1. Before you begin, parents, riders and their instructor and/or volunteer leader need to review the class list available at:
   http://www.clemson.edu/extension/4h/kids_families/projects/agriculture_and_animals/horses/state4-h horseshowschedule.pdf and rules found at:
   http://www.clemson.edu/extension/4h/project_areas/ag_animals/horse/stateshow/2018%20Rule%20Book.pdf to determine which division of classes the rider is ready to compete in. The divisions are broken into the following:
   a. **Cloverbud Classes** = riders ages 5-8 year old. These riders may not enter the Jr. or Sr. Level classes.
   b. **Jr. and Sr. Level Showmanship and Halter Classes** = riders of all ages and all disciplines may enter these classes. An individual horse can only be entered into one showmanship class and one halter class regardless of how many youth show the horse. Halter classes are non-point and non-qualifying classes.
   c. **Gaited and Saddleseat Classes** = riders may only enter one pleasure class and one equitation class with the same horse.
   d. **Walk-Trot Classes of All Disciplines** = riders may not cross enter into any cantering riding classes in any division, including versatility and speed. Riders may enter in one showmanship class, one halter class and the costume class in addition to the western, hunter, over fences and dressage walk-trot classes. Walk-Trot classes are non-point and non-qualifying classes.
   e. **Jr. Level** (Disciplines except Walk-Trot & Gaited/Saddleseat Divisions) = youth ages 9-13 as of Jan. 1 of the current year.
   f. **Sr. Level** (Disciplines except Walk-Trot & Gaited/Saddleseat Divisions) = youth ages 14 – 18 as of Jan. 1 of the current year.

   You are strongly encouraged to circle the class(es) on the class sheet that the rider intends to enter to make it easier when completing the online entry form. You should also cross reference your registered classes with these circled classes to ensure you’ve registered for all desired classes.

   Errors in entry are not transferrable to another class at the time of the state show, nor will refunds be granted. Please be diligent and mindful of this during registration.

   You will also need to determine the length of your horse’s stay. You have options and you are require to select at least one:
   - **Grounds Fee ($10 per day)**- This fee is for horses that do not plan to spend the night and will not require the use of a stall. The grounds fee must be paid for each day that horse is hauled in to the show. Grounds fee horses work from their trailer and do not have access to a stall.
   - **Stall Fee ($50)**- This fee is for horses that do or do not plan to spend the night and will require the use of a stall. This is a one-time fee, and that horse may use that stall for the duration of the show.
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Additional options available are the following:

- **Tack Stall ($50)**- This fee is for the use of a stall to store tack, feed, etc. and can be shared by multiple riders. The fee has to be paid by only one rider but can be shared with others for no additional cost. It is up to the 4-H members and their families to sort out the cost sharing of this tack stall internally (among yourselves) and you should pre-determine which member will be signing up for these tack stalls.

- **Shavings ($6 per bag)**- optional bagged shavings that are sold at the show grounds. These can also be purchased during the show, but cash or check is the only form of payment accepted at the show.

- **Show Program ($5 each)**- the program includes a list of all competitors in each class, class patterns, orders of go and information about the judges and show sponsors.

- **Camper/RV Full Hookup Deposit ($30 paid online to reserve space for first night and $30 for each night thereafter to be paid at the show)**- This fee includes water, power and sewage hook ups.

- **Camper/RV W&P Hookup Deposit ($25 paid online to reserve space for first night and $25 for each night thereafter to be paid at the show)**- This fee includes water and power hook ups.

2. Insert the following website address into the internet browser (not a search engine): [https://www.eventbrite.com/e/south-carolina-state-4-h-horse-show-registration-21001107879](https://www.eventbrite.com/e/south-carolina-state-4-h-horse-show-registration-21001107879)

3. Click on the green register $15 button. This fee is required for each rider and horse combination. **You can only fill out one rider and horse combination at a time.**
4. In the window that pops up, insert 1 in the quantity portion in the EMT Fee and Class Entry Forms. Then click on the green “CHECKOUT” button.

5. This will take you to a page showing that you owe $15.00. We call this page the Order Screen. You will need to scroll down and fill out the following sections:
   a. Buyer Information- This is the information of the person whose name is on the credit or debit card that will be paying for the entry fees.
   b. Payment- fill out your debit or credit card information
   c. Registration 1- this is rider’s information. It will auto fill with the name and email of the buyer and you should adjust it to the Rider’s Information.
   d. Other Information- This is more of the rider’s and horse’s information.

6. Next you will select the Divisions in which the rider will be riding in by clicking on the title or the picture. Please review Step #1 and/or the State 4-H Horse Show Rule Book for more information about the division and class rules.

7. Once you click on the division, a window will pop up. This will have a drop down menu for all the possible selections you can make including horse stall, tack stall, grounds fee, shavings, show program, RV/Camper hook up, record book classes and show classes. You can only select one at a time. Then you must insert quantity. The quantity for individual classes should always be one (1) but all other selections can be changed. Once you have made your selection and select your quantity, then you will click on the green “Add to Order” button.

8. This will bring you back to the Order Screen. You will complete Step #7 until you have added all your stalls, ground fees, shavings, show programs, RV/Camper Hook Ups and classes desired.
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9. When you have finished your order, scroll to the top of the Order Screen. Please review your “Order Summary” before moving forward. You can delete a selection by clicking on the blue “X” to the right of the selection.

10. Once you have reviewed your “Order Summary,” then scroll to the bottom of the page and click the green “Pay Now” button. This will complete the Online Entry Form process. Please be sure to print a copy of the confirmation of your order.

11. If you need to enter additional horse and rider combinations, please go back to Step #3 and begin again.

If you have any trouble, please call Katie Shaw at 864-984-2415 or email her at berry7@clemson.edu.