Horse Show Assistant 5 Manual

(06072015) ver, 5

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.

Installation

Unzip the installation file to a temp folder. Using Explorer, double click on the installation file and follow the instructions to install HSA 5. If Setup finds that some of your system files are missing or out of date, Setup will advise you that it cannot continue.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, 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 5 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 (a date format Excel would accept). 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 Entry number follows the horse. The Entry information in the textboxes on the main screen is considered the "*current Entry*". As you click on data tables, mentioned later, these boxes update with a new Entry. When you edit information or delete riders, you are working with the "*current Entry*" shown in the textboxes. The term 'exhibitor' and 'rider' are used interchangeably and mean the same thing. The term Entry is the horse Entry number. HSA fills the screen area nicely at a 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 visible by hovering the pointer over the control.

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

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

When entering percentage values, enter them as decimal. For example 10% is entered as .10 and 5% is entered as .05.

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 Entry 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 Entry 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. Entry numbers 11, 4, 32, 21, 2, 17

sorted numerically	2	sorted alphabetically	11
(preferred)	4	(earlier 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, 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 are Membership Fee boxes 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, 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, Open Show to select an HSA file. There is an example show located in the Sample folder where you installed HSA, called 'Sample v5.hsa'. To start a new show, click on File, 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, Close Show. This closes the current show database.

Some of the terminology has changed from previous versions. 'Exhibitor' has been replaced with 'Entry' in many places to better indicate the Entry number follows the horse regardless of the rider (exhibitor).

Main Screen Tabs

Class Overview Tab

The Entries tab displays the class No. (left) and current Entry count (right) of all classes. This tab is probably the one you want displayed most of the time. It's updated every time you enter or delete an Entry. An 'Ended' class will show in red.

Entry Display Tab

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

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 Entry*" textboxes on the left. At that point you can delete or update the information. The Search Results table is updated in real time so any additions, deletions or changes will show immediately.

Demo Version

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

Last Action Completed

Many actions you perform dealing with Entry's will be displayed in the text display at the lower left-hand corner. In the course of entering an 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, 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 Entries 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, Edit Classes. The Class edit window will appear. Enter in the description for each class. The table 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 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, etc. If the class is a timed event, place a check in the Timed Class column. If the class is double judged, place a check in the Double Judged column. If the class has a sponsor, select the class row and enter the sponsor name in the textbox at the bottom of the window.

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. 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 eight columns in this order and named:

Class Fee Scheme Div AllDayNum Timed 2Judge Sponsor

The **Class** (desc.) column can contain alphanumeric characters. The **Fee** column must contain a positive numeric value and can have two decimal places. The **Scheme** column must contain a positive numeric value between 1 and 99. 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 All Day number (**AllDayNum**) column must contain a positive numeric value between 1 and 5. The **Timed** column must contain Y if the class is a timed event or blank if it is not. The **2Judge** column must contain Y if the class is double judged or blank if it is not. The Sponsor column can contain the name of the class sponsor and has a max length of 50 chars. When importing, 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 H151 will be imported. The title row (A1-H1) 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 files must be saved as Excel 97-2003 in order to use these functions. **Do not import classes from previous versions; the column names may be different.**

Divisions

You can have 30 division names. Click on Edit, 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 Entries [F1]

Open an HSA show that you have created. Click the Add button on the toolbar. You can also click on Edit, Add Entry or press F1. Most of the main screen items will be disabled until the new Entry is accepted. When you get an Entry form, you must first enter an Entry Number. **Press Enter to accept !**

The number can contain any character except ‘ or “. The max length of the number is 15 characters. Everything is based on this number. This number follows the horse and not the exhibitor. After you press Enter, the remaining textboxes will now be enabled.

Entry Textboxes, Description, Limits

Entry 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
Stall/Loc	Alphanumeric	15 Char

Enter data in the remaining boxes. Note that you cannot use ‘ or “ in any field. These characters have special meanings to the database engine. If you use ‘ or “, it will be replaced with a space. Dark green boxes are not required.

The text in the boxes will turn red if it exceeds the length limit. 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 Entry is to be entered into several classes, you can click on this button to select **m**ultiple classes. When the dialog appears, click on all the classes in which the new Entry will show. 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 Entry 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 Entry 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 you want to enter an existing Entry number in another class, HSA will make it easy to add a new class. Click on Add, enter the Entry number and press Enter. A small green icon with an exclamation mark on it will appear next to the ‘Entry No.’ textbox. This indicates that the Entry number is already in use. Double click on this icon. A list of all the exhibitors’ names using this Entry number will appear. There may be more than two. More on that later. Click on the name of the exhibitor that would like to add more classes. The textboxes will fill in with the data from the earlier entry. The Multiple Class dialog will appear showing which classes the Entry number is already entered in. Click on the new class boxes to be added. Click on OK to accept.

Many promoters will allow the same Entry 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 entered an Entry number for John Smith for class 5, and his son Bob Smith wants to enter in another class with the same Entry number, you would click on Add, enter an Entry 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 exhibitors' 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 a new exhibitor. Whenever an exhibitor using an existing Entry number wants to add classes, click the Add button, enter in the Entry 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 Entry 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 entries. Click the Add button, enter in the Entry 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 entries 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. The Stall/Loc textbox is for making note of any stall number or location info. It can be used for anything and will appear on the receipt report.

If any of the data entered in the textboxes is unacceptable, a red icon will appear near the problem box. 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 Entry is <u>entered</u> (after clicking OK), the Entry 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, 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 Entry*"; his info must be on the main screen. If not, do a search and select the rider. After entering a new Entry, the new Entry'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.

All Day Fees

You have 5 customizable All Day Fees. To set up fees, click on Edit, Edit All Day Fees. All Day Fee #1 is preset for ALL classes. You can change the amount for All Day Fee #1 but not the description. You can change the description and amounts for fees 2-5. Descriptions can be 20 characters or less. The amount must be a positive numeric value and can have two decimal places. An Entry number can have up to three All Day Fees selected.

Each class (in the Class setup) has an All Day Fee column which contains a number indicating which All Day Fee covers the class. If the rider buys All Day Fee #2, all classes that have a 2 in the All Day Fee column will not incur a class fee. If you only have one All Day Fee, set all classes to 1 and only assign Fee #1 to entrants. Fee Adjustments are ignored if the class is covered by an All Day Fee. Late fees are not ignored.

Pre-Register, Adding

Riders can be entered into a show without an Entry number or selecting classes. Grounds fees and All Day fees can also be entered and paid for. The rider receives a pre-registration number which can be used at the show to assign an Entry number and select classes. Click the Add button on the toolbar then check the box labeled 'Register Only'. The Entry No. box will fill with a pre-registration number and turn yellow. Give this pre-registration number to the rider; he will need it at the show. Enter the required info and click OK. The pre-registration dialog will open allowing you to add Grounds fees and All Day fees.

