



Western Australian Horse Trekkers Club Inc.

Nominate Instructions




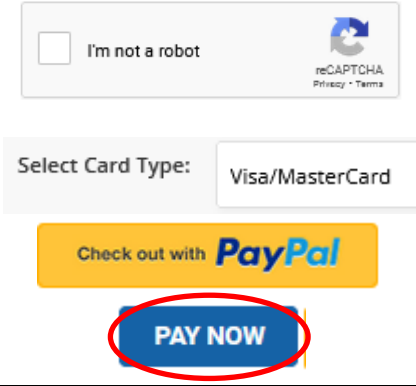


If you have any problems, please contact Anita (0447 264 822) or Robin (0428 101 263) for assistance

TOP TIPS

- ❖ Ensure you have all details to hand before registering:
 - medical contact details and emergency contact details
 - payment details – either Paypal or credit card
- ❖ Nominate on a PC as the Nominate app is not mobile or touchscreen friendly.
- ❖ Print out the Trek Notes in case there is no reception at the venue – you may need maps or other info later. The Trek Notes are handy to refer to when nominating, as each ride is unique.
- ❖ Nominate early if you are able – your Trek Organisers will thank you.

Step	Instructions	Diagram
1	Go to https://www.nominate.com.au/equestdn/Rider/register.aspx to set up a Nominate account.	
2	If it's your first time logging in, create your rider profile first, as you will require this when nominating <ul style="list-style-type: none"> • click on "My Details" on the left side of the page 	
3	Go to "Enter Events" on the left side of the page.	
4	At the top, choose "WA" for the State, and "Trail Riding" for the Interest. This will bring up all the treks that are available in WA.	
5	Click on the trek that you want to enter.	
6	On the first page: <ul style="list-style-type: none"> • click on the Trek Notes link and read to ensure the trek matches your skills and experience • read both the WAHTC Club Rules and the ATHRA Code of Conduct at their links • read the rest of the details about the trek, taking note of the Event Enquiries Contact • then at the bottom of the page, choose "Click Here to Enter" 	
7	On the next page, "Important Event Information" <ul style="list-style-type: none"> • click the small box at the bottom to confirm that you have read all the information • then click "Next" 	

Step	Instructions	Diagram
8	<p>On the “Competition Entry Form”, complete all details marked with a red asterisk:</p> <ul style="list-style-type: none"> • select all appropriate tick boxes • give text answers where asked <p>Click “Next”</p>	
9	<p>On the “Competition Entry Stage 2”:</p> <ul style="list-style-type: none"> • select your entries/fees • click “Add Another Class” • check to see that your entries are shown in the “Class Entries” area • click “Next” 	
10	<p>Read the “Acknowledgement & Indemnity”, and if you have read and are in agreement with everything, click “I Accept”</p>	
11	<p>On the “Competition Entry Stage 3”, either:</p> <ol style="list-style-type: none"> Click on “I’m not a robot” Either <ul style="list-style-type: none"> - fill in your credit card details or - choose “Check out with Paypal” Click on “Pay Now” <p>* To avoid being charged twice, only click the “Pay Now” button once. Do not press the Back button or close your browser screen until the payment is completed.</p>	
12	<p>Wait for payment to finalise. Once the payment is finalised, you will receive an email with nomination confirmation success. If you do not receive the email, please contact Anita on 0447 264 822 for assistance.</p>	

Congratulations – you have nominated 😊