How to send results to the ESNZ

The purpose of this document is to explain the procedure in Main-Events software to export results to the ESNZ in a digital form as a spreadsheet so that it can be directly imported into the ESNZ results database – thereby eliminating double up on data entry and data entry errors.

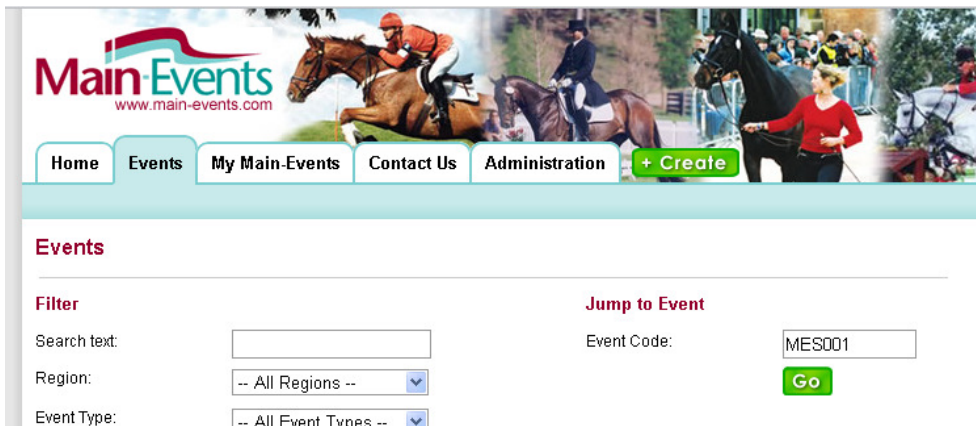The most important thing is to keep your Main-Events program up to date!

Upgrade to latest version

First step is to make sure you are up to date with the most current version of the Main-Events software as this will contain the latest grades you need to assign to your classes.

If you are a registered user of the software, you will have been instructed to register as a user for the www.main-events.com website. It is free.

If you need instructions on how to do this, please email for detailed instructions.

Once your user name and login have been activated by the Main-Events staff, you should will be given the **Event Code** to use under **Jump to Event** (as below) which is the Main-Events Secretaries page where you can download information on the latest upgrade as well as download the latest upgrade. Click on **GO** to go to that page.

Make sure you click on the (gold star) **Favourite** near the top right of the details so that this event page becomes one of your favourites and is more easily accessible from your **MY MAIN-EVENTS** page.

You will be prompted to tick YES that you want to receive news and updates from this event by email. By ticking yes, any time a new upgrade is available or documentation on how to do things, you will receive and email telling you about it and providing a link for you to check it out.

Be sure to click on the green button SAVE to complete the process.

Add Event to Favourites

Add to Favourites Options

When you add an event to your favourites it will appear in your 'My Main-Events' section. It's an easy way to keep track of all the events you are interested in.

If you tick the box below you may receive updates from this event. This could include stuff like news items being posted, new documents ready for download and more goodies as this site grows.

☑ Do you want to receive updates and news from this event by email?

Save   Cancel

Once you are in the *Main-Events for Secretaries* page, click on the **Downloads** tab to see what is currently available in terms of upgrades.

Details	News	Downloads	Classes	My Entries	Videos	Contact	Admins

Downloads   📄 add download

Date	Title	Description	Type	File type	File size	Link	DWN	ACT
27/02/2011	Upgrade documentation for V 5.2.10	Bug fixes and new improved functionality.	Other	📄 PDF	42.62 kB	💾 download	16	✏️ ⊖
27/02/2011	Latest Upgrade Version 5.2.10	Open this PDF document and then click on link to download new program.	Other	📄 PDF	24.79 kB	💾 download	43	✏️ ⊖
11/02/2011	ESNZ Showjumping Banner	Use this in your documentation; or cut and resize for use within Main-Events as a banner	Other	Unknown	985.12 kB	💾 download	12	✏️ ⊖

The latest upgrade will be near the top. We strongly advise that you download and read the *Upgrade Documentation* for the latest version by clicking on the **download** link shown on the right.

To download the Latest Upgrade, you open the PDF document by clicking on the **download** link on the right. A PDF document with instructions *How to upgrade your Main-Events Program* will open similar to the following – look for the link to download the actual upgrade. You may get a warning about possible dangers, but this pdf is a safe download for you.
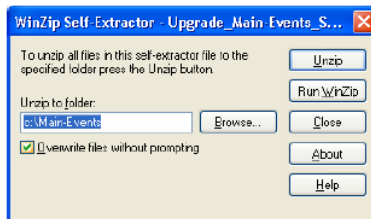
How to upgrade your Main-Events Program
Version 5.2.10 – Mar 1, 2011

Make sure the Main-Events software isn't running on your machine. Click on the following link

http://www.main-events.co.nz/downloads/Upgrade_Main-Events_Shows_V5210.exe

A small WinZip Self-Extractor window will open. You will then be prompted to SAVE or RUN. Choose RUN if you can – you will have to answer a question about this being a trusted source to which you say YES you trust this site.

The program will open a small window similar to the following – click on UNZIP and then when the 4 files are unzipped successfully with a message to that effect, click on OK and then CLOSE.

The upgrade will only replace your program file *(c:\Main-Events\Main-EventsProg.mde)* and the demodata.mdb file that is installed when you first use the program. It does not touch your existing data file.

To download the new version

1. Close the Main-Events program and when prompted make a backup of your data.
2. Open (download) the *Upgrade Instructions* from the **Downloads** tab of the Main-Events Secretaries page as outlined previously.

3. Read and follow the instructions given.
4. Once you have unzipped the new program file (usually 4 files) successfully, close out of the Winzip program and open Main-Events the usual way.
5. Remember – you will be linked to demodata when you first open the new program so you will have to swap back to your Real Data the usual way.
6. It is always a good idea to make sure that the new version listed in small print just under the heading on your main menu page matches the download you have done. If it doesn't, it may be that you had the program open when you did the unzip.