Pre-Register, Assigning

To assign an Entry number to a rider who has Pre-Registered, Click the PreReg button on the toolbar. Select the rider's pre-registration number from the list on the left side of the dialog. You can start typing the number in the box above the list to shorten the list. Click on Assign Entry #. The dialog will close and fill in the main screen boxes with info enter during pre-registration. Type in an Entry No. and press <Enter>. Select classes and edit any info as needed and press OK. Pre-registrations can also be deleted from this dialog.

Late Entry Fee

Check this box if the new Entry is subjected to a late fee. The late fee is configured in Show Information. Click on File, Show Information. Select Actual Dollar Value if you have a set late fee for all classes. Select Percentage of class fee if the late fee is a percentage of class fee. Enter fee value in the Amount box. Late fees still apply with All Day Fees. When Adding a new Entry to multiple classes, checking this box will add a late fee to all classes newly selected.

Fee Adjustment

Check this box if the new Entry qualifies for a discount or surcharge. The Fee Adjustment is configured in Show Information. Click on File, Show Information. Select discount or surcharge and then select type, either actual dollar amount or percentage of class fee. Enter in an amount. Suggested use is for members vs non-members.

Discounts are ignored if the class is covered by an All Day Fee. When Adding a new rider to multiple classes, checking this box will add a discount or surcharge to all classes newly selected.

Deleting Entries [F2] 

(Cancel class)

(If a rider drops all classes, do not reuse the Entry number for another rider)

Clicking the Delete button on the toolbar will begin deleting the "*current Entry*" shown in the textboxes. You can also click Edit, Delete Entry. The term 'delete', 'cancel' and 'drop' are used interchangeably and mean the same thing. The Delete dialog indicates the Entry number, which class(s) will be deleted and type of delete.

You have the choice of 'Delete Entry' or 'Delete Entry and Class Fees'.

- 'Delete Entry' is considered a 'No-Show' on the Cancelled class report and the class fee is used in calculations.
- 'Delete Entry and Class Fees' is considered a 'Cancelled' class on the Cancelled class report and the class fee is NOT used in calculations.

You must also select to delete this Entry number from the current class or from all classes. Press the Alt key and then click on OK to complete the delete action.

If you choose the 'From All Classes' option, **all class entries for the Entry number, regardless of the rider, will be deleted.** If the Entry number is used with multiple riders and you want to cancel only the ones for a particular rider, then you must do each one separately. The easiest way to do that is search for the Entry number, click on a row in the search results table making that Entry the "*current Entry*" and click Delete. Entries will not be deleted from ended classes. Deleting is instant and permanent. A report for the newly 'Delete Entry and Class Fees' classes is available by selecting the check box.

Search [F9] 

You can search the show database for entries. You will probably use this often. Click the Search toolbar button. You can also click on Tools, 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 Entry who is dropping out of a class. If Entry 367 is entered in five classes and would like to drop out of one of them, enter 367 in the upper textbox, select Entry No. checkbox, and click OK. The search list will display all classes that Entry 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 Entry 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 entries. 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] 

(Has places for two judges, A and B)

To print a score sheet for the judge, click the Score toolbar button. You can also click on Tools, Score Sheet. Select the class from the dialog window and click OK. Some classes may be grayed out. These classes have no Entries 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 Entry 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. An Entry with a '>' in front was auto-entered from a championship qualifying class.

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 entries 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, 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 Entries and places will be displayed on the right. Click in the Place column to enter a numeric value for that Entry. If the class is double judged, a column for Judge A and Judge B will appear. Press Enter to accept. Click on Done when finished. HSA will allow two Entries to have the same place. Some shows require this.

If the class is a timed class, enter in the completed time instead of a place value. There are two input formats available. The setting is found under Tools, 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 entering 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.

For timed classes, you can right click in the time cell to enter in a time penalty value <u>after</u> you enter the completed time. Enter the penalty time value and click OK. The penalty time value will be added to the completed time and replace the old completed time. This will save you from doing the math by hand.

If you need to add an Entry as a 'walk-up'; someone who does not appear in the table; click the Add button. A new line will be added to the table with drop down boxes to make selections.

If you need to delete an Entry as a 'no-show', click the Entry number to highlight the row in green and click the Delete button.

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, 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 v5.hsa. Each color coded column on the right will fill with the riders that 'showed' in that class. The table in the middle will become active and display blank cells. The count of rows in the table 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 table. The idea is simply to make the columns in the table match the judge cards.

Drag Entry numbers from the columns on the right onto the corresponding color column in the table. 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 table) match the card from 'Judge A' in Figure 1A. Do this for all 3 judge cards.

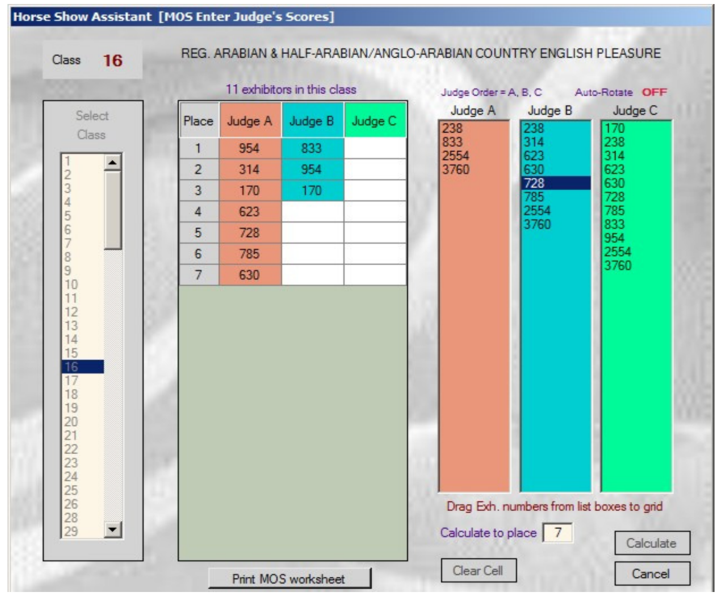
If you drop a number in the wrong cell, select the cell and click Clear Cell to return the rider number to the list. You can also drop a number on top of another number which will replace it. The replaced number returns to the column it came from. After the table is full. Click on Calculate. HSA will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

Figure 1A

Figure 1B



You can view any of these log files by clicking File, 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, 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 Entries, 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 Entries. If you click the 'M' button mentioned earlier in Adding Entries, 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 after a class has Ended. *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, 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.

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 how points and payouts were calculated. The log file can be confusing, but it does show how the results came to be. PDF file examples with explanations can be found in the Sample folder under the install folder.

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. See Log file sample pdf files for explanations on how calculations are made.

Restore a Class

To restore a class, click on Tools, Restore Class. The Restore Class dialog will list all the Ended classes on the left. Click on the class you want to restore. The class description will show as a confirmation. HSA will look for the log file created when the class was Ended and will display 'Found' if it is located. A class cannot be restored without the log file. Click the Restore button to restore. Points & payouts will be removed for this class and Member totals will be adjusted. Riders that were auto-entered into a champion class will be removed.

