

Horse Show Assistant 4 Manual

(09102011) 4.2

Microsoft 7 compatible

Horse Show Assistant was designed to streamline the tasks associated with organizing horse shows. Promoters need software to quickly and easily enter data on the day of the show. Horse Show Assistant (HSA) makes it easy to handle the inrush of exhibitors and has options to calculate points and payouts. HSA also has functions to organize members for your organization.

Some of the screenshots in this manual may differ from those in the final software release. Colors and backgrounds were updated to enhance the overall look. All functionality remains the same.

Installation

Unzip the installation file to a temp folder. Using Explorer, double click on the installation file and follow the instructions to install HSA 4. If Setup finds that some of your system files are missing or out of date, Setup will advise you that it cannot continue. You must update your system files before continuing.

Register HSA

To register HSA after purchase, click on About, then on Register. Enter the register name you gave (min 10 & max 35 chars) when HSA was purchased and the serial key that was sent to you. To unregister HSA, click the Unregister button to return HSA back to demo mode.

General Information

This manual assumes that you are familiar with the Windows operating system and related terminology. *HSA 4 has a different database structure than previous versions and cannot open older shows.* Make sure you keep a copy of the old version in case you need to access the old show information. There are limits set on most of the information entered into an HSA show. HSA may limit or truncate data entries in textboxes and setup windows. The limit may be the length or the type of data. Numbers entered must be numeric, and dates must be legal dates. The databases used by HSA are updated in real time. When you change information and click on OK, Update, or Done, the data is saved to the hard drive. There are no options to Save or Save As. You will not be prompted to save before quitting the application. Everything is saved as you go. This feature is to prevent data loss in case of a crash or power outage. Decimal values generated by HSA are rounded to 2 places after the decimal point as you would expect. HSA does not use Bankers Rounding. HSA assumes that the Exhibitor number follows the horse. The exhibitor information in the textboxes on the main screen is considered the “*current exhibitor*”. As you click on data grids, mentioned later, these boxes update with a new exhibitor. When you edit information or delete riders, you are working with the “*current exhibitor*” shown in the textboxes. The term 'exhibitor' and 'rider' are used interchangeably and mean the same thing. HSA is best viewed at a screen area resolution of 800 by 600 pixels. Most of the screens have notes on how to enter data and many of the objects have 'Tool tip help'.

Most of the grids used in HSA can now be sorted. Click the header of a grid column to sort a-z; click again to sort z-a.

The Search function will become very important. In order to change or view a rider's info, you must first search for them to fill the main screen text boxes with the rider's info. Most function buttons like delete, fees, and checkout refer to the rider currently showing.

It is important for the user to test and verify the results calculated by HSA to make sure it produces the results you expect.

Numeric Sort

It was decided in earlier versions (by popular demand) that the exhibitor number would accept alpha characters. One of the caveats with a database is that data is either numeric or alpha characters. They each sort different. There is an option under Tools to set the Exhibitor number for numeric sorting or default to alphabetic sorting. If you only use numbers, the data is still alpha characters but it sorts numbers as you would expect.

i.e. exhibitor numbers 11, 4, 32, 21, 2, 17

sorted numerically	2	sorted alphabetically	11
(preferred)	4	(previous versions)	17
	11		2
	17		21
	21		31
	31		4

Organization Detail, Setting Properties

After you install HSA, you will need to enter in your organization's information. Click on Organization, then on Organization Detail. Enter data related to your organization into the textboxes. This information is not for a particular show, but for your organization or club. Text limits are posted above each textbox. This data will appear on the title page of the HSA reports available. There is a Membership Fee box which will be used in the Member section covered later. You can leave this blank if not used. If you entered an improper value, a red error icon will flash next to the problem box. You can include a logo on the reports. Click the Report Logo button to browse for your logo. Check the box labeled Use Logo. A [link](#) to the logo image is stored in HSA. If you delete the image it will not appear on reports. The logo image should be approximately 1.5" x 2" (300x400 pixels) at 200 DPI. Most images that are in a letterbox format (1.5 to 2 ratio) should work. You can create a backup of the organization info which includes member data. Click on the Organization button, Backup Data then on Create Member Backup. Browse for a destination folder, enter a filename and click OK. To restore data, follow the same steps and select Restore From Member Backup.

Starting HSA, Open Show, Close Show, New Show

You can find a shortcut to Horse Show Assistant 4 in the Start menu under the IOpath folder. If HSA is already running, you cannot start another instance of HSA.

If you start HSA using the Start menu, HSA will load without an active show database. To open an existing HSA show, click on File and then on Open Show to select an HSA file. There is an example show located in the Sample folder where you installed HSA, called 'Sample v4.hsa'. To start a new show, click on File and then on New Show. You must choose a name and a folder for the new show. HSA will generate a new blank show database. To close the current show, click on File and then on Close Show. This closes the current show database.

Main Screen Tabs

Entries Tab

The Entries tab displays the current entry count of all classes. A typical question asked at a horse show is how many entries there are for a particular class. With minimal interruption, you can glance up to see that value. This tab is probably the one you want displayed most of the time. It's updated every time you enter or delete an exhibitor.

Exhibitor Tab

The Exhibitor tab displays a list containing all the entries that match the exhibitor number that is currently showing in the textboxes at the left. It's updated every time you enter or delete an exhibitor. You can click a row in the grid for a particular class and the textboxes at the left will update with that class. If you just entered an exhibitor into a class, you can click on this tab to double check all the entries for that exhibitor number. It's also a handy way to see if two horses are being used with the same exhibitor number.

Show Info Tab

The Show Info tab displays some information on the show itself. Among other information, it indicates the total entries, the total classes used, and the average entries per class. It shows a reminder of the last score sheet that was printed. The class description box shows the description of the class currently showing in the textbox on the left. If you just entered an exhibitor into a class, you can click on this tab to double check the class description for that entry. You can also type in a class number and press <Enter> to view its description without going into the Edit Classes dialog.

Search Tab

This tab displays the results of the last search. You can scroll horizontally to view all the details of the results. Click on any row to update the "*current exhibitor*" textboxes on the left. At that point you can delete or update the information. The Search Results grid is updated in real time so any additions, deletions or changes will show immediately.

Demo Version

The demo version will limit the number of exhibitors to 15. All other functions work the same as the full version.

Last Action Completed

Many actions you perform dealing with exhibitors will be displayed in the text display at the lower left-hand corner. In the course of exhibitor entry, there are many distractions. I found it helpful to display the last task completed as a reminder. Functions like printing reports, searching, and editing classes will not be displayed.

New Show, Setting Properties

After you start a new show, mentioned above, you need to set the properties. Click on File, then Show information. Enter the information for the show in the textboxes. Character limits are displayed above each box. The value for 'Total Classes Used' for the show must be a numeric value between 1 and 150. This number is used in calculations and must be accurate. This number can be changed later. For example, if you enter 75, you can change it to 65, unless there are exhibitors entered in classes above 65.

