
How To Guide: Show Approvals

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Step 1: Login

- Once you are ready to submit your show approval for review and approval, you will first log in to your ReinerSuite account. This will bring you to your dashboard.
- From here, you can click on “Events” on the left-hand side.

NRHA

Dashboard

MEMBERS

- Account
- Affiliates
- Events**
- Horses
- Sire & Dam

REPORTS

- Members
- Public

RESOURCES

- Library
- User Guide
- Help

Dashboard

Lauren Waymire
Member
Show Official, Show Management
(720) 635-7745
lauren.e.waymire@gmail.com
18600 W Foreman Rd., Yukon, OK 73099, US

REINERSUITE

4 Horses
2023 Earnings: \$0.00
Lifetime Earnings: \$3,467.64

ReinerSuite

Welcome to NRHA ReinerSuite! Take a look around or access our User Guide for essential information and instruction on the features of the system. Have additional questions or need additional system access? Contact memberships@nrha.com for assistance.

Event Countdown

- 6666 NRHA Derby presented by Markel
19 days
- NRHA European Affiliate Championships
46 days
- NRHA Futurity & Adequan® North American Affiliate Championship
182 days

Event Calendar

May 2023

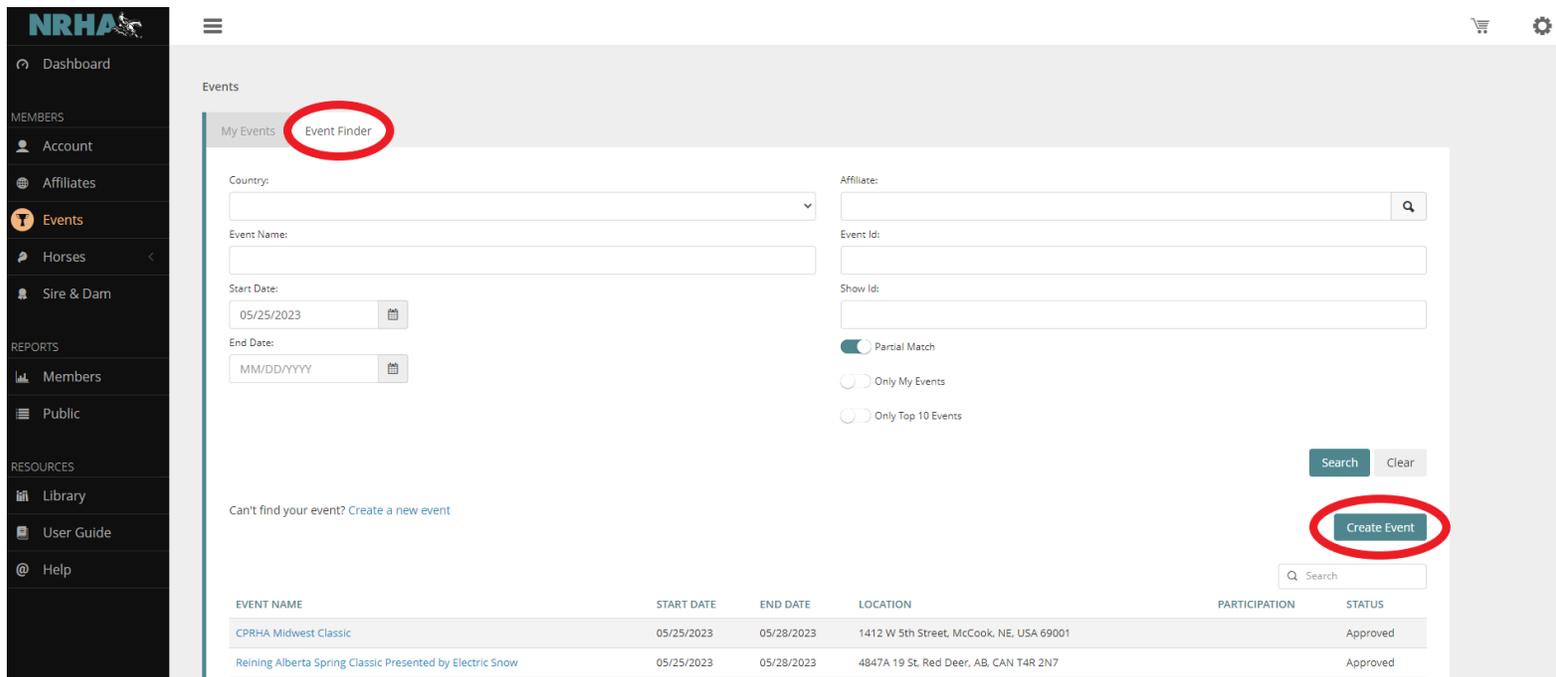
All Countries | All States

RHF Donation

The Reining Horse Foundation is proud to offer the Reiners Club, a giving society with multiple tiers for donors to get involved and give back through annual support. Beginning with the Friend category at \$100-\$999 per year, there is a way for you to take part.

