Show Results Electronic Specifications

1. Download **Show Entry template** (ShowEntry.xls) and **Show Entry Instructions** from the APHA website.
   http://www.apha.com/forms/performance-forms.

2. The results must contain one and only one back number for the same horse regardless of number of classes entered or the different divisions entered. A record must be listed for each class the horse is shown regardless of placing, Do not create a record if the horse did not exhibit in the class.

3. Horse's name and registration number indicated on results must match the registration certificate exactly or the entry will be in error. Do not include commas.

4. The exhibitor's name and APHA ID number for all exhibitors indicated on results must match the Open, Novice Amateur, Amateur, Novice Youth or Youth Status Card exactly or the entry will be in error.

5. More than one show may be entered into the Show Entry Template.

Instructions to Input Show Results Data

1. Open ShowEntry.xls file.
2. If security warning is displayed see Figures 1 and 2
3. Input Show Data. Figure 3
4. To Display valid class codes and relationship codes see Figures 4 and 5
5. Save Show Results Data see Figures 6 and 7
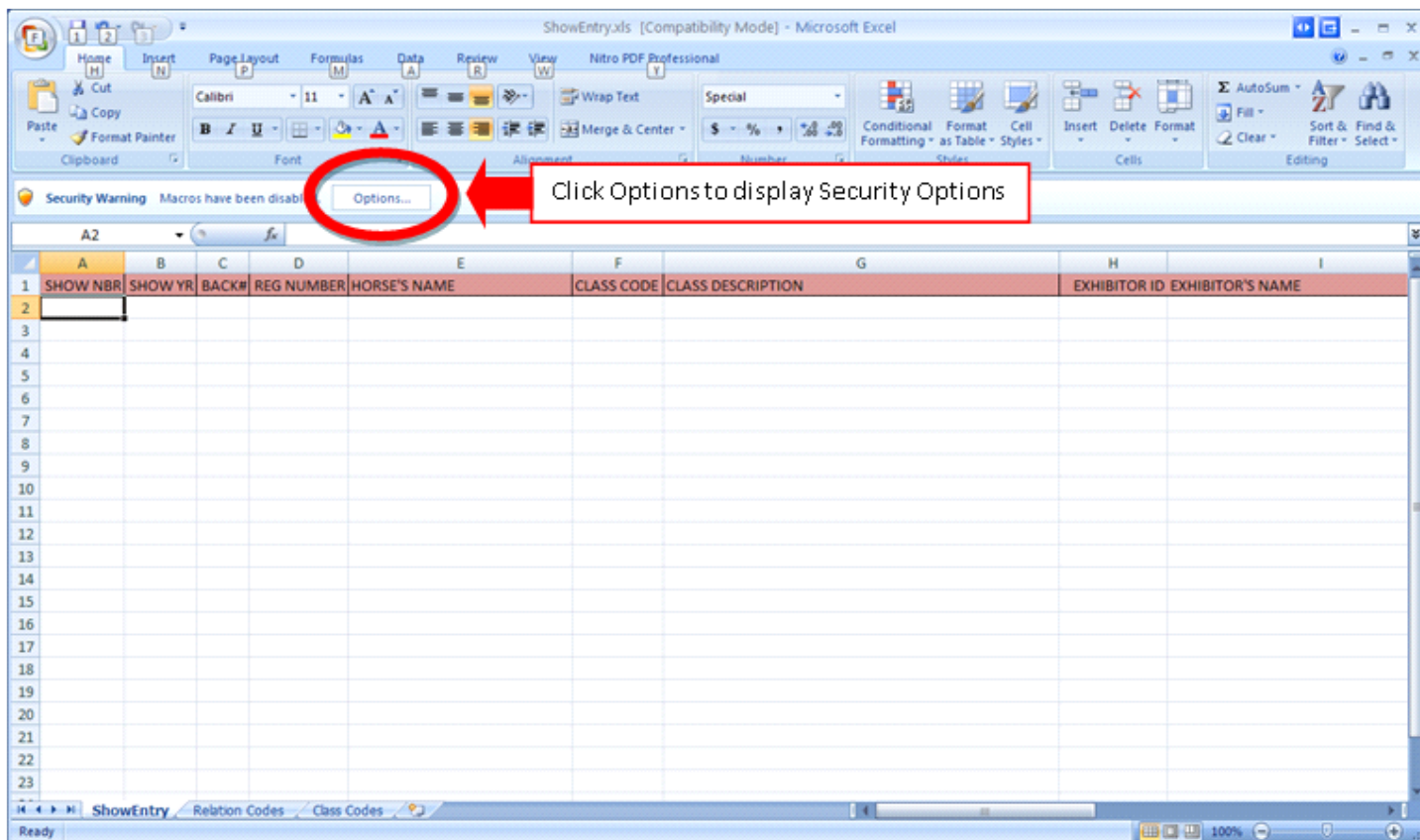6. Email Show Results file to lfast@apha.com

