

Equest Event Rodeo Registration Instructions

Equest Event registration is required for K-8 contestants. Pre-K contestants do not need to create an account and pre-K may register during check-in the day of the rodeo.

1. Create account / login

Go to this link to create an account or login.

<https://www.equestevent.com/>

Click on the Sign-Up button.

Each contestant must have their own account with their name (not a parent) because this name is used to create the run sheet. Do not use Mr. or Ms. or funny nicknames because this name and spelling is used for tee-shirts and/or year-end embroidery awards.

2. Create an account under "Becoming a New Member"

There is a video available under "Need Help?" for creating an account. Note: There is no sound on the videos.

Profile Setup Help video

https://drive.google.com/file/d/1_0lKVkzGw-mWVodX5WzYnZyLeluDnkNK/view

Complete the information on "Becoming a New Member", click on "Start Registration".

You will receive an email to finish the new member profile – click on "Let's Get Started" button.

Do not lose your username or password. The Rodeo Secretary cannot login for you. If you lose username or password you'll have to click "forgot username or password" to reset them.

Note:

- Disregard National High School Rodeo Association (NHSRA) member questions – click "I am not a NHSRA member".
- You are not an event manager.
- Social security number is NOT required.
- Coggins and health certificates are not required.

Click on member dashboard to complete your profile.

3. Register for the rodeo

There is a video available under "Need Help?" for rodeo entry. Note: There is no sound on the videos.

Rodeo Entry Help video

<https://drive.google.com/file/d/1odbRbwih3rVPa7YRKlz3HVWSVRJtUL-7/view>

Note:

- Equest Event uses the word "Event" to mean a specific rodeo. SIJRA's first Event (rodeo) is May 3, 2025.
- Equest Event uses the word "Activity" to mean a class or event you compete in at the rodeo. An activity would be Barrels, Goat Tie, Chute Dogging, and/or Team Roping, etc.

Scroll down the list to select your Event (rodeo), for example, SIJRA Rodeo 1, May 3, 2025

(note: Event means the rodeo you will compete in)

If you do not see the SIJRA Rodeo in the listing, look to the right and click “view all”. Then you can search by name and enter “SIJRA” and it’ll appear.

This will open the rodeo’s webpage.

Click on “Register Now” (note: Activity is the events you wish to register for the rodeo)

Note: This rodeo will have its own webpage where you can view the results of the rodeo at any time.

Select the activities (for example, 345 Girls Goat Tie), Add Activity.

Continue adding Activities until you have registered for all of the activities you will compete in for this rodeo.

Note: Team ropers, you need to know your partner’s equest event #. If you don’t have it then enter yourself and once both of you have an equest event profile set up, one of you will enter the other’s equest registration number. You will only have to do this once because the software will automatically prompt you with your partner in the next rodeo.

If you need a draw partner then just enter the event, check the “I need a partner” box and a partner will be assigned by the software after registration closes the week before the rodeo.

If you want to be available as a draw partner, check the “I agree to be a draw partner” box so the software knows you’re available.

The Registration Entry Help video shows an example of registering for Team Roping.

4. Payment for the rodeo

Click on “Next Step” to go to Payment

How do I pay for my entries?

Equest Event is how you register for your K-8 activities. After you have added your entries to your cart, you will select a payment method. Under “Payment Information”, you may pay with credit card or bank transfer (ACH) with your routing and account number. When the contestant registers for the rodeo online and begins the check-out process, Equest requires the software fee (3% of balance) be paid at this time.

What are the fees for using Equest Event software?

- You have options for online payments.
 - o If paying with credit card, there is a 3% credit card fee.
 - o There is a 1% fee if paying with a bank transfer (ACH) with your routing number and account number. This option is less than if paying with credit card.
- Equest event charges every contestant a software fee of 3% of your entry fee total. This fee pays for the rodeo’s webpage, online run sheet, points calculations, and to save the rodeo’s webpage/points results for years. You will have the ability to view all of your rodeos starting this year and into the future. Indiana high school rodeo also uses Equest Event 😊

Here's an example of the payment options available at registration check-out:

Let's say you have a balance of \$100 upon check-out for a rodeo.

- 1) If you choose to pay the entire statement with credit card, you will be charged a total of \$106 (\$100 plus 3% software fee plus 3% credit card transaction fee).
- 2) If you choose to pay the entire statement with bank transfer (ACH), then you will be charged a total of \$104 (\$100 plus 3% software fee plus 1% ACH transaction fee).
- 3) If you choose to Pay at the Rodeo, then upon registration check-out you will need to pay the 3% software fee with a credit card or ACH bank transfer. This charge will be \$6 if paying with credit card or \$4 if paying with bank transfer, then you will pay \$100 with check or cash at the rodeo.

Contact Tonya McLoed with any questions. Cell (812) 350-1232 text or leave a voicemail please.

Let's Rodeo!!! 🐎