Step 2: Click on Events

- This will pull up two tabs, “My Events” and “Event Finder”.
- The tab “My Events” will list all events you have either submitted or are currently listed as the Show Secretary for.
- You will want to click on the tab “Event Finder”
- Once you are here, you can click on “Create Event”



NRHA

Dashboard

MEMBERS

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Events

My Events **Event Finder**

Country:

Affiliate:

Event Name:

Event Id:

Start Date:

End Date:

Show Id:

Partial Match

Only My Events

Only Top 10 Events

Can't find your event? [Create a new event](#)

EVENT NAME	START DATE	END DATE	LOCATION	PARTICIPATION	STATUS
CPRHA Midwest Classic	05/25/2023	05/28/2023	1412 W 5th Street, McCook, NE, USA 69001		Approved
Reining Alberta Spring Classic Presented by Electric Snow	05/25/2023	05/28/2023	4847A 19 St, Red Deer, AB, CAN T4R 2N7		Approved

Step 3: Create Event

- You are now creating your Event and inputting all the information.
- On the first page you will fill out all the required fields for your event:
 - Event Name
 - Start & End Date
 - Facility Name
 - Country, Address, City, State, & Zip
 - Responsible Party
- Once everything is filled out, you will click on “Next” at the bottom right corner.

1. Facility 2. Shows 3. Staff 4. Trophy 5. Finalization

General Information

Event Name *
Test Show

Start Date *
08/24/2023

End Date *
08/27/2023

Event Facility

Facility Name *
Oklahoma State Fair Park

Country *
United States

Address *
3021 West Reno

City *
Oklahoma City

State *
Oklahoma

Zip *
73107

← Previous

Responsible Party

Legal Entity / Person*
National Reining Horse Assn

Location
Oklahoma City, Oklahoma, United States

Hosting Affiliate(s)

AFFILIATE
No hosting affiliate(s).

Next



Step 4: Show Office

- On the next page you can list information for the show office.
- These are all optional and not mandatory.
- But you can put any information that you would like members to have:
 - Contact
 - Phone number
 - Fax
 - Email
 - Website
 - Link to social media accounts
- Once everything is filled out, you will click on “Next” at the bottom right corner.

1. Facility 2. Shows 3. Staff 4. Trophy 5. Finalization

Show Office

Contact
Lauren Waymire 

Phone
(405) 946-7400

Fax
Fax

Email
lwaymire@nrha.com

Website
www.nrha.com

Notes
Notes

[← Previous](#) [Next →](#)

Social Media

MEDIA TYPE	URL	ACTIONS
		

Step 5: Adding Shows/Slates

- On this page you will add all the shows/slates that you are wanting to host.
- You will start by clicking the “Plus” button and it will allow you to name your show, number your slates, choose what type of show it will be, and add any comments. Once those are all filled out, you will click the check box on the right side.
- You will need to click the “Plus” button to add each show/slate you will offer.

Shows

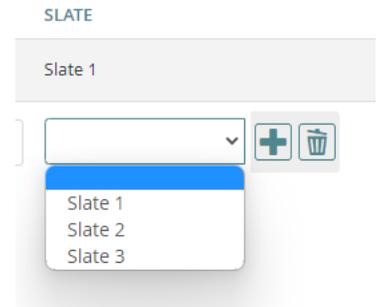
Manage shows and associated classes of the event. Add a show using the + icon below. The edit ✎ icon allows modification of an existing show. The delete 🗑 icon will remove the show and all of the associated classes, affiliates and rules. Select each table row to modify classes within each show.

