Fox Village/Equestrian Entries Show Setup and Entry Import Manager's Guide (December 9, 2014)

Managers Guide Part IV Entry Import

Please read through carefully, as entry import can impact the data in your Horse and Rider files. Make import selections carefully. If you need assistance please email info@foxvillage.com.

Note: Entry import function is only available for shows that were published to Equestrian Entries from Fox Village. See Manager Guide Part I, II and III for publishing instructions.

Accessing Online Entries to Import

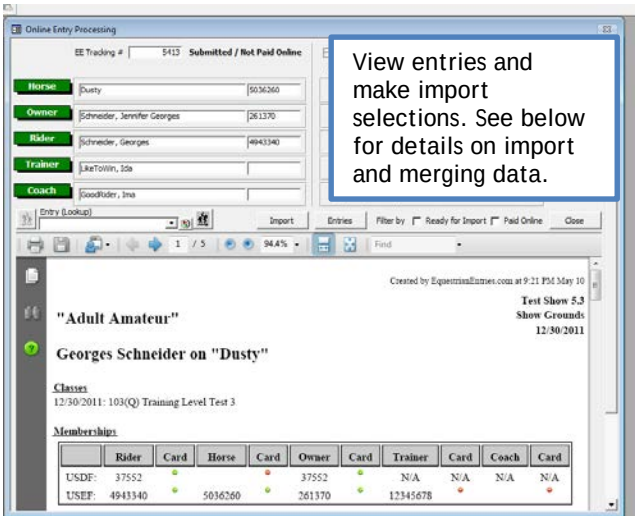
From Fox Village open the show for the entries you would like to import.

Step 1:

Step 2

Step 3:

Step 4:



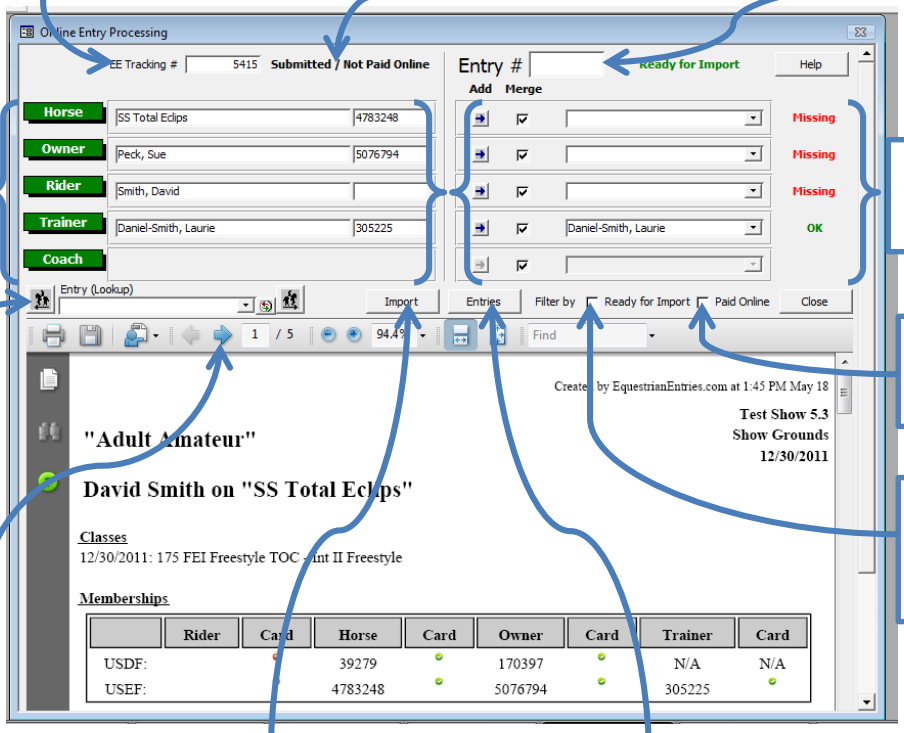
Viewing Entries Online

Map of the fields:

Entry Status:
- Submitted/Not Paid = Created but ***Not Paid*** online (Entrant may not enter, OR may mail entry w/check)
- Submitted /Paid = Submitted and ***Paid*** online (Payment will be from Equestrian Entries)

Entry # : Bridle number you assign to the entry.

EE Tracking number: Reference number assigned by EE



Entrant Information and USEF numbers

Section to indicate what information to import.

Entry (Lookup): Allows you to scroll through ALL entries created on line.

Filter: Click here to view ONLY those entries paid on line.

Entry: Looks as it does when emailed to you. **Hint:** View entire entry before import. Use arrows to view each page.

Filter: Click here to view ONLY those entries ready to import.

Click here to import entries that have been designated as ready for import.

Click here to view all entries already imported or keyed into Fox Village.

