

## WE Online Show Entry Form - (Google Forms - sample)

Google Forms offers show organizers a way to capture show entries online and download to an excel file.

Using FREE [Google Forms](#) to capture registrations can save you hours of work in processing show entries. Simply create (or copy a previously used Google Forms - WE Online Show Entry Form)

- provide the link to show participants (via an email or social media event invite)
- ask each rider to complete the online show entry
- then review show entries in real-time and download it as an excel file

Google Forms creates an excel spreadsheet that can be shared amongst show management, use captured competitor email addresses to send show announcements and course maps and use horse-rider pair data to create your ride order/start lists (manual or GIRA).

Click [HERE](#) to preview an example of a sample Google WE Show Entry Form

Google Form Benefits	Drawbacks
Professional looking form that provides an event link that can be shared via email, social media event invite or posted to a website. Google Form captures show entries online real-time and gathers everything in a Google Sheets spreadsheet that can be easily analyzed, shared with show management and used to create ride order/start list or used for GIRA show set up.	Google Form Entries will <b>not</b> accept or process online payments (PayPal, Credit Card, etc.). Participants must remit payment directly to the show secretary.
Customize your show entry form by adding an image – show/facility logo or event photo	Unable to gather Coggins. Participants must remit directly to the show secretary.
Capture participants' email addresses for mass email show reminders, course maps and other show information.	
Able to capture participant online acknowledgement of liability releases – show entry form, facility and <i>USAWE Release, Assumption of Risk, and Indemnification Agreement</i> .	

Setting up your show to accept GOOGLE Form show entries	
1 <input type="checkbox"/>	<b>Within Google Drive</b> Select + 'New' > Google Forms. Change 'Untitled Form' to your Competition Name (e.g.) <a href="#">2022 WE Show with Optional Cattle Trial - Month DD</a>
<b>Using 'Questions', create your show entry form</b>	
	Questions Responses Settings
2 <input type="checkbox"/>	Change 'Untitled Question' to your show's name and date held (e.g.) <a href="#">2022 WE Show with optional Cattle Trial - Month DD</a>
3 <input type="checkbox"/>	(e.g.) <a href="#">This is the online registration for the Name of Show licensed with USA Working Equitation (USAWE).</a> Complete a SEPARATE FORM for EACH Horse-Rider Pair. <b>SHOW INFORMATION - All FOUR trials offered - Dressage, EOH, Speed and Cattle (Optional)</b> <b>Show Date(s):</b> <a href="#">Month DD-DD, YYYY</a> <b>Entries due</b> <a href="#">Month DD</a> . <b>Entries Close</b> <a href="#">Month DD</a> . <b>Late fee of \$50</b> applies for entries between <a href="#">Month DD-DD</a> <b>Location:</b> Facility, Street Address, City, State   <b>Start Time:</b> <a href="#">HH:MM EST, CST, MST, PST</a>

