

# Ocala NSBA Cheat Sheet

Horse Show Questions? Email [brett.waters@wec.net](mailto:brett.waters@wec.net) or call (352) 414-7900 ext. 4108

Stall Locations, Feed & Bedding, Emergency Contact Form: [World Equestrian Center \(stallinfo.net\)](http://WorldEquestrianCenter.com/stallinfo.net)  
Stabling Questions? Email [ocalastalls@gmail.com](mailto:ocalastalls@gmail.com)

## SHOW OFFICE HOURS:

Closed Monday  
8am – 5pm Tuesday  
7am – 5pm Wednesday-Sunday

## BEFORE THE SHOW:

What to Bring to the Show Office to Pick up Back Numbers:

- Proof of NSBA Membership for owner, trainer, rider, and horse
- Current Coggins (within 12 months) and Vaccination records (within 6 months)
- Completed W-9 if not submitted online, this is required for any prize money classes.
- Credit card or check made payable to "Arena Horse Shows of Ocala"
  - Bring multiple checks if staying for multiple weeks.

Ticketed Schooling requires a signed entry, health forms, and a back number for the horse. Do NOT use a different horse's back number. The schooling schedule can be found on the WEC website or in the Show Office.

## DURING THE SHOW:

Same day adds are *not* permitted. Add classes through Show Management System or the Show Office before 5pm the night before. Add any possible classes then scratch what you decide you will not need. Scratches with the starter do NOT come off your bill, so be sure to do it online or come to the office and fill out a slip.

How Many/Orders of Go/Results: <https://wec-ocala.showmanagementsystem.com/events>

Online Adds/Scratches: <https://entries.showmanagementsystem.com/declarations/select-horse-show>

Trainers, please remember to do your splits on Friday.

## AFTER THE SHOW:

All accounts must be closed out by Sunday at 5pm. Checkout can be done in the Show Office or by emailing [ocalacheckout@wec.net](mailto:ocalacheckout@wec.net) (include rider name, horse name, and back number). \$50 per horse/barn account will be charged for outstanding accounts after Sunday evening. Trainer's form of payment will be used for all outstanding customer balances.



\*\*\*KEEP BACK NUMBER FOR ALL WEEKS!\*\*\*