Horse Registrations and Nominations
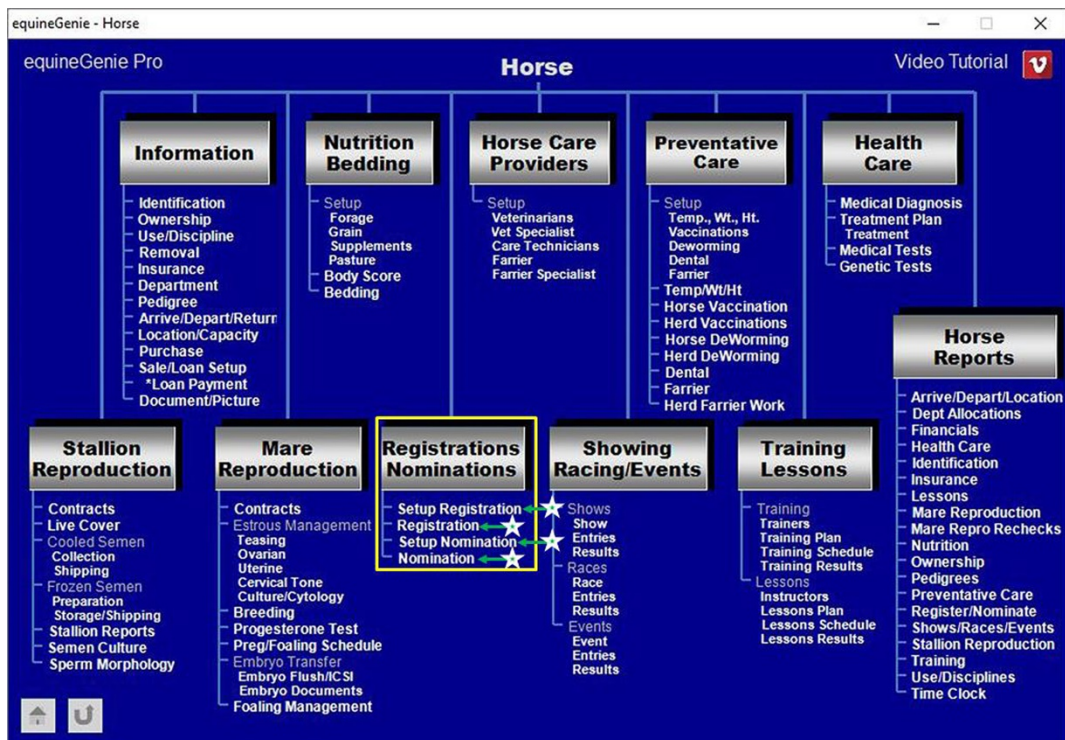
Horse Registration
Horse Nomination

Horse Registration and Nomination

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Horses Registrations – Setup

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There is a prerequisite required before a horse's registration set up information can be entered. A horse must be entered in equineGenie, (Path - Horses: Information: Identification).

Think/Plan before you setup horses in equineGenie! Enter all horses that are already part of your business on the Horse Identification screen. If a horse's arrival date is important to the business, start entering the horse on the Arrival/Depart screen. (Path – Home: Horse Information: Arrive/Depart).


① **Select** a horse to have its registration setup entered from the *Select Horse* dropdown.

Note 1: A horse must have been previously entered in equineGenie to appear in the *Select Horse* dropdown. Horses are entered in equineGenie on the *Horse Information – Identification* screen.

② **Select or enter the horse's registry** from the *Horse Registry* dropdown. If a registry had not been previously entered, select **[New Registry]** from the dropdown and enter the new registry. equineGenie will remember the added registry for future selection.

