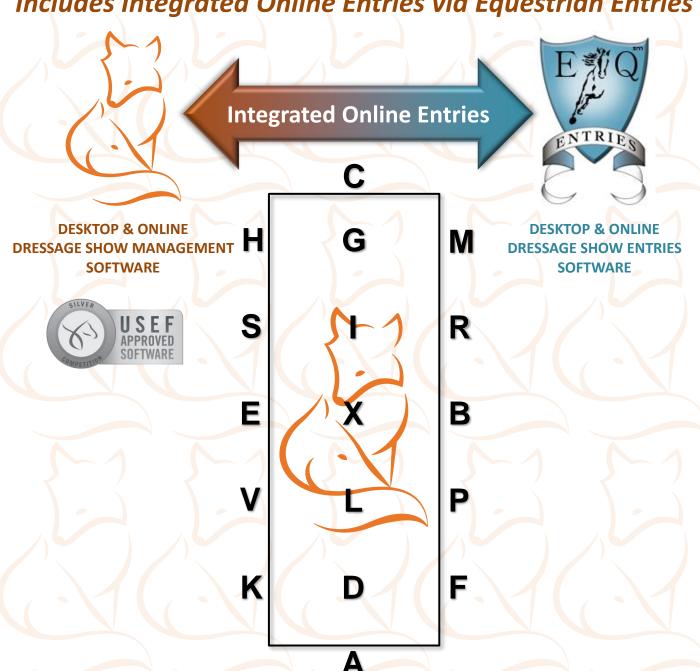
# **USER MANUAL** Fox Village Dressage **Show Management Software**

2021 Update 1.0.5.

Includes Integrated Online Entries via Equestrian Entries



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# FIRST THINGS FIRST



### FIRST THINGS FIRST

### **Copyright and Support Resources**



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All Rights Reserved
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 makes dressage show management and scoring simple. The FVD staff designed this all-inclusive software package with the experience and know-how of some of the top show secretaries, managers, and organizers in the United States and Canada. Now you can manage your competitions from beginning to end, from a schooling show or pony club rally to an international FEI CDI\*\*\* with wireless instant scoring capabilities in the judges' booths. This software makes it easy.

**New for 2021:** <u>Click here</u> for information.

Paperless Show Setup Cloud Server Desktop

### **Support Resources:**

<u>Discussion Board Support</u> (via Facebook): <a href="https://www.facebook.com/profile.php?id=100057278425568">https://www.facebook.com/profile.php?id=100057278425568</a>.

Direct Email Support: helpdesk@fovvillage.com

<u>Direct Email Support: helpdesk@foxvillage.com.</u>

<u>Telephone Support</u>: FVD staff offer 30-minute phone support for \$25. If you need to set up a telephone support session, first purchase a support ticket (<u>click here</u>), then contact FVD by e-mail at <a href="helpdesk@foxvillage.com">helpdesk@foxvillage.com</a> to schedule a telephone support session. They will reply to your e-mail as soon as possible to confirm your appointment.

### **User Manuals:**

Quick Start User Manual: Click here.

Comprehensive User Manual (this manual): Click here.

Comprehensive DSHB User Manual: Click here.

Equestrian Entries Online Entries Guides: Click here.

Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.



### FIRST THINGS FIRST

### **About the FVD User Manual**

- The FVD User Manual was prepared by Leslie Raulin, a volunteer and a FVD user, with the assistance of the FVD developers (Pete Jorgensen and Ron Nitzinger) and Equestrian Entries staff (Georges Schneider). It was expanded from the original Handy Book written by Lothar Pinkers.
- This manual concentrates on **USEF licensed / USDF Recognized** (USEF/USDF) dressage shows. FVD and EE can also be used for Equine Canada, CDIs, schooling dressage shows, and dressage shows for other disciplines.
- The FVD User Manual assumes the user is familiar with the MS Windows operating system and its basic features and operation. The manual was written using Windows 10 and Office 365. If you use different versions, your screens and procedures will be somewhat different.
- The FVD User Manual is a comprehensive companion document to the FVD Quick Start. You may want to begin with the FVD Quick Start. If you need help or further information, refer to the FVD User Manual. The FVD Quick Start chapter numbers match the FVD 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 for more details.
- Do not let the size of the **FVD User Manual** concern you the FVD program is easy to use! However, the **FVD User Manual** is meant to be very comprehensive with step-by-step instructions, thus its size.
- Although you may print the FVD User Manual, we recommend that you download and save it on your computer so you can readily use the PDF Bookmarks (the hyperlinked "Table of Contents" on the left-hand margin), the Search to readily find information you may need, and to use links built into the document (internet access required). Also, since the **FVD User Manual** is comprehensive (= large), having it on your computer will be much easier than lugging around a big notebook!
- The **FVD User Manual** has the following basic organization:
  - Sections I-IV sequential steps to install and use the FVD program to run a dressage show.
  - Section V Backup and Restore information to backup and restore your program files.
  - Section VI Appendices additional information to assist in running your show with FVD.
  - Section VII. Networking Computers covers local networks and FVD Cloud Server.
  - Section VIII (Program Functions) explanation of each program function.
  - Section IX (Tips & Tricks) additional ideas to help you run your show.
  - Additional information for Breed Shows is in the companion manual, the FVD DSHB User Manual.
- DISCLAIMER: Every effort is made to make the FVD Quick Start, FVD User Manual, and the FVD DSHB User Manual accurate and current; however, errors can occur, and rules change frequently. It is your responsibility to always check the FEI, USEF, and USDF web sites for updated rules and guidance.
- For suggestions and comments about the FVD Program and to report errors or provide suggestions for the FVD Quick Start, FVD User Manual, or FVD DSHB User Manual, please refer to the online FVD Support page (click here) and the FVD Facebook page (click here).
- **Manual Conventions:**

**NOTES**: Comments about the current procedure being explained. Notes are in peach-colored boxes with burnt orange outlines.

**USEF Rules**: When specific USEF rules apply to a FVD procedure, the rule is quoted in a yellow box with a gold outline. It is recommended that you consult the online USEF rulebook to ensure the information is current.

- o Red number and red bold text such as **5** Rider: A reference to a feature demonstrated on an adjacent graphic.
- o Black bold text such as **Rider**: A reference to a specific FVD element or other key term without a specific reference to an adjacent graphic.
- o Royal blue underlined click here is a hyperlink to a web site/page or online document.
- o Royal blue underlined text is a hyperlink to a topic in this document, such as Integration Between FVD and EE.

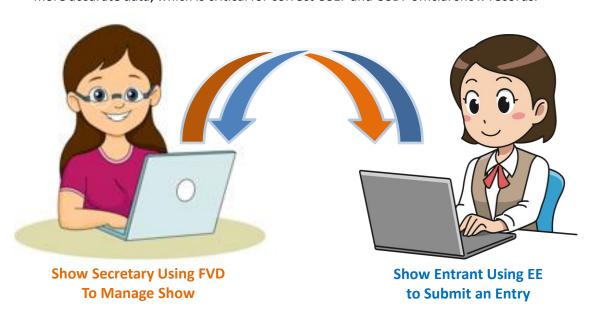
### Integration Between Fox Village Dressage and Equestrian Entries



Fox Village Dressage (FVD) is a show management desktop and online software program used by many dressage shows in the US, Canada and elsewhere. The program has many features that allow the management of dressage show data, including People (Riders, Owners, Trainers, Coaches, etc.) and Horse data, show classes, stabling, entries, financial data, scheduling, scoring, show results, etc. FVD data is easily sent electronically to USEF and USDF for their official show records. It also provides online tools for people to view the status of a show real-time, sorted by Class or Rider, as well as rides available due to scratches.

Equestrian Entries (EE) consists of <u>online tools</u> used by show participants to enter dressage shows that use Fox Village Dressage for show management. The EE online tools are used by People (Riders, Owners, Trainers, Coaches, etc.) to enter their data and their Horse data, including USEF and USDF People and Horses membership numbers. The users also upload documents required by shows such as signed USEF/USDF release forms (signature page), Coggins, proof of vaccination, proof of SafeSport training, and other documents. When notified of a new entry, the Show Secretary downloads the data into FVD.

The fact that FVD and EE integrate with each other simplifies data entry while ensuring more accurate data, which is critical for correct USEF and USDF official show records.



### Integration Between Fox Village Dressage and Equestrian Entries, Cont'd.



### For Show Managers:

- Show Managers using FVD sign up their shows with EE, after which show participants can use EE to enter and pay for a show entry 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 entry info included, or problems are noted.
  - ➤ All people and horse memberships verified directly with USEF/USDF.
  - ➤ All fees automatically calculated (including non-member fees).
  - Each entry checked against USEF/USDF rules for correctness.
  - Refunds done online while the show is open.
- 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.
  - Paid entries get to you in seconds, not days.

### For Show Participants:

- For a nominal fee, show participants can enter a show, provide all required documents (memberships, Coggins, proof of vaccination, USEF Waiver, USEF Entry Agreement, 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.

### Integration Between Fox Village Dressage and Equestrian Entries, Cont'd.



### INTRODUCTION:

- FVD integrates with Equestrian Entries (EE) to provide online entries. This partnership between FVD and EE provides show management with (hopefully complete) entries and payment through EE.
- EE provides online entries for FVD-based shows, featuring:
  - O Simple Interface for Show Management:
    - Create show with FVD then upload to EE (step-by-step guided instructions are provided).
    - EE can be required or optional for entrants.
    - After competitors enter your show via EE, import the EE entry data to FVD no more hand data entry!
    - You then you review the entries.
    - Receive payment (at your chosen interval/time frame or when show closes) from EE for entries submitted and paid online.
  - Easy Guided Entries for Competitors:
    - Enter Rider/Owner/Trainer/Coach/Horse information once.
    - Choose show.
    - Choose Rider/Owner/Trainer/Coach/Horse.
    - Choose Classes/Stabling/Shavings/Party Tickets, etc.
    - Submit and pay online or print and mail to show management with check (if allowed by show).
- Open the EE web site (<u>click here</u>), particularly the FAQ (<u>click here</u>), to learn about EE and how it can provide an easy entry process for your competitors and a simpler data collection and payment process for your show.
- To use online entries with EE, you need to:
  - On the EE web site, establish an EE User Name and Password (see below).
  - In FVD, REGISTER A SHOW WITH FVD.
  - o In FVD, PUBLISH A SHOW WITH EE.
  - In FVD, Import Entry into FVD.

### **OBTAIN AN EE USERNAME AND PASSWORD:**

- Log on to EE (<u>click here</u>).
- To learn more about EE, click the VIEW DEMO tab.
- Click the SHOW MANAGERS tab and read the information on the screen.
- Click the JOIN NOW! tab.
- The EE User Registration window opens.
- Fill in the boxes (Username, Password, Confirm Password, Email).
- You have three membership options click the appropriate radial button:
  - Show Manager Account: You are part of show management but do not compete.
  - Entrant Account: You compete in shows but are not part of show management.
  - Combination Account: You are both part of show management and a competitor.
- Click **Register**. You are now a registered member of EE. Remember your username and password!





### FIRST THINGS FIRST

### Some Notes About Database Programs

### TERMINOLOGY:

Databases are arranged in related tables. Each Table is composed of Fields, Records, and Data:

Fields (Columns) = specific types of data (such as names, addresses, & cities.

Records (Rows)	First Name	Last Name	Address	City	State
= entities (such as	Mary	Smith	123 Main St.	San Jose	CA
horses and people) about	John	Doe	456 Maple Rd.	Boyds	MD
which / whom	Susan	Brown	385 Green Ave.	Boston	MA
data are collected.					

Data (Cells) = each individual piece of information in the light blue boxes.

Zip

12345

40671

49672

### FORMS VS REPORTS:

- Forms are input to an information system. They are formalized presentations of a record that can be edited. Some FVD forms can be printed.
- Reports are output from an information system. They are formalized presentations of more than one record. Reports <u>cannot be edited</u>; they can be saved as a file and printed.

### SAVE:

- Unlike word processing and spreadsheet programs, database programs do not have a Save button.
- In most word processors and spreadsheets, if autosave is not turned on, you must click Save in order to save your changes.
- In database programs, the program automatically saves each and every entry when you move to a new data box on the screen and/or a new function. This means you are less likely to lose data; however, it also means almost everything you enter is saved, whether or not that is your plan.

### **CHECK BOXES:**

- Check boxes are used to indicate a **YES/NO** response.
- If the box is checked (□), the answer is YES; if the box is not checked (□), the answer is NO.
- Some FVD examples:
  - Meed Coggins: If the Need Coggins box is checked, then YES you need to get the Coggins report as part of the show entry packet.
  - Need Coggins: If the Need Coggins box is NOT checked, then NO you do not need to get the Coggins report as part of the show entry packet.
  - Coggins: If the Coggins box is checked, then YES you received the Coggins report.
  - Coggins: If the Coggins box is NOT checked, then NO you did not receive the Coggins report.
  - ☑ For Sale: If the For Sale box is checked, then YES the horse is for sale.
  - □ For Sale: If the For Sale box is NOT checked, then NO the horse is not for sale.
  - Volunteer: If the volunteer box is checked, then YES the person is a volunteer.
  - Dolunteer: If the volunteer box is NOT checked, then NO the person is not a volunteer.
  - ☑ Need Owner's Signature: If the Need Owner's Signature box is checked, then YES you need to get the original owner's signature on the original entry form because it was not provided.
  - Need Owner's Signature: If the Need Owner's Signature box is NOT checked, then NO you do not need to get the original owner's signature on the original entry form because it was provided.
  - o Etc.

### **Computer Equipment**

### **COMPUTER(S):**

- One or more computer(s) preferably a laptop that you use prior to, during, and after the show.
- As of FVD 2021, using FVD Cloud Server, you can also use a tablet for scribing at the judge stand. Tablet keyboard and mouse are highly recommended.
- If you plan to network computers, you will also need networking equipment (modem, router, bridge, etc.) and cables (see **CONNECTING COMPUTERS**).





### 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.
- A reasonably-priced monochrome multi-function printer the Brother line.
- Extra printer laser cartridge(s).



### OTHER:

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











Brother Monochrome Laser Printer, Compact All-In One Printer, Multifunction Printer, MFCL2710DW, Wireless Networking and Duplex Printing, Amazon Dash Replenishment Ready

		Reptenishment Ready
<b>Customer Rating</b>	★★★★ (6316)	★★★★ (10419)
Price	From \$189.99	\$219 <sup>99</sup>
Sold By	Available from these sellers	Amazon.com
Color	Black	Black/Grey
Connectivity Technology	USB, Wi-Fi	Wi-Fi
Duplex	Print	Automatic
Item Dimensions	15.7 x 16.1 x 12.5 inches	15.7 x 16.1 x 12.5 inches
Item Weight	25.60 lbs	26.00 lbs
Maximum Print Speed (Black and White)	36 pages per minute	32 pages per minute
Maximum Media Size	8.5 x 14 inch	8.5 x 14 inch
Operating System	Windows, Mac, Linux	Windows, Mac, Linux
Print media	Card stock, Paper (plain), Envelopes	Envelopes, Paper (plain), Card stock
Printer Output	Monochrome	Monochrome
Printer Technology	Laser	Laser
Resolution	Up to 2400 x 600 dpi class	_
Special Features	Auto-Duplex	Auto-Duplex, Network-Ready

### 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	<ul><li>Prize List Mailing Labels</li><li>Horse Stall Labels</li><li>Tack Stall Labels</li><li>Owner Mailing Labels</li></ul>	Avery 5260 (AM) Or generic versions
1-1/3" x 4" address labels	Dressage Test Sheets (small labels)	Avery 5962 (AM) Or generic versions
2" x 4" shipping labels	<ul><li>Dressage Test Sheets</li><li>Packet Labels (Standard)</li></ul>	Avery 5163 (AM) Or generic versions
3-1/2" x 5" shipping labels	Packet Labels (Detail)	Avery 5168 (AM) Or generic versions
3" x 5" laser index cards	<ul><li> Horse Stall Cards</li><li> Tack Stall Cards</li></ul>	Avery 5388 (AM)

**NOTE**: Traditionally, the TD reviewed paper copies of the entry documents. COVID has changed all that as TD entry reviews were halted as a safety precaution. When TD entry reviews resume, digital entries will be acceptable, provided they are easy to use and have all required documentation. If you plan to use a digital method, check with your TD to ensure your method is acceptable. If you use a digital review method, many of these supplies are no longer needed – this saves money and trees!

### **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 (white paper is now the standard; however, optional colored paper helps the scoring section track tests):
  - Introductory white (can be purchased anywhere!).
  - o Training pink (click here AM) (click here OS).
  - First blue (<u>click here</u> AM) (<u>click here</u> OS)
  - Second yellow (<u>click here</u> AM) (<u>click here</u> OS)
  - Third lavender (<u>click here</u> Staples)
  - o Fourth green (click here AM) (click here OS)
  - FEI ivory (<u>click here</u> AM) (<u>click here</u> OS)
  - Eventing gray (<u>click here</u> 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.
- Pens, pencils, highlighters.
- 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 using the online links.

### FIRST THINGS FIRST

### FVD Icons > Previous, Next, Add

The following are icons you will encounter while using FVD.

### Move to the previous record. Variations of this icom include:

Previous Class

Previous Entry

Previous Horse

Previous Person (Rider/Owner/Trainer/Coach)

Previous Invoice

Previous Check

### Move to the next record. Variations of this icom include:

Next Class

Next Entry

Next Horse

Next Person (Rider/Owner/Trainer/Coach)

Next Invoice

Next Check

### Add a new record. Variations of this icon include:

Add Item

Add Class

Add Judge

Add Entry

Add Horse

Add Person (Rider/Owner/Trainer/Coach)

Add Invoice

Add Check

Continued on next page... Fox Village Dressage User Manual – 2021 Update 1.0.5.

### FVD Icons > Delete, Other

### Delete a record. Variations of this icon include:



📕 Delete Class

X Delete Judge

Melete Entry

M Delete Horse

Tolete Person (Rider/Owner/Trainer/Coach)

📕 Delete Invoice

Delete Check

### Other icons include:

Edit List: This type of button is usually located to the right of a drop-down list box and displays a window for you to add, edit or delete the items in the list.

Edit Judges: This button is the same as the Edit List button and displays a window for you to add, edit or delete judges in the list.

Waiting List on the Class form: This button will display the wait list so you to add, edit or delete entries from the wait list.

Needs List on the Entry form: This button will display the needs list so you to add, edit or delete items from the needs list of each entry.

Print: Prints the report.

Expand: This button will expand the class entries on the entry form.

━≡ Collapse: This button will collapse the class entries on the entry form.

View Scratchs and Subs: This button will display the scratch and sub window for you to sub the scratched ride times.

Switch: This button will switch the entry lookup box to Rider, Horse or Entry Number.

### Additional items include:

Lookup Boxes: These are usually located at the bottom of the form between the Previous and Next buttons.

Close: These buttons are usually located in the lower right-hand corner of the form and close the form.

# SECTIONI. GETTING STARTED



# CHAPTER I.1. INTRODUCTION TO FVD



### Introduction to FVD > Purchase FVD



### **PURCHASE FVD:**

- FVD Program with Access to FVD Cloud Server (FVDCS):
  - The FVD Program is purchased from the FVD web site (<u>click here</u> for initial purchase, <u>click here</u> for renewal).
  - As of December 2021, the purchase price is \$299 USD plus an annual subscription of \$139.95 USD, for a total of \$438.95 for the first year and \$139.95 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 except FVD Paperless Dressage Scoring and CDI/FEI show capability.
- FVD Paperless Dressage Tests (FVDPDS):
  - FVD offers paperless dressage tests whereby a scribe enters POINTS, ERRORS and judge comments into a computer/laptop/tablet, after which electronic dressage tests are generated. <u>Click here</u> for information.
  - o The fee for FVD Paperless Dressage Tests is \$150 per show.
- FVD for CDI/FEI Shows: Contact FVD for information.

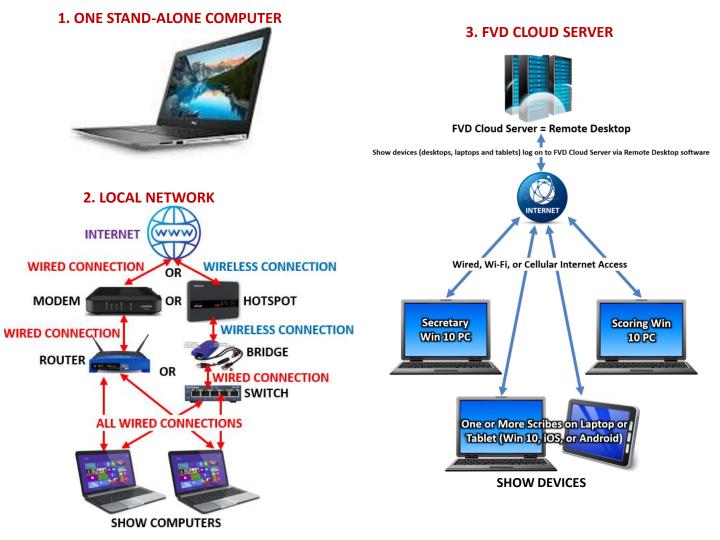
**NOTE**: BEFORE using FVD Cloud Server and/or FVD Paperless Scoring, you must contact FVD at <a href="https://helpdesk@foxvillage.com">helpdesk@foxvillage.com</a> to get set up with your user accounts.

### Introduction to FVD > Computer Connections for File Sharing

- FVD can be run in one of three methods:
- 1. One stand-alone computer w/ or w/o internet.
- 2. Two or more computers connected via a traditional network.
- 3. Two or more computers and tablets connected via FVD Cloud Server (new for FVD Version 2020 1.0.4., recommended approach).

**NOTE**: See Local Network vs. FVD Cloud Server > Comparison Chart for a comparison of these three methods.

- Small shows (1-2 rings) can operate with one computer at the show. All on-site show secretary duties and entry of scores is done on one computer. This double-duty often does not work well.
- Shows with two or more competition arenas usually need at least two computers one for the show secretary and one for scoring.
- Shows with two or more competition arenas that have scribes enter scores at the judge stands usually need four or more computers (as a new feature of FVD, tablets may be used for scoring in the judge stands) – one for the show secretary, one for scoring/results (place classes, print results sheets, etc.), and one for each scribe/arena.
- When two or more computers are used at the show, they must be connected to each other to share files (see next page for details of FVD files). File sharing is accomplished by using a Local Network or by using FVD Cloud Server, which uses the FVD Cloud Server (see LOCAL NETWORK VS. FVD CLOUD SERVER).



### Introduction to FVD > System Requirements, Software Requirements, Additional Software

### **SYSTEM REQUIREMENTS:**

- <u>Stand-alone or networked computers</u>: Must have specific features to run MS Windows and MS Office with the above specifications. <u>Click here</u> for more information from the Microsoft web site.
- <u>FVD Cloud Server</u>: Windows, MAC and/or tablet (Win, iOS, or Android) with internet access and ability to run Remote Desktop software.

### **SOFTWARE REQUIREMENTS:**

- Stand-alone or networked computers:
  - O 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.
    - <u>Stand-alone or networked computers</u>: FVD does not run on Apple products as Access does not run on them.
    - <u>FVD Cloud Server</u>: Win 10 PCs, MACs, and tablets (Win, iOS, and Android) may be used.
  - O MS Access:
    - Stand-alone or networked computers:
      - FVD 2020 requires the <u>32-bit</u> version of MS Access 2013, 2016, 2019 or 365 or MS Access 2013, 2016 or 2019 Runtime Version
      - > FVD 2021 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).
    - FVD Cloud Server: Win, iOS, and Android operating systems may be used.
  - O MS Excel, MS Word:
    - Needed to view and edit exported data.
    - It is recommended that you have <u>Office 365</u>. 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.
- <u>FVD Cloud Server</u>: Specific software not required except that associated with setting up **Remote Desktop** (see <u>FVD Cloud Server</u>) but Win 10 PC recommended for secretary computer.

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

### **ADDITIONAL SOFTWARE RECOMMENDATIONS:**

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

### Introduction to FVD > FVD File Locations, File Structure

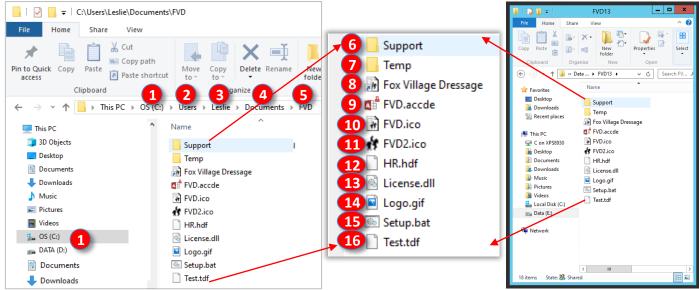
### **FVD FILE LOCATIONS:** Your FVD files must be located in one of two folders:

- Stand-alone or networked computers: C: > Users > [UserName] > Documents > FVD (Local C: FVD Folder).
- <u>FVD Cloud Server</u>: You will be assigned a dedicated folder on the FVD Cloud Server E: drive (Server E: FVD Folder).

**NOTE**: In this manual, when procedures are the same for the **Local C**: **Folder** and the **Server E**: **Folder**, the term **Your FVD Folder** is used. If procedures are different for the **Local C**: **Folder** and the **Server E**: **Folder**, the procedures for each are described. The figures show the **Local C**: **Folder** unless they are different for the **Server E**: **Folder**.

### **FVD FILE STRUCTURE:**

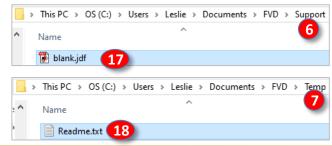
• When FVD is installed on the local C: drive or the server E: drive, it will have the following files:



LOCAL C: FVD FOLDER

**SERVER E: FVD FOLDER** 

- **6** Support (folder) Folder where FVD support files are located, including template files.
- **7** Temp (folder) Folder where FVD temporary folders are located. Do not store files in this folder.
- 8 Fox Village Dressage Shortcut send to the Desktop to have a shortcut to open the FVD program.
- 9 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.
- 12 HR.hdf Horse and Rider file; contains all the data related to horses and people.
- (3) 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.
- **(5)** Setup.bat Batch file that was used to install the program.
- 16 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.
- **(7)** Blank.jdf Located in the **(6)** Support folder; a blank show template from which FVD creates shows. See next pages for more information...
- 18 Readme.txt Located in the 7 Temp folder. Do not store files in this folder. See next pages for more information...



### SECTION I. GETTING STARTED

## Introduction to FVD > FVD Files, Suggestions for HR.hdf and Test.tdf File Filenames, Suggestions for \*.sdf (Show) File Filenames

File Name	Description
fvd.accde	<b>Fox Village Dressage Program File</b> (a Microsoft Access file). This is the application file. Better known as the front-end, as opposed to the back-end where the data is stored.
*.sdf	Fox Village Dressage Show Data Files. Each show has a separate *.sdf file. The "*" represents the name you give your show file.
hr.hdf	Fox Village Dressage Blank Horse & Rider File. This is a blank horse & rider file. This file is used to store the horse and people (riders, owners, trainers, and coaches) information and is used from show to show.
*.kdf	<b>Fox Village Dressage Template File</b> . This is a file you create <u>before</u> creating a show file. It stores information you will use in multiple shows with the same tests, stabling, fees, etc., thereby avoiding the re-entry of standard information for each of your shows. The "*" represents the name you give your template file.
test.tdf	Fox Village Dressage Test File. This file is used to store the tests information and is used from show to show.
license.dll	File provided when you first install and license the program – required to run the full program. Must be located on the same directory (folder) as the Fox Village Dressage Program File (fvd.accde). Must be updated on an annual basis.
fvd.ico	Fox Village Dressage Short-cut Icon.
fvd2.ico	Fox Village Dressage Program Icon .
logo.gif	Sample logo.
blank.jdf	Fox Village Dressage Blank Show Template. This is the blank show template that is automatically used by the FVD Program to create new shows or a new show template. It does not contain any data, only the show file structure. When you create a new blank show or a new show template, the program makes a copy of this file to create the new blank show or show template.
Readme.txt	The folder this file resides in, "\Temp", is for compacting and repairing database files and other internal operations. It is advised that you not store files in this folder.

