


# UHSRA Online Entry and FAQ's

- Click **Enter Rodeos** Tab in the middle of the UHSRA.org home page
- Type **Your Name**
- Click **Your Name** from the drop-down menu
  - \*If your name does not show up in the box refer to FAQ's below*
- **Select the Rodeo** you want to enter
- Click on the **Individual Events & Team Events** you want to enter
- Select **Jackpot** next to each event you want to jackpot
- Please check that each event you want to enter is selected and review all fees at the bottom of the page.
- Click 
- **Do Not Click the Back Arrow Button** once you are in the entry system- This causes the system to lock the entry or not charge the correct amount. If you need to get out go to the "Get Me Out Of Here Button" located at the bottom of the entry page. **Do not start the entry until you are ready to Pay.**
- You will be prompted to the email address you would like your Rodeo Sign Up receipt sent to. It is important to enter an email because the UHSRA receipt lists events entered and also tells you the amount you paid.
- Follow the promptings of PayPal to complete payment.
- You will also receive a receipt from PayPal for your payment. This receipt will also work as proof of entry. Please make sure the amount that was charged covers all the events you entered. For a complete list of entry fees please refer to the UHSRA.org website.
- If for some reason you do not complete the payment process, the Entry will be locked. You will need to contact your secretary to get it unlocked, reset so you can entry again.

## FREQUENTLY ASKED QUESTIONS

**My name is not showing up to enter a rodeo**

Please contact your Club Secretary. Some reasons could be

1. Your NHSRA online registration is incomplete.
2. You may still need to turn in Club or State requirements
3. You may be ineligible due to Grades

## I didn't get a UHSRA email receipt, and I'm not sure I entered the rodeo

1. Each Club Secretary also gets an email confirmation for their members.
2. Check for a PayPal receipt. This is also proof of entry. Please confirm that the amount charged on the PayPal receipt is correct.
3. If you or your club secretary do not have confirmation or PayPal receipts. Your entry may be locked because payment was not completed. Your club secretary will contact the State to get the entry unlocked. So that you can reenter. This needs to be done BEFORE the entries for this rodeo close.

## How do we enter the Team Roping / Ribbon Roping?

1. Either the Header or Heeler, Runner, or Roper can enter the TEAM. When you enter yourself, you will be prompted to enter your partner. **Only the person entering the team will get the Email confirmation**, so please communicate with your partner as to who will do the entry. \*DO NOT enter a partner without talking to them first! Don't just assume you are roping together. If the person doing the entering selects Jackpot, it will jackpot both members automatically. **NOTE: Only ONE Team member will be able to ENTER AND PAY for the "Team" (both contestants) for each rodeo. It will be the responsibility of the Team to decide who will be entering AND paying for each rodeo. This could be done by taking turns or by having one person in charge and the other person reimbursing by cash, check, or Venmo. The UHSRA will not be in charge of member payments.**

## What if Team Roping is my only event and I didn't enter the TEAM?

If Team Roping is your only event and your partner entered the TEAM . You will need to go into the entry system select your name. Do not click an event as you are already entered in the team event, click go to PayPal and proceed to pay your \$5.00 gate fee.

## Understanding the Email Confirmation (Rodeo Sign Up Receipt)

### 1. The Email Confirmation it is titled "UHSRA Rodeo Sign Up Receipt"

Transaction: 5J52283992972053N

This transaction # confirms your payment

Approx money paid: 127.92

Rodeo: TEST Regular

NAME of the Rodeo you have entered will be here

Rider name: [REDACTED]

Rider number: 5047

Contestants Name

This is an Internal number that is only used for the entry system

This section will show Perf selection when it is a Perf Rodeo

### 2. Paid Events

Event	Rider	Partner	Amount Paid	Jackpot	Graduation Day	Perf Request
RIBBON ROPING	[REDACTED]	[REDACTED]	\$36.50	False		not applicable
SADDLE BRONC STEER	[REDACTED]	N/A	\$32.25	False		not applicable
JH BULL RIDING	[REDACTED]	N/A	\$43.25	True		not applicable
Not all columns may have values						

Under Rider it will list Contestant's name

Partner's name will be listed for all TEAM events

False means – **NOT JACKPOTTING**

True means- **JACKPOTTING**

What if I need to change my entry to a different event after I've already entered?

1. If you entered the wrong event or want to change an event that you have already entered then go back to the UHSRA homepage and click "Enter Rodeo" and ENTER the event you WANT TO BE IN. (See instructions for entering above).

2. Send your secretary an email, during the preliminary change period, asking her to pull you from the event you DON'T WANT TO BE IN (Your secretary will send an email to the State Secretary) If you don't notify your secretary during the preliminary period you may be charged for the both event fees.

### What if I need to change my Ribbon Roping or Team Roping partner to a different partner after I've already entered?

1. If you need to change a partner in the Ribbon Roping or Team Roping after you have already entered, you will need to email your secretary so she will have time to contact the State Secretary to make the necessary changes.