SHOW	SLATE	NUMBER	TYPE	OPTIONS	ADDITIONAL INFORMATION	ACTIONS
Test Show I	Slate 1		Ancillary	<input type="checkbox"/> Nominator Payout		<input checked="" type="checkbox"/> <input type="checkbox"/>

- Show Name – You can label what each show/slate is
 - Ancillary – Label them using Roman numerals for multiple slates.
 - Example: Test Show I, Test Show II, etc.
 - Green Reiner – Add “Entry Level” after the show name followed by Roman numerals for multiple slates.
 - Example: Test Show – Entry Level I, Test Show – Entry Level II, etc.
 - Para Reining – Add “Para-Reining” after the show name followed by Roman numerals for multiple slates.
 - Example: Test Show – Para-Reining I, Test Show – Para-Reining II, etc.
 - Ride & Slides – Add “Ride & Slide” after the show name followed by Roman numerals for multiple slates.
 - Example: Test Show – Ride & Slide I, Test Show – Ride & Slide II, etc.
 - Aged Shows – Add what type of aged show it is after the show name. You can also add any sponsor’s names if they are sponsoring each aged slate.
 - Example: Test Show Futurity, Test Show Derby, Test Show Maturity, Test Show 4 Year Old Stakes, etc.

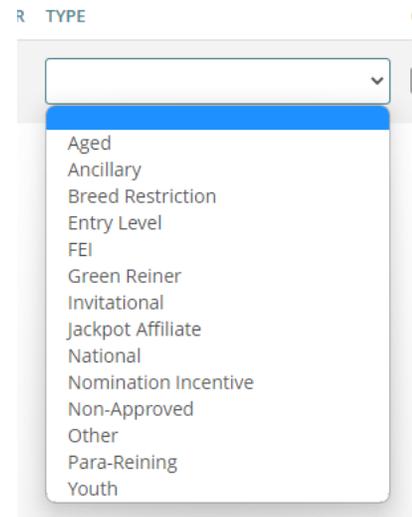
○ Slate Number – Each type of show you add will have its own slate number

- Slate 1 – Ancillary I
- Slate 2 – Green Reiner I
- Slate 3 – Para Reining I
- Slate 4 – Futurity
- Slate 5 – Derby
- Slate 6 – Ancillary II
- Slate 7 – Green Reiner II
- Slate 8 – Para Reining II
- And so on...
- ReinerSuite only lists 3 Slates, but you can add as many as you need by clicking the “Plus” button to the right of the drop-down.



○ Type of Show – Will choose from the drop-down which type of show each slate is

- Ancillary – This is for Category 1,3,5, & 7 classes. (Open, Non Pro, Novice Horse, Youth, and Rookie classes)
- Green Reiner – This is for Category 10 Green Reiner. (Level 1 & Level 2)
- Entry Level – This is for Category 10 Ride & Slides. (Open, Non Pro, and Youth)
- Aged – This is for Category 2 & 6 (Aged Shows, Closed Aged Shows, and Snaffle Bit/Hackamore)
- Para Reining – This is for Category 11 Para Reining
- Jackpot Affiliate – This is for Category 1,3, & 5. (If an approved affiliate wants to host a Jackpot Affiliate instead of a normal Ancillary)
- These are all the most common types of shows for a typical event. If you are not sure what type of show you need to choose, please call the office.



○ Additional Information/Comments – Here you can add any conditions about the slate.

- This is mostly used for Aged Slates. Must list the show conditions and any restrictions (If Category 6). Example: “Open to horses that have not won more than \$10,000 as of January 1st. 2023. Horses may be shown one handed in the bridle or two handed in a snaffle bit or hackamore”.

- Once you have all your shows/slates listed it should look something like this:

1. Facility
2. Shows
3. Staff
4. Trophy
5. Finalization

Shows

Manage shows and associated classes of the event. Add a show using the **+** icon below. The edit  icon allows modification of an existing show. The delete  icon will remove the show and all of the associated classes, affiliates and rules. Select each table row to modify classes within each show.

SHOW	SLATE	NUMBER	TYPE	OPTIONS	ADDITIONAL INFORMATION	ACTIONS
Test Show I	Slate 1	201221937	Ancillary			 
Test Show - Entry Level I	Slate 2	201221938	Green Reiner			 
Test Show - Para-Reining I	Slate 3	201221940	Para-Reining			 
Test Show II	Slate 4	201221941	Ancillary			 
Test Show - Entry Level II	Slate 5	201221942	Green Reiner			 
Test Show - Para-Reining II	Slate 6	201221943	Para-Reining			 
Test Show - Snaffle Bit/Hackamore	Slate 7	201221944	Aged			 
Test Show Derby	Slate 8	201221945	Aged		Horses may be shown one handed in the bridle or two handed in a snaffle bit or hackamore.	 
Test Show Novice Horse Derby	Slate 9	201221946	Aged		Open to horses that have not won more than \$10,000 as of January 1st, 2023. Horses may be shown one handed in the bridle or two handed in a snaffle bit or hackamore.	 



