

Important Details for

Submittal of Electronic Show Results

- 1) All APHA shows and special events (U.S., Canadian and International) must submit show results electronically including the entry roster and the individual class results. (Judges' cards can be mailed OR scanned and emailed.) All shows not submitting their show results electronically will be subject to a \$50 special handling fee per judge.
 - 2) All Grand Champion and Reserve Grand Champion placings must be entered into the show results submitted to APHA or the results will be returned. The class codes for Champions are listed on the Class Code list.
 - 3) Original judges' cards, membership applications and score sheets should be mailed to APHA, Show Results, P. O. Box 961023, Fort Worth, Texas 76161. Copies of all show records should be retained by show management for 1 year after the last date of the show.
 - 5) Spreadsheets not submitted in the format specified by the APHA will not be accepted as they cannot be uploaded to the APHA show results files and will be returned for corrections. For the APHA template and instructions go to <http://apha.com/showing/show-forms>.
 - 6) If rosters and/or individual class results are submitted to the APHA handwritten or submitted as an electronic spreadsheet in an unacceptable format, the show secretary will be given the opportunity to resubmit the show results in the proper electronic format within 3 business days, otherwise the \$50 special handling fee per judge will be assessed in order to process the results.
 - 7) Please note we no longer supply shows with printed judges' cards. There is a template for printing judges' cards on the APHA website at <http://apha.com/showing/show-forms/>.
- If you have any questions, please contact the Member Care department at (817) 834-2742 or by e-mailing showresults@apha.com. Thank you