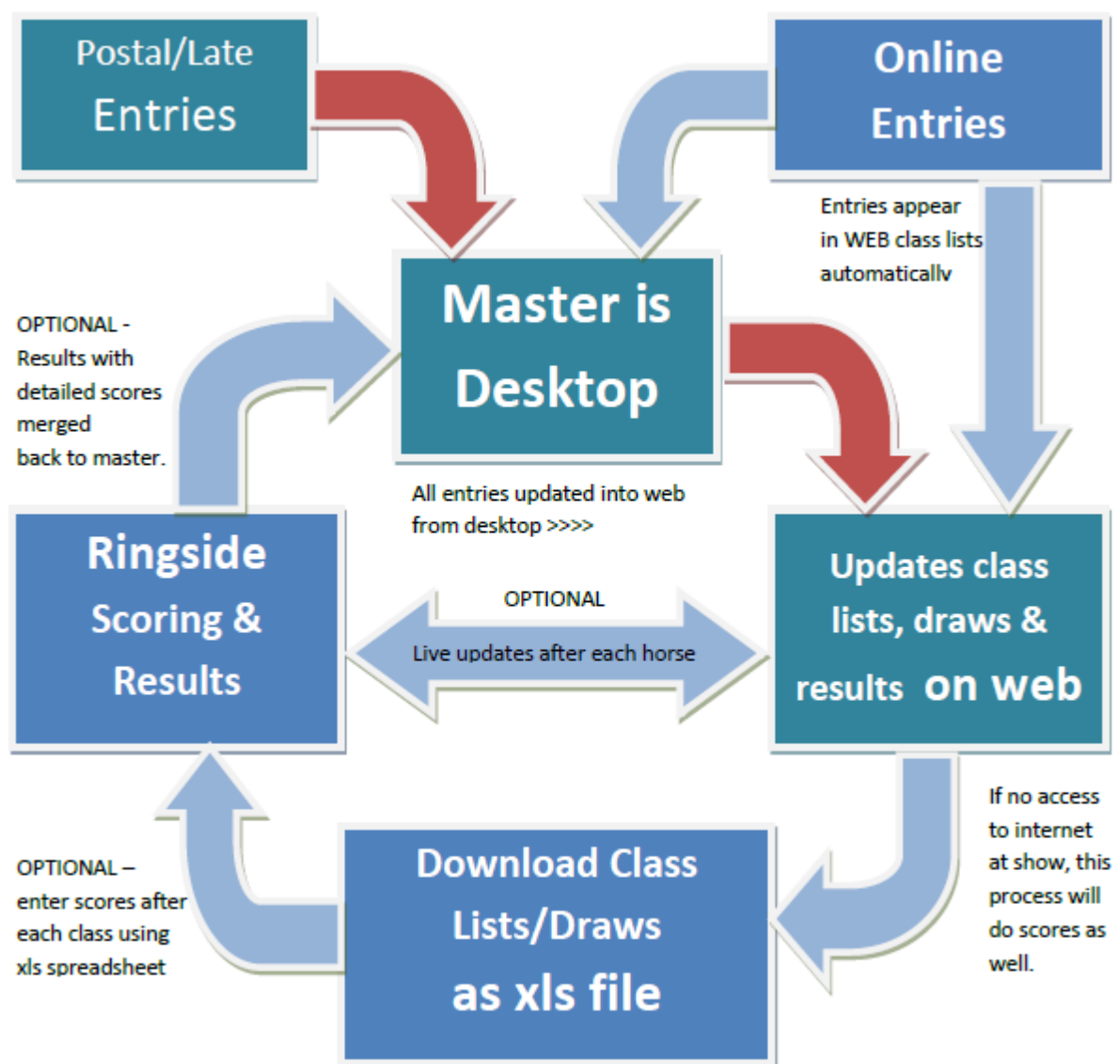


# QUICK START

## Just Equestrian & Main-Events.com

Version 1.4.\* – 1 Aug 2014



Version 1.4.4 - Last updated 12 Aug 2014

# Table of Contents

Basics of Working with Just Equestrian ..... 2

## **GETTING STARTED**

Claim (or create) your show on Main-Events.com ..... 8

Setup your show ..... 9

Setup your fees ..... 12

Add your classes ..... 14

Upload your setup to Main-Events.com ..... 16

Add in customers, horses & classes ..... 17

Add Customer Fees ..... 21

Download your entries ..... 23

Merge your online download into your Just Equestrian ..... 25

Processing payments ..... 26

Scratching or swapping an entry ..... 27

Assign backnumbers ..... 30

Class Lists and Draws ..... 31

Results ..... 33

Printing Reports ..... 33

Upload class lists to Main-Events.com ..... 37

## **JUST EQUESTRIAN – Other things to learn about**

Quick Emailer ..... 40

Scoring ..... 40

Ringside Scoring ..... 41

Leaderboards ..... 41

Stabling ..... 41

Direct Crediting of Prize Money after show ..... 42

## Basics of working with JUST EQUESTRIAN

This guide is only intended as a *Quick Start* to get you up and running quickly. There is a full 100+ page User Guide and online tutorials available 15th September that will explain more in detail.

The following are some of the new things that you need to understand to work with the new program especially if an experienced Main-Events user.

### Clean Slate

The desktop has been optimised to work with the online entry where we expect 80+% of entries to be coming in online this coming season. It is best to start with a clean slate each time (aside from class setup of course!).

We assume that you will clear out all customer and riders for each show. As part of the rollover process, the customers can be archived so they can be accessed for emailing out schedules etc for next show so you can keep their emails on file. If they enter again this year, the program will update their record under archives to match based on their email.

### Templates

At the heart of the new system is the selection of a template that suits your purpose. This is now part of the setup. Selecting a template will then add the information you need to all areas of the program. You can further customise this as you work through the program.

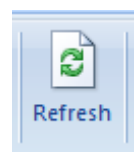
Tick templates below (1 or more)	Applies to	Description	View sample on website
<input checked="" type="checkbox"/> TRAINING DAYS - ungraded shows with 1	All	Very basic. Suits training and ungraded shows run on the day.	<a href="http://www.main-events.com/event/194">http://www.main-events.com/event/194</a>
<input checked="" type="checkbox"/> EQUESTRIAN Mixed - Main-Events	All	Suits shows with mixed sections under one category with similar requirements.	<a href="http://www.main-events.com/event/194">http://www.main-events.com/event/194</a>
<input checked="" type="checkbox"/> ESNZ SHOWJUMPING - Main-Events	All	Adds different labels for scoring.	<a href="http://www.main-events.com/event/194">http://www.main-events.com/event/194</a>
<input checked="" type="checkbox"/> ESNZ SHOW HUNTER - Main-Events	All	Includes Height Category for the pony and showhunter registration.	<a href="http://www.main-events.com/event/194">http://www.main-events.com/event/194</a>

These templates match exactly what is online when you select templates for your show.

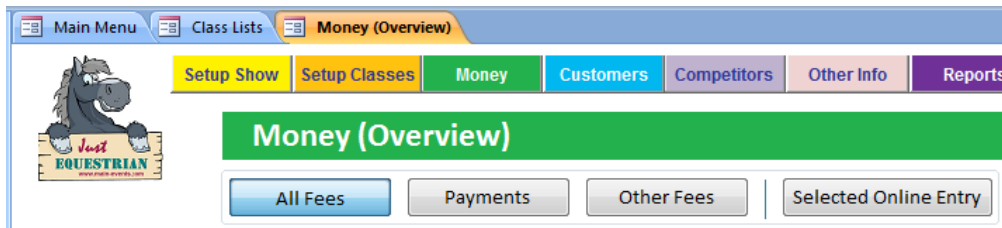
### Menus colour coded and tabs along top of screen

You can always tell what area of the menu you are working with as the band at the top of the screen reflects the colour of the menu – eg green Money on the menu and green Money below.

The tabs along the top of the screen give you instant access to other areas you were working in. Try not to have too many of these open as it will slow things down slightly. Also be aware that you may need to use the **Refresh** button to ensure you have the latest information in your Class Lists - for example if you have both the *Class Lists* and *Class*



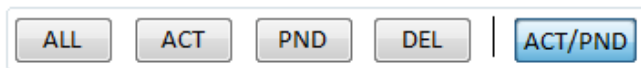
Details forms open and updating data between each.



### ACT, PND and DEL

We have taken on board the flagging of all classes, customers, riders, horses, as being entries as being ACT (active), PND (pending) and DEL (delete/scratched) to work in with the online entry system. It is basically cosmetic and does not interfere with the functionality. But it does mean you can flag entries as PND in class lists etc. until they are paid or a qualification has been proved.

We are hoping to train the online customer to also see and appreciate the implications if their class entry is flagged PND and not ACT. Most areas of the program provide filtering to look at these options.



### Closing a form



Click on the horse's head on the upper left of the screen or on the **Red Cross** on the far right of the menu line on the top of all main work areas.

Close out of the program by clicking on the big horses head on the first main screen.

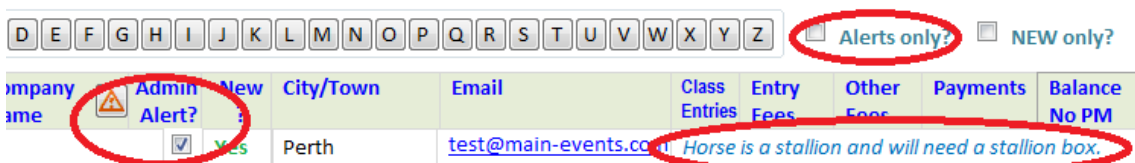
The process takes some time as we have enabled the compact and repair option when program closes!

### Sorting a column

All columns of information can be sorted by clicking on the column heading (blue text) as in the class lists online or by using the ribbon at the top of the screen. The right mouse option is also enabled.

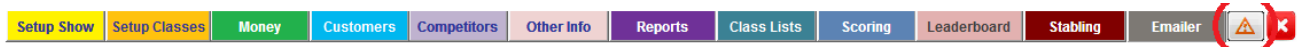
### Alerts

Another innovation we have implemented in the desktop is **Alerts** and associated notes. With online entry, you don't have the same hands on appreciation of what is wrong in an entry as you process it. We therefore want to make it easy to check all data that is merged and then you can flag it as needing attention and makes notes on why.



The alert is also used with validation processes – eg bank numbers, horse and rider registrations where the program will create the alert if the data does not validate.

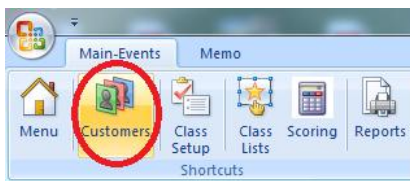
If there is an alert against a line of data, the name of the item is highlighted red, and there is a tick on the **Alerts** box. To view or edit the text for the alert, you click on the small ! or ? mark button in the column heading. This shows or hides the comment which appears when you click the small button and then hides again when you tick again.



You can view all alerts from right of the menu ribbon at the top of the screen. You MUST click the process button from the alerts area to update what is in view as this is a compiled table made up of all alerts from all areas of the program.

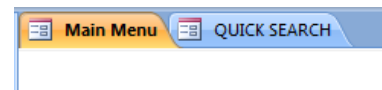


### Finding a customer or competitor



You can click on the **Search Customers** button from the ribbon at the top left of the screen. This opens a form whereby you can type in part of a customer name, competitor name, email, city or phone number and the program will show you matches. Then double click on the customer name to go to the customer to edit entries. Click on the competitor name to edit detail (not class entries) for the horse or rider.

By default, the SEARCH form stays open when you startup the program so you can simply click on the tab heading for quick access. You can close the **Search** if you want.



In most working areas, the original find drop list has been replaced with a text box where you can type in part of a first, last or company name and the program will filter to appropriate matches.

There are also buttons A to Z which filter for the last name making it easier to quickly find a customer or competitor. You can use the keyboard shortcuts to access the A to Z buttons using ALT + letter so that pressing ALT + D is the same as clicking on D with your mouse.

Customer - First name	Lastname	Is Rdr	Company Name	Admin Alert?	New ?	City/Town	Email	Class Entries	Entry Fees	Other Fees	Payments	Balance No PM	\$\$\$
kelly	Downs	<input type="checkbox"/>		<input type="checkbox"/>	Yes	Taupo	Dow104@main-events.	18	269.00	132.00	-401.00	0.00	
Jill	Dressler	<input type="checkbox"/>		<input type="checkbox"/>	Yes	Waipukurau	Dre3@main-events.co.	4	80.00	84.00	-164.00	0.00	
Helen	Deacon	<input type="checkbox"/>		<input type="checkbox"/>	Yes	Hamilton	Dea9@main-events.co.	9	108.00	124.50	-232.50	0.00	
Gary	Devlin	<input type="checkbox"/>		<input type="checkbox"/>	Yes	Rotorua	Dev93@main-events.cc	5	77.00	118.50	-195.50	0.00	
Stephen & F	Darroch	<input type="checkbox"/>	Caveland Farm	<input type="checkbox"/>	Yes	Taupo	Dar30@main-events.co	11	247.00	155.00	-402.00	0.00	

### To edit/view detail

From the list view of any area, click on the small pencil symbol to the left to edit data. This will take you to the detail screen or popup a small form where you can edit related details.

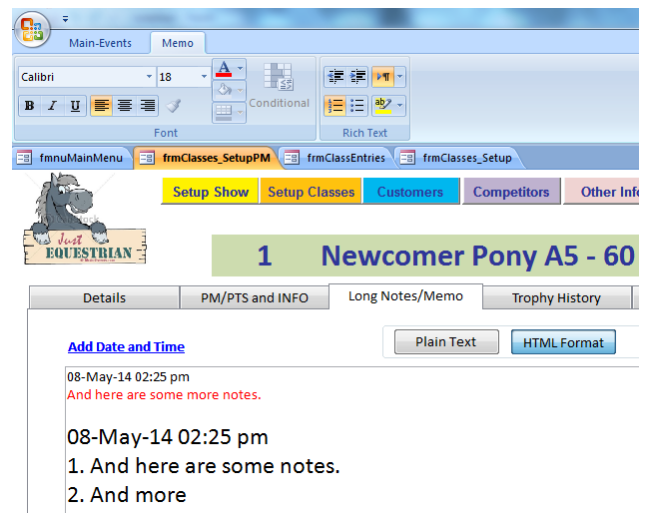


## Memo fields

The show conditions, section conditions, rider profiles and other memo areas are now HTML format which means that you can format using the Memo ribbon at the top of the screen. You can change the colour, style and size of font. Add in bullets, numbered lists etc.

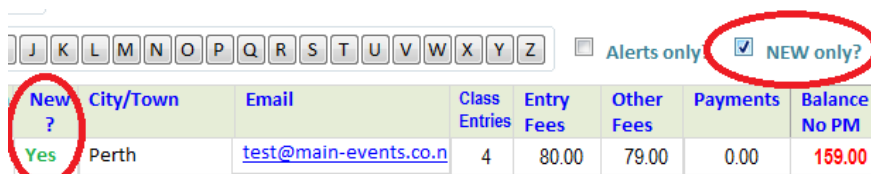
These then print out in the same format. So the schedules and catalogues can have bullet lists and different bold headings etc.

When you export to Word however, you do lose the formatting but the paragraph breaks are correct.



## New?

This is a filter option in most overview areas so you can filter to see the *new* customers that have been added or merged to check for information added. Ticking this will then only show records with Yes under **New ?** as shown below.



## Other Info Items

As with the online entry, where you can choose what information you ask a customer for, this is reflected in the way the desktop works. There are templates which you can choose to do the work for you. When you setup show details, these are *info items*. When you set up classes (below pic), these are *info items* and each appears as its own line of data. The same applies to customers, horses and riders. Class lists with scoring is also made up of info items.

Info items are set up for you as part of picking a template.

