



Sign into Paso Key with your credentials

Enter credentials here

PASO KEY - SHOW SECRETARY SYSTEM



Paso Fino Horse Association



Sign in

USERNAME:

PASSWORD:

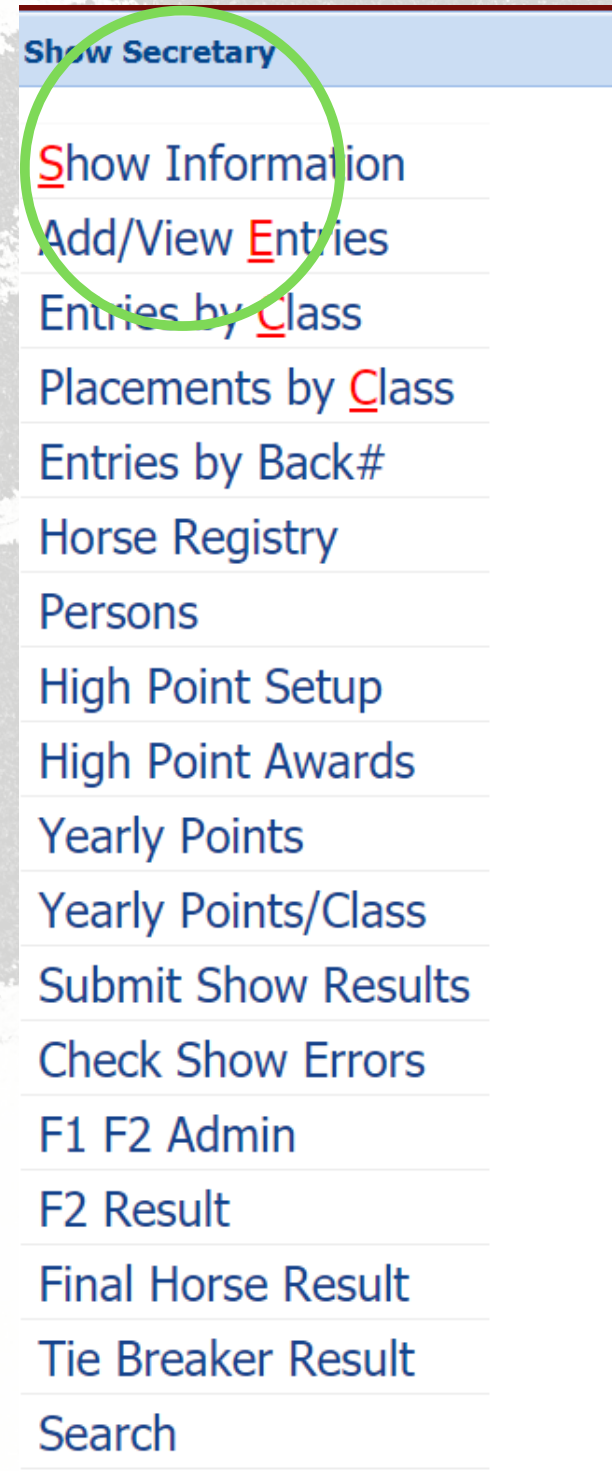
[Can't access your account](#)

☐ Stay signed in



From this screen you will
select Show Information
at the top.

Show information here

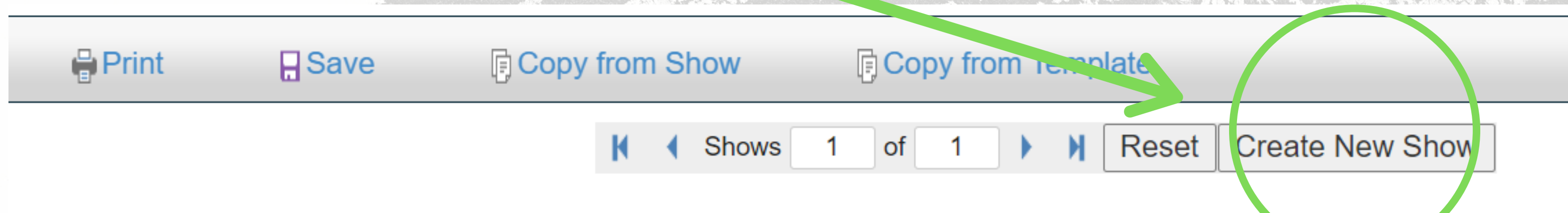


Paso Fino Horse Association / Show Secretary



To create a New Show,
you will select Create
New Show from the top
menu.

