

MPtHA Show Entry Checklist

Minnesota Pinto uses Equiscribe for our horse show entries and our pattern scoring. Create an Equiscribe account at [Live.equiscribe.com](https://www.equiscribe.com). Bookmark this link on your computer and mobile device!

Video tutorials are available at www.youtube.com/@equiscribe5613.

- **My Account** - When setting up your account you will need to include a debit or credit card when creating your account. You have the option to pay by cash or check at the show instead of using the card on file.
- **My People** - This is for exhibitor and owner information including family members on the same billing account.
- **My Horses** - This is the place to enter and upload information for your Pinto(s) that will be on your billing account.

You will need to upload the following materials to complete your people and horse profiles in Equiscribe before you can enter any classes. Acceptable file formats include PDF, JPEG or PNG.

- Pinto Owner's current PtHA membership card (or Lease Certificate)
- Exhibitor's current PtHA Membership card(s) including: Youth, Amateur, Novice or Walk-trot cards as necessary
- Pinto Registration Certificate
- CURRENT Coggins for Equine (MN Law requires a negative Coggins within 12 months of the event)
- [Lease Notification](#) dated in current year if applicable for Youth and Amateur exhibitors
- Height Measurement Certificate or [Measurement Form](#) for your pony and/or miniature

*A "Request for Review" needs to be submitted for all (new and returning) exhibitor(s) and Pinto horse/pony/mini profiles **needs to be approved** by MPtHA Show Staff prior to entering classes. After all information is entered and saved, prompts will tell you to "Request Review". Plan ahead because this takes some time for show staff to review each exhibitor and Pinto.*

A completed [Family Relationship Notification](#) form needs to be filled out separately and submitted to the show office *IF* owner and exhibitor have different last names for all Youth or Amateur classes.

Minnesota Pinto membership is not available to purchase through Equiscribe and requires a separate transaction. Minnesota Pinto association membership is required to be eligible for individual show or year-end high point awards. Applications are in the show office or online at www.minnesotapinto.com.

Know the rules!

The current PtHA Rulebook is available online! https://pinto.org/forms/rulebook/Rulebook_website.pdf

Have questions?

Please reach out to Michelle Grebin, Show Secretary, (507) 261-5246 or michelle@grebin.com

How to enter classes at a MN Pinto Show

1. Sign In to your Equiscribe account
2. Select the blue "Horse Shows" bar
3. Find and select the appropriate show you wish to enter
4. Select the "Entries" bar
5. Consent to waiver (one time per year)
6. Select the "Add/Edit" button on the bottom right side of your screen
7. Select the exhibitor and Pinto you are entering
8. Select a back number - if the number is available for the selected show, a green checkmark will appear. Each Pinto will have ONE number throughout the show. Each exhibitor will use the same number
9. Select the classes you wish to enter and be sure to select "Save" when complete.
10. NSBA classes are a separate class - don't forget to enter them too!
11. To scratch a class, uncheck the box on the entry screen, or select the red X on your summary page.

Please note, formatting of Equiscribe on mobile devices will vary. You may need to scroll or turn your device to landscape mode to see all content.

Do more @ the horse show using Equiscribe!

View public show information from the home page:

1. View the working order for pattern classes
2. Check the progress of the show without being ringside or in the barn (completed classes will be grayed out)
3. View your class placings and pattern scores (click "Scoresheet" link beside each judges name)

In your account:

4. Make entries AND complete class scratches on your mobile device!
 5. View patterns
 6. View your invoice
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Check out the information board near the show office at each show

- Exhibitor meals and special treats
 - When, where and contact to have your pony/mini measured
 - Charity walk-trot benefactors
 - Schedule for "fun classes"
 - Other important messages you need to know!
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