

## How to register as a rider and enter rides in a team for The British Horse Feeds' BRC Endurance Team



Step	Description
<b>1</b>	<p><b>Rider register as an EGB Club Member (free of charge)</b></p> <p>All riders must register as Club Members of Endurance (EGB) free of charge.</p> <p>A typical Club Member Account is shown at the bottom of this document.</p> <p>When registering as a Club Member, each rider will be asked to provide their Riding Club Name and their current Riding Club Member Number and a valid email address.</p> <p>Click <a href="#">here</a> to register as a Club Member of EGB.</p> <p>After registration, each rider will receive an EGB Club Member Card, an EGB Club Number and a password to their Club Member Account with EGB, all by email. The Club Member Card should be printed and be available at each EGB ride.</p> <p>The password can be changed to something more memorable by logging into the EGB account and then clicking on "Change Password" (see typical Club Member Account below).</p> <p>Existing Full or Associate Members of EGB need not register as a Supporter.</p>
<b>2</b>	<p><b>Register the horse or horses to compete (free of charge)</b></p> <p>All riders must register each horse that they wish to ride in a team. Riders registering with EGB as Supporters will be prompted to register each horse as a "Pleasure" horse. Pleasure horses can be registered free of charge, but please make sure that the "Pleasure Horse" radio button is ticked, else a charge will be made.</p> <p>A passport number will be required for each horse to be registered, so their passport should be available during registration.</p> <p>After registration, the rider will receive a Horse ID card showing the horse ID number by email. The card should be printed and be available at each EGB ride.</p> <p>New horses can be registered at any time by click on "Register New Horse" under the "Horse" section in the riders' EGB Club Account (see the typical Club Member Account below).</p>
<b>3</b>	<p><b>Prepare to enter a ride</b></p> <p>Now the rider and their horse(s) are all set to enter a ride as follows:</p> <ul style="list-style-type: none"> <li>• National Pleasure Rides</li> <li>• Novice Graded Endurance Rides of up to 42km in length</li> </ul>

Step	Description
	<p>Riders must make all entries online by logging into their EGB Club Member Account.</p> <p>An electronic copy of the Flu Vaccination Certificate must be available for the horse to be ridden, either to be uploaded whilst making the entry, or by emailing it to the organiser or ride secretary for the ride. Multiple pages should be uploaded where necessary in order to show the name of the horse as well as the vaccination history.</p>
4	<p><b>Select the ride to be entered</b></p> <p>A list of EGB rides that are running classes that are appropriate for the Team Championship can be displayed by clicking <a href="#">here</a>. This list is sorted in county order. Make a note of the ride name of interest and then go to Step 5.</p> <p>This step can be omitted if the Team Manager / Coordinator has selected the ride in consultation with the team.</p>
5	<p><b>Find the ride to be entered in EGB's online ride calendar</b></p> <p>To enter a ride, a rider should first login to their EGB Club Account. Click <a href="#">here</a> to go to EGB's website and then click on "Login" on the right-hand side of the blue menu bar.</p> <p>Having logged in, select the ride to be entered from EGB's ride calendar by clicking on "<b>click here</b>" under the "Rides" section of the Club Member Account (see below). A list of future rides will be displayed, or you can search on the ride name required. Click on the ride name to display a summary of the selected ride, scrolling down to see details of the classes available and any other facilities at the ride.</p>
6	<p><b>Complete the online entry form for the ride – stage 1</b></p> <p>Click on the "Enter Ride" button at the top of the ride summary page to access the online entry form.</p> <p>If only one pleasure horse has been registered by the rider, then all the horse details will be completed on the form automatically. Otherwise, the rider must select the horse to be ridden from the pulldown list in the "Horse Details" section.</p> <p>The riders' personal details under the "Rider Details" section will be completed on the form automatically, but safeguarding information will be required for minors.</p> <p>Select the class to be entered from the pulldown list under the "Ride Class" section. <b>The "Is Team Entry" tick box just above the class pulldown list must also be ticked.</b></p>

