EYRA ONLINE ACCOUNT SETUP & RODEO ENTRY

Returning members (even if you haven't competed in recent seasons): **DO NOT SET-UP A NEW USER ACCOUNT OR NEW CONTESTANT**. Setting up new user accounts or new Contestants when one already exists can cause issues with participation points and results.

- If you forgot the email you used for set-up or need to change that email, CONTACT Kevin @ 903-268-0594
- If you forgot your password, use the "forgot password" link.
- Split families
  - We can tie multiple emails to one contestant so each you will have your own login. Contact Kevin for assistance.
- If you are unable to log into your account and have tried all known emails, contact Kevin 903-268-0594 and he will assist in getting you into your account.

New Members (never competed in EYRA before)

- Go to our website Cowboy Church Rodeo
- Click on register and complete the user (guardian) registration details.
  - Please note this information is parent / guardian information ONLY.
- Once details are added, click "Your Name" (top right of screen) and choose Toolbox.
- Next, select Contestant and Add contestant button.
  - Please complete all fields accurately. The secretary uses this information to contact you for entry issues, mailing checks, W9, etc. Click Add. Repeat for each Contestant.
  - Click on the "Gear" icon and Edit again. A Print button will appear at the bottom of the page. Click and print. Bring printed form to Secretary's office. We have Notaries available at each rodeo.

Entry Registration

- Click the Registration box then, select the rodeo you are entering (If you have more than one Contestant then select one of the Contestants to continue)
- Select Register (You can follow this same path to Edit any previous entries).
- Select each event by selecting the Register button then, choose the performance they are entering and select the Register button again. (PLEASE NOTE: Friday night performances are SLACK and a slack fee does apply. Slack Registration is in the Extras category)
- Once all events are selected and you want to pay for the one Contestant you just registered then, click "PAY NOW" and you will be directed to a secure credit card page. Enter your card information, complete the transaction, and the computer will then show your contestant as entered and paid. It takes a few seconds for the transaction to complete – be patient. You must select Pay Now or Pay Later for the registration to complete.
  - If you have multiple Contestants and want to make only one payment then, complete all the registrations using the Pay Later button. Then contact Kevin and he will issue you an invoice that gives you many ways to pay. If you do not contact Kevin an invoice may be made for you.

Checking registration

- Log into your account, click on registration, and your contestant. The entered events will populate on the screen.