

EVENTING PROGRAM USER GUIDE

Contact Details

Ken Taarnby, phone 08 8522 6397 (home) 0411 043134 (mobile)
 Address: Lot 6, Kentish Road, BIBARINGA, SA, 5114 (near Gawler)

Email: ken@taarnbyit.com.au

Any questions can be directed via email in the first instance, but in case of using the program for a live event, you can telephone me for support anytime (assuming my mobile is in range).

Software Requirements

The program has been developed in Microsoft Access 2000. If using a later version of Access you may allow Access to convert the program to the latest version, or you may choose to retain the legacy version. Keeping the older version has the advantage that the program can be used on computers with older versions of Access.

Access 2007 Only

There are added security features to protect against malicious code. You will need to trust the folder in which you store the eventing program.

The eventing program uses a custom toolbar, so when you open the database you will have click Add-Ins to see the menu.

The program requires Microsoft Access 2000 although it is possible with a few technical changes to convert back to Access 97.

General Usage

Below is a selection of comments that may prove to be useful. However, there is often no substitute for practical experience and getting that experience using the program helping an existing user is a good idea. The program is as automatic as possible, but it cannot know if you have forgotten to input some data (like held times on the cross country). Knowing the rules of eventing is required.

The program can also be used for pure dressage by only inputting dressage scores and ignoring the eventing printouts. The major difference with dressage is that a rider can be in multiple classes using the same body number and hence input has to be done on a class basis rather than by body no.

The outputs of the program also include web format which makes it easy to send results to web sites for publishing. A majority of the eventing results on the web site www.myaushorse.com have been generated by the program. The draw can be put on the web prior to the event and results can put up as soon as practical after completion of the event.

<p>Event Setup</p>	<p>The <i>Event Setup</i> button on the main menu is the starting point for setting up the data for a new event. You can use the database from the last event and start by deleting the old event data. Delete the competitor details first and then the old classes. You don't have to delete the old class, but be careful that you do not accidentally use any details from the old event because you forgot to change them. <u>It is normally safer to delete the old classes and start again for the new event.</u></p> <p>The program allows for customised rules setup to cater for differences between Pony Club, Equestrian Federation, FEI and specific local or state based rules. Unless the rules have changed you should not have to change any of these.</p> <p>It is possible to do live internet based outputs and in the event setup you</p>
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	select the folder where the results will be put for uploading to the internet.
Class Setup	<p>Uses Classes under Event Setup to define each class in the event. Abbreviations can a few characters that help you identify the class (eg. PC3 for Pony Club grade 3, or CNC1 for CNC*). Avoid embedded spaces and the * character is not allowed by Windows in the web results output. You can change the abbreviation after you have input all the competitor details.</p> <p>The seq no for a class is optional but if used there are printouts that include multiple classes that are sorted by this number. For example to create a running sheet of all competitors in the order that the classes start the cross country.</p> <p>Be sure to click the correct rules and it may be wise to consult the appropriate body to clarify the situation, or talk to other users of this program.</p>
Cross Country Setup	<p>For ODE use phase D only times. The optimum time is critical and care should taken to make sure this is correct. Note that input is in the format of HHMMSS (eg 00:08:10 is 8 minutes 10 seconds. The maximum time is double optimum.</p> <p>Minimum time depends on the rules for the class as it is not always applicable. If not used input 000000 so that the program does not calculate minimum time penalties.</p> <p>Be sure to input the max jump number for the cross country as this is used in defaulting the cross country fence results.</p>
Loading from Spreadsheet	<p>It is often easy for an event secretary to use a spreadsheet to keep track of the entries and even use printouts of these for the draw. Often the entries are emailed in the form of a spreadsheet. To load from a spreadsheet it must have standard column heading names and all the data must be loaded from a single spreadsheet. It is often easiest to copy and paste into a new spreadsheet in preparation for loading into the database. Shown below is a sample of the spreadsheet contents. The main data is the rider and horse name and the class they have been entered for. It is important that the abbreviation used for the class is already setup in the database before the spreadsheet is loaded. Column names such as location, HorseNo, RiderNo, HorseDetails and Performances are optional and can be omitted altogether if necessary. The spreadsheet can be saved as any filename but must have a .XLS file extension. The file must be stored in the same directory (folder) as the database.</p>
	<p>NOTE: You may notice in the example that the rider name is in upper and lower case while the horse name is in all upper case. This is deliberate because the design of many of the printouts assumes that the horse name is capitalised, hence is in a smaller font to the rider name. It is best to abide by this convention. If the data does not start out like this, it is possible to change the case of the data after it has been loaded using the change text case button in the competitor details screen.</p>
Competitor Details	<p>This screen is the main screen for adding or changing details about the competitors. The drop-down at the top can be used to select a class, or alternatively if the rider body number is known then this can be entered in the <i>Find No</i> box and then pressing enter. All the riders in a class will be shown sorted into draw position order and then rider number order.</p>
Draw Position	<p>The draw position is optional but can be used to ensure that the riders are in the required order within a class, despite their allocated body number. To renumber the draw position press the <i>Renumber Draw Position</i> button. To reposition a rider in the draw modify the draw position number (decimal</p>

