SANESA - How to Register as a Parent Guide

This guide provides a step-by-step account on how to register as a Parent on the new SANESA website.

Navigate to www.sanesa.co.za and you will be presented with the new SANESA Website.

If you are an existing user, please follow the steps below. It covers the necessary Parent Profile Setup to interact with the website.

The previous SANESA website required the Parent to interact on the Riders behalf utilizing the Riders profile. The new SANESA website has split these profiles yet still affords Parents to act on behalf of the Rider/s due to Riders being minors. Parent and Riders now each have their own individual profiles.

Please Note: *If you are the Parent of a Rider who is above the age of 13 years old, and you consent to them having their own Rider profile, please follow the Rider Profile Setup **only once** you have completed the Parent Profile Setup. If not, your Riders will still have their own profile however you as their Parent will act of their behalf via your Parents profile. Your Riders/s will be viewable under your "My Riders."*

Once having navigated to www.sanesa.co.za you will be presented with two login options, as shown below:
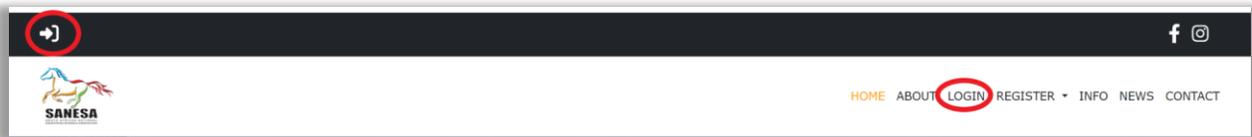
Please selected your login option and you will be presented with the "Sign in" screen:

Parent Profile Setup:

In the "email/ username," please enter your Riders ID Number or the previous Username that you used to access the existing SANESA website. The "password" is of no importance at this stage so please enter "123" as the password. 2FA (Two Factor Authentication) will verify you as the parent as well as verifying your email address.

Once you have selected the "Sign in" button, and if there is an existing associated profile, you will be presented with the user identification screen below. Please select the "(Parent)" button to begin with the Parent verification:

Step 1: Select the Parent Profile as shown below:

