

Welcome at ers.galop.be

Information & Manual

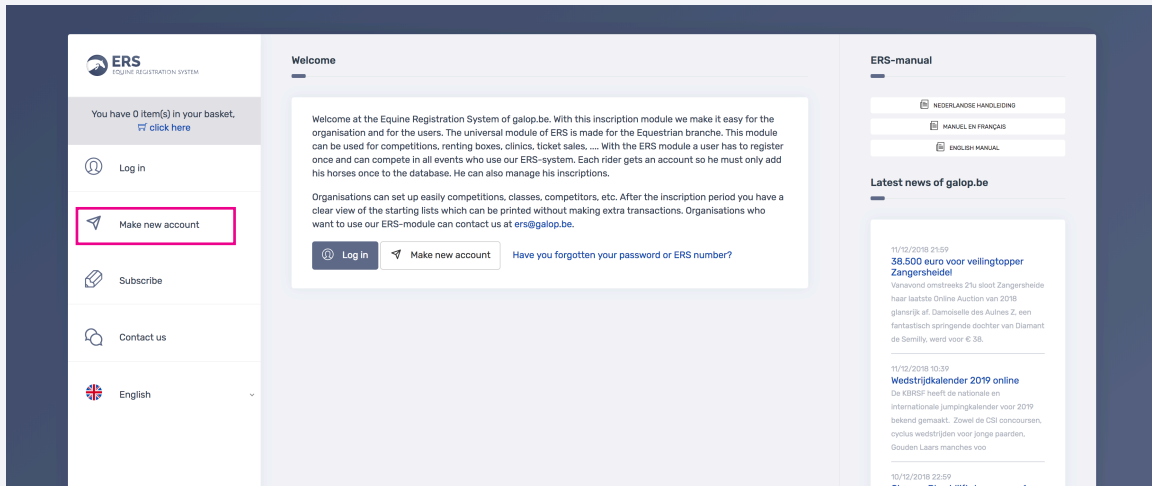
- [How do I create my account?](#)
- [How do I add horses?](#)
- [How do I change my password?](#)
- [How do I change my data?](#)
- [How can I register for a competition?](#)
- [I forgot my password?](#)
- [How do I manage persons?](#)

1. How do I create my account?

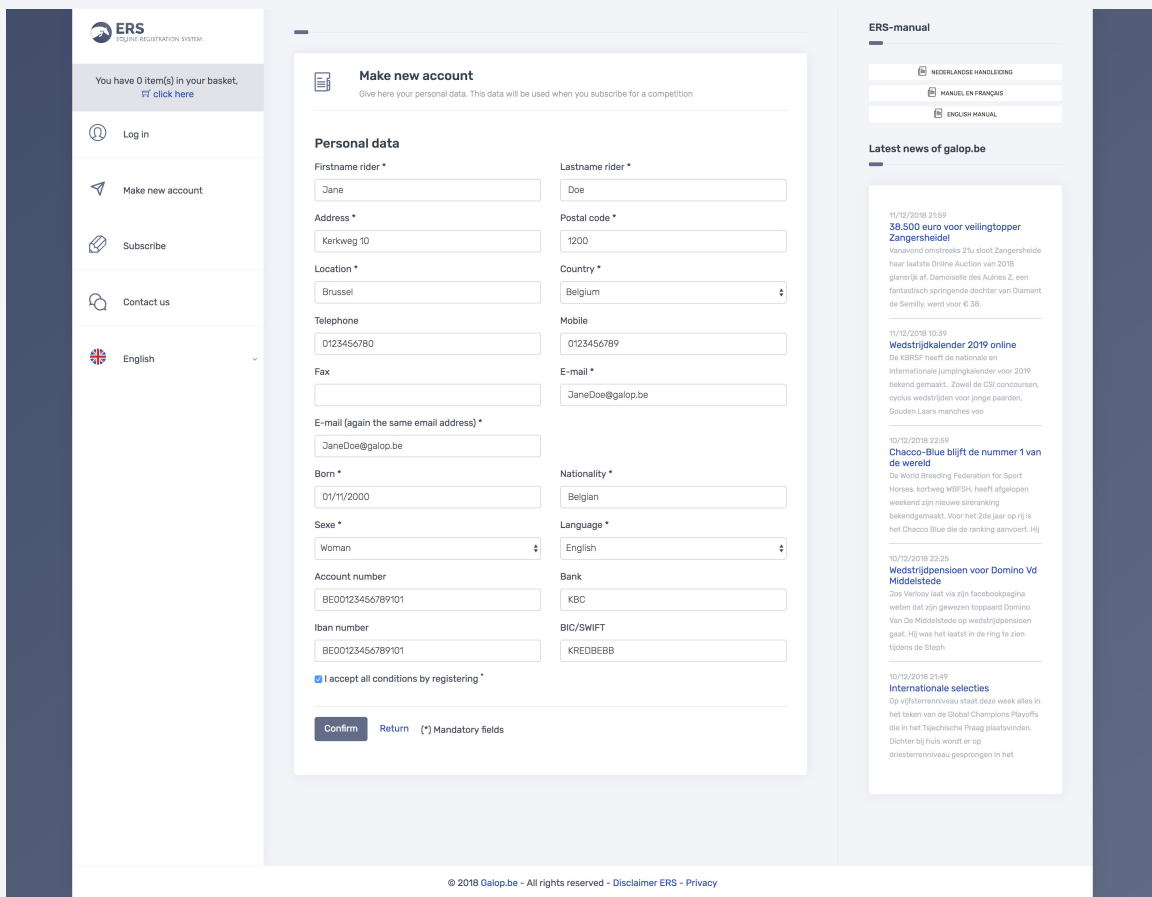
Step 1: Go to <https://ers.galop.be>

Step 2: Underneath the button “Log in” you will find a button: “Make New Account”.

This button is shaded in pink on the image below.



