



HOUSTON LIVESTOCK SHOW AND  
**RODEO**<sup>TM</sup>

OPEN SHOW ENTRY INSTRUCTION

# OPEN SHOW ENTRY INSTRUCTIONS

- Open Show Cattle Display space can be purchased based off number of entries entered per order.
- All payments must be made in full before entries can be submitted.



# ENTRY SYSTEM - LOGIN



Feb. 25 - March 17, 2019 | nrg park

Login or [Create Account](#)

\*

[Forgot User Name?](#)

[Forgot password?](#)

Click here to retrieve login information

Enter User Name & Password

[LOGIN →](#)

[CREATE ACCOUNT →](#)

[CONTACT US →](#)

Click here to sign up for a new account



# HOME PAGE



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Open Show Entry - Welcome [REDACTED]

Questions: Please contact the Livestock Show Department at [livestock@rodeohouston.com](mailto:livestock@rodeohouston.com) or 832-667-1125

- Home
- Enter Payee
- Enter Animals and Contests
- Submit Open Show Entry
- Review Submitted Entries
- Logout

## Entry Deadline

- Youth Meat Pen Rabbits: December 15, 2018 (no entries will be allowed after this date)
- Open/Youth Cattle, Sheep, and Goats: January 5, 2019
  - Late Entry Deadline: January 15, 2019 (no entries will be allowed after this date)
- Entries are not accepted online for Breeding Rabbit & Cavy Shows, Llama & Alpaca Shows, or Intercollegiate Judging Contests.

Entry deadline and late fees are different for Rabbit Show and Intercollegiate Judging contest entries.

Entries are not accepted after respective deadlines for Rabbit Show entries. See exhibitor handbook for those deadlines.

## HOW TO ENTER OPEN SHOW

- Select **Enter Payee** to select or create a Payee for your Open Show Entry.
- Select **Enter Animals and Contests** to enter Open Show.
- Select **Submit Open Show Entry** to review and submit your Open Show Entry.
- Select **Review Submitted Entries** to review submitted Open Show Entries.

Read the “**How To Enter Open Show**” instructions above and use the menu on the left to navigate to each page of the entry site.

Refer to the Open Show Rules and Regulations in the [Exhibitor Handbook](#) for further information.



# ENTER PAYEE



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Open Show Entry - Welcome [REDACTED]

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Select **Use Login Information** to select the user logged in as the Payee. Select **Search for Account** to locate an existing record by Customer Number and ZIP Code for a Payee. Select **New Payee** to enter a new Payee.

- Use Login Information
- Search for Account
- Add New Payee

Please use one of the options above to enter a payee. The Payee is the person that will be paid any premiums won at the show and all correspondence, including passes and credentials will be sent to. **Note:** a W-9 must be sent to the show for the payee, the information of the payee name and Tax ID number has to match the payee entered in the system.

A Doing Business As "DBA" can be added to the Payee, this will be used for stalling purposes for cattle.



# ADD ONLINE ENTRY



Feb. 25 - March 17, 2019

nrg park

Open Show Entry - Welcome [REDACTED]

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Home

Enter Payee

Enter Animals and Contests

Submit Open Show Entry

Review Submitted Entries

Logout

Discard Entry

Select **Add Open Show Entry** to enter animals or contests in the Open Show.

To review or modify an existing entry from your un-submitted Open Show Entry, click on the **View** or **Edit** button associated to the entry to be reviewed or edited. To remove an entry from your un-submitted Open Show Entry, click on the **Delete** button for the Open Show Entry to be removed.

Select **Discard Entry** to clear your un-submitted entry and start over.

Add Open Show Entry

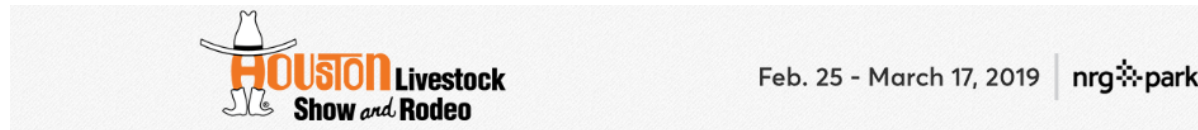
Select "Add Open Show Entry"

There are currently no Animals or Contest entries. Click Add Open Show Entry to add an entry.