Championship Classes

To set up championship classes, click on Edit, Edit Championship Qualifications. On the Championship Class dialog you can designate which classes qualify for the championship class and the lowest place to qualify.
All 150 classes are shown on the dialog if used or not.
The left most column is the class you want as a championship class. The next column has the lowest place to qualify and the remaining columns are the classes that qualify for the championship class.
Using the diagram at the right;

Class 60 is the championship class.
You have to place at least 2nd to qualify.
Qualifying classes are 8, 12, 14, 16.

59	1	0	0	0	0	0	0
60	2	8	12	14	16	0	0
61	3	9	11	30	35	0	0
62	1	0	0	0	0	0	0

If you want HSA to automatically enter the qualifying winners into the championship classes, check the box on the Show Information dialog. In the above example, 1st and 2nd place winners will be entered into class 60 when you End one qualifying classes. Riders will not be entered twice. If you Restore an Ended qualifying class, HSA will remove them from the championship class if they were auto-entered. On the score sheet for qualifying classes, a note at the bottom will indicate champ. classes and the place required in brackets.

Pay Out Sheets 

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 Pay Out button on the toolbar. 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 Entry’s payout is listed next to his or her name. The total payout for the class is shown at the bottom.

Membership [F4] 

The membership section tracks member information, fees, and points. Membership has two types, Single and Family. First set the fee for each by clicking click on Organization, Organization Detail and enter the amounts at the bottom of the dialog.

To access the Membership screen click the Membership button on the toolbar. You can also click on Organization, Membership Screen. You can add new members and delete members on this screen. The left side of the dialog window lists all the members.

Click on Add New for a new member. Member numbers should end with digits as in Mem001, Mem002, etc. Enter data for the new member and click OK. The new member should be the current selected member and the info should be shown at the right. Newly added members are saved as Single. To change to Family, click the radio button labeled Family. The textbox labeled Family Primary No. will fill with the word Primary. Click Update. This changes the member from Single to Family and designates this member as the primary member, or the parent. To add a 'dependant' member under this Primary member (Mem001 for instance), add another new member (Mem002 for instance) and change to family as shown above. Before clicking update, overwrite the word Primary with Mem001 and click Update. This will make Mem002 a dependant of Mem001.

Click on a row on the left (tan highlight) to display that member's data on the right. Clicking in a textbox and editing the value can change member data. Light green boxes are required and dark green boxes are optional. 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. The columns can be sorted by clicking in the header making it easy to find the highest or next open member number. A textbox labeled Paid Date can be used to track when the membership fee was paid. Right clicking in this box will paste in Today's date.

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.

Each member can have multiple horses entered. Click the Edit button next to Horse Names to add, edit or delete horses. These horse names will be made available when entering riders at a show.

Clicking the Reset button will open the reset dialog. Here you can reset points, membership fee, or both. At the start of each 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. Resetting Membership fees affects a member who is Single or the Primary member of a Family.

Right click on Paid Date textbox for 'Today's' date. Right click on Balance Due textbox to enter amount to deduct from balance.

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 4.6\

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	
Amateur 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, 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, Report Menu. Member reports are available without opening a show first. Click on Organization, 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 Entry 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 Reports dialog. Some reports have an area to identify class sponsorship. To display sponsor info on certain reports, check the box on the Reports dialog. A line was added to the .ini file so users can set the bottom margin. Some printers cause reports to roll off the bottom of the page. Use Notepad to edit this setting.

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 Entry Per Class ratio. The Total Sales is a figure calculated by multiplying the fee for each class by the number of Entries 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 Entry number. Two or more riders using the same Entry number will have their points added together because the number follows the horse. If two riders use the same Entry 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 Entry 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 Entry number that was in that class is listed, sorted by Entry number. Next to the names are the points and place of each Entry. If an entry was deleted from a class as a 'No-Show', that entry number will be listed and prefixed with '~~'. This indicates the entry was not in the class but the fees may have been used in calculations. To list sponsors with each class, check the box labeled Sponsors. For a 100 class show with 400 riders, this report can be 25 pages.

At the end of this report are three special sections.

Cancelled Class Fees

These are class fees for classes that were cancelled.

Cancelled Class Late Fees

These are late fees for classes that were cancelled.

Orphaned Ground Fees

These are ground fees for Entries who cancelled all classes. 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 (grounds fees) only to drop all classes due to injury. The Entry number won't appear in the show reports. The grounds fees will be 'orphans' in the database.

Entry Roster

This report is a sorted list of all Entries for the show. It has three columns, Entry No., Horse name, and Owner name. Selecting this report will open a small dialog allowing you drag the headers left or right. The left most column determines how the report is sorted. It is a handy report for gate keepers and judges.

Horse Entry Report

This report allows you to select an Entry No. and display the show results. If the Entry No. has multiple riders, you can select individual riders or check the box labeled 'Include all Exhibitors' to list all riders showing that horse/Entry No. The report is sorted by class number.

Horse Owner Report

This report allows you to select an owner name and display the show results for all the owner's horses. The report is sorted by horse name and then class number. If two owners have the same name both owner's horses may be combined. Select the owner's name in the listbox to display all horse names associated. Hold down the CTRL key and select individual horse names for the report.

Member Roster Report

This report is a list of all members in your organization. It shows all the member information except fees and balances. Dependant members names are also listed under the Primary member of a family membership on the right. Horses are listed on the left. For 100 members with several horses each, this report can be 20 pages.

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 and current points. 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.

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.

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 v5.hsa was ended after using MOS.

Show Callout Report

This is a concise list of all Entries in all classes. There is no personal information on this list except exhibitor names. Using one line per Entry, it shows the class, place, Entry 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 call out show results. You can select to show only members by using the Members Only check box. To list sponsors with each class, check the box labeled Sponsors. For a show with 400 Entries, this report can be 11 pages.

Division Callout Report

This is also a concise list of all Entries 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, Entry 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 call out show results. For a show with 400 Entries, this report can be 11 pages.

Division Points Report

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

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.

Class List Report

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

Cancelled Class Report

This report will show a list of classes that were dropped by riders. It has two sections, Canceled and No-Show. It is grouped by Entry 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.

Grounds Fees Report

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

All Day Fees Report

This is a report of All Day fees sold for the show grouped by All Day fee number. Each group section itemizes the quantity, amounts, and extended subtotal. There is a grand total at the end of the report.

Owners Checkout

This will launch the Owner Checkout dialog. Owner Checkout is covered later.

Multiple Checkout Report

This will launch the Multiple Checkout dialog. You can also launch it by right clicking on the Checkout button on the toolbar. The dialog has two listboxes. The left one lists all Entry numbers. Drag Entry numbers from the left listbox and drop them on the right listbox and click OK. HSA will iterate through the list and generate a checkout receipt for each number on the right. This allows you to rapidly check entries out by skipping the Checkout dialog. Checking the Skip Print Preview box will send receipts straight to the printer.