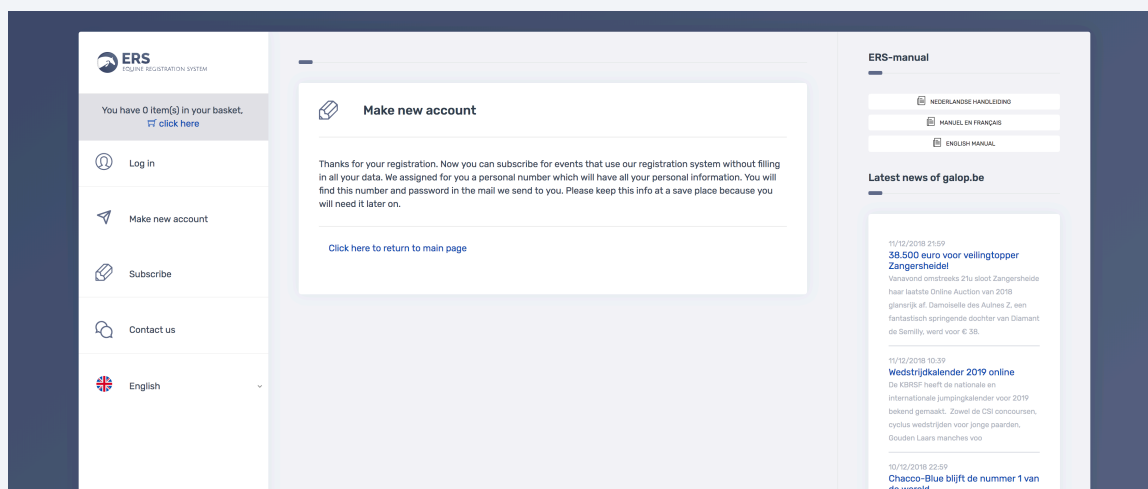
Step 3: Enter all information on the page. An example can be found below.



1. How do I create my account? (continuation)

Step 4: Click Ok on the pop-up.

Step 5: You will be redirected to a confirmation page. See example below. You will now have received an e-mail with a personal number and a corresponding password.

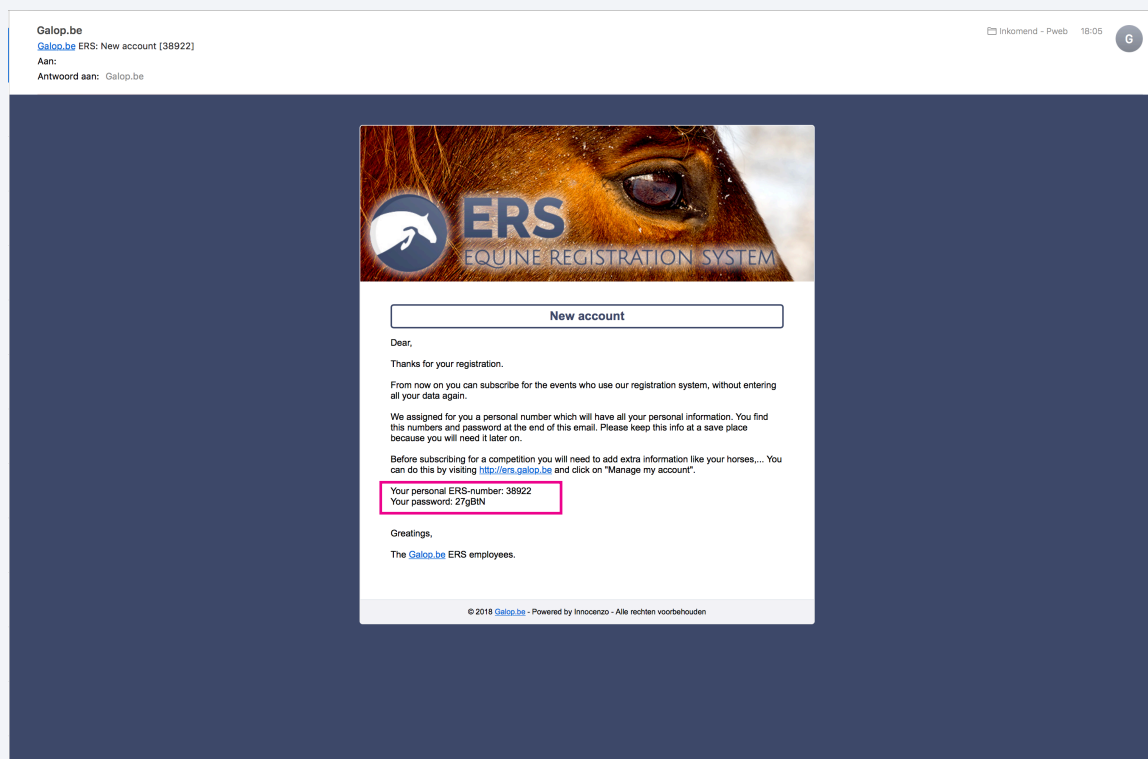


Step 6: Go to your mail and search for an email with as sender 'info@galop.be'.

Attention: If you can't find an email, make sure to check your SPAM-folder!

This email will contain your ERS number and your password.

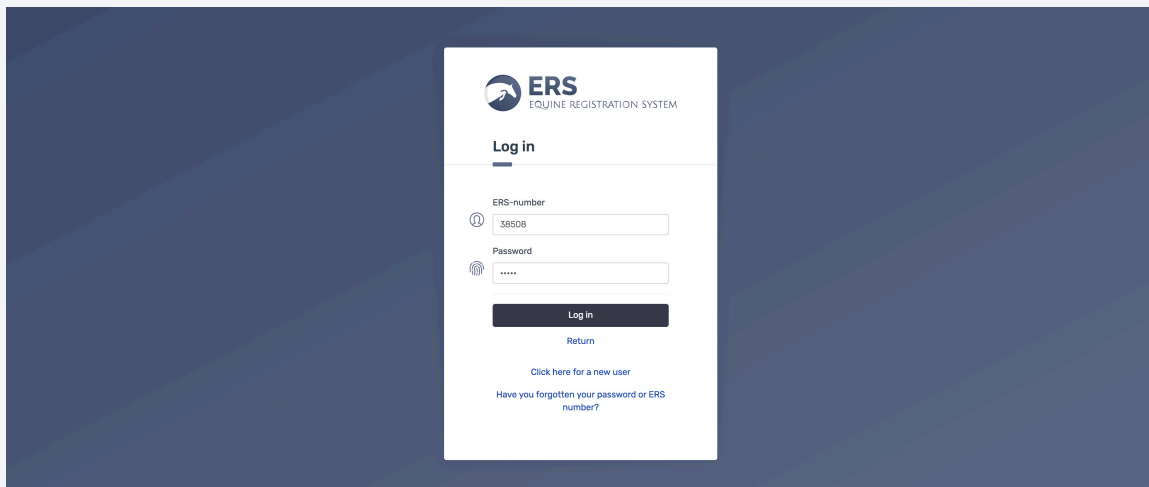
Attention: The password is case-sensitive!



