

## SHOW APPLICATION ONLINE

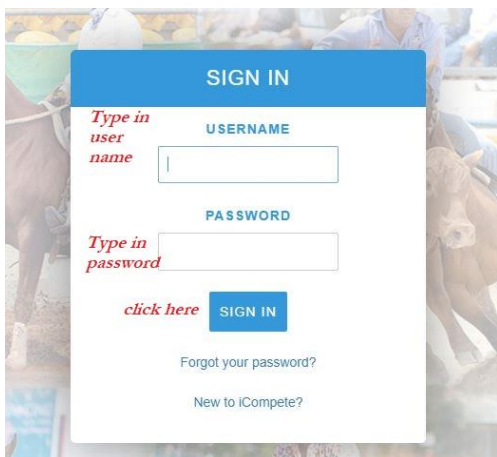
### General

Only enter the approved AQHA classes into this program that are point scoring.

**Once you have established an “A”, “AA” show, or a Versatility Ranch Show** in the system, and it has been approved, it gets easier for the next show, as you can clone a show. [See item 3 s\).](#)

### Ready to get started?

1. Affiliate to contact AQHA for log in details for their Affiliate, Username and password
2. You can access by the AQHA web site – home page top right-hand corner of screen  
**LOG IN**
3. a) The following appears on screen



The image shows a 'SIGN IN' form overlaid on a background of horses. The form has a blue header with the text 'SIGN IN'. Below the header, there are two input fields: 'USERNAME' and 'PASSWORD'. The 'USERNAME' field is preceded by the text 'Type in user name' and the 'PASSWORD' field is preceded by 'Type in password'. Below the 'PASSWORD' field is a blue 'SIGN IN' button with the text 'click here' to its left. At the bottom of the form, there are two links: 'Forgot your password?' and 'New to iCompete?'.

- b) When the next screen appears:



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

Setup Show Applications

Show 10 entries

Search:

Show AQHA No Show Name Show Date Status

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: Sydney QH Association

AQHA No.  
Affiliate membership #

Affiliate Secretary  
Name of Secretary (could be different to Show Secretary)

Show Secretary  
insert name

Show Name  
Depending on show - SQHA - Spring Show  
If a multi judge show you can put in here clubs initials plus Multi Judged and then judges name eg. R Smith and on the second show application you do for this multi judged show put the second judges name It makes for easier identification later on

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	<i>USE DROP DOWN BOX AND SEARCH FOR YOUR JUDGES NAME</i>	Confirmed?	<i>Only click yes if confirmed</i>
Judge 2		Confirmed?	
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	Confirmed?	
EA Dressage Judge		Confirmed?	
Hack Judge		Confirmed?	

e) Click on **DETAILS** tab at top of the above 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 setting up 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 setting up 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

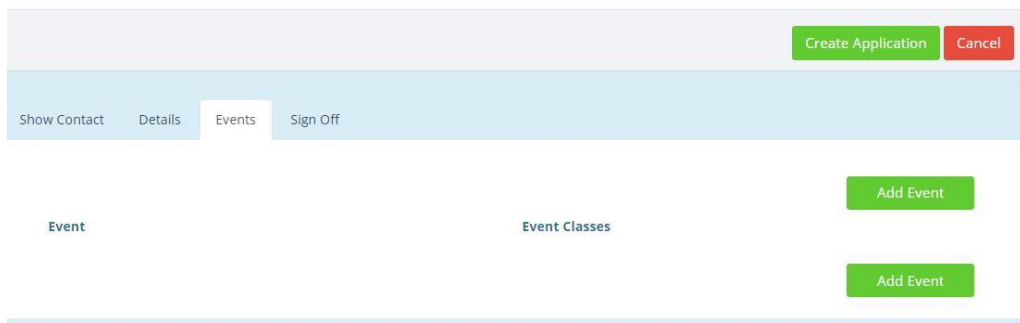
No  Yes

## TIME TO PUT IN THE EVENTS (CLASSES)

And make sure you have printed out the **CODE DOCUMENT**

Please use the codes on this document otherwise your classes may not receive results. Don't second guess the program, you may call a class by a certain name but the coding name may not be the same.

