

## AFFILIATE SHOW APPLICATION ONLINE

This program has been designed to allow an AQHA Affiliate to submit their Show Applications online.

NB: You only enter the approved AQHA classes into this program, as they are the only classes that are point scoring with the AQHA

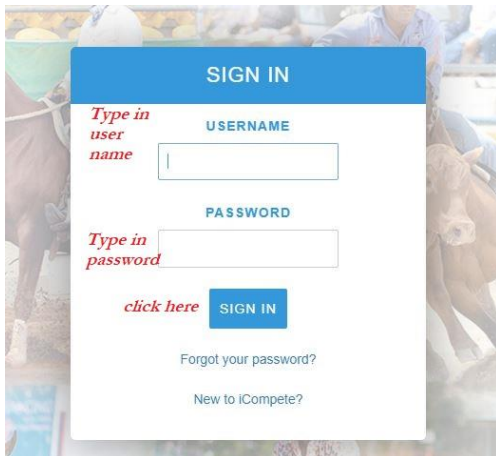
Once you have established a “B”, “A” or “AA” show in the system, it gets easier as you can clone a show (see item 3. s)

### 1. Your User name and password will be set up by the AQHA Office

### 2. AQHA WEBSITE

Open up and Click on **LOG IN**

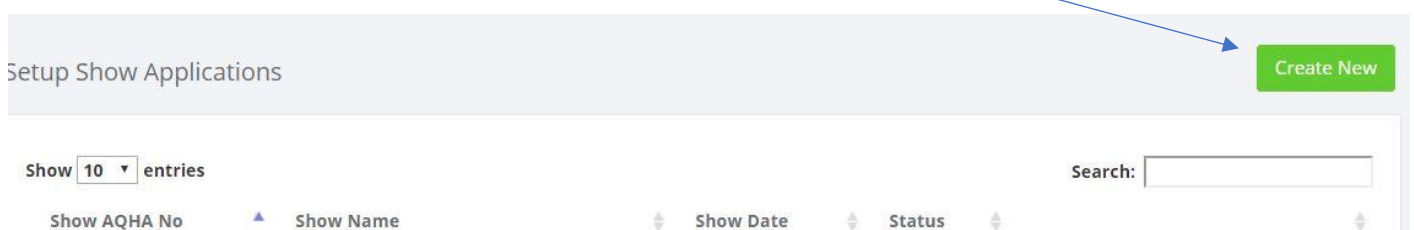
a) The following appears on screen



b) When the next screen appears:



c) The following screen will appear – **CLICK ON CREATE NEW**



d) The following screen will appear – all fields MUST be COMPLETED

Create Application Cancel

---

Show Contact Details Events Sign Off

---

ShowGradeId  
Use drop down box to find the grade of show

Affiliate Name  
Eg: SQHA for Sydney QH Association

AQHA No.  
Affiliate membership #

Affiliate Secretary  
Name of Secretary (couldbe different to Show Secretary)

Show Name  
Eg: Summer Sizzler, no show name put in initials of Affiliate running show

Show Secretary  
insert name

Show Address  
Eg: AELEC, Jack Smythe Dr, Tamworth

Phone (Business Hours)  
the number people can ring for enquiries

Phone (After Hours)  
insert if there is one

Email  
address for entries or queries

Show Phone (Mobile)  
a number that can be reached on days of show

Manager Name  
insert name

Show Date  
use calendar and find start date  
29/01/2020

Show End Date  
use calendar and find end date  
29/01/2020

First Aid Provider Name  
must have a first aid certificate on file with AQHA

Arena Surface Description  
Eg: Sand

Approved Program  
LEAVE BLANK

---

Judge 1 *USE DROP DOWN BOX AND SEARCH FOR YOUR JUDGES NAME*

Judge 2

Trail Judge **NB: IF OVERSEAS JUDGE - WHEN YOU HAVE SUBMITTED YOUR PROGRAM FOR APPROVAL SEND AN EMAIL TO joanne@aqha.com.au WITH NAME OF OVERSEAS JUDGE**

EA Dressage Ju

Hack Judge

|            |    |     |                                    |
|------------|----|-----|------------------------------------|
| Confirmed? | No | Yes | <i>Only click yes if confirmed</i> |
| Confirmed? | No | Yes |                                    |
| Confirmed? | No | Yes |                                    |
| Confirmed? | No | Yes |                                    |
| Confirmed? | No | Yes |                                    |

**e) Click on DETAILS tab at top of this screen – ALL FIELDS MUST BE COMPLETED**

The Setup of the Event is to be done by:

If the Affiliate, insert initials, otherwise insert name and phone number of person settingup event

The Dismantling and cleanup of the event is to be done by:

If the Affiliate, insert initials, otherwise insert name and phone number of person settingup event

Full catering facilities are available and will be run by:

Insert name and a contactable phone number

If the answer is YES then click on YES

Approval will not be forthcoming if all answers are not YES

Are all committee members aware of the responsibility in running this event?