Step 2: After selecting the Parent Profile, you will be presented with the existing email address from the previous SANESA website. Please note that most Parents used their own personal email address for their Riders profile. The new SANESA website will now re-set this email to the correct Parent profile. Please update the current presented Parent email address if necessary and select "Validate," as shown below. If the email address displayed is correct, you need only select "Validate."
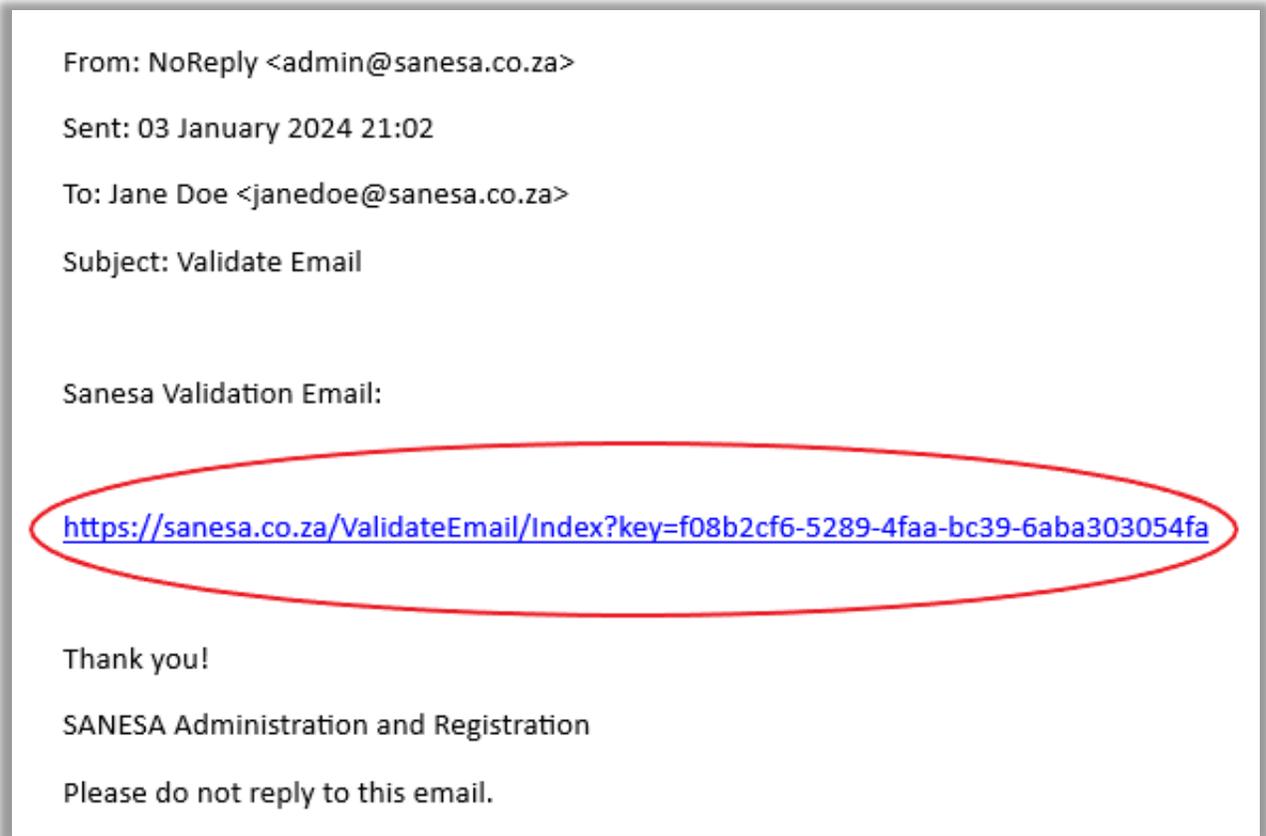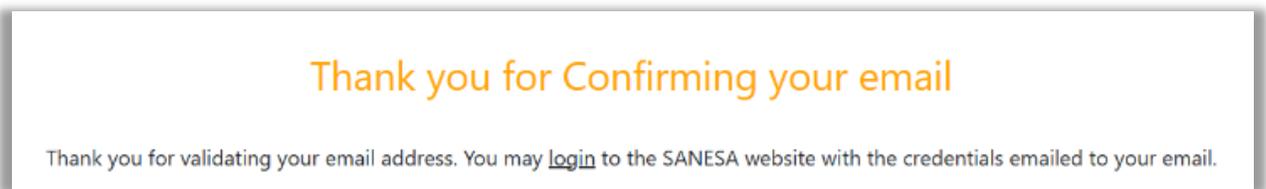

You will be presented with the below screen stating that a validation email has been sent to the email provided in the previous screen. You will receive an email with a link to complete the validation process as a Parent.

Step 3: Click on the link received in your email Inbox to validate your new/existing email address. Please be sure to check your Junk mail if you do not see the email in your Inbox.

From: NoReply <admin@sanesa.co.za>

Sent: 03 January 2024 21:02

To: Jane Doe <janedoe@sanesa.co.za>

Subject: Validate Email

Sanesa Validation Email:

https://sanesa.co.za/ValidateEmail/Index?key=f08b2cf6-5289-4faa-bc39-6aba303054fa

Thank you!

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Please do not reply to this email.

Once you have clicked on the email verification link, you will be presented with the confirmation page as shown below:

Thank you for Confirming your email

Thank you for validating your email address. You may login to the SANESA website with the credentials emailed to your email.

You will receive an email with your new "Username" (this will be the email address you have just verified) and a new "Password" as displayed below.

Please enter your "Username" and "Password" into the login screen as shown below and select the "Sign in" button. You will now be logged into your Parent Profile.
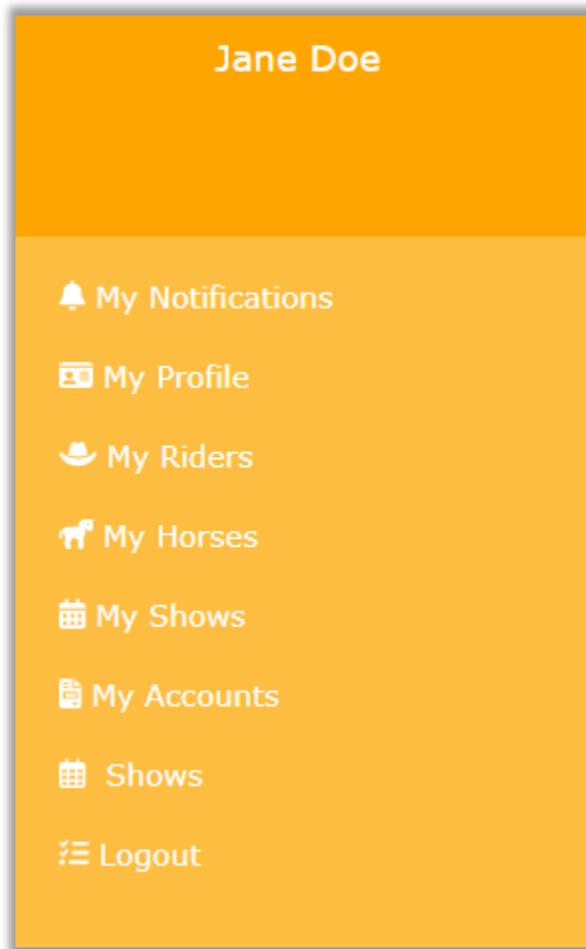
To navigate to your Menu, please click on the Menu character at the top left corner of the page.