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



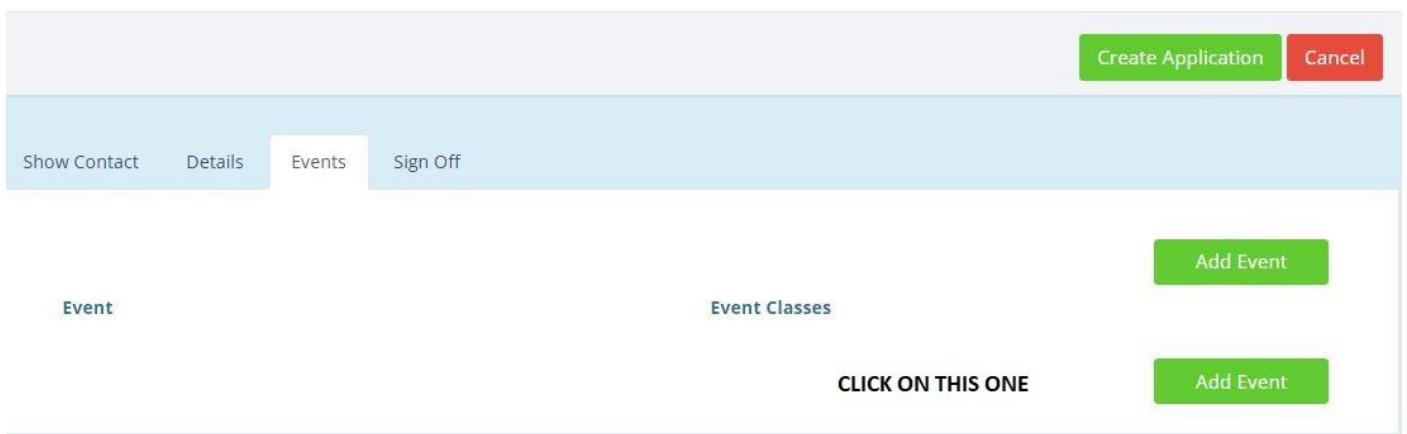
**g) Adding events**

There are two parts to adding a **CLASS**

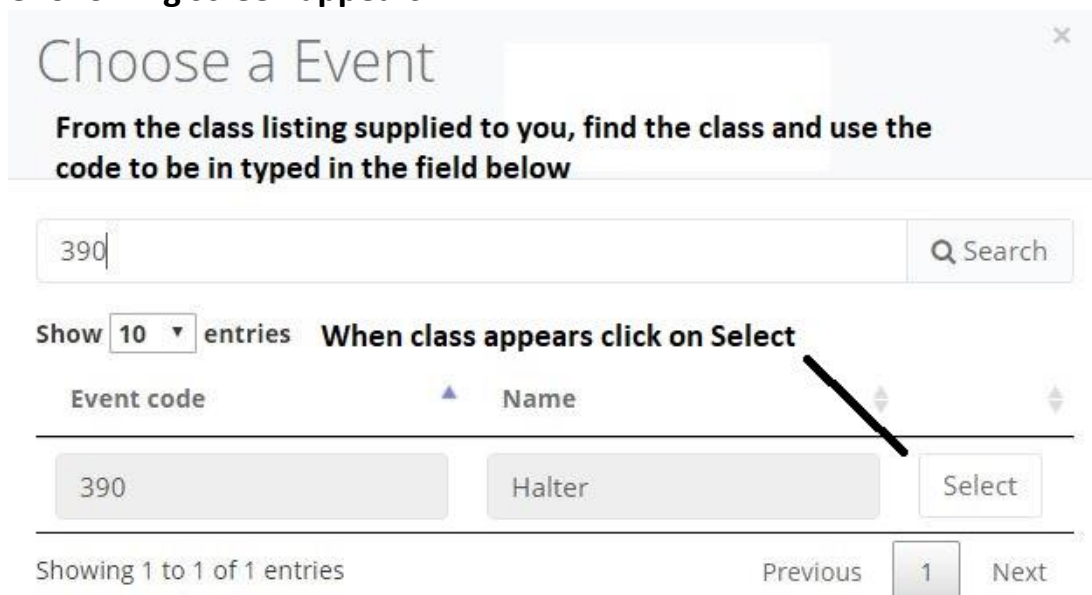
**First** - there is the **EVENT NAME** - eg. Western Pleasure, Trail