Editing Classes [F5]

The new show will have blank data for the class descriptions. You must enter in the information for each class. Click the Classes toolbar button. You can also click on Edit, then Edit Classes. The Class edit window will appear. Enter in the description for each class. The grid will display all 150 classes. You can enter data for all 150 classes or only the classes being used for the current show. Class information for classes above the amount you entered in the 'Total Classes Used' mentioned earlier, will be ignored but not erased. In the Fee column, enter the fee for each class. This value is used in calculating payouts if the percentage option is

used. This option will be described in the Calculating Payout section. It will also be used to track the total sales for the show. You can leave this value at zero if you don't use that information. The Points Multiplier column (Points X) is used to calculate points for each class. This value is multiplied by the base points listed in the Points table. The Points table will be described in the Calculating Points section. If some classes are more competitive allowing for higher point rewards, you can enter a value of 2 to double the points. You can also enter a value of .5 to halve the points for a less competitive class. Any value that is zero or greater is allowed. Using zero would result in no points for that class. Using .1 would result in 1/10 the normal points. Using 5 would result in 5 times the normal points. The normal value is 1. The Division column allows you to group classes into divisions. HSA does not use this value internally except for Division reports. It can be used by organizations to identify classes for their own purposes. Division 1 can be considered young adult. Division 2 can be amateurs only, etc. If the class is a timed event, place a check in the Timed Class column. HSA can now export the whole show database and Microsoft Excel can be used to sort and filter data into classes and divisions for custom reports.

You can import and export classes to and from an Excel spreadsheet. An Excel spreadsheet (blank or not) must already exist. This will allow you to reuse much of the information from previous shows. Bring up the Edit Classes window mentioned above. Click on Import to display the open dialog box. Browse for the spreadsheet containing your class data. HSA will list the sheet names in the left pane. Click on a sheet name to show sample data in the 'Sample of info' pane. If it looks correct, click on OK. All of the current class data will be overwritten with the spreadsheet data. There is a file located in the installation folder named 'Classes sample.xls'. It contains a sample of class data. The requirements to use an Excel file import are:

The **first** row must have six columns in this order and named:

Class	Fee	PointX	PayX	Div	Timed
-------	-----	--------	------	-----	-------

The **Class** column can contain alphanumeric characters. The **Fee** column must contain a positive numeric value and can have two decimal places. The points multiplier (**Pointx**) column must contain a positive numeric value and can have two decimal places. The payout multiplier (**Payx**) column must contain a positive numeric value and can have two decimal places. The division (**Div**) column must contain a positive numeric value between 1 and 30. If you do not use divisions, enter 1 in all classes. The Timed (**Timed**) column must contain Y if the class is a timed event or blank if it is not. If the existing class in the show file was Ended it will not be replaced. Unrecognized data will be ignored and replaced with zero, 1, or '---Blank---'. Cells A2 to F151 will be imported. The title row (A1) is used only as field identifiers. You can export your class list to Excel for editing and reuse in another show. It works basically the same way. When exporting, select an *existing* Excel file name, HSA will add a sheet named 'Class_Desc_xxxx_xxx' with the class data. An Excel spreadsheet can have multiple sheets, each with different class data. Sheets cannot have identical names and the sheet name cannot have spaces.

Note: Because of file sharing problems, do not have the Classes spreadsheet open in Excel at the time you are importing or exporting. Unpredictable results may occur. Excel 2007 files must be saved as Excel 97-2003 in order to use these functions.

Divisions

You can have 30 division names. Click on Edit then Edit Division Names. Division names have a limit of 50 chars and can be anything you want. Divisions are used primarily in reports. This info stays with the show file and must be entered for each new show.

Adding Exhibitors [F1]

Open an HSA show that you have created. Click the Add button on the toolbar. You can also click on Edit then Add Exhibitor or press F1. Most of the main screen items will be disabled until the new entry is accepted. When you get an entry form from an exhibitor, you must first enter an exhibitor number. The number can contain any character except ‘ or “. The max length of the number is 15 characters.

Press Enter to accept. Everything is based on this number. This number follows the horse and not the exhibitor.

The remaining textboxes will now be enabled.

Exhibitor Textboxes, Description, Limits

Exhibitor No.	Alphanumeric	7 Char
Horse Name	Alphanumeric	30 Char
Exhibitor Name	Alphanumeric	30 Char
Reg. No.	Alphanumeric	20 Char
Class No.	Numeric	1-150
Member No.	Alphanumeric	25 Char
Exh. Phone	Alphanumeric	25 Char
Owner Name	Alphanumeric	30 Char
Owner State	Alphanumeric	20 Char
Amateur No.	Alphanumeric	25 Char
Misc. ID	Alphanumeric	25 Char
Email	Alphanumeric	50 Char

Enter data in the remaining boxes. Note that you cannot use ‘ or “ in any field. The database engine uses these characters as wild cards in searches. If you use ‘ or “, it will be replaced with a space. Dark green boxes are not required. An extra box labeled ‘Misc. ID’ was included. This can be used for any special field you may need. Some shows require the horse trainer ID. Next to the Class box you’ll notice a button labeled ‘M’. If the exhibitor has chosen to enter into several classes, you can click on this button to select multiple classes. When the dialog box appears, click on all the classes the new exhibitor has chosen. You can hold the pointer over a class number to see the class description in the gray area below. You may notice some boxes are grayed out. These classes are not available because they are above the value you entered in ‘Total Classes Used’ in the New Show section mentioned above. Click OK to accept. As the show continues, you will notice that some class boxes in this dialog are red or black. Red boxes indicate that the class has Ended. Black boxes indicate that the exhibitor number is already in the class. More on these topics later. After all light green boxes are filled in, click on OK to accept. You can click on Cancel at any time to discard the new entry. After clicking on OK to accept, a red icon may appear near a textbox. This indicates that the data in that box is not acceptable. It may be that the exhibitor is already in the class or you entered text instead of a number. If you let the mouse pointer hover over the red icon, a popup message will help describe the problem. After all data is corrected, click OK to accept. The ‘Last Action Completed:’ display at the bottom of the screen will indicate the new entry.

If the exhibitor returns later to enter in another class, HSA will make it easy to add a new class. Click on Add, enter an exhibitor number and press Enter. A small green icon with an exclamation mark on it will appear next to the ‘Exhibitor No.’ textbox. This indicates that the exhibitor number is already in use. Double click on this icon. A list of all the exhibitors’ names using this number will appear. There may be more than two. More on that later. Click on the name of the exhibitor that you would like to add more classes. The textboxes will fill in with the data from his earlier entry. The Multiple Class dialog will appear showing which classes the exhibitor number is already entered in. Click on the new class boxes to add them. Click on OK to accept.

Many promoters will allow the same exhibitor number/horse to be shown with a different exhibitor. HSA will allow this to happen and make it easy to enter. For example, if you have already created an entry for John Smith for class 5, and his son Bob Smith wants to enter in another class with the same exhibitor number, you would; click on Add, enter an exhibitor number and press Enter. Again, a small green icon with an exclamation mark on it will appear. Double click on this icon. A list of all the exhibitor’s names using this number will appear. Click a name in the list to fill in the textboxes and display the Class dialog. Choose the new classes and click OK. You can then change the name of the exhibitor before selecting OK to accept the

new entry. Whenever an exhibitor using an existing number wants to add classes, click the Add button, enter in the exhibitor number, press Enter, and select a name from the list. This will save you from constant re-entering of data. It also aids in catching mistakes. This green icon indicates that the exhibitor number is in use.