No Yes

Are there Emergency Response Plans in place in case of any emergency?

No Yes

Are the Committee all aware of these plans?

No Yes

Will safety checks on all equipment to be used be checked prior to commencement of event?

No Yes

Are the operators of any equipment to be used qualified to use this equipment?

No Yes

Are there adequate amenities in place for spectators & competitors alike?

No Yes

Will all competitors be made aware and understand the risks, the rules and regulations of the event/s and the alcohol and drug restrictions?

No Yes

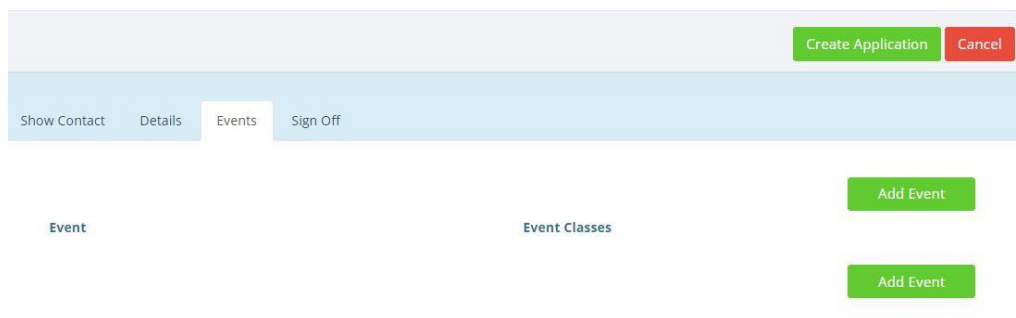
Are all competitors and committee members aware of the AQHA Animal Welfare Policy?

No Yes

Show on Calendar

No Yes

**f) Click on EVENT TAB at top of screen – this will appear**



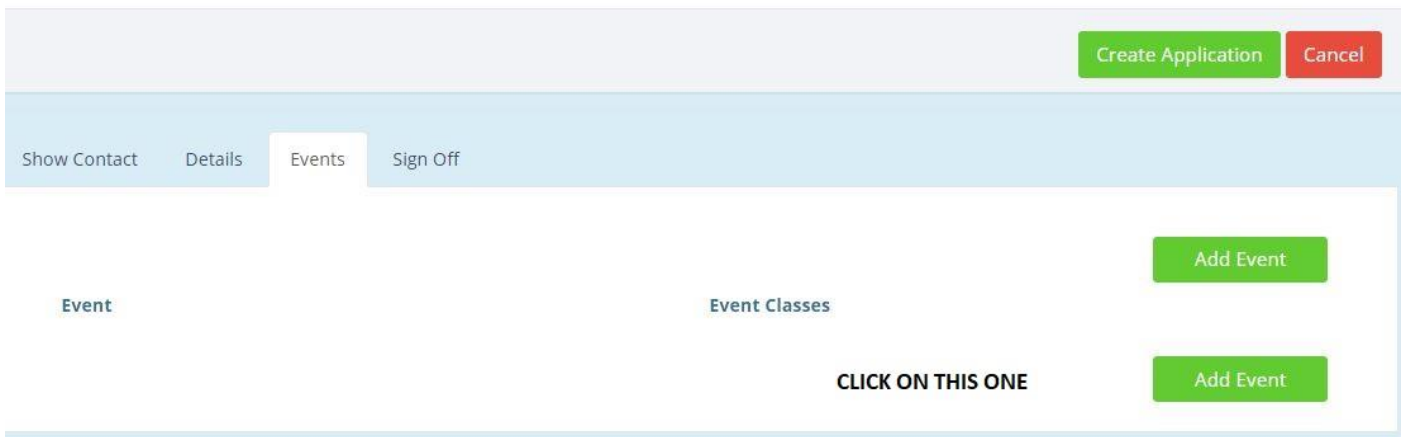
**g) Adding events**

There are two parts to putting in your EVENTS (classes)