### SUGGESTIONS FOR \*HR.hdf (HORSE AND RIDER) AND \*Test.tdf (TEST) FILE FILENAMES:

**NOTE**: The HR.hdf and Test.tdf files can retain the original file names. However, if you are the secretary for a variety of shows with different people, different horses, and requiring different test durations, you can copy the original files and name the copies for the specific show type or show name. In this manner you are only working with the data that you need. For example, if you are secretary for licensed shows and for schooling shows, you might want to have the following files:

Licensed-HR.hdf

**FVD FILES:** 

- Licensed-Test.tdf
- Schooling-HR.hdf
- Schooling-Test.tdf

### SUGGESTIONS FOR \*.sdf (SHOW) FILE FILENAMES:

**NOTE**: You will have a different \*.sdf file for each show. It is recommended that you use file names that will clearly differentiate your different shows. For example, if your **organization** is ABC and you give three shows every **year** called **Spring**, **Summer**, and **Fall**, you may want a file naming standard similar to:

### Method to sort by <u>year</u> then <u>show name</u>:

- 2015ABC\_1SpringDressageShow.sdf
- 2015ABC\_2SummerDressageShow.sdf
- 2015ABC\_3FallDressageShow.sdf
- 2016ABC\_1SpringDressageShow.sdf
- 2016ABC\_2SummerDressageShow.sdf
- 2016ABC 3FallDressageShow.sdf

### Method to sort by <u>show name</u> then <u>year</u>:

- ABC 1SpringDressageShow2015.sdf
- ABC\_2SummerDressageShow2015.sdf
- ABC\_3FallDressageShow2015.sdf
- ABC\_1SpringDressageShow2016.sdf
- ABC\_2SummerDressageShow2016.sdf
- ABC 3FallDressageShow2016.sdf



# CHAPTER I.2. INSTALL FVD FOR THE FIRST TIME



### SECTION I. GETTING STARTED

Install FVD for the FIRST Time > Server E: FVD Cloud Server Folder vs. Local C: FVD Folder, New Installation on Your Local C: FVD Folder

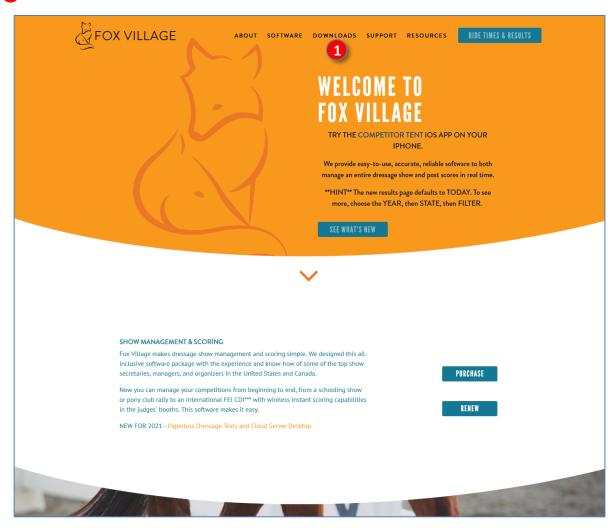
### SERVER E: FOLDER VS LOCAL C: FOLDER:

- Server E: Folder: After you purchase FVD for the first time, the FVD files will be loaded on your Server E: **FVD Folder** by FVD staff. You do not need to perform an installation.
- Local C: Folder: After you purchase FVD for the first time, if you want the FVD files on your Local C: FVD **Folder**, you must download the installation file and install the program.
- The following instructions cover installation onto your Local C: FVD Folder.

### **NEW INSTALLATION ON YOUR LOCAL C: FVD FOLDER:**

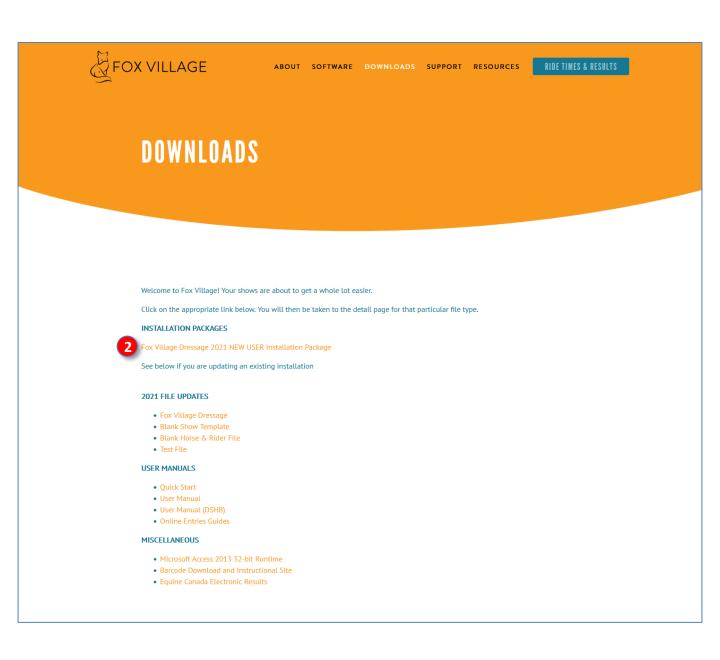
**VERY VERY IMPORTANT**: These instructions assume you have not previously used Fox Village Dressage (FVD) and therefore do not yet have a license.dll (FVD license) file nor do you have a previously used HR.hdf (Horse & Rider) and Test.tdf (Test) files with data. If you have these files and install the 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).

- Open the FVD web site (<u>www.foxvillage.com</u>).
- Click 1 Downloads.



### Install FVD for the FIRST Time > New Installation on Your Local C: FVD Folder, Cont'd.

Click Fox Village Dressage 202# NEW USER Installation Package.



### Install FVD for the FIRST Time > New Installation on Your Local C: FVD Folder, Cont'd.

- Read everything on this screen.
- Click 3 Download.



ABOUT SOFTWARE DOWNLOADS SUPPORT RESOURCES

### **NEW USER PACKAGE**

### Overview

Fox Village Dressage 2021 is developed in Microsoft Access 2013. Hence, if you do not have Microsoft Access 2013, you will need to download and install the 32-bit version of Microsoft Access 2013 Runtime before you will be able to use Fox Village Dressage. (Don't worry. It's free.)

Once you purchase the program, we will e-mail you an activation key that will allow you to use the program.

### **End-User License Agreement**

By downloading the files below, you are stating that you have read and accept the terms of the License Agreement.

Warning: If you are reinstalling over an existing installation of Fox Village Dressage, your HR.hdf and license files will be overwritten. You will lose all your horse and rider data and your license will revert to unlicensed mode.

### System Requirements

Additional Platforms Needed: Microsoft Access 2013 or Microsoft Access 2013 Runtime.

### Instructions

- 1. Click the Download link to start the download.
- 2. Click Save or Save this file to disk.
- 3. Save the file in "Documents" (Do not save the file inside another folder inside "Documents" or to any other location.)
- 4. Go to "Documents" and open the file.
- 5. Click OK to install the program.

Download Link: Download File Name: fvd\_2021\_install.e Download Size: 6.33 MB Date Published: 10/5/2021 Version: 2021 - 1.0.5

Continued on next page...

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www.foxvillage.com

### Install FVD for the FIRST Time > New Installation on Your Local C: FVD Folder, Cont'd.

NOMENCLATURE NOTE: FVD versions are numbered by the year and the version number, such as 2021 Update 1.0.5. This manual uses YYYY for the year and #.#.# as the versions change faster than the manual.

- The 4 Opening FVD\_YYYY\_Install.exe form opens.
- Click the Save File box.
  - Where is the file saved?
    - Some browser configurations automatically save the file in your
       C:\Users\[username]\Downloads folder.
    - Some browser configurations let you choose the folder where the file is saved. If this is your type of browser, save the file in your C: > Users > [UserName] > Documents folder.
- If the 6 FVD\_YYYY\_Install.exe file was saved in the 7 C: > Users > [UserName] > Downloads folder, use cut/paste to move the file to 8 C: > Users > [UserName] > Documents folder.
- Double click 7 FVD\_YYYY\_Install.exe.
- If a 9 Windows protected your PC window opens, click 10 More info. (The window may have a different appearance.)
- Click 11 Run anyway.
- The Property Prop
- Click **(B) OK** to install the program for the first time. If you have a previous installation of the program, do not click OK.



• A **14 FVD Folder** is created and the **15** FVD folders and files are placed in it.



# CHAPTER 1.3. UPDATE FVD **OVER AN EXISTING** INSTALLATION



### SECTION I. GETTING STARTED

### Update FVD Over an EXISTING Installation > Introduction

**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 previously used HR.hdf (Horse & Rider) and Test.tdf (Test) files 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.

### **INTRODUCTION:**

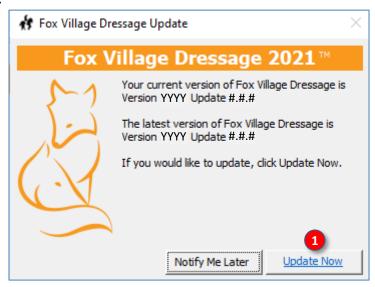
- When FVD has an update to the program, you will get a message when you open the program.
- You will need to install the update on your Local C: FVD Folder or your Server E: FVD Folder.
- You initiate an update of your program in one of two methods:
  - 1. Update While Opening FVD File
  - 2. Update via FVD Downloads
  - You will be performing one, two, three or four separate installations:
  - o STEP 1: FVD YYYY Update mandatory new program files. You will download a zip (\*.exe) (compressed) file then extract it to the following uncompressed files:
    - FVD.accde (FVD application)
    - Support/Blank.tdf (blank show template)
    - Temp/Readme.txt (readme file)
    - Setup.bat (batch file to copy desktop shortcut to desktop)
    - Fox Village Dressage.lnk (desktop shortcut)
    - FVD.ico (icon for desktop shortcut)
    - FVD2.ico (icon for internal forms and reports)
  - o STEP 2: Blank.tdf optional blank template file. This file is automatically updated with step 1; however, you can use this step if you need to update the file on your computer.
  - o STEP 3: Test.tdf if needed 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.
  - o STEP 4: HR.hdf optional 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.

**NOTE**: If you receive an **Errror3265** message while using FVD, the accde.exe file may be corrupted. If this occurs, reinstall the program using these instructions.

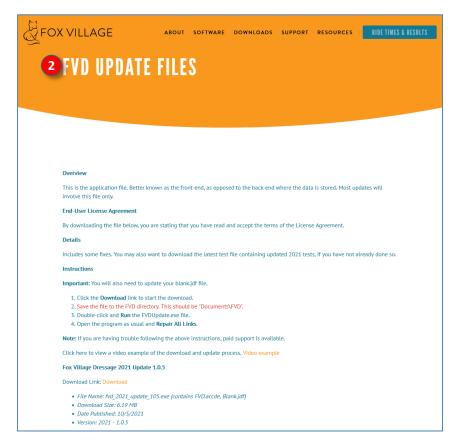
### Update FVD Over an EXISTING Installation > Update While Opening FVD File

### UPDATE WHILE OPENING FVD FILE:

- When you click the FVD \*.accde file to open it, if a newer version is available, you get the following window.
- Click 1 Update Now.



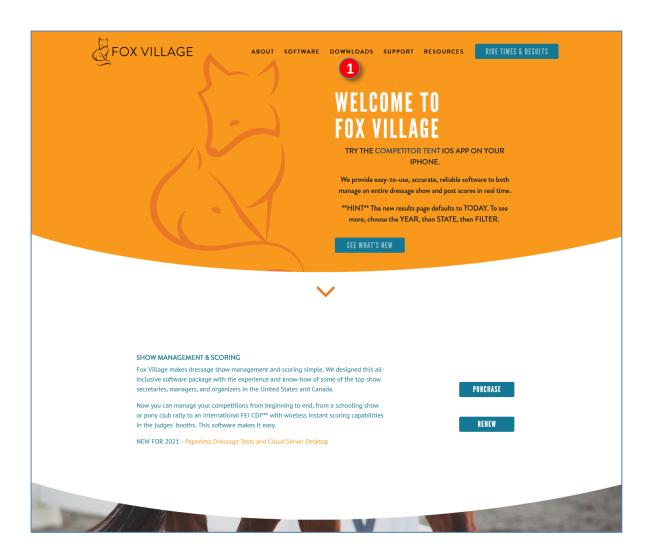
The **2** FVD UPDATE FILES window opens. See the next method for use of this window.



### Update FVD Over an EXISTING Installation > Update via Downloads

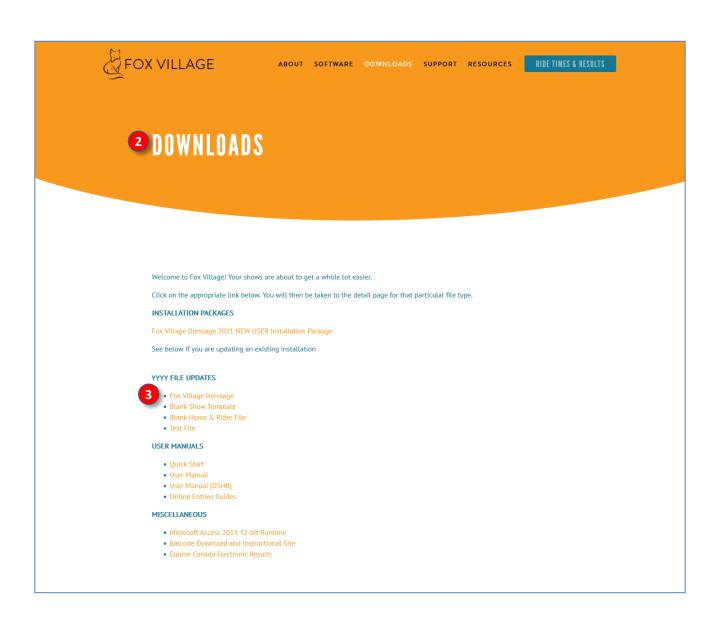
### **STEP 1 – DOWNLOAD UPDATE FILE (\*.exe):**

- Open the FVD web site (click here).
- From the home screen, click 1 Downloads.



### Update FVD Over an EXISTING Installation > Update via Downloads, Cont'd.

- The 2 DOWNLOADS window opens.
- Click 3 YYYY FILE UPDATES > Fox Village Dressage.



### Update FVD Over an EXISTING Installation > Step 1. Download/Install Update File

- The 4 FVD UPDATE FILES page opens.
- Read everything on the page.
- Click 5 Download.



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RIDE TIMES & RESULTS

## FVD UPDATE FILES

### Overview

This is the application file. Better known as the front-end, as opposed to the back-end where the data is stored. Most updates will involve this file only.

### **End-User License Agreement**

By downloading the file below, you are stating that you have read and accept the terms of the License Agreement.

### **Details**

Includes some fixes. You may also want to download the latest test file containing updated 2021 tests, if you have not already done so.

### Instructions

Important: You will also need to update your blank.jdf file.

- 1. Click the Download link to start the download.
- 2. Save the file to the FVD directory. This should be "Documents\FVD".
- 3. Double-click and Run the FVDUpdate.exe file.
- 4. Open the program as usual and Repair All Links.

Note: If you are having trouble following the above instructions, paid support is available.

Click here to view a video example of the download and update process. Video example

Fox Village Dressage YYYY Update #.#.#

Download Link: Download



- File Name: fvd\_YYYY\_update\_###.exe (contains FVD.accde, Blank.jdf)
- Download Size: 6.19 MB
- Date Published: MM/DD/YYYY
- Version: YYYY #.#.#

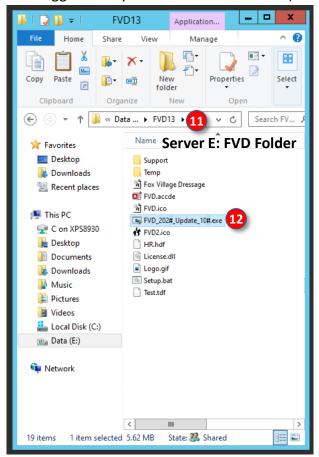
Continued on next page...

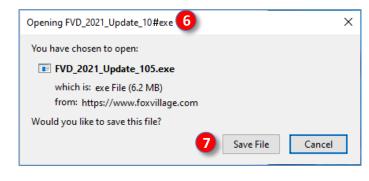




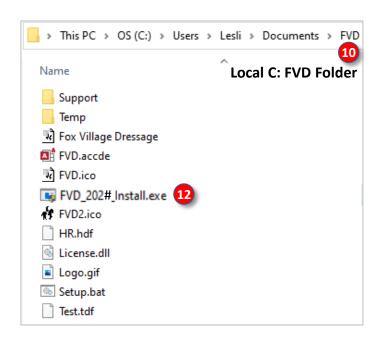
### Update FVD Over an EXISTING Installation > Step 1. Download/Install Update File, Cont'd.

- The 6 Opening FVD\_202#\_Update\_10#.exe form opens.
- Click Save File.
- · Where is the file saved?
  - Browsers may be configured to automatically save downloaded files in the (3) C > Users > [Username] > Downloads folder.
  - Browsers may be configured to let you choose where the file is saved. If you have a choice and you are updating files in your Local C: FVD Folder, choose that folder.
- If the PVD\_202#\_Update\_10#.exe file is saved in the C: > Users > [UserName] > Downloads folder, using cut/paste, move the FVD\_202#\_Update\_10#.exe file to:
  - Your 10 Local C: FVD FolderOR









Double click FVD\_202#\_Update\_10#.exe.

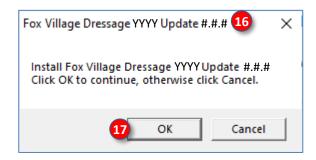
Continued on next page...

### Update FVD Over an EXISTING Installation > Step 1. Download/Install Update File, Cont'd.

- If a Windows protected your PC window opens, click 14 More info. (The window may have a different appearance.)
- Click 15 Run anyway.



- The 16 Install Fox Village Dressage 202# Update 1.0.# form opens.
- Click OK.

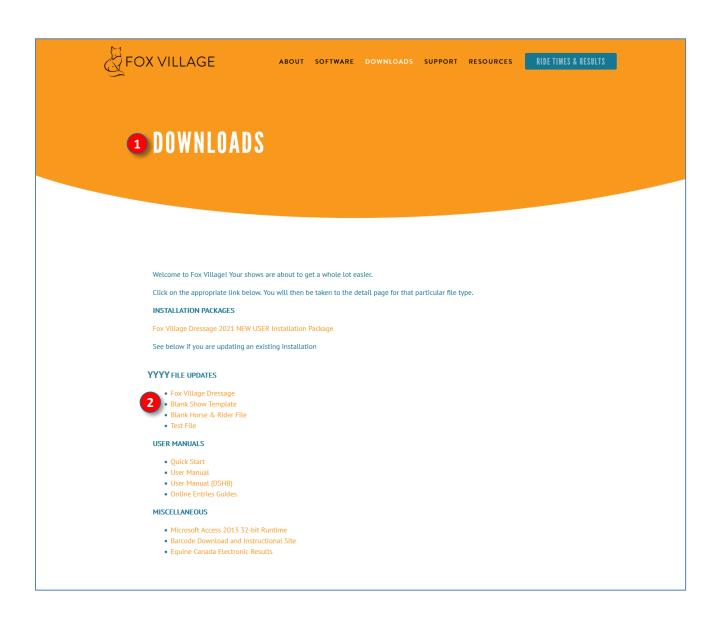


- The updated files are installed in your Local C: FVD Folder or your Server E: FVD Folder. The new files OVERWRITE your previous files.
- Open the program as usual and repair all links (see REPAIR ALL LINKS).

# Update FVD Over an EXISTING Installation > Step 2. Download Blank Show Template (Optional)

### STEP 2 - DOWNLOAD BLANK SHOW TEMPLATE (Blank.jdf) (OPTIONAL).

- This file is downloaded with Fox Village Dressage YYYY Update. If needed, you can update it separately.
- As in STEP 1, click **Downloads**.
- The 1 DOWNLOADS page opens.
- Click Blank Show Template.



### Update FVD Over an EXISTING Installation > Step 2. Download Blank Show Template (Optional), Cont'd.

- The **3 BLANK SHOW TEMPLATE** page opens.
- Read everything on the page.
- Click 4 Download.



RESOURCES ABOUT SOFTWARE DOWNLOADS SUPPORT

RIDE TIMES & RESULTS

## BLANK SHOW TEMPLATE

### Overview

This is the blank show template which is used to create new shows. It does not contain any data. Only the show file structure. When you create a new blank show or a new show template, the program makes a copy of this file to create the new blank show or show template.

### **End-User License Agreement**

By downloading the file below, you are stating that you have read and accept the terms of the License Agreement.

### Details

This is the original version for YYYY.

### Instructions

- 1. Click the Download link to start the download.
- 2. Click Save or Save this file to disk.
- 3. Save the file to the FVD\Support directory. This should be "Documents\FVD\Support" and replace the existing file.

Note: If you are having trouble following the above instructions, paid support is available.

Fox Village Dressage YYYYBlank Show Template Update 1.0.0

File Name: Blank.jd

Download Size: 1.73 MB

Date Published: MM/DD/YYYY

Version: 2020 - #.#.#

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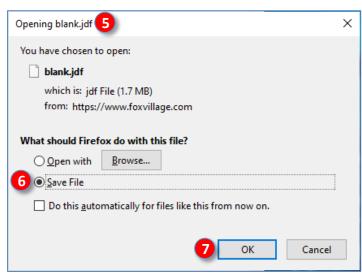




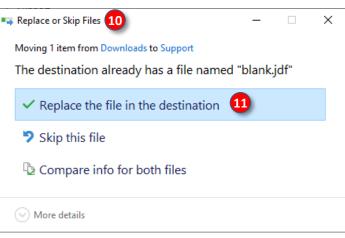
### Update FVD Over an EXISTING Installation > Step 2. Download Blank Show Template (Optional), Cont'd.

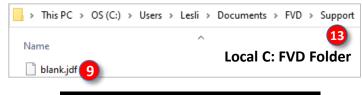
- Click the 6 Save File radial button.
- Click 7 OK.
- Where is the file saved?
  - Browsers may be configured to automatically save downloaded files in the C > Users > [Username] > Downloads folder.
  - Browsers may be configured to let you choose where the file is saved. If you have a choice and you are updating files in your Local C: FVD Folder > Support folder, choose that folder.
- If the 9 blank.jdf file is saved in the 8 C: >
   Users > [UserName] > Downloads folder, using cut/paste, move the 9 blank.jdf file to:
  - Your Local C: FVD Folder > Support folder
     OR
  - Your Server E: FVD Folder > Support folder (you must first be logged onto your Server E: FVD Folder).
- A Windows Replace or Skip Files window opens.
- Since you are replacing the old Blank.jdf file, click
   Replace the file in the destination.

- The Blank.jdf file is now in:







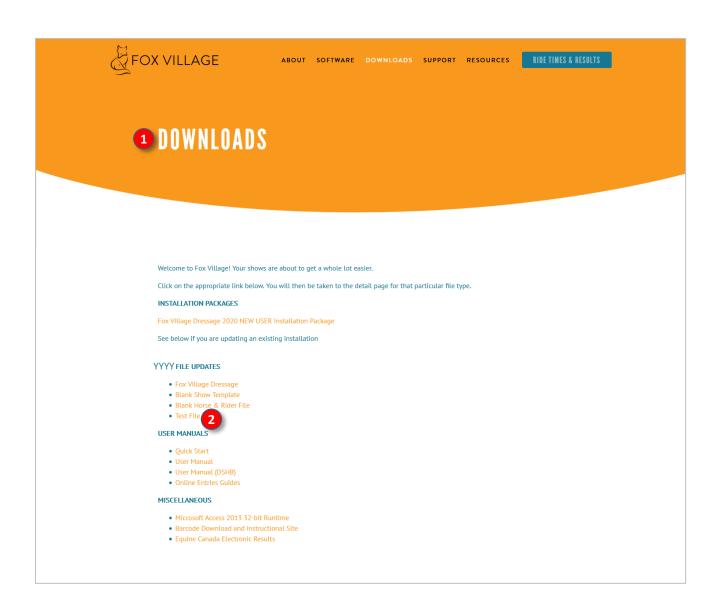




### Update FVD Over an EXISTING Installation > Step 3. Download Test File

### **STEP 3 – DOWNLOAD TEST FILE (Test.tdf).**

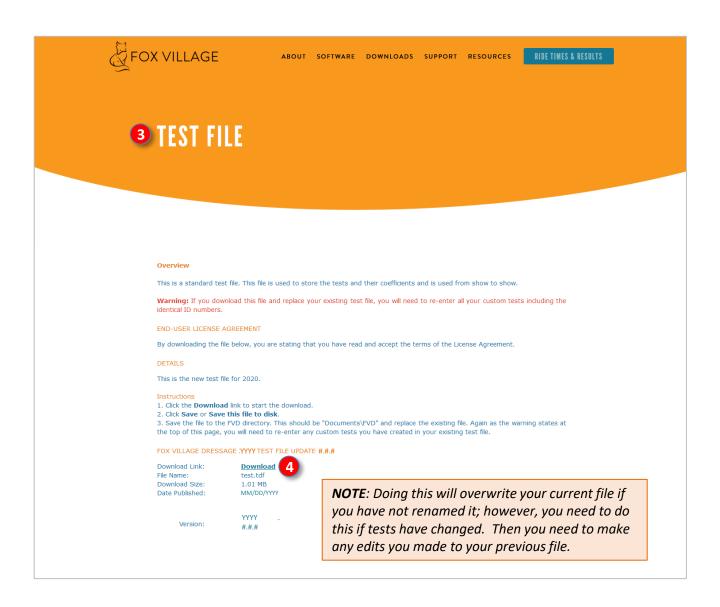
- Download this file if it has been updated by FVD (occurs when any test(s) is/are updated). If you have
  not renamed your Test.tdf file, this download will overwrite you existing file and you will lose any editing
  you have previously done to the file.
- As in STEP 1, click Downloads.
- The 1 DOWNLOADS page opens.
- Click 2 Test File.



### **SECTION I. GETTING STARTED**

### Update FVD Over an EXISTING Installation > Step 3. Download Test File, Cont'd.

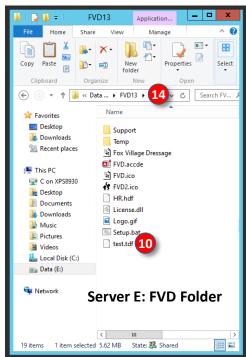
- The 3 TEST FILE page opens.
- Read everything on the screen.
- If you want to download the new Test.tdf file, click 4 Download.

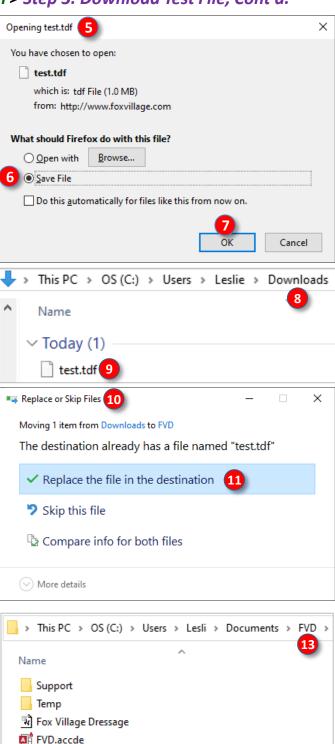


Continued on next page...