If you have set up members, which will be explained later, you can look up a member's information when entering exhibitors. Click the Add button, enter in the exhibitor number, press Enter. You can now click in the 'Member No.' box and enter in the member's number. Click the button labeled 'L' next to this textbox. HSA will try to locate the member, and fill the boxes with the saved data. If the Member number is unknown, click the 'F' button to bring up the Find name search dialog. Enter in all or part of the member's name to find all matches.

If the member has more than one horse listed in the member section, a button labeled 'H' will be enabled next to the Horse Name text box. Click the 'H' button to choose one of the horse names. Click on a horse name to select it or enter in a new horse name in the text box. Enter in the classes as described above and click OK to accept.

Most of the exhibitors own their horses. When you enter an exhibitor name, the same name is copied to the Owner Name box to save retyping. This can be changed if needed. Most of the exhibitors at a show will be from the same state. The Owner State box is automatically filled with the default state name to save retyping. This can be changed if needed. You can change the default state by clicking the button labeled Edit Default.

If any of the data entered in the textboxes is unacceptable, a red icon will appear near the problem entry. This could mean that value is of the wrong type, out of range, or already in use. You must correct this before continuing.

When an exhibitor is entered (pressing OK), the exhibitor information will remain in the textboxes on the main screen; the 'Last Action Completed:' will display a reminder of the new entry and the Grounds Fees button will become active.

Grounds Fees

You have 15 customizable Grounds Fees. To set up fees, click on Edit then Edit Grounds Fees. Grounds Fees' names have a limit of 20 chars and can be anything you want. Grounds Fees are used in calculating when the rider 'checks out' and in reports. Enter a name like Stalls, Parking, Per Horse Fee, etc in the Fee Description column. Enter a cost in the Amount column. This info stays with the show file and must be entered for each new show. Changing this information will affect all calculations after the change.

To add fees for a rider, the rider must be the "*current exhibitor*"; his info must be on the main screen. If not, do a search and select the rider. After entering a new exhibitor, the new exhibitor's info will be on the screen ready for fees. Click on the Grounds Fees button to display the Fees dialog. To add a fee, click on Add Row. A new blank row in blue will be added. If the quantity is greater than 1, click in that cell and change it. It must contain a positive integer. Click in the Description cell to display a drop down list of choices that you entered in the setup mentioned above; select the fee you want to add. To delete a row click in the Fee ID cell to select the whole row and click on Delete. Once the fee rows are "marked as paid" on the Checkout dialog, described later, the blue rows will turn white and can no longer be edited. You can still add new rows.

Deleting Exhibitors [F2] (Cancel class) (If a rider drops all classes, do not reuse the number for another rider)

Clicking the Delete button on the toolbar will begin deleting the "*current exhibitor*" shown in the textboxes. You can also click Edit, then Delete Exhibitor. The term 'delete' and 'cancel' are used interchangeably and mean the same thing. The Delete dialog box indicates which exhibitor number and which class will be deleted. You have the choice to delete this exhibitor number from the current class or all classes depending on which option is chosen. You must press the Alt key first and then click on OK to complete the delete action. If you choose the Delete All Entries option, **all class entries for the exhibitor number, regardless of the name, will be deleted.** If the exhibitor number is used with multiple names and you want to cancel only the ones for a particular name, then you must do each one separately. The easiest way to do that is search for the Exhibitor number, click on a row in the search results grid making that entry the "*current exhibitor*" and click Delete. Exhibitors will not be deleted from ended classes. Deleting is instant and permanent. A report for the newly canceled classes is available by selecting the check box.

Export Show Data

HSA can export the entire show database to a .csv file (Comma Separated Value). Click on Tools, then on Export Show Data. Provide a file name and click OK. This type of file is native to Microsoft Excel. Once opened in Excel, you can sort, filter, and add other information to make customized reports. It also provides a way to share show data with someone who does not use Horse Show Assistant.

Search [F9]

You can search the show database for exhibitors. You will probably use this often. Click the Search toolbar button. You can also click on Tools, then Search. The search dialog window will appear. Enter the search term in the textbox at the top. You can enter part of a name or number. Select the fields you want to search by clicking the checkboxes below. When you have selected the fields to search, click OK. If you used an improper search term, a red error icon will flash next to the problem checkbox. If you enter 'John', and select class number, you will get this error. The class number must be numeric. After clicking OK, the search dialog will close and the Search tab on the main screen will be selected. This tab lists the results of the search. Click on any row in the list and the textboxes on the left will update with that information. This makes it easy to search and change information. It is also a quick way to delete an exhibitor who is dropping out of a class. If exhibitor 367 is entered in five classes and would like to drop out of one of them, enter 367 in the upper textbox, select Exhibitor No. checkbox, and click OK. The search list will display all classes that exhibitor 367 is in. Click the row/class he wants to drop. The textboxes will update with that information. Click the delete button on the toolbar to delete. You can sort the columns by clicking on the column header.

Updating, Changing Current Exhibitor Information

The data shown in the textboxes on the left of the main screen can be edited and updated. Click inside the textbox requiring change. A blue border around the box will flash to indicate editing mode. Change the information as needed and click the Update button. The new data must conform to the original rules used in adding new exhibitors. If you enter data that does not conform, a red error icon will flash next to the problem textbox. You cannot change the class number if the current class has already ended. You also cannot change the class number to a class that has ended.

Score Sheet [F8] (single judge)

To print a score sheet for the judge, click the Score toolbar button. You can also click on Tools, then Score Sheet. Select the class from the dialog window and click OK. Some classes may be grayed out. These classes have no exhibitors or they are unused classes based on the value entered in Show Properties. The score sheet is a typical score sheet used for scoring horse shows. The list is sorted by exhibitor number. You can check the box labeled 'Skip Print Preview' to send the sheets straight to the printer. Setting the number of copies is also available. Number of copies box is ignored unless the 'Skip Print Preview' is used. You can set number of copies within print preview. A reminder of the last score sheet class number that was printed is located at the top of the dialog window. Selecting 'Hide Names' will produce a Score sheet without horse or rider names.

Edit Show Winners [F6]

When a class has shown and is judged, you can enter the winners of that class and finally 'End' the class. Be sure not to 'End' the class until the results are final. Ending a class will be described below. Some exhibitors may be disqualified resulting in a shift in placing. You will need to adjust the places before Ending a class. Click the Winners button on the toolbar. You can also click on Edit, then Edit Show Winners. The list on the left side of the dialog window lists the classes that are available. Click on a class in that list. The current exhibitors and places will be displayed on the right. Click in the Place column to enter a numeric value for that exhibitor. Press Enter to accept. Click on Done when finished. HSA will allow two exhibitors to have the same place. Some shows require this.

If the class is a timed class, enter in the time instead of a place value. If there are any time penalties for a rider, add the time penalty to the recorded time and then enter the final time value. There are two input formats available. The setting is found under Tools then Time Format. The normal expected format is mm:ss.fff where fff is hundredths of a second. The "secs/hundredths" setting will allow you to enter seconds greater than 59 displayed on some electronic sensor equipment. For example 124:343 would be 2 min, 4 sec, 343 hundredths. HSA will convert it to mm:ss.fff.