③ **Enter the date the selected horse's registration is due** in the *Date Due* box by selecting the date from the calendar icon or entering the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

④ **If you need to remove a selected registration Setup**, it can be removed by displaying the entire setup information and selecting the **Red** '*Remove Selected Registration Setup'* button. When the button is selected a *Delete Item* popup will be displayed to make sure you want to delete the selected registration setup.
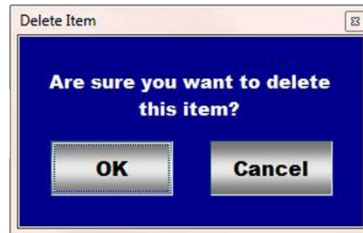
After selecting **OK** on the *Delete Item* popup you need to select the **Enter** button⑦.

⑤ **equineGenie will automatically set a registration reminder** for the selected horse's registration. The reminder will be set for one week before the registration is due. The reminder can be deleted by selecting the *Delete Registration Reminder* **Red** button.

⑥ **Enter** any comments or notes associated with the selected horse's registration setup information.

⑦ **Select** enter before leaving the *Horse Registration – Setup* screen.

❶ **Selection** of the '*Horse Registration Schedule'* button will enable all the horses' yearly registration information to be viewed, exported and/or printed.

Information: Additional registration and nomination reports are available in the *Horse Reports – Resister/Nominate* screen. *Path - Home: Horses: Horse Reports: Resister/Nominate.*

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Horses Registrations Nominations – Registration

Path: Home: Horses: Registrations Nominations: Registration

There is a prerequisite required before a horse's registration information can be entered. A horse must be entered in equineGenie, (Path - Horses: Information: Identification).

Think/Plan before you setup horses in equineGenie! Enter all horses that are already part of your business on the Horse Identification screen. If a horse's arrival date is important to the business, start entering the horse on the Arrival/Depart screen. (Path – Home: Horse Information: Arrive/Depart). Think/Plan before you setup departments in equineGenie!

① **Select** a horse to be registered from the *Select Horse* dropdown.

Note 1: A horse must have been previously entered in equineGenie to appear in the *Select Horse* dropdown. Horses are entered in equineGenie on the *Horse Information – Identification* screen.

② **Select the selected horse's registry** from the *Registry* dropdown.

Note 2: A registry must have been previously entered in equineGenie to activate and appear in the *Registry* dropdown. A required registry must have been entered previously in equineGenie on the *Horse Registration – Setup* screen.

③ **Enter the date of the selected horse's registration** in the *Date Registered* box by selecting the date from the calendar icon or entering the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

④ **Enter** any *Cost* to the business associated with registering the selected horse.

Note 3: If a business cost is entered, the **$** to the right of the *Cost* box will turn **Red**. Selection of the **$** will display the *Payment Method* popup to initiate recording the financial transaction associated with registering the selected horse. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

⑤ **If you need to remove a selected registration**, it can be removed by displaying the entire registration information and selecting the **Red** '*Remove Selected Registration'* button. When the button is selected a *Delete Item* popup will be displayed to make sure you want to delete the selected registration.

After selecting **OK** on the *Delete Item* popup you need to select the **Enter** button⑦.

⑥ **Enter** any comments or notes associated with the selected horse's registration information.

⑦ **Select** enter before leaving the *Horse Information – Registration* screen.

❶ **Selecting** the '*Horse Registrations'* button will enable all the registered horses information to be viewed, exported and/or printed.

Information: Additional registration and nomination reports are available in the *Horse Reports – Resister/Nominate* screen. *Path - Home: Horses: Horse Reports: Resister/Nominate.*

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Path: Home: Horses: Registrations Nominations: Setup Nomination

There is a prerequisite setups required before a horse's nomination programs can be entered. A horse must be entered in equineGenie, (Path - Horses: Information: Identification).

Think/Plan before you setup horses in equineGenie! Enter all horses that are already part of your business on the Horse Identification screen. If a horse's arrival date is important to the business, start entering the horse on the Arrival/Depart screen. (Path – Home: Horse Information: Arrive/Depart).

① **Select** a horse to have its nomination programs entered from the *Select Horse* dropdown.