ESNZ official grades

The ESNZ official grades are always updated in the newest version of the software. They do not update automatically as the grades are stored with your data file and therefore is not touched by an upgrade.

You will need to be on the *Standard* or *Professional* version menu to setup the grades (not *First Steps*).

Import grades to start

1. Go to SETUP > SECTIONS and then **Grades/Levels** as shown below.

2. If your Grades/Levels screen does not show the same codes as above, we suggest you delete your existing codes and then click on **▶ Import Now** from the dark blue band.

    To delete all codes, click on the record selector on the far left where the black triangle shows and holding down your left mouse button, drag down to the end of the list so they all go black. Then click the **Delete** key on your keyboard.

3. You will be prompted for what event types to bring in – eg enter **DR** for dressage or **S** for showjumping and show hunters, or **SJ** for just showjumping etc. Or leave blank to add them all to the list.

	Section Link		Used in sections/disciplines	Inactive? (TICK if NOT USED!)	Set LINK ID	Grade Abbrev.
	Show Jumping	▾	SJ - Open Horse, A3	☐	34	SJ
	Show Jumping	▾	SJ - 5 Year Old, A3	☐	36	SJ
	Show Jumping	▾	SJ - World Cup, Table C	☐	37	SJ
▶		▾	SH - Open, Equitation - Pony Rider	☐	265	SH
	Cross Country		SH - Open, High Points - Cat A	☐	267	SH
	Show Hunters		SH - Open, High Points - Cat B	☐	268	SH
	Show Jumping		SH - Open, High Points - Cat C	☐	269	SH
		▾	SH - Open, Welcome Hunter	☐	274	SH

4. Check through the list deleting any that you don't want and updating the **Section link** on the left if needed. The program will select the section where your Section abbreviation matches the Grade Abbreviation as imported. If there is no match, it leaves it blank and you can manually make the adjustment.

Add in new grades

5. Once you have done this first major import, if there are other grades added by ESNZ with future upgrades, you can leave the existing codes in place and click on ▶ **Import Now** again which will add new ones to the bottom of the list.

6. You can also manually add in new codes to the bottom of the list by typing the information in and including the specific code under **Set Link ID** allocated by the ESNZ for that code. The **Set Link ID** is the *Event ID* you will see under the export file created for each class. These should not be changed.

Import Circuits/Qualifiers

This is essentially the same process as importing Grades/Levels and is important so that class lists on www.main-events.com will link through to the ESNZ web page that displays the most current rankings for that type of class.

We advise that you also start by deleting what you have there from an older version of the software (V 5.1 or earlier) and then clicking on ▶ **Import Now** . The program will import all the qualifiers – you can delete those that are not appropriate for your sport.

It appears on the heading for the class list as follows under See Also so that a rider can click on the link **NZ Show Jumping Series Leaderboard** and it will take them to the ESNZ website and appropriate page:

Class 31 - IVERQUANTEL Amateur Championships Article 238.2.2 - 1.10 – 1.20m

Sat 29 Jan 2011 - Global Performance Horses Ring 1

Entry lists displayed below are subject to change unless results have been confirmed.

INTERIM RESULTS - subject to change.

Sponsor	PIP MCCARROLL -
Special Conditions	Draw order
See Also	NZ Show Jumping Series Leaderboard

| Class	St No	Bk No	Est Start	Scr?	Entry	Video	Competitor	Pl	Elim?	Final score	Sc (1)	Sc (2)	Sc (3)	$PM	Notes
31	1	100			Back Again		Williams, Jeanette	0	0		0	0	0	$0.00	23
31	2	134			Meersbrooke Je Suis		Cameron, Laine	0	0		0	0	0	$0.00	0

4

If you are running a local area series, you can set up your own here and then enter the link address so and appropriate label or description so that a rider clicking on your link would go back to your page.

Allocate grades to each class

Once you have the **Grades/Levels** and the **Circuits/Qualifiers** information in place under SETUP, you then ensure that all graded classes are assigned the correct grade and where appropriate the circuit they are involved with.

You can do this under CLASSES > CLASS DETAILS in the area labeled **Grading/Levels** as shown on the right by selecting from the drop lists.

IMPORTANT – you must also specify the Height/Distance for showjumping and showhunter fences. Set it to the highest of fences in the class (eg 1.20 for 1.20 metre) or where the highest fence is specified as 1.10m to 1.20m – then enter the average height eg 1.15.
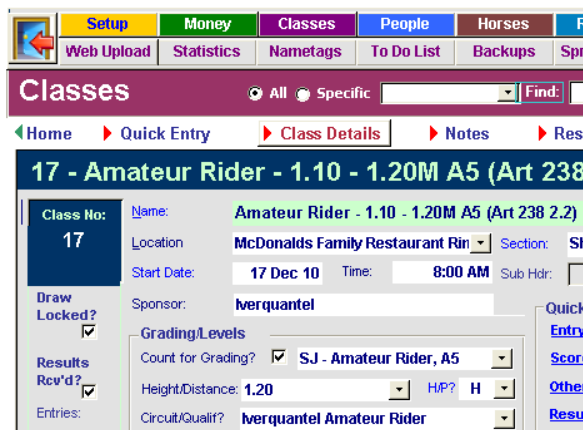
DO NOT type in the m for metre. The Height/Distance for exporting to the ESNZ database should be numeric only.

You can also enter and check grades once your classes are set up from **RESULTS > EXPORT > Check Clases** option. This is provided as a last minute check for the export routine to make sure you have all up to date – but is also a quick way to get the grades and circuits into place from one screen.

 You should fill in the three columns as appropriate - **Official Grade,Official Circuit Qualifier** and the **Height/Distance**. Distance is used for endurance and eventing. If your show has a lot of other classes not related to ESNZ or equestrian sport, you may want to use the option **▶ Select Classes** along the menu line to focus on only those classes needed.

