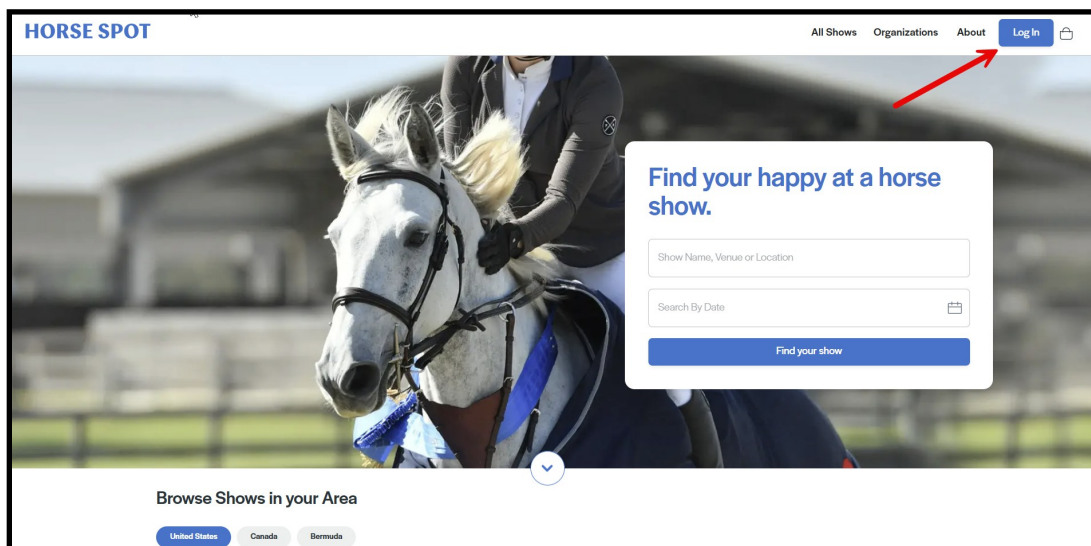
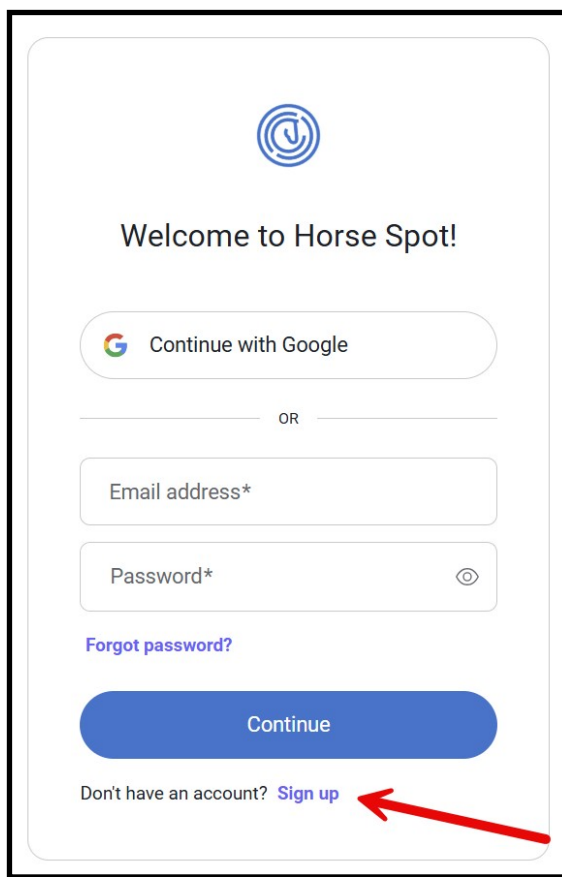


Horse Spot: Setup Your Account

Go to horsespot.net and click on LOG IN:



