QUICK START MANUAL
Fox Village Dressage
Show Management Software

2020 Update 1.0.2.

Integrated Online Entries

FVD

C

H G M

S I R

E X B

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ABOUT THE FOX VILLAGE DRESSAGE PROGRAM:

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Fox Village Software
2020 A St. SE, #101
Auburn, WA 98002

The Fox Village Dressage (FVD) software program is a fully functional dressage show management, online entry and scoring application. It was designed with the experience and know-how of some of the top show secretaries, managers, and organizers in the nation. Now you can manage your competitions from beginning to end, from a basic schooling show to a CDI***, with wireless E-scoring capabilities in the judges' booths, real-time posting of scores on the internet, and bar codes to simply scoring. This program will make your life easier, organized and more fun!

The dressage community at large has been very helpful in developing the FVD program and we thank you for your continuing support and ideas for improvements.

SUPPORT RESOURCES:

Online Support/Troubleshooting: Click here.

Support via Email: Click here.

Facebook Page: Click here.

Telephone Support Session: Set up a time via email (click here). Telephone support is $25 / 30 minutes.
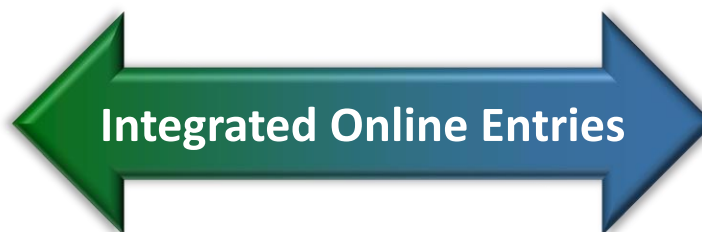
Quick Start User Manual: Click here.

Comprehensive User Manual (this manual): Click here.

Comprehensive DSHB User Manual: Click here.

ABOUT FOX VILLAGE DRESSAGE QUICK START:

- **FVD Quick Start** was prepared by Leslie Raulin, a volunteer and a FVD user, with the assistance of the FVD developers, Pete Jorgensen and Ron Nitzinger. It was adapted from the Handy Book written by Lothar Pinkers. **FVD Quick Start** is the fastest way to get up and running with the FVD program. For detailed FVD procedures and further information, refer to the **FVD User Manual**. For breed shows, refer to the **FVD DSHB User Manual**. The **FVD Quick Start** chapter numbers match the **FVD User Manual** and **FVD DSHB User Manual** chapter numbers; therefore, if you are having difficulty in a particular **FVD Quick Start** chapter, go to the same chapter in the **FVD User Manual** or **FVD DSHB User Manual** for more information. Additionally, the **FVD User Manual** has expanded **Appendices**, explanations of each **FVD Function**, explanations of each **FVD Report**, and a **Tips & Tricks** section.
- **FVD Quick Start** assumes the user is familiar with MS Windows and MS Office and their basic features and operation.
- Although you may want to print the **FVD Quick Start**, it is suggested that you also save it on your computer so you can readily use the **Bookmarks** ("Table of Contents" on the left hand margin) and **Search** to readily find information you may need.
- Every effort has been made to make the **FVD Quick Start**, the **FVD User Manual**, and the **FVD DSHB User Manual** accurate and current; however, errors can occur, and rules change. Always check the USEF, USDF, FEI, and other web sites for updated rules and guidance.
- For suggestions and comments about the **FVD Program**, **FVD Quick Start**, **FVD User Manual**, and/or the **FVD DSHB User Manual** please contact FVD at info@foxvillage.com.

INTEGRATION BETWEEN FOX VILLAGE DRESSAGE AND EQUESTRIAN ENTRIES

Integrated Online Entries

WHAT IS EQUESTRIAN ENTRIES (EE)?

- EE is a private company founded in 2008 focusing on simplifying and streamlining sign up and payment for events and services throughout the equestrian world. No more frustrating forms. No more not being able to pay by credit card. EE offers fast, easy registration for Horse Trials, Dressage Shows, Clinics, Yearly Memberships, and Special Events. Their powerful site engine, *EntryGuard TM*, ensures the user's security while providing correct, complete entries. All at no cost to the event organizer!
- EE Web Site: Click here.
- EE Customer Support via Email: Click here.

WHAT IS INTEGRATION BETWEEN FVD AND EE?

- **For Show Managers:**
  - Show Managers using FVD sign up their shows with EE, after which show participants can use EE to enter a show online. The data is then easily downloaded into the show's FVD database. No more typing entries!
  - Cost - Accepting entries through EE costs show management NOTHING.
  - Save Time:
    - Correct, legible entries
    - Direct feed into FVD no more data entry.
    - ALL required info ALWAYS included
    - All memberships verified directly with USEF/USDF
    - All fees automatically calculated (including non-member fees)
    - Each entry checked against USEF/USDF rules for correctness
  - Customer Service:
    - Easy online entries
    - Accept credit card payments at NO COST to show/event owner
    - Easily get important updates/messages to competitors
    - Easily extend/shorten entry dates
    - Entries get to you in seconds not days
- **For Show Participants:**
  - For nominal fees, show participants can enter a show, provide all required documents (memberships, Coggins, signature pages, proof of eligibility, etc.), and pay, all in one easy procedure.
  - No more rushing to the post office to mail last-minute information or documents as EE reminds the user of missing information, thereby ensuring all required information is provided or providing reminders that additional information is needed.

COMPUTER EQUIPMENT

COMPUTER(S):

- One or more computer(s) – preferably a laptop that you use prior to, during, and after the show.
- If you plan to network computers, you will also need networking equipment (modem, router, bridge, etc.) and cables (see NETWORKING COMPUTERS).
- Backup drive(s) (external hard drive and/or thumb drive).

PRINTER(S):

- Multi-function (print, scan, copy) laser printer recommended. Monochrome is preferred as you only need one replacement toner cartridge. In my experience, ink jet printers do not travel well.
- My favorite inexpensive ($130) monochrome multi-function printer is Brother DCPL2550DW (AM).
- Extra printer cartridge(s).

	Brother DCP-L2550DW
Functions	Print / Copy / Scan
Up to 2 years of toner in-box (6)	N/A
Max. Print Speed	36 ppm
Input Paper Capacity (Standard / Maximum (7)	250 sheets / 250 sheets
Auto Document Feeder Capacity	50 sheets
Duplex Capabilities	Print
LCD Display	2-line LCD
Near Field Communication (NFC)(8)	No
Standard Interfaces	WiFi, Ethernet, Hi-speed USB 2.0
Replacement Toner Yields (4)	TN730: Standard yield cartridge (1,200 pgs.), TN-760: High-yield cartridge (3,000 pgs.)

OTHER:

- Uninterruptable power supply with surge protector.
- Many heavy-duty extension cords.
- Any other office equipment of your choice.

SUPPLIES TO HAVE ON HAND

FILING SUPPLIES:
- Two large hanging file boxes (one for entry documents, one for rider packets).
- Hanging files with alphabetical tabs, extra hanging files.

ENVELOPES:
- 9" x 12" Kraft envelopes (or clear document protectors) for entry packets (or three ring binders and hole punch, if that is your cataloging method).
- 9" x 12" (or smaller size) white envelopes for rider packets.

WHITE LABELS AND INDEX CARDS:

Size	Use	Resources
1" x 2-5/8" shipping labels	• Prize List Mailing Labels • Horse Stall Labels • Tack Stall Labels • Owner Mailing Labels	Avery 5260 (AM) DigiOrange (AM)
1-1/3" x 4" address labels	• Dressage Test Sheets (small labels)	Avery 5962 (AM) DigiOrange (AM)
2" x 4" shipping labels	• Dressage Test Sheets • Packet Labels (Standard)	Avery 5163 (AM) DigiOrange (AM)
3-1/2" x 5" shipping labels	• Packet Labels (Detail)	Avery 5168 (AM) DigiOrange (AM)
3" x 5" laser index cards	• Horse Stall Cards • Tack Stall Cards	Avery 5388 (AM)
4.25" x 5.5" Labels (square edges)	• Packet Labels (not for a FVD report)	DigiOrange (AM)

PAPER SUPPLIES:
- Reams of 8½ x 11 white paper and 8½ x 14 white paper.
- Legal-sized colored paper of the colors used on USEF tests (colored paper is now optional but helps scoring; white is accepted):
  - Introductory - white (can be purchased anywhere!).
  - Training – pink (click here AM) (click here OS).
  - First – blue (click here AM) (click here OS)
  - Second – yellow (click here AM) (click here OS)
  - Third – lavender (click here Staples)
  - Fourth – green (click here AM) (click here OS)
  - FEI – ivory (click here AM) (click here OS)
  - Eventing – gray (click here AM)
- Sufficient 5 ½ x 8 ½ paper for instant scoring (you can also use 8½ x 11 paper).
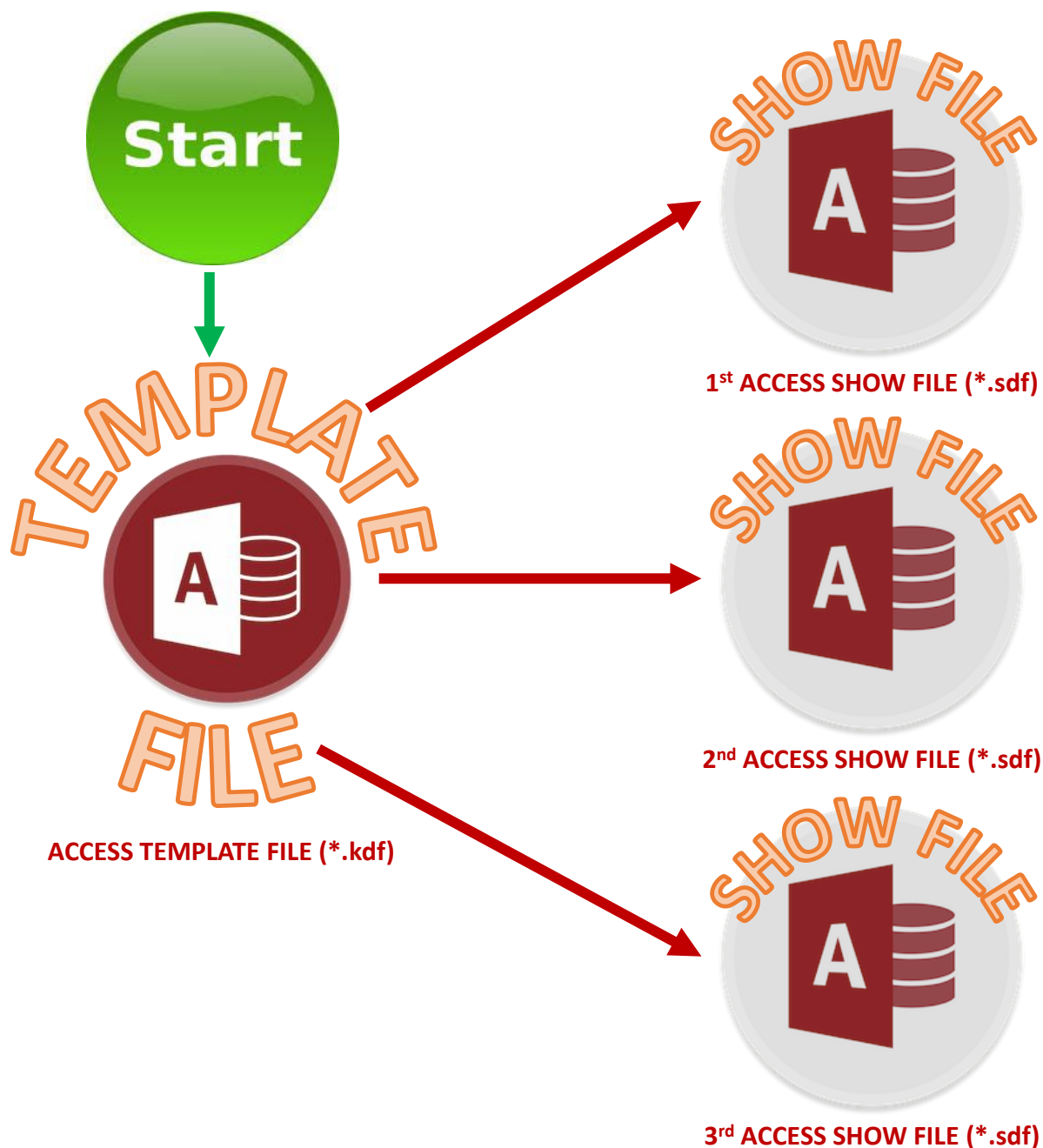- Deficiency slips (if to be used).

OTHER SUPPLIES:
- Paper clips – both jumbo and regular.
- Stapler and staples.
- Sticky pads.
- Calculators for scoring.
- Any other office supplies of your choice.

> *AM = Amazon.com*   *OS = OfficeSupply.com*

> **NOTE**: *Dressage tests often change; therefore, it is best to print a supply just before a show.*

> **NOTE**: *Even though many/most of your entry documents will now come to you electronically, the TD still expects to see paper copies. Therefore, you will need to print and organize the entry form, Coggins, membership verifications, etc.*

MAJOR CHANGE FOR FVD 2020

- In previous versions of FVD you started by creating a **Show** file. Use of **Show Template** files was optional and was often forgotten by users until it was too late (show files cannot be converted to template files).
- A major change for FVD 2020: You must first create a **Show Template** file. You then use the **Show Template** file to create one or more **Show** file(s).
- The **Show Template** file contains information that is shared by multiple shows.
- By using a **Show Template** file, you avoid re-entering recurring information such as classes, stalls, etc.

1st ACCESS SHOW FILE (*.sdf)

2nd ACCESS SHOW FILE (*.sdf)

ACCESS TEMPLATE FILE (*.kdf)

3rd ACCESS SHOW FILE (*.sdf)

ETC.

SECTION I. GETTING STARTED

CHAPTER I.1. INTRODUCTION TO FVD

SOFTWARE REQUIREMENTS:

- **MS Windows**:
  - It is recommended that you run the most current version of Windows 10. Set Windows 10 to automatically update and you should have the most current version.
  - FVD does not run on Apple products as Access does not run on them.
- **MS Access**:
  - FVD 2020 requires the **32-bit version** of **MS Access 2013, 2016, 2019 or 365** or **MS Access 2013, 2016 or 2019 Runtime Version**
  - **FVD 2020** is not compatible with the 64-bit version or earlier versions of MS Access.
  - If you do not have MS Access 2013, 2016, 2019 or 365, download the Runtime version, which is free (click here).
- **MS Excel, MS Word**:
  - Needed for FVD export features.
  - It is recommended that you have Microsoft 365. It is a $99.99 annual subscription for 5 computers. It provides Word, Excel, PowerPoint, Outlook, OneDrive, Publisher, Access and Skype. Updates are automatically installed (unless you turn it off) so you will always have updated software.

> **NOTE**: You cannot simultaneously run a 32-bit version and a 64-bit version of MS Office. If your computer has 64-bit Office, you must uninstall 64-bit Office then install 32-bit Office. _Click here_ for information and instructions from Microsoft (for Office 365 users).

SYSTEM REQUIREMENTS:

- Computers must have specific features to run MS Windows and MS Office with the above specifications. Click here for more information from the Microsoft web site.

PURCHASE FVD:

- The FVD Program is purchased from the FVD web site (click here).
- As of April 2020, the purchase price is $299 USD plus an annual subscription of $129.95 USD, for a total of $428.95 for the first year and $129.95 each year thereafter (prices increase periodically). After paying this fee online, the purchaser will be emailed a code and license that enable all the program features.

ADDITIONAL SOFTWARE RECOMMENDATIONS:

- PDF Maker Program: For exporting to PDF files. Most Window-based systems now have the software required for this. If you do not have this capability, or if you want more PDF features, recommended are the for-purchase expensive Adobe Acrobat (click here), moderately priced Nitro Pro 10 (click here) or Foxit PhantomPDF (click here), or the free download Pdf995 (click here).

FVD FOLDERS AND FILES:

- FVD files are located at **C: > Users > [UserName] > Documents > FVD**. In this manual it will be called **your FVD folder**.
- The folders and files:
  - **Support** (folder) – Folder where FVD support folders are located. Contains the **Blank.jdf** file and your template files.
  - **Temp** (folder) – Folder where FVD temporary folders are located. Do not store files in this folder. Contains the **Readme.txt** file.
  - **Fox Village Dressage** Shortcut – send to the Desktop to have a shortcut to open the FVD program.
  - **FVD.accde** – Microsoft Access file that is the FVD program.
  - **FVD.ico** – Icon file that can be used to create shortcuts on the Desktop.
  - **FVD2.ico** – Icon file that can be used to create shortcuts on the Desktop.
  - **HR.hdf** – Horse and Rider file; contains all the data related to horses and people.
  - **License.dll** – The license file that allows you to use FVD after paying for it. You receive your version of the file after you purchase the program.
  - **Logo.gif** – Image file of the FVD logo. This or another image file can be used in reports.
  - **Setup.bat** – Batch file that was used to install the program.
  - **Test.tdf** – FVD test file. The file is updated by FVD when new dressage tests are released. You can edit the file within the FVD program to add additional tests.

CHAPTER I.2. INSTALL FVD FOR THE FIRST TIME

VERY VERY VERY IMPORTANT: These instructions assume you have not previously used Fox Village Dressage (FVD) and therefore do not yet have a **license.dll** (FVD license) file nor do you have a previously used **HR.hdf** (Horse & Rider) file with data. If you have these files and install the program using these instructions, you will over-write the files and lose your license and your data. If you want to use this method of installation, first move your files to another folder (not FVD) first (or temporarily rename them). After the installation, move your license.dll and HR.hdf files back to the FVD folder to overwrite the newly installed files and keep your data (or change the names back to the original file names).

INSTALLATION PACKAGES

Fox Village Dressage 2020 NEW USER Installation Package

DOWNLOAD THE FVD INSTALLATION PACKAGE:
- Open the FVD web site (www.foxvillage.com).
- Click **Downloads**.
- The **FOX VILLAGE DRESSAGE 2020 DOWNLOAD SITE** page opens.
- Click **Fox Village Dressage 2020 NEW USER Installation Package**. Read everything on this screen.
- Click **Download**.
- Click **Save File**. It will save to your Documents folder.
- Move the **fvd_2020_install.exe** file to your **FVD** folder.

INSTALL FVD:
- Double click **fvd_2020_install.exe**.
- A **Fox Village Dressage 2020** form opens. Click **OK** to install the program for the first time.
- You will see the following in your **FVD** folder:

> This PC > OS (C:) > Users > Lesli > Documents > FVD >

Name
- Support
- Temp
- Fox Village Dressage
- FVD.accde
- FVD.ico
- FVD2.ico
- HR.hdf
- License.dll
- Logo.gif
- Setup.bat
- test.tdf

CHAPTER I.3. INSTALL FVD OVER AN EXISTING INSTALLATION
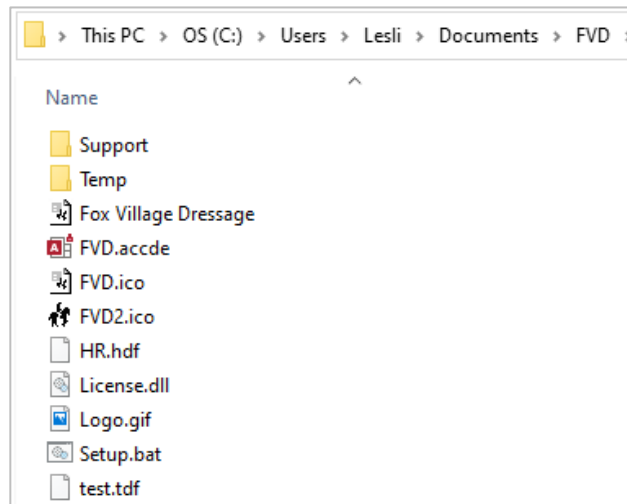
***VERY VERY VERY IMPORTANT**: These instructions assume you have previously used Fox Village Dressage (FVD) and therefore you have a **license.dll** (FVD license) file and a previously used **HR.hdf** (Horse & Rider) file with data. Do not install a new HR.hdf file as it will overwrite your file; to avoid this, you can also rename your HR.hdf file.*

You will be performing one, two, three or four separate installations:
1. **FVD 2020 Update** – new program files. This will be in the FVD folder. You will download a zip (*.exe). (compressed) file then extract it to the following uncompressed files:
2. **Blank.jdf** – the blank show template. It is also installed with the FVD 2020 Update. The file will be in the FVD/Support folder. It is available as a separate download in case you need it separately.
3. **Test.tdf** – the test files. If any tests have changed, you will need to download the new test file. This will be in the FVD folder. The new file will replace your old file so any changes you have made to tests (such as durations, addition of additional tests, etc.) will be lost.
4. **HR.hdf** - Horse and Rider file. **Optionally**, you can also download a new HR.hdf file, but this will overwrite your file (if it is still named HR.hdf) so you would lose all your horse and rider data. If you renamed your HR.hdf file, it would not overwrite that file.

> **FILE UPDATES**
>
> Fox Village Dressage 2020 Update
> Fox Village Dressage 2020 Blank Show Template
> Fox Village Dressage 2020 Blank Horse & Rider File
> Fox Village Dressage 2020 Test File

*   Open the FVD web site (click here).
*   From the home screen, click **Downloads**.
*   The **FOX VILLAGE DRESSAGE 2020 DOWNLOAD SITE** page opens.
*   Click **Fox Village Dressage 2020 Update**.
*   The **FOX VILLAGE DRESSAGE 2020 UPDATE DOWNLOAD SITE** page opens.
*   Read everything on the page.
*   Click **Download**.
*   The **Opening fvd_2020_update_101.exe** (or the current file name) form opens.
*   Click **Save File**. It will save to your Documents folder.
*   Move **fvd_2020_update_101.exe** (or the current file name) to your FVD folder.
*   Double click **fvd_2020_update_101.exe**.
*   Click **OK**.

*   Repeat for the **Blank.jdf**.
*   Repeat for **Test.tdf** if this file is newer that yours.
*   Repeat for **HR.hdf** if you want a new one.

*   Perform REPAIR ALL LINKS.

- There are two easy methods to open the FVD program:
    1. In your folder, double-click on the **FVD.accde** icon, or
    2. Double click the **Fox Village Dressage** icon on your desktop. This is created during the installation.

- A **Microsoft Office Access Security Notice** opens.
- Click **More information** if you want more information.
- Click **Open**.

- If this is the first time you are running the program after a first installation, or after an update:
    - If you have just purchased/renewed the program, you will be asked for your **Activation Key** (a series of numbers, letters, and dashes), which is provided to you via email after you purchase/renew FVD.
    - Type in your activation key to activate your license. This updates your License.dll file, which is necessary to run FVD. The license is good for one year. Create a backup of this file!
- A **Fox Village Dressage 2020** information box opens.
- There is a pause as FVD verifies your license.
- A **Fox Village Dressage** form opens with the question "Would you like to create a new template?
- Since you are creating a new template for the first time, click **Yes**.
- [If you have already created a template or show, it usually opens automatically. If not, click **No**.]

- The **New Show Template File** form opens.
- In the **File name** box, type in a name for your template file. (See the User Manual for show filename suggestions.)
- FVD automatically gives it the **kdf** extension.
- Click **Save**.
- Your template is saved and FVD opens with the template open.

FVD RIBBON:

The FVD main form is very simple. It has the following major components:

- **1** **File** – Feedback [to Microsoft, Exit.
- **2** **Fox Village Dressage** – Opens a Ribbon with many FVD features.
- **3** **Utilities** – Opens a ribbon with FVD utilities (Compact, Backup, Restore).
- **4** **Help** – Opens a ribbon with links to manuals and other support features.
- **5** The program name – **Fox Village Dressage**.
- **6** **Minimize** button – click to minimize the program.
- **7** **Maximize** button – click to maximize the program on your monitor.
- **8** **Close** button – click to close the program.
- **9** **Main Menu** - The area from which you will perform most of your work. The Main Menu has four tabs:
  - o **10** **Show Office** – Click for many of the functions to set-up and manage your show.
  - o **11** **Scoring** – Click for the functions for scoring dressage tests.
  - o **12** **Reports** – Click for a wide variety of reports ranging from test labels, to stall assignments, to show results.
  - o **13** **Breed Show Reports** – Click for special reports that pertain to breed shows.
- **14** **Show Name** – Right now it is **Blank Show**. You will name it shortly.
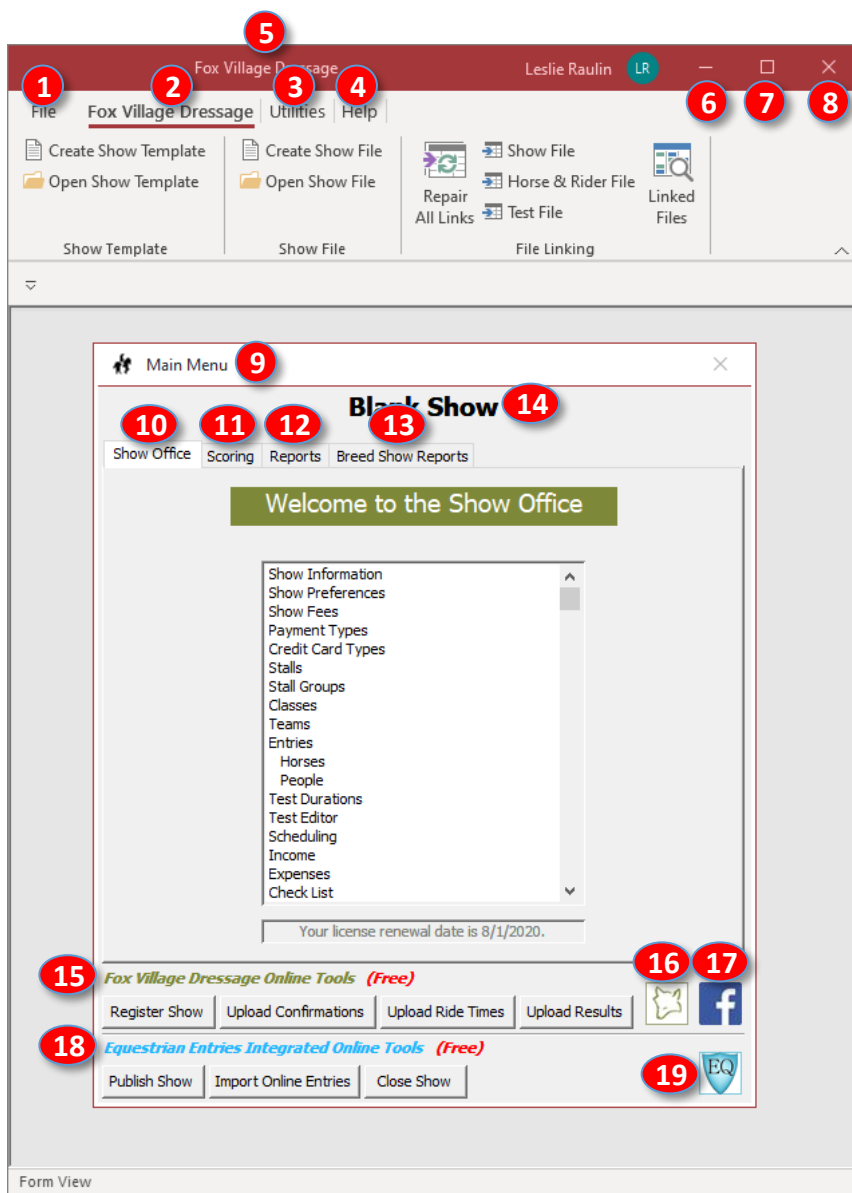
FVD & EE TOOLS:

- **15** **Fox Village Dressage Online Tools** – links to the FVD online reporting.
- **16** Link to the **Fox Village Dressage** web site.
- **17** Link to the **Fox Village Dressage Facebook page**.
- **18** **Equestrian Entries Integrated Online Tools** – allow you to use entry data from Equestrian Entries (EE).
- **19** Link to **Equestrian Entries** web site.

> **NOTE**: The FVD forms are of variable sizes and positions. If using a laptop or PC with a smaller monitor, it is recommended that you run the program "maximized" by clicking the **7** **Maximize** button, which causes the FVD program to fill the entire monitor screen. This is not necessary if you have a very large monitor.

> **NOTE**: To save space, the **15** **Fox Village Dressage Online Tools** and **18** **Equestrian Entries Integrated Online Tools** section of the main form are not depicted in many of the graphics in this manual.

MAIN MENU TABS:

Each **Main Menu** tab has a different function and displays different program features.

Show Office: Used to set up and run a show.

Scoring: Used to record scores and place classes.

Reports: Used to create reports (documents) needed **Pre-Show**, **During-Show**, and **Post-Show**.

Breed Show Reports: Used to create reports (documents) for breed shows.

SECTION II. BEFORE THE SHOW

CHAPTER II.1. CREATE A NEW SHOW TEMPLATE & OPEN A SHOW TEMPLATE

CREATE A SHOW TEMPLATE:

- When you open FVD for the first time you create a show template file. This section shows you how to create a new show template file.
- From the **FVD** ribbon, click **Create Show Template**.
- The **New Show Template File** form opens.
- Template files have a ***.kdf** extension. By default, they are stored in your **C: > Users > [UserName] > Documents > FVD > Support** folder.
- In the **File name** box, type in a file name that will remind you the file is a _template_ that is associated to a _particular recurring show_.   For example, if you have an annual show called Blue Horse Dressage (BHD), you may want to call the file **XXXX-BHD-Template.kdf**, where **XXXX** represents the year (or the date) that will be typed in each year (or show date) when you create the show from the template.
- Click **Save**.
- The is saved in the **Support** folder.

OPEN A SHOW TEMPLATE:

- If you want to edit a show template file, you first need to open the file.
- From the **FVD** ribbon, click **Open Show Template**.
- The **Open Show Template File** form opens.
- Click the file name of the template you want to open.
- The file name appears in the **File name** box.
- Click **Open**.
- Alternately, double click on the file name.
- If you have not yet entered the show template name, a **Blank Template** opens.
- If you previously entered the show template name, the name of the template is seen.

CHAPTER II.2. REPAIR ALL LINKS
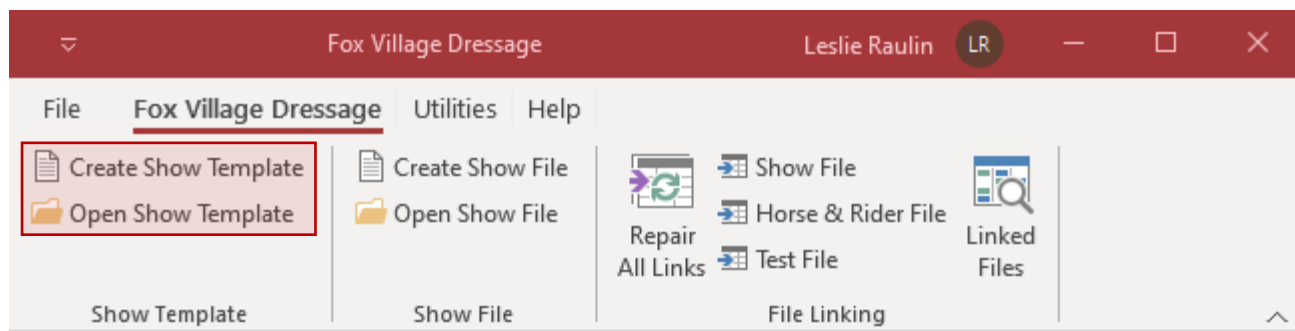
WHAT IS LINKING?:

- In addition to the **fvd.accde** program file, FVD consists of three files that work with each other:
    - Template file (***.kdf**) or Show file (***.sdf**)
    - Horse & Rider file (**HR.hdf**)
    - Test file (**Test.tdf**).
- Before they can work together, they need to be **linked**.
- Each time you update the FVD program file, create a new template, create a new show, backup and restore the files, move the files to another computer, etc., the files need to be **linked**.
- This procedure links the files.

FVD.accde
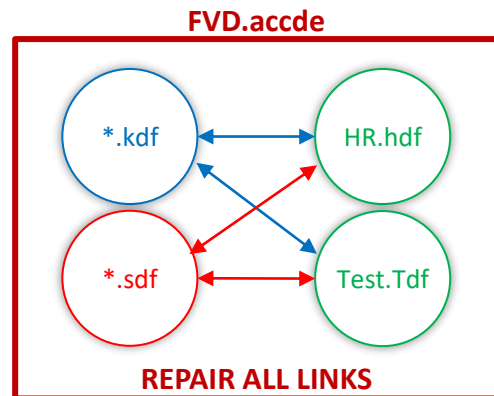
REPAIR ALL LINKS

REPAIR ALL LINKS:

- On the FVD ribbon, click **Repair All Links**.

- The **Link Show or Template File** form opens in your **FVD** folder.
- Only *.sdf files will be seen.
- To link a **show** file:
    - Click on the name of the show you wish to link.
    - The name of the show appears in the **File name** box.
    - Select **Open**.
    - Alternately, you can double click the show file name.
- To link a **template** file:
    - Double click on the **Support** folder.
    - The **Support** folder opens.
    - Click on the name of the template you wish to link.
    - The name of the template appears in the **File name** box.
    - Select **Open**.
    - Alternately, you can double click the template file name.

- The **Link Horse & Rider File** form automatically opens in your **FVD** folder, which displays your list of Horse & Rider files(*.hdf).
- Only *.hdf files will be seen.
- Select your *.hdf file. This is usually **HR.hdf**, unless you renamed the file.
- The filename will appear in the **File name** box.
- Click **Open**.
- Alternately, double click the *.hdf file.

- The **Link Test File** form automatically opens in your **FVD** folder, which displays your list of your *.tdf files.
- Only files with the **tdf** extension will be seen.
- Select your *.tdf file. This is usually **Test.tdf** unless you renamed the file.
- The filename will appear in the **File name** box.
- Click **Open**.
- Alternately, double click the *.tdf file.

- If desired, click **Linked Files** to see a list of the linked files.
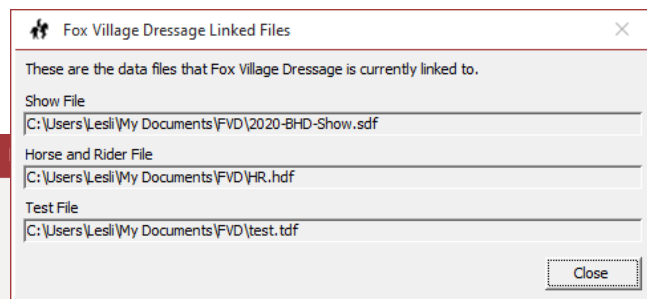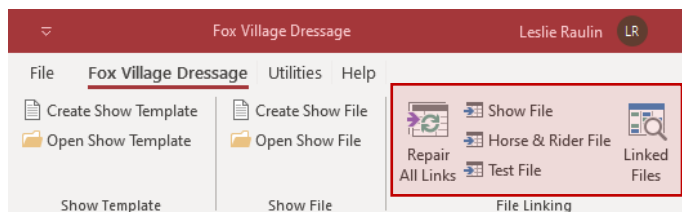
OVERVIEW:

- You will next enter all the recurring show details in your template, which includes the following:
  - ❶ **Show Information**
  - ❷ **Show Preferences**
  - ❸ **Show Fees**
  - ❹ **Payment Types**
  - ❺ **Credit Card Types**
  - ❻ **Stalls** [Numbers]
  - ❼ **Stall Groups** (if you have recurring stall groups).
  - ❽ **Classes**
  - ❾ **Test Durations** (if you want to change them for your recurring shows)
  - ❿ **Test Editor** (if you need to add new tests for your recurring shows)

> - *NOTE 1: After you create a template you can go back and edit it if information changes. However, the edits do not apply to shows that have already been created by using the template.*
> - *NOTE 2: After you create a show file from a template, you can edit anything in the show that may be different from the template. If these changes will apply to future shows, also edit the appropriate template.*

- This includes EVERYTHING for ALL of your recurring shows that will be based on this template. You can add dates and other differences later in the show file that is created from the template.
- Since this is a template file, the FVD Program will not let you enter any entries or other items that would be specific to one particular show. The key for templates is to think about what you want pre-entered for you every time you start a new show – this will save you time from re-entering standard information.
- You will now have a template file that you can use to get a head start on every recurring show you create.

CHAPTER II.3. EDIT A SHOW TEMPLATE > 1. SHOW INFORMATION

NOTE: For EE information on setting up a show, click here.

1. SHOW INFORMATION > GENERAL TAB:

- Click **Main Menu** > **Show Office** > **Show Information**.
- Fill in as many of the boxes as possible at this time.
- Since this is a template, the **Date(s)** and **Technical Delegate** boxes are left blank (they are completed in the show file).
- If your **Show Manager** and/or **Show Secretary** vary from show-to-show, leave this information blank.
- Boxes with a * are required for registering the show for EE online tools.
- You may return to this screen at any time to complete/update the data for this show template.

1. SHOW INFORMATION > ADDITIONAL TAB:

- Fill in as many of the boxes as possible at this time.
- If the **Global Memo**, **Prize List URL**, and/or **Show URL** will be the same for all shows based on this template, complete the boxes. Otherwise, leave them blank (they will be completed in the show file).
- You may return to this screen at any time to complete/update the data for this show template.
- When you are finished, click **Close**.

2. SHOW PREFERENCES > GENERAL TAB:
- Click **Main Menu** > **Show Office** > **Show Preferences**.
- **Scoring**:
  - **Standard Scoring (Recommended)**: The scoring computer operators enter movement-by-movement scores for each judge using the test score sheet(s). The program calculates the Final Score and the Percent. This method is appropriate for shows that have sufficient scoring staff and equipment to enter and check all the scores.
  - **Manual Scoring (Totals only)**: The scores for each movement are not entered in the computer; instead, the scoring computer operator enters each judge score and the program calculates the Final Score and the Percent. This method is appropriate for shows that do not have sufficient scoring staff to enter and check all the scores.
  - This decision is usually made by show management based upon available computer equipment, scoreboard equipment, and personnel.
- **Display Prep Utility**: Used in the show file after the show is scheduled.
- **Conflict Time**:
  - A rider competing more than one horse needs time to warm-up each horse before their class time. USEF rule DR126.1.b(5) requires at least **50 minutes** between the start time of rides for the same rider on different horses. If there is insufficient time, there is a **conflict**.
  - The FVD program can flag conflicts during show scheduling. This is only a flag – you must make ride time adjustments. See Conflict Resolution for the procedure.
  - Ensure the **Conflict Time** is set to 50 minutes.
- **Use Coggins**:
  - If your show requires a current copy of the Coggins report, check the box.
  - If a Coggins test is not required, do not check this box.
- **Use Vaccines**:
  - If your show packet entries require a current proof of vaccination IAW USEF GR845, check the box. (Click here for USEF GR845.)
  - If a proof of vaccination is not required, do not check this box.
- **Use SafeSport**:
  - If your show requires proof of current SafeSport training for USEF adult member participants, check the box. (Click here for USEF SafeSport information.)
  - If SafeSport training is not required, do not check this box.
- **Auto Fill Trainer**:
  - Check the **Auto Fill Trainer** box if you want FVD to automatically fill the trainer box when an entry is input by hand. In the show file, the rider is automatically filled in as the trainer (it can be edited).
  - Uncheck the box if you do not want this done.
- **Use Logo Graphic on Reports**:
  - If you wish to use a logo on the show reports, check the **Use Logo Graphic on Reports** box.
  - Use the **Browse** button to designate the logo file.
  - The logo must be in your **FVD** folder or on another folder on the hard drive. This location may need to be changed if you move your show to another computer.
- **Use USEF Rules for Rider's Age**: If your show will use USEF rules for the age of riders, check the box.
- **Pony Club Show**: If your show is a Pony Club show, check the box.

2. SHOW PREFERENCES > MEMBERSHIP (1) TAB:
- **National Level**:
  - o Check Box:
    - ▪ USEF is the default. USEF licensed shows require USEF competing membership for riders, owners and trainers (non-members may pay a show pass fee and people participating in only exempt classes pay no fee – more later). Therefore, ensure the USEF check box is checked.
    - ▪ Change label to EC (Equine Canada) if your show follows Canadian membership rules.
  - o Date:
    - ▪ USEF annual membership can now start at any time and end one year later; therefore, there is no universal membership expiration date. However, many members still renew their membership as previously; therefore, enter November 30 of the competition year.
    - ▪ EC: Enter the EC membership expiration date for the competition year.
- **USDF**:
  - o Check Box: USDF recognized shows require USDF participating or group membership for riders and owners (non-members may pay a non-member fee and people participating in only exempt classes pay no fee – more later). Therefore, ensure the USDF check box is checked.
  - o Date: USDF annual membership begins on December 1 of a year and ends November 30 of the following year. Therefore, enter November 30 of the competition year.
- **FEI**: Used for FEI shows, which are not covered in this manual.

2. SHOW PREFERENCES > MEMBERSHIP (2) TAB:
- **Membership (2)** tab covers local organization membership rules.
  - o There is a **FVD Section** (left side) and an **EE Section** (right side).
  - o Each **row** represents FVD and EE data for each local organization.
- **Local 1 Level**:
  - o **FVD Section**:
    - ▪ Check Box: Check the box if your show complies with local organization membership rules.
    - ▪ Date: Enter the local membership expiration date for the current competition year.
    - ▪ Label: Enter a label that represents the local organization.
  - o **EE Section**:
    - ▪ Non-member Fee Type: Click the drop-down arrow and select one:
      - ➢ **No**: no non-member fee (default).
      - ➢ **Per Show**: non-member fee per show.
      - ➢ **Per Class - Non-exempt**: non-member fee for each non-exempt class.
      - ➢ **Per Class - All**: non-member fee for all classes.
    - ▪ Fee for: Check each applicable box if there is a membership requirement or a non-member fee for the Horse, Owner, Rider, Trainer and/or Coach.
    - ▪ Organization Partner: GMOs that have an agreement whereby a membership in one GMO affords membership benefits in a second GMO. Applies to non-member fees in non-USEF/USDF GMO shows.
    - ▪ Edit Show Fees: Click the box to open the Show Fees form so you can enter the local fees.
- **Local 2 Level** and **Local 3 Level**: Complete as for Local 1 Level if your show follows additional local organization membership rules.

2. SHOW PREFERENCES > DIVISIONS TAB:
- The default divisions (Yes, No, Adult Amateur, JR/YR and Open) are specifically used for, and to identify, GAIG qualifying rides.
- If your show has special divisions, enter the division name(s) in the **Divisions** box. As examples, your show may have separate JR and YR divisions, a, AJY (Amateur, Junior, Young rider) division, a Vintage division, etc. You are limited to 13 characters and spaces. If you use a special division for a ride, it cannot simultaneously be entered as a GAIG Q ride.

- Click **Close** to save your **Show Preferences** data.

