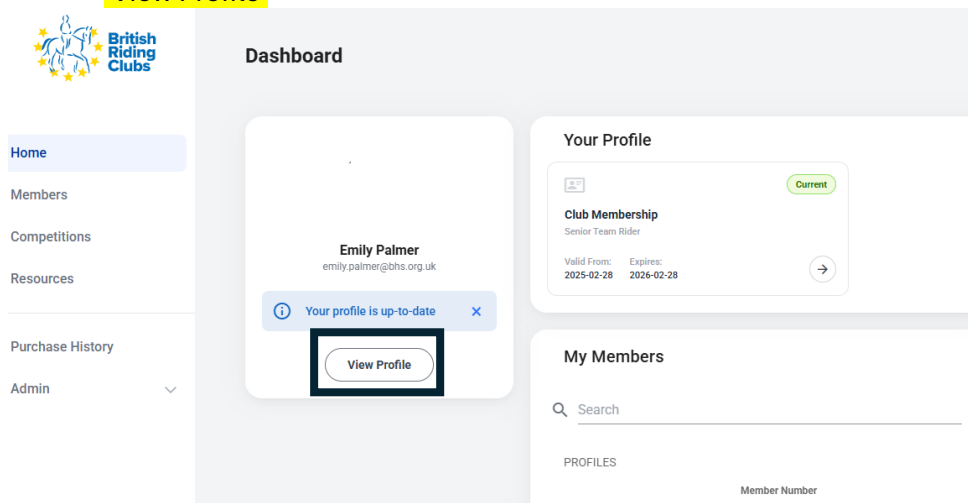
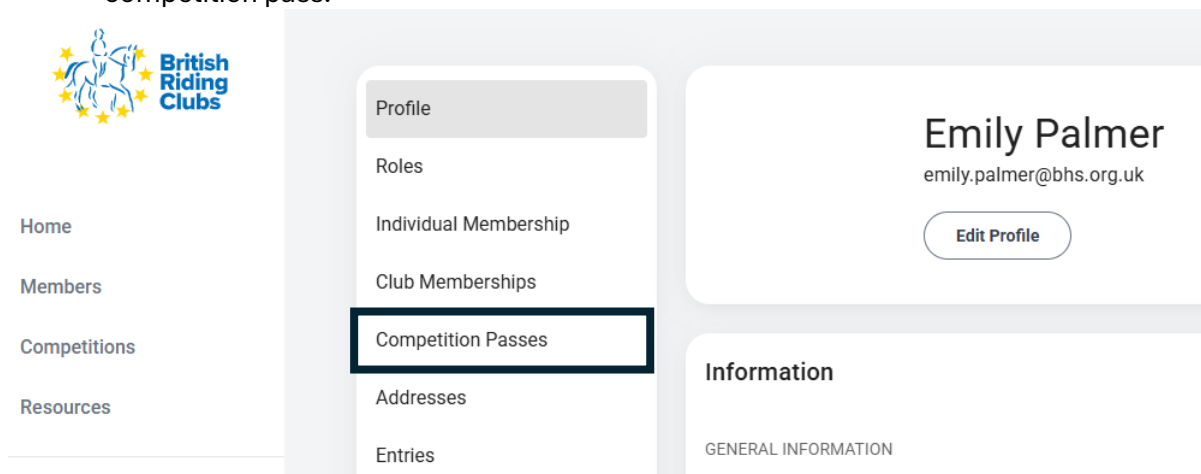


Competition Pass – User Guide:

