



Princeton Show Jumping

New Guidelines and Tips for Navigating the Horse Show Office This Summer

We are excited to have USEF rated horse shows return to Princeton Show Jumping!

Although there is no way to eliminate all risks related to COVID-19 we want to keep all our exhibitors and staff as safe as possible. Our goal is to reduce the amount of paper and in-person contact.

- Plexiglass barrier's will be in place should you need to come into the show office.
- No one may enter the show office without a mask or cloth face covering.
- Only 3 exhibitors (2 per secretary and 1 waiting) are allowed in the show office. Everyone else will wait outside while maintaining social distancing. **DRESS FOR THE WEATHER OR DO EVERYTHING ONLINE.**
- Each trainer should designate 1 person to go to the office during the week.
- Entries will be limited by maximums allowed per ring per day. To ensure you are not shut out of your classes-, please enter in advance for all days and all shows.
- Adds and scratches can be done 2 different ways:
 - Any horse entry that was originally submitted on horseshowing.com can now add and scratch classes from horseshowing.com.
 - You may email your changes to addscratchpsj@gmail.com or betsypsj@gmail.com. Make sure to include horse's name, rider's name, trainer's name and the classes to add and/or scratch.
 - No paper adds or scratches will be accepted.
 - NO SAME DAY ADDS. No fee to scratch classes. Let the in-gate know in person and text the show office at 908-327-3388. Make sure to include the horse's name or back number and what classes you are scratching. This will be verified against judge's cards.

Check-In Process

- Express Check-In is available to people who have all the proper documents ready to go or have already submitted them through email.
 - You may email all necessary forms to betsypsj@gmail.com. Make sure they are received the day before you arrive to ensure they are processed.
 - Check or Credit Card Authorization Form(s)
 - Signed USEF Waiver and Release of Liability for each person on the showgrounds
 - W-9 or other necessary tax information for Prize Money recipients
 - Coggins
 - Vet Certificate of necessary vaccinations
 - Payment method(s) must be established at check-in to provide the opportunity to check-out without coming into the show office.
 - If you have a new entry, you must make sure the show office receives it the day before the horse is to show.

Check-Out Process

- This is still in the works, but we are hoping to have the ability to email pdf statements and for you to authorize payment online.