

SHOW 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. For CPAR horses, there must be a zero in the registration number after the "A" for the purposes of electronic results submission. Our results download program won't recognize the registration number without the zero. 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, and the breed registry designation should not be included in the electronic results for U.S. registered horses. ie. 456789, not AHR456789; or 1A345678, not HAHR345678 or IAHA345678. 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" or "JAS" 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 Western and English Trail, Reining, Working Cow, Reined Cow, Cutting, Herd Work, Western Riding and Ranch Horse Riding. In-Hand includes Breeding classes, Gelding In-Hand and Sport Horse In-Hand. Please see the USEF Handbook and the AHA Handbook for rules about breaking ties, or refer to the “Breaking Ties” document on the website.

Non-Placed Horses with Qualifying Scores

For Working Western and Dressage classes with a number in class of more than 6, please report the scores for the non-placed horses by listing them in the results with a zero placing. This way the exhibitors can use their scores for qualifications.

Fence Heights Listed in the Class Titles in the Electronic Results

Fence heights do not need to be listed in the class titles in the electronic results, but if you do include the fence heights, be sure not to use the quote mark (“) to indicate inches. Quote marks are used to designate the start and end of a field in the electronic results, and having an extra one in the class title will confuse the download program. You can leave the inches out (ie. 2’3) or you can use letters to indicate feet and inches (ie. 2ft3in).

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) in the amount of \$35 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* above the pictures to go to the Competitions Home page
- Click on the *Membership Search* button located in the right hand column
 - Search by Member Name or Number
- Please be patient, results may take a few minutes to populate
- Be sure to check start and end dates and comp card status
- All Memberships are updated daily

Exhibitors may join AHA or renew their membership at www.arabianhorses.org or at your event. You can remind your exhibitors that on-line renewals and memberships are live and take effect immediately.

Results Mailing/eMailing

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 on 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-Results.
2. Be sure to include your required lists of Horses, Riders, Walk/Trot Riders, etc. with your results submission. These do not have to be mailed in as hard copy, but can be attached to an email with your electronic results file. The Horse list should include the horse's back # and registration # - owner and parentage are optional. The Rider, Owner, and Trainer lists should include the rider's/owner's/trainer's AHA Member # and address – USEF # is optional. The Walk/Trot Rider list should include the rider's address and date of birth.
3. When sending in your results, you should include a list of TBA's that were purchased at the show. This list should include the class number, the class code and the class title. If the TBA class was moved and re-numbered from another location in the schedule, you should also include this information and give the original number for the TBA slot.
4. To help reduce the number of classes that need write-backs, you are encouraged to provide AHA with a list of your classes that have “missing placings”, ie. a class of 6 or more horses that has fewer than 6 horses placed. If you provide information about these “missing” horses, we won't need to write back about them.
Example: Class 14: 6 horses shown – two zero scores
 Class 45: 5 horses shown – one excused
Class 14 will show 6 horses in the class with 4 horses placed; class 45 will show 5 horses in the class with 4 horses placed.

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