



## ONLINE RESOURCES

[Add/Scratch](#)

Available from 7am - 4pm daily.  
Log into your free account (you must join).  
Save your login information to speed up future logins.

[www.HorseShowsOnline.com](http://www.HorseShowsOnline.com)

### TRAINERS/BARN MANAGERS

Make sure the account you make is in the trainer name to see all of your horses.

1. Click on Online Add/Scratch on the top menu
2. Select Shows - Shows are listed in Alpha Order - Click Next
3. Select horse you want to process - One horse at a time - Click Next
4. Tick or untick classes as needed by rider (only riders on entry blanks will be listed).  
If you need to add a rider, you must come to the show office. Classes are listed in numerical order. Click next when done.
5. Summary at end will list changes - make sure to click submit to send to office.

Next screen will prompt you for processing a new add/scratch in the same show.  
You can change shows by clicking on the select show button on the bottom left.

[Quick Access to Courses & Mobile Check Out](#)

[mobile/horseshowsonline.com](http://mobile/horseshowsonline.com)

### *To view schedule, class counts & courses*

Click on shows in top right. Select show by using “upcoming” or “active today” drop down box.  
You can also type name of show in box.

- Classes Tab will let you see a list of classes with entries in numerical order
- Schedule Tab will let you see schedule by day/ring with number of entries
- Courses Tab will let you view and download courses by day/ring

### *For mobile check out*

Invoices will be sent to the email on file in the show office - make sure to verify we have the correct email for all your entries.

When you receive the invoice, you can click on the link to pay or click on the checkout in the top right to search for invoices by email address. If your invoice has not been emailed, you will not be able to pay via this method.

Add [hsoweb@horseshowsonline.com](mailto:hsoweb@horseshowsonline.com) as a safe email to facilitate receipt of invoices.