NOTE: For EE show fees information, [click here](#).

- Click **Main Menu** > **Show Office** > **Show Fees**.
- FVD has two <u>sets</u> of fees, each with a separate tab:
  - **System Fees** are built into the program. On the FVD side, only the A check boxes can be edited. EE features can be edited.
  - **Custom Fees** are entered by show management. All FVD and EE features can be edited.

SHOW FEES FORM: The form has two <u>sections</u> and multiple <u>rows</u> of data:
- ❶ **FVD** <u>**Section**</u> – highlighted in green. This fee information is integral to the FVD program and is reflected in the program reports, etc.
- ❷ **EE** <u>**Section**</u> – highlighted in blue. This fee information is an expansion of the FVD section information and provides additional information required for uploading the fee information to EE and for downloading entries from EE into the FVD program. If a show is not using EE, this information can be disregarded.
- ❸ <u>**Rows of Data**</u> - Each complete row in the table (a row is outlined in red below) represents <u>one fee</u>. For example, the FVD Daily Stabling = EE Day Stall.

- If the ❼ **A** box is <u>checked</u>, the FVD program automatically enters this fee for all hand-typed entries for which the user clicks the **Add Auto Fees.** The fee is automatically entered for EE entries if **OE** is also checked.
- If the ❼ **A** box is <u>not</u> checked, for hand-typed entries the fee must be entered. For EE entries, the entrant must select each fee that applies to that particular entry.

- If the ❽ **OE** box is checked, the fee is uploaded to the EE web site.
- If the ❽ **OE** box is <u>not</u> checked, the fee is <u>not</u> uploaded to the EE web site so riders cannot select the fee.

- See next page for explanation of each part of the table.

CHAPTER II.3. EDIT A SHOW TEMPLATE > 3. SHOW FEES, CONT'D.

❺ [FVD Fee] Type

SS	**Stabling - Stall**	Fee for a horse stall.
ST	**Stabling - Tack**	Fee for a tack stall.
SB	**Stabling - Bedding**	Fee for stall bedding, per bale.
SO	**Stabling - Other**	Fee for any other stall item.
OF	**Other Fees**	Fee for all other items.

❽ OE* Fee Type

USEF Drug & Medication Fee	Per horse fee required by USEF to cover drug testing. Some exemptions.
USEF Discipline Fee	Fee charged by an equestrian discipline. There is no dressage fee.
USEF Non-Member Fee	Per person fee charged by USEF for a non-exempt non-member person.
USDF HID Fee	HID = USDF horse identification number. Required by USDF for horses in non-exempt classes. A one-time fee, not annual.
USDF Non-Member Fee	Per person fee charged by USDF for non-member non-exempt people.
Grounds/Haul-In Fee	Per horse fee to use the show grounds. Can be a daily fee or a show fee.
Late Fee – per Entry (if applicable)	Fee for acceptance of a late entry, per entry.
Late Fee – per Class (if applicable)	Fee for acceptance of a late entry, per class.
RV (hook-up) Fee	Fee for a recreational vehicle hook-up, usually to electricity.
RV/Camping Fee (no hook-up)	Fee for a recreational vehicle without a hook-up.
Overnight Stabling	Fee for an overnight horse stall. Can be a Per Night or a Per Show fee.
Day Stall	Fee for a day horse stall. Usually a Per Day fee. Horse cannot stay overnight.
Tack Stall	Fee for a tack stall. Can be a daily, nightly, or show fee.
Grooming Stall	Fee for a grooming stall. Can be a daily, nightly, or show fee.
Non-Compete Horse Stall	Fee for a horse stall for a non-competing horse. Daily, nightly, or show fee.
Local 1 Level	Fee for first local organization.
Local 2 Level	Fee for second local organization.
Local 3 Level	Fee for third local organization.
Custom Fee	Any other type of fee without a quantity.
Custom Fee w/ Quantity	Any other type of fee with a quantity. Example: Party ticket(s).
Office Fee	Fee for show office activities. Usually a show fee charged per entry.
Shavings/Bedding	Fee for stall bedding, per bale.
Mandatory	A fee that is required (mandatory) for all entries.

❾ OE* Occurrence

Per Day	Charged to entries for each DAY the item is used. For example, stall that is charged for each DAY the stall is used. Example: Fee of $80/day for Fri & Sat = $160.
Per Night	Charged to entries for each NIGHT the item is used. For example, stall that is charged for each NIGHT the stall is used. Example: Fee of $80/night for Fri & Sat = $160 (it is used Fri night).
Per Show	Charged to entries one time per SHOW. For example, stall that is charged one time for the entire SHOW. The stall is used the entire show.
Yes	The fee is charged if the competitor selects the applicable fee. The fee is also used for mandatory fees.
No	The fee is charged if the competitor does <u>not</u> select the fee. *See next page for more information on Yes/No.*

SECTION II. BEFORE THE SHOW

CHAPTER II.3. EDIT A SHOW TEMPLATE > 3. SHOW FEES, CONT'D.

Additional information for OE Occurrence Yes/No (provided by EE)

- **OE OCCURRENCE Yes/No for Custom Fees:**
  - Entrants have a box they can check for each fee if they want what that fee is offering. Sometimes this box also comes with a pull down list of numbers for quantity. Other times they can check YES or NO.
  - **Yes:**
    - If the box for the fee is **checked**, the fee will be charged.
    - If the box for the fee is **not checked**, the fee will not be charged.
  - **Yes** examples:
    - Would you like an extra bag of shavings ($8) – if they check the box, then **yes** they get charged the $8.
    - Would you like extra tickets to the party ($10 each) – if they check the box, then **yes** they get charged the $10; if they choose more than the default of 1 they will be charged $10 for each ticket.
  - **No:**
    - If the box for the fee is **checked**, the fee will <u>not</u> be charged.
    - If the box for the fee is **not checked**, the fee will be charged. (No is rarely used but is available if needed.)
  - **No** example:
    - Are you a resident of XYZ County? (If not, there is a $10 fee). If they check the box, they are saying yes, they are a resident of XYZ County and they are <u>not</u> charged the fee. If they do NOT check the box, they are saying no they are not a resident of XYZ County and they get charged $10.

- **OE Occurrence Yes for Mandatory Fees**:
  - A **Yes** OE Occurrence for a mandatory fee means every entry will be charged the fee.
  - Example: XYZ Agriculture Ministry Fee ($5) – all entries are charged the fee whether or not they check the box.

4. PAYMENT TYPES:
- Payments types let you enter the types of payment your show accepts
- Make additions, if needed. For example, if you accept payment via PayPal, add PayPal to the list by typing **PayPal** into the blank row adjacent to the *.
- Make deletions, if needed/desired. For example, if you do not accept cash, delete Cash by clicking the small box corresponding to the Cash row, then click the **–** button.
- Click **Close** to save the changes.
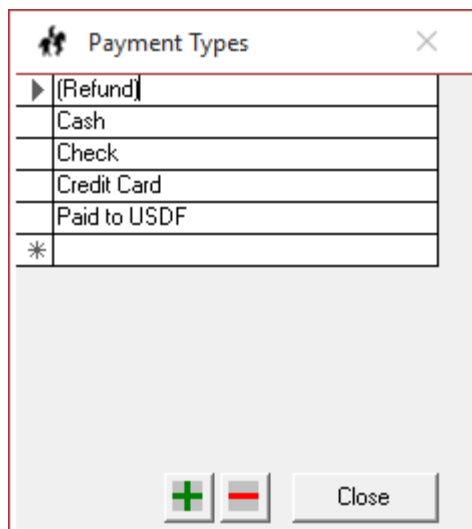
5. CREDIT CARD TYPES:
- Credit card types let you enter the types of credit cards your show accepts
- Make additions, if needed. For example, if you accept payment via Discover Card, add Discover Card to the list by typing **Discover Card** into the blank row adjacent to the *.
- Make deletions, if needed/desired.
- Click **Close** to save the changes.
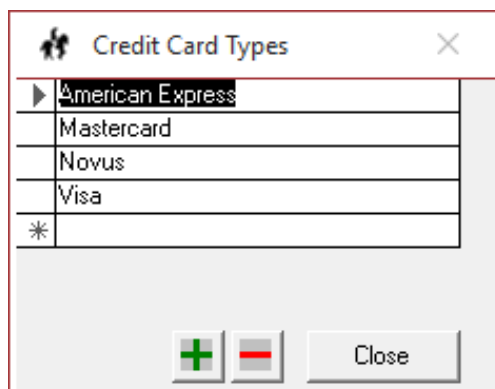
6. STALLS:

- Stalls lets you enter the stall numbers for the stalls used by your show.
- The values are alpha/numeric, which means you can enter letters and numbers.
- You can enter up to 10 letters and numbers; however, to fit on forms, short nomenclature is recommended.
- Enter your stall numbers. Use a system that is easy for you and understandable by show participants.
  - If you have 1-99 stalls, start with 01, 02, 03, 04, …, 10, 11, 12, 13 … .   This results in the numbers sorting numerically.
  - If you have 1-100+ stalls, start with 001, 002, 003, 004, …, 010, 011, 012, 013, 014, …, 100, 101, 102, … . This results in the numbers sorting numerically.
  - If you have stalls in different barns, you could enter something like Barn A-01, Barn A-02, …, Barn B-01, Barn B-02, etc.
- Click **Close** to save the changes.
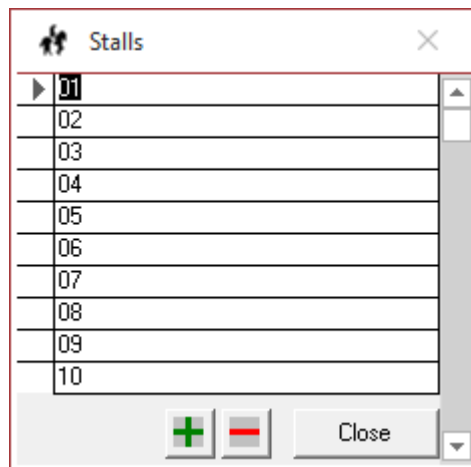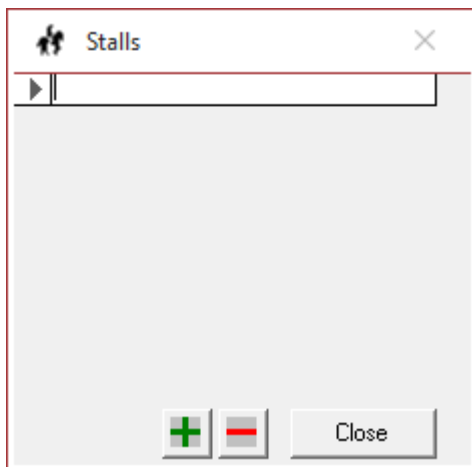
7. STALL GROUPS:

- A **Stall Group** is a name declared by a group of people who want to stable together. For example, you might have Green Tree Dressage or Suzy Parker Group.
- Stall Group names are only entered in a template if you have recurring Stall Group names.
- For most shows, Stall Group names are established in the show file as you receive entries.
- Click **Close** to save the changes.
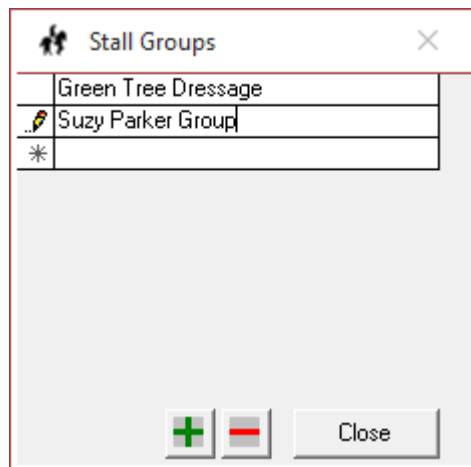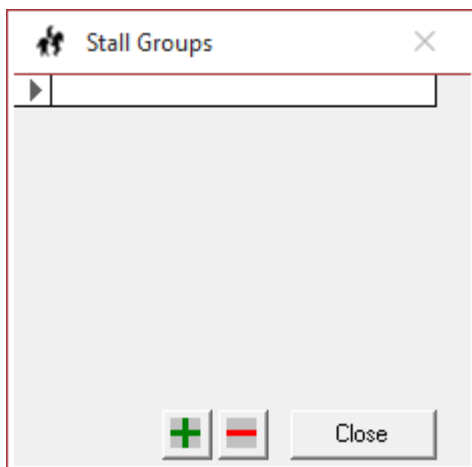
NOTE: For EE information on setting up classes, click here.

8. CLASSES:

- ❺ **Class Number**: Each class must have a unique class number. Enter the class number, which should match the number in the Prize List. You can only use numbers; one decimal is allowed.
- ❻ **Text**: Each class must have a unique class text. Enter text applicable to the Class; for example Class # plus O, AA, JYR, AJY, etc. Up to ten letters, numbers, punctuations, and spaces may be entered.
- ❼ **Closed**: Check the box if the class is filled and therefore closed to additional entries.
- ❽ **Class Name**: Enter the name of the class. If the class is Open, AA, JYR, or AJY, include these terms in the name. If the class is a GAIG qualifier, include GAIG in the name. If it is a championship class, indicate that. Etc. Up to 50 letters, numbers, punctuations, and spaces may be entered.

*IMPORTANT NOTE: For **Classes** instructions from **EE**, click here and look at page 4. These additional instructions are important to optimally set up your show so it can be published to EE and enable the entries created on EE to be imported back into FVD.*

NOTE: Class numbers may not contain letters but may contain a decimal to one place (for example, 103.3 but not 103 AJY and not 103.31).

NOTE: It will be easier for you if you use a standard Class numbers method. Although NOT required, the following is suggested:
- *Open Class: **103.0** (0 = Open = all rider statuses may ride in the class; USEF non-members must be in open classes)*
- *AA Class: **103.1** (1 = one status of rider = AA)*
- *JYR Class: **103.2** (2 = 2 statuses of rider = JR and YR)*
- *AJY Class: **103.3** (3 = 3 statuses of rider = AA, JR, and YR)*

- **⑨ Default Test**: Using the drop-down arrow, select the test for this class. Alternately, start to type the test and the similar text will be seen. For EE, if it is a TOC class, select **Online Test Place Holder**.
- **⑩ USEF Code** (or **EC Code**): For submission to the USEF or EC. Using the **USEF Codes** drop-down arrow (or **EC Codes** drop-down arrow), select the correct Dressage USEF or EC Section Code
- **⑪ AHA Code**: For submission to the Arabian Horse Association (AHA). Click the **Edit AHA Codes** button and type in the code and description in the boxes. Click here to open the AHA codes list (PDF file from the AHA web site). Leave blank if your show is not an AHA show.
- **⑫ Date**: Since this is a template file, leave this box blank.
- **⑬ Ring**: Since this is a template file, leave this box blank.

NOTE: *EC Codes* show only if EC was selected as the National Level in Show Preferences. See *Show Preferences > Membership (1) Tab*. See *EQUINE CANADA (EC) SECTION CODES* for a list of the EC Section Codes.

- ⑭ **Standard Fee**: Enter the standard fee for the class. This should match the fee in the Prize List. For EE, if the fee is not entered the rider will not be charged for the class!
- ⑮ **Qualifying Fee**: The **Qualifying Class Entry Fee** is entered in Show Fees. FVD automatically adds the **Qualifying Class Entry Fee** to the **Standard [Class] Fee**, to determine the total **Qualifying Fee**, even if it is not a qualifying class.
- ⑯ **Prize**: Enter the prize only if it is the same for all of your shows that will be based on this template.
- ⑰ **Sponsor**: Enter the sponsor only if it is the same for all of your shows that will be based on this template.
- ⑱ **Report Style**: The program's default is **Standard and Breed**. For freestyle and quadrille tests, use the drop-down menu and change to **USDF Freestyle and Quadrille** or **FEI Freestyle**.
- ⑲ **Max Ribbons**: Enter the maximum number of places for the class. This is usually six (the FVD default); however, there may be more places for championship classes.
- ⑳ **Exclude from eScores**: Check the box if the class should not be reported to USEF and USDF. Examples are Introductory and Eventing classes. Opportunity classes are reportable.
- ㉑ **Judge**: Since this is a template, leave this portion blank.

SECTION II. BEFORE THE SHOW

CHAPTER II.3. EDIT A SHOW TEMPLATE > 8. CLASSES, CONT'D.

- **22** **Level Type**: Using the drop-down arrow, select the appropriate class level type.
  - **Exempt All**: All people and horses are exempt from USEF/USDF/GMO memberships and USEF Drug & Drug fees. Example: Opportunity classes.
  - **Exempt Non-Members Only**: All people and horses are exempt from USEF/USDF/GMO membership requirements but will still be charged USEF Drug fees for USEF/USDF shows. Example: Introductory classes.
  - **Exempt USDF Only**: All people and horses in this class are exempt from USDF memberships.
  - **FEI**: FEI class at a USEF/USDF show; USEF & USDF people and horse membership rules apply.
  - **Training**: Class has USEF/USDF training level tests; USEF & USDF people and horse membership rules apply.
  - **First**: Class has USEF/USDF first level tests; USEF & USDF people and horse membership rules apply.
  - **Second**: Class has USEF/USDF second level tests; USEF & USDF people and horse membership rules apply.
  - **Third**: Class has USEF/USDF third level tests; USEF & USDF people and horse membership rules apply.
  - **Fourth**: Class has USEF/USDF fourth level tests; USEF & USDF people and horse membership rules apply.
  - **CDI**: FEI class at a CDI show; FEI people and horse membership rules apply.
  - **USDF Sporthorse Breeding**: Class is a DSHB class and DSHB membership rules apply.
  - **Other**: Class does not fall under any of the above.
- **23** **Test of Choice**: Check the box if the class is a **Test of Choice** class. The entrant chooses a test from a range defined in the prize list. For example: FEI TOC would allow any FEI test, FEI GP TOC would allow GP and GP Special. For EE entries, the test is displayed as **Place Holder**; the show secretary must manually enter the chosen test.
- **24** **Qualify**: Pertains to GAIG qualification. Using the drop-down arrow, make the appropriate selection.
  - **No Q**: Rides in this class may not qualify for GAIG.
  - **Q Allowed**: Rides in this class may qualify for GAIG if the GAIG fee is paid <u>before</u> the class.
  - **Q Required**: Rides in this class must qualify for GAIG. All entrants must pay the GAIG fee before the class.

- **(25) Rider Status**: Check the box appropriate for the class.
  - o **Open**: All riders may enter the class. Professionals and USEF non-members must enter this class.
  - o **AA**: Only Adult Amateur riders may enter the class.
  - o **JR/YR**: Only Junior Riders and Young Riders may enter the class.
  - o **Other**: Used for another division for your show. For example, a Vintage Division for 55+ year old riders.
- **(26) Class Navigation**:
  - o **(27) Previous Class**: Click to view the previous class.
  - o **(28) Class (Lookup)**: Use the drop-down arrow and select the class from the list.
  - o **(29) Next Class**: Click to view the next class.
  - o **(30) Add Class**: Click to open a blank class that is used to add a new class to the template/show.
  - o **(31) Delete Class**: Click to delete the class currently being viewed.
  - o **(32) View Class Copy**: Used to copy a class; used with class splitting.
  - o **(33) View Class Splitter**: Used with Class Splitting.
  - o **(34) View Wait List**: Used to view a wait list for the class.
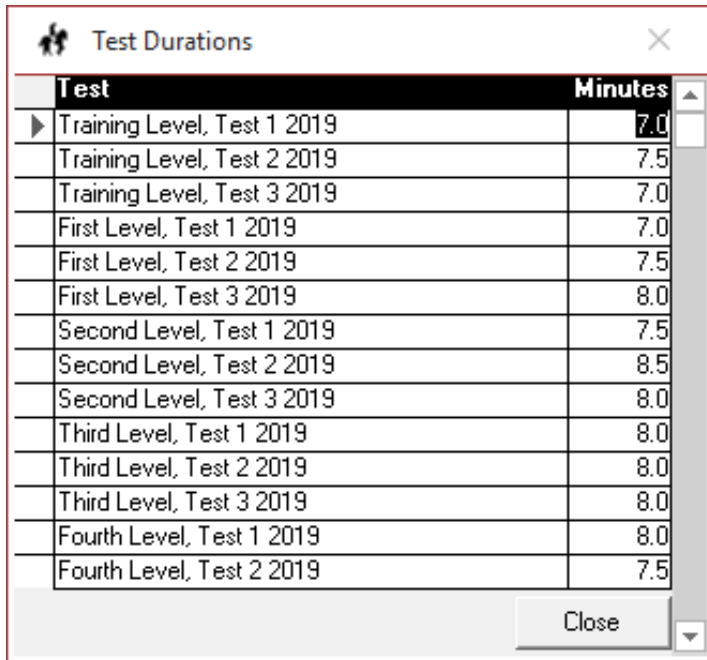
- To set up another class, click **(30) Add Class** and repeat steps **(5)** through **(25)** above.
- When you are finished, click **(35) Close**.
- When additional information is available, go back and enter the new information.

9. TEST DURATIONS:
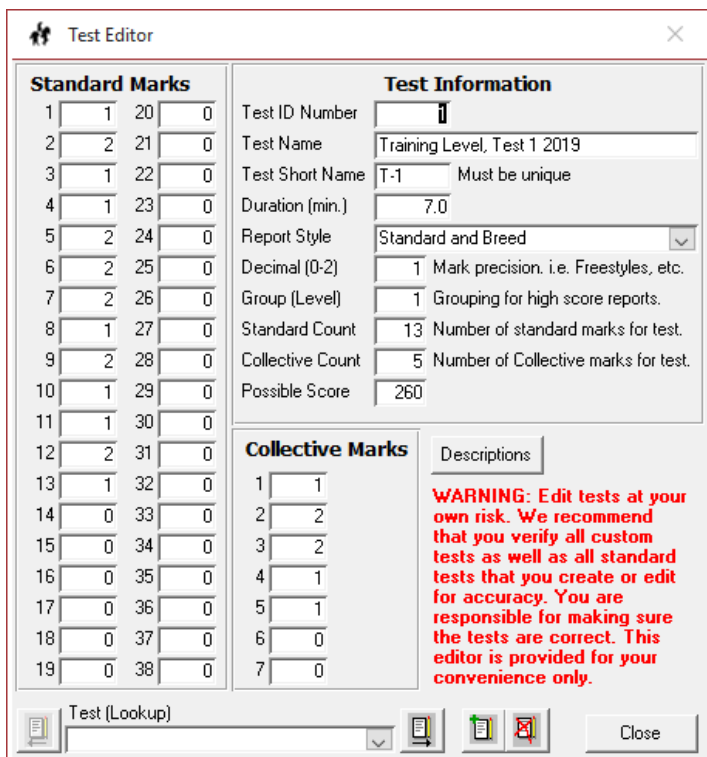
- **Test Durations** are the time, in minutes, allowed for a dressage test from the ringing of the bell to the end of the time used by the judge to complete the dressage test sheet.
- FVD has built in Test Durations that are ideal for USEF/USDF shows.
- If you want more or less time, you may edit the Test Durations. This is not recommended for USEF/USDF shows; however, it may be beneficial for schooling shows during which a judge may speak to the rider for 1-2 minutes after the ride. It may also be beneficial for dressage shows held by other disciplines.

- Click **Main Menu** > **Show Office** > **Test Durations**.
- The **Test Durations** form opens.
- Use the scroll bar until you see the test whose duration you want to edit.
- Select the test by clicking on it.
- Edit the time duration. You can use decimals with one decimal place; however, it only makes sense to have #.0 and #.5.
- Click **Close** when you are finished.

Test	Minutes
Training Level, Test 1 2019	7.0
Training Level, Test 2 2019	7.5
Training Level, Test 3 2019	7.0
First Level, Test 1 2019	7.0
First Level, Test 2 2019	7.5
First Level, Test 3 2019	8.0
Second Level, Test 1 2019	7.5
Second Level, Test 2 2019	8.5
Second Level, Test 3 2019	8.0
Third Level, Test 1 2019	8.0
Third Level, Test 2 2019	8.0
Third Level, Test 3 2019	8.0
Fourth Level, Test 1 2019	8.0
Fourth Level, Test 2 2019	7.5

10. TEST EDITOR:

- FVD has MANY built in dressage tests including USEF/USDF tests, FEI tests, USEA tests, Western tests, and Cowboy tests.
- You use the Test Editor if you need to add a test that is not built-in or if you want to delete a test. This would rarely be done in a USEF/USDF test; however, a local test may be needed for a schooling show or your show may need a test written by another discipline.

- Click **Main Menu** > **Show Office** > **Test Durations**.
- The **Test Editor** form opens.
- Add a new test by clicking the Add Test button. Using a current test as a guide, create the new test.

Test Editor

Standard Marks

1	1	20	0
2	2	21	0
3	1	22	0
4	1	23	0
5	2	24	0
6	2	25	0
7	2	26	0
8	1	27	0
9	2	28	0
10	1	29	0
11	1	30	0
12	2	31	0
13	1	32	0
14	0	33	0
15	0	34	0
16	0	35	0
17	0	36	0
18	0	37	0
19	0	38	0

Test Information

- Test ID Number: 1
- Test Name: Training Level, Test 1 2019
- Test Short Name: T-1 Must be unique
- Duration (min.): 7.0
- Report Style: Standard and Breed
- Decimal (0-2): 1 Mark precision. i.e. Freestyles, etc.
- Group (Level): 1 Grouping for high score reports.
- Standard Count: 13 Number of standard marks for test.
- Collective Count: 5 Number of Collective marks for test.
- Possible Score: 260

Collective Marks

1	1
2	2
3	2
4	1
5	1
6	0
7	0

Descriptions

WARNING: Edit tests at your own risk. We recommend that you verify all custom tests as well as all standard tests that you create or edit for accuracy. You are responsible for making sure the tests are correct. This editor is provided for your convenience only.

Test (Lookup)

Close

- From the ❶ **Fox Village Dressage** ribbon, click ❷ **Create Show File**.

- The ❸ **Use Show Template File** form opens in the ❹ **C: > Users > [UserName] > Documents > FVD > Support** folder.
- Select the appropriate template file by single clicking on the ❺ **File name** (it will have the *.kdf extension). The file name will appear in the ❻ **File name** box. Then click ❼ **Open**.
- Alternately, double-click the ❺ **File name** and the file opens. The ❼ **Open** button is not used.
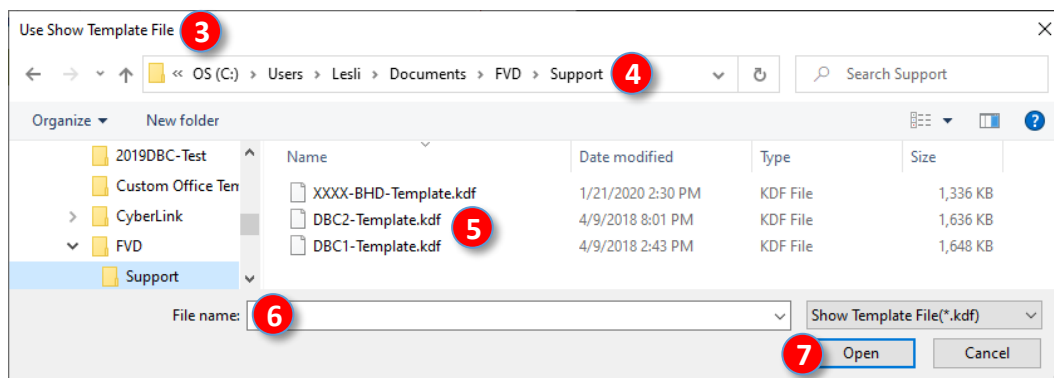
- The ❽ **New Show Data File** form opens in ❾ **C: > Users > [UserName] > Documents > FVD**.
- In the ❿ **File name** box, type the name of your show file. In this example, it will be **2020-BHD-Show**.
- Click ⓫ **Save**.

CHAPTER II.5. OPEN A SHOW FILE
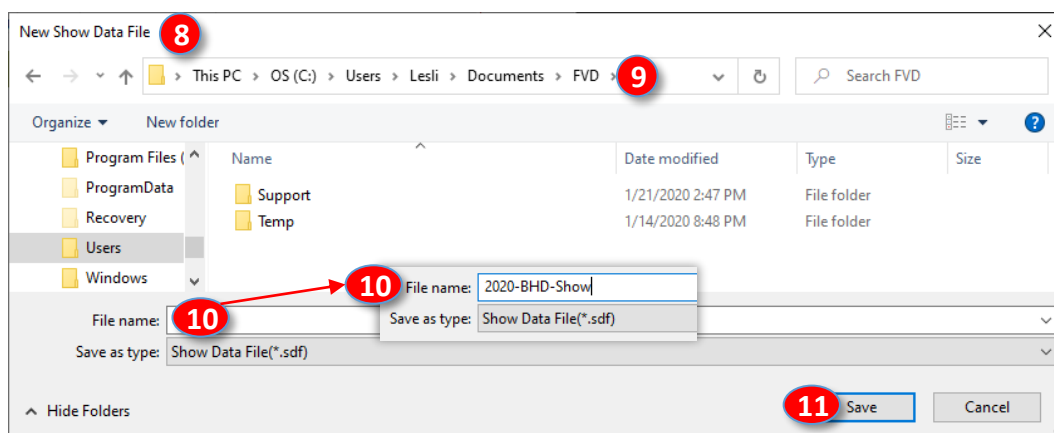
- From the ❶ **Fox Village Dressage** ribbon, click ❷ **Open Show File**.
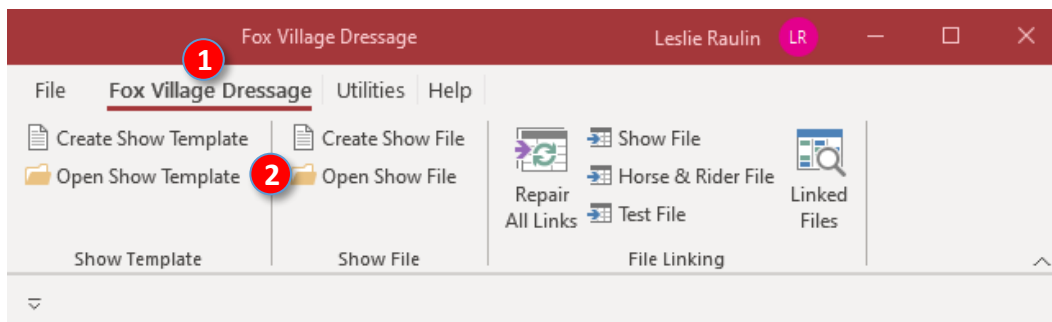
- The ❸ **Open Show File** form opens in the ❹ **C: > Users > [UserName] > Documents > FVD** folder.
- Select the appropriate show file by single clicking on the ❺ **File name** (it will have the *.sdf extension). The file name will appear in the ❻ **File name** box. Then click ❼ **Open**.
- Alternately, double-click the ❺ **File name** and the file opens. The ❼ **Open** button is not used.
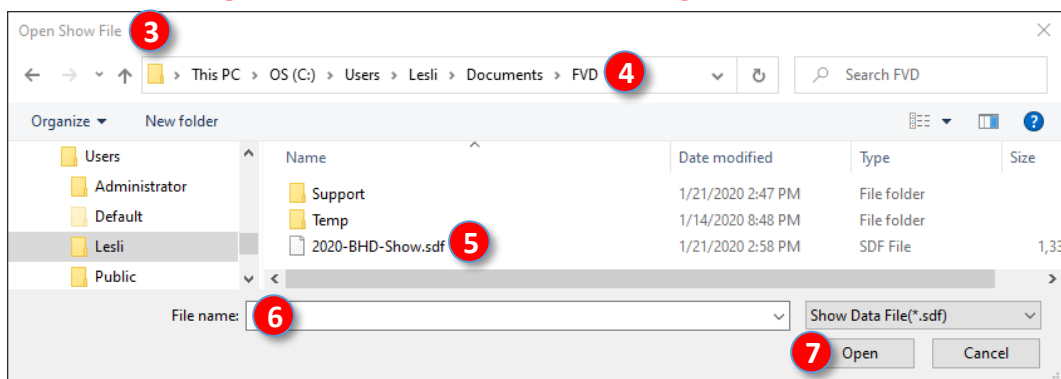
- The ❽ **New Show** opens and is ready for you to link and set up.
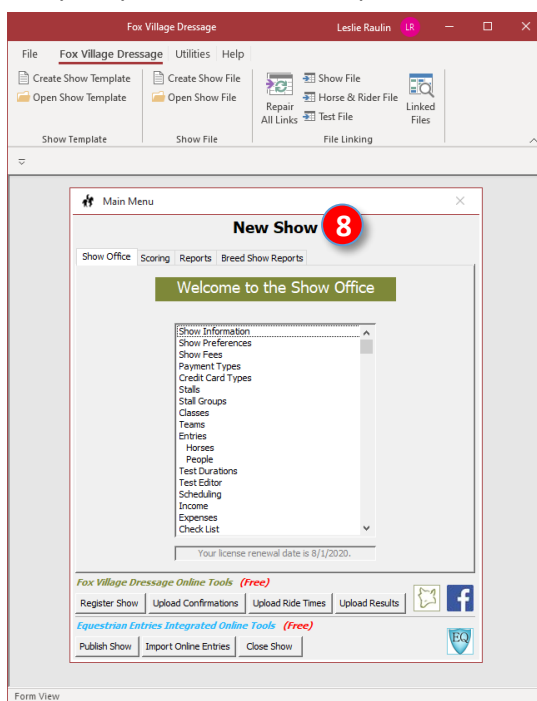
> **NOTE**: For **Show Information** instructions from **EE**, *click here* and look at page 3.

1. SHOW INFORMATION > GENERAL TAB:

- The next step is to edit your show file to provide show specific information that is not in the template.
- If not already open, open your show.
- Click **Main Menu** > **Show Office** > **Show Information**.
- The **Show Information** form opens.
- Complete the empty boxes in the General tab, including:
  - The official **Show Name**. In this example it is **2020 Blue Horse Dressage Show**. If you have multiple shows per season (perhaps Spring, Summer and Fall), the name could be something like **2020 Spring Blue Horse Dressage Show**. This should be a formal show name as it will appear on many of your show documents.
  - The name of the **Technical Delegate**. Include the level and the state; for example, Derry Delegate (R,ST).
  - Any other information not provided by the template.
- Information marked with a ***** is required for registering the show with EE for online entries.

1. SHOW INFORMATION > ADDITIONAL TAB:

- Complete or update empty boxes in the Additional tab, including:
  - The **Global Memo** if it was not in the template.
  - The **Prize List URL** if it was not in the template.
  - The **Show URL** if it was not in the template.
  - Any other information not provided by the template.
- Click **Close**.

- The **Show Name** is now on the Main Menu.

CHAPTER II.6. SET UP A NEW SHOW > 2. SHOW PREFERENCES, 3. SHOW FEES, 4. PAYMENT TYPES, 5. CREDIT CARD TYPES, 6. STALLS, 7. STALL TYPES

2. SHOW PREFERENCES > GENERAL TAB:
- Click **Main Menu** > **Show Office** > **Show Preferences**.
- The **Show Preferences** form opens.
- In the **General** tab, provide any missing or new information.

2. SHOW PREFERENCES > MEMBERSHIPS (1) TAB:
- Click the **Memberships (1)** tab.
- Complete or update any needed information.

2. SHOW PREFERENCES > MEMBERSHIPS (2) TAB:
- Click the **Memberships (2)** tab.
- Complete or update any needed information.

2. SHOW PREFERENCES > DIVISIONS TAB:
- Click the **Divisions** tab.
- Complete or update any needed information.
- Click **Close** when you are finished.

3. SHOW FEES:
- Click **Main Menu** > **Show Office** > **Show Fees**.
- The **Show Fees** form opens.
- Complete or update any information in the **System Fees** tab.
- Click the **Custom Fees** tab.
- Complete or update any needed information.
- Click **Close** when you are finished.

4. PAYMENT TYPES:
- Click **Main Menu** > **Show Office** > **Payment Types**.
- The ❹ **Payment Types** form opens.
- Complete or update any needed information.
- Click ❺ **Close** when you are finished.

5. CREDIT CARD TYPES:
- Click **Main Menu** > **Show Office** > **Credit Card Types**.
- The **Credit Card Types** form opens.
- Complete or update any needed information.
- Click **Close** when you are finished.

6. STALLS:
- Click **Main Menu** > **Show Office** > **Stalls**.
- The **Stalls** form opens.
- Complete or update any needed information.
- Click **Close** when you are finished.

7. STALL GROUPS:
- Click **Main Menu** > **Show Office** > **Stall Groups**.
- The **Stall Groups** form opens.
- Complete or update any needed information.
- Click **Close** when you are finished.

*NOTE: For **Show Preferences** instructions from **EE**, click here and look at page 2.*

*NOTE: For **Show Fees** instructions from **EE**, click here.*

8. CLASSES:

- Click **Main Menu** > **Show Office** > **Classes**.
- The **Class** form opens.
- For each class, complete or update any needed information, including:
  - **Date**:
    - Click the **Edit Dates** button and enter your show date(s) (MM/DD/YYYY) then click **Close**.
    - For each class, use the date drop-down arrow to select the class date.
  - **Ring**:
    - Click the **Edit Rings** button and enter your show's rings (# and letters). Keep the name short as there is limited space on reports.
    - After scheduling, for each class, use the ring drop-down arrow to select the ring.
  - **Prize**: Enter the class prize, if there is one.
  - **Sponsor**: Enter the class sponsor, if there is one.
  - **Judge**:
    - Enter the judge names:
      - Click the **Edit Judges** button.
      - The **Judge** form opens.
      - Enter the judge's **First Name**.
      - Enter the judge's **Last Name** followed by the **rating** and the **state** (such as Mary Smith (S,VA)).
      - Click the form's **Close** button.
    - Select the judge(s) for the class:
      - After scheduling, for each dressage letter where you have a judge (E, H, C, M, B), use the drop-down arrow to select the judge(s) for the class.
- Continue until you have entered the information for all classes.
- You can return and edit this information at any time.
- Click **Close** when you are finished.

9. TEAMS:

- Click **Main Menu** > **Show Office** > **Teams**.
- The **Team** form opens.
- If your show has teams, enter the names of the teams when you know them.
- During the show, use the **Place** box to enter each team's place in the competition.
- Click **Close** when you are finished.

10. TEST DURATIONS:

- Click **Main Menu** > **Show Office** > **Test Durations**.
- The **Test Durations** form opens.
- Enter any needed changes.
- Click **Close** when you are finished.

CHAPTER II.7. REGISTER A SHOW WITH FVD

- After your show has been setup, you need to **Register** it with FVD. When you **Register** a show with FVD:
  - It is entered in FVD's database.
  - Your show is on the **FVD Online Entries, Ride Times and Results** page (click here) which lets people look up information about your show.
  - You can use the **FVD Entry Confirmation** system, which lets you communicate with your entrants regarding their entry.
- Click **Main Menu** / **Register Show**.
- The **Show Registration** form opens.
  - If any required information is missing, you get a message in red text.
  - Use the scroll bar to see all the information and find the missing information.
  - To correct an error, click **Edit Show Information** button.
- The **Validate** button is now red so you can validate your change. Click the **Validate** button.
- (Some types of information are not required at this time; for example, the name of the Technical Delegate.)
- Scroll through the information one last time to ensure no available information is missing.
- You are now ready to register your show.
- Click the **Register** button.
- You receive a **Fox Village Dressage** form indicating your show has been registered.
- Click **OK**.

CHAPTER II.8. PUBLISH A SHOW WITH EE

> **NOTE**: For **Publish Show** instructions from **EE**, *click here*.

- After your show has been setup, you need to **Publish** it with EE. When you **Publish** a show with EE:
  - It is entered in EE's database.
  - Puts the show on their online show calendar (click here) so people can enter your show online using EE.

- The first step is to enter and verify information so your show can be published with EE.

- Click **Main Menu** > **Publish Show**.

- The **Publish Show** form opens.
- ❶ **Prize List URL**: Enter the web address of the prize list.
- ❷ **Show URL**: Enter the web address for the show.
- ❸ **Online Entries Only**: Check this box if you will only accept online entries.
- ❹ **Stabling included in entry fee**: Check this box if your stabling fee is included in your entry fee.
- ❺ **Stabling Open Date***: Enter the first date stalls can be used.
- ❻ **Stabling Close Date***: Enter the last date stalls can be used.
- ❼ **Entries Open Date***: Enter the first date entries can be submitted.
- ❽ **Entries Close Date***: Enter the last date entries can be submitted.
- ❾ **Entries Close Time***: Enter the time entries closes.
- ❿ **Entries Close Time Zone***: Using the drop-down arrow, select the time zone.

Publish Show

Welcome to the Publish Show Process.

Warning: Do not close Fox Village Dressage or shut down your computer during the publish show process.

Field	Value
Prize List URL	❶ Enter the prize list URL.
Show URL	❷ Enter the show URL.
Online Entries Only	❸ ☐ Select if you require 100% online entries
Stabling included in entry fee	☐ ❹
Stabling Open Date *	❺ 1/31/2019
Stabling Close Date *	❻ 1/2/2020
Entries Open Date *	❼ 11/1/2019
Entries Close Date *	❽ 12/15/2019
Entries Close Time *	❾ 11:59:59 PM
Entries Close Time Zone *	❿ Eastern ▾
Do you accept late entries?	☑ If yes, you must create a late entry fee
Late Entries Close Date *	12/20/2019
Late Entries Close Time *	11:59:59 PM
Late Entries Close Time Zone *	Eastern ▾

Time Zone dropdown:
Atlantic
Eastern
Central
Mountain
Pacific
Alaska
Hawaii

> **NOTE**: Date format is MM/DD/YYYY

Review Show Information (Required to publish show)
- ☐ Class Report
- ☐ Show Fee Report
- ☐ Judge Report
- ☐ Test Report

Edit Show Fees

Custom message to entrants for the entry page where they choose "Horse, Owner, Rider, Trainer and Coach" — Type in customized message here regarding Horse, Owner, Rider, Trainer and Coach. If desired, give contact information on who to contact if the entrant has any difficulties.

Custom message to entrants for the entry page where they choose "Show Classes" — Type in customized message here regarding Stabling. If desired, give contact information on who to contact if the entrant has any difficulties.

Custom message to entrants for the entry page where they choose "Stabling" — Type in customized message here regarding Horse, Owner, Rider, Trainer and Coach. If desired, give contact information on who to contact if the entrant has any difficulties.

Custom message to entrants for the entry page where they choose "Custom Fees" — Type in customized message here regarding Custom Fees. If desired, give contact information on who to contact if the entrant has any difficulties.

Custom message to entrants for the entry page where they attach entry documents (Signature Page, Coggins etc.) — Type in customized message here regarding documents (Release Form, Coggins, Proof of Vaccination, etc.). If desired, give contact information on who to contact if the entrant has any difficulties.

