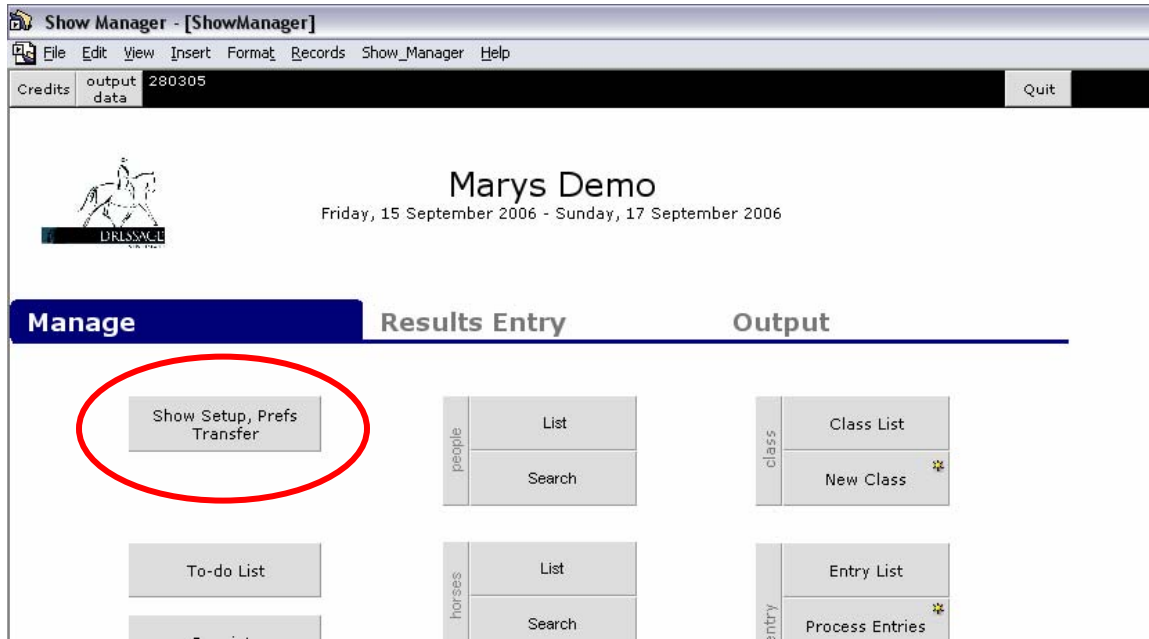


Showmanager Scoring Program

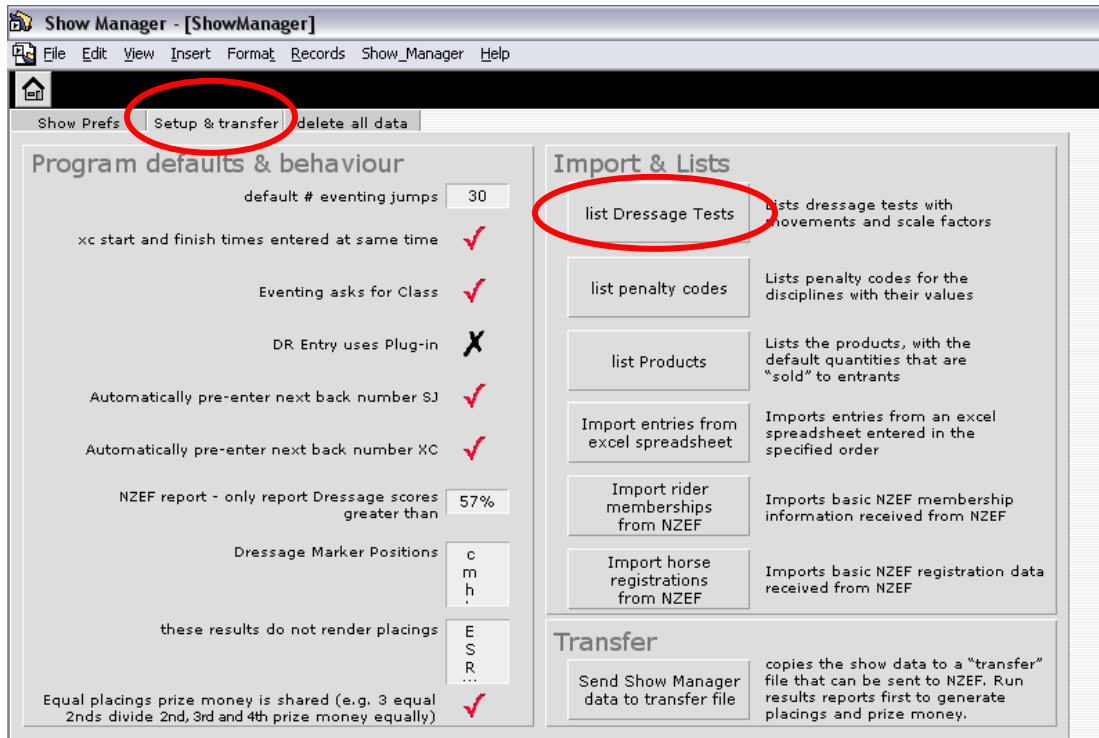
Before getting into the scoring – I forgot the “Adding a new Dressage Test” in the previous document...

Adding a new Dressage Test

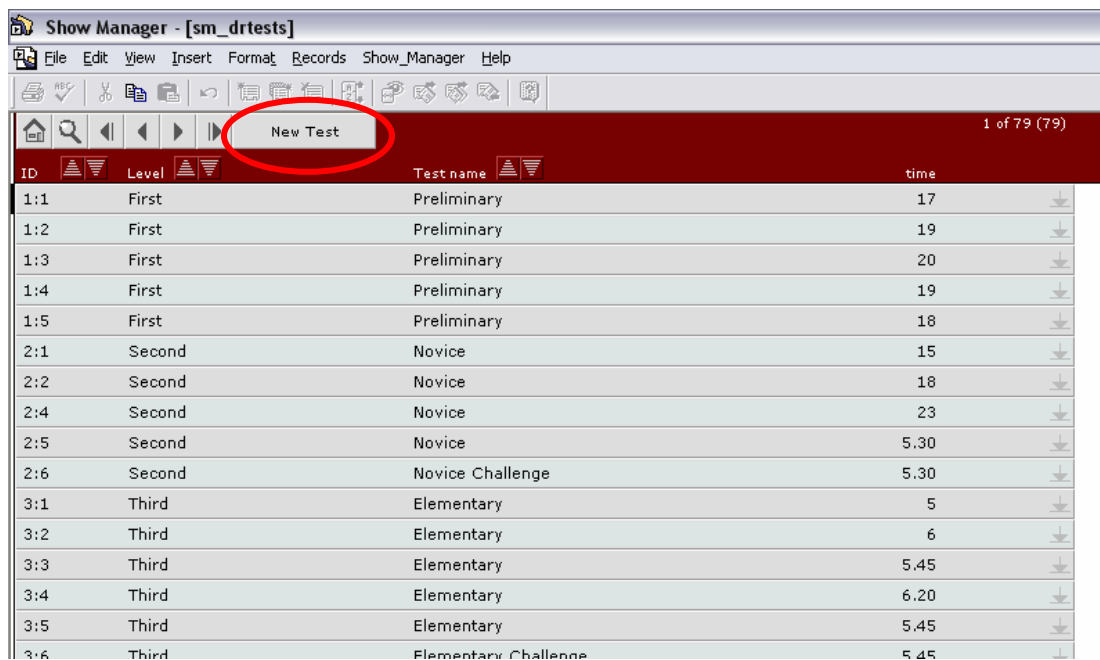
From the “Home Page” click the “Show Setup, Prefs, Transfer” button



