

2025 Oklahoma State Fair Heavy Horse Show Online Entry Instructions

REVISED 8-15-2025: UPDATED IMPORTANT INFORMATION

NEW IN 2025: We will be using Horse Show Tracker as our primary entry source for the Oklahoma State Fair Heavy Horse Show. Go to <https://www.horseshowtracker.com/home>

An online entry tutorial is available at

https://youtu.be/n4aqqiYvZSk?si=SFx9lMfoM3x9bW_m

(Not all options shown in this or continued menus are applicable to the OK State Fair Horse Shows or OSF Horse Show exhibitors. Ignore or bypass those that are not pertinent to this show).

Have the 2025 Oklahoma State Fair Heavy Horse Show Competition Guide, including the class list, readily available to ascertain additional information.

Go to/select **Online Entry**

1) **Login**

- a. Select 'LOGIN' for 'CREATE NEW ACCOUNT' to continue.

2) **Enter Show – Select a show to enter**

- a. Find and select the 2025 Oklahoma State Fair (the date will be shown as the actual starting date of the Fair: 9/11/2025)

3) **Enter Show – Hub**

(TIP: Set up your PEOPLE (owners, exhibitors, trainers) as well as your HORSES from a desktop computer (this process is easier from a desktop than the mobile version for the initial set up)

4) Go to **Manage people**. Follow directions and add everyone pertinent to this show and each horse you are entering under your ownership.

- a. Input and include anyone directly associated with your horse(s) participating in this show. This should include all/any exhibitors (open, amateur and/or youth); owners if other than or in addition to you and trainer(s). Make sure you provide correct and all pertinent association membership/amateur numbers and dates of birth for any youth exhibitors, as applicable.
- b. After the last person is added to your address bar, use the back arrow or the browser back button to return to the Show Hub.

5) **Manage horses in my barn**

Chances are that you will need to add as **new**, your horse(s) that will be entered in this show. Provide all information applicable to each individual horse. Make sure the information you provide is EXACTLY as shown on the horse's registration papers, if applicable. Disregard the height for immature horses and Coggins Doc Expiration as

you will have to show the actual Coggins test result document with equine health certificate at Gate 7 upon arrival. Remember that you will need to send, **immediately after submitting your online entries**, via mail, email or fax, a copy of the horse's registration papers for ALL horses entered in any Gypsy, Friesian, American Cream Draft Horse or Drum horse classes, verifying the horse's date of birth, correct gender and CURRENT ownership with enough additional information that allows us to match the registration certificate(s) with the entering owner's account. Incorrectly entered information, failure to pre-pay your account in full or entering beyond the noted deadlines may result in loss of eligibility for association points or the OSF High Point awards.

- a. **CAREFULLY select the classes** for each horse you are entering with the exhibitor/rider/handler/driver that will be in each class for that horse.
- b. **Gypsy horse** exhibitors, select GVHS, GHRA or GHA. If your horse is NOT registered within one of these three registries but is registered with another approved Gypsy registration as noted in the Competition Guide, page 10, select OSF and type OSF in the place asking for Association [Select an Association]. Then type in the abbreviation for the registry your horse is registered with (other than GVHS, GHRA or GHA) AND its registration number within that registry. **SPECIAL NOTE: Horses registered with GVHS MUST** indicate GVHS as the Association and provide the correct and entire GVHS registration number. Failure to do so may result in the inability to reward association or OSF High Points. Additional Gypsy registries can be added for Gypsy horses with multiple approved Gypsy horse registries.
- c. **Drum Horses** select DRU as the association.
- d. **Friesian Horses** select FRE as the association.
- e. **American Cream Draft Horses** select ACDHA as the association.
- f. To list unregistered horses entered in other classes select OSF and scroll to the bottom of that page and select NO MEMBERSHIP in the red box.
- g. **Stalling Agent**. This is where you can indicate if you want to be stabled with another entering owner/trainer/exhibitor (no guarantees and ignore location) Reminder: if a single/same owner/ownership entity is entering 4 or more horses, you may be eligible for complimentary tack stalls which we will apply and assign. (See Competition Guide page 2, article 6).

6) Manage Entries

- a. As you start to enter specific classes, you may be prompted to sign up for a "paid plan". Most will probably not have previously entered any shows from

this software program and should be given the option to enter this show by selecting “Continue for free (1 usages remaining)”.

- b. Select each horse you have listed and provide all information requested, including competitors (i.e. exhibitor, handler, driver, rider) for each class that horse is being entered in.
- c. When finished entering all classes and all exhibitors for that horse in each class, proceed to +ENTER ANOTHER HORSE, selecting a horse you have already provided information for, and provide relevant class and exhibitor (competitor) information for this horse as well.
- d. Continue entering competitor and class information for any additional horses you are entering. Make sure to check the box to the left of each individually listed class to save and enter that class. Then hit SAVE (or) SELECT
- e. When you finish adding all classes for each horse you will be taken to a page showing the classes entered for each horse. This is where you verify the classes you have already entered, and you can add another class/competitor and/or horse.
- f. When you are finished entering all your horses/classes, indicate SUBMIT TO SHOW. Follow directions which may ask you to validate classes, horses, parties and/or payment methods. **If you have not already provided credit card payment information, you will be reminded to do so before you can continue. MAKE SURE TO ADD FEES NOTED BELOW AS “ADD ANOTHER CLASS.”** ALL FEES NOTED BELOW ARE PROVIDED IN THE ENTRY SYSTEM AS CLASS FEES.
 - i. **NOTE: DUE TO SYSTEM LIMITATIONS, ADDITIONAL OPTIONAL/CLASS FEES AS NOTED BELOW CAN ONLY BE ADDED TO A SPECIFIC HORSE ENTRY, ALONG WITH THE REGULAR CLASS ENTRIES THAT YOU SUBMIT FOR EACH HORSE. PLEASE RECOGNIZE LIMITATIONS AND ADD ACCORDINGLY. If you order/request/indicate more than the allowed items, you will not be provided or refunded for any quantities ordered more than the restrictions and/or limits noted herein.**
- g. **Other Fees:** (Refer to information on pages 2 & 3 of the Competition Guide)
 - i. To add any of the following you will need to find and indicate them under the “class numbers” assigned to each fee:
 1. **MANDATORY FEE FOR EACH GVHS REGISTERED HORSE:**
Class 500: GVHS Drug Testing Fee: \$20.00 one time for each