Step 7: Go back to <https://ers.galop.be>

1. How do I create my account? (continuation)

Step 7: Click on the button “Log In”. You can now log in with your details.
See image below.



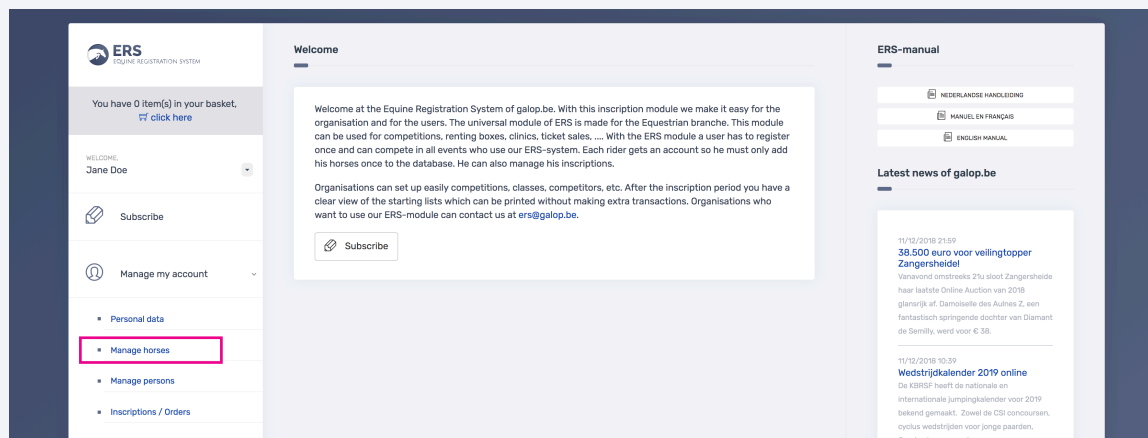
The image shows a login form for the ERS (Equine Registration System). The form is centered on a dark blue background. At the top left of the form is the ERS logo, which consists of a horse head silhouette and the text "ERS EQUINE REGISTRATION SYSTEM". Below the logo is the heading "Log in" with a small horizontal line underneath. The form contains two input fields: "ERS-number" with a small circular icon to its left and the value "38508" entered; and "Password" with a small circular icon to its left and "*****" entered. Below these fields is a dark blue "Log In" button. Underneath the button is a "Return" link. At the bottom of the form, there are two links: "Click here for a new user" and "Have you forgotten your password or ERS number?".

Step 9: Click on the ‘Log In’ button. You will now return to the start screen.

2. Add Horses

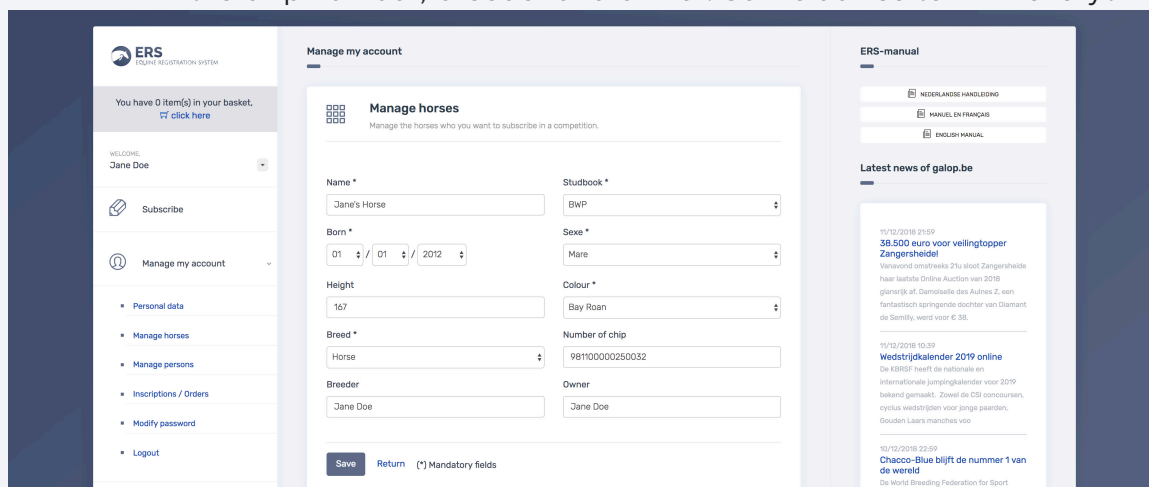
Step 1: Log in at <https://ers.galop.be>

Step 2: Click on the button “Manage my account”. A submenu opens. Click now on the “Manage Horses” button. See example below.



