

# ONLINE ENTRY GUIDE

## STEP 1:

Browse to the following link and bookmark for the future (preferred browser is Chrome if you have it installed);

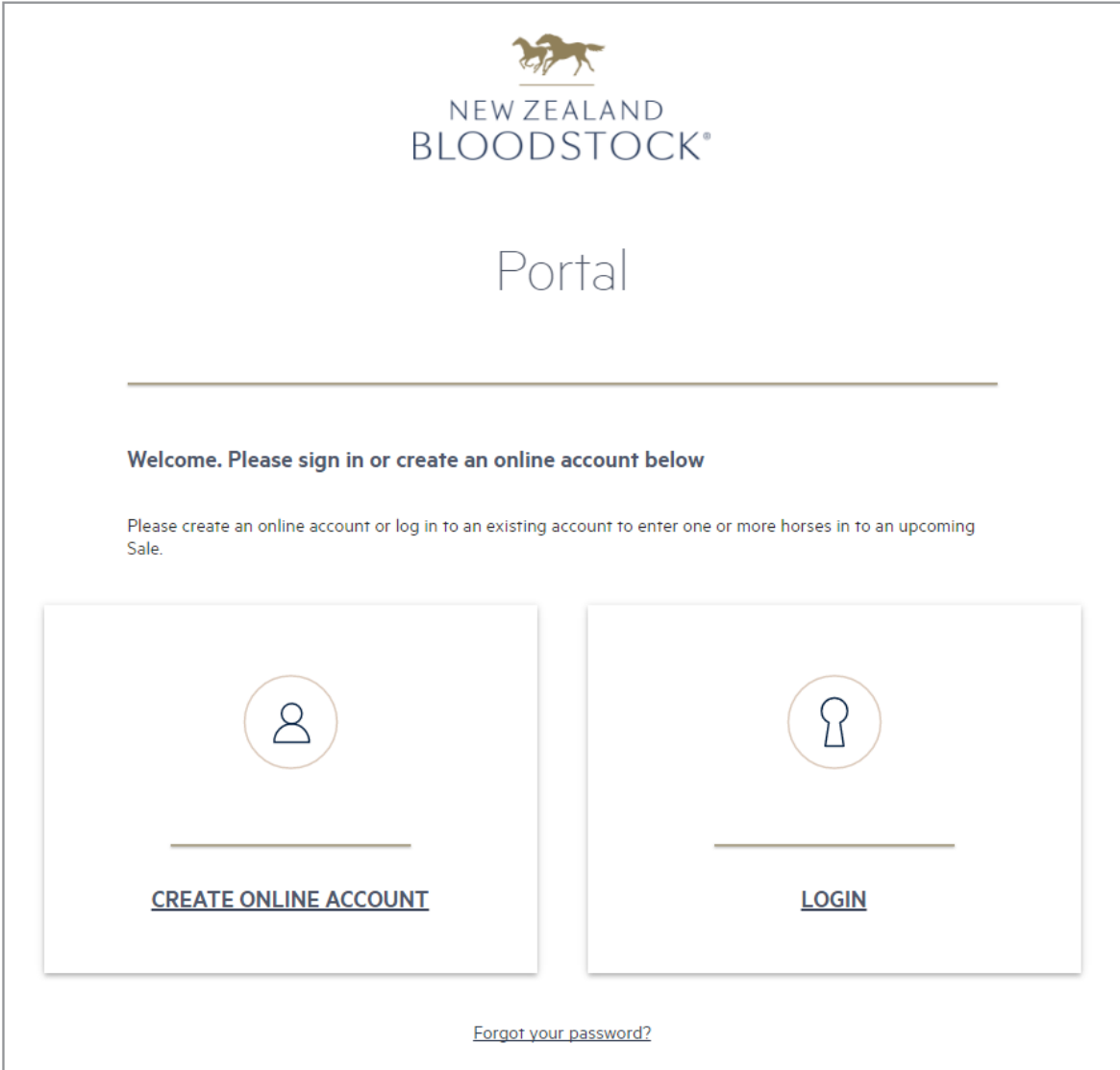
<https://standardbred.portal.nzb.co.nz/sell>

Our recommended browser is Chrome and can be easily downloaded here;

<http://bit.ly/2gfA7My>

## STEP 2:

Press "CREATE ONLINE ACCOUNT".



