NSEF.Horsesport.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.

A ACODA								
Test Copying a template								
Sanction Summa	y Classes	Entry Group	Arenas	Scoring	Results	Reports	Assistants	Offline
K Back to Dashboard								
Summary		Agreements & Relea	se Forms		Ribbons		Logo	
Dates - Entries	2021-06-01 Required On this date the "Sign	1 Un" button for your competi	ition becomes clickable	allowing public class entry	sion up. if your competition b	sas been approved		
Lock Registration Date	2021-06-01 At the end of this date, at midnig further changes	ht Pacific time, competitors r	nay no longer make an	y changes to their entries ar	nd must contact Competition	Management directly for any		
Close Registration Date	2021-06-01 Required. At the end of this date horses and lungers, and upload	, at midnight Pacific time, co music until the end of the Lo	mpetitors may no longe ck Registration Date.	r register for the show or en	ter new classes. Competitor	s may scratch classes, change		

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.

NUKA SCOTIA									
Test Copying a template									
Sanction	Summary	Classes	Entry Group	Arenas	Scoring	Results	Reports	Assistants	Offline
K Back to Dashboard						1	Find Conflicts Riders Horses		
Summ	mary		Agreements & Relea	ase Forms		Ribbons	Judges	Logo	
Summary						2	Reports Custom Report Tool Non-Members in Ent	try Groups	
Dates - Entries	3					3	Financial Reports Overview Stalls		
Open Registratio	on Date	2021-06-01					Other Items Prize Money		
	Re	equired. On this date, proved.	the "Sign Up" button for your c	ompetition becomes c	lickable allowing public c	lass entry sign up, if y	ou	_	
Lock Registratio	on Date	2021-06-01							
	At	the end of this date, a ectly for any further cl	it midnight Pacific time, compe nanges	titors may no longer n	nake any changes to thei	r entries and must con	tact Competition Manageme	ent	

- 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.
- 2. Reports
 - a. **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
	g Group Balance
	Entry Options
	Entries Info, Basic
	Entries Info, Full
	Einishing Options
Group Results By	Entry Group
	Entry Group Class
	Excel Data Use this option to format the results in a way that can be copy and pasted into an Excel worksheet
O 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.

Custom Report Tool		
Options E Data		
Evesi Data	nlay Crown Barticinant Chargo	
Comp Fathy Group Name Comp Entry Group Registrating Comp Entry Group Patricipant Patricipa	Emoji	Win+Period
Barn Name	Cut	Ctrl+X
Volunteer or Athlete/Parent Name email here phone here \$36.00 \$0.00 \$0.00 \$36.00 \$36.00	Сору	Ctrl+C
	Paste	Ctrl+V
<pre>id=grouptotal>Stable Name or Individual Name</pre>	Paste as plain text	Ctrl+Shift+V
Registration Contact email here phone here \$371.00 \$10.00 \$10.00 \$0.00 \$271.00	Select all	Ctrl+A
	Search Google for "Group Name Comp.Entry.Group.RegName Comp.Ent	ry"
conviand paster this data into an Excel worksheet to begin working with it	Print	Ctrl+P
copy and pacto and and an Encontroller to eggin remany mining	Cooll shoels	
	Writing Direction	
	ining precion	
	Inspect	Ctrl+Shift+I

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.

< Close ≧Expo	rt													
Non-Members in	Entry	Groups						MemTab			MemTab			
Group Name	Entry Person	Name	Competition Permit	Birthdate	Person	Email Primary	Phone Primary	Contact Type	Street	City	Contact ProvState	Postal	Current Member	No Expired Membershi
Barn Name, Test Group	15609	TrainerBilly NSEF		0000-00- 00	2910102	nsefprograms@sportnovascotia.ca	902- 565- 1212	Primary	123 Water Street	Lunenburg	NS	B3J 1G6		У
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		у
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										

- 3. Financial Reports this is where you can get an overview of the financial reports.
 - a. **Overview:** everything financial is recorded in here.
 - b. Stalls: financial records for stalls are located here.
 - c. **Other Items:** other items offered by the competition can be found here.
 - d. Prize Money: prize money is recorded in here.

