SUBMIT YOUR ENTRIES ON-LINE

www.gaitkeeper.com

HERE'S HOW IT WORKS:

- ANY TIME, GO TO www.gaitkeeper.com. CLICK **LOG IN**. THEN **WANT TO REGISTER?** SET UP YOUR PERSONAL ACCOUNT USING YOUR EMAIL AND CREATE A PASSWORD. GO TO HOME AND SELECT YOUR SHOW.

- Gather all the usual information you need when filling out entry forms: membership numbers, USEF recording numbers and correct spellings of names for you, your horse, and anyone else who might ride or train your horse – or coach you --this year. You'll also need everyone's correct address, email, and phone; rider birthdate; horse's age, height, color, gender, breed.

- To start, PUT YOUR CAP LOCK ON. As we are all getting older, this will help make the print BIGGER for everyone!

- Enter people names EXACTLY as they appear on the AHA Card, including middle initials. No nicknames.

- If you prefer to be called something else or have had a name change (like married) CALL AHA and change it.

- If your name is Angeline Jolie-Pitt you are "Jolie-Pitt, Angeline". If your name is LaRae Fletcher Powell you are "Powell, LaRae Fletcher".

- Enter AHA COMPETITION Card number in the box that says "Association".

- There is a field for Social Security numbers (SSN). Leave this field blank.

- If you are leasing a horse, enter yourself as Owner last name with "Lessee" as "last name (lessee)". You will need to send copy of lease agreement to show secretary.

- Horse names must be EXACTLY as they appear on registration papers.
  - If the horse has new owners, call AHA to get the papers updated.
  - Do not put AHR or IAHA in front of the number.
  - DO include the 1A, 2A on Half-Arabians.
  - *Canadian* Registry start number with CAHR or CPAR.
  - Horse birthdates are required to be entered as XX/XX/XX example: 01/01/05
  - If your horse has a USEF# (for HOTY Awards program), enter in the box that says AHSA.

- You can enter multiple horses for same Owner by clicking "Add Horse".

- You can enter multiple rider/handlers for same horse(s) by clicking "Add Rider".

- All classes have 3 digits. Class 1 is #001. Use the drop-down class menu to make it easier.

- Be sure to select a Rider# for each class. *(no matter how good your horse is, he needs a rider)*

- Drop down to "Additional Items and Fees" to add your Mandatory per horse fees and any additional items that you need, like Patron Support, Futurity Nominations, etc.

- You can stop and start as many times as you need to, until you click "I have reviewed" and "**SUBMIT**".

- You are not finished until you "SUBMIT".

- This show does not take PAYPAL or VENMO. We take Bank Checks or Credit Cards.

- **PREFERRED PAYMENT:** Make
  - **Checks should be received by May 25th.** checks payable in US Funds to Region 4 AHA. Mail checks to: **Region 4** % Lisa Kolke. 16017 NE 319th Street, Battle Ground, WA 98604. In Notes reference **REGION 4, Owners Last Name, Horse Name**.
  - **CREDIT CARDS:** You can enter the card number, expiration date and CVV code separately. There is a 3% Convenience Charge (minimum $5).

- **LAST IMPORTANT STEP:** Everyone sign your Entry Agreement. Mail Entry Agreement (back of entry form) with signatures to show secretary. Include checks for payment. If you are paying with Credit Card, you can mail Entry Agreement (back of entry form) or e-mail PDF file. *Electronic signatures are legal and binding.*

- If you need to make a change after the entry is submitted and before the start of the show, email the correction to horseshownumber@gmail.com. Include Name of Show, Owner & Horse in correspondence or use the on-line forms at https://aharegion4.com/championship-show to Add A Class, Scratch a Class or Change the rider/driver/handler.