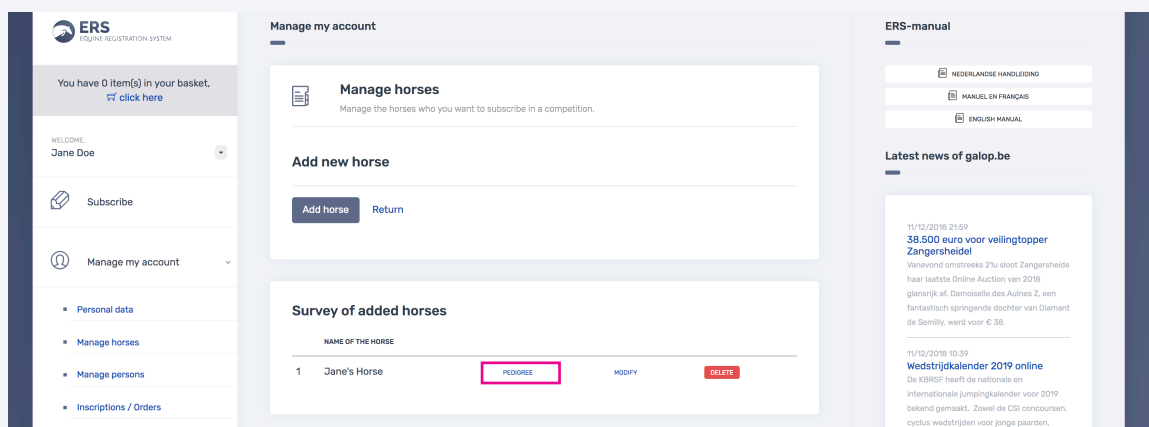
Step 3: You are now on the page “Manage Horses”. Here you can add a horse.

Step 4: Enter the details of your horses. *Attention:* For some competitions it is required to fill in the chip number, breeder and owner. So we advise to fill in everything!



Step 5: Click on “Save”.

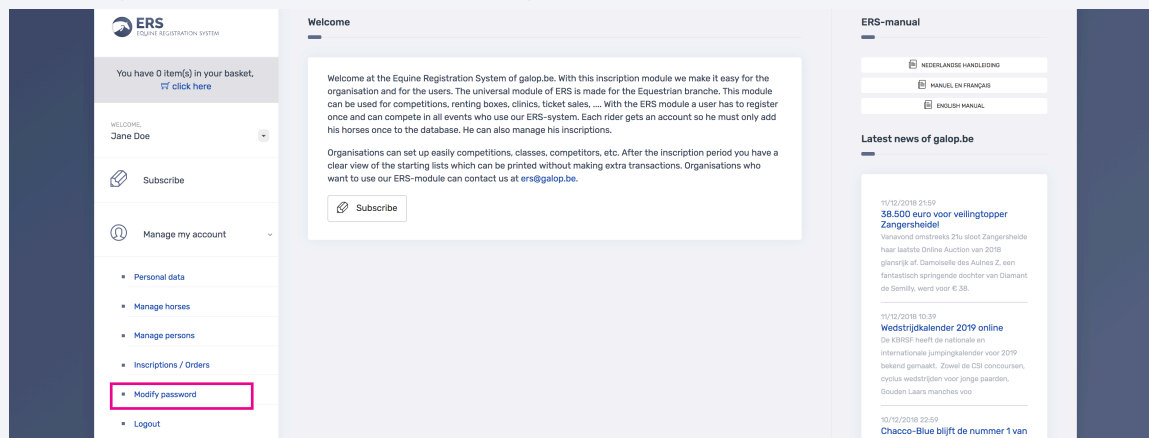
Step 6: You will now find your horse in the overview screen. Attention: For young horse competitions it is important to fill in the pedigree. You can do this by clicking on the “Pedigree” button.



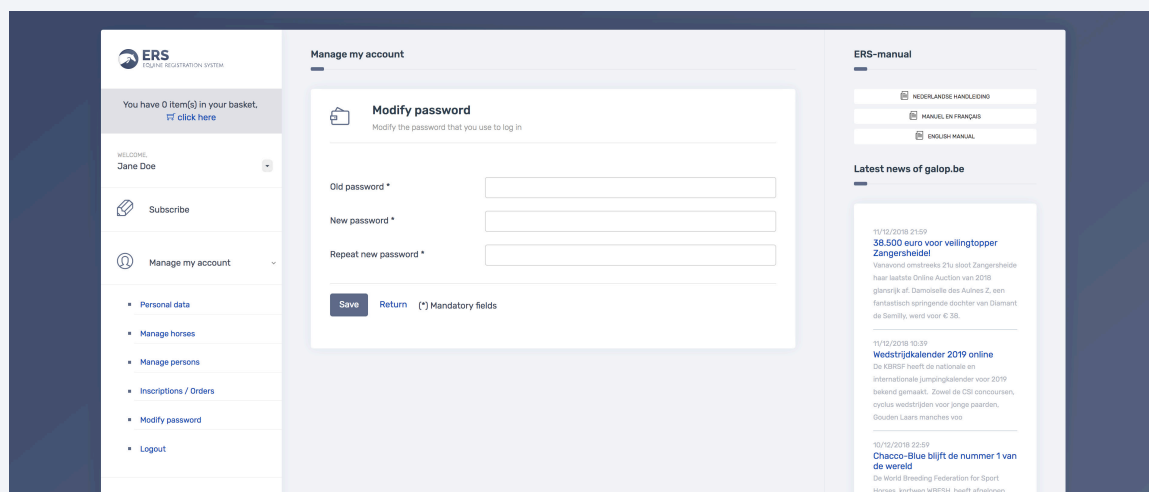
3. Change Password

Step 1: Log in at <https://ers.galop.be>

Step 2: Click the “Manage my account” button. A submenu opens. Click on the “Modify password” button. See example below.



Step 3: You will now enter the “Modify password” page. Here you can enter your old password and then choose a new password.

