

Creating a new PHsports Account

- 1) Go to www.myhorsesport.com
- 2) Click **Login, Producer Login**
- 3) Click **Create Account**
- 4) Enter your email address and a password of your choice, then click **Create**
- 5) **Login** with this email and password

PHsports
Producer Sign In

Email *

Password *

LOGIN

CREATE ACCOUNT RESET PASSWORD

PHsports
New Producer

Email
test@phsports.com

Password
.....

Confirm Password
.....

CANCEL CREATE

PHsports
Producer Sign In

Email *
test@phsports.com

Password *
.....

LOGIN

CREATE ACCOUNT RESET PASSWORD

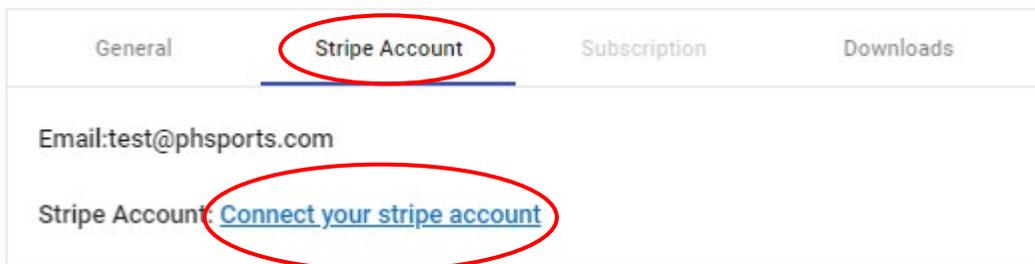
Account created, please login to your new account

7) Fill out the **General** information tab and click **Save**.

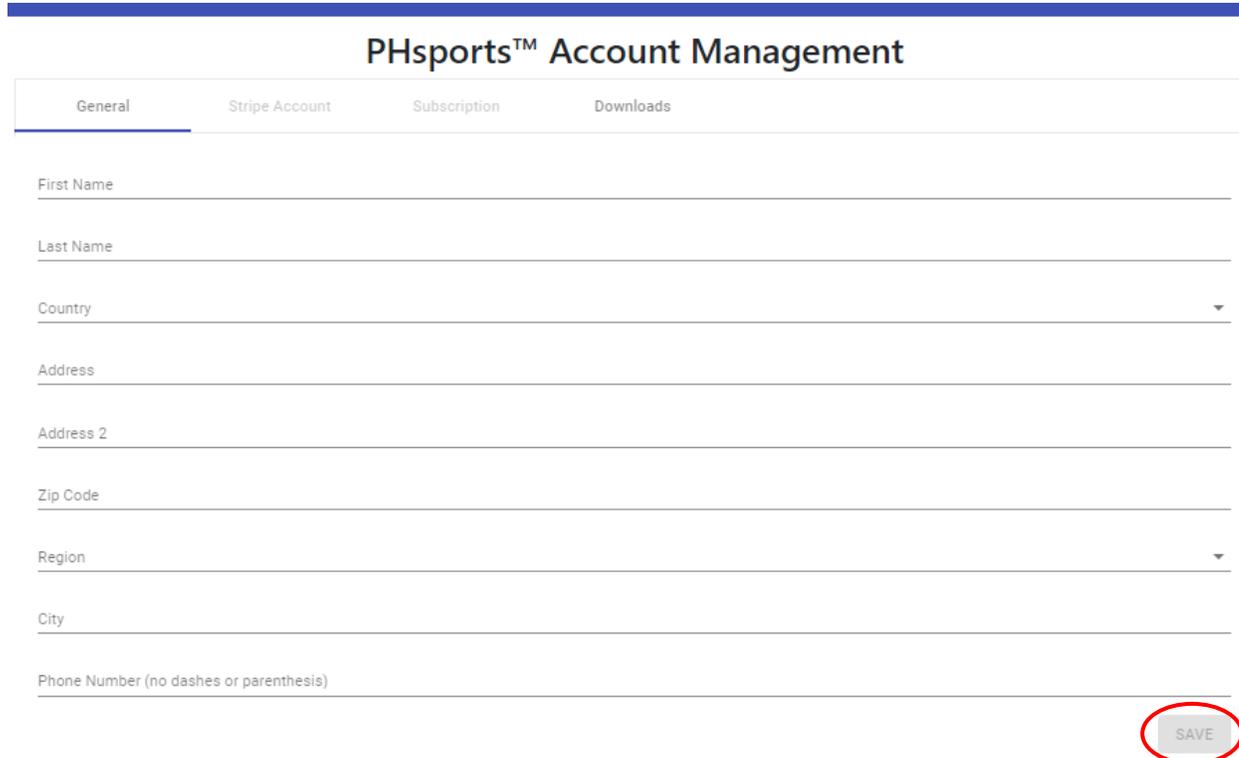
This information is for our records only and will not be public on the website.