Click the “Setup & transfer” button and then the “List Dressage Tests” button



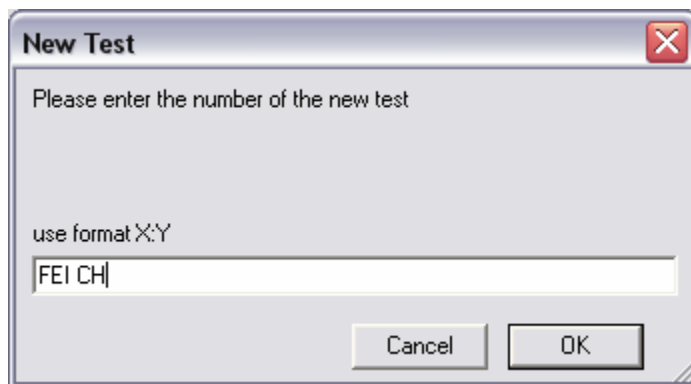
This lists all the tests in the program. Click "New Test" button



The screenshot shows the 'Show Manager - [sm_drtests]' application window. The 'New Test' button is highlighted with a red circle. Below the button is a table listing various tests with columns for ID, Level, Test name, and time.

ID	Level	Test name	time
1:1	First	Preliminary	17
1:2	First	Preliminary	19
1:3	First	Preliminary	20
1:4	First	Preliminary	19
1:5	First	Preliminary	18
2:1	Second	Novice	15
2:2	Second	Novice	18
2:4	Second	Novice	23
2:5	Second	Novice	5.30
2:6	Second	Novice Challenge	5.30
3:1	Third	Elementary	5
3:2	Third	Elementary	6
3:3	Third	Elementary	5.45
3:4	Third	Elementary	6.20
3:5	Third	Elementary	5.45
3:6	Third	Elementary Challenge	5.45

Type a short description for the test and click OK



The 'New Test' dialog box contains the following text and elements:

Please enter the number of the new test

use format X:Y

FEI CH

Cancel OK

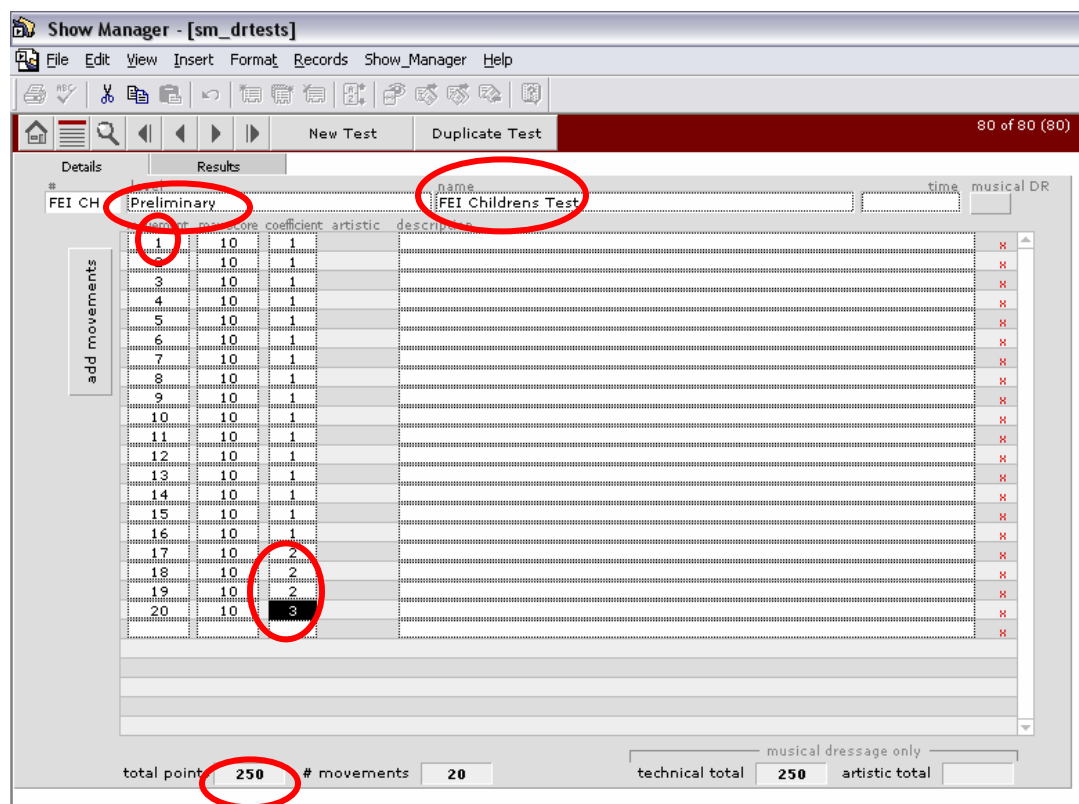
Type the level of the Test (i.e. Prelim, Novice etc), if you don't know the level then it can be left blank.

Type in the full name of the test.

Click on the "movement" box and type "1", then tab key. This will bring you to the next line, type "2" and tab. Repeat this for the number of movements in the test.

Co=efficients: Click the "co-efficient box" next to the movement number and type in the co-efficient value – usually "2" but in the Childrens Test below the last movement has a co-efficient of 3.

Finally, check the Total Points box at the bottom of the screen equals the Total on the Test sheet.

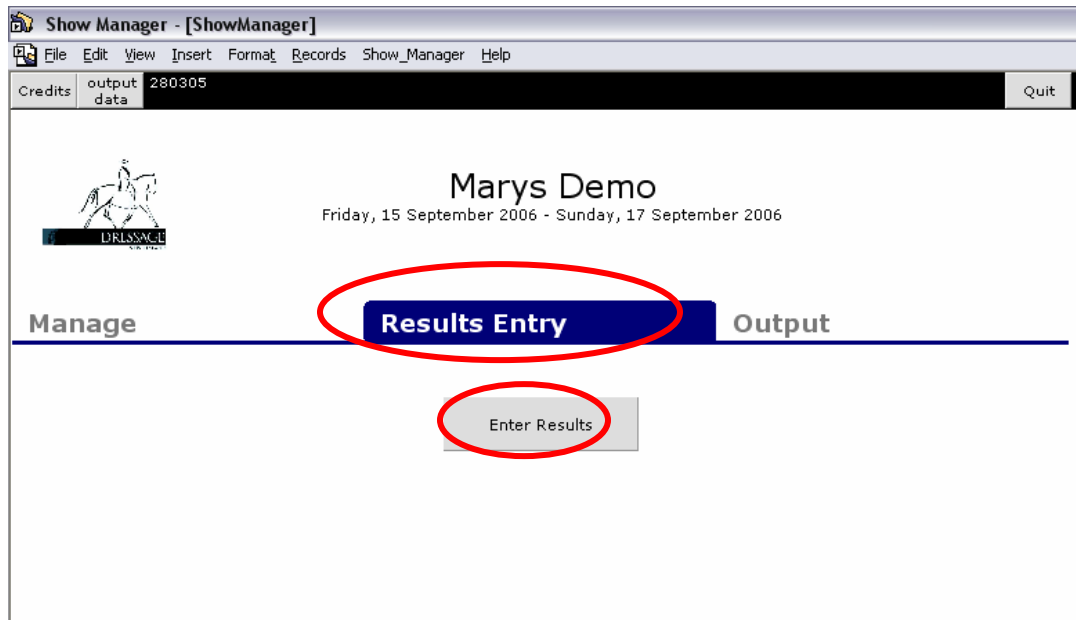


This test will now appear in the dropdown box when setting up a new class.