- You can edit any slate by clicking the “Pencil” button on the right side.
 - You can edit anything on the slate, except you cannot change the type of show.
- You can delete any slate by clicking the “Trash Can” button on the right side.

Step 6: Adding Classes

- Now once you have your shows/slates you can begin adding all the classes within each show/slate that you want to host.
- You will choose which show/slate you want to add to and then click “Add Approved Classes” in the bottom right corner.

Test Show II	Slate 4	201221941	Ancillary		 
Test Show - Entry Level II	Slate 5	201221942	Green Reiner		 
Test Show - Para-Reining II	Slate 6	201221943	Para-Reining		 
Test Show - Snaffle Bit/Hackamore	Slate 7	201221944	Aged		 
Test Show Derby	Slate 8	201221945	Aged	Horses may be shown one handed in the bridle or two handed in a snaffle bit or hackamore.	 
Test Show Novice Horse Derby	Slate 9	201221946	Aged	Open to horses that have not won more than \$10,000 as of January 1st, 2023. Horses may be shown one handed in the bridle or two handed in a snaffle bit or hackamore.	 



NRHA Approved Classes

Select a class below to edit or delete. **Note:** You cannot modify values for classes that are either complete or that have final results. Admins can modify classes regardless of event or result status.

Add Approved Classes

CLASS	RETAINAGE	ENTRY FEE	ADDED MONEY	JUDGE'S FEE	PATTERN	J/P	ACTIONS
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Affiliates

- This will pull up all the classes for that type of show selected.
- Scroll and click to choose which class to add.
- You can add one class at a time or add multiple classes at once if they have the same information

Add Approved Class(es)

Select one or more classes to add to the show. Entered values for retainage, added money, pattern, horse age, and jackpot will be applied to each selected class. Use the ✓ icon to save.

Classes

1100 - Open 1200 - Intermediate Open

- 1110 - Prime Time Open
- 1301 - Limited Open
- 1350 - Rookie Professional
- 1400 - Non Pro
- 1500 - Intermediate Non Pro
- 1600 - Limited Non Pro
- 1650 - Prime Time Non Pro

- Once you select the classes to add, you will be able to enter all the information needed:
 - Retainage
 - Entry Fee
 - Added Money
 - Judges Fee
 - Pattern
- Once all that is filled out you can click the check box to add them.

Add Approved Class(es)

Select one or more classes to add to the show. Entered values for retainage, added money, pattern, horse age, and jackpot will be applied to each selected class. Use the ✓ icon to save.

Classes

1100 - Open
 1200 - Intermediate Open

Retainage 50 %	Added Money \$ 500.00	Pattern 2
Entry Fee \$ 50.00	Judge's Fee \$ 25.00	Jackpot <input type="checkbox"/>

NRHA Approved Classes

- If some of the classes are going to be jackpot instead of having added money, make sure that you check the Jackpot box under the pattern.
- DO NOT check the Jackpot box if the class has any amount of added money.

Add Approved Class(es)

Select one or more classes to add to the show. Entered values for retainage, added money, pattern, horse age, and jackpot will be applied to each selected class. Use the ✓ icon to save.

Classes

1350 - Rookie Professional

Retainage 50 %	Added Money \$ 0.00	Pattern 2
Entry Fee \$ 20.00	Judge's Fee \$ 20.00	Jackpot <input checked="" type="checkbox"/>

NRHA Approved Classes

- For Youth classes there are three options: Points Only, Jackpot, or Added Money

Points Only:

- If you want your Youth classes to be points only, make sure you list 100% retainage and DO NOT check the Jackpot box.

Add Approved Class(es)

Select one or more classes to add to the show. Entered values for retainage, added money, pattern, horse age, and jackpot will be applied to each selected class. Use the ✓ icon to save.

Classes

3100 - Youth 13 & Under
 3200 - Youth 14-18
 3500 - Youth 10 & Under Short Stirrup

Retainage	Added Money	Pattern
<input type="text" value="100"/> %	<input type="text" value="\$ 0.00"/>	<input type="text" value="8"/>
Entry Fee	Judge's Fee	Jackpot
<input type="text" value="\$ 10.00"/>	<input type="text" value="\$ 0.00"/>	<input type="checkbox"/>

Jackpot:

- If you want your Youth classes to be jackpotted (have payouts along with earning youth points), make sure you put 0% retainage and check the Jackpot box.