What are the grades?

You may have to ask a judge or other committee member for help if you can't work out what grades are to be associated with a class. We suggest that you make sure for next show that the grade is obvious in the class title.

The following showjumping grades were given to us by Fiona Bentley from the ESNZ which should help translate those "article" classes that don't say A1 or A5 etc.

238 1.1 -	A1	238 2.3 –	A6
238.1.2 –	AM3	239	Table C
238 1.3 –	AM 4	274.5.1 –	like an A1
238 2.1 –	A2	274 5.2 –	like an A3
238 2.2 –	AM5	274 5.3 –	like an A5

Import ESNZ data files

As part of the digital export routine, the Main-Events program can check horse and rider registrations as you enter them into the system. This helps with accuracy of data input so that when you do export the results they will be more accurate.

It also highlights lapsed registrations and memberships for you to action.

This area requires you to be on the email list to receive the horses.xls and riders.xls files from the ESNZ which are sent out every two weeks during the show season. If you do not receive these emails, contact emma@nzequestrian.org.nz for details.

Import Horse & Rider Registration info

Every time you upgrade your Main-Events software, you will be expected to upload the horses and riders registrations files again. These files are not included with the software as they need to be as up to date as possible.

Once you receive your email with the riders and horses spreadsheets attached, save them to a location where you will know where they are. Newer versions can be saved to replace existing copies.
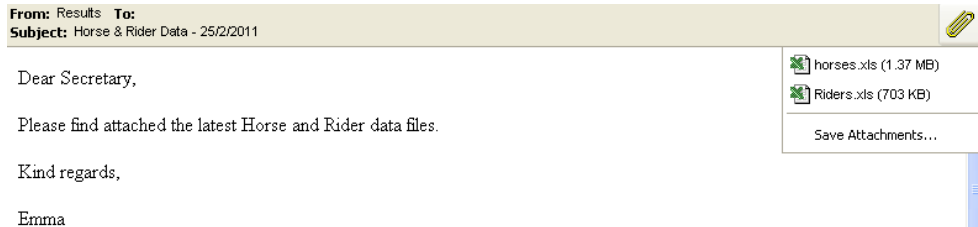

I would suggest that you save the files to your **Desktop** to make them easy to find. It doesn't matter to Main-Events where you save them, but to be on the safe side, save them to the same place each time and choose YES to overwrite existing copies.
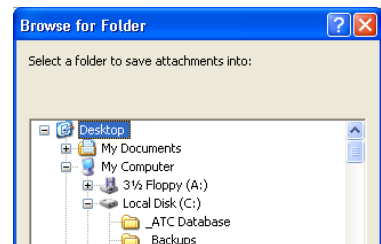
In this way you can ensure you are not importing older files by mistake.

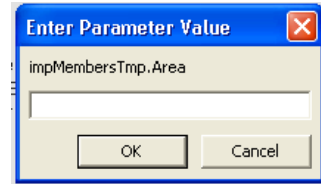## Importing the spreadsheets in Main-Events

1. Go to OTHER > IMPORT DATA > **Software Specific**.
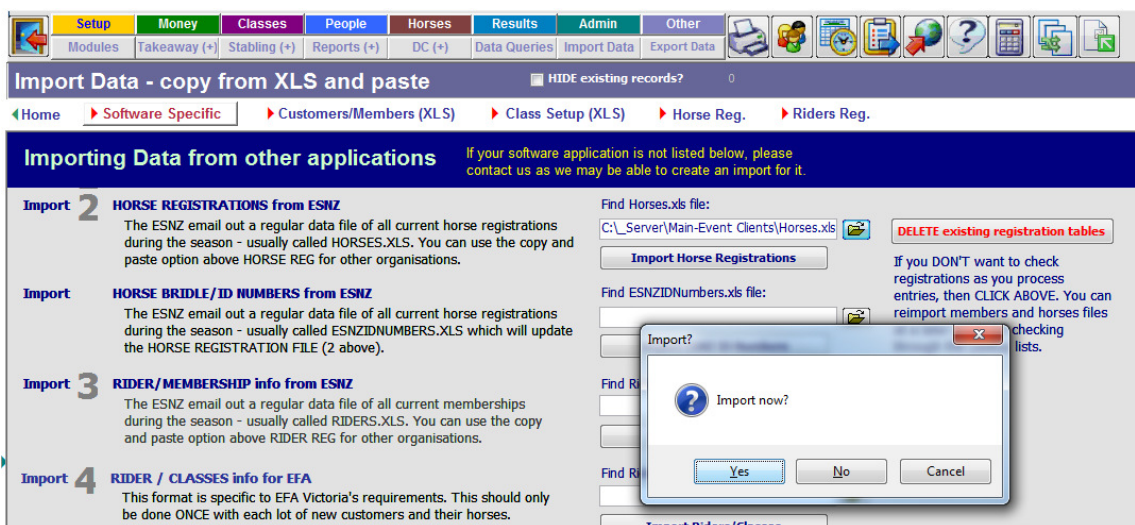
2. From **Import 2 – Horse Registrations form ESNZ**, use the small browse button on the right to find the file to import. Navigate through to where you saved the *Horses.xls* file and click on it. It will then appear in the text box as shown and a small window will open asking if you want to

import now. Click on **Yes**.

3. Repeat the same step for **Import 2 – Horse Bridge/ID Numbers from ESNZ** looking for the *ESNZIDNumbers.xls* file. You do this AFTER you have imported the Horses file above!

4. Repeat the same step for **Import 3 – Rider/Membership info from ESNZ** looking for the *Riders.xls* file. If you receive an *Enter Parameter Value* message similar to the following, it means that a column of data has not been labeled to exactly match the import specifications. This does not stop the import procedure but the column specified will not have any data in it. Just click on **OK**.

5. Once you have finished, it is always a good idea to just check that the data does look as you would expect it under the Horses Reg and the Riders Reg. This shows you the raw data as imported but it is NOT the area you use to check registrations. This is done elsewhere.