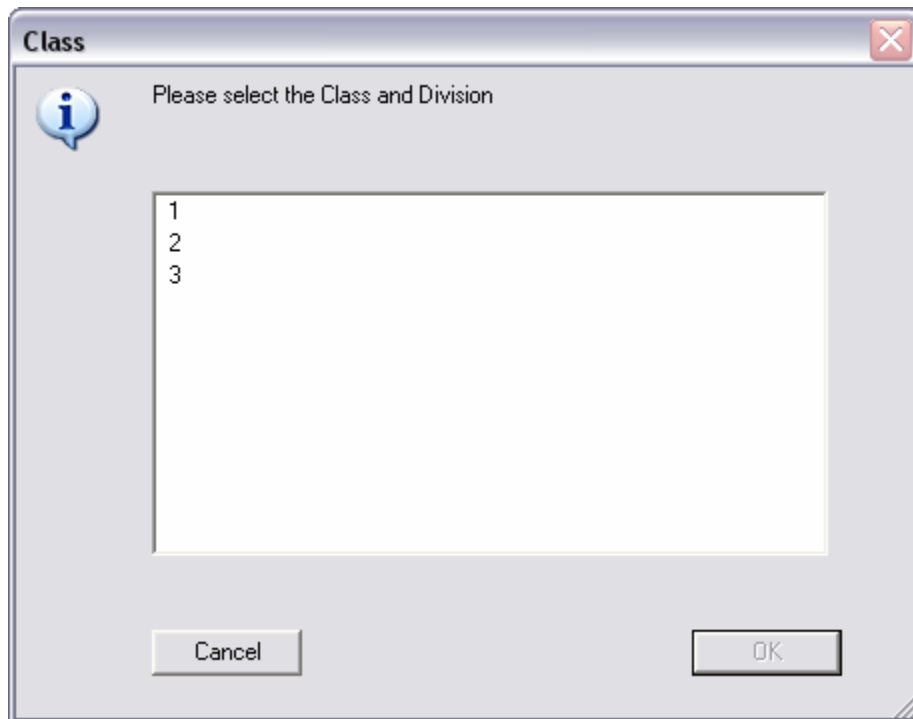
Showmanager Scoring

Don't forget – if it is the second day of the show, change the start date in the “setup” screen.

From the Home page click the “Results Entry” tab
Then click the “Enter Results” button.



Click on the Class number and “OK” (unfortunately the class description doesn't appear so it pays to have a list of the classes beside you.)

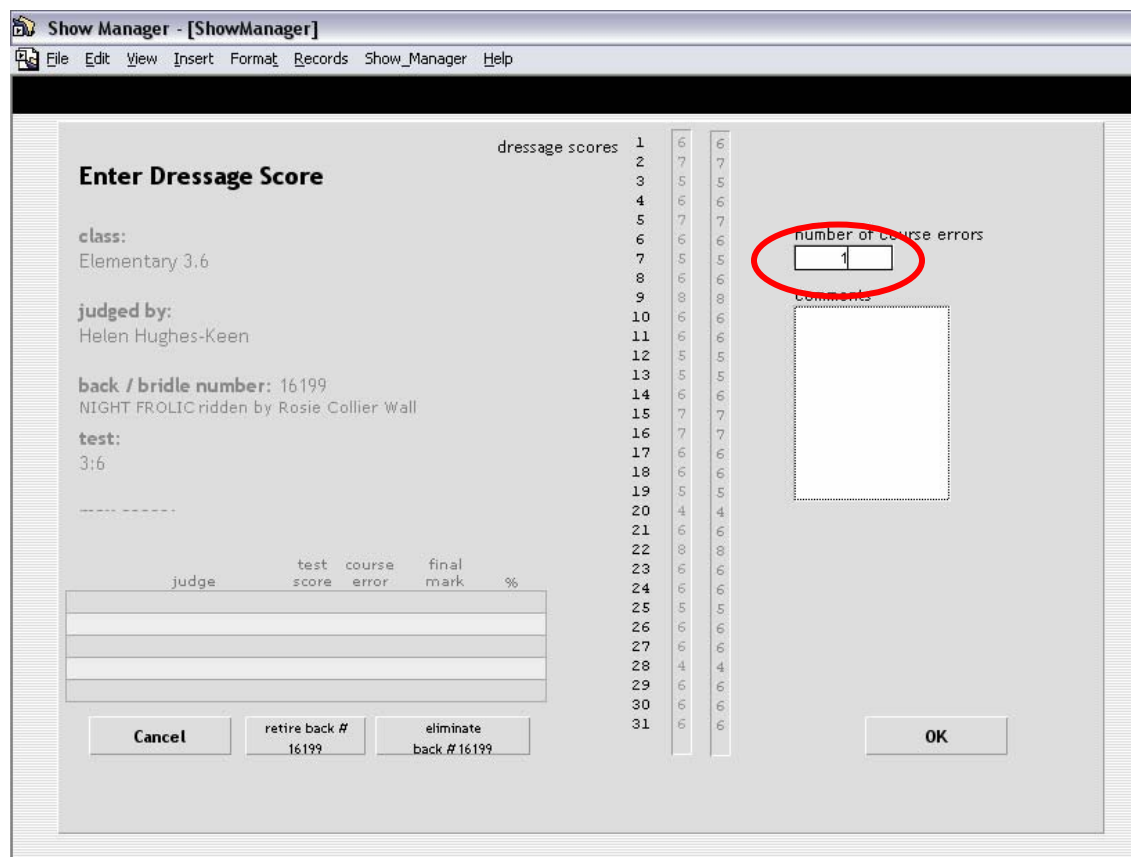


After the last mark, press "enter" and type the marks again to verify no mistake has been made. Press "enter" after the last mark.

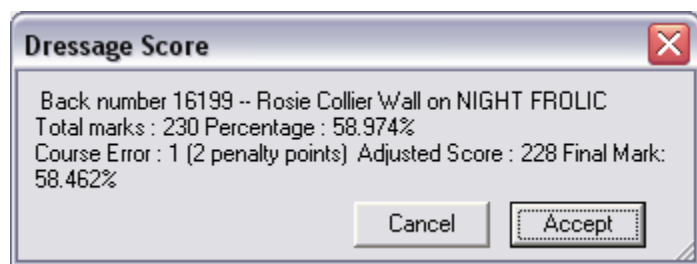
The cursor then sits in the "number of course errors" box.

If there are no course errors, then just "enter".