## WE Online Show Entry Form - (Google Forms - sample)

Setting up your show to accept GOOGLE Form show entries	
	<p><b>Entry Fees (per show):</b> L1 \$###   L2-L7 \$###   L2-L7 \$### Cattle Trial (Optional) per horse-rider pair - pair must successfully compete in Dressage, EOH and Speed to participate in the Cattle Trial</p> <p><b>Horse Accommodation:</b> Stall \$### or Paddock \$### or Haul-In \$###   Tack Stall: \$###</p> <p><b>Shavings:</b> Bring your own or pre-order \$## per bag</p> <p><b>Lodging:</b> Reserve your own lodging at a nearby hotel/Airbnb <b>Camping:</b> Limited onsite Primitive or LQ/RV camping available at \$## Primitive, \$## electric only (110, 30 or 50 amp); \$## electric/water</p> <p><b>Payment:</b> Check payable to: <b>Name</b>   PayPal (show fees + added 3%) payable to: <b>PayPal Account Name</b></p> <p>Your entry is not considered complete until payment, liability releases and current negative Coggins are received by: <b>Name, Address, City, State Zip</b>. Out of state horses are required to have a Health Certificate (state requirement for traveling) submitted to the show secretary upon arrival.</p> <p><b>Show Manager:</b> <b>Name</b>, email   <b>Judge:</b> <b>Name, Accreditation Level</b>   <b>TD:</b> <b>Name</b></p> <p><b>Rules:</b> United States Rules for Working Equitation (v5.1) available on USAWE.org &gt; Competitions</p> <p><b>Competition Cancellation:</b></p> <p>Entry fees are non-refundable unless we can fill your spot.</p> <p>~or~</p> <p>No refund unless you are unable to attend due to a true medical or horse emergency (COVID exposure, sickness, medically unsound to ride) of which a physician/veterinarian note is required; entry fees (less \$50 processing fee) for medical emergencies will be refunded.</p> <p>~or~</p> <p>Full refund with physician/veterinarian note (less \$50 processing fee) if you are unable to attend due to a true medical or horse emergency (COVID exposure, sickness, medically unsound to ride). Otherwise, entry fees (less \$50 processing fee) can be applied to another competition hosted by <b>Name</b>.</p> <p>~or~</p> <p>In the event of the cancellation of the entire competition, entry fees will be returned minus the \$50 non-refundable processing fee.</p> <p><b>Competition Refund</b> - A Horse-Rider pair that withdrawals before the entry closing date will receive a full refund minus the \$50 non-refundable processing fee. Withdrawals received after the entry closing date are non-refundable.</p> <p>A withdrawal due to rider or horse injury, illness or death after the entry closing date of the competition must be accompanied by a veterinarian's or doctor's certificate and will be handled on a case-by-case basis by the competition management. If your entry is able to be filled, you may receive a full refund minus a \$50 non-refundable processing fee. If competition management is unable to replace your entry, no refund will be given.</p> <p>ALL withdrawals must be received (in writing or email) by the show secretary no later than the specified withdrawal deadline and must be accompanied by a veterinarian's or doctor's certificate to obtain any refund.</p> <p>Once a refund has been confirmed by the competition management, please allow 14 days for your money to be refunded.</p>
	<b>Entry Form</b>
4 <input type="checkbox"/>	Short Answer - required

## WE Online Show Entry Form - (Google Forms - sample)

Setting up your show to accept GOOGLE Form show entries	
	Rider Email*
5 <input type="checkbox"/>	Short Answer - required Rider First Name *
6 <input type="checkbox"/>	Short Answer - required Rider Last Name *
7 <input type="checkbox"/>	Short Answer - required Rider Mailing Address, City, State Zip *
8 <input type="checkbox"/>	Short Answer - required Rider Phone Number (including area code) *
9 <input type="checkbox"/>	Short Answer - required Rider Emergency Contact Name, Relationship and Phone number (including area code) *
10 <input type="checkbox"/>	Short Answer - required Rider USAWE Member # - Not a member? Apply for a one-time voucher if this is your FIRST Working Equitation (WE) event! <a href="https://usawe.org/membership-horses/voucher/">https://usawe.org/membership-horses/voucher/</a> *
11a <input type="checkbox"/>	Multiple Choice - required Rider Dispensation - If yes, please email Dispensation Certificate to <span style="background-color: yellow;">[insert email address]</span> *  <ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> </ul>
11b <input type="checkbox"/>	Short Answer - required Do you have any medical allergies or conditions that we should be made aware of? If yes, please explain in 'Other' *  <ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> <li>• Other</li> </ul>
12 <input type="checkbox"/>	Short Answer - required Horse's USAWE Recorded # *
13 <input type="checkbox"/>	Short Answer - required Horse's USAWE Recorded Name and (Barn Name) *
14 <input type="checkbox"/>	Short Answer - required Horse's Age, Breed and Sex (If bred mare, include breeding date) *
15 <input type="checkbox"/>	Multiple Choice - required Is the rider Competing (for awards/points) or Schooling (no awards/points)? *  <ul style="list-style-type: none"> <li>• Competing</li> <li>• Schooling</li> </ul>
16 <input type="checkbox"/>	Multiple Choice - required Division (see US Rules for Working Equitation if you are unsure of your proper division) *  <ul style="list-style-type: none"> <li>• Youth</li> <li>• Amateur</li> </ul>