Validate | Edit Show Information | Edit Show Preferences

* Required to publish show

☐ By checking this check box, you agree that the information in the reports is correct.

Equestrian Entries Login
User Name [   ]

Publish | Cancel

Continued on next page…

* = Required to publish show.

- ⑪ **Do you accept late entries?**
  Check the box if you accept late entries. If you check the box, the text below can be edited. Type in the following:
  - ○ ⑫ **Late Entries Close Date**: Enter the closing date for late entries.
  - ○ ⑬ **Late Entries Close Time**: Enter the closing time for late entries.
  - ○ ⑭ **Late Entries Close Time Zone**: Using the drop-down arrow, select the time zone.
  - ○ Click the ⑮ **Edit Show Fees** button to open the ⑯ **Show Fees** form.
    - ➤ Click the ⑰ **Custom Fees** tab.
    - ➤ If not already done, enter a late fee using the procedures in Show Fees.
    - ➤ Click ⑱ **Close** to return to the **Publish Show** form.

Publish Show

Welcome to the Publish Show Process.

Warning: Do not close Fox Village Dressage or shut down your computer during the publish show process.

NOTE: If you click the ⑭ Late Entries Close Date box, entrants may enter the show with EE through the late closing date. If you do not click this box, entrants must enter the show through the official ⑪ Entries Close Date.

Prize List URL	
Show URL	
Online Entries Only	
Stabling included in entry fee	
Stabling Open Date *	1/31/2019
Stabling Close Date *	1/2/2020
Entries Open Date *	11/1/2019
Entries Close Date *	12/15/2019
Entries Close Time *	11:59:59 PM
Entries Close Time Zone *	Eastern
⑪ Do you accept late entries?	☑ If yes, you must create a late entry fee
⑫ Late Entries Close Date *	12/20/2019 Edit Show Fees
⑬ Late Entries Close Time *	11:59:59 PM
⑭ Late Entries Close Time Zone *	Eastern ⑮

Review Show Information (Required to publish show)

☐ Class Report
☐ Show Fee Report
☐ Judge Report
☐ Test Report

Custom message to entrants for the entry page where they choose "Horse, Owner, Rider, Trainer and Coach" — Type in customized message here regarding Horse, Owner, Rider, and Coach. If desired, give contact information on who to contact if the entrant has any difficulties.

NOTE: After you have published your show:
- *DO NOT CHANGE CLASS NUMBERS*
- *DO NOT DELETE ANY FEES.*

Custom message to entrants for the entry page where they choose "Show Classes" — Type in customiz... contact inform...

Custom message to entrants for the entry page where they choose "Stabling" — Type in customized message here regarding Horse, Owner, Rider, Trainer and Coach. If desired, give contact information on who to contact if the entrant has any difficulties.

Custom message to entrants for the entry page where they choose "Custom Fees" — Type in customized message here regarding Custom Fees. If desired, give contact information on who to contact if the entrant has any difficulties.

Custom message to entrants for the entry page where they attach entry documents (Signature Page, Coggins etc.) — Type in customized message here regarding documents (Release Form, Coggins, Proof of Vaccination, etc.). If desired, give contact information on who to contact if the entrant has any difficulties.

* Required to publish show

...ferences
...mation in the reports is correct.

Publish   Cancel

Show Fees ⑯

Tabs: System Fees | **Custom Fees** ⑰

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
Change Fee ($10)	10.00	OF	☐	☑	Custom Fee	Yes
Competitor Party ($30)	30.00	OF	☐	☑	Custom Fee	Yes
Day Horse Stall ($80/day)	80.00	SS	☐	☑	Day Stall	per Day
Day Tack Stall ($80/day)	80.00	ST	☐	☑	Tack Stall	per Day
GMO Non-Member Fee ($10)	10.00	OF	☐	☑	Local 1 Level	per Show
Late Fee ($50/entry)	50.00	OF	☐	☑	Late Fee - per Entry (if applicable)	per Show
Mailed Entry Fee ($15)	15.00	OF	☐	☑	Custom Fee	Yes
Night Watch ($15/entry) (mandatory)	15.00	OF	☑	☑	Mandatory	No
Non-Compete Horse ($40/horse)	40.00	OF	☐	☑	Custom Fee	Yes
Office Fee ($30/entry)	30.00	OF	☑	☑	Office Fee	per Show
Shavings ($10/bale)	10.00	SB	☐	☑	Shavings/Bedding	No
Show Horse Stall ($160/show)	160.00	SS	☐	☑	Overnight Stabling	per Show
Show Tack Stall ($160/show)	160.00	ST	☐	☑	Tack Stall	per Show
USDF 1 YR Participating Memb ($90)	90.00	OF	☐	☐		
USDF HID Appl ($35)	35.00	OF	☐	☐		
USDF Lifetime Reg ($115)	115.00	OF	☐	☐		
USEF 1 YR Senior Memb ($80)	80.00	OF	☐	☐		
USEF Annual Horse Rec ($95)	95.00	OF	☐	☐		
USEF Lifetime Horse Rec ($300)	300.00	OF	☐	☐		
*	0.00					

Qualifying Class Entry Fee	15.00

Warning: If you have previously published this show, do not delete any of the show fees.

A - Automatic
OE - Publish with online entry submission
* - Applies to online entry submission only

➕ ➖   Close ⑱

Time zone dropdown:
- Atlantic
- **Eastern**
- Central
- Mountain
- Pacific
- Alaska
- Hawaii

- ⓳ **Custom message to entrants for the entry page where they choose "Horse, Owner, Rider, Trainer and Coach"**: Type in a message, if desired.
- ⓴ **Custom message to entrants for the entry page where they choose "Show Classes"**: Type in a message, if desired.
- ㉑ **Custom message to entrants for the entry page where they chose "Stabling"**: Type in a message, if desired.
- ㉒ **Custom message to entrants for the entry page where they choose "Custom Fees"**: Type in a message, if desired.
- ㉓ **Custom message to entrants for the entry page where they attach entry documents (Signature Page, Coggins, etc.)**:Type in a message, if desired.
- ㉔ **Class Report**: Click the button. The FVD **Class Report** opens. Review the report and make any corrections. Close the report. The check box is automatically checked.
- ㉕ **Show Fee Report**: Click the button. The FVD **Show Fee Report** opens. Review the report and make any corrections. Close the report. The check box is automatically checked.

- ㉖ **Judge Report**: Click the button. The FVD **Judge Report** opens. Review the report and make any corrections. Close the report. The check box is automatically checked.
- ㉗ **Test Report**: Click the button. The FVD **Test Report** opens. Review the report and make any corrections. Close the report. The check box is automatically checked.
- For 27-30 above, if any required information is missing, a ㉘ **Fox Village Dressage** message opens. If a message opens, first click ㉙**OK** then close **Publish Show** by clicking ㉚ **Cancel** and enter the needed information in FVD. If the message does not open, all required information has been entered but you still need to check for accuracy.

* = Required to publish show.

- If you need to change show information, click ㉛ **Edit Show Information**.
- If you need to change show preferences, click ㉜ **Edit Show Preferences**.
- After entering all the required information, click the �33 **Validate** button. The button text turns red after all the forms have been opened and viewed.

- The **Validate** button no longer has red text, indicating the information has been validated.
- The xx **By checking this check box, you agree that the information in the reports is correct** text is now in black.

- �34 Check the box.
- Enter your �35 **Equestrian Entries Login UserName**.
- Click ㊱ **Publish**.

- A ㊲ **Fox Village Dressage** form opens letting you know the show was uploaded successfully.
- Click ㊳ **OK**.
- You will receive an email called "Publish Show – Your Show Name" informing you that the show was published. You will receive a rejection email if EE finds an error.

CHAPTER II.9. SNAIL MAIL AND EMAIL PRIZE LIST

SNAIL MAIL PRIZE LIST:
- Now that you have set up a show, if you have names and addresses from previous shows (they are in your HR.hdf file), you can easily send them the prize list via snail mail using mailing labels.
- Select **Main Menu** > **Reports** > **Pre-Show** > **Prize List Labels**.
- The **Prize List Labels** report opens.
- Enter the **Last Show Date** that you would like included; use the date format MM/DD/YYYY.
- Check either **Last Name, First Name** sort order or **Zip Code, Last Name, First Name** sort order.
- Click **OK**.
- The **Prize List Labels** form opens.
- Check the labels to ensure they are the ones you intend to print.
- Click **Print** to print the labels.
- Click **Close Print Preview** to close the report.

EMAIL PRIZE LIST:
- It is a lot easier, and cheaper, to email your prize list!
- First you copy the email addresses to your clipboard, then you email the prize list (or a link to the prize list) using the copied email addresses.
- Select **Main Menu** > **Show Office** > **E-mails to Clipboard**.
- The **E-mails to Clipboard** form opens.
- The **E-mail Filter** lets you select
  - Riders in Show
  - Owners in Show
  - Trainers in Show
  - Coaches in Show
  - All People in Show
  - All People in HR Database
- To copy the email addresses of all People in your HR.hdf file to the clipboard:
  - Click the radial button of **All People in HR Database** to get a list of all people in the database.
  - If you only want people that participated in a show since a particular date, enter the date in **Last Show Date.**
  - Click **OK.**
  - The email addresses are now in your clipboard.
- Compose and send the email:
  - Open your default email program.
  - In the **TO:** box, enter your email address (so you get the email).
  - Place your curser in the **BCC:** box (IMPORTANT: using BCC – blind carbon copy – ensures you are not broadcasting the email addresses to everyone) and select **Paste** (or keyboard **Ctrl V**). The email addresses in your clipboard are pasted into the **BCC:** box.
  - Compose your email with a **Subject** that clearly indicates the message is about the show.
  - Type in any message you want to provide.
  - Include your prize list in the email using one of two methods:
    - Attach the prize list file to the email. This may not be a good method if it is a large file.
    - Include the URL (web address) to the prize list that you have already posted on your web site. This is the better method as it does not clog email systems with attachments.

HORSE & RIDER DATABASE MANAGEMENT:

- The **HR.hdf** file (**Horse & Rider** data file) contains information (data) for horses and people (riders/handlers, owners, trainers, and coaches). The file can be used for multiple shows and multiple years, making repeated entries unnecessary. However, some of the data can get very old and the file can very get large. After a while, it is therefore necessary perform **Horse & Rider Database Management** and to check the data before adding entries for your show.
- Select **Main Menu** > **Show Office** > **Horses & Rider Database Management**.
- The **Horse and Rider Database Management** form opens.

- Click the **Last Show Date** tab.
- Use the default selections.

- Click the **Purge Records** tab.
- Each **record** is the data for an individual **person** or **horse**. When a record is purged (deleted), that person or horse is no longer in your HR.hdf file. FVD helps you purge old records so the file does not get too large or inaccurate due to old data.
- Enter a date for which people and horse data that have not been use since that date will be purged. Date format is MM/DD/YYYY.
- Click **OK**.
- This deletes old, inactive people and horses.

- Click the **Clear Check Boxes** tab.
- This step clears check boxes that were checked in previous shows. This lets you verify all the data as newly entered/verified.
- For **Clear All**, select all that apply. The most common selections are USEF Cards, USDF Cards, Coggins, and Vaccines.
- Click **OK** to save your selections.

- Click **Close**.

INTRODUCTION:
- You will receive entries in one of three methods:
  1. Entries imported electronically via EE. You receive this entry via email notification.
  2. Entries prepared with EE, then printed and snail mailed. When you receive this entry, you download the entry data, less supporting documents, via the EE web site.
  3. Entries that did not use EE, are usually handwritten, and are snail mailed.
- The first two methods allow download of entry information directly into FVD.
- The third method requires you to hand-enter the entry information. Some shows charge a fee for this type of entry.
- We will start with method 1.

EE EMAIL:
- When EE receives an entry for your show, you will receive an email from EE similar to the following (the appearance will vary, depending upon your default email program):
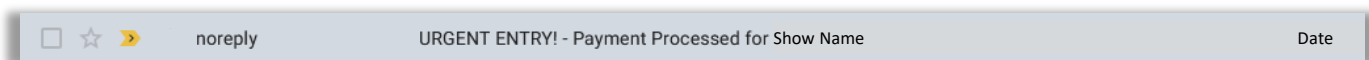
- Open the email.
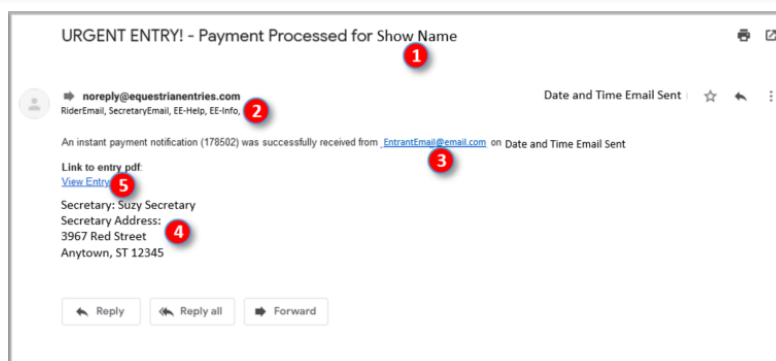
- The email has:
  - ❶ **Show Name**.
  - ❷ **Rider Email**, **Secretary Email**, **EE Help Email**, **EE Info Email**.
  - Verification of online payment, including the ❸ **Entrant Email** (email of person who submitted entry).
  - ❹ **Secretary** name and address.
  - ❺ **Link to entry pdf:** View Entry
- Click ❺ **View Entry**.
  - You are prompted to login to EE. Enter your **username** and **password** and click **Login**.
  - The entry opens as a **PDF file**.
  - **Print** the entry (do not use duplex as you may need to replaces pages later on).
  - If desired, **save the PDF file**. The file's EE number is the filename. You may want to rename the file. I use **RiderLast-HorseName.pdf** so the file is easy to find (you can also get the file from the EE web site any time you need it).
- The EE entry PDF has:
  - EE Cover Page
  - EE Entry Page
  - EE Classes Page
  - EE Stabling Page
  - EE Memberships Page
  - EE Release Form Page
  - EE Coggins Page
  - EE Vaccinations Page
  - EE SafeSport Page(s)
  - EE Other Documents

IMPORT ENTRY INTO FVD:

- The ❶ **Online Entry Processing** form opens with an entry displayed.
  - Click the ❷ **Previous Entry** button to select the previous entry.
  - Use the ❸ **Entry (Lookup)** drop-down arrow to select a different entry from the list.
  - Click the ❹ **Switch To** button to change the sort of the entry list.
  - Click the ❺ **Next Entry** button to select the next entry.
- ❻ **EE Tracking #** is the number used by EE to track the entry. If you have a question about an entry, EE staff will need this number.
- ❼ **Submitted / Paid Online** lets you know the entry was paid online and submitted by the entrant. It takes a little while for the payment information to enter into EE; therefore, ensure a bit of time has passed before you process the entry.
- ❽ **Entry #** is where you enter your show's entry # (the same as the bridle #). This is required before you import.
- ❾ **Ready for Import** lets you know the entry is ready for you to import into your FVD show file after you use the Add and Merge features (see below).
- Click the ❿ **Help** button for hints on importing entries.
- The ⓫ LEFT group of data is entry data in the EE database. You do not edit this data.
- The ⓬ RIGHT group of data is entry data to be entered into your show.
  - If there is already data in the right box, the person/horse is already in your HR.hdf file. If there is no data in the box, the person/horse is not already in your HR.hdf.
  - Use the ⓭ right arrow to add the horse or person to the right group of data. Add the Owner first, then the Horse, Rider, Trainer and Coach (if provided).
  - If the ⓮ **Merge** button is checked, the data in the EE entry will import into your show and will overwrite any data already in your HR.hdf.   IMPORTANT - Uncheck the merge button if you know your FVD HR.hdf data is correct (perhaps from a previous entry in this show), so you do not want to overwrite existing data.

SECTION II. BEFORE THE SHOW

CHAPTER II.11. ENTER EE ONLINE ENTRIES > IMPORT ENTRY INTO FVD, CONT'D.

- The **15** **Import** button is used to import the entry you are viewing.
- The **16** **Entries** button opens the Entries form of FVD. Use this to view the entries already in your show.
- **17** **Filter by ☐ Ready for Import** – if the box is checked, you will only see entries that are ready for import. Uncheck to box to see all entries, including those that are not ready to import.
- **18** **Filter by ☐ Paid Online** – if the box is checked, you will only see entries that have paid online.
- If you need to login to EE (you can only stay logged in for a short time), enter your information in the **19** **Username** and **20** **Password** boxes and click **21** **Login**.
- Click **22** **Close** to close the Online Entry Processing form.

CHECK THE IMPORTED ENTRY:

- Click **Main Menu** > **Show Office** > **Entries**.
- The **Entry** form opens with the **Summary** tab open.
- Using the **Entry (Lookup)** drop-down arrow, scroll down to the last entry on the list. This is the entry you just imported.
- To open the entry, click on it.
- Screen and update the entry.
- Using the **Entry Memo** box, annotate if the entry is complete, if there is a deficiency, etc.
- To notify the entrant of the status of the entry, use **Upload Confirmations**.
- The **Confirmation Mailed** box will automatically be checked.

- Congratulations. You have just completed importing an entry!

- Repeat for the next entry you want to import.

CHAPTER II.12. ENTER SNAIL MAILED SHOW ENTRIES CREATED WITH EE, CHAPTER II.13. ENTER SNAIL MAILED SHOW ENTRIES

ENTER SNAIL MAILED ENTRIES CREATED WITH EE:

- Some entrants create an entry on EE but do not pay online; instead, they print the entry and mail it to you with a payment check and (hopefully) entry documents (Coggins, release form, etc.).
- When you receive such an entry, you can download the entry data into FVD, so you do not have to type it in. Whew!
- Click **Import Online Entries**.
- If you are not currently logged into EE, an **Import Online Entries** form opens.
- Enter your **EE User Name**.
- Click **OK**.
- The **Online Entry Processing** form opens.
- Click the **Filter by ☐ Ready for Import** and **Filter by ☐ Paid Online** check boxes so they are both unchecked.
- Use the **Entry (Lookup)** drop-down arrow and click on the entry you want to download.
- The entry data will appear on the left column of information.
- Enter the **Entry #** (bridle #).
- Using the **Add** arrow and **Merge** box, as needed, populate the entry data on the right column of information.
- Click **Import**.
- The data will import into FVD in the usual manner.

ENTER SNAIL MAILED SHOW ENTRIES:

- Before we had FVD and EE, dressage show entries were completed by hand by the entrant and snail mailed with a check and supporting documents (Coggins, release form, etc.).
- When received by the show secretary, s/he then had to interpret handwriting and avoid typographical errors while hand typing in ALL the information. This was a very labor-intensive and error-prone exercise.
- Even though we now have FVD and EE, a few entrants continue to submit handwritten snail mailed entries.
  - Some shows avoid this by requiring the use of EE for all their entries.
  - Some shows minimize handwritten entries by charging an extra fee for them.
  - Some shows just allow handwritten entries without any penalty.

- The process for handwritten entries is similar to that for EE entries, except for entering the data by hand and taking a LOT of extra time.
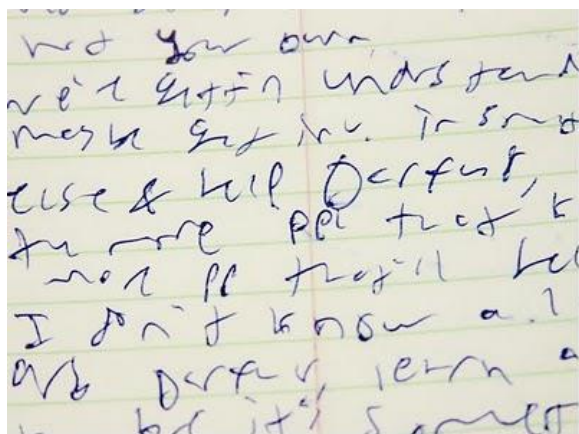
Typical handwriting on a
handwritten show entry!!!!

Typical Show Secretary entering a
handwritten show entry!!!!

CHAPTER II.14. SCREEN SHOW ENTRIES

> **NOTE**: *The following are sources for people USEF & USDF memberships and horse USEF recordings & USDF registrations:*
> - *www.EqVerification.org*
> - *USDF Print Horse Card*
> - *USDF Print Membership Card*
> - *USEF Horse Search*
> - *USEF People Search*
> - *FVD Main Menu > Show Office > USDF Membership Verification (see FVD User Manual)*
> - *FVD Main Menu > Show Office > USEF Membership & SafeSport Verification (see FVD User Manual)*

- While you review/input/correct/update show entries, you are also screening them for the **MANY** show entry requirements. This chapter and its supporting appendices is an overview of the screening of show entries. The information is pertinent to all three methods of entry receipt:
- Each entry packet must be screened for completeness. If the packet is incomplete, the entrant may not be allowed to participate in the show. Additionally, show management may be charged uncollected fees and/or fined by USEF and/or USDF; therefore, be meticulous with this step. If the packet was prepared with EE then submitted electronically or snail mailed, it will be pre-screened by EE; however, you still need to review the packet to ensure everything is included and is correct. If the packet was handwritten and snail mailed to you, it is not pre-screened – you must both screen and type in the information.
    - Entries imported electronically via EE.
    - Entries prepared with EE, then printed and snail mailed.
    - Entries that did not use EE, are usually handwritten, and are snail mailed. Some shows charge a fee for this type of entry.

> See FVD User Manual ENTRY REVIEW AND MANAGEMENT SUGGESTIONS for creation and use of this label.

- The following USDF references will assist you:
    - **2019 USDF Entry Checklist** – Click here.
    - **2019 USDF Membership Information/Requirements** – Click here.
    - **2020 USDF Generic Competition Entry Form** – Click here.
    - **2018 USDF Membership Exception List** – Click here.
    - **2018 USDF Acceptable Proof of Membership** – Click here.
    - **USDF Membership and Horse Registration Requirements** (chart) – Click here.
- The following materials are provided in the FVD User Manual's Appendix Section to assist you:
    - Method to screen entries: ENTRY REVIEW AND MANAGEMENT SUGGESTIONS.
    - Summary of membership requirements for USEF and USDF Membership Requirements for Non-Qualifying Classes.
    - Summary of membership requirements for USEF and USDF Membership Requirements for GAIG Qualifying and Championship Classes.

RIDER LAST				1 2 B
RIDER FIRST				
HORSE				
BRIDLE #				AA JYR OPEN
ITEM	**OK**	**STATUS**		**FIX**
Rider USEF Member		CM / NM$ / EX / NO		
Rider USDF Member		PM / GM / NM$ / EX / NO		
Rider SafeSport		YES / NA / NO		
Owner USEF Member		CM / NM$ / EX / NO		
Owner USDF Member		PM / BM / GM / NM$ / EX / NO		
Owner SafeSport		YES / NA / NO		
Trainer USEF Member		CM / NM$ / EX / NO		
Trainer SafeSport		YES / NA / NO		
Horse USEF Recording		LIFE / ANN / HID / EX / NO		
Horse USDF Registration		LIFE / HID / EX / NO		
GAIG Q		YES / NO / NA		
Complete Payment		YES / NO		
Owe $_____		OWE / PD		
Refund $_____		REF / PD		
Horse Stall?		H-FS / H-SS / H-FSS / NO		
Tack Stall?		T-FS / T-SS / T-FSS / NO		
Rider Signature		YES / NO		
Owner Signature		YES / NO		
Trainer Signature		YES / NO		
Parent/Guardian Signature		YES / NO / NA		
Coggins		YES / NO HORSE NAME		
Proof of Vaccination		YES / NO HORSE NAME		
MFS Q Test		YES / NO / NA		

> **NOTE**: *Make your TD very happy: When you have completed an entry, print out the **FVD Entry Confirmation Report** (see Confirmation Notification) and attach it to the front of the entry packet documents. You can use it to track receipt of originally missing information and the TD can use it to understand the entry and help verify that it is complete.*

- **Organize Each Entry**: Collect the entries for the day. There are a variety of methods to organize the paperwork for each entry; they include:
  - Place the entry in a 9" x 12" envelope (a different color than 9" x 12" rider packet envelopes) and place in an alphabetical file.
  - Place the entry in a clear document protector and place in an alphabetical file or a three-ring notebook.
  - Paperclip the entry and place in an alphabetical file.

- **Entry Numbers**: Assign a unique number that will be the bridle number and entry number. This number is entered in FVD and is written on the entry packet.

- **USEF and USDF Membership Requirements**:
  - The USEF and USDF membership requirements are explained in USEF AND USDF PEOPLE & HORSE MEMBERSHIP REQUIREMENTS & EXEMPTIONS.
  - If the entry has NOT requested ANY GAIG qualifying classes:
    - **Horse USEF #**: Must have USEF Lifetime Recording, USEF Annual Recording, USDF Lifetime Horse Registration (LHR), or USDF Horse Identification Number (HID).
    - **Horse USDF #:** Must have USDF Lifetime Horse Registration (LHR) or USDF Horse Identification Number (HID).
    - **People USEF #**: Owner, rider, and trainer must be a current USEF Competing Member or each must pay USEF Show Pass fee (one fee per show per person, not one fee per entry).
    - **People USDF #**: Owner must be a current USDF Participating Member, USDF Business Member, or USDF Group Member, or must pay the USDF non-member fee (one fee per show per person, not one fee per entry). Rider must be a current USDF Participating Member, USDF Group Member, or must pay the USDF non-member fee (one fee per show per person, not one fee per entry).
  - If the entry HAS requested ANY GAIG qualifying classes:
    - **Horse USEF #**: Must have USEF Lifetime Recording or USEF Annual Recording.
    - **Horse USDF #**: Must have USDF Lifetime Horse Registration (LHR).
    - **People USEF #**: Owner, rider, and trainer must be current USEF Competing Members.
    - **People USDF #**: Owner must be a current USDF Participating Member(s) or Business Member. Rider must be a current USDF Participating Member.
  - **Membership Exemptions**:
    - Riders/owners/trainers participating only in USDF Introductory Level and/or Opportunity classes are exempt from USDF and USEF memberships (and the USEF show pass and USDF non-member fees). Horses entered only in these classes are exempt from USEF horse registration and USDF horse recording.
    - The trainer parent of a minor is also from USEF & USDF memberships.
    - Other exemptions: Click here for the USDF exceptions (exemptions) document.
  - Entries should include verification of the above. If information is missing, use the following sources:
    - www.EqVerification.org
    - USDF Print Horse Card
    - USDF Print Membership Card
    - USEF Horse Search
    - USEF People Search
    - *FVD Main Menu > Show Office > USDF Membership Verification (see FVD User Manual)*
    - *FVD Main Menu > Show Office > USEF Membership & SafeSport Verification (see FVD User Manual)*
- **Owner, Rider/Handler, and Trainer Contact Information**: Check that all lines are completed. If an owner, rider/handler, and/or trainer are the same person, use of the word "same" is allowed. Note the blank areas so they can be completed prior to the show or during registration.

- **Stabling**: Check the stabling requests to determine the stall group with whom an entry wants to be stabled. Note stallions as they require special stabling arrangements (strong stalls and not near mares).

- **USDF/USEF Release Form Signatures**: Examine the USDF/USEF Release Form for correct signatures. There must be a signature for the <u>rider</u> (entries with riders under age 18 need both the rider's signature and a parent's/guardian's signature), the <u>owner</u>, and the <u>trainer</u>.   A <u>coach</u> signature is optional. Parents/guardians who sign for their children in the rider, owner, or trainer boxes are <u>not</u> required to have USEF or USDF memberships, and they are not required to pay a non-member fee.   If the rider, owner, and/or trainer are the same person, you still need all three signatures. Copies of signature pages and electronic signatures are allowed.

- **Freestyle Classes**: Entries for freestyle classes in non-championship shows must include a copy of the highest test of the freestyle level or any test of the next highest level that shows a minimum score of 63% for USEF/USDF tests and 60% for FEI tests. Examples: To ride a second level freestyle, a copy of the score sheet face sheet with the name of the USEF/USDF show, the rider, the horse, the class, the test score and the name of the judge from either second level test 3, or any higher level test, must be submitted. To ride a Grand Prix MFS a GP test sheet with a score of 60% or higher must be provided. <u>Click here</u> for musical freestyle information on the USDF web site.

- **Entry Fees**: Check to ensure the correct entry fees have been provided. Add the fees to ensure the addition is correct (EE and FVD also do the math for you). Ensure that the USEF D&M fee has been included, that the non-member fees have been included, and that the credit card fee has been entered (where applicable). Note any fee still due or any amount that must be refunded. If one check with payment for two or more entries has been submitted, in FVD you will enter the check number and the amount included for each entry.

- **Coggins**: In most regions, a legible current Coggins (blood drawn within one year of the show date(s) with the same horse name as the name of the horse in the show entry) is required for all entries.   Ensure the Coggins form was included. NOTE: THE HORSE IS NOT ALLOWED OFF THE HORSE TRAILER UNTIL A LEGIBLE COPY OF A CURRENT COGGINS IS PRESENTED TO THE SHOW SECRETARY.

- **Proof of Vaccination**: If your show requires this document in the show entry, check to ensure it complies with USEF GR845, has the correct horse name, and is dated within six months of the show.

- **Other Requirements:** Check for fulfillment of other requirements specific to your competition.

NOTE: Incomplete entries are a big problem. Unfortunately, they are VERY common – in my experience they comprise one-third to one-half of all entries received for a show. Also unfortunately, either the show secretary must work very hard to have complete entries, time and effort that are not necessary, or many entrants could be denied participation on show day. However, entrants are accustomed to providing incomplete entries then bringing information to the show. This takes time in the show office and the chance of an incomplete entry if documents are not adequate or forgotten. I encourage ALL shows to request complete entries before the show so this problem could disappear. One approach is the collection of high additional fees for missing information.

NOTE: You need to determine when you want to obtain missing entry information. Some entry/show secretaries inform competitors of deficiencies and ask them to bring documents/money to the show. Other entry/show secretaries try to have packets completed prior to the show; this is the author's preference as it provides a smoother running of the show. Use the FVD Entry Confirmations system and separate email to inform competitors of deficiencies and, as needed, remind them to submit the information/money/etc. prior to the show. You may want to consider a surcharge for entries that are not complete prior to the beginning of the show; however, this MUST be written in the prize list.

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*NOTE: **What is a late entry?** For most shows, an entry RECEIVED by the show secretary AFTER MIDNIGHT OF THE CLOSING DATE is LATE. The definition of late for your show should be included in the prize list.*

BACKGROUND:

- **EE and Handwritten Entries**:
  - This chapter covers details of a FVD entry for both EE and handwritten entries; therefore, some of the data may already be present (EE entries) or you may need to hand enter the information (handwritten entries).
  - Instructions for each type of entry are color coded: **EE entries information is blue**, **handwritten entries information is green**, and **information both types is black**.
  - If you only/mainly use EE entries, you should still read the handwritten entries information as it will guide you to review/correct/update/verify your EE entries.

- **Unique Entry #**: For each show, each entry – horse and rider combination – must have a **unique** entry #. For example, once you use entry #100, that number cannot be used again. This unique entry # is used for:
  - Entry # entered when importing EE entries. It is imported into FVD.
  - Entry # hand typed in FVD when recording handwritten entries.
  - Bridle # worn during the competition.

- **People and Horses**:
  - In FVD, each **person** is listed once in the Horse & Rider file (HR.hdf). If a person is in another role in the same entry, or is in another entry, the person's information and membership verifications do not have to be entered again.
  - In FVD, each **horse** is listed once in the Horse & Rider file (HR.hdf). If a horse is in another entry, the horse's information and recordation/registration verifications do not have to be entered again.

- **Duplicate People and Horse Names**:
  - FVD allows **duplicate** people and horse names.
  - For example, you are allowed to enter the name **Susan Smith** more than once because there may be more than one person with this name. You can also enter the horse name **Black Beauty** more than once because there may be more than one horse with this name.
  - However, this also allows you to accidentally enter one person or horse multiple times or select the wrong person or horse for an entry.
  - You need to be judicious when you add and/or edit new people and horses – you need to ensure you have selected the correct person or horse. The best way to check this is to look at the USEF and USDF numbers.

- **Overwriting the HR.hdf File**: For an EE entry, for a person or horse already in your HR.hdf file, you have the option to overwrite the person's or horse's data in your HR.hdf, or not to overwrite it. If you know the HR.hdf file is accurate, do not overwrite it. See EE Online Entries > Import Entry into FVD > Online Entry Processing for details.

- **Saving Data**: **FVD Entry** form has seven tabs. As you enter FVD entry data, it will not be saved until you click a different tab.
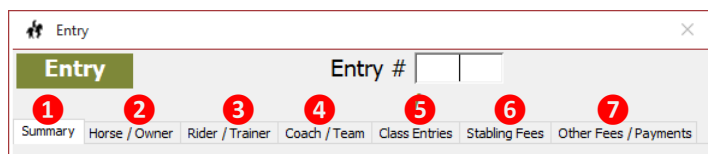
WHAT IS AN ENTRY?:

- Dressage shows have **Entries** – horse and rider combinations – that ride dressage tests.
- Each horse/rider combination in the show is a separate entry. If Rider 1 rides both Horse 1 and Horse 2, **Rider 1 / Horse 1** is one entry and **Rider 1 / Horse 2** is a second separate entry.
- Each **Entry** must be entered into the FVD program. **Entry** information includes details about the horse, the people [owner(s), rider, trainer, coach (optional)], team (if your show has teams), classes, stabling and associated fees, other fees, and payments.
- The **Entries** function of the FVD program is where you enter this information.

RIDER 1	HORSE 1

ENTRY 1

RIDER 1	HORSE 2
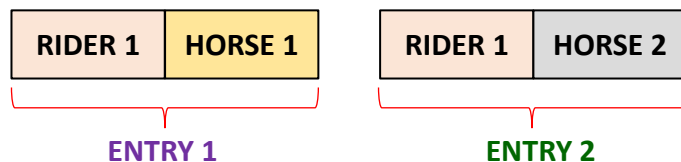
ENTRY 2

ENTRY FORM:

- Select **Main Menu** > **Show Office** > **Entries**.
- The ❶ **Entry** form > ❷ **Summary** tab opens.
- There are ❸ seven folder tabs to move you from place to place as you enter/review/update **Entry** information:
  1. Summary
  2. Horse / Owner
  3. Rider / Trainer
  4. Coach / Team
  5. Class Entries
  6. Stabling Fees
  7. Other Fees / Payments
- You will proceed in this order as you enter/review/update entry information.
- At the bottom of the **Entry** form there is a series of tools:
  - o ❹ **Previous Entry**: Go to the previous entry
  - o ❺ **Entry (Lookup)**: Enter text to search for a horse, rider, owner, or entry number
  - o ❻ **Switch to …** button: Click the button to switch the look up field for the **Entry (Lookup)** box between Horse, Rider, Owner, or Entry number. See below for details.
  - o ❼ **Next Entry**: Go to the next entry
  - o ❽ **Add Entry**: Add a new entry
  - o ❾ **Delete Entry**: Delete current entry
  - o ❿ **Upload Confirmations**: Upload entry confirmation to the entrant.
  - o ⓫ **Close**: Close the form.

SEARCH FOR ENTRY #, RIDER, HORSE, OR OWNER:

- The **Entry** window is also used to search for entered entries. When you open the **Entry** window, the default **Lookup** is ❶ **Entry (Lookup)**. This lets you use the entry # to find the entry.

- Using the ❷ **Switch to …** button, you can search your entries by selecting the following and using their drop-down arrow:
  - ❸ **Entry # (Lookup)**
  - ❹ **Rider (Lookup)**
  - ❺ **Horse (Lookup)**
  - ❻ **Owner (Lookup)**

- For example, if you want to look up an entry for which you know the Rider name but not the Entry #, using the ❷ **Switch to …** button, select ❹ **Rider (Lookup)** then, using the drop-down arrow, select the Rider from the list or type the name in the box and press **Return**.

OPEN ENTRIES:

• Select **Main Menu** > **Show Office** > **Entries**.

ADD ENTRY & ENTRY #:

• The ❹ **Entry** window opens with the ❺ **Summary** tab displayed.

EE entry:

• Use the ❻ **Entry (Lookup)** drop-down arrow and select the entry.
• Many of the boxes will be populated with data that you now need to review, verify, and update, as needed. Other boxes need to be completed by you.
• Use the information for a handwritten entry to review/correct/update the rider, including membership verification, which is NOT entered by EE.

Handwritten entry:

• To add a new entry, click ❼ **Add Entry**.
• For the new entry, in the ❽ **Entry #**, enter the ❾ entry/bridle number that you wish to use (e.g. 1, 101, 1003, etc.).

• The ❽ entry number is now in the box.

HORSES > NAME IN HR.hdf:

EE entry:
- The horse's name will already be entered.
- Check capitalization; sometimes **MSJ** Happy Horse is entered as **Mjs** Happy Horse. Correct this capitalization.

Handwritten entry:
- A horse may or may not already be in the HR.hdf database. You have two options to determine this.
- Using the ❶ **Horse (Lookup)** drop-down arrow and the ❷ scroll bar, look for the ❸ name of the horse.
  - If the name is on the list, select it.
  - If the name is NOT on the list, go to ❹ on the <u>next</u> page.

- Alternately, start typing the horse name in the ❹ **Horse (Lookup)** box.
- If the horse's name is in the HR.hdf file, as you type, the name of the horse will appear. In this example, **av** was typed and the program provided **iani**, for the name **Aviani**.
- When the complete correct horse name appears in the box, press **Enter**.

- The ❺ **Horse** name and the ❻ **Owner** name are entered (FVD automatically enters the Owner).
- This method can be hazardous if the HR.hdf has two (or more) horses with the same name. Because of this, using the drop-down arrow may be a safer method.

HORSES > NAME **NOT** IN HR.hdf:

EE entry:
- The EE import enters the horse information.
- Use the instructions for a handwritten entry to add/review/correct/update the horse information, including membership verification, which is NOT entered by EE.

Handwritten entry:
- If the horse's name is <u>not</u> on the list (is not in the HR.hdf file), you will get a ❶ **Fox Village Dressage** message telling you so.
- Click ❷ **OK**.
- Press the **Esc** key to clear the typing in the ❸ **Horse (Lookup)** box.
- Sometimes FVD will not let you go forward from here. If that happens, close and reopen the program, then go to step ❹ .

> **NOTE:** Do <u>not</u> perform **Step** ❹ unless you are <u>positive</u> that you want to enter a new horse into the program. Once you click the Add Horse button, you cannot cancel the action – you are required to enter a horse. If needed, enter the name of a fictitious horse (use AAAA so it is easy to find) then delete it later as in *Delete a Horse*.

- Click on the ❹ **Add Horse** button.

> **NOTE:** You can also enter a horse by clicking **Main Menu > Show Office > Horses**.

SECTION II. BEFORE THE SHOW

CHAPTER II.15. DETAILS OF A FVD ENTRY > HORSES > NAME NOT IN HR.hdf, CONT'D.
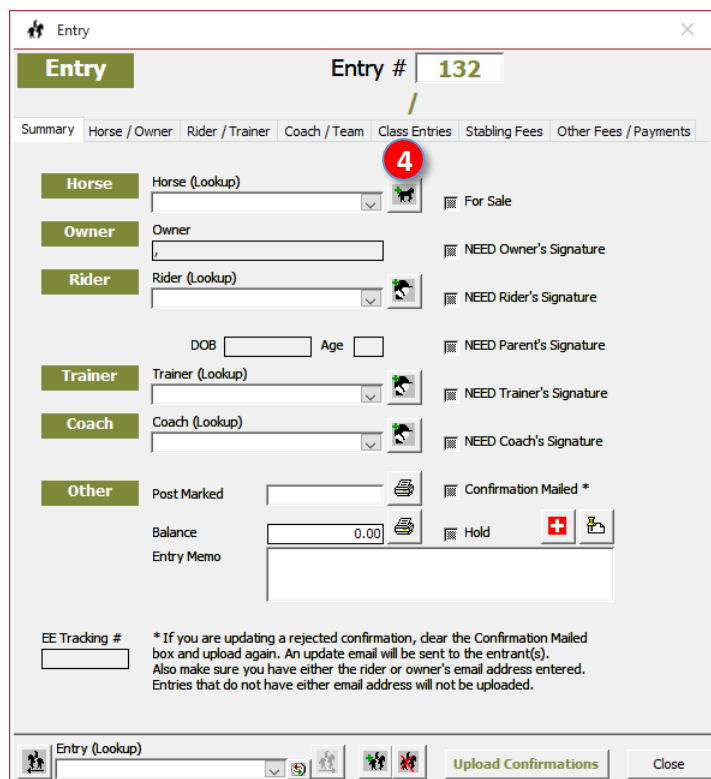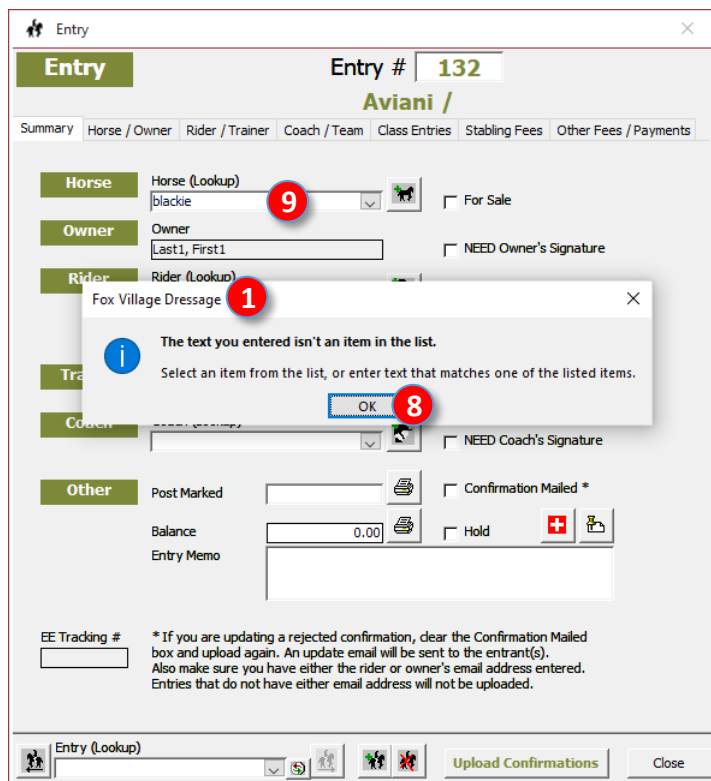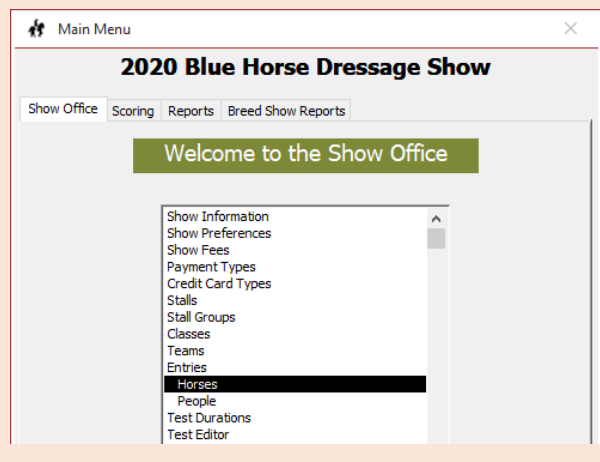
- The ❺ **Horse / Owner** form opens.
- ❻ **Name**: Type in the horse's name.
- ❼ **Breed**: (optional) Enter the horse's breed (up to 30 characters; however, abbreviations are better as they fit better on FVD reports):
  - First use the ❼ **Breed** drop-down arrow and select from the list.
  - If the breed you typed in is <u>NOT</u> on the list:
    - ➤ You get a ❽ **Fox Village Dressage** information message.
    - ➤ Click ❾ **OK.**
    - ➤ Press **Esc** to delete your typing.
    - ➤ Click the ❿ **Edit Breeds** button.
    - ➤ The ⑪ **Breed** form opens.
    - ➤ Enter the new breed in the ⑫ blank line.
    - ➤ Click ⑬ **Close**.
    - ➤ You can now select the Breed using the ❼ **Breed** drop-down arrow.
- ⑭ **Sex**: (optional) Use the ⑭ **Sex** drop-down arrow to select the horse's gender. Ensure you have completed this step for each horse so you can identify stallions and mares and arrange your stabling to keep them separated.
- ⑮ **Color**: (optional) Enter the horse's color (optional). Proceed as for breed but enter horse colors.
- ⑯ **Height**: (optional) Using the drop-down arrow, enter the horse's height.

