2026 SAHARA SANDS SPRING CLASSIC
ENTRY INSTRUCTIONS

NOTES FOR ONLINE ENTRIES

DOCUMENTS – MUST Email or Bring to show:

Gaitkeeper online entry system DOES NOT have the capability to upload documents with the online entry. The following **REQUIRED** documents MUST be emailed to show Secretary Leesa Berhow at lrberhowhss@gmail.com or brought to the show office at check-in

Back Numbers will NOT be released until all required documents and forms are received

Each Owner, Trainer and Rider

- Entry Agreement – physically signed in all places (electronic signatures are not acceptable)
- USEF Waiver of Liability – physically signed in all places (electronic signatures are not accepted)

The documents are available to download via the Sahara Sands website

(Recommended to download and fill out beforehand to simplify check in)

Blank forms will be available in the show office

Each Horse Entered

- Current Coggins certificate
- Proof of Vaccination for Equine Influenza and Equine Herpes (Rhinopneumonitis)
   Vaccination must have occurred within 6-months of the date of the show

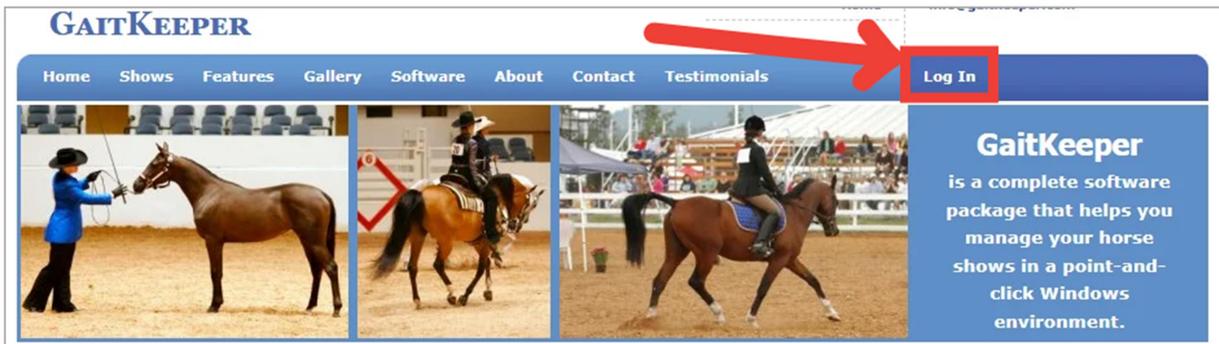**The documents are available to download via the Sahara Sands website**

PAYMENTS – ENTRIES ARE NOT COMPLETE UNTIL PAYMENT IS RECEIVED.
PAYMENT MUST BE POSTMARKED BY ENTRY CLOSING DATE OR LATE FEES WILL BE CHARGED

LOGGING INTO THE GAITKEEPER WEBSITE

Navigate to the Gaitkeeper.com website

Click Log In in the upper right corner of the screen

ALREADY HAVE A GAITKEEPER ACCOUNT

If you have a gaitkeeper account, enter your credentials into the boxes and click "Login"

NEED A GAITKEEPER ONLINE ACCOUNT

Click the "click here" to create a new online account

NAVIGATE TO THE SAHARA SANDS SPRING CLASSIC SHOW

Once you are logged in, click on "Shows" in the upper left corner of the blue banner

Click on the **2026 Sahara Sands Spring Classic**

CREATE YOUR ENTRY

Click "Add Entry" to begin

Read through the Entry Instructions (most of which are mirrored in this document) and click "Enter Owner/Trainer Info"

Please read the following notes from the show secretary about this show:

2026 SAHARA SANDS SPRING CLASSIC
ENTRY INSTRUCTIONS

The Gaitkeeper online entry system does not have the capability to upload documents along with the online entries; therefore, the following documents must be brought to the show office OR they can be scanned and emailed to the show secretary, Leesa Berhow, at lrberhowhss@gmail.com.

FINISHING YOUR ENTRY
Once you are finished with your online entry, you must click the checkbox by the statement "I have reviewed…" and then **click SUBMIT**. By clicking "SUBMIT" you are acknowledging that you have read all of the information contained in the prize list and agree to abide by such.

- You can stop and start as many times as you need to, until you click "I have reviewed" and "SUBMIT". Once you have submitted the entry you will not be able to make any further changes to it online. After that, any changes to the entry will need to be made by contacting the show secretary.

Enter Owner/Trainer Info

ENTER OWNER/TRAINER/STABLE INFORMATION
ONE OWNER PER ONLINE ENTRY
A NEW ONLINE ENTRY FORM MUST BE FILLED OUT FOR EACH OWNER.
Enter all information
Multiple horses and riders can be entered under that owner's form (see below).