### Update FVD Over an EXISTING Installation > Step 3. Download Test File, Cont'd.

- The **5** Opening test.tdf form opens.
- Click the 6 Save File radial button.
- Click OK.
- Where is the file saved?
  - Browsers may be configured to automatically save downloaded files in the 80 C > Users > [Username] > Downloads folder.
  - Browsers may be configured to let you choose where the file is saved. If you have a choice and you are updating files in your Local C: FVD Folder, choose that folder.
- If the 9 Test.tdf file is saved in the 8 C:> Users > [UserName] > Downloads folder, using cut/paste, move the **9** Test.tdf file to:
  - Your Local C: FVD Folder OR
  - o Your Server E: FVD Folder (you must first be logged onto your Server E: FVD Folder).
- A Windows Replace or Skip Files window opens.
- Since you are replacing the old test.tdf file, click **11** Replace the file in the destination.
- The new 12 Test.tdf file is now in:
  - Your Local C: FVD Folder OR
  - Your 14 Server E: FVD Folder





🖏 FVD.ico

FVD2.ico

HR.hdf

License.dll

Logo.gif Setup.bat test.tdf 12 Local C: FVD Folder

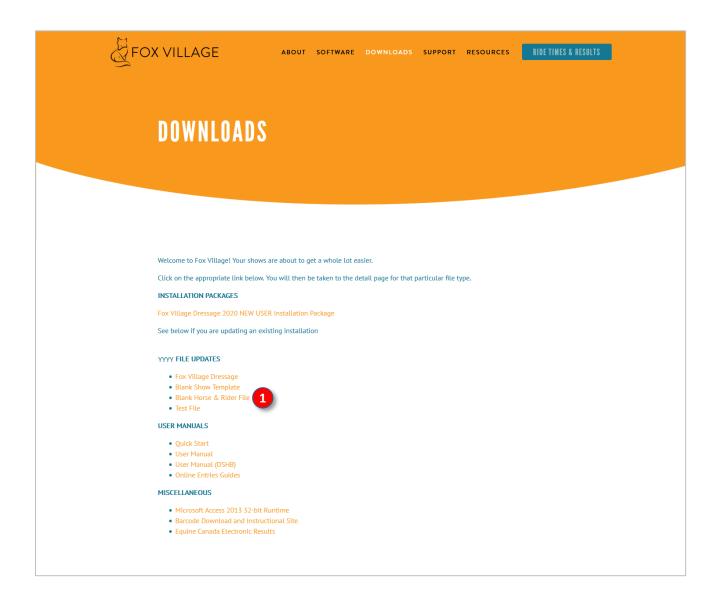
### **SECTION I. GETTING STARTED**

### Update FVD Over an EXISTING Installation > Step 4. Download Horse & Rider File (HR.hdf) (Optional)

### STEP 4 – DOWNLOAD HORSE AND RIDER FILE (HR.hdf) (Optional)

WARNING!!!!! Do this step only if you want a new <u>blank</u> horse and rider file. If you download a new HR.hdf file, and if you have not moved or renamed your HR.hdf file, YOU WILL LOSE ALL THE DATA IN YOUR HR.HDF FILE. This means you will lose all the people and horse data you previously entered.

Follow the same steps as in **STEP 3**, except download the **1 HR.hdf** file.



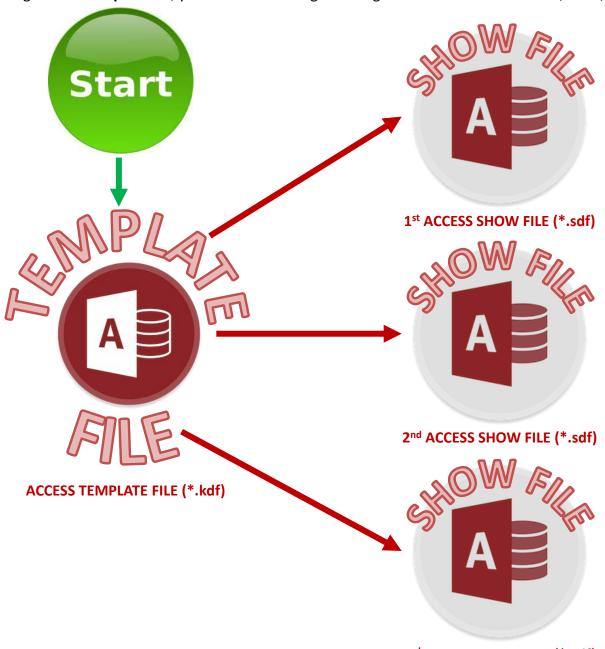
# CHAPTER I.4. START FVD & CREATE FIRST SHOW TEMPLATE



### Start the FVD Program & Create First Template > What is a Show Template?

### WHAT IS A SHOW TEMPLATE?:

- In previous versions of FVD you started by creating a **Show** file. Use of **Show Template** files was optional.
- Now you must first create a **Show Template** file. You then use the **Show Template** file to create the 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.



3<sup>rd</sup> ACCESS SHOW FILE (\*.sdf)

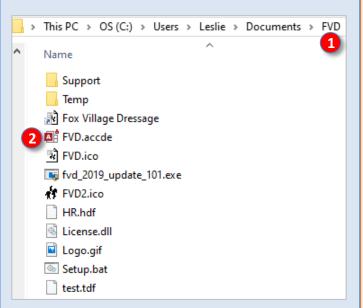
ETC.

### Start the FVD Program & Create First Template > Click FVD.accde or FVD Icon

### CLICK FVD.accde or FVD ICON:

### Local C: FVD Folder

- On your local computer, there are two easy methods to open the FVD program:
  - 1. In your 1 Local C: FVD Folder, double-click the **2 FVD.accde** icon.



### <u>OR</u>

2. Double click the 3 Fox Village Dressage icon on your desktop. This is created during the installation. (The icon is not on the FVD Cloud Server)

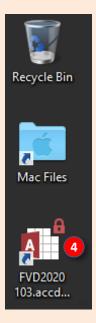


The FVD program will open.

**NOTE**: You can also use one of the many navigation tools available to Window users.

### Server E: FVD Folder

 On the FVD Cloud Server, double-click the 4 **FVD** icon on the top right of the screen:



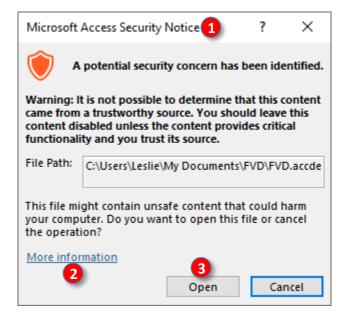
The FVD program will open.

### Start the FVD Program & Create First Template > Microsoft Access Security Notice

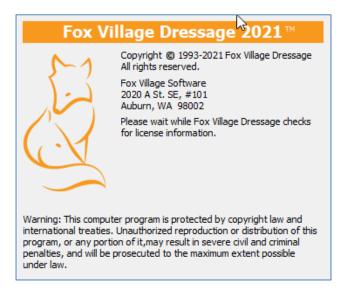
### MICROSOFT SECURITY NOTICE:

Depending upon your version of Microsoft Windows and the level of security you have set on your computer, when opening FVD, you might get the following warning notice.

- A 1 Microsoft Office Access Security Notice opens.
- Click 2 More information if you want more information.
- Click 3 Open.



Wait while FVD verifies that you have a current license.

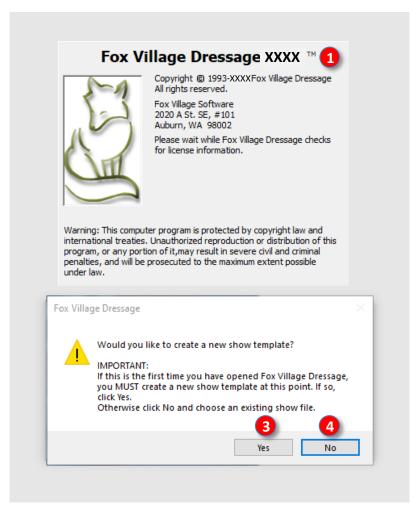


### Start the FVD Program & Create First Template > FVD Create New Template Form

### **FVD CREATE NEW TEMPLATE FORM:**

**NOTE**: With previous versions of FVD, you first create a show; you could optionally also create a template. With FVD 2020, you must first create a template, then you create a show (or shows) based on the template.

- 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 1 Fox Village Dressage XXXX information box opens.
- There is a pause as FVD verifies your license.
- A 2 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 3 Yes.
- [If you have already created a template or show, it usually opens automatically. If not, click 4 No.]

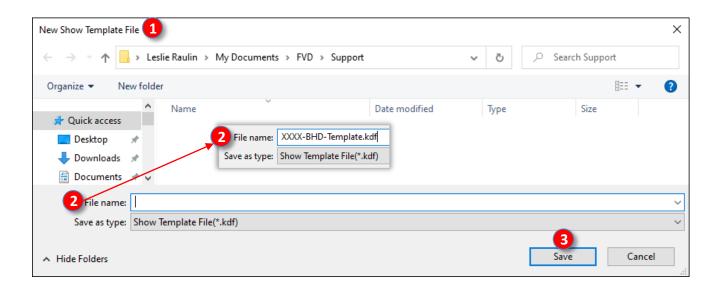


Fox Village Dressage User Manual – 2021 Update 1.0.5.

### Start the FVD Program & Create First Template > Name Template File (\*.kdf)

### NAME TEMPLATE FILE (\*.kdf):

- The 1 New Show Template File form opens.
- In the 2 File name box, type in a name for your template file. In this example, XXXX-BHD-Template was entered: (See the NOTE below for show filename suggestions.)
  - o **XXXX** = placeholder for year or date when you create a show from the template.
  - o **BHD** = abbreviation for the specific type of show (in this example, Blue Horse Dressage)
  - o **Template** = used to clearly demonstrate it is a template file.
- FVD automatically gives it the kdf extension. Click 3 Save.



### SUGGESTIONS FOR SHOW FILENAMES:

**NOTE**: You will have a different \*.sdf file for each show. It is recommended that you use file names that will clearly differentiate your different shows. For example, if your **organization** is ABC and you give three shows every **year** called **Spring**, **Summer**, and **Fall**, you may want a file naming standard similar to:

### Method to sort by <u>year</u> then <u>show name</u>:

- 2020ABC\_1SpringDressageShow.sdf
- 2020ABC 2SummerDressageShow.sdf
- 2020ABC\_3FallDressageShow.sdf
- 2021ABC 1SpringDressageShow.sdf
- 2021ABC\_2SummerDressageShow.sdf
- 2021ABC\_3FallDressageShow.sdf

### Method to sort by show name then year:

- ABC\_1SpringDressageShow2020.sdf
- ABC 2SummerDressageShow2020.sdf
- ABC\_3FallDressageShow2020.sdf
- ABC 1SpringDressageShow2021.sdf
- ABC\_2SummerDressageShow2021.sdf
- ABC\_3FallDressageShow2021.sdf

Continued on next page...

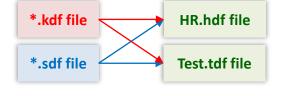


### Start the FVD Program & Create First Template > Link Files

### LINK HR.hdf AND Test.tdf FILES:

The \*.sdf (Show) and \*.kdf (Template) files must be "linked" with the HR.hdf (Horse & Rider) and
Test.tdf (Test) files so they can work together. The linking procedure starts automatically after you create
a new template or show. (You may also need to do the links manually; see REPAIR ALL LINKS for more

information.)



↑ → Leslie Raulin → My Documents → FVD →

Name

Support

HR.hdf

Temp

Link Horse & Rider File

Ouick access

Downloads

This PC

Users

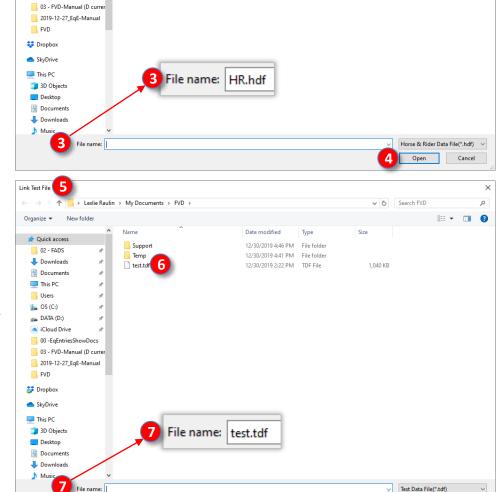
OS (C:)

DATA (D:)

iCloud Drive
 00 -EgEntriesShowDocs

- The 1 Link Horse & Rider
   File form opens. This lets
   you designate the HR.hdf for this show.
- For this example, click 2
   HR.hdf.
- The file name appears in the
   File name box.
- Click 4 Open.

- The 5 Link Test File form opens. This lets you designate the Test.tdf file for this show.
- Click 6 Test.tdf.
- The file name appears in the
   File name box.
- Click 8 Open.



12/30/2019 4:46 PM File folder

12/30/2019 4:41 PM File folder

11/26/2018 8:14 AM HDF File

✓ ひ Search FVD

388 KB

**■ • ■ •** 

### CHAPTER 1.5. FVD INTERFACE

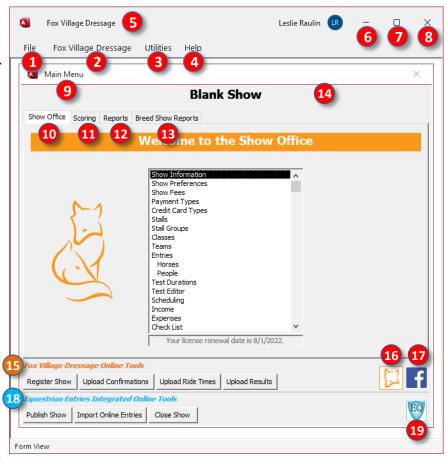


### FVD Interface > FVD Ribbon, FVD & EE Tools

### **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.
- The program name Fox Village Dressage.
- **6** Minimize button click to minimize the program.
- Maximize button click to maximize the program on your monitor.
- 8 Close button click to close the FVD program.
- Main Menu The area from which you will perform most of your work. The Main Menu has four tabs:
  - Show Office Click for many of the functions to set-up and manage your show.
  - Scoring Click for the functions for scoring dressage tests.
  - Reports Click for a wide variety of reports ranging from test labels, to stall assignments, to show results.
  - Breed Show Reports Click for special reports that pertain to breed shows.
- Show Name Right now it is Blank Show. You will name it shortly.



### **FVD & EE TOOLS:**

- 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.

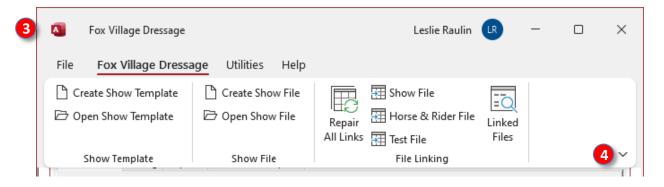
### FVD Interface > Collapse and Expand the Ribbon

### COLLAPSE AND EXPAND THE RIBBON:

- The FVD ribbon contains program and file management features.
- The ribbon can be collapsed or expanded to give you more or less working space.
- The program first opens with the menu (1) collapsed so menu items cannot be seen.
- Click any ribbon item. In this example, click Fox Village Dressage.



- The Fox Village Dressage ribbon list expands (opens).
- The ribbon list collapses (closes) when you click anywhere on the window.
- To permanently expand (open) the ribbon, click the 4 pushpin then click 5 Always show ribbon.





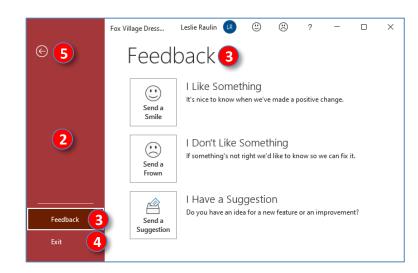
### FVD Interface > File Menu, Fox Village Dressage Ribbon

### FILE MENU:

• Click 1 File.

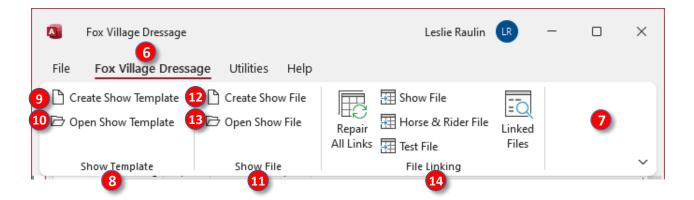


- The 2 **File** menu opens.
- This lets you:
  - Provide 3 Feedback to Microsoft.
  - 4 Exit FVD.
- Click the left arrow to return to FVD.



### FOX VILLAGE DRESSAGE RIBBON:

- Click 6 Fox Village Dressage.
- The 7 Fox Village Dressage ribbon opens.
- It has three sections:
  - 1. 8 Show Template:
    - O Create Show Template: Used to create a show template. Must be done before creating a show
    - Open Show Template: Used to open a previously created show template to edit the template.
  - 2. 11 Show File:
    - Create Show File: Used to open a previously created show template to use it to create a show.
    - o (B) Open Show File: Used to open a show file that was previously created.
  - **3.** File Linking: Used to link the \*.sdf, HR.hdf, and Test.tdf files you are using for a show. This allows the files to work together (see <u>REPAIR ALL LINKS</u>).





### SECTION I. GETTING STARTED

### FVD Interface > Utilities Ribbon

Fox Village Dressage

Fox Village Dressage

Utilities

Help

### **UTILITIES RIBBON:**

- Click 1 Utilities.
- The 2 Utilities ribbon opens.
- The ribbon has six sections:
  - 1. 3 Program File > Compact: Used to compact a Program File (FVD.accde) to make it a smaller file.
  - 2. 4 Show Template File > Compact: Used to compact a Template File (\*.kdf) to make it a smaller file.
  - 3. 5 Show File > Compact: Used to compact the Show File (\*.sdf) to make it a smaller file.

File

- **4. 6 Horse & Rider File > Compact**: Used to compact the **Horse & Rider File** (FHR.hdf) to make it a smaller file.
- 5. Test File > Compact: Used to compact the Test File (Test.tdf) to make it a smaller file.
- **6.** 8 Back / Restore > Instructions: Previous versions of FVD had a Backup and Restore utility. Starting with version 2020, that utility has been removed. Instructions show users how to use files created with the legacy utility.
- Each of these utilities will be explained later in this manual.



### FVD Interface > Help Ribbon

Fox Village Dressage

Fox Village Dressage

Utilities

Help

### **HELP RIBBON:**

- Click 1 Help.
- The **2** Help ribbon opens.
- The ribbon has four sections:
  - 1. 3 Online Manuals:
    - Quick Start: A short manual that provides the FVD basics.
    - User Manual: This manual, which is a detailed step-by-step manual for using FVD.
    - 6 User Manual (DSHB): Companion manual for using FVD for breed shows.

ΑF

File

- 2. 7 Support:
  - o 8 GoToAssist:
  - GoToMeeting: An online meeting and web conferencing tool that enables businesses to collaborated with customers via the internet in real time.
- 3. **(1)** License > **(1)** Activate: Used to activate a FVD license.
- 4. 12 About:
  - 13 About Fox Village Dressage: Opens a window that provides information about the FVD company and the license you are using.
  - Check for Updates: Opens a window that advises you if a new version of FVD is available.



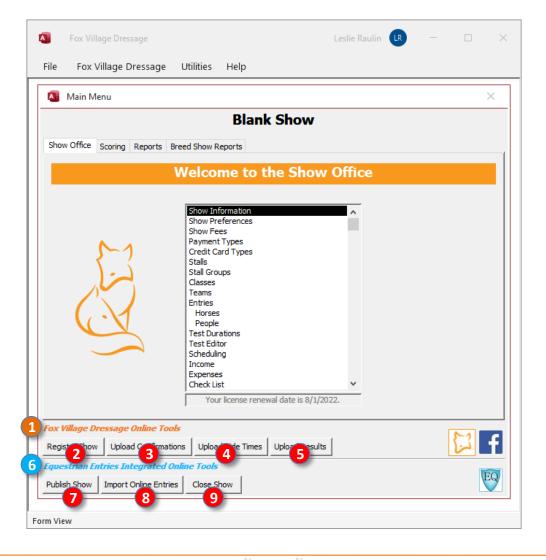
### FVD Interface > Fox Village Dressage Online Tools & EE Integrated Online Tools

### FOX VILLAGE DRESSAGE ONLINE TOOLS:

- There are four Fox Village Dressage Online Tools:
  - 1. 2 Register Show: Registers your show with FVD so select show data is available to users. Used <u>after</u> your show is completely and correctly set up.
  - 2. 1 Upload Confirmations: Used to email entrants with the status of their entry.
  - 3. 4 Upload Ride Times: Used to send ride times to FVD so they are available online.
  - **4. (5) Upload Results**: Used to upload show results. Can be uploaded "live" so entrants can obtain their scores as soon as the show office posts them in FVD.

### **EE INTEGRATED ONLINE TOOLS:**

- There are three 6 Equestrian Entries Integrated Online Tools:
  - **1.** Publish Show: Used to send your show information to EE, which makes it available to entrants so they can enter your show online using EE.
  - 2. 8 Import Online Entries: Used to import your show entries that have been created through EE.
  - 3. O Close Show: Closes your show so entrants can no longer create entries through EE.

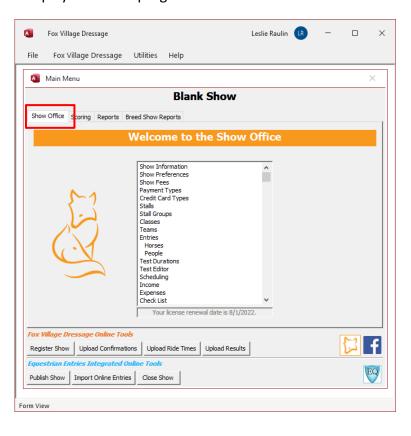


### FVD Interface > Main Menu Tabs > Show Office, Scoring

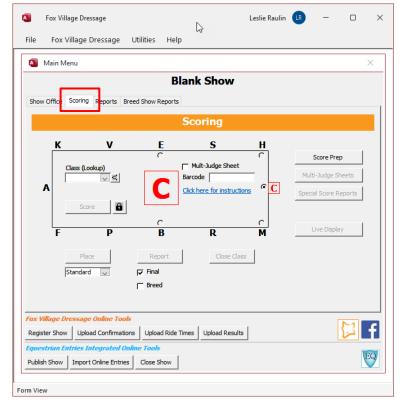
### **MAIN MENU TABS:**

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

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



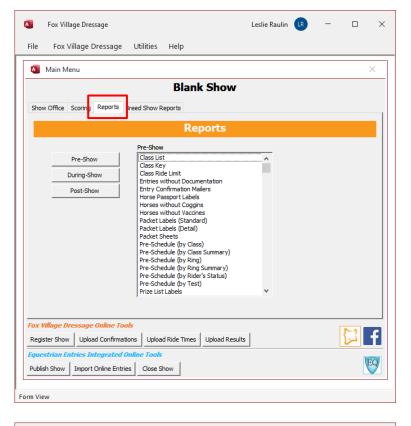
**Scoring**: Used to record scores and place classes.



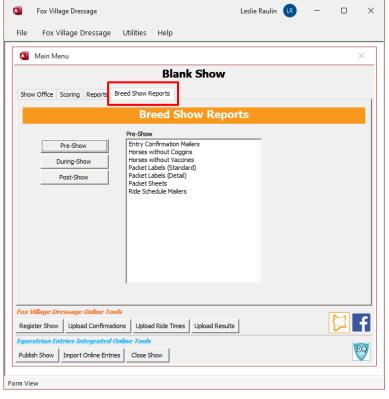
### FVD Interface > Main Menu Tabs > Reports, Breed Show Reports MAIN MENU TABS:

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

**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 SH



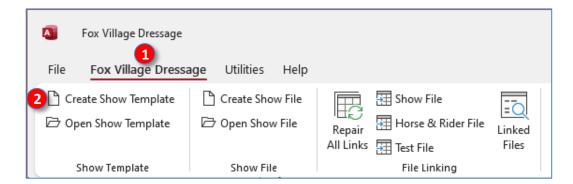
# CHAPTER II.1. CREATE A SHOW TEMPLATE & OPEN A SHOW TEMPLATE



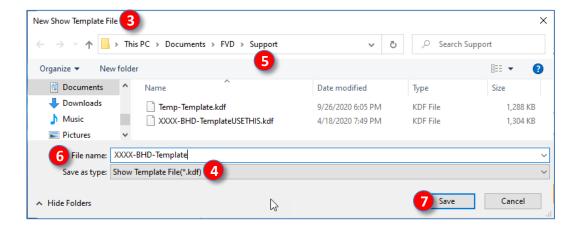
### Create a Show Template & Open a Show Template > Create a Show Template

### **CREATE A SHOW TEMPLATE:**

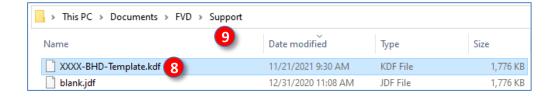
- Before you create a show, you must create a template; the template can then be used for the current
  and subsequent similar shows. This section shows you how to create a new show template file.
- From the 1 Fox Village Dressage ribbon list, click 2 Create Show Template.



- The New Show Template File form opens.
- Template files have a 4 \*.kdf extension. By default, they are stored in 5 Your FVD Folder > Support folder.
- In the **6** File name box, type in a file name that will remind you the file is a <u>template</u> that is associated to a <u>particular recurring show</u>. 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.



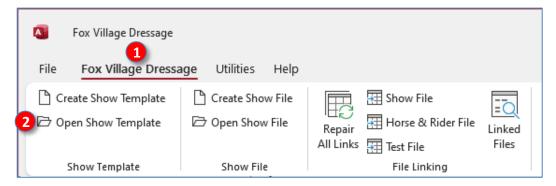
The file 8 XXXX-BHD-Template.kdf has been saved in the 9 Your FVD Folder > Support folder.



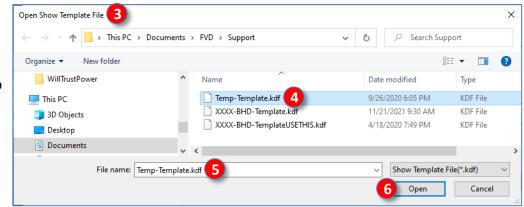
### Create a Show Template & Open a Show Template > Open a Show Template

### **OPEN A SHOW TEMPLATE:**

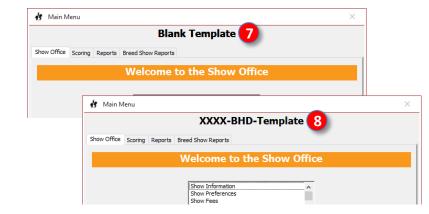
- If you want to edit a show template file, you first need to open the file.
- From the 1 Fox Village Dressage ribbon, click 2 Open Show Template.



- The 3 Open Show Template File form opens.
- Click the 4 file name of the template you want to open.
- The file name appears in the 5 File name box.
- Click 6 Open.
- Alternately, double click on the file name.



- If you have not yet entered the show template name, a 7 Blank Template opens.
- If you previously entered the show template name, the 3 name of the template is seen.



## CHAPTER II.2. REPAIR ALL LINKS



### **SECTION II. BEFORE THE SHOW**

### Repair All Links > What is Linking?, Select Show File or Template File

### WHAT IS LINKING?:

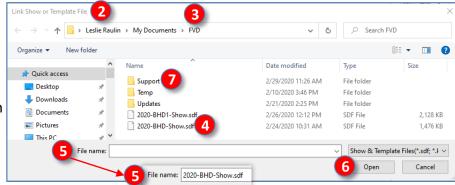
- In addition to the fvd.accde program file, FVD consists of three files that work with each other:
  - Template file (\*.kdf) or Show file (\*.sdf)
  - 2. Horse & Rider file (HR.hdf)
  - 3. Test file (Test.tdf).
- Before they can work together, they need to be linked.
- Each time you update the FVD 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.

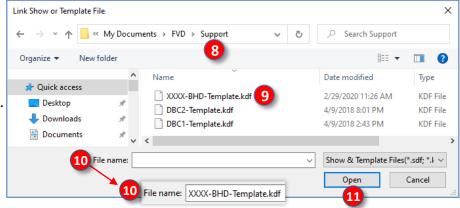
### \*.kdf HR.hdf \*.sdf Test.Tdf REPAIR ALL LINKS

### SELECT SHOW OR TEMPLATE FILE:

- · Click 1 Repair All Links.
- The 2 Link Show or Template File form opens in 3 Your FVD Folder.
- · Only \*.sdf files will be seen.
- To link a show file:
  - Click on the 4 name of the show you wish to link (in this example, the name of the show file is 2020-BHD-Show.sdf).
  - The name of the show appears in the 5 File name box.
  - Select 6 Open.
  - Alternately, you can double click the 4 show file name.
- To link a template file:
  - Double click on the Support folder.
  - The 8 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 ① Open.
  - Alternately, you can double click the template file name.