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Preparing Entry for Import & Designating what to Merge

After viewing the entry, you may decide that you do NOT want to merge some of the data. Example: Entry is missing some of the trainers address or card information that you know you have in your HR data base already. In such case DO NOT check the merge box. Using Merge will OVER WRITE what you currently have as good data in your HR file.

Step 1:

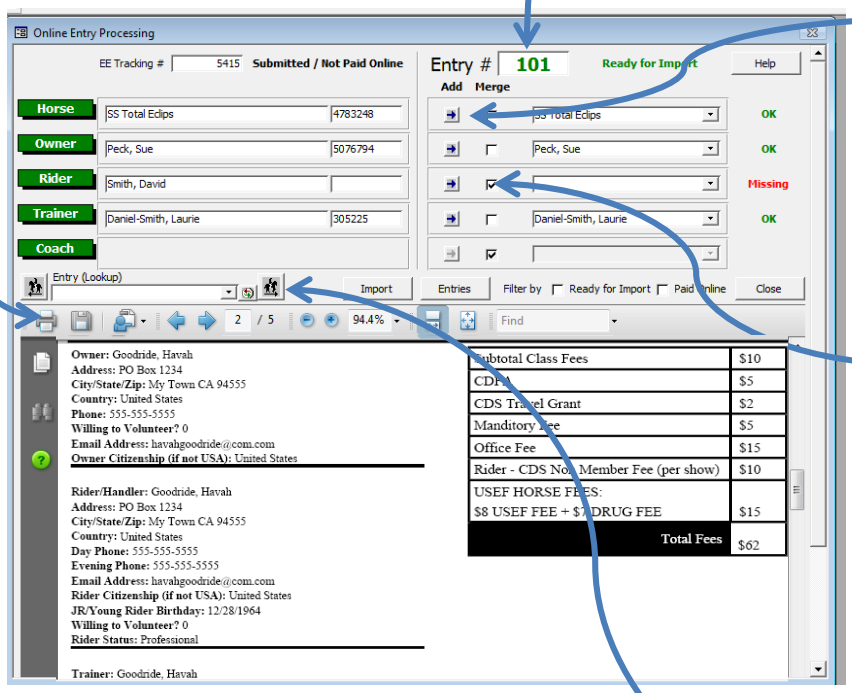
Assign Bridle Number:
Only the entries assigned an entry/bridle number will be imported. (Do not assign an entry/bridle number if you do not want to import the entry. You can always import later if desired.)

Step 2:

Add Entry info:
Click on the blue Add arrows to add the entry information and change any Missing to OK.
Hint: Owner before Horse.

To print the entry click the print icon.

Hint: Set your printer to print both side of paper for a 2 page entry.



Step 3:

Merge HR Data:
Select data to merge. *By default this box is checked.* This imports personal information and membership numbers to your HR file.
Hint: This function will ADD new data, or OVERWRITE existing data. UNCHECK the box if you do not want data to import.

Step 4:

Next Entry:
Scroll to the next entry and repeat steps.

Step 5:

Import the Entries:
Once all entries have been viewed and those desired to import have been assigned and entry/bridle number; click on the Import button.

Important: *WAIT* for the import to complete. You will see a popup message when import complete. Depending on the number of entries being imported this can take a few minutes.

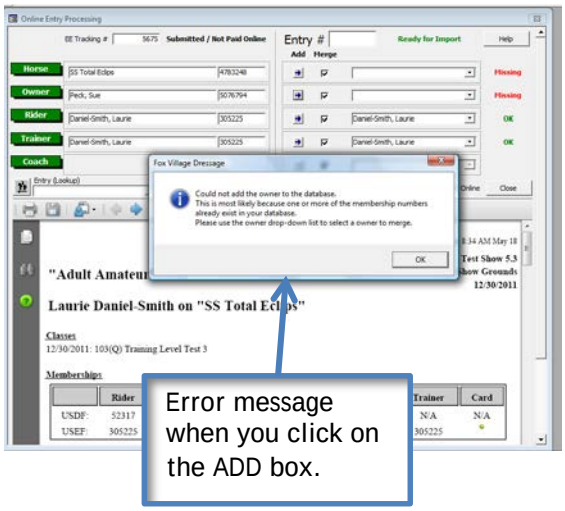
Hint: Entries can be filtered by Paid entries, or All entries. All entries are available to you to import. If you only want to view paid entries – check the Paid Online box.

