

IEA Horse Show Process Update

Beginning December 14, 2024, IEA will move the entire processing of all horse show competitions into the new member database, *AccessIEA*.

Show Calendars in each member account will provide access to event information as well as to the prize list and show program.


Tentative Calendars will continue to be utilized.

Prize lists are created by answering a few questions and will create a finished product available for download. Show hosts will continue to distribute the prize list in accordance with the General Rulebook.

December hosts will receive a communication from the Membership Office in regards to their prize list.

Beginning January 1, 2025, all show hosts will be required to process their prize list with AccessIEA.

For complete information:

 [Prize List Creation Info for Show Hosts.pdf](#)

Entering A Show

Show entries will be submitted by the team coach, and then a 'payment intent / payment pre-authorization' is made by the coach or the parent/guardian in their AccessIEA account. Once entries close and the show host accepts the entries - then the payment is submitted.

Using AccessIEA to accept show entries will guarantee that all entries have a payment associated with them prior to the closing date, as well eliminating some of the tasks in relation to entry acceptance.

For complete information, click here:

 [Entering A Show.pdf](#)

Entry Fee Payments to Show Hosts

Payments for entry fees will be paid to the show host prior to the date of the event.


For complete information, click here:

 [Entry Fee Payments to Show Hosts](#)

Accepting Entries and Generating A Show Program

Once the closing date has come, the show host has 48 in which to accept or deny the entries for their show.

A tutorial for show hosts is available here:

 [Accepting Entries and Generating a Show Program](#)

Changes to Entries After Closing Date

On occasion, a change to a team's show entries will change after the closing date. More information here:

[Changes to Entries After the Closing Date of a Show](#)

Entering Results From the Show

Results from each show will be directly entered into *Access/EA*. This can be done during the show, or after the day is over.

More information is available here:

[Entering Results from a Show in Access/EA](#)

Submitting Documentation After A Show

Show documentation will be directly uploaded into *Access/EA*.

More information is available here:

[Submitting Documentation After Your Show](#)