As a Parent you will be presented with your Parents Menu, listing your "My Notifications," "My Profile," "My Riders," "My Horses," "My Shows," "My Accounts," "Shows" and "Logout" functionality.

This concludes the process of Registering as a Parent.

Rider Profile Setup:

At the beginning of the login process there were two different profiles linked. Following on from the Parent Profile Setup is the Rider Profile Setup. The following steps are to verify the Rider profile.

__Please Note:__ The Rider Profile Setup is __not necessary__ if your riders are below 13 years of age or are above 13 years of age, but you would prefer to act on their behalf. If this is the case, then you have no need to complete the Rider Profile Setup as you will already have access to your "My Riders" functionality. Your Process ends here!

If you choose to proceed with the Riders Profile Setup you will be required to have a unique Rider email address which must be different to your email address to be able to continue.

To proceed with the Rider Profile Setup please the follow the steps shown below:

When landing on the Home Page, you will have two options to login, as shown below.
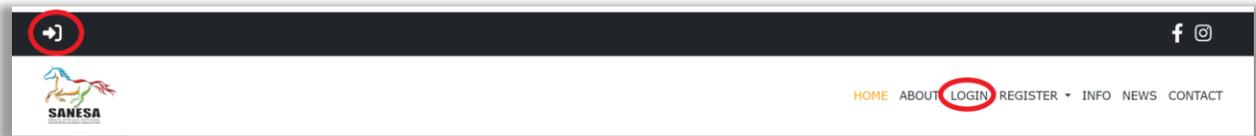
Please selected your login option and you will be presented with the "Sign in" screen:
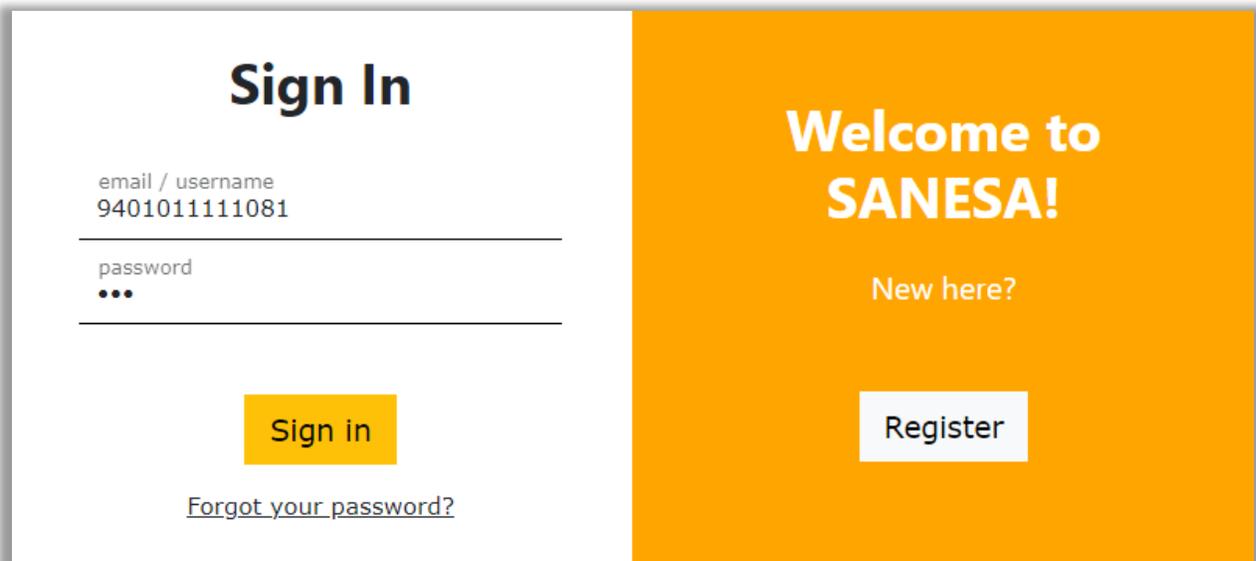
In the "email/ username," please enter your Riders ID Number or the previous Username that you used to access the existing SANESA website. The "password" is of no importance at this stage so please enter "123" as the password.

