READ FIRST: ENTERING THE 2024 AHP EQUINE MEDIA AWARDS

How to Prepare Entries Before You Submit Online

Mark Your Calendar with the Deadline Date
- Entries must be received **on or before February 20, 2024, at 11:59 p.m. EST**
- No late entries accepted. No exceptions.

Know Your AHP Membership Category
- Media Industry member
- Media Professional member
- Affiliate Business member
- Nonprofit member

Review the General Information & Guidelines and Class Lists Carefully
Each membership category has a list of eligible classes with descriptions. Please view and/or download the appropriate class list and guidelines files to help you select the classes to enter and submit them correctly.

- **General Information & Guidelines** [pdf]
- **Media Industry Member Class List** [pdf]
- **Media Professional Member Class List** [pdf]
- **Business Division Class List** [pdf]

Gather the Media Files You Need to Upload
- Access the files you will need for your entries ahead of time. Please have your entry files (article, photo, links, videos, etc.) ready to upload.
- Editorial Content, Design, and Covers require PDF files of the entire article or ad. Any entry that requires uploading an article or ad that includes two-page spreads **MUST be exported as a PDF as a spread, not a single page.**
- Use electronic link submission field for online articles.
- Photographs/Illustrations require an image file (jpg, png) plus a PDF of entire print article in which the illustration or photograph was published to provide verification of 2023 publication date.
- Videos require an mp4 file plus screenshot image (jpg file) verifying 2023 publication date
- Podcasts require an mp3 file plus an image file (jpg) to use as a thumbnail.
- Electronic Publications (PDF files or link to Digital Edition)

Collect Links for Your Online and Electronic Submissions
Examples of entries that require links include Online Editorial Content, Multimedia, Electronic Publications
- Single Link Submission: Enter URL address that links directly to the entry.
- Multiple Link Submission: Enter URL addresses with a return between each link to keep each link on a separate line.
- Multimedia content that is password-protected must include an access code or password.

Verification of Publication

All entries must include verification that the entries were published in 2023. Entries that do not provide verification of 2023 publication date will be requested to submit an email message from the publisher or owner verifying the entry's date and place of publication before the entry is processed.

Verification can be provided in several ways on the entry form.
- The 2023 publication date is clearly published on the entry.
- Upload screenshot or image showing the 2023 published date of the entry (folio, cover page, posted date, copyright)
- Upload statement from the publisher or owner verifying the entry's date and place of publication.

Write a Target Readership Statement

This statement refers to the audience each entry was created to reach or engage and is required for all entries to assist the judge to better understand the target reader.

Review Your Mission Statement

A mission statement should be a short statement that explains the purpose and mission of your publication, video, or website. Check class descriptions for requirements.

Please note the classes below that require a mission statement.

Media Industry/Media Professional member classes that require a Mission Statement include:
- Class 22: Equine Media Video
- Class 25: Equine-Related Website
- Class 26: Equine Media Single Issue or Multi-Issue Electronic Publication
- Class 38: Equine Media Single Issue Custom Print Publication
- Classes 41-43: All General Excellence Print Publications – Media Industry members only

Business member classes that require a Mission Statement include:
- Class 25: Equine-related Website
- Class 45: Business Equine-related Commercial Marketing Video (Short Form)
- Class 46: Business Equine-related Storytelling or Documentary Video (Long Form)
- Class 47: Nonprofit Equine-related Video – Nonprofit members only
- Class 48: Business Equine-related Single Issue or Multi-Issue Print Publication

Ready to Submit Online

Have all your entries handy before you start.
- The Submitter is the individual who will be submitting your entry forms online. This may be a staff person, yourself, or an agency and will be the person contacted for questions and receive notifications about the submissions. There can be multiple submitters for the same member, however each must have a Submittable account.
- Members need to login to the Member Center at www.americanhorsepubs.org to access the Equine Media Awards submission page. Contact Chris Brune at ahorsepubs@aol.com if you need assistance.
- The submission page requires members to **SIGN IN** if you have an account or **SIGN UP** for a new Submittable account with an email address, password, and your name.

Select Classes in Dropdown Menus

You select the classes you wish to enter from the dropdown list for your member category only.

The class lists are divided into three separate fields on the entry form:

♦ Classes for Media Industry and Media Professional members only.
♦ Classes for General Excellence for Media Industry print members only.
♦ Classes for Business and Nonprofit members only.

You can enter only one class per entry form and only classes for your membership category.

Classes Requiring Shipping Hard Copy Submissions

♦ Entries in Classes 38-43, 48, must be entered as a hard copy of the publication or book and shipped to the AHP office. In addition to mailing the physical entries, entrants must complete an entry form online for these classes. Hard copy print entries must be shipped to the AHP office to arrive by the deadline date.
♦ Shipping address is:
AHP Equine Media Awards
49 Spinnaker Circle
South Daytona, FL 32119

Note the classes that require shipping to AHP office:

♦ Class 38: Equine Media Single Issue Custom Print Publication
♦ Class 39: Equine-related Nonfiction Book (send print entries) – Open to all members
♦ Class 40: Equine-related Fiction Book (send print entries) – Media Industry and Media Professional members only
♦ Classes 41-43: General Excellence Print Publication (all classes) – Media Industry members only
♦ Class 48: Business Equine-related Single Issue or Multi-Issue Print Publication – Affiliate Business and Nonprofit members only

Additional Entries

♦ Every entry requires a separate entry form. When you have completed your entry form, you will click on "Continue to Payment" button.
♦ You will be redirected to the "SUCCESS" page.
♦ To start your next entry, **click on the "Back" button in the upper left-hand corner** to return to the entry form.
♦ If you have submitted your last entry, you may close the window. You may submit additional entries until the deadline date.
♦ The Submitter will receive an email notification message for each entry submitted.

Online Payment of Entry Fees

Submittable requires that all Submitters provide payment information when submitting their entries via their built-in credit card processing system. Online payment is the only option available. For each entry you submit, a $35 fee will be charged to the credit card you provide. Submittable will send a receipt for each entry fee paid to the Submitter's email address. The Submitter can request a list of total submissions and fees paid by emailing Chris at ahorsepubs@aol.com after the deadline. Any eligible refunds will be managed by the AHP office.

Questions?

♦ Contact Chris Brune at ahorsepubs@aol.com