**Second** - the **SUB CLASS NAME** - this is the division/age groups eg. 7 to 18 years, Junior Horse, 2 yr old etc.

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



**i) The following screen appears**



j)

Event: Halter

Event Classes

Name	Prize Money

*You can see the name of event above HALTER*

*Click to find the sub class, age division etc.*

Buttons: Add Event, - (minus), + (plus)

k)

### Choose a Class

Type in the sub class you are looking for and click on Search  
Use your Document code listing to find the right sub classes to us

Search: Weanling Gelding

Show 10 entries

Code	Unique Description	Select
0	Weanling Gelding	Select
0	Yearling	Select
0	Yearling Colt	Select

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

Event: Halter

Event Classes

Name	Prize Money
Weanling Gelding	0.00

Buttons: Add Event, - (minus), + (plus)

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

Event: Halter

Event Classes

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 Fillies	0.00
4 yrs & over Mare	0.00

Buttons: Add Event, - (minus), + (plus)

### m) STARTING ANOTHER EVENT (CLASS)

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

Youth Halter		Name	Prize Money	
		Filly/Mare	<input type="text" value="0"/>	-
		Gelding	<input type="text" value="0"/>	-

Lungeline		Name	Prize Money	
		Yearling	<input type="text" value="0"/>	-
		2 yr old	<input type="text" value="0"/>	-

Youth Showmanship at Halter		Name	Prize Money	
		5 to 13	<input type="text" value="0"/>	-
		14 to 18	<input type="text" value="0"/>	-

**MAKE SURE YOU USE THE LIST SENT TO YOU FOR THE CLASS CODES AND THE SUB CLASSES THAT YOU HAVE TO USE. IF YOU DON'T PUT IN THE CORRECT CODE – points WILL NOT be awarded**

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

Create Application Cancel

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Show Contact Details Events Sign Off

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<b>Signed By</b> Carol Ricketts	<b>Signed Date</b> 17/02/2020
<b>Applicant Position</b> President	<b>Applicant Name</b> Carol Ricketts

o) Click on **CREATE APPLICATION** at top of the screen and the following screen appears and you can see that it has created a AQHA SHOW NO. Make a note of your show number somewhere.



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 IF YOU DO ANY CHANGES YOU CLICK ON

**SAVE AS DRAFT**

**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 "A", "AA" or Versatility Ranch 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 if possible

**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.**

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**

Your show will appear

**Go into Show contacts only at this point.**

**Change the following:**

Date of show

Venue

Judge

New first aid person etc etc

When finished click on **CREATE APPLICATION**

A box may appear that asks if you wish to **WAIT or EXIT PAGE**

Click on **WAIT** (it may come back and ask you again if you wish to **WAIT** – click on wait)

The screen then goes back to a screen that lists all 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,

Check the following are correct:

Events: add or delete

Details: check

Sign Off: make sure you change the date

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 or you have a problem finding or putting in the judges name.

**NB: Rules and regulations**

Establish a set of rules and regulations to cover all “A” shows and another if necessary to cover all “AA” shows. This way you will have them on file to send in according to the show type.



## SHOW RESULTS

An Affiliate can only enter the results for a show, where the Affiliate has applied for show approval through the Affiliate Portal online.

**Make sure you have all your results from your show and that you have the following:**

Horses Reg. #

Horses Name

Owners Name

Rider/Handler name for Amateur, Select Amateur, EWD and Youth classes.

## YOU ONLY ENTER RESULTS FOR AQHA REGISTERED HORSES and APPROVED AQHA CLASSES

In this program, the entering of the results revolves around the **Member field**

Member	Animal	Place	Points
<b>This field is the key to entering any results</b>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**HORSE CLASS (includes Novice Horse) – enter the owners name**