< Close

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.
 - \circ Enter the Judge Score
 - \circ Select Calculate Placings
 - \circ 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.

and the second s								
Sanction Summary & Ar	greements Classes	Entry Group	Arenas	Scoring	Results	Reports	Assistants	Offline
Select a Class								
Please use the following t	form to search for a clas	s that you would	like to enter sc	ores for.				
Select a Class	Driving Horse - Obstacle Driv	ing Open					~	
Q Class Search	General Performance - CUS	TOM 1					*	
	Driving Horse - Obstacle Dri Driving Horse - Pleasure Dri	<mark>/ing Open</mark> /ing Reinsmanship Oper	1					
	Driving Horeo - Diogeuro Dri	ina Turnout Onon						
Sanction Summary & Ag	reements Classes	Entry Group	Arenas	Scoring	Results	Reports	Assistants	Offline
Back								
Score Entries for Driving	Driving: Driving Horse	- Obstacle Driv	ing Open					
Core Engles for Driving I	entring. Entring Horse	- Obstacle DITA	ing open					

Score Ent	ries Enter a Score Next to Each Judge's N	ame						
Judge List	Judge Placing	Order	Judge Score	Test Number	Exhibitor #:	Participants	Horses	Mark/Unmark Eliminated
Test	5		55.0	1	11	TrainerBilly NSEF	Leo	× Eliminated
Test	4		57.0	1	112-B	TrainerBilly NSEF	Out of province horse	* Eliminated
Test	3		58.0	1	115	TrainerBilly NSEF	Trainera	* Eliminated
Test				1	11	TrainerBilly NSEF	Leo	✓ Undo Elimination
Test	2		59.0	1	115	TrainerBilly NSEF	Trainera	* Eliminated
Test	1		60.0	1	6	TrainerBilly NSEF	Test	* Eliminated
Test	6		0.0	1	115	TrainerBilly NSEF	Trainera	* Eliminated
Calculate Placings						When sele	cted the Judge Placing will autom	atically be calculated based on the Judge
			🗸 s	ave 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
to Final . If you need to make changes e class status back to Final .
Current Status: Preliminary -
rcing Prize Money Earned
S

• 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.

inglish Flat Senior - English Ple	asure — Fun Town			Current Status: Final - Current Status:
Entry Information	Judge Name	Judge Score	Overall Class Placing	Prize Money Earned Ribbons
Participant: TrainerSally NSEF	Test	22.0	1	\$120.00 View your Ribbon
Horse: Trainera				
Exhibitor Number: 115				
Participant: TrainerBob NSEF	Test	20.0	2	\$80.00 View your Ribbon
Horse: Test				
Exhibitor Number: 222				
Participant: TrainerSally NSEF	Test	21.0	3	View your Ribbon
Participant: TrainerSally NSEF	Test	21.0	3	View your Ribbon
Cubilities Numbers 222				

• 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.

SINA MARINA					YOUR ACCOUNT ~
Sanct	ion			Competition Managem	ent
Competition Status: Test Copying	a template			Approved	
K Back to Dashboard Unlock for Ch	nanges				
Pre Competition	Received: Your identific:	ation report has bee	n received and is awaiting approval.		
General Information			6 - FF		
\$ Finance	Total Number of	7			
🌣 Disciplines 🕑	Horses				
+ Insurance Certificate	Total Number of Participants	10			
A Officials	Total Number of	6			
No Guest Cards	Coaches				
II Prize List	Levels				
Competition Approved					
Event Certificate	Type of Competition	Scotia Series o	or EC or NRHA, Breed	Bet	
B Official Evaluation		Local, Breed, Play	Days, Robeo, Gymknanas or ir otne	er, piease list	
関 Judge Evaluation	Questions a	nd Comme	nts		
Competition Report					
L Youth Nomination	How are the results submitted - through	Through the m	anagement system		

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.