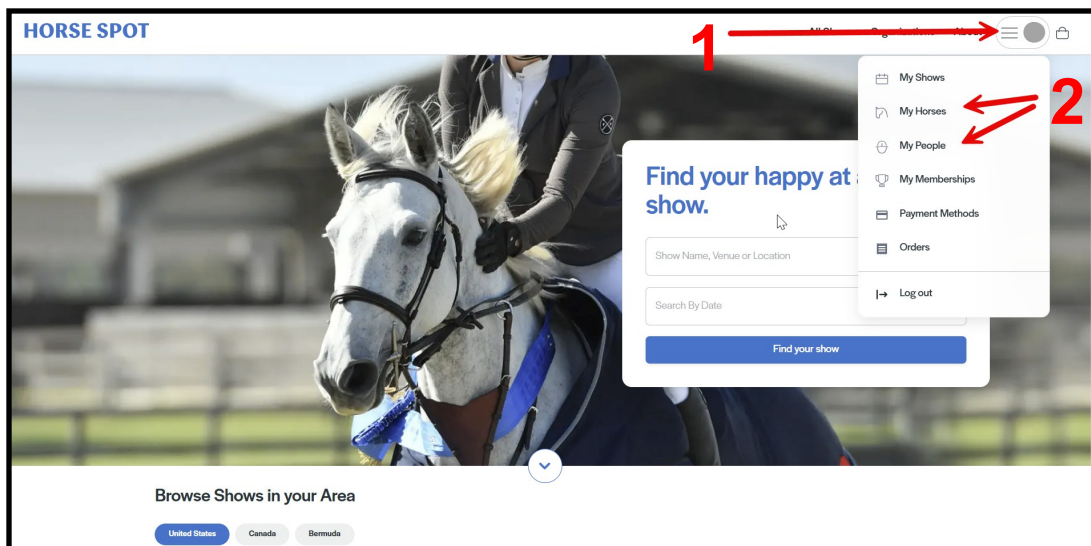
To create a NEW ACCOUNT, click on SIGN UP:



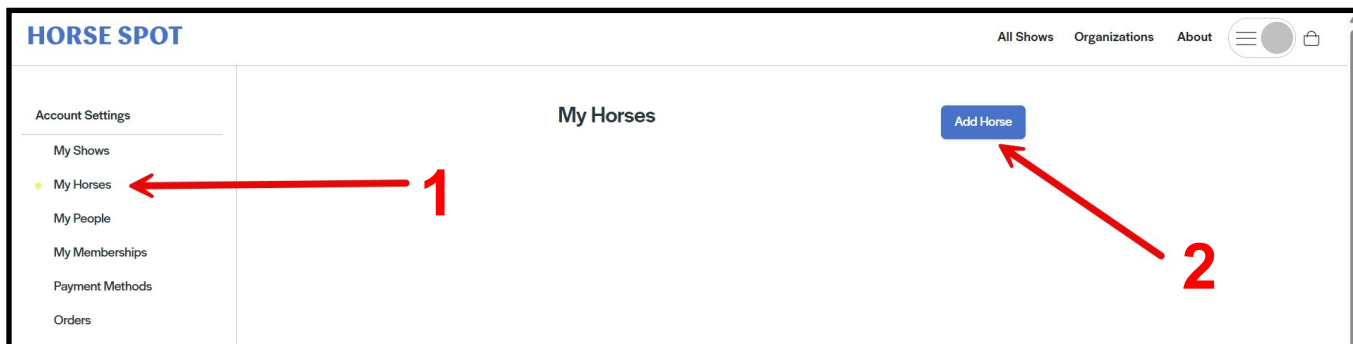
After you create your account, you will receive an email to **VERIFY** your account. Be sure to click on **CONFIRM MY ACCOUNT** on the email before proceeding.

Horse Spot: Add Your Horses

Once you have your account and you are **LOGGED IN**, click on your Account name **(1)** in the upper right corner. A pop-up menu will appear. From there you can click on **(2)** My Horses or My People to go into your account.



Once you are in your account, you can click on **(1)** My Horses to **(2)** Add a new horse. You can also Modify, or Remove horses from your account from here.