Checking registration when entering data

Once the horse and rider information has been loaded into the Main-Events system from the two spreadsheet files sent out by the ESNZ, the program is ready to check entries as you put them in.

## Tick the option to check registrations automatically

As Main-Events caters for more than just equestrian, you don't always need to check for registrations. There is a default you can turn off or on when checking registrations. This is under the **SETUP > EVENT DETAILS > Set Defaults**.

To have the program automatically check registrations as you enter data, you must turn this ON by ticking the option **YES – I have loaded the registration details** under **Do you want to check registrations automatically**?
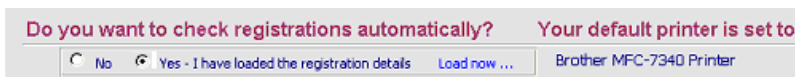
Horses

Once the option above is turned on, when you enter a horse into the system and enter a numeric value in the registration column as follows, the program will automatically check that the horse and registration match and that the registration does not expire before the end date of your show.
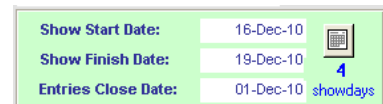
The end date of your show is as set up for the **Show Finish Date** under **SETUP > EVENT DETAILS > Show Details** (above right). It is important to the checking routines that this date is correct!
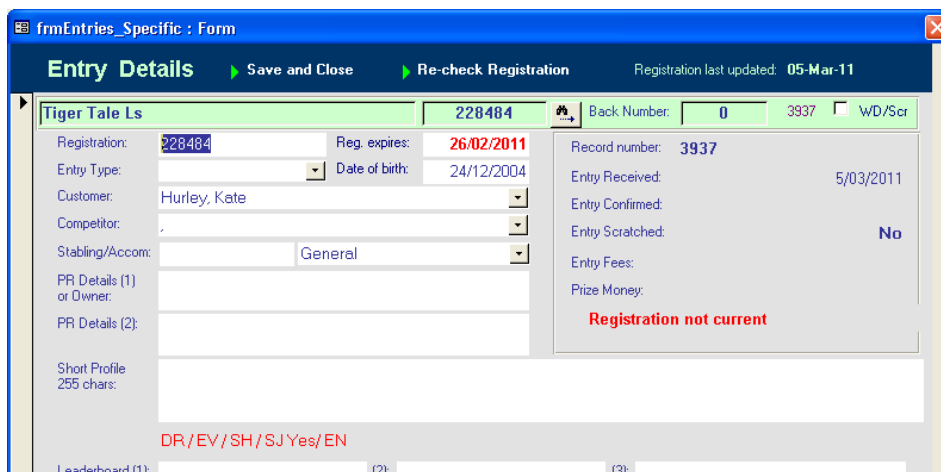
Enter the horse name and then enter the registration number. Press <ENTER> or <TAB> to move to the next column for Back No. If the number turns red, it means there is a problem.

Check the sticker again for the name and the registration number to make sure you did not make a data entry error. Make the correction and press <ENTER> or <TAB> through to the **Bk No** column again. If it turns blue then all is well. If it is still red, you should double click on the horse's name (**Tiger Tale LS**) to open the Entry Details window which will show you the registration expiry date. If this is highlighted in red, it shows the horse's registration will run out before the end of your show.

You will also notice in red down on the lower part of the screen, the disciplines that the horse is listed for.

In the example shown, the horse is only registered for showjumping (SJ Yes). Also on the far right in red will be the reason the registration has been highlighted as incorrect.

The reasons will be one of the following:

Registration not current   which means that the horse and number are correct but their registration will have expired or is due to expire.

Registration not found   means that either the horse name does not exist in the data file and/or the registration number is not correct for the horse's name.

Entry name does not match Reg. number   which means the registration number does exist in the database, but not with the associated horse name. This can often be the case where a prefix has been added to a horse's name in which case you ignore the message.

To find a registration

All too often the rider will enter a new horse without stickers – "they are in the mail" or you may accept an entry by email and it comes without the registration number. At any stage, you can use the Entry Details area to find the registration number.
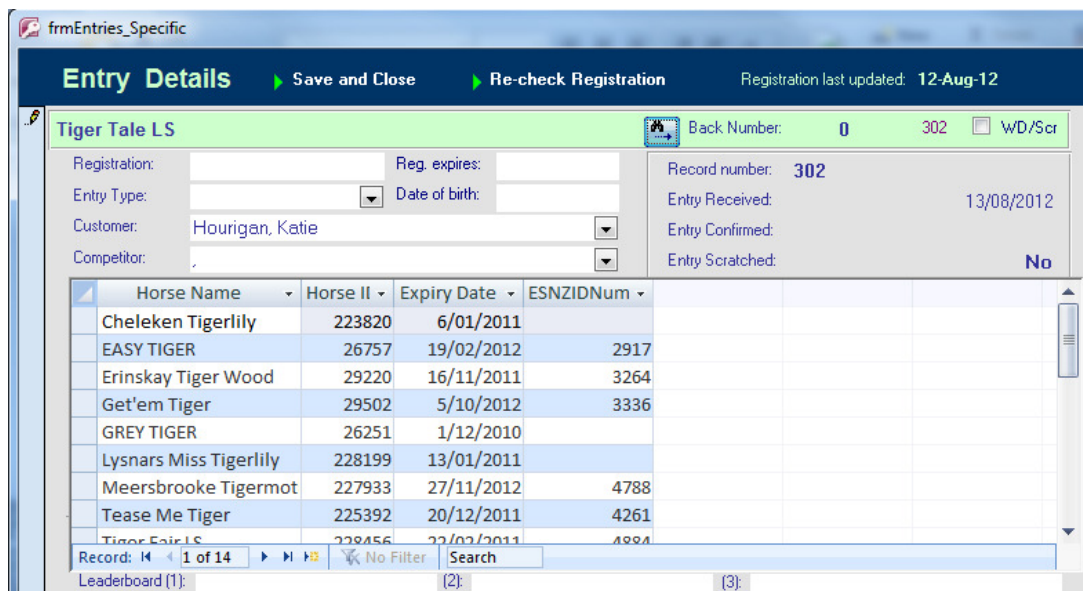
Click on the small button with the binoculars and arrow just to the right of the horse's registration number. The program will then bring up a list of horses that are possible matches for the first five letters of the horses name and the registration number. So in this case, the list shows all horses with **Tiger** in the name.