Sort Order	Online Entry?	Info Item	Value	Admin Notes?	Date	TEMPLATE Rqd? Del? New?	Created	Linked to Class
	<input type="checkbox"/>	Class Sponsors Logo	C:\_Server\PROGRAMMING\Just Equestrian\Icons\Cai	<input type="checkbox"/>	18/07/2014	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	18/07/2014 10:39:50 p.m.	1 - Training Hc
	<input checked="" type="checkbox"/>	Draw Type	Blackboard draw	<input type="checkbox"/>	18/07/2014	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	18/07/2014 10:39:50 p.m.	1 - Training Hc
7	<input checked="" type="checkbox"/>	Sponsor Name	Frontline Dairy	<input checked="" type="checkbox"/>	19/07/2014	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	19/07/2014 12:19:44 p.m.	1 - Training Hc
9	<input checked="" type="checkbox"/>	Judges/Officials	S Smith & F Jacobs	<input type="checkbox"/>	24/07/2014	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	24/07/2014 2:51:24 p.m.	1 - Training Hc
11	<input checked="" type="checkbox"/>	Trophy/Other Prize	Voucher for \$15	<input type="checkbox"/>	18/07/2014	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	18/07/2014 10:39:50 p.m.	1 - Training Hc
*	<input type="checkbox"/>			<input checked="" type="checkbox"/>	25/07/2014	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	25/07/2014 3:18:50 p.m.	

You can specify some information as REQUIRED so that it is added automatically under detail view if you add in a new class, customer etc. You view a list of different info items for one thing (eg. class setup or customer), or in another area *Other Info*, you can view one info item for all classes setup or all customers. This can often be an easier way to add and edit information in one list instead of going one by one through the classes or customers.

### Modifying your template

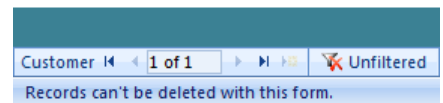
In the detail views of *Class Setup*, *Customers*, and *Competitors*, you can choose to add any item at any stage from the drop list. The info items that relate to the area that are in use will display at the top of the list and those that are not part of your template show below.

You can select any item even if not used. Once selected, if you click on the **Rqd?** Under the template area on the right, it adds the new info item to your **Rqd** list for all related records. On the same basis, if you don't want an info item in your template, then click on the **Delete** button.

Sort Order	Online Entry?	Info Item	Value	Admin Alert?	Date	TEMPLATE Rqd? Del? New?	Created
	<input type="checkbox"/>	Class Sponsors Logo			18/07/2014	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	18/07/2014 10:39:50 p.m.
	<input checked="" type="checkbox"/>	Draw Type			18/07/2014	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	18/07/2014 10:39:50 p.m.
7	<input checked="" type="checkbox"/>	Sponsor Name			19/07/2014	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	19/07/2014 12:19:44 p.m.
11	<input checked="" type="checkbox"/>	Trophy/Other Prize			18/07/2014	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	18/07/2014 10:39:50 p.m.
*	<input type="checkbox"/>	InfoItemName	Required		24/07/2014	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	24/07/2014 6:21:42 p.m.
		Class Sponsors Logo	Yes				
		Draw Type	Yes				
		Judges/Officials	No				
		Sponsor Name	Yes				
		Trophy/Other Prize	Yes				
		==== NOT USED CURRENTLY ====	No				
		Gate Steward	No				
		Qualifier for Series	No				
		Sponsor on hand for presentation?	No				

### Deleting a record

Click on the record selector on the far left and press your **<Delete>** key on the keyboard. If allowed, it will delete. If not allowed, you will see a message on the lower left of your screen as such.

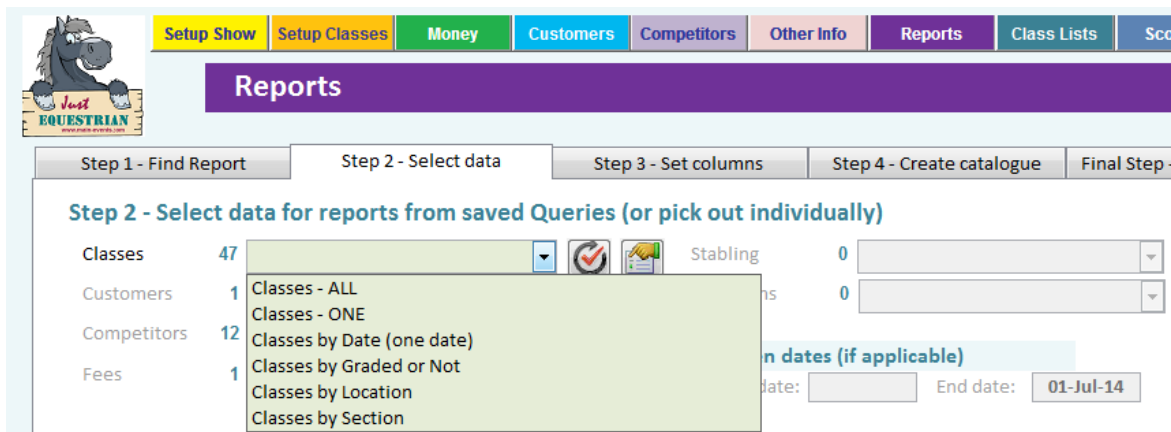


Where a delete is required, Just Equestrian will provide a delete option which will show as a red trash can button either at the top of the form (as in Customers below) or in the lines below.

Notice that the **Delete** button is only enabled when the **SCR/DEL** is the filter option on the top left.

Transaction Notes or Cheque detail for bank deposit	Invoice Rcpt Num	Online Entry Reference	Created
Thank you for volunteering	0		24/07/2014 4:15:02 p.m.

## Reports



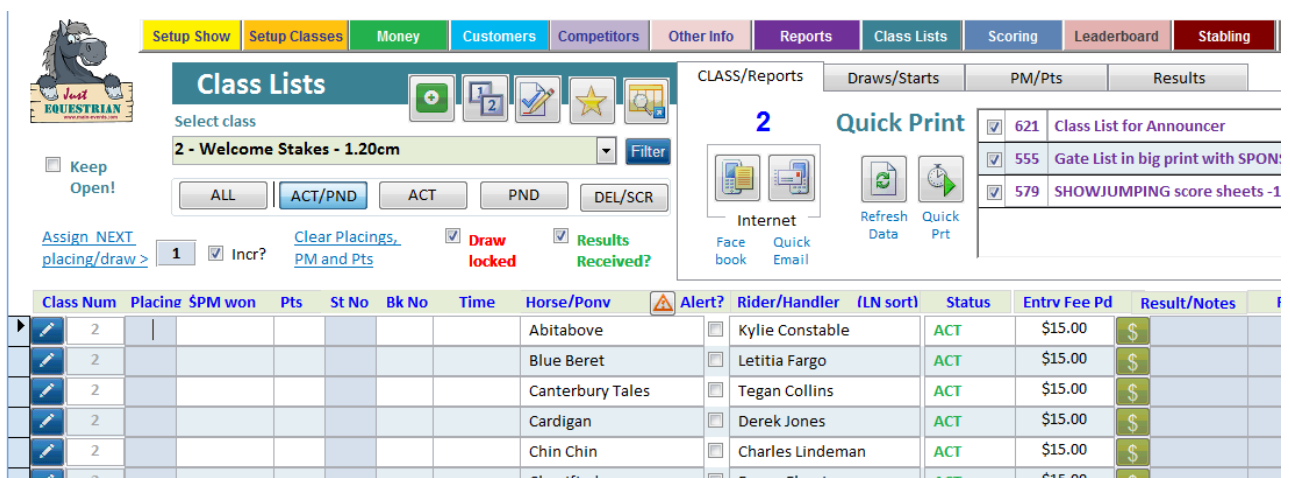
The reports are in one area only now. They now have a step through option to make the whole process easier to follow. It is a bit slower opening as there is updating required behind the scenes for compilation of report data.

We have also implemented *Saved Queries* to make it easier for you to select the right information. We will add to these as required and may allow you to create your own saved queries and have them appear here.

For example, when you want to select all classes, choose **CLASSES - ALL** or if you want classes from one section of your show, select **CLASSES by Section** from the drop list, click on the process button to the right, you will be prompted for what section which you type in and those classes are selected for the report. As before you can still manually pick and choose or view what classes are selected by clicking on the button to the right (hand) of the process button.

## Class Lists

Data for the class lists is now actually a combination of info items. However, to edit and view that information, we display it as columns of data. You cannot edit these columns of data directly.



Instead, you have to click on the small blue pencil button to the left of the line. A form pops up with the data in a list view where you can edit it directly.



Having said that, there are other functions that we have made easier. For example, doing draws, setting start times, assigning results (double click in the placing column) etc.

### View Data in Grid Format



Most areas of the program allow you to view the data in a grid format so you can copy and paste into a spreadsheet for further analysis. This is the gold button with the magnifying glass.

The screenshot shows the 'Data Grid View' window with a menu bar containing 'Main Menu', 'Data Grid View', 'Customers', and 'Customer Detail'. Below the menu is a toolbar with buttons for 'Setup Show', 'Setup Classes', 'Money', 'Customers', 'Competitors', 'Other Info', and 'Reports'. A central heading reads 'Grid View - copy and paste into spreadsheet for analysis or to Word'. Below this is a table with the following data:

CustomerUniqueID	EntryDate	Expr1	OnlineEntryReferer	Status
Bombara, Caitlin	#####	281	GCEVNUUY	PND
Fuchsbichler, Grace	#####	238	GCE9A44N	PND
Fuchsbichler, Grace	#####	240	GCEQV64Y	PND
Colfer, Isabella	#####	280	GCE6EYNE	PND
Carberrv. Michelle	#####	231	GCE7KNXQ	PND

IMPORTANT – if you see a line of ##### this is not an error. This is an alert to you that you are not viewing all the data (numeric and date formats only) as the column width is too small. Widen the column and you until you can see all the data and the ##### does not show.

CustomerUniqueID	EntryDate	Expr1
Bombara, Caitlin	16/06/2014 1:34:00 p.m.	281
Fuchsbichler, Grace	15/06/2014 10:30:00 p.m.	238

### Backing up your data

When closing the program down, make sure to click on the Horses' head on the left of the Main Menu area as this will initiate the backup process. This should be done every day and certainly more frequently during the show.

The screenshot shows the 'Just Equestrian' main menu. On the left is a logo featuring a horse's head and the text 'Just EQUESTRIAN www.main-events.com'. Below the logo is the version information: 'JUST EQUESTRIAN Version 1.4.1 - 23 Jul 2014 (c) Main-Events Software Ltd - New Zealand/Canada'. The main menu consists of several buttons: 'Setup Show', 'Setup Classes', 'Reports', 'Class Lists', 'Scoring', 'Leaderboards', 'Stabling', 'Emailer', and 'Other Info'. A 'Backup now?' dialog box is open in the center, asking 'Backup your data now?' with 'OK' and 'Cancel' buttons. At the bottom of the screen, there is a 'View Backups' button circled in red, along with 'Adjust screen' and 'Email Support' buttons.

Click on the **View Backups** button to see the backup files (all dated!). Be sure to copy the latest backup to a safe place like a USB flash drive; or email the file to another committee member.

# JUST EQUESTRIAN

## Getting started

### Claim (or create) your show on Main-Events.com

The screenshot shows the Main-Events.com website interface. The 'Events' menu item is circled in red. The 'Filter' section has several fields: 'Search text' (Wairarapa), 'Country' (New Zealand), 'State/region' (-- All State/Regions--), 'Event Type' (-- All Event Types --), 'From the (yyyy/mm/dd):' (2014/06/10), and 'To the (yyyy/mm/dd):' (2014/09/17). The date fields are also circled in red. Below the filters is a table of events:

Starts	Days	Event name	Location	Includes	Type(s)	Entries close
6 Jul 2014	1	<a href="#">Wairarapa S.J. Group Recycled Ribbon Day - JULY</a>	Solway Showgrounds, Masterton, Wairarapa, New Zealand			Sunday, 6 July 2014
13 Jul 2014	1	<a href="#">Show Hunter Waitemata Winter Series</a>	Woodhill Sands, Auckland, New Zealand		SH, SJ	Friday, 11 July 2014
13 Jul 2014	1	<a href="#">Show Jumping Waitemata Mini Circuit - Day 3</a>	Woodhill Sands, Auckland, New Zealand		SH, SJ	Friday, 11 July 2014
2 Aug 2014	1	<a href="#">Winter Show Hunter Series I- Taranaki</a>	Waitara, Taranaki, New Zealand		SH	Thursday, 31 July 2014

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1. Go to *Main-Events.com* and login with your usual user name and password.
2. Go to the **Events** listing page (top left on menu) and set the dates filter for your show to find it. If it exists, then click on the name.
3. Click on [claim the event](#) and on the button **Add this event to your favourites!** Wait for the administrator activation email to be confirmed by Main-events.com.
4. If it doesn't exist, then click on the green **+ add a new event** button on the top right and follow directions.

### Description

There is currently no description for this event.

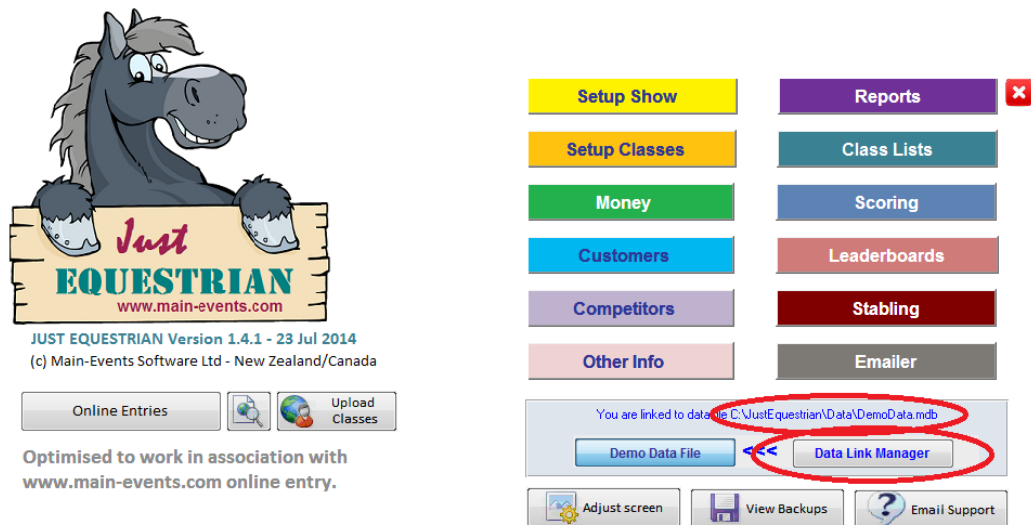
This event does not have an administrator. If you are affiliated with this event please take the reins and [claim the event!](#) If you are not the right person for the job, but know who is, please [share this page](#) with them.

★ Add this event to your favourites!

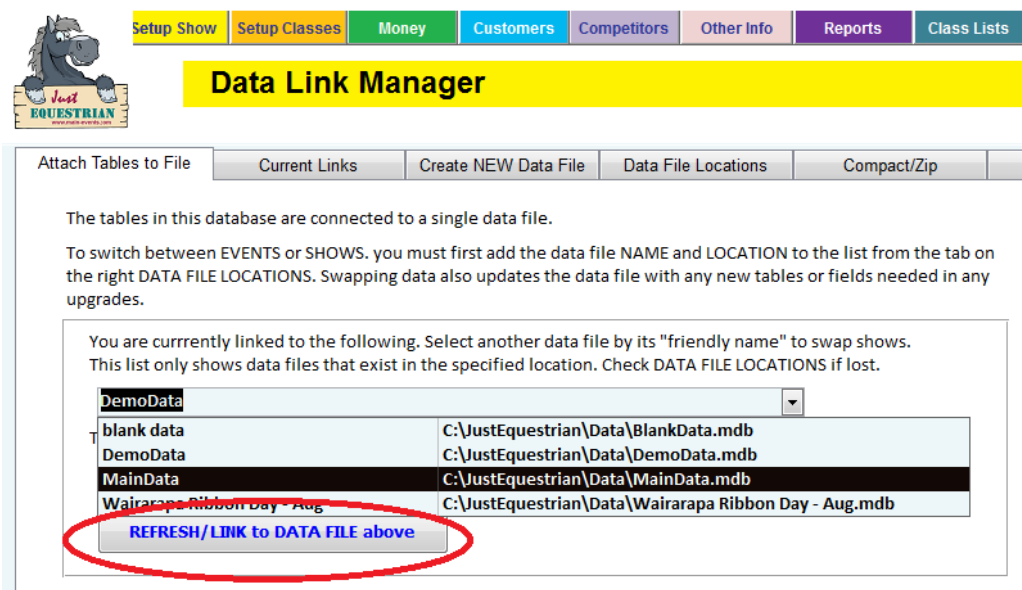
In the meantime, go into Just Equestrian and start setting up your show so it can be uploaded to Main-Events.com.