	points are allowed) and then press <i>Sort in Draw Position Order</i> . Once the draw is as required you can <i>Renumber Draw Position</i> again as required.
Scratching Riders from the Event	<p>The rider scratched check box is used to scratch a rider from the class before they have started competing in the event. Note that once a rider has commenced they can only be withdrawn, retired or eliminated. The system will not allow a rider with a dressage score to be scratched.</p> <p>NOTE: Scratched riders do not show on any printouts. It is as if they did not exist in the draw.</p>
Doing the Draw	It is possible to do the draw using the <i>Do Random Draw</i> button. This will place the riders within a class in random order and then ask for the starting body no for the first rider in the class. It is normally recommended to leave gaps in the body number ranges for each class to allow for late entries. It is, however, possible to <i>Renumber Rider Numbers</i> in a class retaining the existing draw positions.
Duplicate Body Numbers	Although the system will allow 2 riders to have the same body no it is <i>not recommended</i> to leave it this way. Many of the facilities to enter scores for riders is based on the input of a body number. If there are duplicates then the system can only find the first rider with the number. The second rider can only be found by selecting the class first and visually identifying the correct rider.
Competitor Details/ Commentary	To input commentary for a horse/rider combination you have to press the <i>Detail</i> button on the Competitor Details screen. An additional screen will popup as an extension of the details already shown on screen. The commentary data is normally details of the horse - age, size, type (eg. 16.hh brown mare) plus some details on past performances. This information is not mandatory and is only shown on the commentary printout which is designed to print these details in addition to the normal scores. It is possible to prepare and load these details from a spreadsheet when the event is setup. The column names required are HorseDetails and Performances.
EFA/FEI Numbers	The competitor details screen also allows input of the EFA horse and rider numbers. This is important for EFA events where a results spreadsheet is required to be sent to the EFA for all classes PN and above to be loaded into the EFA National database.
Hors Concours	If a rider/horse combination is riding hors concours (non-competitive) then the HC drop down must be used on the competitor details screen. This will prevent the combination from getting a placing. Scores are otherwise entered as for other riders. If there is a change to/from HC then it may be necessary to set the placing again.
Starting Times for Dressage and 2DE/3DE	<p>From the competitor details screen press the <i>Starting Times</i> button. Normally starting times are only calculated for Dressage test and for the Cross Country test of a 3 day event. For a 2 day/3 day event class be sure to tick the 2DE/3DE check box so that times will be calculated for the different phases of the Cross Country test.</p> <p>Be sure that you have already setup the class starting time for the appropriate phase before asking for times to be calculated. Note that scratched riders will be ignored when calculating times.</p> <p>For 2DE/3DE classes it may be appropriate to add a "dummy" rider, say every 5 riders to allow for contingencies. These dummy riders need a draw position but do not have a body no, rider name or horse name. They only</p>