8) Click on the **Stripe Account** tab

9) Click **Connect your stripe account** and fill out the information to create a new Stripe Account from the next screen.



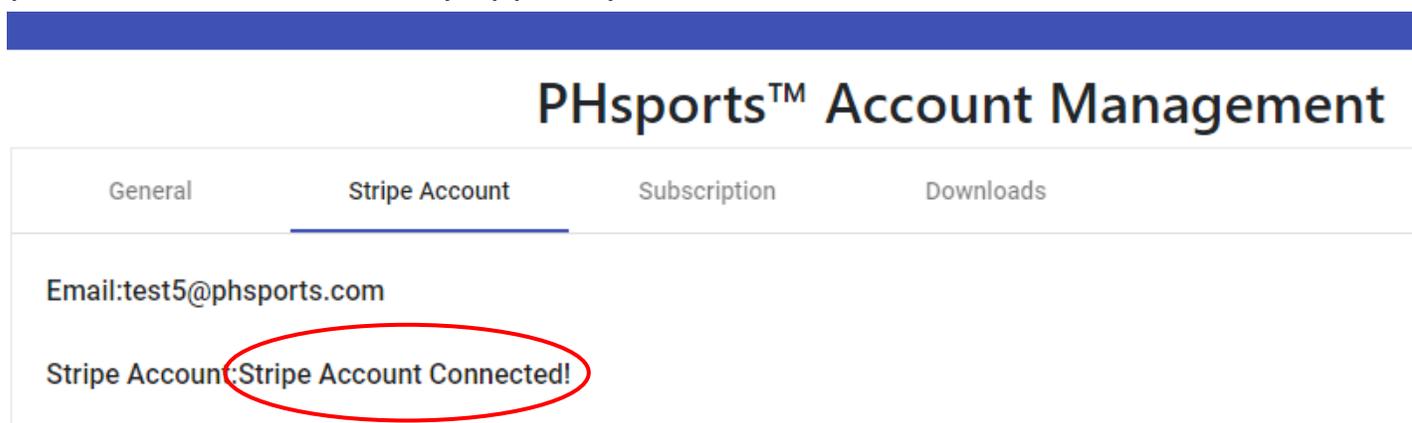
The screenshot shows the 'Stripe Account' tab selected in the PHsports Account Management interface. The 'Stripe Account' tab is circled in red. Below the tabs, the email 'Email:test@phsports.com' is displayed. Under the 'Stripe Account' label, there is a blue link 'Connect your stripe account' which is also circled in red.



The screenshot shows the 'General' tab selected in the PHsports Account Management interface. The form contains the following fields: First Name, Last Name, Country (dropdown), Address, Address 2, Zip Code, Region (dropdown), City, and Phone Number (no dashes or parenthesis). A 'SAVE' button is located at the bottom right of the form and is circled in red.

Note: Stripe is a widely used and very reputable company that provides services similar to PayPal and allows us to separate your online entry fees and our convenience fees in one step. The bank account information you provide can be updated at any time for your deposits. You will be asked to enter a password that includes an uppercase character, a special character and a number for your Stripe account. You will log into Stripe with these credentials at www.stripe.com to manage your funds. Stripe also has a user-friendly app for your convenience.

10) You will see **Stripe Account Connected** under the Stripe Account tab when your account is successfully created and linked.