## WE Online Show Entry Form - (Google Forms - sample)

Setting up your show to accept GOOGLE Form show entries	
	<ul style="list-style-type: none"> <li>• Open</li> </ul>
17 <input type="checkbox"/>	<p>Multiple Choice (list the levels your show is offering) - required</p> <p>Rider Performance Level (see US Rules for Working Equitation Rules for Performance Level requirements) *</p> <ul style="list-style-type: none"> <li>• L1-Introductory</li> <li>• L2-Novice A</li> <li>• L3-Novice B</li> <li>• L4-Intermediate A</li> <li>• L5-Intermediate B</li> <li>• L6-Advanced</li> <li>• L7-Masters</li> <li>• Training Wheels – schooling ride with a coach</li> <li>• Just for Fun – schooling ride on Lead line</li> </ul>
18a <input type="checkbox"/>	<p>~OR~ Multiple Choice (if no cattle trial) - required</p> <p>Which show(s) is the horse-rider pair participating in? *</p> <ul style="list-style-type: none"> <li>• Both Days</li> <li>• Saturday Only</li> <li>• Sunday Only</li> </ul>
18b <input type="checkbox"/>	<p>Checkbox - required</p> <p>Which Saturday trial(s) is the horse-rider pair participating in? *</p> <ul style="list-style-type: none"> <li>• Saturday – Dressage-EOH (L1); Dressage-EOH-Speed (L2-L7)</li> <li>• Saturday – Cattle (L2-L7)</li> </ul>
19a <input type="checkbox"/>	<p>Checkbox - required</p> <p>Which Sunday trial(s) is the horse-rider pair participating in? *</p> <ul style="list-style-type: none"> <li>• Sunday – Dressage-EOH (L1); Dressage-EOH-Speed (L2-L7)</li> <li>• Sunday – Cattle (L2-L7)</li> </ul>
19b <input type="checkbox"/>	<p>Short Answer - Optional</p> <p>Cattle Trial (L2-L7) If signing up for the cattle trial, please let us know if your horse has worked with cattle before. If you have a team planned for the cattle trial, list the other (2-3) members' names here.</p>
20 <input type="checkbox"/>	<p>Multiple Choice - Optional</p> <p>Would you like a \$### rider spot or \$## auditor spot in a Monday WE clinic with the Judge? *</p> <ul style="list-style-type: none"> <li>• Rider Spot</li> <li>• Auditor Spot</li> <li>• No thanks</li> </ul>
21 <input type="checkbox"/>	<p>Multiple Choice - required</p> <p>Horse Accommodations</p> <ul style="list-style-type: none"> <li>• \$### Stall (arrive Thursday, depart Monday)</li> <li>• \$### Stall (arrive Thursday, depart Sunday)</li> <li>• \$### Stall (arrive Friday, depart Saturday)</li> <li>• \$### Stall (arrive Friday, depart Sunday)</li> </ul>




