the screen.



CONTACT INFORMATION:

SHOW MANAGER

Dani Wilson

507-450-4559

dwproductionsllc@gmail.com

SHOW ENTRY FEES:

SINGLE CLASS: \$5/DAY

DOUBLE CLASS: \$10/DAY

JACKPOT CLASS: \$10/DAY

BARREL SIDEPOT: \$10/DAY

OFFICE CHARGE: \$5 PER/DAY/HORSE RIDER

**3% Processing Fee added for all purchases made with a Credit Card.*

IMPORTANT DATES:

PRE-ENTRIES DUE:

April 13, 2022

ON-SITE ENTRIES ALLOWED:

Stall Fee Increases \$10/Stall