	appear as blank lines in the starting times printouts and do not show on the normal scoring printouts.
Time Calculator	There is a useful speed/distance time calculator available on the Class Setup screen that can be used for both showjumping and cross country. Press the <i>Time Calc</i> button.
Dressage Input	<p>To input dressage scores the first step is to prepare the sheets with the sheets from the different judges always in the same order. There can be between 1 to 3 judges. The number of judges for a class is setup in the Class Setup screen.</p> <p>The dressage test being used for a class must also be setup in Class Setup screen, or on the Dressage input screen before the very first rider in the class has been entered. It is a good idea to always check the name of the dressage test on the dressage input screen when the first competitor in the class is entered.</p> <p>For dressage it is only necessary to input the raw score for each movement. Do not enter the score multiplied by 2. The system knows how many movements in a specific test and will provide an error message if an incorrect number of scores are entered.</p> <p>If there is an error of course, then the penalty is entered in separately to the individual judge scores. That all judges are assumed to agree. Although, the error of course drop down only shows the accumulated scores of 2, 6 or 14 it is possible to override this and input whatever you like (eg. the use of voice may incur 2 penalties but does not accumulate like an error of course).</p>
The perfect dressage score	Although very rare, it is possible to get 10 out of 10 for a dressage movement. If this occurs input an asterisk (ie *) and the system will treat this as 10.
Dressage Placing	To set the placing after dressage press the <i>Set DR Placing</i> button on the dressage input screen. Interim placing can be done before all results have been input for a class. Those without a score do not get a placing and appear on the printout below those with a score. Note that because dressage is always the first phase of the competition there is <u>no need to use</u> the <i>Set Placing</i> button on the All Phases screen.
Showjumping Input	<p>Use the Showjumping input screen to input the scores. Normally the time allowed for the class is not known until the final score sheet is available, so the first thing is to enter the time allowed for the class. Although this can be done on the Class Setup screen is it normally more convenient to input the time allowed on the Show Jumping input screen, <u>before the first rider score is entered</u>.</p> <p>For a clear jumping round input 0 in the jump total column and if there are time faults input the time taken (in seconds). You can input fractions of a second, but the system will always round up to the next whole number (eg. input of 56.24 becomes 57). <u>If a rider is clear on time you can input 0 for time taken</u>. The actual time taken is not shown on the standard printouts.</p>
Placing after Showjumping	To set the placing after showjumping use the <i>Set Placing</i> button on the All Phases screen. Unlike the dressage, there is no separate placing after the showjumping, just an overall placing.
Cross Country Times Input	<p>Before entering in any start and finish times it is important to setup the optimum time for the class on the Class Setup screen. The time limit should also be setup correctly as double optimum time.</p> <p>All times are input to the system in the format hhmss. While this may seem like a lot of keying at first, in practice it is very quick and takes care of the</p>

	<p>varying circumstances that can occur with cross country timing. Consistency on input is most important to reduce input errors.</p> <p>For times input it is best to input from a sheet which has <u>both start and finish times plus a manual calculation of time taken</u>. Although the time taken is calculated automatically by the system the manual calculation critical to verify that the correct input has been made.</p> <p>If there is no finish time do not enter a finish time.</p>
Held Time	<p>If a competitor is held on course for whatever reason then input a held time. Often this time is recorded on the cross country jump sheets and is not available when you first input the start/finish times.</p>
Cross Country Jump Input	<p>Cross country jumping scores are input on a fence by fence basis. However, to save time on input the normal practice is to default all fence scores to clear and then only input the exceptions to this. This does mean that it is a good practice to manually mark blank fence sheets (printed by the system) in preparation for input to the system.</p> <p>NOTE: Before defaulting the cross country fence scores you must correctly setup the maximum number of cross country jumps in the Class Setup screen.</p> <p>Assuming that only the exceptions are input, the manual sheets are the only practical way of detecting missing jump scores (ie where a rider has missed the jump, or the jump judge has forgotten to write down a score).</p> <p>It is a good idea to default the cross country fence results after the dressage has been completed for a class rather than leave it to the last minute when it could be accidentally forgotten. The blank fence tables should also be printed then before the busy time the following day.</p>
Other Elimination	<p>Although it does not occur often it is possible for a competitor to be eliminated from cross country for technical reasons not specific to an individual fence. Examples are jumping the practice fences the wrong way or missing a compulsory flag. In these case tick the <i>Other Elim</i> check box.</p>
Placing after Cross Country	<p>To set the placing after cross country use the <i>Set Placing</i> button on the All Phases screen. For 2/3 day events there is a set day button which will copy the placing as at the end of day 2.</p>
Manual Placing Override	<p>The system automatically resolves equality and at the end of all phases by referring back to the rider with lowest cross country penalties and closest to optimum time. Equality after this is very rare, but if it is necessary to manually override the placing you can do this on the All Phases screen. This should be done after using the Set Placing button. If you have to redo the placings for any reason you will have to redo any manual placing overrides.</p>
<u>All Phases</u> Checking for Missing Scores	<p>The All Phases screen has an automatic check for missing scores when you click set placing. This is an important cross check as it can show potential input errors (eg. a rider did not continue but you were not notified). A rider should only be missing a score if they did they were eliminated, withdrawn or retired from a phase.</p> <p>NOTE: Since this facility has been available this makes the CHECK buttons at the bottom of the screen redundant.</p>
Printouts	<p>All printouts are done using a print preview. After printing from the preview mode, you <u>must close the preview window</u> (otherwise the next preview will always appear as the same class). You will need to decide which is the most appropriate printout for the circumstances. Generally there are both landscape and portrait versions of most printouts. The landscape versions are normally in a larger font and used for viewing by a larger audience.</p>

