

## **WHERE DO I FIND ENTERUP.BIZ AND HOW DO I LOG ON?**

Type [www.enterup.biz](http://www.enterup.biz) in your browser bar. DO NOT enter as a Google or Yahoo search. You will need to know your card number (including any letters that are with your number).

- 1) Username: Your user name is your card number, include letters in capital form (ex:Cxxx, or GCxxx)
- 2) Password: The first time you log in, your password is your card number
- 3) Association: From the drop down box ASSOCIATION, choose the association whose card# you are using to log in
- 4) We will have in our data base the most recent membership list from ICA, ImPRA, NPRA and ProWest.

## **IF I AM ON THE ICA WEB SITE, CAN I FIND ENTERUP.BIZ?**

Yes. If you are on the Rodeo Info page, there will be a direct link to enterup.biz. You will click on that link, and be directed to the entry page.

## **CAN I ENTER ONLINE WITH MY SMART PHONE?**

Yes you can enter online from your smart phone. It will be helpful if you are already familiar with the system and how to enter prior to using your phone.

## **I AM NOT A MEMBER OF ANY ASSOCIATION. CAN I LOG IN TO ENTER?**

No. Online entries can be completed only by card holders of the ICA, ProWest, ImPRA, and NPRA. Non-members must call Central Entry to enter 845-2051 and, as instructed by the ICA, be prepared to pay their fees with a credit card.

## **CHANGING YOUR PASSWORD**

If you wish to change your password to provide more security to your entries, go to the HELP menu and there is an option for CHANGE YOUR PASSWORD. Remember your password. If you forget your new password, you will have to contact Central Entry and ask to have it reset.

## **CAN I ENTER A RODEO BEFORE THE MONDAY WHEN ENTRIES CLOSE?**

Yes! You can enter Online any time prior to the time that entries close. If entries close on Monday at 5:00 P.M., MDT, the system will not allow anymore entries for that rodeo later than 5:00 PM MDT. If you wish to try to make a Late Entry for the benefit of the rodeo, you can call Central Entry 208.845.2051. Please see the new ICA rule regarding late entries.

### **TO ENTER YOURSELF IN A RODEO:**

Once you have logged in, you get the message saying "You have logged in as "YOUR NAME".

**To make an entry for yourself** simply click on the rodeo from the list of Upcoming Rodeos.

**Check the box for the event you wish to enter.** In the team roping, you must designate who the header is. If you have already been entered in that rodeo, the events will have a check in the box. If you want to delete an event then uncheck the box. Changes may be made until the time that entries close.

### **HOW DO I ENTER MY TEAM ROPING PARTNER?**

When you enter the Team Roping you will be prompted to enter your partner. You must type his card number, including any letters in capital form then select his name from the drop down list. Your team roping partner is now entered in the team roping. If your partner is to be in another event, you may enter the event(s) on their behalf or the partner can enter themselves in the additional event(s) prior to entries closing. If you are to enter your partner in the tie down, for example, you will have to make a separate entry to put him in the tie down.

### **CAN I ENTER SOMEONE ELSE IN A RODEO?**

Yes, if they are a card holder. You will need to enter the card# of the person you are entering, and then follow the regular procedure. *NOTE: The system will have a log of who entered each contestant and when. The logged in member who enters the contestant is responsible for the entry in case of turn out or no show. Thus, you better be sure the person you are entering wants to be entered.*

### **CAN I HAVE SOMEONE ELSE ENTER FOR ME?**

Yes. If that person is not an ICA member then you will need to give them your Log in number (remember that is your card number) and they can enter you.

### **IF THE ENTRIES HAVE NOT YET CLOSED, AND I AM ENTERED, CAN I EDIT MY PREFERENCES, CHANGE EVENTS, OR DRAW OUT OF THE RODEO?**

Yes. Log in, go to the Enter a Rodeo page. If you want out of an event that is already checked, simply uncheck the box for that event. If you wish to add an event, check the appropriate box. If you want to draw out of the rodeo entirely, uncheck all events that you are entered in, select NEXT, select FINISH on the next page, and look at the final page and it will tell you your updated entry status.

### **HOW CAN I SEE THE PREFERENCE COUNT FOR A RODEO?**

If you wish to view how many are asking for the various performances of a rodeo, you can :1) Go to REPORTS and select RODEO PREFERENCE COUNT, and then choose the rodeo you want. OR 2) click the red link on the entry page.

This preference count is real time for all of the entries in the system. When choosing a preference, please remember rodeo committees and contractors have provided information about their rodeo which will determine, for example, how many contestants they need for performances before slack will be held and the minimum and maximum number of contestants that will perform during a performance. That information is important when choosing a performance preference.

### **CAN I REQUEST A BUDDY GROUP TO TRAVEL WITH?**

Yes. Creating a buddy group will ensure those included in the group will be drawn in the same performance. You will find the page to Create a Buddy Group after the ENTRY page.

1) You must enter buddy's card# in the box. (Again, the Cxxx) Select the name from the drop down choices, then PRESS THE BUTTON TO CREATE THE BUDDY GROUP. To add other buddies to your group enter their card#s and proceed with FINISH button.

2) If you choose to remove a person or yourself from a Buddy Group, that does not remove the event entry. You may alter Buddy Group until entries close for that specific rodeo.

3) After you have formed your Buddy Group, click FINISH.