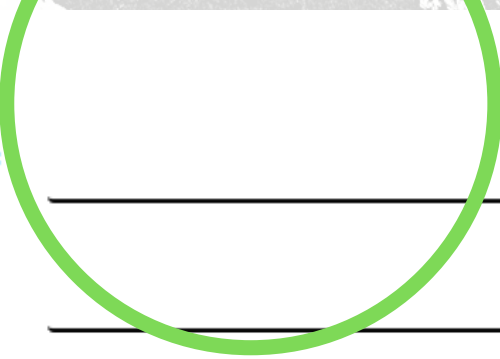
Select here to create a new show



Information:

The office will create a show number for virtual shows, all other shows you will use the show number provided to you by the office

Shows 1 of 1 Reset Create New Show

PFHA Show#  Show Name

Place Date From Date To

Show Secretary USEF Show# Type Select

1 CLASSES 2 LICENSED OFFICIALS 3 ITEMS 4 ADDITIONAL INFO

Standard List Upload Program Class SetUp Class Fee

#	Class Date	Name	Class Code	Gender	Age	Poin
1				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>
2				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>
3				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>
4				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>
5				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>
6				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>
7				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>

Once you have entered all the information for the show: Name, date, type etc. you can begin to add classes here

(You can begin typing the class name or the class number)

Information cont:

Select the Genders for the class O-open,S-Stallion,M-Mare,G-Gelding

Shows1 of 1

Reset

Create New Show

PFHA Show#

Show Name

Place

Date From

Date To

Show Secretary

USEF Show#

Type

Select

1 CLASSES

2 LICENSED OFFICIALS

3 ITEMS

4 ADDITIONAL INFO

Standard List

Upload Program

Class SetUp

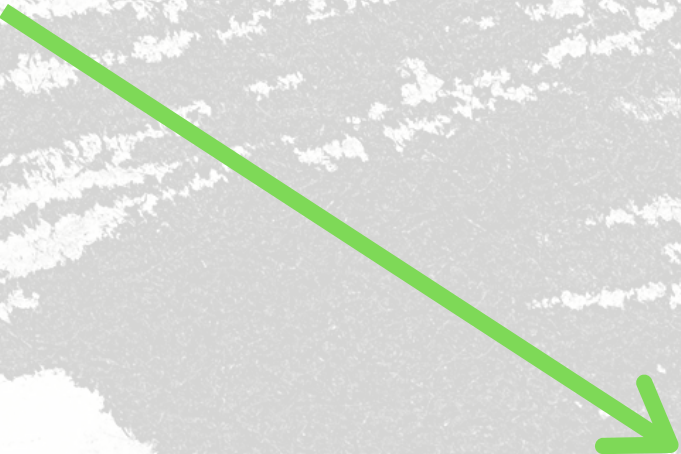
Class Fee

#	Class Date	Name	Class Code	Gender	Age	Pointed Fee
1				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>
2				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>
3				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>
4				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>
5				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>
6				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>
7				<input type="checkbox"/> O <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> G		<input type="checkbox"/>

Select here if this will be a pointed class

Online Entry Review/Approval

Select here to view the entries submitted online and approve them.



Show Secretary

Show Information

Add/View Entries

Entries by Class

Placements by Class

Entries by Back#

Horse Registry

Persons

High Point Setup

High Point Awards

Yearly Points

Yearly Points/Class

Submit Show Results

Check Show Errors

F1 F2 Admin

F2 Result

Final Horse Result

Tie Breaker Result

Search

Online Entries

Settings

Help

Print

PFHA Show#

Place

Show Secretary

1 CLASSES

2

Standard List

Upload

#	Class D
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Here you can see all of the online entries that have been submitted.

Select the member name below to view and approve their entry .

Show Name

VIRTUAL SHOW 1

Submitted Date

From

To

☐ Back# Not Assigned

☐ Responsible # Not Assigned

Submitted By

☐ Pending Approval

Resp. Person

Horse Name

Rider Name

Search

Reset

Export To Excel

Submitted by	Submitted Date	Resp. Person (Count)	Status
Megan Martin	02/22/2021	1	Approved


Approving an online entry

You will assign a responsible person number and a back number.