Add Approved Class(es)

Select one or more classes to add to the show. Entered values for retainage, added money, pattern, horse age, and jackpot will be applied to each selected class. Use the ✓ icon to save.

Classes

3100 - Youth 13 & Under
 3200 - Youth 14-18
 3500 - Youth 10 & Under Short Stirrup

Retainage	Added Money	Pattern
<input type="text" value="0"/> %	<input type="text" value="\$ 0.00"/>	<input type="text" value="8"/>
Entry Fee	Judge's Fee	Jackpot
<input type="text" value="\$ 10.00"/>	<input type="text" value="\$ 0.00"/>	<input checked="" type="checkbox"/>

Add Approved Class(es)

Added Money:

- If you want your Youth classes to have added money, make sure you put 0% retainage, add the amount of added money, and DO NOT check the Jackpot box.

Add Approved Class(es)

Select one or more classes to add to the show. Entered values for retainage, added money, pattern, horse age, and jackpot will be applied to each selected class. Use the ✓ icon to save.

Classes

3100 - Youth 13 & Under
 3200 - Youth 14-18
 3500 - Youth 10 & Under Short Stirrup

Retainage	Added Money	Pattern
<input type="text" value="0"/> %	<input type="text" value="\$ 100.00"/>	<input type="text" value="8"/>
Entry Fee	Judge's Fee	Jackpot
<input type="text" value="\$ 10.00"/>	<input type="text" value="\$ 0.00"/>	<input type="checkbox"/>

- For Green Reiner classes there are two options: Points Only or Jackpot

Points Only:

- If you want your Green Reiner classes to be points only, make sure you list 100% retainage and DO NOT check the Jackpot box.

Add Approved Class(es)

Select one or more classes to add to the show. Entered values for retainage, added money, pattern, horse age, and jackpot will be applied to each selected class. Use the ✓ icon to save.

Classes

✕ 10001 - Green Reiner 2 ✕ 10002 - Green Reiner 1 ✕

Select All Classes Clear All Classes

Retainage	Added Money	Pattern
100 %	\$ 0.00	2
Entry Fee	Judge's Fee	Jackpot
\$ 30.00	\$ 0.00	<input type="checkbox"/>

✓ ✕

NRHA Approved Classes

Jackpot:

- If you want your Green Reiner classes to be jackpotted (have payouts along with earning green points), make sure you put whatever % retainage you would like and check the Jackpot box.

Add Approved Class(es)

Select one or more classes to add to the show. Entered values for retainage, added money, pattern, horse age, and jackpot will be applied to each selected class. Use the ✓ icon to save.

Classes

✕ 10001 - Green Reiner 2 ✕ 10002 - Green Reiner 1 ✕

Select All Classes Clear All Classes

Retainage	Added Money	Pattern
50 %	\$ 0.00	2
Entry Fee	Judge's Fee	Jackpot
\$ 30.00	\$ 0.00	<input checked="" type="checkbox"/>

✓ ✕

- The same concept would apply to Para Reining and Ride & Slide classes as well.

- For Aged Shows there are two Categories: Category 2 & Category 6

Category 2:

- This is for your Aged Shows that do not have any restrictions other than the horse's age.
- Example: For a Category 2 Derby – Any horse that is between the ages of 4-7 can enter.

Category 6 (Closed):

- This is for your Closed Aged Shows that are restricted by the horses' age AND some other provision. This could be a nomination program, breeders' incentive, earnings cap, breed, or gender, etc.
- Example: Novice Horse Derby would be Category 6 because it has the conditions of "Open to horses that have not won more than \$10,000 as of January 1st. 2023."
- Not all horses between the ages 4-7 would be able to enter this show because of the restrictions. Make sure you list the conditions for each slate in the Additional Information

- For Aged Shows – Show Management gets to set the horses’ ages. Be sure to enter the horses’ ages for each Aged Show/Slate.
- Each type of show/slate has its own show conditions. You can find each show’s conditions in the NRHA Handbook <https://nrha.com/handbook>, starting on page 60.
- If any of the information you enter for a class does not follow the show conditions, ReinerSuite generates a flag that will appear at the top of the screen once you click the check box to add that class.
- The flag will tell you exactly what is not following the rules and you must correct it before moving forward.
- Once all the information is filled out for all the shows and classes you are wanting to host, you will click on “Next” at the bottom right corner.

