

**** NEW PROCEDURES! ****
CREDIT CARDS ACCEPTED FOR ENTRY FEES

Cavaliers of the South (COS) will accept credit cards for entry fees in addition to checks, but will not be accepting any credit card information with your show entry. COS 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 COS 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 South. It will contain a link to your invoice.

Click on the link in the email and you will go directly to your PayPal invoice. The invoice will identify Cavaliers of the South and treasurer Polly McCauley. 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 South account at PayPal.

You do not have to have a PayPal account to do this. The bottom of the PayPal log in screen will give you a button to pay with your credit card as a guest without logging into 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.

We think this new procedure will simplify paying for your entries by credit card.

SHOW ENTRIES ACCEPTED VIA FAX AND EMAIL

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

1. Entries submitted by mail must include either a check or the authorization to invoice you on the Summary of Amounts Due. Entries postmarked after the postmark closing date are considered late entries subject to the late fee.
2. Entries submitted by email or fax must be received by the postmark closing date. If paying by credit card, the authorization on the Summary of Amounts Due must be included. 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.

TO USE THE FILLABLE FORMS

1. DOWNLOAD the COS March 2018 Summary and Entry Forms from the CKCSC website www.ckcsc.org to your computer. (Current Events – March 2018 COS/CNE Show, More Information link.)
2. TYPE all of the information required on the form.
3. PRINT the completed forms.
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. Do not include the Credit Card Authorization Form.
2. EMAIL the file to the Show Secretary at cavaliershowsecretary@comcast.net.
3. If you are paying by check, mail the check. If you are paying by credit card, either fax or mail the Summary of Amounts Due indicating authorization.

TO SUBMIT BY FAX: Fax SIGNED forms to 865-219-0363.

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 Beth Bales at 865-687-4963 or cavaliershowsecretary@comcast.net.