The last assigned numbers are located here, if this is the 1st entry you will start with Responsible person 1 and back number can be wherever you choose to start.


VIRTUAL SHOW 1 [Back](#)


Last Assigned#: 2 Last Back# : 101

Responsible Person  Megan Martin (PFHA ID# 51917)
Phone: Email: mmartin@pfha.org - **Approved**

Notes

Stall With

Back #  Horse #1 : Horse Name (Reg# 00015955)-**Approved**

Owner : John Doe(48534) Trainer : Sandra Pearsall(51817) 

Class#	Class Name	Rider (PFHA ID#)	USEF#	Entry Fee	Status
7	Pleasure AM Novice (Non-pointed)	Megan Martin (51917)		.00	Approved

Balance Due: \$.00

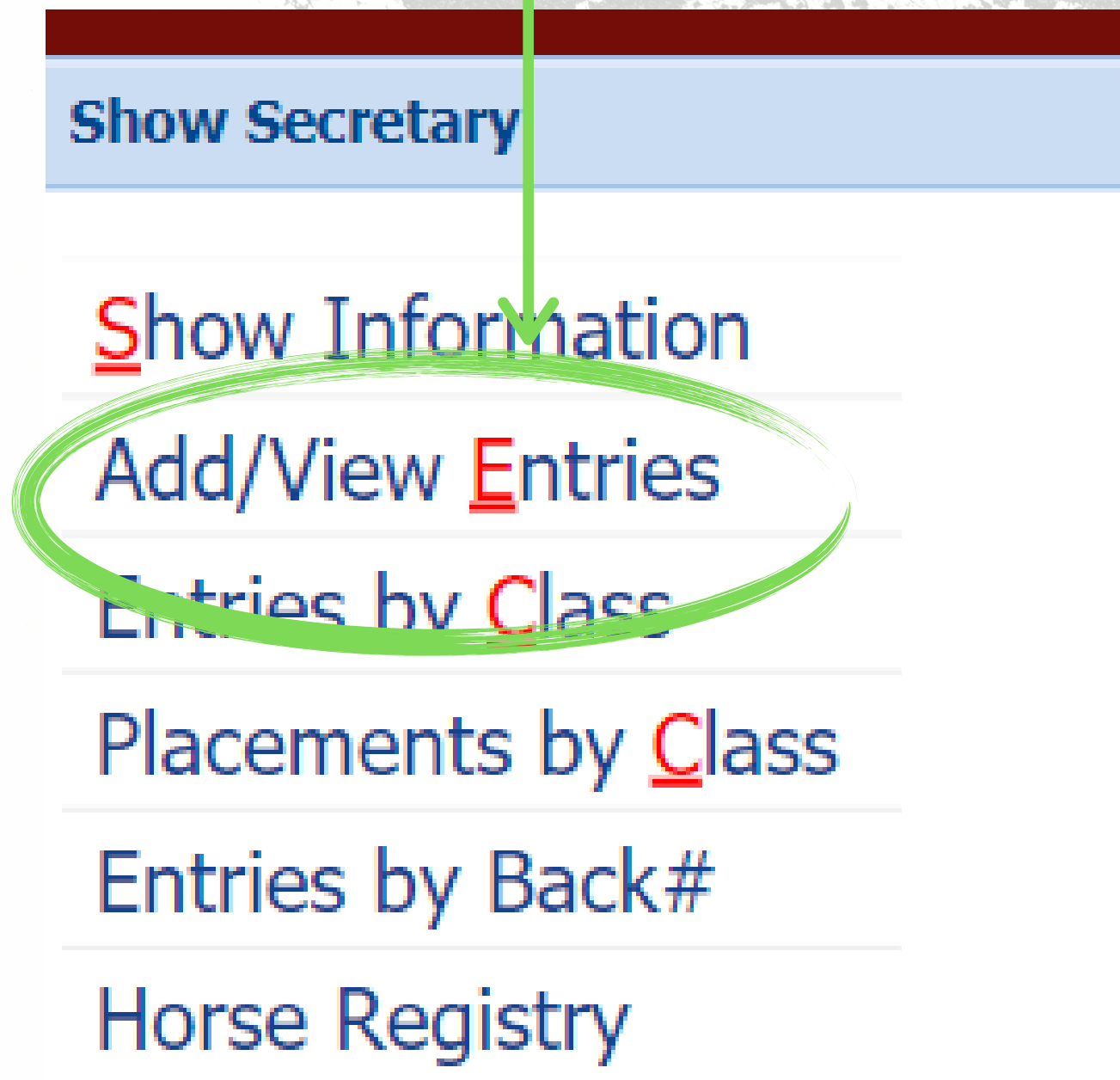
CC# /
Account#:

Total Paid : \$

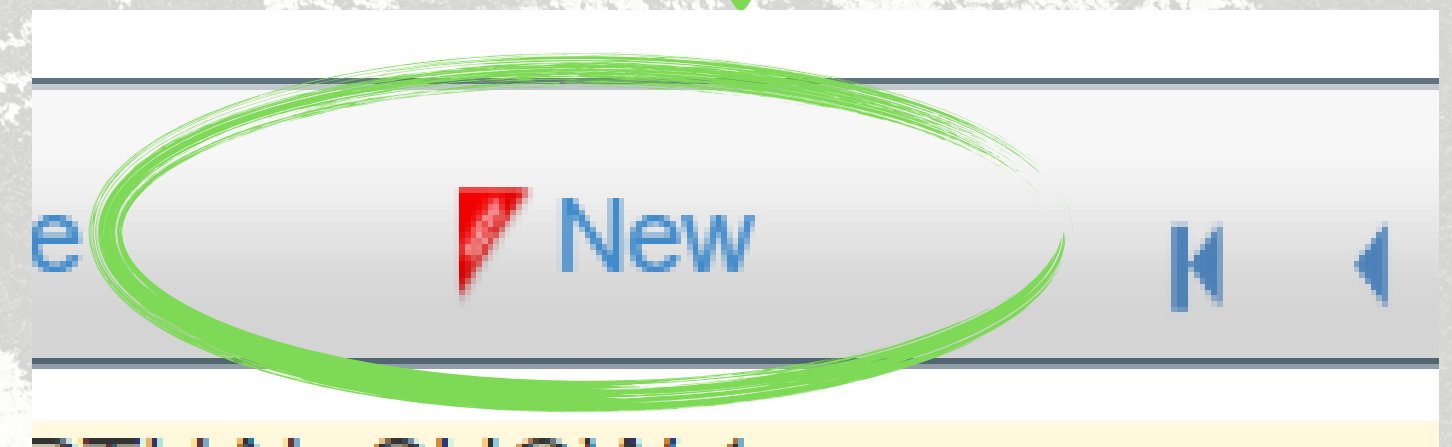
[Print](#)

How to add a exhibitor manually

If you are adding a exhibitor to a virtual show , you will select here.



on the add/view page select New to create a new exhibitor.



How to add a exhibitor manually cont.

***For Virtual Shows Only ***

**The requirement for trainer will be removed from this entry form,
in person shows will still need trainer entered.**

If you are adding a exhibitor to a virtual show , you will select here .

Tip: If you need help with the name select the binoculars.

Enter the horses information here.

[illegible]

Select	Back#	Reg#	Horse Name 🏇	Owner		Trainer#	Trainer
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

How to add a exhibitor manually cont.

Class will auto populate once you begin typing the name.

Payment information auto populates here

Class will auto populate once you begin typing the name.

Payment information auto populates here

Class Details Fee Payments Entries: \$0.00 Items: \$0.00 Paid: \$0.00 Balance: \$0.00 Recalculate

Class#	Class Name	Rider#	Rider Name

How to add a show online as a show secretary.

Class will auto populate once you begin typing the name.

Payment information auto populates here

Search bar:

Navigation: **Class Details** | Fee | Payments

Summary: Entries: \$0.00 Items: \$0.00 Paid: \$0.00 Balance: \$0.00 Recalculate

Class#	Class Name		Rider#	Rider Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Finishing the Entry :

you will have an approved button at the bottom right of the screen to approve the entry once its been completed.

once approved It will show approved at the end of the entry in "Online Entries"