



Simple and Smooth

Instructions for Submitting Electronically

Regional Shows Only

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 or on CD to AHA Competitions Department, 6030 Greenwood Plaza Blvd, Ste 100, Greenwood Village, CO 80111. **Results must be in MS-DOS ASCII format and meet all specifications defined in this document.**

- ☞✂ All horses who were entered, shown and judged (finished the class) must be reported. Those not placed will require a 0 in the placing field.
- ☞✂ 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.
- ☞✂ 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.
- ☞✂ **For Working Hunter Championships the 2 over fence classes and the 1 under saddle class SHOULD NOT BE in the AHA results file. Only the results from the Championship receives Achievement award points. PLEASE NOTE USEF does require the results from 2 over fence classes and the 1 under saddle class as well as the Championship for HOTY.**
- ☞✂ A hard copy of the results must be sent with the show fees, cover sheet, AHA memberships, etc.
- ☞✂ **Results are not considered received by AHA until the packet containing the cover sheet, fees, AHA 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.)
- ☞✂ **All fields must be included, whether they contain data or not.**
- ☞✂ **Do not report any scores for Dressage, Working Cow, Reining and Trail Horse**

Field Specifications			
Field	Required?	Max Size	Comments
Show Number	Yes	10	Must use the full AHA show number. Example: 010 5 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 Standard Classes report
Class Title	Yes	100	Specific to your show prize list. <i>If the title includes fence heights, use ONLY numbers and not symbols. i.e 2 6 to 3 NOT 2'6" to 3'</i>
Number of Entries	Yes	3	Do not use leading zeros. If no entries, don't put on file. List on cover sheet
Placing	Yes	2	Must be numeric , i.e. not Champ or Res. Those not placed will require a 0 in the placing field.
Exhibitor Number	Yes	5	Do not use leading zeros.
Horse Name	Yes	40	As the name appears on the horse's registration papers.
Horse Number	Yes	20	Do not use leading zeros or spaces <i>except where noted otherwise</i> . For non-AHR registered horses, include the appropriate prefix as follows: CAHR =Canadian Arabian Horse Registry AA =Anglo-Arabian tA, 2A, 3A etc = Half-Arabian CPAR= Canadian Part-bred Arabian Registry (<i>leading O after the alpha character i.e 2AOJ234</i>)
Rider Name	Yes	0	As the name appears on the AHA Membership card, i.e.: Smith, John Must have comma between last and first name
Rider AHA Number	Yes	10	Do not use leading zeros. If no AHA member number exists, only the code used: JOINED = Joined AHA directly at the show
Percentage/Score	Yes	9	This field is required at the end of every results line even though percentages and scores are not recorded for Regional Championships. It should be displayed with a comma and empty quotes

Sample Entry:

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

***Regional Arabian and Half-Arabian/Anglo-Arabian yearling Sweepstakes classes should be placed 1,2,3,4,5,6,7,8,9,10.**