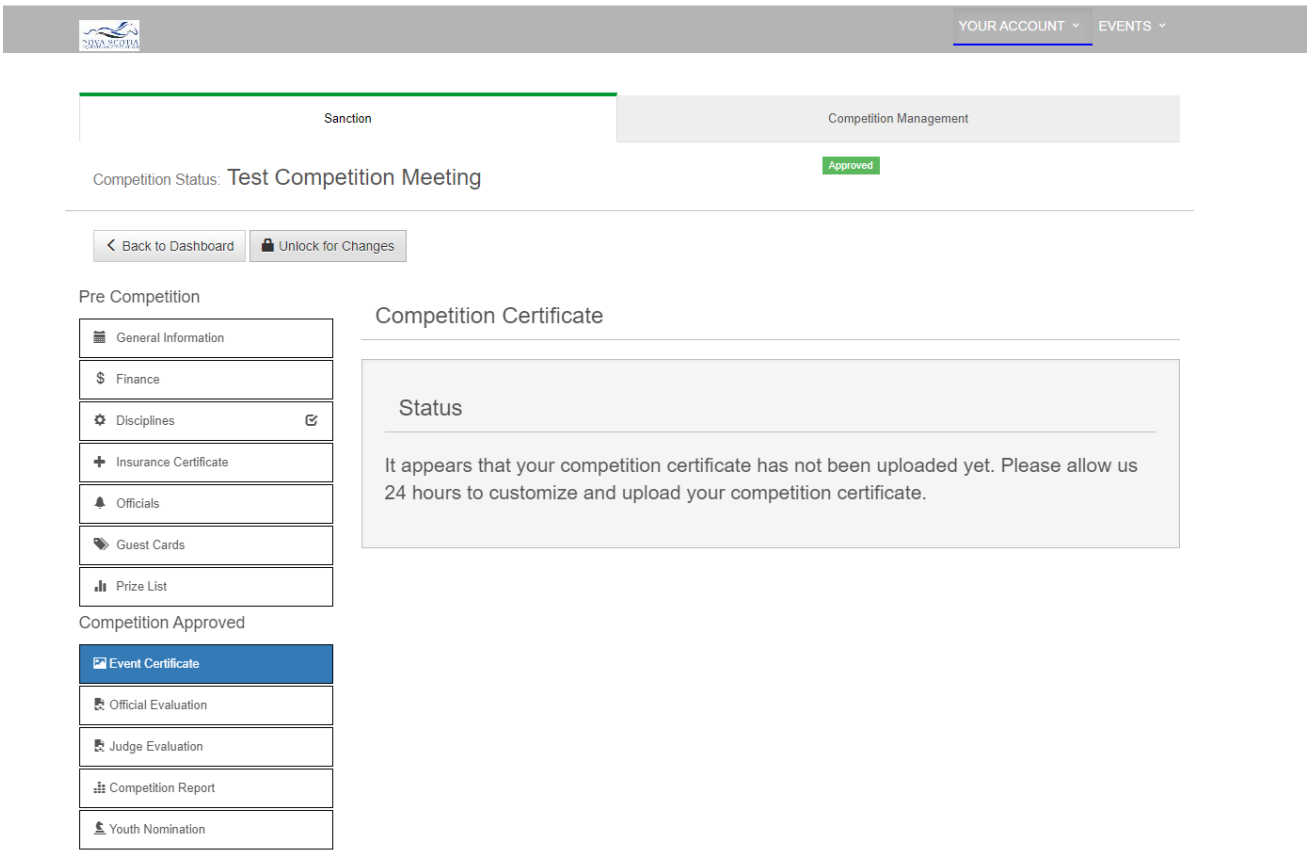
Horsesport.pro

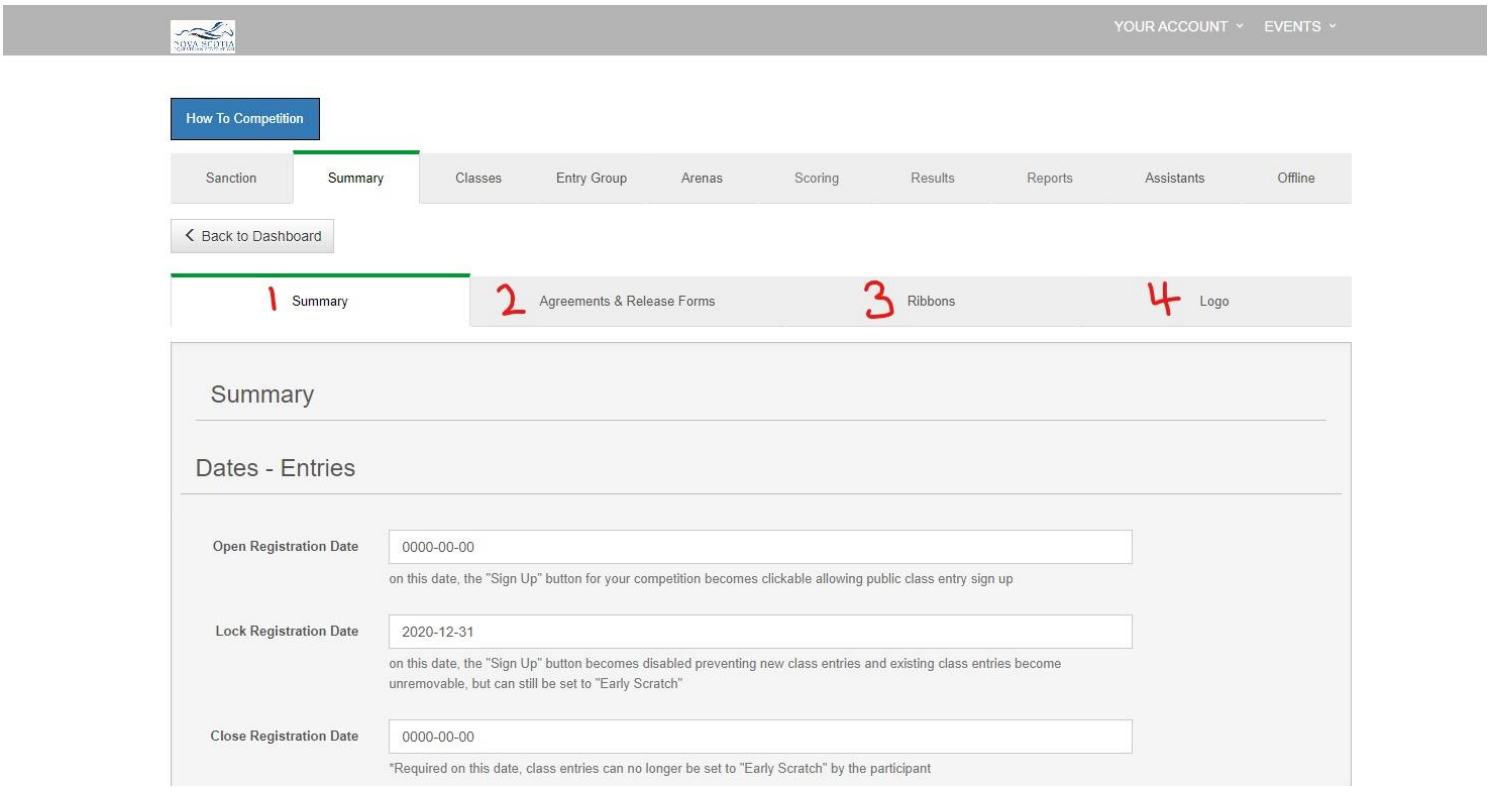
Competition Management

Competition Approved



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

