

SHOW SECRETARY RESPONSIBILITIES

- ❖ GET SPREAD SHEET ON HIRED JUDGES FROM JUDGES COMMITTEE CHAIRPERSON
- ❖ SET UP NEW SHOWS IN COMPUTER
 - ENTER EACH SHOW INDIVIDUALLY,
 - ARRANGE SHOW BILL AS IT WILL BE RUN
 - SEE ATTACHED SHEETS ON HOW TO SET UP COMPUTER FOR SHOWS
- ❖ PRINT OUT JUDGES CARDS, CUT AND PLACE IN ORDER
- ❖ PATTERNS:
 - PROCURE THE PATTERNS FOR THE WEEKEND. EACH JUDGE IS TO GET A SET AND KEEP A COPY FOR THE SHOW OFFICE.
 - HAVE PRESIDENT OR SHOW MANAGER (WHOEVER IS RESPONSIBLE FOR PICKING THE PATTERNS FOR THE SHOWS) POST THE PATTERNS ON THE UMBHA FACEBOOK PAGE
- ❖ MAKE A PACKET FOR EACH JUDGE THAT INCLUDES THE JUDGES CARDS, PATTERNS AND SHOWBILLS AND GIVE TO THE TREASURER. THE TREASURER WILL NEED TO DROP THIS OFF AT THE HOTEL WHEN THE HOTEL ROOMS ARE PAID PRIOR TO THE JUDGES ARRIVING AT THE HOTEL.
- ❖ ENTER IN NEW EXHIBITORS AND/OR HORSES INTO THE COMPUTER. PERSON'S INFORMATION MUST BE ADDED FIRST, THEN THE HORSE AND FINALLY THE ENTRIES. MAKE SURE TO ASSIGN A NUMBER TO NEW EXHIBITORS (instructions are in binder in computer's box)
- ❖ CONTACT TREASURER WITH NEEDS FOR THE OFFICE IF NEEDED
 - REAMS OF PAPER (3 FOR EACH 2-DAY SHOW, 5 FOR EACH 3-DAY SHOW)
 - COLORED PAPER (FOR JUDGES CARDS AND SHOW BILLS)
 - CARD STOCK (FOR PRINTING NUMBERS)
 - STAPLERS (1 FOR ANNOUNCER AND 2 FOR OFFICE)
 - STAPLES
 - PENS AND PENCILS (MULTIPLE FOR OFFICE AND SCRIBES)
 - BINS (FOR PAPERWORK)
 - PAPER CLIPS
 - RUBBER BANDS
 - CLIP BOARDS
 - MAGNETIC CLIPS OR MAGNETIC PINS (FOR POSTING ORDER OF GO)
 - TAPE (CLEAR AND DUCT)
 - HIGHLIGHTER MARKERS
 - INK FOR PRINTER
 - SCISSORS TO CUT JUDGES CARDS AND OTHER MISCELLANEOUS THINGS

SHOW SECRETARY RESPONSIBILITIES

- ❖ SET UP OFFICE FRIDAY, TAKE CHECKS FROM EXHIBITORS AND VERIFY ENTRIES. PLACE CHECKS IN EXPANDABLE FILE FOLDER.
- ❖ GET TRAINER TAB SHEETS FROM SHOW MANAGER TO INPUT STALLS, CAMPING, ETC. ON EACH EXHIBITOR'S TAB
- ❖ GET LIST OF CAMPING, STALLS, AND SHAVINGS FROM SHOW MANAGER SO YOU ARE ABLE TO GET THIS INTO THE SHOW COMPUTER PRIOR TO EXHIBITORS TABBING OUT. IT IS PREFERRED IF THIS IS PUT INTO THE COMPUTER ON FRIDAY NIGHT SO YOU CAN CONCENTRATE ON ENTERING RESULTS TIMELY.
- ❖ DO A PRINT OUT OF SHOW ENTRIES TOTAL FOR ANNOUNCER AND PLACE ON CLIPBOARDS
- ❖ PRINT OUT CLASS ENTRIES, SORTED BY BACK NUMBER FOR THE ANNOUNCER. DON'T PRINT OUT ALL THE CLASS ENTRIES AT ONE TIME – DO THEM IN GROUPS AS YOU ARE BOUND TO GET ADDITIONS OR SCRATCHS FORM THE CLASSES.
- ❖ LET ANNOUNCER KNOW WHO IS JUDGE A, B, C AND D AND HOW TO STAPLE THE JUDGES CARDS ON HIS/HER SHEET
- ❖ ENTER JUDGES RESULTS (MAKING SURE THAT JUDGE A'S RESULTS ARE LISTED UNDER THEIR NAME, JUDGE B'S UNDER THEIR NAME, ETC) AND PLACE RESULTS IN BOX. IT IS BEST TO VERIFY THAT THE PLACINGS ARE CORRECT FOR EACH JUDGE WHEN YOU ARE DONE ENTERING SO YOU DON'T HAVE TO DO THIS LATER.
- ❖ LONGE LINE RESULTS NEED TO GO WITH THE RESULTS TO IBHA
- ❖ PRINT OUT AN UPDATED SHOW ENTRIES TOTAL FOR EACH JUDGE AT THE END OF THE DAY AND GIVE TO THEM ALONG WITH THEIR CHECK
- ❖ ANNOUNCE THAT EXHIBITORS NEED TO TAB OUT BEFORE WESTERN TRAIL ON SUNDAY SO YOU MAY RUN WEEKEND HIGH POINTS AND KEEP UP WITH DATA ENTRY OF RESULTS
- ❖ RECEIVE THE YEAR END AWARD NOMINATIONS AT THE SHOW FRIDAY NIGHT IN JUNE.
- ❖ DO RUSH MEMBERSHIPS (OPEN, AMATEUR, AND YOUTH) AT THE SHOW. MAKE SURE THEY WRITE A SEPARATE CHECK OUT FOR THESE IBHA MEMBERSHIP (CHECK MADE OUT TO IBHA WITH THE RUSH FEE OF \$15.00 ADDED TO THE TOTAL). PLACE ALL RUSH PAPERWORK IN THE BIN WITH THE SHOW RESULTS. THESE MUST GO WITH RESULTS, TO IBHA, IN ORDER FOR THE POINTS TO COUNT