Refer to the Open Show Rules and Regulations in the [Exhibitor Handbook](#) for further information.



# ENTER ANIMALS



Open Show Entry - Welcome Alisa N. Luckey  
Questions: Please contact the Livestock Show Department at [livestock@rodeohouston.com](mailto:livestock@rodeohouston.com) or 832-667-1125

- Home
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Discard Entry

Select Add Open Show Entry to enter animals or contests in the Open Show.

To review or modify an existing entry from your un-submitted Open Show Entry, click on the View or Edit button associated to the entry to be reviewed or edited. To remove an entry from your un-submitted Open Show Entry, click on the Delete button for the Open Show Entry to be removed.

Select Discard Entry to clear your un-submitted entry and start over.

Add Open Show Entry

Select "Add Open Show Entry"

There are currently no Animals or Contest entries. Click Add Open Show Entry to add an entry.

## Add/Edit Open Show Entry

Select "Show Type". Additional text boxes will appear when you select the show type. Note: text boxes with an asterisk "\*" must be completed. Please include the Exhibitor & Owner Name for the entry as you would like it to appear in the class listings and results.

Show Type:\*

Breed or Contest:\*

Animal Name:\*

Gender:\*

Registry Number:\*

Birth Date:\*

Sire Name:\*

Sire Registry No.\*

Dam Name:\*

Dam Registry No.\*

Exhibitor Name:\*

Owner Name:\*

Click "Save"

Save

Cancel



# SUBMIT OPEN SHOW ENTRY

- Home
- Enter Payee
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- Submit Open Show Entry
- Review Submitted Entries
- Logout

Discard Entry

## OPEN SHOW ENTRY NOT YET SUBMITTED!

This Open Show Entry has not been submitted until the Submit Open Show Entry button has been clicked and a confirmation email has been received.

Print this page for your records [Print](#)

**Open Show Entry Summary**

Reference #: 44683

[REDACTED]

Total Entry Fees: \$30.00

Total Other Fees: \$10.00

**Total Amount Due: \$40.00**

### Payee

Name	Customer Number	Address	Email	Home Phone
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

### Payee W-9:

W-9 for Payee (if not submitted electronically), indemnity and summary page MUST BE MAILED after successful submission (excluding Intercollegiate Judging Contest). See handbook for mailing address and postage requirement.

[Payee W-9 On File](#)

### Animal and Contest Entries

Owner	Exhibitor	Show Type	Breed or Contest	Animal Name	Class	Birth Date	Fee
Owner Name	Exhibitor Name	Cattle	Angus	Animal Name	Junior Bull Calves	03/02/2016	\$30.00

**Entry Fees Due: \$30.00**

### Stalling Request

Stalling requests can be entered here by selecting up to three groups you wish to stall with from the menu below. Selected groups will display with a blue highlight. Select the option "Other" if the group you wish to stall with is not listed, and include their name in the Other entry field. Select the Clear Selection link to remove all groups selected. To select multiple groups from the menu below, press and hold the Control "Ctrl" Button on the keyboard and select the name of each group.

Select up to three groups.

Other:

[Clear Selection](#)

Other:

Review entry information

Add stalling requests for cattle. If the person you would like to stall with is not on the list, please select other.

Open Cattle Display Space explained on next slide

### Miscellaneous Other Fees

Fee Name	Price	Quantity	Total
Display Cattle	\$200.00	0	\$0.00
Livestock Pass (Full Show)	\$35.00	2	\$70.00
Office Charge	\$10.00	1	\$10.00
Show Tie Out	\$10.00	0	\$0.00
Trim Chute Permit	\$20.00	0	\$0.00

**Miscellaneous Other Fees Due: \$80.00**

Add payment information, either an e-check or credit card is accepted

**PAYMENT MUST BE SUBMITTED ONLINE FOR ALL OPEN SHOW WEB ENTRIES!**  
Payments received in mail for Web entries will not be accepted!

