

Registration Instructions

All entries are to be made prior to the show by Thursday 5:00 p.m

Step 1

If you have not paid membership yet please complete the membership form and pay.

<http://pwhat.com/membership-info/>

Step 2 (SKIP IF HAVE ALREADY COMPLETED MASTER FORM FOR PRIOR SHOW)

Complete the Master Horse Entry Form:

<https://www.cognitoforms.com/PWHAT1/PWHATMasterHorseEntryForm>

One Master form per horse. You will complete this form once at the beginning of the show year and if ownership and/or riders change. You will not have to do again for each show.

Step 3

- Complete the Class Entry Form: <https://www.cognitoforms.com/PWHAT1/PWHATClassEntryForm>
- If you are bringing your own number, enter back number. If not leave blank and Office will assign you a back number
- Enter the full name of the horse, Must match the Master Horse Entry Form
- Enter the rider in that class
- Select class from the drop-down; entry fee will be filled in automatically..
- If rider or owner are not current members then add 5.00 for each class.
- The form will total the fees. (Complete one form for each payment method)
- You will be given the choice to pay using Paypal or credit card.
 - If you select YES, you will be directed to Paypal screen for payment. If you want to use your Paypal account then log in. If not, scroll down and press button to pay with credit or debit card. Enter that information and pay and you will receive a receipt.
 - If you select NO, press the SUBMIT button. You will need to submit a check to the entry office for the total amount.
- Total fees will be verified by the office and any differences will be accounted in the office.
- When your entries are submitted, a PDF file will be on your final screen. Save it or print it for your records. Registration is complete

Day of the show

- Come to the office and there will be an envelope with numbers (unless you entered a back number) and entry sheet.
- If you did not pay online, leave your check in drop box

Changes will be on limited basis.

- Use the online change form to make changes:
<https://www.cognitoforms.com/PWHAT1/HorseShowChangeForm>
 - Change rider Allowed
 - Switch classes for an entered horse Allowed
 - Add class for entered horse Allowed
 - Register an additional horse Not allowed
 - Scratches. Allowed but Limited
 - Any pre-entry may be scratched prior to the commencement of the show. Entry fee will be refunded by mail
- When your changes are submitted, a PDF file will be on your final screen. Save it or print it for your records. You will pay additional fees at the entry office.