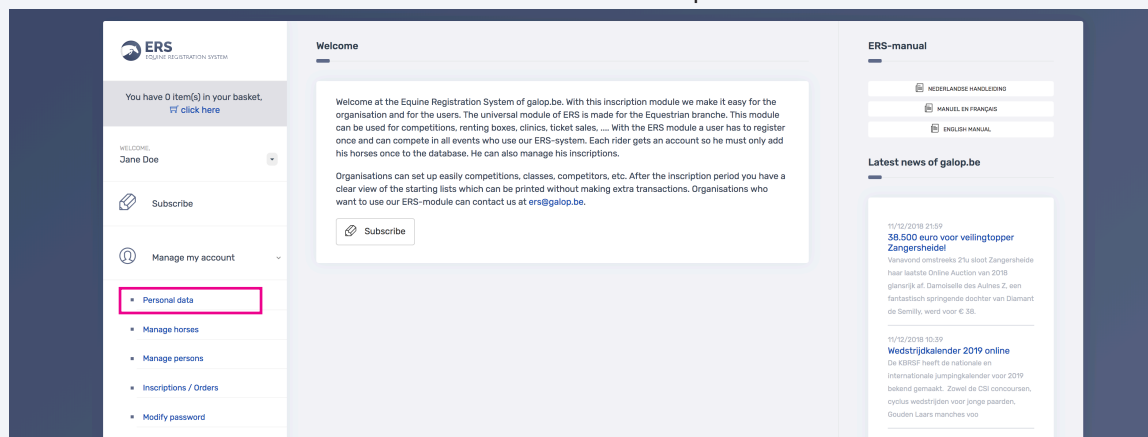


Step 4: Press “Save”. From now on you can log in with your new password.

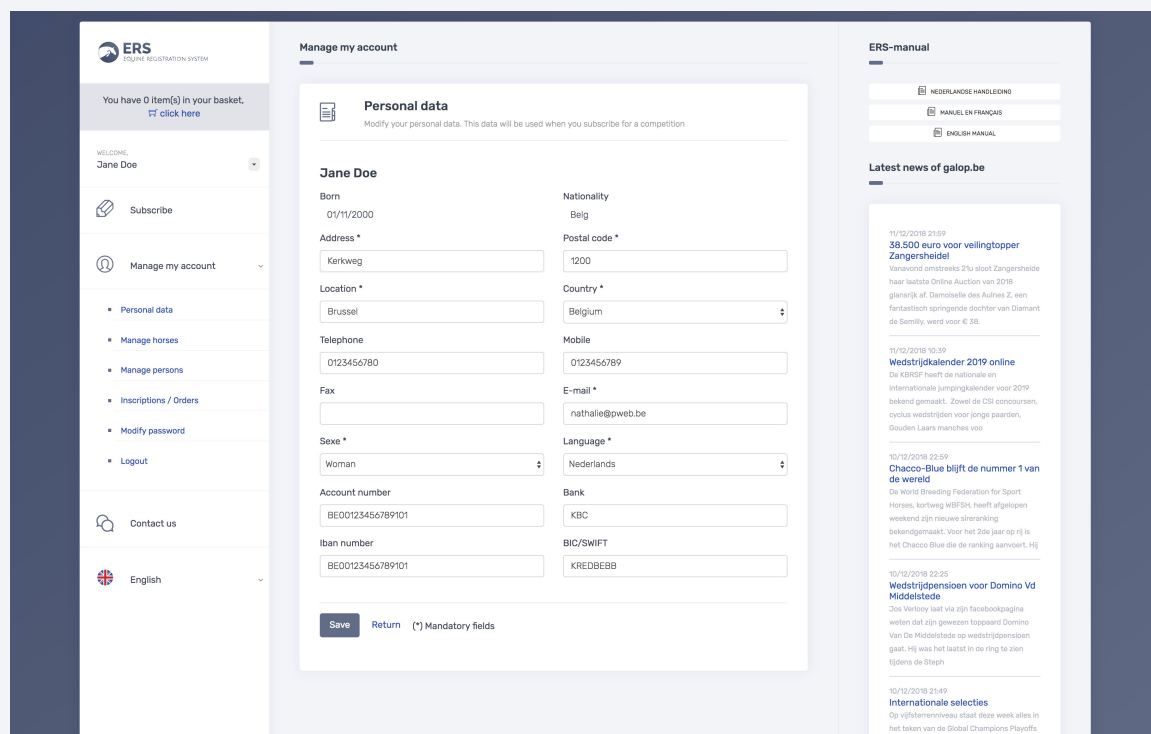
4. Modify Personal Data

Step 1: Log in at <https://ers.galop.be>

Step 2: Click on the button “Manage my account”. A submenu opens. Here you can click on the button “Personal data”. See example below.



Step 3: You will now be taken to the “Personal Data” page. Here you can enter or change your data.

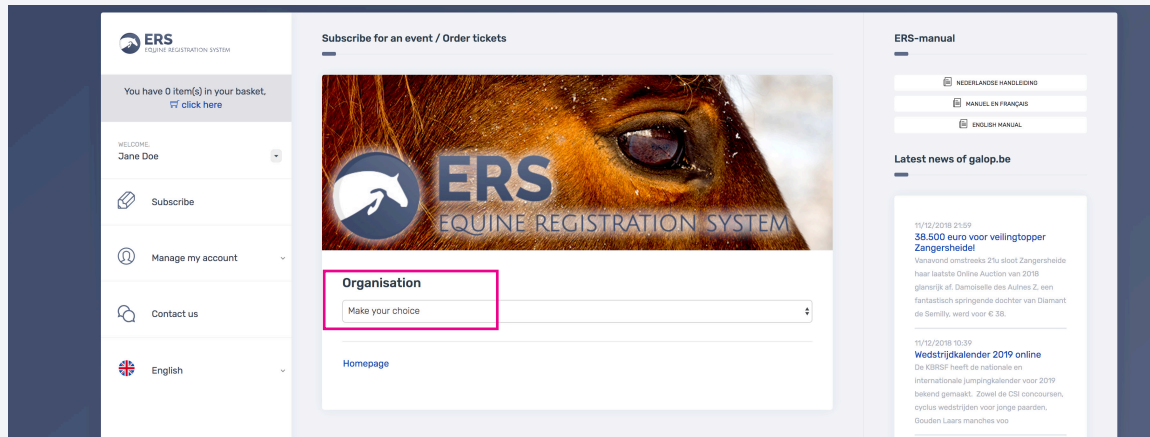


Step 4: Click on “Save”.

