NOMINATING FOR A STATE OR NATIONAL EVENT USING THE ONLINE DATABASE SYSTEM

- 1. Log in to the Online Database System using your member number and password: <u>www.nswpolocrosse.org.au</u>
- 2. Before you go any further, please ensure that your contact details are up to date and correct on the system. These are the details we will be using to contact you if you are successful with your Nomination.
- 3. If you have not entered your horses before, in the PERSONAL FUNCTIONS choose MANAGE HORSES

OCROSS	QLD Polocrosse online membership & event management							
My Home	Personal Functions	State Club Functions	State Functions	Logout				
Personal Fu You can: • ViewiChange your of • Manage Horses. • Change your membe • Change your membe • Change your passw • Nominate for a State Logout	details. rrship. rord.							
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4. Add your Primary and Secondary Horses

Personal Functions State Club Functions State Functions

Manage Horses Please make sure your horse details are correct and up to date. These are the horses you WILL be selected upon for State or National events. Primary Horse Primary Horse Acid Primary Horse Acid Primary Horse Secondary Horse Horse Name: Colour: Acid Secondary Horse Acid Secondary Horse

Back
Logout

My Home

5. Once complete go back to your Personal Functions Menu and choose: NOMINATE FOR A STATE OR NATIONAL EVENT



6. Choose the event which you wish to nominate for by clicking on the tick box on the right hand side under Nominated. Click the Submit Page button and the date nominated will appear next to the box. If you wish to withdraw simply check the box a second time and submit page and the date nominated will be removed.

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QLD Nomina	te for	State	and N	ationa	Ever	nts	
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Current Events of the C	LD Polocra	osse Asso	iciation:				
Event		Held By	Event Date	Nomination	1 Cut Off	Nominated	Date Nominated
U21 Muswellbrook Show	Team	QLDPA	31/03/2017	15/09	/2016		
			21/04/2017	15/09/2016			
			15/04/2017	15/09/2016			
lunior & Intermediate Trials		QLDPA	17/09/2016	5 01/08/2016		LL	
Submit Page							

7. This will submit your entry on the database system and will automatically attach your horse details to your nomination. Once you have finished you can Logout.