



November 15, 2024

[School Name]

[Coach Name]

Howdy [Coach Name],

We hope that your year has been going well. A lot of improvements are being made for the 2025 Show here at the Houston Livestock Show and Rodeo™. New for 2025, we have moved the Intercollegiate Judging Contest entry process online. In addition to the entry process being online, you will also be able to pay for your entries online with a credit card, e-check, or check to be mailed to the Livestock Office. We ask that you do not mail cash for mail security reasons.

You are receiving this email because you entered your judging team on behalf of your college/university in last year's judging contest. We wanted to provide you with detailed instructions on how to enter for this year to assist in making a smooth transition to online entries.

Contest schedule and rules can be found in our Exhibitor Handbook posted at <https://www.rodeohouston.com/exhibitors-contestants/livestock-show/#judging-contests>.

Intercollegiate judging contest entries are open from November 15, 2024 - February 1, 2025. If you have any questions or concerns regarding completing entries, please contact the Livestock Office at 832.667.1125 or at Livetock@hlsr.com.

INSTRUCTIONS

1. Visit <https://secure.rodeohouston.com/Donate/?code=ICEntry>
2. From the entry options, choose the quantity of entries per contest entry type. The Total Amount column will automatically adjust to how many entries you submit per entry type.
3. Once you have made you selections, click "Continue".
4. For the previous customer question
 1. Select Yes if you have an account with the Show and know your member number and confirm the on-screen information.
 2. Select No if you do not have an account with the Show. You will be prompted to fill in your information
5. For the company question, select "No".
6. Click "Continue".
7. Complete all fields in the Additional Information section, and then proceed to selecting your payment.
 1. For teams, please type in the first and last name of each member on your team.

HOUSTON LIVESTOCK SHOW AND RODEO™



2. For individuals, please type in all individual contestant names in the Participant Name field.
8. Payment options are credit card, e-check, or check (mailed).
 1. If you are mailing a check, please make it out to Houston Livestock Show and Rodeo and send it to our address provided in your e-receipt. Please include a copy of your receipt so we know which order to apply payment.
9. Double-check that your correct email address is listed in the Email Confirmation section. Whatever email is in this field will receive the e-receipt for your entries.
10. Click "Submit Purchase"