



**NCHA'S SIMPLIFIED
ICOMPETE
MANUAL**

MEMBER MANUAL



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USER CAUTION

Please use the following search engines when using iCompete to ensure it works to the best of its ability.



Google Chrome



Safari



PLEASE DO NOT USE INTERNET EXPLORER



HOW DO I JOIN?

NOTE – THIS OPTION IS ONLY FOR FIRST TIME NEW MEMBERS.

STEP ONE –

Within your **Google Chrome** or **Safari** search engine, type in the following website link:

<https://www.ncha.com.au/>

STEP TWO –

Once you are on the NCHA website, hover over the **'MEMBERSHIP'** tab and then select the **'MEMBERSHIP FORMS'** option.



STEP THREE –

Select the 'DOWNLOAD MEMBERSHIP FORM HERE' option

Membership Forms

DOWNLOAD MEMBERSHIP FORM HERE

2021 Membership Categories

NCHA memberships are valid from January to December of each year. If memberships are renewed at a later date they are not carried over to the following year.

STEP FOUR –

Download the membership form, fill it out and then send it back into the NCHA via admin@ncha.com.au or marketing@ncha.com.au.

You can send this membership form back to the NCHA via the following options;

- Scanning the form and emailing it
- Electronically fill out the form and email it
- Print the form off, manually fill it out, take a photo of it and then email it
- Print off the form and send it via post

Once this is done, NCHA will assign you a membership number.

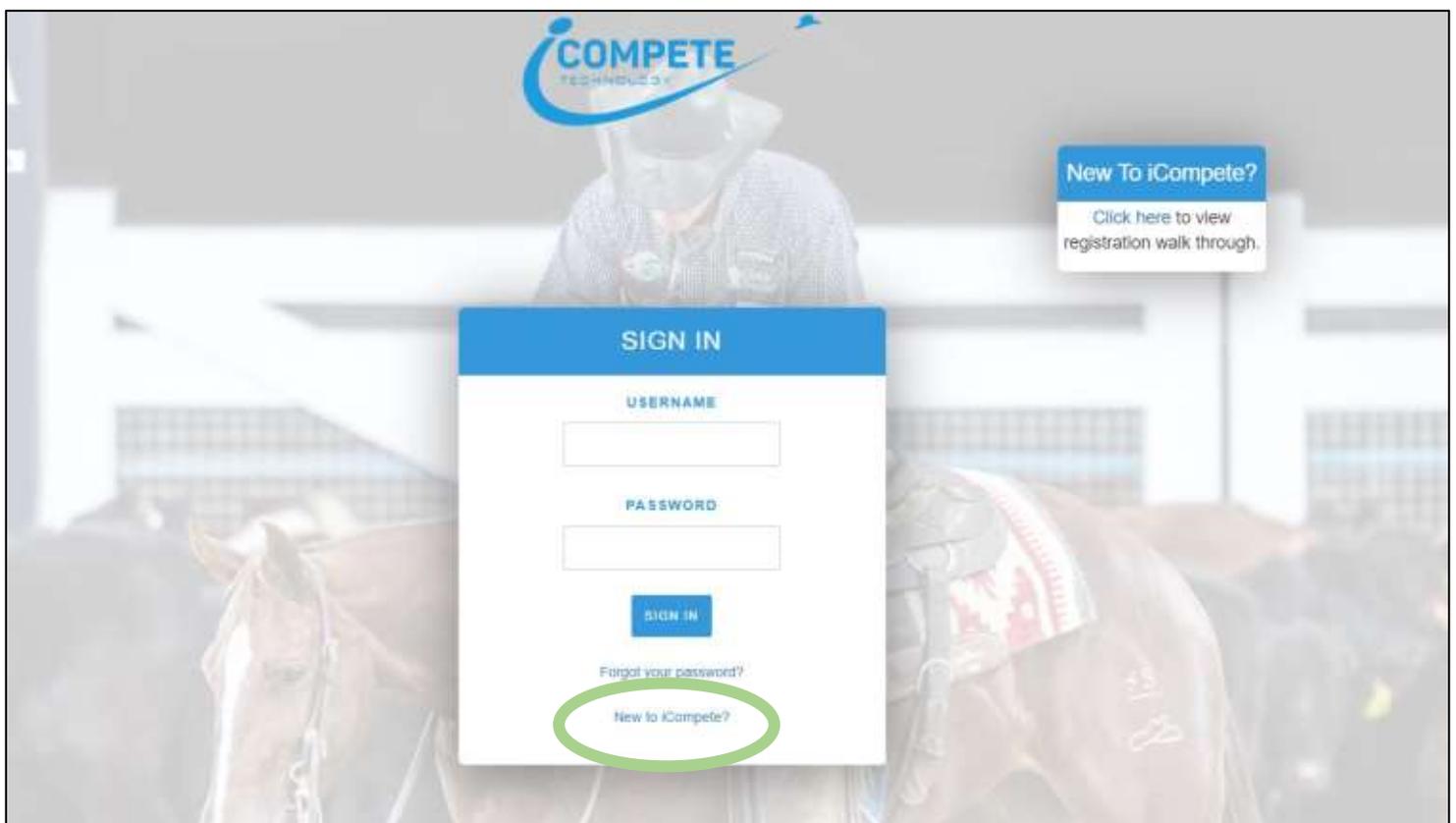
STEP FIVE –

Once your membership has been processed by the NCHA; within your **Google Chrome** or **Safari** search engine, type in the following website link:

<https://ncha.icompete.net/Account/Login>

STEP SIX –

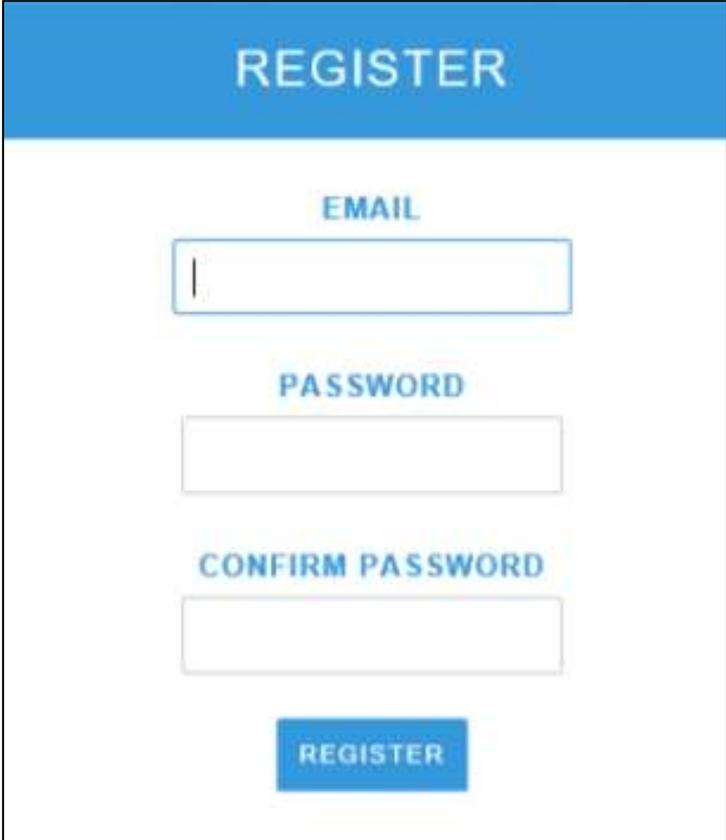
Once you have opened iCompete, your screen will appear as shown below. Select the **NEW TO ICOMPETE** option.



STEP SEVEN –

Fill out the necessary fields show below.

Please use an active email address and a password that you'll remember easily.



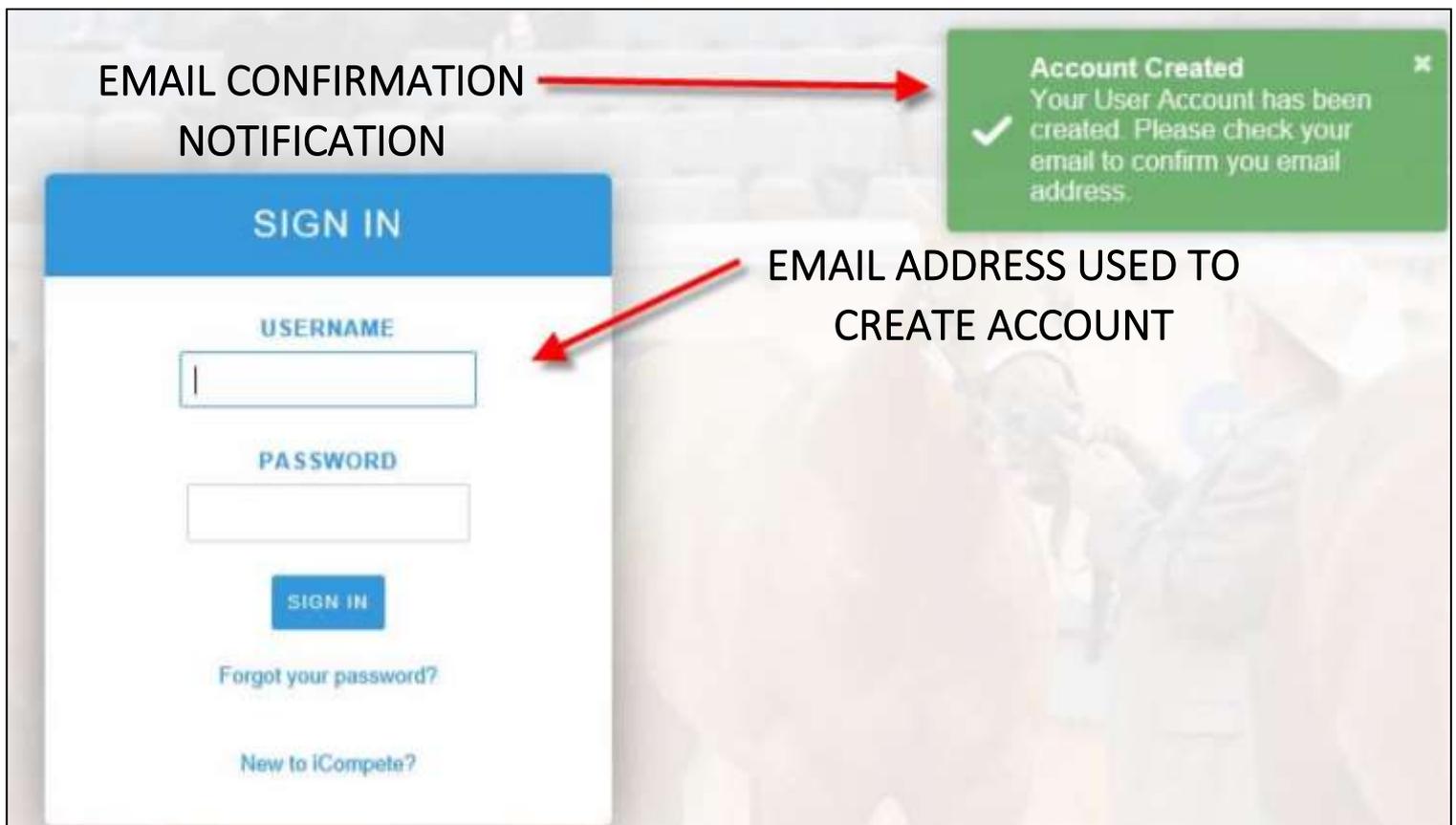
The image shows a registration form with a blue header containing the word "REGISTER". Below the header, there are three input fields: "EMAIL", "PASSWORD", and "CONFIRM PASSWORD". The "EMAIL" field contains a vertical cursor. At the bottom of the form is a blue button labeled "REGISTER".

STEP EIGHT –

When you have completed filling in these fields, select the **REGISTER** option.

STEP NINE –

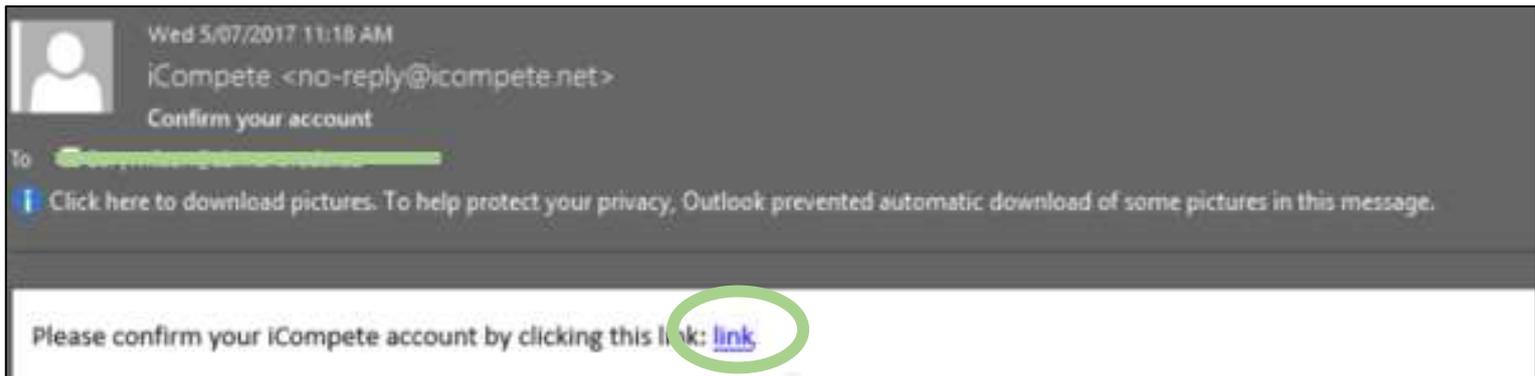
You will be taken back to the login screen where you will see the following message about having to confirm the email address used for your iCompete account.



