



## Creating a New iCompete Account

In order to manage your GCA entries and membership online, you must have an iCompete account that is associated with your GCA membership.

If you have an existing iCompete account that is already associated with your GCA membership then login to iCompete. (If you have forgotten your password, click the **Forgot your password** link to recover these details)

However, if you do not have an iCompete account, click **New to iCompete** and enter your email and password. If you do not have a membership with GCA there is also a step in this process to create a membership and enter your basic details.

Please note The team at iCompete have loaded in basic details for all financial members from last season and have linked as many families, couples etc as possible meaning only one email is required to log in for these members.

1. To create a new iCompete account, go to <https://gca.icompete.net/> and click on **"Create your iCompete Account Now"**.

A screenshot of the "NEW TO ICOMPETE" page. The page has a green header with the text "NEW TO ICOMPETE". Below the header, there is a paragraph of text: "If you have not used iCompete before, in order to renew your GCA Membership or become a New Member of GCA you need to firstly create an iCompete Account." Below this text is a green button with the text "Create your iCompete Account Now". At the bottom of the page, there is a section titled "Registration Process Help" with two links: "Existing GCA Members Click here." and "Users not yet registered with GCA Click here."

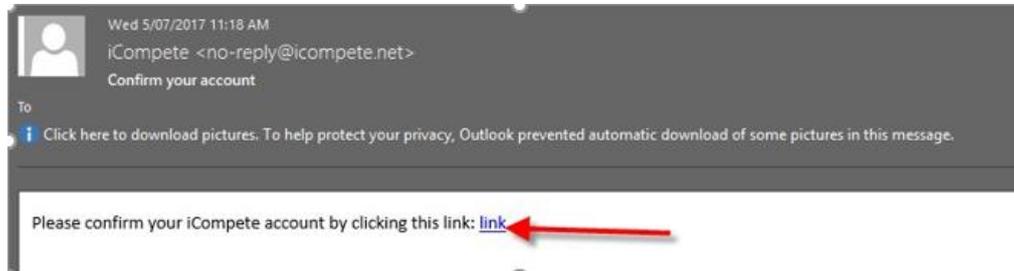
2. Enter an email address and password for the account. You will need to use at least one number in your password. Confirm your password by entering it again and press register.

A screenshot of the "CREATE ICOMPETE ACCOUNT" page. The page has a green header with the text "CREATE ICOMPETE ACCOUNT". Below the header, there is a paragraph of text: "If you have not used iCompete before, in order to renew your GCA Membership or become a New Member of GCA you need to first create an iCompete Account." Below this text are three input fields: "YOUR EMAIL", "NEW PASSWORD", and "CONFIRM PASSWORD". Below the input fields is a green button with the text "REGISTER".

3. You will then be taken back to the login screen where you will get a message asking you to confirm the email address entered.



- Below is an example of the email you will receive to confirm your account. Click on the link option to confirm the account.



- Once the email is confirmed you will be taken to the login screen with a message saying the email is confirmed. You will now be able to login.

- The first time you login you will be asked to associate that login to an GCA membership. To do this you will be asked to enter the GCA member ID that you wish to associate this login with and your GCA membership password. Enter these details and press associate.

If you do not already have a membership with GCA, please press the blue **“Create New Membership/Join Now”** button below. You will then be asked to enter some basic information to create your GCA membership.

- After associating a membership ID with this login, you will be asked to verify your identity with GCA by filling in the required details (email, phone number and postcode).



More information is required to associate your GCA membership. Please enter the additional information below and click Verify.

Please note that the information you have on file with GCA may not be current. The information you enter is to verify your identity not as your actual/current contact info.

Email

Phone

PostCode

8. Once verified you will be taken to the main screen where you can create entries, create and manage your animals, renew your membership, update your details and much more.

### Member Options



My Membership



My Animals



Show Entries

The team at iCompete have loaded in basic details for all financial members from last season **prior** to clicking on the renew membership function you will need to ensure that yours and any linked members details are correct.

Click on the My Membership icon the primary member details will show in the first screen, to update linked members details click on the linked members tab and edit from there, if you cannot see a member there you will need to call BJ on 0400 143 064.

### My Membership Details

Details | Address | Contact Details | Billing | **Linked Members** | Results | Awards

| Member Ident | Title | First Name |
|--------------|-------|------------|
|--------------|-------|------------|

The following details for each member are required to renew memberships:

Date of birth  
Emergency contact details  
Email address  
Mobile number

*To enter an event you must add all horses for yourself and linked members in the My Animals tab and make sure you have added your bank details for refunds in the Billing tab.*