If there are course errors, type the number of **errors** not the deductions as the program automatically calculates the penalty. (i.e. type 1, 2 or 3 – 3 course errors will automatically eliminate the competitor.)



Press "enter" or Click "OK". The percentage can be written onto the competitors test sheet. Note: If a course error has been made, I usually write "-2" or "-6" above the percentage to indicate that it has come off.



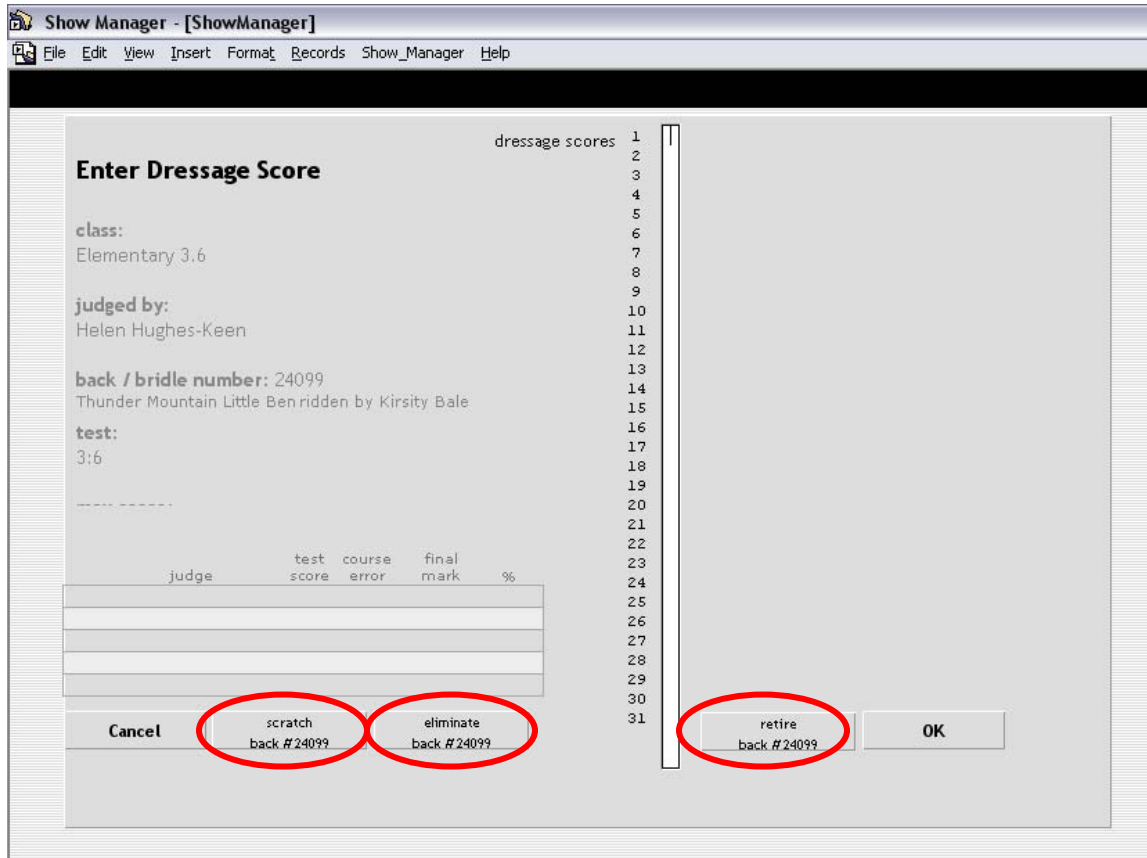
Press "enter" or Click "OK" to return to the list of competitors in the class. The back number of the next competitor in the list will show in the "back Number" box, accept this by pressing "enter" or type/click on the correct competitor.

If you have finished the sheets have for this class at the moment, press "delete" to return to the "Class Selection" screen.

Scratch, Eliminate, Retire

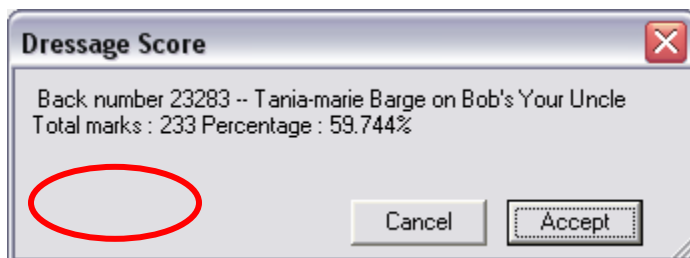
The buttons to scratch, eliminate or retire a competitor are at the bottom of the screen.

Click the appropriate button and click the "OK" on the dialogue boxes that follow.



With Eliminate and Retire you will be returned to the "Class Selection" screen. With Scratch you will be left in the "Enter Dressage Score" screen – click "Cancel" which will return you to the "Enter Results" screen.

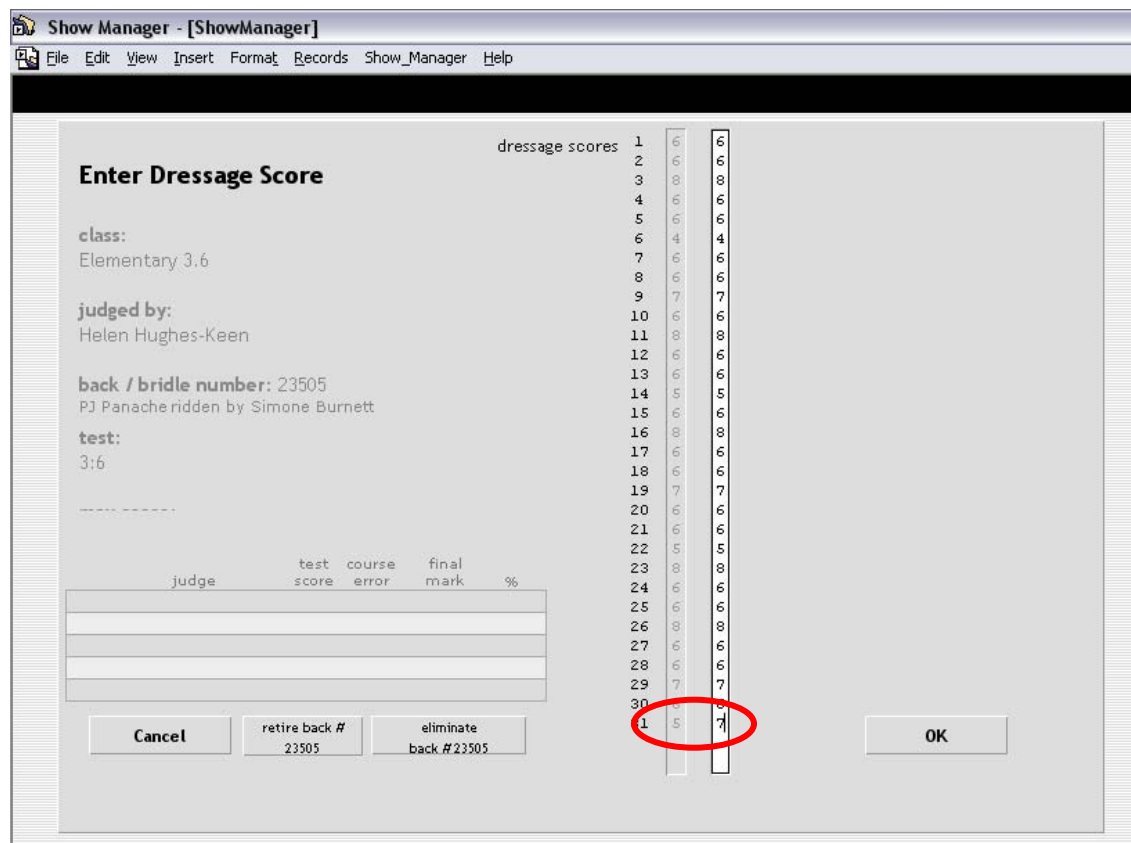
Sometimes, if the horse and rider have very long names, the percentage mark will not be shown in the "Dressage Score" box – (in the eg below the score is shown)