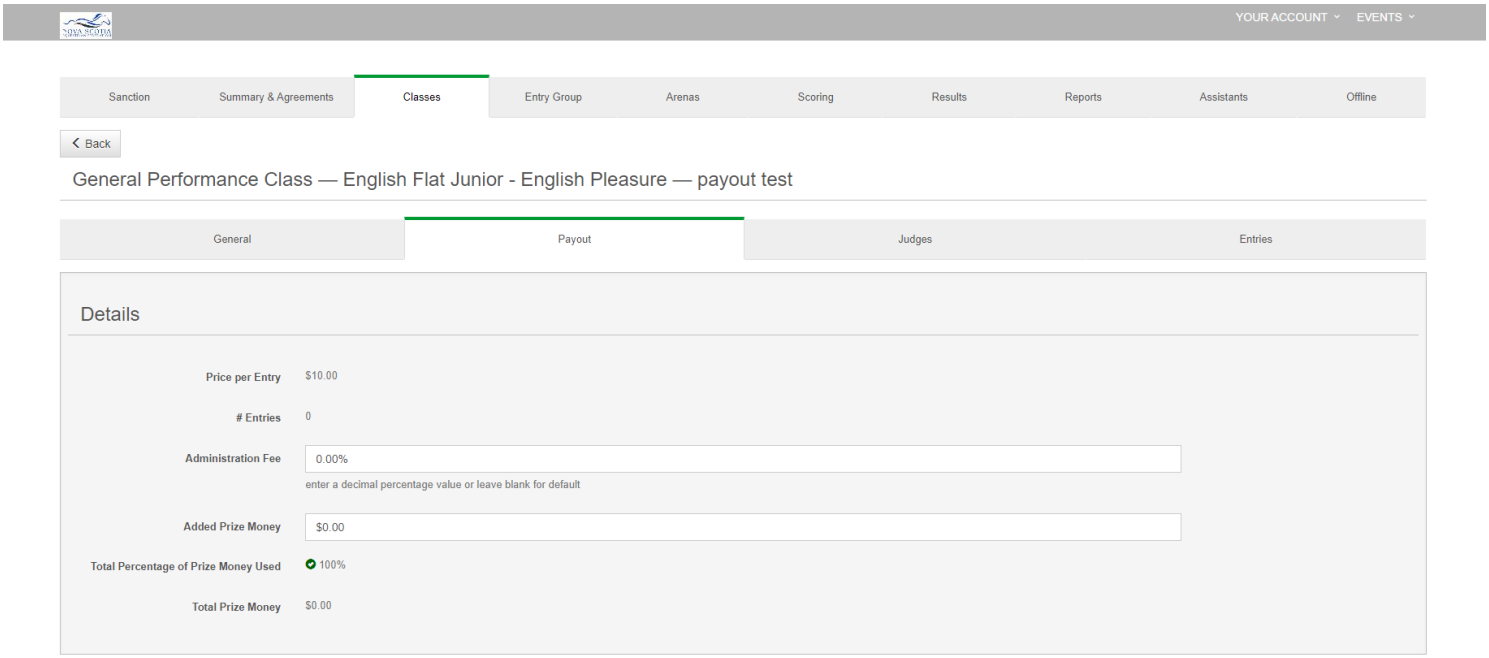
Summary



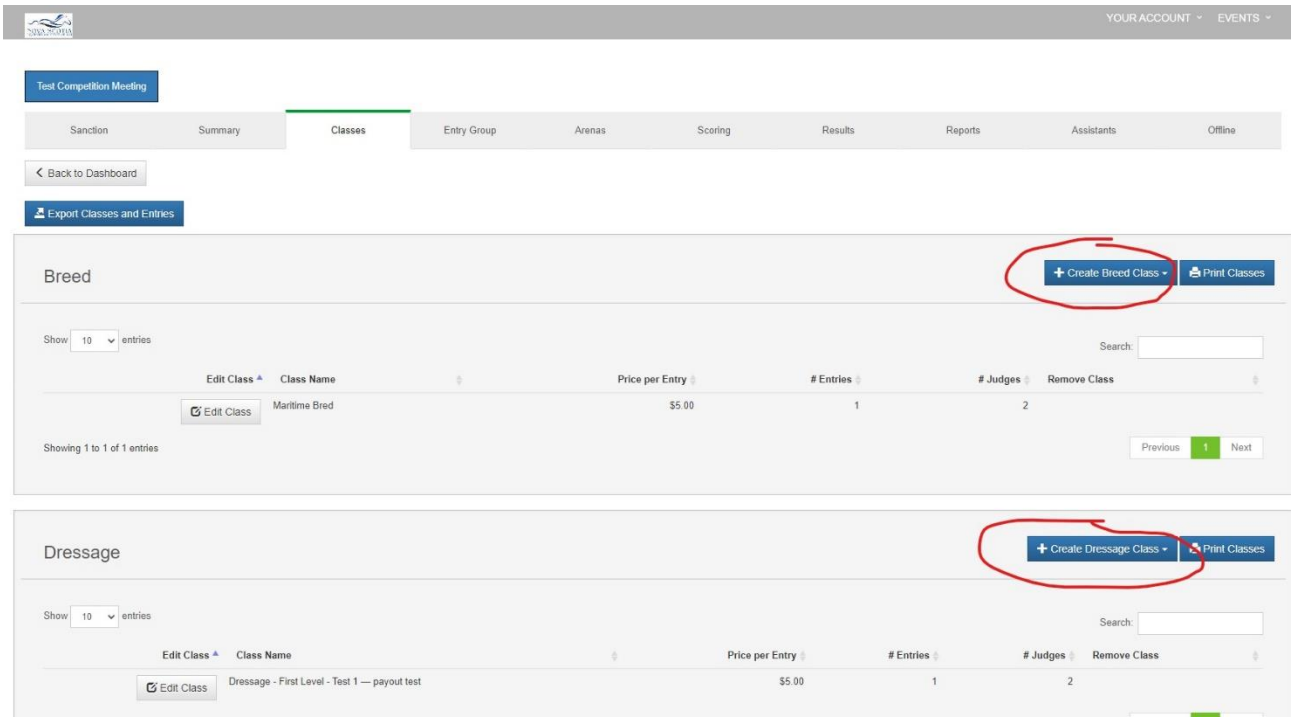
1. Summary – this is where you indicate the entry dates for the competition, pricing options, and payment information
    a. The **Open Registration Date** is required. Your competition will be open for entries once it has been approved by the NSEF office.
    b. The **Lock Registration Date**: competitors 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