Please Note: *If you have already registered as a Parent **do not** use your new login credentials to register the Rider. Use the original Rider ID Number or Username that you used when you registered for the Parent Profile Setup.*

Once you have clicked the sign in button, if there is a login associated, you will be presented with the screen below, this is now the process of verifying a rider.

Step One: Select the Rider Profile as shown below:

Please Note: *There will be no Parent Profile as the Parent has already completed the Parent Profile Setup.*
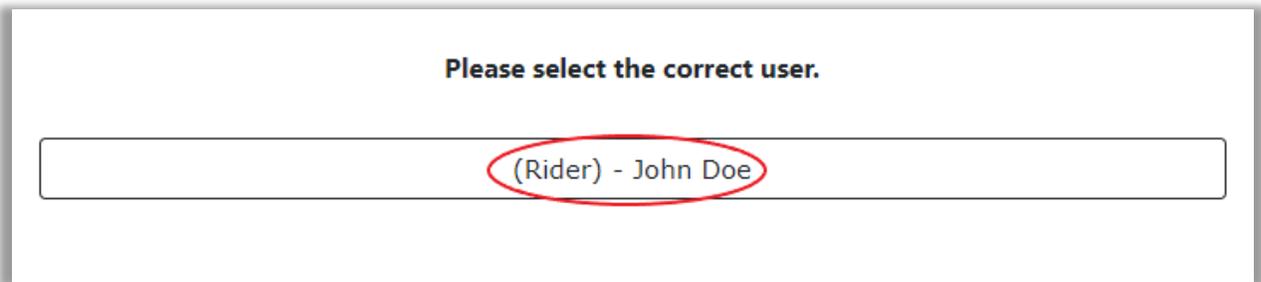
Please update or enter the Riders email address. If the Riders email address is the same as the Parents, the system will not allow you to continue the Rider Profile Setup and you will receive the following message.
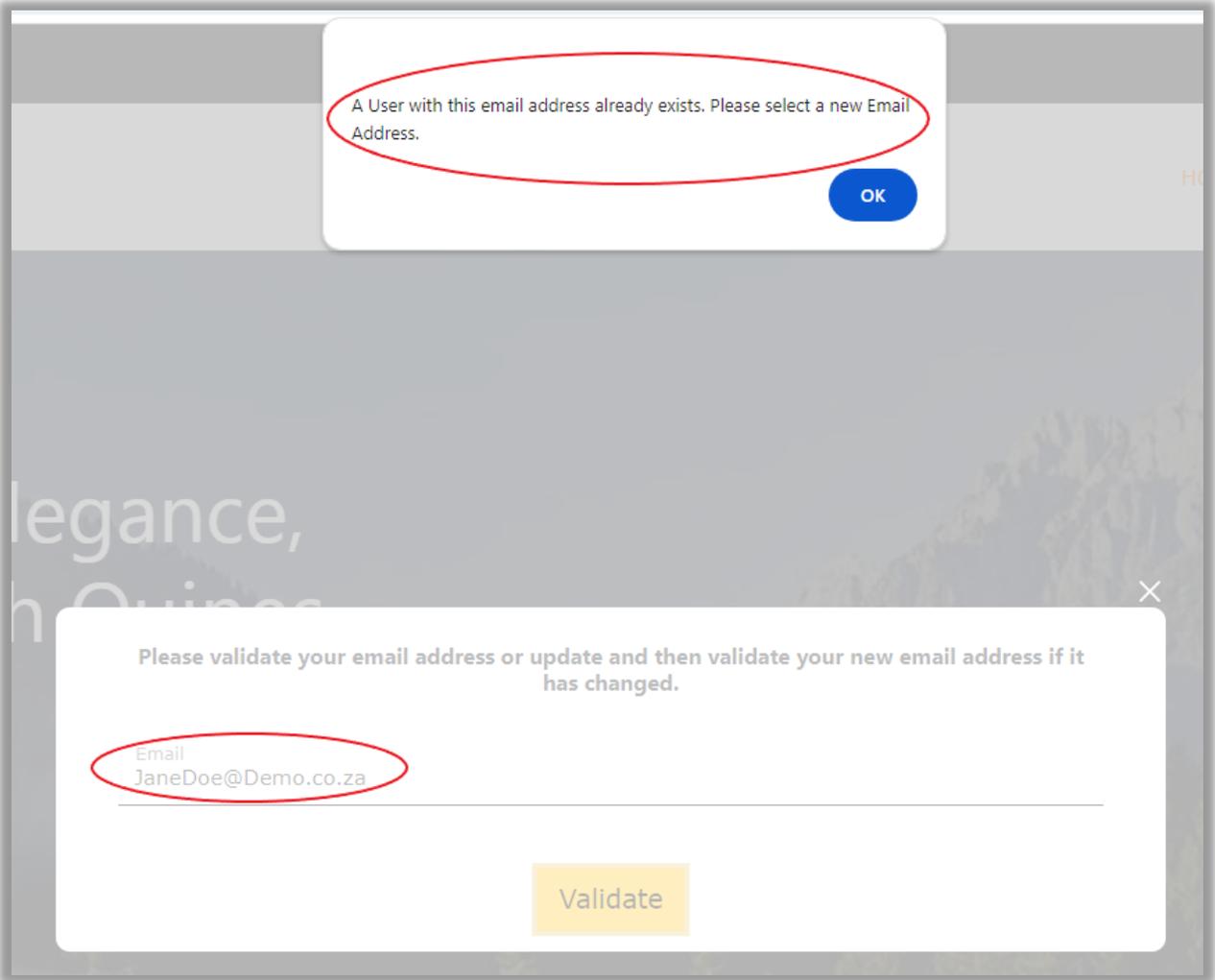
Step 2: Please update the Riders email address to a unique email address. The Rider will receive a verification link and their new username and password as per the same process for the Parent Profile Setup:
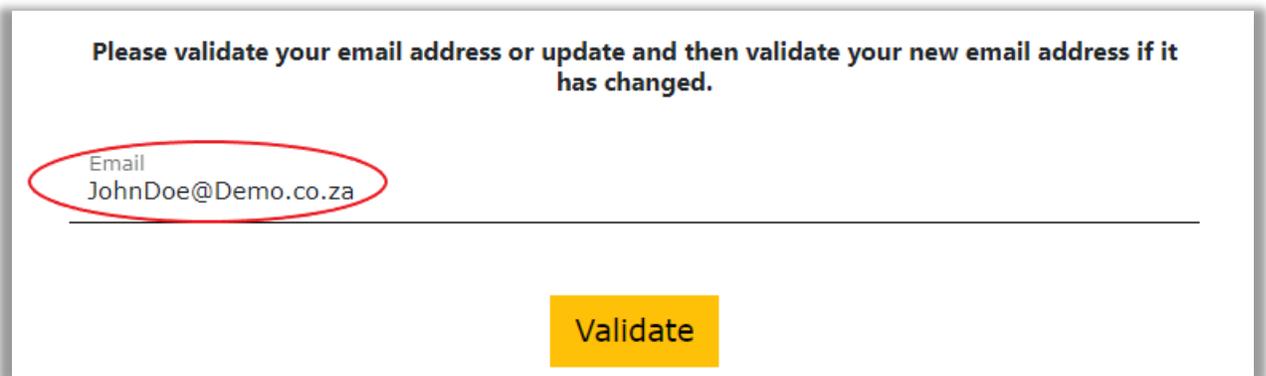
Step 3: You will be presented with the below screen stating that a validation email has been sent to the email provided in the previous screen. You will receive an email with a link to complete the validation process as a Rider.

An email has been sent to your email address, please click on the validation link provided in the body of the email.

Step 4: Click on the link received in your email Inbox to validate your new/existing email address. Please be sure to check your Junk mail if you do not see the email in your Inbox.

From: NoReply <admin@sanesa.co.za>
Sent: 03 January 2024 21:02
To: John Doe <JohnDoe@Demo.co.za>
Subject: Validate Email

Sanesa Validation Email:

https://sanesa.co.za/ValidateEmail/Index?key=f08b2cf6-5289-4faa-bc39-6aba303054fa

Thank you!
SANESA Administration and Registration

Please do not reply to this email.