As a convenience, you can enter time in several ways. You can use a ; or : or . in any place. This comes in handy for those who like using the keypad for entry or don't like using the shift key. For example you could enter a time of 1:34.12 (1 min 34 sec 12 hundredths) as 1.34.12 and press <enter> using the keypad. You don't have to enter hundredths if not used. If left out, they will be filled with zeros. For a disqualification, enter in 'dq' to set time to max. No points or payouts will be awarded if 'dq' is entered. You can return to change the values until the class is Ended.

MOS Scoring (Majority Opinion System) [F10]

To calculate winners using MOS collect all 3 judge cards. Click on the MOS toolbar button or select Edit then MOS Calculation. The MOS dialog will open and display a list of open classes on the left. Timed classes will be omitted. Classes with less than 2 riders will appear in the list but won't work.

Select a class number from the list on the left. The example shown is class 16 from Sample v4.hsa. Each color coded column on the right will fill with the riders that 'showed' in that class. The grid in the middle will become active and display blank cells. The count of rows in the grid will match the count of riders up the value in the box labeled 'Calculate to place'. Each judge has a color coded column in the grid. The idea is simply to make the columns in the grid match the judge cards.

Drag Exhibitor numbers from the columns on the right onto the corresponding color column in the grid. Place the numbers in the order they appear on the judge cards. Figure 1A shows the judges cards, only 'Judge A' is fully visible. You can see in Figure 1B the numbers in the red 'judge A' column (in the grid) match the card from 'Judge A' in Figure 1A. Do this for all 3 judge cards.

Figure 1A

Horse Show Judge Score Sheet	
Class	Judge
16	A
First	954
Second	314
Third	170
Fourth	623
Fifth	728
Sixth	785
Seventh	630
Eighth	
Ninth	
Tenth	
Reserve	

Figure 1B

Horse Show Assistant [MOS Enter Judge's Scores]

Class 16 REG. ARABIAN & HALF-ARABIAN/ANGLO-ARABIAN COUNTRY ENGLISH PLEASURE

11 exhibitors in this class

Place	Judge A	Judge B	Judge C
1	954	833	
2	314	954	
3	170	170	
4	623		
5	728		
6	785		
7	630		

Judge Order = A, B, C Auto-Rotate OFF

Judge A	Judge B	Judge C
238	238	170
833	314	238
2554	623	314
3760	630	623
	728	630
	785	728
	2554	785
	3760	833
		954
		2554
		3760

Calculate to place 7

Print MOS worksheet

If you drop a number in the wrong cell, select the cell and click Clear Cell to return the rider number to the list. You can also drop a number on top of another number which will replace it. The replaced number returns to the column it came from.

After the grid is full. Click on Calculate. HSA will calculate the final winning list and display it in the center. The results will be updated in the database as if you entered them by hand.

The Call judge order is displayed at the top of the MOS dialog. You can select to have the judge order auto rotate after every class by selecting Tools then Auto-Rotate Judges. You can also right click on the 'Judge Order' label towards the top to cycle through rotation. All 3-way ties are settled by the 'Fall of the cards' which is based on the current Call judge order, You can recalculate the same class multiple times. *Make sure you cycle the judge order to the correct sequence.* To print a worksheet to calculate by hand click the button at the bottom.

HSA will create a log file of how it came to the results. It may be useful to double check the results using the same numbers HSA did in case they were changed. A folder will be created in the installation folder named, "HSA Class Log". This folder will have log files of every class MOS calculated. The file name is comprised of the class name and the show date. For example 'Class 22 MOS Log 9-1-2009'. This would be MOS used on class 22 for the show on Sept 1, 2009. Recalculating a class will overwrite the previous log.

You can view any of these log files by clicking File then Open Log File and selecting the log file. For an understanding of the guidelines HSA uses to calculate MOS see the file name 'HSA MOS Calculation.pdf' in Sample folder. 'HSA MOS Calculation.pdf' also has a description of the MOS log file. **There are variations in how MOS can be calculated. It is important that you test the MOS feature to ensure the results are what were expected.**

End Class [F7]

Ending a class means that the class was shown, judged, and the winners are final. Once a class is ended, changes to riders, winners, etc are not allowed. To end a class, click on Tools, then on End Class. The End Class dialog window will list all the open classes on the left. Click on the class you want to end. The class description will show at the top as a confirmation. The number of winners is shown below in the winners box. If there were no exhibitors, and therefore no winners, you can still close the class. If there are winners in the class, make sure this number reflects the correct amount before closing the class. Press the ALT key and click 'End This Class' to complete the operation. Ending a class performs several tasks. First it removes it from the available class list when entering new exhibitors. If you click the 'M' button mentioned earlier in Adding Exhibitors, some boxes will be red. These classes were ended and are no longer available.

There are still items you can change about the class in the Class editor. You can edit the class description, fee, point multiplier, pay multiplier, and division. *This is not recommended, as it will only cause confusion later.*

Ending a class calculates the points and payouts for the class. Both of these will be described later in the manual.

Special note: When you end a class, it makes several calculations and updates the points for members. It also calculates payouts based on the values entered by the user. Since some of these values can be changed after a class has ended, HSA will create a log file of how it came to the results. It may be useful to double check the results using the same numbers HSA did in case they were changed. A folder will be created in the installation folder named, "HSA Class Log". This folder will have log files of every class ended. The file name is comprised of the class name and the show date. For example 'Class 4 Log 07-12-04.txt'. This would be class 4 for the show on July 12, 2004. A breakdown of what each line means will be at the end of the manual. You can view any of these files by clicking File then Open Log File and selecting the log file. Selecting "Preview Log file Before Ending" on the End class dialog will open the log file in Notepad before making permanent changes. HSA will remain inactive until Notepad containing the log is closed and will prompt you to save or discard the results.

Membership [F4]

The membership section tracks member information, fees, and points. Click the Membership button on the toolbar. You can also click on Organization, then Membership Screen. The left side of the dialog window lists all the members. The textboxes on the right reflect the data associated with the selected member indicated by tan highlight. Click on a row on the left to display that member's data. You can add new members and delete members on this screen. After clicking Add New member, the highest member number is shown at the top in light blue to aid in selecting the next number. Member numbers should end with digits as in Mem001, Mem002, etc. Clicking in a textbox and editing the value can change member data. Light green boxes are required and dark green boxes are optional. It works very much like the exhibitor entry main screen. The Birthday field must be completed in order for the Age Group report to function. The member's current age is calculated and shown in blue under the Birthday field.

Each member can have multiple horses entered. Click the Edit button next to Horse Names to add, edit or delete horses. You can enter in a member number in the search box and click search to bring up that member's information. The button labeled 'Find Mem Name' will open a name search dialog. Enter all or part of a name to find all matches. Clicking the Reset button will prompt you to reset points, membership fee, or both. Membership fee is set up in Organization Detail covered earlier. At the start of each show season, you will probably want to reset these values. As members pay fees, you can update that field. If members have a balance due, you should select 'reset fees + balance'. This will add the previous balance to the new fee. Ending a class in a show, covered earlier, will update the points automatically. To reset points, fees, and delete members, you must press the Alt key first and then click on OK to complete the delete action.

Import members

You can import members from a previous version of HSA or from a CSV file.

