

TIPS FOR SUBMITTING RESULTS ELECTRONICALLY

This is a list of the most common mistakes made on electronic results.

- 1) Each record on a diskette/attachment must contain the same show number and year. **Do not use the show reference number, use the individual judge show numbers.** Please double check to make sure you enter **the correct show number and year.** The reference number is intended for printed results only.
- 2) Horse's name and registration number indicated on results **MUST** match the registration certificate exactly or the entry will be incorrect. **Do NOT enter commas in the registration numbers.**
- 3) The exhibitor name and APHA ID number for **ALL** exhibitors **MUST** match the status cards exactly or the entry will be incorrect. Include relationship on Youth, Novice Youth, Amateur and Novice Amateur exhibitors.
- 4) **All EXHIBITORS MUST HAVE APHA ID NUMBERS.** If an ID number is unavailable include exhibitor's address. Refer to the Record Layout page 2.1b
- 5) Please use .dta or.txt files. May name file after show. Example: tucson1.dta or spokane2.txt.
- 6) When entering the Walk Trot classes, the correct codes start with WT0. The corresponding number code for each individual class see page 2.3. The "0" in the class code is a **ZERO, NOT** the letter O.
- 7) Include the Grand and Reserve Halter Horses on the correct records. Refer to Class Code list for proper codes for Open, Amateur and Solid Paint-bred Grand and Reserves.
- 8) You **must** enter the placings for the classes that do not have enough entries to make it a point class. You **must** enter the horses that have a "no time" or "DQ" from the judge as a non-placing entry.
- 9) Always use correct class codes. Refer to Class Code list.
- 10) Numerical fields must use zeros and Alpha fields must use the letter O.
- 11) Use all UPPER CASE LETTERS in Alpha fields.
- 12) APHA Approved Computer Software automatically uses format from Record Layout page 2.1b. If developing your own software see 'Show Results Electronic Specifications' page 2.1b