

## CHECKLIST FOR SECRETRIES TO BE SENT TO CHSA

Electronic file from Showpro Software or USEF Excel Spreadsheet is REQUIRED.

To be received within **5 days** after the date of the show

Show \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

All results to be sent electronically to: [points@chsaonline.com](mailto:points@chsaonline.com)  
(Electronic results file from Showpro Software or USEF Excel Spreadsheet format)

All checks and paper copies should be sent to:

CHSA

Barbara MacFarland

125 Valentine Road

Pomfret Center, CT 06259-2114

- Class Results
- List of Champions
- List of Classes Not Run (if not indicated in the class results)
- List of Combined Classes (with correct ID - Adult/Child; Horse/Pony; Green/Regular; ages in Equitation Classes U/12, 12-14, 15-17)
- List of Member Applications (with ages) and Horse Registrations taken
- Copy of the Prize List
- The following should be sent by snail mail to be received within 5 days of the show:
  - CHSA Pleasure Class Entries and Check of amount due CHSA (Formula: Total # entries for each class at \$5 per entry.)\*
  - List of CHSA Medal Classes run and a check for amount due CHSA at \$5 per competitor\* (Must have a minimum of 3 competitors—member or non-member— for class to count.)
  - Member Applications and Horse Registrations taken with checks attached. (Do not send cash if at all possible. Indicate any applications included in the combined check\*)

\*Amounts may be combined in one check provided they are explained