From previous version of HSA

Click on Organization, Import Members then on Previous Version. A file dialog box will prompt you for the old membership filename. The filename is HSA.org. You need to browse for the folder that contains this file. You may have to use Windows Search to find it. Depending on the previous version, the default folder will be,

C:\Program Files\Horse Show Assistant SA\

or

C:\Program Files\IOpath\Horse Show Assistant 3\

Select the file and click OK. HSA will attempt to import previous members and the associated horse names.

After importing, HSA will display a log file with results of the import.

From CSV file. (CSV files are created in Excel)

Two csv files are required, one for members and one for their horses.

Creating Member Csv file.

Start Excel. The first row in the Excel spreadsheet is the header row and should have names *similar* to the ones in blue below, but they will be in the first row left to right. The actual column name is not important but the order left to right must be maintained. The type of data and character limit is shown in black. *There is an example Member csv file in the Sample folder named 'Members_to_import.csv'.*

Member number	15 chars.	*
Name	30 chars.	*
Address 1	50 chars.	*
Address 2	50 chars.	*
City	25 chars.	*
State	20 chars.	*
Zip	25 chars.	*
Phone	25 chars.	
Email	50 chars.	
Reg No	25 chars.	
Previous points	Decimal	
Start Date	Date	* if blank, the current date will be used.
Previous Fee Bal	Decimal	
Amature No.	25 chars.	
Misc ID	25 chars.	
Birth date	Date	

The example CSV files have intentional errors for illustrational purposes.

Fill the cells with member data that matches the column description. You can leave some cells blank. The required data is marked with an asterisk above. In Excel, save the document as a CSV file using the word 'members' in the file name.

Creating Horse Csv file.

Start Excel. The first row in the Excel spreadsheet is the header row and should have names *similar* to the ones in blue below, but they will be in the first row left to right. The actual column name is not important but the order left to right must be maintained. The type of data and character limit is shown in black. *There is an example Horse csv file in the Sample folder named 'Horses_to_import.csv'.*


Member number	15 chars.	*
Horse Name	30 chars.	*

Fill the cells with horse data that matches the column description. The required data is marked with an asterisk above. The Member number must match a Member number in the Member csv file above so each member gets the correct horse name. In Excel, save the document as a CSV file using the word 'horses' in the file name.

In HSA, click on Organization, Import Members then on CSV File. A file dialog box will prompt you for the filename that has the member data. Browse and select the Member CSV file you created. After importing members HSA will ask you if you have a CSV file with horses, if so, click OK. A file dialog box will prompt you for the filename that has the horse data. Browse and select the Horse CSV file you created.

HSA will attempt to import. After importing, HSA will display a log file with results of the import.

Reports, Print Menu [F3]

Click the Reports button on the toolbar. You can also click on File, then Report Menu. Member reports are available without opening a show first. Click on Organization, then Print Membership Reports and select the report you want. *Note: If you do not have a printer setup in Windows, these reports will not work.* On the left side of the Report dialog window, select the report you want to print. Some reports require that you select a member or exhibitor number and name from the list boxes on the right. There is an option to skip the title sheet if it is unwanted. After clicking the OK button, the print preview will display. You can check the total pages by scrolling to the bottom of the page. You can maneuver through the pages using the arrows at the top of the screen. When you're ready to send it to the printer, click the printer icon at the top left-hand corner. Make your selections and print. You can also export the report. You can create a .pdf file, .html file, or save the report as an image. Image formats include, bmp, emf, gif, jpg, tiff, wmf. To export a report, open the report in the print preview. Click the export icon shown here.  From the Export Format drop down box, select an export type. To change image formats, select image format, click on the word 'Format' under Misc then use the drop down box to select the image type. Some reports will have a Title sheet and/or alternate rows shaded; both can be turned off on the Print Menu dialog.

End of Show Report

The End of Show report contains a complete printout of the show. It is a summary of the show and all pertinent information. It should be printed after all classes have ended. If some classes remain open, a reminder above the OK button will be displayed. It will list the total entries for the show. Listed are the date and name of the show, the Number of Classes Used and the Average Exhibitor Per Class ratio. The Total Sales is a figure calculated by multiplying the fee for each class by the number of exhibitors for that class added together. The Total Payouts is a sum of all payouts from the payout sheets. The Balance figure is the difference between the two. Also shown are the Ten Most Popular Classes. If ties exist with tenth place or above, only the first ten are shown sorted numerically. The Top Ten High Point Winners are listed. Top Ten High Point Winners are calculated by exhibitor number. Two or more riders using the same Exhibitor number will have their points added together because the number follows the horse. If two riders use the same exhibitor number, HSA will display the name that appears first alphabetically. If ties exist with tenth place or above, only the first ten are shown sorted numerically. The number of ties for 10th place is also shown. The Total Horses Shown value is based on unique exhibitor numbers. After the title sheet, each class is listed. The classes are sorted by class number. The class description appears next to the class number. Below each class, each exhibitor who was in that class is listed, sorted by exhibitor number. Next to the names are the points and place of each exhibitor. For a 100 class show with 400 riders, this report can be 25 pages.

Class List Report

The Class List report is a list of all the classes with the description and the number of exhibitors for that class. It is a little less detailed than the End of Show report. The list is sorted by class number. For a 100 class show, this report can be 6 pages.

Exhibitor Report

This report is something the exhibitor might want as a confirmation of his results in the show. The report will display all the information you entered at time of entry. It lists all the classes the exhibitor was in and the place he or she won. After selecting an exhibitor number from the list in the center of the Print dialog window, select a name from the list on the right side. Remember, two or more people can share the same exhibitor number and horse. This report is usually 1 page.

Member Roster Report

This report is a list of all members in your organization. It shows most of the important identification numbers, phone numbers as well as points. Its main use is as a check list or sign in list for special events. All horse names for each member are listed. For 100 members with several horses each, this report can be 20 pages.

Member High Points Report

This report is a list of all members' points (cumulative) in your organization within a predetermined age group. It shows most of the important identification numbers, phone numbers as well as points. The report is sorted by points from high to low.

Member Profile Report

This report may be used as a statement for the members of your organization. It shows all the information about the member including any fee balance outstanding and current points. The report is sorted by Member number. This report is usually 1 page.

Member Age Group Report

This report is a list of all members in your organization within a predetermined age group. It shows most of the important identification numbers, phone numbers as well as points. Its main use is as a check list or sign in list for special events. Horse names are not shown on this report. The report is sorted by age from youngest to oldest. For 100 members, this report can be 5 pages.

Show Callout Report

This is a concise list of all exhibitors in all classes. There is no personal information on this list except exhibitor names. Using one line per entry, it shows the class, place, exhibitor number, horse name, exhibitor name, member number, and points acquired for each class. They are listed in that order left to right. The list is sorted by Class, then by Place. An announcer may use this to callout show results. You can select to show only members by using the Members Only check box. For a show with 400 exhibitors, this report can be 11 pages.

Grounds Fees Report

This is a report of all grounds fees collected for the show grouped by Grounds Fee name. Each group section itemizes the exhibitor, quantity, costs, and whether it was paid for. There is a total for each group section and a grand total of all fees at the end of the report.

Division Callout Report

This is also a concise list of all exhibitors in all classes. There is no personal information on this list except exhibitor names. Using one line per entry, it shows the division, class, place, exhibitor number, horse name, exhibitor name, member number, and points acquired for each class. They are listed in that order left to right. The list is sorted by Division, then by Class. An announcer may use this to callout show results. For a show with 400 exhibitors, this report can be 11 pages.