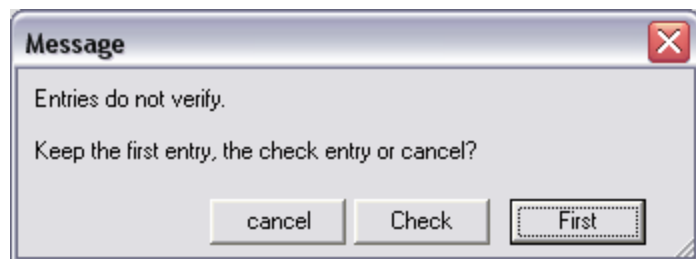
Don't panic as the scores are shown on the "Enter Back Number" screen.

Keying error.

If the “verify” keying is different to the original mark

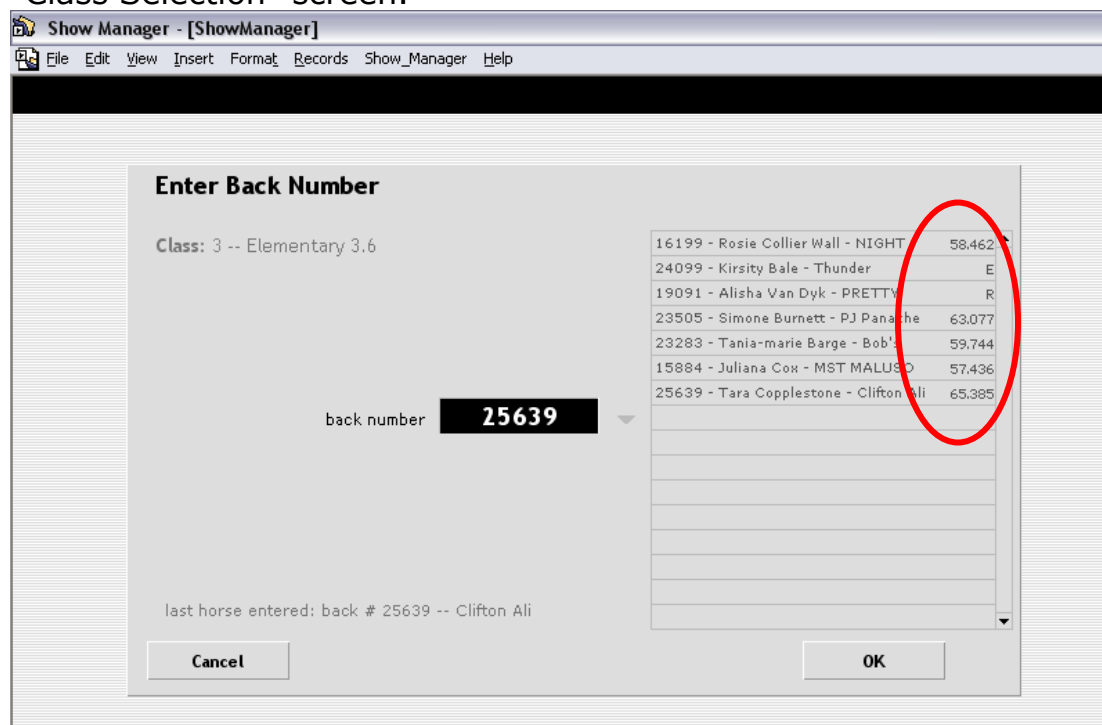


You will be asked which line is correct – i.e. the first or check (verify).
If it is not really easy to see then click “cancel” and re-key the entire test.



When the class has finished

When the class has finished check you have scores against all the riders, click "cancel" to return to the "Enter Results" page or "delete" the back number to return to the "Class Selection" screen.



If there is a rider with no mark and they have not ridden, then scratch them.

If you have a sheet for a rider not on the list then use the "Simple Entries" on the "Home Page" to enter them into the class. Return to the class to enter their marks.

If you have a rider with no mark and they rode and the judge is enjoying a well earned coffee then start hunting for the sheet.....

(For reporting results – see below)

Classes with two or more judges.

After selecting the rider from the "Enter Back Number" screen, another screen will appear asking which judge. Click or "down arrow" to the correct judge so their number appears in the "judge" box. Press "enter" or click "OK" Enter the marks as before.

Show Manager - [ShowManager]

File Edit View Insert Format Records Show_Manager Help

Enter Judge for Class 1 -- Show-offs Preliminary 1.2

Rider: Aimee Liddington

Horse: Hi Jinx

Back Number: 16612

judge

104082 Jan Bird

1234 Mary-Jane Wotsaname

last horse entered: back # -- Hi Jinx

Cancel scratch back # 16612 eliminate back # 16612 retire back # 16612 OK

When the first judges marks have been entered Showmanager will return to the "Judge Selection" box. Select the next judge of that competitor.

Show Manager - [ShowManager]

File Edit View Insert Format Records Show_Manager Help

Enter Judge for Class 1 -- Show-offs Preliminary 1.2

Rider: Aimee Liddington

Horse: Hi Jinx

Back Number: 16612

judge **1234**

104082 Jan Bird

1234 Mary-Jane Wotsaname

last horse entered: back # 16612 -- Hi Jinx

Cancel scratch back # 16612 eliminate back # 16612 retire back # 16612 OK

You will notice the screen for the second/third/fifth judges marks will also show the scores for the previous judges – helpful if you forgot to write down the mark!

Enter Dressage Score

class:
Show-offs Preliminary 1.2

judged by:
Mary-Jane Wotsaname

back / bridle number: 16612
Hi Jinx ridden by Aimee Liddington

test:
1:2

dressage scores

judge	score	error	mark	%
104082 Jan Bird	146	0	39.167	60.830%

Buttons: Cancel, oops... go back, retire back # 16612, eliminate back # 16612, OK

When the final judge for the competitor has been entered – the first dialogue box will show that judges score (as previously)
When accepted the “Overall Results” box appears with the “Final Percentage” – this is the results calculated from all the judges.

Overall Results

Back number 16612 -- Aimee Liddington on Hi Jinx
Total : 294
Final Percentage : 61.25%

OK

Freestyle Tests

Freestyle Tests are different! As the judges are able to give half marks in the collectives, we must use the "enter" key when typing in the marks.

The "input box" is circled below. When you type the mark, it will appear in the "input box" then press "enter" (or click the "enter" box) and the mark will move to the "dressage scores" list. Again, co-efficients are calculated automatically so just enter the mark given by the judge.