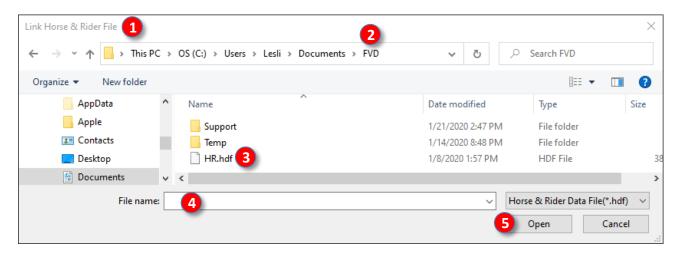


### **SECTION II. BEFORE THE SHOW**

### Repair All Links > Link Horse & Rider File, Link Test File

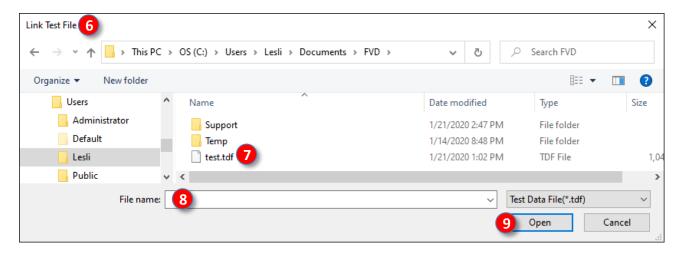
### **LINK HORSE & RIDER FILE:**

- The 1 Link Horse & Rider File form opens in 2 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 3 HR.hdf, unless you renamed the file.
- The filename will appear in the 4 File name box.
- Alternately, double click the \*.hdf file.



### LINK TEST FILE:

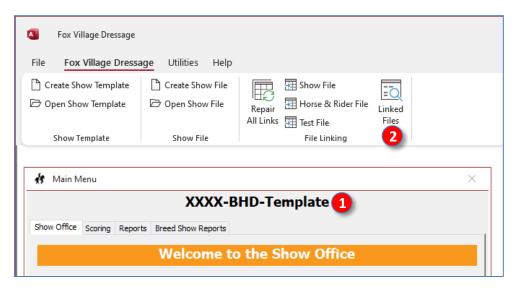
- The 6 Link Test File form opens.
- Only files with the tdf extension will be seen.
- Select your \*.tdf file. This is usually **7** Test.tdf unless you renamed the file.
- The filename will appear in the File name box.
- · Alternately, double click the \*.tdf file



### Repair All Links > Check the Links

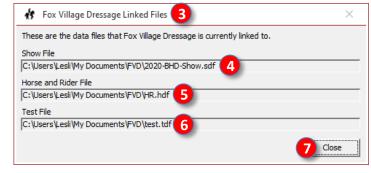
### CHECK THE LINKS:

- You are brought back to your **1** show or template.
- Repeat this sequence 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.



IMPORTANT NOTE: Use the Repair All Links sequence whenever you install a FVD update, copy a file from another computer, or get a "can't find . . . file" error message. If in doubt, link!

- If desired, click 2 Linked Files to see a list of the linked files.
- The Fox Village Dressage Link Files form opens.
- You see the path and filename of the linked 4 Show File or Template File, **5** Horse & Rider File, and 6 Test File.
- Click Close to close the form.



## CHAPTER II.3. EDIT A SHOW TEMPLATE



### Edit a Show Template > Overview

**NOTES:** 

by using the template.

After you create a template you can go back and

• After you create a show file from a template, you

future shows, also edit the appropriate template.

edit it if information changes. However, the edits do <u>not</u> apply to shows that have already been created

can edit anything in the show that may be different from the template. If these changes will apply to

### **OVERVIEW:**

- You will next enter all the recurring show details, which includes the following:
  - Show Information
  - 2 Show Preferences
  - o **3 Show Fees**
  - Payment Types
  - 5 Credit Card Types
  - 6 Stalls [Numbers]
  - Totall Groups (if you have recurring stall groups).
  - o 8 Classes
  - 9 Test Durations (if you want to change them for your recurring shows)
  - Test Editor (if you need to add new tests for your recurring shows)
- 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.

Main Menu Blank Template Show Office Scoring Reports Breed Show Reports Welcome to the Show Office Show Information Show Preferences Show Fees Payment Types Credit Card Types Stall Groups Classes Teams Entries Horses People Test Durations Test Editor Scheduling Income Expenses Check List Your license renewal date is 8/1/2022. Fox Village Dressage Online Tools Register Show Upload Confirmations Upload Ride Times Upload Results Equestrian Entries Integrated Online Tools Publish Show Import Online Entries Close Show

### Edit a Show Template > 1. Show Information > General Tab

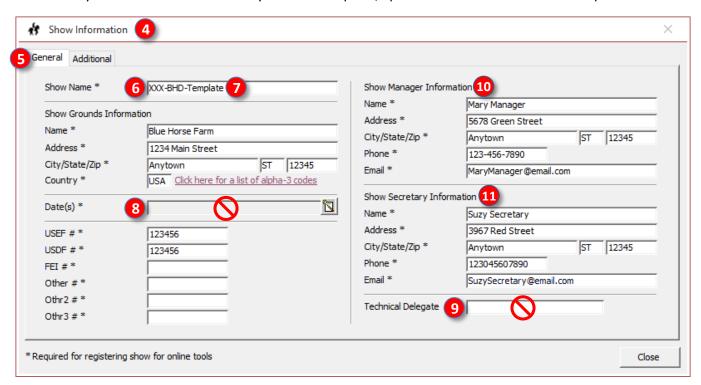
### 1. SHOW INFORMATION > GENERAL TAB:

Select 1 Main Menu / 2 Show Office /
 3 Show Information.



- The 4 Show Information form opens.
- 6 General Tab:
  - In the 6 Show [Template] Name box, enter a name that will identify the template while you are editing it. I usually use the same name as the template filename; therefore, in this example the name 7 XXXX-BHD-Template is used since it is also the name of the template file.
  - o Fill in as many of the boxes as possible at this time.
  - Since this is a template, the 3 Date(s) and 9 Technical Delegate boxes are left blank (they are completed in the show file).

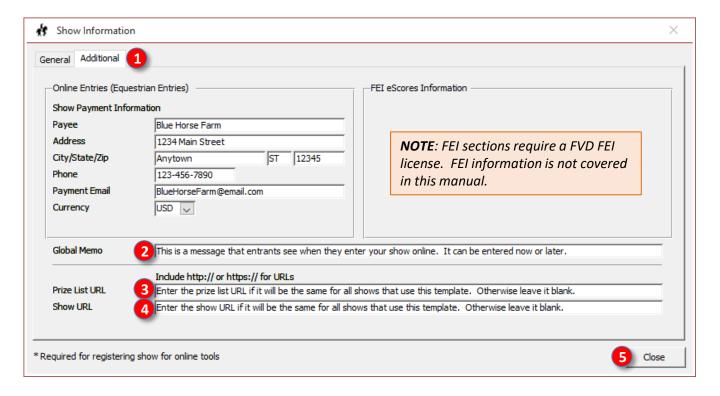
  - o Boxes with a \* are required for registering the show for EE online tools.
  - You may return to this screen at any time to complete/update the data for this show template.



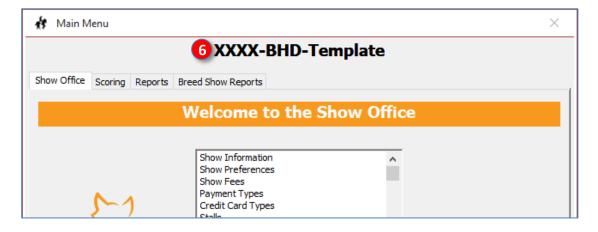
### Edit a Show Template > 1. Show Information > Additional Tab

### 1. SHOW INFORMATION > ADDITIONAL TAB:

- Additional Tab:
  - o Fill in as many of the boxes as possible at this time.
  - o If the 2 Global Memo, 3 Prize List URL, and/or 4 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 5 Close.



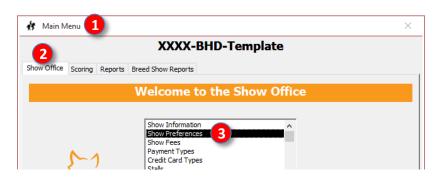
The 6 show template name will now appear at the top of the Main Menu.



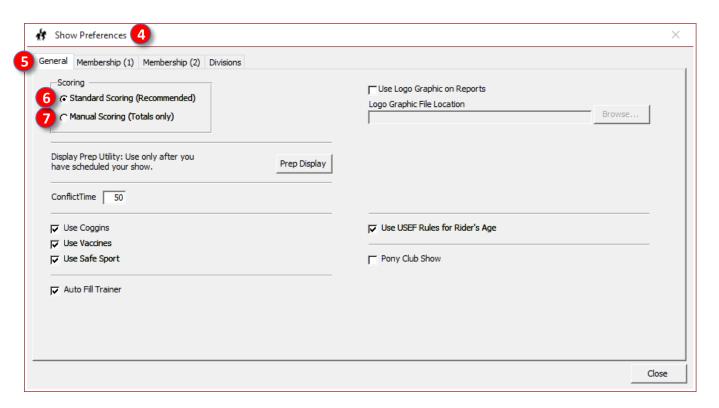
### Edit a Show Template > 2. Show Preferences > General Tab

### 2. SHOW PREFERENCES > GENERAL TAB:

Select 1 Main Menu / 2 Show Office / 3 Show Preferences.



- The 4 Show Preferences form opens.
- Click on the **5 General Tab.**
- Scoring:
  - 6 Standard Scoring (Recommended): The scoring computer operators enter movement-bymovement 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. See SCORING for detailed scoring information.



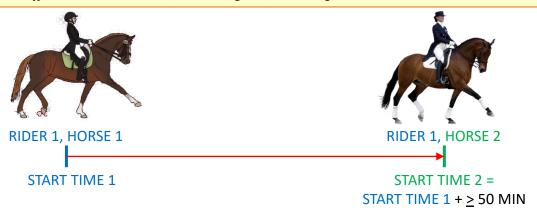
Continued on next page...

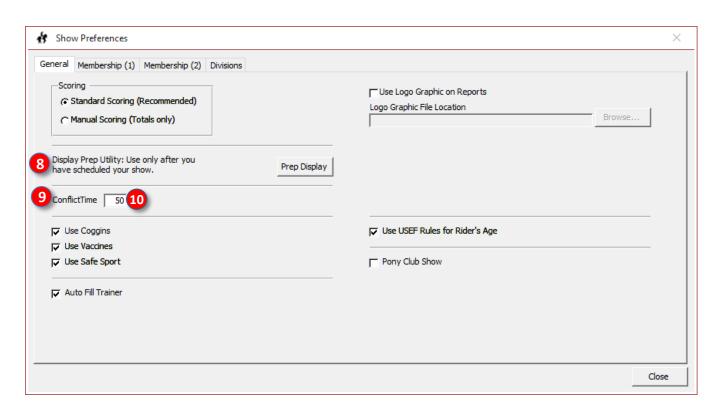
### SECTION II. BEFORE THE SHOW

### Edit a Show Template > 2. Show Preferences > General Tab, cont'd.

- **3** Display Prep Utility: Used in the show file after the show is scheduled.
- 9 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.
  - o 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.
  - To set the conflict time, ensure 50 minutes (the default) is in the (1) Conflict Time box.

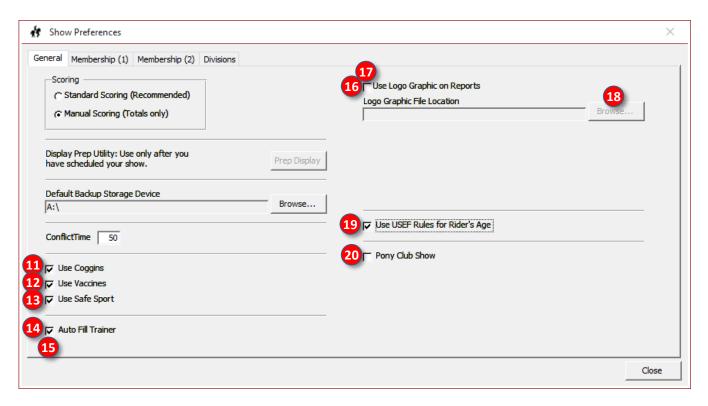
**USEF rule DR126.1.b(5)**: At least 50 minutes must be scheduled between start times for a rider's tests on different horses unless he/she has agreed, in writing, to a shorter interval between tests.





### Edit a Show Template > 2. Show Preferences > General Tab, cont'd.

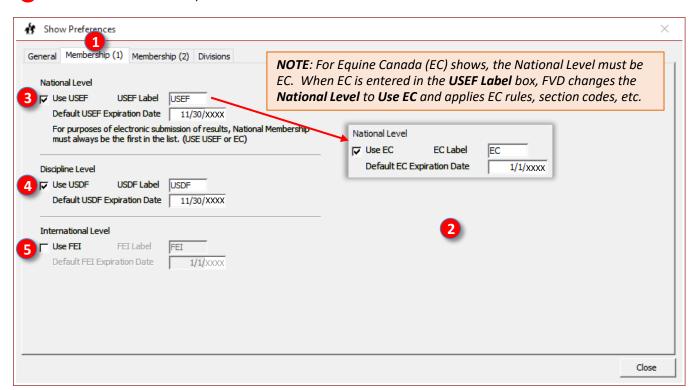
- O Use Coggins:
  - If your show requires a current copy of the Coggins report, check the box.
  - If a Coggins test is not required, do not check this box.
- O 12 Use Vaccines:
  - If your show packet entries require a current proof of vaccination IAW USEF GR845, check the box. (Click here for USEF GR845.)
  - If a proof of vaccination is not required, do not check this box.
- O B 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 15 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.
- O 16 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.
- 20 Pony Club Show: If your show is a Pony Club show, check the box.



# Edit a Show Template > 2. Show Preferences > Membership (1) Tab

# 2. SHOW PREFERENCES > MEMBERSHIP (1) TAB:

- Click the **1** Membership **(1)** tab.
- The 2 Membership (1) tab opens. It covers National (USEF or EC), Discipline (USDF), and International (FEI) membership rules.
- 3 National Level (USEF or EC):
  - 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.
  - 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.
- 4 USDF:
  - 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 <u>USDF check box is checked</u>.
  - 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.
- **5** FEI: Used for FEI shows, which are not covered in this manual.



IMPORTANT NOTE: For Show Preferences > Membership Tab instructions from EE, click here and look at page 2. These additional instructions are important to optimally setup your show so it can be published to EE and enable the entries created on EE to be imported back into FVD.

# Edit a Show Template > 2. Show Preferences > Membership (2) Tab

**IMPORTANT NOTE**: Local

for USEF licensed / USDF

shows.

recognized shows. (See note below.) Therefore, Membership (2)

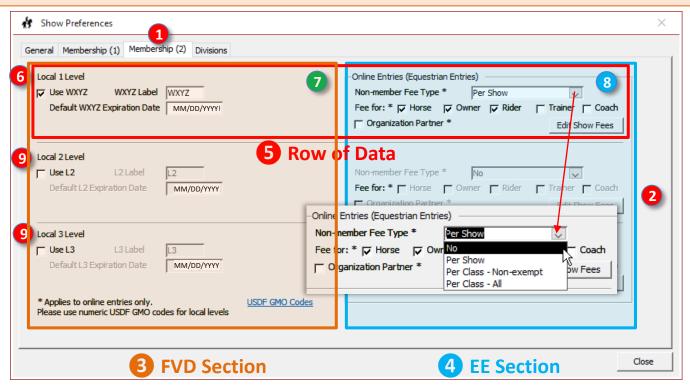
is mainly for non-USEF/USDF

membership fees are not allowed

# 2. SHOW PREFERENCES > MEMBERSHIP (2) TAB:

- Click the 1 Membership (2) tab.
- The 2 Membership (2) tab opens. It covers local organization membership rules.
  - There is a FVD Section and an EE Section.
  - Each row represents FVD and EE data for each local organization.
- 6 Local 1 Level:
  - o **7** FVD Section:
    - Check Box: Check the box if your show complies with local organization membership rules.
    - <u>Date</u>: Enter the local membership expiration date for the current competition year.
    - Label: Enter a label that represents the local organization.
  - o 8 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.
    - <u>Fee for</u>: 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 (see Show Fees).
- 9 Local 2 Level and Local 3 Level: Complete as for Local 1 Level if your show follows additional local organization membership rules.

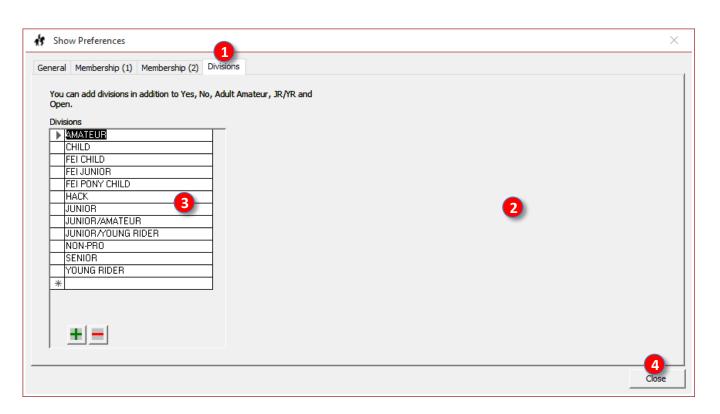
**NOTE**: USEF GR1210.12 prohibits the collection of mandatory membership fees or non-member fees from local organizations, as concisely explained in an October 22, 2019 USEF letter: "No organization, other than the USEF and its Recognized Breed and Discipline Affiliates, may require mandatory membership or a non-member fee as a condition of participation in a USEF Licensed Competition. (See GR1210.13 for further information regarding the collection of mandatory participation fees at USEF licensed competitions)." Therefore, the fees on this tab do not apply to USEF licensed / USDF recognized shows; they may apply to schooling shows, Western shows, etc.



# Edit a Show Template > 2. Show Preferences > Divisions Tab

#### 2. SHOW PREFERENCES > DIVISIONS TAB:

- Click the **1** Divisions tab.
- The **2** Divisions tab opens.
- The default divisions (Yes, No, Adult Amateur, JR/YR and Open) are specifically used for, and to identify, GAIG qualifying rides. See Class Entries > Qualifying Status for GAIG Regional Championships for information on entering the GAIG divisions.
- 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, an 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 4 Close to save your **Show Preferences** data.

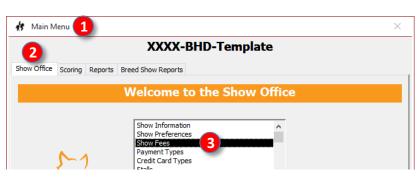


# Edit a Show Template > 3. Show Fees > Overview

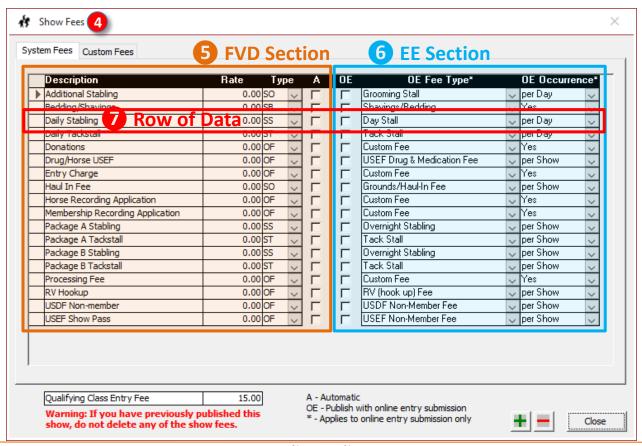
#### 3. SHOW FEES > OVERVIEW:

**IMPORTANT NOTE**: For **Show Fees** instructions from **EE**, <u>click here</u>. 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.

- Select 1 Main Menu / 2 Show Office /
   3 Show Fees.
- The 4 Show Fees form opens.
- The show fees table has two <u>sections</u> and multiple <u>rows</u> of data:
  - FVD <u>Section</u> highlighted in orange below. This fee information is integral to the FVD program and is reflected in the program reports, etc.
  - 6 EE Section highlighted in blue below. 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.
  - Rows of Data Each complete row in the table (a row is outlined in red below) represents one fee. For example, the FVD Daily Stabling = EE Day Stall.



NOTE: USDF and USEF fees change often; therefore, the default FVD value is \$0.00. Enter the USEF and USDF fees in force at the time you create the template (or the show). Check the fees before each show to ensure you are charging riders the correct fees. Update the fees in the template as they change.

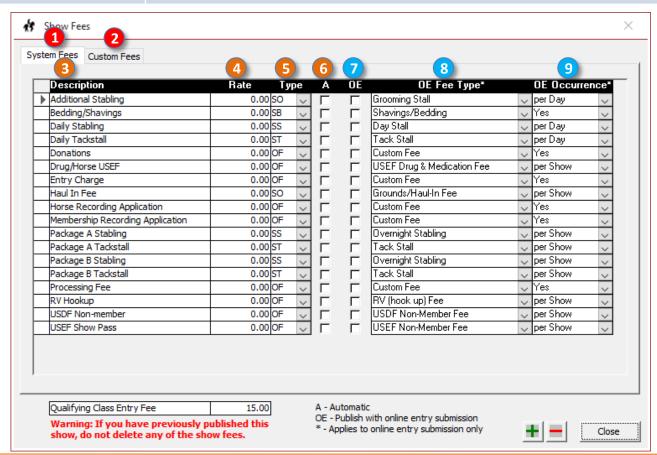


# Edit a Show Template > 3. Show Fees > System Fees & Custom Fees

#### 3. SHOW FEES > SYSTEM FEES & CUSTOM FEES:

- The FVD program has two sets of fees, each with a separate tab:
  - O System Fees are built into the program and some FVD features cannot be edited.
  - Custom Fees are entered by show management and all FVD and EE features can be edited.
- For both System Fees and Custom Fees, there are specific FVD and EE fee data headings:

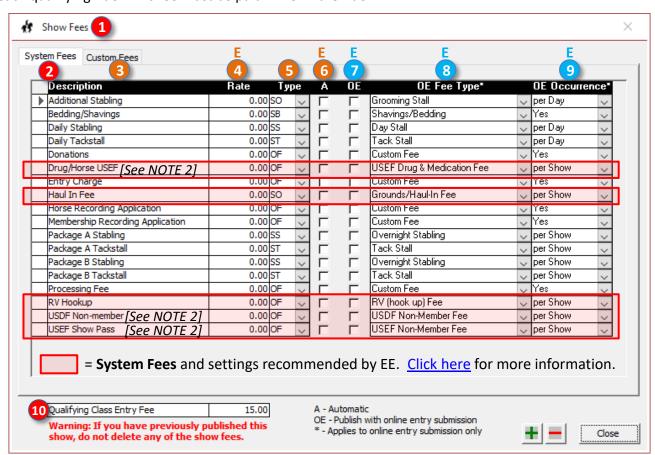
3 Description	FVD description of the fee. This will also be seen by entrants using the EE system.
4 Rate	Cost of one unit of the fee. For example, \$8 for one bag (one unit) of bedding. This is the fee that will be charged in FVD and EE.
5 [FVD Fee] Type	FVD fee type. See <u>Show Fees &gt; Custom Fees &gt; Options</u> for the options.
6 A (Automatic)	<ul> <li>If the 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 button (see <u>Stabling</u> &gt; <u>Fees</u> and <u>Other Fees</u>, item 2). The fee is automatically entered for EE entries if OE is also checked.</li> <li>If the 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.</li> </ul>
OE* (Online Entry)	<ul> <li>If the OE box is checked, the fee is uploaded to the EE web site.</li> <li>If the OE box is not checked, the fee is not uploaded to the EE web site so riders cannot select the fee.</li> </ul>
8 OE Fee Type*	EE fee type. See <u>Show Fees &gt; Options</u> for the options.
9 OF Occurrence*	Frequency the fee is paid. See Show Fees > Options for the options.



# Edit a Show Template > 3. Show Fees > System Fees

#### 3. SHOW FEES > SYSTEM FEES:

- IMPORTANT NOTE 1: EE instructions recommend using System Fees only for the most basic fees. This includes Drug/Horse USEF, Haul In Fee, RV Hookup, USDF Non-member fee and USEF Show Pass fee, using the settings below. Click here for more information from the EE web site.
- IMPORTANT NOTE 2: Since FVD tracks the Drug/Horse USEF, USDF Non-member, and USEF Show Pass fees for after-show reports and payments to USEF and USDF, it is best to use these built-in FVD system fees.
- In the 1 Show Fees form, select the 2 System Fees tab.
- In the System Fees table new fees cannot be added.
- Bescription Cannot be edited in System Fees.
- 4 Rate Can be edited. For the fees you want to use, enter the costs per unit for the current competition.
- [FVD Fee] Type Cannot be edited in System Fees.
- **(6) [FVD] A** (Automatic) Can be edited. Check the **A** box for fees that apply to all entries. The FVD program automatically enters the fees for all entries for which the user clicks the **Add Auto Fees** button (see <u>Stabling Fees</u> and <u>Other Fees/Payments</u>, item 2).
- OE\* (Online Entry) Check the box for all fees that you want to have uploaded to the EE system so riders can select the fees when entering the show.
- 8 OE Fee Type\* Using the drop-down arrow, select the fee type that corresponds to the fee. See <a href="Show">Show</a>
  Fees > Options for the options.
- 9 OE Occurrence\* Using the drop-down arrow, select the occurrence that applies to the fee. See <a href="Show">Show</a>
  Fees > Options for the options.
- Qualifying Class Entry Fee Enter the current fee for GAIG qualification. For 2021 it is \$15 additional for each qualifying ride. This fee must be paid BEFORE the ride.

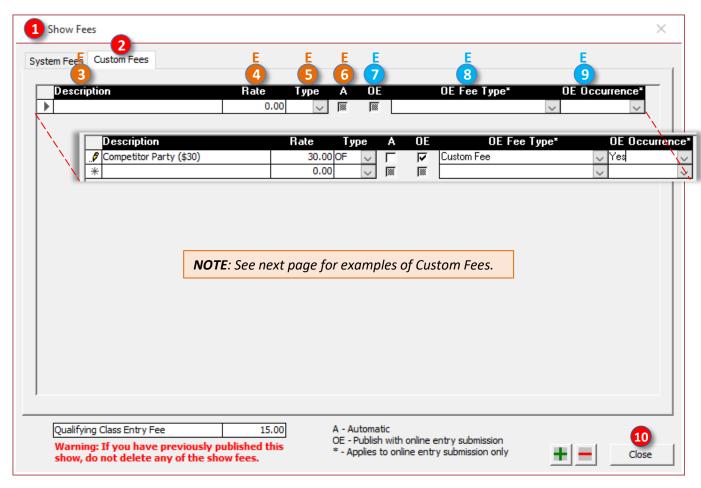


# Edit a Show Template > 3. Show Fees > Custom Fees

#### 3. SHOW FEES > CUSTOM FEES:

**IMPORTANT NOTE**: EE instructions recommend most fees be listed in the **Custom Fees** tab. <u>Click here</u> for more information from the EE web site (downloads a PDF file).

- In the 1 Show Fees form, select the 2 Custom Fees tab. All cells in the custom fees table can be edited.
- **3** [FVD] Description Type in nomenclature for the fee. This is what the competitor sees on the entry so be very clear. For example, enter **Competitor Party (\$30)** if you are having a party.
- 4 [FVD] Rate Enter the cost of the custom fee. For example, if your party fee is \$30, enter \$30.
- **(5)** [FVD] Type Using the drop-down arrow, select the fee type. See <u>Show Fees > Options</u> for the options. This example is **OF** (Other Fee).
- **6** [FVD] A (Automatic) The FVD program enters this fee for all entries for which the user clicks the **Add Auto Fees** button (see <u>Stabling Fees</u> and <u>Other Fees/Payments</u>). In this example, the party is optional, so the **A** box is not checked.
- OE\* (Online Entry) Check the boxes for all fees that you want to be uploaded to the EE system so riders can select them when entering yours show. You want riders to go to the party, so the **OE** box is checked.
- **8** OE Fee Type\*- Using the drop-down arrow, select the OE Fee Type. See Show Fees > Options for the options. Leave blank for all fees for which OE is not checked. This example is a Custom fee.
- 9 OE Occurrence\* Using the drop-down arrow, select the frequency by which the fee is applied. Leave blank for all fees for which OE is not checked. See <a href="Show Fees">Show Fees</a> > Options for the options. This example is a Yes.
- When you are finished entering your custom fees, click (1) Close.



