

DW Productions Entry Instructions

How To Enter:

1) Set up your [horseshowtracker.com](http://www.horseshowtracker.com) account

Go to www.horseshowtracker.com

There is a minimal fee for you to use Horse Show Tracker.

You can determine the package that is best for you & your needs.

You will need to enter your credit card information, prior to signing up for stalls or classes.



2) Click on My Stuff

3) Click Manage People - Add each of your exhibitors

If the prompt asks you to enter an association and you are not a member of any, click cancel & enter your information on the next screen.

Add First Name, Last Name, & Birthday for each exhibitor showing.

4) Click Manage Horses - Add any horse that you may show this year.

Use your horses registered name. Have a picture of your registration papers.

If they are not registered, click cancel with the first prompt and then you can enter their name, sex, and birthdate (best estimate).

**The above steps only need to be done 1x in your account and can be done anytime!
You can add more horses & exhibitors anytime.**

**When a show opens for stalls & entries, you can do the following steps to enter.
Reserve Your Stalls First. They sell out!**

Before you can enter a show, make sure your credit card information is entered in Horse show tracker.

Click on My Stuff > Manage Billing

Note: DW Productions does not bill your credit card for any show fees including stalls, shavings, electricals & classes. This is solely to pay for your HST subscription fee.

To Reserve Stalls, Electricals & Sign-Up for Classes:

Tip: Sign up for your stalls only to start with. Make sure you click submit to show.

Then you can go back & add your classes at any time.

Step 1: Click Online Entry

Step 2: Click on the DW Productions show you want to enter

Step 3: Click Manage Entries

Step 4: Select Enter A Horse – Select the horse name you are entering

VERY IMPORTANT: Only 1 stall & 1 tack stall can be reserved per horse. If you try to reserve multiple stalls under 1 horse name, you will not have any stalls reserved.

Step 5: Select the Add Competitor Button - This is the person showing the horse.

Step 6: Select +Add A Class

To Reserve Stalls: Type in Stall - Reserve your stalls first.

To Reserve Electrical: Type in Electrical

To Sign Up for a class: You can search for a class by discipline, division, or type in the class number.

Step 7: Check the box next to the stalls or classes you want. Step 8: Click save. Then Save again.

Step 9: Scroll down & Click submit to show(Green Tab).

You have successfully submitted your stalls &/or entries when you get a Green Smiley Face!

Stalls: When you reserve stalls, **you need to send payment** to DW Productions via Venmo or Check. Cash is allowed – message Dani if this is how you plan to pay. *Refunds:* See the refund policy in my rules.

- Your stall(s) are reserved for the entire weekend – even though in the system it shows as a Saturday stall.
- If you scratch a class or stall, notification is sent to the producer. The producer sees & approves all changes!
- Do not reserve stalls if you do not want to pay for them. The producer sees all.

Group Stalling: There is a group stall reservation form on my website at: www.dwproductionsllc.com/show-information.

- 1 form per group. This form should be filled out by 1 person in your group.
- This is the only way that I will stall you with a group.

Please Note: I do not take group stall reservations via text, FB messenger on my personal or business messenger or by phone call.

Electricals: Winona & Cannon Falls – They are yours for 3 nights. If you do not need it for all 3 nights, feel free to post in the FB event to see if someone would like to share with you!

Mason City – You can reserve your electrical for 1, 2 or 3 nights.

Class Entries: Make sure you know the rules. It is your responsibility to sign up for the correct classes. If you break the rules, intentionally or unintentionally you will forfeit your points & awards for the weekend. All Rules are posted on my website at www.dwproductionsllc.com/show-information.

Payment Options & Details are on the website at: www.dwproductionsllc.com/show-information

Shavings: Submit your shavings request form. You can submit the total number you need on 1 form. The link is on my website: www.dwproductionsllc.com/show-information

Shavings must be purchased from the facility for each show in 2026.

Estimated cost: \$10 per bag online. \$11 per bag at the show.

Back Numbers: The system will assign you a back number in the 9000 range. I will review all entries and update your back numbers accordingly.

- If you reserved a back number with me in January, I will switch the number to your reserved number.
- If you did not reserve one, I will update it to a lower number and provide a copy of it for you.

Office Fee: \$10 per horse/rider combo.

Contact Information:

Dani Wilson

dwproductionsllc@gmail.com

507-450-4559 (texting is best)

***Reminder: I work full-time.

I may not respond immediately.

Horse Show Tracker Support:

support@funnware.com

Follow Facebook for updates.

I will post on social media when/if stalls sell out.

If you want to watch a YouTube video with entry instructions
Click Here: <https://www.youtube.com/watch?v=qXEgTP4UNUA>