



Setting up a Global Entries Account

Step 1: Go to www.globalentriesonline.com.au

Step 2: Click on the “register now” icon located near the centre of the screen

Step 3: Enter all the person information required in all the Boxes (things with a red * are compulsory)

Step 4: Click the “join” icon at the bottom of the page

Step 5: If all the fields were filled in, it will take to a screen entitled “Manage Horses” below that it will say no horses found. Now you need to register a horse.

Everyone will need to register a Horse name – even if you are not riding and it is an ‘imaginary’ horse! This is just the way the online system works for this Event.

You can just call your Horse “HORSE” – but seeing as all non-riders have to create a horse name.....let’s make it a bit of a competition!

The 3 most CREATIVE imaginary Horse names, as judged by a panel, will win prizes.

There is a lot of info you can enter, but you are only required to enter the info that has a red * next to it. **This is the Horses name. Whether or not it is a stallion and the address where the horse lives (all the other field information is optional)**

Step 6: Once you have entered your horses details scroll to the bottom of the page and press “submit” now you would repeat this step if you have more than 1 horse you wish to enter

Step 7: that’s it you have created your profile and your horse/s, now you can start entering

Entering Modern Pentathlon W.A. State Championships

Step 1: after you have created your horse profile you can immediately enter events, continuing on from the previous step scroll to the top of the page and click on the “Events” icon

Step 2: Using the drop down arrow change the sport to “Equestrian Pony Club”

Step 3: Click on the “Events” icon again

Step 4: scroll down the page till you see WA Modern Pentathlon Association and click on the “Event Details” icon

Step 5: the Modern Pentathlon State Championships will be visible on the screen, Click on the “details” icon

Step 6: this will show the event page with all the information about the event scroll down the page until you come across a large green icon that says “Enter This Event” and click on it

Step 7: now a “register classes” page appears fill in the information on this page required.

“N/A” or “none” is fine if the question is not applicable to you – but please answer all.

On the helper duties section write your helpers name and mobile number.

Modern Pentathlon and Tetrathlon (Pony Club) entrants

Click on the class you would like to enter (between classes 1 – 15) and use the drop down box to indicate “1 round” it will then give you an option to select a horse, using the drop down select the horse you would like to compete on for that round (all the horses that you created earlier will be in this drop down).

Scroll down to the helper duty section and choose which helper duty your helper would like to perform, and once again select which horse this helper duty applies to.

Tetrathlon (UIPM – Fencing) and Triathlon entrants

Click on the class you would like to enter (Class 16 or 17) and use the drop down box to indicate “1 round” it will then give you an option to select a horse, using the drop down select the horse you would like to compete on for that round (all the horses that you created earlier will be in this drop down).

Scroll down to the helper duty section and choose which helper duty your helper would like to perform, and once again select which horse this helper duty applies to.

Scroll down

- If you are an **Interstate (non-WA) entrant needing to hire a Laser Pistol - click yes** for Laser Pistol Hire
- If you are a Tetrathlon (Pony Club) entrant tick Ground Fee – Yes

Ground Fee of \$15 per Horse is ONLY for Tetrathlon Pony Club riders.

Scroll down it will show the cost of the event then you click the “submit” icon

Step 8: you will be taken to a screen entitled “registration complete” please click the “pay now” icon

Step 9: Enter your credit card details and then press the “submit” icon

Now your entries are complete, you will receive email notification of your entries and payment as a receipt. In future if you wish to enter any other events just log in and enter any other event, the first time is always the most time consuming.

Cheers ☺

If you have any queries please contact the events secretary on charisneumann2@gmail.com

Please note that any athletes entering classes 1-15 who are NOT current members of EA, PCA or MPA State Associations will also need to provide the events secretary with a current verification of their riding competency at the height they are entered into from an accredited riding instructor/school.