SECTION II. BEFORE THE SHOW

CHAPTER II.15. DETAILS OF A FVD ENTRY > HORSES > NAME NOT IN HR.hdf, CONT'D.

- **17 Sire:** (optional) Type in the name of the sire.
- **18 Dam:** (optional) Type in the name of the dam.
- **19 Dam's Sire:** (optional) Type in the name of the dam's sire.
- **20 Country of Birth:** (optional) Type in the country where the horse was born.
- **21 Breeder:** (optional) Type in the name of the breeder.
- **22 Year of Birth:** (optional) Type in the horse's year of birth.
- **23 Passport #:** (required for CDI shows) Type in the passport #.
- **24 Coggins**:
  - If your show requires it and you received a copy of the current Coggins with the correct horse name:
    - Click the Coggins <u>check box</u> to place a check in the box (☑ = yes, you received a current Coggins).
    - (optional) Enter the <u>date</u> the Coggins expires as MM/DD/YYYY.
  - If you did <u>not</u> receive a copy of the Coggins, leave the box empty so you will later be prompted by the FVD program to collect this required form (☐ = no, you did not receive a copy of the current Coggins).
- **25 Vaccines:**
  - If your show requires it and you received a copy of the current proof of vaccination with the correct horse name:
    - Click the Vaccines <u>check box</u> to place a check in the box (☑ = yes, you received a current proof of vaccination).
    - (optional) Enter the <u>date</u> the vaccination report expires as MM/DD/YYYY.
  - If you did <u>not</u> receive a copy of the vaccination report and it is required by your show, leave the box empty so you will later be prompted by the FVD program to collect this required form (☐ = no, you did not receive a copy of the current vaccination report).
- **26 Notes:** (optional) Type in notes about the HORSE, if desired.

> **NOTE**: In the states where a copy of the horse's current Coggins test is required, the horse should NOT be allowed off the trailer until the copy has been presented to and approved by the show secretary.

> **NOTE**: The <u>name of the horse</u> on the <u>Coggins</u> and <u>Proof of Vaccination</u> must match the name of the horse on the competition entry form and the USEF & USDF memberships.

> **NOTE**:
> - A <u>Coggins</u> report expires <u>one year</u> after the blood was drawn. So if the blood was drawn on 03/20/2020, the report expires after 03/19/2021.
> - A <u>Proof of Vaccination</u> expires <u>six months</u> after the date of vaccination. So if flu/rhino vaccination was given 03/20/2020, the proof expires after 09/19/2020.

HORSES > USEF RECORDING:

- For USEF, a current USEF Life or Annual recording or a USDF Life or HID recording is <u>required</u> for all non-exempt horses.

EE Entry:
- The data was entered with the EE import.
- Use the EE Memberships Page and/or an EqVerification.org page to verify:
  - ❶ **USEF #.**
  - ❷ **USEF Expiration:** If needed, use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the ❸ **Cards Verified** box.

Handwritten Entry:
- The data is hand entered by you.
- Use the EE Memberships Page and/or an EqVerification.org page to verify and enter:
  - ❶ **USEF #.**
  - ❷ **USEF Expiration:** Use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the ❸ **Cards Verified** box.

❶ USEF #	❷ USEF Expiration	Explanation	❸ Verifi-cation
USEF #	11/30/2020	Current USEF <u>Annual</u> Recording. Expires November 30, 2020 or date on card.	☑
Blank or USEF #	APPL	**APPL**ied before the show. No USEF recording or no USDF registration (blank), or USEF recording has <u>expired</u> (enter USEF #). **APPL**ied for USEF Horse Recording or renewal, or USDF registration, before the show and <u>verification provided</u>. Keep a copy of the verification.	☑
USDF #	HID	USDF **H**orse **ID**entification # (USEF accepts the USDF horse registration #). Enter the USDF #. Does not expire. Cannot qualify for championships or awards.	☑
Blank or USEF #	JAS	**J**oined **a**t the **S**how. No USEF recording or no USDF registration (blank), or USEF recording has <u>expired</u> (enter USEF #). The USEF Horse Application or renewal (or USDF Horse Application) was completed, and the fee paid, at the show and you have them to submit to USEF or USDF.	☑
USEF #	Lifetime	USEF <u>Life</u> Recording. Does not expire.	☑
Blank or #	Exempt*	No USEF recording or no USDF registration (blank), or USEF recording has <u>expired</u> (enter USEF #). The horse is <u>only</u> being ridden in exempt classes. Type in **Exempt**.	☑
Blank	Blank	You cannot verify the USEF # (or USDF #) and the USEF Expiration. Leave ❶ and ❷ blank. Also leave the Cards Verified box blank. FVD will report a deficiency to be corrected before the show or the first ride. Update FVD when the deficiency is corrected.	☐

USEF # = USEF horse recording number, whether current or expired.
USDF # = USDF horse registration number.

* Not on the FVD drop-down list. Type in the selection if it applies.

HORSES > USDF REGISTRATION:

- For USDF, a USDF Life or HID horse registration is <u>required</u> for all non-exempt horses.

EE Entry:
- The data was entered with the EE import.
- Use the EE Memberships Page and/or an EqVerification.org page to verify:
  - ❶ **USDF #.**
  - ❷ **USDF Expiration:** If needed, use the drop-down arrow to make the correct selection, as in the chart. Do not use the date as USDF does not have an annual horse registration.
- When verified, click the ❸ **Cards Verified** box.
- Enter the horse's ❹ **Microchip #** if required for the show.

Handwritten Entry:
- The data is hand entered by you.
- Use the EE Memberships Page and/or an EqVerification.org page to verify and enter:
  - ❶ **USDF #.**
  - ❷ **USDF Expiration:** Use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the ❸ **Cards Verified** box.
- Enter the horse's ❹ **Microchip #** if required for the show.

*NOTE: Do not use the **date** as USDF does not have annual horse registration.*

❶ USDF #	❷ USDF Expiration	Explanation	❸ Verifi-cation
USDF #	HID	Horse has a USDF **H**orse **ID**entification #. Does not expire. Use for non-exempt and exempt classes, when applicable. Cannot qualify for championships or awards.	☑
USDF #	Lifetime	USDF Life Registration. Does not expire. Use for non-exempt and exempt classes, when applicable.	☑
Blank	APPL*	**APPL**ied before the show. No USDF registration # or no USDF HID # (blank). **APPL**ied for USDF horse registration or USDF HID before the show and <u>verification provided</u>. Keep a copy of the verification.	☑
Blank	JAS*	**J**oined **a**t the **S**how. No USDF horse registration #. The USDF Horse Application was completed, and the fee paid, at the show and you have them to submit to USDF.	☑
Blank	Exempt*	The horse is not USDF registered and is <u>only</u> being ridden in exempt classes. Type in **Exempt**.	☑
Blank	Blank	You cannot verify the USDF # and USDF Expiration. Leave ❶ **USDF #** and ❷ **USDF Expiration** blank. Also leave the Cards Verified box blank. FVD will report a deficiency to be corrected before the show or the first ride. Update FVD when the deficiency is corrected.	☐

USDF # = USDF horse registration or HID number.   * Not on the FVD drop-down list. Type in the selection if it applies.

- In a similar manner, use the ❹ **Page 2** tab to enter horse data for local organizations. This is mainly used for non-USEF/USDF shows.

HORSES > OWNER:

EE Entry:
- The ❶ **Owner** data was entered with the EE import.
- Using the EE Entry Page, EE Memberships Page, and EqVerification page (if needed), review/correct/update the Owner's information.
- If the ❷ **USEF** and/or ❸ **USDF** membership information is verified, check the ❹ **Cards Verified** boxes.
- If the ❷ **USEF** and/or ❸ **USDF** membership information is missing or cannot be verified, do NOT check the ❹ **Cards Verified** boxes.

Handwritten entry:
- The ❺ **Owner** data is hand entered by you.
- If the Owner is already in the HR.hdf file:
  o Using the ❻ **Owner (Lookup)** drop-down arrow and select the owner.
  o Using the EE Entry Page, EE Memberships Page, and EqVerification page (if needed), review/correct/update the Owner's information.
- If the Owner is NOT already in the HR.hdf file:
  o Click the ❼ **Add Owner** button.
  o The ❽ **Owner** form opens.

HORSES > OWNER > CONTACT DATA:

- The information needed to complete the Owner data boxes should be in the competition entry packet.
- **❶ First Name**: Type in the person's first name. If the owner is a business, type in **Business**.
- **❷ Last Name**: Type in the person's last name. If the owner is a business, type in the **name of the business**.
- **❸ Entity Type**: Use the drop-down arrow and select the appropriate owner type.
  - **Individual**: The horse owner is an individual.
  - **Organization**: The horse owner is a non-farm business organization.
  - **Farm**: The horse owner is a farm business.
- **❹ Address**: Type in the person's street address.
- **❺ City/State/Zip**: Type in the person's City, State (2-letter abbreviation), and Zip Code (you can enter the Zip+4).
- **❻ Country**: Type in the person's country of residence, if needed for your show.
- **❼ Telephone**: Type in the person's telephone number.
- **❽ Email**: Type in the person's email address.
- **❾ Volunteer**: If the person is also a volunteer at your show and you want to track this using FVD, click the check box to place a check in it.
- **❿ SafeSport**: If you have proof of the Owner's SafeSport training, check the box and enter the date. If you do not have proof, leave the box unchecked. The training must be renewed annually. (If not in the entry, you can obtain proof on the Horse/Owner and Rider/Trainer tabs after the USEF # is entered).
- **⓫ TIN**: If your show provides monetary or other prizes that must be declared for tax purposes, enter their **Tax Identification Number**.
- **⓬ Notes**: Type in any other information you want to record about the person. This information is not sent to the entrant.

HORSES > OWNER > USEF:

<u>EE Entry</u>:
- The data was entered with the EE import.
- Use the EE Memberships Page and/or an EqVerification.org page to verify:
  - ❶ **USEF #.**
  - ❷ **USEF Expiration:** If needed, use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the ❸ **Cards Verified** box.

<u>Handwritten Entry</u>:
- The data is hand entered by you.
- Use the EE Memberships Page and/or an EqVerification.org page to verify and enter:
  - ❶ **USEF #.**
  - ❷ **USEF Expiration:** Use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the ❸ **Cards Verified** box.

❶ USEF #	❷ USEF Exp	Explanation	❸ Verif
USEF #	11/30/2020	Current USEF member. You can edit the date, if desired.	☑
Blank	EC	**E**quine **C**anada member; <u>provided EC verification</u>. **E**quine **C**anada member in a USEF show. USEF non-member but USEF fee not required. Keep a copy of the verification.	☑
Blank or USEF #	EX	USEF **EX**empt. <u>USEF #</u>: USEF never-member (blank) or USEF membership has <u>expired</u> (enter USEF #). Only participating in exempt classes (Pas de Deux, Quadrille, Intro and Opportunity, etc.). USEF non-member fee not required.	☑
Blank	F	**F**oreign Rider License. USDF non-member. Person has a Foreign Rider License, <u>provided verification</u>, and is <u>only</u> riding in FEI Championships and in CDI classes. USDF non-member fee not required. Keep a copy of the verification.	☑
Blank or USEF #	JAS	**J**oined **a**t **S**how. <u>USEF #</u>: USEF never-member (blank) or USEF membership <u>expired</u> (enter USEF #). Joined or renewed USEF at the Show. You have the USEF Membership Application and fee (send to USEF after the show). USEF non-member fee not required.	☑
USEF #	Lifetime	USEF Life Member. Does not expire.	☑
Blank or USEF #	PARENT	**PARENT** of a minor rider/owner; must be listed as the <u>trainer</u>. <u>USEF #</u>: USEF never-member (blank) or USEF membership has <u>expired</u> (enter USEF #). *GR1308: When an entry is under a minor's [under 18] ownership and training, the parent who must sign will be exempt from the Federation non-member fee.* USEF non-member fee not required.	☑
Blank or USEF #	SP	USEF **S**how **P**ass; USEF non-member; **USEF fee required. If in doubt, classify the person as a SP and collect the fee.** Person is participating in **non-exempt classes** so is **not exempt**. <u>USEF #</u>: USEF never-member (blank) or USEF membership has <u>expired</u> (enter USEF #). <u>Verif</u>: ☑ if fee is paid, ☐ if fee is not paid (you must collect the fee!). It is important to use **SP** as this is how the FVD program tracks non-members for the Non-Member Information & Fees report, which helps you determine the money you owe USEF.	☑ if fee paid ☐ if fee not paid
Blank or USEF #	APPL*	**APPL**ied for USEF membership or renewal **before** the show and <u>verification provided</u>; USEF non-member fee not required. <u>USEF #</u>: USEF never-member (blank) or USEF membership has <u>expired</u> (enter USEF #). Keep a copy of the verification.	☑

* = not in the drop-down menu.

> **USEF NON-MEMBER - IF IN DOUBT, COLLECT THE FEE**: *If a person cannot prove to you that s/he is a current USEF member, assume the person is a non-member and collect the non-member fee. If s/he can later prove s/he was a member before the first ride, you can issue a refund, depending upon your prize list refunds policy. It is much more difficult to collect a non-member fee after the show! If USEF determines the person was a non-member, they will expect the show to pay the fee.*

HORSES > OWNER > USDF:

EE Entry:
- The data was entered with the EE import.
- Use the EE Memberships Page and/or an EqVerification.org page to verify:
  - ❶ **USDF #.**
  - ❷ **USDF Expiration:** If needed, use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the ❸ **Cards Verified** box.

Handwritten Entry:
- The data is hand entered by you.
- Use the EE Memberships Page and/or an EqVerification.org page to correct/update/verify:
  - ❶ **USDF #.**
  - ❷ **USDF Expiration:** Use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the ❸ **Cards Verified** box.

NOTE: Do not accept GMO membership card and date as proof of USDF membership.

11/30/2020
Lifetime
Non-Member

❶ USDF #	❷ USDF Exp	Explanation	❸ Verif
USDF #	11/30/2020	Current USDF member. You can edit the date, if desired, for 5-year members.	☑
USDF #	Lifetime	USDF Life Member. Does not expire.	☑
Blank or USDF #	Non-Member	USDF **Non-Member**; USDF fee is required. **If in doubt, classify the person as a Non-Member and collect the fee.** Person is participating in **non-exempt classes** so is **not exempt**. USDF #: USDF never-member (blank) or USDF membership has expired (enter USDF #). Verif: ☑ if fee is paid, ☐ if fee is not paid (you must collect the fee!). It is important to use **Non-Member** as this is how the FVD program tracks USDF non-members for the USDF Non-members Report, which helps you determine the money you owe USDF.	☑ if fee paid ☐ if fee not paid
Blank or USDF #	EX*	**EX**empt from USDF membership; USDF fee not required. USDF never-member (blank) or USDF membership has expired (enter USDF #). Only participating in Pas de Deux, Quadrille, Intro and Opportunity, etc.).	☑
Blank or USDF #	JAS*	**J**oined **a**t **S**how; USDF non-member fee not required. USDF #: USDF never-member (blank) or USDF membership expired (enter USDF #). You have the USDF Membership Application and fee (send to USDF after the show.	☑
Blank or USDF #	APPL*	**APPL**ied for USDF membership or renewal before the show and verification provided; USDF non-member fee not required. USDF #: USDF never-member (blank) or USDF membership has expired (enter USDF #). Keep a copy of the verification.	☑

* Not on the FVD drop-down list. Type in the selection if it applies.

USDF GM MEMBERSHIP - DO NOT USE GM NUMBER AND GM EXPIRATION: People that are USDF Group Member (GM) members may participate in USEF/USDF shows and do not pay USDF non-member fee; however, they cannot qualify for GAIG or national awards. USDF GM members receive a USDF membership number and card with a USDF expiration date; this USDF information must be used to verify membership. The GM number and GM expiration date cannot be used as a proof of USDF membership.

USDF NON-MEMBER - IF IN DOUBT, COLLECT THE FEE: If a person cannot prove to you that s/he is a current USDF member, assume the person is a non-member and collect the non-member fee. If s/he can later prove s/he was a member before the first ride, you can issue a refund, depending upon your prize list refunds policy. It is much more difficult to collect a non-member fee after the show! If USDF determines the person was a non-member, they will expect the show to pay the fee.

RIDER:

EE Entries:
- The EE import enters the rider and rider information.
- Use the information for a handwritten entry to review/correct/update the rider information, including membership verification, which is NOT entered by EE.

Handwritten Entry:
- As with horses and owners, a rider could be a person already in the HR.hdf file or not already in the hr.hdf file.
- If the rider is already in the HR.hdf file, select the name using the ❶ drop-down arrow or by typing the name in the ❷ **Rider (Lookup)** box, as for the horse and owner.
- If the rider is NOT on the list (not already in the HR.hdf file), click the ❸ **Add Rider** button.
- The ❹ **Rider** form opens.
  - ○ Enter the rider information as for the Owner.
  - ○ If not already entered, use the ❺ **Rider Status** drop-down arrow and select the correct status.
  - ○ If not already entered, enter the DOB.
  - ○ Click ❻ **OK**.

NOTE: *If the Rider was previously entered as an Owner, ensure you have recorded the Rider Status and DOB for JYR.*

- You are returned to the ❼ **Summary** tab.
- The rider name is below the ❽ **Entry #**.
- The rider name is in the ❾ **Rider (Lookup)** box.
- If you checked the Auto Fill Trainer box in **Main Menu > Show Office > Show Preferences > General** tab, the ❿ **Trainer** is automatically entered as the same person as the rider. If this is incorrect, change to the correct person, as in the next section.

TRAINER AND COACH > USEF RULES:

USEF Rule GR146. Trainer
1. *Any adult, or adults, who has the responsibility for the care, training, custody or performance of a horse.*
2. *Said person must sign the entry blank of any Licensed Competition whether said person be an owner, rider, agent and/or coach, as well as trainer.*
3. *Where a minor exhibitor has no trainer, a parent or guardian must sign and assume responsibility of trainer.*
4. *The name of the trainer must be designated as such on the entry blank.*

*Interpretation: For show purposes, the trainer is not necessarily the person that is normally paid to train the horse or the rider. For show purposes, the trainer is the **adult person responsible for the horse** while the horse is on the show grounds. The trainer may be the same person as the rider and/or owner. The trainer **must** sign the competition entry form and has USEF membership requirements.*

NOTE: If the rider/owner is a minor, the PARENT must sign as the TRAINER. In this capacity, the PARENT is not required to be a USEF member and is not required to pay USEF non-member (show pass) fee.

USEF Rule GR108 Coach.
For purposes of these rules, a coach is defined as any adult or adults who receives remuneration for having or sharing the responsibility for instructing, teaching, schooling, or advising a rider, driver, handler or vaulter in equestrian skills. See also GR906.4 and GR908.

*Interpretation: The coach is the person who is coaching the rider/handler **during the competition**. This may or may not be the rider's coach at home. The coach may be the owner, trainer, or someone else. A coach is not required for the competition and a coach signature is optional.*

TRAINER AND COACH > PROCERDURE:
- Enter/review/correct/update the **Trainer** and the (optional) **Coach** as for the **Owner** and **Rider**.

TRAINER = Adult person responsible for the horse while on the show grounds. Trainer must be on the show grounds. Must be a USEF member or pay USEF Show Pass (non-member) fee.

COACH = Person paid to coach the rider while on the show grounds. Coach is optional. If a coach is declared, must be a USEF member or pay USEF Show Pass (non-member) fee.

TEAMS:
- See the FVD User Manual, MANAGING TEAMS, for details on setting up, scoring, and placing teams.

CLASS ENTRIES > ENTER CLASSES:

The next step is to enter the class(es) requested by the entrant.

- Open the **Entries** form and the **Entry #** on which you are working.
- Select the ❶ **Class Entries** tab.
- The ❷ **Entry >** ❸ **Class Entries** tab opens.

EE Entry:
- The EE import enters the classes requested.
- Review the handwritten entry instructions for class details.
- Using the entry form, verify that the correct classes are listed.
- GAIG Q: If the entry requested GAIG Q, ensure it is a GAIG Q class and ensure the people and horse in the entry have the correct USEF and USDF memberships.
- TOC: If the entrant requested a Test of Choice (TOC) class, the test will be listed as **Place Holder**. Select the correct test.
- MFS: If the entrant requested a MFS, ensure the ride is qualified to ride the MFS test. Also, MFS classes are often TOC; therefore, you need to follow the TOC instructions above.

Handwritten Entry:
- Click the ❹ **Class** drop-down arrow and click on the ❺ **Class Text / Class Name** corresponding to the first class in which the entry is to be entered. You can also type in the class number and press return. In this example, class 102.0 is selected.
- If a second class was requested, select that class. In this example, class 103.0 will be selected.

CLASS ENTRIES > CLASS WITH ONE TEST:
- If the <u>class</u> has a <u>single test</u> (it is not a Test of Choice class), the ❶ **Test** name will automatically be entered in the test box and the ❷ **Fee** will automatically be entered in the fee box.

CLASS ENTRIES > TEST OF CHOICE CLASS:

- <u>TOC</u>: If this is a ❶ **Test-of-Choice (TOC)** class, the automatic test is ❷ **Online Test Place Holder**. Use the ❸ **Test** drop-down arrow to select the ❹ test requested on the entry form. Ensure the requested/selected test is appropriate for the TOC class. For example, if it is a FEI TOC class, a USDF test may not be selected.
- <u>MFS</u>: If this is a MFS class and the required copy of the appropriate MFS test was received, check the ❺ **FS Verify** box (☑). If the test was not received, do not check the box (☐) (FVD will report it as a deficiency on the confirmation report).
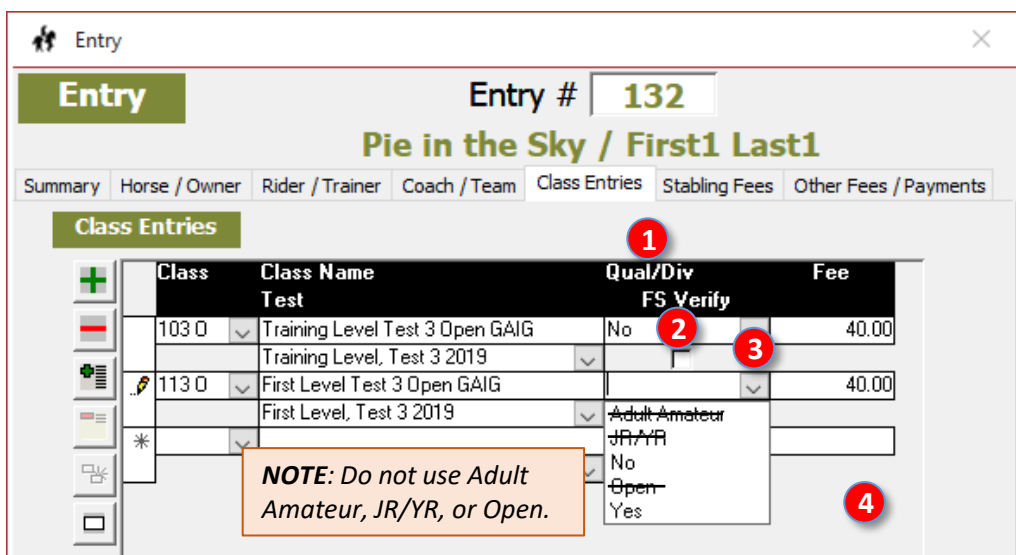
CLASS ENTRIES > QUALIFYING STATUS FOR GAIG REGIONAL CHAMPIONSHIPS:

> **NOTE** : *Ensure you have set up the qualification fee before you perform this step.*

> **NOTE**: *Click here for GAIG information on the USDF web site.*

- If a rider wants an opportunity to qualify for the GAIG Regional Championships, the test must be a qualifying test and the rider must pay $15 extra BEFORE the class. The Yes/No for Qual/Div must be entered. If it is not a qualifying ride, the default **No** does not need to be changed.
- By default, the ❶ **Qual/Div** (Qualification / Division = Rider Status) box has a ❷ **No** in the box (not a GAIG qualifying ride).
- If the entry has requested a GAIG qualifying ride in a GAIG qualifying class, use the ❸ **Qual/Div** drop-down arrow to select ❹ **Yes**. (Ignore Adult Amateur, JR/YR and Open on the list – they are legacy selections)
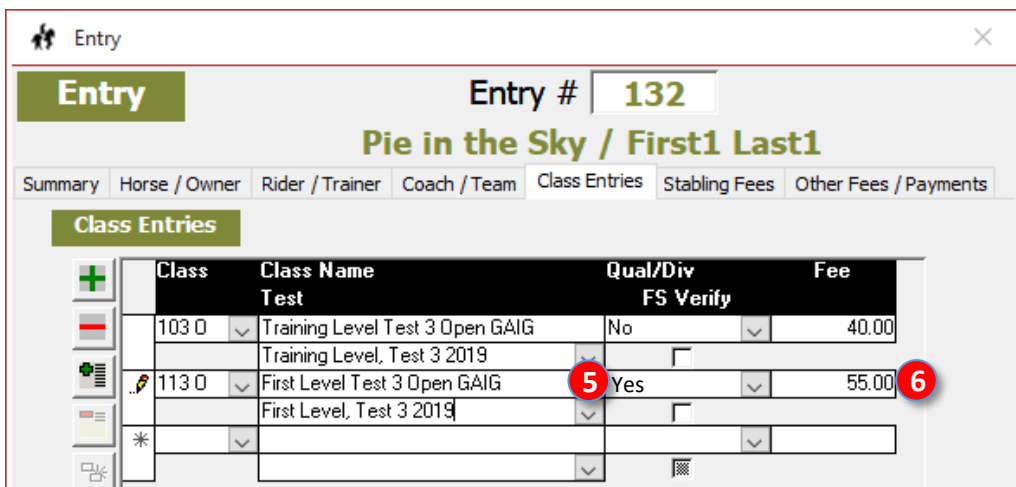
- The GAIG Q rider status is now in the ❺ **Qual/Div** box.
- The qualifying ❻ **Fee** will automatically be added to the fee amount (in this example $40 class fee + $15 qualifying fee = $55 total fee).

CHAPTER II.15. DETAILS OF A FVD ENTRY > STABLING > FEES

> **NOTE**: *Ensure you have set up the stabling types and fees before you perform this step.*

STABLING > FEES:

EE Entry:
- The EE import provides stabling data.
- Using the Handwritten information as a guide, review/correct/update the stabling information.

Handwritten Entry:
- Click the ❶ **Stabling Fees** tab.
- If, in **Show Fees > Custom Fees** you selected stabling fees to be automatically entered for all entries, click the ❷ **Add Auto Fees** button. The fees are automatically entered.
- If you did not use automatic stabling fees or there are additional fees, use the ❸ **Description** drop-down arrow to see the list of available fees. The list includes the stabling ❹ **System Fees** that are built into FVD (they cannot be deleted) and any ❺ **Custom Fees** you may have entered in **Show Fees > Custom Fees**. Each item is a separate line. Enter the ❻ **Qty** (number of items, the default is 1). The ❼ **Rate** (= cost) is entered automatically. The ❽ **Extension** (Qty x Rate) will automatically be entered by FVD.
- For ❾ **Stabling** items, enter the horse stall and tack stall as separate lines, if both were requested.
  - If you used Day Stabling: Under **Qty**, enter the number of days for the horse stall and the number of days for the tack stall.
  - If you used Show Stabling: Under **Qty**, enter 1 for a horse stall and 1 for a tack stall (if requested).

- If the entrant did not request stabling, include the ❿ **Haul In Fee** (daily grounds fee), if applicable (this is a System Fee). Enter the **Qty** (number of days the person will be hauling in).
- If the person has requested ⓫ **Shavings**, include this on the list and the **Qty** (number of bales requested).
- The ⓬ **Total Stable Fees** box is automatically calculated and entered by the FVD program.

STABLING > STALL #:
- You will enter the entry's ⓭ **Stall #** later after stabling has been determined.

STABLING > STABLING DAYS:

- Check the ❶ **Days** that the horse will be stabled. **This check mark is important as it determines the correct stall counts on the stabling reports.**

STABLING > STALL GROUPS:

- <u>Explanation</u>: If a rider requests to be stabled with a particular person/farm/group, this is recorded via the ❷ **Stall Group** box. You will need to create **Stall Group** names that represent groups of people who want to stable together. This may be difficult to track because *Susie* may ask to be stabled with *Ann*, but *Ann* may ask to be stabled with *XYZ Farm*. It is up to you to figure out what they want. It is best to use the name of the most prominent trainer in the group or the name of the most prominent farm.

- <u>Create a Stall Group</u>: For each new **Stall Group**, the first entry received requesting a particular person/barn/ group will require you to enter a Stall Group name in the Stall Group list:
  - ○ Click on the ❸ **Edit Stall Groups** button.
  - ○ The ❹ **Stall Group** form opens.
  - ○ To enter a new stall group, click the ❺ **Add Stall Group** button.
  - ○ Enter the group name on the blank line.
  - ○ Use one unique term for each stall group.
  - ○ Click ❻ **Close**.
- <u>Use a Stall Group</u>:
  - ○ Click on the ❼ **Stall Group** drop-down arrow.
  - ○ The ❽ **Stall Group** list opens.
  - ○ Select the requested ❾ **Stall Group** name by clicking it.
  - ○ The ❿ **Stall Group** name is entered in the **Stall Group** box.

NOTE: If possible, in the Prize List or on the show web site, encourage competitors to standardize the name of their stall groups. For example, ⓫ Suzy Smith and ⓬ Smith Dressage are the same group; you will need to figure this out and put all in the group under the same stall group name. If they all input Smith Dressage, it would make the job easier for you.

STABLING > STABLE COMMENTS:

- If there are any special stabling comments, enter them in the ⓭ **Stable Comments** box.

*NOTE: For a **show stall**, the horse will use the stall on the days checked, and the intervening nights. For example, if Friday and Saturday are checked, the horse will arrive Friday, stay in the stall Friday night, and depart on Saturday. If Friday, Saturday, and Sunday are checked, the horse will arrive on Friday, stay in the stall Friday and Saturday nights, and depart on Sunday. For a **day stall**, the horse may only be in the stall during the checked days, not overnight.*

OTHER FEES / PAYMENTS:
- Select the ❶ **Other Fees / Payments** tab.

EE Entry:
- The EE import provides the Other Fees and Payments data.
- Use the information for a Handwritten Entry to review/correct/update/verify the data.

Handwritten Entry:
❷ **OTHER FEES:**
- If you want the auto fees to apply to this entry, click the ❸ **Add Auto Fees** button.
- Using the ❹ **Description** drop-down arrow, add any other fees that are applicable to this entry.

❺ **PAYMENTS / CREDITS:**
- Using the ❻ **Payment Type** drop-down arrow, select the payment type (Check, Credit Card, Cash, etc.) used by this entry.
- Credit Card Payment:
  - Using the ❼ **Credit Card** drop-down arrow, select the type of credit card (MasterCard, etc.).
  - Using the ❽ **CC#/CK#** box, enter the credit card number.
  - Using the ❾ **Exp** box, enter the expiration date of the credit card (MM/YY).
- Check Payment:
  - Using the ❽ **CC#/CK#** box, enter the check number.
- Amount:
  - Using the ❿ **Amount** box, enter the amount of the payment.
- Total Payments:
  - The amount paid will automatically be entered in the ⓫ **Total Payments** box.
- Balance:
  - Any *balance due* will automatically be calculated and entered in the ⓬ **Balance** box.
  - Any *overpayment* will automatically be calculated and entered with (parentheses) in the ⓬ **Balance** box.
  - The balance is also automatically entered in the Summary tab.

- To print an invoice, click the ⓭ **Print Invoice** button.
- Click ⓮ **Close** to close the form.

EMERGENCY INFORMATION:
- After you have entered/reviewed/corrected/ verified the entry information, go back to the Summary tab.
- Click the ❶ **Edit Emergency Contact** button.

- The ❷ **Emergency Contact** form opens.
- Complete the information, which is provided on the EE and handwritten entry form.
- Click ❸ **Close**.

NEED LIST:
- Click the ❹ **Edit Need List** button.
- The ❺ **Need List** form opens.
- Use the ❻ drop-down arrow to see the list of built-in items. Select the appropriate item if it is on the list.
- If the appropriate items is not on the list, click the ❼ **Edit Need List Category** button.
  - Click the ❽ **Add Need List Category** button.
  - Type in the ❾ item you want to add to the list.
  - Click ❿ **Close**.
  - The item is added to the list and will be available for all entries.
  - Use the ⓫ drop-down arrow to select the item for this entry.

CHAPTER II.15. DETAILS OF A FVD ENTRY > POST MARKED, BALANCE, ENTRY MEMO, HOLD, SUMMARY CHECK BOXES

POST MARKED: (optional)
- If you want to track the date you received an EE entry or the postmark date of a snail mailed entry, enter the date in the ❶ **Post Marked** box (MM/DD/YYYY format). (optional)

BALANCE: (auto-calculation)
- The ❷ **Balance** will be automatically completed by the FVD program after the classes and fees are entered.

ENTRY MEMO: (optional)
- Enter any ❸ **Entry Memo** necessary for this entry. For example, you may want to enter "Complete" if the entry is complete. If it is missing something, you may want to type the information here, as a reminder for you and the entrant. This text is included on the **Entry Confirmation Report** that is sent to the rider. (optional)

HOLD: (optional)
- When you click the ❹ **Hold** check box, it is checked. An annotation is on the Ring Steward's Report and the Day Sheets Scoring report. Its use indicates something must be settled in the show office before the ride or before the test and ribbon are provided.

SUMMARY CHECK BOXES:
Click to check the appropriate boxes:
- ❶ **For Sale:** If the horse is for sale, check the box (☑ = yes the horse is for sale). This will be annotated in the show program. (optional)
- **Signatures:** FVD helps you track missing signatures.
  - ❷ **Owner**, **Rider**, **Parent** (if applicable), **Trainer**, and **Coach** (if applicable) **Signatures** are **required** on the competition entry form. They can be copies, a FAX, a printed email attachment, or as part of the online entry. If the box is checked, it will appear as a deficiency on FVD reports.
  - Check the appropriate box:
    - ☑ = you NEED the signature.
    - ☐ = you have the signature.
- ❸ **Confirmation Mailed**:
  - When you click the ❹ **Upload Confirmations** button, this box is automatically checked (☑), letting you know an electronic confirmation was sent.
  - If you have an update to the entry so you want to send another entry confirmation:
    - Uncheck the ❸ **Confirmation Mailed** box.
    - Click another tab to save the uncheck.
    - Click the ❺ **Summary** tab. The check will remain gone.
    - You can now use ❹ **Upload Confirmations** again.

CONGRATULATIONS! YOU HAVE COMPLETED AN ENTRY.

DELETE A HORSE:
- Select **Main Menu** > **Show Office** > **Horses**.
- The ❶ **Horse/Owner** form opens.
- Select the horse by using the ❷ **Horse (Lookup)** drop-down arrow (or type-in box).
- The horse's name will appear in the ❸ **Name** box.
- Click the ❹ **Delete Horse** button.
- A ❺ **Fox Village Dressage** warning message opens.
- Click ❻ **Yes**.
- The horse will no longer be in the HR.hdf file.
- The Owner is NOT deleted.
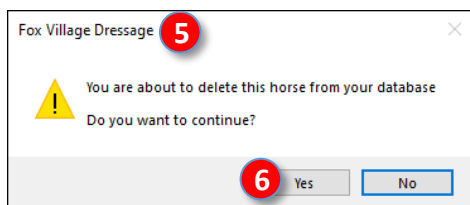
NOTE: *You can also use this form to add or edit a Horse.*

NOTE: *If a Horse is part of an entry in this show, s/he cannot be deleted.*

DELETE A PERSON (OWNER, RIDER, TRAINER, COACH):
- Select **Main Menu** > **Show Office** > **People**.
- The ❼ **People** form opens.
- Select the person by using the ❽ **People (Lookup)** drop-down arrow (or type-in box).
- The person's name will appear in the ❾ **Name** boxes.
- Click the ❿ **Delete Person** button.
- A ⓫ **Fox Village Dressage** warning message opens.
- Click ⓬ **Yes**.
- The person will no longer be in the HR.hdf file.
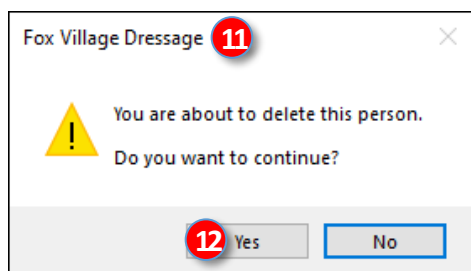
NOTE: *If a Person (Owner, Rider, Trainer or Coach) is part of an entry in this show, s/he cannot be deleted.*

NOTE: *You can also use this form to add or edit a Person.*

You need to inform the entrant that the entry has been received in a timely manner (or not) and also inform the entrant of any entry deficiencies that must be corrected before participation in the show. The entrant may be notified via any one or more of the following:

A. **FVD Upload Confirmations** web service
B. **[Snail] Mail**
C. **Email**

FVD UPLOAD CONFIRMATIONS > SECRETARY OPENS THE SERVICE:

The FVD **Upload Confirmations** service sends an <u>email</u> to the rider/handler, owner, trainer, and coach (people). The email contains a <u>link</u> that opens a web page with all the entry information, including annotation of any deficiencies (missing Coggins, missing signature, etc.). The people respond to the show secretary, via the web page, that the entry is correct (Accept) or that the entry needs correction(s) (Reject) and use a notes section to communicate with the show secretary. The show secretary tracks the confirmation responses on the web site, updates the entry, and sends updated information.

- Select **Main Menu** > **Show Office** > **Entries**.
- The ❶ **Entry** form opens.
- Use the ❷ **Entry (Lookup)** drop-down arrow (or type-in box), select the entry for which you want to send a confirmation.
- Click ❸ **Upload Confirmations**.

> *NOTE: **Upload Confirmations** only uploads/updates entries for which the **Confirmation Mailed** check box is <u>NOT</u> checked.*
> ☑ = Upload confirmations will <u>not</u> upload/update an entry.
> ☐ = Upload confirmations <u>will</u> upload/update an entry.

> *NOTE: After an entry is uploaded, the **Confirmation Mailed** check box is automatically checked. You will need to uncheck it if you want to resend a confirmation after updating an entry.*

- A FVD **Upload Confirmations to Web** form opens.
- Click **Upload Now**.
- A **Fox Village Dressage** form verifies the confirmations were uploaded.
- Click **OK** to close the form.

- The people (rider/handler, owner, trainer, and coach) receive a **FVD Confirmations [E]Mail**.
- They click on the **link**.

FVD UPLOAD CONFIRMATIONS > ENTRANT VIEWS ENTRY INFORMATION:

NOTE: Unfortunately, not all entrants view the Confirmations Email. Hopefully, over time, entrants will become accustomed to opening and responding to the email.

- After clicking the link, the people see a web page similar to the figure.

- The people use this form to communicate with the Show Secretary.

- See the FVD User Manual for details on using this form.

2015 Blue Horse Dressage Show

June 6, 2015

Entry # 102

Entry Confirmation - Please review the following information and confirm below.
Suzy Secretary - 123-456-7890

Horse Information

Name: HorseName	Height: 16.3	Birth Country: BirthCountry
Breed: Hanoverian	Sire: SireName	Year of Birth:
Sex: Gelding	Dam: DamName	Breeder: BreederName
Color: Bay	Dams Sire: DamSireName	Passport #: Passport #

Information	Horse	Rider	Owner	Trainer	Coach
Name:		FirstName LastName	FirstName LastName	FirstName LastName	FirstName LastName
Address:		1234 Street Address	1234 Street Address	1234 Street Address	1234 Street Address
City/St/Zip:		City, ST ZipCode	City, ST ZipCode	City, ST ZipCode	City, ST ZipCode
Country:		USA	USA	USA	USA
Telephone:		###-###-####	###-###-####	###-###-####	###-###-####
E-mail:		Rider@email.com	Rider@email.com	Rider@email.com	Rider@email.com
Citizenship:		USA	USA		
Rider Status:		Adult Amateur			
	Horse USEF #	12345	12345	12345	12345
	Horse USDF #	67890	67890	67890	67890
Need Signature:		No	No	No	No
Need Coggins:	No				
Need Parent Signature:				No	
StallGroup:					

Additional Need List

Class	Day	Class Name	Test Name	Qual/Div	Need FS Doc	Amount
132 O	Saturday	USEF Third Level Test 2 O/BLM	Third Level, Test 2 2015	No	No	$45.00
133 O	Saturday	USEF Third Level Test 3 O/GAIG	Third Level, Test 3 2015	Adult Amateur	No	$55.00

Stabling Fees

	Rate	Qty	Amount
Shavings - $8/bale	$8.00	4	$32.00
Stabling Horse for Show - $120/show	$120.00	1	$120.00
Stabling Tack for Show - $120/show	$120.00	1	$120.00

Other Fees

	Rate	Qty	Amount
Drug/Horse USEF	$16.00	1	$16.00
Night Watch - $15/entry (mandatory)	$15.00	1	$15.00
Office Fee - $30/entry	$30.00	1	$30.00

Payments

					Amount

Class Fees	Stable Fees	Other Fees	Total Fees	Payments	Amount Due
$100.00	$272.00	$61.00	$433.00	$0.00	$433.00

Global Memo

This memo appears in entry confirmations sents to riders.