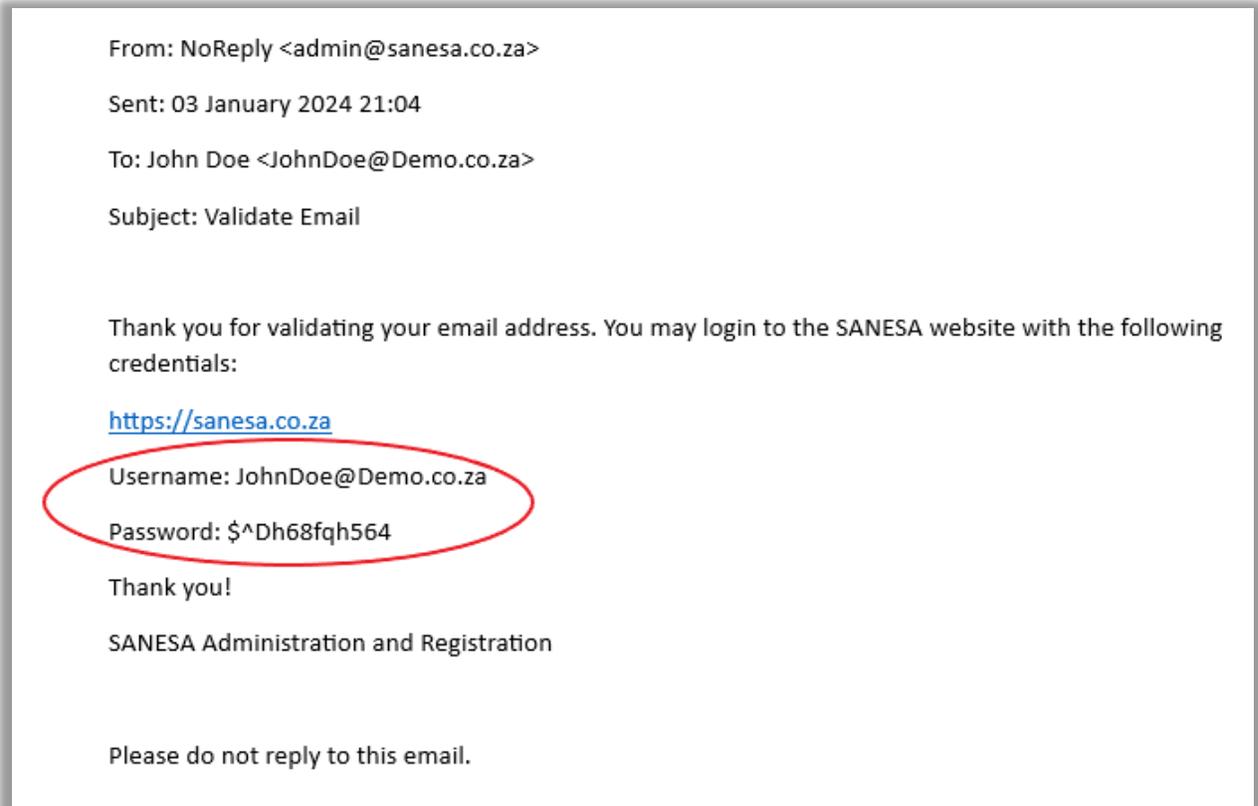Once you have clicked on the email verification link, you will be presented with the confirmation page as shown below:
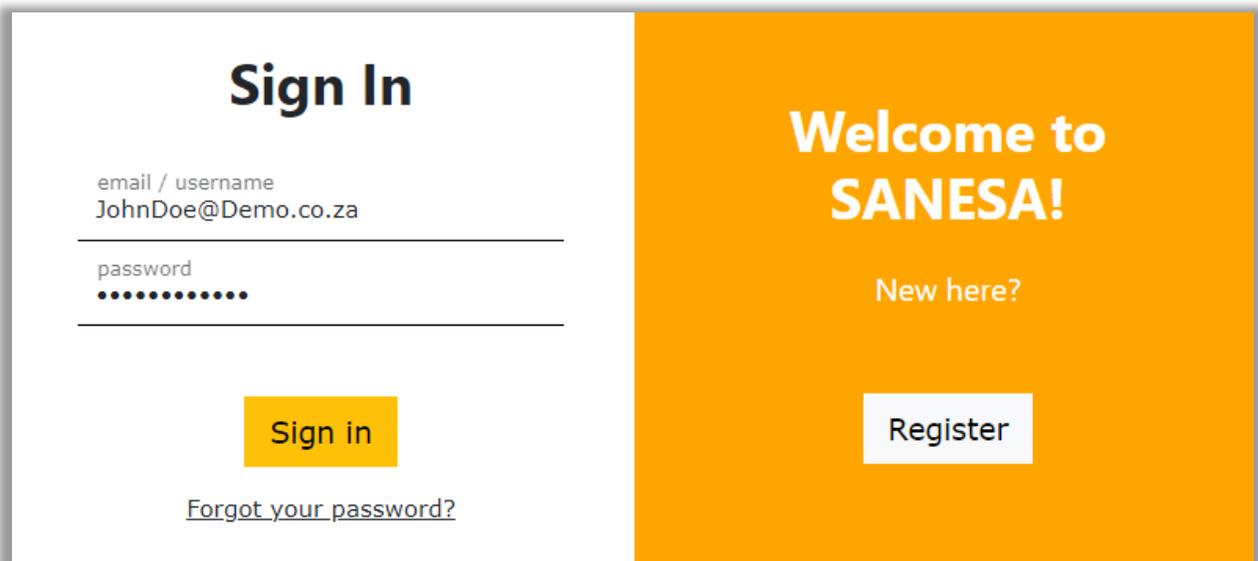
Thank you for Confirming your email

