

EMAIL CLASS SWAP/CHANGE/ADD/SCRATCH

Class changes can be made in the office or by email to horses@waiaps.org.nz

1. Use a fresh email for each set of changes, **don't reply to an old thread, it will get lost**. I'll reply by the end of the day to confirm the change has been received.
2. Class swaps will be charged at -75% of the original entry fee, plus the new entry fee. Late entry fees will not be added to swapped classes when the swap out of/into classes are nominated at the same time. (unless the original entries were late)
3. You must give the riders name, horses name and class number and change required
4. Any \$ balance will be followed up after the show or can be paid in cash at the office
5. This only applies to horses and riders already entered in the show, no new horses or riders can be entered after 25th October.
6. I'll be in the office from approx. 6am – 6pm. Showing and Breed class lists are prepared the day prior to the classes, late entries can be made but will not show on the judges sheets (just let them know you are a late entry). Jumping class lists are prepared through the day as needed, late entries can be made and will show on the judges sheets. Late Entries run first in Ring 1 and Series class draws.

TEMPLATE FOR AN EMAIL CLASS SWAP

Riders Name:

Horse/Pony Name:

Class number and change required:

EXAMPLE OF SWAPPED CLASS

Riders Name: John Smith

Horse/Pony Name: TonythePony

Class number and change required: Swap 1234 for 5678

EXAMPLE OF ADD CLASS

Riders Name: Jane Smith

Horse/Pony Name: Harrythehorse

Class number and change required: Add class 1213

EXAMPLE OF SCRATCHED CLASS

Riders Name: John Smith

Horse/Pony Name: TonythePony

Class number and change required: Scratch from 8910

EXAMPLE OF RIDER CHANGE CLASS

Riders Name: John Smith

Horse/Pony Name: TonythePony

Class number and change required: Change rider to Jane Smith for class 1112