

How to Enter A PVDA Schooling Show

By Valerie Mallder

Show Entry Requirements:

1. Completed show entry form created through EquestrianEntries.com (see [Getting Started With EquestrianEntries.com](#)).
2. Copy of PVDA membership card, or a \$10 non-member fee (click [here](#) to download your card)
3. Copy of the horse's negative coggins test results dated within one year of the show date
4. Signed copy of the [PVDA Release form](#) (including the horse owner's signature if rider is not the owner)
5. Full payment of the show entry fees.

Please review the [PVDA Schooling Show Rules](#)

Your schooling show entry is not complete until the show manager has received all of these items listed above. In the event that a show fills up, priority entry into the show is given to the entries that are complete.

How to Enter:

- a) Log in to your [EquestrianEntries.com](#) account using your username and password, and select "Calendar" from the menu across the top.
- b) Filter the show list on shows in Maryland, find the show you want to enter, and click on "Enter/Sign Up"
- c) In Step 2 "Entry Info", select the **rider, horse, owner** and **trainer** (coach is optional), then click on "Next Step"
- d) In Step 3 "Choose Classes", select a **class** from the pull-down menu, and select your **Division** from the pull-down menu. (Note: schooling shows do not usually have divisions, but selection of a division is required to advance to the next screen.)
- e) If you want to enter another class, click on "Enter Class" and repeat as above. When you are done, click "Next Step".
- f) In Step 4, skip this step and just click on "Next Step".
- g) In step 5 "Fees and Donations", there is a box called "Special Needs/Requests". If you selected a "Test of Choice" class, enter the test(s) you want to ride here. Also, if you have any special requests that you would like the show manager to consider when scheduling the show, enter it here. Then, select "Next Step".
- h) In Step 6, if you have uploaded any of your entry documents and you would like to attach them to your show entry, then **select each of the documents** you would like to attach to your entry, and then click on "Next Step".
- i) Review your show entry. Select each of the tabs at the top to review each part of your show entry. When you are satisfied with your entry, you have a few options for your next step. Please read the paragraphs on payment options below carefully.

Should I Pay Online or Pay by U.S. Mail?

Online Payment

Paying online is quick and convenient, but it does cost a small online processing fee. However, if you have already attached your entry documents to your show entry, then, if you pay online, your show entry will be complete and you win a gold star! If you did not attach your entry documents to your show entry, then you will still need to mail them, or email them, to the show manager or show secretary in order for your show entry to be complete.

Payment by Check or Volunteer Certificates

If you would like to pay by personal check, or use volunteer certificates to pay for your show entry, select the option at the bottom of the screen to "Print" your show entry. Then, mail your entry form, payment by check (or volunteer certificates), and copies of your entry documents to the show manager or secretary.

Show Managers and show secretaries addresses may be found by selecting the show's "More Info" link from the [Show Omnibus](#).

