

## ENTRY INSTRUCTIONS

### CREDIT CARDS ACCEPTED FOR ENTRY FEES

Cavaliers of the Midwest (CMW) will accept credit cards for entry fees in addition to checks, but will not be accepting any credit card information with your show entry. CMW will be doing a trial run of the COS procedure of invoicing via PayPal.

1. On the *Summary of Amounts Due*, check the line below TOTAL ALL ITEMS where prompted to indicate that you authorize CMW to send you an invoice via PayPal. **There is a \$7 convenience fee to use a credit card for payment.**
2. Beginning July 20, look for an email from **service@paypal.com** with subject **Invoice from Cavaliers of the Midwest**. It will contain a link to your invoice.
3. Click on the link in the email; it will take you directly to your PayPal invoice. The invoice will identify Cavaliers of the Midwest and treasurer Sandra Brandvold. Enter your credit card number and amount into their secure website. No one sees or has access to your information. The payment goes directly into the Cavaliers of the Midwest account at PayPal.
4. Do NOT submit any credit card information with your entries.
5. DO make sure that the email address on your show entry has the email address to which you wish the invoice to be sent.

### SHOW ENTRIES ACCEPTED VIA POSTAL MAIL AND EMAIL

Cavaliers of the Midwest (CMW) will accept entries via email in addition to postal mail under the following conditions. PLEASE read the instructions CAREFULLY. Entries will not be accepted until payment is received.

#### DO NOT SEND ANY CREDIT CARD INFORMATION WITH YOUR ENTRIES.

- Entries submitted by mail must include a check, a credit card authorization to invoice, or a PayPal transaction ID from a direct payment sent to [CMWShowSec@CaviMidwest.org](mailto:CMWShowSec@CaviMidwest.org). Entries postmarked after the postmark closing date are considered late entries subject to the late fee.
- Entries submitted by email must be received by the postmark closing date. Checks that are mailed must be postmarked by postmark closing.

### TO SUBMIT FORMS VIA EMAIL

SCAN and SAVE the completed and signed forms to your computer as a single file. EMAIL the file to the Show Secretary at [CMWShowSec@CaviMidwest.org](mailto:CMWShowSec@CaviMidwest.org) with the subject: **CMW July Show Entry**. If you are paying by check, mail the check to be received before the postmark closing date.

### TO SUBMIT BY MAIL

Mail all required forms to the Show Secretary at the address on the Summary Amount Due Form. Be sure to keep a copy.

If you have any questions about these procedures, or need assistance, please contact the Show Secretary. (contact info on Page 2)

