

Horsesport.pro

Competition Management

Competition Approved

 YOUR ACCOUNT ▾ EVENTS ▾

Sanction Competition Management

Competition Status: **Test Competition Meeting** Approved

< Back to Dashboard Unlock for Changes

Pre Competition

- General Information
- Finance
- Disciplines ✉
- Insurance Certificate
- Officials
- Guest Cards
- Prize List

Competition Approved

- Event Certificate**
- Official Evaluation
- Judge Evaluation
- Competition Report
- Youth Nomination

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.

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

Summary

YOUR ACCOUNT ▾ EVENTS ▾

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
on this date, the "Sign Up" button for your competition becomes clickable allowing public class entry sign up

Lock Registration Date
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
*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"

The screenshot shows a web application interface for managing classes. At the top, there is a navigation bar with a logo on the left and 'YOUR ACCOUNT' and 'EVENTS' on the right. Below this is a secondary navigation bar with tabs: Sanction, Summary & Agreements, Classes (selected), Entry Group, Arenas, Scoring, Results, Reports, Assistants, and Offline. A '< Back' button is located below the navigation tabs. The main content area is titled 'General Performance Class — English Flat Junior - English Pleasure — payout test'. Below the title is another set of tabs: General, Payout (selected), Judges, and Entries. The 'Payout' tab is active, showing a 'Details' section with the following information:

Price per Entry	\$10.00
# Entries	0
Administration Fee	<input type="text" value="0.00%"/> <small>enter a decimal percentage value or leave blank for default</small>
Added Prize Money	<input type="text" value="\$0.00"/>
Total Percentage of Prize Money Used	<input checked="" type="checkbox"/> 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.

YOUR ACCOUNT ▾ EVENTS ▾

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

Break Time

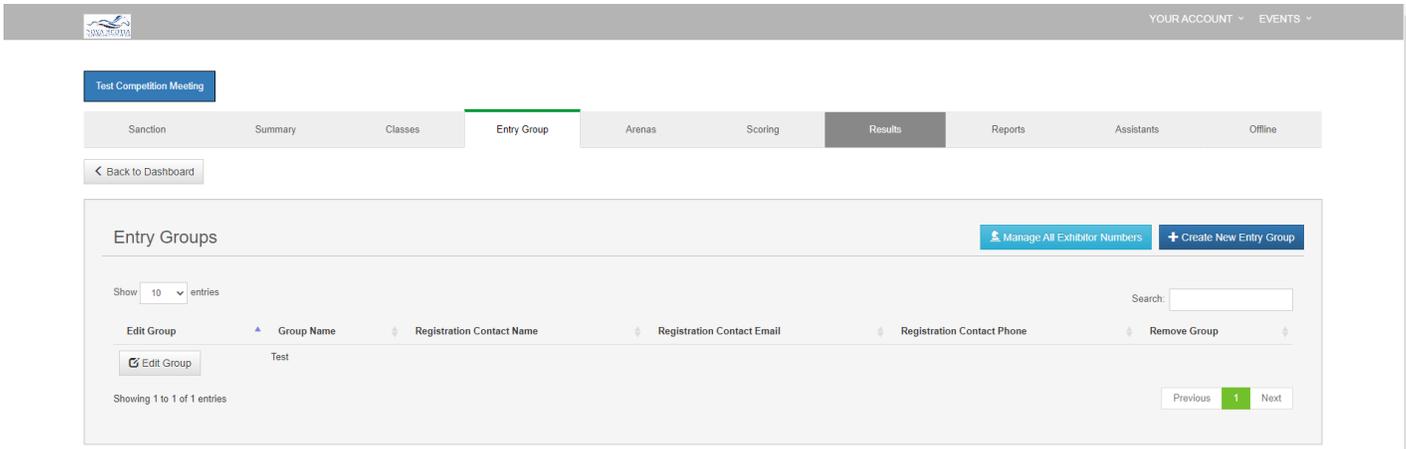
Hunter - 2'0" - Over Fences 1 Roadside -

Judge(s):

