



## HORSE SHOW OFFICE CHECKLIST

**Use this checklist as a guide to ensure all eligibility requirements have been fulfilled and all information is correct for each horse and exhibitor entered in order to submit complete and accurate show results. This will ensure and expedite quick and accurate posting of the show results.**

Horse Registration Papers	Membership/Exhibitor Card	Amateur/Youth/Member Card
<input type="checkbox"/> Check registration number	<input type="checkbox"/> Open exhibitor name must be listed	<input type="checkbox"/> Check expiration date of membership
<input type="checkbox"/> Horse name exactly as shown on papers	<input type="checkbox"/> Check number (no joint numbers)	<input type="checkbox"/> Exhibitor name (exactly as shown)
<input type="checkbox"/> Check foaling date***	<input type="checkbox"/> Check expiration date (current)	<input type="checkbox"/> Expiration date of amateur or youth card
<input type="checkbox"/> Owner name exactly as shown on papers	<input type="checkbox"/> Contact info for exhibitor	<input type="checkbox"/> Check ID number (no joint numbers)
<input type="checkbox"/> Check sex – if gelding but papers say stallion, need gelding notice		<input type="checkbox"/> Relationship of exhibitor to owner
<input type="checkbox"/> Regular or Solid Paint-Bred Registry		<input type="checkbox"/> Date of birth for age group
		<input type="checkbox"/> Current novice eligibility
		<input type="checkbox"/> Eligible novice categories on front of card
***weanlings are not allowed in color class		<input type="checkbox"/> Contact info for exhibitor

- Remember if exhibitor cannot supply a current card or copy or if it cannot be verified on the Show Management Services Web site, **THEY MUST PURCHASE THE APPROPRIATE TEMPORARY CARD AT THE SHOW.**
- Go to Show Management Services to verify membership and suspensions when processing entries for your show:  
<http://www.aphaonline.org/showsvc/index-login.aspx>  
 Enter your ID number and the password: pshow8
- Emergency Show Assistance Number: 817-487-6102. Calls received beginning on Friday at 4:30pmCT through the end of the day on Sunday. If you receive a voicemail, leave a message stating your situation and a representative will return your call if it is deemed to be an emergency. For all other non-emergency situations, your phone call will be returned on the next business day.