Pre-Registered Report

This is a report of riders who have pre-registered without choosing classes and have not received an Entry number. It lists all their information including Grounds Fees and All Day Fees. For a shorter report, leaving out much of the personal info, uncheck the box labeled 'Full Detail' on the Reports dialog after selecting Pre-Registered Report.

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, 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.

Scheme Files **(Schemes work very different than early versions)**

A scheme file has the points and payout info required to end a class. **They are saved as a pair in the scheme file.** Each scheme file also saves the Min. Entries and Min. Entry penalty. Each class in a show can have the same or different scheme. In the Edit Classes setup, you designate which scheme number (Scheme column) is to be used to end the class. That scheme will be loaded automatically and used as the class ends. *The points multiplier and payout multiplier used in previous versions have been removed.* You now set a scheme for each class to meet its particular needs. When you create a show file you will have the blank, Scheme 1 "Default Scheme" available. This scheme is 'built-in' and does not exist as a file. Make changes to the scheme and click Save or Save As. *Configuring Points and Payouts is discussed later.* Selecting 'Save' will create a scheme 1 file with "Default Scheme" as a description. Selecting 'Save As' will give the option of entering a new scheme number (1-99) and a new description (35 chars or less). **You need to save at least one scheme.**

To view of list of schemes saved in your install folder, click on Organization, Points & Payouts Scheme, Scheme List. Notepad will open with a list of schemes available.

To edit or create a scheme, click on Organization, Points & Payouts Scheme, Load Scheme to Edit. Select a scheme. The scheme is now loaded for editing.

To change payout calculation, click on Organization, Points & Payouts Scheme, Edit Current Payouts.

To change point calculation, click on Organization, Points & Payouts Scheme, Edit Current Points. You can mix and match points and payout configurations and save them as different schemes. When editing is done click Save or Save As.

When editing classes in Edit Classes, assign the appropriate scheme number to each class. It does not matter which scheme is 'loaded' when Ending classes. The scheme number designated in Edit Classes for each class will be loaded as the class ends.

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 Entries are awarded points but are not saved to disk.

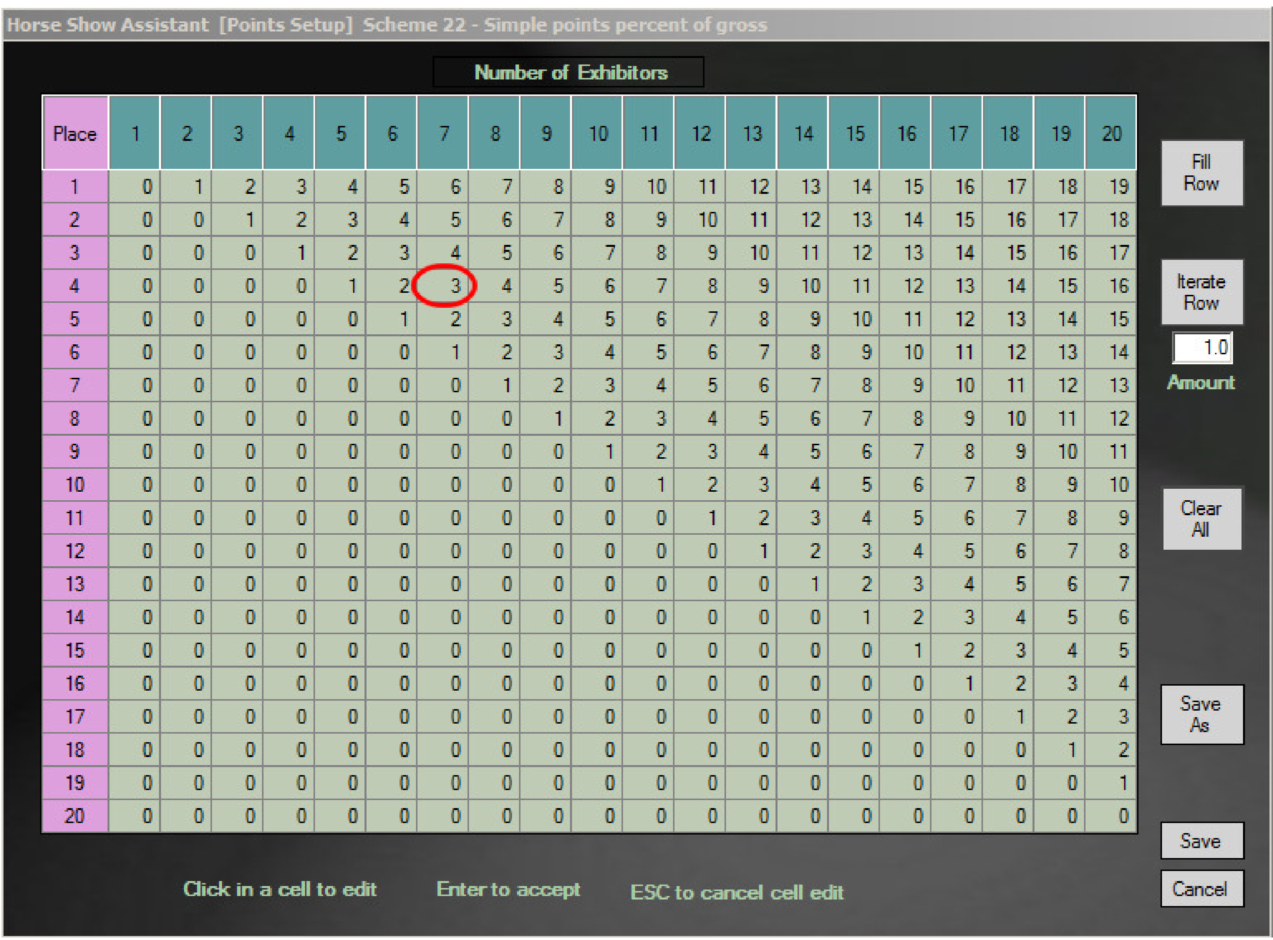
Click on Organization, Points & Payouts Scheme, Edit Current Points. The Points Setup dialog shown in Figure 2 will be displayed. The scheme number and description loaded, is displayed at the top.

You can configure point values for place winners from 1 to 20. These can be set based on the number of Entries 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 Entries. Each cell can have a different value but it must be a positive number. Using the chart below for example, the Entry winning 4th place with 7 total Entries would get 3 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.

When editing is complete click Save or Save As. You could save this as scheme 3 and enter 'Basic' as a description. If you have a class that gives double points, edit the table to double points and click Save As, and enter a number like 4 with a description like 'Double points'.

You should experiment and test the points system thoroughly to make sure the results are what you expected.

Figure 2



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

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.

Click on Organization, Points & Payouts Scheme, Edit Current Payouts. The Payouts Setup dialog will be displayed. The scheme number and description loaded, is displayed at the top. The Payout type can be 'Percentage Payout', 'Direct Payout', or 'Class Entry Fee Gross' by selecting an option in the lower left-hand corner. The background color of the table will help indicate which one is selected.

