

# Office Assistant

Your job is to assist the Show Secretary in the show office (using the word “slave” is politically and socially incorrect but pretty well describes the job).

- The Show Secretary will cover the check-in process with you and show you where to locate riders by number.
- You will check-in people who are here for just schooling and give them a number (use the On-Grounds check-in form which is self-explanatory).
- You might have to assign a rider to a stall (mark the stall selected and give them a stall card)
- You will do the out of office errands that might be required as the Show Secretary is pretty tied to her computer as changes come in and people need to make adjustments to their rides.