


NSEF.Horsesport.pro

Competition Management

Competition Approved



YOUR ACCOUNT ▾EVENTS ▾

Sanction

Competition Management


Competition Status: **Test Competition Meeting** Approved

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Pre Competition

General Information

Finance

Disciplines 

Insurance Certificate

Officials

Guest Cards

Prize List

Competition Certificate

Status

It appears that your competition certificate has not been uploaded yet. Please allow us 24 hours to customize and upload your competition certificate.

Competition Approved

Event Certificate

Official Evaluation

Judge Evaluation

Competition Report

Youth Nomination

- Once your competition is approved, your event certificate will be uploaded by the NSEF office and you are able to print it off.

Summary

How To Competition

Sanction Summary Classes Entry Group Arenas Scoring Results Reports Assistants Offline

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1 Summary 2 Agreements & Release Forms 3 Ribbons 4 Logo

Summary

Dates - Entries

Open Registration Date 0000-00-00
on this date, the "Sign Up" button for your competition becomes clickable allowing public class entry sign up


Lock Registration Date 2020-12-31
on this date, the "Sign Up" button becomes disabled preventing new class entries and existing class entries become unremovable, but can still be set to "Early Scratch"

Close Registration Date 0000-00-00
*Required on this date, class entries can no longer be set to "Early Scratch" by the participant

1. Summary – this is where you indicate the entry dates for the competition, pricing options, and payment information
 - a. The **Open Registration Date** is required. Your competition will be open for entries once it has been approved by the NSEF office.
 - b. The **Lock Registration Date**: competitors won't be able to make changes to entries after this date.
 - c. The **Close Registration Date** is required. This is when no more registrations/entries will be accepted. Competitors can still scratch etc.
2. Agreement & Release Forms - this is where you can enter the agreement and release forms so competitors can sign them electronically or by paper.
 - a. "Create New"
 - b. Name the form
 - c. Add form's text
 - d. Enable form
 - e. Add required boxes for competitors to fill out
 - f. Save
3. Ribbons – do not delete text there but you can add personalized notes for your competitors
4. Logo – This is where you will upload the competition logo for the virtual ribbons.

Classes

- Remove any classes you don't offer (please note: classes with entries cannot be removed)
- Edit classes that are there
 - General
 - Price per entry
 - Add Suffix with any custom naming if you would like
 - If want to put specific lock times and dates on classes you can but there is already an overall date in the Summary Section for the competition.
 - If you want more than one or less than one competitor between competitors, then edit that information also
 - If you have payouts for the class uncheck "Ribbons only"

YOUR ACCOUNT ▾EVENTS ▾

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General Performance Class — English Flat Junior - English Pleasure — payout test

GeneralPayoutJudgesEntries

Details

Price per Entry

\$10.00

Entries

0

Administration Fee

0.00%

enter a decimal percentage value or leave blank for default

Added Prize Money

\$0.00

Total Percentage of Prize Money Used

100%

Total Prize Money

\$0.00

- Payout (see above photo) – if you have payouts then complete the payouts information
- Judges – if you have multiple judges then you can identify which judge is judging which classes.
- If you are interested in the entries for a specific class, you can view here however there are other areas that you can view entries for multiple classes.

Test Competition Meeting

Sanction Summary **Classes** Entry Group Arenas Scoring Results Reports Assistants Offline

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Export Classes and Entries

Breed

+ Create Breed Class - Print Classes

Show 10 entries

Search:

Edit Class	Class Name	Price per Entry	# Entries	# Judges	Remove Class
<input checked="" type="checkbox"/> Edit Class	Maritime Breed	\$5.00	1	2	

Showing 1 to 1 of 1 entries

Previous 1 Next

Dressage

+ Create Dressage Class - Print Classes

Show 10 entries

Search:

Edit Class	Class Name	Price per Entry	# Entries	# Judges	Remove Class
<input checked="" type="checkbox"/> Edit Class	Dressage - First Level - Test 1 — payout test	\$5.00	1	2	

- Add any additional classes (see above photo)— Scotia Series for additional Scotia Series Classes, Custom classes for miscellaneous classes, Copy existing classes
You can print a list of classes in each “discipline group” however there are other areas that provide more details.

Break Time

Hunter - 2'3" - Over Fences 1 — Medium Distance Roadside -

Judge(s):

Start Time	Participant	Horse	Schedule Order
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The orange arrows (in the image above) move the class to the top or bottom of the list.
The green arrows move the class up or down one “space”.
The yellow arrows merge the class with the class above or below the class.

Break Time

Hunter - 2'3" - Over Fences 1 — Large Distance Roadside -

Judge(s):

Hunter - 2'3" - Under Saddle Roadside -

Judge(s):

Start Time	Participant	Horse	Schedule Order
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split combined class

If you use the button on the far right of the combined classes you can split them back out.