# Edit a Show Template > 3. Show Fees > Custom Fees > Examples

# 3. SHOW FEES > CUSTOM FEES > EXAMPLES:

• Example of completed Custom Fees:

tem Fees   Custom Fees							
Description	Rate Type	. A	OE	OE Fee Type*		OE Occurre	ence" .
Change Fee (\$10)	10.00 OF	VГ	⊽	Custom Fee	~	Yes	~
Competitor Party (\$30)	30.00 OF	7 7	⊽	Custom Fee	~	Yes	~
Day Horse Stall (\$80/day)	80.00 SS	V F	⊽	Day Stall	~	per Day	~
Day Tack Stall (\$80/day)	80.00 ST	◡	⊽	Tack Stall	~	per Day	~
GMO Non-Member Fee (\$10)	10.00 OF	√ F	✓	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	$\sim$	per Show	~
Shavings (\$10/bale)	10.00 SB	╗┌	✓	Shavings/Bedding	$\sim$	No	~
Show Horse Stall (\$160/show)	160.00 SS	√	✓	Overnight Stabling	~	per Show	~
Show Tack Stall (\$160/show)	160.00 ST	V L	✓	Tack Stall	~	per Show	~
USDF 1 YR Participating Memb (\$90)	90.00 OF \	v Г	Г		~		~
USDF HID Appl (\$35)	35.00 OF	√	Г		~		~
USDF Lifetime Reg (\$115)	115.00 OF	√ F			~		~
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	√   <u>₩</u>	<b>I</b>		~		~
Qualifying Class Entry Fee	15.00		Automati				

**= Custom Fees** and settings recommended by EE. There are <u>many</u> variations and explanations. Click here for more information.

**OE\* Occurrence** 

# Edit a Show Template > 3. Show Fees > Custom Fees > Options

	Luit a Silow	remplace > 3. Show rees > Custom rees > Options
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.

<b>S</b>	51	Stabling - Tack	ree for	a tack stall.	
F	SB	Stabling - Bedding	Fee for	stall bedding, per bale.	
<u>₽</u> <b>–</b>	SO	Stabling - Other	Fee for	any other stall item.	
VDP P	OF	Other Fees	Fee for	all other items.	
<b>x</b>	USEF D	rug & Medication Fee		Per horse fee required by USEF to cover drug testing.	Some exemptions.
<u> </u>	USEF D	iscipline Fee		Fee charged by an equestrian discipline. There is no d	ressage fee.

1	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.
	USEF D	rug & Medication Fee		Per horse fee required by USEF to cover drug testing. Some exemptions.
)	USEF D	iscipline Fee		Fee charged by an equestrian discipline. There is no dressage fee.
1	USEF N	on-Member Fee		Per person fee charged by USEF for a non-exempt non-member person.
1	USDF H	IID Fee		HID = USDF horse identification number. Required by USDF for horses in non-exempt classes. A one-time fee, not annual.
	USDF N	lon-Member Fee		Per person fee charged by USDF for non-member non-exempt people.
)	Ground	ls/Haul-In Fee		Per horse fee to use the show grounds. Can be a daily fee or a show fee.
	Late Fe	e – per Entry (if applica	ible)	Fee for acceptance of a late entry, per entry.
	Late Fe	e – per Class (if applica	ble)	Fee for acceptance of a late entry, per class.
	RV (ho	ok-up) Fee		Fee for a recreational vehicle hook-up, usually to electricity.
	RV/Car	mping Fee (no hook-up)		Fee for a recreational vehicle without a hook-up.
	Overni	ght Stabling		Fee for an overnight horse stall. Can be a Per Night or a Per Show fee.
	Day Sta	all		Fee for a day horse stall. Usually a Per Day fee. Horse cannot stay overnight.
	Tack St	all		Fee for a tack stall. Can be a daily, nightly, or show fee.
	Groom	ing Stall		Fee for a grooming stall. Can be a daily, nightly, or show fee.
	Non-Co	ompete 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.

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.	gs/Bedding Fee for stall bedding	g, per bale.
---	----------------------------------	--------------

Mandatory	A fee that is required (mandatory) for all entries.

	Per	Charged to entries for each DAY the item is used. For example, stall that is charged for each DAY the stall
9	Day	is used. Example: Fee of \$80/day for Fri & Sat = \$160.

Per	Charged to entries for each NIGHT the item is used. For example, stall that is charged for each NIGHT the
Night	stall is used. Example: Fee of \$80/night for Fri & Sat = \$160 (it is used Fri night).

Charged to entries one time per SHOW. For example, stall that is charged one time for the entire SHOW. Per The stall is used the entire show. **Show** 

The fee is charged if the competitor selects the applicable fee. The fee is also used for mandatory fees. Yes

The fee is charged if the competitor does <u>not</u> select the fee. See next page for more information on Yes/No. No

# Edit a Show Template > 3. Show Fees > Custom Fees > Options (Yes/No)

# 3. SHOW FEES > CUSTOM FEES > OPTIONS (YES/NO):

# 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:

- o If the box for the fee is **checked**, the fee will be charged.
- o 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:

- o If the box for the fee is **checked**, the fee will not be charged.
- o 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 not 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.

#### Edit a Show Template > 3. Show Fees > Custom Fees > USEF & USDF

#### 3. SHOW FEES > CUSTOM FEES > USEF & USDF:

- During your show, some participants may want to become USEF and/or USDF members and/or may want to USEF record and/or USDF register a horse (the Show Office should have the required forms). The associated fees must be entered in the FVD program and submitted, in full, to USEF or USDF at the end of the show. It is much easier if these fees are paid by a separate check made out to USEF or USDF, which keeps these funds separate from the show funds. However, some participants may want to pay in cash or the fee may be included in the same check/credit card payment submitted for the show.
   Regardless of the type of payment, you must track the fees to ensure they are sent to USEF or USDF, by including them in or with your USEF or USDF payment.
- To ensure tracking of these USEF and USDF fees, you can enter any of the following as Custom Fees if they are paid to the show by a competitor. The fees are tracked using the Reports > Post-Show > Profit (Loss) Statement. It will be easier for you if you enter these fees BEFORE the show so they will already be available to you if you need to use them.
- As you do not need these fees in EE, do not use the EE Section of the Custom Fees table.
- The following are fees as of January 2020:

Description	Rate	Туре	Auto
2022 USEF Membership – 3-year Active – expires three years from start	\$225	OF (Other Fee)	
2022 USEF Membership – 1-year Active – expires one year from start	\$80	OF (Other Fee)	
2022 USEF Membership – Life Member	\$2,500	OF (Other Fee)	
2022 USEF Membership – Fan – expires one year from start	\$25	OF (Other Fee)	
2021 USEF Lifetime Horse Recording – Birth to December 31st of birth year	\$35	OF (Other Fee)	
2021 USEF Lifetime Horse Recording – One year of age (from Jan 1st to Dec 31st of first year after foaling) and older	\$300	OF (Other Fee)	
2021 USEF Annual Horse Recording – expires Nov 30 <sup>th</sup>	\$95	OF (Other Fee)	
2021 USDF Membership – 1-year Participating Membership – expires Nov 30 <sup>th</sup>	\$90	OF (Other Fee)	
2021 USDF Membership – 1-year Youth Participating Membership – expires Nov $30^{\rm th}$	\$72	OF (Other Fee)	
2021 USDF Membership – 5-year Participating Membership – expires Nov 30 <sup>th</sup>	\$360	OF (Other Fee)	
2021 USDF Membership – Lifetime Participating Membership – expires Nov 30 <sup>th</sup>	\$1800	OF (Other Fee)	
2021 USDF Membership – Business – expires Nov 30 <sup>th</sup>	\$240	OF (Other Fee)	
2021 USDF Lifetime Horse Registration (LHR)	\$115	OF (Other Fee)	
2021 USDF Upgrade from HID to Lifetime Horse Registration	\$80	OF (Other Fee)	
2021 USDF Horse Identification Number (HID)	\$35	OF (Other Fee)	

**NOTE**: Requirements and fees may change year-to-year. For the 2022 online information and fees, go to:

2022 USEF People Memberships – <u>Click here</u>.

2021 USEF Horse Recording – Click here.

2021 USDF Human/Business Memberships - Click here.

2020 USDF Horse Registration – Click here.

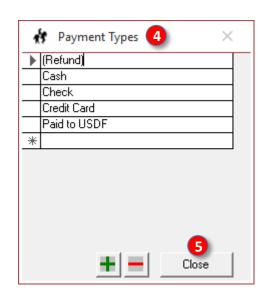
# Edit a Show Template > 4. Payment Types

#### 4. PAYMENT TYPES:

Select 1 Main Menu / 2 Show
 Office / 3 Payment Types.



- The 4 Payment Types form opens.
- 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.

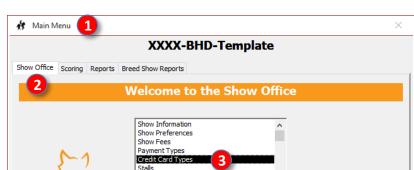


# Edit a Show Template > 5. Credit Card Types

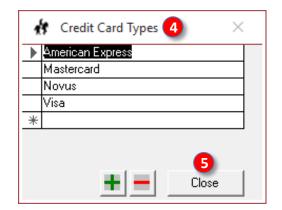
#### **5. CREDIT CARD TYPES:**

• This step is required only if you accept credit cards.

Select 1 Main Menu / 2 Show Office /
 Credit Card Types.



- The 4 Credit Card Types form opens.
- Make additions or deletions, if needed.
- Click **5** Close to save the changes.

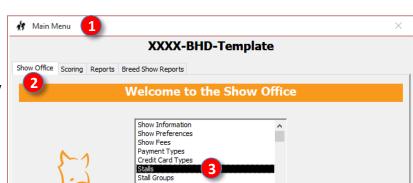


# Edit a Show Template > 6. Stalls

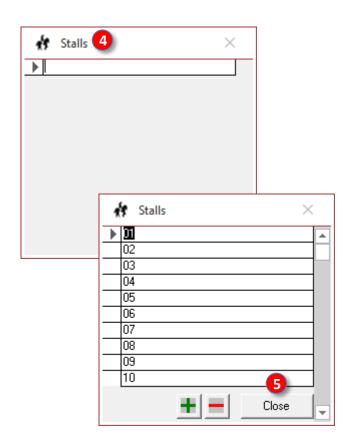
#### 6. STALLS:

 This step is required if you have stalls and you want to assign stalls via FVD.

Select 1 Main Menu / 2 Show Office /
 3 Stalls.



- The 4 Stalls form opens.
- 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, for example Barn A and Barn B, you could enter something like A-01, A-02, ..., B-01, B-02, etc.
- Click Close to save the changes.



# Edit a Show Template > 7. Stall Groups

#### 7. STALL GROUPS:

- This step is required if you have stalls and want to use FVD to track groups of people that want to be stalled together.
- 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.

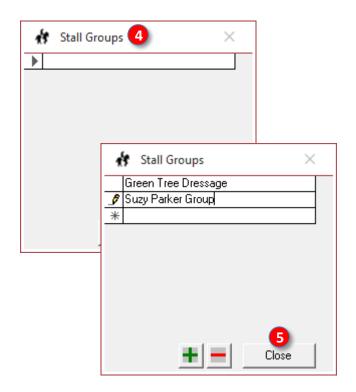
Main Menu

- 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.



The 4 Stall Groups form opens.

- Enter the names of Stall Groups that participate in many of your shows that will be based on this template.
- Click Close when you are done.
- Additional Stall Groups can be added to the template later, or can be added in the show file.



Show Office Scoring Reports Breed Show Reports

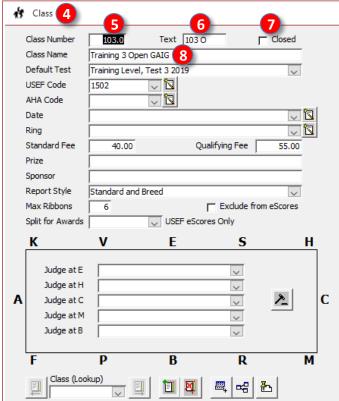
# Edit a Show Template > 8. Classes

Main Menu

#### 8. CLASSES:

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.

- Select 1 Main Menu / 2 Show Office / 3 Classes.
- The 4 Class form opens.
- 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. See <a href="RECOMMENDED DRESSAGE CLASS NUMBERS"><u>RECOMMENDED DRESSAGE CLASS NUMBERS</u></a> for recommendations on a convenient (but not required) method to number classes.
- **6** 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.
- Closed: Check the box if the class is filled and therefore closed to additional entries.
- 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.



Online Entries (Equestrian Entries)

Level Type Training
Test of Choice Qualify Q Allowed
Qualify Q Allowed
PEI eScores Information

NOTE 1: 5 Class numbers may not contain letters but may contain a decimal to one place (for

XXXX-BHD-Template

Welcome to the Show Office

Show Information

Show Preferences Show Fees

Payment Types Credit Card Types Stalls Stall Groups

**NOTE 2**: It will be easier for you if you use a standard **5** Class numbers method. Although NOT required, the following is suggested:

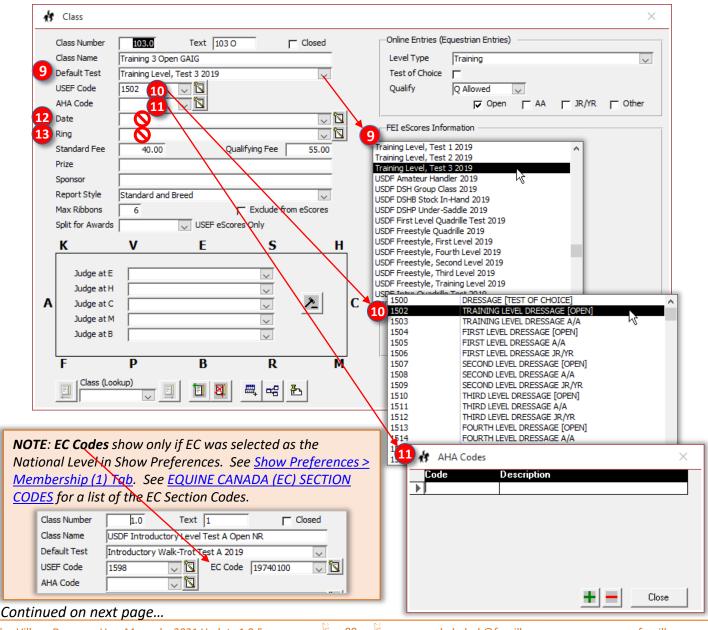
example, 103.3 but not 103 AJY and not 103.31).

- 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)

Continued on next page...

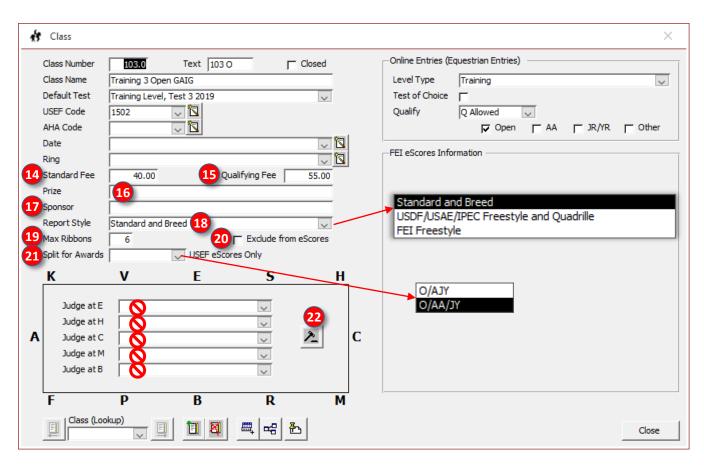
# Edit a Show Template > 8. Classes, cont'd.

- Operault 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. See <a href="DRESSAGE">DRESSAGE</a> AND OTHER TESTS BUILT INTO FVD for a list of Default Tests built into FVD. See <a href="Edita Show Template">Edit a Show Template</a> Test <a href="Editor">Editor</a>, Set Up a New Show > 12. Test Editor</a> and <a href="Show Office">Show Office</a> Test Editor</a> for the procedure to edit tests and add new tests.
- **(D) 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. See <u>USEF DRESSAGE SECTION CODES</u> for the USEF codes list, which is a bit different from the FVD list (USEF no longer separates out Open, AA, and JYR classes; they are all Open). See <u>EQUINE CANADA</u> (EC) SECTION CODES for the EC codes.
- 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.
- B Ring: Since this is a template file, leave this box blank.



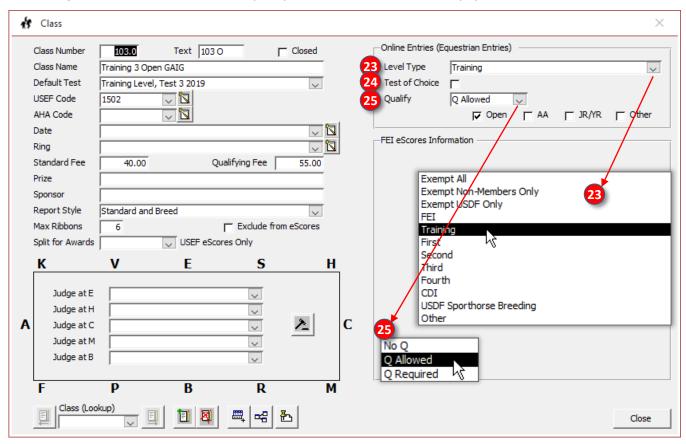
# Edit a Show Template > 8. Classes, cont'd.

- **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!
- (b) 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.
- **15** 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.
- (B) 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 6 (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 Split for Awards USEF eScores Only: If you will split a class for awards by rider status divisions, use the drop-down to select the appropriate divisions for the split. This only affects the USEF eScores report (\*.dat file); it does not actually split the class for placing, media report, etc. If you use this FVD feature, see Create the FVD eScores (\*.dat) File for correct set-up of the USEF eScores report.
- Judge: Since this is a template, leave this portion blank.



# Edit a Show Template > 8. Classes, cont'd.

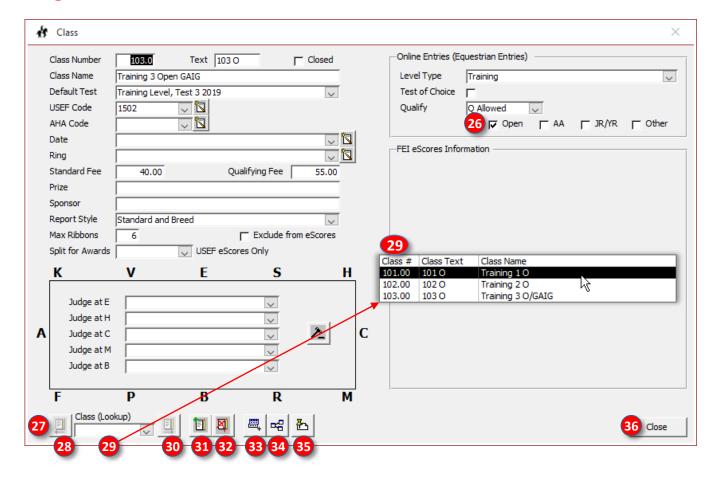
- **23** Level Type: Using the drop-down arrow, select the appropriate class level type.
  - Exempt All: All people and horses are exempt from USEF/USDF/GMO memberships and USEF Drug & Drug fees. Example: Opportunity classes.
  - Exempt Non-Members Only: All people and horses are exempt from USEF/USDF/GMO 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.
  - o 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.
- 24 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.
- **25** 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.



Fox Village Dressage User Manual - 2021 Update 1.0.5.

# Edit a Show Template > 8. Classes, cont'd.

- 26 Rider Status: Check the box appropriate for the class.
  - Open: All riders may enter the class. Professionals and USEF non-members must enter this class.
  - AA: Only Adult Amateur riders may enter the class.
  - JR/YR: Only Junior Riders and Young Riders may enter the class.
  - Other: Used for another division for your show. For example, a Vintage Division for 55+ year old riders.
- 27 Class Navigation:
  - 28 Previous Class: Click to view the previous class.
  - Class (Lookup): Use the drop-down arrow and select the class from the list.
  - Next Class: Click to view the next class.
  - 31 Add Class: Click to open a blank class that is used to add a new class to the template/show.
  - 32 Delete Class: Click to delete the class currently being viewed.
  - 33 View Class Copy: Used to copy a class; used with class splitting (see <u>Split Classes</u>).
  - 34 View Class Splitter: Used with Class Splitting (see <u>Split Classes</u>).
  - 35 View Wait List: Used to view a wait list for the class (see WAIT LIST).



- To set up another class, click 31 Add Class and repeat steps 5 through 26 above.
- When you are finished, click 36 Close.
- When additional information is available, go back and enter the new information.

# Continued on next page...

# Edit a Show Template > 9. Test Durations

#### 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.

**NOTE**: If you hold both USEF/USDF shows and dressage schooling shows, or another type of show, if you edit Test Durations in FVD, the Test.tdf file is edited and your changes apply to all shows linked to this file. You may want to copy your Test.tdf file so you have two files. One is named for licensed shows (perhaps Lic-Test.tdf) and another for schooling shows (perhaps Sch-Test.tdf). You then edit the test durations in the test file used for the particular show/template.

Click 1 Main Menu > 2 Show Office > 3 Test Durations.



- The 4 Test Durations form opens.
- Use the 5 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 6 Close when you are finished.

🚯 Test Durations 👍	×
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
	Close

# Edit a Show Template > 10. Test Editor

#### 10. TEST EDITOR:

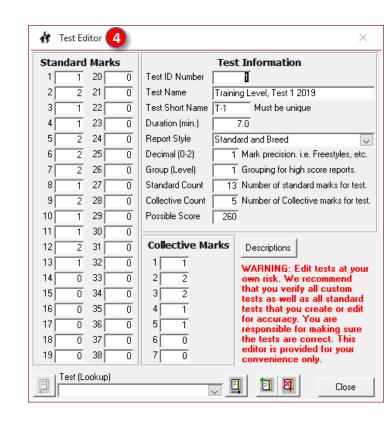
- FVD has MANY built in dressage tests including USEF/USDF tests, FEI tests, USEA tests, Western tests, and Cowboy tests. See DRESSAGE AND OTHER TESTS BUILT INTO FVD for the list.
- You use the Test Editor if you need to add a test that is not built-in or if you want to delete a test. This would rarely 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.

> 3 Test Durations.

**NOTE**: If you hold both USEF/USDF shows and dressage schooling shows, or another type of show, if you edit Tests in FVD, the Test.tdf file is edited and your changes apply to all shows linked to this file. You may want to copy your Test.tdf file so you have two files. One is named for licensed shows (perhaps Lic-Test.tdf) and another for schooling shows (perhaps Sch-Test.tdf). You then edit/add/delete the tests in the test file used for the particular show/template.

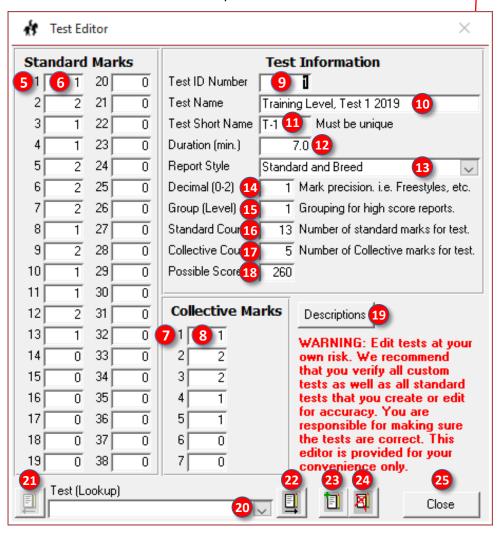
- The 4 Test Editor form opens.
- Go to the next page...





# Edit a Show Template > 10. Test Editor, cont'd.

- **5** Standard Marks numbers are the numbers of the test movements for the test (1, 2, 3, etc.).
- 6 Standard Marks boxes contain the coefficients for each test movement.
  - 0 = There is no such movement in the test.
  - 1 = There is no coefficient for the movement in the test.
  - o 2 = There is a coefficient of 2 for the movement in the test.
- Collective Marks <u>numbers</u> are the numbers of the collective marks for the test (1, 2, 3, etc.).
- 8 Collective Marks boxes contain the coefficients for each collective mark.
  - 0 = There is no such collective mark in the test.
  - 1 = There is no coefficient for the collective mark in the test.
  - 2 = There is a coefficient of 2 for the collective mark in the test.
- 9 Test ID Number is automatically entered by the FVD Program.
- Test Name is the test name.
- Test Short Name is a short name that you can give a test. Each test short name must be unique it
  can only be given to one test.
- Duration (min.) is the time provided to for the test (time to enter + ride time + administrative time).
- **B** Report Style: Use the drop-down arrow and select the appropriate style.
- Decimal (0-2) is the number of decimal points in the score. 0.1 decimals are allowed in freestyles, young horse tests, and others. 0.5 decimals are allowed in USEF/USDF tests and FEI tests.
- grouping for high score reports sorted by level.
- 16 Standard Count is the number of standard marks (movements) in the test.
- 17 Collective Count is the number of collective marks in the test.
- Possible Score is the maximum possible score for the test.
- Descriptions provide a short description of each movement.
- Use the 20 drop-down arrow or the 21 Previous
   Test and 22 Next Test icons to select a test.
- Use the 23 Add Test button to open a blank test that can be edited and saved.
- Use the 24 Delete Test button to delete a test.
- Click 25 Close to save your edits and close the form.



Standard and Breed

FEI Freestyle

USDF/USEF/IPEC Freestyle and Quadrille

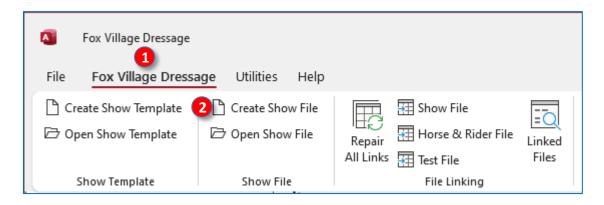
# CHAPTER II.4. CREATE A SHOW FILE FROM A SHOW TEMPLATE FILE



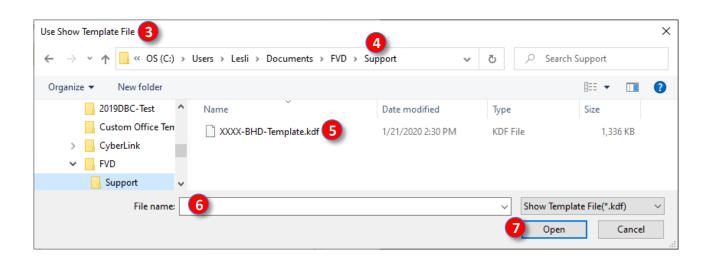
# Create a Show File from a Show Template File

#### **CREATE A SHOW FILE FROM A SHOW TEMPLATE FILE:**

From the 1 Fox Village Dressage ribbon, click 2 Create Show File.

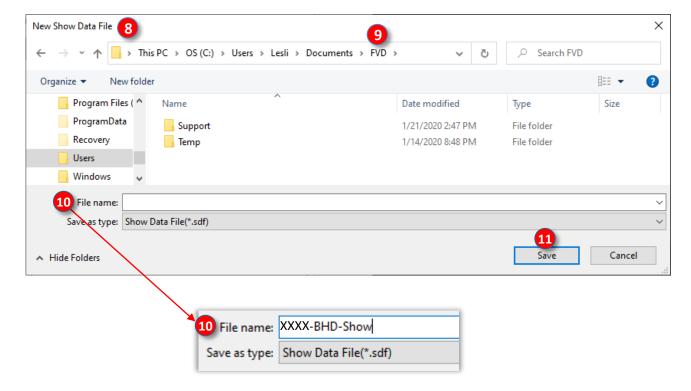


- The 3 Use Show Template File form opens in 4 Your FVD Folder > Support folder.
- Select the appropriate template file by single clicking on the **5** File name (it will have the \*.kdf extension). The file name will appear in the 6 File name box. Then click 7 Open.
- Alternately, double-click the **5** File name and the file opens. The **7** Open button is not used.

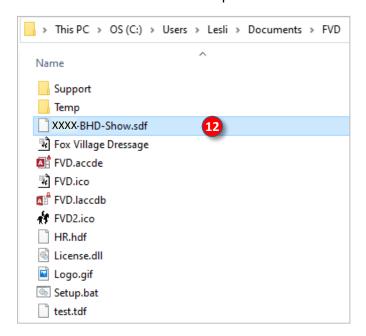


# Create a Show File from a Show Template File, cont'd.

- The 8 New Show Data File form opens in 9 Your FVD Folder.
- In the Tile name box, type the name of your show file. In this example, it will be XXXX-BHD-Show. For your show, it is suggested you use the year (YYYY) or date (YYYY-MM-DD).
- Click 11 Save.



