

**\*\*\* REVISED \*\*\* HOW TO ENTER \*\*\* REVISED \*\*\***

**THIS ENTRY INFORMATION HAS BEEN REVISED FROM WHAT WAS PUBLISHED IN THE ORIGINAL PRIZE LIST. REVISED JANUARY 26th, 2024**

Entry closing date is Monday, March 25th, 2024.

Online entries must be submitted by this date to be considered on time. Entries submitted after this date or submitted without proper deposits are considered late / incomplete and will incur a \$50 Late Fee.

~ ~ ~ ~ ~

- 1) Go to [www.horseshowing.com](http://www.horseshowing.com) and follow the links to Enter Shows / Click Here To Enter Online
- 2) Log in (or create account if this is your first time)
- 3) Fill out entry / class information as required
- 4) For stall reservation, click on Regular Stall for \$350. All entries stabling must pay the Regular Stall upon entering.
  - a) If you show in USEF classes on any of the show days, you will pay the Regular Stall. Even if you show in Outreach classes, by showing in USEF classes, you must pay the Regular Stall.
  - b) If you show in Outreach classes ONLY and your horse stables any days Thursday thru Sunday, let the office know when you check-in and you will receive the \$225 Outreach Stall Fee. The difference of \$125 will be credited to your account. If your horse stables prior to Thursday, you must pay the Regular Stall.
  - c) If you will not be using a stall at all and just haul-in, select the Haul-In Fee for \$50.
- 5) Be sure to sign the Entry Agreement ... signatures from Trainer, Owner and Rider(s) are required.
- 6) Be sure to also sign the online USEF Waiver.
- 7) Payment must accompany your entry and may be done in one of two ways:
  - a) If you wish to pay by credit card, click on the "Credit" option and complete the required credit card information. This transaction will be charged immediately upon submission. A non-refundable 3% Convenience Fee will be added to all credit card transactions. There is also a box that you can check that will authorize CEP to charge your closeout bill on the last day of the show to the same credit card. If you do not check this box, you will be required to come to the show office on check-in day with a credit card for swiping or signed, open check to leave on file.
  - b) If you wish to pay by check, click on the "Check" option and submit your entry. Then postal mail a check, payable to CEP, 29455 N Cave Creek Road, Suite 118-430, Cave Creek, AZ 85331. Be sure to write the horse's show name on the memo line (must match the name used on the entry). This check must be received by the entry closing date. Checks received AFTER entry closing date or entries with no check received will result in a \$50 Late Fee. You will then be required to come to the show office on check-in day with a credit card for swiping or signed, open check to leave on file.
  - c) If there is no form of payment from the owner by the end of the show, the account will be charged to the Trainer's Account.