## Setup your show

1. Open *Just Equestrian* and if you are currently linked to Demodata (the path is displayed in the line **You are linked to data file** [c:\JustEquestrian\Data\DemoData.mdb](#)) then click on the **Data Link Manager** option to swap to the MainData file. **IMPORTANT** - if the Real Data File is selected and you want to swap data files, then click just below the **Data Link Manager** button.



2. From the Attach Tables to File, choose **Main Data** from the drop list and then click on the **REFRESH/LINK to DATA FILE** above button.



You will notice above, there are options to name your show data to something else using the

Create NEW Data File but for getting started, MainData is usually sufficient.

- Close out of this area by clicking on the horses head (left) or the red cross on the menu header at the top of the page.



## Show Details

- Click on SETUP SHOW from the main menu. Under SETUP SHOW tab, fill in what details you can – eg name of show, location, dates, secretary contact address etc. Some information is optional . You can come back to this area and fill it in if you need it – eg *Bank Details*.
- Optional - copy your show logo from another Office document and paste (Ctrl + V) into the space provided.

## Pick a template

Tick templates below (1 or more)	Applies to	Description	View sample on website	Cre
<input type="checkbox"/>	All	Very basic. Suits training and ungraded shows run on the day.	<a href="http://www.main-events.com/event/194">http://www.main-events.com/event/194</a>	30/
<input type="checkbox"/>	All	Suits shows with mixed sections under one category with similar requiremer	<a href="http://www.main-events.com/event/194">http://www.main-events.com/event/194</a>	1/c
<input checked="" type="checkbox"/>	NZ	Adds different labels for scoring. Also showjumping grades and levies.	<a href="http://www.main-events.com/event/194">http://www.main-events.com/event/194</a>	1/c
<input checked="" type="checkbox"/>	NZ	Includes Height Category for the pony and showhunter registration. Also Sh	<a href="http://www.main-events.com/event/194">http://www.main-events.com/event/194</a>	1/c

1. Tick the box on the left for the templates you want to use for your show – eg ESNZ Showjumping and ESNZ Show Hunter as above. You can choose multiple templates.
2. Click on **Update Show Template** button.

## Pick some info for the web

Information below will be available to upload when you setup your show online.

Sort Order	Info Item	Value	Additional Notes to appear online?	Date	Created	Updated
1	Show Website	<a href="http://www.main-events.com">http://www.main-events.com</a>	<input type="checkbox"/>	18/03/2014	18/03/2014 12:59:25 p.m.	18/03/2014 12:59:25
2	Secretary contact details	Victoria Martin, PO Box 496, Masterton 5840. Tel 06 378 8985.	<input checked="" type="checkbox"/>	18/03/2014	18/03/2014 12:59:27 p.m.	18/03/2014 12:59:27
	Dogs Allowed?	Must be on a lead at all times.	<input checked="" type="checkbox"/>	17/06/2014	17/06/2014 2:34:40 p.m.	17/06/2014 2:34:40
	Stabling/Yards available	Open yards only. Order with your online entry or contact the secretary.	<input checked="" type="checkbox"/>	17/06/2014	17/06/2014 2:35:18 p.m.	17/06/2014 2:35:18
			<input type="checkbox"/>	17/06/2014	17/06/2014 2:35:54 p.m.	17/06/2014 2:35:54

1. Select items as appropriate for your overall show description to appear on the web. Limit to no more than 6 or 7 items if you can so readers are not overwhelmed!
2. Type in the text (*Value*) that will appear on Main-Events.com - all info displayed here is assumed to be for the web - see web upload on page 17.

## Pick sections

**CATEGORIES and related SECTIONS**

Information below is part of your upload when you setup your show online. Please keep the number of CATEGORIES to no more than 6 to 8. These are the buttons the rider selects to pick classes.

Sort Order	Section Name *	Online Entry?	Abbrev	Link to CATEGORY - must match ONLINE!	View conditions for section	Created
1	Showjumping	<input checked="" type="checkbox"/>	SJ	Equestrian	Conditions	19/03/2014
2	Show Hunter	<input checked="" type="checkbox"/>	SH	Show Hunter	Conditions	18/07/2014
3	Dressage	<input type="checkbox"/>	DR	Dressage	Conditions	18/07/2014
4	Eventing	<input type="checkbox"/>	EVT	Eventing	Conditions	19/07/2014

1. Selecting a template will automatically add the section into place with the **Category** name as well. Make sure it is ticked for Online Entry (green background to the line).
2. Delete any other sections you don't want by clicking on the small record selector to the left of the line (black triangle pointing right) and press your **<Delete>** key. Otherwise leave in place – they don't affect anything unless you use them.

### Categories

3. Equestrian shows do not need to setup Categories – the section name is the Category as setup from the Template. Just select as appropriate from the drop list shown.

If you are an A&P Show with multiple sections within an overall event type which has specific conditions (eg Cattle, Goats or Equestrian), then you will need to consider a structured relationship between **Categories** and **Sections**. For this purpose, click on the option **Categories for A&P type shows** and set your event types/headings as appropriate. This can include Category conditions which you can format as HTML.

## Add Locations to suit

**Setup Show**

Rings/arenas or other locations where classes are held  
Please keep abbrev brief and easily identified within a list of classes. The abbrev is used extensively to indicate where the class is.

Location Name*	Abbrev	Sort Order	Location Notes	Created	Unique LocationID
Ring 1	R1	1		22/02/2014 1:36:04 p.m.	{FF4383D2-CC1C-46E1-A5B0-CC9}
Ring 2	R2	2		17/06/2014 2:45:39 p.m.	2EC73C1C-1C6B-414F-B02F-006E
*				17/06/2014 2:45:42 p.m.	

Add as many rings or arenas as you need for your classes. The abbreviation should be short and unique.

## Setup fees

**Setup Show**

**Setup Other Fees and Payment Types**

[Setup Fees](#) Setting up and working with FEES is done through the MONEY menu at the top of the screen. Click on the left to go directly to SETUP FEES now.

The next step is to add all the fees that you will charge riders for when they enter your show.

1. From the Setup Fees above click on the Setup Fees button which takes you to the Setup Fees area directly. In future choose the MONEY button and from the overview that opens, click on **Setup Fees**.
2. From the form that opens, click on the option **Other Fees**. Fill in the columns working left to right – *Fee name*, *Fee abbrev* (which should be short, easy to remember and unique!), select the *Fee Category* which should only be *Other Fees* or *Stabling* and then enter the unit description as appropriate.

**Setup Fees and Batch Invoicing**

Setup Fees | Batch Invoice | Other Admin | Payouts by DC

**Setup Fees** | All Fees | Payments | **Other Fees** | Selected Online Entry | + add a new fee

Fee Name	MUST MATCH ONLINE ... Fee Abbrev*	Fee Category	Price *	Unit	Online Compl Entry?	ALLOW ? Late/Disc/Refunds	OPTIONAL - additional description for ONLINE ENTRY	Created
Members Admin Fee	MEM	OTHER FEES	\$12.25	/ customer	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Discounted Admin fee for members of the Waira	27/03/2014
Catalogue	CAT	OTHER FEES	\$5.00	/ customer	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Compulsory	26/04/2014
Ground Fee	GF	OTHER FEES	\$10.00	per horse	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Compulsory	26/04/2014
Stables for show	ST	Stabling	\$80.00	per horse	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Stables for show	26/03/2014
Paddock for show (shared)	PDK	Stabling	\$40.00	per horse	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Paddock for show (shared)	26/03/2014
Open Yard per night	OYN	Stabling	\$5.00	per horse	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Open Yard per night	26/03/2014
*		Other Fees	\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		2/07/2014

3. Tick the **Online Entry** column to ensure it uploads with your setup. At this stage, do not tick anything else (eg **Late/Dis/Refunds**).
4. Check the **Payments** options as well and tick the type of payments that you will use online. Tick cheque payments and direct credit only. If you want to use credit card payments contact the support team for advice.
5. When finished close out of this area and you will be back at the Setup Show where you need to set the defaults for late fees, discounts etc.

### Set late fee and discounts

6. Based on the date for entries closing you set up under SETUP SHOW, the late fee will be charged automatically UNLESS you override the setting when entering a horse & rider into classes. Set the % that you will add to entry fees as shown.

**Setup Show** | Setup Classes | Money | Customers | Competitors | Other Info | Reports | Class Lists | Scoring | Leaderboard | Stabling | Emailer

**Setup Show**

Setup Show | Template | Info for Web | Sections | Locations | Email Text | Setup Fees | Grades | Show History | Other Admin

**Setup Other Fees and Payment Types**

**Setup Fees** Setting up and working with FEES is done through the MONEY menu at the top of the screen. Click on the left to go directly to SETUP FEES now.

**Discount, Refund and Late Fees Percentages for CLASS entries**

EXAMPLE BELOW customer pays standard fee \$10.00 Late fee of \$15.00 Discount fee of \$7.50 Full refund is \$7.50 with \$2.50 retained.

MUST MATCH ONLINE ... Entry Fee Name	Fee Abbrev	Late Fee + %	Discount - %	Refund - %	ADMIN NOTES - additional description for clarification	Created
Entry Fee	EP	50.00%	25.00%	75.00%	In classes except no late fees on World Cup round.	24,

7. The refund is the % of the entry fee that you are prepared to give back with any scratchings – 75% back and the show retains 25%.
8. NOTE – if you set these fees BEFORE you add classes, then each class added will have these percentages as default settings. If you didn't, you will be prompted to update all classes with the new setting.

The late fee although set now does NOT come into effect until your entry closing date has passed. You can override the application of the late fee when adding customers.

9. Tick the **Compulsory** column if the fee is required for all competitors. There is an option when adding a new customer to then add the required fees so you don't miss something out. You can always delete the required fee from the customer record if necessary – eg a sponsor that is not a competitor.

## Grades

Grades are setup as you select your template but you can clear to start again. Currently only ESNZ grades are built in. Otherwise you can type in your own grades – eg as a way to identify classes relating to a local series. Official grades from other countries and disciplines can be imported once available using the option at the top of the list.

Grade Name	Section Abbrev	Link Number	Link to SECTION	Created	Updated
SJ - 2phase Competition, A3 - Art 238 1.2	SJ	235	Showjumping	18/07/2014 6:16:40 p.m.	18/07/2014 6:16:40 p.m.
SJ - 4 yr old, A1 - Art 238 1.1	SJ	192	Showjumping	18/07/2014 6:16:40 p.m.	18/07/2014 6:16:40 p.m.
SJ - 5 Year Old, A1 - Art 238 1.1	SJ	18	Showjumping	18/07/2014 6:16:40 p.m.	18/07/2014 6:16:40 p.m.

## Add your classes

Sort Order	Section	Class Number	Ch Class	Class Name	Alerts ?	Location	Start Date	Start Time	Gr? Y/N	Grade	Height	Entry Fee	MAX Start?	Online Entry Options	Status
1	SJ	1		Training Horse - 85 cm	<input checked="" type="checkbox"/>	R1	15/11/2014	7:30 AM			85 cm	\$10.00	30	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	ACT
2	SJ	2		Welcome Stakes - 1.20cm	<input type="checkbox"/>	R1	15/11/2014				1.20 m	\$15.00	30	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	ACT
3	SJ	3		6 Year Old Series - 1.10	<input type="checkbox"/>	R1	15/11/2014				1.10 m	\$15.00	30	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	ACT
4	SJ	4		Junior Rider - 1.10m	<input type="checkbox"/>	R1	15/11/2014				1.10 m	\$18.00	30	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	ACT
5	SJ	5		Young Rider - 1.20 - 1.30	<input type="checkbox"/>	R1	16/11/2014	7:30 AM			1.20-1.30 m	\$19.00	10	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	ACT

From the **Main Menu** or click on the orange button **SETUP CLASSES** at the top of the screen to go to the area where you add your classes.

1. If working with multiple sections, it is often a good idea to filter for SECTION first using the drop list at the top of the form to keep the list manageable.
2. Start typing on the first line or click on the **+ add a new class** button to move to a blank line. Or you can use the keyboard shortcut ALT + N to go to a new line.
3. Work left to right and fill in columns except *Sort Order* – leave that as 0. Info such as section, location, and start date will be copied from a new line from the line above as you work through. The class number will automatically increment. Use your <Enter> or <Tab> key to move left to right. Leave blank if you don't have any information for these items. You can always come back and update if needed. Make sure you tab through all columns until to get to a new line as this ensures all default information is in place.
4. Set the *Start Time* for the first class in each ring each day. Leave the rest blank unless you do have set times for them.
5. *Grade* and *Height* are optional and only required for ESNZ graded classes. We advise that you add the height and/or grade to the Class Name as this is what the rider sees and what you see in most admin areas. To allocate a grade, use the drop list and scroll through to find the correct class grade – eg. 7 Year Old series class.
6. *Max Start?* Is for classes where you are limiting the number of entries and is not usually required. Leave as 0 or enter the maximum number of starters you want. This is important



for online entry as once the limit is reached, the online entry stops anyone else entering the class.

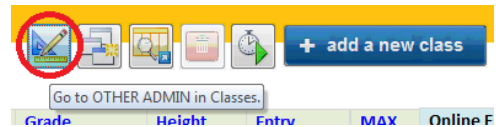
7. Tick yes to enable **Online > Yes** and for **Late > Yes** so that late entry fees are applied to late entries in the program and online automatically when ready. The other options are not required at this stage.

### Championship Classes


8. This tick is intended for classes that the rider *does NOT enter* – eg 2<sup>nd</sup> round of a two day competition or championship of a showing section. Otherwise leave unticked.

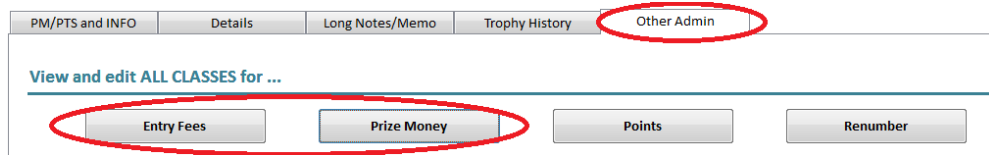
### Other Class Details – prize money, judges and sponsors

You can edit class by class or with some things like fees, points and other info items in batches under **SETUP CLASSES > DETAIL > Other Admin** tab or click on the design pencil as shown. For the *Quick Start*, we will start to edit class by class.



A screenshot of the 'Setup Classes Detail' interface for a class named '1 Training Horse - 85 cm'. The interface includes a navigation menu with tabs like 'Setup Show', 'Setup Classes', 'Money', 'Customers', 'Competitors', 'Other Info', 'Reports', 'Class Lists', 'Scoring', 'Leaderboard', 'Stabling', and 'Emailer'. Below the menu, there are tabs for 'Details', 'Long Notes/Memo', 'Trophy History', and 'Other Admin'. The 'Details' tab is active, showing a table with columns for 'Section', 'Class Num', 'Class Name', 'EN Class', '1st \$ PM / Pts', '2nd', '3rd', '4th', '5th', '6th', '7th', '8th', '9th', and '10th'. A red oval highlights the 'EN Class' column and the '1st \$ PM / Pts' through '10th' columns. Below the table, there are fields for 'Entry Fee' (\$10.00), 'Other Prizes' (Blue ribbon for clear round), and 'PM Value' (\$0.00). At the bottom, there is a table for 'Info Item' with columns for 'Sort Order', 'Online Entry?', 'Info Item', 'Value', 'Admin Notes?', 'Date', 'TEMPLATE', 'Created', and 'Linked to Class'. The 'Info Item' table contains several rows with items like 'Class Sponsors Logo', 'Draw Type', 'Sponsor Name', 'Judges/Officials', and 'Trophy/Other Prize'.

