SCRATCHING, CHANGING RIDER / HORSE NAME
(PRE-SHOW)

IN NOMINATIONS STAGE (prior to payment)

1. **LOG IN** to iCompete Committee portal
2. Select **PROGRAMMES** (1.) select **ACTIONS** (2.) for relevant programme, select **NOMINATIONS** (3.)

from the drop down menu

3. Click the **GREEN + BUTTON (1.)** so that it turns RED and displays the competitor's entire nominations. Click **EDIT (2.)** on the nomination you wish to edit.

4. Edit the **EVENT, RIDER**, or **HORSE** field accordingly and select **SAVE** or;
   if you need to remove nomination, select **DELETE**.

See next page for Changing details for an approved and paid Nomination **(now called an "ENTRY")**

SCRATCHING, CHANGING RIDER / HORSE NAME
(PRE-SHOW)

IN ENTRY STAGE (an approved and paid nomination)

1. **LOG IN** to iCompete Committee portal
2. Select **PROGRAMMES** (1.) select **ACTIONS** for relevant programme (2.) select **CONFIRMED ENTRIES** (3.) from the drop down menu

3. Select **DETAILS** for the relevant entry

Should you need to remove a rider from the competition, always use the yellow SCRATCH button see step 4. **DO NOT USE DELETE BUTTON** as this entry now has a corresponding financial transaction and will make event reconciliation difficult.

4. Select **EDIT ENTRY** to edit the relevant entry.

5. **EDIT** the relevant fields and select **SAVE**.