

CREDIT CARDS ACCEPTED FOR ENTRY FEES

Cavaliers of the West (COTW) will accept credit cards for entry fees in addition to checks but will not be accepting any credit card information with your show entry. COTW has switched to a completely different method done entirely with PayPal.

- On the Summary of Amounts Due, check the line below TOTAL ALL ITEMS where prompted to indicate that you authorize COTW to send you an invoice via PayPal. There is a \$5 convenience fee to use a credit card for payment.
- About a week before the show you will receive an email from service@paypal.com with subject Invoice from Cavaliers of the West. It will contain a link to your invoice.
- Click on the link in the email and you go directly to your PayPal invoice. The invoice will identify Cavaliers of the West and the Treasurer. 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 West account at PayPal.
- Do NOT submit any credit card information with your entries.
- 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 REGULAR MAIL AND EMAIL

Cavaliers of the West (COTW) 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

1. Entries submitted by mail must include either a check or payment is assumed to be via PayPal. Entries postmarked after the postmark closing date are considered late entries subject to the late fee.
2. **Fax entries are NOT accepted for this show.** If paying by check, the mailed check must be postmarked by the postmark closing date. If any of the above conditions are not met, the entries are considered late entries and subject to the late fee.
3. Entries submitted by email must be received by the postmark closing date. Checks that are mailed must be postmarked by postmark closing.

TO USE THE ONLINE FORMS

1. DOWNLOAD the COTW Summary and Entry Forms from the CKCSC website www.ckcsc.org to your computer.
2. PRINT the completed forms.
3. TYPE OR PRINT CLEARLY all of the information required on the form.
4. SIGN the completed forms. (It is a requirement that all entry forms be signed.)

TO SUBMIT THESE FORMS VIA EMAIL

1. SCAN and SAVE the completed and signed forms to your computer as a single file.
2. EMAIL the file to the Show Secretary at cavladymindspring.com
3. If you are paying by check, mail the check.

TO SUBMIT BY MAIL: Mail the forms to the Show Secretary at the address on the Summary Form. Be sure to keep a copy.

If you have any questions about these procedures, or need assistance, please call Linda Kornhi at 541-726-3850 or cavladymindspring.com

Linda Kornhi, COTW Show Secretary