Step 7: Payout Schedules

- This page will list all the payback schedules for each class.
- It will auto fill for most classes based on the added money. Schedule A is used for all classes that have less than \$2,000 added. Schedule B is used for all classes that have \$2,000 or more in added money.
- If you have any aged shows, you get to choose which payback you would like to use. Select from the drop down either “Schedule A”, “Schedule B”, or “Other” for custom.

3200	Youth 14-18	Test Show II	\$100.00	Schedule A
3500	10 & Under	Test Show II	\$100.00	Schedule A
5121	Masters Non Pro	Test Show II	\$200.00	Schedule A
5300	Rookie-L1	Test Show II	\$0.00	Schedule A
5301	Prime Time Rookie	Test Show II	\$0.00	Schedule A
5310	Rookie-L2	Test Show II	\$0.00	Schedule A
10001	Green Reiner 2	Test Show - Entry Level II	\$0.00	Schedule A
10002	Green Reiner 1	Test Show - Entry Level II	\$0.00	Schedule A
11011	Para-Reining	Test Show - Para Reining II	\$0.00	Schedule A
2100	Open 4-Agd Ev	Test Show Derby	\$2,000.00	<input type="text"/>
2300	Ltd Open 2-Agd Ev	Test Show Derby	\$1,000.00	<input type="text" value="Schedule A"/> <input type="text" value="Schedule B"/> <input type="text" value="Other"/>
2400	Non Pro 4-Agd Ev	Test Show Derby	\$1,000.00	<input type="text"/>
2600	2 LNP-Agd Ev	Test Show Derby	\$500.00	<input type="text"/>
6210	Cat 6 - L4 Open	Test Show Novice Horse Derby	\$2,000.00	<input type="text"/>
6240	Cat 6 - L4 Non Pro	Test Show Novice Horse Derby	\$1,000.00	<input type="text"/>

Non-Approved Classes - Payout Schedules

CLASS	SHOW	ADDED MONEY	PAYOUT SCHEDULE
No Non-Approved Classes			

◀ Previous

Next ▶

- Once all the payback schedules are filled out, you will click on “Next” at the bottom right corner.

Step 8: Adding Show Staff & Judges

- This next page is where you will add all your Show Staff and the Judges you have hired.
- To add the Show Staff, you will click on the “Pencil” button at the end of each role.

Staff

Assign required staff members and add, edit or delete additional staffing by using the +, ✎ and 🗑 icons.

Information: Approval Contact and Show Secretary will receive event approval emails from NRHA staff.

TYPE	NAME (ID)	EMAIL	PHONE	LOCATION	ACTIONS
Secretary					
Representative					
Approval					



- This will pull up a box where you can either enter the person’s name or their NRHA member #.
- You will need to make sure to either click enter on the keyboard or click the Magnifying glass to search for the member.

Staff

Assign required staff members and add, edit or delete additional staffing by using the +, ✎ and 🗑 icons.

Information: Approval Contact and Show Secretary will receive event approval emails from NRHA staff.

TYPE	NAME (ID)	EMAIL	PHONE	LOCATION	ACTIONS
Secretary	<input type="text" value="Lauren Waymire"/>				<input checked="" type="checkbox"/> <input type="checkbox"/>
Representative					
Approval					



- Once it has found the member you will click the check box to add them for that role.

Staff

Assign required staff members and add, edit or delete additional staffing by using the +, ✎ and 🗑 icons.

Information: Approval Contact and Show Secretary will receive event approval emails from NRHA staff.

TYPE	NAME (ID)	EMAIL	PHONE	LOCATION	ACTIONS
Secretary	<input type="text" value="Lauren Waymire"/>				<input checked="" type="checkbox"/> <input type="checkbox"/>
Representative					
Approval					



- You will then add everyone for each role.
- If you have more Show Staff than what is required based on the event level, you can click the “Plus” button.

Staff

Assign required staff members and add, edit or delete additional staffing by using the ,  and  icons.

Information: Approval Contact and Show Secretary will receive event approval emails from NRHA staff.

TYPE	NAME (ID)	EMAIL	PHONE	LOCATION	ACTIONS
Secretary	Lauren Waymire (54669)	lauren.e.waymire@gmail.com	(720) 635-7745	Yukon, Oklahoma, United States	
Representative	Krissy Colbath (58408)	colbathkc@gmail.com	(405) 471-2562	Blanchard, Oklahoma, United States	
Approval	Lauren Waymire (54669)	lauren.e.waymire@gmail.com	(720) 635-7745	Yukon, Oklahoma, United States	



- Choose from the list what other roles you would like to add.