	<p>One particular point of notice is that the portrait version of the dressage printout shows a comparison of judge individual rankings whereas the landscape version does not (this is to avoid the general public in detailed judge comparisons).</p> <p>A dressage specific printout is used after the dressage phase. The general overall totals printout is used after the showjumping and cross country. A specific cross country printout is used to show details of individual fence results.</p>
Web Results	<p>The printout screen also has an option to output the results to a web format file using the <i>Create Web Results</i> button. There is a separate button for pure dressage results. Dressage is slightly different in that the default is to put all classes in the same file, rather than a separate file for each class as is the default for eventing.</p> <p>The files will be created in the same folder on the computer where the database is located. The file name is YYYY_xxxx.htm where xxxx = abbreviation used for the class and YY = year, MM = month of event date. Warning: Do not use the wildcard character * in the class abbreviation because Windows cannot create a file with * as part of the file name. Everything is fine until you try to create web results.</p>
Web Draw	<p>There is button under Event Setup, Start Times to print the draw in web format. It will show the actual dressage start times that you setup. It uses the same file names as that for web results.</p>
Status Codes	<p>The system tracks the status of a competitor on a phase by phase basis plus an overall status. The general rule is that if a competitor never starts then they are scratched and do not appear on any printouts. A competitor can withdraw from a phase and not start that phase. Once a competitor has commenced a phase they can only retire, or be eliminated.</p>
Team Classes Setup	<p>Individual teams belong to team classes in the same way competitors belong to normal classes. The first step is to create the team classes by using Teams button on main menu. Once there, use the Team Classes button and then add or delete team classes as required. There may only be one class for an event or there may be many (eg. pony club might have level 1 teams, level 2 teams, etc).</p> <p>You must input the "best of" count (typically 3) which means a team must have at least this number of "live" riders otherwise the whole team is out of the competition and cannot get a place.</p>
Team Setup	<p>Once the team classes are setup, you can add individual teams to each class. Where there are multiple team classes it is a good idea to use different range of numbers for the teams in each class. For example, the teams in class 1 might have teams numbered 10, 11, 12, etc while class 2 has teams 20, 21, 22, etc. This is to make it easy to remember the teams when the put a competitor into a team. Team numbers must be unique across the classes.</p> <p>The team names can be anything meaningful.</p>
Adding Team Members	<p>To put a competitor into a team use the normal competitor details screen and update the team number. This input is the tedious part, but once done you can print out the teams and check it. A competitor does not have to belong to a team.</p>
Team Results	<p>Getting the results is fairly easy. Use the Teams button, select the team class and then set placing. All the scores from each competitor in a team are automatically used to calculate team totals by phase and overall placing.</p> <p>There is a separate print teams button on the main menu.</p>