Confirmation Log

Secretary	12/6/2014 12:08:48 PM	UPLOADED:

Confirmation

○ Accept (Everything is perfect)

○ Reject (No, I want to change something or something is not correct)

Your Name

Notes to Secretary (If you are rejecting the entry, please describe briefly and explicitly as possible the reason why)

Submit

Disclaimer: Regardless of accepting the confirmation, the entry is subject to the terms in the prize list.

If you do not want to use the web service, or the rider does not have an email address, you can print and snail mail entry confirmations to competitors.

SNAIL MAIL NOTIFICATION:

- To print a confirmation mailer for the one entry that you just completed, with the entry open, click the ❶ **Print Confirmation** button.
- The **Entry Confirmation Mailer** form opens.
- Select **Self-Mailer**.

- Review the mailer to ensure all the entry information was entered correctly.
- Fold the mailer into thirds, with the address showing.
- Tape, apply a stamp, and mail.

> **RECOMMENDATION**: Print this report and include it in the entry packet as the first page of the packet. This report covers most items of the entry; it serves as an excellent entry summary and as an excellent document to hand update as deficiencies are corrected.

EMAIL CONFIRMATION NOTIFICATION > EMAIL CONFIRMATION:
- You may choose to send a personal email to notify the entrants of the status of the entry.
- Ensure the email SUBJECT is very specific to the show so entrants are more likely to open it.
- I send personal emails for all entries with deficiencies as some entrants are more likely to open a personal email.

- Open the **Entry Confirmation Mailer**.
- Save the report as a PDF file.
- Email the rider with the report PDF file as an attachment.
- Check the **Confirmation Mailed** check box.

CHAPTER II.17. REFUNDS FOR SCRATCHES RECEIVED <u>BEFORE</u> SCHEDULING > FULL REFUND, PARTIAL REFUND

- Horses and riders can get injured or ill, which prevents them from participating in the show; therefore, their entry may be **scratched** before the show or during the competition.   This chapter covers scratches that occur <u>before</u> scheduling.
- USEF GR912 and GR407 cover the management of scratches:
  - *In the **Prize List**, show management must publish its policies regarding scratches and the refund (or not) of fees.*
  - *If an entry is scratched from the competition prior to competing, show management must either refund the collected **USEF and Drug Fee** to the <u>competitor</u>, or they must submit the fee to the <u>USEF</u>.*

FULL REFUND BEFORE ENTRY IN THE FVD PROGRAM:
- If the entry has <u>not</u> been entered into the FVD program and the Prize List provides for a full refund:
  - <u>EE Online Entries</u>: Process a refund through EE. Destroy or file the entry, if it was printed.
  - <u>Mailed Entries</u>: Return the entry, including the check, to the submitter. Alternately, advise the competitor that you will shred the check and recycle the entry packet.
- Since there is no data in the FVD program, you do not need to edit the program.

FULL REFUND AFTER ENTRY IN THE FVD PROGRAM:
- If the entry has been entered into the FVD program and the Prize List provides for a full refund, return the entry, including the check, to the submitter. Alternately, advise the competitor that you will shred the check and recycle the entry packet.
- Since there is data in the FVD program, you must edit the program.
- Open the entry you want to FULLY refund.
- Click the **Delete Entry** button.

PARTIAL REFUND AFTER ENTRY IN THE FVD PROGRAM > DELETE RIDES:
- If the entry has been entered into the FVD program but the Prize List provides for a <u>partial</u> refund, you need to edit the program to reflect the refund. This example will delete all fees except the office fee.
- Open the entry you want to PARTIALLY refund.
- DELETE CLASSES:
  - Click the **Class Entries** tab.
  - To select a class/ride to be deleted, click the box/arrow to the left of the class #. The box turns black.
  - Click the **Delete Class Entry** button to delete the ride from that class.
  - A **Fox Village Dressage** form opens to verify that you wish to delete the entry [ride].
  - Click **Yes**.
  - Repeat for each of the entry's class/rides that must be removed.
- DELETE STABLING FEES:
  - Using the same procedure as for classes, delete the Stabling Fees.
- DELETE OTHER FEES:
  - Using the same procedure as for classes, delete the Other Fees. In this example, the office fee is not deleted.
- FVD calculates the refund due (original payment – deleted fees = balance due ($148 in this example).
- If you want to print an accounting, click the **Print** button on the **Other Fees / Payments** tab.

	In this Example
Original Payment(s)	**$178**
Non-refunded Fee (Office Fee) = $30	**$30**
Balance = Deleted Fees = Refund Due	**-$148**

After Fees Deleted

Total Payments	178.00
Balance	-148.00

CHAPTER II.18. CLOSE YOUR SHOW IN EE

Close Show is used to close your show so no more entries will be accepted online through EE.

- Click ❶ **Equestrian Entries Integrated Online Tools** > **Close Show** button.

- The ❷ **Entries Close Date, Time and Time Zone** are automatically reset to the current date and time.
- The ❸ **Late Entries Close Date, Time and Time Zone**, if previously entered, are automatically removed.

SCHEDULING CONSIDERATIONS

SCHEDULING CONSIDERATIONS > INTRODUCTION:
- Scheduling is the process by which you determine the sequence of <u>classes</u> in each ring (blocking the rings) and the sequence of <u>rides</u> within each class. Specific USEF rules must be followed. The person scheduling the show often needs to be creative to fit all riders' rides in a manner that will follow the rules <u>and</u> create an organized and pleasant show.
- Some of the scheduling steps cannot be accomplished by a computer – they require human input. Scheduling is therefore more of an art than a science.
- For USEF/USDF shows, the tests in each class musts be run as a contiguous block. For example, all the Class 101 rides must be scheduled together, all the Class 113 rides must be scheduled together, etc. FVD helps you schedule in this manner.
- The only exception to contiguous rides in a class is for a rider that has multiple rides on different horses or a rider in two classes that conflict with each other (avoid this if you can). For example, a class may have four rides and two of the rides involve one rider on two horses. To provide adequate time between the rides (USEF rule is 50 minutes between two ride on different horses), one ride will have to be scheduled out of sequence.

SCHEDULING CONSIDERATIONS > JUDGE HOURS (USEF DR126.1.d.)
- A **judge** may officiate (judge) **8 hours** in a day, exclusive of breaks and lunch. You may ask a judge if s/he will continue beyond their 8 hours of officiating. Some will agree, some will agree but will charge punitive overtime fees, and some will not agree. Get this in writing (an email is fine). Check with the judges early enough so you can hire a part-time judge, if necessary.
- Judges must have a **break or lunch every 2 hours**.
- **Breaks** should be **10 to 15 minutes**. [15 minutes is expected unless additional breaks are provided to optimize the schedule]
- **Lunch** should be **45 to 60 minutes**. [60 minutes is expected]

  [The **show** may operate **16 hours** in a day, including breaks, but additional judges are required.]

SCHEDULING CONSIDERATIONS > WHICH JUDGES CAN JUDGE WHICH CLASSES: (USEF GR10-C)
- **Senior (S) Judges**: Can judge all dressage tests.
- **Registered (R) Judges**: Can judge Intro, Training, Second, Third and Fourth Levels. <u>Cannot</u> judge FEI Dressage Tests for 5- and 6-year-old horses. May judge FEI Junior Tests, FEI Pony Tests, FEI Children's Tests, FEI Para-Equestrian Dressage Tests, FEI and USEF Dressage Tests for 4 year old horses, and USEF and FEI Eventing Dressage Tests at all levels.
- **Recorded (r) Judges**: Can judge Intro, Training, First, and Second level classes; cannot judge Third Level and above. Cannot judge FEI or USEF Dressage Tests for 4 and 5year old horses or in FEI Pony Tests. May judge FEI Para-Equestrian Dressage Tests equivalent to Second Level or below. May officiate in Eventing Competitions at the Intermediate Level or below.
- **Learner (L) "Judges"**: Cannot judge in USEF licensed / USDF recognized shows but may accompany a judge if formally requested.

BLOCK YOUR RINGS TO ACCOMMODATE THESE RULES

SCHEDULING CONSIDERATIONS > OTHER CONSIDERATIONS:

- **Judge Locations**: A judge may be moved to another ring if necessary, but it is smarter to keep them in a ring for 2-3 classes. If you need to move a judge, allocate time in the schedule.
- **Class Variety**: If possible, give each judge a variety of class levels – this makes their day more interesting.
- **Judge Variety**: If possible, schedule classes of the same level with different judges so riders can have a variety of judges (and more easily qualify for regional championships). For example, if you have a two-day show, schedule Test 3 with judge 1 on day 1 and with judge 2 on day 2.
- **Class Day**: The show prize list specifies which classes will be held on which days. If at all possible, do not change the day on which a class is held. If management changes the day a class is held and a rider is consequently unable to ride in the class, management is required to refund the entrant's fees. If the day on which a class is held is changed, in the FVD program you must go back to class setup and enter the change.
- **Upper Level Classes**: If needed, schedule the upper level classes in the morning, which will usually have better weather conditions for these strenuous tests.
- **Musical Freestyles**: Schedule all musical freestyles together, preferably in an indoor arena. This makes it easier to manage the sound system and makes it less likely the music will bother other rides. Ensure the music does not hinder any other rings. Also ensure the schedule allows time for equipment set-up and testing.
- **Timing/Sequence of Tests of the Same Level**: Riders often ride two sequential tests of the same level. Therefore, if possible, sequence the tests to allow these rides without a long span of time between rides. For example, don't schedule First Level Test 1 early in the morning and First Level Test 2 late in the afternoon. If possible, schedule First Level 1 before First Level 2 so riders can ride a progression of tests.
- **Warm-Up**: Consider the levels that will be in the warm-up at the same time. Lower level horses/riders can be intimidated by upper level horses/riders and upper level riders may be annoyed by lower level riders.
- **Small Arena**: Para-equestrian Grade I and II tests must be in a small arena. Introductory Level A, B and C tests should be in a small arena. All Training Level tests can be in a small arena but avoid a small arena for Training Level Test 3. Schedule small arena classes together and time them for minimal disruption to other arenas during rearrangement of the arena. Provide time in the schedule for ring work.
- **Harrow Break**: If you have one or more adjacent show rings, do not schedule a harrow break in one arena while the other arena has rides – schedule the rings so harrowing can be done in both rings during a similarly scheduled lunch.

SCHEDULING STEPS:

1. Review the Pre-schedule Report (By Class)
2. Split Classes (if Needed)
3. Block the Classes in the Show
4. Enter Rings and Assign Rings to Each Class
5. Enter Judges and Assign Judge(s) to Each Class
6. Assign Ride Times
7. Break/Lunch
8. Conflict Resolution
9. Check Judge Hours
10. Review Day Sheets Report

STEP 1. REVIEW THE SCHEDULING (BY CLASS) REPORT:

PRE-SCHEDULE REPORT (BY CLASS):

- Select **Main Menu** > **Reports** > **Pre-Show** > **Pre-Schedule Report (by Test)**.
- The **Pre-Schedule Report (by Test)** opens.
  - This report shows the initial selection of day, classes, total [number of] rides in a class, and class duration.
  - Look at the number of rides in each class. **If a non-championship class has more than 25 rides, the class must be split to smaller classes. This must be done before you block the show.**
  - If desired, print the report.

CHAPTER II.19. SCHEDULING > STEP 2. SPLIT CLASSES (IF NEEDED)

STEP 2. SPLIT CLASSES (IF NEEDED):

SPLIT CLASSES > HELPFUL HINTS

- It is best to **split classes before blocking the show and assigning ride times**; otherwise, you must adjust your schedule.
- You can combine or split by **Rider Status**; for example, you can have an Open class and a separate AA/JR/YR class at the same level. If you have enough riders, you can have separate Open (= Professional & USEF NM), AA, and JR/YR classes at the same level. Etc.
- If you plan to split by **Rider Status** (Open, AA, JR/YR), you must have previously entered the **Rider Status** when entering rider information. See Rider.
- Example:
  - Class **103.0** is too big – there are **15 Open**, **10 AA**, and **10 JR/YR** riders, for a total of **35 riders**.
  - You decide to have a class for Open riders (**15** riders) and a separate class for AA/JR/YR riders (**20** riders).
  - Your Class **103.0** will remain as the **Open** class; the new Class **103.3** will be the **AA/JR/YR** class.
- To help you track classes, you may want to keep your **Open** classes as the original number (**102.0**, etc.) and number your **AA/JR/YR**, **AA**, **JR/YR**, etc. classes as your derivative number classes (**102.1**, **102.2**, etc.).
- Some shows prefer smaller classes so more riders can have the pleasure of taking a ribbon home. For example, **Class 103.0 Open** has 20 riders – 7 Open, 6 AA, and 7 JR/YR. You are not required by USEF to split this class. But you can split the class to **Class 103.0 Open** (7 riders), **Class 103.1 AA** (6 riders), and **Class 103.2 JYR** (7 riders).

SPLIT CLASSES > PROCEDURE:

- Select **Main Menu** > **Show Office** > **Classes**.
- The **Class** form opens.
- Using the **Class (Lookup)** drop-down arrow or type-in box, select the class you want to split (in this example, Class 103.0).
- COPY THE CLASS:
  - Click the **View Class Copy** button.
  - The **Class Copy** form opens.
  - Your original class number, 103.0 in this example, is automatically entered in the **Original Class Number** box.
  - Type your new class number, 103.3 in this example, in the **New Class Number** box.
  - Click on **OK**.
- EDIT ORIGINAL CLASS:
  - Using the **Class (Lookup)** box or drop-down arrow, open the (**Original) Class Number** (in this example, 103.0).
  - Edit **Text** to reflect the difference between the classes. In this case for this class, the text remains the same.
- EDIT NEW CLASS:
  - Using the **Class (Lookup)** box or drop-down arrow, open the **(New) Class Number** (in this example, 103.3).
  - Edit **Text** to reflect the difference between the classes. In this case, the text is now **103.1** as this class will have Adult Amateur (**AA**) riders.
- USE CLASS SPLITTER:
  - Using the **Class (Lookup)** drop-down arrow, select the original class that you are splitting. In this example, it is **103.0**.
  - Click the **Class Splitter** button.
  - The **Class Splitter** form opens.
  - Using the left **Class (Lookup)** drop-down arrow or type-in box, select the original class text (in this example, **103.0 Open**).
  - Using the right **Class (Lookup)** drop-down arrow or type-in box, select the new class (in this example, **103.3 AJY**).
  - You can now view entries in both classes in the **Class Splitter** form. [You will see entries in class 103.1 when you move entries to it. See below.]
- MOVE RIDERS TO NEW CLASS
  - To move an AA rider from **103.0 Open** to **103.3 AJY**, click on the **empty white box** to the left of the first AA rider's name (the white box turns black with a white arrow) and click the **right arrow**.
  - This moves the selected horse/rider to the new class.
  - If you accidentally move the incorrect rider to the new class, use the **left arrow** to move them back to the Open class.
  - Repeat for all other horse/rider pairs to be moved to the new class.
  - You have now split the classes with only **Open** riders in Class **103.0** and **AJY** riders in Class **103.3**.
  - Click **Close** to return to the **Class** form.

STEP 3. BLOCK THE CLASSES IN THE SHOW:

BLOCK THE SHOW > INTRODUCTION:
- Now that your entries are finished, with all the riders/horses entered in their classes, you need to "block" the show. Blocking the show refers to arranging each **class** (each **block of rides**) into a show ring and time frame that abides by USEF rules and distributes the classes in a manner best suited for the judges, the riders/horses, and the show in general. After you block the show, you schedule the ride times, which determines your show schedule.
- The computer program can only do so much to help you block your show. Unfortunately, a little bit of human brain power is necessary for this task. Three blocking methods are described – the **Brown Paper Method,** the **Scheduling Sheets Method**, and the **PowerPoint** Method (or other graphics program method).

BLOCK THE SHOW > BROWN PAPER METHOD:
- MATERIALS:
  - Large piece of **brown wrapping paper** or a similar product. Alternately, a **magnetic bulletin board** and some magnetic strips that can be cut and taped to the back of paper (to hold them in place).
  - **Construction paper in various colors**, **colored dots**.
    - Chose a paper color for each type of class (for example, yellow for JR classes, green for YR classes, blue for AA classes, and pink for Open classes), or
    - Choose a paper color for each level, or
    - Choose a paper color for each level with dots of different colors for JR/YR, AA, and Open classes, or
    - Chose a paper color for each judge type, or
    - Any other method you may choose.
- PREPARE THE PAPER:
  - Draw **vertical lines** every 2 inches to make one column per ring per day.
  - Draw **horizontal lines** every 2 inches to make rows for each hour of the show day, plus 1 hour before and 1 hour after. This provides ½ inch for each 15 minutes.
  - Rule in 10-15-minute **breaks** every two show hours and a minimum of 45 minutes for **lunch**. This will remind you to include breaks and lunch.
- BLOCKING THE CLASSES:
  - Select the construction paper colored for the first class and cut it into two-inch strips.
  - Using the printed **Pre-Schedule Report (by Test)** as a guide, check how long the first class is and cut the strip to match. For example:
    - A 2-hour, 15-minute class would be a 2 1/4" long strip.
    - A 42-minute class would be about 3/4 inch.
  - Label the strip and set it into place on the brown paper. To balance days, classes, and judges, you always have to shift paper strips, which makes something else shift, etc. Therefore, using a "movable" method of adhering the paper strips on the brown paper is advisable:
    - Scotch tape is not the best choice.
    - Thumbtacks on cork.
    - Magnetic strips (the most mobile).
  - Ensuring you follow the rules and considerations in Scheduling Considerations, repeat for each class.
  - When the classes do not fit, you must shift around until you get an appropriate schedule.
  - Continue until you have each class "blocked."
  - Now that you have it arranged, FASTEN IT DOWN SO IT WILL NOT SHIFT!

> *NOTE: Judges are not assigned until the classes are set; however, since some classes will require an S judge; some classes can have an S or an R judge; and some class can have an S, R or r judge; you may want to designate an S ring(s) and put FEI classes in that ring(s); designate an R ring(s) and put TR, 1st, 2nd, 3rd, and 4th classes in that ring(s); and designate an r ring(s) and put TR, 1st, and 2nd level classes in that ring(s). This ensures you will not have to move your judges around too much, if at all. This will need to be balanced as you block the classes, so judges get variety in levels and riders get variety in judges.*

SECTION II. BEFORE THE SHOW

CHAPTER II.19. SCHEDULING > STEP 3. BLOCK THE CLASSES IN THE SHOW, CONT'D.

BLOCK THE SHOW > BROWN PAPER METHOD > SHOW SCHEDULING SHEET:
- Print a copy of the Show Scheduling Sheet (an Appendix in the FVD User Manual).
- As you block the show, you will write in the class numbers and judge(s), breaks, and lunch for each ring, in sequence. You will use this sheet as a guide to assign the ride times and schedule the rings in FVD.

Show Scheduling Sheet

Class #: Write in class numbers for each ring, in order of go.
X: Judge: Write in the letter position(s) and the judge name(s).
Include breaks and lunch.
Use the completed sheet for scheduling.

Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7
Class # X: Judge	Class # X: Judge	Class # X: Judge	Class # X: Judge	Class # X: Judge	Class # X: Judge	Class # X: Judge

Total time for each column should be no more than **8 hours** of judging (exclusive of breaks and lunch), and **no more than 10 hours** on the show grounds (including breaks and lunch). There should be a 10-15-minute break or 45-60-minute lunch at least every 2 hours.

SECTION II. BEFORE THE SHOW

CHAPTER II.19. SCHEDULING > STEP 3. BLOCK THE CLASSES IN THE SHOW, CONT'D.

BLOCK THE SHOW > SCHEDULING SHEETS METHOD > PREPARE CLASS STRIPS:

- Print <u>two</u> copies of the Pre-Schedule Report (by Class) – one will be used as a reference and the other will be used for scheduling blocks.
- Cut the classes on one **Pre-Schedule Report (by Class)** into horizontal **strips** corresponding to each class. Include the **Total Rides** and the **Total Minutes for Class** in the strip.
- If desired, using different colored highlighters, highlight each level with a different color, and/or highlight each division (Open, AA, JR/YR) with a different color.
- If desired, write the judge type(s) (S, R, r) allowed for the class.

BLOCK THE SHOW > SCHEDULING SHEETS METHOD > SCHEDULING SHEETS:

- The **Scheduling Sheets** are located in the FVD User Manual **Appendices.** There are six sheets as follows:
  - *Class Scheduling Sheet > 2-152 Minutes.*
  - *Class Scheduling Sheet > 154-304 Minutes.*
  - *Class Scheduling Sheet > 306-456 Minutes.*
  - *Lunch Scheduling Sheet > 45- and 60-Minutes.*
  - *Break Scheduling Sheet > 15- and 10-Minute.*
  - *Show Scheduling Sheet.*
- Determine the **Total minutes for Class** for the first class. In the above example, the class has **105** minutes.
  - If the class has ≤ 152 minutes, print **Class Scheduling Sheet > 2-152 Minutes**.
  - If the class has > 152 minutes but ≤ 304 minutes, also print **Class Scheduling Sheet > 154-304 Minutes**.
  - Etc.
- Cut the **Scheduling Sheets** to correspond to the number of minutes for the class. If more than one sheet is needed, tape the sheets together.
- Tape the **Pre-Schedule Report (by Class) Class Strip** to the corresponding prepared **Scheduling Sheet(s)**, to create a **Strip/Sheet** combination (see diagram).
- Repeat for all classes for the day so each class has a **Strip/Sheet** combination.

Class: 112.0 - USEF First Level Test 2 Open CBLM   **Ring: 1 Xxxxxxxxxxx**

119	Mxxxxxxx Fxxx	Kxxxxxxx Bxxxxxxx	7.5
123	Mxxxxx Txxxxxxx	Rxxxxxxxxxxxxx	7.5
127	Lxxxxx Axxxxx	Exxxxx	7.5
129	Ixxxx Bxxxxx	Wxxxx-X	7.5
130	Kxxxxxx Txxxx	Txxx Ox Nxx Txxx	7.5
138	Kxxxxxx Exxxxxxxxxxxxxx	Fxxxxxxx	7.5
139	Sxxx Rxxxxxxx	Dxxxxxxxx	7.5
142	Txxxxxx Hxxxxxx	Sxxxxx Wxxx	7.5
149	Nxxxx Nxxxxxxx	Bxxxxxxxx Axxx	7.5
153	Bxxxx Oxxxxx	Oxxxx	7.5
155	Bxx Axxxxxx	Gxxxxx	7.5
168	Rxxxxx Nxxxx	Mxx Pxxxxxxxxxxx	7.5
181	Dxxxx Mxxxxx	Oxxxxxx	7.5
182	Nxxx Txxxxxx	Rxxxxxxxx	7.5

Total Rides: 14   Total minutes for Class: 112.0 - USEF First Level Test 2 Open CBLM   105.0

Pre-Schedule Report (by Class) Class Strip taped to the Show Scheduling Sheet

105 min

**Class Scheduling Sheet > 2-152 Minutes
Cut to 105 Minutes**

Strip/Sheet for First Class

SECTION II. BEFORE THE SHOW

CHAPTER II.19. SCHEDULING > STEP 3. BLOCK THE CLASSES IN THE SHOW, CONT'D.

BLOCK THE SHOW > SCHEDULING SHEETS METHOD > BLOCKING CLASSES:

- Using a large table or floor, arrange the prepared **Strips/Sheets** by ring. If you have two rings, you will have two columns. If you have three rings, you will have three columns. Etc.
- Print **Lunch Scheduling Sheet > 45- and 60-Minutes** and **Break Scheduling Sheet > 15- and 10-Minute**.
- Cut out the time blocks for lunch and breaks and include in your blocking process to ensure you have appropriate lunch and break time blocks.
- To balance time allowed, classes, breaks, lunch, and appropriate judges, you always have to shift **Strips/Sheets**, which makes something else shift, etc.
- When the classes do not fit, you have to shift the Strips/Sheets around until you get an acceptable mix of classes, breaks, and lunches in the rings.
- Continue until you have each class into the "block."
- Now that you have it arranged, TAPE IT DOWN SO IT WILL NOT SHIFT!

BLOCK THE SHOW > SCHEDULING SHEETS METHOD > SHOW SCHEDULING SHEET:

- Print a copy of the Show Scheduling Sheet in the FVD User Manual Appendices.
- Write in the judge(s), class numbers, breaks and lunch for each ring, in sequence. You will use this sheet as a guide to assign the ride times and schedule the rings in FVD.
- Total time for each column should be no more than **8 hours** of judging (exclusive of breaks and lunch), and **no more than 10 hours** on the show grounds (including breaks and lunch). There should be a 10-15-minute break or 45-60-minute lunch at least every 2 hours.

G.6. Show Scheduling Sheet

Class #: Write in class numbers for each ring, in order of go.
X: Judge: Write in the letter position(s) and the judge name(s).
Include breaks and lunch.
Use the completed sheet for scheduling.

Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7
Class # X: Judge	Class # X: Judge	Class # X: Judge	Class # X: Judge	Class # X: Judge	Class # X: Judge	Class # X: Judge

STEP 4. ENTER AND ASSIGN RINGS:

ENTER RINGS IN FVD:
- Now that you have blocked your show, you know the rings for each class. You need to add this information to the classes.
- Select **Main Menu** > **Show Office** > **Classes**.
- The **Class** form opens.
- Click the ❶ **Edit Rings** button.
- The **Ring** form opens.
- Enter the names for each ring (example: 1, Indoor, 1 Indoor, etc.).
- Click **Close**.

ASSIGN RINGS TO EACH CLASS:
- You are returned to the **Class** form.
- Use the **Class (Lookup)** drop-down arrow or type-in box, select the class for which you want to assign a ring.
- Using the ❷ **Ring** box drop-down arrow, select the ring number and/or name for the class, as determined during the **Block the Show** procedures.
- The **Ring #** is now entered in the **Ring** box.
- Continue assigning the rings until all classes are assigned a ring.
- Click **Close** to return to the **Main Menu**.

5. ENTER JUDGES AND ASSIGN JUDGE(S) TO EACH CLASS:

ENTER JUDGES:
- Now that you have blocked your show, you know the judge(s) for each class. You need to add this information to the classes.
- Select **Main Menu** > **Show Office** > **Classes**.
- The **Class** form opens.
- Click on the ❶ **Edit Judges** button.
- The **Judge** form opens.
- Enter the judge, including:
  - First Name
  - Last Name (Rating, State), for example **Smith (S,VA)**.
- To add a judge, click on the **Add Judge** button.
- When all judges are added, click **Close**.

ASSIGN JUDGES:
- You are returned to the **Class** form.
- To select the **class** for which you want to assign the judge(s), use the **Class (Lookup)** down-arrow (or type-in box).
- To select the **Judge at C**, click the ❷ **Judge at C** drop-down arrow and click the judge's name, as determined during the **Blocking the Show** procedures.
- The name is now in the **Judge at C** box.
- If applicable, repeat for judges at E, H, M, and B.
- Select the next class and enter the judge(s) for that class.
- Continue until all classes have been assigned a judge in all positions.
- Click **Close** to return to the **Main Menu**.

STEP 6. ASSIGN RIDE TIMES:

SELECT FIRST GROUP OF CLASSES:
- Select **Main Menu** > **Show Office** > **Scheduling**.
- The **Scheduling** form opens, on which you choose the class numbers for the classes you want to schedule.
- You can schedule up to eight classes at a time.
- A separate form opens for each class; therefore, the number of classes you can schedule at one time depends upon the size and resolution of your computer monitor: (see FVD User Manual > OPEN TWO COPIES OF ONE SHOW FOR SCHEDULING for a method to schedule more than eight classes).
  - Smaller monitor / lower resolution = fewer classes
  - Larger monitor / higher resolution = more classes.
- Using the sequence entered in your **Show Scheduling Sheet**, and the ❶ **Class #** drop-down arrows or type-in boxes, enter the first group of class numbers, in order, on which you wish to work. These should be the first classes in the first ring.
- Click **OK**.

- ❷**Schedule** windows open for all selected classes, in the sequence in which you entered them in the **Scheduling** form.

SECTION II. BEFORE THE SHOW

CHAPTER II.19. SCHEDULING > STEP 6. ASSIGN RIDE TIMES, CONT'D.

ASSIGN RIDE TIMES > ENTER START TIME:

- The FVD program lists the ❶ **Entry** numbers, ❷ **Rider** names, and ❸ **Test** abbreviation.
- Enter the ❹ **Start Time** of the first class using **hour**, **minute**, **seconds**, and **AM** or **PM**.
  - ○ For hours less than two digits, enter a 0 then the correct number; for example, 08:00:00 AM is 8 o'clock in the morning.
  - ○ You <u>must</u> enter **AM** or **PM** or some riders may be riding after dark!

> **NOTE**: When the **Schedule** button is red, it <u>must</u> be clicked before you leave the form. Clicking **Schedule** causes a recalculation of the ride times in the class after you have made some changes. If you do not click the red **Schedule**, your changes will not take effect. This is also important when you add or delete breaks.
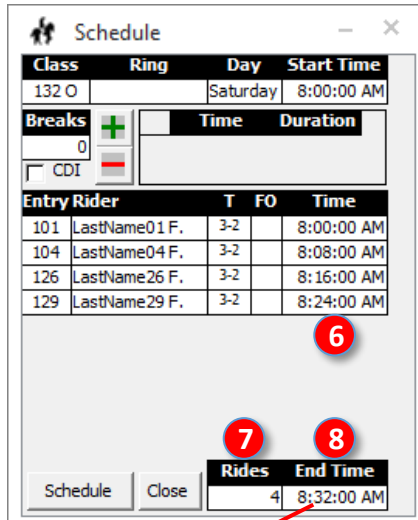
ASSIGN RIDE TIMES > SCHEDULE THE CLASS:

- When you change data in a Schedule form, the ❺ **Schedule** button text turns red. Click the red ❺ **Schedule** button (the text will turn from red to black).
- The FVD program fills in the ❻ **Time** that each ride will start, based on the test durations in the FVD program.
- The ❼ **# of Rides** and ❽ **End Time** for the class is automatically entered.
- If needed/desired, enter a break or lunch, as explained later in <u>Break/Lunch > Add a Break/Lunch</u>. It is recommended you do this now as, if you wait until you schedule an entire ring, you will have to go back and adjust all the times.
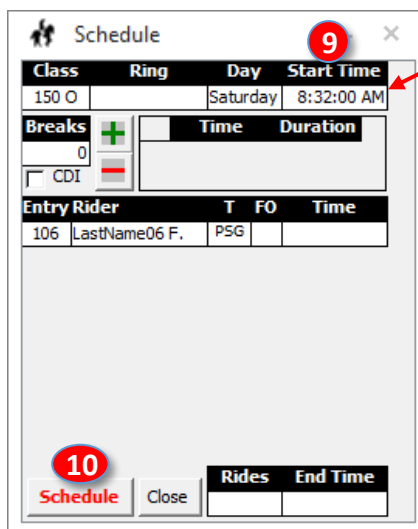
ASSIGN RIDE TIMES > NEXT START TIMES:
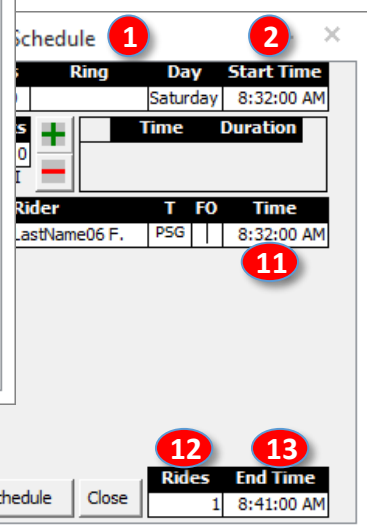
- Now go to the **Schedule** form for the next class in your sequence.
- Type in the ❽ **End Time** from the previous class in the ❾ **Start Time** box.
- Click the ❿ **Schedule** box (the text will turn from red to black). This will fill in the ⓫ [ride] times that each rider is to ride.
- The ⓬ **# of Rides** and ⓭ **End Time** for the class is automatically entered.

- If needed/desired, enter a break or lunch, as explained later. It is recommended you do this now as, if you wait until you schedule an entire ring, you will have to go back and adjust all the times.

- Repeat, using the next group of classes you want to schedule in a ring.
- When the classes in Ring 1 have been scheduled, schedule Ring 2, etc.
- Repeat until all classes in all rings are preliminarily scheduled.

STEP 7. BREAKS AND LUNCH:

ASSIGN RIDE TIMES > BREAKS / LUNCH > USEF RULE: (USEF DR126.1.d.1. and 2.)
- Judges must be given at least a 45-minute lunch break and at least a 10-minute break every 2 hours. This means they judge for **2 hrs** (or less), have a 10-15 min break, judge for **2 hrs** (or less), have a 45-60 min lunch, judge for **2 hrs** (or less), have a 10-15 min break, judge for **2 hrs** (or less), then the day is done.
- This gives them no more than **8 hrs** of judging and 65 to 90 min of break/lunch, for a 9 hr 5 min to 9 hr 30 min day.

BREAK/LUNCH > ADD A BREAK/LUNCH > BREAK/LUNCH WITHIN A CLASS:
- Breaks and lunch must be scheduled "by hand." They can be scheduled <u>within</u> a class or <u>between</u> classes, depending upon the schedule that you are developing.
- First schedule the class.
- Decide <u>before</u> which ride in the class you wish to add a break and note that time. For example, if the judge started judging at 8:00 AM, you need a break that starts no later than 10:00 AM. Looking at the schedule, the closest time <u>before</u> 10:00 AM is 9:56 AM. This is the time the break will start.
- Click the ❶ **Add Break** button.
- The ❷ **Add Break** form opens.
- Enter the ❸ **Time** the break should start. In this example, it is 9:56:00 AM.
- In the ❹ **Duration** box, enter the duration of the break in minutes (at least 10 minutes for a break and at least 45 minutes for lunch). In this example, it is 15 min.
- In the ❺ **Description** box, type a short description of the break, such as BREAK 10 MIN, BREAK 15 MIN, LUNCH 45 MIN, etc. I use capital letters and the minutes so the break and time are obvious on reports.
- Click ❻ **OK**.
- The **Add Break** form will close and the break has been added.
- Click ❼ **Schedule**.
- This will ❽ reschedule the class, adding the break (and the term **BREAK**), and give you a new class ❾ **End Time**.

> **NOTE:** The times of the subsequent classes/rides (in a different Schedule form) <u>do not automatically adjust</u>; therefore, if you have already scheduled subsequent classes/rides, **you must sequentially enter the new Start Time(s) for the next class(es), thereby rescheduling each ride in each class following the class that you just rescheduled**.

SECTION II. BEFORE THE SHOW

CHAPTER II.19. SCHEDULING > STEP 7. BREAKS AND LUNCH, CONT'D.

ASSIGN RIDE TIMES > BREAKS / LUNCH > BREAK/LUNCH BETWEEN CLASSES:

- First schedule the class <u>after</u> which you want to schedule a break or lunch.
- Note the ❶ **End Time** of the class. In this example, it is 12:15:00 PM. This is a good time for a lunch break as the judge's morning break probably ended around 10:15:00 AM (though this varies for each show/ring).
- Click the ❷ **Add Break** button.
- The ❸ **Add Break** form opens.
- Enter the ❹ **Time** the break should start. In this example, it is 12:15:00 PM (enter all the digits and PM).
- Click in ❺ **Duration** box and enter the duration of the break in minutes (at least 10 minutes for a break and at least 45 minutes for lunch). The example has a 60-minute lunch break.
- Click in the ❻ **Description** box and type in the type of break. In this example, it is **LUNCH**.
- Click ❼ **OK**.

- The **Add Break** form will close, ❽ **LUNCH** is added at the end of the class at 12:15:00 PM, and ❾ **Schedule** turns red. However, the ❿ **End Time** has not yet been updated.
- Click ❾ **Schedule**.

- The Break has now been scheduled and a new ⓫ **End Time** is automatically entered. Use this new end time to start your next class.
- If later classes have already been scheduled, reschedule them to reflect this break.

*NOTE: You can also schedule breaks/lunch <u>between</u> classes by starting the next class 10-15 min (break) or 45-60 minutes (lunch) later than the end of the previous class. However, with this technique, ***Break*** does not appear on the **Day Sheets** and the break/lunch times are not included on the **Judge Schedule Report** or the **Harrow Report**. Therefore, this technique is <u>not</u> recommended.*

SECTION II. BEFORE THE SHOW

CHAPTER II.19. SCHEDULING > STEP 7. BREAKS AND LUNCH, CONT'D.

ASSIGN RIDE TIMES > BREAKS / LUNCH > DELETE A BREAK / LUNCH:

- You may need to delete a break if you must change your schedule due to excess judging time, rider conflicts, etc.
- Click on the ❶ white box w black arrow to the left of the break that you want to delete. The box will turn black and the arrow will turn white.
- Click on the ❷ **Delete Break** button.
- A ❸ **Fox Village Dressage** warning form opens.
- Click on ❹ **Yes**.
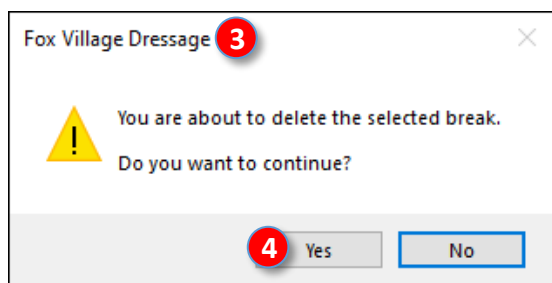
- The ❺ **BREAK** is now gone and the ❻ **Schedule** button is now red; however, the ❼ **End Time** has not yet updated.
- Click on ❻ **Schedule** (the text will change from red to black).

- The ❽ **End Time** has now changed. Use this as the new start time for the next class.
- If later classes have already been scheduled, reschedule them to reflect this break deletion.

- When you are finished click the **Close** button at the right of the scheduling form; this returns you to the **Main Menu**.

> *NOTE: A frustrating aspect of scheduling occurs when lunch must be scheduled when there are only a few rides remaining in a class. Riders, who are usually not aware of USEF judge scheduling requirements, usually complain. If your show schedule allows, you may want to schedule two 10-minute breaks in the morning, which lets you schedule lunch after the class ends. This will give you happy judges and happy riders. As an alternative, you can contact the judge and ask permission to schedule the lunch a bit late; however, this should only be done as a last resort.*

STEP 8. CONFLICT RESOLUTION:

CONFLICT RESOLUTION > USEF RULE (DR126.1.b.5.:
- If a **rider** has less than **50 minutes** between the start of two rides on different horses, there is a **conflict**. FVD conflict resolution works to resolve these conflicts.

CONFLICT RESOLUTION > OTHER CONSIDERATIONS:
- Although there is no USEF rule, also look for conflicts with one rider on one horse. In this example, the rider is riding the same horse but there is only 18 minutes between the start of the first and second rides, which may not be enough time. Both types of conflicts are handled the same way.

CONFLICT RESOLUTION > VIEW RIDER CONFLICTS:
- Select **Main Menu** > **Show Office** > **Scheduling**.
- The **Scheduling** form opens.
- To view Rider conflicts, using the ❶ **View Conflicts** drop-down arrow, select **Rider**.
- Select the **Date**.
- Click **OK**.

- The **Rider Conflicts** form opens. Riders with conflicts will have a check mark in the ❷ **Conflict** column.
- To only view the riders with conflicts, click ❸ **Filter Conflicts**.

- Look at the first ❹ **Entry #** and the two ❺ **Class** numbers that share the conflict. In this example, **Entry #103** has a conflict between **Class 123 O** and **Class 122 O** with an elapsed time of only ❻ **18 minutes**. This is usually not enough time for two rides on the same horse.

SECTION II. BEFORE THE SHOW

CHAPTER II.19. SCHEDULING > STEP 8. CONFLICT RESOLUTION, CONT'D.

CONFLICT RESOLUTION > FIX RIDER CONFLICTS:

- Select the conflicted class numbers in the ❶ **Scheduling** > **Class #** boxes.
- Click ❷ **OK**.

- View the ❸ rider's position in each class.
- In this example, the rider is the ❸ 2nd rider for **Class #123 O** and is the ❹ 1st rider for **Class #122 O**.

- If possible, select an earlier ride time in the earlier class and/or a later ride time in the later class.

- In the earlier class (in this example, Class #123 O), place the earlier class position number (earlier ride time) in the conflicted rider's ❺ **FO** (**F**orced **O**rder) box (in this example, enter a 1 in the FO box).

- Click the ❻ **Schedule** button (the text will change from red to black).

- The rider with a conflict is now in ❼ **position 1**.

- If needed, repeat with the second class to move the rider ❽ later in that class.

- Click ❾ **Close** to close both Schedule windows.

SECTION II. BEFORE THE SHOW

CHAPTER II.19. SCHEDULING > STEP 8. CONFLICT RESOLUTION, CONT'D.

CONFLICT RESOLUTION > CHECK FOR RESOLUTION OF THE CONFLICT:

- In the ❶ **Scheduling** form, click ❷ **OK**.

- In the ❸ **Rider Conflicts** form, click ❹ **Refresh**.
- The form "refreshes" to include the change you just made.
- Scroll down to the rider in question (or click ❺ **Filter Conflicts** to only view riders with conflicts) and see if the conflict has been resolved (unchecked). In this example, the conflict for entry ❻ # 103 has changed from 18 minutes to ❼ **34.5** minutes. This is sufficient for one rider on one horse but is not sufficient for one rider on two horses, which is why the ❽ **Conflict** boxes are still checked (FVD automatically checks boxes if the Elapsed Time is ≤ 50 minutes or > XXXX***.

- If not resolved, repeat the conflict resolution process to widen the spread between ride times.
- If it cannot be resolved by changing ride times, you have two options:
  - ○ Reschedule your show.
  - ○ Create a Rider Conflict (RC) Class (see next page).
  - ○ Contact the rider to see if the conflict time is ok. This can be done via email, text, or phone call. Email or text is preferable as the rider's return message is your written confirmation.

- Proceed down the list to the next rider with a checked conflict box.
- Open classes in conflict for the new rider.
- Repeat these steps for each rider with check marks in the conflict boxes.

- Conflict Resolution is also used to determine conflicts for:
  - ○ **Trainer**: Displays conflicts for a trainer who may need to be with two or more horses.
  - ○ **Coach**: Displays conflicts for a trainer who may need to be with two or more riders.
  - ○ **Horse**: Displays conflicts for a horse that may have more than one rider.
  - ○ **Class**: Displays conflicts (scheduling errors) whereby two classes overlap in one ring or there is a lapse of time between two classes in one ring.