STEP TEN –

Below is the email you will receive to confirm your iCompete account.

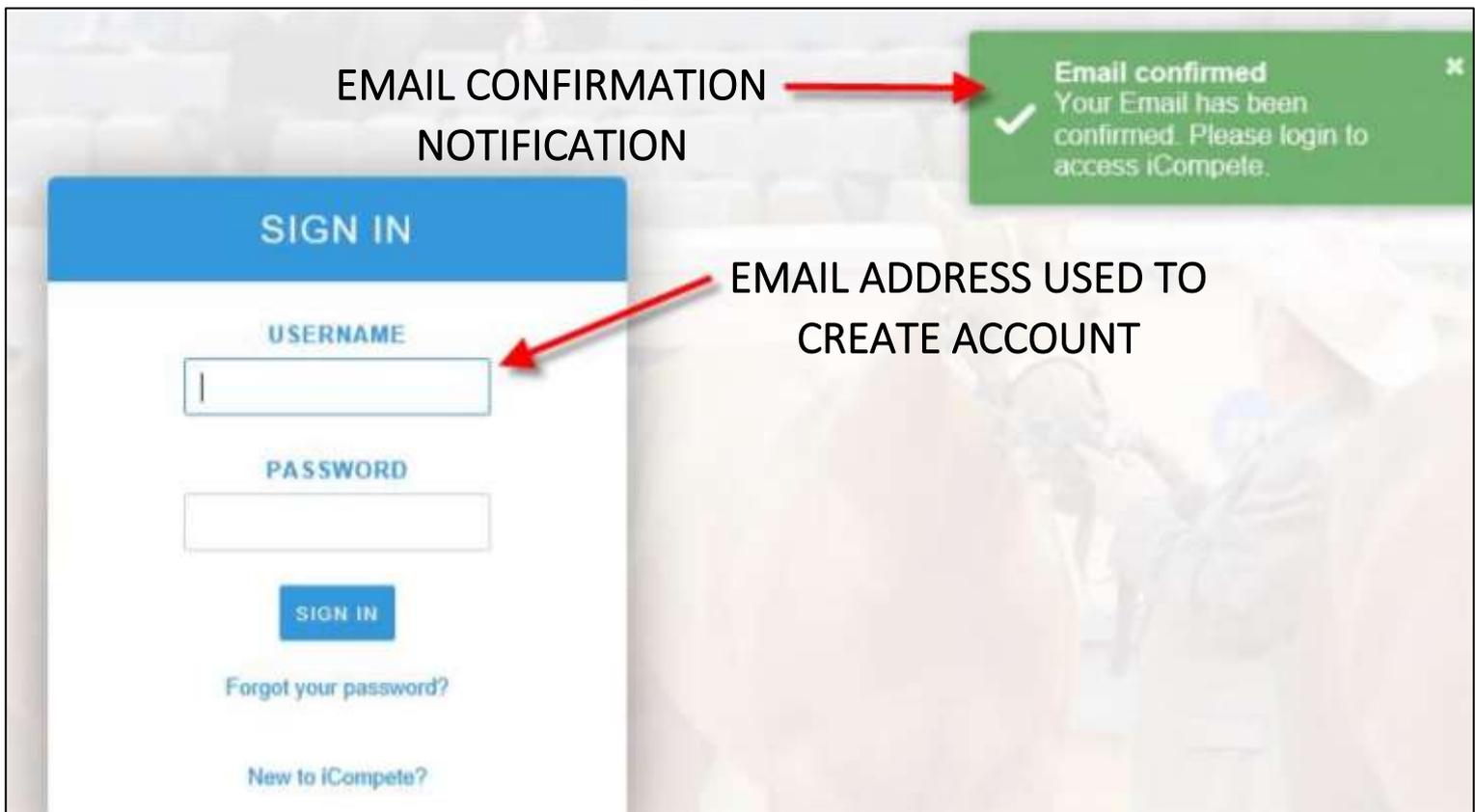
Click on the 'LINK' option.



STEP ELEVEN –

Once this email address has been confirmed, you will again be taken back to the login screen.

This time you will have a message saying that your email address has been confirmed; meaning you will now be able to login.

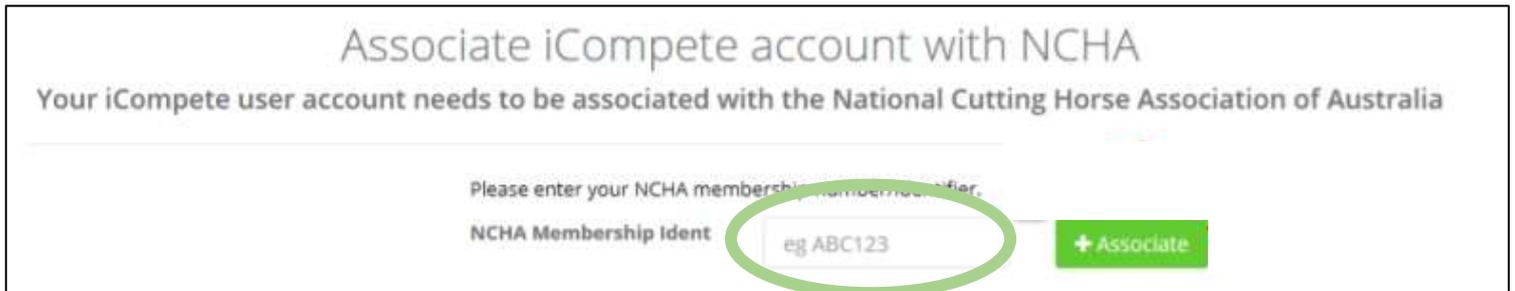


STEP TWELVE –

Enter your username and password within the necessary fields and then click the **SIGN IN** option.

STEP THIRTEEN –

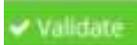
Once you have successfully logged in to your iCompete account, you will need to type in your membership number into the field displayed below and then click 

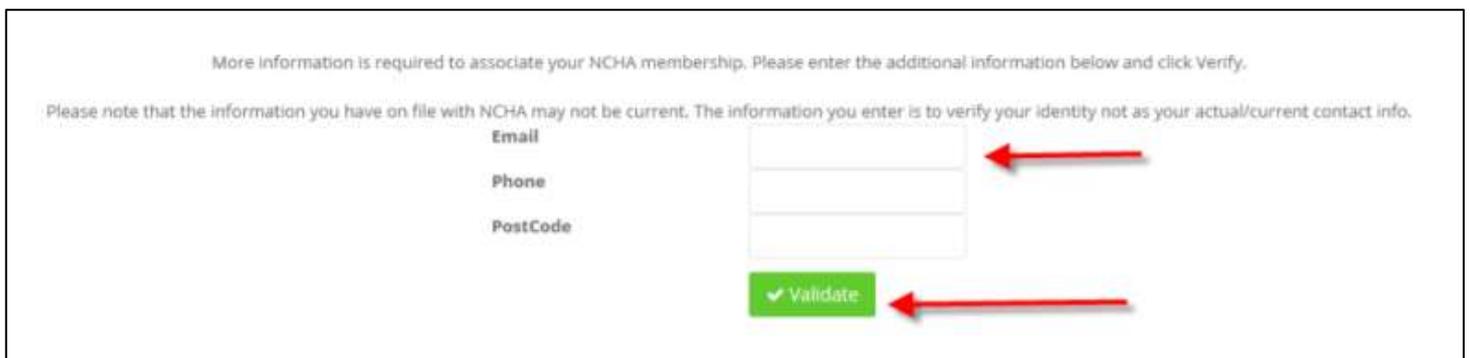


*PLEASE NOTE - As stated in **STEP FOUR** of this procedure, the NCHA will assign you with a membership number upon receiving and processing your membership form.*

STEP FOURTEEN –

Once you have entered your membership number, you will be asked to verify the following details.

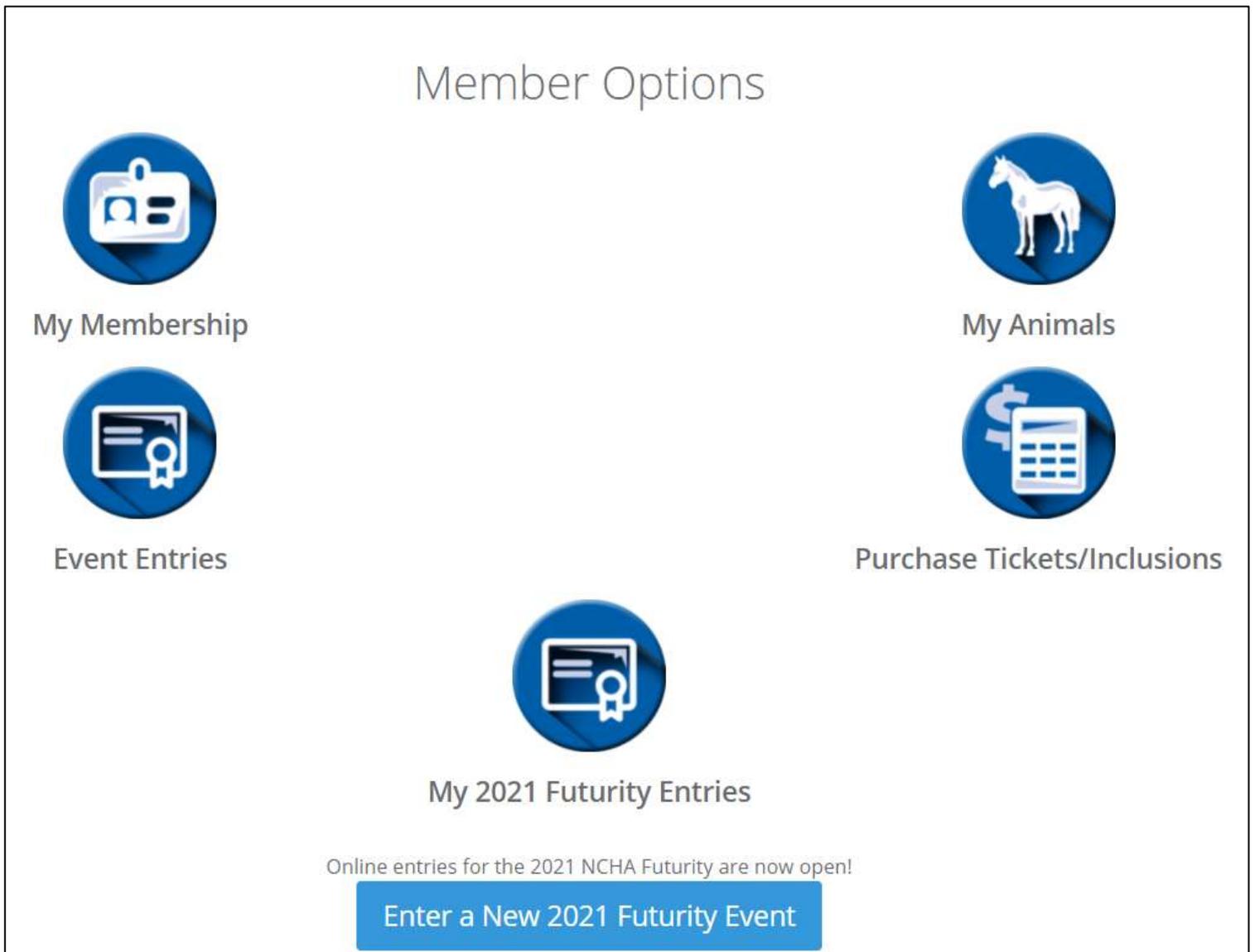
When this is completed, click 



STEP SIXTEEN –

Once the validate button is clicked, iCompete will cross check the information and if correct – iCompete will take you to your home screen.

Your screen should look like this:



I CAN'T SIGN IN. WHAT DO I DO?

