

# CoilÓg Eventing Ltd.



Crosspatrick, Kilmeague, Naas, Co. Kildare, Ireland  
Tel (045) 860842 fax (045) 860843 International code (353+45+)  
Website: [www.coilog.com](http://www.coilog.com) E-mail: [info@coilog.com](mailto:info@coilog.com)

Before completing an online entry/payment, please make yourself familiar with our terms & conditions. This service is designed to allow entry into classes/events which are pre-entry. It enables the user to immediately enter an event without having to post, or e-mail entries. It is not a replacement for SJAI Registration nor does it supersede an SJAI entry. If you are required to enter a pre-entry competition through the SJAI as well as CoilÓg Equestrian Centre you must make both entries before the required date and times. All payments must be made in full before an entry is complete.

1. The first step in making an online entry is to log on to [www.coilog.com/html/bookings\\_payments.html](http://www.coilog.com/html/bookings_payments.html)
2. From our bookings and payments page you can select your required show from the drop down list in the centre of the page. Once you have selected the show you require press the button labelled "Go". Only shows which are supported by pre-entry will be shown.
3. You will be routed to a new page where you are required to fill in our entry form. Here you must give details of the rider, owner, the animal, the classes you wish to enter, and your contact details. Please note that those entering on a temporary ticket will not be able to avail of our reduced entry rate.
4. Once you have filled in and completed the form, select the "Submit" button. This will submit the information you have supplied to CoilÓg Equestrian Centre. Any information received by CoilÓg will not be used for any other purpose other than those outlined in our terms and conditions.
5. Once you press "Submit" You will be brought to a payments page. All payments must go through PayPal.com on this page you must select the events you want to enter and click on "add to cart" you will be brought to your shopping cart. Here you can change the number of entries you wish to pay for, i.e. if you have more than one animal, or if you change your mind. If you would like to purchase a second or subsequent class just press "continue shopping" this will bring you back to the previous page where you can make another selection.
6. Once you have selected all of your classes you can click on "view basket" to pay for your entries. If you do not have a PayPal account you will be asked to create an account. This process will not take long and once you have created an account your next visit will be faster. To open an account follow the on-screen instructions provided by PayPal. Once you have your account opened you will be asked to pay for your entries. A full breakdown and invoice will be issued before payment.

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7. When you have paid for your chosen entries you will be given a confirmation number. It is advised that you print this page as your receipt of payment. Once payment is confirmed you will be returned to [www.coilog.com](http://www.coilog.com)
8. You will shortly receive an e-mail from our office to confirm your entries. If you need to contact us regarding your online-entry please quote your PayPal Transaction number in full.

If you have any problems with our service please let us know straight away. There will be a 4% transaction charge on all transactions. This will appear on you invoice as a regional tax. This is a credit card transaction fee. Those who are entering using temporary tickets will not get the discounted entry rate.

If you have any suggestions or recommendations about our service please let us know. You can contact us through our website or ring our office on +353 45860452.

We hope you enjoy are services.