- Re-select scheduling, proceed with conflict resolution for the next day(s) and repeat all steps above.

- If you had to move any classes during Conflict Resolution, go back to your blocking sheet and make the changes made during the conflict resolution process.

CONFLICT RESOLUTION > TEMPORARY RIDER CONFLICT CLASS:
- There will be times when you cannot resolve a rider's conflict with the previous techniques. An example is a class with only three or four rides, and one rider has two rides on two horses in the class. To fix this type of conflict, you create a **Temporary Rider Conflict Class (RC Class)** that lets you schedule one ride out of sequence with the balance of the class.
- In this example, we have a Training 2 class with four rides. One rider has two horses in the class. Since training 2 provides 7.5 minutes per ride, if the rider is the first and last rides in the class, the second ride will start 22.5 minutes after the start of the first ride. This is not enough time to change horses, much less warm-up the second horse.
- Procedure:
    - Using the ❶ **View Class Copy** button, create a new class that is a copy of the USEF Training Level Test 2 class. It might be named **Training Test 2 RC**, where the RC indicates it is a **Temporary Rider Conflict Class**.
    - Using the ❷ **View Class Splitter** button, move the conflicted rider into the RC class.
    - Schedule your show as usual. Ideally, schedule the RC class <u>BEFORE</u> the balance of the class. For example, the RC ride might be at 8:00:00 AM and the balance of the class might start at 10:00:00 AM. In this manner, the other riders do not have to wait for the conflicted ride to be completed.
    - The morning of the show, <u>AFTER</u> Day Sheets have been printed and <u>BEFORE</u> the original class is scored and placed, using the ❶ **View Class Splitter** button, move the conflicted ride back into the original class.
    - Score and place the original class in the usual manner.
    - Finally, if desired, delete the RC class; however, this is not required as it is now an empty class so is not seen on most reports.

STEP 9. CHECK JUDGE HOURS:

CHECK JUDGE HOURS > USEF RULE:
- Show management is responsible for complying with USEF rules and may be fined if the rules are not followed.
- **USEF DR126.1d.(1) and (2)**
  - A judge may not be on the show grounds in an official capacity longer than **10 hours**.
  - A judge may officiate **8 hours** in a day, exclusive of breaks and lunch. You may ask a judge if s/he will continue beyond their 8 hours of officiating. Some will agree, some will agree but will charge punitive overtime fees, and some will flatly refuse. Check with the judges early enough so you can hire a part-time judge, if necessary.
  - Judges <u>must</u> have a **break or lunch every 2 hours**.
  - **Breaks** <u>must</u> be at least **10 minutes**; 15-minute breaks are appreciated.
  - **Lunch** must be at least **45 minutes**; 60-minute lunches are appreciated.

- You need to look at how many hours you have scheduled for each judge (if you have too many hours you will need to reschedule, get permission from the judge, or hire a second judge for the ring).
- Select **Main Menu** > **Reports** > **During-Show** > **Judge Schedule**.

- The **Judge Schedule Report** opens.
- This report counts ❶ **Total Time for Day**, including breaks/lunch that are listed on the **Day Sheets** but <u>not</u> breaks/lunch that are <u>not</u> listed on the **Day Sheets**. Therefore, if you used this latter technique, you would need to add time for these breaks/lunch.

2020 Blue Horse Dressage 1
Judge Schedule

Judge/ Day Start Time	End Time	Duration	Class	Class Name	Ring	Station
Bxxxxxx Exxxxx (S, ST)						
Saturday, June 20, 2020						
		#Error	555	FEI Junior Team Test	1 Xxxxxxxxxxxxx	C
		#Error	244	FEI Junior Individual	1 Xxxxxxxxxxxxx	C
8:00:00 AM	8:18:00 AM	18 min.	153.0	FEI Grand Prix TOC Open CBLM GAIG	1 Xxxxxxxxxxxxx	C
8:18:00 AM	8:54:00 AM	36 min.	152.0	FEI Intermediate TOC Open CBLM GAIG	1 Xxxxxxxxxxxxx	C
8:54:00 AM	10:25:00 AM	1 hr., 31 min.	151.0	FEI Prix St. Georges Open CBLM GAIG	1 Xxxxxxxxxxxxx	C
10:25:00 AM	11:13:00 AM	48 min.	132.0	USEF Third Level Test 2 Open CBLM	1 Xxxxxxxxxxxxx	C
11:13:00 AM	11:50:30 AM	38 min.	121.0	USEF Second Level Test 1 Open	1 Xxxxxxxxxxxxx	C
11:50:30 AM	12:51:30 PM	1 hr., 1 min.	123.0	USEF Second Level Test 3 Open GAIG	1 Xxxxxxxxxxxxx	C
12:51:30 PM	2:36:30 PM	1 hr., 45 min.	112.0	USEF First Level Test 2 Open CBLM	1 Xxxxxxxxxxxxx	C
2:36:30 PM	2:43:30 PM	7 min.	170.0	Pony Cup TOC Open CBLM GAIG	1 Xxxxxxxxxxxxx	C
2:43:30 PM	2:59:30 PM	16 min.	3.0	USDF Introductory Level Test C Open NR	1 Xxxxxxxxxxxxx	C
2:59:30 PM	3:13:30 PM	14 min.	101.0	USEF Training Level Test 1 Open	1 Xxxxxxxxxxxxx	C
3:13:30 PM	4:10:00 PM	57 min.	160.0	USEF TOC Open CBLM GAIG (for Class 161 entries)	1 Xxxxxxxxxxxxx	C
Total Time for Day		8 hr., 10 min.				

❶

Includes judging time <u>and</u> breaks/lunch included in the schedule. This cannot be more than 10 hours.

STEP 10. CHECK DAY SHEETS REPORT:

- Finally, open the Days Sheets Report CDI or Day Sheets Report Standard and methodically review all the ride times and breaks to ensure there are not errors.

CHAPTER II.20. RIDE TIME NOTIFICATION

RIDE TIME NOTIFICATION > TIME OF NOTIFICATION:
- By convention (but not USEF rule), riders should know their ride times **about a week before the first class.**

RIDE TIME NOTIFICATION > METHODS:
- Once you have established your show's ride times, you can provide them to the competitors in four methods:
  - **FVD Web Site**: Post ride times using the FVD **Upload Ride Times and & Results to Web** service.
  - **Your Web Site**: Save ride times as PDF files and post on your web site.
  - **Email**: Save ride times as PDF files and email to competitors.
  - **Snail Mail**: Print ride times and snail mail to competitors (not covered in this manual)

RIDE TIME NOTIFICATION > UPLOAD RIDE TIMES TO FVD WEB SITE:
- You must first register your show with FVD. See REGISTER A SHOW WITH FVD.

- Click **Main Menu** > **Fox Village Dressage Online Tools** > **Upload Ride Times**.
- The **Upload Ride Times & Results to Web** form opens.
- Click **Click here to view Ride Times & Results website**.

- The **Fox Village Dressage Online Entries, Ride Times and Results** web page opens.
- Results can be viewed **By Class**, **By Rider** and **Scratch**.
- Using the **Year** and **State/Province** drop-down arrows, find your show.
- Navigate through this page to familiarize yourself with its features and functions.
- Click **X** to close the web site.

- Click **Upload Now** to upload your ride times.
- A **Fox Village Dressage information** form opens to let you know your ride times have been uploaded.
- Click **OK**.

- To generate URLs to post links to the information on your web site, click **Generate URLs**.
- The URLs for your results **By Class**, **By Rider** and **Scratches** are inserted into the boxes.
- Click each **Click here to view** to see the information linked by the URL.
- Copy and paste each URL to your web site to provide links to the information on the FVD web site.
- Alternatively, email the links to all the riders.

- Click **Close** to return to the main menu.

- See UPLOAD SHOW RESULTS TO THE WEB for information on streaming live results during the show.

RIDE TIME NOTIFICATION > SAVE FVD REPORTS:
- There are two FVD reports commonly used to provide ride times to competitors:
  - **Rider's Schedule Report**
  - **Day Sheets Standard (or CDI) Report**
- Open each of these reports and save them as a PDF files.

RIDE TIME NOTIFICATION > POST THE FVD PDF REPORTS:
- In your usual manner, post the saved **Rider's Schedule Report** and the **Day Sheets Standard Report** to your organization's web site or your show's website.

RIDE TIME NOTIFICATION > EMAIL THE FVD PDF REPORTS:
- Select **Main Menu** > **Show Office** > **E-mails to Clipboard**.
- The **E-mails to Clipboard** form opens.
- Select the people to whom you want to email the ride times.
- Click **OK**.
- In your usual manner, email the PDF files as attachments.

CHAPTER II.21. PREPARE DRESSAGE TEST SHEETS

PREPARE DRESSAGE TEST SHEETS > TEST COUNT REPORT:
- The **Test Count Report** lets you know how many of each dressage test you need for your show.
- Select **Main Menu** > **Reports** > **Pre-Show** > **Test Count Report**.
- The **Test Count** report opens.
- Click **Print** to print the report, as in **Day Sheets Report > Use, Print**.
- Click **Close Print Preview** to close the report.
- Using the **Test Count Report**, determine how many copies of each test you need.
- Increase the count by at least 10% to have extra tests on hand for last minute changes, reference copies for the judges, etc.

PREPARE DRESSAGE TEST SHEETS > ONLINE DRESSAGE TEST COMPUTER FILES:
- Computer files for the dressage tests are available from the USDF, USEF, and FEI web sites. [Eventing tests must be purchased via the USEA web site.]
- Show Management prints the tests for show purposes.
- The tests are rewritten every few years and updated/corrected frequently, so it is best to **use the files posted on the web sites** every time you print dressage tests.
- Links to dressage tests:
  o **USEF/USDF Dressage Tests**: Click here to obtain the 2019 USEF/USDF tests via the USDF web site.
  o **FEI Dressage Tests:** Click here to obtain the 2015 FEI tests via the FEI web site.
  o **FEI Para Equestrian Dressage Tests:** Click here to obtain the 2013 FEI PE tests via the FEI web site.
  o **USEA Dressage Tests**: Click here to order test sheets.

PREPARE DRESSAGE TEST SHEETS > PAPER SIZE AND COLORS:
- In the USA, dressage tests are printed on 8 ½ x 14 paper.
- Although no longer required, printing different test levels/types on different colored paper makes finding tests easier, particularly while in the scoring section. The following are the standard colors with links to Amazon.com (AM) and OfficeSupply.com (OS):
  o **Introductory** - white (can be purchased anywhere!)
  o **Training** – pink (click here AM) (click here OS)
  o **First** – blue (click here AM) (click here OS)
  o **Second** – yellow (click here AM) (click here OS)
  o **Third** – lavender (click here Staples)
  o **Fourth** – green (click here AM) (click here OS)
  o **FEI** – ivory (click here AM) (click here OS)
  o **Eventing** – gray (click here AM)

PREPARE DRESSAGE TEST SHEETS > PRINT DRESSAGE TEST SHEETS:
- Print the tests sheets in your usual manner.

PREPARE DRESSAGE TEST SHEETS > PRINT FVD TEST SHEET LABELS:
- You have four options for dressage test labels:
  o **Standard Label / Standard Size (4" x 2")** – sorted by Date / Ring / Ride Time.
  o **Standard Label / Small Label (4" x 1-1/3")** – sorted by Date / Ring / Ride Time.
  o **CDI Label / Standard Size (4" x 2")** – sorted by Date / Class / Entry # as ride times are assigned later.
  o **CDI Label /Small Size (4" x 1-1/3")** – sorted by Date / Class / Entry # as ride times are assigned later.
- Select **Main Menu** > **Reports** > **Pre-Show** > **Test Labels**.
- The **Test Labels** form opens.
- Using the drop-down, select the **Date** for which you want to print the labels.
- The form gives you the choice of judge location to be printed. First select the **Judge at C**. (After printing out this set of labels, repeat for judges at other locations, if applicable.)
- Click **OK**.
- The **Test Labels** report opens.
- Print the labels in your usual manner.

PREPARE DRESSAGE TEST SHEETS > AFFIX THE LABELS:
- Affix the labels to the dressage test sheets.

CHAPTER II.22. STABLING

STABLING > TOTAL STABLE REPORT:
- Select **Main Menu** > **Reports** > **During-Show** > **Total Stable Report**.
- The **Total Stable Report** opens. It is sorted by **Stall Group** (entries with no Stall Group are first) then by **Rider Last Name**.
- The last page of the report provides **total # of stalls for each day** and **total # of bales of bedding** (assume more bedding will be requested during the show).

STABLING > MAKE STALL ASSIGNMENTS:
- Using a Stall Layout Plan for the facility (you will need to get the specific stall numbers and location from the facility owner/operator or from past shows), make a tentative stall assignment sheet by hand.
- Ensure you:
  - o Keep requested **Stall Groups** together.
  - o Place **stallions** in stallion proof stalls.
  - o **Mares** and **stallions** should not be in adjacent stalls.
  - o Do not use stalls that need repair, etc.

STABLING > ENTER STALL NUMBERS IN FVD:
- If not already done, you need to enter the stall number for each of the stalls you may use at the show facility. This can be done during **Edit a Show Template > Stalls**, during **Set Up a New Show > Stalls**, or after the stalls have been assigned by hand.

- Select **Main Menu** > **Show Office** > **Stalls**.
- The **Stalls** form opens.
- Using the **Add Stall** button, enter the numbers of all the stalls.
- To ensure the stall numbers sort numerically, for stall 1-9, enter them as 01-09 (if you have over 99 stalls, use 001-099).
- Click **Close** when you have entered all the stalls.

STABLING > ASSIGN STALL NUMBERS:
- Select **Main Menu** > **Show Office** > **Entries**.
- The **Entry** form opens.
- Select the first entry for which you want to assign a stall.
- Click on the **Stabling Fees** tab.
- Using the **Stall #** drop-down arrow, select the assigned horse Stall # (and the tack stall #, if requested).
- Repeat until all entries that have requested stalls (horse stalls and tack stalls) have them assigned in the FVD program.
- Click **Close** to return to the **Main Menu**.
- Open the **Total Stable Report** to check your assignments.

STABLING > PRINT STABLE CARDS AND TACK STALL CARDS:
- After you have assigned the stall and tack stall numbers in the FVD program, you can print the **3" x 5" Stable / Stabling Cards** or **2" x 4" Stable / Stabling Labels**. They are fastened to the stalls so riders know they are using the correct stall.
- Select **Main Menu** > **Reports** > **During Show** > **Stable Cards**.
- The **Stable Cards** form opens.
- First select **Stabling Cards** to create cards for horse stalls. (If you want small cards, click **Small**).
- Click **OK**.
- The **Stabling Cards** report opens.
- Examine the report for errors, etc.
- Print the report.
- Before the s how, affix the cards to the applicable stalls.

RIDER PACKET LABELS/SHEETS > TYPES OF RIDER PACKETS LABELS/SHEETS:
- When they check-in with the show office, riders receive a packet containing their bridle number, show program, and other inserts determined by show management. The FVD program creates labels or sheets for the rider packets.
- You have a choice of three types of **Rider Packet Labels**:
  1. **Packet Labels (Detail)**: Label that details entry deficiencies that must be corrected. 3½" X 5" Label (Avery 5168)
  2. **Packet Labels (Standard):** Label that has just the Entry #, rider name, and horse name. 4" X 2" Label (Avery 5163)
  3. **Packet Sheets:** Half sheet of paper with entry deficiency information; the paper is either inserted in the envelope or stapled to the front of the envelope. 8 ½" x 5 ½" Paper (Prints 2 per 8 ½" x 11" Sheet of Paper)
- Obtain a sufficient number of envelopes for the number of riders. Most shows use a 9" x 12" envelope. Many colors are available. A smaller sized envelope may be used if you do not have any large handouts.

RIDER PACKET LABELS/SHEETS > PRINT LABELS/SHEETS:
- Select **Main Menu** > **Reports** > **Pre-Show** > **Packet Labels (Standard)** or **Packet Labels (Detail)** or **Packet Sheets**.
- Review the report to ensure there are not errors.

RIDER PACKET LABELS/SHEETS > APPLY LABELS/SHEETS to RIDER PACKETS:
- Apply labels to rider packet envelopes & load with bridle number, program, & other items for the riders.
- Store the rider packets in alphabetical order, by rider last name, at the show office check-in desk.

> **NOTE**: The **Rider Packet Labels/Sheets** do not include the stall number. To include the stall number on the rider packet, use Stable Labels (Small) that can also be attached to the **Rider Packets**.

2020 Blue Horse Dressage 1
Saturday, June 20, 2020
Class: 153.0   Test: GP

Q

Entry # 192

Horse: Nxxxx Q
Rider: Exxx Bxxxxxxxxx

Open

Time: 8:00:00 AM
Ring: 1 Xxxxxxxxxxxx
Judge at C : Bxxxxxx Exxxxx (S, ST)

C

RIDER PACKET LABEL

Horse Name	Sex
Rider Name	Entry #
Stall Group Name	
Bedding: #	Stall: #

STABLE LABEL

SCRATCHES AFTER SCHEDULING AND FILL SCRATCHED RIDES > SCRATCH RIDE(S):

- There are always horses or riders that come up with something just before or during a show, requiring them to scratch (cancel) a ride in a class, or an entire show.

- Select **Main Menu** > **Show Office** > **Entries**.
- The **Entry** form opens.
- Using the **Entry (Lookup)** drop-down arrow (or type-in box) select the **Entry #**.
- Click the **Class Entries** tab.
- Click on the **Expand** button.
- The **Collapse** and **View Scratches to Sub** buttons are now active.

- Click on the **Term Reason** drop-down arrow in the third row of the class/ride to be scratched.
- Select **Scratch**.

➕	➕	Add Class Entry
➖	➖	Delete Class Entry
▣	▤	Expand
▱	▭	Collapse
▱	▱	View Scratches to Sub
▭	▭	Single Test Labels

- Verify that **Scratch** is in the box.
- Repeat for each class in the entry to be scratched.
- The scratched rides will be annotated on the new Day Sheets, score sheets, and other FVD reports.
- Click **Close** to close the form and return to the **Main Menu**.

- Send a message to scoring, announcer, and judge that the ride(s) has/have been scratched.
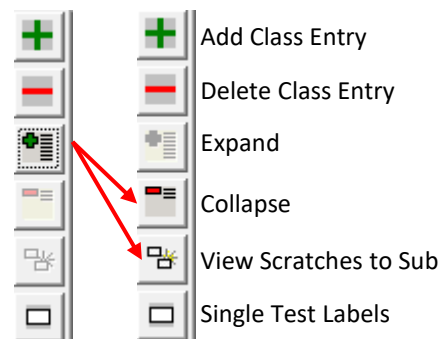
REMEMBER TO INFORM SCORING, ANNOUNCER, AND JUDGE ABOUT THE SCRATCH

SCRATCHES AFTER SCHEDULING AND FILL SCRATCHED RIDES > SCRATCHES NOT SUBBED REPORT:

- Use the **Scratches Not Subbed Report** to keep track of scratched rides that are available to other riders. (Scratches that have not been **sub**stituted with another rider.)

- Select **Main Menu** > **Reports** > **During-Show** > **Scratches Not Subbed Report**.

- The **Scratches Not Subbed Report** opens.
- This report lists rides that have been scratched and are therefore available to other riders. It is sorted by day and then by ride time.
- When a scratched ride is filled in the FVD program, the ride is automatically removed from the **Scratches Not Subbed Report**.

> *NOTE: The list of scratched rides is also posted real-time on the FVD Upload Results feature (see UPLOAD SHOW RESULTS TO THE WEB).*

CHAPTER III.1. SCRATCHES AFTER SCHEDULING AND FILL SCRATCHED RIDES, CONT'D.

SCRATCHES AFTER SCHEDULING AND FILL SCRATCHED RIDES > OPEN THE ENTRY THAT WILL FILL THE RIDE:
- Select **Main Menu** > **Show Office** > **Entries**.
- The **Entry** form opens.
- Use the **Entry (Lookup)** drop-down arrow (or type-in box) to select the **Entry #** of the horse/rider pair that will fill the scratch.
- Look at the **Entry #** to verify that the correct entry has been selected.
- Click the **Class Entries** tab.
- The entry's current class/rides are displayed.
- Click the **Expand** button to display the class/ride details.
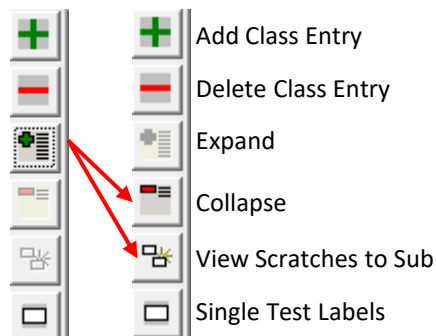
SCRATCHES AFTER SCHEDULING AND FILL SCRATCHED RIDES > VIEW SCRATCHES TO SUB:
- You can now see the **Day** and **Time** for each class/ride.
- Click the **View Scratches to Sub** button.
- The **Scratch - Sub** form opens.
- Using the scroll bar, find the class you want to fill.

➕	Add Class Entry
➖	Delete Class Entry
🔳	Expand
🔲	Collapse
🔳	View Scratches to Sub
▭	Single Test Labels

SCRATCHES AFTER SCHEDULING AND FILL SCRATCHED RIDES > SELECT SCRATCH:
- Select the scratch to be filled by clicking the white box (it will turn black).
- Click **Sub**.
- A **Fox Village Dressage** warning form opens.
- Click **Yes** to fill the scratch with this horse/rider pair ("sub this class entry" in FVD terminology).
- The added class is now listed for this entry.
- The class is no longer on the **Scratches Not Subbed** report.

SCRATCHES AFTER SCHEDULING AND FILL SCRATCHED RIDES > CORRECT QUAL:
- **VERY VERY IMPORTANT!**
- **If this is a GAIG Q class for which the qualifying fee was paid by both riders, you do not need to do anything.**
- **If the previous rider did not request a GAIG Q ride but the new rider wants a GAIG Q ride (and has paid the fee), click the Qual/Div drop-down arrow (or use the type-in box) and select Yes.**
- **If the previous rider had a GAIG Q ride but the new rider does not want a GAIG Q ride, click the Qual/Div drop-down arrow (or use the type-in box) and select No.**
- **If you do not edit Qual/Div, the Qual/Div status of the PREVIOUS rider carries over to the NEW rider, which could result in confusing errors!**

SCRATCHES AFTER SCHEDULING AND FILL SCRATCHED RIDES > TEST SHEET LABEL:
- If you have not yet sent test sheets to the rings, you may want to print a label for the subbed test.
- Click the white box adjacent to the new class entry (the box turns black).
- Click the **Single Test Labels** button.
- The **Test Labels** form opens.
- Select the letter corresponding to the arena position/judge for which you desire a label (this is usually letter **C**).
- Click **OK**.
- Print the label and affix to the test.

- Alternately, particularly if the test in the judge booth, send the information to the judge. The scribe can hand-write the changes on the original label.

REMEMBER TO INFORM SCORING, ANNOUNCER, AND JUDGE ABOUT THE FILLED SCRATCH

CHAPTER III.2. OTHER ENTRY CHANGES (RIDER, HORSE)

After the closing date / scheduling and during the show, the following entry changes may be needed:
1. <u>Rider</u> substitution for an already entered horse/rider combination.
2. <u>Horse</u> substitution for an already entered horse/rider combination.
3. <u>Late</u> entry for a new horse/rider combination (see FVD User Manual)

> *NOTE: A <u>rider substitution</u> occurs when rider2 is taking <u>ALL</u> the rides of rider1 on horse1. The **Entry #** for rider1/horse1 can be used for rider2/horse1. If rider2 is only taking one/some of the rides of rider1 on horse1, then the rider2/horse1 combination is considered a <u>new entry</u> that requires a <u>new</u> **Entry #**, new fees, etc. If the new entry is made after the show closing date, it may be considered a late entry.*

RIDER SUBSTITUTION FOR AN ALREADY ENTERED RIDER > CHANGE RIDER:
- Select **Main Menu > Show Office > Entries**.
- Using the **Entry (Lookup)** drop-down arrow (or type-in box), select the **Entry #**.
- If the sub rider is NOT already in your FVD database, click the **Add Rider** button and follow the instructions in Rider.
- Using the **Rider (Lookup)** drop-down arrow (or type-in box), select the name of the sub rider.
- Select the **Rider / Trainer** tab and ensure the sub rider's information is complete and current.

RIDER SUBSTITUTION FOR AN ALREADY ENTERED RIDER > UPDATE CLASSES:
- Select the **Class Entries** tab.
- Review the class entries and make any necessary changes for the new rider:
- For example, for GAIG Q rides, rider1 may have NOT requested a GAIG Q ride (No) but rider2 may request a GAIG Q ride (Yes).

RIDER SUBSTITUTION FOR AN ALREADY ENTERED RIDER > UPDATE FEES/PAYMENTS:
- To update fees, select the **Other Fees > Payments** tab.
- Make necessary changes. Examples of new fees may be USEF and/or USDF non-member fees, entry **Change Fee** (not all shows charge this fee), etc.
- Check the new balance in the **Balance** box.
- Collect and enter any new **Payments / Credits**, after which the balance should be $0.00 again.

> *NOTE: A <u>horse substitution</u> occurs when horse2 is substituted for <u>ALL</u> the rides of rider1 on horse1. The **Entry #** for rider1/horse1 may be used for rider1/horse2. If horse2 is only being substituted for one/some of the rides of rider1 on horse1, then the rider1/horse2 pair are considered a <u>new entry</u> that requires a new **Entry #**, new fees, etc. If the new entry is made after the show closing date, it may be considered a late entry.*

HORSE SUBSTITUTION FOR AN ALREADY ENTERED HORSE > CHANGE HORSE:
- Proceed as for **Rider Substitution for an Already Entered Rider**, except for the horse.

HORSE SUBSTITUTION FOR AN ALREADY ENTERED HORSE > CHANGE DATA:
- Select the **Horse / Owner** tab and ensure the new horse and owner information is complete and current.

HORSE SUBSTITUTION FOR AN ALREADY ENTERED HORSE > UPDATE CLASSES:
- Select the **Class Entries** tab.
- Review the class entries and make any necessary changes for the new horse (an example is adding or deleting qualification status).

HORSE SUBSTITUTION FOR AN ALREADY ENTERED HORSE > UPDATE FEES / PAYMENTS:
- To update fees/payments, select the **Other Fees / Payments** tab.
- Make any necessary changes. Examples of new fees may be USEF and/or USDF non-member fees, entry Change Fee (not all shows charge this fee), etc.
- Check the new balance in the **Balance** box.
- Collect and enter any new **Payments / Credits**, after which the balance should be $0.00 again.

CHAPTER III.3. DAY SHEET REPORTS

DAY SHEET REPORTS > OVERVIEW:
- FVD provides three Day Sheets Reports that are key reports for running your show.
  1. **Day Sheets CDI Report**: Used for CDIs; may be used for non-CDIs. Provides more detail than the other reports.
  2. **Day Sheets Standard Report**: Used for non-CDI shows.
  3. **Day Sheets Scoring Report**: Similar to Day Sheets Standard Report but has a **Finished** column to indicate the scoring is completed (put a check or the final score in the column) and has a **Hold** column so the scoring department and/or awards department knows to not release a test or ribbon until cleared by the show office.
- Who needs copies of a **Day Sheet Report**?
  - The Show Secretary will need a copy for pre-show work.
  - Show Program Committee (the report is usually in the Show Program).
  - At the beginning of each show day (or late the evening before), new updated copies that reflect any changes will be needed for:
    - ➢ Show Office (posted at the show office)
    - ➢ Show Secretary
    - ➢ Scribe(s)
    - ➢ Technical Delegate(s)
    - ➢ Announcer (or use Announcer's Report)
    - ➢ Warm-up Ring Steward(s) (or use Ring Stewards' Report)
    - ➢ Show Ring Steward(s) (or use Ring Stewards' Report)
    - ➢ Scoring Office (or use Day Sheets Scoring Report)
    - ➢ Awards Manager (use Day Sheets Scoring Report)
    - ➢ Photographer
    - ➢ Videographer
    - ➢ Media
    - ➢ Others

DAY SHEET REPORTS > OVERVIEW:
- Select **Main Menu** > **Reports** > **During-Show** > **Day Sheets CDI** or **Day Sheets Standard** or **Day Sheets Scoring**.
- The **Day Sheets** form opens.
- If you want to open all days of the show, click **OK**.
- If you want to print one day, using the **Date** drop-down arrow, select the date for which you want to print Day Sheets.
- Click **OK**.
- The report opens.
- Print as many copies as you need.

CHAPTER III.4. SCORING > ERRORS

> *NOTE: Even though this is a Quick Start manual, since scoring is so important for a show, detailed scoring procedures are provided here.*

ERRORS > RULES:
- <u>USEF DR122.5.a-l. Errors:</u>
  - First Error: -2 points
  - Second Error: -4 points (total of -6 points)
  - Third Error: Elimination
- <u>FEI ARTICLE 430 EXECUTION OF THE TESTS:</u>
  - **Young Horse, Children, Pony, and Junior Tests:**
    - Errors of Course:
      - First Error: -0.5 percentage points
      - Second Error: -1 percentage point (total of -1.5 percent)
      - Third Error: Elimination
    - Other Errors:
      - Two (2) points deducted for each other error.
  - **Young Rider through Grand Prix Tests:**
    - Errors of Course:
      - First Error: -2 percentage points
      - Second Error: Elimination
    - Other Errors:
      - Two (2) points deducted for each other error.

ERRORS > TERMINOLOGY IN THIS MANUAL:
- As much as possible, this manual will use the following basic nomenclature:
  - **POINTS:**
    - **Points for each dressage test sheet:**
      - **POINTS** = <u>Each number</u> awarded by the judge for <u>each movement and collective</u>.
      - **TOTAL POINTS** = Each number awarded by the judge for each movement and collective, <u>multiplied by coefficient</u> if applicable.
      - **SUBTOTAL POINTS** = Sum of all TOTAL POINTS.
      - **ERROR POINTS** = Number subtracted due to (other) errors, as defined by USEF and FEI.
      - **PRELIMINARY FINAL POINTS** = SUBTOTAL POINTS minus ERROR POINTS. (If there are no errors, PRELIMINARY FINAL POINTS = FINAL POINTS.)
      - **FINAL POINTS** = (FINAL PERCENT * Max Points) / 100
    - **For multiple tests sheets (multiple judges):**
      - **MEAN FINAL POINTS**: Mean of FINAL POINTS.
  - **PERCENTS:**
    - **Percent for each dressage test sheet:**
      - **PRELIMINARY FINAL PERCENT** = (PRELIMINARY POINTS / Max Points) x 100. Calculated percent <u>before</u> percent errors are subtracted.
      - **ERROR PERCENT =** Error percent subtracted from PERCENT, as defined by FEI.
      - **FINAL PERCENT** = PRELIMINARY PERCENT minus ERROR PERCENT. (If there are no errors, PRELIMINARY PERCENT = FINAL PERCENT.)
    - **For multiple tests sheets (multiple judges):**
      - **MEAN FINAL PERCENT**: Mean of FINAL PERCENTS.
  - **SCORES**: All encompassing term that refers to both final POINTS and PERCENTAGE on a test sheet.

> *NOTE: Test sheets and FVD do not use the above nomenclature. It is being used by <u>this author</u> for <u>this manual</u> in an attempt to clearly describe scoring for the MANY test types.*

CHAPTER III.4. SCORING > EXAMPLE CALCULATIONS > GENERIC, USEF/USDF

EXAMPLE CALCULATIONS > GENERIC > NO ERRORS:

POINTS	COEFFICIENT	TOTAL POINTS
6		6
7	2	14
etc	etc	etc
		Sum = SUBTOTAL POINTS

SUBTOTAL POINTS	
- ERROR POINTS	
PRELIMINARY FINAL POINTS	
/ Max Points	
* 100	
PRELIMINARY FINAL PERCENT	
- ERROR PERCENT	
FINAL PERCENT	
* Max Points	
/100	
FINAL POINTS	

EXAMPLE CALCULATIONS > USEF/USDF > ERRORS:

1st Time = 2 points
2nd Time = 4 points [6 points total]
3rd Time = Elimination

TR3 TEST / MAX POINTS = 290 / No Error

SUBTOTAL POINTS	200
- ERROR POINTS	0
PRELIMINARY FINAL POINTS	200
/ Max Points:	0.68966
x 100	68.966
PRELIMINARY FINAL PERCENT	68.966%
- ERROR PERCENT	NA
FINAL PERCENT	68.966%
x Max Points	NA
/100	NA
FINAL POINTS	200

TR3 TEST / MAX POINTS = 290 / One Error

SUBTOTAL POINTS	200
- ERROR POINTS	-2
PRELIMINARY FINAL POINTS	198
/ Max Points:	0.68276
x 100	68.276
PRELIMINARY FINAL PERCENT	68.276%
- ERROR PERCENT	NA
FINAL PERCENT	68.276%
x Max Points	NA
/100	NA
FINAL POINTS	198

For multiple judges: Mean of **FINAL POINTS** = **MEAN FINAL POINTS**. Mean of **FINAL PERCENT** = **MEAN FINAL PERCENT**.

FEI

EXAMPLE CALCULATIONS > FEI YH, CHILDREN, PONY & JUNIOR TESTS:

To be deducted / penalty points

Errors of course (Art 430.6.1) are penalised
1st error = 0.5 percentage point
2nd error = 1 percentage point [1.5% total]
3rd error = Elimination

Two (2) points to be deducted per other error.
Please see Art 430.6.2 [-2 for each other error]

JR TEAM TEST / Max Points = 330 / No Error

SUBTOTAL POINTS	220
- ERROR POINTS	0
PRELIMINARY FINAL POINTS	220
/ Max Points:	0.66667
x 100	66.667
PRELIMINARY FINAL PERCENT	66.667%
- ERROR PERCENT	NA
FINAL PERCENT	66.667%
x Max Points	NA
/100	NA
FINAL POINTS	220

JR TEAM TEST / Max Points = 330 / Other Error(s) Only

SUBTOTAL POINTS	220
- ERROR POINTS	-2
PRELIMINARY FINAL POINTS	218
/ Max Points:	0.66061
x 100	66.061
PRELIMINARY FINAL PERCENT	66.061%
- ERROR PERCENT	NA
FINAL PERCENT	66.061%
x Max Points	NA
/100	NA
FINAL POINTS	218

JR TEAM TEST / Max Points = 330 / Error of Course Only

SUBTOTAL POINTS	220
- ERROR POINTS	0
PRELIMINARY FINAL POINTS	220
/ Max Points:	0.66667
x 100	66.667
PRELIMINARY FINAL PERCENT	66.667%
- ERROR PERCENT	-0.5%
FINAL PERCENT	66.167%
x Max Points	21,835.00
/100	218.35
FINAL POINTS	218.35

JR TEAM TEST / Max Points = 330 / Both Types of Error

SUBTOTAL POINTS	220
- ERROR POINTS	-2
PRELIMINARY FINAL POINTS	218
/ Max Points:	0.66061
x 100	66.061
PRELIMINARY FINAL PERCENT	66.061%
- ERROR PERCENT	-0.5%
FINAL PERCENT	65.561%
x Max Points	21,635.00
/100	216.350
FINAL POINTS	216.350

For multiple judges: Mean of **FINAL POINTS** = **MEAN FINAL POINTS**. Mean of **FINAL PERCENT** = **MEAN FINAL PERCENT**.

FEI

EXAMPLE CALCULATIONS > FEI YR THRU GP:

To be deducted / penalty points
Errors of course (Art 430.6.1) are penalised
1st error = 2 percentage points
2nd error = Elimination
Two (2) points to be deducted per other error.
Please see Art 430.6.2 [-2 for each other error]

GP TEST / Max Points = 460 / No Error(s)

SUBTOTAL POINTS	300
- ERROR POINTS	0
PRELIMINARY FINAL POINTS	300
/ Max Points:	0.65217
x 100	65.217
PRELIMINARY FINAL PERCENT	65.217%
- ERROR PERCENT	NA
FINAL PERCENT	65.217%
x Max Points	NA
/100	NA
FINAL POINTS	300

GP TEST / Max Points = 460 / Other Error(s) Only

SUBTOTAL POINTS	300
- ERROR POINTS	-2
PRELIMINARY FINAL POINTS	298
/ Max Points:	0.64783
x 100	64.783
PRELIMINARY FINAL PERCENT	64.783%
- ERROR PERCENT	NA
FINAL PERCENT	64.783%
x Max Points	NA
/100	NA
FINAL POINTS	298

GP TEST / Max Points = 460 / Error of Course Only

SUBTOTAL POINTS	300
- ERROR POINTS	0
PRELIMINARY FINAL POINTS	300
/ Max Points:	0.65217
x 100	65.217
PRELIMINARY FINAL PERCENT	65.217%
- ERROR PERCENT	-2%
FINAL PERCENT	63.217%
x Max Points	29,080
/100	194.55
FINAL POINTS	290.80

GP TEST / Max Points = 460 / Both Error Types

SUBTOTAL POINTS	300
- ERROR POINTS	-2
PRELIMINARY FINAL POINTS	298
/ Max Points:	0.64783
x 100	64.783%
PRELIMINARY FINAL PERCENT	64.783%
- ERROR PERCENT	-2%
FINAL PERCENT	62.783%
x Max Points	28,880.00
/100	194.55
FINAL POINTS	288.80

For multiple judges: Mean of **FINAL POINTS** = **MEAN FINAL POINTS**. Mean of **FINAL PERCENT** = **MEAN FINAL PERCENT**.

CHAPTER III.4. SCORING > REPORTS

If you want to keep a hand-written paper copy of your show's scores, in addition to your score sheets and FVD entries, FVD provides two reports you can use.

DAY SHEETS SCORING REPORT:

- The **Day Sheets Scoring** report may be used by the scoring section as it is a guide to classes with information that is useful to scorers.
- Select **Main Menu** > **Reports** > **During Show** > **Day Sheets Scoring**.
- The **Day Sheets Scoring** report opens. For each ring, the report contains the class information and an area on which scorers write in the scores, percentages, and placings by hand.
- This is a good report for the scoring department as:
  - The ❶ **Finished** column is used to indicate the test has been scored and posted.
  - The ❷ **E H C M B** columns can be used to record the scores from each judge. If there is a single judge at C, you an use this area to record the final **score** and **percent**.
  - The ❸ **Hold** column has a check if the test and ribbon must be held until the entry is cleared by the Show Secretary.

HANDWRITTEN SCORE SHEETS REPORT:

- You may also (or instead) want to print the **Handwritten Score Sheets** report. If you are not using FVD during the show, it can be used as a score poster.
- Select **Main Menu** > **Reports** > **During-Show** > **Handwritten Score Sheets.**
- The **Handwritten Score Sheets** report opens.
- This is a good report for the scoring department as:
  - The ❹ **E H C M B** columns can be used to record the scores from each judge.
  - Separate scores for ❺ **Open, AA, and JY/YR** can be recorded. These boxes can alternately be used for ❻ **FINAL POINTS**, **FINAL PERCENT**, and **PLACE** as annotated on this example.

SCORING > FVD MANUAL AND STANDARD SCORING:

- FVD provides three approaches to scoring:

No Computer Use During the Show	FVD Manual Scoring	Enter SUBTOTAL POINTS only after show
Computer Use During the Show	FVD Manual Scoring	Enter SUBTOTAL POINTS only during show
Computer Use During the Show	FVD Standard Scoring	Enter MOVEMENT-BY-MOVEMENT POINTS during show
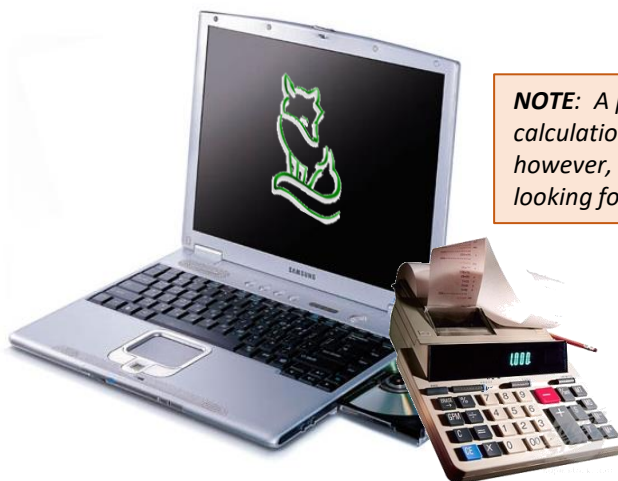
NOTE: A paper printout of the calculation is no longer required; however, it can be useful when looking for the source of an error.

- **Manual Scoring**: The scorers hand calculate the scores and percentages and use their calculations to annotate the tests, place the class, and make awards. The final scores (but not the movement-by-movement scores from the judges' test sheets) are entered in the computer during or after the show. FVD calculates the percentages.
- **Standard Scoring**: The scorers hand calculate the scores and percentages and use their calculations to annotate the tests. A computer operator enters movement-by-movement scores from the judges' test sheets and the computer calculates the scores and percentages. The computer result is compared to the hand calculation performed by scoring. The computer is used to place the classes. **CDI shows must use this method**.

- Show management decides which approach to use. The decision is usually based on available equipment and staff/volunteers. The decision must be made before the show starts.

*NOTE: The FVD authors prefer that you use **Standard Scoring** as it gives you more data and lets you use other services such as Competitor Tent (iOS app). However, **Standard Scoring** requires numerous scorers and computers, and it entails more work and time. Smaller shows with less staff and minimal equipment may therefore find it easier to use **Manual Scoring**. **Standard Scoring is required for CDIs**.*

FVD MANUAL SCORING > NO COMPUTER USE DURING THE SHOW > FLOWCHART:

- When the **1** **dressage test sheets** come in from the rings, the scoring section computes the <u>scores</u> and <u>percentages</u> using a hand calculator and records them on the test sheet. If a calculator printer tape is used, the tape is attached to the test sheet.
- The scored test sheets are provided to the Head Scorer.
- The Head Scorer writes the points and percentages on the:
  - **2** **Day Sheets Scoring** report (or **Handwritten Scoresheet**), and
  - **3** **Handwritten score posters** (this can be a FVD Handwritten Scoresheet report or a locally-produced poster).
- When a class is finished, the Head Scorer places the class and writes the placings on the **Day Sheets Scoring** (or **Handwritten Scoresheet**) and **3** **handwritten score posters**.
- The tests then go to the **4** **awards** section unless there is a hold on the entry.
- <u>AFTER THE SHOW</u>, using the **Day Sheets Scoring** report (or **Handwritten Scoresheet**), the computer operator enters the scores into **5** **FVD** and **6** sends results reports to USEF and USDF.

