



Entering State Events

The way you enter State Events has now changed - we are going online!

State Entries will now be processed through the My Pony Club system, so the first step for riders or parents is to ensure they have the log in details for their My Pony Club profile. Firstly, ask your Club secretary for your My Pony Club ID (PCANSW membership number) if you don't know it. Then, go to the My Pony Club member portal [here](#) and use your My Pony Club ID to log in, or click "forgot password". If you have forgotten your password, an email will be sent to the address that you used to sign up with, or to your club secretaries' email if no email was provided.

If yourself or your club secretary do not receive an email, please contact the office with your zone, club, first name and last name, and we will update your account.

The next step is to set up your profile correctly, including all of your details, plus your horse details. This will need to be correct for your State Entries.

After you have discussed your entry with your Zone Chief Instructor and have fulfilled all of the criteria below, it's time to get your entry in! You'll find events on the log in page- filter your search to NSW.

Entries are still conditional on the following criteria being met:

- Rally Day attendance being verified by your club secretary
- Qualifying performances and suitability being verified by your Zone Chief Instructor
- All horse details are correct with microchip added in your My Pony Club profile, and a copy of your horse ID sent to the State Office.

Additional Information for ZCIs and Secretaries:

After entries close for each State Event, ZCIs and secretaries will receive a spreadsheet with all of their zone's entries and any information that needs to be followed up (similar to what is already sent after the close of entries).

Zone Chief Instructors will need to:

- Confirm that the listed riders are of a suitable standard and have viewed the qualifying results if applicable.
- Attend to any errors with entries before the stated date.
- Place riders in order of preference in the case that the event is balloted.

Zone Secretaries will need to:

- Confirm with club secretaries that the entered riders have attended 3 rally days in the previous 12 months and are a current financial member of that club.