



Treasure State Equestrian Center, LLC

On-Line Scheduling Help

We are extremely excited to bring to you on-line scheduling for the arenas, jump course, and lessons.

This allows you to view available arena times and your lesson schedule from home, work, or anywhere you have Internet access!

No computer, no problem. We have a computer at the barn for viewing and scheduling times. Hate Computers? Just give us a call and we will schedule your time for you.

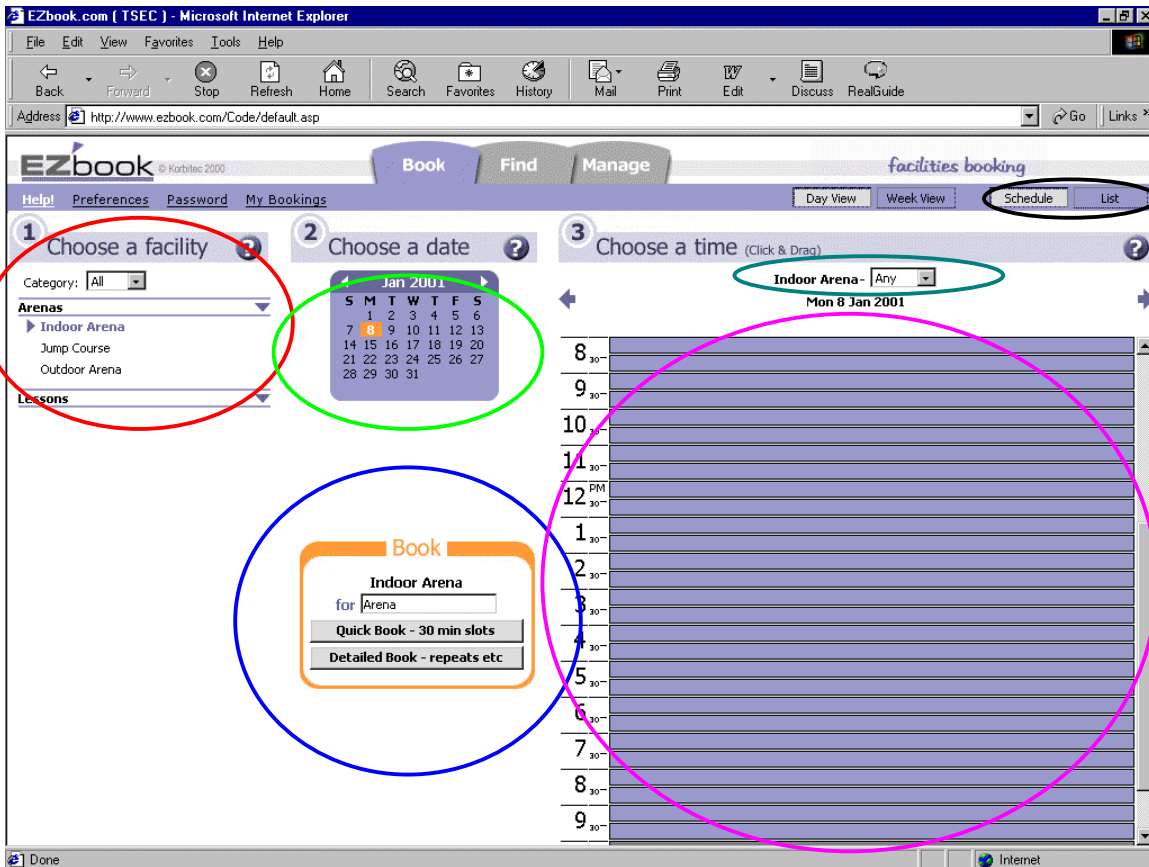
Following are the instructions for accessing our new web site at www.horse4sport.com.

We thank you for taking the time to learn this new process. We feel this will help us to continue to provide you an enjoyable riding experience.

On-Line Scheduling

These instructions are written for accessing from your offsite computers as well as the computer provided on-sight at the barn. For the most part they are the same, but any differences for the barn computer will be *italicized*.

- ✓ Using your web browser go to www.horse4sport.com. *The intention is to leave the barn computer on the scheduling site. If it is at the schedule site, skip this step, otherwise use its web browser, or look for other shortcuts on its desktop.*
- ✓ From Horse4Sport you can access the schedule by clicking in the left hand boarder, the “Schedule” button. This will take you to the Booking Site for TSEC.
- ✓ On the right hand side of the page you will enter your UserID (First Name with Last Name Letter: FirstL) and Password. Both will be provided to you by TSEC. We recommend changing your original password once you enter the schedule. *If you are logging in from the on site barn computer please use UserID=Arena, and the password provided at the computer site.*



- ✓ Once in the schedule **the left hand side shows all the facilities** available for scheduling. Note lessons are view only, and only the instructor can schedule your lesson. **Choose a Facility.**
- ✓ **2. Choose a date** with the **middle calendar.**
- ✓ Under the calendar is the **“Book”** box. Your name will appear here when logged in under your user name. *From the barn, be sure to change this to either your User ID or name. Otherwise you may schedule a time for someone else.*
- ✓ **3. Choose a time** from the **right hand side.** If the **small drop down box** says “Any” you will not be able to view any available times on the **time line.** Grey times are when the arenas are closed.
- ✓ Select Rider 1 from the **drop down box** to view if any times have been scheduled. If your time is available highlight the appropriate time blocks and click the **“Quick Book – 30 min Slots”** button in the middle **“Book”** box.
- ✓ If Rider 1 is booked, **select Rider 2** and book in the same manner as stated above. The Indoor only allows two riders, and the Outdoor three.



- ✓ If you want the arena by yourself, and all Rider slots are open, schedule yourself for all the rider spots.
- ✓ If you are going to lunge and Rider 1 is open, please type (Lunge) after your name in the “Book”, “for” box, after your name. Rider 2 is then limited to lunge. Please do not ride in the arena while someone else is lunging a horse.
- ✓ To schedule other than on the half hour, check that a rider slot is available and then use the “Detailed Book” button in the “Book” box.
- ✓ With the “Detailed Book” button you can set your time as repeating. We ask that if you do so, you only go out one month, and if you are not going to make your time, you delete it as soon as possible to allow others to ride.
- ✓ An easy way to see all the rider slots is to choose the “List” button on the upper right corner of the page, and then select “Any” from the [drop down box](#).
- ✓ The “My Bookings” above Choose a Date allows you to view any bookings you have made under your UserID. Note, entries made at the barn and lessons will not show on the list.
- ✓ To view entries made at the barn and lessons, use the “Find” tab (top of page between “Book” and “Manage”) and use the appropriate search feature. For more help please talk to Stephanie.

To make this work properly, we need some procedures to take over where the technology leaves off:

- If you are not going to make your scheduled time please delete it from the schedule if at all possible. If you can not access a computer, call and we will delete it for you. This will ensure as many open slots as possible.
- If the arena Rider 1 says “Lessons” the ride time is not available for any other ride slots. If the other arena Rider 1 says “Lessons” also, you may schedule for the other time slots if they are open and ride in the arena that is not being used. Lessons will have the arena preference.
- If the other scheduled riders will allow you to ride with them, you may ride in the arena with the scheduled riders.
- Above all, please be courteous to each other, if something glitches the only thing that will fix it is a good sense of humor.

Remember Safety First!