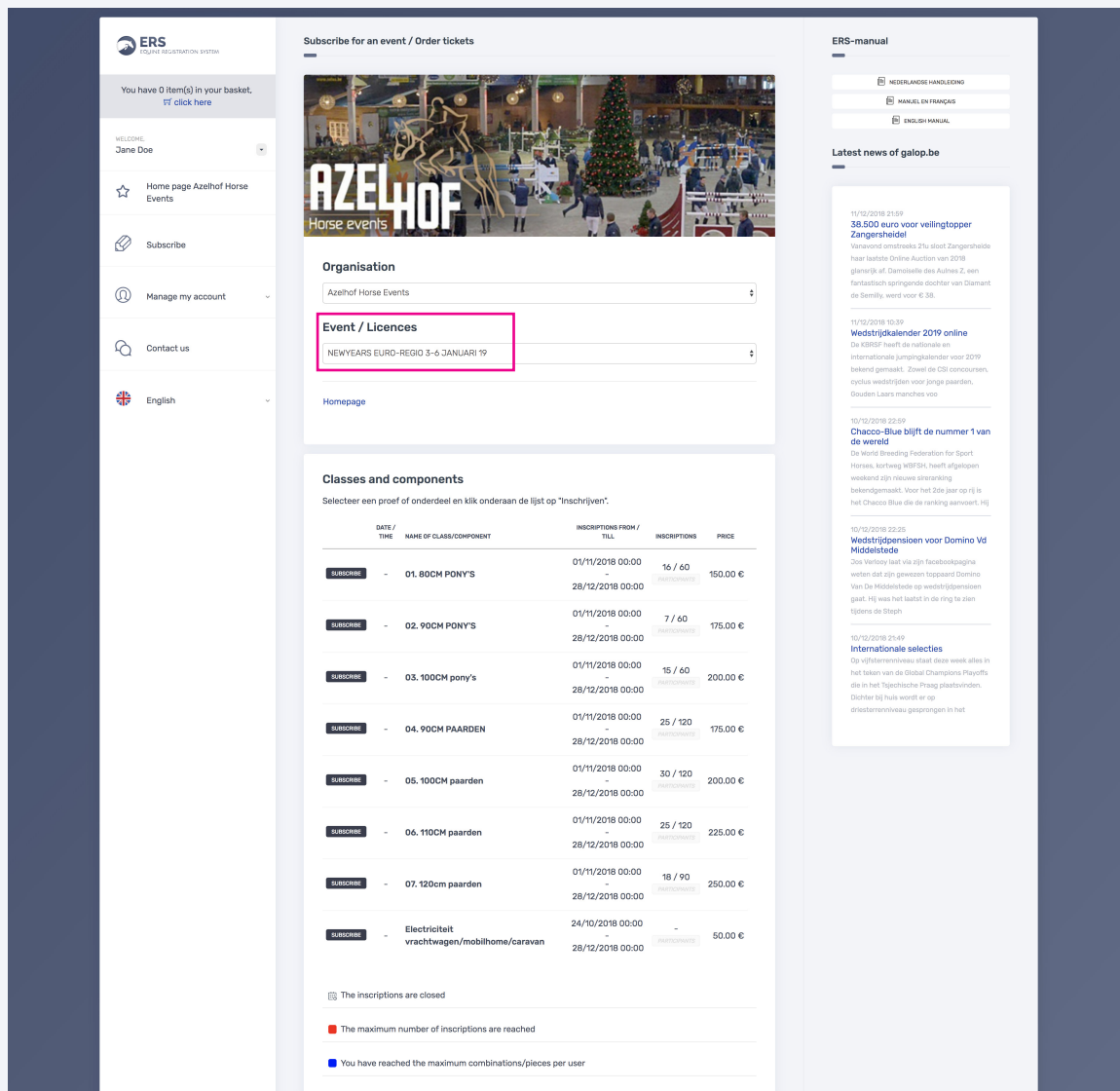
5. Subscribe for a competition

Step 1: Log in at <https://ers.galop.be>

Step 2: Click on the “Register” button. You will now be directed to a page with all organisations. Make your choice now. See example below.



Step 3: Once you have chosen an organization, the events will show up. You can now choose a class to subscribe to.



5. Subscribe for a competition (continuation)

Step 4: Click on the button for the desired class. A new page opens. See example below.
Attention: For some competitions it is not possible to choose a starting number.

The screenshot shows the 'Subscribe for an event / Order tickets' page. The main content area is titled 'Subscribe before 90cm (extra naturoprijs voor mooiste kerst-outfit)'. It is divided into three steps:

- STEP 1: Select the horse you want to compete**: A dropdown menu shows 'Jane's Horse'.
- STEP 2: Choose the desired starting position (under reservation)**: A dropdown menu shows '48'. Below it is a 'Show inscriptions' button.
- STEP 3: Confirm your inscription**: A checkbox is checked with the text 'Yes, I am aware of the entry fee, which is 15.00 EUR. I confirm this inscription and I am aware of the regulations of the organisation'. Below are three buttons: 'Confirm + another registration', 'Confirm and go to basket', and 'Return'.

The left sidebar contains the ERS logo, a basket icon with '0 item(s)', a welcome message for 'Jane Doe', and navigation links for 'Home page Azelhof Horse Events', 'Subscribe', 'Manage my account', 'Contact us', and 'English'. The right sidebar contains the 'ERS-manual' with links for 'NEDERLANDSE HANDLEIDING', 'MANUEL EN FRANÇAIS', and 'ENGLISH MANUAL', and a 'Latest news of galop.be' section with three news items.

Step 5: You can now choose between “Confirm + another registration” or “Confirm and go to basket”. If you want to add horses, click the first option. If you are ready you can pay.

Step 6: If you choose “Confirm and go to basket” you will receive another confirmation screen, see example below.

The screenshot shows the 'Basket' confirmation screen. At the top, a green banner says 'Your inscription is added to your basket'. Below it, the 'Basket' section contains the text 'View the contents of your basket. Here you find a list of all your inscriptions which are not confirmed.' and a dropdown menu for 'Event / Licence' showing 'Azelhof Horse Events - KERSTJUMPING zaterdag 22/12'.

