NOMINATE FAQ

**Don't forget the tick boxes for AHDC members, Youth AHDC members and Youth Non-Members!
After the question about EA / AHDC membership.**

Q: How do I enter?
A: Go to www.Nominate.com.au. Select "Events" on the right hand side, select "Dressage" where it says Interest and "SA" (as in South Australia) for the State. You will have to create a Rider Login if you don't already have one. Then go to Events, tick Dressage as your interest and select SA (as in South Australia). We're listed as "AHDC August", about 4 or 5 events down. Nominate will prompt you for information and allow you to select the classes to enter.

Q: Why are there so many classes?
A: We have to allow for senior, youth and pony classes at each level. It is easier to separate everything like this so we can run a report and see exactly who has entered what. Classes are listed in order of: Competitive classes, Participant classes and Closed Unrestricted classes. There are now also several FEI classes right at the bottom.

Q: I'm not an EA member but it asks for my EA numbers?
A: Override it by putting in your AHDC number. If you can't remember it put any small number in. It will then realise you want to enter Club classes and allow you to continue. When you get to the bottom of the page a box will pop up saying "EA Number is not valid". Then you can correct your EA number or click the other button that says "It's ok I just want to enter club classes". Then select your classes. You will have to put in your horse details.

Q: I want to enter a Competitive class with one horse and a Closed Unrestricted class with another?
A: I haven't tried this combination but here's what I think will work: enter the EA classes as usual. Then when you enter your next horse follow the procedure as listed for "I'm not an EA member but it asks for my EA numbers". You will have to enter your horse details manually as it won't select them from the EA database if you're entering club classes.

Q: I can't remember my AHDC membership number
A: Put any number in – the Secretary knows who the members are and will contact you if your membership is not current. You must be a member of AHDC or EA to compete.

Q: Where do I find the Closed Unrestricted tests?
A: Scroll down to near the bottom of the page.

Q: What do I do when it asks for Horse Owner Name (EA or EANZ Horse Owner Name)?
A: Put your own name in there. This is for EA members so we have to include it as a question.

Q: Why are all classes listed at $27.00? Where's my AHDC member discount?
A: $27 is the maximum test cost but "discounts" are available for AHDC members and Youth non-AHDC members (it's just how Nominate is set up). There are tick boxes on the first page where you put rider details (the boxes are after the question about EA or AHDC membership). Nominate will calculate the discounts after you choose your tests (more tick boxes to select tests).

Discounts don't appear until you have selected classes and done the Waiver. The final step is payment where your discounts will appear.

You will receive an email from Nominate detailing what you have entered and the payments made – click on the attachments to the email for this information.

Q: What do I write in the Lesson with Judges box?
A: The Lessons with Judges box is a compulsory field – if you don't have regular lessons with a judge just write "no". We have to ask this because of conflicts of interest.

Q: I can't get past the Waiver page
A: You have to accept the Waiver of liability before you can proceed. Click the "I Accept" box.

Please review your classes carefully before you pay. If you have a mistake text me (Sally - Secretary) on 0429 190 653 and I will correct the entry manually when I can get to the laptop (it won't work on the small screen of my phone). I am a shiftworker so may be at work or asleep when you text – please be patient.

This is also my first time setting up an event through Nominate so there may be issues or incorrect payments – hopefully not! I will contact you if necessary ☺