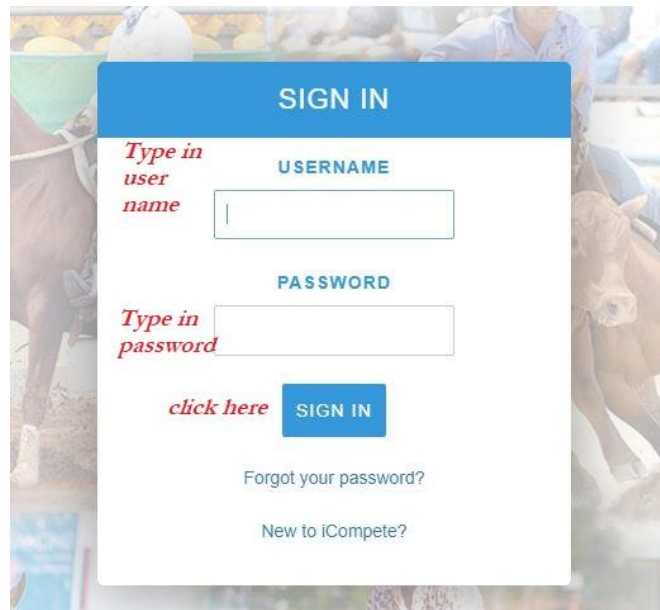
**AMAT. S/AMAT. YOUTH, NOVICE YOUTH/AMATEUR, EWD – enter the rider/handler name**

### OTHER BREEDS

If there are results, within a class for another breed, DON'T TRY AND PUT THEM IN you will not find them.

If an **Appaloosa was first** and the **Quarter Horse second**, you only put in the quarter horse result and make sure that you put in the CORRECT PLACING for that quarter horse. In this case it would be 2<sup>nd</sup>.

# 1. LOG INTO THE AFFILIATE PORTAL VIA THE AQHA WEBSITE HOME SCREEN LOG IN

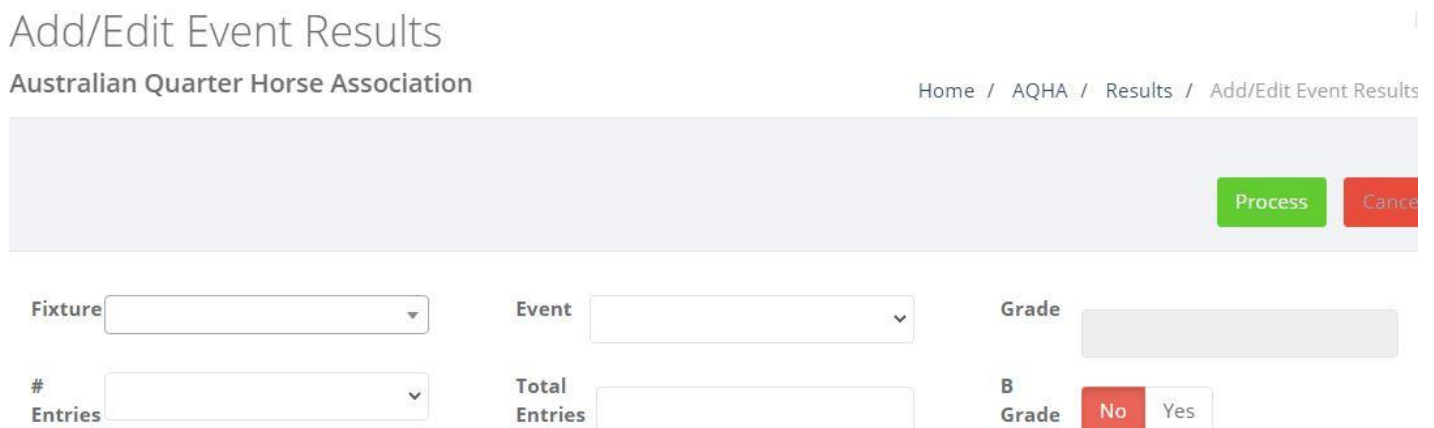


The screenshot shows a 'SIGN IN' form on a website. The form has a blue header with the text 'SIGN IN'. Below the header, there are two input fields: 'USERNAME' and 'PASSWORD'. The 'USERNAME' field is preceded by the text 'Type in user name' and the 'PASSWORD' field is preceded by 'Type in password'. Below the input fields, there is a blue button labeled 'SIGN IN' with the text 'click here' to its left. Below the button, there are two links: 'Forgot your password?' and 'New to iCompete?'.

# 2. Click on this icon on your home screen



# 3. Following screen appears



The screenshot shows the 'Add/Edit Event Results' page on the Australian Quarter Horse Association website. The page has a light blue header with the text 'Add/Edit Event Results' and 'Australian Quarter Horse Association'. Below the header, there is a breadcrumb trail: 'Home / AQHA / Results / Add/Edit Event Results'. On the right side of the header, there are two buttons: 'Process' (green) and 'Cancel' (red). Below the header, there are several input fields: 'Fixture' (a dropdown menu), 'Event' (a dropdown menu), 'Grade' (a text input field), '# Entries' (a dropdown menu), 'Total Entries' (a text input field), and 'B Grade' (a radio button with 'No' and 'Yes' options).