DURING THE SHOW **AFTER THE SHOW**

DRESSAGE TEST SHEETS **1**

2 **DAY SHEETS SCORING**

3 **HANDWRITTEN SCORE POSTERS**

5

RESULTS REPORTS **6**

4 **AWARDS**

CHAPTER III.4. SCORING > FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING SHOW > MOST TESTS > NO ERRORS

FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING THE SHOW > SET UP MANUAL SCORING:

- To set up **Manual Scoring**, select **Main Menu** > **Show Office** > **Show Preferences**.
- The **Show Preferences** form opens.
- On the **General** tab > **Scoring**, select **Manual Scoring** by clicking the radial button so it is filled with a black dot.
- Click **Close** to return to the **Main Menu**.

FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING THE SHOW > MOST TEST TYPES > <u>NO ERRORS</u>:

- If you are not using a computer during your show, all scoring procedures are done by hand.
- <u>One Judge</u>:
  - *First Scorer*:
    - Calculate the ❶ **MOVEMENT TOTAL POINTS** and ❷ **COLLECTIVE MARKS TOTAL POINTS**
    - ❸ **SUBTOTAL POINTS** = ❶ **MOVEMENT TOTAL POINTS** plus ❷ **COLLECTIVE MARKS TOTAL POINTS**.
    - Since this example has no errors, enter 0 (zero) in the ❹ **ERROR POINTS** box.
    - ❺ **FINAL POINTS** = ❸ **SUBTOTAL POINTS** minus ❹ **ERROR POINTS**.
    - ❼ **FINAL PERCENT** = (❺ **FINAL POINTS** divided by ❻ **MAX POINTS**) x 100. Write ❼ **FINAL PERCENT** near the ❺ **FINAL POINTS**.
  - *Second Scorer*:
    - Proceed as for the First Scorer except, if the calculations match, write the ❺ **FINAL POINTS** on the ❽ **Points** line and write the ❼ **FINAL PERCENT** on the ❾ **Percent** line.
  - If the calculations do not match, repeat calculations until they match.
- <u>Multiple Judges</u>:
  - For each judge/sheet, repeat as for one judge.
  - Calculate the mean of all ❺ **FINAL POINTS** to determine the **MEAN FINAL POINTS**.
  - Calculate the mean of all ❼ **FINAL PERCENT** to determine the **MEAN FINAL PERCENT**.
  - Ensure the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT** are entered on a separate sheet as the final scores.
- <u>AFTER THE SHOW</u>: Enter the ❺ **FINAL POINTS** or **MEAN FINAL POINTS** in FVD. FVD calculates the ❼ **FINAL PERCENT** or **MEAN FINAL PERCENT**.

TR3 TEST / MAX POINTS = 290 / One Error		
SUBTOTAL POINTS	❸	**178.5**
-ERROR POINTS	❹	0
PRELIMINARY FINAL POINTS	❺	**178.5**
/ Max Points:	❻	0.61552
x 100		61.552
PRELIMINARY FINAL PERCENT	❼	**61.552%**
- ERROR PERCENT		NA
FINAL PERCENT	❼	**61.552%**
x Max Points		NA
/100		NA
FINAL POINTS	❺	**178.5**

CHAPTER III.4. SCORING > FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING SHOW > USEF/USDF > ERRORS

FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING THE SHOW > MOST USEF/USDF TESTS > <u>ERRORS</u>:

- USEF DR122.5.b.1-3. Errors
  - <u>First Error</u>: **2** points deducted from the SUBTOTAL (not from the percentage).
  - <u>Second Error</u>: **4** <u>additional</u> points (for a total of **6** points) are deducted from the SUBTOTAL (not from the percentage).
  - <u>Third Error</u>: **Elimination**.

To be deducted
Errors of the course and omissions are penalized
4 1st Time = 2 points
4 2nd Time = 4 points [total of 6 points]
3rd Time = Elimination

SUBTOTAL:	178.5 **3**
ERRORS:	(- 2) **4**
TOTAL POINTS: (Max Points: 290) **6**	176.5 **5**

ONE ERROR

SUBTOTAL:	178.5 **3**
ERRORS:	(- 6) **4**
TOTAL POINTS: (Max Points: 290) **6**	172.5 **5**

TWO ERRORS

SUBTOTAL:	*Eliminated*
ERRORS:	(-)
TOTAL POINTS: (Max Points: 290) **6**	

THREE ERRORS

TR3 TEST / MAX POINTS = 290 / One Error

SUBTOTAL POINTS	**3**	178.5
- ERROR POINTS	**4**	-2
PRELIMINARY FINAL POINTS	**5**	176.5
/ Max Points:	**6**	0.60862
x 100		60.862
PRELIMINARY FINAL PERCENT	**7**	60.862%
- ERROR PERCENT		NA
FINAL PERCENT	**7**	60.862%
x Max Points	**6**	NA
/100		NA
FINAL POINTS	**5**	176.5

TR3 TEST / MAX POINTS = 290 / Two Errors

SUBTOTAL POINTS	**3**	178.5
- ERROR POINTS	**4**	-6
PRELIMINARY FINAL POINTS	**5**	172.5
/ Max Points:	**6**	0.59483
x 100		59.483
PRELIMINARY FINAL PERCENT	**7**	59.483%
- ERROR PERCENT		NA
FINAL PERCENT	**7**	59.483%
x Max Points	**6**	NA
/100		NA
FINAL POINTS	**5**	172.5

CHAPTER III.4. SCORING > FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING SHOW > YH, CHILD, PONY, JR > OTHER ERRORS ONLY

FEI

FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR RIDER TESTS > OTHER ERRORS ONLY:

- Since you are not using FVD at the show, because of the FEI scoring rules, you will need to do some math. Use the table below for formulas. If you have a non-FVD laptop or iPad, you may want to create an Excel spreadsheet to assist you.
- (If you use FVD at the show, FVD performs the calculations for you!)

Total MAX POINTS ④ 330   214 **① SUBTOTAL POINTS**

To be deducted / penalty points
Errors of course (Art 430.6.1) are penalised
1st error = 0.5 percentage point
2nd error = 1 percentage point [1.5% total]
3rd error = Elimination
Two (2) points to be deducted per other error.
Please see Art 430.6.2 [-2 for each other error]

②   -2 **② ERROR POINTS**

FINAL POINTS ③ 212

FINAL PERCENT
TOTAL SCORE in %: 64.242% **⑤**

- **One Judge**:
  - ○ **③ FINAL POINTS = ① SUBTOTAL POINTS** minus **② ERROR POINTS**.
  - ○ **⑤ FINAL PERCENT = ③ FINAL POINTS** divided by **④ MAX POINTS**) x 100.
- **Multiple Judges**:
  - ○ For each judge/sheet, repeat as for one judge.
  - ○ Calculate the mean of all **③ FINAL POINTS** to determine the **MEAN FINAL POINTS**.
  - ○ Calculate the mean of all **⑤ FINAL PERCENT** to determine the **MEAN FINAL PERCENT**.
  - ○ Ensure the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT** are entered on a separate sheet as the final scores.
- **After the Show**: Enter **③ FINAL POINTS** or **MEAN FINAL POINTS** into FVD. FVD calculates the **⑤ FINAL PERCENT** or the **MEAN FINAL PERCENT**.

JR TEAM TEST / MAX POINTS = 330 / Other Errors Only

SUBTOTAL POINTS	**①**	**214**
- ERROR POINTS	**②**	-2
PRELIMINARY FINAL POINTS	**③**	**212**
/ Max Points:	**④**	0.64242
x 100		64.242
PRELIMINARY FINAL PERCENT	**⑤**	**62.242%**
- ERROR PERCENT		0
FINAL PERCENT	**⑤**	**62.242%**
x Max Points		NA
/100		NA
FINAL POINTS	**③**	**212**

CHAPTER III.4. SCORING > FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING SHOW > YH, CHILD, PONY, JR > ERRORS OF COURSE ONLY

FEI

FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR RIDER TESTS > ERRORS OF COURSE ONLY:

Total **MAX POINTS** 4 | 330 | | 214 1 **SUBTOTAL POINTS**

To be deducted / penalty points
Errors of course (Art 430.6.1) are penalised
1st error = 0.5 percentage point — 6
2nd error = 1 percentage point [1.5% total] — 6
3rd error = Elimination

Two (2) points to be deducted per other error.
Please see Art 430.6.2 [-2 for each other error]

0 2 **ERROR POINTS**

PRELIMINARY FINAL POINTS 3 | 214 | 7 **FINAL PERCENT**

Total **FINAL POINTS** 8 | 212.350 | **TOTAL SCORE in %:** 64.348%

(214 / 330) * 100 = 64.848%
5 **PRELIMINARY FINAL PERCENT**

- **One Judge**:
  - 5 **PRELIMINARY FINAL PERCENT** = (3 **PRELIMINARY FINAL POINTS** / 4 **MAX POINTS**) * 100.
  - 7 **FINAL PERCENT** = 5 **PRELIMINARY FINAL PERCENT** minus 6 **ERROR PERCENT**.
  - 8 **FINAL POINTS** = (7 **FINAL PERCENT** * 4 **MAX POINTS**) divided by 100.
- **Multiple Judges**:
  - For each judge/sheet, repeat as for one judge.
  - Calculate the mean of all 8 **FINAL POINTS** to get the **MEAN FINAL POINTS**.
  - Calculate the mean of all 7 **FINAL PERCENT** to get the **MEAN FINAL PERCENT**.
  - Ensure the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT** are entered on a separate sheet as the final scores.
- **After the Show**:
  - Enter the 8 **FINAL POINTS** or the **MEAN FINAL POINTS** in FVD.
  - FVD will calculate the 7 **FINAL PERCENT** or the **MEAN FINAL PERCENT**.

JR TEAM TEST / MAX POINTS = 330 / <u>One Error</u> of Course Only		
SUBTOTAL POINTS 1		214
- ERROR POINTS 2		0
PRELIMINARY FINAL POINTS 3		214
/ Max Points: 4		0.64848
x 100		64.848
PRELIMINARY FINAL PERCENT 5		64.848%
- ERROR PERCENT 6		-0.5%
FINAL PERCENT 7		64.348%
x Max Points 4		21,235.00
/100		212.350
FINAL POINTS 8		212.350

JR TEAM TEST / MAX POINTS = 330 / <u>Two Errors</u> of Course Only		
SUBTOTAL POINTS 1		214
- ERROR POINTS 2		0
PRELIMINARY FINAL POINTS 3		214
/ Max Points: 4		0.64848
x 100		64.848
PRELIMINARY FINAL PERCENT 5		64.848%
- ERROR PERCENT 6		-1.5%
FINAL PERCENT 7		63.348%
x Max Points 4		20,904.84
/100		209.048
FINAL POINTS 8		209.048

CHAPTER III.4. SCORING > FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING SHOW > YH, CHILD, PONY, JR > BOTH ERROR TYPES

FEI

FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR RIDER TESTS > <u>BOTH ERROR TYPES</u>:

Total **MAX POINTS** ❹ | 330 | 214 ❶ **SUBTOTAL POINTS**

To be deducted / penalty points
Errors of course (Art 430.6.1) are penalised
1st error = 0.5 percentage point
2nd error = 1 percentage point [1.5% total]
3rd error = Elimination
❻
Two (2) points to be deducted per other error.
Please see Art 430.6.2 [-2 for each other error] ❷

-2 ❷ **ERROR POINTS**

PRELIMINARY ❸ 212
FINAL POINTS

❻ **FINAL PERCENT**

FINAL POINTS ❼ 212.350

TOTAL SCORE in %: 64.348%

(212 / 330) * 100 = 64.848%
❺ **PRELIMINARY FINAL PERCENT**

- **One Judge**:
  - *Other Errors*:
    - ❸ **PRELIMINARY FINAL POINTS =** ❶ **SUBTOTAL POINTS** minus ❷ **ERROR POINTS**.
    - ❺ **PRELIMINARY FINAL PERCENT** = (❸ **Preliminary Points** divided by ❹ **Max Points**) * 100.
  - *Errors of Course*:
    - ❻ **FINAL PERCENT** = ❺ **PRELIMINARY FINAL PERCENT** minus ❷ **ERROR PERCENT**.
    - ❼ **FINAL POINTS** = (❻ **FINAL PERCENT** divided by ❹ **MAX POINTS**) x 100).
- **Multiple Judges**:
  - For each judge/sheet, repeat as for one judge.
  - Calculate the mean of all ❽ **FINAL POINTS** to get the **MEAN FINAL POINTS**.
  - Calculate the mean of all ❼ **FINAL PERCENT** to get the **MEAN FINAL PERCENT**.
  - Ensure the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT** are entered on a separate sheet as the final scores.
- **After the Show**: Enter the ❽ **FINAL POINTS** or the **MEAN FINAL POINTS** in FVD. FVD will calculate the ❼ **FINAL PERCENT** or the **MEAN FINAL PERCENT**.

JR TEAM TEST / MAX POINTS = 330 / Both Types of Error

SUBTOTAL POINTS	❶	**214**
- ERROR POINTS	❷	-2
PRELIMINARY FINAL POINTS	❸	**212**
/ Max Points:	❹	0.64242
x 100		64.242
PRELIMINARY FINAL PERCENT	❺	**64.242%**
- ERROR PERCENT	❻	-0.5%
FINAL PERCENT	❼	**63.742%**
x Max Points	❹	21,034.998
/100		210.350
FINAL POINTS	❽	**210.350**

CHAPTER III.4. SCORING > FVD MANUAL SCORING > NO COMPUTER USE DURING SHOW > YR THRU GP > OTHER ERRORS ONLY

FEI

FVD MANUAL SCORING > NO COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > OTHER ERRORS ONLY:

MAX POINTS **4** `460`   `314` **1** **SUBTOTAL POINTS**

To be deducted / penalty points
Errors of course (Art 430.6.1) are penalised
1st error = 2 percentage points
2nd error = Elimination
Two (2) points to be deducted per other error.
Please see Art 430.6.2 [-2 for each other error]

`-2` **2** **ERROR POINTS**

2 **FINAL POINTS** **3** `312` **TOTAL SCORE in %:** **5** **FINAL PERCENT** `67.826%`

$(312 / 460) * 100 =$

- **One Judge**:
  - ○ **3** **FINAL POINTS** = **1** **SUBTOTAL POINTS** minus **2** **ERROR POINTS**.
  - ○ **5** **FINAL PERCENT** = (**3** **FINAL POINTS** divided by **4** **MAX POINTS**) x 100.
- **Multiple Judges**:
  - ○ For each judge/sheet, repeat as for one judge.
  - ○ Calculate the mean of all **3** **FINAL POINTS** to determine the **MEAN FINAL POINTS**.
  - ○ Calculate the mean of all **5** **FINAL PERCENT** to determine the **MEAN FINAL PERCENT**.
  - ○ Ensure the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT** are entered on a separate sheet as the final scores.
- **After the Show**:
  - ○ Enter **3** **FINAL POINTS** or **MEAN TOTAL POINTS** into FVD.
  - ○ FVD calculates the **5** **FINAL PERCENT** or the **MEAN FINAL PERCENT**.

GP TEST / MAX POINTS = 460 / Other Error(s) Only

SUBTOTAL POINTS	**1**	**314**
- ERROR POINTS	**2**	-2
PRELIMINARY FINAL POINTS	**3**	**312**
/ Max Points:	**4**	0.67826
x 100		67.826
PRELIMINARY FINAL PERCENT	**5**	**67.826%**
- ERROR PERCENT		0
FINAL PERCENT	**5**	**67..826%**
x Max Points		NA
/100		NA
FINAL POINTS	**3**	**312**

FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING THE SHOW > FEI YR THROUGH GP TESTS > <u>ERROR OF COURSE</u> ONLY:

MAX POINTS ④ `460`   `314` ① **SUBTOTAL POINTS**

> **To be deducted / penalty points**
> Errors of course (Art 430.6.1) are penalised
> 1st error = 2 percentage points   ⑥
> 2nd error = Elimination
> Two (2) points to be deducted per other error.
> Please see Art 430.6.2 [-2 for each other error]

`0` ② **ERROR POINTS**

`314` ③ **PRELIMINARY FINAL POINTS**

FINAL POINTS ⑧ `304.800`   **TOTAL SCORE in %:** `66.261%`

(314 / 460) * 100 = 68.261%   ⑦ **FINAL PERCENT**
⑤ **PRELIMINARY FINAL PERCENT**

- **One Judge**:
  - ③ **PRELIMINARY FINAL POINTS** = (① **SUBTOTAL POINTS** minus ② **ERROR POINTS**)
  - ⑤ **PRELIMINARY FINAL PERCENT** = (③ **PRELIMINARY FINAL POINTS** divided by ④ **MAX POINTS**) * 100.
  - ⑦ **FINAL PERCENT** = ⑤ **PRELIMINARY FINAL PERCENT** minus ⑥ **ERROR PERCENT**.
  - ⑧ **FINAL POINTS** = (⑦ **FINAL PERCENT** times ④ **Max Points**) divided by 100.
- **Multiple Judges:**
  - For each judge/sheet, repeat as for one judge.
  - Calculate the mean of all ③ **FINAL POINTS** to determine the **MEAN FINAL POINTS**.
  - Calculate the mean of all ⑤ **FINAL PERCENT** to determine the **MEAN FINAL PERCENT**.
  - Ensure the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT** are entered on a separate sheet as the final scores.
- **After the Show**:
  - Enter ⑧ **FINAL POINTS** or **MEAN TOTAL POINTS** into FVD.
  - FVD calculates the ⑦ **FINAL PERCENT** or the **MEAN FINAL PERCENT**.

GP TEST / MAX POINTS = 460 / Error of Course

SUBTOTAL POINTS	①	**314**
- ERROR POINTS	②	0
PRELIMINARY FINAL POINTS	③	**314**
/ Max Points:	④	0.68261
x 100		68.261
PRELIMINARY FINAL PERCENT	⑤	**68.261%**
- ERROR PERCENT	⑥	2%
FINAL PERCENT	⑦	**66.261%**
x Max Points	④	30,480.00
/100		304.800
FINAL POINTS	⑧	**304.800**

CHAPTER III.4. SCORING > FVD MANUAL SCORING > NO COMPUTER USE DURING SHOW > YR THRU GP > BOTH ERROR TYPES

FVD MANUAL SCORING > NO COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > BOTH ERROR TYPES:

MAX POINTS ④ 460   314 ① SUBTOTAL POINTS

To be deducted / penalty points
Errors of course (Art 430.6.1) are penalised
1st error = 2 percentage points
2nd error = Elimination ⑥

-2 ② ERROR POINTS

Two (2) points to be deducted per other error.
Please see Art 430.6.2 [-2 for each other error] ②

312 ③ PRELIMINARY FINAL POINTS

FINAL POINTS ⑧ 302.800   TOTAL SCORE in %: 65.826%

(312 / 460) * 100 = 67.826%

⑦ FINAL PERCENT

⑤ PRELIMINARY FINAL PERCENT

- **One Judge:**
  - *Other Errors*:
    - ③ **PRELIMINARY FINAL POINTS** = ① **SUBTOTAL POINTS** minus ② **ERROR POINTS**.
    - ⑤ **PRELIMINARY FINAL PERCENT** = (③ **PRELIMINARY FINAL POINTS** divided by ④ **MAX POINTS**) x 100.
  - *Errors of Course*:
    - ⑦ **FINAL PERCENT** = ⑤ **PRELIMINARY FINAL PERCENT** minus ⑥ **ERROR PERCENT**.
    - ⑧ **FINAL POINTS** = (⑦ **FINAL PERCENT** times ④ **Max Points**) divided by 100.
- **Multiple Judges:**
  - For each judge/sheet, repeat as for one judge.
  - Calculate the mean of all ③ **FINAL POINTS** to determine the **MEAN FINAL POINTS**.
  - Calculate the mean of all ⑤ **FINAL PERCENT** to determine the **MEAN FINAL PERCENT**.
  - Ensure the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT** are entered on a separate sheet as the final scores.
- **After the Show:**
  - Enter the ⑧ **FINAL POINTS** or the **MEAN FINAL POINTS** in FVD.
  - FVD will calculate the ⑦ **FINAL PERCENT** or the **MEAN FINAL PERCENT**.

GP TEST / MAX POINTS = 460 / Both Error Types

SUBTOTAL POINTS	①	314
- ERROR POINTS	②	-2
PRELIMINARY FINAL POINTS	③	312
/ Max Points:	④	0.67826
x 100		67.826
PRELIMINARY FINAL PERCENT	⑤	67.836%
- ERROR PERCENT	⑥	2%
FINAL PERCENT	⑦	65.826%
x Max Points	④	30,280.00
/100		302.800
FINAL POINTS	⑧	302.800

CHAPTER III.4. SCORING > FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING SHOW > AFTER THE SHOW

FVD <u>MANUAL</u> SCORING > <u>NO COMPUTER</u> USE DURING THE SHOW > AFTER THE SHOW:

- After the show, collect the **Days Sheets Scoring** (or **Handwritten Score Sheets**) or the **Score Posters**.
- Using the instructions in the next part of this chapter (Scoring > FVD Manual Scoring > Computer Use During the Show), enter the **Final Points** into FVD. FVD then calculates the **Final Percent** (hopefully it matches the Final Percent on the test sheet!).
- Create the FVD USEF/USDF *.dat file (see DATA FILE FOR USEF AND USDF) and email to USEF and USDF.
- Create the **USEF Post Competition Report** (see USEF POST COMPETITION REPORT FORM) and snail-mail with any accompanying documents.
- Create the **USDF Report of Fees** (see USDF REPORT OF FEES) and snail-mail or email them with any accompanying documents.

FVD MANUAL SCORING > COMPUTER USE DURING THE SHOW > FLOWCHART:

- When the ❶ **dressage test sheets** come in from the rings, the scoring department computes the **points** and **percentages** using a hand calculator and records them on the test sheet. If a calculator printer tape is used, the tape is attached to the test sheet.
- The scored test sheets are provided to the Head Scorer.

> **NOTE**: The Head Scorer and the Computer Operator might be the same person or different people.

- Head Scorer:
  - (Optional) Writes the **points** and **percentages** on the ❷ **Day Sheets Scoring** (or Handwritten Score Sheets) report as a back-up.
  - Uses the report as a method to track scored tests and to determine if the test and ribbon must be held until cleared by the show office.
  - When a class is finished (or before), the Head Scorer provides the test sheets to the computer operator.
- Computer Operator:
  - Using the **test sheets**, the computer operator enters the **final points** into ❸ **FVD**, verifies that the FVD **percent** calculation matches the hand calculation, and places the class in FVD and on the test sheets by writing the place on each sheet.
  - Prints three copies of the ❹ **FVD Score Report** (for posting, announcer, and awards)
  - Provides the test sheets to the ❺ awards section.
- After the Show, the computer operator ❻ sends results to USEF and USDF.

❶ **DRESSAGE TEST SHEETS**

❷ **DAY SHEETS SCORING**

❹ **FVD SCORE REPORT**

SHOW OFFICE COMPUTER

❸

DURING THE SHOW

❺ **AWARDS**

RESULTS REPORTS

❻

AFTER THE SHOW

CHAPTER III.4. SCORING > FVD MANUAL SCORING > COMPUTER USE DURING SHOW > SET UP, OPEN SCORE SHEET, MOST TESTS WO ERRORS

FVD MANUAL SCORING > COMPUTER USE DURING THE SHOW > SET UP MANUAL SCORING:
- To set up **Manual Scoring**, select **Main Menu > Show Office > Show Preferences**.
- The **Show Preferences** form opens.
- On the **General** tab > **Scoring**, select **Manual Scoring** by clicking the radial button so it is filled with a black dot.
- Click **Close** to return to the **Main Menu**.

FVD MANUAL SCORING > COMPUTER USE DURING THE SHOW > OPEN MANUAL SCORE SHEET:
- Select **Main Menu > Scoring**.
- Using the ❶ **Class (Lookup)** drop-down arrow or type-in box, select the ❷ **Class** to be scored.
- Click the ❸ **Score** box.
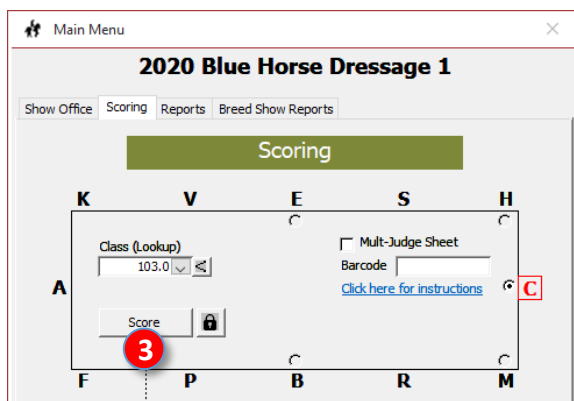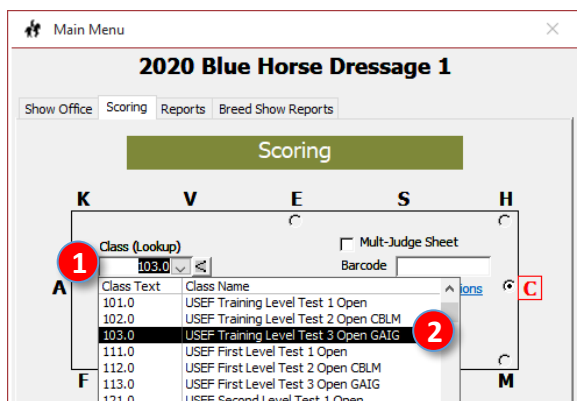
FVD MANUAL SCORING > COMPUTER USE DURING THE SHOW > MOST TESTS > NO ERRORS:
- The **Manual Score Sheet** form opens.
- If you have monitor space, you can increase the height of this form to show more rides.
- Enter the ❹ **SUBTOTAL POINTS** in the FVD **Judge Scores** (Points) under the letter for the judge's position and press **Enter**.
- FVD automatically enters the final score (points) (based on all the judges) in the ❻ **Final Score** (**FINAL POINTS**) box and the percent in the ❼ **Percent** (**FINAL PERCENT**) box.
- If there is more than one judge, repeat for other judge position(s).
- FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

SUBTOTAL:	*169.0*	❹ **SUBTOTAL POINTS**
ERRORS:	(- *0*)	❺ **ERROR POINTS**
TOTAL POINTS: (Max Points: 290)	*169.0*	❻ **FINAL POINTS**
	58.276%	❼ **FINAL PERCENT**

CHAPTER III.4. SCORING > FVD <u>MANUAL</u> SCORING > <u>COMPUTER USE</u> DURING SHOW > USEF/USDF TESTS > ERRORS

FVD <u>MANUAL</u> SCORING > <u>COMPUTER USE</u> DURING THE SHOW > USDF/USEF TESTS > <u>ERRORS</u>:

- With FVD, you have two entry options if there were <u>errors</u> in these tests:
  1. Use the final points hand calculated by the scoring section.
  2. Use FVD to calculate the final points and final percent.

- **OPTION 1**: Enter the ❸ **FINAL POINTS** or **MEAN FINAL POINTS** calculated by the scoring section in the ❺ **Judge Scores (Points)** box. FVD will calculate the ❹ **Percent (FINAL PERCENT)** or the **MEAN FINAL PERCENT**.

- **OPTION 2**:
  - Enter the ❶ **SUBTOTAL POINTS** in the ❺ **Judge Scores (Points)** box.
  - FVD calculates the ❻ **Final Score (PRELIMINARY FINAL POINTS)** and the ❼ **Percent (PRELIMINARY FINAL POINTS)** .
  - Click the ❽ **Calc** button.
  - The ❾ **Error Calculator** form opens.
  - Enter the ❷ **Points (ERROR POINTS)** (-2 or -6).
  - Click ❿ **OK**.
  - FVD automatically enters the final points in the ❸ **Final Score** (**FINAL POINTS**) box and the final percent in the ❹ **Percent (FINAL PERCENT)** box.
  - If there is more than one judge, repeat for other judge position(s).
  - FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

ERROR POINTS ❷
1st Time = 2 points
2nd Time = 4 points [6 points total]
3rd Time = Elimination

CHAPTER III.4. SCORING > FVD MANUAL SCORING > COMPUTER USE DURING SHOW > YH, CHILD, PONY, JR > OTHER ERRORS ONLY

FVD MANUAL SCORING > COMPUTER USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR TESTS > OTHER ERRORS ONLY:

- With FVD, you have two entry options if there were <u>other errors</u> only in these tests:
  1. Use the final points hand calculated by the scoring section.
  2. Use FVD to calculate the final points and final percent.
- **OPTION 1**: Enter the ❸ **FINAL POINTS** or **MEAN FINAL POINTS** calculated by the scoring section in the ❺ **Judge Scores (Points)** box. FVD will calculate the ❹ **Percent (FINAL PERCENT)** or the **MEAN FINAL PERCENT**.
- **OPTION 2**:
  - Enter the ❶ **SUBTOTAL POINTS** in the ❺ **Judge Scores (Points)** box.
  - FVD automatically enters ❻ **Final Score (PRELIMINARY FINAL POINTS)** and ❼ **Percent (PRELIMINARY FINAL PERCENT)**.
  - Click the ❽ **Calc** button.
  - The ❾ **Error Calculator** form opens.
  - Enter the ❷ **Points (ERROR POINTS)**.
  - Click ❿ **OK**.
  - FVD automatically enters the ❸ **Final Score (FINAL POINTS)** and the ❹ **Percent (FINAL PERCENT)** .
  - If there is more than one judge, repeat for other judge position(s).
  - FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

FVD MANUAL SCORING > COMPUTER USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR TESTS > ERRORS OF COURSE ONLY:

- With FVD, you have two entry options if there were <u>errors of course</u> only in these tests:
    1. Use the final points hand calculated by the scoring section.
    2. Use FVD to calculate the final points and final percent.
- **OPTION 1**: Enter the ④ **FINAL POINTS** or **MEAN FINAL POINTS** calculated by the scoring section in the ⑥ **Judge Scores (Points)** box. FVD will calculate the ⑤ **Percent (FINAL PERCENT)** or the **MEAN FINAL PERCENT**.
- **OPTION 2**:
    - Enter the ① **SUBTOTAL POINTS** in the ⑥ **Judge Scores** box.
    - FVD automatically enters the ⑦ **Final Score (PRELIMINARY FINAL POINTS)** and the ⑧ **Percentage (PRELIMINARY FINAL PERCENT)**.
    - Click the ⑨ **Calc** button.
    - The ⑩ **Error Calculator** form opens.
    - Enter the ⑪ **Percentage (ERROR PERCENT)**:
        - For a **0.5%** error, enter **0.005**. ⎤ **IMPORTANT!!!**
        - For a **1.5%** error, enter **0.015**. ⎦
    - Click ⑫ **OK**. FVD updates ⑪ 0.005 (or 0.015) to ⑬ 0.50% (or 1.5%).
    - FVD automatically enters the ④ **Final Score (FINAL POINTS)** box and the ⑤ **Percent (FINAL PERCENT)**.
    - If there is more than one judge, repeat for other judge position(s).
    - FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

FVD <u>MANUAL</u> SCORING > <u>COMPUTER USE</u> DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR TESTS > <u>BOTH ERROR TYPES</u>:

- With FVD, you have two entry options if there were <u>errors</u> in these tests:
  1. Use the final points hand calculated by the scoring section.
  2. Use FVD to calculate the final points and final percent.

- **OPTION 1**: Enter the ❹ **FINAL POINTS** or the **MEAN FINAL POINTS** calculated by the scoring section in the ❻ **Judge Scores (Points)** box. FVD will calculate the ❺ **Percent (FINAL PERCENT)** or the **MEAN FINAL PERCENT**.

- **OPTION 2:**
  - Enter the ❶ **SUBTOTAL POINTS** in the ❻ **Judge Scores** box.
  - Click the ❼ **Calc** button.
  - The ❽ **Error Calculator** form opens.
    - Enter the ❾ **Percentage (ERROR PERCENT)**:
      - For a **0.5%** error, enter **0.005**. ⎱ **IMPORTANT!!!**
      - For a **1.5%** error, enter **0.015**. ⎰
    - Enter the ❷ **ERROR POINTS**.
  - Click ❿ **OK**.
  - FVD automatically enters the ❹ **Final Score (FINAL POINTS)** box and the ❺ **Percent (FINAL PERCENT)**.
  - If there is more than one judge, repeat for other judge position(s).
  - FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

FVD MANUAL SCORING > COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > OTHER ERRORS ONLY:

- With FVD, you have two entry options if there were other errors only in these tests:
  1. Use the final points hand calculated by the scoring section.
  2. Use FVD to calculate the final points and final percent.

- **OPTION 1**: Enter the ④ **FINAL POINTS** or the **MEAN FINAL POINTS** calculated by the scoring section in the ⑥ **Judge Scores** box. FVD will calculate the ⑤ **Percent (FINAL PERCENT)** or the **MEAN FINAL PERCENT**.

- **OPTION 2**:
  o Enter the ❶ **SUBTOTAL POINTS** in the ⑤ **Judge Scores** box.
  o FVD automatically enters ⑥ **Final Score (PRELIMINARY FINAL POINTS)** and ⑦ **Percent (PRELIMINARY FINAL PERCENT)**.
  o Click the ⑧ **Calc** button.
  o The ⑨ **Error Calculator** form opens.
  o Enter the ❷ **(ERROR) POINTS**.
  o Click ⑩ **OK**.
  o FVD automatically enters the ❸ **Final Score (FINAL POINTS)** and the ④ **Percent (FINAL PERCENT)**.
  o If there is more than one judge, repeat for other judge position(s).
  o FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

FVD MANUAL SCORING > COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > ERROR OF COURSE ONLY:

- With FVD, you have two entry options if there were <u>errors of course</u> only in these tests:
  1. Use the final points hand calculated by the scoring section.
  2. Use FVD to calculate the final points and final percent.

- **OPTION 1**: Enter the **4** **FINAL POINTS** or **MEAN FINAL POINTS** calculated by the scoring section in the **6** **Judge Scores** box. FVD will calculate the **5** **Percent (FINAL PERCENT)** or the **MEAN FINAL PERCENT**.

- **OPTION 2**:
  - Enter the **1** **SUBTOTAL POINTS** in the **6** **Judge Scores** box.
  - FVD automatically enters the **7** **Final Score (PRELIMINARY FINAL POINTS)** and the **8** **Percent (PRELIMINARY FINAL PERCENT)**.
  - Click the **9** **2%** button.
  - FVD subtracts 2% from the **8** **Percent (PRELIMINARY FINAL PERCENT)** and enters the **5** **Percent (FINAL PERCENT)** and the **4** **Final Score (FINAL POINTS)**.
  - If there is more than one judge, repeat for other judge position(s).
  - FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

FVD MANUAL SCORING > COMPUTER USE DURING THE SHOW FEI YR THROUGH GP TESTS> BOTH ERROR TYPES:

- With FVD, you have two entry options if there were errors in these tests:
    1. Use the final points hand calculated by the scoring section.
    2. Use FVD to calculate the final points and final percent.

- **OPTION 1**: Enter the ④ **FINAL POINTS** or the **MEAN FINAL POINTS** calculated by the scoring section in the ⑥ **Judge Scores** box. FVD will calculate the ⑤ **Percent (FINAL PERCENT)** or the **MEAN FINAL PERCENT**.

- **OPTION 2:**
    - Enter the ① **SUBTOTAL POINTS** in the ⑥ **Judge Scores** box.
    - FVD automatically enters the ⑦ **Final Score (PRELIMINARY FINAL POINTS)** and the ⑧ **Percent (PRELIMINARY FINAL PERCENT)** .
    - Click the ⑦ **Calc** button.
    - The ⑧ **Error Calculator** form opens.
    - Enter the ⑨ **Percentage (ERROR PERCENT)** (2%).
    - Enter the ⑩ **ERROR POINTS**.
    - Click ⑪ **OK**.
    - FVD automatically enters the ④ **Final Score (FINAL POINTS)** box and the ⑤ **Percent (FINAL PERCENT)** .
    - If there is more than one judge, repeat for other judge position(s).
    - FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

CHAPTER III.4. SCORING > **FVD** <u>MANUAL</u> SCORING > <u>COMPUTER USE</u> DURING SHOW > TERM(INATION)

FVD <u>MANUAL</u> SCORING > <u>COMPUTER USE</u> DURING THE SHOW > TERM(INATION):

- If there is no score for a ride, using the ❶ **Term** drop-down, ❷ select the reason for the termination of the ride:
  - **Eliminated**: The judge eliminated the rider. The horse/rider may compete in other classes.
  - **HC**: *Hors de Concours* – The rider rode w/o a recorded score. Show management must agree to an HC ride prior to the start of the class.
  - **No Show**: The competitor failed to notify the competition secretary of his/her intention to scratch.
  - **Retired**: The test was stopped and the rider/horse pair may no longer participate in the competition w/o permission from the competition management. [NOTE: This appears to be an eventing term.]
  - **Scratch**: The rider voluntarily withdrew prior to the beginning of the class.
  - **Withdrew**: The rider voluntarily stopped the ride and, with the permission of the judge, left the arena w/o completing the test. The horse/rider may compete in other classes in the show.
  - **Vet Out**: The rider withdrew at the recommendation of a veterinarian.

- When all scores for this recording session for this class are entered, click ❸ **Close**.

*NOTE: For results reports sent to USEF and USDF, if a ride has no score, a S (scratch), E (eliminated), R (retired), or VW (voluntarily withdrew) are <u>required</u> in the **Place** box. With FVD, you enter this information in the Term box. The FVD Program enters this information in the final report sent to USEF and USDF. How nice!*

CHAPTER III.4. SCORING > FVD STANDARD SCORING > COMPUTER USE DURING SHOW > FLOWCHART

STANDARD

SCORING

FVD STANDARD SCORING > COMPUTER USE DURING SHOW > FLOWCHART:

- When the **1** **dressage test sheets** come in from the rings, the scoring department computes the <u>points</u> and <u>percent</u> using a hand calculator and records them on the test sheet. If a calculator printer tape is used, the tape is attached to the test sheet.
- The scored test sheets are provided to the **2** Head Scorer / Computer Operator.
- Using the test sheets, the Head Scorer:
  - Enters the scores, <u>movement-by-movement</u>, into **3** **FVD.**
  - Verifies that the FVD calculation matches the hand calculation.
  - (Optional) Uses the **4** **Day Sheets Scoring** report as a method to:
    - Track scored tests.
    - Determine if the test and ribbon must be held until cleared by the show office.
    - (Optional) Writes the points and percentages on the **Day Sheets Scoring** report as a back-up.
- When a class is finished, the Head Scorer:
  - Using FVD, places the class.
  - Prints and posts three copies of the **5** FVD score report (for awards, announcer, and for posting).
  - Provides the test sheets to the **6** awards section.
- After the show, the computer operator **7** sends results to USEF and USDF.

DURING THE SHOW

DRESSAGE TEST SHEETS

DAY SHEETS SCORING

FVD STANDARD SCORING FORM

SCORING COMPUTER

FVD SCORE REPORT

AWARDS

FVD RESULTS REPORTS

AFTER THE SHOW

FVD <u>STANDARD</u> SCORING > <u>COMPUTER USE</u> DURING SHOW > SET UP <u>STANDARD</u> SCORING:
- Select **Main Menu** > **Show Office** > **Show Preferences**.
- The **Show Preferences** form opens.
- In the **General** tab > **Scoring**, select **Standard Scoring**.
- Click **Close** to return to the **Main Menu**.

> ***NOTE***: *In previous versions of FVD, **Standard Scoring** was called **Instant Scoring**.*

> ***NOTE***: *Standard Scoring <u>requires</u> use of the FVD computer during the show.*

FVD <u>STANDARD</u> SCORING > <u>COMPUTER USE</u> DURING SHOW > OPEN SCORING FORM:
- Select **Main Menu** > **Scoring**.
- Using the ❶ **Class (Lookup)** drop-down arrow, select the ❷ number of the class to be scored. Alternately, type the class number in the box and press return.

- Select the ❸ **judge position** by clicking the corresponding radial button so it has a black dot in it. In this example, the judge is at **C**.
- Click ❹ **Score**.