## WE Online Show Entry Form - (Google Forms - sample)

Setting up your show to accept GOOGLE Form show entries	
	<ul style="list-style-type: none"> <li>• \$### Stall (arrive Friday, depart Monday)</li> <li>• \$### Stall (arrive Saturday, depart Sunday)</li> <li>• \$### Stall (arrive Saturday, depart Monday)</li> <li>• \$## Stall for Sat only</li> <li>• \$## Stall for Sun only</li>   <li>• \$### Paddock (arrive Thursday, depart Sunday)</li> <li>• \$### Paddock (arrive Friday, depart Sunday)</li> <li>• \$### Paddock (arrive Saturday, depart Sunday)</li> <li>• \$## Paddock for Sat only</li> <li>• \$## Paddock for Sun only</li>   <li>• \$## Haul-In (Sat/Sun)</li> <li>• \$## Haul-In Sat only</li> <li>• \$## Haul-In Sun only</li> </ul>
22	<p><b>Multiple Choice - required</b></p> <p><input type="checkbox"/> How many bags of shavings are needed? Fee: \$## per bag *</p> <ul style="list-style-type: none"> <li>• None, I'll bring my own</li> <li>• 1 bag - \$##</li> <li>• 2 bags - \$##</li> <li>• 3 bags - \$##</li> <li>• Other: rider to specify # of bags in notes</li> </ul>
23	<p><b>Short Answer - optional</b></p> <p><input type="checkbox"/> <b>Special Needs</b> - Any special requests (early/late arrival, stabling, timing of rides, etc.)? If you want to be stabled near someone, please indicate that here. We will do our best to accommodate any special time requirements or needs if presented at the time of registration.</p>
24	<p><b>Multiple Choice - required</b></p> <p><input type="checkbox"/> Do you need a tack stall? Fee is \$### ea. – limited # available *</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
25a	<p><b>Multiple Choice - required</b></p> <p><input type="checkbox"/> Do you need a RV/LQ on-site camping spot? *</p> <ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> </ul>
25b	<p><b>Insert a jpeg list of nearby hotels</b></p> <p><input type="checkbox"/> Here's a list of nearby hotels to make your own reservation. A limited # rooms are blocked, use this code [insert code] for a reduced rate.</p>
26	<p><b>Multiple Choice - required</b></p> <p><input type="checkbox"/> Payment Method *</p> <ul style="list-style-type: none"> <li>• Check made payable to: Name, Address, City, State Zip</li> <li>• PayPal – add 3% usage fee to the total bill. If PayPal, provide PayPal account in 'Other'</li> <li>• Other</li> </ul>







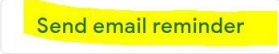



## WE Online Show Entry Form - (Google Forms - sample)

	<b>Setting up your show to accept GOOGLE Form show entries</b>
	<b>Liability Releases</b>
27 <input type="checkbox"/>	<p><b>Entry Form Release digital signature - Short Answer – required - obtain</b></p> <p>Click on the photo icon, upload a jpeg copy of the <b>USAWE Entry Form (sample)</b> pg 2 release verbiage (<a href="#">entry form is available on USAWE.org &gt; Competitions &gt; Competition Resources &gt; Links and Downloadable Forms &gt; Entry Form (sample)</a>) - Captures Rider Release ONLY. Need to obtain Horse Owner and Parent (if under 18) Signatures</p> <p>Entry Form Release - Please read and acknowledge by typing your name below:</p> <p><b>BY SIGNING BELOW, I AGREE</b> to be bound by all applicable USAWE rules, all terms and provisions of this entry form, and all terms and provisions of the Prize List. If I am signing and submitting this Agreement electronically, I acknowledge that my electronic signature shall have the same validity, force, and effect as if I affixed my signature by my own hand.</p>
28 <input type="checkbox"/>	<p><b>Liability Releases - Choose ONE (mail in or digital signature)</b></p> <p>Option A: Ask each rider to download, sign and mail in Liability Releases - USAWE, Facility, Covid, etc.</p> <p>~or~</p> <p>Option B: Upload Jpeg a photo of each release (if your state allows) and ask for digital signatures</p>
28a <input type="checkbox"/>	<p><b>Mail in option</b></p> <p>Upon receipt of your show entry, the required liability releases will be emailed to you. Complete, sign and mail each along with your current negative Coggins to: <b>Name, Address, City, State Zip</b></p>
28b <input type="checkbox"/>	<p><b>~OR~ Digital signatures for each release</b></p> <p>Click on the photo icon, upload a jpeg copy of the <b>USAWE Release, Assumption of Risk, and Indemnification Agreement</b> (<a href="#">release form is available on USAWE.org &gt; Competitions &gt; Competition Resources &gt; Links and Downloadable Forms &gt; Liability Release Form</a>) and obtain digital signature (if your state allows).</p> <p>Please read and type your name below: I acknowledge that the <b>USAWE Release, Assumption of Risk, and Indemnification Agreement</b> waives important legal rights. I have read it carefully before signing. By typing my electronic signature below, I AGREE to be bound by all applicable USAWE Rules and by all terms and provisions of this agreement. If I am signing and submitting this Agreement electronically, I acknowledge that my electronic signature shall have the same validity, force, and effect as if I affixed my signature by my own hand. *</p>
	<b>Paddock/Facility/Show Rules Acknowledgement</b>
29 <input type="checkbox"/>	<p><b>Checkbox - required Paddock/Facility/Show Rules Acknowledgement *</b></p> <p>Please read the Paddock/Facility/Show Rules completely and check each box as your acknowledgement and acceptance of said rules. Show entry will not be accepted unless fully completed. These rules are put in place to help the show run smoothly, keep the facility in order and help keep show participants safe.</p> <p>I understand that if I do not follow the Paddock/Facility/Show Rules, I am at risk of being asked to leave the show grounds immediately and will not receive a refund of any fees paid.</p> <ul style="list-style-type: none"> <li>• Riders under the age of 18 must wear protective headgear while mounted. It is recommended that all riders wear protective headgear. If you are over the age of 18 and choose not to wear a helmet, you understand the risks associated and assume all responsibility for your choice. You also understand there will be no medical personnel on site.</li> <li>• Only competitors, trainers and their grooms are permitted to be in the barn arena. All must sign show release forms.</li> <li>• Only competitors and their trainers who have signed release forms are allowed on competition horses.</li> <li>• No lunging allowed in the warm-up arena if there are any other horses and/or riders present.</li> </ul>