Division Points Report

This report will show a cumulative sum of each exhibitor's points for the show grouped by division. The exhibitors will listed by total points, high to low. Exhibitors with 0 points will not be included. This report can be used to determine division high point winners.

Cancelled Class Report

This report will show a list of classes that were dropped by riders. It is grouped by Exhibitor number; indicates paid status and when it was cancelled. If your show refunds class fees you can use this as a guide. If you just happen to delete a rider from a bunch of classes by accident, this could be life saver.

Class Payout Report

Once a class has ended, the payout sheet can be printed. If you are using the payout scheme built into HSA, a payout sheet can aid in awarding payouts. Click the Reports button then select Class Payout Report and click OK. The dialog will display all the classes that have Ended in light violet. Classes in dark violet have not ended and can't be printed. You can hover the pointer over a class number to view a description in the gray area below. You can check the box labeled 'Skip Print Preview' to send the sheets straight to the printer. Setting the number of copies is also available. Number of copies box is ignored unless the 'Skip Print Preview' is used. If you don't choose 'Skip Print Preview', you can set number of copies within print preview. Select an Ended class and click OK to view the report. The Payout Report is sorted by place of winners. It is based on the payout setup which is covered later. Each exhibitor's payout is listed next to his or her name. The total payout for the class is shown at the bottom.

Custom High Points Report

This option will open a dialog showing all classes. The classes that have Ended can be selected. You can select any or all of the Ended classes to create a virtual division for high points. It can be used to calculate high points for the day by selecting all classes that appeared in that day. You can select classes from different divisions to be grouped into the virtual division.

MOS Class Result Report

This option will open a dialog showing all classes. Any class that has Ended can be selected. If the class winners were calculated using the MOS function, the judges scores will be filled in as you entered them in the MOS function. Some organizations require this type of report. Class 6 in Sample v4-2.hsa was ended after using MOS.

Mail Merge File (for Members entered in Organization)

To aid in mailings to members, a mail merge function was included. This function will create a mail merge file that can be used by your favorite word processor such as Microsoft Word. You can use it to print envelopes, labels, or as fields in a mail merge letter. You need to be familiar with using mail merge operations. You can check the manual that came with your word processor for help. To create a mail merge file, click on Organization, then Print Membership Reports and select Mail Merge File. Browse for a destination folder and enter in a name for the .rtf file. Click Save to complete the operation. The file will be in Rich Text Format. This file can also be imported into an Excel spreadsheet.

Points Setup

There are a thousand ways to calculate points. Many promoters have a special recipe for calculating points. The points setup in HSA offers an option for point management. It can be set up to handle most point systems. However, it may not be right for you. You can choose not to use this setup and enter points by hand in the Member section. Only points for members are stored. Non member exhibitors are awarded points but are not saved to disk.

Click on Organization, then Configure Points. The Points Setup dialog shown in Figure 2 will be displayed. You can configure point values for place winners from 1 to 20 shown in turquoise. These can be set based on the number of exhibitors from 1 to 20 shown along the top. Decimal values may be used. In the kaki green cells, enter the point value to be awarded for each place at each column of exhibitors. Each cell can have a different value but it must be a positive number. Using the chart below for example, the exhibitor winning 4th place with 7 total exhibitors would get 4 points (base points). This base point value is multiplied by the Class Multiplier entered into the Class Setup covered in Editing Classes. If the class was difficult, that multiplier might be 2, which would produce a final result of 8 points. If a value of .3 is entered in the kaki green cell, the exhibitor would get .3 of a point multiplied by the Class Multiplier. Most of the time the class multiplier will be 1, which would not change the base point value (1 x base points). There are Fill and Iterate buttons on the right side of the screen, which assist in filling cells. The Fill button will copy the highlighted cell (blue) to all cells to the right. The Iterate button will add the value entered in the Amount textbox cumulatively to the highlighted cell (blue) to all cells to the right. If the highlighted cell contains 1 and the Amount box contains .2, then the Iterate button will make the cells to right equal 1.2 1.4 1.6 1.8, etc. The Clear All button sets all cells to zero.

This point setup stays with the HSA application and not each individual show. If your points remain standard, you only need to set this up once. Click the Done button to accept changes. **You should experiment and test the points system thoroughly to make sure the results are what you expected.** You can now save and load 'points & payouts schemes' mentioned later.

Figure 2

Horse Show Assistant [Points Setup] > Basic Dollar - Basic points

Number of Exhibitors

Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
3	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
4	0	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
5	0	0	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
6	0	0	0	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
7	0	0	0	0	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
8	0	0	0	0	0	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13
9	0	0	0	0	0	0	0	0	1	2	3	4	5	6	7	8	9	10	11	12
10	0	0	0	0	0	0	0	0	0	1	2	3	4	5	6	7	8	9	10	11
11	0	0	0	0	0	0	0	0	0	0	1	2	3	4	5	6	7	8	9	10
12	0	0	0	0	0	0	0	0	0	0	0	1	2	3	4	5	6	7	8	9
13	0	0	0	0	0	0	0	0	0	0	0	0	1	2	3	4	5	6	7	8
14	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	3	4	5	6	7
15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	3	4	5	6
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	3	4	5
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	3	4
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	3
19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2
20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1

Buttons: Fill Row, Iterate Row, Amount (1.0), Clear All

Instructions: Click in a cell to edit, Enter to accept, ESC to cancel cell edit

Buttons: OK, Cancel

Payout Setup

There are also a thousand ways to calculate payouts. Many promoters have a special system for calculating payouts which may include bonuses. The Payout Setup in HSA offers an option for payouts. It can be set up to handle many payout systems. Again, it may not be right for you. You can choose not to use this setup and calculate payouts by hand. To set up payouts, click on Organization, then Configure Pay Out. The Payout setup dialog below will be displayed. The Payout type toggles between percentage payout and direct payout by selecting an option in the lower left-hand corner. The background color of the grid will help indicate which one is selected. A yellow background indicates percentage payout and a gray background indicates direct payout.

Percentage Payout Style

An example of a percentage payout setup is shown in Figure 3. You can configure payout values for place winners from 1 to 20 shown vertically on the left. These can be set based on the number of exhibitors from 1 to 20 shown along the top. Using this scheme would payout a percent of the entry fee. These values are a percent of the entry fee that you entered in the Class setup dialog mentioned in Editing Classes. The value in the yellow cells is multiplied by the entry fee to calculate the payout. A value of 1 would payout the exact entry fee that was paid. A value of .5 will payout an amount half of the entry fee. A value of 1.5 will payout one and a half times the entry fee, and so on. These values are entered as hundredths of one. To payout 50% of the entry fee, you would enter .50. Each cell can have a different value but it must be a positive number. Using the chart below in figure 3, for example, the exhibitor winning 4th place with 8 total exhibitors would receive a payout of 40% of the entry fee. This base payout value is multiplied by the Payout Multiplier entered into the Class Setup covered in Editing Classes. If the class was difficult, that multiplier might be 2, which would produce a final result of 80% of the entry fee. Most of the time the payout multiplier will be 1, which would not change the base payout value (1 x base payout).