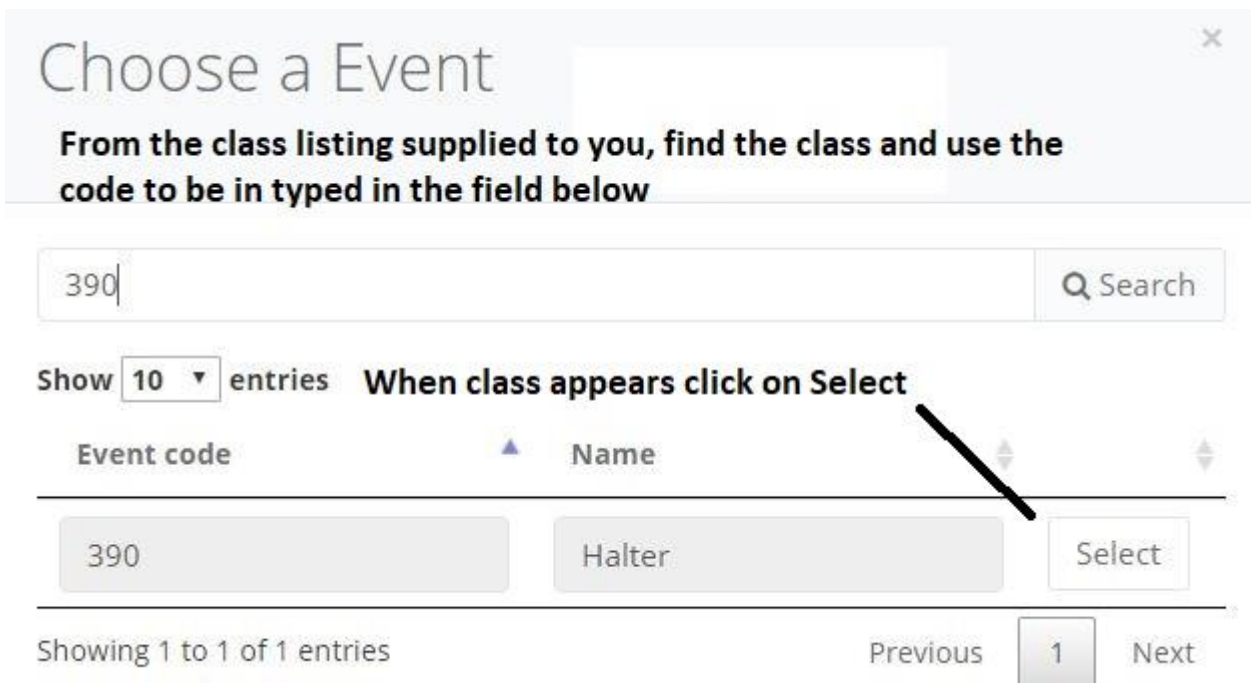
**First** - there is the EVENT (CLASS) NAME - eg. Western Pleasure, Trail

**Second** - the SUB CLASS NAME - this is the division/age groups eg. 7 to 18 years, Junior Horse,

**h) Click on ADD EVENT (THE BOTTOM ONE) as per below image**



i) The following screen appears



j) Halter Code 390 was used to produce the following screen



k) The following screen appears – we have used weanling gelding to produce the following screen MAKE SURE YOU USE THE SUB CLASSES on the listing sent to you

# Choose a Class



Type in sub class eg. weanling Gelding then hit search if it doesnt come up

weanling gelding

Show 10 entries

When it comes up click on SELECT

| Code | Unique Description |        |
|------|--------------------|--------|
| 0    | Weanling Gelding   | Select |

Showing 1 to 1 of 1 entries

Previous

1

Next

1) See below how the sub class has been added to the screen

Add Event

Event

Event Classes

Halter



Name

Prize Money



Weanling Gelding

0.00



To continue adding sub classes for Halter, just keep clicking on the + sign, find the sub classes, select them and continue till you finish your Halter classes NB Champion & Reserve are done separately.