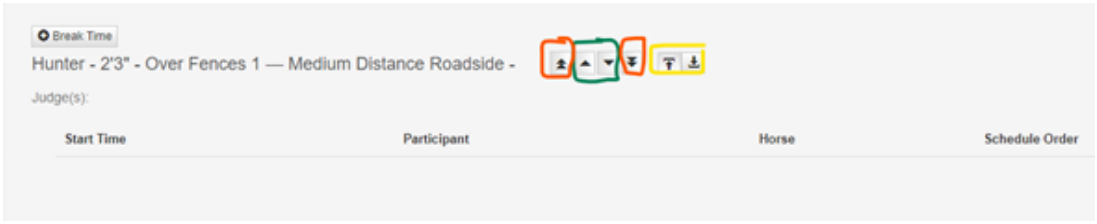
- Remove any classes you don't offer (please note: classes with entries cannot be removed)
- Edit classes that are there
    - General
        - Price per entry
        - Add Suffix with any custom naming if you would like
        - If want to put specific lock times and dates on classes you can but 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"



    - 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.



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

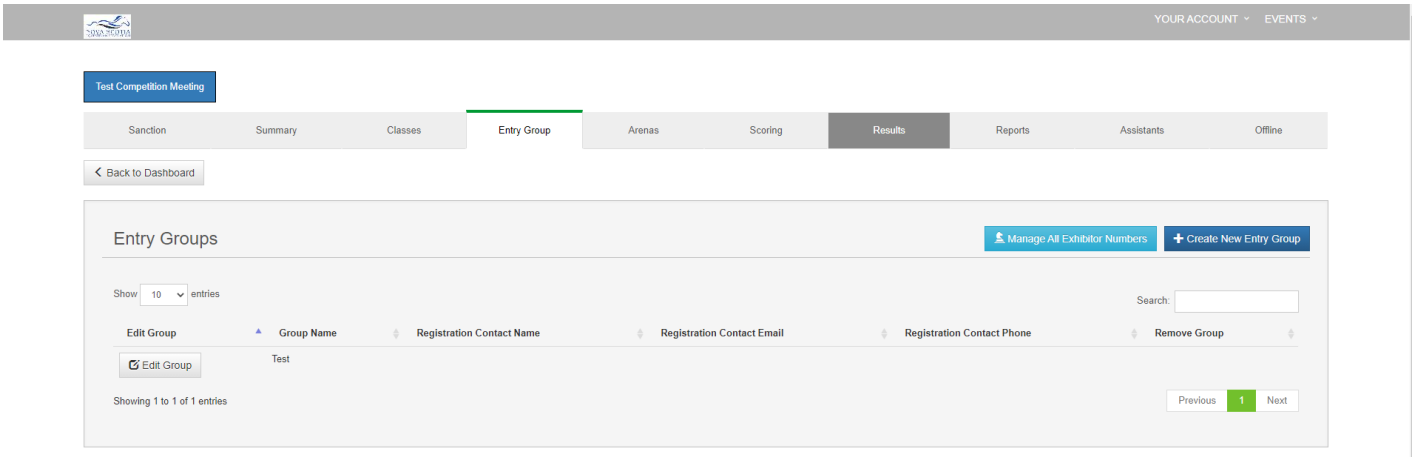


The orange arrows (in the image above) move the class to the top or bottom of the list.
The green arrows move the class up or down one “space”.
The yellow arrows merge the class with the class above or below the class.