STEP ONE –

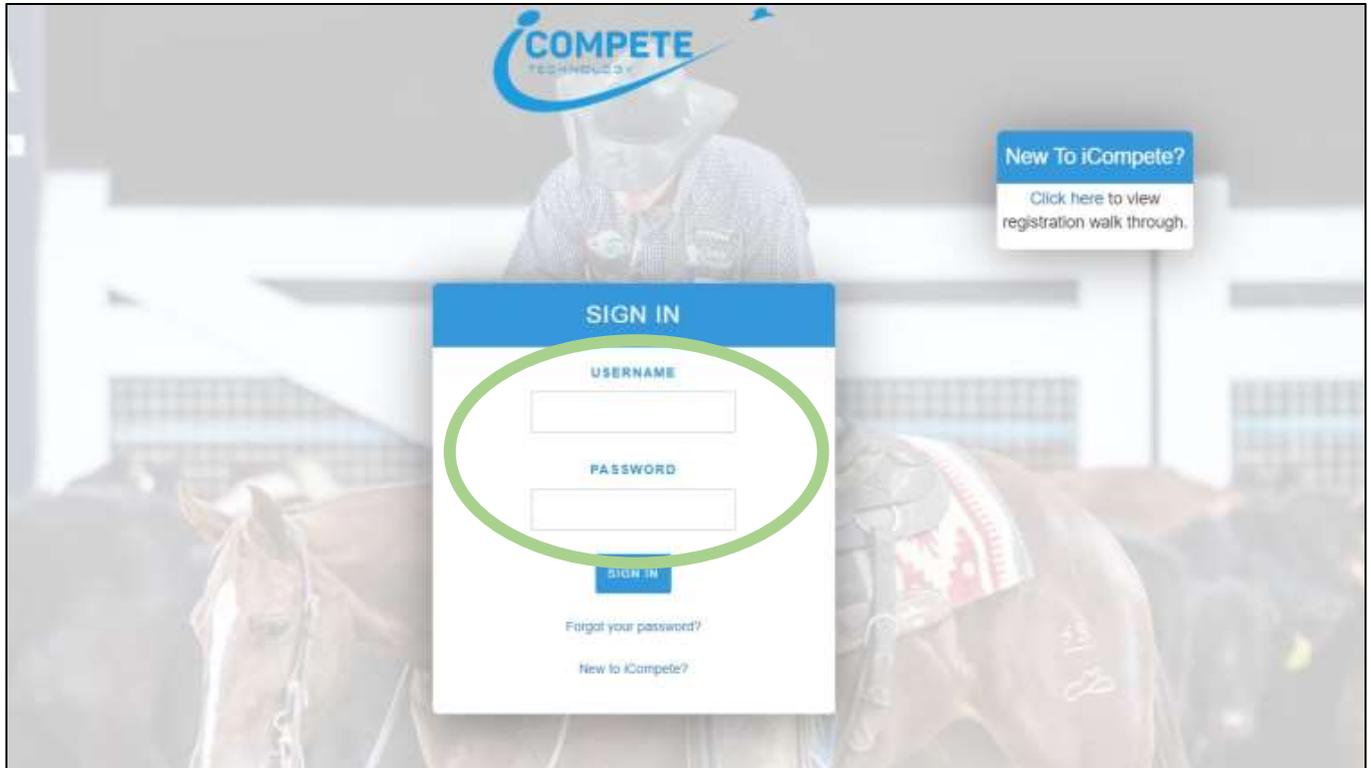
Within your **Google Chrome** or **Safari** search engine, type in the following website link:

<https://ncha.icompete.net/Account/Login>

STEP TWO –

Once you have opened iCompete, your screen will appear as shown below. Fill in the **Username** and **Password** fields.

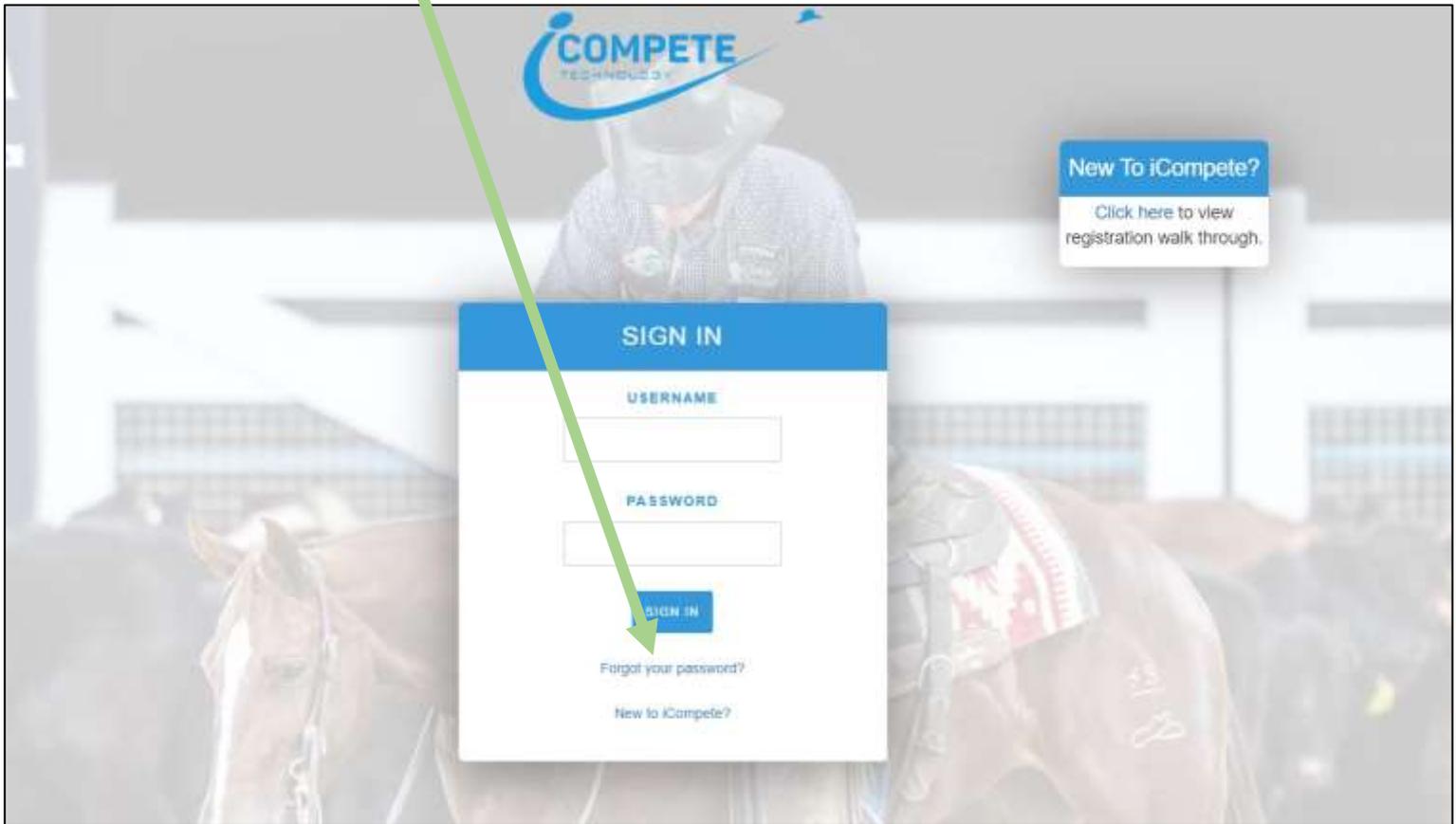
Please remember, your username will be the same email address that you have used to create your iCompete account and be mindful as your password is sensitive to caps lock.



STEP THREE –

If your login details aren't working.

Select the 'FORGOT YOUR PASSWORD' option.



STEP FOUR –

Your screen will then appear as shown below.

Type your email address within the ‘**EMAIL**’ space provided.

Once complete select the **Email Link** option.



Forgot your password?.

Email

[Email Link](#) [Back to Login](#)

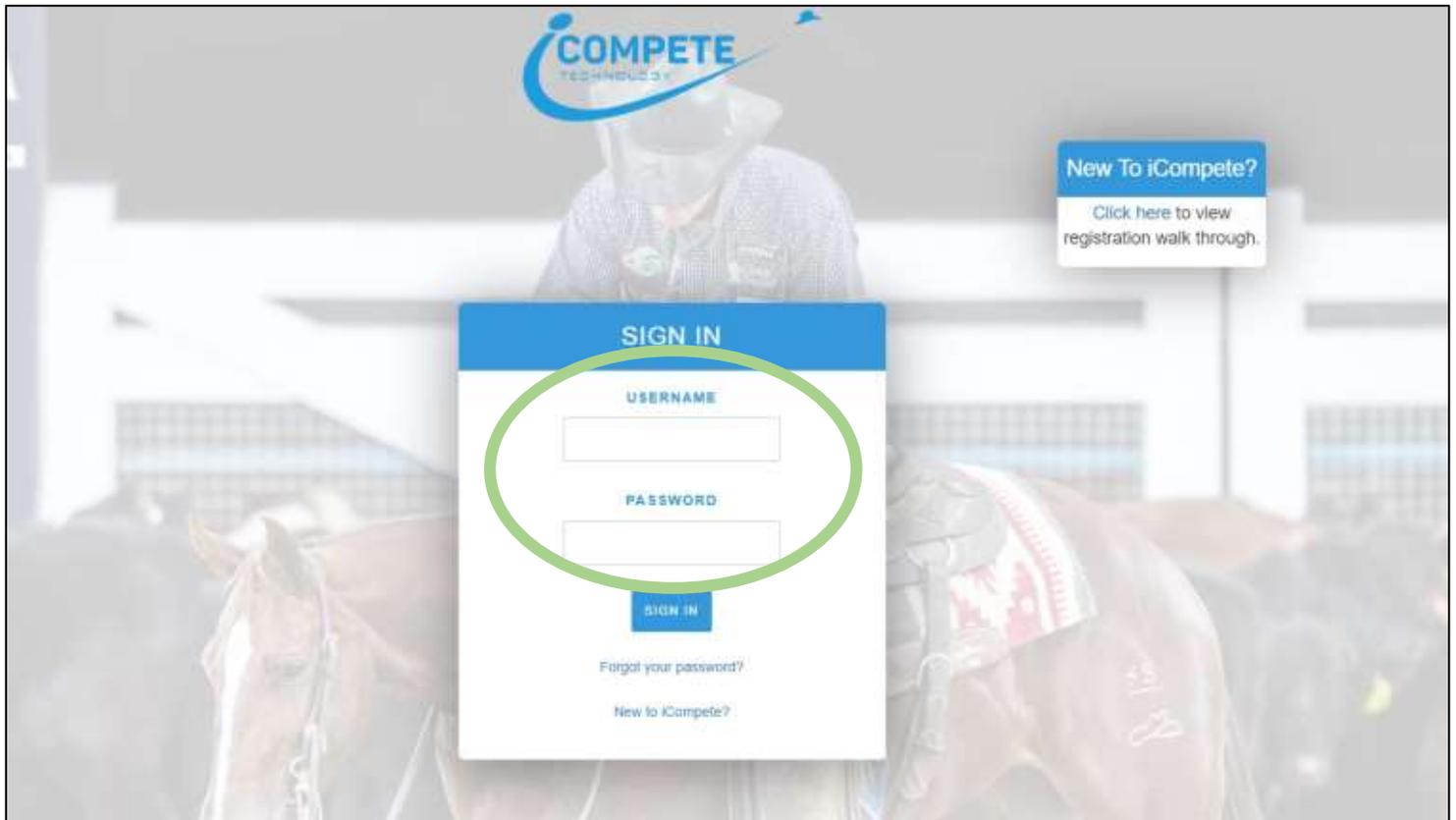
The screenshot shows a web form for password recovery. At the top, it says "Forgot your password?". Below this is a text input field with the placeholder text "Email". A green oval highlights the input field and the two buttons below it: "Email Link" (a green button) and "Back to Login" (a blue button).

STEP FIVE –

Once this is completed, check both your email inbox and junk folder for your re-set password email.

STEP SIX –

After correctly re-setting your password, return to the iCompete website and enter your email address and new password.



STEP SIX –

Select the **SIGN IN** option.

STEP SEVEN –

If done correctly, your screen will successfully appear as shown below.