- If you open **Your FVD Folder**, you will see the new show file **2 2020-BHD-Show.sdf**. FVD has automatically saved it as a \*.sdf file.
- Congratulations, you have created a show file from a template file.

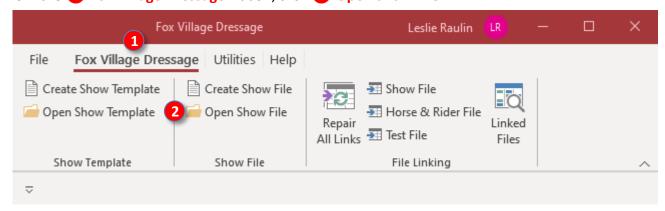


# CHAPTER II.5. OPEN A SHOW FILE

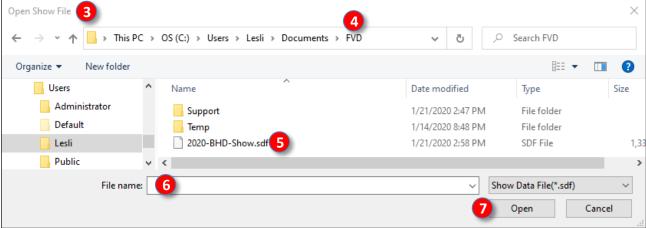


# Open a Show File

• From the 1 Fox Village Dressage ribbon, click 2 Open Show File.



- The 3 Open Show File form opens in 4 Your FVD Folder.
- Select the appropriate show file by single clicking on the **5** File name (it will have the \*.sdf extension). The file name will appear in the **6** File name box. Then click **7** Open.
- Alternately, double-click the f 5 File name and the file opens. The f 7 Open button is not used.



- The 8 New Show opens and is ready for you to link and set up.
- Link the show file with your HR.hdf and Test.tdf files – see <u>CHAPTER II.2. REPAIR ALL LINKS</u>.



# CHAPTER II.6. SET UP A NEW SHOW



# Set Up a New Show > 1. Show Information > General Tab

#### 1. SHOW INFORMATION > GENERAL TAB:

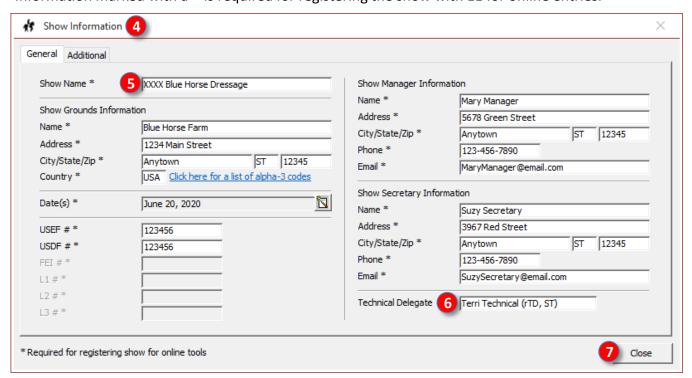
- The next step is to edit your show file to provide show specific information that is not in the template.
- If not already open, open your show (see OPEN A SHOW FILE).

**IMPORTANT NOTE**: For **Show Information** instructions from **EE**, <u>click here</u> and look at page 3. 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.

Click 1 Main Menu > 2 Show Office >3 Show Information.



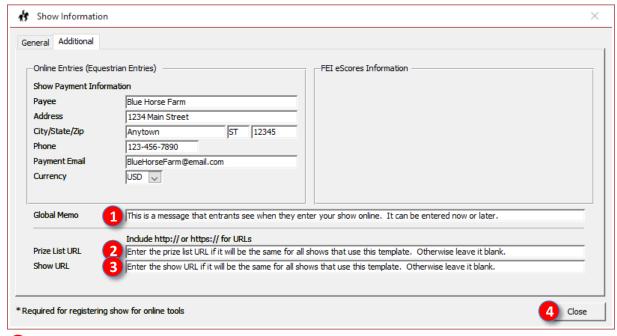
- The 4 Show Information form opens.
- Complete the empty boxes in the General tab, including:
  - The official Show Name. In this example it is XXXX Blue Horse Dressage Show where XXXX is nomenclature to specify the particular show. For example, the year as YYYY or the date as YYYY-MM-DD). If you have multiple shows per season (perhaps Spring, Summer and Fall), the name could be something like XXXX 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 6 Technical Delegate. Include the level and the state; for example, Terry Technical (rTD,ST).
  - Any other information not provided by the template.
- Information marked with a \* is required for registering the show with EE for online entries.



# Set Up a New Show > 1. Show Information > Additional Tab

#### 1. SHOW INFORMATION > ADDITIONAL TAB:

- · Complete or update empty boxes in the Additional tab, including:
  - The 1 Global Memo if it was not in the template.
  - The Prize List URL if it was not in the template.
  - The 3 Show URL if it was not in the template.
  - Any other information not provided by the template.
- Click 4 Close.



The 5 Show Name is now on the Main Menu.



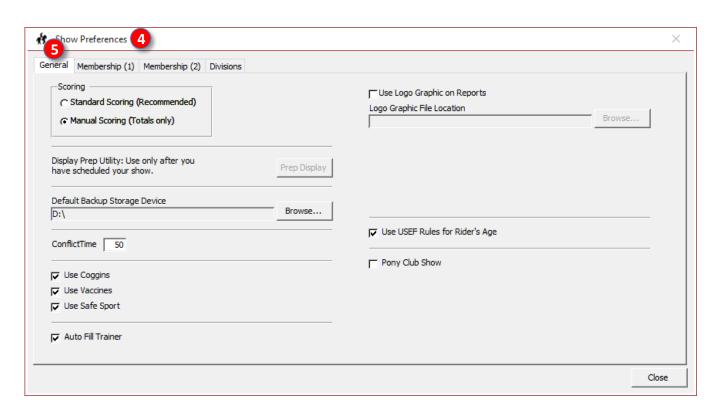
# Set Up a New Show > 2. Show Preferences > General Tab

#### 2. SHOW PREFERENCES > GENERAL TAB:

Click 1 Main Menu > 2 Show Office >
 3 Show Preferences.



- The 4 Show Preferences form opens.
- In the **5** General tab, provide any missing or new information.



# Set Up a New Show > 2. Show Preferences > Membership (1) Tab, Membership (2) Tab

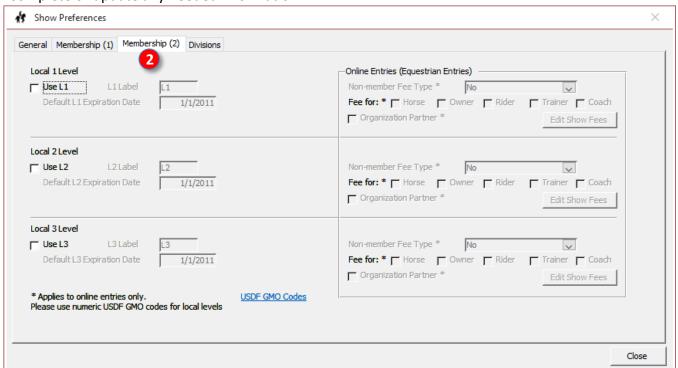
# 2. SHOW PREFERENCES > MEMBERSHIPS (1) TAB:

- Click the Memberships (1) tab.
- · Complete or update any needed information.



# 2. SHOW PREFERENCES > MEMBERSHIPS (2) TAB:

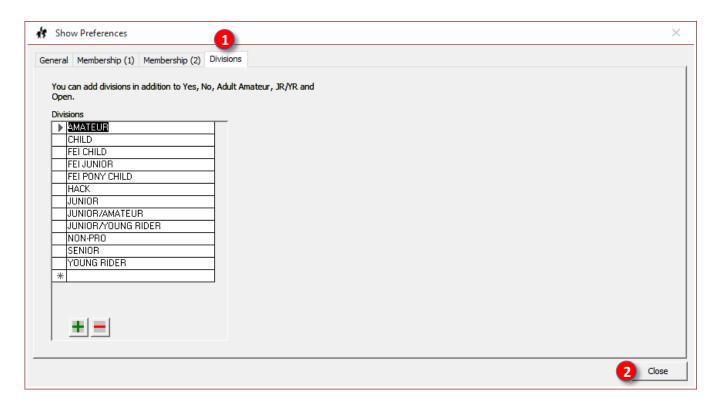
- Click the 2 Memberships (2) tab.
- Complete or update any needed information.



# Set Up a New Show > 2. Show Preferences > Divisions Tab

#### 2. SHOW PREFERENCES > DIVISIONS TAB:

- Click the 1 Divisions tab.
- Complete or update any needed information.
- Click 2 Close when you are finished.



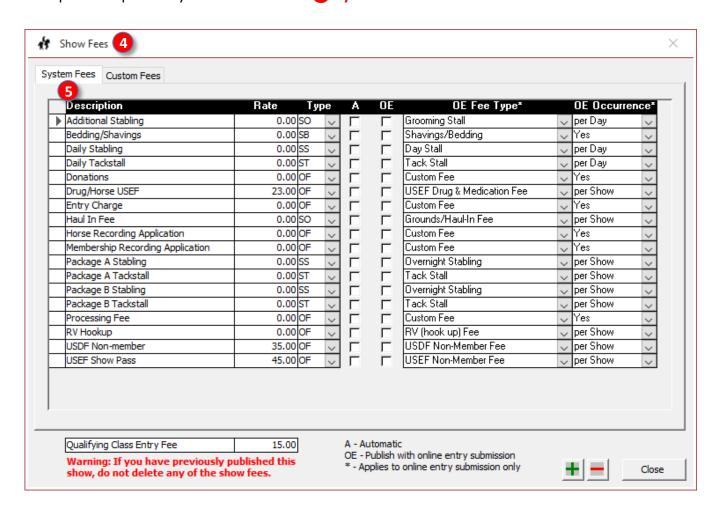
# Set Up a New Show > 3. Show Fees > System Fees

#### 3. SHOW FEES > SYSTEM FEES:

 Click 1 Main Menu > 2 Show Office > 3 Show Fees.



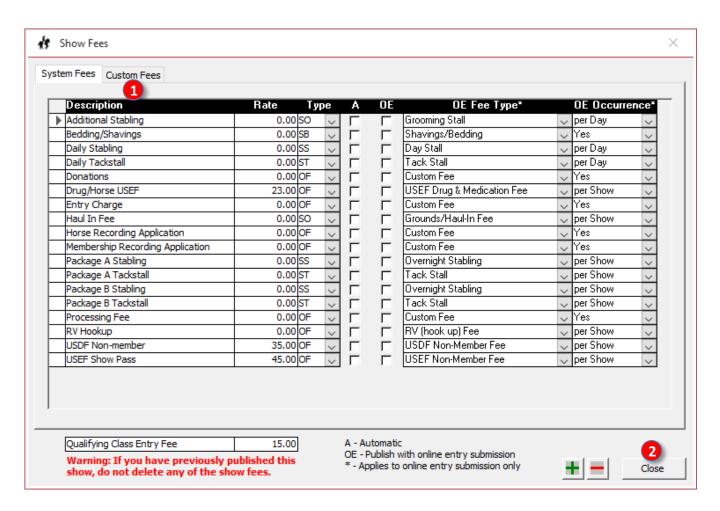
- The 4 Show Fees form opens.



# Set Up a New Show > 3. Show Fees > Custom Fees

#### 3. SHOW FEES > CUSTOM FEES:

- Click the 1 Custom Fees tab.
- Complete or update any needed information.
- Click 2 Close when you are finished.



# Set Up a New Show > 4. Payment Types, 5. Credit Card Types

#### 4. PAYMENT TYPES:

Click 1 Main Menu > 2 Show Office > 3
 Payment Types.

- The 4 Payment Types form opens.
- Complete or update any needed information.
- Click **5** Close when you are finished.

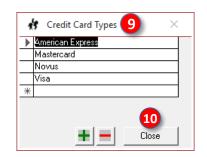


#### 5. CREDIT CARD TYPES:

Click 6 Main Menu > 7 Show Office > 8
 Credit Card Types.

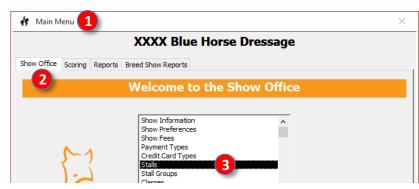
- The **9** Credit Card Types form opens.
- Complete or update any needed information.
- Click Close when you are finished.



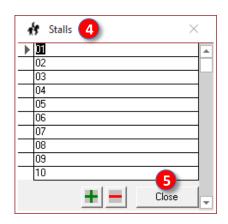


# Set Up a New Show > 6. Stalls, 7. Stall Groups

#### 6. STALLS:

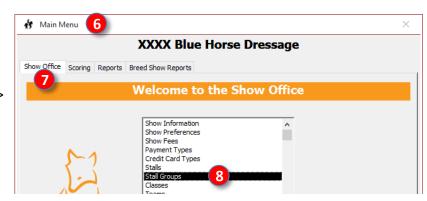


- The 4 Stalls form opens.
- Complete or update any needed information.
- Click **5** Close when you are finished.



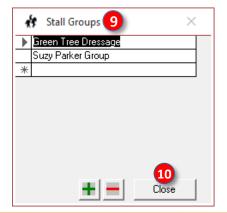
#### 7. STALL GROUPS:

Click 6 Main Menu > 7 Show Office >8 Stall Groups.



- The **9** Stall Groups form opens.
- Complete or update any needed information.
- Click Close when you are finished.

NOTE: Stall groups are usually added as you process entries.

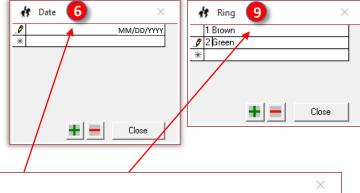


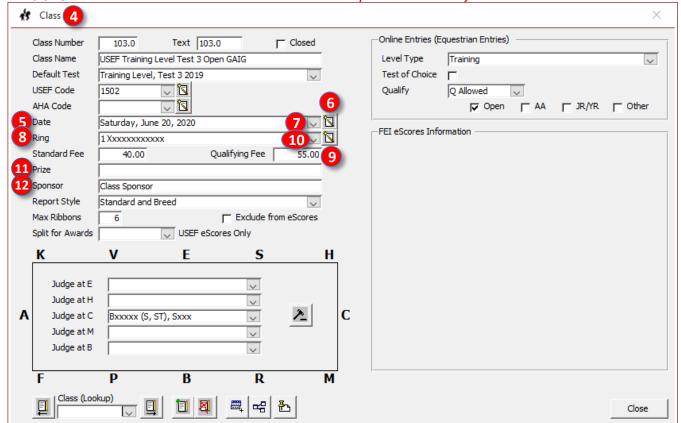
# Set Up a New Show > 8. Classes

#### 8. CLASSES:

- Click 1 Main Menu > 2 Show Office > 3 Classes.
- The 4 Class form opens.
- For each class, complete or update any needed information, including:
  - o **5** Date:
    - Click the 6 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.
  - o 8 Ring:
    - 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 ndering to be down to select the ring.
  - 11 Prize: Enter the class prize, if there is one.
  - 12 Sponsor: Enter the class sponsor, if there is one.



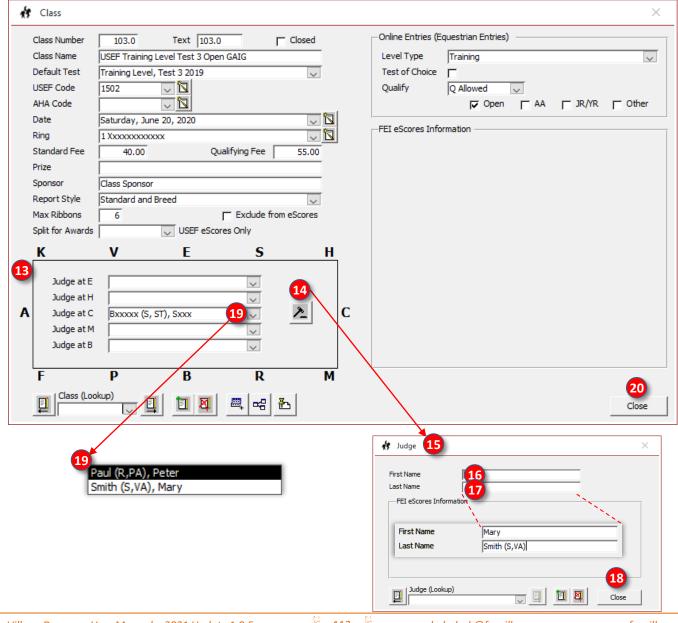




# Set Up a New Show > 8. Classes, cont'd.

# o **13** Judge:

- Enter the judge names:
  - Click the 4 Edit Judges button.
  - > The 15 Judge form opens.
  - Enter the judge's 6 First Name.
  - Enter the judge's **17** Last Name followed by the rating and the state (such as Mary Smith (S,VA)).
  - > Click the form's (18) Close button.
- Select the judge(s) for the class:
  - 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 20 Close when you are finished.



# Set Up a New Show > 9. Teams

#### 9. TEAMS:

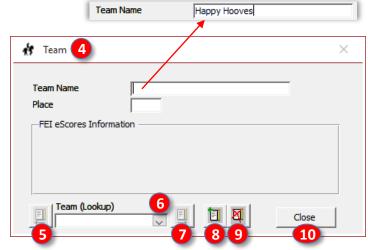
**NOTE**: For details on managing teams, see MANAGING TEAMS.

Click 1 Main Menu > 2 Show Office > 3 Teams.



- The 4 Team form opens.
- If your show has teams, enter the names of the teams.

  - Use the 6 Team (Lookup) drop-down arrow to open a list of teams, then select the team you need to edit.
  - Click the Add Team button to add a line for a team.
- During the show, use the Place box to enter each team's place in the competition.
- Click Close when you are finished.



**NOTE**: The following special characters cannot be in a team name:

- < (less than)</li>
- > (greater than
- & (ampersand)
- '(apostrophe or single quote)
- " (double quote)

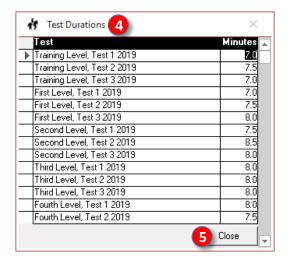
# Set Up a New Show > 10. Test Durations

#### **10. TEST DURATIONS:**

Click 1 Main Menu > 2 Show Office
 Test Durations.



- The 4 Test Durations form opens.
- As in the templates chapter, make any needed changes.
- Click **5** Close when you are finished.

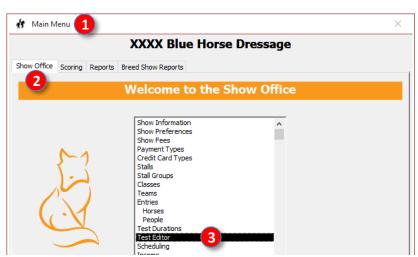


# Set Up a New Show > 11. Test Editor

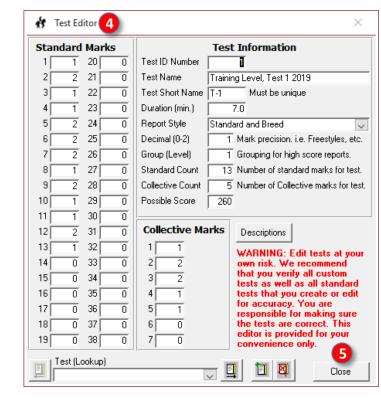
#### 11. TEST EDITOR:

- Used to edit tests in FVD (not recommended) or add tests to FVD.
- FVD has MANY built in dressage tests including USEF/USDF tests, FEI tests, USEA tests, Western tests, and Cowboy tests. See <u>DRESSAGE AND OTHER TESTS BUILT INTO FVD</u> for the list.

Click 1 Main Menu > 2 Show Office > 3 Test Editor.



- The 4 Test Editor form opens.
- See <u>Test Editor</u> for test editing procedure.
- Click Close when you are finished.



# CHAPTER II.7. REGISTER A SHOW WITH FVD

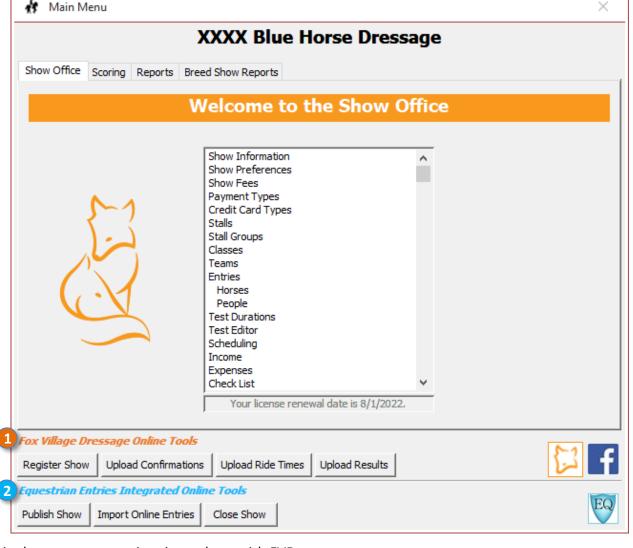


# Register Show with FVD





- 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.
  - 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 (<u>click here</u>) so people can enter your show online using EE.



This chapter covers registering a show with FVD.

# Register Show with FVD, Cont'd.

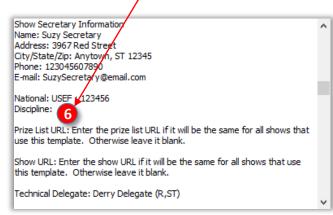
#### REGISTER A SHOW WITH FVD:



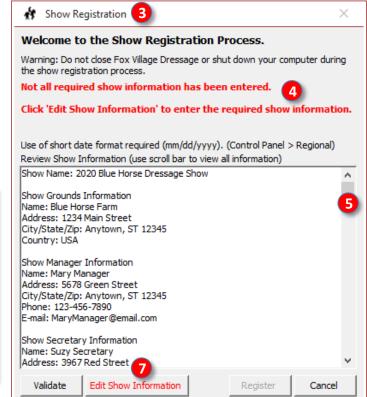


Click 1 Main Menu / 2 Register Show.

- The 3 Show Registration form opens.
- If any required information is missing, you get a 4 message.
  - Use the 5 scroll bar to see all the information and find the missing information. In this example, the 6 discipline (USDF) show number is missing.
  - To correct this error, click Edit Show Information button.



Continued on next page...



helpdesk@foxvillage.com

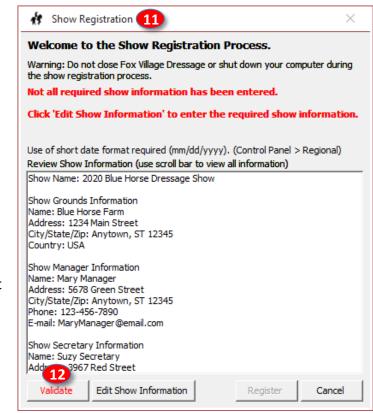
# Register Show with FVD, Cont'd.

- The 8 Show Registration form opens.
  - Enter the missing information. In this example the 9 USDF show number is entered.
  - Click (1) Close. **NOTE**: In the past, USEF and USDF had different show numbers for the same show. There is now one Show Information show number used by both organizations. Yay! Additional 2020 Blue Horse Dressage Show Show Name \* Show Manager Information Name \* Mary Manager Show Grounds Information Address \* 5678 Green Street Name \* Blue Horse Farm City/State/Zip \* Anytown 12345 Address \* 1234 Main Street Phone \* 123-456-7890 City/State/Zip \* 12345 Anytown Email \* MaryManager@email.com Country \* USA Click here for a list of alpha-3 codes Show Secretary Information 'n Date(s) \* January 1 - 2, 2020 Name \* Suzy Secretary Address \* 3967 Red Street USEF # \* 123456 City/State/Zip \* Anytown 12345 USDF # \* 9 Phone \* 123045607890 FEI#\* USEF # \* 123456 Email \* SuzySecretary@email.com L1#\* USDE # \* L2 # \* Technical Delegate Derry Delegate (R,ST) L3 # \*

You are returned to the Show Registration form.

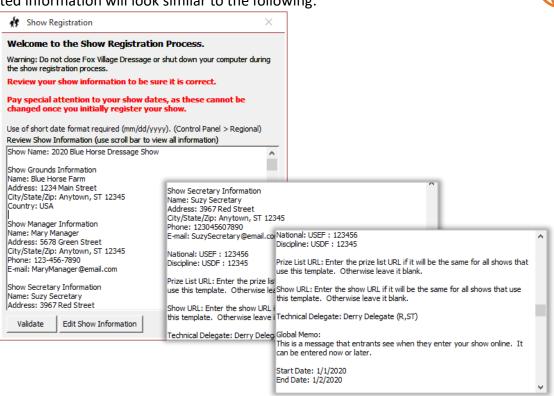
\* Required for registering show for online tools

- The 12 Validate button is now red so you can validate your change. Click the 12 Validate button. (If there are other errors, the Validate button does not turn red; if that occurs, go back and look for additional error(s).)
- 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.



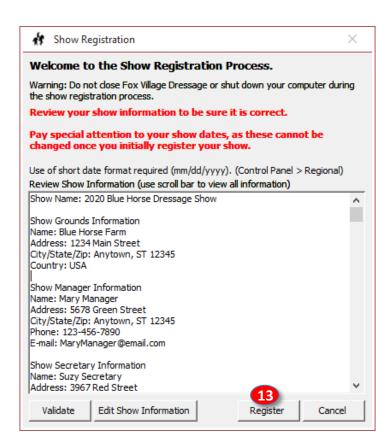
# Register Show with FVD, Cont'd.

The completed information will look similar to the following:



- 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 18 OK.





# CHAPTER II.8. PUBLISH A SHOW WITH EE

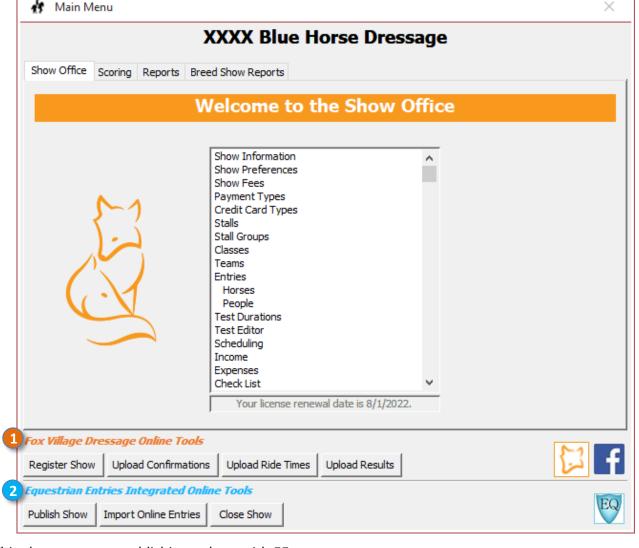


#### Publish a Show with EE

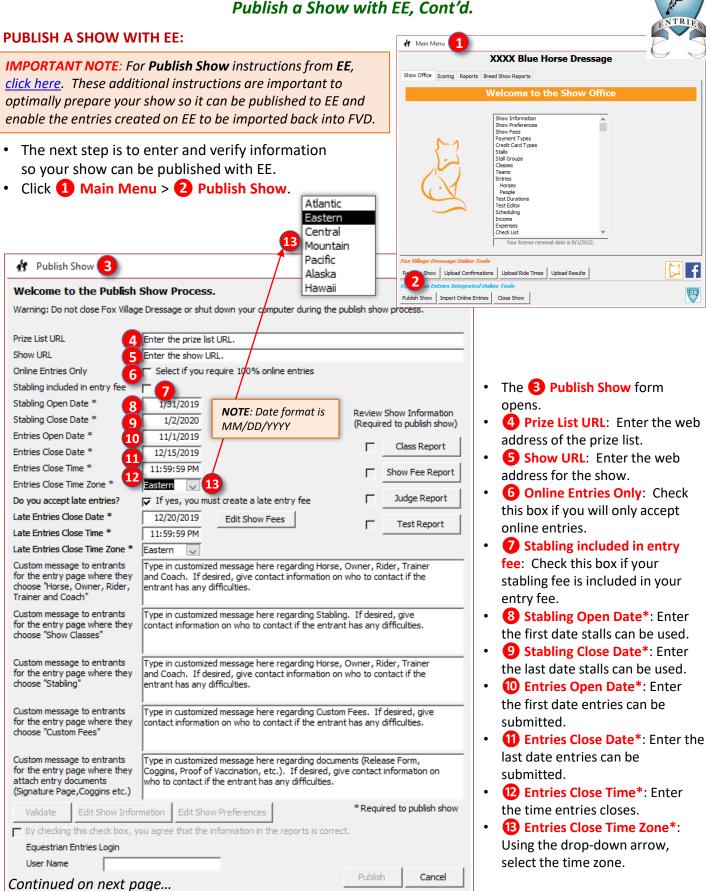




- After your show has been setup, you need to:
  - Register it with FVD. When you Register a show with FVD:
    - It is entered in FVD's database.
    - Your show is on the FVD Online Entries, Ride Times and Results page (click here) which lets people look up information about your show.
    - You can use the FVD Entry Confirmation system, which lets you communicate with your entrants regarding their entry.
  - 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 (<u>click here</u>) so people can enter your show online using EE.