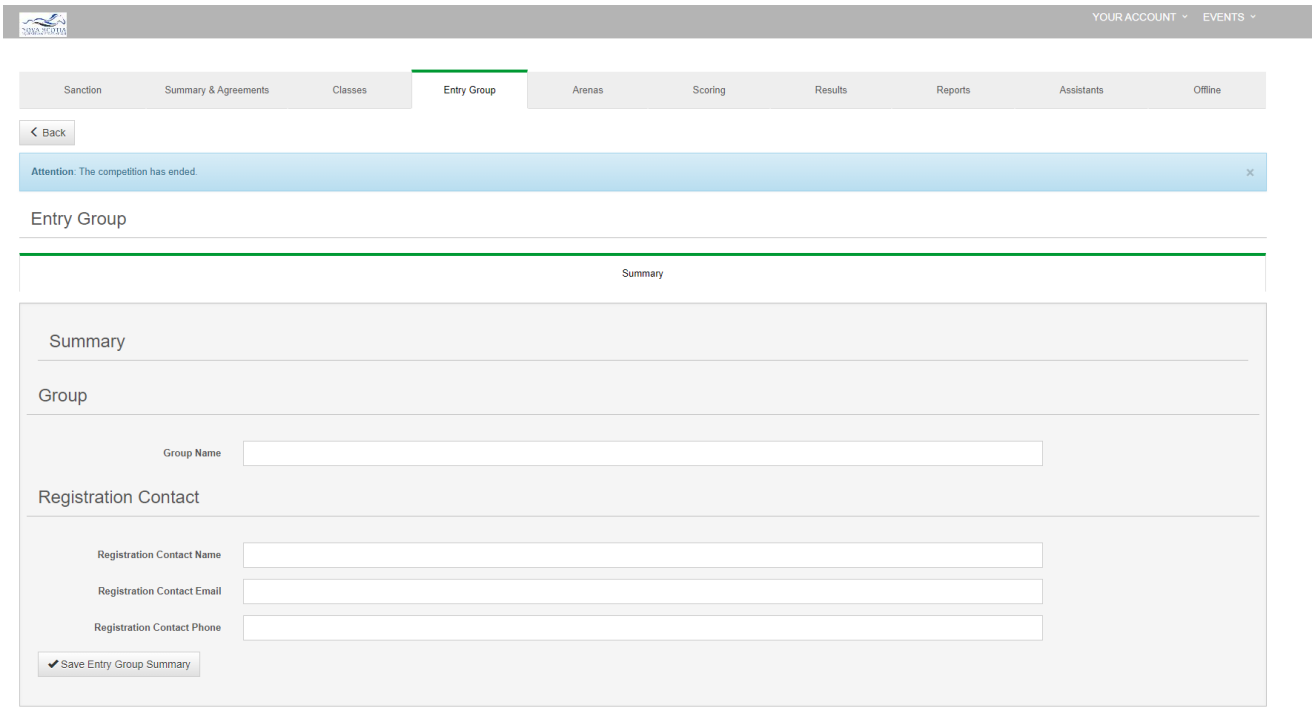
If you use the button on the far right of the combined classes you can split them back out.

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).