> ***NOTE***: *When you are using Standard Scoring, FVD provides the option of using ❺ barcodes to find the correct test to score. <u>Click here</u> for procedure on the FVD web site.*

> ***NOTE FOR CLASSES WITH MORE THAN ONE JUDGE:***
> - *If the class has more than one judge, after you enter the marks and errors for judge position C, return to **Step** ❸ and select the radial button corresponding to the next judge position. Enter the marks and errors from that judge. Etc.*
> - *When all judge scores are entered, you can view and print all scores on one report. See <u>Multi-Judge Sheets</u>.*

FVD <u>STANDARD</u> SCORING > <u>COMPUTER USE</u> DURING SHOW > MOST TESTS > <u>NO ERRORS</u>:

- The **❶ Scoring - C** (or another selected judge position) form opens.
- Ensure you have the correct Class and Judge Position; select Entry Number:
  - Ensure you have selected the correct **❷ Class** and **❸ Judge Position**. In this example, it is **Class 103, Judge at C**.
  - Using the **❹ Entry (Lookup)** dropdown arrow, the text box, or using the **❺ Previous Entry** and **❻ Next Entry** icons, select the correct **❼ Entry #**. In this example, it is Entry **#186**.
- Standard Marks:
  - Place the curser in **❽ Standard Marks Box 1 (POINTS)** (left column) and enter the points for the first movement. Press **Enter**. The TOTAL POINTS is automatically calculated by the computer, using the coefficients if applicable, and entered in the right column box.
  - The cursor is automatically moved to the next **Standard Marks (POINTS)** box.
  - Continue entering **Standard Marks (POINTS)**, ensuring you have the correct movement points in the correct box.
- Collective Marks:
  - When you have finished the **Standard Marks (POINTS)**, the curser automatically moves to the **❾ Collectives Marks Box 1 (POINTS)** (left column).
  - Enter the POINTS for each collective mark. The TOTAL POINTS is automatically calculated by the computer, using the coefficients if applicable, and entered in the right column box.
- Score Results: FVD automatically calculates the **❿ Final Score (FINAL POINTS)** and the **⓫ Percentage (FINAL PERCENT)**.
- If there are multiple judges, repeat for the other judge position(s).
- FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

FVD STANDARD SCORING > COMPUTER USE DURING SHOW > USEF/USDF INTRO THROUGH FOURTH LEVELS > ERRORS:

- After entering the **Standard Marks** and **Collective Marks**, FVD enters ❶ **Final Score (PRELIMINARY FINAL POINTS)** and ❷ **Percentage (PRELIMINARY FINAL PERCENT)**.
- Click ❸ **Calc**.
- The ❹ **Error Calculator** box opens.
- Enter the ❺ **ERROR POINTS** in the ❺ **Points (ERROR POINTS)** box.
- Click ❻ **OK**.
- FVD subtracts the ❺ **ERROR POINTS** from the ❶ **Final Score (PRELIMINARY FINAL POINTS)** to determine the ❼ **Final Score (FINAL POINTS)** and calculates the ❽ **Percentage (FINAL PERCENT)**.
- If there are multiple judges, repeat for the other judge position(s).
- FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

FROM TEST SHEET

1st Time = 2 points
❺ 2nd Time = 4 points [6 points total]
3rd Time = Elimination

FVD STANDARD SCORING > COMPUTER USE DURING SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR TESTS > OTHER ERRORS ONLY:

- After entering the **Standard Marks** and **Collective Marks**, FVD enters **1** **Final Score (PRELIMINARY FINAL POINTS)** and **2** **Percentage (PRELIMINARY FINAL PERCENT)**.
- Click **3** **Calc**.
- The **4** **Error Calculator** box opens.
- Enter the **5** **ERROR POINTS** in the **5** **Points (ERROR POINTS)** box.
- Click **6** **OK**.
- FVD subtracts the **5** **ERROR POINTS** from the **1** **Final Score (PRELIMINARY FINAL POINTS)** to determine the **7** **Final Score (FINAL POINTS)** and calculates the **8** **Percentage (FINAL PERCENT)**.
- If there are multiple judges, repeat for the other judge position(s).
- FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

SECTION III. DURING THE SHOW

CHAPTER III.4. SCORING > FVD STANDARD SCORING > COMPUTER USE DURING SHOW > YH, CHILD, PONY, JR > ERRORS OF COURSE ONLY

FVD STANDARD SCORING > COMPUTER USE DURING SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR TESTS > ERRORS OF COURSE ONLY:

- After entering the **Standard Marks** and **Collective Marks**, FVD enters **1** **Final Score (PRELIMINARY FINAL POINTS)** and **2** **Percent (PRELIMINARY FINAL PERCENT)**.
- Click **3** **Calc**.
- The **4** **Error Calculator** box opens.
- Enter **0.005 (or 0.015)** in the **5** **Points (ERROR POINTS)** box.
- Click **6** **OK**.
- FVD subtracts **0.5% (or 1.5%)** from the **1** **Final Score (PRELIMINARY FINAL POINTS)** to determine the **7** **Final Score (FINAL POINTS)** and calculates the **8** **Percentage (FINAL PERCENT)**.
- If there are multiple judges, repeat for the other judge position(s).
- FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

FVD STANDARD SCORING > COMPUTER USE DURING SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR TESTS > BOTH ERROR TYPES:

- After entering the **Standard Marks** and **Collective Marks**, FVD enters ❶ **Final Score (PRELIMINARY FINAL POINTS)** and ❷ **Percentage (PRELIMINARY FINAL PERCENT)**.
- Click ❸ **Calc**.
- The ❹ **Error Calculator** box opens.
- Enter **0.005 (or 0.015)** in the ❺ **Percentage (ERROR PERCENT)** box.
- Enter **2** in the ❻ **Points (ERROR POINTS)** box.
- Click ❼ **OK**.
- FVD performs the calculations to determine the ❽ **Percentage (FINAL PERCENT)** and the ❼ **Final Score (FINAL POINTS)**.
- If there are multiple judges, repeat for the other judge position(s).
- FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

FVD STANDARD SCORING > COMPUTER USE DURING SHOW > FEI YR THROUGH GP TESTS > OTHER ERRORS ONLY:

- After entering the **Standard Marks** and **Collective Marks**, FVD enters ❶ **Final Score (PRELIMINARY FINAL POINTS)** and ❷ **Percentage (PRELIMINARY FINAL PERCENT)**.
- Click ❸ **Calc**.
- The ❹ **Error Calculator** box opens.
- Enter the ❺ **ERROR POINTS** in the ❺ **Points (ERROR POINTS)** box.
- Click ❻ **OK**.
- FVD subtracts the ❺ **ERROR POINTS** from the ❶ **Final Score (PRELIMINARY FINAL POINTS)** to determine the ❼ **Final Score (FINAL POINTS)** and calculates the ❽ **Percentage (FINAL PERCENT)**.
- If there are multiple judges, repeat for the other judge position(s).
- FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

FVD STANDARD SCORING > COMPUTER USE DURING SHOW > FEI YR THROUGH GP TESTS > ERROR OF COURSE ONLY:

- After entering the **Standard Marks** and **Collective Marks**, FVD enters ❶ **Final Score (PRELIMINARY FINAL POINTS)** and ❷ **Percentage (PRELIMINARY FINAL PERCENT)**.
- Click ❸ **2%**.
- FVD subtracts **2%** from the ❷ **PRELIMINARY FINAL PERCENT** to determine the ❽ **Percentage (FINAL PERCENT)** and calculates the ❼ **Final Score (FINAL POINTS)**.
- If there are multiple judges, repeat for the other judge position(s).
- FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

FVD STANDARD SCORING > COMPUTER USE DURING SHOW > FEI YR THROUGH GP TESTS > BOTH ERROR TYPES:

- After entering the **Standard Marks** and **Collective Marks**, FVD enters **1** **Final Score (PRELIMINARY FINAL POINTS)** and **2** **Percentage (PRELIMINARY FINAL PERCENT)**.
- Click **3** **Calc**.
- The **4** **Error Calculator** box opens.
- Enter **2** in the **5** **Percentage (ERROR PERCENT)** box.
- Enter **2** in the **6** **Points (ERROR POINTS)** box.
- Click **7** **OK**.
- FVD performs the calculations to determine the **8** **Percentage (FINAL PERCENT)** and the **7** **Final Score (FINAL POINTS)**.
- If there are multiple judges, repeat for the other judge position(s).
- FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

FVD STANDARD SCORING > COMPUTER USE DURING SHOW > TERM(INATION) REASON:

- If the ride was terminated, use the ❶ **Term Reason** drop-down box and select the reason.

- Compare the computer input and results to the test sheet and scorer results. If any entries or calculations do not match, reenter/recalculate until they match.
- To print the score sheet, click the ❷ **Print** button.
- If desired, staple the test sheet, the printed score sheet, and the calculator tape together so they can be given to the rider.
- When finished with this task, click ❸ **Close**. You can reopen the class for additional entries as the test sheets arrive.
- Repeat for all the rides of the class.
- If multiple classes are coming to the scoring desk, they are scored then sorted into a class folder to hold until the class is finished and ready to be awarded.

SPLIT CLASSES PINNED BY DIVISION:
- You might have one more step to do that can be done <u>during the show</u> (after scoring each class) or <u>after the show</u>.
- Digital show results are sent to USEF and USDF via a ***.dat** file created in FVD (see DATA FILE FOR USEF AND USDF). The *.dat file is emailed to both organizations.
- Before you send the *.dat file to USEF and USDF, **if you pin (place) single (usually Open) classes by rider status division (Open, AA, JYR, AJY, etc.)**, you must prepare your classes to comply with USEF results reporting requirements:
  - For each single class that is pinned (placed) for different rider status divisions (Open, AA, JYR, AJY, etc.), in FVD, the original class must be split to a separate class for each division. The rides must then be moved to the appropriate class.
  - For example, if the original class is an **Open** class (riders of all rider status) but the class was pinned (placed) with **Open** riders (professionals and USEF non-members) in one division and **AJY** riders (adult amateurs, young riders, and junior riders) in a second division, you will need two classes before creating the *.dat file that is emailed to USEF and USDF. If you pinned (placed) by Open, AA, and JYR, you will need three classes before creating the *.dat file. Etc.
- If you want to perform this step **after each class is scored:**
  - See complete procedure at DATA FILE FOR USEF AND USDF.
  - <u>Before or during</u> the show, create all the classes you will need, such as an **Open** class and an **AJY** class.
  - Enter all the class participants in the **Open** class; do not enter any class participants in the **AJY** class.
  - <u>After</u> the class is scored, split the class by moving the AJY riders to the AJY class.
  - Then print/post the results for both classes.
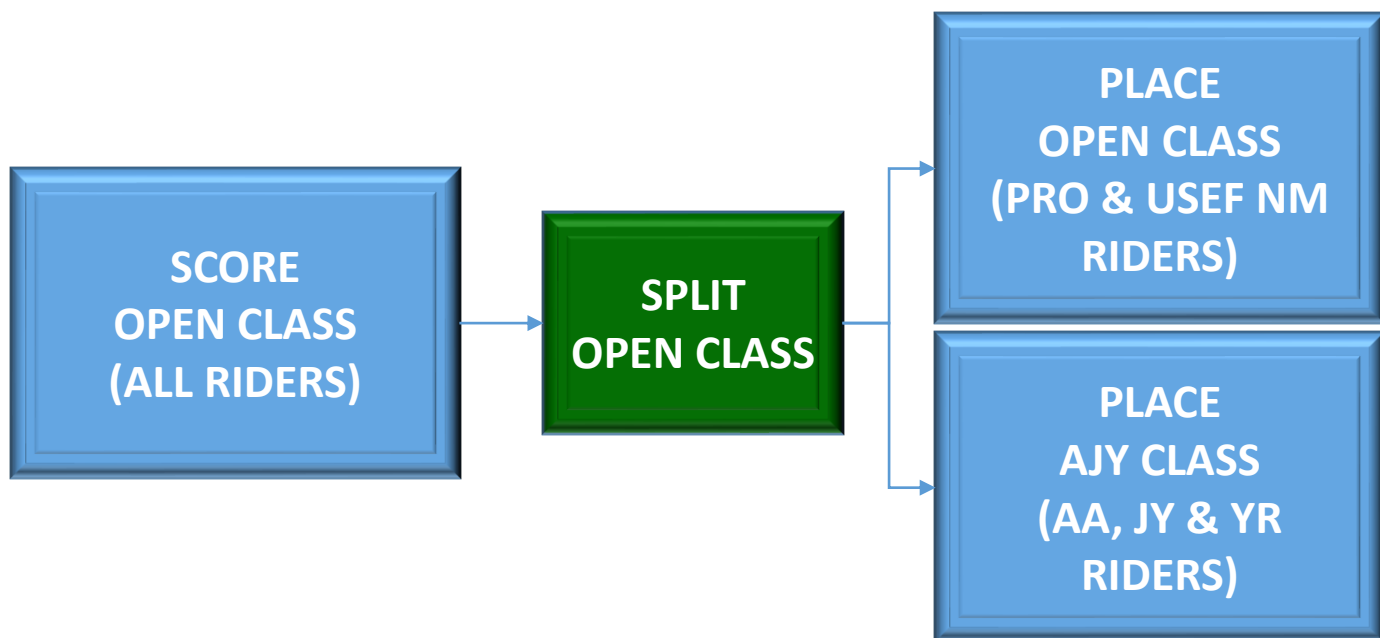
INTRODUCTION:
- Classes may be placed with or without divisions. Classes can be placed in one of three methods:
  - **Standard**: (Default setting – no divisions) All riders are considered equally and are placed 1-*n*, based on their scores.
  - **Rider Status**: Riders are first grouped as Open, Adult Amateur or JR/YR, as annotated on the rider information form, then each of these three groups is placed separately 1-*n*.
  - **Ride Status**: For qualifying rides (the entry paid the Q fee for a Q class), the rides are grouped by Q-Open, Q-Adult Amateur, Q-YR/JR, and Q-No, then each of these four groups is placed separately 1-*n*.
- These methods let you have <u>ONE</u> class with a mixture of riders or rides, but separate placings. <u>ONE</u> class rather than several classes split by division, all riding the same tests, can be easier to schedule and work with conflict resolution.

OPEN PLACE/RANK CLASS FORM:
- Select **Main Menu** > **Scoring**.
- Using the **Class (Lookup)** drop-down arrow (or fill-in box), select the class you want to place.
- Use the ❶ placing method drop-down arrow to select **Standard** (the default), **Rider Status**, or **Ride Status.**
- Click ❷ **Place**.

- The ❸ **Place/Rank Class** form opens.
- Hand type the placings (see next page for examples).

CHAPTER III.5. PLACE A CLASS > PLACING A CLASS

PLACING A CLASS:
- STANDARD:
  - All rides are sorted by ❶ **Final Percent**, highest percent to lowest percent, without divisions.
  - To place the class, hand type 1 – *n*. Place ties as per USEF.

- RIDER STATUS:
  - All rides are sorted by ❷ **Rider Status** (AA, JYR, OPEN), then by ❸ **Final Percent**, highest percent to lowest percent.
  - To place the class, hand type 1 – *n* for each **rider** status. Place ties as per USEF.

NOTE: You can use this to show results by AA, JYR, and Open. You still must perform Split Classes Pinned by Division and Split Classes for USEF Requirements before creating your *.dat file.

- RIDE STATUS:
  - All rides are sorted by ❹ **Ride Status**, then by ❺ **Final Percent**, highest percent to lowest percent, without divisions.
  - To place the class, hand type 1 – *n* for each **ride** status.   Place ties as per USEF.

- To print this form, click the ❻ **Print** button.

USEF DR 123.3. Individual Classification: In case of equality of points [ties] the competitor with the highest marks received under General Impressions [Collective Marks] shall be declared the winner. When the scores for General Impressions [Collective Marks] are equal after coefficients have been applied, the horses must remain tied.

NOTE: If there is a true tie, the two rides receive the same place and the next place is skipped. For example: 1, 2, 2, 4, 5, 6.

NOTE: If a tie is broken by Collective Marks, FVD does not sort by them; therefore, you need to place the rides by the actual placing, not by the FVD sort.

- **RIDE WITH % BUT NO PLACE:** If a ride has scores but did not place, for the *.dat file FVD will automatically enter **0** in the place box.
- **RIDE WITH NO %:** If a ride has no score, ensure the correct Term is selected (see Term(ination) (Manual Scoring) or Term(ination) (Standard Scoring). FVD will automatically enter **S** (scratch), **E** (eliminated), **R** (retired), or **VW** (voluntarily withdrew) in the place box for the *.dat file.

NOTE: Many shows use this printout to post class results. Before you do this, ask your TD as some of them require a Final Report (see Print Score Report) as it provides the points, time printed and the term reason.

CHAPTER III.6. PRINT A RESULTS REPORT > PRELIMINARY REPORT, FINAL REPORT

PRELIMINARY REPORT:
- If you have a large class, you may want to print <u>preliminary</u> report(s) during the day, which have scores for rides that have been completed. This makes some riders happy but confuses others.
- To print a preliminary score report for a completed class report, select **Main Menu** > **Scoring** > **Standard** > **Place**.
- The **Place / Rank Class** form opens.
- The initial riders have scores, but the latter riders do not because they have not yet ridden their tests, or their tests have not yet been scored.
- Click the **Print** icon to print the form.
- Write **PRELIMINARY** on the printout and post it in the score reports area.

NOTE: *Many shows use this printout to post class results. Before you do this, ask your TD as some of them require a Final Report as it provides the points, time printed and the term reason.*

FINAL REPORT:
- To print a final score report for a completed class report, select **Main Menu** > **Scoring**.
- Ensure that the **Final** box is checked (the default).
- Click **Report**.
- The **Final Score Report** opens.
- Check the report to ensure you are looking at the correct class, the results are correct, and you have selected a term reason for any ride without a score.
- To print the report, click the **Print** icon.
- If the report is generated during the show:
  o Post the results at the designated area.
  o Supply a copy to:
    ▪ Announcer.
    ▪ Awards.
  o If you do not have a <u>Day Sheet Scoring</u> report, keep a copy for archiving.

NOTE: *Some TDs require this Final Report as it provides the time printed, the term reason, the score, percent, and the place. Ask your TD which report s/he requires.*

eSCRIBE MODE
WHAT IS eSCRIBING?

- During a show, there are two scribes in a judge's booth:
  - One scribe is completing the paper score sheet.
  - The second is the eScribe, who enters the scores on a networked computer that is set up in eScribe Mode. The computer user only has access to the scoring features of FVD.
- Since the eScribe's computer is networked, the show office has instant access to the scores and, if equipment is available and the show policy allows, the instant scores can be broadcast.
- When using eScribing, the paper score sheet has the official marks; if there is a discrepancy between a paper score sheet mark and an electronic mark, the mark on the paper score sheet is used.

HOW TO eSCRIBE:

- Ensure you are using **Standard Scoring**.
- Click **Main Menu** > **Scoring**.
- Click the ❶ **padlock** button.
- An **eScribe Mode** form opens.
- Follow the instructions on the box.
- Click **OK**.
- The screen now has a new appearance.
- The computer user only has access to the scoring features of FVD.
- Before a class starts, select the class using **Class (Lookup)** then click **Score**.
- The **Scoring - C** (or other judge position letter) screen opens.
- Before a ride starts, select the entry using **Entry (Lookup)**.
- Enter the **Standard Marks** for each movement as they are called out by the judge.
- Enter the **Collective Marks** as they are called out by the judge.
- Enter **Errors**, if needed.
- Enter **Term Reason**, if needed.
- Before the following ride starts, repeat starting at **Entry (Lookup)**.
- When a class is completed, click **Close**.
- For the following class, repeat starting at **Class (Lookup)**.
- When eScribing is finished:
  - Click the **padlock** icon.
  - The **eScribe Mode** form opens.
  - Enter the 4-digit code.
  - Click **OK** to close eScribe Mode.

> **NOTE: DO NOT DO THE FOLLOWING UNTIL YOU ARE _ABSOLUTELY_ SURE YOU WILL NOT NEED TO MAKE ANY CHANGES AS YOU WILL NOT BE ABLE TO DO SO!!! IN MOST CASES, _DO NOT USE THIS FEATURE_.**

CLOSE A CLASS

- This procedure was created for large shows with multiple computer users. In this circumstance, after a class is placed and printed, it can be a good idea to close the class to avoid any accidental changes.
- Select **Main Menu** > **Scoring**.
- Using the **Class (Lookup)** drop-down arrow, select the number of the class you want to close.
- Click on **Close Class**.
- A **Fox Village Dressage** warning form opens.
- Click on **Yes** to prevent inadvertent changes.

CHAPTER III.9. UPLOAD SHOW RESULTS TO THE WEB

FVD ONLINE ENTRIES, RIDE TIMES & RESULTS WEB SITE:

- During and after the show you have options to upload your results to the FVD web site.
- Select **Main Menu** > **Fox Village Dressage Online Tools** > **Upload Results**.

- The **Upload Ride Times & Results to Web** form opens.
- Click ❶ **Click here to view Ride Times & Results website**.

- The ❷ **Fox Village Dressage Online Entries, Ride Times and Results** web page opens.
- Results can be displayed ❸ **By Class**, ❹ **By Rider**, ❺ **By Horse** and ❻ **Scratch**. Navigate through this page to familiarize yourself with its features and functions.

FVD ONLINE ENTRIES, RIDE TIMES & RESULTS WEB SITE > UPLOAD:

- To upload your show's results, click ❷ **Upload Now**.
- A **Fox Village Dressage** form opens advising you that the results have been uploaded.
- Click **OK**.

STREAM RESULTS LIVE TO THE FVD WEB SITE:

- If you are at the show, your computer has an internet connection, and you are entering scores in the computer, you can stream your results live to the FVD website.
- To activate this feature, click ❸ **Start**.
- The form now has a message **Your results are currently streaming**, informing you that your results are automatically loaded onto the FVD website every five minutes.
- To stop the streaming, click ❹ **Stop**.
- The form now has a message **Your results have stopped streaming**.
- The streamed results automatically upload class results as they are entered in your show computer. The screen displays results by class, by rider, by horse and scratch, with results sorted by percentages, showing the highest percentage first.
- This feature is very convenient for competitors and anyone interested in "real-time" show results. For example, after a rider completes a ride, s/he can use an internet-connected cell phone, tablet, etc. to log on to http://www.foxvillage.com/fvdshowresults to find their scores and how they placed in the class, in real time.

GENERATE URLs:

- You can also generate URLs to your show's web pages on the FVD website.
- To activate this feature, click ❺ **Generate URLs**.
- The URLs for your results **By Class**, **By Rider**, and **Scratches** are inserted into the boxes.
- Click each **Click here to view** to see the information linked by the URL.
- Copy and paste each URL to your web site to provide links to the information on the FVD web site.

- Click ❻ **Close** to return to the **Main Menu**.

CHAPTER III.10. HIGH SCORE REPORTS

INTRODUCTION:

- Many dressage shows provide awards to the horse/rider combination with the highest score of the show (**Overall High Score**) and the second highest score of the show (**Reserve High Score**). There may also be awards for the highest score at each level (**Training, First, Second, Third, Fourth, FEI, MFS**), as well as awards for the highest score for each rider status (**Open, Adult Amateur, JR/YR**). This report helps you determine the high score winners for your show. You must first enter all the scores for the show/level/status.
- Whenever possible, these reports are generated during the show so riders can receive their ribbons and accolades.

PROCEDURE:

- Select **Main Menu** > **Reports** > **Post-Show** > **High Score Report**.
- The **High Score Report** form opens
- Click the **Date** drop-down arrow to select the date. If you want results for the entire show, do not select a date.
- Using individual or successive **Order By** drop-down arrows, you can select the order by which the report data is sorted. You can choose up to five sort criteria:
  1. Breed
  2. Class
  3. Level
  4. Status [AA, JR/YR, Open]
  5. Test
- If you click **OK** without making an **Order By** selection, the report lists every ride in the show, sorted from highest to lowest percentage score. Use this list to determine your show's overall high score and reserve high score winners.

EXAMPLE:

- **Level** was selected.
- The report shows the show results sorted by **level** (Training, First, …).
- For each level, the highest percent is the first on the list, etc.

> **NOTE**: *Perform this step only if you pinned larger classes by division.*

SPLIT CLASSES FOR USEF REQUIREMENTS > INTRODUCTION:

- After the show you must submit the following:
  - Digital Results File (*.dat file, same file for USEF and USDF) covered in this section.
  - USEF Post Competition Report, including documents and fees (see USEF POST COMPETITION REPORT FORM).
  - USDF Report of Fees, including documents and fees (see USDF REPORT OF FEES).
- After the show, one digital results file (*.dat file) is created in FVD then is emailed to USEF and USDF.
- Before you create the *.dat file, **if you pin (place) single classes by rider status division**, you must prepare your classes to comply with USEF results reporting requirements:
  - For each single class that is pinned (placed) for different rider status divisions (Open, AA, JYR, AJY, etc.), in FVD the original class must be split to a separate class for each division. The riders must then be moved to the appropriate class.
  - For example, if the original class is an Open class (riders of all rider status rode in the class) but the class was pinned (placed) with **Open** riders (professionals and USEF non-members) in one division and **AJY** riders (A and JYR) in a second division, you will need two classes before creating the *.dat file. If you pinned (placed) by **Open**, **AA**, and **JYR**, you will need three classes before creating the *.dat file.
  - In FVD, this is performed in the usual class copy then splitting procedure, as in the following steps.
- This section will cover splitting one **Training 2 Open** class into two classes: **Training 2 Open** and **Training 2 AJY**.

SPLIT CLASSES FOR USEF REQUIREMENTS > 1. SELECT THE CLASS:

- Open **Show Office** > **Classes**.
- Use the ❸ **Class (Lookup)** dropdown arrow (or type-in box) to select the class you want to split.
- The class' form opens.

SPLIT CLASSES FOR USEF REQUIREMENTS > 2. COPY THE CLASS:

- Next you copy the class, so you have two classes. (If you have three rider status divisions in the class, you copy the class twice, so you have three classes.)
- Click the **Class Copy** icon.
- The **Class Copy** form opens.
- Type in a **New Class Number**. If the Open class is 102.0, the copy could be **102.1**. (If you have three rider status divisions, you could have **102.0 for Open**, **102.1 for AA**, and **102.2 for JYR**.)
- Click **OK** to save the class and close the window.

SPLIT CLASSES FOR USEF REQUIREMENTS > 3. NAME THE NEW CLASS:

- Next you name the new class to reflect the division.
- Using the **Class (Lookup)** drop-down arrow (or the type-in box), select the new class (**102.1** in this example).
- Edit the **Class Name** to reflect the division. In this example, it is **USEF Training Level Test 2 AJY BLM**.
- The **USEF Code** does not change.
- In this example, since it is an **AJY** class, it remains an **Open** class. If it is an **AA** class, change this designation to **AA**; if it is a **JYR** class, change this designation to **JR/YR**.

SECTION IV. AFTER THE SHOW

CHAPTER IV.1. DATA FILE FOR USEF AND USDF > SPLIT CLASSES FOR USEF REQUIREMENTS, CONT'D.

SPLIT CLASSES FOR USEF REQUIREMENTS > 4. SPLIT THE CLASS:

- Next you split the 102.0 Open class by moving AJY riders to class 102.1. (If you have three rider status divisions, you split the 102.0 Open class by moving AA riders to the 102.1 class and by moving the JYR riders to the 102.2 class.)
- Click the **Class Splitter** icon.
- The **Class Splitter** window opens.
- Using the right and left drop-down arrows, select classes **102.0** and **102.1**.
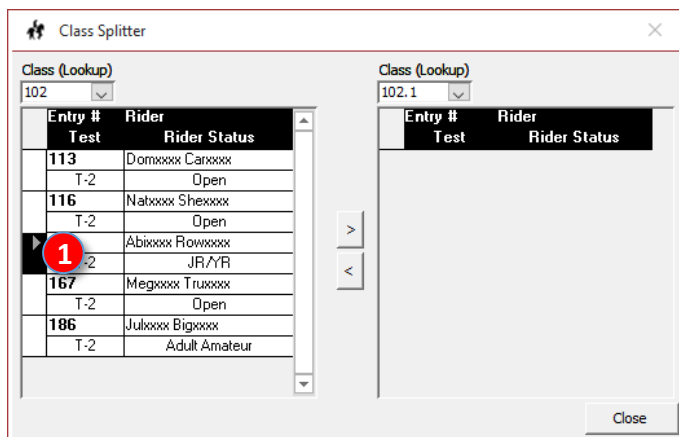
- To select the first AA or JYR rider to be moved from class 102.0 to class 102.1 (AJY), click the ❶ **box** to the left of the rider. The box turns black.
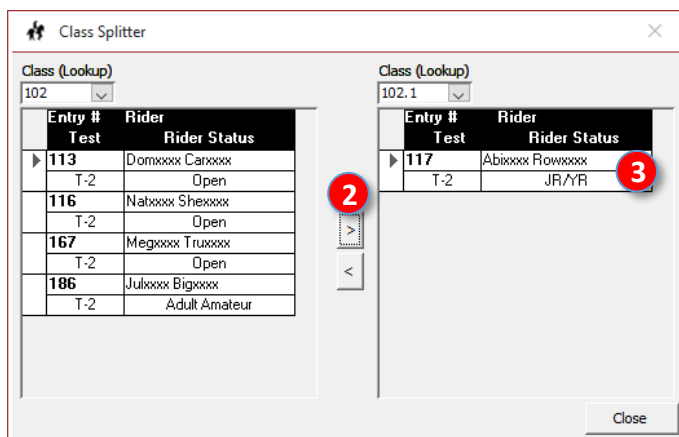
- To move the rider to class 102.1, click the ❷ **right arrow**.
- ❸ The rider is moved.
- Repeat for the next riders to be moved.
- (Repeat the above for a third copied class if you have Open, AA, and AJY divisions.)
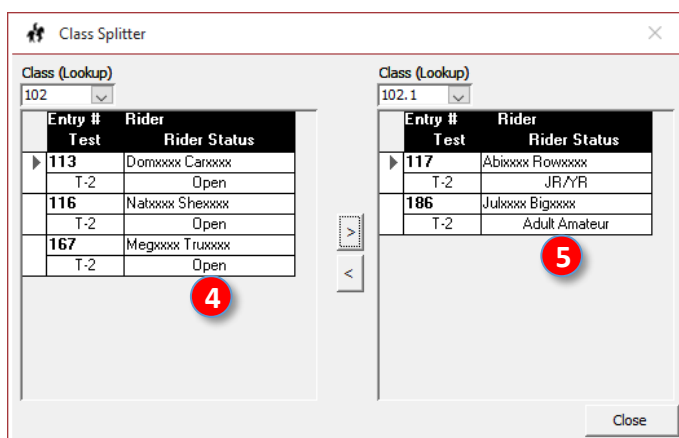
- For the example, the ❹ open riders remain in class 102.0 and all the ❺ AJY riders are now in class 102.1.

- Repeat for all other single classes that were pinned (placed) by rider status division.

CHAPTER IV.1. DATA FILE FOR USEF AND USDF > CREATE THE *.dat FILE

***VERY IMPORTANT NOTE**: When you create the USEF (/USDF) eScores (*.dat) file, the data is automatically (1) uploaded to the FVD site for updating and (2) synchronized with the Competitor Tent iOS app (click here). If any of your competitors have registered with Competitor Tent, they will be contacted by Competitor Tent. Do not do a practice run as your online show information will be changed.*

***NOTE**: USEF and USDF accept the same eScores file (*.dat file). You can email the file to them with the same email by sending the file as an attachment to **results@USEF.org** and to **results@USDF.org**.*

***NOTE**: USEF & USDF must be notified of classes that did not fill (classes for which there were no entries). FVD automatically creates this information and includes it in the USEF eScores file. How nice!*

CREATE THE FVD eSCORES (*.DAT) FILE:

- USEF has some rather complicated instructions and Excel templates for the electronic submission of results (click here). Fortunately for the FVD user, FVD provides the information required by USEF (and USDF) when you submit the eScores (*.dat) file generated by FVD.
- Select **Main Menu** > **Reports** > **Post-Show** > **USEF eScores**.
- The **USEF eScores** form opens.
- The ❶ **Open e-mail program to send attachment** check box is checked by default. This will automatically save the *.dat file to your **C: > Users > [UserName] > Documents > FVD** folder and open an email with the *.dat as an attachment.
- If you ❷ uncheck the box, the *.dat file is saved to your **C: > Users > [UserName] > Documents > FVD** folder but an email is not opened.
- Click ❸ **Ok**.
- A **Fox Village Dressage** information form opens to inform you that the file has been saved to your **C: > Users > [UserName] > Documents > FVD** folder.
- Click **OK** to return to the **Main Menu**.

> ***NOTE**: Click the ❹ **Other eScores** check box if you also want a *.dat file for other (local) organizations.*

VERIFY THE eSCORES (*.dat) FILE WAS SAVED:

- Navigate to your **FVD** folder.
- The file name of the file that you just saved will be your show's USEF/USDF number followed by the **dat** extension. For example, if the show's number is **123456**, the file name is ❷ **123456.dat**. Do not change this file name as it is the file name required by USEF.
- Double check to ensure it is the correct show number – you entered this with **Main Menu > Show Office > Show Information** and a previous typo could cause you a big headache!

EMAIL *.dat FILE TO USEF & USDF:

- In the usual manner, open your default email program and start a new email message.
- **To:** In the **To…** box, enter results@usef.org; and results@usdf.org.
- **Subject** In the **Subject:** box, enter the **Show Name – Show Number**.
- **Message** A **message** is not required.
- **Attach the File** Using the method for your email program, attach the ***.dat** file.
- **Send** Click the **Send** button.
- Your attachment is now on its way to USEF and USDF!
- **If you do not receive a return email acknowledgement, the email was not delivered – resend it.**

- You have **VERY LITTLE TIME** to submit your results to **USEF**. Reports must be received by USEF within 10 working days. They may be electronically transmitted; this is easy to do with FVD. Consult the USEF guidelines (see links below) for details.
- Ensure all classes have been placed – even single ride classes must have been placed.
- If a ride had no score, ensure you used the **Term** box (see Term(ination).) so FVD will enter **S** (scratch), **E** (Eliminated), **R** (Retired), or **VW** (Withdrew) in the place box, which is required for the USEF and USDF *.dat file.

- **Two Reports must be sent to USEF:**
  - Snail Mail Report: USEF Post Competition Report Form and your payment(s).
  - Email Report: USEF Electronic Submission of Show Results (created with FVD).

- **USEF web forms and guidelines**:
  - USEF 20200 Post Competition Report Form: Click here.
  - USEF 2020 Post Competition Report FAQ: Click here.
  - USEF Electronic and Manual Results Criteria: Click here.
  - USEF 2020 Results Criteria Template (*.xls): Click here.
  - USEF 2020 Section Codes (*.xls) (Dressage is lines 146-189): Click here.

- This chapter provides an overview to use FVD to prepare the USEF Post Competition Report and send the report to USEF. Step by step procedures are in the FVD User Manual.

- USEF results rules at in **GR1214. Results**.

- Open the **2020 USEF Post Competition Report Form**:
  - Print and fill-in version: Click here.
- You will complete this form by hand or on the computer, then print and mail it to USEF with your payment(s).

- FVD reports and forms that provide information for the USEF form:
  - **Main Menu** > **Reports** > **Post-Show** > **USEF/USDF Post Competition** report. Used for most of the data needed for page one of the USEF form.
  - **Main Menu** > **Reports** > **Post Show** > **Show Fee Summary** form. Used to verify USEF membership fees and other fees you collected that are due to USEF.
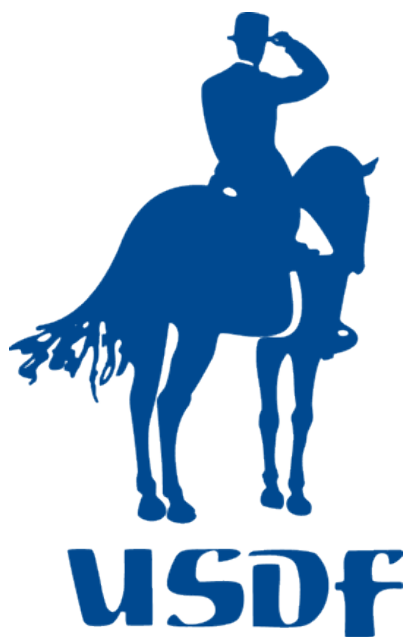
- You have **VERY LITTLE TIME** to submit your results to **USDF**. Reports must be received by USDF within 10 working days. They may be electronically transmitted; this is easy to do with FVD. Consult the USDF guidelines (see links below) for details.
- Ensure all classes have been placed – even single ride classes must have been placed.
- If a ride had no score, ensure you used the **Term** box (see Term(ination)) so FVD will enter **S** (scratch), **E** (Eliminated), **R** (Retired), or **VW** (Withdrew) in the place box, which is required for the USEF and USDF *.dat file.

- **Two Reports must be sent to USDF:**
  - USDF Report of Fees and your payment(s) – can be done online
  - USEF/USDF Electronic Submission of Show Results (the FVD *.dat file – sent via email).
- **USDF web forms and guidelines**:
  - 2020 USDF Report of Fees: Click here.
  - USDF Results, Fees, and Paperwork Submission Guidelines: Click here.

- This chapter provides an overview to use FVD to prepare the USDF Report of Fees and send the report to USDF. Step by step procedures are in the FVD User Manual.

- Additional information is on the USDF website (click here).

- FVD reports and forms that provide information for the USDF form:
  - **Main Menu** > **Reports** > **Post-Show** > **USDF Qualifying Ride Fees** report. Used to complete page one of the USDF report. Do NOT use the FVD **Total Qualifying Rides Down Centerline** report.
  - **Main Menu** > **Reports** > **Post-Show** > **Total Rides Down Centerline** report. Used to complete the top of page two of the USDF report.
  - **Main Menu** > **Reports** > **Post-Show** > **Profit(Loss) Statement** report. Used to determine other fees (memberships, horse registration, non-member fees, etc.) due to USDF.
  - **Main Menu** > **Reports** > **Post-Show** > **Non-members**. Used to find the names of the people that paid the USDF non-member fee.
  - Select **Main Menu** > **Reports** > **Post-Show** > **Show Fee Summary**. Used to verify that you received the appropriate number of USDF non-member fees.

CHAPTER IV.4. MEDIA REPORTS

SIMPLE SCORE REPORT FOR THE MEDIA:

- When your show is finished and after all recording, scoring, placing, etc. have been completed on the computer, you can create reports for the media, which you can include your web site, your organization's newsletter, local horse/dressage newsletters, The Chronicle of the Horse, etc.
- Select **Main Menu** > **Reports** > **Post-Show** > **Score Reports - Media**.
- The **Media Scoring Reports** form opens.
- Make the choices desired:
  - **Entire Show**: Check the box if you want the results for the entire show.
  - **Day**: Use the drop-down arrow to select one day of the show.
  - **Place Limit**:
    - Enter a number corresponding to the number of places in each class (this is usually 6; for championship classes it is often 10).
    - Alternately, if your targeted media only wants the top 3 places, enter 3.
    - Leave the box blank to get all results.
  - **Group by Rider's Status**: Check the box if you want the results sorted by rider status (AA / JYR / Open). Not an available selection with Simple Media Report.
  - **Simple Media Report**: Check the box if you want a report that includes only the:
    - Class Name
    - Judge(s) Name(s) and Location
    - Class Placing
    - Rider Name
    - Horse Name
    - Percentage.
    (If you do not check this box, you get a report with more information.)
- Click **OK**.
- The **Score Report Media Simple** report, with the selected criteria, opens.
- Save the report as a PDF or Word file and email to your favorite media outlets.

Simple report with 3 placings.

[NON] SIMPLE SCORE REPORT FOR THE MEDIA:

- If your media customers desire more show information, you can provide a **[Non] Simple Media Report**.
- Select **Main Menu** > **Reports** > **Post-Show** > **Score Reports - Media**.
- The **Media Scoring Reports** form opens.
- Select the criteria you need but do <u>not</u> check the **Simple Media Report** check box.
- Click **OK**.
- The **Score Report Media [Non] Simple** opens.
- Save the report as a PDF or Word file and email to your favorite media outlets.

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- Save the report as a PDF or Word file and email to your favorite media outlets.

SECTION V. EVERY DAY

CHAPTER V.1. BACKUP FILES, CHAPTER V.2. RESTORE FILES (WHEN NEEDED)

> **NOTE**: *Previous versions of FVD had **Backup** and **Restore** functions. They are no longer provided as it is easier to use the Windows copy and paste functions.*

BACKUP FILES:

INTRODUCTION:
- It is very important that you back up your FVD files FREQUENTLY. This is not automatically done for you in FVD. Any time you have made changes to your show, HR, test and template files, do back-ups.
- You use the Windows **copy** and **paste** functions to copy a file from one drive > folder to another.
- It is recommended that you copy the files to an external storage device such as the cloud, an external hard drive, jump/thumb drive, memory card, etc. By doing this, if your computer crashes, your backup will be retrievable.
- Also, you can store the backup in a different room/building/city in case your computer's location suffers a natural or other disaster.

FILES TO BACKUP:
- As a minimum, you need to frequently back-up the following files:
  - ***.sdf** (your Show File)
  - **HR.hdf** (your Horse & Rider File)
  - **Test.tdf** (your test file)
- Also backup:
  - **License.dll** (your license file – back it up whenever you update FVD.
  - ***.kdf** (template files) – back them up when you edit them.

RESTORE FILES (WHEN NEEDED):

COPY AND PASTE YOUR FILES TO ANOTHER COMPUTER:
- If not already done, install FVD on the second computer.
- Insert/connect your external storage device to the second computer.
- Copy and paste your most recent backup files to the FVD folder of the second computer. Save the *.kdf files to the FVD\Support folder.
- After copying and pasting the files, REPAIR ALL LINKS**.**

EMAIL YOUR FILES TO ANOTHER PERSON:
- Open your default email program and complete the **To:** box, **Subject:** box, and write a message.
- Attach the *.sdf, HR.hdf, Test.tdf, license.dll and *.kdf in the usual manner.
- Send the email.
- The recipient then saves the files to the appropriate folders on his/her FVD computer.
- After copying and pasting the files, REPAIR ALL LINKS**.**
- In a pinch, you can email the files to yourself - this is another method of backing up the files!

SECTION VI. APPENDICES

THE FVD USER MANUAL HAS THE FOLLOWING APPENDICES:
- APPENDIX A. ENTRY REVIEW AND MANAGEMENT SUGGESTIONS
- APPENDIX B. USEF AND USDF PEOPLE & HORSE MEMBERSHIP REQUIREMENTS & EXEMPTIONS
- APPENDIX C. USEF/USDF AND FEI DRESSAGE TESTS
- APPENDIX D. DRESSAGE AND OTHER TESTS BUILT INTO FVD
- APPENDIX E. USEF/USDF/FEI TEST DURATIONS AND FVD TEST DURATIONS
- APPENDIX F. USEF DRESSAGE SECTION CODES
- APPENDIX G. EQUINE CANADA (EC) SECTION CODES
- APPENDIX H. RECOMMENDED DRESSAGE CLASS NUMBERS
- APPENDIX I. SCHEDULING SHEETS
- APPENDIX J. NETWORKING COMPUTERS

SECTION VII. PROGRAM FUNCTIONS

THE FVD USER MANUAL HAS A SECTION THAT EXPLAINS ALL PROGRAM FUNCTIONS:
- PROGRAM FUNCTIONS 1. FILE
- PROGRAM FUNCTIONS 2. FOX VILLAGE DRESSAGE
- PROGRAM FUNCTIONS 3. UTILITIES
- PROGRAM FUNCTIONS 4. HELP
- PROGRAM FUNCTIONS 5. SHOW OFFICE
- PROGRAM FUNCTIONS 6. SCORING
- PROGRAM FUNCTIONS 7. REPORTS - PRE-SHOW
- PROGRAM FUNCTIONS 8. REPORTS - DURING-SHOW
- PROGRAM FUNCTIONS 9. REPORTS - POST-SHOW
- PROGRAM FUNCTIONS 10. BREED SHOW REPORTS
- PROGRAM FUNCTIONS 11. FOX VILLAGE DRESSAGE ONLINE TOOLS
- PROGRAM FUNCTIONS 12. EQUESTRIAN ENTRIES INTEGRATED ONLINE TOOLS
- PROGRAM FUNCTIONS 13. PRINT PREVIEW

SECTION VIII. TIPS & TRICKS

THE FVD USER MANUAL HAS THE FOLLOWING TIPS & TRICKS:
- TIPS & TRICKS 1. PRINT LABELS AND INDEX CARDS
- TIPS & TRICKS 2. USE EMAIL ADDRESSES
- TIPS & TRICKS 3. WAIT LIST
- TIPS & TRICKS 4. SCHEDULING QUADRILLE AND PAS DE DEUX
- TIPS & TRICKS 5. MANAGING TEAMS
- TIPS & TRICKS 6. REPORTS IN THE SHOW PROGRAM
- TIPS & TRICKS 7. REPORTS FOR WEB SITE POSTING
- TIPS & TRICKS 8. MAKE A STALL LIST FROM DATA EXPORTED TO EXCEL
- TIPS & TRICKS 9. MAKE LARGE-SIZED RESULTS POSTERS
- TIPS & TRICKS 10. WORKING ON TWO (OR MORE) SHOWS AT THE SAME TIME
- TIPS & TRICKS 11. OPEN TWO COPIES OF ONE SHOW FOR SCHEDULING