- Enter all information

Entry Form - 2026 Sahara Sands Spring Classic
Show Secretary : Leesa Berhow, **Address** : Minnesota State Fairgrounds St. Paul, MN ,   Show Begins : 05/01/26

Owner / Trainer / Stable

Owner First Name	Owner Last Name		Address		Phone
SSN (omit dashes)			City, State Zip		
Birthdate	Assoc	USEF	Email		
Trainer First Name	Trainer Last Name		Address		Phone
SSN (omit dashes)			City, State Zip		
Birthdate	Assoc	USEF	Email		

Save and Continue

- o Ensure all information is **CORRECT**
  - Correct spelling of names
    - Names must appear **EXACTLY** as they appear on the AHA card, including middle initials
  - Correct addresses, emails, phone, membership numbers, etc

- AHA Membership Number goes in ASSOC box

- SSN box should stay **BLANK** – Sahara Sands does not need or want that information

- When all information is entered, click the Save and Continue button at the bottom of the window
- To change/update information, type the new information in the appropriate box and click the "Update" button at the bottom of the Owner/Trainer/Stable section

ENTER RIDER/HANDLER INFORMATION
- Click on "Add Rider" to add the first Rider (all riders and handlers are entered as "riders")

- Enter all the information in the Add Rider popup window

- Ensure all information is CORRECT
  - Correct spelling of names

- Names must appear **<u>EXACTLY</u>** as they appear on the AHA card, including middle initials
  - Correct addresses, birthdates, membership numbers, etc
  - AHA Membership Number goes in ASSOC box

  - When all information has been entered, click the "Add Rider" button
  - The rider will be added to the entry

- To add additional riders/handlers, click the "Add Rider" link below the rider information box

ENTER HORSE AND CLASS ENTRIES INFORMATION

- Click on "Add Horse" to add the first horse to the entry

- Enter all the information in the Add Horse popup window

  - Ensure all information is entered correctly and in the **<u>correct format</u>**
    - Horse names must be entered EXACTLY as they appear on registration papers
    - Registrations numbers must be entered in the following format
      - AHA or IAHA **MUST NOT** be infront of the registration number
      - 1A or 2A **MUST** be included for Half-Arabian registration numbers
      - CAHR or CPAR **MUST** be included for Canadian registration numbers

- Horse Birthdates **MUST** be in MM/DD/YY format– example 01/31/2025

- When all horse information is entered, click the "Add Horse" button at the bottom of the window
- To add additional horses **with the <u>SAME OWNER</u>** click the "Add Horse" link

ENTER HORSE INTO CLASSES
- Enter the class and rider for the appropriate horse
   - **Class numbers MUST BE 3 digits** number
   - Don't forget to add the **Rider#** (No matter how good your horse is, they NEED a rider)
   - When both boxes are filled, click the "Add" button

- Continue to add classes for each horse until all classes have been entered
- Make a mistake? Click the red X in the class box, to delete and enter again

- When all classes have been entered click the "Click here when finished entering classes" link

- Forgot a class or a horse? Just click the "Go back and edit horses and classes" link

ENTER ADDITIONAL ITEMS AND FEES

- Add the quantity for each of the fees applicable to the entry
  - Manditory fees include – enter a quantity of 1 for the following fees:
    - AHA Fee
    - Federation Fee
    - Office Fee
    - Stall - Every horse must have a stall

- When all additional items and fees are entered, click the "Click here to continue to payment/confirmation screen" link

- Requests, such as special stall requests, "stable with" requests, etc, can be emailed to the show secretary – Leesa Berhow at lrberhowhss@gmail.com

ENTER PAYMENT AND FINISH THE ENTRY
ENTRIES ARE NOT CONSIDERED COMPLETE UNTIL PAYMENT HAS BEEN RECEIVED
PAYMENT MUST BE RECEIVED BY CREDIT CARD OR MAILED PAYMENTS POSTMARKED BY ENTRY CLOSING
   DATE. LATE FEES WILL BE CHARGED FOR LATE PAYMENTS

PAYMENT
- Paying by Credit Card (OPTIONAL)
  - If choosing to pay by credit card, enter the credit card information in the Payment/Confirmation window
    - Gaitkeeper does not process credit card payments
    - Credit Card is processed by the show secretary when entry is processed into the show
- Paying by Check
  - Checks made payable to "**Sahara Sands**"
  - Reference the Owner's last name and Horse name with the check
  - Pre-Entry payment checks must be postmarked before pre-entry closing date to qualify for pre-entry fees.
  - Mail to:
    Sahara Sands
    c/o Leesa Berhow
    N12861 190th St
    Boyceville, WI 54725

FINISH
- You may start, stop and edit the entry as needed until the "Submit" button is pressed
  - Once the entry is submitted, further changes, additions or edits **CANNOT** be made online
  - If changes need to be made, contact the show secretary, Leesa Berhow and she can make the changes.
- Once the entry is finished click the "I have reviewed statement"
- Click the "Submit" button
  - By clicking the "Submit" button you are acknowledging that you have read all of the information contained in the prize list and agree to abide such

PRINT ENTRY FOR YOUR RECORDS
- Once the "Submit" button is pressed, a confirmation window will appear
- Print the confirmation page for your records

ENTRY COMPLETE!

Your entry has been submitted to the show secretary. **Please print this page for your records.** If you have any further changes to your entry please contact the show secretary listed below.