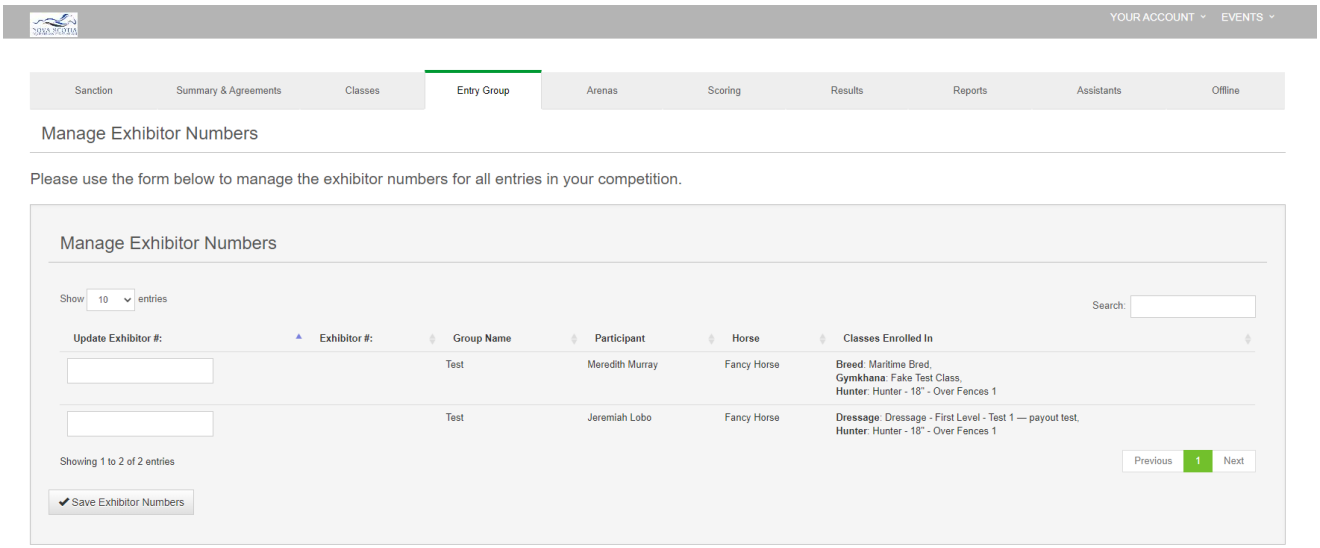
Entry Group



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

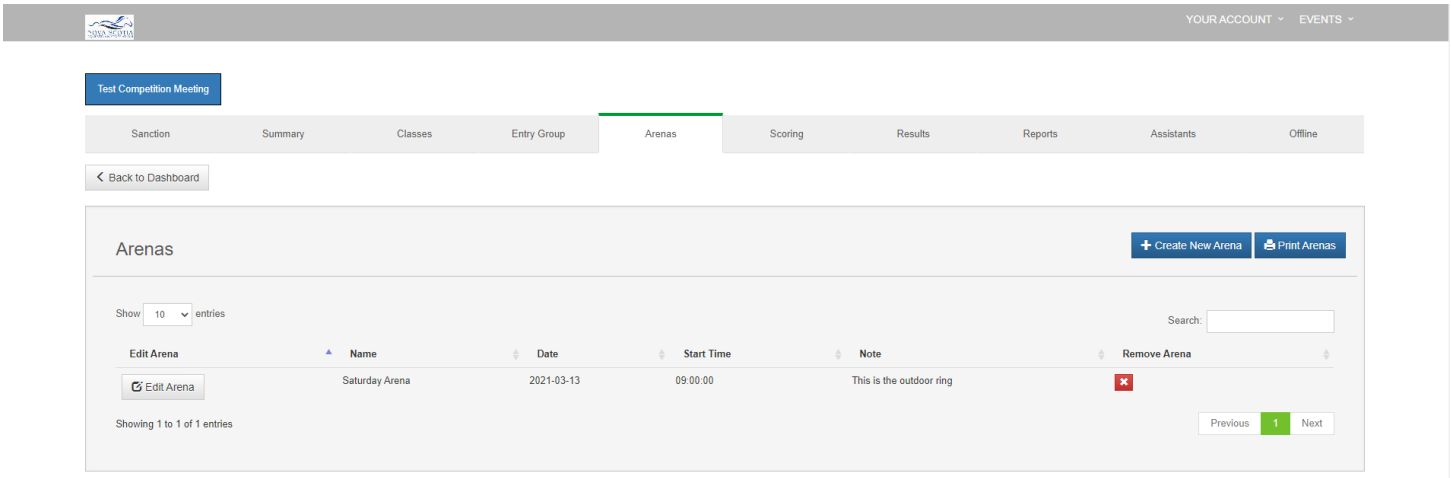


- You can create an entry group if you are processing paper applications (above).
- You are able to search for coaches, competitors, and horses to attach to the entry group.
- If the coach, competitor, or horse is from out of province and not an NSEF member, you are able to create a new one.
- Please 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