From there it is usually a simple process to try and match the first 5 letters in the horse's name. You can then copy the registration number using the right mouse button short cut menu to copy the Horse ID and paste it into the appropriate area on the Entry Details screen. Or you can change the horse name to suit.

Don't forget to then click on ▶ **Re-check Registration** to update the information on registration expiry dates etc. for the horse.

If you want to search on any other combination of letters (eg **Tale** instead of **Tiger**) then change the horse name to show the 5 letters of what you want to search for so they are the first 5 characters of the horse name on display. Make sure you fix up the name afterwards!

Riders

When entering a rider for the first time, you enter their last name followed by comma and space and then their first name. At this stage, you are prompted to open the small *Add to Competitors* screen.

Enter their membership number, and if both the rider's name and membership number match, the program will then display their expiry date, area, membership type and if appropriate their date of birth (for Junior and Young riders) - similar to on the right.

As with horses, if you have the rider's name but not their membership number, you can click on the small button with the binoculars and arrow to bring up a list of riders with the same last name. Highlight the number you want and then click with your right mouse button to copy the number and then paste into the appropriate space.
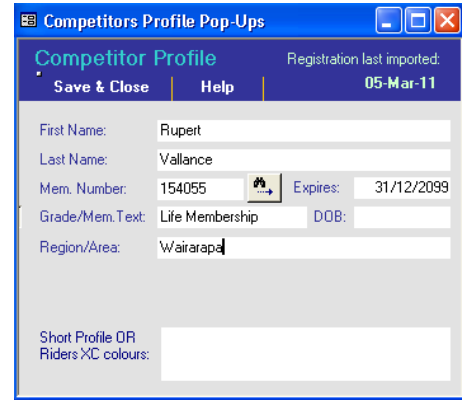
Click on the binoculars again to close the membership list. Notice the date you last uploaded a new horse and rider registration file is displayed in the top right of the Rider's popup. This helps to make sure you are working with current data.

IMPORTANT – expired members are not part of the ESNZ export file

Please note that members who are not up to date are not included in the ESNZ data file. This means you will not find them if you look for them!

Checking registrations all at once

As you are processing data, you will find horses and riders who are not up to date. Often they will tell you they are currently with the ESNZ being processed.

Carry on entering horse and rider information based on what you have as just before the show, you can use the latest import files to do a once over the whole lot of horses and/or riders at once to highlight those that are still not current. At this stage you can then do searches for matching names etc from this one area.

This is done through the **HORSES > REGISTRATION** area where you can check both horse and member status.

Entry	Reg. #	Type	$PM Won	Registration expires		
A P Ninja	230746	1EQ	$100.00	31-Jan-12	DR / EV / SH Yes/ SJ Yes/ EN	
A Pint Of Guinness	230548	1EQ	$0.00	24-Dec-11	DR Preliminary Annual Start/ EV Graded Horse/ SH /	
AB Salute	223986	1EQ	$0.00	14-Sep-11	DR / EV / SH / SJ Yes/ EN	
Abenaki Chief	30131	1EQ		31-Jan-12	DR / EV / SH / SJ Yes/ EN	
About Now	222920	1EQ	$0.00	30-Jan-10	DR / EV / SH / SJ / EN	Registration not current
Abundant Spirit	229141	1EQ	$40.00	26-Aug-11	DR Preliminary Annual Start/ EV / SH / SJ / EN	
Achilles	21728	1EQ	$23.00	05-Nov-11	DR / EV / SH Yes/ SJ / EN	
Achillies II	228642	1EQ	$62.00	16-Apr-11	DR / EV Non-Graded Horse/ SH Yes/ SJ Yes/ EN	
Air Hill Bambi	230043	1EQ	$0.00	02-Nov-11	DR / EV / SH / SJ Yes/ EN	
Air Hill Brownie Points	225582	1EQ	$15.00	20-Aug-11	DR / EV / SH / SJ Yes/ EN	
Air Hill Myka	24425	1EQ	$420.00	13-Oct-11	DR / EV / SH / SJ Yes/ EN	
Air Hill Squaw Valley	28637	1EQ	$200.00	12-Oct-11	DR / EV / SH Yes/ SJ Yes/ EN	
Alchemist	20769	1EQ		19-Nov-10	DR / EV / SH / SJ / EN	Registration not current
Alexander Bay	26603	1EQ	$20.00	19-Jan-12	DR / EV / SH / SJ Yes/ EN	
All Knight	24414	1EQ		12-Nov-10	DR / EV / SH / SJ / EN	Registration not current
Alonzo's Katmandu	229367	1EQ	$114.00	14-Sep-11	DR / EV Non-Graded Horse/ SH / SJ Yes/ EN	Entry name does not match Reg. nu

Horses

This will show all horses entered in your show (or the Main-Events database if you kept all horses during a rollover). Click on **▶ Re-check Registrations** so that the program moves through all horse records in view, checks the registration and then updates the Expiry Dates and Registration type.

You will see in red any warnings about the registrations. By sorting **A to Z** (ascending) on the expiry date column, you will see in red which are the issues. Click into the column and use the AZ button from the toolbar or right mouse click and choose AZ sort from the shortcut menu that appears.

If you are doing this check after the show, you will notice there is a column showing the **Prize Money** won. Where time is of the essence in preparing data for export to the ESNZ, focus on those that won prize money!