### Payment

Payment Instructions [?](#)

Payment Method:

Card Type:

Card Number:

Name on Card:

Expiration Date:

[Submit Open Show Entry](#)

Add miscellaneous items to your entries

Click "Submit Open Show Entry"

Refer to the Open Show Rules and Regulations in the Exhibitor Handbook for further information.





# OPEN CATTLE DISPLAY SPACE

## Open & Youth Cattle Display Space Rules

Display space for the Open and Youth Cattle Shows will be sold based on the following table, please refer to the [Exhibitor Handbook](#) for a complete list of rules for display space.

### Display Space Table

Animal Entries	Display Space Available for Purchase in Feet	Display Space Cost	Corresponding Quantity for "Open Cattle Show Display Space Fee" below
1-10	8'	\$200	2
11-25	16'	\$400	4
26-40	20'	\$500	5
41+	24'	\$600	6

The purchase of Display Space is optional for Open Cattle Exhibitors. Space is sold based off of the chart to the left.

Please note, group class entries are not counted as an animal entry towards display space. Display space rules do not pertain to the Open Dairy Cattle Show.

### Show Tie Out

Tie outs are only available for purchase for cattle entries. Tie outs will not be available for the following breeds/cattle shows: Dairy Cattle, Open/Youth Dexter, Miniature Zebu.

### Miscellaneous Other Fees

Fee Name	Price	Quantity	Total
Cattle Show Display Space	\$100.00	0 ▼	\$0.00
Livestock Pass (Full Show)	\$35.00	0 ▼	\$0.00
Office Charge	\$10.00	1 ▼	\$10.00
Show Tie Out	\$10.00	0 ▼	\$0.00
Trim Chute Permit	\$20.00	0 ▼	\$0.00

**Miscellaneous Other Fees Due: \$10.00**

**PAYMENT MUST BE SUBMITTED ONLINE FOR ALL OPEN SHOW WEB ENTRIES!**  
Payments received in mail for Web entries will not be accepted!

### Payment

Payment Instructions ⓘ

Payment Method:  ▼

Card Type:  ▼

Card Number:

Name on Card:

Expiration Date:  ▼  ▼

**Submit Open Show Entry**



# REVIEW SUBMITTED ENTRIES & LOGOUT



Feb. 25 - March 17, 2019 | nrg-park

Open Show Entry - Welcome Alisa N. Luckey

Questions: Please contact the Livestock Show Department at [livestock@rodeohouston.com](mailto:livestock@rodeohouston.com) or 832-667-1125

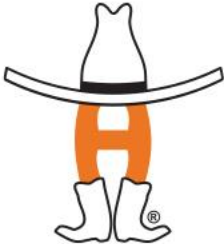
- Home
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### Review Submitted Open Show Entries

Click **“Review Submitted Entries”** tab to view 2019 entries submitted in the system

Click **“Logout”** once you have completed your entries.

Refer to the Open Show Rules and Regulations in the [Exhibitor Handbook](#) for further information.



# ITEMS TO MAIL

- Once entries have been submitted, please send the following to the Livestock Department:
  - Copy of Online Entry Submittal
  - Signed Indemnity Agreement for all Exhibitors
  - W-9 Form for Payee

**Please mail to:**

Houston Livestock Show and Rodeo

Attn: Open Entries

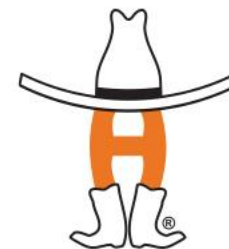
P.O. Box 20070

Houston, TX 77225



# IMPORTANT DATES/DEADLINES

- December 15<sup>th</sup>: Youth Meat Pen Rabbit entry deadline (no entries allowed after this date)
- January 5<sup>th</sup>: Deadline to submit all other entries online
- January 6<sup>th</sup> – January 15<sup>th</sup>: Open Show Late Entry Period (late fees applied to all entries)
- January 15<sup>th</sup>: Last day to enter Open Show (No entries accepted after this date)



# CONTACT US

Questions regarding Open Show

832.667.1125

[livestock@rodeohouston.com](mailto:livestock@rodeohouston.com)





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