Member Options



My Membership



My Animals



Event Entries



Purchase Tickets/Inclusions



My 2021 Futurity Entries

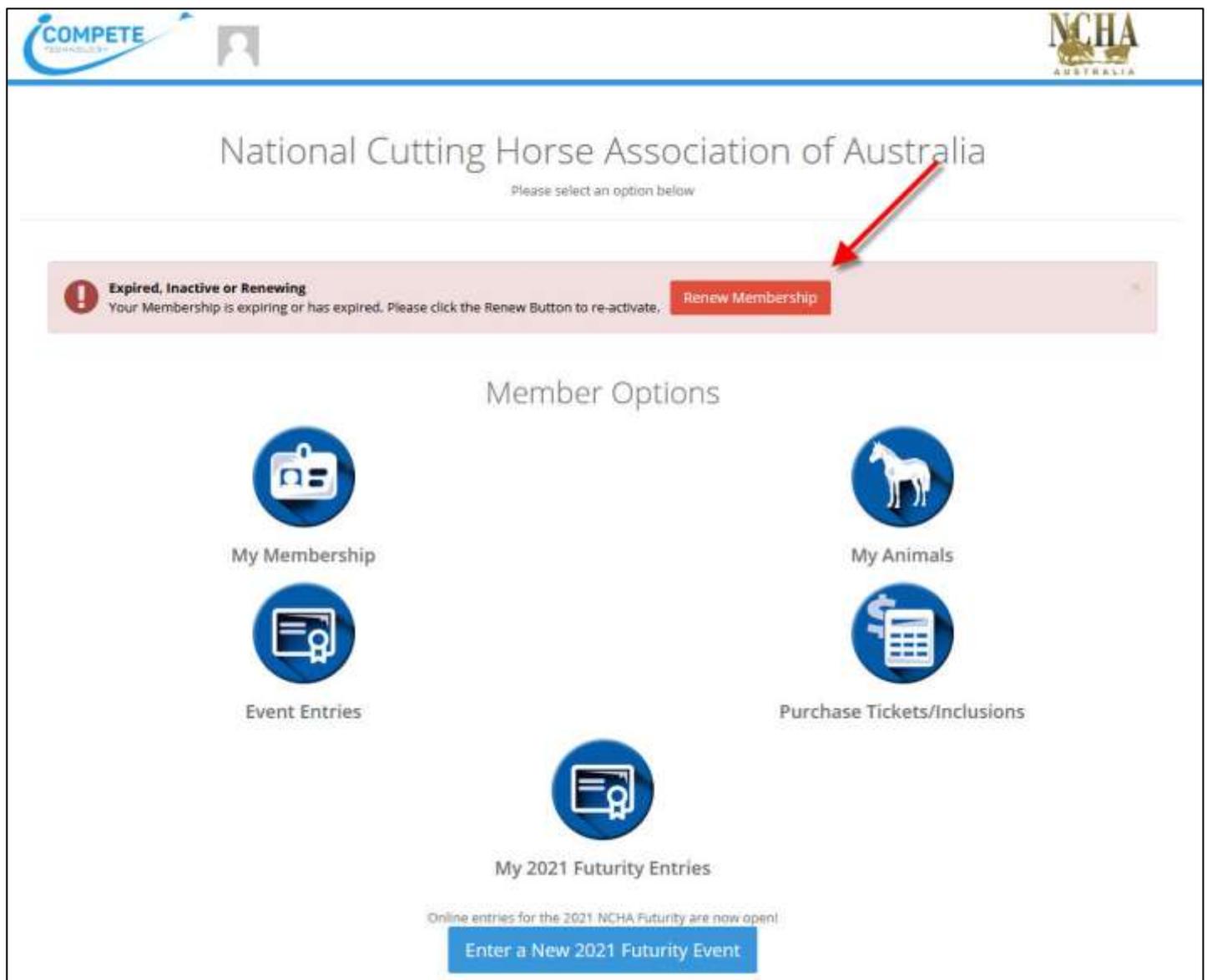
Online entries for the 2021 NCHA Futurity are now open!

Enter a New 2021 Futurity Event

RENEWING MY MEMBERSHIP

STEP ONE –

Once you have signed into your iCompete account, you will have a red renewal notice.



The screenshot displays the user interface of the National Cutting Horse Association of Australia website. At the top left is the 'COMPETE' logo, and at the top right is the 'NCHA AUSTRALIA' logo. The main heading reads 'National Cutting Horse Association of Australia' with the instruction 'Please select an option below'. A prominent red banner contains an exclamation mark icon, the text 'Expired, Inactive or Renewing', and a sub-message: 'Your Membership is expiring or has expired. Please click the Renew Button to re-activate.' A red arrow points to a red 'Renew Membership' button within this banner. Below the banner, the 'Member Options' section features five circular icons: 'My Membership' (calendar icon), 'My Animals' (horse icon), 'Event Entries' (calendar with checkmark icon), 'Purchase Tickets/Inclusions' (calendar with dollar sign icon), and 'My 2021 Futurity Entries' (calendar with checkmark icon). At the bottom, a blue button labeled 'Enter a New 2021 Futurity Event' is visible, with the text 'Online entries for the 2021 NCHA Futurity are now open!' above it.

STEP TWO –

Once you select the 'RENEW' option you will be asked to check, update and confirm your details.

You will have to select 'YES' in order to progress to step 2 in iCompete.

Renewal Step 1 - Update details

Please verify your details and update where required. When your details are updated, click Step 2 to continue the renewal process.

I have verified my details No Yes

Member ID: [REDACTED] Title: MR First Name: [REDACTED] Surname: [REDACTED] Company Name: [REDACTED]

Current Membership Type: CHATTA Renewal Membership Type: CHATTA

Additional Membership Options: Amateur No Yes Non Pro No Yes Pro Trainer No Yes Magazine No Yes

Property details: Address Line 1: [REDACTED] Address Line 2: [REDACTED] Town/City: [REDACTED] State: Queensland Postcode: [REDACTED] Country: Australia PIC: [REDACTED]

Postal details: Postal Address Line 1: [REDACTED] Postal Address Line 2: [REDACTED] Town/City: [REDACTED] State: Queensland Postcode: [REDACTED] Country: Australia

Contact details: Business Phone: [REDACTED] Private Phone: [REDACTED] Mobile Phone: [REDACTED] Emergency Phone: [REDACTED] Fax: [REDACTED]

Copyright © 2015-2021 ABR [Staging Database - NCHA/Compete v4.04.02]

Once completed, select the 'STEP 2' option

STEP THREE –

Your screen will again appear as displayed below; this is a consent acknowledgement.

In order to finalise your renewal, you will have to again select the 'YES' option.

Renewal Step 3 - Acknowledge waiver ← Step 2 **Pay and Complete** →

Please complete the required sections of your waiver. Click Pay and Complete to review the cost and finish the renewal process.

Member Ident	Title	First Name	Surname	Company Name
██████	██	██████	██████	

Renewal Membership Type	Renewal Amount
CHATA	\$100.00

LIABILITY WAIVER FORM
EXCLUSION OF CERTAIN RIGHTS TO SUE

The purpose of this agreement is to limit the liability of the Provider to exclude liability for any personal injury or death to the Participant and other people in the care and control of the Participant howsoever caused who signed this form as acknowledgment of the terms and conditions of this agreement. **By signing this form you are waiving your rights to sue the Provider for losses relating to personal injury or death.** Under the provisions of the Trade Practices Act and Various State Laws conditions are implied into contracts that mean that the Provider of Recreational Services, noted below, is required to ensure that the Recreational Services it sells to you are rendered with due care and skill, are fit for the purpose for which they are commonly bought as it is reasonable to expect in the circumstances or might reasonably be expected to achieve the result you have made known to the Provider.

Name and address of Provider:
The National Cutting Horse Association Inc. (NCHA)
442-450 Gosnood Gosnood Road, Tamworth NSW 2340

The Participant acknowledges that the activity being undertaken is an activity being undertaken for the purposes of recreation, enjoyment or leisure which involves a significant degree of physical risk. The Provider acknowledges that they are providing Recreational Services detailed below which means providing facilities for participation in a recreational activity, or training a person to participate in a recreational activity, or supervising, adjudicating, guiding or otherwise assisting a person's participation in a recreational activity. The Participant hereby acknowledges that in attending the recreational activity that there are inherent risks involved to him or her or other people in their care and control. This agreement is directed and limited to inherent risks that are patent. The participants also acknowledges that the purpose of the recreational activity is for the benefit of the Participant and for the benefit of those people attending with the Participant and that at all times the Participant is responsible for his or her own actions and the actions of those other people in his or her care and control.

Description of Recreational Services
Cutting Competitions & Activities of the NCHA

Steps taken by Provider to avoid the danger of personal injury or death:

1. Providing assistance to affiliates to support those affiliates in the safe conduct of their activities.
2. Implementation of a risk management approach to events conducted by the association.
3. Publication of resources to support the risk management approach of the association and its affiliates.
4. Implementation of the rules and regulations as agreed by the board of directors of the association.

The Participant acknowledges that during all times while he or she is attending the recreational activity he or she does so at his or her own risk and that the Participant and other people in the care and control of the Participant will not hold the Provider or any of its employees or agents liable for any personal injury or breach of contract whether caused by the negligence of the Provider its employees or agents howsoever caused or otherwise. **The Participant acknowledges that in the event that he or she or any of the other people in their care and control find either or any of them in difficulty that they are to stop the activity or request that the activity be stopped if appropriate, and seek help and/or assistance and advice**

Declaration and signature/acknowledgement
By signing this agreement I understand that the Recreational Services about to be sold to me as set out in this form may cause my and or my dependents personal injury or death. By signing this agreement I understand that I and my dependents waive our rights to sue the Provider for losses relating to my and or my dependents personal injury or death that result from any negligence caused by the Provider. By signing this agreement I agree that upon the commencement of National Cutting Horse Association Limited, if it is wound up, I am liable to contribute in accordance with the constitution to a maximum of \$20.00. I also agree and understand that I am bound by the Rules, Regulations, Constitution and Code of Conduct of the NCHA.

Address

State	Postcode	Date

Print name

No Yes I acknowledge that I have read, understood and agree to the terms set out in the Liability Waiver Form.

STEP FOUR –

The final step of your membership is payment.

Amount Due: \$100.00
Please enter your credit card details.

Test

Card Number Security Code

Name on Card Expiration MM / YY

Westpac Payway

Trusted Frame **VISA** 

iCompete processes payments using Payway Trusted Frame, no credit card details are accessed by or stored on our servers.

PROCESSING ENTRIES

NORMAL ENTRIES

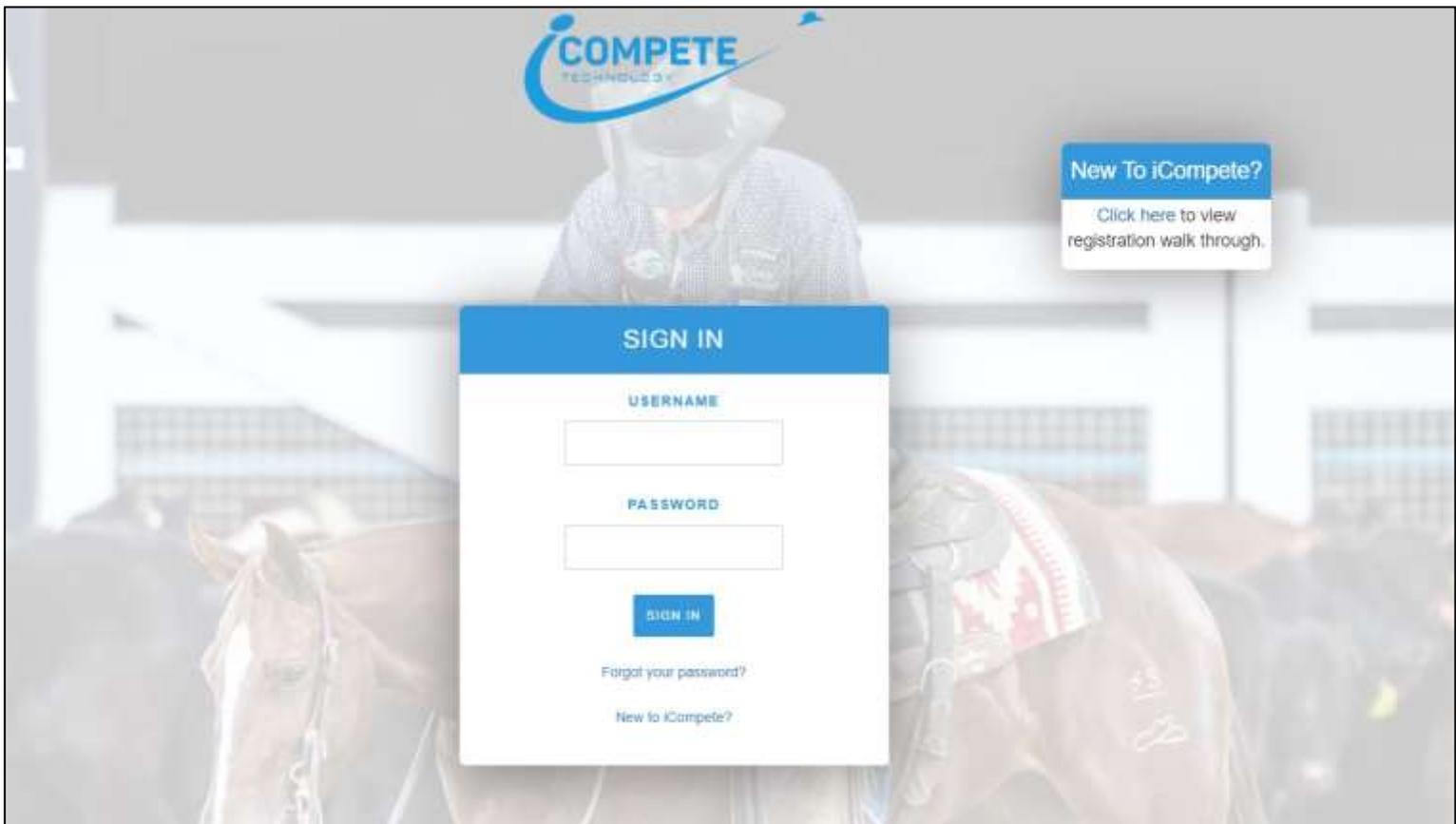
STEP ONE –

Within your **Google Chrome** or **Safari** search engine, type in the following website link:

<https://www.ncha.com.au/>

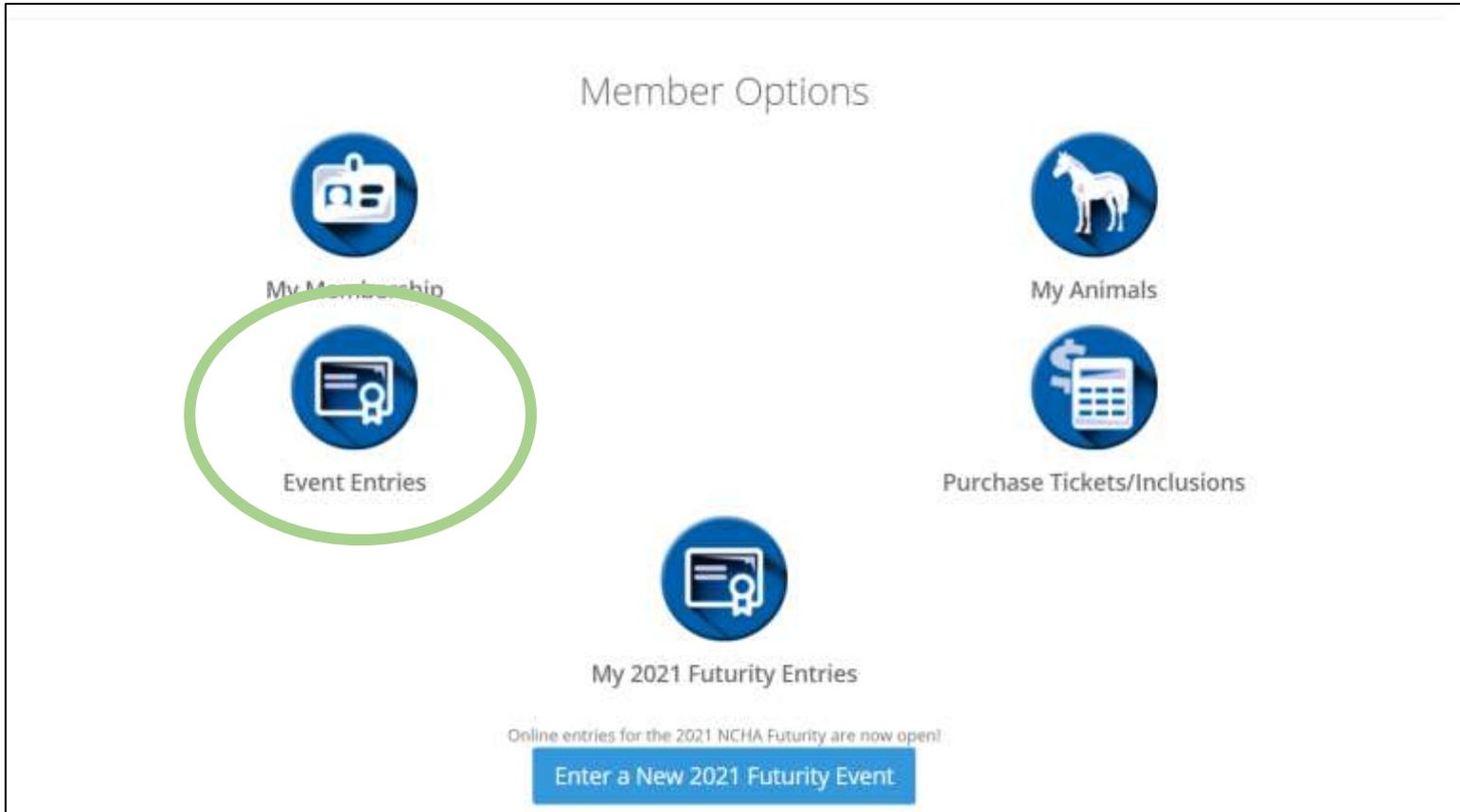
STEP TWO –

Login to your iCompete account.



STEP THREE –

Select the 'EVENT ENTRIES' option



STEP FOUR –

Select the **+ New Entry** option.

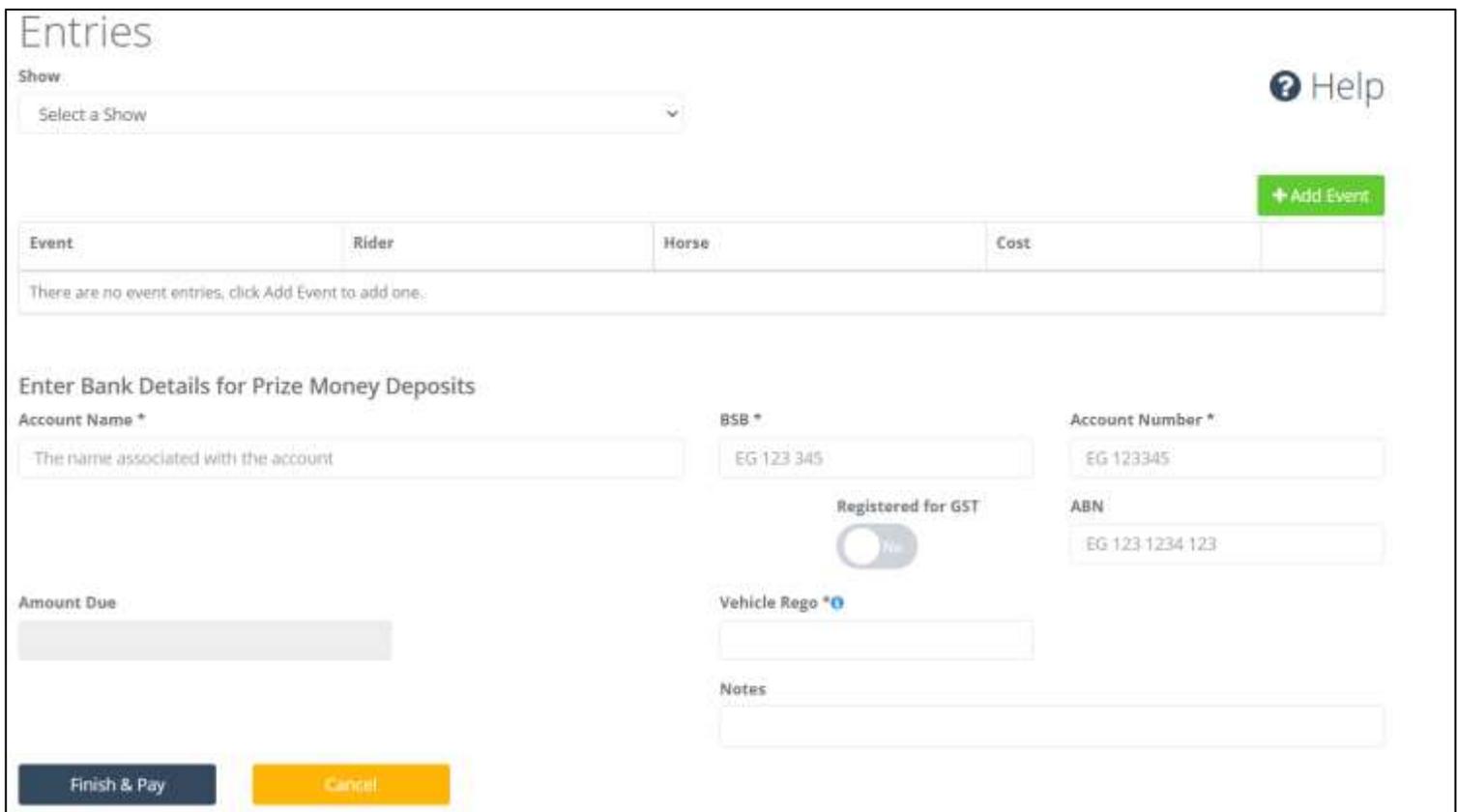


The screenshot shows a web interface for managing entries. At the top right, there is a green button labeled '+ New Entry'. Below it, there are two tabs: 'Current Entries' (selected) and 'Past Entries'. A table is displayed with the following columns: 'Show', 'Event', 'Competitor', and 'Horse'. The table is currently empty, with the text 'No data available in table' centered below the header. The table has a thin border and is positioned above a horizontal line.

STEP FIVE –

Work your way through the necessary fields and fill out the sections with details as needed.

Once completed select the **Finish & Pay** option.



The screenshot shows the 'Entries' page with a 'Show' dropdown menu set to 'Select a Show'. A green '+ Add Event' button is in the top right. Below the table, there is a section titled 'Enter Bank Details for Prize Money Deposits'. This section contains several input fields: 'Account Name *' (with a placeholder 'The name associated with the account'), 'BSB *' (with 'EG 123 345'), 'Account Number *' (with 'EG 123345'), 'ABN' (with 'EG 123-1234 123'), 'Amount Due' (with a greyed-out field), 'Vehicle Rego *' (with an information icon), and 'Notes'. A 'Registered for GST' toggle switch is set to 'No'. At the bottom left, there are two buttons: 'Finish & Pay' (dark blue) and 'Cancel' (orange).

STEP SIX –

Once completed, you can find your current and previous entries on the first page of 'EVENT ENTRIES'.



Show	Event	Competitor	Horse
No data available in table			

FUTURITY ENTRIES

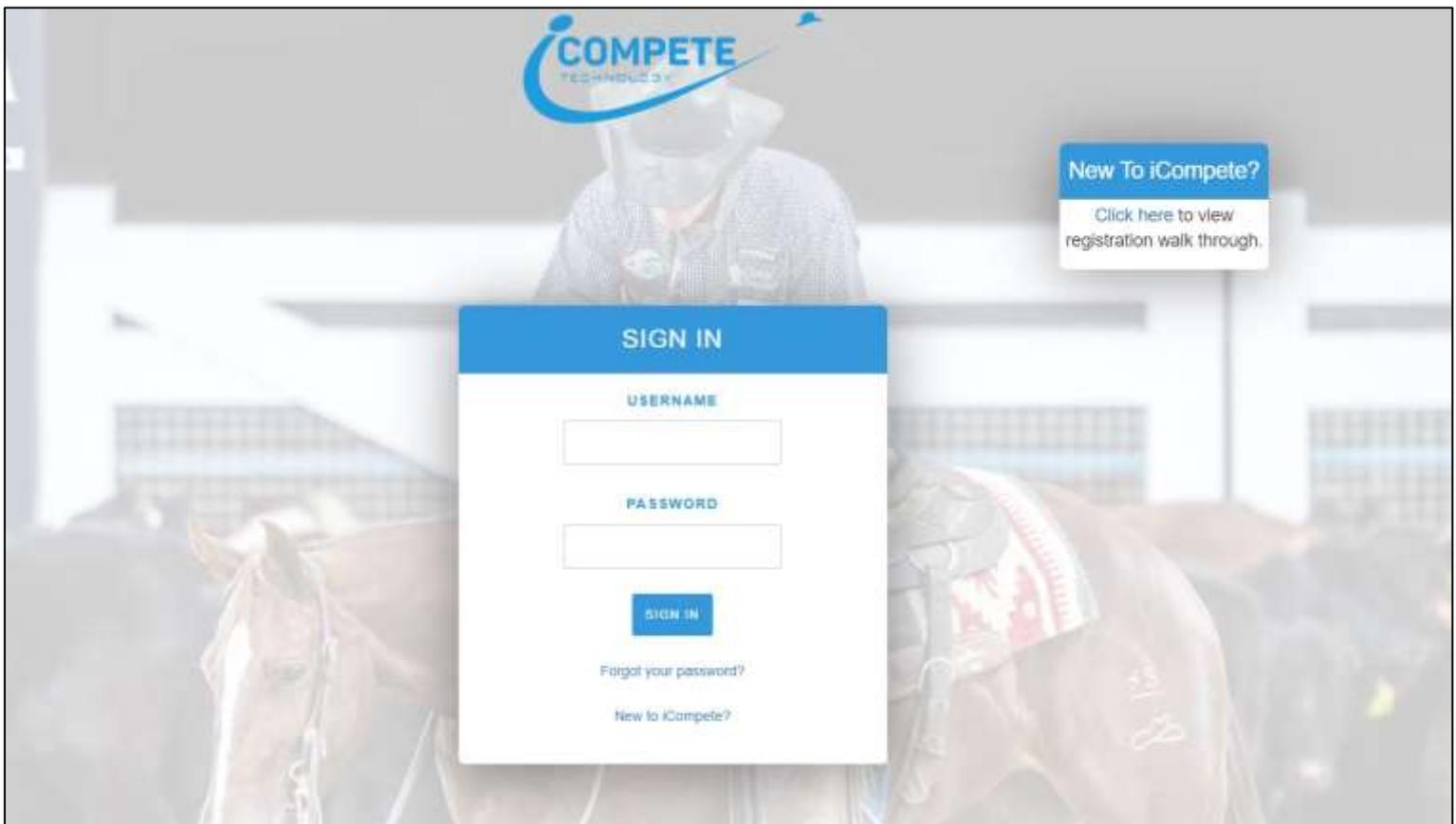
STEP ONE –

Within your **Google Chrome** or **Safari** search engine, type in the following website link:

