

AQHA Virtual Show
Management Workshop

Enhance your next AQHA – approved show with effective management techniques and complete your AQHA Show Management Workshop Certification online.

[Show Management Workshop](#)



HELLO!

Happy Summer! We hope everyone is coming out of the pandemic year ready and getting back up and running.

We have several updates and welcome feedback on any topic here, or topics for which you need more information. Please let us know how we can help you!

Show Processing Fees Reminder

All AQHA events are subject to collect \$8 per horse per show processing fee.

The show administration fee supports a vast number of programs for AQHA showing members, including the AQHA stewards program to protect the welfare of the American Quarter Horse at AQHA-approved events; the Association's awards recognition programs to highlight the accomplishments of exhibitors and their American Quarter Horses, such as AQHA achievements, like Superior plaques and grand and reserve trophies, year-end high-point awards and the annual AQHA Awards Celebration; as well as drug testing to ensure a fair and level playing field; plus additional business fees associated with show processing.

SHW120.2 For all AQHA-approved shows held in the United States and internationally, show management must collect an \$8 show processing fee per horse per show.

Show Approvals

When having multiple judges for your event, please specify which judge(s) go with which show. Many times, we are unsure which judge(s) to enter for which show number and that causes issues when processing results.

As we move forward in this fast-paced world we must keep up with the times. To increase efficiency and reduce cost we will be transitioning our show approval packet and materials to a digital format. All show managers will receive a digital copy of the show approval letter, packet, and associated materials via E-mail. With a written request, we can mail paper copies. The option to receive paper copies at no charge will continue through 2021. As of 2022 we will offer paper copies for an additional fee.



Please be sure your contact information is update to date on your AQHA membership, so you do not miss anything from us.

Thank you for your patience as we make this transition!

Show Approval Late Fees

Late fees were relaxed last year due to the many unknown factors that COVID threw at us. This year we are back on track with show approval fees. Please keep in mind the following late fees are applied at the time **the fully completed application and required approval fee is received in AQHA's office.** This means if an incomplete application is received prior to the deadline but the missing information and/or fees is received after the deadline, late fee will be assessed to the time frames listed below.



We suggest the show approval application be submitted within 60 – 90 days after the conclusion of the current year's event. This is to help secure dates on the AQHA show calendar as well as potentially get the next year's show approval information out to exhibitors sooner.

SHW105. SHOW APPLICATION LATE FEES are determined by the date the fully completed application and required approval fee is received in AQHA's office.

SHW105.1

\$200 - 90-119 days prior to show date

\$400 - 60-89 days prior to show date

\$1,000 - less than 59 days prior to show date and subject to denial

VRH Show Results

If you have a full VRH Show, please be sure to include judge cards for the all-around classes. The current 4.0 computer system does not figure those placings, so we need a judge card just like any other class. Please be sure to remove all ineligible entries from the all-around classes on your roster.

Attached is a resource you may find very helpful. This is an excel spreadsheet program that will calculate the all-around standing for you. Also attached are instructions on how to use the program.

VRH ALL-AROUND TABULATIONS															
BACK NUMBER	DIVISION	188000		183000		182000		180000		181000		184000		TOTAL PENCIL POINTS	FINAL PLACING
		PLACING	POINTS	PLACING	POINTS	PLACING	POINTS	PLACING	POINTS	PLACING	POINTS	PLACING	POINTS		
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This can be used to double check the standings as produced by your show program, or to figure the standings if your show program does not do that for you.

Results Reminders

We are struggling to get show results worked in a timely manner and need your help. The more accurate and clean the data comes in, the faster we can process show results. Please use the online show results upload system to check your roster / judge card excel spreadsheet (R/J file) before sending.



1. R/J file produced for AQHA processing
 - a. Please be sure exhibitor ID#'s and horse registration #'s are filled in and accurate
2. No need to include scratched entries
3. We receive many cards that are not clear as to which entries are Level 2 and which are Level 3 when all entries are completed on the Level 3 card only. Please be sure to indicate which are the Level 2 entries on the Level 3 card and complete the Level 2 card's placings. As well, ensure the R/J file reflects the accurate entries.
4. Check memberships – youth exhibitors need an individual youth membership and amateur exhibitors need an individual amateur membership that are through the dates of your show.
5. Use staples and paperclips sparingly. Our process is to remove those in order to scan the documents into our document repository so the fewer the better.
6. Check the places of the judge's cards against what is entered in the show system. Our process is to validate each placing on each card and we often find placings that were not entered correctly. This has a potential to cause problems down the road, such as with all around placings.
7. Use the current AQHA forms provided in your show approval packet. Many forms have been updated – such as the membership form and lists. If you are using an old form the correct fees are not being collected.
8. Return the Fee Summary Sheet provided in your approval packet indicating how many horses for which the show administration fee is being paid.



Achievements and Awards

AQHA is proud to partner with MTM Recognition for our trophy and awards needs. They are producing many of our show achievement awards, such as All-Arounds and AQHA Champions. MTM provides an online Trophy Case where earned achievements can be accessed. This makes it easy to order new and duplicate awards.

Upon earning a new accomplishment, AQHA members will receive an e-mail from MTM Recognition with instructions on how to log on to their website along with a promo code to apply towards their complimentary award. Please be

aware that each promo code is unique to the associated award and cannot be applied to any other trophy! If AQHA does not have an e-mail on file, then a letter will be mailed instead.

We are excited to offer customers the ability to request replacements for missing or lost achievement certificates! Owners or exhibitors can visit our Achievement Certificates site and fill out the form with as much information as possible:

<https://www.aqha.com/achievementcertificate>

Currently, we are fulfilling requests for the following achievements:

- Performance Register of Merit
- Halter Register of Merit
- All-Around
- All-Around Runner-Up
- All-Around Third Place

We hope to expand this program in the future to include other types of certificates.



AQHA Ranch Trail Classes

What Show Management Needs to Know

Be sure to read the attached communication from Karen McQuiston, Director of AQHA Programs for essential details needed regarding AQHA ranch trail classes.

AQHA Ranch Trail Notice

Show Department Emails

We ask that you use these email addresses to submit your approvals and show results. These are community boxes which are monitored by several Shows Team Professionals which will facilitate your work being processed in a timelier manner. Many times, documents are sent to an individual who may not be available to check their personal email account.

Show Approvals	showapproval@aqha.org
Show Results	show@aqha.org
Show Achievements	awards@aqha.org
World Shows	worldshow@aqha.org

Please contact us if we can be of assistance to you in any manner. It is an honor to serve you!

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