Event

Event Classes

Halter



Name

Prize Money



Weanling Gelding

0.00



Yearling Gelding

0.00



2 & 3 yr old Geldings

0.00



4 yrs & over Gelding

0.00



Weanling Filly

0.00



Yearling Filly

0.00



2 & 3 yr old Fillys

0.00



4 yrs & over Mare

0.00



### m) STARTING ANOTHER EVENT (CLASS)

Just click on ADD EVENT ( at bottom of screen) and start with next event (CLASS) and its sub classes. When all events are in the system the following is a sample of what it looks like

| Youth Halter |            | - | Name | Prize Money | + |
|--------------|------------|---|------|-------------|---|
|              | Filly/Mare |   |      | 0           | - |
|              | Gelding    |   |      | 0           | - |

| Lungeline |          | - | Name | Prize Money | + |
|-----------|----------|---|------|-------------|---|
|           | Yearling |   |      | 0           | - |
|           | 2 yr old |   |      | 0           | - |

| Youth Showmanship at Halter |          | - | Name | Prize Money | + |
|-----------------------------|----------|---|------|-------------|---|
|                             | 5 to 13  |   |      | 0           | - |
|                             | 14 to 18 |   |      | 0           | - |

**MAKE SURE YOU USE THE LIST SENT TO YOU FOR THE EVENT(CLASS) CODES AND THE SUB CLASSES THAT YOU HAVE TO USE IF YOU DON'T PUT IN THE CORRECT CODE – points may not be awarded**

n) Click on Sign Off tab at top of page and fill in the relevant details

Create Application Cancel

---

Show Contact Details Events Sign Off

**Signed By**  
Carol Ricketts

**Signed Date**  
17/02/2020

**Applicant Name**  
Carol Ricketts

**Applicant Position**  
President

o) Click on CREATE APPLICATION at top of screen and the following screen appears and you can see that it has created a AQHA SHOW NO.

Setup Show Applications

Create New

Show 10 entries

Search:

| Show AQHA No | Show Name                  | Show Date  | Status |   |
|--------------|----------------------------|------------|--------|---|
| 802045       | WEST GIPPSLAND HORSE ASSOC | 19/04/2020 | Draft  | <input type="button" value="Edit"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/> |

**p)** Your application has been saved as a Draft

You can go back and forth and check by clicking on Edit

**NB:** MAKE SURE AFTER ANY CHANGES YOU CLICK ON **SAVE**

**q)** When you have finalised everything Click on Submit

**r)** Credit card payment field will appear

Fill in accordingly

**NB:** On THE day that you submit your application for approval, make sure that you also email a copy of your full program and rules & regulations to the AQHA Office to [joanne@aqha.com.au](mailto:joanne@aqha.com.au) and the name of the JUDGE if they are an overseas judge

You will receive an email from AQHA confirming or not confirming your show approval and letting you know if anything is incorrect.

First time takes the longest, after the first one you can CLONE your previous show and just make changes accordingly.

**s) CLONING A SHOW**

Once you have established a show into the system, and it has been approved, you can clone a show so that all you will need to do is change:

**Date of Show**

**Grade of Show (if necessary)** clone a show that is of the same status

**Judges Name**

**Any details that have changed and check the sign off details are still correct (changing date)**

**Then check the Events tab (classes and sub classes) to make any changes if required.**

**TO CLONE**

Click on **SHOW APPLICATIONS**

Find the Show you want to clone

Click on **DETAILS**

Click on the **CLONE** button top right of screen

A box appears that asks if you want to clone the show

Click on **YES**

**It may come up with a box that states WAIT or CANCEL just click on wait, it will eventually respond.**

Your show will appear

Go into each **TAB** and change any details required

**TABS are**

**Show Contacts**

**Details**

**Events**

**Sign Off**

When finished click on **CREATE APPLICATION**

The screen then goes back to a screen that lists all of your shows

You will be able to find your show as it will not be approved as yet

When ready, go into edit your show, everything good to go, then click on **SUBMIT** and pay by credit card.

**NB:** On **THE DAY** that you submit your application for approval, make sure that you also email a copy of your full program and rules & regulations to the AQHA Office to [joanne@aqha.com.au](mailto:joanne@aqha.com.au) , and the name of the JUDGE if they are an overseas judge.

**Full Program** – please make sure that you are advertising the correct information regarding your classes, for example people tend to just list Junior Youth and Senior Youth with no ages on the program. Keep a copy on file, if you are not changing the program that much except for dates, judges etc, then you will always have a copy on hand to send in.

**NB: Rules and regulations**

Establish a set of rules and regulations to cover all your shows. This way you will have them on file to send in each time you apply online.