Horse Show Assistant DB Manual

(Horse Show Software)
IOpath Software

**Horse Show Assistant is an Access database
designed to organize exhibitors
and print out score sheets.**

Microsoft Access 2000 or greater is required.

After opening up the database, click on the Setup button. Enter is the name of the horse show as you would like it to appear on the score sheet. Enter in the date of the show, and finally enter in the total number of classes you will be using. The total classes number is used to calculate the average entries per class. Some promoters want to know this figure.

Click on Edit Classes to bring up the class information screen. Edit the names and descriptions of the classes for the current horse show. If you are only using 50 classes, you can leave the remaining classes blank or with data.

As the exhibitors hand in entry sheets, (not supplied), you can start entering in the data. Click on Add New Exhibitor. Enter in the information in the tan boxes. The gray boxes are optional. If Reg. numbers are not used, you can leave it blank. N/A will automatically be entered. When all info in entered, click on OK. If some of the info is not valid, you will get a message box indicating something is not right. Some boxes require a number but no text like the Exhibitor Number.

If the same exhibitor is showing in many classes, you can click on the 'M' button next to the Class text box. A window will pop up allowing you to select all the classes the exhibitor is entering in. Before you click OK, you can click on the 'M' button again to add or delete Class selections. If an exhibitor returns to enter in a new class later in the show, you can maneuver to the old entry and click on Duplicate – New Class button and enter in a new class and or a new name if a different rider is showing.

To delete an entry, you can use the arrows at the bottom of the screen to maneuver to the entry you want to delete and click on the Delete button. You can also search by exhibitor name or number. **Note:** When deleting entries for exhibitors who are in many classes, pay attention to the class number when deleting.

To print a roster or score sheet, Scroll down in the Class to Print list box and select a class by highlighting it. Click on the Print Roster button to display a print preview of the roster sheet. Click on the printer icon at the top to continue printing.

If a mistake is made on an entry, you can maneuver to the entry with the arrows or search for it and over type the error. Click the Update button to accept the changes.

One question constantly asked at horse shows is how many entries are in a particular class. The Heads Up Display on the right side of the screen displays all 100 classes with the current count per class next to it. You can see this information without changing screens or counting forms. Every time you add or delete an entry it is updated.

Use the Delete All Entries button to clear all entries from the database for a new show.

When you want to exit the database, use the Quit button instead of the X at the top of the screen. The database performs certain functions on closing which will be omitted if you don't use the Quit button. When you exit, all info is maintained and saved. It will only be cleared by using the Delete All Entries button.

Horse Show Assistant now allows you to enter in winners for each class. You can have as many place winners as you like. You can even have multiple winners for 1st, 2nd, 3rd, etc., in case there are ties. These values will be printed on the new end of show report which lists all the classes with all the exhibitors and where they placed. The winning values will only print if that data is entered.