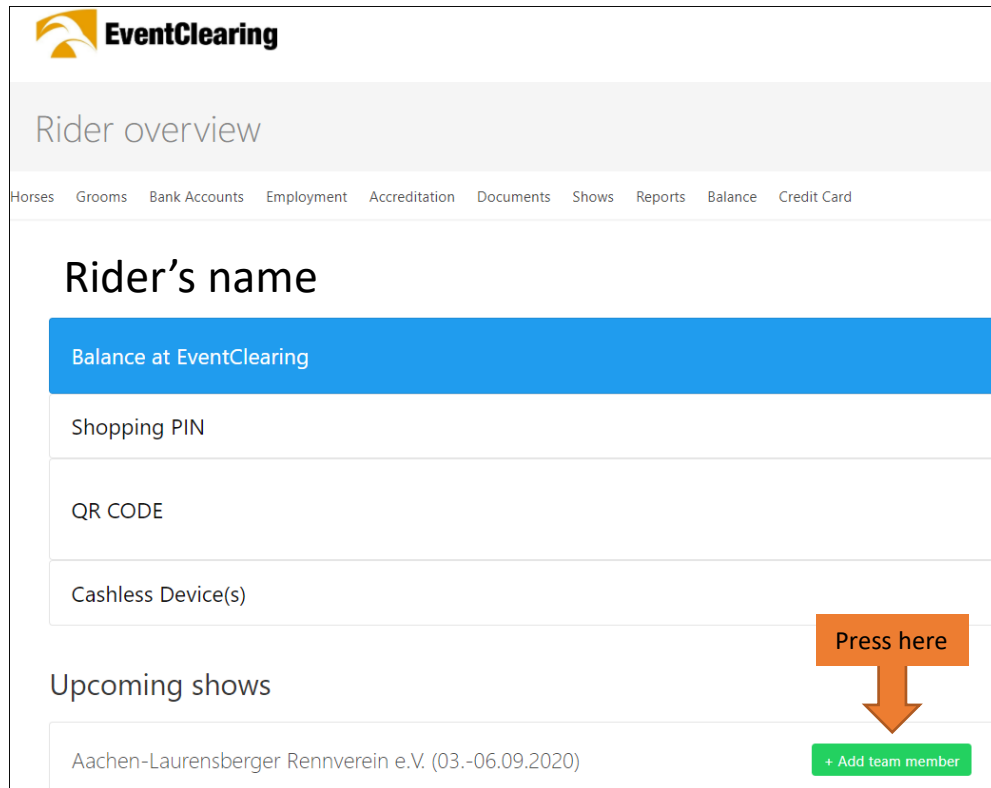


# „Add team member“ for accompanying persons

## For riders:



**EventClearing**

Rider overview

Horses Grooms Bank Accounts Employment Accreditation Documents Shows Reports Balance Credit Card

**Rider's name**

Balance at EventClearing

Shopping PIN

QR CODE

Cashless Device(s)