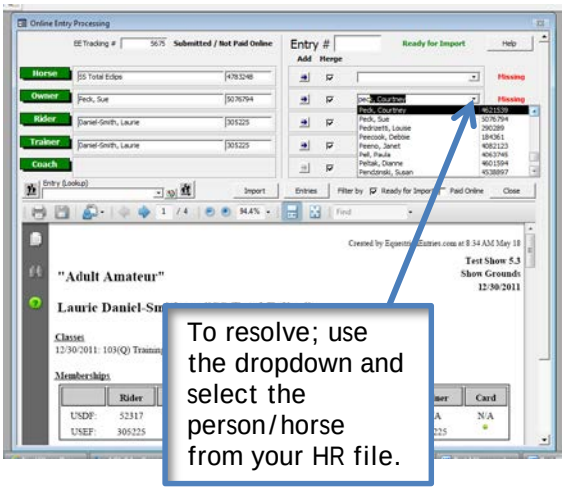
Continue below for instructions on how to view and check your entries.

Import Hints

Import Error Message:

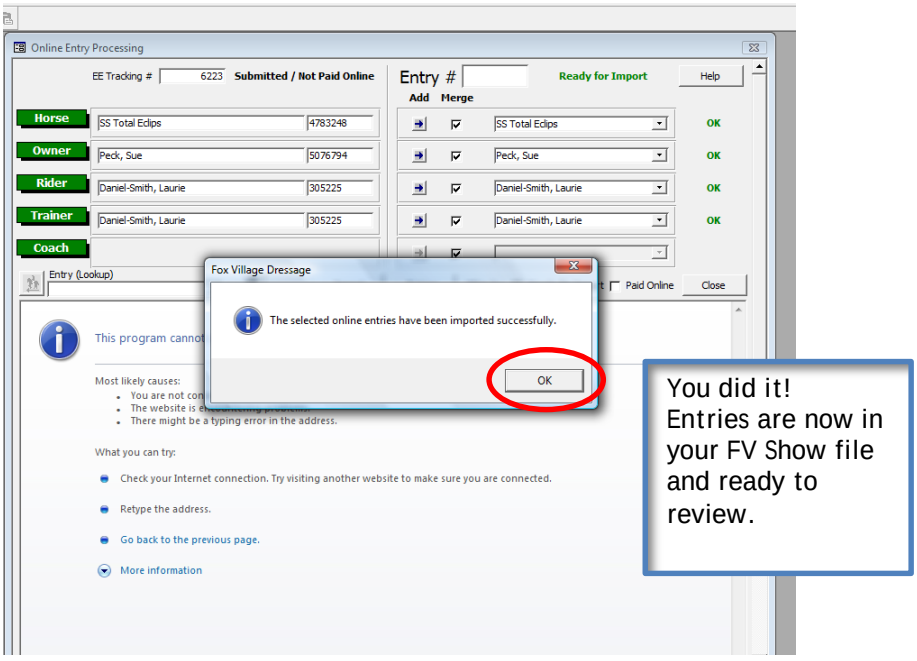
In Step 2 of preparing the data for import - If you get an error message when Adding a person or horse, use the dropdown box to find and select the person/horse from your HR file.





Successful Import Message:

Click OK to return to Fox Village.



Continue below for instructions on how to view and check your entries.

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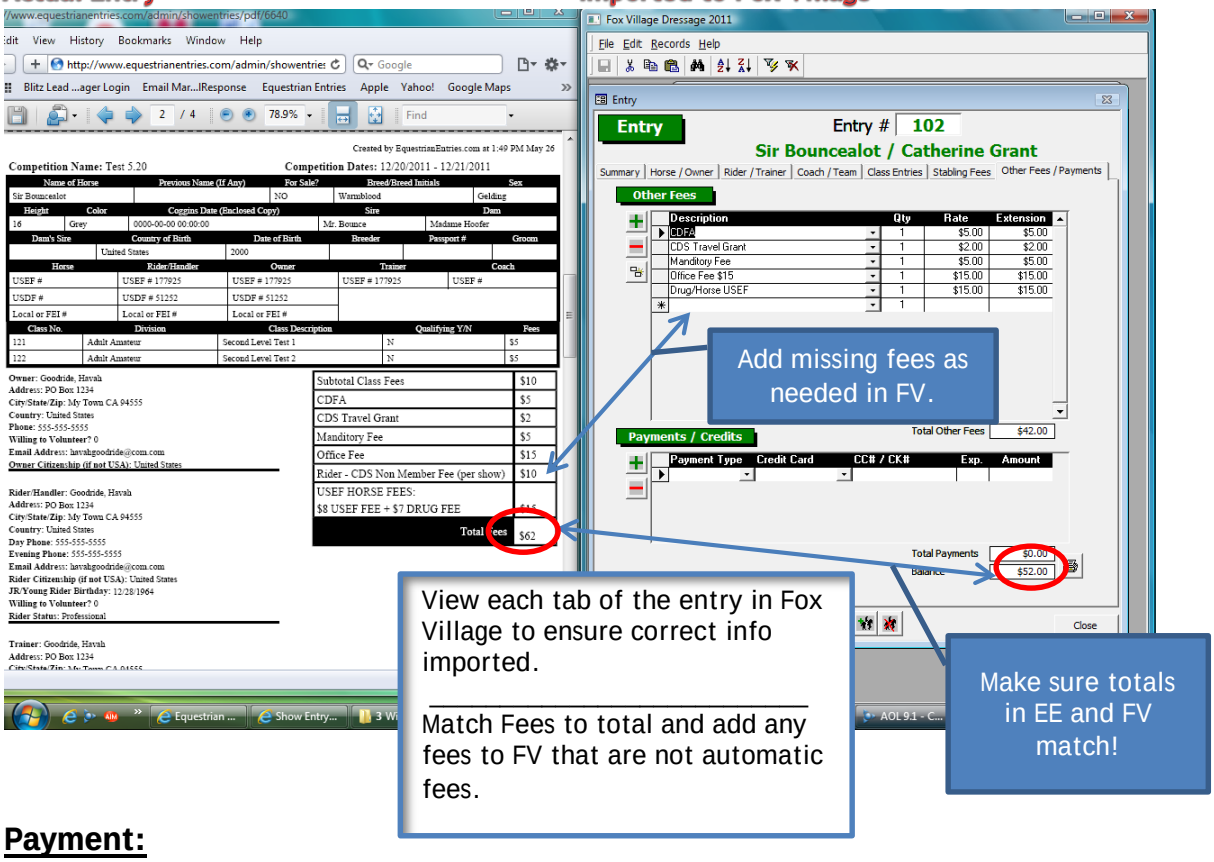
Review Imported Entries