The screenshot shows the 'Show Manager' application window. The title bar reads 'Show Manager - [ShowManager]'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Records', 'Show_Manager', and 'Help'. The main window is titled 'Enter Musical Dressage Score'. It contains the following information:

- class:** 2 Novice Freestyle
- judged by:** Helen Ransom
- back / bridle number:** 27000
Damayanti ridden by Michele Pease
- test:** FM2
- max score:** 160

On the right side, there is a list of 'dressage scores' numbered 1 through 13. The current score being entered is 6.5, which is highlighted in a red circle. Below the list, there is an 'Enter' button. At the bottom of the window, there are several buttons: 'Cancel', 'oops... start again', 'eliminate back # 27000', and 'retire back # 27000'. A small tooltip is visible near the 'Enter' button, stating 'press to delete the last entry'.

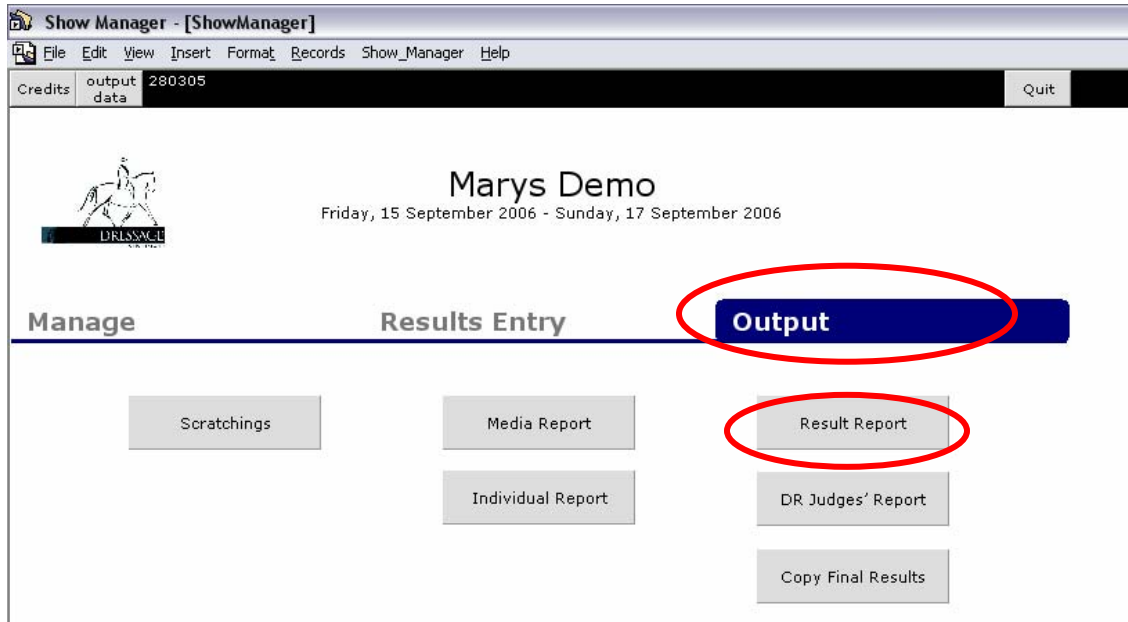
If you wish to go back up the list of numbers (to correct a mistake) then type "-" (i.e. minus key) and "enter", this will move you back up the list of numbers.

A word of caution – it is very easy to get ahead of the program on this screen (and it doesn't have a buffer) so it pays to check as you key – especially with the decimals.

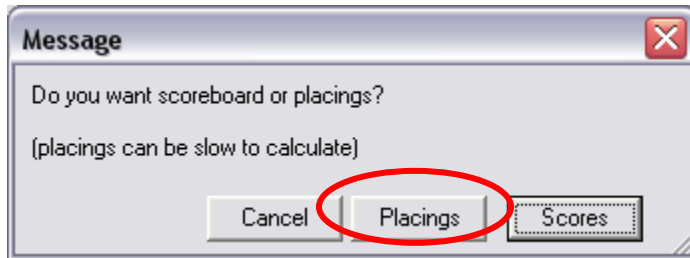
REPORTING

When a class has finished – click “cancel” to return to the “Enter Results” screen then click the “Output” tab.

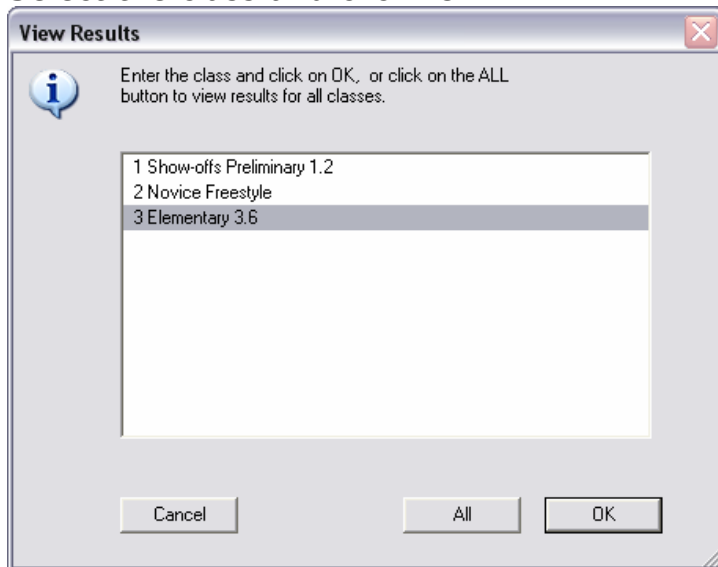
For a printout of the Class results click the “Results Report” button.



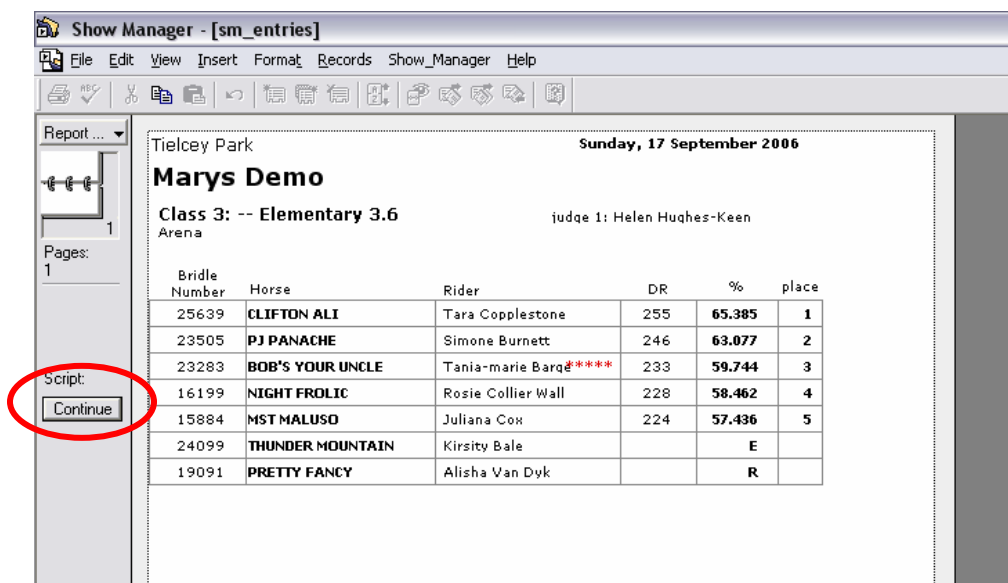
If you want an interim result part way through the class click “Scores”
For the final result click “Placings”