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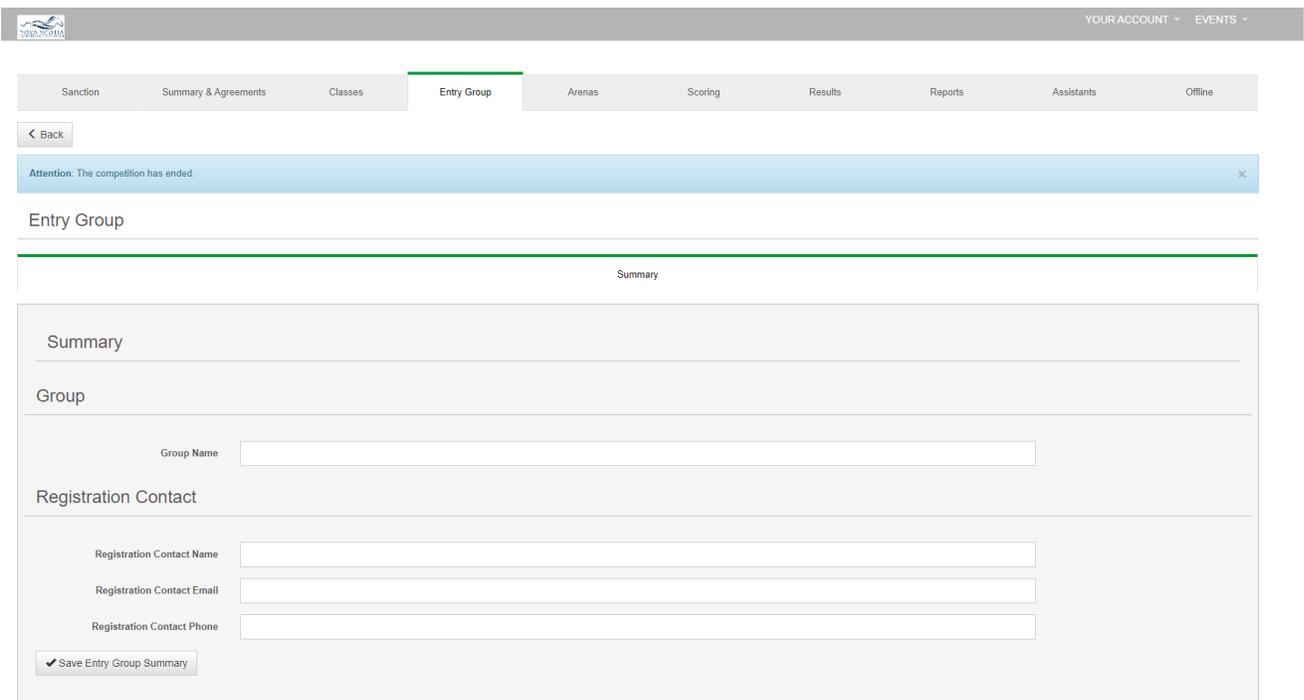
If you click on the **Break Time** button, you will add a break there. Once created, you can go in and edit it, so if you want a shorter tractor break or you want to add a lunch break, etc. you can add it in the edit area. You can also adjust the break up or down in the schedule as the entries come in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

Entry Group



The screenshot shows the 'Entry Groups' management interface. At the top, there is a navigation bar with the NSEF logo and 'YOUR ACCOUNT' and 'EVENTS' dropdown menus. Below this is a sub-navigation bar with tabs for 'Sanction', 'Summary', 'Classes', 'Entry Group' (selected), 'Arenas', 'Scoring', 'Results', 'Reports', 'Assistants', and 'Offline'. A 'Test Competition Meeting' button is visible in the top left. Below the navigation is a 'Back to Dashboard' button. The main content area is titled 'Entry Groups' and includes a 'Manage All Exhibitor Numbers' button and a '+ Create New Entry Group' button. There is a search bar and a table with columns: 'Edit Group', 'Group Name', 'Registration Contact Name', 'Registration Contact Email', 'Registration Contact Phone', and 'Remove Group'. A single entry with the name 'Test' is shown. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

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



The screenshot shows the 'Entry Group' summary form. At the top, there is a navigation bar with the NSEF logo and 'YOUR ACCOUNT' and 'EVENTS' dropdown menus. Below this is a sub-navigation bar with tabs for 'Sanction', 'Summary & Agreements', 'Classes', 'Entry Group' (selected), 'Arenas', 'Scoring', 'Results', 'Reports', 'Assistants', and 'Offline'. A 'Back' button is visible in the top left. Below the navigation is a blue notification bar that says 'Attention: The competition has ended.' The main content area is titled 'Entry Group' and has a 'Summary' tab selected. The form includes a 'Group Name' field, a 'Registration Contact' section with fields for 'Registration Contact Name', 'Registration Contact Email', and 'Registration Contact Phone', and 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

Manage Exhibitor Numbers

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

Manage Exhibitor Numbers

Show 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 Previous **1** Next

Save Exhibitor Numbers

- You can manage exhibitor numbers (above)

Arenas

[← Back to Dashboard](#)

Arenas

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

Show entries Search:

Edit Arena	Name	Date	Start Time	Note	Remove Arena
<input type="button" value="Edit Arena"/>	Saturday Arena	2021-03-13	09:00:00	This is the outdoor ring	<input type="button" value="✖"/>

Showing 1 to 1 of 1 entries Previous **1** Next

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

< Back

Save Arena

Schedule Sheet Break Sheet Announcer Sheet

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

Showing 1 to 1 of 1 entries Previous **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)