The 'Survey of your basket' section contains the text 'Inscriptions mentioned below are in your basket. They are only temporarily reserved and have to be confirmed. Click on "Confirm"'. Below is a table:

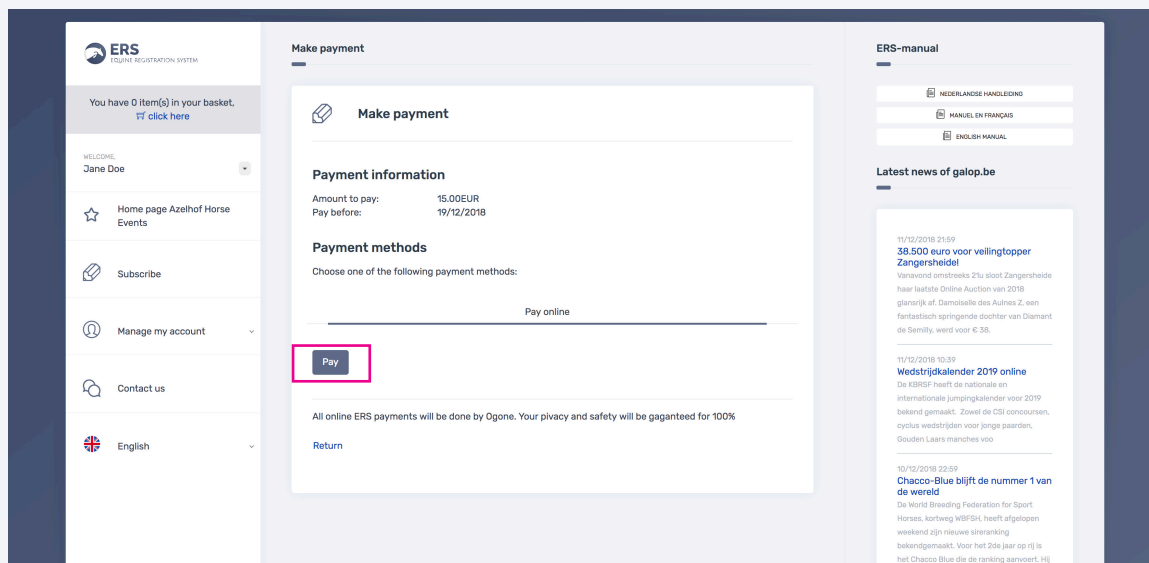
DATE	CLASS / COMPONENT	HORSES	POSITION	QUANTITY	PRICE	
1 12/12/2018	90cm (extra naturoprijs voor mooiste kerst-outfit)	Jane's Horse	48	-	15.00 EUR	DELETE

Below the table, it says 'Amount to be paid (TVA inclusive): 15.00 EUR'. At the bottom are 'Confirm' and 'Return' buttons.

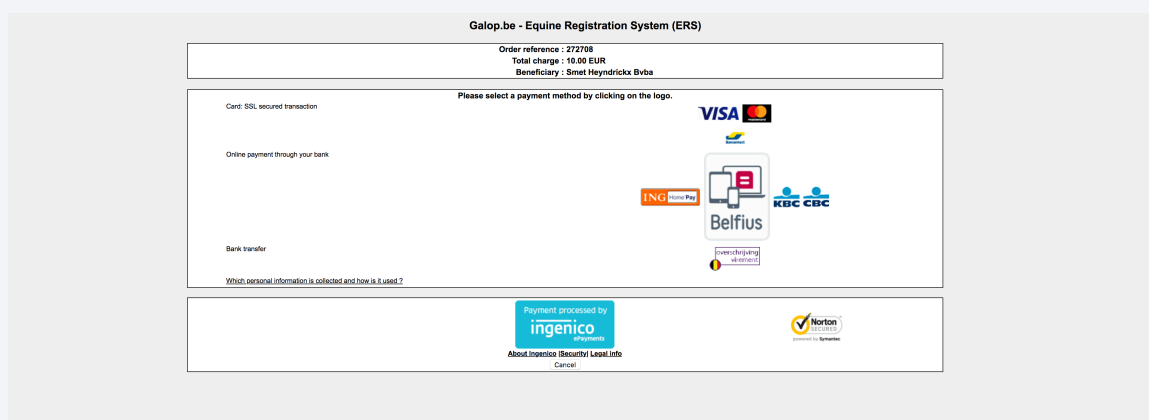
The left sidebar is identical to the previous screenshot. The right sidebar is also identical, showing the 'ERS-manual' and 'Latest news of galop.be' section.

Step 7: Click on “Confirm”. You will now be redirected to the confirmation page where you can pay by clicking the Pay button.

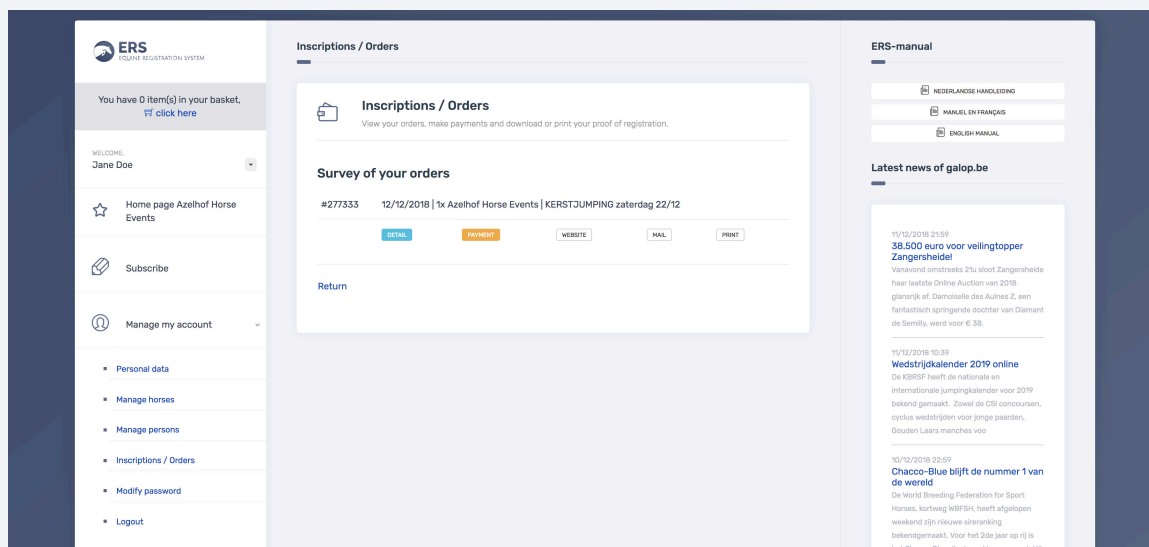
5. Subscribe for a competition (continuation)



Step 8: Payments are made through our external partner Ogone. You can pay with ING, Belfius, KBC, Visa, Mastercard, Bancontact or bank transfer.