It is important to review the entries imported and compare to the actual entry.
Adjust fees and payment in Fox Village as needed to MATCH the actual entry.

Actual Entry **Imported to Fox Village**



Add missing fees as needed in FV.

View each tab of the entry in Fox Village to ensure correct info imported.

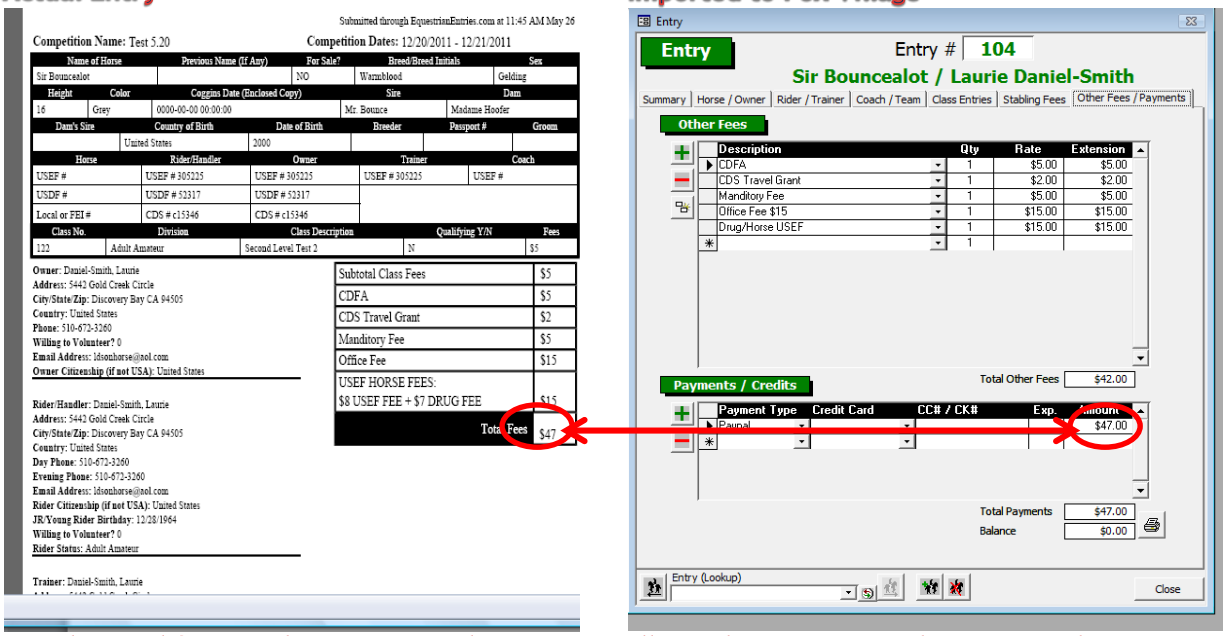
Match Fees to total and add any fees to FV that are not automatic fees.

Make sure totals in EE and FV match!

Payment:

If entry paid online, payment type will be PayPal.
If created but NOT paid for, payment type will be blank.

Actual Entry **Imported to Fox Village**



The total fees on the entry are what was actually paid. You may need to correct the payment amount in Fox Village to match the entry.