TYPE

Secretary

Representative

Approval

- Approval
- Contact
- Judge Monitor
- Paddock Manager
- Representative
- Restricted Equipment Judge
- Scribe
- Secretary
- Show Manager
- Stall Reservations
- Steward
- Videographer

- If any of the Show Staff’s memberships are either inactive or will not be active at the time of the event. ReinerSuite will create a flag at the top of the page to notify you. These members will need to renew before the event can be approved.

* The member, Lauren Waymire, is not in good standing on the date specified: 2023-08-27

1. Facility	2. Shows	3. Staff	4. Trophy	5. Finalization
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Staff

Assign required staff members and add, edit or delete additional staffing by using the ,  and  icons.

Information: Approval Contact and Show Secretary will receive event approval emails from NRHA staff.

TYPE	NAME (ID)	EMAIL	PHONE	LOCATION	ACTIONS
Secretary	Lauren Waymire (54669)	lauren.e.waymire@gmail.com	(720) 635-7745	Yukon, Oklahoma, United States	
Representative	Krissy Colbath (58408)	colbathkc@gmail.com	(405) 471-2562	Blanchard, Oklahoma, United States	
Approval	Lauren Waymire (54669)	lauren.e.waymire@gmail.com	(720) 635-7745	Yukon, Oklahoma, United States	
Show Manager	Christa Stone (57372)	canyonchrome@me.com	(405) 111-3333	Oklahoma City, Oklahoma, United States	 
Videographer	Equine Promotion (78308)		(903) 361-0489	Whitesboro, Texas, United States	 



- To add the judge(s), you will either enter their name or their NRHA member #.
- You will need to make sure to either click enter on the keyboard or click the Magnifying glass to search for the judge.
- Once it has found the judge you will click the plus box to add them as a judge.

Judges

Test Show I

* The required number of judges has not been met for this show: Test Show I, with added money \$0.00 requires 1 judges.

NAME (ID)	STATUS	EMAIL	PHONE	LOCATION	Actions
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Add Judge to Show:

Bob Kail 🗑️ +

- You will then need to add the judge to each show/slate of classes that you have.
- If you have multiple judges, it is easiest to add all of them to each show/slate so we can select the correct judge who judged each class on the results side.
- If you have not secured your judges at the time of submitting the approval, you can add them later. The event will be tentative until NRHA has received the judges.
- If a judge or show secretary credentials are not active at the time of the event, it will not allow you to add them. They will need to check with NRHA to recertify.

Test Show Derby

NAME (ID)	STATUS	EMAIL	PHONE	LOCATION	Actions
Bob Kail (3209)	Active	bobkail@hotmail.com	(209) 327-3251	Scottsdale, Arizona, United States	🗑️

Add Judge to Show:

🔍

Test Show Novice Horse Derby

NAME (ID)	STATUS	EMAIL	PHONE	LOCATION	Actions
Bob Kail (3209)	Active	bobkail@hotmail.com	(209) 327-3251	Scottsdale, Arizona, United States	🗑️

Add Judge to Show:

🔍

◀ Previous

Next ▶

- Once all the Show Staff and Judges are filled out, you will click on “Next” at the bottom right corner.

Step 9: Trophies

- Ordering trophies is optional, except if you have any classes that have \$2,000 or more in added money, then it is required to order Lawsons.
- If you are not ordering any trophies for your event, you can just click on “Use Secretary” for the Trophy Contact Information and “Use Facility Address” for the Trophy Shipping Address. By clicking those, it will auto fill the required fields.
 - Even though you are not ordering trophies, these fields are required fields so something must be listed. Once those are filled in, you can continue to the next page.

The screenshot displays a web form with a progress bar at the top containing five steps: 1. Facility, 2. Shows, 3. Staff, 4. Trophy (highlighted), and 5. Finalization. The form is divided into two main sections: 'Trophy Contact Information' and 'Trophy Shipping Address'. In the 'Trophy Contact Information' section, there are two buttons: 'Use Secretary' (highlighted with a red underline) and 'Use Show Manager'. Below these are input fields for 'Contact *' (filled with 'Lauren Waymire'), 'Phone*' (filled with '7206357745'), and 'Notes'. In the 'Trophy Shipping Address' section, there is a 'Use Facility Address' button (highlighted with a red underline). Below it are input fields for 'Country *' (dropdown menu showing 'United States'), 'Address *' (filled with '3021 West Reno'), 'Address' (empty), 'City *' (filled with 'Oklahoma City'), 'State *' (dropdown menu showing 'Oklahoma'), and 'Zip *' (filled with '73107'). At the bottom left of the form, there is a section labeled 'Trophy Selection'.