**NOTE: YOU MUST TAKE THE STEPS TO PUT EACH BUDDY IN THEIR RESPECTIVE EVENT!** Just by putting them in a buddy group, they have not been entered in an event.

### **IF I AM PART OF A BUDDY GROUP, DOES THAT HELP OR HINDER MY CHANCES TO GET MY PREFERENCE?**

Because the draw is established from a random number list, with first preference given to ICA cardholders at ICA Prime rodeos, if you are in a large buddy group, it could make it less likely that you would get your preference. For example: you are in a group of 4 tie-down ropers and you all want the Saturday performance. Your group has drawn random number 8947 out of a possible 10000 numbers. The performance will take 10 ropers. There are 8 other contestants asking for Saturday who have a lower random number than your 8947. Therefore, the 4 ropers in your group won't fit in that performance, so you will likely all get your second preference. Had there been only 2 ropers in your buddy group, then you would have fit in that Saturday slot. If however, your buddy group had drawn random number 1 then lucky you. Your buddy group would all get the Saturday performance.

### **I AM A MEMBER OF A BUDDY GROUP OF 3 OR 4 OTHER PEOPLE. IF THE ENTIRE BUDDY GROUP WANTS THEIR PREFERENCE CHANGED, HOW DO I DO THAT?**

You will need to change the entry preference for each of the individual people in your buddy group. Changing the preferences for one member of the group will NOT change the preference for everyone in the group.

### **I AM IN A BUDDY GROUP BUT WANT OUT. HOW DO I DO THAT?**

Log in, go to Enter a Rodeo, select the rodeo. On the entry page select NEXT so that you are on the page that shows the buddy group you are in and CLICK on REMOVE ME. You are still entered in the rodeo, but you are not a member of a buddy group.

### **IF A CONTESTANT IS REMOVED FROM A BUDDY GROUP, ARE THEY ALSO REMOVED FROM THE RODEO?**

No, removing someone from a buddy group does not delete their entry in a rodeo.

### **HOW DO I KNOW MY ENTRY IS COMPLETE?**

When making your entry, follow the onscreen prompts. The last page will say "ENTRY COMPLETE".

From this page, you can click on another rodeo from the list at left and make entries for the 2<sup>nd</sup> rodeo.

### **CAN I GET ENTERED IN A RODEO TWICE?**

No. If you log on to enter a rodeo, and find that your event already has a check mark in the box, then you are already entered. Viewing that entry, and following the onscreen prompts will NOT enter you again. You can add another event if you wish or change your preference if desired. If someone has already entered you, and you want to draw out, simply UNCHECK the box for the event.

**I AM IN THE TEAM ROPING AND WANT TO CHANGE OUR PREFERENCE. MUST I CHANGE MY PARTNERS PREFERENCE TOO?**

No. If you are in the TR and change your preferences, then your partners preferences, in all of his events, will automatically change to match yours.

**HOW CAN I FIND WHAT RODEOS I HAVE ENTERED THIS SEASON?**

In the menu, go to REPORTS, select COWBOY EVENT HISTORY. You will see a listing of the rodeos you have entered, your events, preferences, when you are up and your entry fees.

**MY FRIEND SAID HE ENTERED ME. HOW DO I CONFIRM MY ENTRY IS IN THE SYSTEM?**

Log in, and go to REPORTS, select COWBOY EVENT HISTORY. Follow the prompts. You could also select, ENTER A RODEO, choose the rodeo, and see if your event has a check mark in the box. If so, you are entered.

**WHEN MY ENTRY IS CONFIRMED, WHAT DO I DO NEXT?**

When you are finished Select LOG OUT.

**NON MEMBER INSTRUCTIONS**

Non-members must call Central Entry 845-2051 to enter.

Explanation:

Because non-members do not have association numbers, they are not in the data base. You have to be ACTIVE in the data base to use this system. Also, non members are required by ICA Rules to pay their fees at entry time with a credit card. Credit cards can be given to Central Entry and the ICA will run those cards at the end of the day.

**WHERE WILL THE DRAW BE POSTED?**

The draw will be posted on enterup.biz. You do not need to log on to see the draw. The draw for a rodeo is "global", meaning anyone in the world can see when they are up at a rodeo. You can go directly to enterup.biz, or you can go to the ICA web site at icarodeo.com and click the link for the draw.

Click REPORTS, select RODEO DRAW, choose your rodeo and Bingo there is the draw.

**DO I USE THIS SYSTEM TO TURN OUT, DOCTOR RELEASE, ETC?**

No. All turnouts, vet releases and medicals must be called into the ICA office as they have been in the past.

**I MISSED THE ENTRY DEADLINE. CAN I STILL ENTER?**

The ICA has a policy regarding late entries. You will have to call the Central Entry Office 845-2051 to see if there is a performance that has room for another entry. Late entries will never be put in the SLACK. If you are in a timed event and there is room in a performance you will be first out, except in the barrel racing, then you will be at the bottom of the ground.

**I AM A CARD HOLDER AND HAVE ENTERED OTHER RODEOS. NOW THE SYSTEM WON'T LET ME ENTER. WHY?**

If you have been placed on the suspended list and the Association office has requested that you not be allowed to enter, you will be placed on INACTIVE status and the system will not let you enter until the suspension has been cleared by the Association office. Contact the ICA Office or Central Entry 845-2051.