Intent to Show Online Portal Instructions
(Updated on January 25, 2016)

What you need before logging on the website:

1. Rider’s Information:
   a. Rider name as they wish to have it called out at the show
   b. Date of Birth
   c. Age as Jan. 1
   d. Race
   e. Type of Residence (Farm, Rural/Town less than 10,000, Town/City 10,000-50,000, Suburb or City over 50,000)
   f. Parent/Guardian's Name
   g. Telephone number
   h. Mailing Address
   i. 4-H County
   j. 4-H Club Name
   k. 4-H Club’s Volunteer Leader’s Name

2. Horse’s Information
   a. Horse’s Lease or Registered Name (must match the possession paperwork)
   b. Horse’s Preferred Show Name
   c. Horse’s Gender
   d. Horse’s Breed
   e. Horse’s Color
   f. Horse’s Height (Hands)
   g. Horse’s Leg Markings
   h. Horse’s Face Markings
   i. Possession
      i. Leased (if horse is NOT owned by an immediate family member) This must be saved electronically (CD, Flash Drive or on computer). File has to uploaded onto website.
         1. Lease form is available at
            http://www.clemson.edu/extension/4h/kids_families/projects/agriculture_and_animals/horses/pdfs/2013_folder/state_4h_lease_form.pdf
         2. Must be signed by all parties
         3. Must be the current 4-H Year
      OR
      ii. Owned (if the horse IS owned by an immediate family member) This must be saved electronically (CD, Flash Drive or on computer). Picture has to uploaded onto website.
         1. Registration papers with family member’s name listed as owner
         2. Letter from a source close to the family stating they know the horse belongs to 4-H’er or immediate family member. (4-H Agent, Vet, or Trainer)
         3. Bill of Sale
   j. Date acquired
   k. Copy of Lease Form or proof of ownership
   l. Full body shot, with head facing camera, of horse. This must be saved electronically (CD, Flash Drive or on computer). Picture has to uploaded onto website.
Steps to filling out the online form:

1. Go to the online form. (For those that have filled this out in the past, there is no longer a login process.) Simply insert into the address bar (below is a picture of where the address bar is located) DO NOT INSERT INTO SEARCH ENGINE.:
   [http://www.formpl.us/form/611085217/](http://www.formpl.us/form/611085217/)

2. Fill out the information in the online form.

3. Upload Lease Form or Ownership Verification and picture of horse by clicking on the “Browse” button and locating file. Then click “Open”