

Horsport.pro

How to During/After the Competition

Competition Approved

- Once your competition is approved, your scoring, results, and reports sections will become available to you.

The screenshot shows the Horsport.pro dashboard with the 'Reports' tab highlighted in a blue circle. The dashboard includes a top navigation bar with 'YOUR ACCOUNT' and 'EVENTS' dropdowns, and a main navigation bar with tabs for Sanction, Summary, Classes, Entry Group, Arenas, Scoring, Results, Reports, Assistants, and Offline. A 'Test Copying a template' button is visible in the top left. Below the navigation bar, there is a 'Back to Dashboard' button and a 'Summary' section with sub-tabs for Agreements & Release Forms, Ribbons, and Logo. The 'Summary' section contains a 'Dates - Entries' table with the following data:

Date	Description
Open Registration Date	2021-06-01 Required. On this date, the "Sign Up" button for your competition becomes clickable allowing public class entry sign up, if your competition has been approved.
Lock Registration Date	2021-06-01 At the end of this date, at midnight Pacific time, competitors may no longer make any changes to their entries and must contact Competition Management directly for any further changes
Close Registration Date	2021-06-01 Required. At the end of this date, at midnight Pacific time, competitors may no longer register for the show or enter new classes. Competitors may scratch classes, change horses and lungers, and upload music until the end of the Lock Registration Date.

Reports

In the Reports area of the system, there are several report options which will be helpful for your competition management group. See below for more information.

The screenshot shows the Horsport.pro dashboard with the 'Reports' tab selected. A dropdown menu is open, showing the following options:

- 1 Find Conflicts
- 2 Reports
 - Custom Report Tool
 - Non-Members in Entry Groups
- 3 Financial Reports
 - Overview
 - Stalls
 - Other Items
 - Prize Money

- Find Conflicts – this is where you are able to identify any issues with riders, horses, or judges. For example, if there is an athlete that is registered in more than one arena or class at the same time, you are able to identify this issue here. Or within a class if there are meant to be a specific number of entries between those athletes/equines competing in the same class then it would be identified here.
- Reports
 - Custom Report Tool:** Check off all of the reports that you want, as well as the Excel Data box, and press the search button in the bottom left of the screen.

Report Options

Entry Group Options

- Main Contact Information
- Coach Info, Basic
- Coach Info, Full
- Group Balance

Entry Options

- Entries Info, Basic
- Entries Info, Full

Finishing Options

Group Results By: Entry Group

- Excel Data
Use this option to format the results in a way that can be copy and pasted into an Excel worksheet

Search

Now you have the data and when you select all and copy it, you are able to paste the data into an Excel spreadsheet and begin working.

Close

Custom Report Tool

Options Data

Print Custom Report

Excel Data

Group Name	Comp. Entry Group	RegName	Comp. Entry Group	RegEmail	Comp. Entry Group	RegPhone	Comp. Entry Group	ParticipantPaid	Comp. Entry Group	ParticipantPaid	Comp. Entry Group	ParticipantPaid	Win-Period
copy and paste this data into an Excel worksheet to begin working with it													

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b. **Non – Members in Entry Groups** – this is where you can see if the members in Entry Groups are current members with the NSEF and if they have a competition permit. You have the option to export this data to an Excel spreadsheet by clicking the Export button at the top of the screen.

YOUR ACCOUNT - EVENTS -

Close Export

Non-Members in Entry Groups

Group Name	Entry Person	Name	Competition Permit	Birthdate	Person	Email Primary	Phone Primary	MemTab Contact Type	Street	City	MemTab Contact Prov/State	Postal	Current Member	No Expired Membership
Barn Name, Test Group	15609	TrainerBilly NSEF		0000-00-00	2910102	nsefprograms@sportnovascotia.ca	902-555-1212	Primary	123 Water Street	Lunenburg	NS	B3J 1G6		y
Stable Name or Individual Name, Barn Name, Test Group	15573	TrainerSally NSEF		0000-00-00	2910101	nsefprograms@sportnovascotia.ca	902-555-1212	Primary	123 Water Street	Lunenburg	NS	B3J 1G6		y
Barn Name, Test Group	15614	TrainerBob NSEF		0000-00-00	2910100	nsefprograms@sportnovascotia.ca	902-555-1212	Primary	123 Water Street	Lunenburg	NS	B3J 1G6		
Barn Name, Test Group, Test Group	17150	Out Of Province		0000-00-00										
Barn Name, Test Group, Test Group	17270	test		0000-00-00										

- Financial Reports – this is where you can get an overview of the financial reports.
 - Overview:** everything financial is recorded in here.
 - Stalls:** financial records for stalls are located here.
 - Other Items:** other items offered by the competition can be found here.
 - Prize Money:** prize money is recorded in here.
 Some of these reports have the information grouped by entry group and by type.