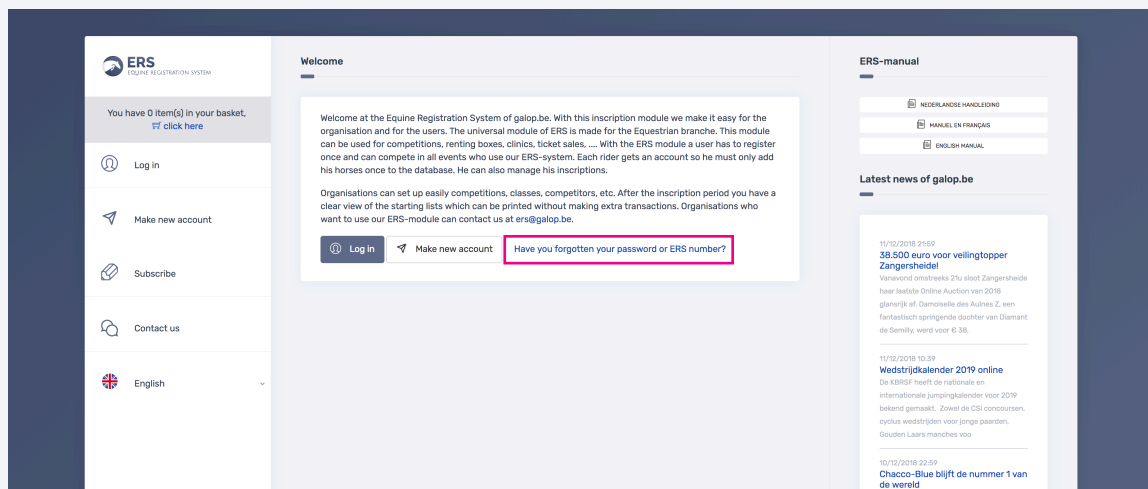


Step 9: After the payment is successful, you can find your inscriptions via “Manage my account” and then “Inscriptions / Orders”. See example below. Via the “Payment” button you can make the payment at any time if you have not yet done so. You can view your registration via “Detail”.

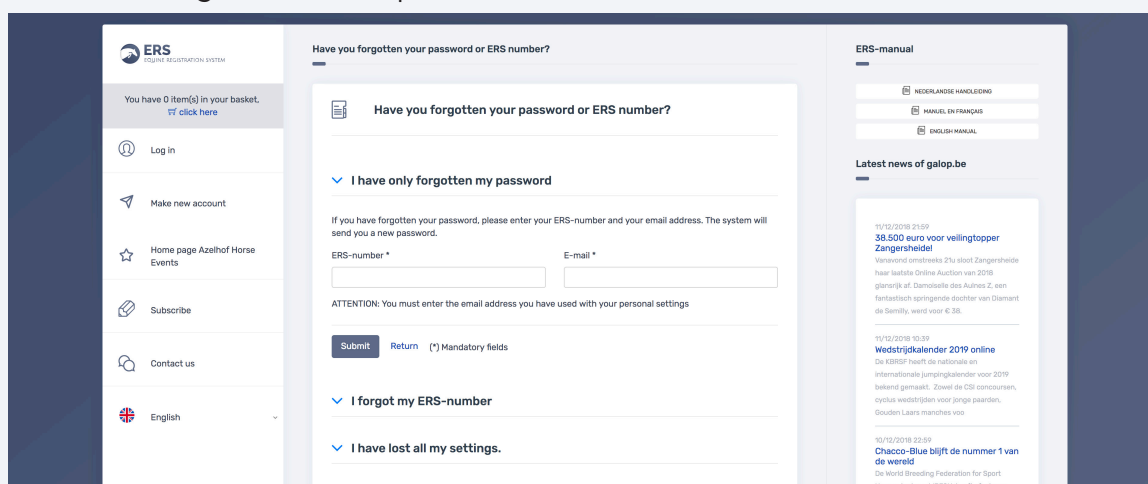


6. Forgot password or ERS number?

Step 1: Go to <https://ers.galop.be>. Here you can click on the button “Forgot password or ERS number?”.



Step 2: You will now be directed to a page where you can choose between “I have only forgotten my password”, “I forgot my ERS number” and “I have lost all my settings”. See example below.



Step 3: If you have only forgotten your password, then enter your number (for example 38508) and your e-mail (for example: JaneDoe@galop.be) and click on “Send”.

Have you also lost your ERS number? Then click on “I have lost my ERS number” and fill in your e-mail (for example: JaneDoe@galop.be).

7. Manage persons

Attention: Managing people is only applicable for driving competitions, vaulting competitions, ... A driver must always be assisted by grooms during the dressage, marathon, ... These grooms must also always be passed on to the organization. This is **not** to add your children or riders to an ERS account. One ERS number is assigned per rider.

Step 1: Click the button “Manage my account” and then click on “Manage persons”.

The screenshot shows the ERS (EQUINE REGISTRATION SYSTEM) interface. On the left, a sidebar displays the user's name 'Jane Doe' and a menu with 'Manage my account' selected. The main content area is titled 'Manage my account' and contains a 'Manage persons' section with an 'Add new persons' form and a 'Survey of the added persons' section. The right sidebar shows 'ERS-manual' links and 'Latest news of galop.be'.