

REGISTERING WITH HORSE MONKEY

Go to www.horsemonkey.com to register.

Click SIGN UP

Step 1 – what kind of Monkey are you?

Choose the way you would prefer to register. If you are only ever going to enter for yourself then choose RIDER, but if you want to register yourself and family or friends then choose MULTIPLE RIDERS as this allows you to register everyone, and their horses, in the same place. This means that you can make everybody's entries all at once from the one login, and swap riders and horses as necessary. Click on your chosen icon.

Step 2 – Register

Fill in your details. Complete your date of birth as this is needed for competition entries. Click register. ****remember the email address & password you have chosen, as these are now your HM login details.

MY PROFILE – where you can change your email address & password.

MY ADDRESS – complete as this is needed for competition entries – *including your mobile number*. It means when you make entries all this information is pre-registered and you don't have to complete it time and again.

MY RIDERS – click add; complete details; click add. Then, when the My Riders Info box comes up, highlight the rider and name and choose edit.

Scroll down to MEMBERSHIPS******IMPORTANT******* Choose the Association from the drop down (Delamere Forest) and then fill in the Number box with your DFRC BRC number. This is on your membership card and has also been emailed to you. If in doubt contact the club for it. Click ADD You may also choose Association (British Riding Clubs) and use your DFRC BRC number again. Click add.

This is this section completed.

MY HORSES – click add. Add as much detail as you like but you *should complete the owner name* box or you are likely to be asked to state this every time you make an entry.

HORSE REGISTRATIONS******IMPORTANT******* Choose the Association (Delamere Forest) and then fill in the Number box with your DFRC BRC number. Click add

OWNER MEMBERSHIPS******IMPORTANT******* Choose the Association (Delamere Forest) and then fill in the Number box with your DFRC BRC number. Click add.

Now click SAVE.

This is all the important information completed. HM also have various other facilities which you can see listed e.g my diary, my results.

ENTERING EVENTS WITH HORSE MONKEY

Click EVENTS at the top of the page. You will need to be logged into the site with your email and password to be able to enter events.

BE AWARE OF THE DATE FILTER!!

You will see there are lots of possible filters. To look for DFRC events choose Delamere Forest RC from the Association list (checking your date filter!) and then click filter.

All possible events within your time frame appear on the right hand side of the screen. Simply click ENTER NOW on your chosen competition.

Select rider (this should appear is the drop down as you have registered) and select horse

NOTE***if the event is open to all then you must complete your DFRC BRC number in the Venue/Organiser Number box to receive your member discount**

If the event is only open to members then you will be asked to complete your DFRC BRC number once you have clicked enter now. Choose rider & horse as before. You should see the Owners Number box is pre-filled with your DFRC BRC number, and you will need to then retype this number into the Venue/Organisers Number box.

If in doubt enter your DFRC BRC number and you will find it works!

USING MY MONKEY BANK

How does my monkey bank work?

With my monkey bank you can preload money to your account to be used on entries and services! You will not have to worry about having your credit cards with you or remembering passwords anymore!

How do I top up my monkey bank?

To top up your account you simply have to decide how much money you want to top up, fill in the details and complete the process within an hour from receiving the transaction validation code

How do I use my money?

When you have selected the events you want to enter, you will be given My Monkey Bank as a payment option, yes it is that simple!

Please keep in mind that Horse Monkey will monitor your account for fraud. If suspicious activity is detected on your account, transactions will be stopped to ensure the security of your account.

Refunds

Refunds of entry fees are made to my monkey bank