The screenshot shows the New Zealand Bloodstock Portal login page. At the top, there is a logo of two horses in gold, with the text "NEW ZEALAND BLOODSTOCK®" below it. Underneath the logo is the word "Portal" in a large, light blue font. A horizontal line separates the header from the main content. Below the line, the text "Welcome. Please sign in or create an online account below" is displayed. Underneath this, a smaller line of text reads: "Please create an online account or log in to an existing account to enter one or more horses in to an upcoming Sale." There are two large, light blue rectangular buttons. The left button features a person icon in a circle and the text "CREATE ONLINE ACCOUNT" below it. The right button features a keyhole icon in a circle and the text "LOGIN" below it. At the bottom center of the page, there is a link that says "Forgot your password?".

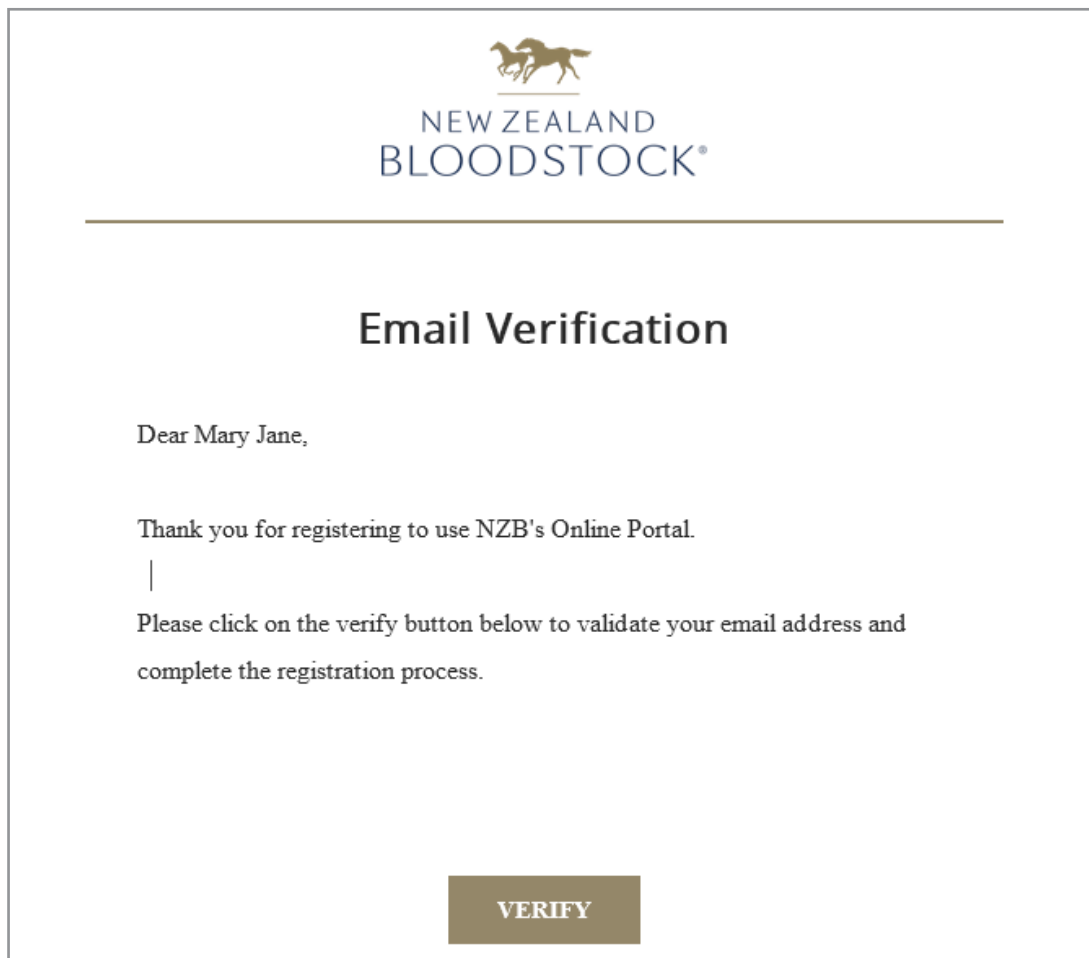
### STEP 3:

You will be taken to our Registration page. Please Fill in your information. If you already have an account with NZB, select “I already have an NZB account” and Provide your account details then press “REGISTER”. If you are new to NZB complete “Your Details” section and then press “REGISTER”. You should then see the below page;