There is also an option to have the program check horses without a registration number and if there is a horse in the ESNZ file with the exact same name, it will add in their registration number – but ONLY if the registration number is currently blank.

Click on **▶ Find Registration for blank Reg. Numbers** near the top of the form.

Riders

As with the horses, this will show all riders and handlers involved in your show – or all if you chose to keep all riders during a rollover. We advise however that you do not do this – it is a better check to have to enter these each time.

Check Rider/Competitors Registration					▶ Re-check Registrations
Competitor Last Name	First Name	Membership Num	Expires?	Mem Text/Grade	
Oskolkov-schneider	Greta	230604	12/01/2012	Junior Competitor	Wellington
Aplin	Rebecca	230498	20/12/2011	Junior Competitor	Central Districts
Kingswell	Liam	230359	2/12/2011	Junior Competitor	Central Districts
Neal	Brigitte	230278	24/11/2011	Junior Competitor	Wellington
Scholes	Alex	230137	10/11/2011	Junior Competitor	Wellington
Scholes	Helena	230126	10/11/2011	Junior Competitor	Wellington
Anthony	Rebecca	230124	10/11/2011	Junior Competitor	Central Districts
Scott	Sophie	229988	28/10/2011	Junior Competitor	Wellington
Knight	Frankie	229893	19/10/2011	Junior Competitor	Wellington
Clark	Laura	229858	15/10/2011	Senior Competitor	Central Districts
Mcpake	Amy	229821	14/10/2011	Junior Competitor	Wellington
Smith	Sinead	229565	27/09/2011	Junior Competitor	Central Districts
Goggin	Jessie	229278	12/10/2011	Junior Competitor	Wellington
Bills	Caitlin	229240	6/09/2011	Junior Competitor	Central Districts
Marriott	Emily	228799	25/06/2011	Junior Competitor	Central Districts
Freeman	Christie	228411	16/02/2012	Senior Competitor	Wellington
O'Connor	Jessica	228345	4/02/2012		Wairarapa
Keen	Kylie	228127	23/12/2011		Wairarapa
Johnson	Liana	227540			
Brown	Courtney	227498	19/10/2011	Junior Competitor	Central Districts

As with horses, you should recheck registrations with each new import and as a final check before your show and afterwards. Again there is also an option to retrieve membership numbers from the ESNZ data that are currently blank and are an exact match for the first and last name.

Popup View

If you are working through your horses and riders lists trying to find registration or membership numbers, the program has a popup feature that makes it easier for you to find what you are looking for.

If you are working with horses, the horse list pops up and if working with riders, it is the riders list popup that appears.
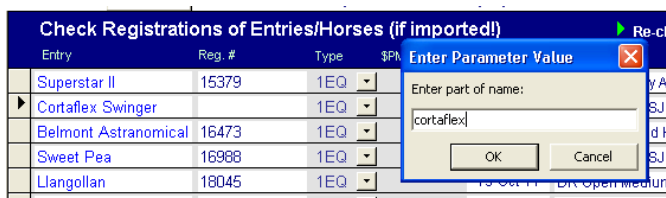
To use this feature, click on the ▶ **Pop-up View** from the menu line. You will be asked for part of the name to search. In our example, we are looking for Cortaflex Swinger's registration so have entered Cortaflex when prompted above (it is not case sensitive) and the following list (below) will appear on the right hand side as a popup window you can move around to suit.
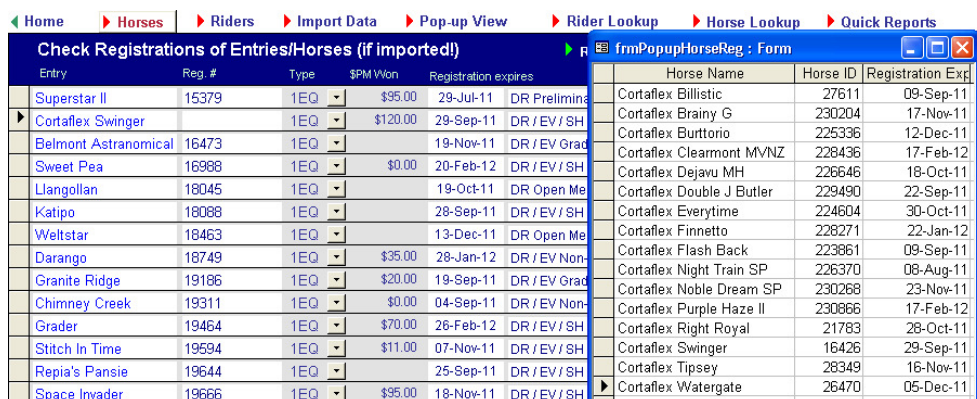
It is then easy to find, copy the registration into place on the left.

Be sure to recheck registrations to get the other information to appear – expiry dates and disciplines registered for.

Rider Lookup

The rider lookup shows all riders currently registered with the ESNZ.

You can use your sort and filter buttons for example to find all riders in your area so that you can ask them to help pick up rails or do other things on the day.

Horse Lookup

The horse lookup is a list of all horses registered with the ESNZ that you can use to find a horse if the Popup option doesn't work. It really is a last resort as it is a big list to work through!

What do you do about horses or riders that are not registered?

For ESNZ graded competitions, the ESNZ would expect that you not allow an unregistered horse or rider to start at your show as it affects the insurance cover for your show.

This is something that you will need to discuss with the committee and be very clear in your own mind as to what policy you intend to follow. By checking registrations using Main-Events and an up to date ESNZ data file, it should be easier to find these horses and riders.

Use *Report 273 - Missing Registrations/Memberships* to print lists of unregistered riders and horses for selected classes – eg select your ESNZ graded classes only.

Enter results

Enter results your usual way making sure to add in the percentage score under the Final Score column for dressage and showhunters and any points for both.

Once your results are entered into Main-Events and checked using a print out, you are ready to export the results to the ESNZ using the new digital export format.

