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 or on a CD to AHA Competitions Department, 6030 Greenwood Plaza Blvd, Ste 100, Greenwood Village, CO 80111. **Results must be in MS-DOS ASCHH 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.
- Results for Working Hunter classes - ONLY the 2 over fence classes and the 1 under saddle class should be in the results file.   The Working Hunter or Jumper Championships are not actual classes and do not count toward horse Achievement award. These Championships are actually a high point. **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**.
- 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 send 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.**
- **Hf Dressage classes are held <u>must report</u> percentage (to 3 decimals) on disk results.**

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Field Specifications

Field	Required?	Max Size	Comments
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 *Standard Classes* report.
Class Title	Yes	100	Specific to your show prize list. *If the title includes fence heights, use ONLY numbers and not symbols. i.e 2 6 to 3 NOT 2'6" to 3'*
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	**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	**Name exactly as it appears on the horse's registration papers.**
Horse Registration Number	Yes	20	Do not use leading zeros or spaces *except where noted otherwise.* Include the appropriate prefix as follows for: **CAHR** =Canadian Arabian Horse Registry **AA** =Anglo-Arabian **tA, 2A, 3A** etc = Half-Arabian **CPAR**= Canadian Part-bred Arabian Registry *(leading O after the alpha character i.e 2AO1234)*
Rider Name	Yes	60	**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 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, Reining, Working Cow & Trail Horse	9	Do not use leading zeros. Percentage only. ***Do not report dressage raw scores.*** Dressage percentage report ONLY to 3 decimal places, i.e. 65.432

Sample Entry:
FOR DRESSAGE/WORKING COW/REINING/TRAIL:
"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",""

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