1. Click on the small blue pencil edit button to the left of a class you want to edit from the **Setup Classes** list. From the screen that appears fill in details as appropriate. 
2. Enter information (**Values**) as appropriate. You can choose to record other information by selecting another Info Items from the drop list. You can't change the **Online Entry?** tick to the left – this is part of the template you selected.
3. Add in the prize money, points, number of ribbons and any other prizes at the top of the screen. You can also enter prize money for all classes in one screen under the **Other Admin** tab instead if you want. This view shows just prize money for ALL classes.



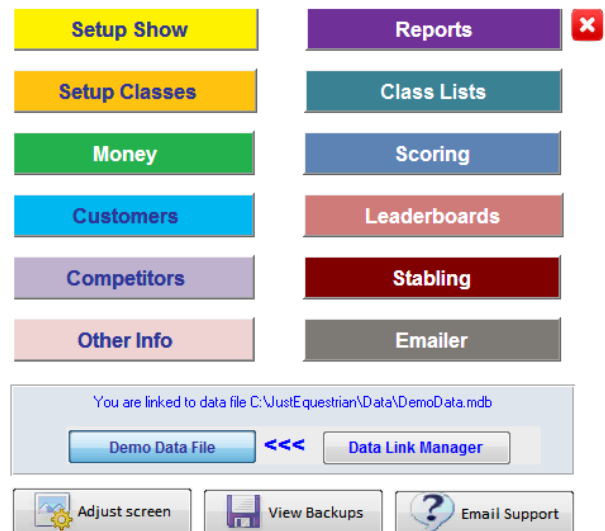
4. If you click on the **PM Value** button, it will add up all the prize money allocated 1<sup>st</sup> to 10<sup>th</sup> and put in the area provided. You can change this if part of the prize is a rug or other goods. This will then display in several schedule reports where the overall value of the prizemoney is displayed and not individual placings.

### Print your list of classes

5. From the right of the SETUP CLASSES area, click on the **Quick Print** button (stop watch and green pointer). All classes setup in the program will preview with details entered so far.

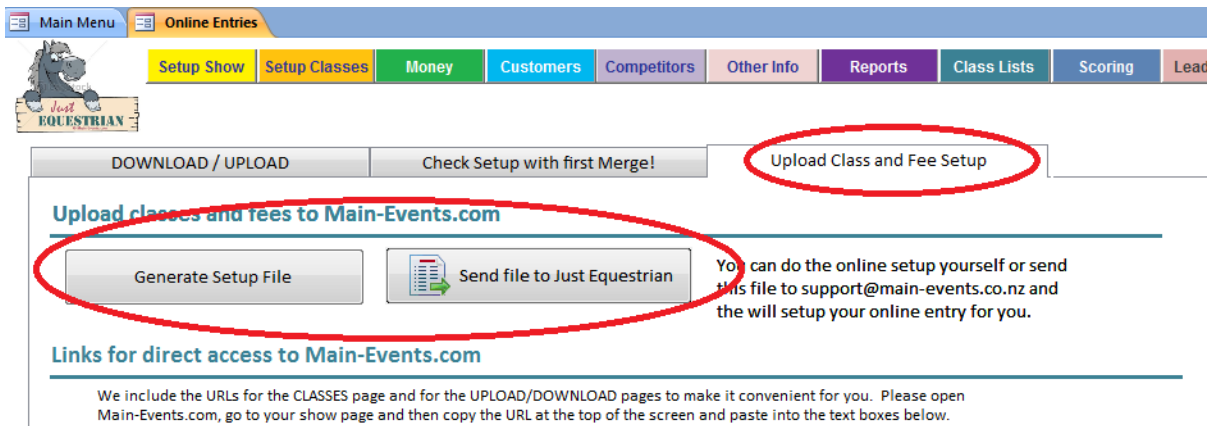


## Upload your setup to Main-Events.com

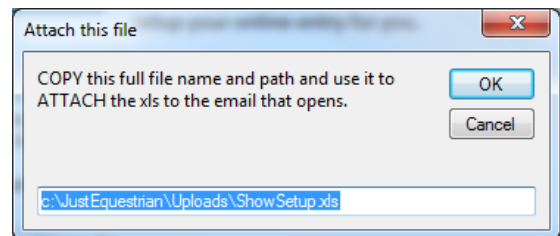


Setup done it is now time to upload that to the Main-Events website.

1. From the front menu (close all open forms), click on the **Online Entries** button to the left and under the Horses head.
2. From the form that opens, click on the tab **Upload Class and Fee Setup** on the far right – it is only used the once usually.

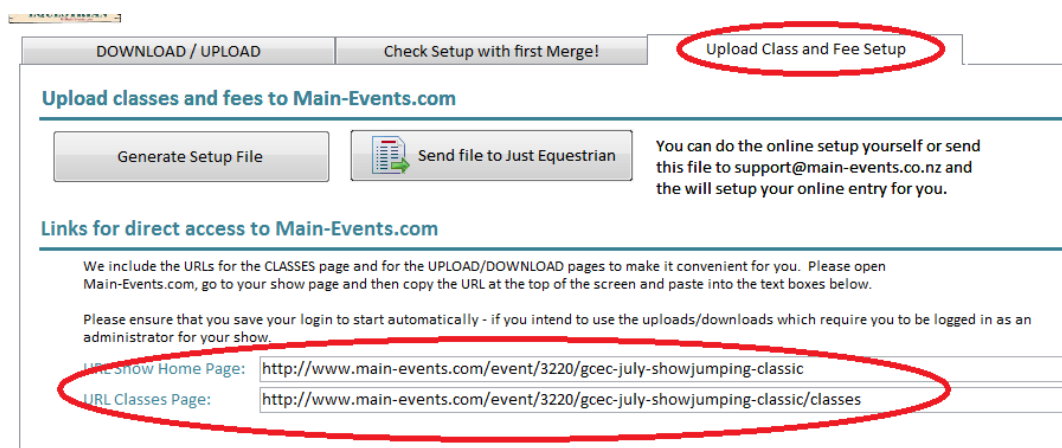


1. Click on the button **Generate Setup File**. After a short time, a small dialogue box will appear. The file has been generated and the exact location will display in blue text below. Use your Ctrl + C from the keyboard to copy the file so you can paste into an email in the next step. You can also use the copy tool from the ribbon at the top of the screen. Click on OK.
2. Then click on the **Send file to Just Equestrian** who will then upload your setup and enable online entry for your show. Don't forget to attach the file shown!
3. Main-Events will then contact you when the file has been uploaded so you can check the setup online before entries are opened.
4. You can always change your setup in future or add other classes at any stage by uploading a new setup file which replaces all information. You can actually upload the file yourself if you want – see the full User Guide for instructions on how to do this.



## Set your home page URL

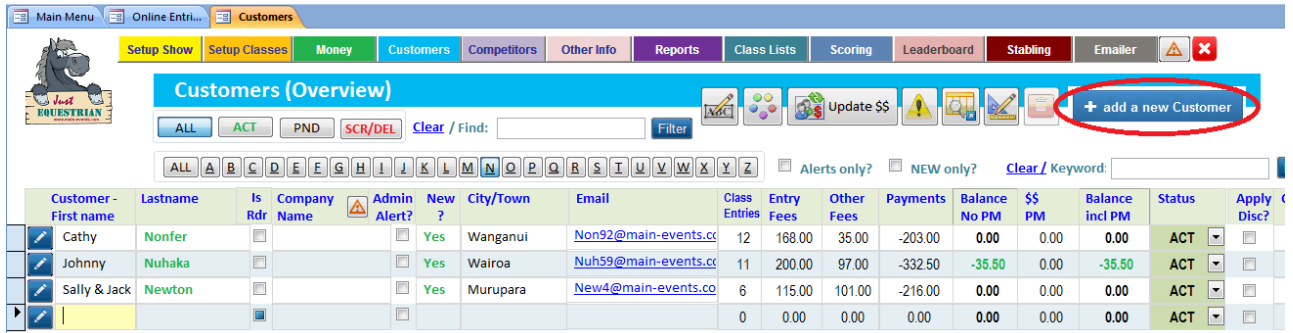
We advise that you go to your show page on Main-Events.com and copy the URL at the top of the screen to the area provided under this same **Upload Class and Fee Setup** tab as below. It is used with the Quick Emailer and for your own quick access to upload and download files.



## Add in Customers, Horses & Classes

This *Quick Start* will cover downloading entries starting on page 24 but in the meantime for those who are using *Just Equestrian* offline or need to make changes to existing entries, this section will cover adding in a new customer with horses, riders and fees.

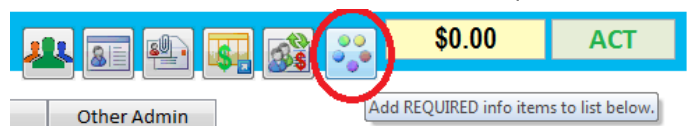
### Add a new customer



1. From the *Main Menu* or from the shortcut menu at the top of the screen, click on **Customers**.
2. From the list of Customers that appears, first check that the customer you are adding does not already exist – type in their last name under **Find** or click on the letter button for their last name and look for their name. ALT + letter is the keyboard shortcut to filter for the start letter in lastname.
3. If the customer does not exist, click on the blue button **+ add a new Customer** which will take you to the bottom of the list ready to add a new customer. Enter the details left to right pressing <Enter> or <Tab> to move on. The **email** address is important! You will not enter any data in the columns to the right of **Email** as these are calculated within the program. The only exception is to tick the **Apply Disc** if the customer is entitled to a discount (eg a member).

### Customer is rider?

4. If the customer is also the rider (or one of the riders) you can save time by ticking the option Is Rider. Then when you click on the blue pencil at left to edit the detail, it will first prompt you to add the customer as a rider. This is the **ONLY** time this is used so it does **NOT** need to be ticked otherwise.
5. Next, edit the customer detail by clicking on the blue pencil button on the far left next to the Customer's **First name**. This will take you into the detail for the customer.
6. Add in as much detail for address and phone numbers as needed. This is optional.
7. From the top right of the *Customer Detail*, click on the colour wheel which adds required information from the show's template to the *Customer Other Info* list below. This is usually information to display online or that is being sourced from online entry (the rider fills it in). Type in details in the **Value** area as appropriate.



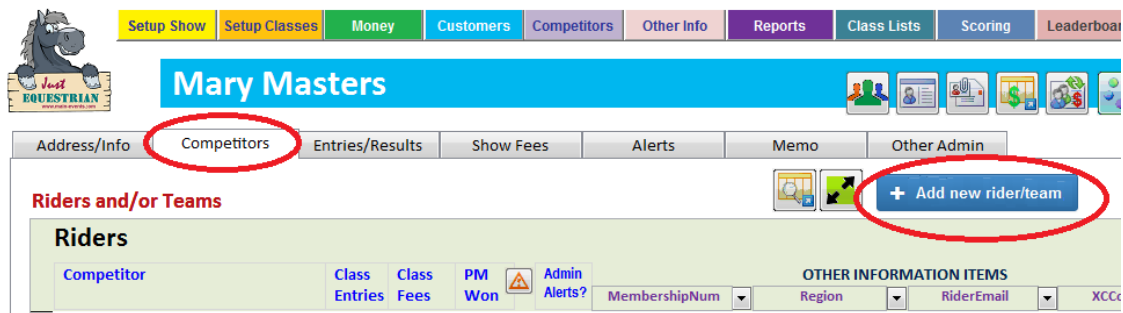
You can also use the drop list to add other information as needed – eg. For a customer

Order	Info Item	Value
3	Staying on grounds?	Yes
*		

that is also a volunteer. The drop list displays what you use at the top of the drop list and everything else appears below the line.

## Add a rider

- From the Customer area, click on the **Competitors** tab. This is where you add the riders and their horses for that customer. The rider could be the customer or someone involved with the customer.

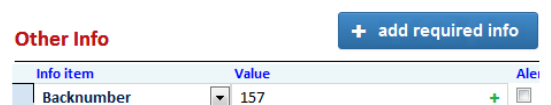


- Click on **+ Add new rider/team** button on the right. This will open a popup dialogue box where you type in the riders name as First name Last name – eg *Mary Masters*. The keyboard shortcut is ALT + R.
- From the popup form, click on the button **+ add required info** and any item that is required based on your template type appears in the area below. Fill in the detail as appropriate. You can choose to add other information using the drop list.  
**Please note** – if entering a team, be sure to change the competitor **Type** (reddish text) at the top of the screen from *Rider* to *Team* using the drop list.
- Once you have finished, you can then add another rider and repeat the process. All riders are then automatically linked to this customer. If you need to edit the detail for the rider in future, click on the blue pencil to the left of the rider name to bring up the popup form again.

**STATUS** – if you are not worrying about blocking some online riders from class lists as payment **MUST** be received before the show, you can ignore **Status**. Otherwise, change as appropriate. By default if you added the competitor manually, they are assumed to be active (ACT) as it is assumed a cheque was sent with the entries.

## Add a horse

- Adding a horse follows the same procedure for adding a rider but is added from the lower part of the screen. Click on the Add a new Horse/Pony button or use the keyboard shortcut ALT + H.
- If you want to assign backnumbers to horses as you enter them, provided you have already entered at least one backnumber so the starting point has been established, then you can double click in the backnumber (notice the small green plus sign) and it will add the next backnumber in sequence.
- Once you have added in one horse, you can then enter classes for that horse or add another horse as you prefer.



## Enter the horse & rider into classes

15. From the line showing the horse you are working with, click on the **green + button**.

**Horses/Ponies** Horses and their riders are entered into classes through this area.

Competitor	1	Class Entries	Class Fees	PM Won	Admin Alerts?	Registration
	Black Beauty				<input type="checkbox"/>	632123

16. From the form that opens, start left to right entering information as required using your <Enter> or <Tab> key. You will have to select the rider/handler from the drop list on the first line, but once in place each subsequent class entered will automatically pick up on the same rider. You can pick a different rider from the drop list – even from another customer and the fees and prize money will stay associated with this customer.

**Class Entries**

Apply to  NEW entries Discount? 0.00% Late Fee? 0.00% OR Apply to  ALL entries Discount? 0.00% Late Fee? 0.00% SCR/Refund 0.00% SCR/Refund 0.00% OR cancel ALL refunds below

Enter Class ...	Admin Alert?	Status	Horse/Pony	Rider/Handler	Date Entered	Entry Fee Standard	EF Paid	Includes Dis	LF Ref	Invoice /Receipt	Online Entry Reference
2 Horse 60 cm	<input type="checkbox"/>	ACT	Black Beauty	Mary Masters	26-Jun-14	\$5.00	\$5.00	<input type="checkbox"/>	<input type="checkbox"/>		
3 Horse 70 cm	<input type="checkbox"/>	ACT	Black Beauty	Mary Masters	26-Jun-14	\$5.00	\$7.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Horse	<input type="checkbox"/>	ACT	Black Beauty		26-Jun-14			<input type="checkbox"/>	<input type="checkbox"/>		

17. Notice on the second line in screen pic above, the late fee has been applied. This assumes you have set a late fee percentage under SETUP SHOW > LATE FEES and that it was applied BEFORE you added classes.

NOTE - If you set the late, discount or refund rates AFTER adding classes, you will be prompted to update all classes. Choose Yes.

You tick the **Includes LF** and the fee is automatically applied. To take off the late fee, untick it. This process also applies to entries that are entitled to a discount as setup in the same area. The **Refund** is part of the scratching process described on page 28.