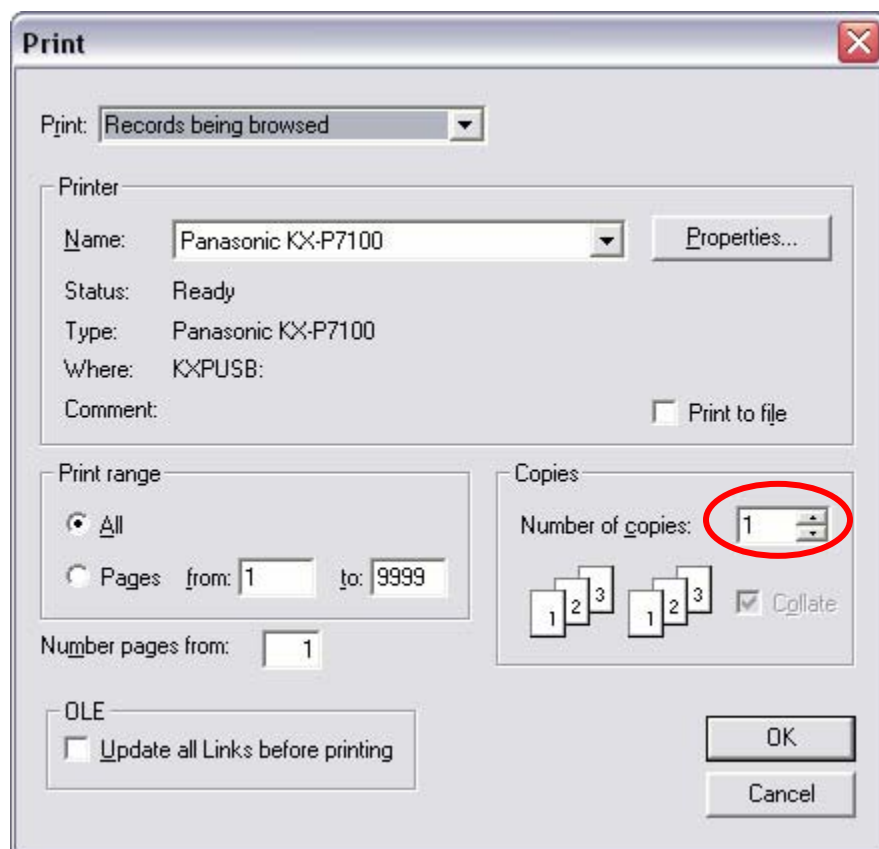
Select the class and click “OK”



The screen will show the results for the class. Click "continue"



Check the correct printer is shown, enter the number of copies required (one for each of the judges, one for the scoreboard, one for the announcer and one for the secretary) and then click "OK"



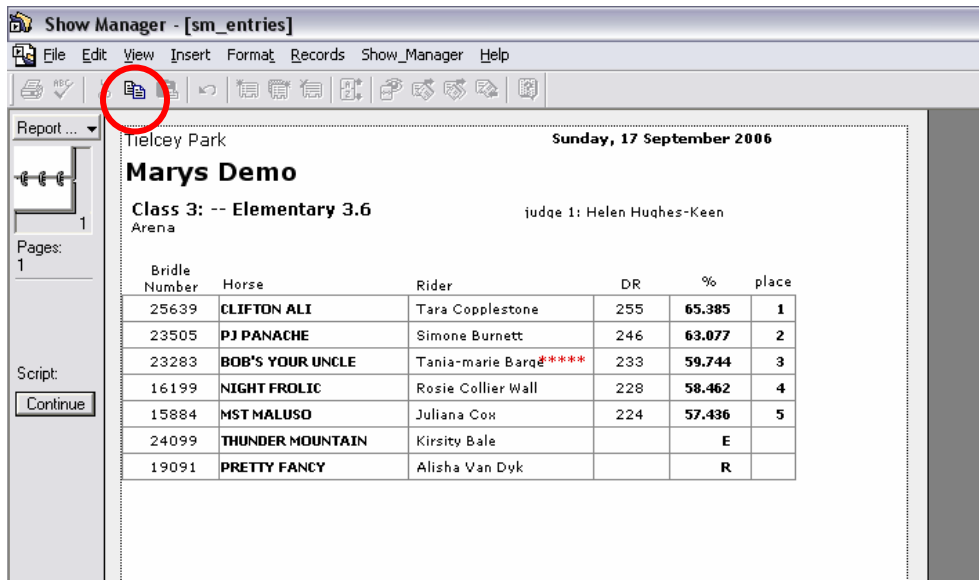
The class is over!!!

Note – if you now find out that a horse or rider is wrong, you can still change it as in the setting up notes – then re-print the results.

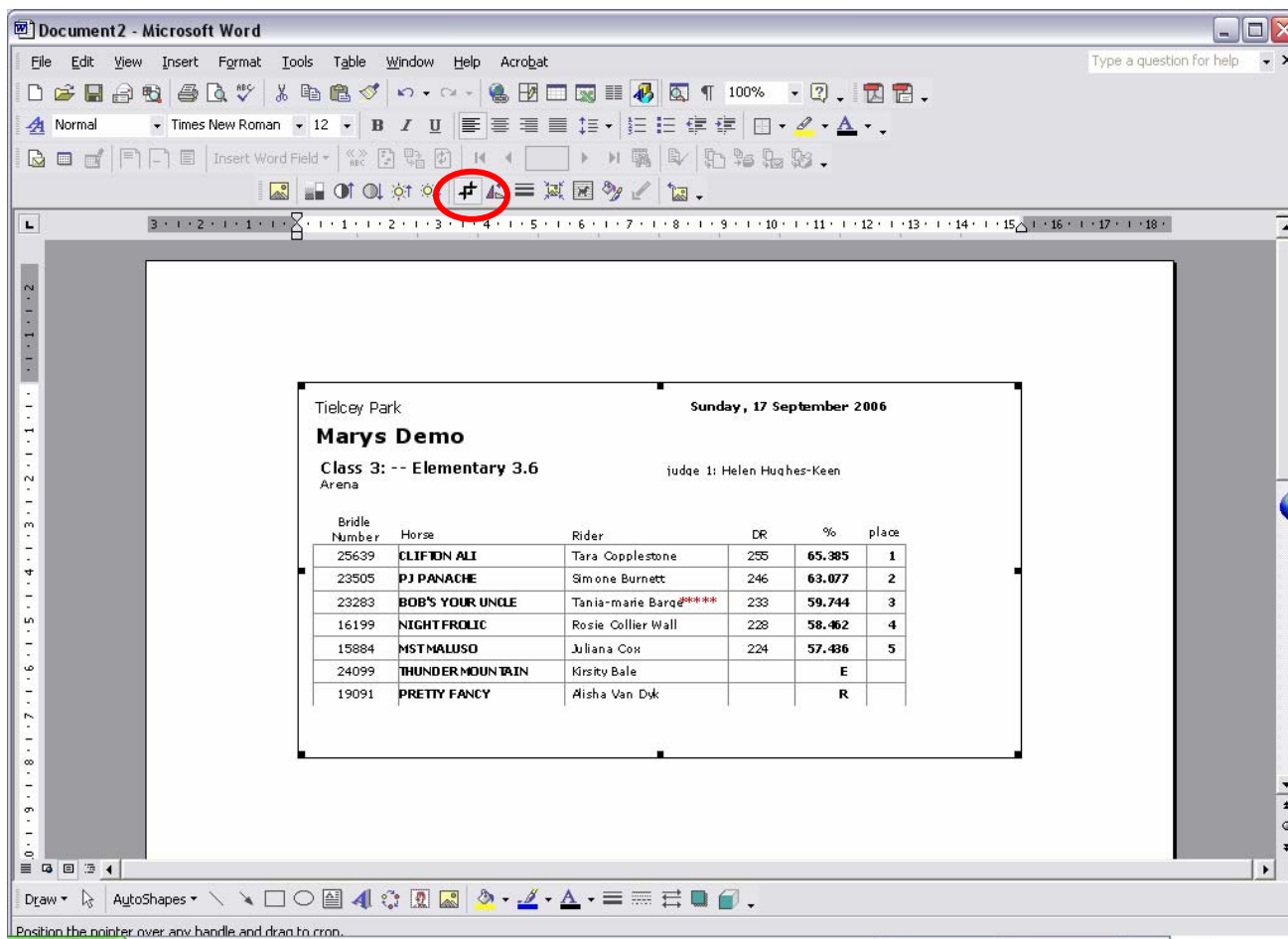
Sending a copy of the result to Word or Excel