7	<p><b>Complete the online entry form for the ride – stage 2</b></p> <p>Additional information is needed before the entry form can be submitted, as follows:</p> <ul style="list-style-type: none"> <li>• Upload a copy of the Flu Vaccination Certificate for the horse being entered. Multiple pages can be uploaded, or alternatively email them to the organiser or ride secretary after making the entry.</li> <li>• The name, mobile number and registration number of the riders' crew (if any).</li> <li>• If no crew, then emergency contact details will be required.</li> <li>• The details of any additional services required at the ride, such as stabling, corralling, etc (if they are available).</li> </ul> <p>Now the entry is complete, so tick the T's &amp; C's box, followed by "Enter Ride".</p> <p>On return to the Club Account page, click on <b>"Make Payment"</b> and pay the relevant entry fee on credit or debit card via SagePay. The rider will receive confirmation of their entry by email almost immediately after paying. If it does not arrive, then please do check you SPAM / Junk Mail folder.</p>
8	<p><b>Change or withdraw an entry</b></p> <p>A list of ride entries for a rider can be seen by logging into their EGB Club Member account and clicking on "Existing Ride Entries" under the "Rides" section. Click on the "View / Change" button against the ride to be changed or withdrawn. Scroll to the bottom of the online entry form and click on either "Update My Entry" or "Withdraw My Entry". Withdrawals made before the closing date of the ride will receive a full refund automatically.</p>
9	<p><b>What happens next?</b></p> <p>Details of the ride itself (such as a map, riding number, vetting time, special instructions and a vet sheet) will arrive in the post 5 to 10 days before the date of the ride.</p>
10	<p><b>More information and help</b></p> <p>More information about endurance riding is available by clicking on <a href="#">What to Wear</a> and <a href="#">First Endurance Ride</a>.</p> <p>If you need any further help or advice, then do not hesitate to phone Jane and John Hudson on 01398 332089 or email us at <a href="mailto:jane.e.hudson@hotmail.co.uk">jane.e.hudson@hotmail.co.uk</a>.</p>

## Typical EGB Club Member Account

### Personal Details

Title	Ms (Ms) ▾
Forename	Club
Surname	Member
Address	1 Club Road
	Club Village
Town or City	CLub Town
County or Country	Clubshire
Postcode	CL1 1CL
Phone	01234 567890
Mobile	07999 123456
Are you a UK Citizen?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<i>If you are <b>not</b> a UK Citizen then you must seek permission to compete from your National Federation. Please contact the EGB Office for further details.</i>	
Email	club@club.com
Confirm Email	club@club.com
Gender	Female ▾
Date of Birth of Rider (d/m/yyyy)	
<i>Please provide your date of birth if you are 25 years old or under to help Endurance GB contribute to the PE &amp; Sports Strategy for Young People. You must provide your date of birth if you are a Junior or Young Rider (see below).</i>	
Parent or Guardian Name (Required if under 18 years old)	
<i>Note: Address and email should be that of the Parent or Guardian if under 18.</i>	
Level (Novice, Open or Advanced)	NOVCE (Novice) ▾
Veteran Rider?	<input type="checkbox"/>
<i>To be eligible for Veteran Awards (Optional) please tick here if you are a Veteran Rider, that is 60 years old or over in the current membership year.</i>	
Apply to be a Para Rider?	<input type="checkbox"/>
<i>To be eligible as a Para Rider, your application will need to be approved by the Para Rider Committee. For more information <a href="#">click here</a>.</i>	

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## Club Details (Optional)

*If you intend to enter BRC Team or Pony Club competitions, please complete the details in this section.*

Club Type	<input checked="" type="radio"/> British Riding Club <input type="radio"/> Pony Club <input type="radio"/> Retraining of Racehorses
Club Membership No.	<input type="text" value="19123456"/>
Club Name	<input type="text" value="Clubshire Riding Club"/>

[CLEAR CLUB DETAILS](#)

## Confirmation

The annual membership period is from 1 January to 31 December.

**IMPORTANT:** Current members of Endurance GB should note that their insurance will lapse on the 31 December unless their membership for the new membership year is renewed before then.

All membership not renewed before 1 April of the current membership year will be deemed as lapsed and set to type "Supporter".

From where did you hear about EGB membership?

Please tick here if you are happy to receive promotional material from EGB sponsors via EGB (Note: We do NOT pass your email to sponsors)

Date:

I agree to the Terms & Conditions [Click here to view](#)

[APPLY FOR MEMBERSHIP](#)