18. Repeat as required until all classes have been entered. Close out of this area and when prompted to save now or later, choose **Yes** to update. You should now see the information on how many class entries and class fees are involved for that horse and for the related rider.

You may have to refresh the screen using the **Refresh** button to see the result.

frmPopupAddEditRider

**Type: Rider**

Name (FN LN): Mary Masters

Linked to Customer: Masters, Mary Status: ACT

**Other Info** + add required info

Info item	Value	Alert
Rider Membership Num	123456	<input type="checkbox"/>
City/Town	Carterton	<input type="checkbox"/>
*		<input type="checkbox"/>

Record: 2 of 2 No Filter Search

Alert for COMPETITOR Admin notes? Save

## Add Customer Fees

Once you have the horses and riders entered into their classes, it is likely that you will need to add fees to the customers *Record of Entries*. If you are not applying discounts, late fees or refunds then you may find it advantageous to tick the option circled top left to show the full fee name instead of just the **Fee code**.

Competitors		Address/Info		Entries/Results		Customer Fees		Alerts		Memo		Other Admin	
Entry Fees: \$173.00		Other Fees: \$82.75		Payments: -\$273.00		Balance before Prize Money: -\$17.25						2 Rider/s	
<input type="checkbox"/> Show fee instead of discounts/late fees		Prize Money: \$0.00		Balance incl Prize Money: -\$17.25								2 Horses/Ponies	
Transaction Date	Fee Code	Standard Price	QTY	Alert	Discount % - and reason	Late Fee % +	Refund % -	TOTAL Fee	Transaction Notes or Cheque detail for bank deposit	Invoice Rcpt	Online Entry Reference		
20-Jun-14	YD	\$10.00	3		0.00%	0.00%	0.00%	\$30.00	Next to A Fox as travelling together.		TSTX7W9Q		
20-Jun-14	AF	\$2.50	10		0.00%	0.00%	0.00%	\$25.00			TSTX7W9Q		
20-Jun-14	CHQI	-\$1.00	273		0.00%	0.00%	0.00%	-\$273.00	Moran Horse Acc. ASB, Hastings.		TSTX7W9Q		
20-Jun-14	GF	\$10.00	3		0.00%	0.00%	0.00%	\$30.00			TSTX7W9Q		
01-Jul-14	JL	\$5.00	3		0.00%	0.00%	0.00%	\$15.00		0			
04-Jul-14	CAT	\$7.50	1		50.00% volunteer	0.00%	0.00%	\$3.75	Thank you for volunteering	0			
24-Jul-14	GF	\$10.00	-1		0.00%	0.00%	20.00%	-\$8.00	1 horse scratched. 80% refunded.	0			
24-Jul-14	JL	\$5.00	-1		0.00%	0.00%	0.00%	-\$5.00	full refund	0			
24-Jul-14	YD	\$10.00	-1		0.00%	0.00%	20.00%	-\$8.00	1 horse scratched. 80% refunded.	0			
* 24-Jul-14		\$0.00	1		0.00%	0.00%	0.00%	\$0.00		0			

1. From the **Customer Fees** tab, you select the **Fee Code** you want from the drop list and then enter the **QTY** (quantity) in the column as shown. If you have set some fees as compulsory in the *Fees Setup*, then click on the **colour wheel** button which adds the required fees to the customer so you don't overlook something.
2. If you have a **discount** to apply (eg. in the CAT for Catalogue fee of 50%) then type in the discount and optionally a short word or two *why* under the reason – eg. member or volunteer. Likewise if you are applying a late fee then type it in under the **Late Fee %** column – late fee is the percentage on top of the normal fee so 50% on a \$10 yard means the yard will cost \$15.

### Stabling/yard comments

3. Notice how under the transaction notes for the first line **YD** (*Yard*) code, there is a note that clarifies something the person handling stabling will need to know. The stabling report and form will pick up on this.

### Payments

4. In the sample above, the customer has paid by cheque (**CHQI** for *Cheque IN*). The value of the cheque is entered in the QTY column as shown which is then reflected as a minus fee on the account. For cheques, enter the name on the cheque, the bank and the branch under **Transaction Notes** as this is part of the *Bank Deposit* report.

### Refunds (do NOT delete a customer fee!)

5. Don't be tempted to delete any fee line unless entered in total error on your part! When you need to refund a fee, you should record that as a totally new line with the same fee code, different date but with a negative amount under **QTY** and an explanatory note. See **YD**, **JL** and **GF** above.
6. Above, we are subtracting one yard and one ground fee with an 80% refund. The Jumping levy is refunded 100%. When the program detects a negative QTY entered as for the **JL** (Jumping levy), it assumes you are refunding. A popup box appears asking "Refund at what rate?" with a default

showing of 100%. The 100% is meant to indicate that you are refunding 100% of the fee back to the customer. Click OK and you will notice the **Refund** column shows 0. This is the *correct result* as the negative QTY already sets up the transaction for a full refund at 100%.

- The YD and GF on the other hand are not fully refunded so when you type in 80% for the refund rate in the popup box, the **Refund %** column changes to show 20% which is the amount you are retaining.

### Update and email Record of Entries

- The summary at the top of **Customer Fees** doesn't update with each new line. When finished, click on the **shopping basket** button to the right. After applying refunds, the customer is now in credit \$17.25.

Competitors												Address/Info												Entries/Results												Customer Fees												Alerts												Memo												Other Admin											
Entry Fees:		\$173.00		Other Fees:		\$82.75		Payments:		-\$273.00		Balance before Prize Money:		-\$17.25		Prize Money:		\$0.00		Balance incl Prize Money:		-\$17.25		2 Rider/s		2 Horses/Ponies																																																									
<input type="checkbox"/> Show fee instead of discounts/late fees																																																																																			
Transaction Date	Fee Code	Standard Price	QTY	Alert	Discount % - and reason	Late Fee % +	Refund % -	TOTAL Fee	Transaction Notes or Cheque detail for bank deposit	Invoice Rcpt	Online Entry Reference																																																																								
20-Jun-14	YD	\$10.00	3		0.00%	0.00%	0.00%	\$30.00	Next to A Fox as travelling together.		TSTX7W9Q																																																																								
20-Jun-14	AF	\$2.50	10		0.00%	0.00%	0.00%	\$25.00			TSTX7W9Q																																																																								
20-Jun-14	CHQI	-\$1.00	273		0.00%	0.00%	0.00%	-\$273.00	Moran Horse Acc. ASB, Hastings.		TSTX7W9Q																																																																								
20-Jun-14	GF	\$10.00	3		0.00%	0.00%	0.00%	\$30.00			TSTX7W9Q																																																																								
01-Jul-14	JL	\$5.00	3		0.00%	0.00%	0.00%	\$15.00		0																																																																									
04-Jul-14	CAT	\$7.50	1		50.00% volunteer	0.00%	0.00%	\$3.75	Thank you for volunteering	0																																																																									
24-Jul-14	GF	\$10.00	-1		0.00%	0.00%	20.00%	-\$8.00	1 horse scratched. 80% refunded.	0																																																																									
24-Jul-14	JL	\$5.00	-1		0.00%	0.00%	0.00%	-\$5.00	full refund	0																																																																									
24-Jul-14	YD	\$10.00	-1		0.00%	0.00%	20.00%	-\$8.00	1 horse scratched. 80% refunded.	0																																																																									
* 24-Jul-14		\$0.00	1		0.00%	0.00%	0.00%	\$0.00		0																																																																									

- To print the *Record of Entries*, click on the **Quick Print** button to the right – stop watch with green arrow; or to email a copy of the Record of Entries, click on the **Email** button on the far right. This will generate a PDF copy of the Record of Entries and attach it to an email to the customer concerned.

### Cautionary Note

- The *Just Equestrian* program will *not* allow you to put the same fee in twice on the same day to the same customer as protection you don't double up when batch processing. If you are presented with two cheques, then record one of them with tomorrow's date when you enter the details.

Having said that, you will notice that where a customer enters online twice in the same day, it will appear they have two of the same fee for the same day, but the online entry records the day and TIME - if you click on the **Transaction date**, you will see a time associated. This is necessary to make sure you don't miss out online fees!

### Print GST and Invoices?

- By default the report that previews before the show is always a *Record of Entries* as things change so much. If you are printing this out AFTER the show, then you will be prompted to include prize money as part of the record of entries.
- If you want to print out a GST or official invoice, then you will need to work with invoice numbers and apply these under the Customer's **Entry References** (Address/Info tab), with each class entered



and with each fee above. See the full *User Guide* for further information. You will also need to enter a GST number for your show under the SHOW DETAILS for this to appear as well.

## Download your entries

Once you are starting to get online entries, you should make it a regular thing to download and merge into your data so you don't have to type it in!

### Go to My Show

1. If you have set the URL address in the *Just Equestrian* program under Online Entries area as outlined on page 18 then you click on the **Go to My Show** button from the Main Menu. And wait for the internet page to open.
2. Once there make sure you are logged in at the top right so that you have administrators permissions to access your show data.
3. Click on the Administrators blue text on the far right of the show's home page.

[Administration](#)



### OR ... go to My Main-Events profile

1. Login and from **My Main-Events** just under the login area. From the EVENTS MENU on the far right, choose **Admin events** which will then show **Upcoming events with admin rights**.

Main Events [Events](#) [Forums](#) [Admin](#) [Anne Vallance](#) [My Main-Events](#) [Logout](#)

**Anne Vallance**  
[Details](#) [Events](#) [Competitors](#) [Photos](#) [Online Entry](#)

### Upcoming events with admin rights

Showing 1 - 6 of 6

Starts	Days	Event name	Location	Includes	Type(s)	Entries close
1 Feb 2014	211	<a href="#">Sunshine Tour Championships 2014 REGISTRATION</a>	See list of Qualifying Shows on website, United Kingdom			Sunday, 31 August 2014
6 Jul 2014	1	<a href="#">Wairarapa SJ Group Recycled Ribbon Day - JULY</a>	Sulway Showgrounds, Masterton, Wairarapa, New Zealand			Sunday, 6 July 2014
3 Oct 2014	3	<a href="#">TEST DRIVE Online Entry - Main-Events</a>	Enter our pretend show - no obligation!, Wairarapa, New Zealand		DR, SH, SJ, SHW, BR	Wednesday, 1 October 2014

EVENTS MENU  
[Overview](#)  
[Favourites](#)  
[Archive](#)  
[Admin events](#)  
[Archive](#)

2. Click on the show name and from the show home page that appears, click on the blue **Administration** button on the far right.

The screenshot shows the top navigation bar of the Main Events website. It includes the 'Main Events' logo, 'Events', 'Forums', and 'Admin' links. On the right, there is a user profile for 'Anne Vallance' with 'My Main-Events' and 'Logout' links. Below the navigation is a banner for the 'Wairarapa Showjumping Group WINTER SERIES' and a social media post for 'Wairarapa SJ Group Recycled Ribbon Day - JULY'. The 'Administration' button in the top right corner is circled in red.

Details

Download your online entries

This screenshot shows the 'Completed Entries' page. The 'Online Entry' tab is circled in red. In the top right corner, there are two buttons: 'Download all' (crossed out) and 'for import' (circled in red). A dropdown menu is open on the right, with 'Completed entries' circled in red. Below the menu is a filter section with input fields for 'Customer first name', 'Customer last name', 'Entry reference', 'Is online entry', and 'Status'. A table below shows a list of completed entries with columns for Name, Class Entries, Date & time, Entry reference, Total, LF, PO, and Status.

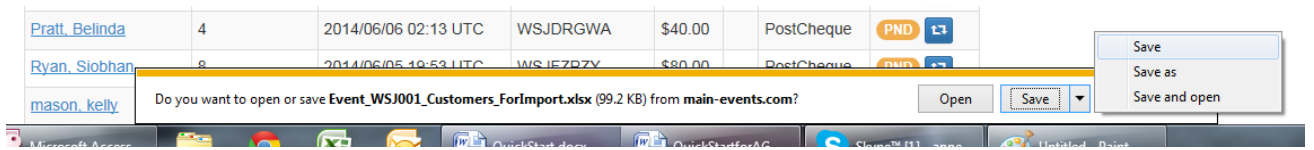
Name	Class Entries	Date & time	Entry reference	Total	LF	PO	Status
<a href="#">Crafar, Kendra</a>	4	2014/06/06 20:12 UTC	WSJ6HUTL	\$40.00		PostCheque	PND
<a href="#">McMillan, Cara</a>	2	2014/06/06 11:35 UTC	WSJUXZFG	\$20.00		PostCheque	PND
<a href="#">Stephen, Anna</a>	8	2014/06/06 06:06 UTC	WSJLZ97R	\$90.00		PostCheque	PND
<a href="#">Meyrick, Jamie-Lee</a>	1	2014/06/06 05:23 UTC	WSJCWNEW	\$15.00		PostCheque	PND
<a href="#">Pratt, Belinda</a>	4	2014/06/06 02:13 UTC	WSJDRGWA	\$40.00		PostCheque	PND
<a href="#">Ryan, Siobhan</a>	8	2014/06/05 19:53 UTC	WSJFZPZY	\$80.00		PostCheque	PND

3. Click on the **Online Entry** tab and from the menu on the far right click on **Completed entries**.
4. Once you are on the **Completed entries** where you can view all online entries, click on the **for import** button (NOT the other button which is used for the previous version of Main-Events desktop software) in the top right corner.
5. Watch for the file to download.

This screenshot shows a file download notification for 'Event\_WSJ001\_Custo...xlsx' in the bottom left corner. A context menu is open over the notification, with the 'Open' option highlighted. The background shows a partial view of the 'Completed Entries' table.

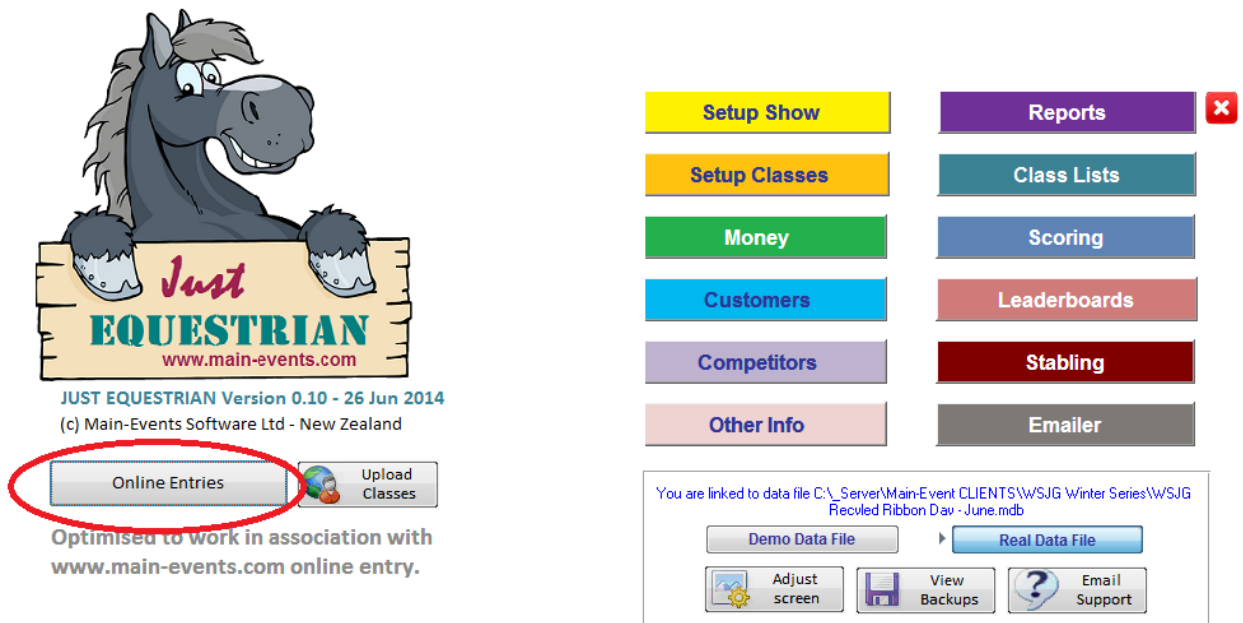
GOOGLE CHROME – the file will be downloaded and appear on the lower left of your screen. Click on Show in folder so you know where it is.

