

NEW WAYS TO ENTER AND PAY FOR SHOW ENTRIES

As a trial for the CKCSC, The Cavaliers of the West is going to try out new ways to fill out and submit show entry forms and new ways to pay for show entries. We will accept ENTRIES via EMAIL and FAX, in addition to MAIL.

We will accept CREDIT CARDS and PAYPAL in addition to personal check. There is a \$5. convenience fee for paying by PayPal or credit card.

PLEASE read the instructions CAREFULLY.

TO USE THE NEW FILLABLE FORMS:

1. DOWNLOAD the January 2013 Summary and Entry Forms at the CKCSC website: www.ckcsc.org to your computer.
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 PAY VIA PAYPAL:

1. Sign on to PayPal at www.paypal.com. (You must have an account with PayPal to use this method. It is free and easy to set up an account if you do not already have one.) You may pay with a credit card, debit card or bank account of your choice.
2. Click on the Send Money tab. Send Money to cavaliersofthewest@gmail.com.
3. Enter the Total Amount Due from the Summary Form in the Amount box.
4. Review your transaction and click on the SEND MONEY tab.
5. You will get a message that the money has been sent. PayPal will send you an email verifying the transaction. Enter the transaction number on your Summary Form.

TO PAY VIA CREDIT CARD:

1. Complete the Credit Card authorization Form and submit it with your entries. DO NOT EMAIL this form.

TO SUBMIT THESE FORMS VIA EMAIL (do not use email if you are paying by credit card):

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 cavlady@mindspring.com

TO SUBMIT BY MAIL:

1. Mail them to the Show Secretary at the address on the Summary Form.

If you have any questions about these procedures, or need assistance, please call me at 541-726-3850 or email me at cavlady@mindspring.com
Linda E Kornhi, COTW Show Secretary