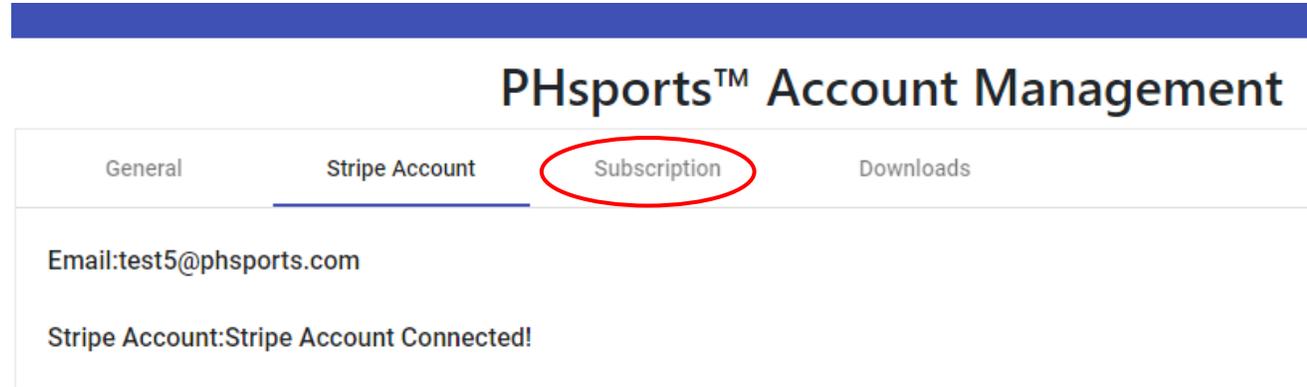


The screenshot shows the 'Stripe Account' tab selected in the PHsports Account Management interface. The 'Stripe Account' tab is circled in red. Below the tabs, the email 'Email:test5@phsports.com' is displayed. Under the 'Stripe Account' label, the text 'Stripe Account Connected!' is displayed and circled in red.

11) Navigate to the **Subscription** tab to start your free trial

12) Choose your subscription and click **Confirm**

13) Enter your credit or debit card information and zip code

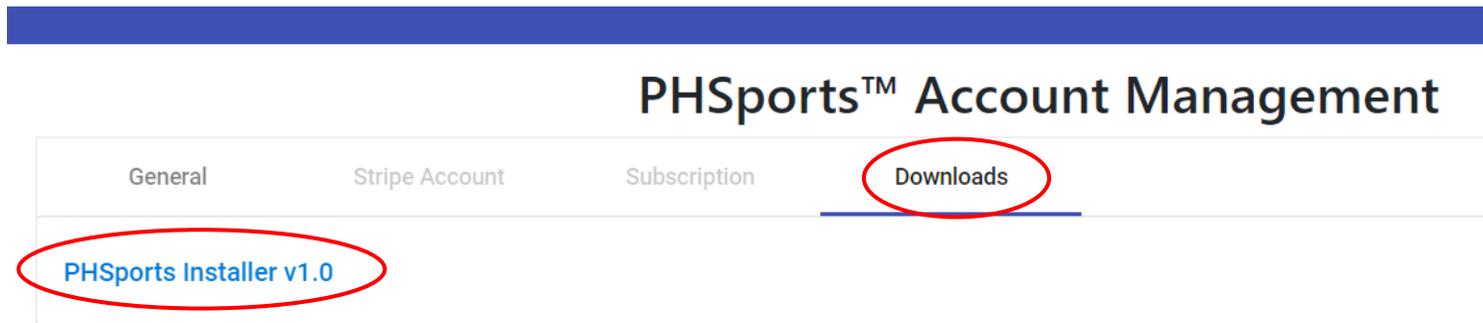


The card you specify will be used for your subscription charges. Your subscription can be cancelled or updated from this tab at any time. Your card will not be charged until your trial period is over.

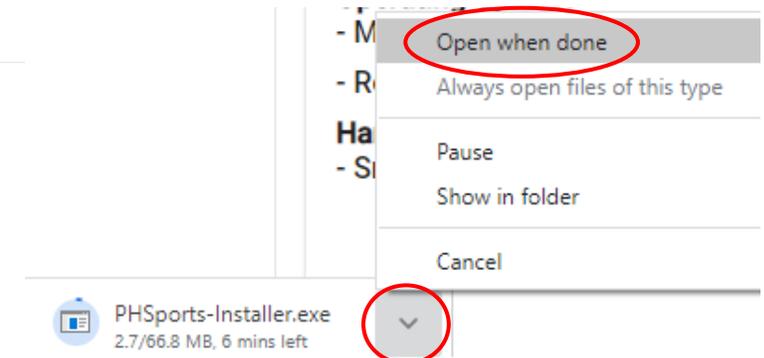
14) Click **Start Subscription**. Your status will say **Trialing** or **Active** when started.