## WE Online Show Entry Form - (Google Forms - sample)




Setting up your show to accept GOOGLE Form show entries	
	<ul style="list-style-type: none"> <li>● Clean up after yourself and your horse(s). Please leave the facility in the condition it was found in when you arrived.</li> <li>● No use of nails, tacks or similar items allowed to hang anything within the facility.</li> <li>● Leave the facility in the condition it was found in when you arrived.</li> <li>● If I have any issues during the show, I will address them with the SHOW MANAGER or TD only. I will NOT request anything of the Judge or volunteers (paddock stewards, ring crew, scribes, etc.).</li> <li>● No dogs allowed on property. ~OR~ No dogs in the barns, indoor /outdoor arenas or spectator areas. Dogs must be on a leash.</li> <li>● No smoking in or around any barn areas.</li> <li>● I (rider) certify that I have read, understand and will follow the above rules.</li> </ul>
	Thank you for your entry. We look forward to meeting you, your equine partner(s) and guest(s).
Personalizing your show's online registration	
	<p>Questions   Responses   <b>Settings</b></p>
30 <input type="checkbox"/>	<p><a href="#">Settings &gt; Responses &gt; Send responders a copy of their response</a></p> <p>Click on dropdown arrow and change 'Send responders a copy of their response' to 'Always'</p>
31 <input type="checkbox"/>	<p><a href="#">Settings &gt; Presentation &gt; Confirmation Message</a></p> <p><i>Thank you for registering. If traveling from out of state, a Health Certificate is due upon arrival.</i></p> <p><i>We look forward to seeing you soon!</i></p>
32 <input type="checkbox"/>	<p><a href="#">Settings &gt; Defaults &gt; Collect email addresses by default</a></p> <p>Slide the button to the right so it displays blue</p>
Customize Theme	
	
33 <input type="checkbox"/>	<p>Click 'Customize Theme' if you want to upload a logo or picture to appear as a 'HEADER' of your online registration form. You can also change the 'THEME COLOR' of your form.</p>
Preview	
	
34 <input type="checkbox"/>	<p>Click 'Preview' to view your form in the eyes of your competitor. This will help ensure the online show entry form layout and questions are formatted correctly.</p>
Make a copy, print or add collaborator(s)	
	
35 <input type="checkbox"/>	<p>Click on the three vertical dots if you wish to</p> <ul style="list-style-type: none"> <li>● 'Make a copy' – to duplicate your show online entry and then update it for your next show</li> </ul>