Note 1: A horse must have been previously entered in equineGenie to appear in the *Select Horse* dropdown. Horses are entered in equineGenie on the *Horse Information – Identification* screen.

② **Select or enter the horse's nomination program** from the *Nomination Program* dropdown. If a nomination program had not been previously entered, select **[New Nomination Program]** from the dropdown and enter the new program. equineGenie will remember the added program for future selection.

③ **Identify** if the selected horse will be re-nominated for the identified nomination program by selecting the **Red No** box turning it to a **Green Yes**.

④ **Enter the date the selected horse's nomination is due** in the *Date Due* box by selecting the date from the calendar icon or entering the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

⑤ **Select** the identified nomination program's re-nomination frequency from the *Frequency* dropdown.

⑥ **If you need to remove a selected nomination Setup**, it can be removed by displaying the entire setup information and selecting the **Red** '*Remove Selected Nomination Setup'* button. When the button is selected a *Delete Item* popup will be displayed to make sure you want to delete the selected nomination setup.

After selecting **OK** on the *Delete Item* popup you need to select the **Enter** button⑨.

⑦ **equineGenie will automatically set a nomination reminder** for the selected horse's nomination program. The reminder will be set for one week before the nomination is due. The reminder can be deleted by selecting the *Delete Nomination Reminder* **Red** button.

⑧ **Enter** any comments or notes associated with the selected horse's nomination program setup information.

⑨ **Select** enter before leaving the *Horse Nomination – Setup* screen.

❶ **Selection** of the '*Horse Nomination Schedule'* button will enable all the horses' yearly registration information to be viewed, exported and/or printed.

Information: Additional registration and nomination reports are available in the *Horse Reports – Resister/Nominate* screen. *Path - Home: Horses: Horse Reports: Resister/Nominate.*

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Horses Registrations Nominations – Nomination

Path: Home: Horses: Registrations Nominations: Nomination

There is a prerequisite required before a horse's nomination information can be entered. A horse must be entered in equineGenie, (Path - Horses: Information: Identification).

Think/Plan before you setup horses in equineGenie! Enter all horses that are already part of your business on the Horse Identification screen. If a horse's arrival date is important to the business, start entering the horse on the Arrive/Depart screen. (Path – Home: Horse Information: Arrive/Depart).

① **Select** a horse to be nominated from the *Select Horse* dropdown.

Note 1: A horse must have been previously entered in equineGenie to appear in the *Select Horse* dropdown. Horses are entered in equineGenie on the *Horse Information – Identification* screen.

② **Select the selected horse's program** from the *Program* dropdown.

Note 2: A program must have been previously entered in equineGenie to activate and appear in the *Program* dropdown. A required program must have been entered previously in equineGenie on the *Horse Nomination – Setup* screen.

③ **Enter the date of the selected horse's program nomination** in the *Date Nominated* box by selecting the date from the calendar icon or entering the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

④ **Enter** any *Cost* to the business associated with nominating the selected horse.

Note 3: If a business cost is entered, the **$** to the right of the *Cost* box will turn **Red**. Selection of the **$** will display the *Payment Method* popup to initiate recording the financial transaction associated with nominating the selected horse. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

⑤ **If you need to remove a selected nomination**, it can be removed by displaying the entire nomination information and selecting the **Red** '*Remove Selected Nomination'* button. When the button is selected a *Delete Item* popup will be displayed to make sure you want to delete the selected nomination.

Delete Item

Are sure you want to delete this item?

OK Cancel

After selecting **OK** on the *Delete Item* popup you need to select the **Enter** button⑦.

⑥ **Enter** any comments or notes associated with the selected horse's program nomination information.

⑦ **Select** enter before leaving the *Horse Nomination – Nomination* screen.

❶ **Selecting** the '*Horse Nominations'* button will enable all the nominated horses information to be viewed, exported and/or printed.

Information: Additional registration and nomination reports are available in the *Horse Reports – Resister/Nominate* screen. *Path - Home: Horses: Horse Reports: Resister/Nominate*.