Figure 3

Horse Show Assistant [Pay Out Setup]

Number of Exhibitors

Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5	0.6	0.6	0.6	0.7	0.7	0.7	0.8	0.8	0.8	0.9	0.9
2	0	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5	0.6	0.6	0.6	0.7	0.7	0.7	0.8	0.8	0.8	0.9
3	0	0	0.3	0.3	0.3	0.4	0.4	0.4	0.4	0.5	0.5	0.6	0.6	0.6	0.7	0.7	0.7	0.8	0.8	0.8
4	0	0	0	0.3	0.3	0.3	0.3	0.4	0.4	0.5	0.5	0.5	0.6	0.6	0.6	0.7	0.7	0.7	0.8	0.8
5	0	0	0	0	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5	0.6	0.6	0.6	0.7	0.7	0.7	0.8
6	0	0	0	0	0	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5	0.6	0.6	0.6	0.7	0.7	0.7
7	0	0	0	0	0	0	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5	0.6	0.6	0.6	0.7	0.7
8	0	0	0	0	0	0	0	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5	0.6	0.6	0.6	0.7
9	0	0	0	0	0	0	0	0	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5	0.6	0.6	0.6
10	0	0	0	0	0	0	0	0	0	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5	0.6	0.6
11	0	0	0	0	0	0	0	0	0	0	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5	0.6
12	0	0	0	0	0	0	0	0	0	0	0	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5
13	0	0	0	0	0	0	0	0	0	0	0	0	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0.3	0.3	0.3	0.4	0.4	0.4	0.5
15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.3	0.3	0.3	0.4	0.4	0.4
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.3	0.3	0.3	0.4	0.4
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.3	0.3	0.3	0.4
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.3	0.3	0.3
19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.3	0.3
20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.3

Actual dollar value
 Percent of entry fee

Minimum Exhibitors:
 If below multiply by:

Click in a cell to edit
 Enter to accept | ESC to cancel cell edit

Fill Row
 Iterate Row
 Amount:
 Clear All
 OK
 Cancel

Direct Payout Style

An example of a direct payout setup is shown in Figure 4. You can configure payout values for place winners from 1 to 20 shown vertically on the left. These can be set based on the number of exhibitors from 1 to 20 shown along the top. Using this scheme would payout the amount shown in the gray cell. Each cell can have a different value but it must be a positive number. You can use decimal values if required. Using the chart below in Figure 4, for example, the exhibitor winning 4th place with 8 total exhibitors would receive a payout of \$3.00. This base payout value is multiplied by the Payout Multiplier entered into the Class Setup covered in Editing Classes. If the class was difficult, that multiplier might be 2, which would produce a final result of \$6.00. Most of the time the payout multiplier will be 1, which would not change the base payout value (1 x base payout).

Figure 4

Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10	10.5
2	0	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
3	0	0	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5
4	0	0	0	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9
5	0	0	0	0	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5
6	0	0	0	0	0	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8
7	0	0	0	0	0	0	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5
8	0	0	0	0	0	0	0	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7
9	0	0	0	0	0	0	0	0	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5
10	0	0	0	0	0	0	0	0	0	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6
11	0	0	0	0	0	0	0	0	0	0	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5
12	0	0	0	0	0	0	0	0	0	0	0	1	1.5	2	2.5	3	3.5	4	4.5	5
13	0	0	0	0	0	0	0	0	0	0	0	0	1	1.5	2	2.5	3	3.5	4	4.5
14	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1.5	2	2.5	3	3.5	4
15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1.5	2	2.5	3	3.5
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1.5	2	2.5	3
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1.5	2	2.5
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1.5	2
19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1.5
20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

There are Fill and Iterate buttons on the right side of the screen which assist in filling cells. The Fill button will copy the highlighted cell (blue) to all cells to the right. The Iterate button will add the value entered in the Amount text box cumulatively to the highlighted cell (blue) to all cells to the right. If the highlighted cell contains 1 and the Amount box contains .2. The Iterate button will make the cells to right equal 1.2 1.4 1.6 1.8 etc. The Clear All button sets all cells to zero.

Minimum Exhibitors

If a minimum exhibitor limit is used, you can enter that value in the Minimum Exhibitors limit portion of this dialog. Enter the penalty multiplier in the textbox directly under it. If the number of exhibitors in the class is below the limit, the payout is multiplied by the penalty percentage. Using the chart above in Figure 4, for example, if the Minimum Exhibitors limit was set to 10 (value of 5 is shown), and there were only 8 exhibitors in the class, the exhibitor winning 4th place (\$3.00) would receive a payout of \$1.50. Calculated by multiplying \$3.00 by .5.

You should experiment and test the payout system thoroughly to make sure the results are what you expected. You can now save and load 'points & payouts schemes' mentioned below.

Points & Payouts Schemes

If you have shows requiring setups different from each other, you can save them and load them as needed. This will save a great deal of re-configuration time. They are saved and loaded as a set. To save a scheme, Click on Organization, Configuration Schemes then on Save Scheme. Give each scheme file a name that will indicate what it is for. The points and payouts configuration that is currently in memory will be saved. To load a scheme, choose Load Scheme and browse for the scheme file. This will load and overwrite the scheme in memory.

The current scheme filename in use will appear at the top of some dialog windows like, Payouts Config., Points Config., and End Class. This acts as a reminder of which scheme is loaded and in use. HSA will let you switch schemes in the middle of a show; doing so may confuse points and payouts. It is not recommended.

End Class Log File

A log file is created every time a class is ended. This allows the user to double check and subsequently explain to an exhibitor how points and payouts were calculated. The log file can be confusing, but it does show how the results came to be.

A folder will be created under the installation folder named, "HSA Class Log". This folder will have log files of every class ended. The file name is comprised of the class name and the show date. For example 'Class 4 Log 07-12-04.txt'. This would be class 4 for the show on July 12, 2004. Page 16 has an example of a log file. The blue text was added for clarity. Only the black text will appear in the file. The first paragraph gives details about the class. Subsequent paragraphs list the details of each exhibitor in the class. Let's calculate the points and payouts for one of the exhibitors by hand, based on the data in [this](#) log file.

For exhibitor 7608, we see he won 1st place shown on line 13. Line 3 indicates there were 4 exhibitors in the class. If we find the intersection of 1st place and 4 exhibitors on the points chart in Figure 2 we see that the base point value is 4. HSA will multiply this number by the Class Multiplier shown on line 5 and place the answer on line 16. This is the *new* point value. In this case it is 4 x 1. If he is a member, he should have a member number shown on line 12. Exhibitor 7608 is a member. The original point value shown on line 14, from previous shows, is 112.5. HSA will add the new points from line 16 to line 14 and put them on line 17 as final points. Since exhibitor 7608 is a member, this value is saved for the next class or show. If he is not a member, the final points for this class will appear on line 17.

To calculate the payout for exhibitor 7608, we must first figure out which payout style was used. Line 7 indicates that percentage was used for this show. When we find the intersection of 1st place and 4 exhibitors on the payout chart in Figure 3, we see that the percentage value is .4. The base payout for 1st place with 4 exhibitors is 40% of the entry fee shown on line 18. HSA will multiply .4 by the entry fee of \$15 from line 6 for a subtotal of \$6 as the base payout. Notice that the minimum exhibitor limit is set at 5 shown on line 8. Since there were only 4 exhibitors in this class, shown on line 3, HSA will multiply the \$6 base payout by the Minimum Penalty (.5) on line 9. HSA will then multiply the result by the Payout Multiplier (.5 shown on line 10) entered into the Class Setup giving a final payout of \$1.50. HSA will put this result on line 19. If there were 5 or more exhibitors, the payout would be \$6 multiplied by the Payout Multiplier.