<https://www.ncha.com.au/>

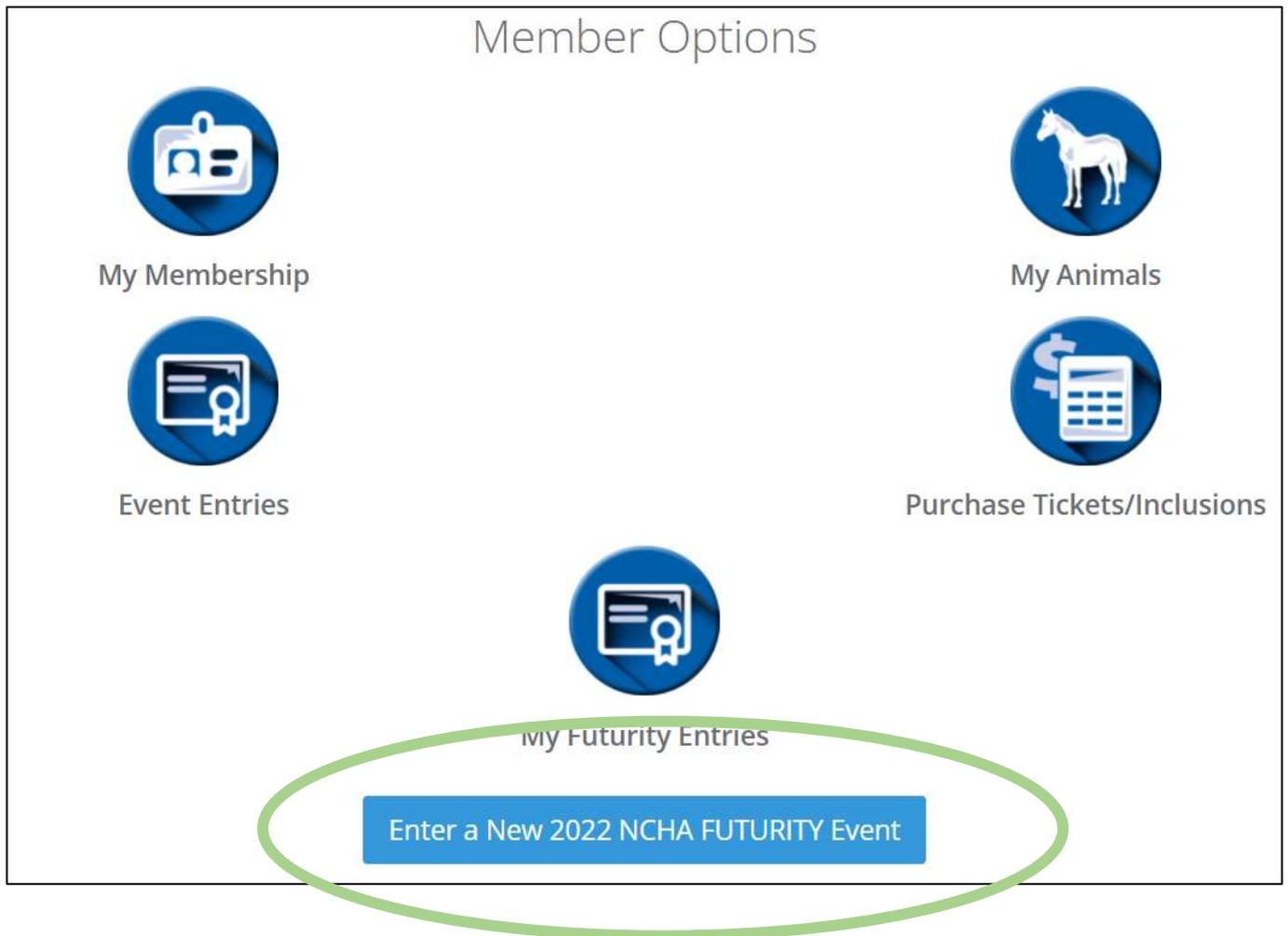
STEP TWO –

Login to your iCompete account.



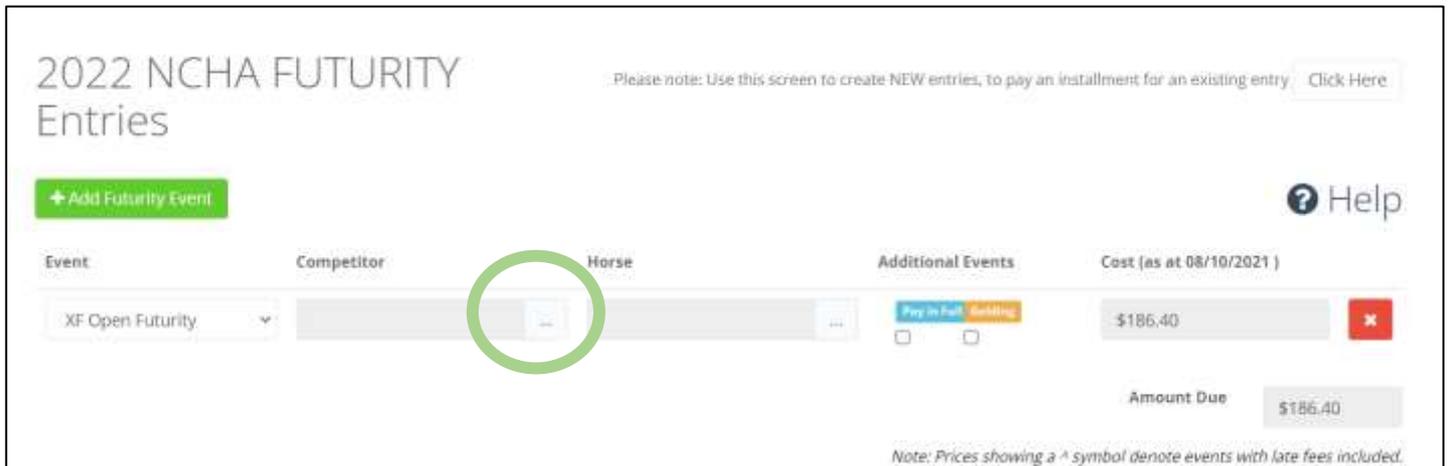
STEP THREE—

On your iCompete homepage, select the [Enter a New 2022 NCHA FUTURITY Event](#) option. (The year on this button will change each year).



STEP FOUR –

Select option under the ‘COMPETITOR’ title.



2022 NCHA FUTURITY Entries

Please note: Use this screen to create NEW entries, to pay an installment for an existing entry. [Click Here](#)

[+ Add Futurity Event](#) [? Help](#)

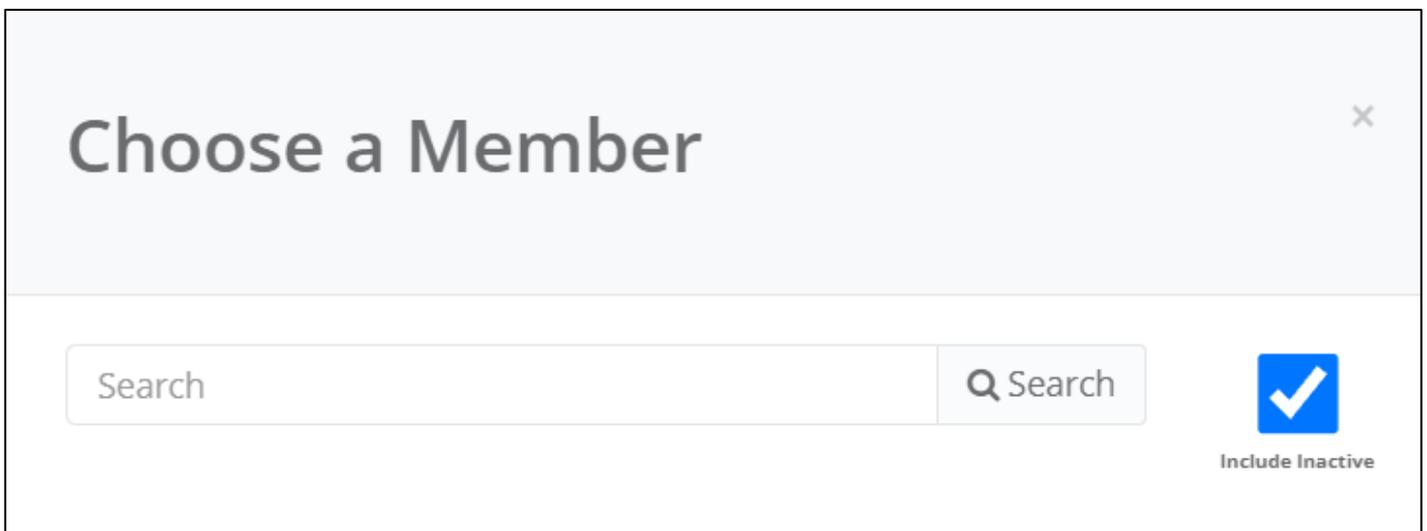
Event	Competitor	Horse	Additional Events	Cost (as at 08/10/2021)
XF Open Futurity	<input type="text" value="..."/>	<input type="text" value="..."/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	\$186.40 <input type="text" value="X"/>

Amount Due

Note: Prices showing a ^ symbol denote events with late fees included.

STEP FIVE –

Your screen will then appear as displayed below.



Choose a Member

Include Inactive

STEP SIX –

Within the search box, simply type in the name of your rider. Once they have appeared, choose the ‘SELECT’ option that will appear on the right-hand side.

STEP SEVEN –

Complete this same process for the horse section.

Although, if you are wanting a slot, type 'slot – (your last name)'.
'

STEP EIGHT –

If you have multiple entries, continue selecting the option and follow the exactly the same process.

[+ Add Futurity Event](#)

The screenshot shows the '2022 NCHA FUTURITY Entries' form. At the top left is the title '2022 NCHA FUTURITY Entries' and a note: 'Please note: Use this screen to create NEW entries, to pay an installment for an existing entry [Click Here](#)'. A green '+ Add Futurity Event' button is on the left, and a 'Help' icon is on the right. The form has several fields: 'Event' (dropdown menu with 'XF Open Futurity'), 'Competitor' (text input), 'Horse' (text input), 'Additional Events' (checkboxes, one labeled 'Pay in Full' and 'Gelding'), and 'Cost (as at 08/10/2021)' (text input with '\$186.40' and a red 'X' button). Below these is an 'Amount Due' field with '\$186.40'. A note at the bottom reads: 'Note: Prices showing a ^ symbol denote events with late fees included.'

STEP NINE –

Once you have completed all of your Futurity entries, you have the option to **pay in full** or just pay each instalment separately as they are due.

Please note, if your horse is a gelding, ensure you tick the orange 'GELDING' box.

STEP TEN –

Ensure you provide us with your bank details for prize money deposits. Once you have filled in the necessary fields and ticked all the boxes, select the **Finish & Pay** option.

Please note that you will be able to upload horse identification after completing your entries.

Note: Prices showing a ^ symbol denote events with late fees included.

Enter Bank Details for Prize Money Deposits

Account Name * The name associated with the account	BSB * EG 123 345	Account Number * EG 123345
---	----------------------------	--------------------------------------

GST Registered* No Yes

Notes to Show Secretary

Terms and Conditions* No Yes **I Agree to the Terms and Conditions of Entry.**

Finish & Pay **Cancel**

You will be able to upload any required Horse Identification after completing your entries.

STEP ELEVEN –

Once you have filled in the necessary payment fields, select the **Finish & Pay** option.

Amount Due: \$186.40
Please enter your credit card details.

Cancel **Finish & Pay**

Card Number	Security Code
.....	...
Name on Card	Expiration
	MM / YY

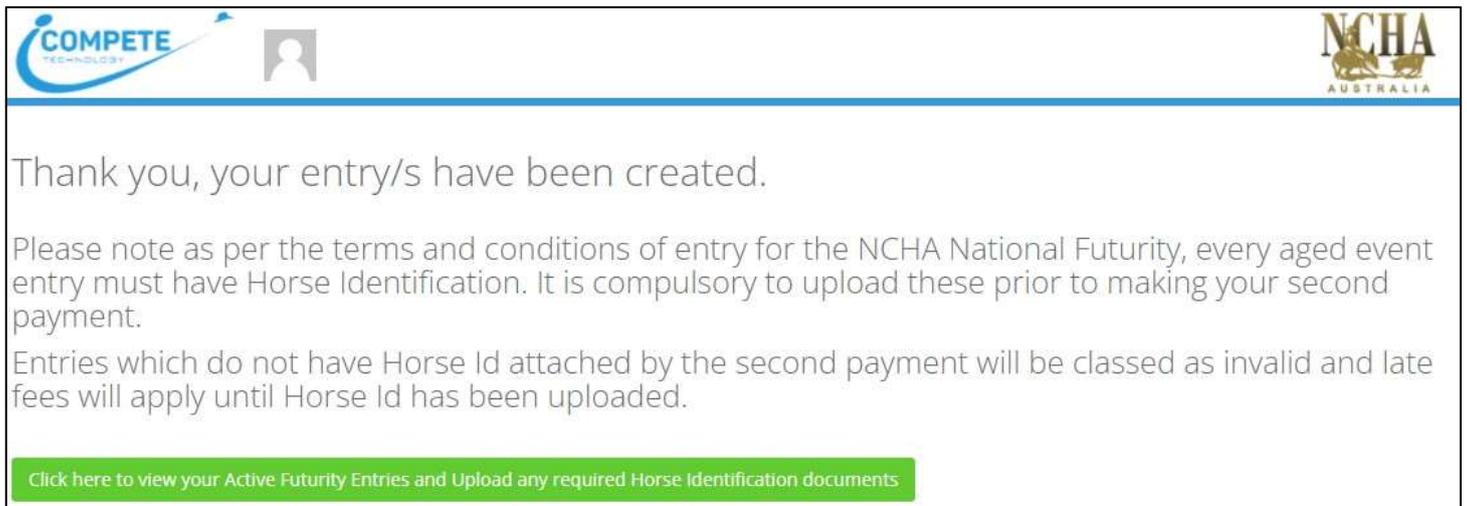
Westpac Payway
Trusted Frame **VISA** **mastercard**

Westpac processes payments using Payway Trusted Frame, no credit card details are accessed by or stored on our servers.

