

TSR Membership Online Help Guide

IMPORTANT POINTS TO REMEMBER!

- You MUST add your date of birth under My Details **FIRST** before becoming a member.
- You MUST be an ADULT MEMBER to register a Horse/ Pony or Child
- Height certificates – TSR does not require height certificates unless you wish to enter HOYS qualifiers (not M&M's) If your Horse has a height certificate you MUST enter the JMB No. under his details in My Horses.
- Breed Certificates for M&M – You MUST enter the M&M Breed Certificate Number under Stud Book No. in the details under My Horses
- Junior Members – Are 18 years & under.

Online Membership HELP Guide!

Step 1: Your Details - CHECK & Add Your details under My details

As a new user FIRST check your details under My Details before purchasing Membership

1: Click on My Details and add your date of birth and press SAVE

2: Update any other info on the My Details page

The Membership society Tab allows you to view your membership details such as Membership No. and if they have expired etc.

The Society Tab allows you to enter details of other Societies you belong to

The Packages Tab lets you view your purchase history.

Step 2. Adding Your Horse/Pony & Rider Details

Enter your Horse/Pony details under My Horses and your Rider details under My Riders ***BEFORE going to purchase a membership.***

How to Add your horse/pony details to My Horses

1: If you know the TSR Membership No. use the search facility otherwise go to Edit Horse Tab

2: Under the Edit Horse Tab type in the horse/pony full name ignore the Grandstand Entries I.D and then select the Type either a Horse or Pony

3: More boxes will then appear

Sire/Dam: If you do not know the Breeding of your horse/pony state Unknown.

Passport No: The passport no. is optional.

Stud Book No: Registered M&M ponies MUST fill in the Stud Book No.

JMB No: Ponies entering HOYS qualifiers (except M&M) MUST fill in the JMB No.

Last Foaling Date – These last few boxes are optional.

4. After filling in the relevant boxes click SAVE

5. If you wish you can then link Riders & Owners to the horse via the Horse Riders / Horse Owners Tabs. If the horse is registered with other societies this can be added under the Horse Societies Tab.

How to Add Rider details to My Riders

1. Click on My Riders then click on Add New Rider
2. If you know the TSR Membership No. use the search facility otherwise go to Add Rider Tab
3. If the address of the rider is different to the account user then ADD the new address details
4. Date of Birth is Mandatory – For riders 18 years & under a copy of the birth certificate or passport MUST be emailed separately as proof of age
5. Click on SAVE

Step 3. Purchasing Memberships

1. Once you have added your details for Horse & Rider go to Membership then click on Join/Renew Package
2. Select the Year and then select the Membership package
You MUST become an ADULT member when registering a horse/pony or Child
3. Drop down boxes will appear for you to select the names of the people/horse/pony you wish to register. Select the names and then click Add to Shopping Basket.
4. Once you have selected all your memberships click on the Shopping Basket Icon Top right of the screen.
5. You will see your membership packages, at this point you can delete packages by clicking on the red cross symbol to the right under the heading Action.
6. Click on the Summary Tab to check you are happy with the amount and click next to the words Terms & Conditions and then click on SAVE to accept the terms and conditions.
7. Go to the Payment Tab and click on Make Payment which will take you through to the secure payment gateway SagePay.
8. You will then be able to download your invoice as a receipt. No confirmation email will be sent.

Step 4. Viewing Your Membership Details

1. To view your payment history, invoices & receipts go to Membership and click on Invoices/Receipts.
To view your membership information go to My Details click on the Membership Society Tab which allows you to view your membership details such as Membership No. and when it expires etc.

Changing or Deleting details

Changing details in My Horses, My Owners & My Riders If you want to change or alter any details then click on either My Horses or My Riders and you will see a list of the horses or people you have entered. To change or add any details click on the Modify symbol next to the listing.

Deleting Horses or Riders

If you wish to delete a record for a horse, rider or owner then click on either My Horses/Rider or Owners and you will see a list of the horses & people you have entered. To delete click on the Red cross symbol next to the listing.