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. 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 Entries

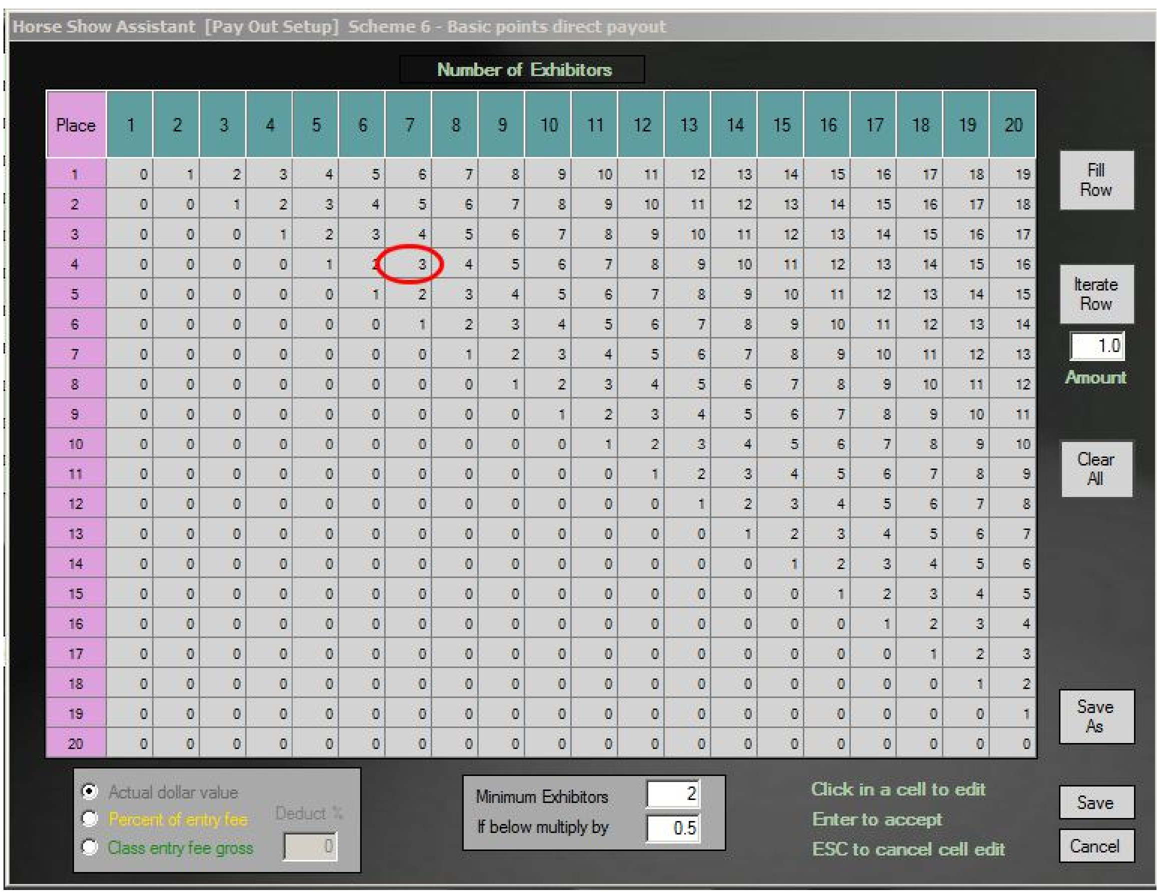
If a minimum Entries limit is used, you can enter that value in the Minimum Entries limit portion of this dialog. Enter the penalty multiplier in the textbox directly under it. If the number of Entries in the class is below the limit, the payout is multiplied by the penalty percentage. Using the chart above in Figure 4, for example, if the Minimum Entries limit was set to 10 (value of 2 is shown), and there were only 8 Entries in the class, the Entry 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.

Direct Dollar Payout Style (or Actual Dollar value) (Payout Type 1)

An example of a direct 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 Entries from 1 to 20 shown along the top. Using this style 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 3, for example, the Entry winning 4th place with 7 total Entries would receive a payout of $3.00.

Figure 3

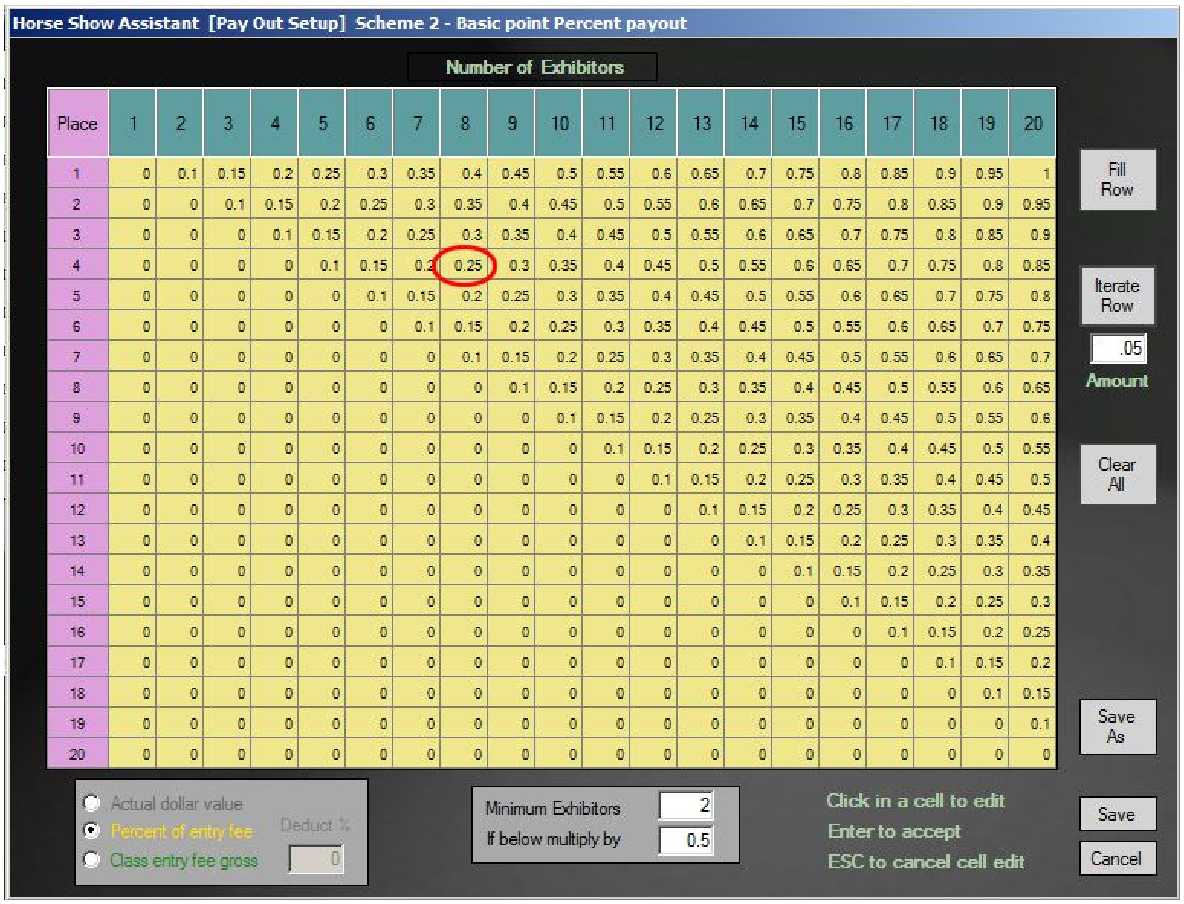


Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
2	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
3	0	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
4	0	0	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5	0	0	0	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13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