STEP TWELVE –

When payment has been completed, you are then able to upload your horse identification papers.

Your screen will appear as shown below, click the green button.



The screenshot shows a web interface with a header containing the 'COMPETE TECHNOLOGY' logo on the left and the 'NCHA AUSTRALIA' logo on the right. Below the header, the main content area displays a confirmation message: 'Thank you, your entry/s have been created.' This is followed by two paragraphs of text: 'Please note as per the terms and conditions of entry for the NCHA National Futurity, every aged event entry must have Horse Identification. It is compulsory to upload these prior to making your second payment.' and 'Entries which do not have Horse Id attached by the second payment will be classed as invalid and late fees will apply until Horse Id has been uploaded.' At the bottom of the content area, there is a green button with the text 'Click here to view your Active Futurity Entries and Upload any required Horse Identification documents'.

STEP THIRTEEN –

Your screen will then look like this, click on the  Upload button to upload your proof of age documentation.

Please note – If you are entering a slot, you will need to download the slot form from the NCHA website to upload in this section.

[Enter a New 2022 NCHA FUTURITY Event](#)

2022 NCHA FUTURITY Entries Summary

Please find below your entries for the 2022 NCHA FUTURITY along with your scheduled payment progress.

To Pay your Entry installment tick the box(s) below you wish to pay and click Pay Now to proceed to the payment screen.

Event	Horse	Rider	Proof of Age Received	Prepaid in Full	Nomination Fee	Second Payment	Third Payment	Fourth Payment	Fifth Payment
Open Futurity	4SER REY								
Open Futurity	A ROYAL AFFAIR					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non Pro Futurity	A ROYAL AFFAIR					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

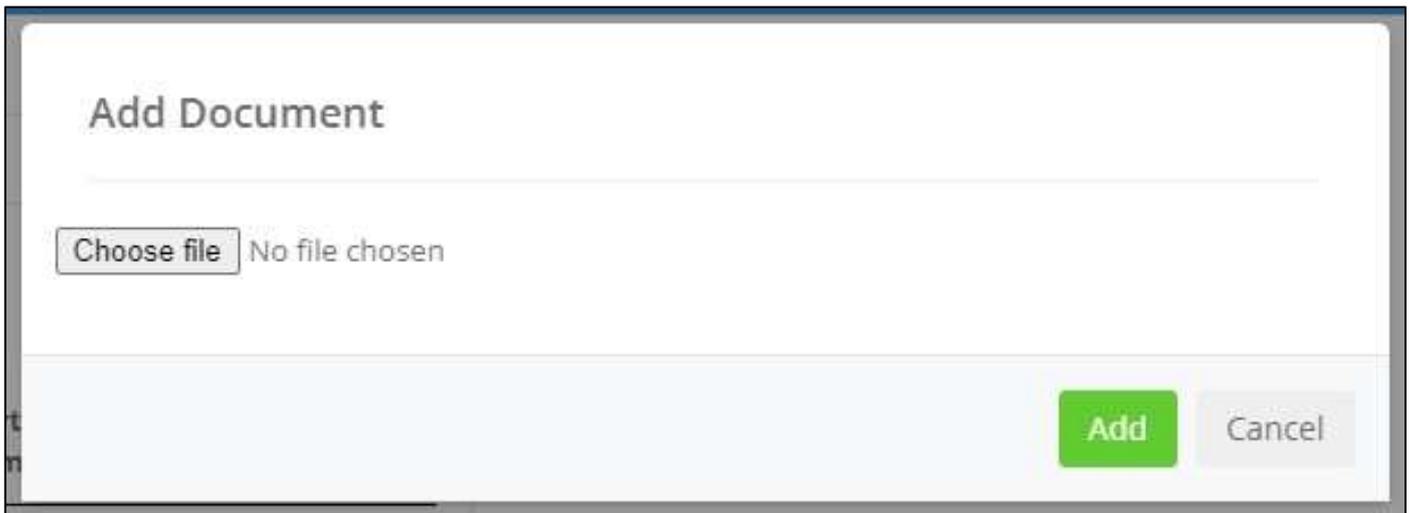
There are missing documents for your entries. Entries are not valid until all documents have been uploaded.

[Report](#) [Pay Selected Items](#)

STEP FOURTEEN –

Select the **choose file** option to upload your proof of age documentation.

Once completed, hit **add**.



The image shows a screenshot of a web form titled "Add Document". Below the title is a horizontal line. Underneath the line is a button labeled "Choose file" followed by the text "No file chosen". At the bottom right of the form, there are two buttons: a green "Add" button and a grey "Cancel" button.

ACCESSING MY LTE'S

STEP ONE –

On your iCompete homepage, select the 'MY MEMBERSHIP' option.

The screenshot shows the 'Member Options' page on the iCompete homepage. The page features five main menu items, each with a blue circular icon and a text label below it:

- My Membership**: Represented by an icon of a membership card. This option is highlighted with a green circle.
- My Animals**: Represented by an icon of a white horse.
- Event Entries**: Represented by an icon of a document with a ribbon seal.
- Purchase Tickets/Inclusions**: Represented by an icon of a dollar sign and a calendar.
- My 2021 Futurity Entries**: Represented by an icon of a document with a ribbon seal.

Below the 'My 2021 Futurity Entries' option, there is a promotional message: "Online entries for the 2021 NCHA Futurity are now open!" followed by a blue button that reads "Enter a New 2021 Futurity Event".

STEP TWO –

Your screen will appear as displayed below, simply select the 'LTEs' tab to see your LTEs.

The screenshot shows a software interface with a navigation bar at the top containing 'Save Changes' (green), 'Cancel' (orange), and several tabs: 'Details', 'Address', 'Contact Details', 'Billing', 'Show Results', and 'LTEs'. The 'LTEs' tab is circled in green. Below the navigation bar, the main content area is titled 'LTEs for Rider' and features a 'Print Report' icon in the top right. The data is presented in two columns, each with a table. The left table has columns for '\$Won' and 'Points'. The right table also has columns for '\$Won' and 'Points'. The data rows include 'CURRENT NON PRO', 'PREVIOUS NON PRO', 'CURRENT OPEN/NOVICE', and 'PREVIOUS OPEN/NOVICE'. Totals are shown at the bottom of each column.

	\$Won	Points
CURRENT NON PRO	\$0.00	0
PREVIOUS NON PRO	\$0.00	0
	<hr/> \$0.00	<hr/> 0
CURRENT OPEN/NOVICE	\$0.00	0
PREVIOUS OPEN/NOVICE	\$0.00	0
	<hr/> \$0.00	<hr/> 0
TOTAL NON PRO/OPEN/NOVICE	<hr/> \$0.00	<hr/> 0
SNAFFLE & YOUTH POINTS		<input type="text" value="0"/>

	\$Won	Points
CURRENT OPEN AGED	\$0.00	0
PREVIOUS OPEN AGED	\$0.00	0
	<hr/> \$0.00	<hr/> 0
CURRENT NON PRO AGED	\$0.00	0
PREVIOUS NON PRO AGED	\$0.00	0
	<hr/> \$0.00	<hr/> 0
CURRENT NON PRO RESTRICTED	\$0.00	0
PREVIOUS NON PRO RESTRICTED	\$0.00	0
	<hr/> \$0.00	<hr/> 0
CURRENT OPEN RESTRICTED	\$0.00	0
PREVIOUS OPEN RESTRICTED	\$0.00	0
	<hr/> \$0.00	<hr/> 0
TOTAL AGED/RESTRICTED	<hr/> \$0.00	<hr/> 0
TOTAL	<hr/> \$0.00	<hr/> 0

STEP THREE –

From here you are able to view your LTEs.

If you press the 'PRINT REPORT' option, your LTEs will be formatted on a PDF.

ACCESSING MY HORSES LTE'S

STEP ONE –

On your iCompete homepage, select the 'MY ANIMALS' option.

Member Options

My Membership

Event Entries

My Animals

Purchase Tickets/Inclusions

My 2021 Futurity Entries

Online entries for the 2021 NCHA Futurity are now open!

[Enter a New 2021 Futurity Event](#)

STEP TWO –

Select the ‘**DETAILS**’ option for your selected horse.

(Please note the horse information down below is an example, your screen won’t look like this)

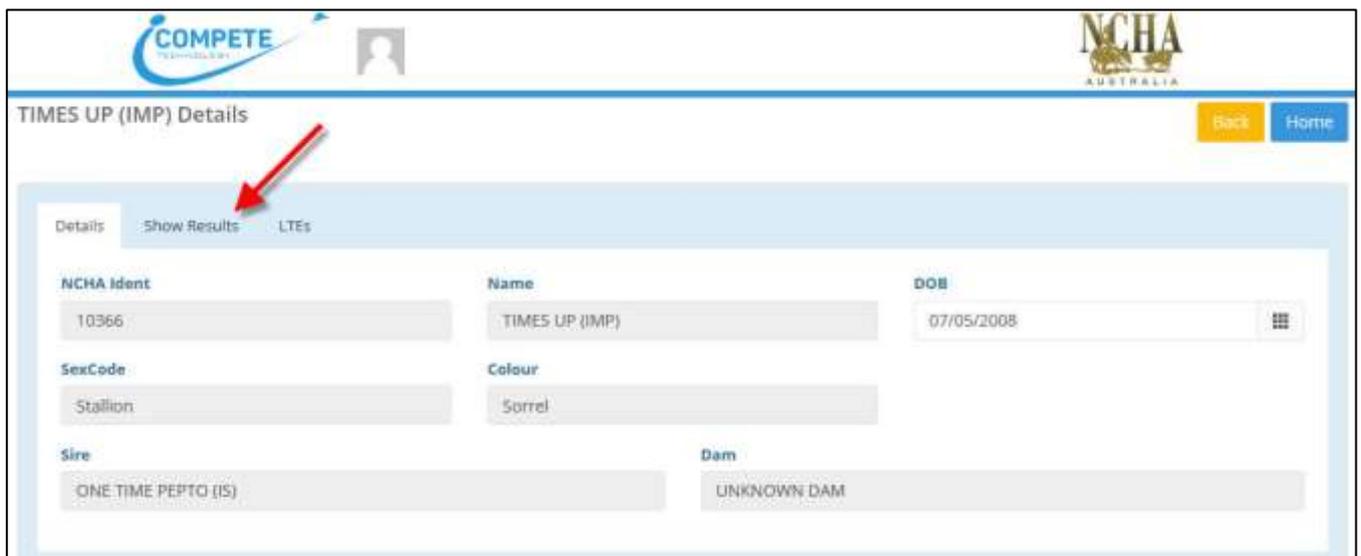


Registration No	Name	Sex	Date Of Birth	
123	HORSE 1	Stallion	1/08/21	Details
456	HORSE 2	Mare	1/08/21	Details
789	HORSE 3	Mare	1/08/21	Details

STEP THREE –

Your screen will then appear as displayed below.

Select the ‘**SHOW RESULTS**’ option.



TIMES UP (IMP) Details

COMPETE NCHA AUSTRALIA

Back Home

Details Show Results LTEs

NCHA Ident: 10366 Name: TIMES UP (IMP) DOB: 07/05/2008

SexCode: Stallion Colour: Sorrel

Sire: ONE TIME PEPTO (IS) Dam: UNKNOWN DAM

STEP FOUR –

Your screen will then appear as displayed below.

By selecting the **COPY**, **CSV** or **EXCEL** options, you are able to download this information onto your device as an editable spreadsheet.

COMPETE
NCHA AUSTRALIA

HORSE 1 Details

Details Show Results LTEs

Show Results for Animal

LTE: \$ [REDACTED] YTD: \$ [REDACTED]

Show: All entries Copy CSV Excel Search: [REDACTED]

Date	Show	Event	Rider	Place	Dollar	Points
13/03/2016	NATIONAL FINALS	Senior Youth		1	\$0.00	3
20/02/2016	NORTHERN RIVERS CHC	Senior Youth		2	\$0.00	
21/02/2016	SUSAN WILLIAMS	Senior Youth		1	\$28.35	2
21/02/2018	SUSAN WILLIAMS	\$10,000 NOVICE		2	\$127.58	2

VIEWING MY SHOW RESULTS

STEP ONE –

On your iCompete homepage, select the 'MY MEMBERSHIP' option.