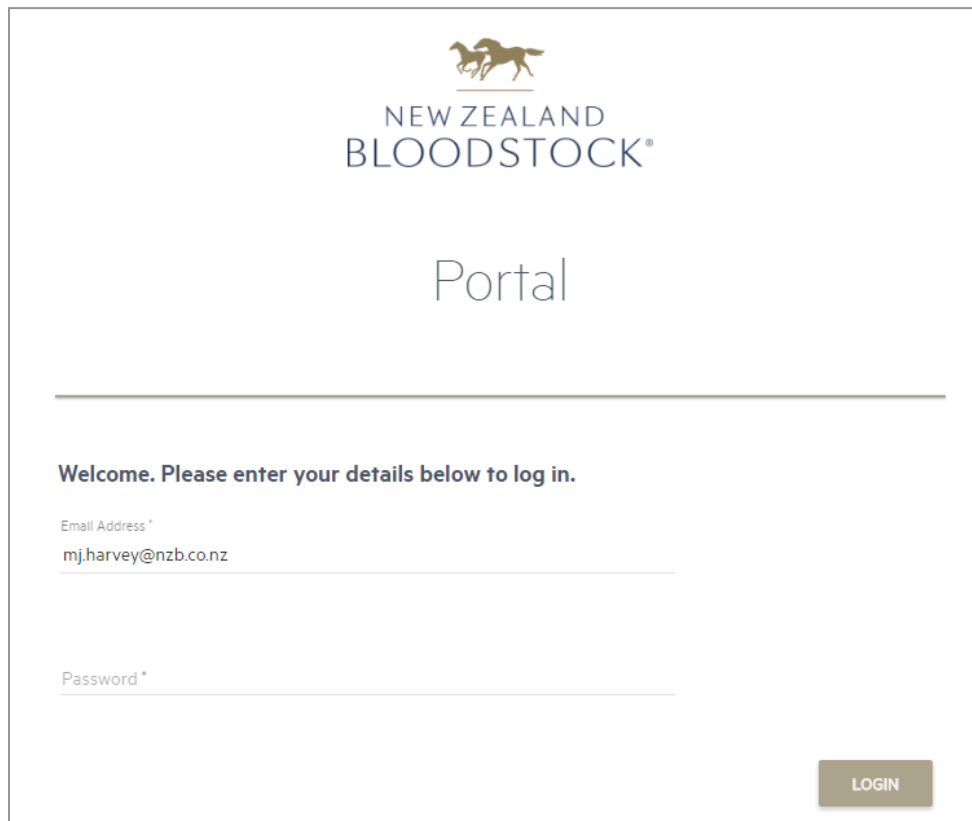
### STEP 4:

You will receive a verification email similar to below. Press the “VERIFY” button at the bottom of the email.



**STEP 5:**

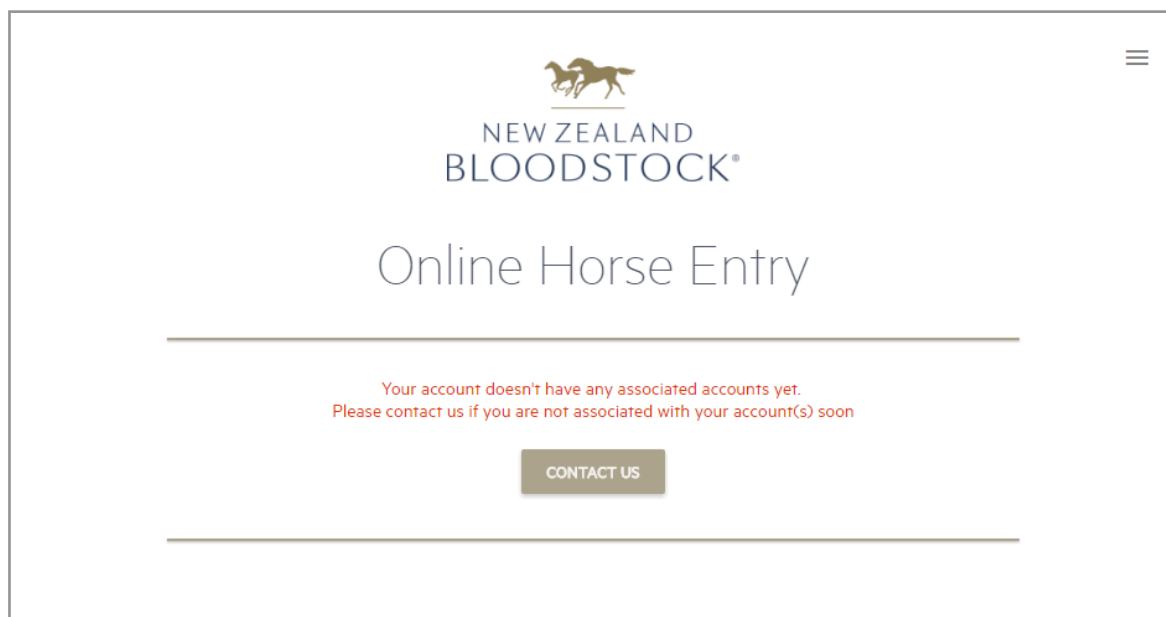
You will be asked to type your password to login.