Percentage of Entry Fee Payout Style (Payout Type 2)

An example of a percentage 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 Entries from 1 to 20 shown along the top. Using this style would payout a percent of the class fee. These values are a percent of the class fee that you entered in the Class setup dialog mentioned in Editing Classes. **Percents are entered as hundredths of one.** The value in the yellow cells is multiplied by the class fee to calculate the payout. A value of 1 would payout the exact class fee that was paid. A value of .5 will payout an amount half of the class fee. A value of 1.5 will payout one and a half times the class fee, and so on. To payout 45% of the class fee, you would enter .45. Each cell can have a different value but it must be a positive number. Using the chart below in figure 4 for example, the Entry winning 4th place with 8 total Entries would receive a payout of 25% of the class fee.

Figure 4



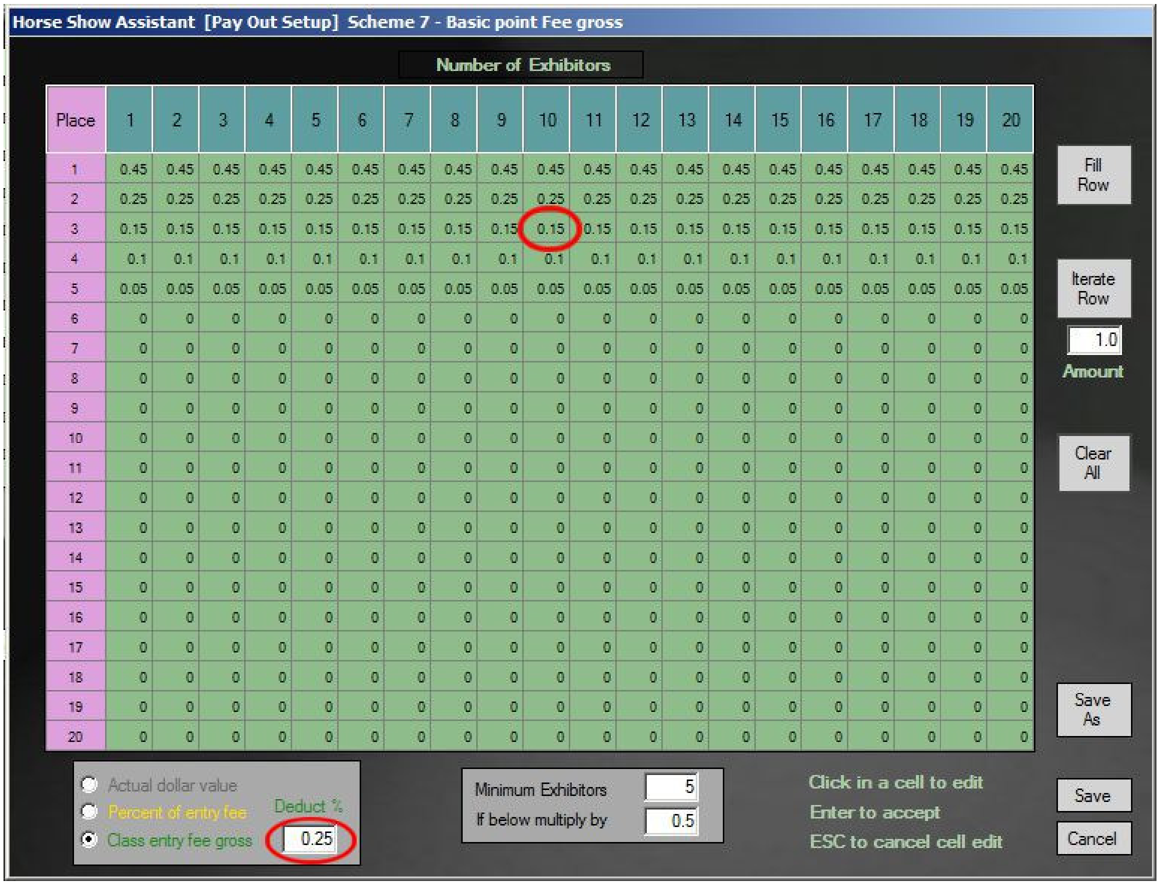
Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	0	0.1	0.15	0.2	0.25	0.3	0.35	0.4	0.45	0.5	0.55	0.6	0.65	0.7	0.75	0.8	0.85	0.9	0.95	1
2	0	0	0.1	0.15	0.2	0.25	0.3	0.35	0.4	0.45	0.5	0.55	0.6	0.65	0.7	0.75	0.8	0.85	0.9	0.95
3	0	0	0	0.1	0.15	0.2	0.25	0.3	0.35	0.4	0.45	0.5	0.55	0.6	0.65	0.7	0.75	0.8	0.85	0.9
4	0	0	0	0	0.1	0.15	0.2	0.25	0.3	0.35	0.4	0.45	0.5	0.55	0.6	0.65	0.7	0.75	0.8	0.85
5	0	0	0	0	0	0.1	0.15	0.2	0.25	0.3	0.35	0.4	0.45	0.5	0.55	0.6	0.65	0.7	0.75	0.8
6	0	0	0	0	0	0	0.1	0.15	0.2	0.25	0.3	0.35	0.4	0.45	0.5	0.55	0.6	0.65	0.7	0.75
7	0	0	0	0	0	0	0	0.1	0.15	0.2	0.25	0.3	0.35	0.4	0.45	0.5	0.55	0.6	0.65	0.7
8	0	0	0	0	0	0	0	0	0.1	0.15	0.2	0.25	0.3	0.35	0.4	0.45	0.5	0.55	0.6	0.65
9	0	0	0	0	0	0	0	0	0	0.1	0.15	0.2	0.25	0.3	0.35	0.4	0.45	0.5	0.55	0.6
10	0	0	0	0	0	0	0	0	0	0	0.1	0.15	0.2	0.25	0.3	0.35	0.4	0.45	0.5	0.55
11	0	0	0	0	0	0	0	0	0	0	0	0.1	0.15	0.2	0.25	0.3	0.35	0.4	0.45	0.5
12	0	0	0	0	0	0	0	0	0	0	0	0	0.1	0.15	0.2	0.25	0.3	0.35	0.4	0.45
13	0	0	0	0	0	0	0	0	0	0	0	0	0	0.1	0.15	0.2	0.25	0.3	0.35	0.4
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.1	0.15	0.2	0.25	0.3	0.35
15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.1	0.15	0.2	0.25	0.3
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.1	0.15	0.2	0.25
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.1	0.15	0.2
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.1	0.15
19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.1
20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Class Entry Fee Gross Style (Payout Type 3)

An example of a class fee gross payout setup is shown in Figure 5. 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 Entries from 1 to 20 shown along the top. Using this style would payout the total revenue from the class, minus the percentage value in the Deduct box, multiplied by the cell contents.