GVHS registered horse. You will not be allowed to show or gain any points without selecting and paying this fee for each GVHS registered horse you are entering. Add this fee to the regular class entry for each GVHS horse. (I.e. you cannot input multiple quantities of GVHS Drug Testing fees – they must be included one time for each GVHS registered horse(s).

2. **OPTIONAL FEE: Class 501: Tack Stalls:** \$65.00 per stall. This is where you indicate and pay for any additional stalls you will be requesting for tack/equipment/feed/etc. (i.e. you cannot input multiple quantities of desired tack stalls – they must be included in a quantity of one for each horse as it is being entered in regular classes.) If you are only entering one horse and need more than one tack stall, call the Fair office so we can assign additional tack stalls manually and internally. Reminder: The HORSE Stall fee of \$65.00 will automatically be applied for each horse you are entering and OSF will apply any complimentary tack stalls that you may be eligible for depending on how many horses you are entering/bringing. See Heavy Horse Show competition guide page 2 for more stall information.
3. **OPTIONAL FEE: Class 502: Additional Exhibitor Armbands:** \$35.00 each. For Fair admission only through Gate 7. See information regarding armbands on page 2 & 3 of the Heavy Horse Show Competition Guide (i.e. you cannot input multiple quantities of additional Exhibitor armbands – they must be included in a quantity of one for each horse(s) as it is being entered in regular classes.) If you are only entering one horse and desire more than one Exhibitor Armband (**up to two maximum per exhibitor/owner**) call or email the Fair office/Equine Dept. so we can order Exhibitor Armbands manually and internally.
4. **OPTIONAL FEE: Class 503: Additional Exhibitor Parking Permits:** \$25.00 each. To allow a parking permit for one single passenger vehicle (i.e. no horse trailers) in any lot designated paid. **Limited to one per exhibitor/owner** and subject to availability. An order for the single additional Exhibitor Parking Permit must be included in a quantity of one for one horse(s) as

it is being entered in regular classes. See Heavy Horse Show competition guide page 3 for more parking information.

5. **MANDATORY FEE: Class 504 Office Fee:** \$15.00 one time per owner. This is a mandatory fee needing to be added to one horse being entered by this owner, as an additional class.
- 7) After SUBMITTING entries, you can view what you have entered and/or purchased (horses/classes/exhibitor/handler/rider/drive) by going back to ONLINE ENTRIES. After you SUBMIT entries and pay for all applied and selected optional fees, you can see the total invoiced by reviewing your information in MY STUFF.
- 8) NO REFUNDS OR CREDIT will be offered for entries after they are processed online. Refer to the Oklahoma State Fair Equine Department General Rules and Regulations available on the Oklahoma State Fair website <https://okstatefair.com/wp-content/uploads/2025/08/2025-Equine-Show-Rules-Regulations.pdf> for additional information regarding cancellations, scratches, substitutions, late entries and deadlines. **No scratches** can be processed online or after online entries are processed/paid.
- 9) After you select SUBMIT TO SHOW review the invoice and click Continue.
- 10) **VIEW INVOICE** will not show all necessary or applicable fees until you finish and submit all information including payment methods. Review all items including classes, exhibitors, etc. for each horse and all applicable and selected fees. If accurate and complete, select **PAY**. You will be emailed a receipt verifying your entries for this show.

***REMINDER:** For all GVHS registered horses: Include/add the mandatory per horse \$20.00 GVHS Drug Testing fee. No Gypsy horse will be eligible for GVHS points without pre-Fair payment of the GVHS drug testing fee and submission of a copy of the GVHS registration papers. Refer back to previous information regarding Class 500. Mail copies of registration papers to OSF Heavy Horse Show, 3001 General Pershing Blvd., Oklahoma City OK 73107

***REMINDER:** To order bedding or feed, contact the OK State Fair Feed & Bedding office at 405-948-6786 during normal working/office hours or order online <https://okcfab.company.site/> Bedding and/or feed cannot be purchased or paid for through Horse Show Tracker for this show.

Thank you for your attention to the tutorial and instructions provided herein. We hope they have been informative and allow you to easily make efficient entries. The OSF Equine Department will notify you of any additional items or fees due via email sent soon after we have processed your entries. Make sure you have

provided the correct email address for the individual responsible. If you have not received the confirmation document prior to your departure for the show, please call or email the equine department at the OK State Fair. (405-948-6735 or mpankow@okstatefair.com prior to September 15).