The screenshot shows the New Zealand Bloodstock Portal login page. At the top center is the logo featuring three horses in profile, with the text "NEW ZEALAND BLOODSTOCK®" below it. Underneath the logo is the word "Portal" in a large, light grey font. A horizontal line separates the header from the main content area. Below the line, the text "Welcome. Please enter your details below to log in." is displayed. There are two input fields: the first is labeled "Email Address\*" and contains the text "mj.harvey@nzb.co.nz"; the second is labeled "Password\*". A "LOGIN" button is located in the bottom right corner of the form area.

**STEP 6:**

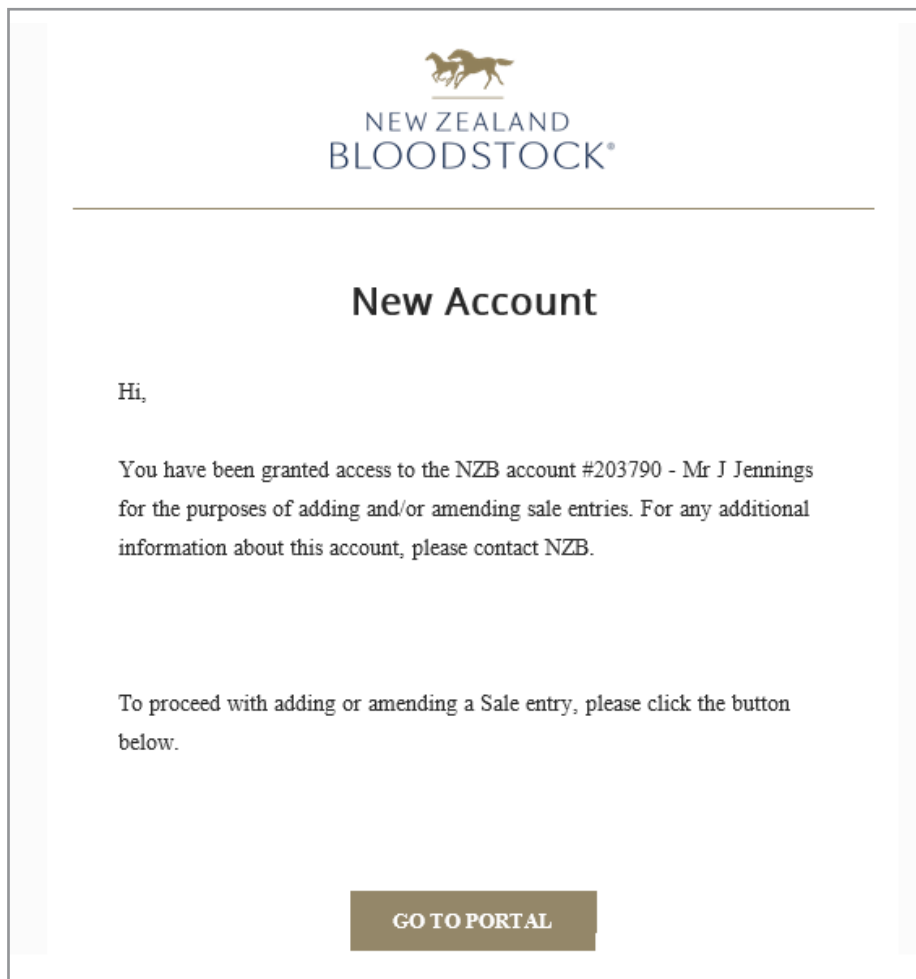
After you press “LOGIN” you will be taken to the home page, our Administrator will be notified at this point and she will process the request and will give you access to your account.



The screenshot shows the New Zealand Bloodstock Online Horse Entry page. At the top center is the logo featuring three horses in profile, with the text "NEW ZEALAND BLOODSTOCK®" below it. In the top right corner, there is a hamburger menu icon. Below the logo is the text "Online Horse Entry" in a large, light grey font. A horizontal line separates the header from the main content area. Below the line, the text "Your account doesn't have any associated accounts yet. Please contact us if you are not associated with your account(s) soon" is displayed in red. A "CONTACT US" button is located in the center of the page below the text. Another horizontal line is visible at the bottom of the page.

**STEP 7:**

As soon as your request is processed by our administrator (Mary Jane), you will receive an email similar to this, press “GO TO PORTAL”.



**STEP 8:**

You will be taken to our portal where you can now press “ENTER A HORSE” and enter the lot/s for the Sale.



**STEP 9:**

Follow the prompts and enter the horse details. Accept the terms and conditions and press “SAVE”.

If you have any issues please contact:  
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