Scoring

- Print Score Cards/Labels – this is where you have the option to print Scotia Series Score Cards and Labels by selecting the classes you'd like to print.
- Enter Score by Class – Here you can select a class and search for the score entries.
 - Enter the Judge Score
 - Select Calculate Placings
 - Click “save score” and it will list the judge placing for you
 - If you are eliminating someone, you should either eliminate them first or enter all of the scores and save them before eliminating to avoid errors.

Score Entries for **Driving Driving: Driving Horse - Obstacle Driving Open**

Judge List	Judge Placing	Order	Judge Score	Test Number	Exhibitor #:	Participants	Horses	Mark/Unmark Eliminated
Test	5		55.0	1	11	Trainer/Billy NSEF	Leo	✘ Eliminated
Test	4		57.0	1	112-B	Trainer/Billy NSEF	Out of province horse	✘ Eliminated
Test	3		58.0	1	115	Trainer/Billy NSEF	Trainera	✘ Eliminated
Test				1	11	Trainer/Billy NSEF	Leo	✔ Undo Elimination
Test	2		59.0	1	115	Trainer/Billy NSEF	Trainera	✘ Eliminated
Test	1		60.0	1	6	Trainer/Billy NSEF	Test	✘ Eliminated
Test	6		0.0	1	115	Trainer/Billy NSEF	Trainera	✘ Eliminated

Calculate Placings When selected the Judge Placing will automatically be calculated based on the Judge Score

✔ Save Scores

- Find Classes with Missing Scores – Classes with missing scores will show up here.

Results

- All Classes – results for all of the classes in the competition can be found here. It lists the Judges name, the Judge Score, the Overall Class Placing and the Prize Money Earned. If you don't want both the score and the class placing to be seen, then you can go back to class set up and select the one that you want to show up.

Print Results

Results — All Classes

Please review the following results and make any changes that are necessary. When you are done, set the class status to **Final**. If you need to make changes after a class has already been set to **Final**, set the class status to **Preliminary**, complete your changes, and then set the class status back to **Final**.

Breed

Maritime Bred Current Status: Preliminary

Entry Information	Judge Name	Judge Score	Overall Class Placing	Prize Money Earned
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- The status for each class starts as preliminary and once it is complete you can change it to final. When the current status is final a “view your ribbon” option will appear.

Entry Information	Judge Name	Judge Score	Overall Class Placing	Prize Money Earned	Ribbons
Participant: TrainerSally NSEF Horse: Trainera Exhibitor Number: 115	Test	22.0	1	\$120.00	View your Ribbon
Participant: TrainerBob NSEF Horse: Test Exhibitor Number: 222	Test	20.0	2	\$80.00	View your Ribbon
Participant: TrainerSally NSEF Horse: Trainera Exhibitor Number: 333	Test	21.0	3		View your Ribbon
				<u>Total Class Payout: \$200.00</u>	

- Export Data: allows you to copy the data and paste the results into an Excel spreadsheet.

Post Competitions Reports and Youth Nomination

Competition Report:

After the competition, the competition report automatically activates and you will be able to see the total number of horses, the total number of participants, and the total number of coaches. At the bottom of this page there are areas for the Competition Organizers to complete.

Youth Nomination: Below the Competition Report is Youth Nomination. Here you can click “Add Youth Nomination” and fill out the form to submit a nomination.

Official and Judge

Evaluations: These reports are optional.

Scotia Series Remittance Fees: In the Financial Reports (reporting section of the competition management), the total Scotia Series per competitor fee will be available and competitions must submit the competition fees within 10 days of the competition.