

How to Enter Competition Results into AMHA's New Open Competition Software

1. Go to www.morganhorse.com
2. Click the blue **LOGIN** box on the top right corner of the home page.

Note: If you have not logged in since August 2017, use your AMHA number as your username and password. If you have logged in since then and changed your username and password to something else, use those credentials.

3. Click the **REGISTRY** drop down button
4. Click **REGISTRY ONLINE**
5. Look up the horse you're trying to enter Open Competition Results from.

**Please note, you cannot use spaces in the horse's name. You must type it all as one word. For example, if your horse was Spirit Of The Heart you would write, "spiritoftheheart". You can also search by part of a name, if you wrote "spirit" and you'd see a list of all horses with "spirit" in the name.*

6. Click your horse's name. This brings you to their pedigree, owner / lease history, horse shows, and at the bottom you'll see **OPEN COMPETITION**.
7. Here you will see your horse's past Open Competition Records from 2012-present.

**Please note, any records prior to 2012 were stored in a previous database so we were unable to upload them. Going forward, any Placings/Scores/Distance will be viewable here.*

8. Click **ADD NEW OPEN COMPETITION** to add new show results. Here you will see an electronic Entry Form from the previous guidelines where you can enter your information.
9. Once you save and close it, Katie gets an email notifying her that your horse has new Open Competition results on his record. She then logs into the database and adds your High Points and Medallion Points.

Thank you for using our new software! I hope this will be easier for all program participants. Please let me know if:

- 1- A link or button doesn't seem to work
- 2- You think navigation or the setup of the results should be different
- 3- You are missing a field to enter information, etc.
- 4- Any other feedback you have is helpful!