

How to Enter Competition Results into AMHA's 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.

If you do not see a blue button that says **ADD NEW OPEN COMPETITION please contact AMHA as they may not have your horse currently enrolled in the program.*

9. An electronic Entry Form will pop up. You'll notice the first box for horse's name is grey – you can skip this box because you are already on your horse's record.
10. Click the magnifying glass next to Rider and type in the name. Select the name so you see it highlighted in orange, then click **SELECT**.
11. Continue to click the magnifying glasses or type in the box to enter the results.
12. When finished, click **SAVE**. AMHA staff will be notified that your horse has new Open Competition results on their record. Staff will log into the database and adds your High Points and Medallion Points.

Thank you for using our new software! Please contact AMHA if you have questions about the program or the process of entering points.