

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.
- 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!!