

Important information when filling out your entry form

*If you are going to pay with a credit card, **please** use the online entry system. It is more secure and reliable than any other method. You will know as soon as you check out and get your shopping cart check out email that we have your entry. No guessing or getting lost in cyberspace or sitting in a post office. Once you check out the credit card information is gone, it is not stored on our servers.*

NO ENTRY WILL BE PROCESSED WITHOUT FULL PAYMENT INCLUDING DECLINED CREDIT CARDS

All payments are processed upon receipt.

*If an **open check** is received, the check will be filled out and deposited.*

Any entry received without full payment will not be processed until full payment is received. If payment is received after the deadline the entry will be subject to the post fee.

***Please do not spit any charges for an entry between exhibitors, horses or stables.** If payment covers more than one entry please send a detailed summary for each entry.*

AHA will accept faxed/emailed entries with a valid credit card. However we strongly discourage faxed entries. **Photos of an entry form will not be accepted.** Photos and Faxed Copies are often illegible.

Please completely fill out the information on the entry form as much as possible. Membership numbers and registration numbers are of the utmost importance. *That is how all the entry information gets entered, by the numbers.* No numbers means we have to look them up and that delays processing.

PLEASE make sure all the membership numbers and horse registration numbers are correct and in the correct place. For Half-Arabians, you will need to add the prefix (i.e. 1A, 2A, etc) when entering the horse's registration number. If all these numbers are correct, there is **NO need to send** in registration papers or AHA membership cards. **Only CURRENT USEF, USDF or WDAA membership cards or a USEF farm ID need to be sent.**

Do NOT send any health papers, coggins, proof of vaccines, etc. - BRING THEM WITH YOU.

If you have more classes for rider 1 than space allows, use the rider 2 line and in the name please put "same as above", our do not need to put in any membership numbers again. Please do not put 2 riders in one line. If you have another rider or a 3rd rider, please use a second entry form and put in the horses name & reg number, the owner & owners AHA number and the trainers name & AHA number - the rest of the horse, owner & trainer information does NOT need to be filled out.

Trainers (the person responsible for the horse at the show) must be an adult - parents can sign for minors and not be members provided they put 'Parent' next to their signature.

Make sure you sign **2 pages of waivers for EACH entry form (AHA & USEF)**. The owner, trainer & rider lines must be signed by an adult ONLY. The minor consent must also be signed if a minor is an owner or rider.