Export results

Go to **RESULTS > EXPORT** to begin the process of exporting results in the required format.

Select Classes

Moving left to right along the menu line, start by selecting the classes you want to include in your export file. This area is the same format as choosing classes to report on in the **Print Reports** area of the program.

Select the **Section** from the drop list (eg Show Jumping as shown above) and then TICK AS FILTERED using the funnel with the one tick (left) to select just showjumping. You can then select another discipline if needed.

Show Hunter Results
At this stage, all showhunter results are to be emailed through to Sandy Richmond for checking before you submit to the ESNZ. Therefore, as a first step, you should follow these export routines selecting just show hunter classes and then email through to Sandy. She will check the registrations and points to ensure all is correct and will let you know of any changes required.

All other Results
These are to be emailed directly to the ESNZ – it doesn't matter what discipline as the Grade you linked to the class is indicative of the discipline.

Check Classes

This is provided as a last minute check for the export routine to make sure you have all up to date – but is also a quick way to get the grades and circuits into place from one screen (see page 5). If you come into this screen and there are no classes showing, check that you have in fact ticked classes under **Select Classes**. Otherwise, you should only see the classes you have selected.

1. From the drop list at the top of the form, make sure you select *Equestrian Sport NZ* from the **Specific** drop list as shown below. Other formats will be added to this list in future.

2. The ESNZ only records horses that have placed so do not tick the **Include unplaced entries**.
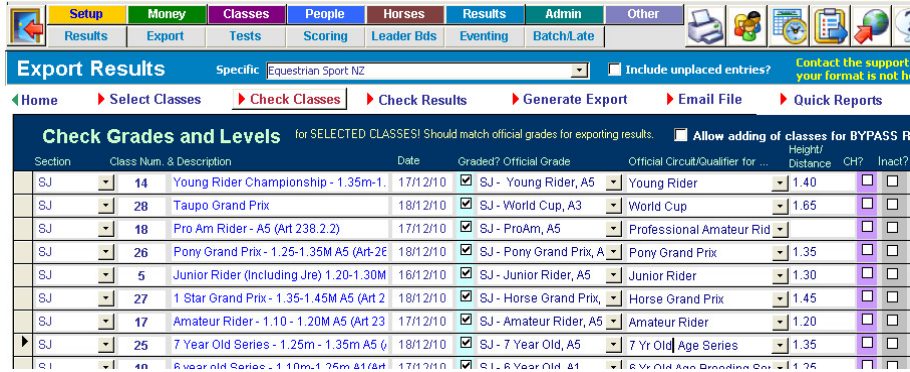

 You should ensure the three columns for **Official Grade,Official Circuit Qualifier** and the **Height/Distance** are filled in correctly. Distance is used for endurance and eventing.

3. Make corrections as needed before sending data off to the ESNZ.

Check results

4. **Check Results** gives you a chance to do last minute checks for membership and registration data as well as whether you have recorded prize money, scores and points correctly.
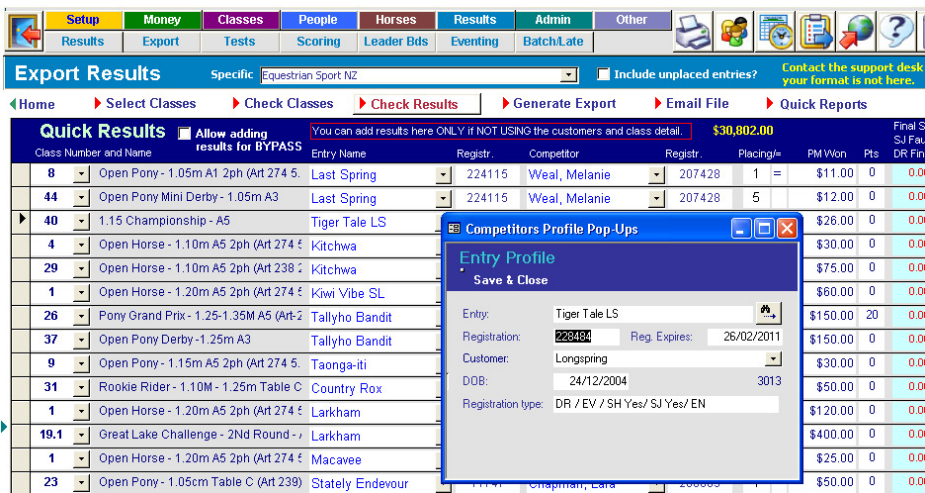
5. You can also double click on the **Entry Name** (horse) or the **Competitor** (rider) and a small Popup form opens that you can use to check for registrations – click on the small binoculars and arrow button near the upper right.

6. It is always a good idea to check how many results are involved in your export so that you can confirm that number in the **Generate Export** form.
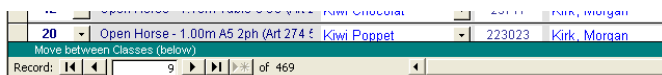
Look to see how many records there are in the Results for the Selected classes on the lower left of the screen where it will show Record 1 (or ?) of in this case 469 results. This is 469 placings to be exported.

Generate Export

7. When happy with all the information so far, then click on Generate Export. NOTE the export will by default include all horses and not just those with placings. This is a request of the ESNZ.

You will be prompted to answer two questions during the process.

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"Do you want to add and update the Results data now from your records?"

Answer **Yes** – unless you want to cancel the update.

"Do you want to clear out any existing results in this table?"

Answer **Yes** – unless you want to cancel the update.

8. The final message tells you when the job is done. While you can make changes directly to this spreadsheet, we don't advise that you do this!

9. Check that the total records in this export (lower left corner of screen) is the same as in the **Check Results** – it should be.

   Don't worry about the columns of data you see in this spreadsheet – it is formatted for the ESNZ system and some columns of information may seem oddly labeled – eg BodyID for the Membership number. Just trust it. You do not have to do anything with it.

