

SHOW AND RESULTS SUBMISSION TIPS

In an effort to make show results entry more efficient, we have a few tips for you to keep in mind when preparing your results.



Data Entry

1. When inputting the names of the riders, please use their name *as it appears* on their AHA membership card. USEF uses a different method to verify riders, and has told us that show management will not be fined for sending results to them that are not a perfect match to the rider's USEF card.
2. All Canadian registered horses **MUST** have either CAHR or CPAR in front of their registration numbers. "Leading" zeros can follow the "CPAR" for the half Arabs because the zero is not actually "leading" the string; it follows the 1A, AA, etc. For example: CAHR horses will appear like this – CAHR45678 – while CPAR horses will appear in one of the following ways – CPAR1A02345 or CPARAA00345. U.S. registered horses should *never* have a leading zero. Also, there should never be any spaces in a horse's registration number.
3. We are trying to standardize the way that riders are reported to us when they have purchased a Single Event Membership or if they are a Walk/Trot exhibitor. In place of the membership number, we are asking that you use the letters "SEM" to indicate someone who has purchased a Single Event Membership, and use "WT" or "W/T" to indicate someone who is a Walk/Trot exhibitor. Also, if you have someone who purchases a *new* membership at the show, please put "JOINED" in the membership number field. If someone renews an existing membership, use their membership number in the field. If you don't have their number, please contact the AHA office before submitting your results to verify their number.

Reporting Show Results

How to determine the number in class for Championship Classes

1. ***Breeding and In Hand - The Arabian Scoring System***

For the Arabian Scoring System, eligible horses would show back in the Championship class for comparative judging. Only the top two horses from each qualifying class are eligible to return for the Championship. The Ring Coordinator or Scorer must provide an accurate total of the number of horses passing through the gate to compete in the Championship class. **Please refer to the USEF rulebook for horses eligible to come back into the Championships.**

2. ***Sport Horse In-Hand***

The number in class for Sport Horse In-Hand Championships shall be determined by the number of qualifying classes. Two horses from each lead-in class are eligible for the Championship. (For qualifying classes with only one entry, only one horse will be counted toward the number in the Championship class.) *Please note:* If one horse qualifies in two different classes, it will only be counted once. For example:

Class 1: 1st place - #101
 2nd place - #102
Class 2: 1st place - #103
 2nd place - #104
Class 3: 1st place - #103
 2nd place - #105

The number in class for this Championship would be five, as #103 was pulled forward from two classes and can only be counted once. Another way to think of it is how many horses are eligible to "pass through the gate" - #103 can only pass through once, so is only counted once.

Ties

All ties must be broken, when possible, in Dressage, Working Western and In-Hand classes. Working Western includes Trail, Reining, Working Cow, Reined Cow and Cutting. Cutting is the only one that doesn't break ties. In-Hand includes Breeding classes, Gelding In-Hand and Sport Horse In-Hand. Please see the USEF Handbook and the AHA Handbook for rules in breaking ties.

Non-Member fees

MEM 105.4

“The individual or sponsoring Show/Event Organization will be billed for the full amount owed for Single Event Membership(s) for local level Shows/Events and for the full amount owed for Competition Level Membership(s) for Regional Level Shows/Events when correct fees are not submitted with results.”

Show management is permitted to collect these fees from the exhibitors on the back-end to help defer these costs, but will be expected to pay the invoice for these fees in a timely manner to avoid the possibility of having their next show delayed in the recognition process.

Membership Verification Instructions for the AHA Website: www.arabianhorses.org

To find or confirm a Membership:

- Go to www.arabianhorses.org
- Click on *Competitions*
- Look for the Event Management box
- Click on *Membership Search*
- Log in using your AHA membership # and pin #
 - Search by Member Name or Number
 - Search by date to view all current memberships at the time of your show
 - Results in **Green**: Member must purchase a Competition Card in order to compete
 - Results in **Red**: Membership has expired
- Please be patient, results may take a few minutes to populate
- All Memberships are updated daily
- Exhibitors may join AHA or renew their membership at www.arabianhorses.org or at your event.

Results Mailing

1. Please help us facilitate getting your show results processed in a timely fashion. The following steps will help streamline your show processing as it passes through the mailroom
 - a. When sending in payment with your show results, please be sure to put all checks and all membership applications in the front of the packet. Please do not staple checks to the individual membership applications. If it is not clear which membership the check is paying for, please make a notation on the check stating who it is for and put the check number of the application.
 - b. If you are enclosing the results for two shows, please put each show in a separate envelope or clearly rubber band each show separately. All payments should still be put in the very front of the packet with a notation stating which show it is for.
 - c. If sending the payment separately from the show results, please send both the show results and payment to the attention of the Competitions Department.

We here at AHA appreciate everything that you do to help us get your show results entered in a timely manner. Thank you!