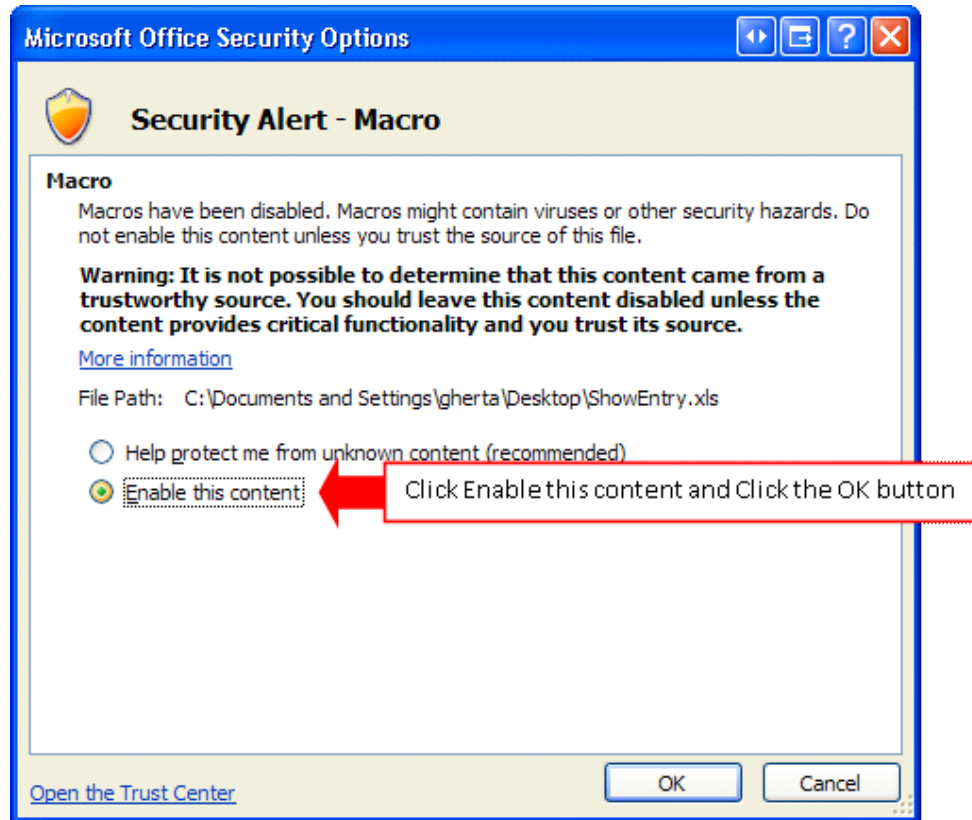**Figure 1**

Figure 2 - Security Options

Figure 3 - Input Show Results Data

Figure 6 - Save As
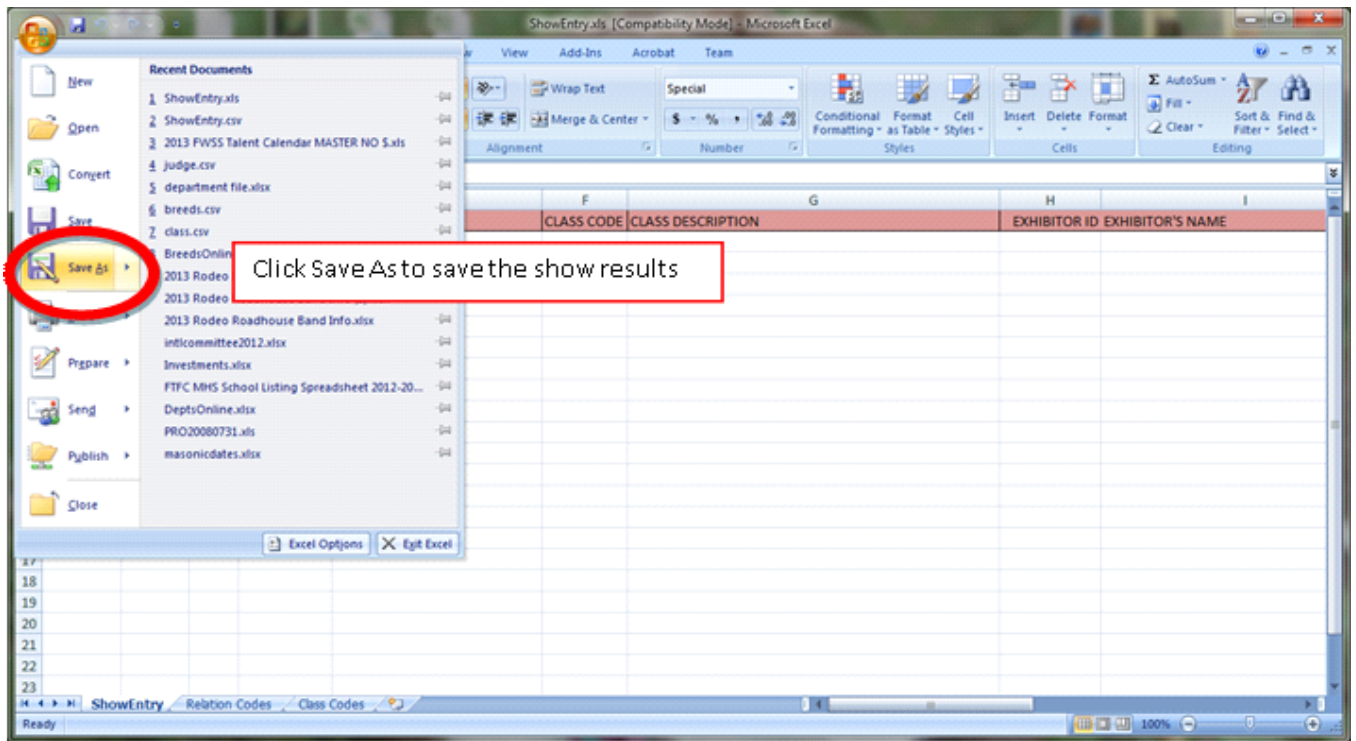

Click Save As to save the show results

Figure 7 - Change the File name to (your) Show City - Show Date

Change the File name to Show City-Show Date

Example: **Denver011212.xls,** Click Save