MICROSOFT EXPLORER – choose to save the file or save as ... just watch where it is saved so you can find it again!

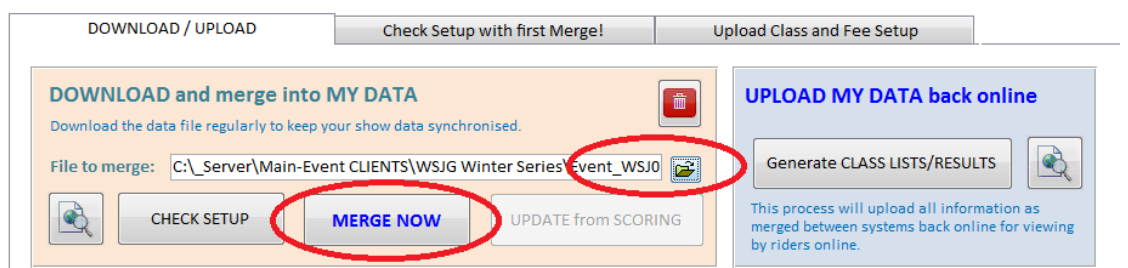


6. With the download file now saved, close out of the website and go back to your *Just Equestrian* program.

## Merge your online download into your Just Equestrian



1. From the Main menu area, click on the **Online Entries** button under the Just Equestrian logo. From the form that opens under the DOWNLOAD/UPLOAD tab, click on the small browse button as shown to find the file just downloaded.

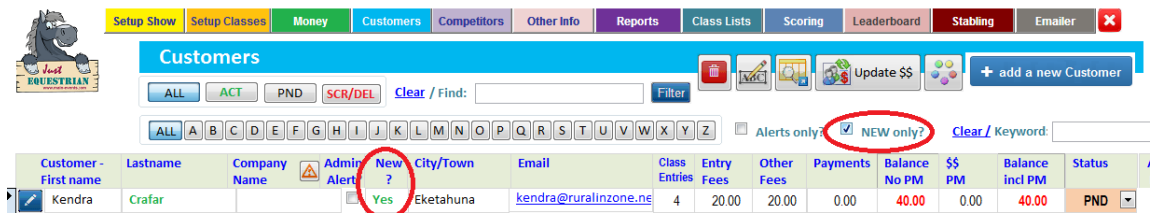


2. Once you have found the file and it appears in the File to merge: text box, then click on **Merge Now**.

PLEASE NOTE – if your setup was NOT done by staff at Main-Events you might want to do the **CHECK SETUP** the first time you merge. This will highlight any missing or mismatched

codes between what you have downloaded and what is in the program. See the full *User Guide* for information on how to do this. Otherwise, just click on **MERGE NOW**.

3. You will be asked if you want to proceed. Say OK. The process will take a short time and then you will receive a message that says *Done*. Close out of this area so you are back at the main screen.
4. If you now go into any of the main areas, you will see that newly downloaded customers and competitors are flagged as **New**. This is a filter option to tick at the top right of most overview areas so you can quickly view new entries and if required check through their record of entries for errors or omissions.



## Processing payments

If your show is allowing for direct credit and/or payment by cheque for online entries, you can update their payment record when received either from each customer record OR the *Payments Pending* area.

Transaction Date	Fee Code	Standard Price	QTY	Alert	Discount % (minus) and reason	Late Fee % +	Refund % -	TOTAL Fee	Transaction Notes or Cheque detail for bank deposit	Invoice Rcpt Num	Online Entry Reference
06-Jun-14	GE	\$10.00	2		0.00%	0.00%	0.00%	\$20.00			WSJDRGWA
06-Jun-14	DCI	-\$1.00	0		0.00%	0.00%	0.00%	\$0.00	Payment due: \$40 by Direct Credit		WSJDRGWA
26-Jun-14		\$0.00	1		0.00%	0.00%	0.00%	\$0.00		0	

1. Find the customer, and under the **Customer Fees** area, you will see what option they have chosen to pay with, under transaction notes a reference to how much and under the Online Entry Reference, the online entry code used for the payment.
2. The QTY is 0 and highlighted in red. If the customer paid by direct credit, then change the 0 to the amount they paid. This may not match the Transaction notes, but put in what you actually received. Change the Transaction date to the correct date – the date it went through the bank.
3. If they paid by cheque instead, then change the Fee code and process as a cheque entry. Be sure to put the correct date in or there is a chance it may be missed in the bank deposit report.

## Payments Pending

Fee Name	MUST MATCH ONLINE ! Fee Abbrev*	Fee Category	Standard Price	Unit	Customers	Quantity	Total Value
Balance brought forward	BF	Balance Forward	\$1.00		0		
Catalogue	CAT	OTHER FEES	\$5.00		1	1	\$4.00
Ground Fee	GF	OTHER FEES	\$10.00		31	53	\$542.00

- This is found in the *Money* area. Click on the **Money** menu and then on the **Payments Pending** button as circled above. This will open a list of all transaction lines from online entry where the **QTY** is still 0 an indicator they haven't paid yet.
- Select the fee you are working through – eg cheque payments or direct credits. Credit card payments for online entry are considered paid so will not show here as they do not have a QTY of 0.
- Use your column heading sort options to sort by **Customer**, **Expected Quantity**, or **Online Entry Reference** (far right) to help find the expected payment you need.

Linked to Customer	Transaction	Fee Code	Expected quantity	QTY	Alert	Disc % (minus)	Reason	Late Fee % +	Refund LESS % -	TOTAL Fee	Transaction Notes or Cheque detail for bank deposit
mason, kelly	31-May-14	DCI	\$55.00	0		0.00%	PND	0.00%	0.00%	\$0.00	Payment due: \$55 by Direct Credit
Pratt, Belinda	06-Jun-14	DCI	\$40.00	0		0.00%	PND	0.00%	0.00%	\$0.00	Payment due: \$40 by Direct Credit
Ryan, Siobhan	06-Jun-14	DCI	\$80.00	0		0.00%	PND	0.00%	0.00%	\$0.00	Payment due: \$80 by PostCheque
				1			ACT		0.00%		

- From the Payments Pending area it is easier to work off a bank statement or a group of cheques but the process of changing the QTY and Transaction notes as appropriate is still the same.
- Change the **QTY** of **0** to the amount paid – even if it is not the actual *Expected Quantity*. After you record the payment you should change the status from PND (pending) to ACT (active). This will flow on to the actual class entries and be viewed online under the Riders profile on Main-Events.com.

## Scratching or swapping an entry



Where a rider needs to swap classes or scratch one or more entirely from the show, the process is as follows. Swapping from one class to another involves scratching from one class and being added to another. Either way follow the appropriate procedure below.

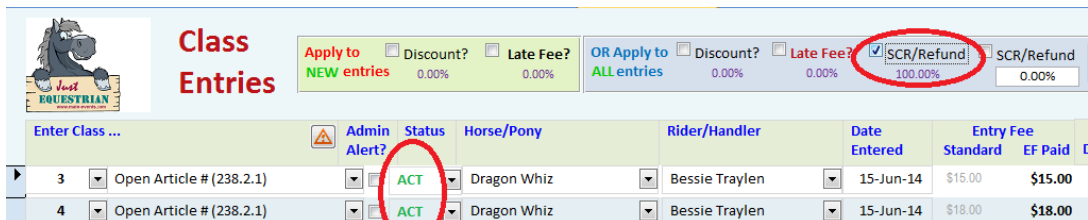
### **Change of horse but same classes**

**IMPORTANT** - If you have downloaded or uploaded any data, then the horse's name cannot be changed online so the process will still be to scratch the horse from all current classes and add the new horse

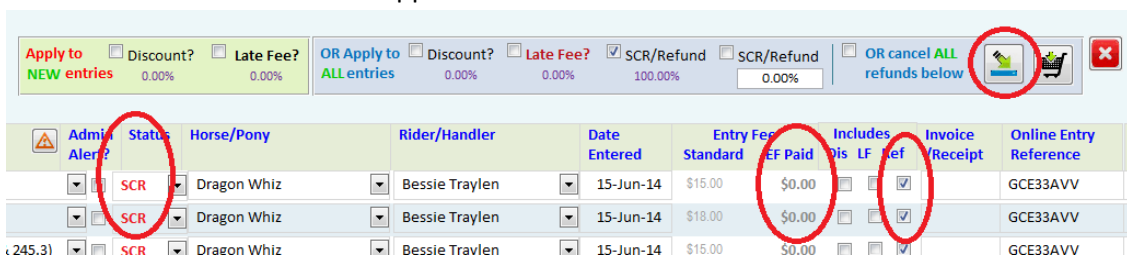
into the same classes. This way, the class lists will still appear correctly online. DO NOT be tempted to just change the name.

### Scratch a horse from the show

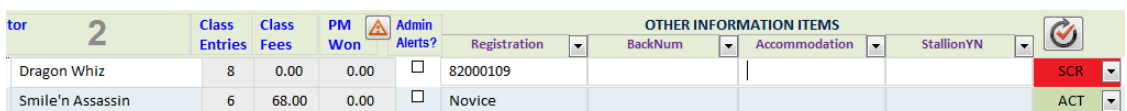
1. Go to the Customer record and then find the horse in the Competitors   Dragon Whiz tab. Click on the small green plus button to view the detail of their class entries.



2. Along the top choose to **SCR/Refund** as shown – note the default you set under Set late fee and discounts on Page 14 is showing at 100% back to the rider. If you don't want to refund 100% then choose the option to the right and add in the percentage to be refunded.
3. Then click on the **Apply to All Entries Below** button – green arrow pointing down. This will change the status of the entry to SCR, the fee paid to \$0 and show a tick under the REF column to show that a refund has been applied.



4. When you then close out of this area, you will notice that the horse is now flagged as SCR on the far right as well.



If you need to re-instate the horse, choose the option **OR Cancel ALL refunds below** and that will reinstate the horse in the classes, re-apply the fees and make the horse active again.

### Scratch a horse from one or more classes

1. Follow steps 1 to 2 above. You don't use the options at the top of the screen which are designed to apply to ALL lines below.
2. Instead go to the class that you want to scratch from and change the **Status** from ACT to SCR in the drop list. Then go across to the **REF column** and tick it. The program will then automatically update the the **EF Paid** to reflect whatever is set as your default refund percentage.
3. If you want to only refund 80% and not the 100% default showing, then double click on the grey standard price which will open a new form showing the entry fee with its defaults. Change the percentage here and it will update to retain 20%.

Class - Horse/Pony and Competitor	1	Date entered	Entry Fee \$3.00	Standard Price	QTY	Late Fee % +	Fee Disc %	Refund % -	Total Entry Fee for class
3 - DRAGON WHIZ / Bessie Traylen		15-Jun-14	EF	\$15.00	1	0.00%	0.00%	80.00%	\$3.00

IMPORTANT – if you find yourself doing this a lot, it might be time to change your defaults!

## Change a rider

- From the *Class Entries* form as above, choose another rider from the drop list. This still means that all fees and prize money won associated with the horse will appear as part of the customer record.

## One off - Add someone else's horse to a Customer

- Swapping horses for the same customer is a simple change of name in the drop list. The entry fee and associated prize money will come back to the same customer.

In the case where a rider is riding someone else's horse in one class and paying for it and the horse is already in the system under the other owner, then go to any of the horses the rider has and follow the same process to add a horse to the class, but pick the different horse out of the drop list instead of the default.

- This ensures the rider is paying for the entry but you will only see this in the *Record of Entries* and on the **Entries/Results** tab as the horse is not in your list.

Class Number and Name	Horse/Pony	Rider/Handler	Status	St No	Bk No	Est Time	Entry Fee Pd
14.1 Under 6 points # (238.2.2 & 245.2.1)	Chantilly Lace	Wendy Reid	ACT				\$15.00
4 Open Article # (238.2.1)	Chantilly Lace	Wendy Reid	ACT				\$18.00

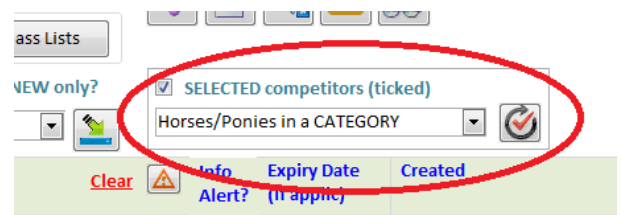
- The horse stays linked to the original owner but the good thing is that any prize money won for that class will come back to the customer who paid for the entry.

## Assign back numbers

We have already alluded to assigning back numbers as you enter a new horse on page 20 but where you want to assign back numbers in one batch, use this process.

Linked to Competitor	Comp Status	Linked to Customer	New Info Item?	Value	Info Alert?	Expiry Date (if applic)	Created
Raindrop	ACT	Myer, Errol & Janie	Yes	Backnumber 100			27/07/2014 7:47:1

1. Go to the **Other Info** area (pink) and from the options at the top of the screen, click on **Riders** which then opens the options **Horse/Ponies** and **Teams**. Choose **Horses/Ponies**.
2. If assigning backnumbers only to a CATEGORY of competitors, then select the category from the drop list displayed on the right – eg backnumbers for show hunters but NOT but jumping. Once you have selected the category, click on the **PROCESS** button (circle and red tick) to process the request and then tick the option **SELECTED competitors (ticked)** above.
3. Select the specific info item **Backnumber** from the drop list with the gray/blue background so that you will see backnumbers for all horses in view.



If you don't have any horses in view it is because you have not specified that the **Backnumber** is a required item for horses/ponies. To fix, click on the **Setup** button (spanner)



from the top right of the screen. A popup list of all entry items for horse/ponies appears. Find **Backnumber** and tick Yes that it is **Rq'd ?**. Close that form and then from the top of the Other Info form, click on the colour wheel to allocate the required item to all horses.

4. This enables the **Process ?** drop list to the right where you select **AssignBackNum** (reddish text) from the drop list.
5. Usually you would want to sort the horses on *Customer* to keep the numbers for horses together so click on the column heading **Linked to Customer** to sort in order. Then click into the first horse to be assigned a number and click on the green arrow pointing down just to the right of the **AssignBackNum** .

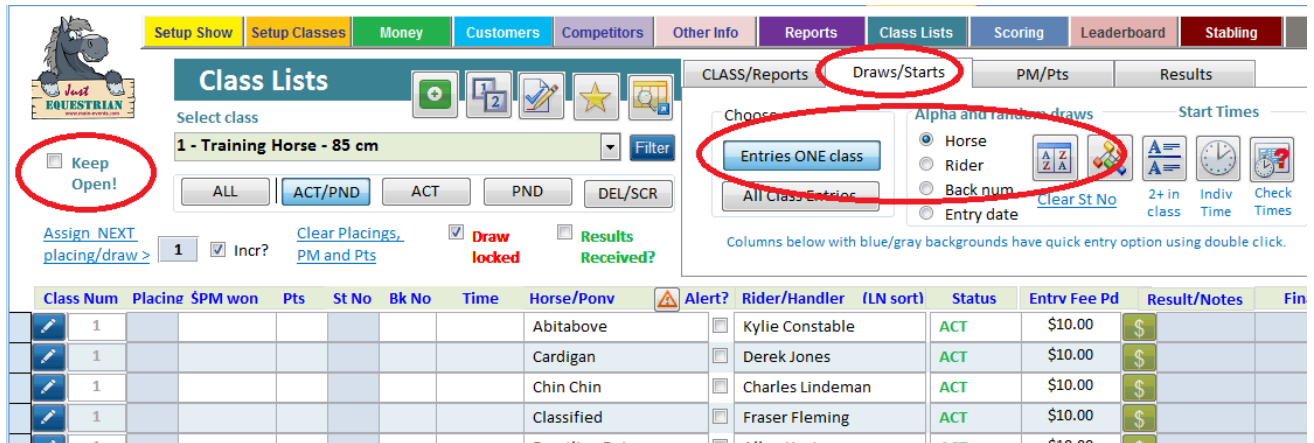
The numbers are assigned in sequence from the line you are clicked on. You will be asked what number you want to start at – eg 101 and then click on OK and the program will move one by one through the entries assigning backnumbers in sequence. You can also double click to assign the next highest number as well individually which is a good way to pick up late entries.