Using the chart below in Figure 5 for example, say there are 18 riders in the class. The class fee is set at $10 making the gross revenue $180. Twenty five percent (.25) is deducted for profit from the gross leaving $135 for payouts. The Entry winning 3rd place would receive $20.25 (15% of $135). *In this example, the payout percent is the same for 1 rider as it is for 20 riders.*

Figure 5



Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
2	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
3	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15
4	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
5	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Single 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, Checkout. The Checkout dialog will open for the "*current Entry*" shown in the text boxes on the left. If you just entered someone, they will be the "*current Entry*". Otherwise you need to do a search for them. All riders using the "*current Entry*" 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 table. 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 Class Fees and Grounds Fees tables you can right click on a row to toggle it back to unpaid.

There is a check export button which will export check data to a .csv file. If more than one rider is using the Entry number, use the drop down listbox to select another name. You can also type in a new name. Check data export is covered in another section.

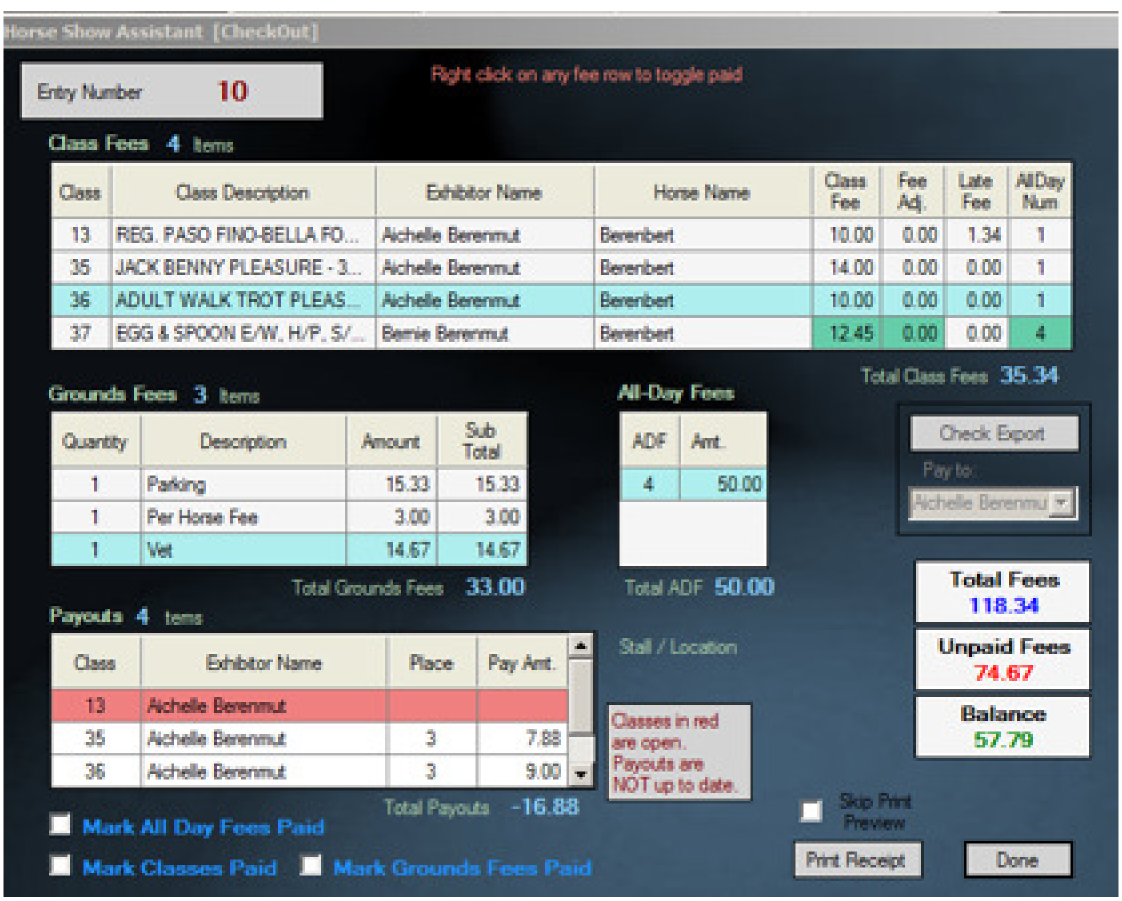
In the Figure 6 Entry 10 has class fees of 35.34, grounds fees of 33.00. The total class fees shown is 35.34 which is class fees of 10, 14, 10 and one late fee of 1.34. This rider bought an All Day Fee #4 which covers class 37 class fee (green cells). Therefore the 12.45 fee for class 37 is not added in.

Total Fees shows 118.34 which is the sum of Class Fees (35.34), Grounds Fees (33.00), and All Day Fee (50.00). If there is a value in the Fee Adjustment column, it will be applied to the class fee line by line. Fee Adjustments have no effect on rows covered under an All Day Fee. This rider has paid for some of the fees (white rows) leaving unpaid fees of 74.67. In this case that would be class 36 (10.00), grounds fee 'Vet' (14.67) and All Day Fee #4 (50.00). If a row covered by an All Day Fee has a late fee, the late fee will still be added.

In classes 35 & 36 they won 7.88 & 9.00. Classes 13 & 37 have not ended yet. The total payout so far is 16.88 shown as a negative number. The current Balance (positive value) shown is 57.79 which is Unpaid Fees (74.67) - Total Payouts (16.88) As they win money in the remaining classes, the balance will adjust. A positive Balance is money due the show. A negative Balance is money due to the exhibitor. Right click on any Fee row to toggle it paid or unpaid.

Multi-Checkout; You can right click on the Checkout button to open the list dialog. Drag and drop Entry numbers into a listbox to check them out and skip the dialog. Selecting "Skip Print Preview" will sequentially send selected receipts straight to the printer.

Figure 6



Owner Checkout

An Owner Checkout function was added so an owner can have one checkout and receipt for all horses at the show including all Grounds fees and All Day fees. Click the Reports button on the toolbar, Owner Checkout, select a name from the list and click OK. It works like the Single checkout.

When HSA fills the name list, it compares data and will notify you with a yellow exclamation mark if it determines there may be two owners with the same name when you select a name in the list.
Confirm horse names on the Checkout screen.