- If you are ordering trophies for your event, please enter the correct Trophy Contact and Trophy Shipping Address.
- If the Trophy Contact is either the Show Secretary or Show Manager, you can choose that option and it will auto fill. If it is someone different, you will need to enter their information.
- If you want the trophies shipped to the facility you can choose that option and it will auto fill. If you want them shipped somewhere else, you will need to put in that exact address.
- It is very important that this information is correct because that is what NRHA will be using when ordering the trophies.
- Once that information is all filled out, you can scroll down to start choosing the trophies for each class.

- The trophy that each class is eligible for is based on the amount of added money.
 - Lawson – For classes that have \$2,000 or more in added money
 - Morrison – For classes that have between \$1,000-\$1,999 in added money
 - Morgan – For classes that have between \$500-\$999
 - Except for the Limited Non Pro – Eligible for a Morgan between \$200-\$500
 - Plaque – For classes that have between \$0-\$499
 - Youth Plaque – For Category 3 youth classes only
- ReinerSuite will auto generate what trophy each class is eligible for based on the added money. However, there are a few that will give several options, so you must choose the correct one based on the list above.
- If a class has between \$0-\$199, it will give the option of a Plaque, Plaque Plate, Youth Plaque, and Youth Plaque Plate.

- You will choose a regular Plaque for all classes besides the youth classes.
- For the Cat 3 youth classes, you must choose Youth Plaque (this is for programming on the results side since you do not deduct the trophy fee for youth classes).

\$0.00	Yes	<input type="text"/>
\$500.00	No	<input type="text"/>
\$500.00	No	<input type="text"/>

- No Trophy
- Plaque
- Plaque (Plate)
- Youth Plaque
- Youth Plaque (Plate)

- If a class has between \$200-\$499, it will give the option of a Morgan, Morgan Plate, Plaque, and Plaque Plate.

- The only class you will choose a Morgan for in this added money range is the Limited Non Pro
- All other classes that have this amount of added money are only eligible for a Plaque.

\$200.00	No	<input type="text"/>
\$200.00	No	<input type="text"/>
\$250.00	No	<input type="text"/>

- No Trophy
- Morgan
- Morgan (Plate)
- Plaque
- Plaque (Plate)

- If a class has between \$500-\$999, it will give the option for a Morgan or Morgan Plate.

\$500.00	No	<input type="text"/>
\$500.00	No	<input type="text"/>

- No Trophy
- Morgan
- Morgan (Plate)

- If a class has between \$1,000-\$1,999, it will give the option for a Morrison or Morrison Plate.

\$1,000.00	No	<input type="text"/>
\$1,000.00	No	<input type="text"/>

- No Trophy
- Morrison
- Morrison (Plate)

- If a class has \$2,000 or more in added money, it will give the option for a Lawson or Lawson Plate. These are required.

\$2,000.00	No	<input type="text"/>
\$1,000.00	No	<input type="text"/>

- No Trophy
- Lawson
- Lawson (Plate)

Step 10: Overview Before Submitting

- You've made it to the end!
- This is the last page where you can look over all the information for your event. This last page is how everything will be listed when any member views your event on ReinerSuite.
- Depending on the level of event and when it was submitted will dictate if there are any late fees occurred and if the event will have Top Ten status or not.
 - Patterns, Judges, & Show Staff may be updated at any time leading up to the event.
 - Any changes after the event has been submitted must be done in a timely manner and is at the NRHA's discretion as to whether the changes can be accepted.
 - Please refer to the [Event Approval Deadline Reminder & Late Fee Guidelines](#) for more details.
- On this page you will want to make sure ALL the information you have entered is correct and what you are wanting to host.
 - Contacts/Addresses
 - Event Staff
 - Event Judges
 - Shows/Slates
 - Information for Each Class
 - Payment/Trophies Fees
- If you see something that needs to be changed/updated, you can click on "Previous" to get back to whatever page you need.
- If everything looks good, you can click "Submit".