This chapter covers publishing a show with EE.



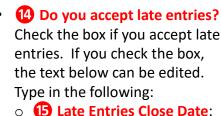
\* = Required to publish show.

# Publish a Show with EE, Cont'd.

Publish Show

Show URL

Entries Open Date \*



- O 15 Late Entries Close Date: Enter the closing date for late entries.
- O 16 Late Entries Close Time: Enter the closing time for late entries.
- 17 Late Entries Close Time Zone: Using the drop-down arrow, select the time zone.
- button to open the (19) Show Fees form.
  - Click the Custom Fees
  - ➤ If not already done, enter a late fee using the procedures in Show Fees.
  - Click 21 Close to return to the Publish Show form.

Welcome to the Publish Show Process. Warning: Do not close Fox Village Dressage or shut down your computer during the publish show process. Prize List URL

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

Stabling Open Date **111** Entries Close Date. Stabling Close Date

11/1/2019

Entries Close Date \* 12/15/2019 Entries Close Time \* 11:59:59 PM Entries Close Time Zone \* 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 Zong

Custom message to entrants for the entry page where they choose "Horse, Owner, Rider, Trainer and Coach"

Custom message to entrants

choose "Show Classes"

for the entry page where they

Custom message to entrants for the entry page where they choose Stabling

Custom message to entrants for the entry page where they choose "Custom Fees"

Custom message to entrants for the entry page where they attach entry documents (Signature Page Coggins et

Type in customized pressage here regarding Horse, Owner, Rider, Trainer and Coach. If desired, give contact information on who to contact if the ntrant has any difficulties

Edit Show Fees

**NOTE**: After you have published your Type in custon contact inform

DO NOT CHANGE CLASS NUMBERS

rmation

(Required to publish show)

Class Report

Show Fee Report

Judge Report

Test Report

\* Required to publish show

Cancel

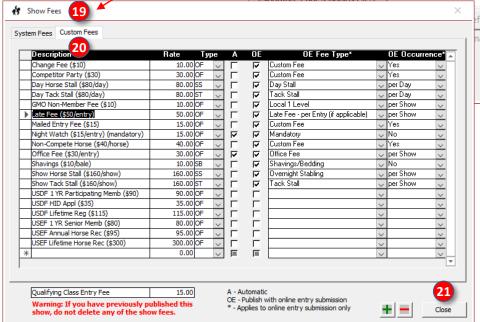
DO NOT DELETE ANY FEES.

Type in custor and Coach.\ If gesireg, give contact information on who to contact if the entrant has any difficulties.

Type in customixed message here regarding Custom Fees. If desired, give contact information on who to contact if the entrant has any difficulties.

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.

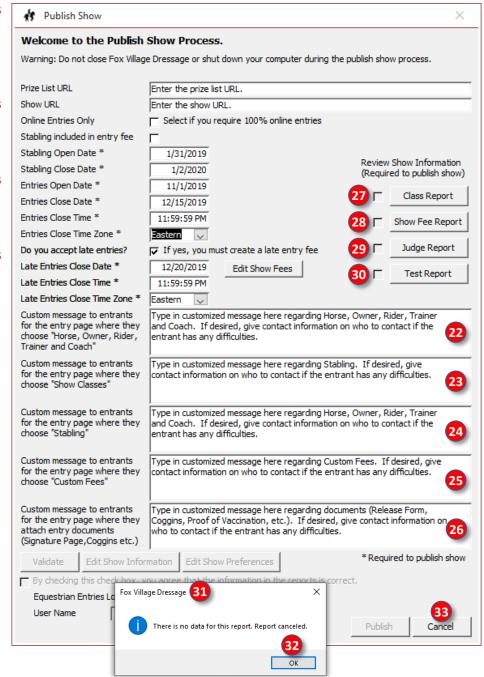
he reports is correct.



16 Atlantic Eastern Central Mountain Pacific Alaska Hawaii

# Publish a Show with EE, Cont'd.

- 22 Custom message to entrants for the entry page where they choose "Horse, Owner, Rider, Trainer and Coach": Type in a message, if desired.
- 23 Custom message to entrants for the entry page where they choose "Show Classes": Type in a message, if desired.
- 24 Custom message to entrants for the entry page where they chose "Stabling": Type in a message, if desired.
- 25 Custom message to entrants for the entry page where they choose "Custom Fees": Type in a message, if desired.
- 26 Custom message to entrants for the entry page where they attach entry documents (Signature Page, Coggins, etc.):Type in a message, if desired.
- 27 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.
- 28 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.



- 29 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.
- 30 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 31 Fox Village Dressage message opens. If a message opens, first click 32 OK then close Publish Show by clicking 33 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.

# Publish a Show with EE, Cont'd.

- If you need to change show information, click 34 Edit Show Information.
- If you need to change show preferences, click 35 Edit Show Preferences.
- After entering all the required information, click the 36
   Validate button. The button text turns red after all the forms have been opened and viewed.

Validate

- The Validate button no longer has red text, indicating the information has been validated.
- 37 By checking this check box, you agree that the information in the reports is correct text is now in black.
- 38 Check the box.
- Enter your 39 Equestrian
   Entries Login User Name.
- Click 40 Publish.
- A 41 Fox Village Dressage form opens letting you know the show was uploaded successfully.
- Click 42 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.

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. Prize List URL Enter the prize list URL. Show URL Enter the show URL. Online Entries Only Select if you require 100% online entries Stabling included in entry fee Stabling Open Date \* 1/31/2019 Review Show Information Stabling Close Date \* 1/2/2020 (Required to publish show) Entries Open Date \* 11/1/2019 Class Report Entries Close Date \* 12/15/2019 Entries Close Time \* 11:59:59 PM Show Fee Report Eastern 🗸 Entries Close Time Zone \* Judge Report Do you accept late entries? If yes, you must create a late entry fee Late Entries Close Date \* 12/20/2019 Edit Show Fees Test Report Late Entries Close Time \* 11:59:59 PM Late Entries Close Time Zone \* Eastern Custom message to entrants Type in customized message here regarding Horse, Owner, Rider, Trainer for the entry page where they and Coach. If desired, give contact information on who to contact if the choose "Horse, Owner, Rider, entrant has any difficulties. Trainer and Coach" Custom message to entrants Type in customized message here regarding Stabling. If desired, give for the entry page where they contact information on who to contact if the entrant has any difficulties. choose "Show Classes" Custom message to entrants Type in customized message here regarding Horse, Owner, Rider, Trainer for the entry page where they and Coach. If desired, give contact information on who to contact if the entrant has any difficulties. choose "Stabling" Custom message to entrants Type in customized message here regarding Custom Fees. If desired, give for the entry page where they contact information on who to contact if the entrant has any difficulties. choose "Custom Fees" Custom message to entrants Type in customized message here regarding documents (Release Form, for the entry page where they Coggins, Proof of Vaccination, etc.). If desired, give contact information on who to contact if the entrant has any difficulties. attach entry documents 36 Page, Coggins \* Required to publish show Edit Show Information Edit Show Preferences By checking this check box, you agree that the information in the reports is correct. \* Required to publish show Edit Show Information | Edit Show Preferences By checking this check box, you agree that the information in the reports is correct. Equestrian Entries Login User Name \* Required to publish sho Edit Show Information Edit Show Preferences 38 🔽 By checking this check box, you agree that the information in the reports is correct. Equestrian Entries Login 40 User Name EE-UserName Publish Cancel

Fox Village Dressag

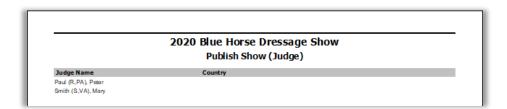
Show uploaded successfully.

# Publish a Show with EE, Cont'd.

# **Publish Show Reports**

2020 Blue Horse Dressage Show							
Publish S	Show (	(Class	)				
Date Q		•		AA	Sponsor JR/YR	Other	Test Name (Default) Test Of Choice
1/1/2020 N	40.00 lo Q	55.00	<b>D</b>	П		П	Training Level, Test 1 2019
1/1/2020 N	40.00	55.00	_		_		Training Level, Test 2 2019
1/1/2020	40.00	55.00	M	Ш	Ш	ш	Training Level, Test 3 2019
	Date Q 1/1/2020 N 1/1/2020 N	Date         Fee Qualify           1/1/2020         40.00 No Ω           1/1/2020         40.00 No Ω	Date Fee Q Fee P Qualify  1/1/2020 40.00 55.00 No Ω  1/1/2020 40.00 55.00 No Ω	Qualify         Open           1/1/2020         40.00         55.00           No Q         ✓           1/1/2020         40.00         55.00           No Q         ✓	Date         Fee Q Fee Prize Qualify         Open AA           1/1/2020         40.00 55.00           No Q         ✓           1/1/2020         40.00 55.00           No Q         ✓	Date   Fee   Q Fee   Prize   Sponsor	Date   Fee   Q Fee   Prize   Sponsor

2020 Blue Horse Dressage Show Publish Show (Show Fee)						
ID	Description	Rate	Туре	Auto Fee	OE Fee Type	Occurrence
31	Competitor Party (\$30)	30.00	OF		Custom Fee	Yes
32	Change Fee (\$10)	10.00	OF	F	Custom Fee	Yes
33	GMO Non-Member Fee (\$10)	10.00	OF	Ħ	Local 1 Level	per Show
34	Late Fee (\$50/entry)	50.00	OF	Ħ	Late Fee - per Entry (if applicable)	per Show
35	Mailed Entry Fee (\$15)	15.00	OF	F	Custom Fee	Yes
36	Night Watch (\$15/entry) (mandatory)	15.00	OF	7	Mandatory	No
37	Non-Compete Horse (\$40/horse)	40.00	OF	Ħ	Custom Fee	Yes
38	Office Fee (\$30/entry)	30.00	OF	☑	Office Fee	per Show
39	Shavings (\$10/bale)	10.00	SB	Ħ	Shavings/Bedding	No
40	Day Horse Stall (\$80/day)	80.00	SS		Day Stall	per Day
41	Show Horse Stall (\$160/show)	160.00	SS	Ħ	Overnight Stabling	per Show
42	Day Tack Stall (\$80/day)	80.00	ST	Ħ	Tack Stall	per Day
43	Show Tack Stall (\$160/show)	160.00	ST	Ħ	Tack Stall	per Show



		2020 Blue Horse Dressage Show Publish Show (Test)
ID	Test Name	
1	Training Level, Test 1 2019	
2	Training Level, Test 2 2019	
3	Training Level, Test 3 2019	
5	First Level, Test 1 2019	
6	First Level, Test 2 2019	
7	First Level, Test 3 2019	
9	Second Level, Test 1 2019	
10	Second Level, Test 2 2019	
11	Second Level, Test 3 2019	

# CHAPTER II.9. SNAIL MAIL AND EMAIL PRIZE LIST



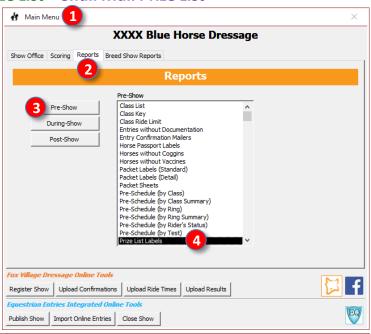
# Snail Mail and Email Prize List > Snail Mail Prize List

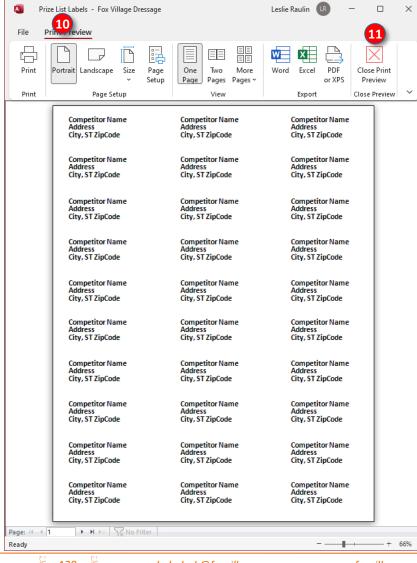
#### MAIL PRIZE LIST:

- Now that you have set up a show, if you have names and addresses from <u>previous</u> shows (they are in your HR.hdf file), you can easily send them the prize list via snail mail using mailing labels.
- Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Prize List Labels.
- The 5 Prize List Labels report opens.
- Enter the 6 Last Show Date that you would like included; use the date format MM/DD/YYYY.
- Check either 7 Last Name, First Name sort order or 8 Zip Code, Last Name, First Name sort order.
- Click 
   OK.



- The **10 Prize List Labels** form opens.
- Check the labels to ensure they are the ones you intend to print.
- See <u>PRINT LABELS AND INDEX CARDS</u> for the procedure to print labels and index cards.
- Click (1) Close Print Preview to close the report.



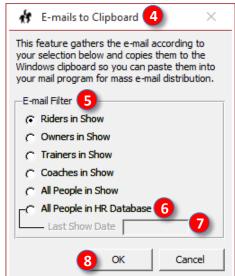


#### Snail Mail and Email Prize List > Email Prize List

#### **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 1 Main Menu > 2 Show Office
   > 3 E-mails to Clipboard.
- The 4 E-mails to Clipboard form opens.
- The 5 E-mail Filter lets you select
  - Riders in Show
  - Owners in Show
  - o Trainers in Show
  - Coaches in Show
  - All People in Show
  - All People in HR Database
- To copy the email addresses of <u>all</u> People in your HR.hdf file to the clipboard:
  - Click the radial button of 6 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.
  - o Click 8 OK.
  - The email addresses are now in your clipboard.

Main Menu XXXX Blue Horse Dressage Show Office Scoring Reports Breed Show Reports Welcome to the Show Office Stall Groups Classes Teams Horses People Test Durations Test Editor Scheduling Income Expenses Horses & Rider Database Management USDF Membership Verification USEF Membership & Safe Sport Verification E-mails to Clipboard Fox Village Dressage Online Tools Upload Ride Times Register Show Upload Confirmations Publish Show | Import Online Entries |



- Compose and send the email:
  - o Open your default email program.
  - o In the **TO**: box, enter <u>your</u> 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.
  - o Compose your email with a **Subject** that clearly indicates the message is about the show.
  - Type in any message you want to provide.
  - o 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.

# CHAPTER II.10. HORSE & RIDER (HR.hdf) DATABASE MANAGEMENT

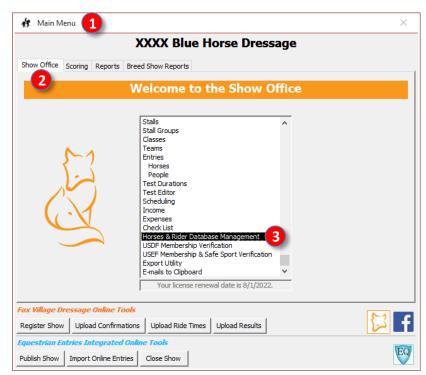


# Horse & Rider Database Management

#### 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.
- When you created the show on which you are working, you linked the Show Data file (\*.sdf), the Horse & Rider data file (HR.hdf) and the Test file (Test.tdf) (see File Linking).

- If not already open, open the FVD program
- If not already open, open the show file on which you wish to work (see Open the Show File).
- Select 1 Main Menu > 2 Show Office > 3 Horses & Rider Database Management.

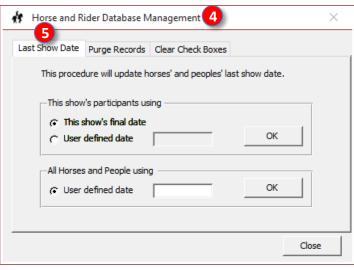


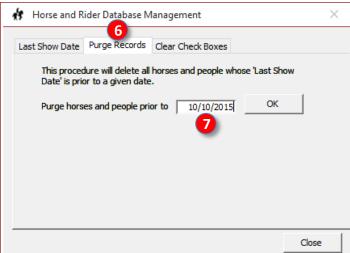
# Horse & Rider Database Management, Cont'd.

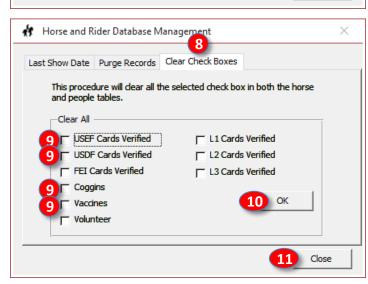
- The 4 Horse and Rider Database Management form opens.
- Click the 5 Last Show Date tab.
- Use the default selections.

- Click the 6 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 10 OK to save your selections.
- Click 11 Close.



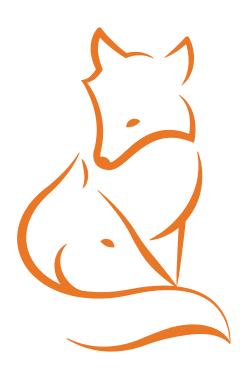




**NOTE:** The **Clear Check Boxes** feature allows a show secretary to manage verifications over a season (membership year) – you can clear the verifications once a year <u>or</u> for each show, depending upon how you want to track the information.

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# CHAPTER II.11. ENTER EE ONLINE ENTRIES

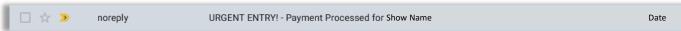


# INTRODUCTION: Enter EE Online Entries > Introduction, EE Email

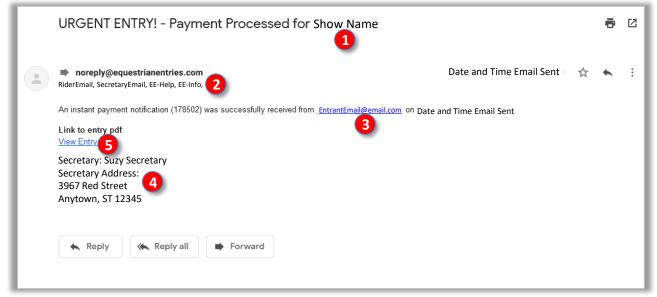
- You will receive entries in one of three methods:
  - 1. Entries imported electronically via EE. You receive this entry via email notification.
  - 2. Entries prepared with EE, then printed and snail mailed. When you receive this entry, you download the entry data, less supporting documents, via the 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 and payment 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.



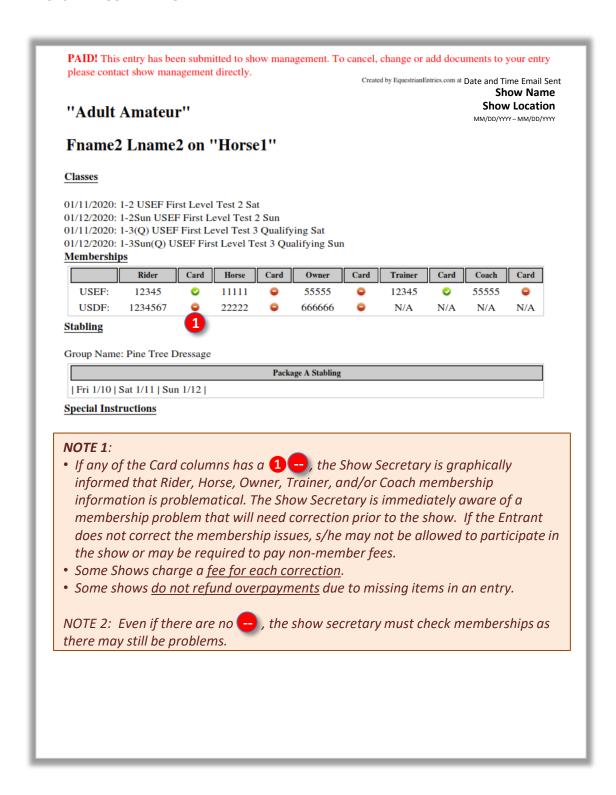
- The email has:
  - Show Name.
  - Rider Email, Secretary Email, EE Help Email, EE Info Email.
  - Verification of online payment, including the 3 Entrant Email (email of person who submitted entry).
  - Secretary name and address.
  - 5 Link to entry pdf: <u>View Entry</u>
- - o You are prompted to login to EE. Enter your username and password and click Login.
  - The entry opens as a PDF file.
  - If you will use <u>paper entries</u> for the TD, **Print** the entry (do not use duplex as you may need to replaces pages later on).
  - If you will use <u>digital entries</u> for the TD, save the PDF file. The file's EE number is the filename. You may want to rename the file. I use RiderLast-HorseName-Bridle#.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 pages of an EE entry PDF are on the next pages...

**NOTE**: Click here for EE instructions

on importing online entries.

# Enter EE Online Entries > EE Entry Pages > EE Cover Page

#### **EE ENTRY PAGES > EE COVER PAGE:**



# Enter EE Online Entries > EE Entry Pages > EE Entry Page

#### **EE ENTRY PAGES > EE ENTRY PAGE:**

Created by EquestrianEntries.com at 3:10 PM December 24 [#259328]

Competition Name: Show Name

Competition Dates: MM/DD/YYYY – MM/DD/YYYY

Name of l	Horse	Previous Name	e (If Any)	For Sal	e?	Bre	ed/Breed Initi	als	Sex
Horse1				NO	K	WPN			Mare
Height	Color	Coggi	ins Date (Enclo	osed Copy)			Sire		Dam
17.1	Bay	2019-03-21 00:00:0	00			Sire Nam	e	Dam N	ame
Dam's Sire		Country of Birth	Date	of Birth	Bro	eeder	Passpor	t#	Groom
			2004						
Horse		Rider/Handler		Owner		Train	er		Coach
USEF# 11111	6	USEF # 12345	USEF # 55	555	USE	F# 12345	<b>6</b> u	JSEF#55	555
USDF # 22222	•	USDF # 1234567	USDF # 66	66666		se enclose	copies of all n	nembersl	hip cards and
Class N	0.4	Division		Class Name		Qu	alifying Y/N		Fees
			(See cla	asses page)					

Owner: Lname3, Fname3 Address: 123 Main Street

City/State/Zip: City Name GA 56789

Country: usa Phone: 333-444-5555 Willing to Volunteer? N

Email Address: EmailAddress@email.com Owner Citizenship (if not USA): usa

Subtotal Class Fees	\$0
Entry Charge	\$46
Owner: USDF Non-Member Fee	\$35
Owner: USEF Non-Member Fee	\$45
Package A Stabling(\$135 for show)	\$135
Rider: USDF Non-Member Fee	\$35
Rider: USEF Non-Member Fee	\$45
Shavings Fee(\$8.25 x (QTY: 4))	\$33
USEF Drug & Medication Fee	\$23
Total Fees	\$611

2 Rider/Handler: Lname2, Fname2

Address: Address

City/State/Zip: City MD 12345

Country: usa

Day Phone: 111-222-3333 Evening Phone: 111-222-3333

Email Address: EmailAddress@email.com Rider Citizenship (if not USA): usa JR/Young Rider Birthday: 01/01/2001

Willing to Volunteer? N Rider Status: Adult Amateur

3 Trainer: Lname2, Fname2

Address: Address

City/State/Zip: City MD 12345

Country: usa Phone: 111-222-3333 Willing to Volunteer? N

Email Address: EmailAddress@email.com

Trainer Citizenship (if not USA): usa

4 Coach: Lname3, Fname3 Address: 123 Main Street

City/State/Zip: City Name GA 56789

Country: usa Phone: 333-444-5555

Email Address: EmailAddress@email.com Coach Citizenship (if not USA): usa **NOTE**: The Show Secretary reviews this page to:

- Verify the 1 Owner, 2 Rider, 3 Trainer, and 4 Coach (if entered). These must be the same people who sign the USEF Waiver and Entry Agreement Forms in their pertinent roles.
- Verify that all 5 show fees have been paid.
- Determine, if GAIG Q is requested, that 6
   GAIG Q membership requirements have been met.

#### RIDER EMERGENCY CONTACT INFORMATION

NAME OF CONTACT: MARY SMITH PHONE: 111-222-3333

# Enter EE Online Entries > EE Entry Pages > EE Classes Page

# **EE ENTRY PAGES > EE CLASSES PAGE:**

lass No.	Division	Class Description	Qual Y/N	Fees
-2	Open	USEF First Level Test 2 Sat	N	\$46
-2Sun	Open	USEF First Level Test 2 Sun	N	\$46
-3	Open	USEF First Level Test 3 Qualifying Sat	Y	\$61
-3Sun	Open	USEF First Level Test 3 Qualifying Sun	Y	\$61
			+	
	,	qualifications, if appropriate. <b>NOTE 2</b> : This page may not be includent in the includent	ed in all	
	_	•		1
			I Class Fees	

# Enter EE Online Entries > EE Entry Pages > EE Stabling Page

#### **EE ENTRY PAGES > EE STABLING PAGE:**

Created by EquestrianEntries.com at 3:10 PM December 24 [#259328]

Competition Dates: 01/11/2020 -

Rider Phone: 111-222-3333

\$135

\$135

Rider Name: Fname2 Lname2 Stable With: Pine Tree Dressage 2

Competition Name: Show Name

(Please use one unique name for your group. Show management will do their best to match up individual

names).

#### Special Needs/Requests: 0

Stable	Horse Name	Stallion/Mare/Gelding	HT	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Package A Stabling	Horse 1	Mare 1	17.1					1/10	1/11	1/12

Night Stalls

Approximate Time of Arrival: 01/10/2020 3:00 PM

Rider Staying At: Nearby Hotel Rider Phone: 111-222-3333

RV/Camper Hook-ups (If available): NO

Transport is: small trailer Number of Shavings: 4

**NOTE**: The Show Secretary reviews this page:

- To verify the stabling information was entered correctly.
- To verify a horse 1 gender is provided to assist with stall assignments.
- To ensure a usable 2 stall group name is provided, if applicable.

# Enter EE Online Entries > EE Entry Pages > EE Memberships Page

#### **EE ENTRY PAGES > EE MEMBERSHIPS PAGE:**

Submitted through EquestrianEntries.com at Time Date (EE Number)

2 Rider Cards

1 RIDER VERIFICATION

USEF #: #######

Name: Rider Name

Membership: Active Amateur

Effective Date: Date

Expiration
Date:

2 Owner Cards

1 RIDER VERIFICATION

USEF #: #######

Name: Owner Name

Membership: Active Amateur

Effective Date: Date

Date

USDF
Number#: #######
Name: Rider Name
Membership: Group Member
Effective Date: Date
Expiration Date: Date
Date Printed: Date

1 RIDER VERIFICATION
USDF
Number#: #######
Name: Owner Name
3
Membership: Group Member
Effective Date: Date
Expiration Date: Date
Date Printed: Date

**NOTE**: USEF requires Trainer membership. USDF does not require Trainer membership.

2 Trainer Cards

Expiration

1 RIDER VERIFICATION
USEF #: #######
Name: Trainer Name
Membership: Active Amateur
Effective Date: Date
Expiration
Date

Horse Cards

HORSE VERIFICATION
USEF #: #######
Horse: Horse Name
Owner: Owner Name
Membership: Life
Foal Date: Date

1 RIDER VERIFICATION
USDF
Number#: ######
Name: Trainer Name
Membership: Group Member
Effective Date: Date
Expiration Date: Date
Date Printed: Date

USDF
Number#: ######
Horse: Horse Name
Owner: Owner Name
Membership: Life
Effective Date: Date
Date Printed: Date

**NOTE**: Except for the horse, ignore the 1 text with the gray background as they all say **RIDER VERIFICATION**. Instead, look at the 2 heading above each people card section.

