HOW TO USE ONLINE ENTRY

At the top of the USTA Home Page click **Sign In** to login to online services. Click **Start Here** if you do not have an account (if you already have a Pathway account you may login to online services using your Pathway login).

Enter your Login and Password.
If you are a first time user, you must accept the terms and conditions of usage by checking the “terms and conditions” box, then click Continue.
All horses that you have trained at least 2 starts, as well as tracks you have started at in the past year will automatically load. Click “OK”.

You now are viewing the “Trainer’s Dashboard”. Today’s activity will show within the shaded box on the left. The **CURRENT ACTIVITY - DECLARATIONS & ENTRIES - DROP IN THE BOX - RESULTS – MAINTENANCE** tabs are your main navigation links. For more help, click the FAQs (show more) link.
Under the **MAINTENANCE** tab you can maintain your horses, tracks, drivers, and trainers. If there is a horse in your list that you no longer have (one you’ve sold, claimed, retired etc.) just click remove. Note: you do not need to add drivers and trainers to your list before entering a horse. The list will be populated with the last driver/trainer of record when you enter your horse.

To enter a horse, just click the **DROP IN THE BOX** tab and click on the name of the horse you want to enter.
This screen shows your horse’s age, sex, gait, current wins, and earnings and also the conditions he fits by age, gait and sex (note that your horse may not fit all conditions). If you only want to see conditions at one track, click that track’s abbreviation above the horse name. Click Declare - or -declare with alternates, to enter the selected horse into an event(s).

The screen below is pre-filled with information from the horse’s last start, including medications and equipment. Changes to medications, equipment, claiming price, and Driver/Trainer can be made here prior to submitting the entry.
Click “OK” to confirm that you are submitting the entry to the race office.

Notice that, now under the ‘Status’ column of the DROP IN THE BOX tab, the horse shows Declared/Sat 03/15/14 MVR.
It also shows under the **DECLARATIONS & ENTRIES** tab. **If your horse shows a status of ‘Declared’, be assured that he or she **IS DROPPED IN.**