After you have added the horse's information, you will need to add the TWHBEA registration number by going to **(1) Add Org.** You will then search for **(2) TWHBEA** and add the **Membership Id** (Registration #).

A screenshot of the 'New Horse' form. It has a 'Save' button in the top right. The form is divided into two main sections: 'Horse' and 'Organizations'. The 'Horse' section has fields for Name, Sex, Color, Size, Height, Foal Date, Foal State, Green Year, and Breed. The 'Organizations' section has a text input field and an 'Add Org' button. A red arrow labeled '1' points to the 'Add Org' button. There are 'Cancel' and 'Save' buttons at the bottom right.A screenshot of the 'New Horse' form, similar to the previous one, but with the 'Organizations' dropdown menu open. The dropdown shows 'TWHBEA-Tennessee' selected. A red arrow labeled '2' points to this selection. The 'Add Org' button is now disabled. There are 'Cancel' and 'Save' buttons at the bottom right.

FYI: We are working with Horse Spot to integrate with the TWHBEA iPeds system. Hopefully soon, you will be able to search the Registration Number and it will automatically populate all the information.

Horse Spot: Add Your People

Once you are in your account, you can click on **(1) My People** to **(2) Add a new Person**. You can also Modify, or Remove people from your account from here.



After you have added the person's information, if they are a trainer, you will need to add the WHTA Trainers' License Number by going to **(1) Organizations**. You will then search for **(2) WHTA** and add the **Membership Id** (License #).

A screenshot of the 'New Person' form in the Horse Spot application. The 'Organizations' tab is selected, indicated by a red arrow and the number 1. The form includes fields for Contact Info, Organizations, and Payment Methods. Under the Organizations tab, there is a section for 'Have a USEF number?' with a 'Quick search now' link. Below this is a checkbox for 'Is this a business or other non-person entity?'. Further down are fields for First Name, Last Name, Email, Phone, Birth Date, Country (set to United States), and Address 1. At the bottom are 'Cancel' and 'Save' buttons.A screenshot of the 'New Person' form, specifically the 'Organizations' section. It shows a search for 'WHTA - Walking Horse Traine' in the 'Organization Name' field, with a red arrow and the number 2 pointing to it. The 'Membership Id' field is empty and marked as 'Required'. There are 'Add org' and 'Remove Orgs' buttons, as well as 'Cancel' and 'Save' buttons at the bottom.

EMAIL ADDRESS: When adding people to your database, email address is a required field. However, if the individual does not have an email, you can use your email address for any individual. The same is true for the phone number field.

PAYMENT METHODS: You are **NOT** required to put a payment method in for individuals, so you can skip this tab. As more shows use this system, some may offer the ability to pay via credit card.

Horse Spot: Multiple Riders or Owners

If you have a horse that is owned by multiple people OR if there is a class with multiple riders - you will want to create a “PERSON” that lists all of them. When adding a NEW PERSON - click on the box “IS THIS A BUSINESS OR OTHER NON-PERSON ENTITY?” This will give you one large field to type the names.

Example: Mr & Mrs Horse Owner or The John Rider Family.

For a class that has multiple riders/exhibitors (like a Lead line or Pro-Am class), you would create a NEW PERSON and list both exhibitors.

Example: Amateur Name / Trainer Name or Rider Name / Handler Name

The screenshot shows a 'New Business' form with the following elements:

- Header:** A close button (X) on the left, the title 'New Business' in the center, and a 'Save' button on the right.
- Tabs:** Three tabs are visible: 'Contact Info' (active), 'Organizations', and 'Payment Methods'.
- Form Fields:**
 - 'Have a USEF number?' with a 'Quick search now' link and a dropdown arrow.
 - A checked checkbox labeled 'Is this a business or other non-person entity?' with a red arrow pointing to it.
 - 'Business Name *' with a text input field.
 - 'Email *' and 'Phone *' with text input fields.
 - 'Country' with a dropdown menu showing 'United States'.
 - 'Address 1 *' and 'Address 2' with text input fields.
- Footer:** 'Cancel' and 'Save' buttons at the bottom right.