Break Time

Hunter - 2'0" - Over Fences 1 Roadside -

Judge(s):

Start Time	Participant	Horse	Schedule Order
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If you click on the **Break Time** button, you will add a break there. Once created, you can go in and edit it, so if you want a shorter tractor break or you want to add a lunch break, etc. you can add it in the edit area. You can also adjust the break up or down in the schedule as the entries come in (if needed).

Entry Group

The screenshot shows the 'Entry Groups' management page. At the top, there's a navigation bar with 'YOUR ACCOUNT' and 'EVENTS'. Below it, a tabbed interface includes 'Test Competition Meeting', 'Sanction', 'Summary', 'Classes', 'Entry Group' (active), 'Arenas', 'Scoring', 'Results', 'Reports', 'Assistants', and 'Offline'. A 'Back to Dashboard' button is on the left. The main content area is titled 'Entry Groups' and features a 'Manage All Exhibitor Numbers' button and a '+ Create New Entry Group' button. A search bar is present. Below is a table with columns: 'Edit Group', 'Group Name', 'Registration Contact Name', 'Registration Contact Email', 'Registration Contact Phone', and 'Remove Group'. One entry is visible with the name 'Test'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' pagination controls.

- You can view the entry groups of online entries (above)

The screenshot shows the 'Entry Group' form. It has a navigation bar with 'YOUR ACCOUNT' and 'EVENTS'. Below it, a tabbed interface includes 'Sanction', 'Summary & Agreements', 'Classes', 'Entry Group' (active), 'Arenas', 'Scoring', 'Results', 'Reports', 'Assistants', and 'Offline'. A 'Back' button is on the left. A blue notification bar says 'Attention: The competition has ended.' The form is titled 'Entry Group' and has a 'Summary' section. The 'Group' section contains a 'Group Name' field. The 'Registration Contact' section contains fields for 'Registration Contact Name', 'Registration Contact Email', and 'Registration Contact Phone'. At the bottom, there is a 'Save Entry Group Summary' button.

- You can create an entry group if you are processing paper applications (above).
- You are able to search for coaches, competitors, and horses to attach to the entry group.
- If the coach, competitor, or horse is from out of province and not an NSEF member, you are able to create a new one.
- Please note: if you are adding a horse from Nova Scotia, it must first be entered into the NSEF membership database. Instructions can be found here:

https://horsenovascotia.ca/Download/Competitions/Horsesportpro_Help/Adding_Horse_to_Database.pdf

Sanction Summary & Agreements Classes **Entry Group** Arenas Scoring Results Reports Assistants Offline

Manage Exhibitor Numbers

Please use the form below to manage the exhibitor numbers for all entries in your competition.

Manage Exhibitor Numbers

Show 10 ▾ entries

Search:

Update Exhibitor #:	Exhibitor #:	Group Name	Participant	Horse	Classes Enrolled In
<input type="text"/>		Test	Meredith Murray	Fancy Horse	Breed: Maritime Brod, Gymkhana: Fake Test Class, Hunter: Hunter - 18" - Over Fences 1
<input type="text"/>		Test	Jeremiah Lobo	Fancy Horse	Dressage: Dressage - First Level - Test 1 — payout test, Hunter: Hunter - 18" - Over Fences 1

Showing 1 to 2 of 2 entries

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☒ Save Exhibitor Numbers

- You can manage exhibitor numbers (above)

Arenas

Test Competition Meeting

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Arenas

[+ Create New Arena](#) [Print Arenas](#)

Show 10 ▾ entries

Search:

Edit Arena	Name	Date	Start Time	Note	Remove Arena
Edit Arena	Saturday Arena	2021-03-13	09:00:00	This is the outdoor ring	×

Showing 1 to 1 of 1 entries

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- Need to create an arena for each day (above)

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Save Arena

Schedule Sheet
Break Sheet
Announcer Sheet

General
Class
Schedule

Class Schedule

Add Class Test to Arena

Show
10
entries

Search:

Class Name	Test Name	Judge(s)	Order	Time Differential	Remove
Maritime Bred		Kim Beaton, Roz Moskovits	1	4 Minutes	Edit Remove

Showing 1 to 1 of 1 entries

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1
Next

- Add classes (above)
- Adjust class length (default is 4 minutes)
- Add Breaks
 - You will need to add an extra minute between entries. For example, if a dressage test is 7 minutes, adjust the class length to 8 minutes.
- Adjust length of breaks
- Can order classes
 - Can randomize order of go or you can put them into specific orders
 - If you would like a specific order, go to the person you would like to start and put them at the bottom of the list. Then, reorder the list accordingly.
- Print Schedule, Break Sheet, and Announcer sheet are all available and very useful when the entries are in.

Assistants

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Assistants

Create New Competition Helper

it appears there are no helpers for this competition yet

- Click on the Blue Create New Competition Helper Button to add a fellow member of your team to help with the system.
- Can order classes

Scoring, Results, and Reports (available after competition has been approved)