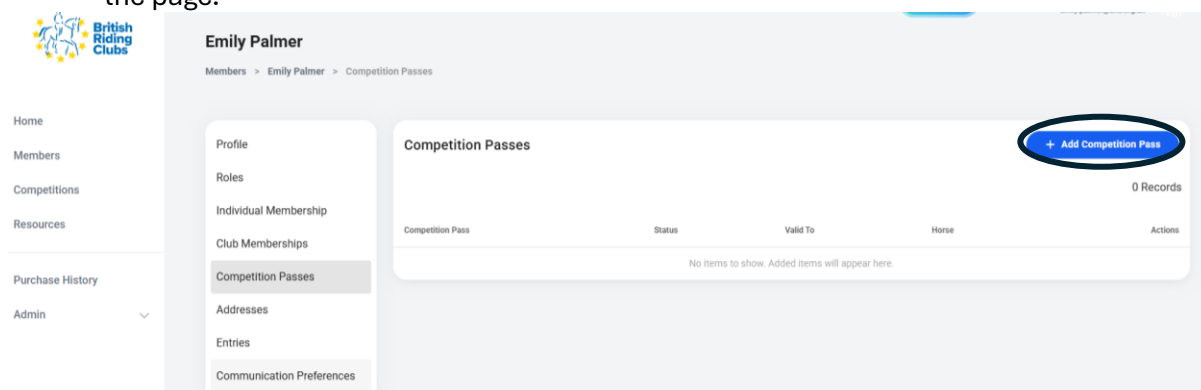
1. To purchase a competitions pass, you first need to log in to sport80, from there press **'View Profile'**



2. After selecting view profile, you will be brought to the next page, and on the left-hand side of your screen, you will be able to see the new addition **'Competitions Passes'** under Club Memberships. Select this option and it will take you to start your competition pass.



3. Once on the new page, select the blue **'Add Competition Pass'** on the right-hand side of the page.



- The first horse must be added before any further horse names can be added. On the next page (as shown below) please check that the information is correct, and then select next.

British Riding Clubs

Emily Palmer - Competition Pass

Emily Palmer > Competition Pass > Emily Palmer - Competition Pass

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Emily Palmer - Competition Pass

COMPETITION PASS DETAILS

Competition Pass Details

HORSE DETAILS

TERMS AND CONDITIONS

Select to see details and price.

Horse * 1st

Cost £30.00

Renewal Period 12 months

1/3

Next

- Add in your horse's name to the text box. Please make sure this is the horse's registered passport name (Please note this name should also be used when riding in qualifiers and championships.)

Emily Palmer - Competition Pass

COMPETITION PASS DETAILS

Horse Details

HORSE DETAILS

TERMS AND CONDITIONS

Horse Name

Horse Name 1

Prev

2/3

Next

- After completing the horse name, you will need to agree to the terms & conditions by ticking the box at the bottom of the 3rd page and then clicking **add**.

After the 14-day cooling-off period, competition pass fees are non-refundable.

I have read, understand and agree to abide by British Riding Clubs:

Yes

3/3

Add

7. a. If you only have 1 horse. Then you can click checkout from here and complete payment.

Would you like to? ×

Would you like to add another horse?

Or

Checkout

NOT NOW

Adding a 2nd horse:

- b. After you have completed adding the first horse and have selected add, you will be given the option to either add an additional horse or to go to checkout. To **add another horse** to your competition pass, please select the top option.
8. Please repeat the steps to add in a second horse, with the registered passport name for the 2nd horse. Please note that 1 – 2 horses are covered under one payment (listed for the first horse only)

Select to see details and price.

Horse * 2nd X v

Cost £0.00

Renewal Period 12 months

1/3

Next

9. After you have added a second horse, if you are done, you then click 'Checkout' and complete the payment as normal.

Would you like to? ×

Would you like to add another horse?

Or

Checkout

Adding 3 or more horses:

10. To add more than 2 horses, repeat the steps. For 3 horses there is an additional payment of £15.00, then you can add up to 5 horses without a fee.

Competition Pass Details

Select to see details and price.

Horse *	3rd	X	▼
Cost	£15.00		
Renewal Period	12 months		

9. Once you have added all the horses you will be competing at BRC Qualifiers, please **checkout** and complete payment. Once payment has been complete, you will see that in competition passes, each horse will have their own separate row, with the status listed as current.

Should you wish to add additional horses after payment, or make any amendments (i.e. spelling of the horse's name) please email details to brcentries@bhs.org.uk