

WHY AM I IN THE ENTRY BOOTH AND WHAT DO I DO NOW?

- The single most important thing to have in the Entry is **ADULT** supervision. Members are riding for year-end awards and it is important to provide the Point Secretary with **COMPLETE** and **ACCURATE** information.
- Be ready to take entries an hour before show time. Start the show promptly at 8:00 AM.
- Make sure that you have enough help, both with registration and ring help for morning and afternoon!
- Please ask the Judge to place 7 riders. You only need to announce 6, but I need 7 placings in case there is a problem. If you want to, you can announce 7th as an Honorable Mention.
- Pull permanent back # from the packs.
- Have enough change (100 \$1.00, 10 \$10.00, 20 \$5.00 = \$300.00). You will need change. People tend to pay with large bills early in the morning and then again when they are registering for the Speed Classes. Please have lots of Quarters too!
- Have at least 3-4 Class Sheets filled out and ready for the Announcer to start the show. You can fill in more as the classes are being run.
- Class Sheets **MUST** be complete with the rider and horse's names and back # (am classes). Please return Class Sheets to the Point Secretary with the Entry Cards and the Judge's Cards attached to each Class.
- **PLEASE don't write/scribble/doodle etc. on the sheets. They need to be legible and make sense!**
- **CLEARLY** mark the placings. For Speed Classes, please mark either a time for each ride or DQ.
- Keep a running tally of the # of riders. It's easy to just mark them on a Show Bill after each class. You need to pay EMHA \$1.00 per rider per Pleasure Class and .50 for the Speed classes. It's much easier to keep track this way. The Announcer or assistant can do this.
- Include scratches when counting # of riders.
- The Point Secretary needs to know not only **IF** a member placed, but if they were in a Class. Please mark scratches as such. Just draw a line through the name and mark "Scratch" or "Wrong Class" or whatever. Please don't scribble the name out.
- When you have a little break, get the \$ ready for the Judge, Timer and anyone else that needs to be paid that day. Be sure to leave a note for whoever will be counting the \$.
- Remember Paybacks are for all contesting.
- Riders who receive a Payback don't get a trophy. There is a **RIBBON FOR 1st THRU 6th PLACE.**
- **VERY IMPORTANT** – When filling out Contesting Class Sheets, check the rider's Entry Cards for riders riding more than one horse. **SEPARATE** these riders. They need a little time to get from one horse to another! It's smart when filling out the sheets to skip a line between each rider. That way if someone shows up with more than one horse, you can just fit them in.
- Working the Entry Booth isn't hard. It just takes a little patience and organization.



Have a Great Show!!