Hints for Entering ODF2021 Online

ODF uses Equestrian Entries: https://www.equestrianentries.com/login for online entries EE saves your information so returning users may already have their rider, owner, trainer and horse in the data base, which makes it quite simple.

1. You need to create an account first and log in.
2. A very good feature of EE is that you can create an entry log-off and edit it later until you have it the way you want it (and correct). It generally seems to "save" when you go from one screen to another but if there is a save button at the bottom click on it to make sure.
3. Once you have logged in click "Go to Entrants Home" in the top bar if you are not already there.
4. Click "Instructions" which provides a straightforward set of steps to put in your entry. Ignore the USEF parts.
5. Note that it is best to enter all persons involved and horses before starting an entry although you can go back and edit as many times as you want.
6. Dates are in the format MM/DD/YYYY
7. When you are specifying an item with quantity e.g., "Hay" you must check the box as well as put in quantity. If you don't tick the box it just disappears.
8. If you are asking for additional stable days before the show, please put your arrival date in the "Special Needs" box.
9. If you are requesting a day stall it will ask you for days. Just put the one day.
10. You need to scan the signature page, proof of vaccinations and Coggins and attach it to the record. If you have the Coggins or Vaccinations in PDF form you can attach that without scanning. This is a hassle, but it is required by EC rules that we have these documents, and it helps us keep you and your horse safe.
    Proof of vaccinations can be your vet invoice. It does not have to be signed by a veterinarian. CDI/CPEDI entries scan the page from your passport.
11. Ignore all the memberships except FEI. EE at this time cannot handle Canadian affiliations. Also, you don't need to send us your license documents or proof of insurance if you are an EC license holder. These are in an online database that we can verify. If you are not an EC member, we do need these.
12. **Good luck and thanks for helping us automate this process.**