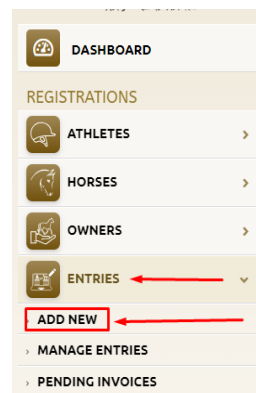# GUIDELINES – ENTRY FEES

Jumping Entries

Add new entry

- Click on entries
- Add new
- Choose the event from the upcoming events list
- Select class
- Select horse
- Select athlete
- Normal entry
- Late entry

Substitution

- Select entries
- Select Manage entries
- Select View entries
- Select substitution
- Change of athlete
- Change of horse
- Change of class
- *Payment can be made through the portal or payment link.*