

Submitting Online Entries via GaitKeeper

1. Go to the GaitKeeper Website – www.gaitkeeper.com
2. At the bottom of the main page, you will see a heading titled 'Upcoming GaitKeeper Shows (Enter Online).' Click on the corresponding show that you wish to register for (EMAA).
3. If you have previously used GaitKeeper, you will need to sign in with your email and password. If you are new to GaitKeeper, you will need to create an Account.
4. After you have successfully logged in or created an account, click on the 'Home' tab at the top of the page. This will take you back to the main page – Again, click on the EMMA Show at the bottom of the page that you wish to register for.
5. The next page will give a brief overview of the show (address, secretary, etc.). Click 'Add Entry' at the bottom of the page.
6. The next page will display additional information regarding the show (date, entry deadline, etc.). Click on the 'Enter Owner/Trainer Info' at the bottom of the page.
7. On the 'Entry Form' page, you will need to enter all the relevant information (please disregard the SSN box). At minimum, I will need the Owner Name and Trainer Name (can be the same as owner). Once the top portion has been completed, click 'Save and Continue.'
8. Next, you will add the Rider information. Under 'Rider,' click 'Add Rider.' Once the information has been added, click 'Add Rider.'
9. Once you have added all the Riders, click on 'Add Horse' under the 'Horses and Class Entries' heading. Once all the information has been added, click 'Add Horse.'
10. Once the Riders and Horses have been added, you can then add your classes. Enter the Class # and the number of the Rider (shown in the 'Riders' box). When entering classes, be sure to use the 3-digit code (008 for class 8) given for each class (these can be found on the right side of the page).
11. When you have finished entering Riders, Horses, and Classes, click 'Click here when finished entering classes.'
12. Next, you will be able to add any 'Additional Items and Fees.' These include Office Fees, Stalls, Camping, etc. Once this has been completed, click 'Click here to continue to payment/confirmation screen.'
13. On the next page, you will be able to submit payment. Please DO NOT add your Credit Card information – This information does not pull from the website, and we can keep your card on file once you arrive to the show.
14. Before submitting your entry, click the box that reads 'I have reviewed this form, agree to the charges shown on this page, and am ready to submit this entry blank to the show secretary.'
15. Once your entry has been submitted, a new page will open that reads 'Your entry has been submitted to the show secretary. Please print this page for your records. If you have any further changes to your entry please contact the show secretary listed below.'

Please feel free to email/call/text to confirm that I have received your entries. My contact information is below:

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