I copy the results from each class to Word or Excel – these can then be cropped so there can be more than one class per page (saves a few trees) for printing out at the end of the day. This document can then be PDF'd for the website.

From the screen showing the report – click the “copy” button.



Open Word or Excel and click “Paste” then use the “crop tool” to shorten up the report.



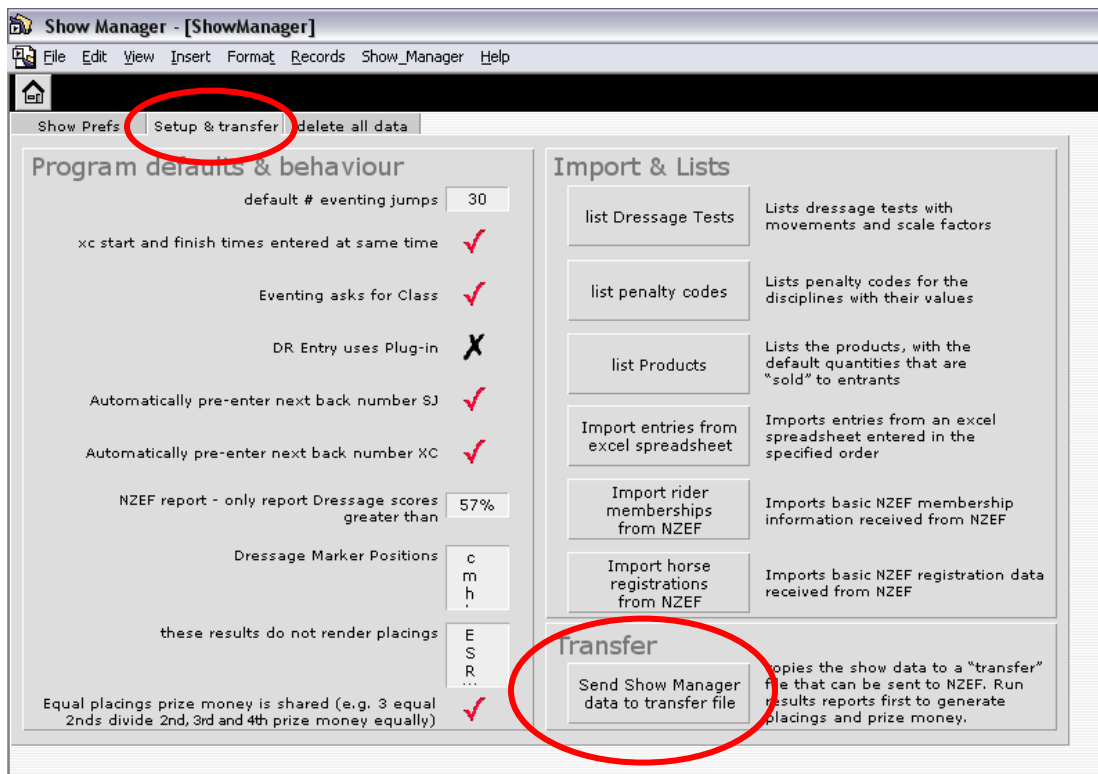
END OF SHOW – NZEF GRADING FILE.

Nearly there!!!

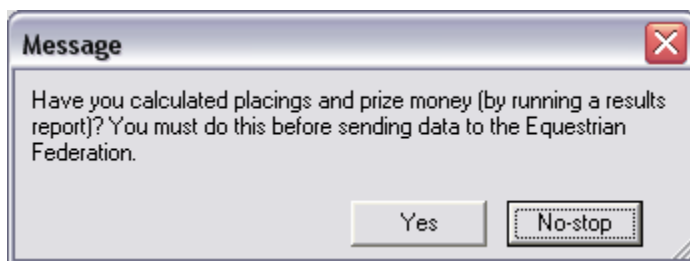
When the show has finished – make sure reports have been printed for all classes as this also calculates the grading points.

From the “Home Page” click the “Show Setup, Prefs, Transfers” button, Click the “Setup & transfer” tab.

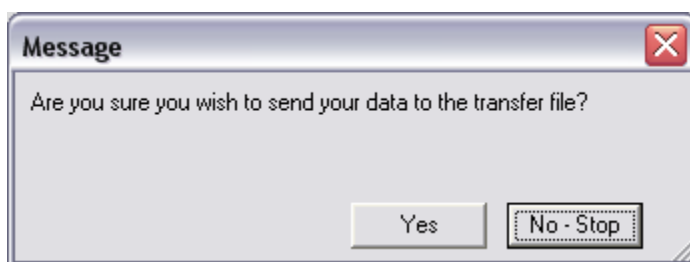
Click the “Send Show Manager data to transfer file” button.



Click “Yes”

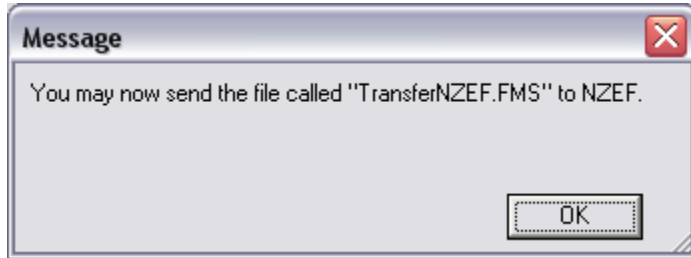


Click “Yes”



The file "TransferNZE.FMS" is saved to the Showmanager directory/folder and should be emailed to Emma at the NZEF to upload into the grading system.

emma@nzequestrian.org.nz In the message give the name, date and venue of the show.



END OF SHOW