The direct payout style works much the same way. It takes the value found at the intersection on Figure 4 as the standard payout. This number is the dollar amount and not a percentage. It will multiply this standard dollar amount by the Minimum Penalty if the exhibitor minimum is not met and multiplied by the Payout Multiplier for the final payout.

End Class Log File Sample

```

-----
1   Class No. = 61           Class number for this show
2   Class Name = AMATEUR... Description of the class
3   Total Exh. = 4         Total exhibitors for this class
4   Total Winners. = 4     Number of winners you entered before ending the class
5   Points Multiplier = 1  Points Multiplier for this class
6   Class Fee = 15         Fee for this class in dollars
7   Percentage = True      Using percentage payout scheme or direct payout. T/F
8   Min Exh in Class = 5   Minimum exhibitor limit for all classes
9   Min Exh Multiplier = 0.5 Penalty multiplier if below exhibitor limit for all classes
10  Payout Multiplier = 0.5 Payout Multiplier for this class
-----
11  Exhibitor = 7608       Exhibitor number
12  Member No. = HSA0110  Member number, if member
13  Place = 1             Place this exhibitor won
14  Original Points = 112.5 Points exhibitor had before showing this class
15  Points Base = 4       Points from the chart (Figure 2)
16  New Points = 4        Points Base x Points Multiplier from line 5
17  Final Points = 116.5  Original Points from line 14 + New Points
18  Payout Base = 0.4     Payout from the chart (Figure 3 for Percentage)
19  Payout = 1.5         Using Percentage payout,  $((.4 \times 15) \times .5) \times .5 = 1.5$  which is,
    ((Payout Base x Class Fee) x Min Exh. Multiplier*) x Payout Multiplier = Payout
    * x Min Exh. Multiplier if line 3 is below line 8
-----
20  Exhibitor = 1333
21  Member No. = HSA0113
22  Place = 2
23  Original Points = 1.5
24  Points Base = 3
25  New Points = 3
26  Final Points = 4.5
27  Payout Base = 0.3
28  Payout = 1.13
-----
29  Exhibitor = 530
30  Member No. =
31  Place = 3
32  Original Points = 0
33  Points Base = 2
34  New Points = 2
35  Final Points = 2
36  Payout Base = 0.3
37  Payout = 1.13

```

Checkout [F11]

When an exhibitor wants to pay for all or part of the amount due, click on the Checkout button. You can also click on Tools then Checkout. The Checkout dialog will open for the “*current exhibitor*” shown in the text boxes on the left. If you just entered someone, they will be the “*current exhibitor*”. Otherwise you need to do a search for them. All riders using the “*current exhibitor*” number will be grouped together.

There are 3 main sections, Class Fees, Grounds Fees, and Payouts. Under each section is a total value for the section. The rows in Class Fees and Grounds Fees sections are **blue** if they have **not been paid**. The rows in Payouts are **red** if the class has **not Ended** meaning no payouts were calculated. Payouts show as a negative value except in the grid. As exhibitors add items and pay for them, check the 'Mark Classes Paid' and/or 'Mark Fees Paid' and click the 'Update' button. Click Done when changes are complete. If exhibitors want to checkout at the end of the show you can leave all as unpaid. The Final balance will sum up what they owe and deduct what they won.

In the figure 5 rider 1001 has class fees of 30.00, grounds fees of 14.00 totaling 44.00. They have paid for some of the items leaving unpaid fees of 21.00. They won 9.50 in class 1 resulting in a balance due the show, so far, of 11.50. As they win money in the remaining classes, the balance will adjust.

Figure 5

Horse Show Assistant [CheckOut]

Exhibitor Number **1001** Exhibitors with Grounds Fees only

Class Fees 3 Items

Class	Class Description	Exhibitor Name	Horse Name	Class Fee
1	REG. HALF ARABIAN/ANGLO A...	Kayclon Kateynn	Klemnig	13.00
2	Y.A. SHOWMANSHIP, 13 & UND...	Kayclon Kateynn	Klemnig	12.00
4	ADULT AMATEUR SHOWMANS...	Ravenran Nobnor	Ninger	5.00

Total Class Fees **30.00**

Grounds Fees 2 Items

Quantity	Description	Amount	Sub Total
1	Per Horse Fee	3.00	3.00
1	Stall	11.00	11.00

Total Grounds Fees **14.00**

Payouts 3 Items

Class	Exhibitor Name	Place	Pay Amt.
1	Kayclon Kateynn	2	9.50
2	Kayclon Kateynn		
4	Ravenran Nobnor		

Total Payouts **-9.50**

Classes in red are open. Payouts are NOT up to date.

Total Fees
44.00

Unpaid Fees
21.00

Balance
11.50

Mark Classes Paid
 Mark Fees Paid
Update
Print Receipt
Done

For a printable receipt click the Print Receipt button. This printout will show an itemized list of the riders' charges and payouts. If you payout classes before the rider checks out, you'll have to make a note of that. A positive value under Balance indicates money due to the show. A negative value is owed the rider. 'DQ' will appear next to the Amount column if the rider was disqualified in a timed class.

There may be rare occasions where a rider will have grounds fees but no class fees. If a rider enters 3 classes and rents 2 stalls only to drop the classes due to injury, you won't be able to search for the exhibitor number to check them out. The grounds fees will be orphans. Click on the Checkout button, it doesn't matter who the “*current exhibitor*” is. Click on the drop down box at the top of the dialog labeled 'Exhibitors with Grounds Fees only'. Select the exhibitor number to update the Checkout dialog with the orphaned data.

INI File Settings

Some program settings can be found in an INI file located in the installation folder. The file name is HSA.ini. You can edit this file with Notepad. If this file is deleted, a new one will be created with the defaults.

All settings can be changed from within HSA using checkboxes located on various screens. They are listed below with the default values for your understanding. To make changes manually, open the HSA.ini file in Notepad. Only make changes if you are confident and understand ini files.

ScorSkipPP=False	setting to skip print preview when printing score sheets
PaySkipPP =False	setting to skip print preview when printing payout sheets
ScorCopies= 2	setting for the number of copies when printing score sheets
PayCopies = 1	setting for the number of copies when printing payout sheets
DefaultState=Ohio	setting for the default owner state on the Entry screen
PrintTitle = True	setting to print title sheets with reports
CanSkipPP=False	setting to skip print preview when a rider drops a class
CurSchemeName=""	name of the current points/payout scheme
MOSCalLimit=8	setting for MOS calculation limit
ExhNumSort=True	setting numerical versus alphabetical sorting of exh. numbers
DelExhReport=False	setting to print report when a rider drops a class
JudgeRotate=False	setting to auto-rotate 'Call' judge when using MOS scoring
PrevEndLog=True	setting to preview log file before Ending a class.
TimeFormat =True	True=mins/secs/hundredths False=secs/hundredths

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