6. You can also allocate the numbers manually by double clicking which allocates the next highest number provided at least one number has been assigned already.



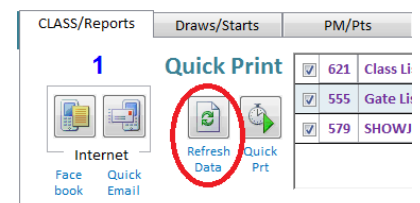
## Class Lists

With customers and their entries are in place, the next stage in running a show is setting draws and printing reports for scoring on the day.



1. From the front menu or the menu line, click on **Class Lists**. This opens the *Class Lists (Overview)* which is a quick way to see how many entries you have in each class to date (Entries column).
2. Click on the small blue pencil button to the left of the **class section/number/name** that you want to go to. This opens the work space for class lists (above) which will essentially be where you spend most of your time during the show.

This form is slow to open as there is much to calculate behind the scenes. We advise that you tick the option under the Horses head to KEEP OPEN. This will save time but you will need to use the **Refresh Data** button on a regular basis to update info that you need to see – eg after updating fees or scores. You don't need to do it after each horse – just when it suits.



3. You cannot edit these columns of information directly but for those columns highlighted with a blue/gray background (placing, St No, Result/Notes, Final Scores, etc), if you double click in a text box, you will be prompted to enter a value or the value is assigned in sequence. You can edit any of these columns for an individual combination through a popup form by clicking on the blue pencil to the left of the class number.

## Draws

### Manual

4. If you have smaller class lists, you may prefer to manually assign the start order. Or this is an option to tweak other random draws. From the area on the top left, set the start number for the first manual start and ensure the **Incr?** Is ticked as shown. Go to the **St No** column and double click where you want to assign start order 1. The program will then increment to 2 and you go and double click where you want that to go. Repeat as required. You can change the number in the box to whatever you want if catering for a random type draw.

[Assign NEXT placing/draw >](#)   Incr?

**Alphabetical**

- Click on the tab from the work area top right for **Draws/Starts** as circled. Then look at the options available. If you want to assign an Alphabetical or blackboard draw over the whole show, then choose the option **All Class Entries**. If only over one category, then select as appropriate.



Select one of the four options from Alpha sort on Horse or Rider as you prefer. We suggest *Horse*. Then click on the button that shows AZ- ZA. Answer Yes when prompted and wait for the message *Done!*

**Random Draws**

- Once you have assigned an alphabetical draw over the show, go back one by one to those classes where you need to do random draw. Select the class from the drop list under Select Class. You cannot do a random draw over the whole show.
- Click on the **Random draw** button on the right. This will assign random numbers between 1 and 200 to all horses, sort them in order and then renumber. So there are a few more messages to get through! Answer *Yes* and *Yes*. Locking individual draws is not part of this *Quick Start* but you can learn more through the full User Guide.



- Once the order has set, you will need to check that the same rider doesn't have horses too close together in the same class. This is only an issue with random draws of course. Click on the **Check duplicates** toggle button. The class list will then be filtered to show any riders with two or more horses in the class so that you can adjust their draws.



Class Num	Placine	\$PM won	Pts	St No	Bk No	Time	Horse/Pony	Alert?	Rider/Handler	(LN sort)	Status	Entrv Fee Pd	Result/Notes	Fina
1				1	107		Abitabove		Kylie Constable		ACT	\$15.00	\$	
1				2	239		Blue Beret		Letitia Fargo		ACT	\$15.00	\$	
1				3	217		Canterbury Tales		Tegan Collins		ACT	\$15.00	\$	
1				4	254		Cardigan		Derek Jones		ACT	\$15.00	\$	
1	1	27	0	5	123		Chin Chin		Charles Lindeman		ACT	\$15.00	\$	
1				6	225		Classified		Fraser Fleming		ACT	\$15.00	\$	
1				7	133		Confident		Sarah Haggerty		ACT	\$15.00	\$	

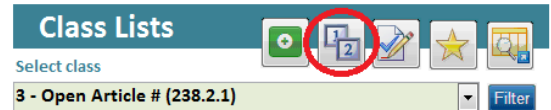
- For each start order that you need to change, edit the **Assign NEXT placing/draw number** to suit and then double click on the start number concerned. Or the faster option may be to click on the pencil to bring up the **Class Entry** popup screen, and change the start number there. In our case above, only *Jane Venter* needs

Info Item	Value	Alert >>> notes
Score (4)		
Startnumber	20	0
Individual Start Time		
Placing		0
Prints Farned		

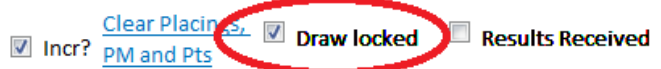
changing as the others are all far enough apart.

Don't worry if the number has been used – resetting the class list will tidy this up. Repeat this process as often as required. When finished, click on the same Toggle button to show all entries in the class again.

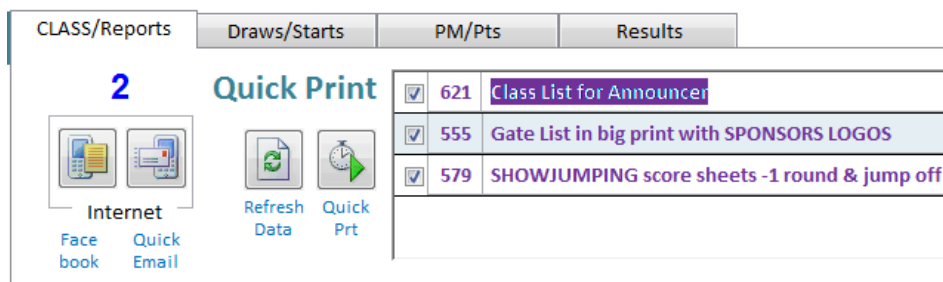
- IMPORTANT – you must then click on the re-sort and re-number button just above the class name which will then put the combinations into start order sequence again and renumber them. If you have been doing quite a few changes, it would be advisable to check a second time for duplicates.



- Once you have finished the draw, we suggest you tick the LOCK DRAW option for the class so you or someone else doesn't inadvertently re-draw the whole class. The renumber function will still work, but the alpha and random draws are locked off.



## Quick Print Reports



The **Quick Print** reports area means that you can quickly print one copy of favourite reports on the day needed by judges and gate stewards. And if you need two copies, then click the **Quick Print** button twice. The reports that show on the right are those reports that you have flagged as a Favourite and that *Just Equestrian* also considers suitable for the **Quick Print** Reports area. Other reports can be printed from the Reports area of course.

If you have made quite a few changes to the class list, it is often a good idea to **Refresh Data** first.

## Results

### Recording results

- Results are recorded in the Class Lists area as well. The process uses the Assign Next Placing/Draw as described earlier – but instead double click in the **Placing** column to assign in sequence. Note, if you untick the **Incr?** Then you can quickly assign equal 1sts to all winners in A1 showjumping classes.
- When you assign a placing, *Just Equestrian* will update the prize money and points columns with information shown in the **PM/Pts** tab at the top of the screen. You can change these values in the top part of the screen if need be.

The screenshot shows the 'Class Lists' interface. At the top, there are navigation tabs: Setup Show, Setup Classes, Money, Customers, Competitors, Other Info, Reports, Class Lists, Scoring, Leaderboard, and Stabling. The 'Class Lists' tab is active, showing a 'Select class' dropdown set to '2 - Welcome Stakes - 1.20cm'. Below this are buttons for 'ALL', 'ACT/PND', 'ACT', 'PND', and 'DEL/SCR'. There are also checkboxes for 'Assign NEXT placing/draw', 'Incr?', 'Clear Placings, PM and Pts', 'Draw locked', and 'Results Received?'. The main table has columns: Class Num, Placing, SPM won, Pts, St No, Bk No, Time, Horse/Ponv, Alert?, Rider/Handler (LN sort), Status, Entrv Fee Pd, and Result/Notes. A red circle highlights the 'Update Class' button in the top right. Another red circle highlights the 'Placing' column in the main table. A third red circle highlights the 'PM/Pts' section at the top right, which shows prize money values for different placing positions: \$27.00, \$23.00, \$19.00, \$17.00, \$13.00, and \$0.00. Below these are 'Other Prizes' with values of 0.

3. You can edit any of this detail (including correcting a mistake) by clicking on the blue pencil button on the left of the entry line to bring up the popup form.
4. For A1 classes, if you double click on the prize money for **1<sup>st</sup> placing**, you will be prompted for how many riders will be splitting the money, type it in and then the popup box will display what each should get. Copy and paste that value into the prize money for 1<sup>st</sup> placing under **PM/Pts** and when you assign the multiple 1=, they will all have the correct amount.

### Missing horses?

5. If as you enter results, you find that a horse is missing, then you will need to add them into the class list. This assumes the horse and rider are already entered under a customer so you are just adding another class.

NOTE - If a totally new entry, you will need to go back to adding a customer and/or the horse from the Customers area so you can add in the other fees and check information as appropriate.

6. Click on the green button top left just above the class list. This will open a popup form where you can add the horse and rider into place.

The screenshot shows the 'Class Lists' section. A green button with a plus sign and a document icon is circled in red. Below it is a dropdown menu showing '3 - Open Article # (238.2.1)' and a 'Filter' button.

### Recording scores

You can record simple one off scores under the two final scores columns (blue gray background) by double clicking and typing in the score in the popup box that appears. In the pic on the right, we have entered faults in the **Final** and **Jump off** time in the second scores column.

	Final	Scores
	0	38.25
	4	39

If you need to record scores, then we advise you investigate the Scoring area of Just Equestrian as this is in columns of data that you can edit directly. There are different functions to calculate scores and then copy them back to the Class Lists for results. There is also Ringside scoring online under Main-Events.com which is a popular option! This is outlined in detail in the full User Guide.

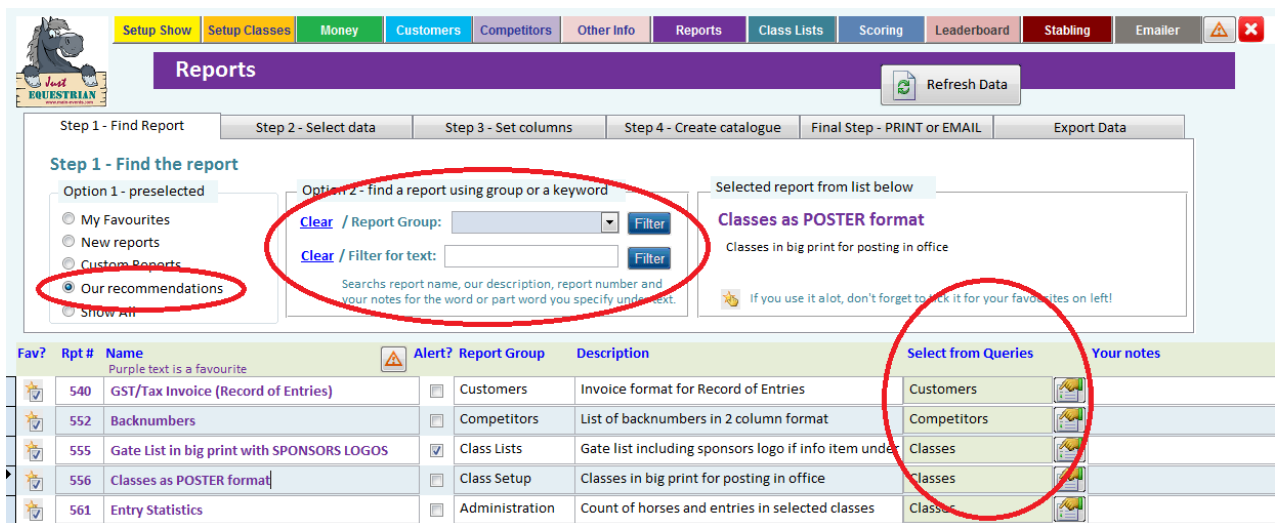
## Results Received?

It is quite important to tick that results have been received for the class. This locks off existing results and clears out the “blank” data. If you find you need to then edit an existing horse again, you will have to UNTICK the **Results Received** so that the “blank” data becomes available to edit again.

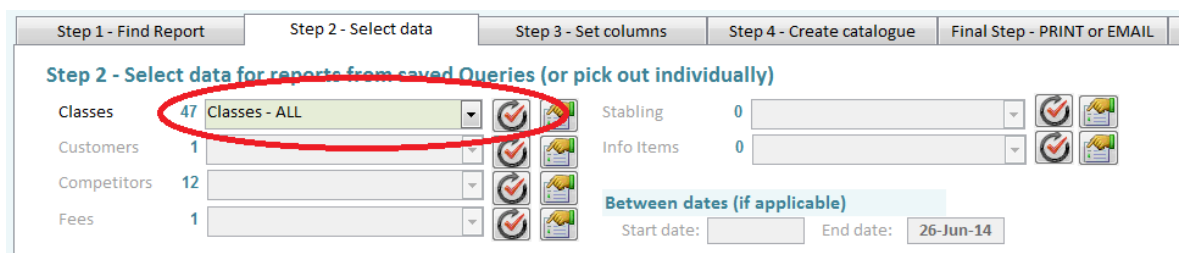


## Printing Reports

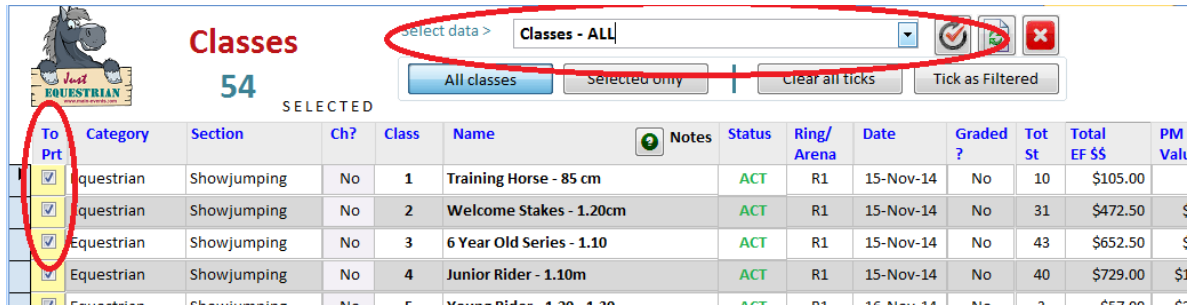
Most reports are accessed only through the Reports menu. Some Quick Print reports are in other areas but essentially you work in this area to produce reports.