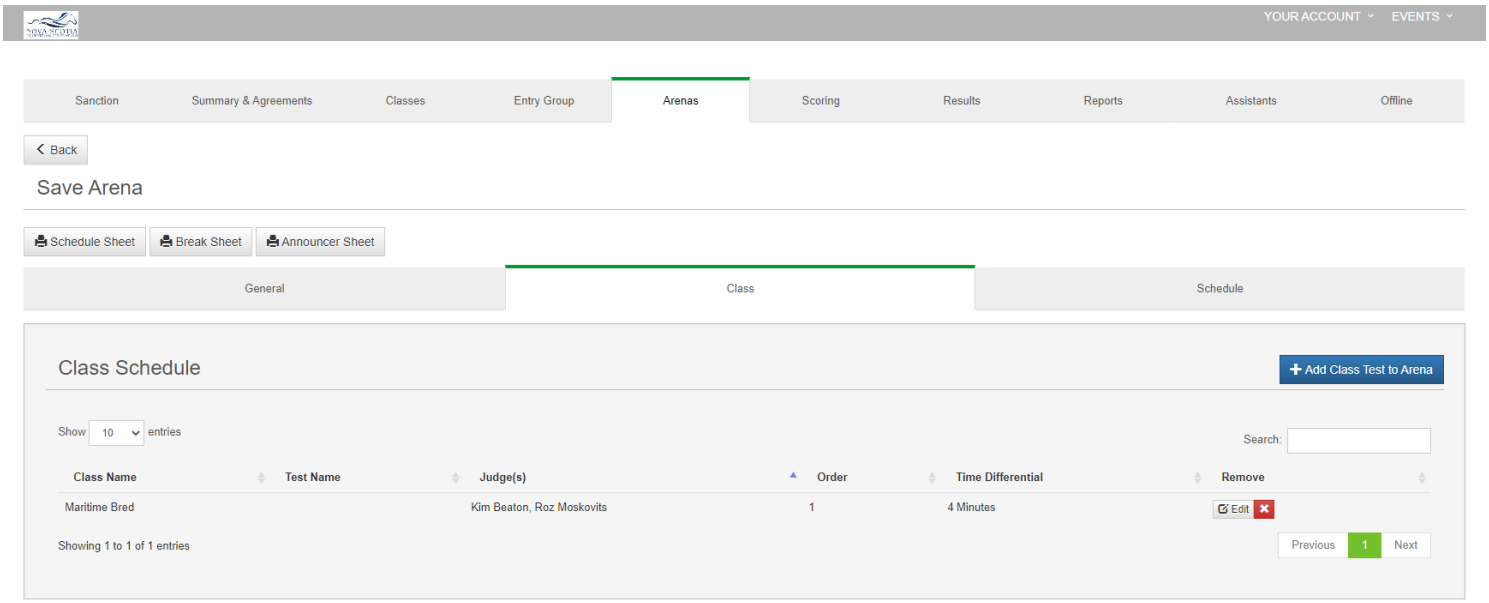


- You can manage exhibitor numbers (above)

Arenas

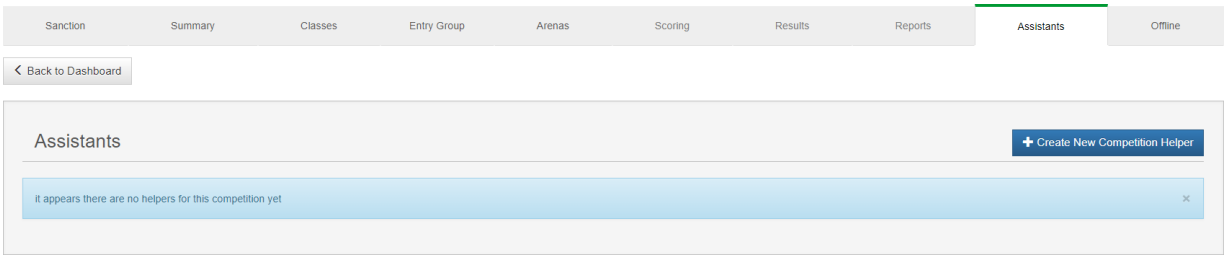


- Need to create an arena for each day (above)



- 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



- 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)