

ONLINE ENTRY SYSTEM – EXHIBITOR

- > www.PFHA.org
- > go to 'Member Login' and login
- > click on 'My PasoKey' located in upper left corner
- > on this page you can:
 - Join or Renew your PFHA membership
 - Calculate the correct age of your horse(s) in months
- > click on 'iShowPasos'
- > on this page you can:
 - Verify your contact email and phone info is correct PLEASE
 - View the Schedule
 - Register for the show
 - be sure to give stall information including tack stalls, but you must also contact the Barn Manager of each show to request stalls.
 - complete the 'Stall With' section – tell us if you wish to be stabled with your Trainer, or with a Group. If it's a group of friends, designate one person as the 'stall with' person, i.e. Jane Smith. Everyone in that group should ask to be stalled with JANE SMITH GROUP.
 - If you are not 'with' a group but wish to be near a friend, write in that you Wish to be stalled 'Near' JANE SMITH GROUP or a specific Trainer.
- > the Show Secretary will check for new online entries and check your entry for accuracy. You will be notified through the PasoKey system once your entry has been approved.
- > if you are paying by credit card, please have the credit card form completed when you check in at the Show Office. A form of payment MUST be on file before a Back Number for your horse will be issued.
- > You MUST check out at the end of the show to confirm the accuracy of your Show bill.
- > Enjoy the ease of entering your shows online!

Pam McDermott
pamelaVmcdermott@gmail.com