The screenshot shows the 'Member Options' page on the iCompete website. The page features five main navigation options, each with a blue circular icon and a text label below it:

- My Membership**: Represented by an icon of a membership card. This option is highlighted with a green circle.
- My Animals**: Represented by an icon of a white horse.
- Event Entries**: Represented by an icon of a document with a ribbon seal.
- Purchase Tickets/Inclusions**: Represented by an icon of a calendar with a dollar sign.
- My 2021 Futurity Entries**: Represented by an icon of a document with a ribbon seal.

Below the 'My 2021 Futurity Entries' option, there is a promotional message: "Online entries for the 2021 NCHA Futurity are now open!" followed by a blue button that reads "Enter a New 2021 Futurity Event".

STEP TWO –

Your screen will appear as displayed below, simply select the 'SHOW RESULTS' tab to see your show results.



STEP THREE –

You can use the 'SEARCH' bar to look up specific statuses.

For example, if you were to type in the word 'Rookie', iCompete will bring up every single one of your Rookie results.

STEP FOUR –

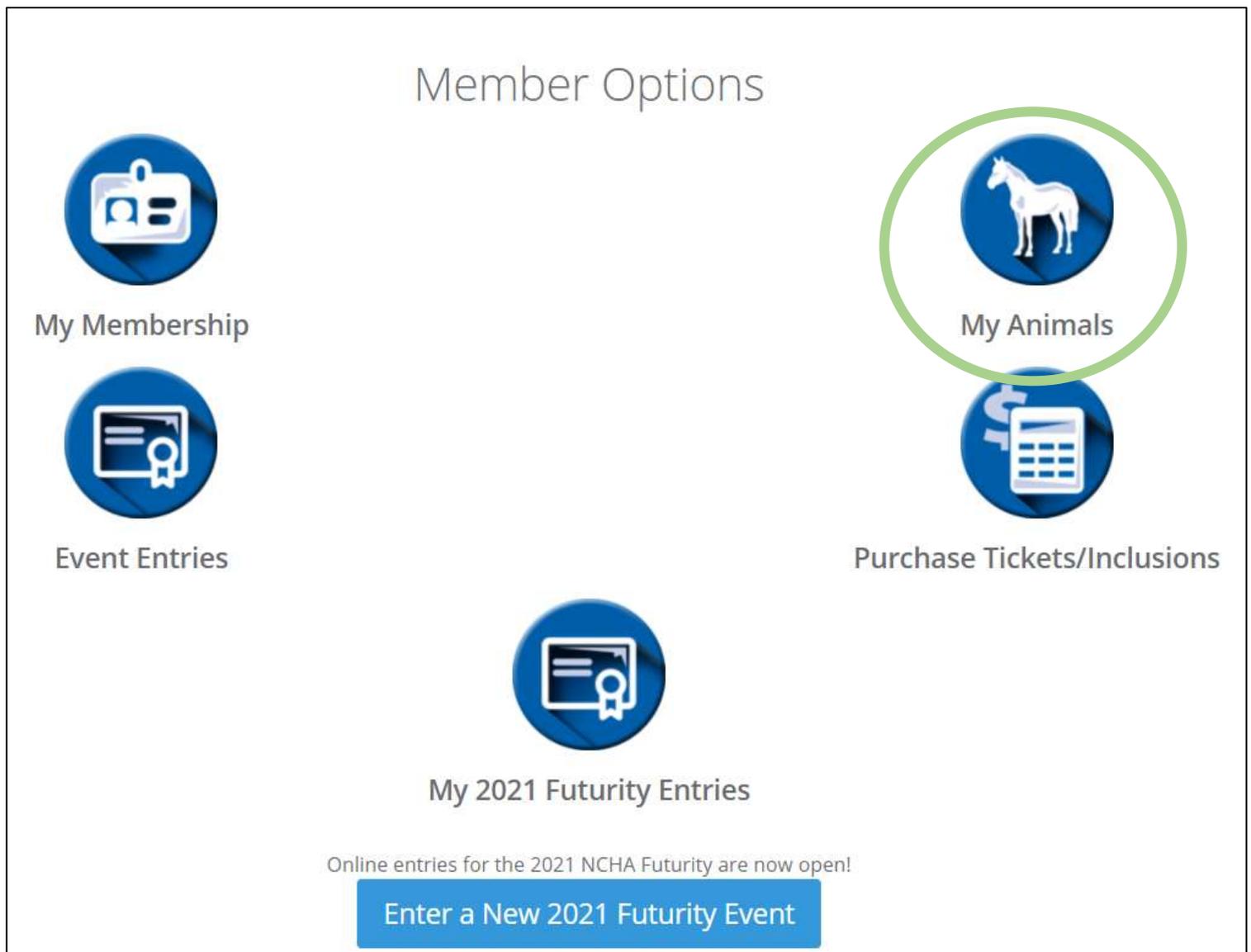
To download your show results into an editable document, select the 'CSV' or 'EXCEL' buttons.

The screenshot displays the 'My Membership Details' interface. At the top right, there are 'Back' and 'Home' buttons. Below the header, there are 'Save Changes' and 'Cancel' buttons. The main navigation bar includes 'Details', 'Address', 'Contact Details', 'Billing', 'Show Results', and 'LTE'. The 'Show Results' tab is active, showing 'Results for Rider' with 'LTE: \$0.00' and 'YTD: \$0.00'. A search bar is present on the right. Below the search bar, there are 'Show All entries', 'Copy', 'CSV', and 'Excel' buttons. The 'CSV' and 'Excel' buttons are circled in green. Below these buttons is a table header with columns: 'Date', 'Event', 'Animal', 'Place', 'Dollar', and 'Points'. The table content is empty, displaying 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation buttons.

CREATING A NEW HORSE

STEP ONE –

On your iCompete homepage, select the ‘MY ANIMALS’ option.



The screenshot shows the 'Member Options' menu on the iCompete homepage. The menu items are: 'My Membership' (with a person icon), 'Event Entries' (with a document icon), 'My 2021 Futurity Entries' (with a document icon), 'My Animals' (with a horse icon, highlighted by a green circle), and 'Purchase Tickets/Inclusions' (with a calendar icon). Below the menu, there is a promotional message: 'Online entries for the 2021 NCHA Futurity are now open!' and a blue button that says 'Enter a New 2021 Futurity Event'.

STEP TWO –

Your screen will then appear as displayed below.

To create or register a new horse, select the [+ Register New Animal](#) option.

Registration No	Name	Sex	Date Of Birth	
75568	SLOT - SHARP TEST	Gelding	1/10/2018	Details

STEP THREE –

Ensure you correctly fill in the fields below, using the horse's Certificate of Registration.

It is important that these details are correct for future records and processes of this horse within the NCHA office and event programming.

Register **Horse**

Association Ident (EG AQHA Rego No)

Name

Date Of Birth

Sex

Colour

Sire

Dam

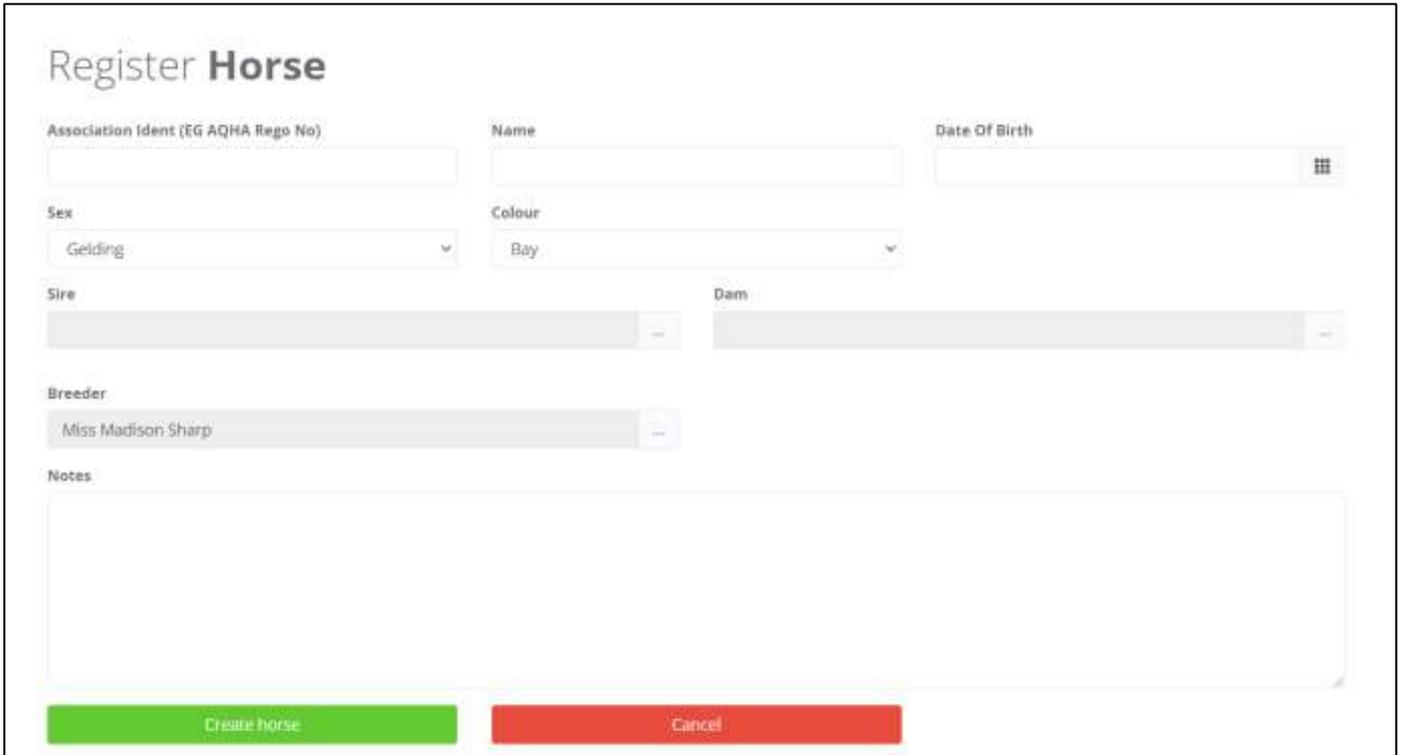
Breeder

Notes

[Create horse](#) [Cancel](#)

STEP FOUR –

Once this horse has been correctly created, click the  option.



Register Horse

Association Ident (EG AQHA Rego No)

Name

Date Of Birth

Sex

Colour

Sire

Dam

Breeder

Notes

STEP FIVE –

Once you have created your horse, make sure you contact the NCHA office on office@ncha.com.au so we can review and release your horse within the iCompete system.

HORSE TRANSFERS

STEP ONE –

To successfully complete a horse transfer, head over to the NCHA website and download a **Horse Transfer Form**.

NCHA Website – www.ncha.com.au

STEP TWO –

Once you are on the NCHA website, hover your mouse over the 'INDUSTRY INFORMATION' tab.



STEP THREE –

Within the banner that appears, move your mouse down the page until you come across the ‘HORSE FORMS’ option.

STEP FOUR –

Click on the ‘HORSE TRANSFER’ form.



STEP FIVE –

Once you have downloaded the horse transfer form, please fill in the necessary fields correctly.

	EFFECTIVE AS OF 1 JANUARY 2020
NCHA Limited t/a National Cutting Horse Association	
OFFICIAL TRANSFER CERTIFICATE	
I hereby certify that the: _____	
(NAME)	
Circle the one of the following	MARE STALLION GELDING
Reg'd NCHA No: _____	Date of Birth: _____ Breed Reg No: _____
Sire: _____	
Dam: _____	
Was sold by me (name of transferor): _____	
to (name of transferee): _____	
On (date): _____ 20 _____	
I hereby authorize the transfer of ownership to be recorded in the Register of the National Cutting Horse Association Inc., subject to this form being lodged with the Secretary of the NCHA within 30 days of the date of sale. NB: Non Pros are ineligible to show said horse prior to this form being lodged with the Association and this transfer must be accompanied with notarized evidence of ownership.	
Name of Transferor: _____	Signature: _____
Address: _____	
Name of Transferee: _____	Signature: _____
Address: _____	
Remittance	
To: National Cutting Horse Association PO BOX 3098 WEST TAMWORTH NSW 234	
Payment of \$55.00 (per transfer)	
Please circle your form of payment Cheque / Money Order / Credit Card <small>(1.5% fee applies to credit cards – if the transaction is rejected, due to insufficient funds your payment will be considered as invalid and will not processed)</small>	
Credit Card Number _____ / _____ / _____ / _____	Exp Date ____ / ____
Card Holders Name _____	Card Holders Signature _____
National Cutting Horse Association Office Ph (02) 6765 9356	PO BOX 3098, WEST TAMWORTH NSW 2340 E admin@ncha.com.au

STEP SIX–

When this form has been completed by both parties, it can then be sent into the NCHA office.

Please note that the new owner is the party in which is required to pay the \$55.00 transfer fee.

It is essential that if you make any changes of ownership to a horse that you update the NCHA office to enable us to keep our database as current as possible.