Thank you for validating your email address. You may login to the SANESA website with the credentials emailed to your email.

You will receive an email with your new "Username" (this will be the email address you have just verified) and a new "Password":

Step 5: You will receive an email with your new "Username" (this will be the email address you have just verified) and a new "Password":


From: NoReply <admin@sanesa.co.za>

Sent: 03 January 2024 21:04

To: John Doe <JohnDoe@Demo.co.za>

Subject: Validate Email

Thank you for validating your email address. You may login to the SANESA website with the following credentials:

https://sanesa.co.za

Username: JohnDoe@Demo.co.za

Password: $^Dh68fqh564

Thank you!

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Please do not reply to this email.

Please enter your "Username" and "Password" into the login screen as shown below and select the "Sign in" button. You will now be logged into your Riders Profile.

Sign In

email / username
JohnDoe@Demo.co.za

password
•••••••••••

Sign in

Forgot your password?

Welcome to SANESA!

New here?

Register

To navigate to your Menu, please click on the Menu character at the top left corner of the page.

As a Riders you will be presented with your Riders Menu listing your "My Notifications," "My Profile," "My Horses," "My Shows," "Shows" and "Logout" functionality.

John Doe

🔔 My Notifications

🖼 My Profile

🐎 My Horses

📅 My Shows

📅 Shows

☰ Logout
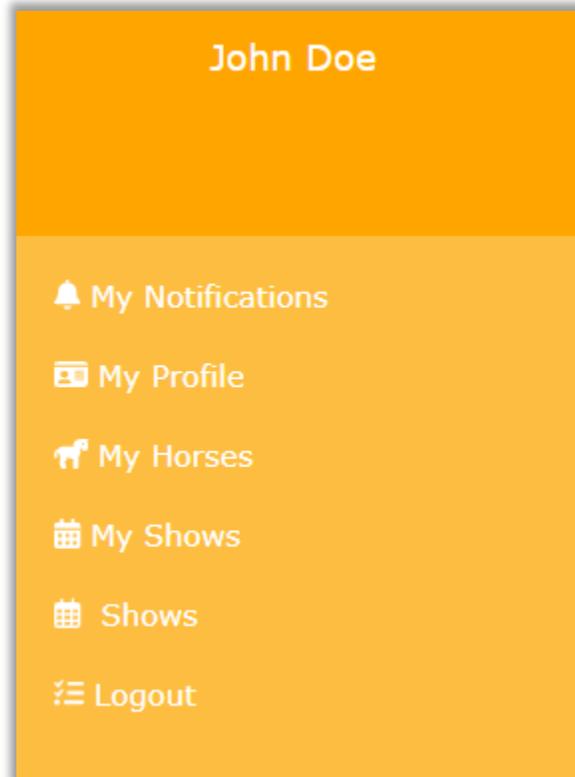
This concludes the Rider Profile Setup.

If you are unable to find a profile linked to your Riders ID Number/Previous Username, please contact info@sanesa.co.za