In fixture field, type in show number eg. 803789, when you find it the first class etc appears on screen. If you use the name it might bring up a list of shows, find the one you require then **ENTER**

#### 4. Example below using WGQHA and date

Add/Edit Event Results

Australian Quarter Horse Association Home / AQHA / Results / Add/Edit Event Results

Fixture:  Event:  Grade:

# Entries:  Total Entries:  B Grade:

#### 5. This is what screen looks like after finding show

Add/Edit Event Results

Australian Quarter Horse Association Home / AQHA / Results / Add/Edit Event Results

Fixture:  Event:  Grade:

# Entries:  Total Entries:  B Grade:

Member	Animal	Place	Points	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="X"/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="X"/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="X"/>

- Using the **EVENT** drop-down box, find the class that you wish to enter the results for by scrolling down. When you find it – click on the name of the class and it will appear in the **EVENT** field.
- Click on **ENTRIES** drop-down box and find the number of entries in this event  
Eg: 2-5 Click on this for 2, 3, 4 or 5 in class
- Click on **TOTAL ENTRIES** drop-down box and choose the number of entries in that event Eg: 3
- The screen now looks like this**

## Add/Edit Event Results

Australian Quarter Horse Association

Home / AQHA / Results / Add/Edit Event Results

Fixture  Event  Grade   
# Entries  Total Entries  B Grade

Member	Animal	Place	Points	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

### 10. Member field click on the three dots ...

if you know mship number type it in or type in name eg. Fran Christian

### 11. Horse name field

**Click on the three dots ...**

All horses owned by Fran Christian will come up in a list, find the horse you want and click on **SELECT**. If it is a long list you can type in their registration number

12. The program will take you back to the previous screen and it will show

Member as Fran Christian

Animal as Triandibo Incede

### 13. Now you put in the placing for this horse

Click in the white space below the heading **PLACE**

It should show you the placings that are available, click on the correct placing, in this case 1, and the points will appear

14. **Continue putting in the placings for this class** until you have finished and then at top right-hand side of screen, click on **PROCESS** if you don't do this you will not save your work. When you finish putting in results for each class, **YOU MUST CLICK PROCESS**

15. **Continue putting in your results until you have finished the show results**

NB: As you put in the results, they will go live on the web site

16. **To get a copy of your results, once you have put them all in, go to:**

## **WEB SITE**

### **SHOW & PERFORMANCE TAB**

Click on **CALENDAR**

Find the month of your show, find the date eg. WGQHA is showing on 22/11/2020

Click on the **Show Name**

Click on **VIEW RESULTS** top left of screen

This will create a PDF

Click on this PDF and it will open and all the results you have put in will be visible

I would check them to make sure they are correct if you have any doubts.

**You can save the PDF to your computer.**

### **WHAT CAN GO WRONG WHEN PUTTING IN RESULTS**

1. **Results for a Youth Class** (youth can ride other people's horses, except State & Nationals))

You find the Youth and their name appears in the **MEMBER** field

It is John Smith, he competed in the Youth 15 to 18 yrs WP.

He rode a horse called TRIANDIBO INCEDE that is not owned by him

Only the horses owned by the members whose name appears in the MEMBERS field will come up.

If the horse you require doesn't show up in the horse listing, you can either put in the reg. number of the horse or the name of the horse, and click on **SEARCH**

Then when the horse appears, click on **SELECT**

**Then continue putting in rest of class**

2. The program when you ask it to **PROCESS**, will bring up a warning box that will inform you what is wrong with the result you tried to put in, if there is an error:

**Type of errors that come up:**

Youth too old for the class or too young

Member does not have an amateur permit and you are putting in results for an Amateur class

Horse is not recorded with the AQHA as a gelding, its record shows it is a colt

Horse is deceased

Owner of horse is unfinancial

Check your results again to make sure you have put in the correct information.

If you cannot figure out why this has returned an error, send an email to

joanne@aqha.com.au or if it is in office hours, ring AQHA Show & Performance department.