## WE Online Show Entry Form - (Google Forms - sample)

Setting up your show to accept GOOGLE Form show entries	
	<ul style="list-style-type: none"> <li>• 'Print' – to print a hard copy of your show online entry for reference</li> <li>• 'Add collaborators' – to allow others (Show Manager, Show Secretary, GIRA show organizer) to edit your online entry form</li> </ul>
Send within Google Form or copy URL for a Social Media or Email event invite	
	
36 <input type="checkbox"/>	<p>After the online form is finalized, you can 'Send' it to competitors within the Google Form ~OR~ capture the URL link and embed it in your Facebook Event Invite or email the URL link to competitors using a personal account (G-Mail, Yahoo, etc.)</p> <p>If you wish to send the Show Online Entry Form within Google Form, Click 'Send'</p> <p>Send via   </p> <ul style="list-style-type: none"> <li>• Ensure 'Collect emails' is checked</li> <li>• Email – insert the email addresses</li> <li>• Subject – <b>prefilled with Name of Show</b></li> <li>• Message – <b>defaults to "I've invited you to fill out a form:"</b> ~OR~ Key in your own message.</li> <li>• Click 'Send' - Google Form will track responses (# received and # non-respondents)</li> </ul> <p><a href="#">Questions</a> <a href="#">Responses</a> <b>42</b> <a href="#">Settings</a></p> <p>After you start receiving responses, you can download responses into an excel spreadsheet by clicking the <b>green icon</b> 'View responses in sheets'</p> <p><b>42 responses</b></p>  <p>Accepting responses <input checked="" type="checkbox"/></p> <p><a href="#">Summary</a> <a href="#">Question</a> <a href="#">Individual</a></p> <p>If you want to send a reminder to non-respondents, simply click on 'Send email reminder'</p> <p> <b>Waiting for 85 responses</b> </p> <hr/> <p>Promote your show using the 'Link' icon and copy the URL into your Facebook Event invite, email to your WE show distribution list or include it on your website</p> <p>Capture the URL link and email the online entry form link using a personal account (G-Mail, Yahoo, etc.)</p> <p>Send via   </p> <p>Click on the 'Link' icon. A URL will display</p> <p>Link</p> <p><a href="https://docs.google.com/forms/d/e/1FAIpQLSdin8eDOu41rhHgJ-xro8xCNox7H8wz9">https://docs.google.com/forms/d/e/1FAIpQLSdin8eDOu41rhHgJ-xro8xCNox7H8wz9</a></p> <p><input checked="" type="checkbox"/> Shorten URL <input type="button" value="Cancel"/> <input type="button" value="Copy"/></p>



## WE Online Show Entry Form - (Google Forms - sample)

Setting up your show to accept GOOGLE Form show entries	
	<p>Click '<b>Shorten URL</b>' &gt; Copy and use the shortened URL within your Facebook Event Invite or personal email invite (G-Mail, Yahoo, etc.)</p> <p>Link</p> <p><a href="https://forms.gle/A9fVEfg77v5rKL86">https://forms.gle/A9fVEfg77v5rKL86</a></p> <p><input checked="" type="checkbox"/> Shorten URL</p> <p>Cancel <input type="button" value="Copy"/></p> <hr/> <p>Share the excel document with your show's TD, Show Manager, Show Secretary, GIRA show organizer so they can help you verify current USAWE membership, USAWE Horse Recording# and Name, and if a championship show, TD can use the list to verify each horse-rider earned (2) qualifying scores using the Qualified Scores excel list on the <a href="https://www.usawe.org/Competitions/Championships/Qualified_Scores">USAWE.org website &gt; Competitions &gt; Championships &gt; Qualified Scores</a> lists.</p> <p>   <input type="button" value="Share"/></p>
	<p><b>CONGRATULATIONS!</b> You're ready to share your Google Form Show Entries link via Facebook Event, eNotice to previous show participants, Website, USAWE.org Calendar Event, etc.</p>