Email file

10. The final step is to export the file as is using the Main-Events program. There are 2 files that you should include in the export to the ESNZ – one is a spreadsheet that is attached automatically and the other is a PDF version of the results that can be posted on their website or used as a check for the digital file.

    You must have the Main-Events PDF writer installed for the program to create the PDF version.

    If you don't have the Main-Events PDF writer installed, go back to the Main-Events Secretaries page and download the Install Document for Main-Events PDF Writer which has a link to download it. It is a small program and will not take long to install or download.

11. Click on **Email file** and the following will appear which is the name and location of the PDF file the Main-Events program is going to create of the results.

    Follow the directions given which is essentially to copy the full path and file name (highlighted in blue) using Ctrl + C for copy.
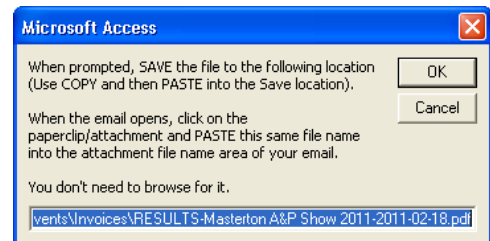
    Then click on OK.

12. The next prompt will ask for the highest placing to include, enter the number (eg 10 for 10th placing). This should match what you have in the Generate Export which is all placings. You could enter 99 as that will pick up any placing (eg the Placing column is not blank).

13. The next prompt is instructions **asking if you are ready to email the program automatically**.

    If you have Office Outlook or Office Outlook Express on your machine, choose **Yes** and the program will automatically open an email addressed and ready to go. Notice the **Results.xls** file is already in place as an attachment.

14. You must now attach the PDF version of your results by clicking on the paper clip icon or insert attachment as you would usually do and when prompted for the file name (as shown) – you then paste in the file location and name from step 11 so that it appears in place and click OK.
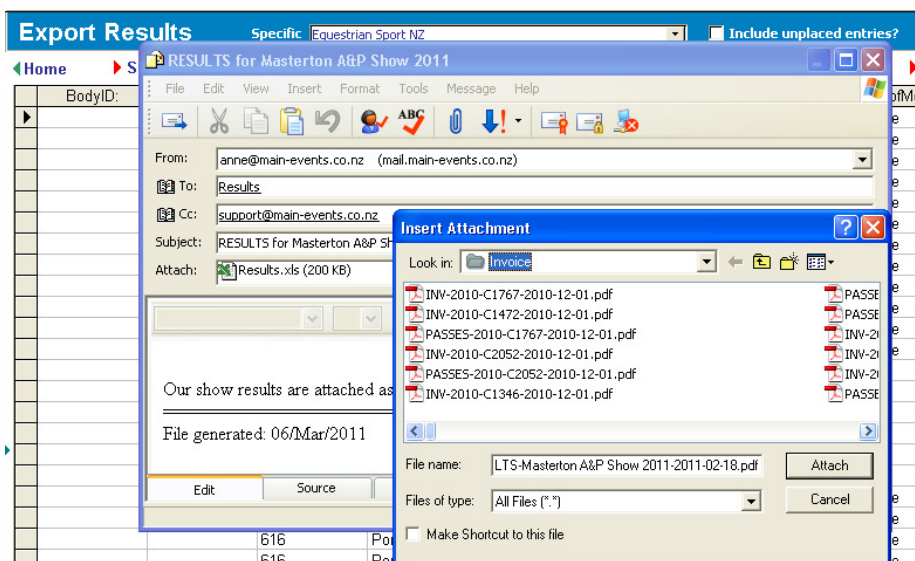
15. You should now have 2 files attached – one the Results.xls file and the other the PDF of your results. If on completing the export, you get a message about *overwriting the Results table*, say YES.

Show Hunter Results

Please note, show hunter results must be emailed to Sandy Richmond at s.richmond@gisborne.net.nz so that she can check registrations and eligibility for High Points. Once she has checked these, Sandy will get back to you if any changes are required.

Once you have made the changes, you must send an updated copy back to Sandy who will give you directions to forward on to the ESNZ on your behalf or she will process on your behalf. You will be asked during the export if you have Showhunter classes at your show. If YES, then Sandy Richmond's email address will be included in the Send to: line. Delete if not show hunter results.

All Other Results

Email directly to results@nzequestrian.org.nz - your email will automatically be addressed to the right person.

Please note, a copy is also sent to support@main-events.co.nz so we can check that you appear to be doing things correctly.

If you can't email automatically

Under step 13, you choose NO instead. This will open a different form with all the information you need in view – but you will have to copy and paste into an email that you open using your standard email program. The ESNZ file can be found under c:\Main-Events\Results.xls and the pdf version of the results which MUST go with the xls file is listed just above it.
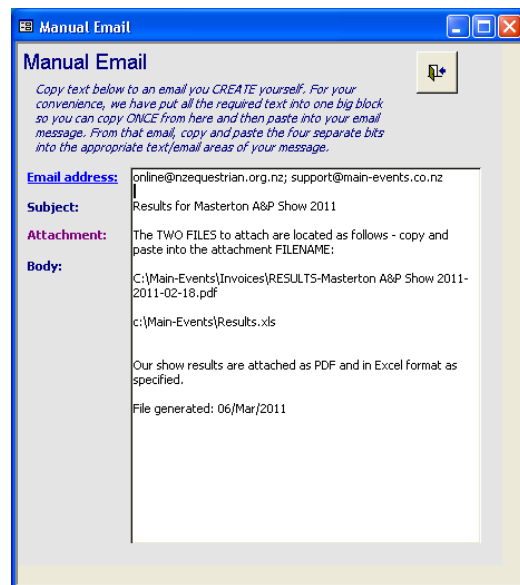
That's it … Done!

What if I have to change a result later?

Email emma@nzequestrian.org.nz and she can make the changes manually in the system. You can't regenerate the file once it has been uploaded into the ESNZ system.