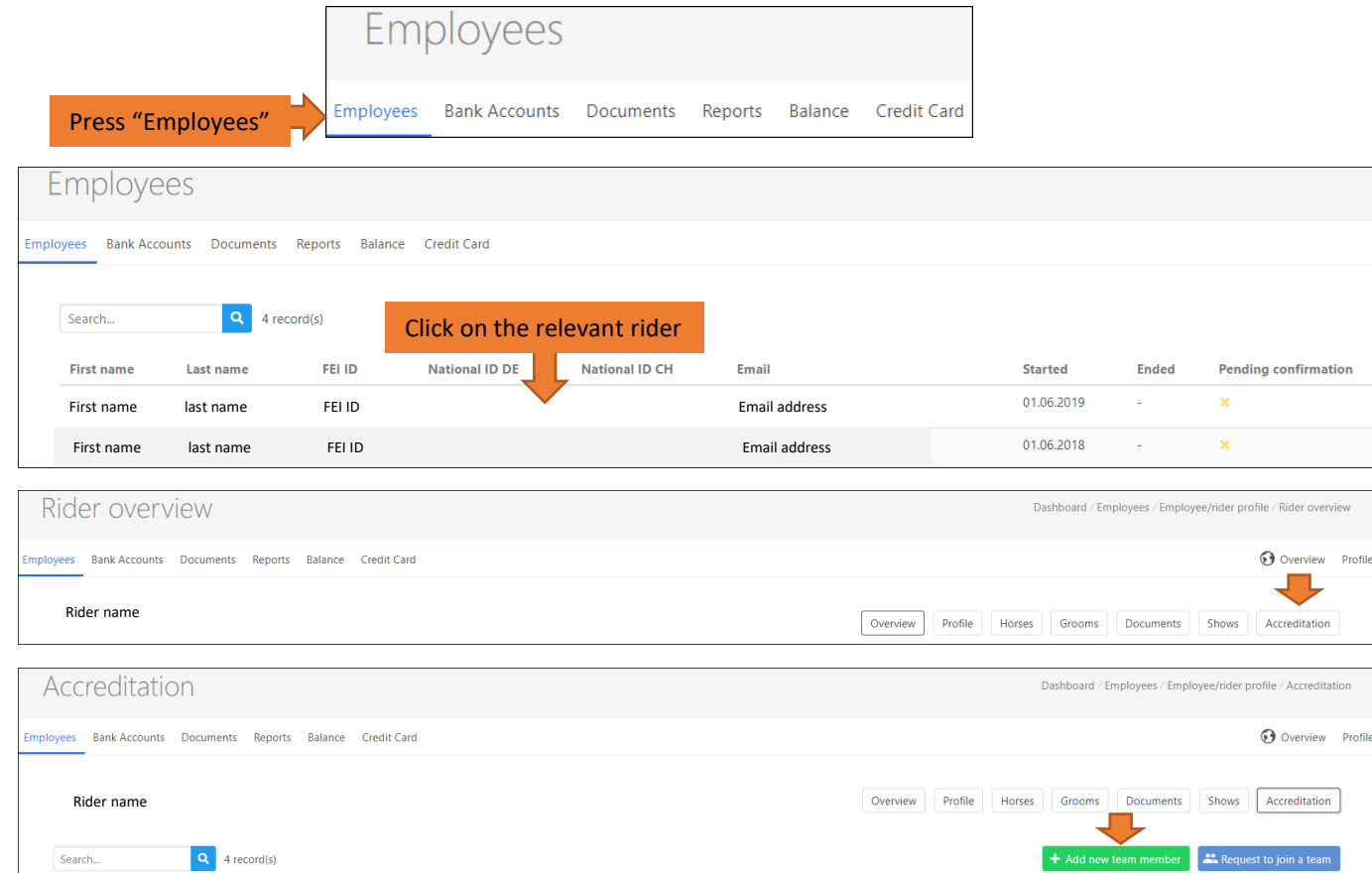
Upcoming shows

Aachen-Laurensberger Rennverein e.V. (03.-06.09.2020)

**Press here** → **+ Add team member**

Then follow:  
 page 2 for new users or  
 page 3 for persons already registered with EventClearing as riders

## For employers:



**Employees**

**Press "Employees"** → Employees Bank Accounts Documents Reports Balance Credit Card

Employees

Employees Bank Accounts Documents Reports Balance Credit Card

Search... 4 record(s)

**Click on the relevant rider** ↓

First name	Last name	FEI ID	National ID DE	National ID CH	Email	Started	Ended	Pending confirmation
First name	last name	FEI ID			Email address	01.06.2019	-	✗
First name	last name	FEI ID			Email address	01.06.2018	-	✗

Rider overview

Dashboard / Employees / Employee/rider profile / Rider overview

Overview Profile

Rider name

Overview Profile Horses Grooms Documents Shows Accreditation

Accreditation

Dashboard / Employees / Employee/rider profile / Accreditation

Overview Profile

Rider name

Overview Profile Horses Grooms Documents Shows Accreditation

Search... 4 record(s)

**+ Add new team member** Request to join a team

Then follow:  
 page 2 for new users or  
 page 3 for persons already registered with EventClearing as riders

# Registration of new users

Add accreditation For an existing user **For a new user**

**Show** Aachen-Laurensberger Rennverein e.V. (03.-06.09.2020) **Specific date(s)** Select all dates

Use my contact details? You can use this check box if the accompanying person is living in your household and can be contacted via yourself.  
Check this box if the user you are creating doesn't have a phone number or an email.

**Email address**  **Mobile**  +49 Mobile

**First name**  **Last name**

**Address**  **Postcode**

**Town**  **Country**

**Nationality**

**Role**  Choose between Groom, Trainer, Horse Owner or Family

*is a required field*

## Registration of accompanying person already registered with EventClearing

Add accreditation **For an existing user** For a new user

**Show**  **Specific date(s)**  [Select all dates](#)

**Find user (email, FEI, National ID, mobile)**

**If companion is already registered at EventClearing, type FEI-number**

**Role**

**Choose between Groom, Trainer, Horse Owner or Family**