Print Receipt

For a printable receipt, click the Print Receipt button while on the Checkout dialog. 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.

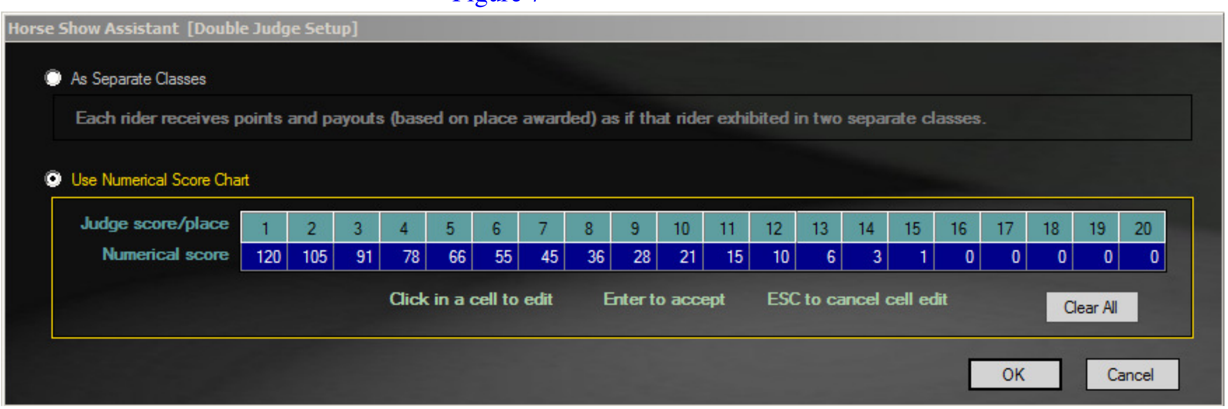
Double Judged Classes

Payouts and points for double judged classes can be calculated in two ways; as separate classes or using a scoring chart to calculate a final winner list. HSA will allow switching between the two types at any time, but the entire show <u>should</u> be set for only one. This setting is not saved and stored with the show file; it stays with your organization info. To set up the double judged option, click on Organization, Configure Double Judge. The dialog shown in Fig. 7 will open.

If 'As Separate Classes' is selected, the rider will receive points and payouts for places from Judge A and Judge B as if the rider were in two separate classes.

If 'Use Numerical Score Chart' is selected, places from each judge are converted into a numerical score and added together to reach a final winner list. The values in the dark blue cells are the scores which can be edited and must be a positive numeric value.

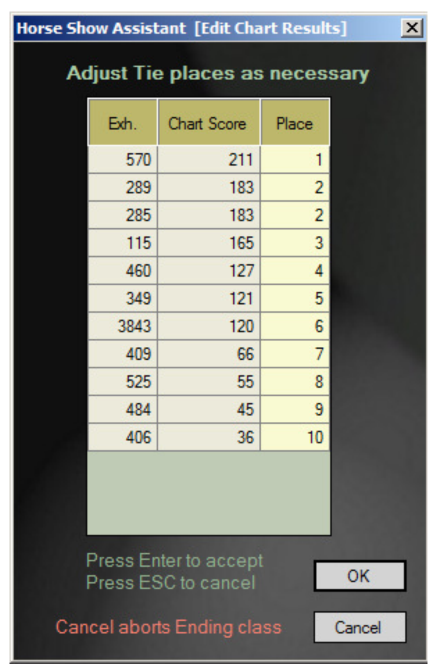
Figure 7



Example:

	Judge A	Judge B	Chart Score	Double final list
Exh. 345	1	1	120+120=240	1 place
Exh. 876	2	4	105+78=183	3 place
Exh. 183	3	2	91+105=196	2 place
Exh. 114	4	3	78+91=169	4 place
Exh. 166	5	6	66+55=121	5 place
Exh. 732	6	5	55+66=121	5 place

Figure 8



When the final list is calculated the results will be displayed in a dialog shown in Fig.8. You can adjust the places to settle ties or leave the ties in place. Click OK to accept. Click Cancel to abort Ending the class.
(The data in Fig. 8 is not using the results from the above example.)

Export Show Data

HSA can export the entire show database to a .csv file (Comma Separated Value). Click on Tools, 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.

Transfer Show

Many users want to set up a show at home on a desktop PC and then run the show using a laptop on site. Several files are required to run the show and are often left at home (never transferred to the laptop).

To **transfer a show to** a flash drive, open the show to be transferred. Click on File, Transfer Show, To Another Drive to open the Browse for Folder dialog. *It is recommended that you select a destination folder exclusively for the show.* Select the drive and destination folder and click OK.

To **transfer a show from** a flash drive, close any show that may be open. Click on File, Transfer Show, From Another Drive to open the Browse for Folder dialog. Select the drive and folder where the show files are located and click OK. Another Browse for Folder dialog will prompt you for the destination folder for the show file. Choose a folder for the show file and click OK. Remember where you put it. The HSA files will be copied to the default locations and the actual show file will be copied to the destination folder you selected. HSA will then restart to load the organization info stored in the new files. You can now open the show file in the destination folder you selected.

No files are deleted or 'moved' during either process. Remember to transfer them back after the show if required.

Check Data Export

HSA can export Check Data each time you End a class. To turn on this function click on Organization, Organization Detail to open the organization dialog. Check the box next to Check Data Export.

Each time you end a class, the payout info is saved to a csv file on a per class basis which can be imported into your check writing software. These are the payouts for the class you just ended.

The file name will be comprised of the class number and the date of the show.

"Class 9 Payout Check Export 9-27-2012.cvs"

An example of the export from Ending a class is below.

Payee	CheckDate	Amount	Memo
Bridah Desin	10/13/2012	9.00	Class 9
Aetany Aerann	10/13/2012	8.40	Class 9
Bairanne Corykin	10/13/2012	7.80	Class 9
Caeleigh Rain Dimbrick	10/13/2012	7.20	Class 9
Dyssa Deterra	10/13/2012	6.60	Class 9
Esen Janer	10/13/2012	6.00	Class 9

On the Checkout dialog there is an option to export check data for the current Entry. This button will export the payout data for the Entry shown on the Checkout dialog.

The file name will be comprised of the Entry number, name and the date of the show.

"[Exh 10, Bernie Berenmut] 9-1-2012 Check"

An example of the export from the Checkout dialog for one Entry is below.

Payee	CheckDate	Amount	Memo
Bernie Berenmut	10/13/2012	57.79	9-1-2009 Show

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
ShadeRows=True	setting to shade alternate rows on some reports
UseChekExprt=True	setting to export check data
DblJudgeIsSeparate=False	True=calculate as separate classes False=use chart for calculations
RptSkipPP=False	setting to skip print preview when printing reports
RecSkipPP=False	setting to skip print preview when printing receipts
BottMarg=1.0	setting for bottom margin. Shown is a margin of 1.0 inches

* * * INDEX * * *