



# Simple and Smooth

## Instructions for Submitting Electronically

AHA will accept horse show results only in an MS-DOS ASCII format. This instruction sheet outlines the procedures you will need to follow. **Please read this document carefully and keep it for future reference.** Any questions you have may be directed to the AHA Competitions Department at (303) 696-4500.

Submit results via e-mail to [diskresults@arabianhorses.org](mailto:diskresults@arabianhorses.org) or on a CD to AHA Competitions Department, 10805 East Bethany Drive, Aurora, CO 80014. **Results must be in MS-DOS ASCII format and meet all specifications defined in this document.**

- ☐ The file should be named with AHA recognition number. (Example: 00075215.dat). **The results from ONE AHA recognized show must be contained in ONE file, not multiple files.** Do not combine show results from multiple AHA recognized shows in one electronic file. Concurrent Show results must be sent as separate files, one for each recognition number.
- ☐ Only the required information may be contained in the file. Do not include any extraneous information such as notes regarding the show.
- ☐ Only include results from the classes listed on the *Standard Classes* report that you received from the AHA Office in your Show Results Packet.
- ☐ A hard copy of the results must be sent with the show fees, cover sheet, AHA single event memberships, etc.
- ☐ **Results are not considered received by AHA until the packet containing the cover sheet, fees, AHA single event memberships, etc. is received.**
- ☐ Please list all classes that have been split added or cancelled at the event on the cover sheet that you send with your result packet.
- ☐ Rider names should be entered as they appear on the exhibitor's AHA membership card, i.e.: "Smith, John" **Must implement comma between last name and first name.**
- ☐ Every field must be contained by quotation marks and must be separated by commas.
- ☐ Do not use quotation marks **within** the fields. Since quotation marks are used as the markers for the beginning and end of a field, quotations within a field will cause download errors. (For example: Do not use quotation marks to indicate feet in fence heights within class title.)
- ☐ **All fields must be included, whether they contain data or not.**
- ☐ **If Dressage classes are held must report percentage (to 3 decimals) on disk results.**

<b>Field Specifications</b>			
<b>Field</b>	<b>Required?</b>	<b>Max Size</b>	<b>Comments</b>
Show Number	Yes	10	Must use the full AHA show number. (Example: 01075686) This is the only field in which leading zeros are permitted.
Show Class Number	Yes	5	Specific to your show prize list.
AHA Standard Class Code	Yes	5	Do not use leading zeros. As listed on the <i>Standard Classes</i> report.
Class Title	Yes	100	Specific to your show prize list. <b>If the title includes fence heights, use ONLY numbers and not symbols. i.e 2 6 to 3 NOT 2'6" to 3'</b>
Number of Entries	Yes	3	Do not use leading zeros. If no entries, don't put in file. List cancelled classes with post show results.
Placing	Yes	2	<b>Must be numeric</b> , i.e. not Champ or Res.
Exhibitor Number	Yes	5	Do not use leading zeros.
Horse Name	Yes	40	<b>Name exactly as it appears on the horse's registration papers.</b>
Horse Registration Number	Yes	20	Do not use leading zeros or spaces <b>except where noted otherwise</b> . Include the appropriate prefix as follows for: CAHR =Canadian Arabian Horse Registry AA =Anglo-Arabian 1A, 2A, 3A etc = Half-Arabian CPAR= Canadian Part-bred Arabian Registry <b>(leading 0 after the alpha character i.e 2A01234)</b>
Rider Name	Yes	60	<b>As the name appears on the AHA Membership card, i.e.: Smith, John Must have comma between last and first name</b>
Rider AHA Number	Yes	10	Do not use leading zeros. If no AHA member number exists, only the following codes may be used (use only one): SEM = Paid a Single Event Membership W/T = Walk/Trot. JOINED = Joined AHA directly at the show
Percentage/Score	Dressage, Western Dressage, Reining, Cutting, Working Cow, Reined Cow, English and Western Trail Horse, Herdwork, and Ranch Pleasure	9	Do not use leading zeros.  <b>English and Western Dressage</b> - Percentage only. <b>Do not report raw scores.</b> Dressage percentage report ONLY to 3 decimal places, i.e. 65.432.  <b>Working Western and English Trail</b> – Report half points as .5 not ½.  Report scores for all placed horses. Any non-placed horses that have a high enough score to be used for qualifications, should be listed with a zero placing so that their scores can be recorded,

**Sample Entry:**

**FOR DRESSAGE/WORKING COW/REINING/TRAIL & CUTTING:**

"01075686","11","830","DRESSAGE BASIC 1","3","1","101","SMITHS HORSE","1A123456","SMITH, MARY A","543210","65.432"

**WITHOUT DRESSAGE/WORKING COW/REINING/TRAIL:**

"01075686","20","290","PB HUNTER PL","3","1","101","SMITHS HORSE","1A234567","SMITH, MARY A","543120",""