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- ❖ MAKE SURE YOU RUN EVERYONE'S TAB SHEET
 - AS YOU PUT ENTRIES INTO THE COMPUTER BEFORE THE SHOW, IT IS BEST TO KEEP A LIST OF EXHIBITOR'S BACK NUMBERS ON A SPREADSHEET. YOU CAN THEN SORT IT BY EXHIBITOR NAME AND PRINT AT THE SHOW. THEN CROSS OFF EACH EXHIBITOR AS THEY TAB OUT.
 - GO THROUGH TAB WITH EXHIBITOR TO MAKE SURE EVERYTHING IS CORRECT
 - PRINT TWO SHEETS – ON FOR TREASURER AND ONE FOR EXHIBITOR
- ❖ COMPLETE ALL JUDGES' PLACINGS AND CALCULATE WEEKEND HIGH POINTS
 - GIVE RESULTS TO ANNOUNCER TO LET EXHIBITOR'S KNOW WHO WON
- ❖ SHOW RESULTS MUST BE POSTMARKED TO IBHA DATED WITHIN **10** DAYS FROM THE END OF SHOW
 - VERIFY EACH JUDGES' PLACINGS IN THE COMPUTER WITH WHAT IS ON THEIR CARDS (IF THIS IS NOT DONE AT THE SHOW)
 - ONCE VERIFIED, PRINT OFF "CLASS ENTRY RESULTS" FOR EACH CLASS
 - EACH JUDGE MUST BE PRINTED OFF AND HAS TO BE DONE FROM EACH SHOW ID NUMBER OTHERWISE YOU WILL PRINT OFF ONLY ONE JUDGE'S RESULT
 - RECHECK THE PRINTED CLASS SHEET WITH WHAT IS ON THE CARD FOR THAT PARTICULAR JUDGE
 - SEPARATE EACH JUDGES'S RESULTS BY EACH DIVISION (OPEN, AMATEUR, AMATEUR SELECT, ETC) LEADLINE GOES WITH YOUTH.
- ❖ PLACE EACH JUDGES' RESULTS SEPARATE FROM ONE ANOTHER (CAN USE THE LARGE RUBBER BANDS IN THE OFFICE SUPPLY TOTE)
 - PLACE A POST IT NOTE ON THE TOP OF EACH JUDGE'S RESULTS WITH:
 - JUDGE'S NAME
 - UMBHA AND SHOW DATE
- ❖ ONCE ALL THE JUDGE'S PLACINGS HAVE BEEN REVERIFIED, PRINTED, AND SORTED, PLACE ANY MEMBERSHIP/REGISTRATIONS AND ALL RESULTS INTO A LARGE PRIORITY MAIL ENVELOPE OR BOX AND SEND TO IBHA, P.O. BOX 268, SHELBY, IN, 46377 (PUT THE NEW MEMEBERSHIPS/REGISTRATIONS ON THE TOP OF THE PILE AS THAT WILL NEED TO BE PROCESSED FIRST.
 - KEEP A COPY OF THE RECEIPT FOR YOUR RECORDS (TRACKING NUMBER)
 - TO VERIFY IBHA HAS RECEIVED RESULTS
 - TO VERIFY SENT TO IBHA WITHIN 10 DAY ALOTTED TIME
 - SEND A COPY TO TREASURER TO BE REIMBURSED FOR POSTAGE
- ❖ SEND A COPY OF THE WEEKEND HIGH POINT AND GRAND/RESERVE HALTER CHAMPIONS TO WEB SITE MANAGER

SHOW SECRETARY RESPONSIBILITIES

- ❖ POST ON UMBHA FACEBOOK PAGE WINNERS FOR THE WEEKEND

- ❖ RUN THE ASSOCIATION POINTS TOTAL PROGRAM
 - CHECK TO SEE THAT THERE ARE NO ERRORS
 - PRINT OUT A COPY
 - SEND TO THE POINTS KEEPER
 - GIVE THEM A LIST OF THE GRAND & RESERVE HORSES FOR EACH JUDGE

REPEAT THESE STEPS FOR EACH SHOW