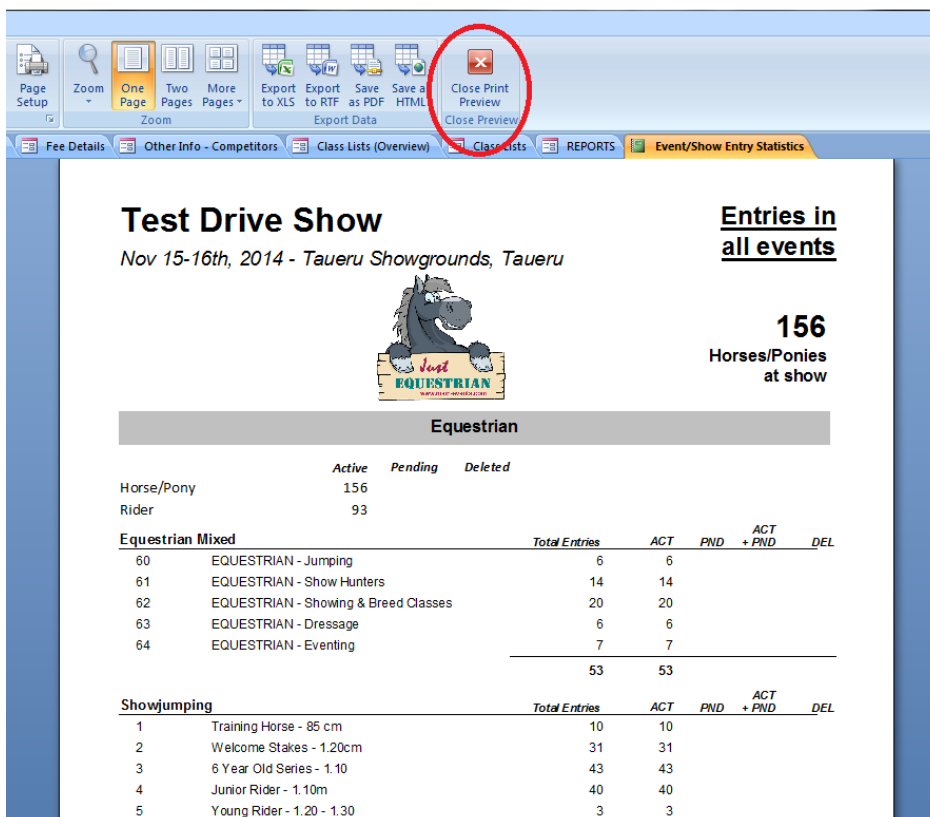
1. There are over 90 reports in the *Just Equestrian* program. If learning the program, we suggest you start by filtering for *Our recommendations* from **Step 1 – Find the report** options on the left of the screen.
2. Later, you will want to use a combination of filtering for a report group or text that is part of a report name from the centre part of the **Step 1 – Find Report** tab.
3. Click once on the report name to select that report so that under Step 2 – Select data, the correct drop lists are enabled. For example, click once on report 561 – Entry Statistics. On the far right in the green column you will see that for this report, you are expected to select which classes you want in the report.
4. Click on **Step 2 – Select data** tab. Notice that the drop list for Classes is green and enabled whereas the other drop lists are grey and not enabled. Open the drop list, and choose Classes – ALL . Then click on the Process button which is the red tick in the black circular arrow.



This will select all classes at your show for the report. If you want to see the selected classes, click on the pointing hand which opens the detail view of selecting classes. There are more options here that are described in the full User Guide but on the far left, in the pale yellow column, you will see all reports are ticked. You can manually tick and untick here if required.



- For the *Entry Statistics* report, you skip Step 3 and Step 4 and move on to the Final Step – PRINT or EMAIL. Choose to **Print Preview** as shown. You can choose from the other options on the right at any stage. See the *User Guide* for instructions here.
- The final step to bring the report up is to double click on the Report Name; and the report will appear on screen. To print the report, use the **Print** ribbon at the top of the screen.



- To close the report when finished viewing and printing, click on the red **Close Print Preview** button as circled.

## Favourites

8. As you work through reports, tick the ones you like as a **Favourite** on the far left and make a comment under **Your notes** on the right so you can find the report again and remember how you used it. The split view below shows the tick for Favourites on the left and the Your Notes on the right of the same line.

Fav?	Rpt #	Name	Alert?	Report Group	Description
<input checked="" type="checkbox"/>	561	Entry Statistics	<input type="checkbox"/>	Administration	Count of horses and en
<input checked="" type="checkbox"/>	564	Schedule A4 in 2 columns	<input type="checkbox"/>	Class Setup	A4 Schedule in 2 colum

up	Description	Select from Queries	Your notes
ation	Count of horses and entries in selected classes	Classes	Send to committee each Monday.
o	A4 Schedule in 2 columns with section conditions	Classes	

## Upload class lists to Main-Events.com

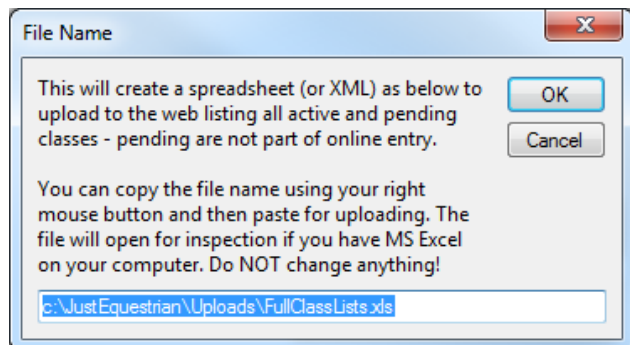


JUST EQUESTRIAN Version 0.10 - 26 Jun 2014  
 (c) Main-Events Software Ltd - New Zealand



Optimised to work in association with  
 www.main-events.com online entry.

1. Uploading your class lists with all the changes should be done regularly. From the front menu, click on the **Upload Classes** button.
2. Wait until you see the message that the spreadsheet has been created. The full path to the file will show in the dialogue box that opens.
3. Copy this full path using your right mouse button or **Ctrl + C** so when prompted online, you can simply paste it in place rather than having to browse through folders to find it.



## Main-Events.com

Event Administration

[Home](#) [Details](#) [Classes](#) [Online Entry](#) [Admins](#)

[View Public Event Page](#)

### Online Entry

Online entry is enabled 

#### Selected payment options

- post cheque

#### Online entry introduction

[edit introduction](#)

Our first Ribbon day to launch the new 100x75m all weather arena was a great success. Join us for the second in our series. Rain or shine, the surface will be tested!

Please enter online as it makes it easier for us on the day to print jump sheets. You are not obligated to pay until you arrive on the day and if you can't make it, no worries. Just let us know. We won't charge you.

ONLINE ENTRY MENU

- [General setup](#)
- [Customer requirements](#)
- [Fees](#)
- [Payment options](#)
- [Completed entries](#)
- [Upload entries](#)

4. Login to your show page and click on the **Administration** button on the far right so you have administrator permissions. Click on the **Online Entry** tab and then from the ONLINE ENTRY MENU on the right, choose the option **Upload entries**.
5. Click on the **Upload Entries** button. A popup form appears with another blue button. Click on the + Upload customers and entries and then use the browse dialogue box to locate the xlsx document just created with Just Equestrian. Once you have found the file, the **Upload Entries** will display the file name (check it!) and size. At this stage you can click Cancel or click **Submit** to start the upload process. Click Submit.

Event Administration


[Home](#) [Details](#) [Classes](#) [Online Entry](#) [Admins](#)

### Upload Entries

[upload entries](#)

You haven't uploaded any data files to merge online.

Main-Events.com will then start processing the entries. You will see Processing upload. Wait for several minutes and then press the F5 function key to refresh the screen and see if it has finished.



[Events](#) [Forums](#) [Admin](#)

## Wairarapa SJ Group Recycled Ribbon Day

Event Administration

[Home](#) [Details](#) [Classes](#) [Online Entry](#) [Admins](#)

### Upload Entries

Uploaded	Processed	Status
<a href="#">0 seconds ago</a>		Processing upload...



- Eventually you will see the result of your upload as follows – we are showing all three results below. The final upload is the one on top and it was successful. If you have selected the same template in *Just Equestrian* as on Main-Events.com; or you sent the file to support staff at Main-Events.com, it is unlikely you will have an error which is caused by missing or mismatched info items.

## Upload Entries

 upload entries

Uploaded	Processed	Status
<a href="#">2 minutes ago</a>	<a href="#">a minute ago</a>	Upload processing was successful
<a href="#">17 days ago</a>	<a href="#">17 days ago</a>	Upload processing was successful with <a href="#">errors</a>

If you see the second option with errors, it is likely to be blank data or data related to a horse that you deleted instead of scratching. It is not usually an issue but check your class lists on line and see if you think it looks right.

- During the show, it is a good idea to update this data every several hours if you can to keep the results coming!

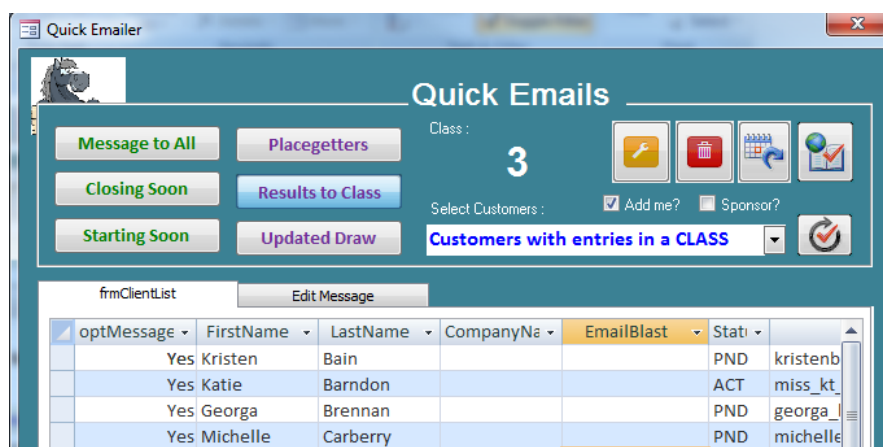
# JUST EQUESTRIAN

## Other things to learn about

This *Quick Start* will get your first show up and running but there are other things that you should investigate. You can run your show without using these areas but they will make a secretaries life easier.

You will need the full User Guide for help in this area; or email the support desk for specific instructions.

## Quick Emailer



Once you setup your email SMTP settings, you can quickly email riders from the Class Lists area or from the main ribbon with this popup form. The three options on the left are plain text messages, the three option in purple on the right provide a formatted class list optimised for display on smartphones.

There are more emailer options under the full menu where you can add attachments etc.

## Scoring

There is a scoring option if not using ringside scoring (below) in the program. Unlike the class lists, this area can be edited directly with columns copied back to the Class Lists area.

Start Num	Horse /Pony	Tab order	Tot Faults / JO Time / Rank / Notes	Qualify Final?	R1 F	R1 T	JO F
		Left to right / Down column	[FinalScore] [FinalScore2] [RankOrder]	[Score1] [Score2] [Score3]			
	NOBLEWOOD PARK BALISTA - Ben Wilson (Class 1)		0.00 51.10	ACT	0	75.67	0
	PIERRA BELLE - Kathryn Whalley (Class 1)		0.00 56.20	ACT	0	78.97	0
	TEQUILA COWBOY - Kelly crago (Class 1)		4.00 61.50	ACT	0	78.06	4

## Ringside Scoring

If you can organise a team of volunteers to sit in with your judges as writers/pencilers but with laptops, tablets or a smartphone, you can set them up to record scores as the horse and rider finishes in the ring. These are posted directly online for all to see and will merge back into the main program with each download. Below is a screenshot of the University Series class. All columns are part of your online template and can be customised.

Entry lists displayed below may be incomplete because it only contain entries entered online and/or uploaded by the event administrator.

RS	St No	Scr?	Horse/Pony	Rider	University	Region	PI	\$PM	T (1)	F (1)	Qual?	JO	Faults	Notes
	10		<a href="#">Cabelle</a>	<a href="#">Connor Deane</a>		Auckland	0							
	28		<a href="#">Flintoff</a>	<a href="#">Loran Mathis</a>		Waikato	0	75.67	0		51.10	8		
	999		<a href="#">Frolic</a>	<a href="#">Annabelle Gourlie</a>		Northern Hawkes Bay	0	78.97	0		56.20	12		
	13		<a href="#">Grand Coeur 36</a>	<a href="#">Isabella Harley</a>		Wellington	0	81.96	0		59.37	12		

## Leaderboards

Under Leaderboards, you set up different leaderboards, link to classes and set the points for each class. There are easy copy functions. Then as you assign placings, the program will update the leaderboard automatically for you.

## Stabling

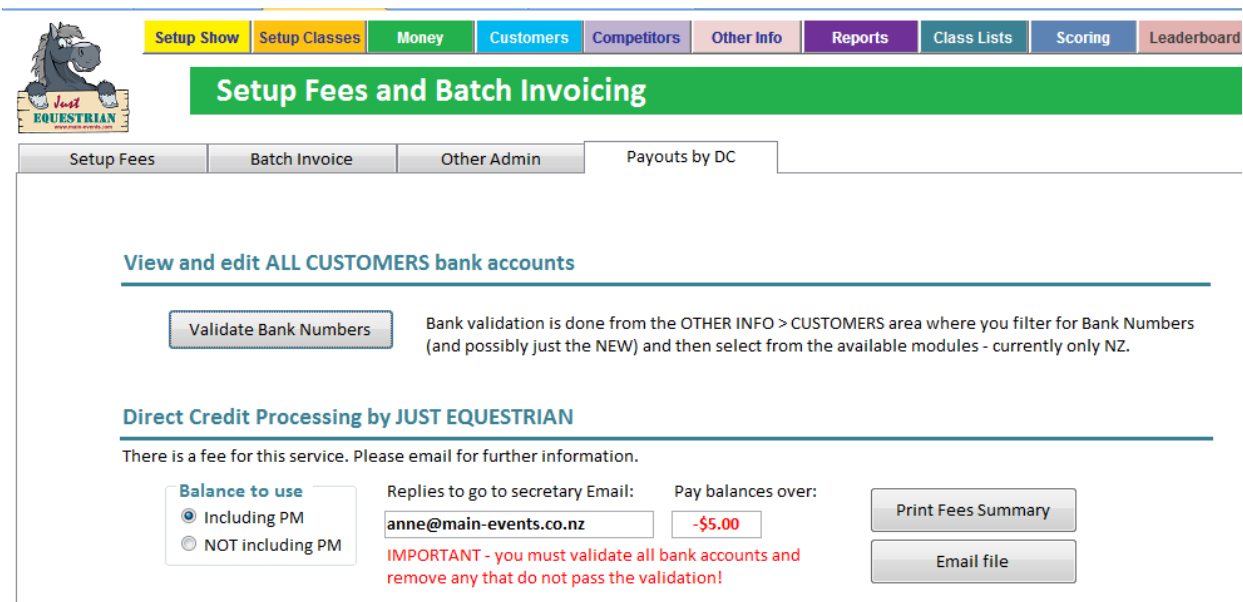
The stabling area is a simple *pick and click* from the list of available stables on the left, with any of the customers' horses on the right. The list on the right only shows unallocated horses as well so you can be sure to accommodate all horses that need stabling. You can click on another horse or stable and the swapped horse or stable then becomes unallocated again keeping things synchronised.

The list of horses is only for those riders that ordered stabling with their entries so excludes local horses that are not staying on the ground. There are tabs to view stabling order by customer and classes entered for horses so you can allocate Grand Prix horses before all others etc.

## Direct Crediting of Prize money after show

Just Equestrian can generate a batch of direct credits on your behalf to save the security issues around having prize money at the show; or writing out 100s of cheques to riders. You will have to ask for bank details in online entry and then validate using the process below.

The next step is to create a file of the fees summary and email it to Main-Events Software who will process it once they have received the deposit from the show for the full amount.



The screenshot shows the 'Just EQUESTRIAN' logo on the left and a navigation menu with tabs: Setup Show, Setup Classes, Money, Customers, Competitors, Other Info, Reports, Class Lists, Scoring, and Leaderboard. The 'Money' tab is active, displaying 'Setup Fees and Batch Invoicing'. Below this, there are sub-tabs: Setup Fees, Batch Invoice, Other Admin, and Payouts by DC. The main content area has a heading 'View and edit ALL CUSTOMERS bank accounts' and a 'Validate Bank Numbers' button. A text box explains that bank validation is done from the OTHER INFO > CUSTOMERS area. Below this is a section for 'Direct Credit Processing by JUST EQUESTRIAN' with a note that there is a fee for this service. It includes radio buttons for 'Balance to use' (Including PM selected, NOT including PM), a text field for 'Replies to go to secretary Email:' containing 'anne@main-events.co.nz', a 'Pay balances over:' field with '-\$5.00', and buttons for 'Print Fees Summary' and 'Email file'. A red warning message states: 'IMPORTANT - you must validate all bank accounts and remove any that do not pass the validation!'.

A great timesaver and very popular with our users!