15) Click **Downloads** then, **PHSports Installer v1.0**



16) At the bottom of your screen you will see the download. Click on the **down arrow** beside it and choose **Open when done**



17) If your installer hasn't started, click the **arrow** again and choose **Open** or open the .exe file from your Downloads folder

18) You will be prompted by windows about the new file, click **More Info**

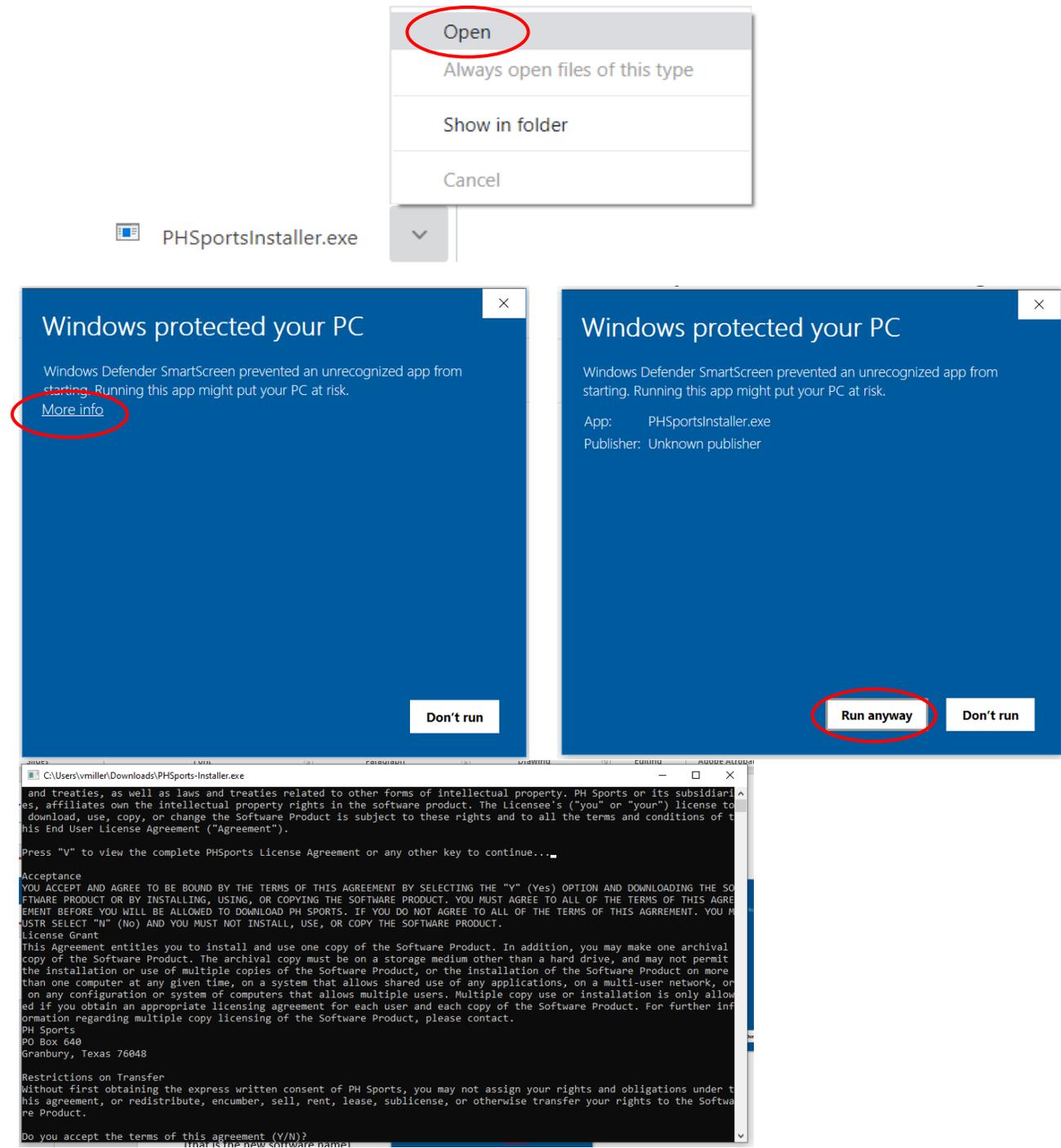
19) Choose **Run Anyway**

20) You will be asked to allow install, click **Yes**

21) A black dialog box will open. Enter **V** to view the PH Sports License Agreement and and **Y** to agree.

22) The software will begin downloading. The black dialog box will be open the remainder of the download. This may take 15-30 minutes, depending on your internet speed.

23) When the download is complete the box will read **PHsports Installation complete. Press any key to continue...**



22) You will see the PH Sports icon on your desktop, double click the icon to open



23) **Log In** with your email address and password

24) Choose **Yes** to **Sync**

25) You are ready to create your events!

