Below is a step-by-step guide on allocating your e-tickets:

1. Press on the link saying Click Here
2. You will have up to three different pass types to allocate. Horse Box, Car Pass and Wristband
   - Horse Box and Car Passes only admit a vehicle to site (they <u>do not</u> permit the driver to enter the Showground. The driver if entering the Showground will also require a wristband pass).
   - You can identify the e-ticket type and the date it is valid under the heading: Pass Type
3. To release a ticket select EDIT
4. Enter the First Name of the person the ticket is for
5. Enter the Surname Name of the person the ticket is for
6. Enter the Email Address of the person the ticket is for
7. Enter the email address again of the person the ticket if for under Confirm Email Address
8. Enter the Mobile Number of the person the ticket is for
9. Once all the fields have been completed click SUBMIT
   - Passes will not be received immediately when you hit submit. Please wait at least 30 minutes.
   - If a pass has not been received within 30 minutes tell the person who is missing their ticket to check their spam/junk folders
   - If not in their spam/junk folders have you entered their email address correctly?
     - **NEW for 2024** Competitors can amend their **WRISTBAND** e-tickets after they have submitted them.
     - In the portal any passes showing under the heading **Submitted** you can EDIT. Allowing you to update and re-send the ticket if the email you entered was incorrect!
     - You will also have the ability to re-allocate the pass to someone else, if the person you originally sent the pass to can no longer attend. Please note if you re-allocate the e-ticket to a new person, the e-ticket code will remain the same. The pass will only allow **ONE** person to scan onto site.
   - Passes showing under the heading Approved cannot be Re-Allocated by you