MNHSRA ONLINE ENTRY DIRECTIONS: Updated 3/17/2014

Step 1. Click the link to the online entry for the rodeo.

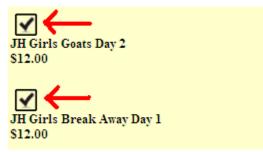
Step 2. Enter your number in the Member # box.

HS Member Numbers are formatted like this: MN0001 JH Numbers are formatted like this: JMN0001
Member # Lookup
First Name Last Name

Step 3. Click LOOKUP to validate your membership. Your name must appear in the box before you can proceed.

Member # JMN0001	Lookup
First Name Draw	Last Name Partner

Step 4. Make your entries by checking the boxes for the events you want to enter.



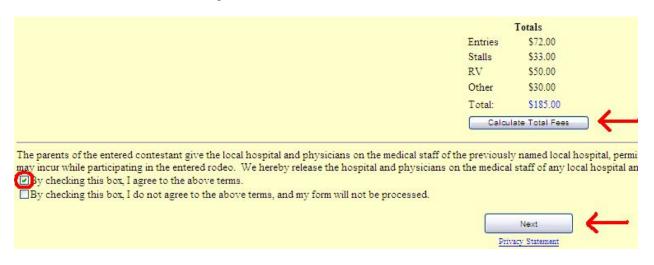
Step 4. ON TEAM EVENTS, when you enter the event, select your position (header/healer or roper/runner), enter your partners member number, click LOOKUP, do not proceed unless your partners name appears, select your partners position (header/healer or roper/runner). If you are entering without a partner use member number MN0001 (HS) or JMN0001 (JH) for your partner. If you fail to enter a partner number or your partner's name does not appear you will be given a draw partner. The use of draw partners is allowed only 3 times per rodeo year. Please communicate with your partners before entry.

$\checkmark$			
H Ribbon Ropi	ng Day 1		
12.00			
Position			
Runner 🖌			
dd Partner hel	low. Enter JMN0001 f	for a draw	
. /			
Member #			
. /			
Member #	Lookup Hast Name	Position	Z

Step 5. Depending on the rodeo, there maybe stalls or an additional camping fee. Enter the appropriate information in these boxes.

	Stal	ls			Rv	
Day			Amount Total	Day Ava	il Req	Amount Total
Box Stall	_		x \$26.50= \$26.50	Fri Electrical 42	1	x \$25.00= \$25.00
Bags of Shaving			F	Sat Electrical 42		
Stall	Total:	\$33	.00	RVTe	tal: S	50.00

Step 6. Click calculate fees, check the "I agree box" and then click the Next button.



Step 6. Preview the entries you have made. If there is an error click back and correct or close the browser window and start over. Siblings – the grounds fee appears on ALL contestant entries and all but one will be removed at check-in.

Step 7. Click "Proceed to Next..." .

Total: \$185.00	
Proceed to Next	

Step 8. Print your confirmation number. If you have an email in the membership records you will be emailed a copy of the entries. If you do not get an email confirmation, check your junk mail, emails will be coming from MNHSRA@centralentry.com. IF YOU DO NOT GET A CONFIRMATION NUMBER YOU ARE <u>NOT</u> ENTERED. You must receive a confirmation number.



Finally - - if there is a problem CALL (218)205-6827 to explain the problem in detail so it can be documented and your entry can be corrected before check-in. Thanks. See you at the rodeo.