

## EYRA ONLINE ACCOUNT SETUP & RODEO ENTRY – 2025–2026

---

### RETURNING MEMBERS

 **DO NOT** create a new account or new contestant – this will interfere with participation points and results.

 Forgot your email or password? Need to update your account? **Contact Kevin: (903) 268-0594**

 **Split Families?** We can link multiple emails to one contestant, so each parent/guardian has their own login. **Contact Kevin for help.**

 Locked out? Tried all known emails and still can't log in? **Call Kevin: (903) 268-0594**

---

### NEW MEMBERS (Never Competed in EYRA Before)

1.  Go to **Cowboy Church Rodeo** website
  2.  Click **Register** and complete **Parent/Guardian** registration
  3.  Click **Your Name** (top right) → choose **Toolbox**
  4.  Click **Add Contestant**
    - Fill out all fields accurately (used for contact, W-9, mailing checks, etc.)
    - Click **Add**
    - Repeat for each contestant
  5.  Click the **Gear icon** → **Edit**
    - Click **Print** at the bottom
    -  Bring printed form to the Secretary's office – **Notaries available at each rodeo**
- 

### RODEO ENTRY REGISTRATION

1.  Click **Registration**
2.  Select the rodeo you want to enter (*If multiple contestants, start with one*)
3.  Click **Register** (*Same process for editing entries*)
4.  For each event:
  - Click **Register**
  - Choose performance
  - Click **Register** again

**NOTE:** Friday night = **SLACK** (Slack fee applies, found under **Extras**)

5.  **To pay now:**
    - Click **Pay Now** → enter credit card info
    - Wait for processing → registration complete **NOTE:** *You MUST click Pay Now or Pay Later to finish registration*
  6.  **To pay for multiple contestants with one payment:**
    - Register all using **Pay Later**
    - Contact Kevin for the invoice. *Invoice may be created automatically if you don't call*
- 

### CHECKING REGISTRATION STATUS

-  Log in → Click **Registration** → Select contestant
    -  All registered events will be displayed
- 

 **Questions? Contact Kevin at (903) 268-0594**  
Let's rodeo!