Equestrian Entries verifies EVERY USEF, USEA, USDF AND CDS membership directly with those organi

#### **NOTE**:

- EE pulls this data from the USEF and USDF databases.
- If the information is confusing, use any of the following to assist you:
  - www.EqVerification.org
  - o <u>USDF Print Horse Card</u>
  - <u>USDF Print Membership Card</u>
  - USEF Horse Search
  - USEF People Search
  - FVD USEF Information

#### NOTE:

- The Show Secretary reviews this page to verify the people (Rider, Owner, Trainer, and Coach) and Horse have the correct and current USEF and USDF memberships required to participate in the show and qualify for championships/ awards, if applicable.
- If a person membership is missing, EE will automatically apply USEF and/or USDF non-member fee(s).
- A Horse must have, as a minimum, a USDF Horse Identification Number (USDF HID), which can be applied to the USEF requirement.

NOTE: The horse 3 Owner must be the same person for USEF and USDF! If they are not the same and cannot be corrected before the show (recent purchase, etc.), if possible, ensure FVD has the actual owner listed. If USEF and/or USDF have a different person listed and that person is not a USEF and/or USDF member, collect the non-member fee.

**NOTE**: If the horse is leased, the owner listed must be the lessee's name. If the legal owner is listed, the show results will not be counted by USEF/USDF.





# Enter EE Online Entries > EE Entry Pages > EE USEF Waiver Form Page

#### **EE ENTRY PAGES > EE WAIVER FORM:**



# WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

For and in consideration of United States Equestrian Federation, Inc. dba US Equestrian ("USEF") allowing capacity (including as a rider, driver, handler, vaulter, longeur, lessee, owner, agent, coach, official, traine approved event or activity, including but not limited to equestrian clinics, practices, shows, competitions USEF Events ("USEF Event" or "USEF Events"); I, for myself, and on beh and any legal and personal representatives, executors, administrators, successors,, and assigns, hereby a sentations pursuant to this Agreement (the "Agreement"):

A. RULES AND REGULATIONS: I hereby agree that I have read, understand, and agree to be bound by all a including the USEF Safe Sport Policy and Minor Athlete Abuse Prevention Policies (MAAPP) as published

B. ACKNOWLEDGMENT OF RISK: I knowingly, willingly, and voluntarily acknowledge the inherent risks associa horseback riding and related equestrian activities are inherently dangerous, and that participation in any US out limitation, the potential for serious bodily injury (including broken bones, head or neck injuries), sickness trauma, pain & suffering, permanent disability, paralysis and death; loss of or damage to personal property unpredictable behavior of horses; exposure to extreme conditions and circumstances; accidents involving oth tors; contact or collision with other participants and horses, natural or manmade objects; adverse weather of failure of protective equipment (including helmets); inadequate safety measures; participants of varying skil the USEF Event organizers and competition management; and other undefined, not readily foreseeable and p

#### **EQUINE ACTIVITY LIABILITY ACT WARNING:**

CAUTION: HORSEBACK RIDING AND EQUINE ACTIVITIES CAN BE DANGEROUS. R Under the laws of most States, an equine activity sponsor or equine professional is not liable for equine activities resulting from the inherent risks of equine a

C. ASSUMPTION OF RISK: I understand that the aforementioned Risks may be caused in whole or in part of my own actions or inactions, the actions or inactions of others participating in the USEF Events, or the ties defined below, and I hereby voluntarily and knowingly assume all such Risks and responsibility for a incur as a result of my participation in any USEF Events. I also agree to be responsible for any injury or contractors under my direction and control at any USEF Event.

D. WAIVER AND RELEASE OF LIABILITY, HOLD HARMLESS AND INDEMNITY: In conjunction with my particip and covenant not to sue, and further agree to indemnify, defend and hold harmless the following parties the United States Olympic & Paralympic Committee (USOPC), USEF clubs, members, Event participants es/officials, and other personnel), the Event owner, licensee, and competition managers; the promoters, sponsors, or advertisers of any USEF Event; any charity or other beneficiary which may benefit from the USEF Event; the owners, managers, or lessors of be held; and all directors, officers, employees, agents, contractors, and volunteers of any of the aforeme "Released Parties" or "Event Organizers"), with respect to any liability, claim(s), demand(s), cause(s) court costs and reasonable attorney fees) of any kind or nature ("Liability") which may arise out of, resu the USEF Events, including claims for Liability caused in whole or in part by the negligent acts or omissi

E. COMPLETE AGREEMENT AND SEVERABILITY CLAUSE: This Agreement represents the complete understa and no oral representations, statements or inducements have been made apart from this Agreement. If unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this enforceability of any remaining provisions.

I HAVE CAREFULLY READ THIS DOCUMENT IN ITS ENTIRETY, UNDERSTAND ALL OF ITS TERMS AND CONDI OF RISK, RELEASE AND WAIVER FROM LIABILITY, AS WELL AS A HOLD HARMLESS AND INDEMNIFICATION

By signing below, I (as the participant or as the Parent/Legal Guardian of the minor identified below) her tions of this Agreement in connection with my (or the minor's) participation in any USEF Event. If, despit minor's behalf, makes a claim for Liability against any of the Released Parties, I will indemnify, defend a from any such Liabilities as the result of such claim.

The parties agree that this agreement may be electronically signed. The parties agree that the elect are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility

**NOTE**: The entrant uploads this page while entering the show online via EE. If the entrant did not upload the document, it will be missing from the EE entry. The show secretary must then get the document from the entrant, preferably before the show.

#### NOTE:

- This page is important as it is the legal document releasing USEF from
- A separate form must be submitted for the Rider, Owner, Trainer, and Coach (if applicable). The Rider or Trainer may not sign for the Owner.
- The applicable Rider, Owner, Trainer, and/or Coach boxes must be checked by the person.
- The Owner, Rider, Trainer, and Coach names must match the Owner, Rider, Trainer, and Coach names submitted in the entry.

#### NOTE:

- The Trainer is the person legally responsible for the horse while the horse is on the show grounds. This may or may not be the at-home trainer.
- The Coach is the person paid to coach the Rider while on the show grounds. Listing a Coach is optional unless the Coach will ride the horse on the show grounds.

✓ RIDER/DRIVER/HANDLER/VAULTER/LONGEUR ✓ OWNER ✓ TRAINER	☐ OFFICIAL ☐ STAFF ☐ VOLUNTEER ☐ COACH (IF APPLICABLE)
Signature: Person First Name Rider Last Name	Date: MM/DD/YYY
Print Name: Person First Name Rider Last Name	
Parent/Guardian Signature: (Required if Rider/Driver/Handler/Vaulter/Longeur is a minor)	Date:
Print Parent//Guardian Name:	
	6.17.20
UNITED STATES EQUESTRIAN FEDERATION : 4001 WING COMMANDER WA	Y: LEXINGTON, KY 40511: 859.258.2472: FAX 859.231.6662: USEF.ORG

# Enter EE Online Entries > EE Entry Pages > EE USEF Entry Agreement Page

#### **EE ENTRY PAGES > EE USEF ENTRY AGREEMENT FORM:**



### FEDERATION ENTRY AGREEMENT

By entering a Federation-licensed Competition and signing this entry blank as the Owner, Lessee, Trainer, Manager, Agent, Coach, Driver, Rider, Handler, Vaulter or Longeur and on behalf of myself and my principals, representatives, employees and agents, I agree that I am subject to the Bylaws and Rules of The United States Equestrian Federation, Inc. (the "Federation") and the local rules of USEF Events bound by the Bylaws and Rules of the Federation and of the competition. I will accept as final the decision of the Hearing Committee on any question arising under the Rules, and agree to release and hold harmless the competition, the Federation, their officials, directors and employees for any action taken under the Rules. I represent that I am eligible to enter and/or participate under the Rules, and every horse I am entering is eligible as entered. I also agree that as a condition of and in consideration of acceptance of entry, the Federation and/or the Competition may use or assign photographs, videos, audios, cable casts, broadcasts, internet, film, new media or other likenesses of me and my horse taken during the course of the competition for the promotion, coverage or benefit of the competition, sport, or the Federation. Those likenesses shall not be used to advertise a product and they may not be used in such a way as to jeopardize amateur status. I hereby expressly and irrevocably waive and release any rights in connection with such use, including any claim to compensation, invasion of privacy, right of publicity, or to misappropriation. The construction and application of Federation rules are governed by the laws of the State of New York, and any action instituted against the Federation must be filed in New York State. See GR908.4.

BY SIGNING BELOW, I AGREE that I have read, understand, and agree to be bound by all applicable Federation Bylaws, rules, and policies including the USEF Safe Sport Policy and Minor Athlete Abuse Prevention Policies (MAAPP) as published at www.usef.org, as amended from time to time, as well as all terms and provisions of this Prize List. If I am signing and submitting this Agreement electronically, I acknowledge that my electronic signature shall have the same validity, force and effect as if I affixed my signature by my own hand.

RIDER/DRIVER/HANDLER/VAULTER/LONGEUR (mandatory) Signature: Rider First Name Rider Last Name	OWNER/AGENT (mandatory) Signature: Owner First Name Owner Last Name
Print Name: Rider First Name Rider Last Name	Print Name: Owner First Name Owner Last Name
TRAINER (mandatory) Signature: Trainer First Name Trainer Last Name Print Name: Trainer First Name Trainer Last Name	COACH (if appicable)  Signature: Coach First Name Coach Last Name  Print Name: Coach First Name Coach Last Name
Parent/Guardian Signature: (Required if Rider/Driver/Handler/Vaulter/Longeur is a min	
Print Parent//Guardian Name:	Emergency Contact Phone No. 123-456-7890

**NOTE**: The entrant uploads this page while entering the show online via EE. If the entrant did not upload the document, it will be missing from the EE entry. The show secretary must then get the document from the entrant, preferably before the show.

#### NOTE:

- The Coach is optional unless the Coach will ride the horse while on the show grounds or the entrant prefers to include a Coach.
- The Rider or Trainer may sign for the Owner.
- The Owner, Rider, Trainer, and Coach names must match the Owner, Rider, Trainer, and Coach names submitted in the entry.

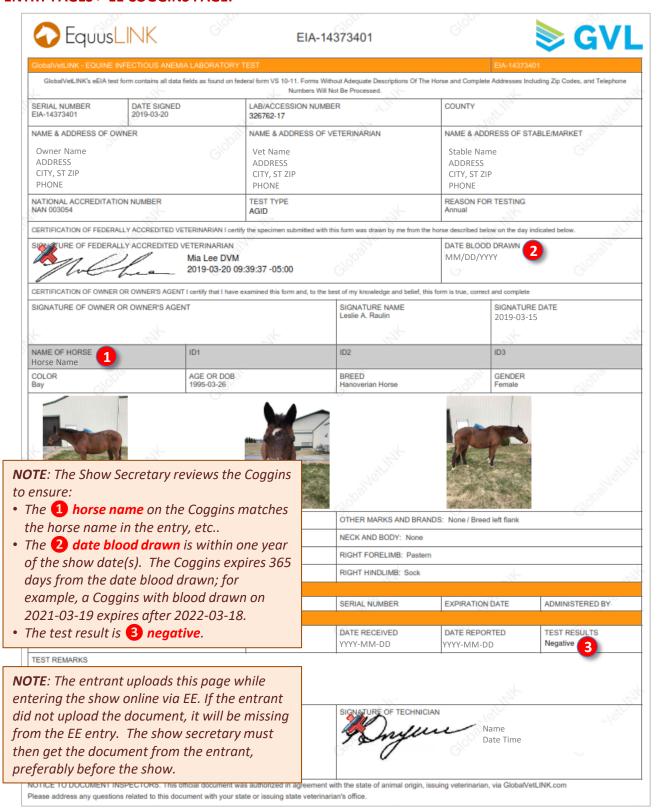
UNITED STATES EQUESTRIAN FEDERATION: 4001 WING COMMANDER WAY: LEXINGTON, KY 40511: 859.258.2472: FAX 859.231.6662: USEF.ORG

Continued on next page... Fox Village Dressage User Manual – 2021 Update 1.0.5.



# Enter EE Online Entries > EE Entry Pages > EE Coggins Page

#### **EE ENTRY PAGES > EE COGGINS PAGE:**

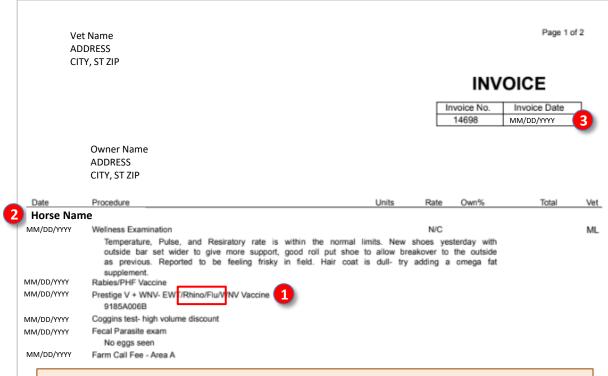


Continued on next page...

Fox Village Dressage User Manual – 2021 Update 1.0.5.

# Enter EE Online Entries > EE Entry Pages > EE Vaccinations Page

#### **EE ENTRY PAGES > EE VACCINATIONS PAGE:**



**NOTE**: Proof of vaccination may be a USEF form, letter from the vet, etc.

**NOTE**: USEF GR845 (<u>click here</u>) requires a proof of flu/rhino must be presented if requested by show management or the TD while the horse is on the show grounds. Some shows require proof of vaccination with the show entry.

**NOTE**: The entrant uploads this page while entering the show online via EE. If the entrant did not upload the document, it will be missing from the EE entry. The show secretary must then get the document from the entrant, preferably before the show.

**NOTE**: The Show Secretary reviews the Proof of Vaccination to ensure:

- The document conforms with the requirements of USEF GR845.
- The vaccination is for 1 flu/rhino.
- The **2** horse name on the document matches the horse name in the entry, Coggins, etc.
- The **3** date of administration is within six months of the show date(s). For example, a vaccination administered on 3/20/2020 expires after 9/19/2020.

### Enter EE Online Entries > EE Entry Pages > EE SafeSport Page(s)

### **EE ENTRY PAGES > EE SAFESPORT PAGE(S):**

**NOTE**: The Show Secretary ensures there is a current document for each USEF adult member involved in the entry (Rider, Owner, Trainer, Coach).

**NOTE**: The entrant uploads this/these page(s) while entering the show online via EE. If the entrant did not upload the document(s), it/they will be missing from the EE entry. The show secretary must then get the document(s) from the entrant, preferably before the show.





### Enter EE Online Entries > EE Entry Pages > EE Other Documents Page

### **EE ENTRY PAGES > EE OTHER DOCUMENTS**

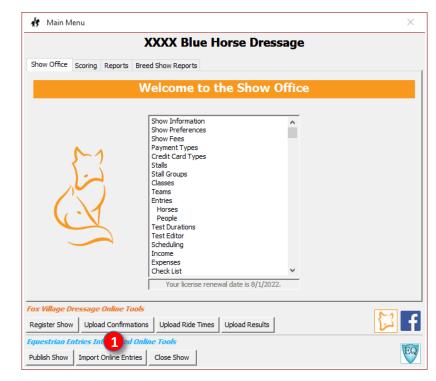
• If your show requires additional documents, such as horse passport, proof of qualification to ride a musical freestyle, etc., they will (should) be part of the EE entry.

**NOTE**: The entrant uploads other document(s) while entering the show online via EE. If the entrant did not upload the document(s), it/they will be missing from the EE entry. The show secretary must then get the document(s) from the entrant, preferably before the show.

### Enter EE Online Entries > Import Entry into FVD > Import Online Entries Login

### IMPORT ENTRY INTO FVD > IMPORT ONLINE ENTRIES LOGIN:

 Review and annotate the preceding pages for missing or inaccurate information, as in <u>SCREEN SHOW</u> ENTRIES.



Click 1 Import Online Entries.

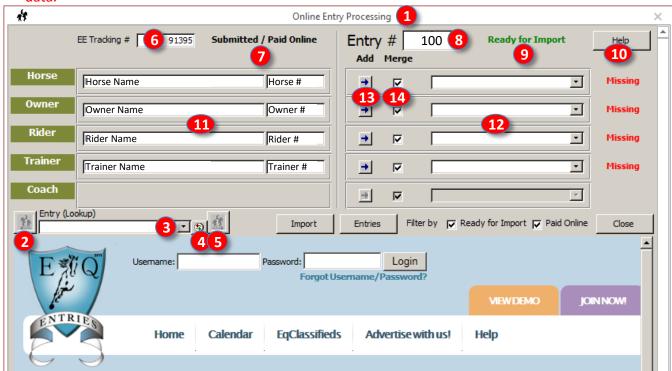
- If you are not currently logged into EE, an 2 Import Online Entries form opens.
- Enter your 3 EE User Name.
- Click 4 OK.



### Enter EE Online Entries > Import Entry into FVD > Online Entry Processing

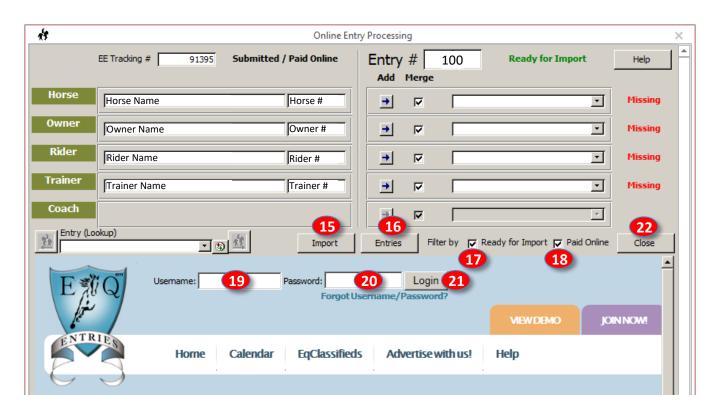
### IMPORT ENTRY INTO FVD > ONLINE ENTRY PROCESSING:

- The **1** Online Entry Processing form opens with an entry displayed.
  - Click the 2 Previous Entry button to select the previous entry.
  - Use the 3 Entry (Lookup) drop-down arrow to select a different entry from the list.
  - Click the 4 Switch To button to change the sort of the entry list.
- **6 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.
- 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.
- 8 Entry # is where you enter your show's entry # (the same as the bridle #). This is required before you import.
- **9** 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 Help button for hints on importing entries.
- The 11 LEFT group of data is entry data in the EE database. You do not edit this data.
- The Property RIGHT group of data is entry data to be entered into your show.
  - o 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 13 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 1 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.



### Enter EE Online Entries > Import Entry into FVD > Online Entry Processing, cont'd.

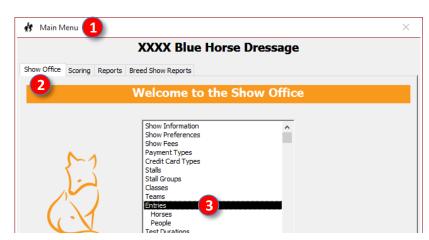
- The 15 Import button is used to import the entry you are viewing.
- The 6 Entries button opens the Entries form of FVD. Use this to view the entries already in your show.
- Filter by ☐ Ready for Import if the box is checked, you will only see entries that are ready for import. Uncheck to box to see 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.



### Enter EE Online Entries > Check the Imported Entry

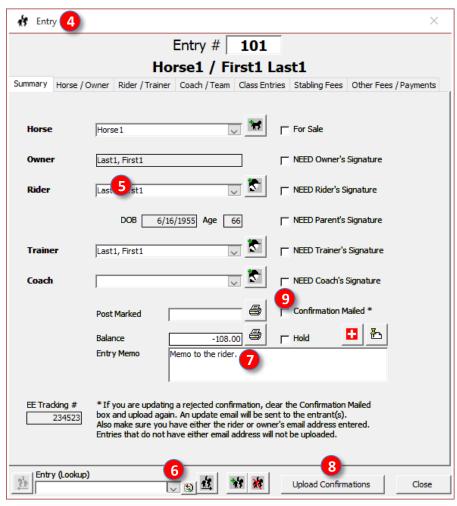
### CHECK THE IMPORTED ENTRY:

Click 1 Main Menu > 2 Show Office > 3 Entries.



- The 4 Entry form opens with the 5 Summary tab open.
- Using the 6 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 the entry (see **SCREEN** SHOW ENTRIES and ENTRY REVIEW AND MANAGEMENT SUGGESTIONS).
- Update the entry as needed.
- 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 8 Upload Confirmations (see ENTRY CONFIRMATION NOTIFICATION).
- The 9 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



### Enter Snail Mailed Entries Created with EE

### **ENTER SNAIL MAILED ENTRIES CREATED WITH EE:**

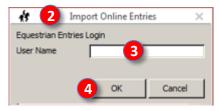
• Some entrants create an entry on EE but do not pay online; instead, they print the entry and mail it to you with a payment check and (hopefully) entry documents (Coggins, waiver form, etc.).

Main Menu

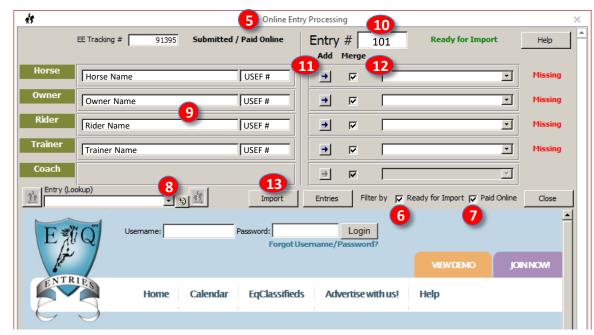
• When you receive such an entry, you can download the entry data into FVD, so you do not have to type it

in. Whew!

- Click 1 Import Online Entries.
- If you are not currently logged into EE, an
   Import Online Entries form opens.
- Enter your 3 EE User Name.
- Click 4 OK.



- The 5 Online Entry Processing form opens.
- Click the 6 Filter by □ Ready for Import and 7 Filter by □ Paid Online check boxes so they are both unchecked.
- XXXX Blue Horse Dressage Show Office Scoring Reports Breed Show Reports Welcome to the Show Office Show Information Show Preferences Show Fees Payment Types Credit Card Types Stall Groups Classes Teams Entries Horses People Test Durations Test Editor Scheduling Expenses Check List Upload Confirmations Upload Ride Times Import Online Entries Close Show Publish Show
- The 9 entry data will appear on the left column of information.
- Enter the 10 Entry # (bridle #).
- Using the 11 Add arrow and 12 Merge box, as needed, populate the entry data on the right column of information.
- Click 13 Import.
- The data will import into FVD in the usual manner.



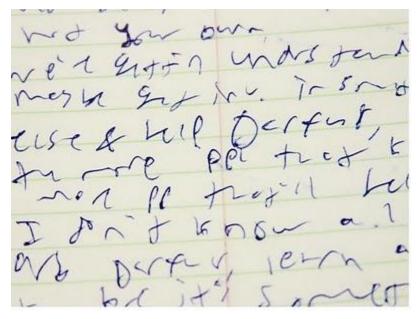
## CHAPTER II.13. ENTER SNAIL MAILED SHOW ENTRIES



### **Enter Snail Mailed Show Entries**

### **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.
  - o 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.
  - o 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 AND ASSEMBLE SHOW ENTRIES



### Screen and Assemble Show Entries

### **INTRODUCTION:**

• While you review/input/correct/update show entries, you are also (1) <u>screening</u> them for the <u>MANY</u> show entry requirements and (2) <u>assembling</u> them for review by the TD. Chapters II.14 – II-15, and supporting appendices, are an overview of the screening and assembling of show entries.

### **SCREENING ENTRIES:**

- 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 electronically prescreened 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.

### **ASSEMBLING ENTRIES:**

- As you screen each entry, you must also assemble it for review by the TD, who verifies each entry is complete and the Horse/Rider/Owner/Trainer/Coach are qualified to participate in the show. This can be done via a paper packet or digital file(s).
- Whatever the method, it must be easy to use by the TD.
  - Two methods to screen and assemble the entries for TD review are suggested in the appendices:
  - o Paper Method: ENTRY REVIEW AND MANAGEMENT SUGGESTIONS PAPER METHOD
  - o Digital Method: ENTRY REVIEW AND MANAGEMENT SUGGESTIONS DIGITAL METHOD

### **RESOURCES:**

- The following USDF references will assist you:
- USDF Entry Checklist <u>Click here</u> (downloads a PDF file).
- USDF Membership Information/Requirements <u>Click here</u> (downloads a PDF file).
- USDF Generic Competition Entry Form <u>Click here</u> (downloads a PDF file).
- USDF Membership Exception List Click here (downloads a PDF file).
- USDF Acceptable Proof of Membership <u>Click here</u> (downloads a PDF file).
- The following materials are provided in this manual's appendix section to assist you:
- <u>USEF and USDF Membership Requirements for Non-Qualifying Classes.</u>
- o USEF and USDF Membership Requirements for GAIG Qualifying and Championship Classes.
- Other unofficial resources:
  - Summary of USEF/USDF Show Entry Requirements (web page): <u>Click here</u>.
  - Details on How to Enter a USEF/USDF Show (PDF file): Click here.
- The following are sources for people USEF & USDF memberships and horse USEF recordings & USDF registrations:

  NOTE: Make your TD very happy: When you have completed an entry,
  - o www.EqVerification.org
  - USDF Print Horse Card
  - USDF Print Membership Card
  - o <u>USEF Horse Search</u>
  - USEF People Search
  - FVD USEF Information

include the **FVD Entry Confirmation Report** (see <u>Confirmation</u> <u>Notification</u>) and include it to the front of the entry packet documents or digital file. 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.

- 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)

### Screen and Assemble Show Entries, Cont'd.

### **GRAPHICAL SUMMARY OF ENTRY REQUIREMENTS:**

<u>Click here</u> to open a webpage that is a quick summary of entry requirements, as depicted in this graphic.









1. Entry form created by EE.

2. Membership Cards provided by EE, supplemented by EqVerification if needed.

3. USEF Waiver. One form for each person in the entry (rider, owner, trainer, coach).

4. USEF Entry Agreement. One form signed by each person in the entry (multiple forms ok).







United States Equestrian Federation, Inc 2019 USEF FIRST LEVEL TEST 3 **Final Score** 

5. Proof of current SafeSport training for each adult USEF member in the entry (rider, owner, trainer, coach).

6. Proof of current Coggins with same horse name as on the entry.

7. If required by the show, proof of current vaccination IAW USEF GR845 with same horse name as on the entry.

8. If a MFS ride is in the entry, proof of Q for the ride.



9. Any other documents required by the particular show.



10. Payment via EE (verified on EE first page and on (1) entry form).

### Screen and Assemble Show Entries, cont'd.

### **EXAMPLE OF AN ENTRY SCREENING CHECK SHEET:**

The following is the check sheet the author uses to screen entries. See **ENTRY REVIEW AND** MANAGEMENT SUGGESTIONS - DIGITAL ENTRY PACKETS for further information.

CHECK SHEET	[	COMPLETE			INCOMPLETE					R = O = T	
RIDER LAST NAME					HORSE NAME					R =	
RIDER FIRST NAME					BRIDLE NUMBER					0 =	
ITEM	ОК				ENTRY STATUS	5			FIX	T =	
Rider Status		AA	☐ JYR	JYR .	AGE:		PRO	OPEN USEF NM		C =	
GAIG Q		YES	NO/NA					YES BUT FIX			
Complete Payment		YES	□ NO								
Owe \$:		NO			BALANCE PAID			OWE MONEY			
Refund \$		NO			REFUND DONE			REFUND DONE			
USEF Member Rider		R USEF ACTIVE			R USEF NM PAID		R USEF EXEMPT	R USEF NM NOT PAID			
USDF Member Rider		R USDF PM	R USDF GM		R USDF NM PAID		R USDF EXEMPT	R USDF NM NOT PAID			
USEF Member Owner		O USEF ACTIVE			O USEF NM PAID		O USEF EXEMPT	O USEF NM NOT PAID			
USDF Member Owner		O USDF PM	O USDF GM		O USDF NM PAID		O USDF EXEMPT	O USDF NM NOT PAID			
USEF Member Trainer		T USEF ACTIVE			T USEF NM PAID		T USEF EXEMPT	T USEF NM NOT PAID			
USEF Member Coach		C USEF ACTIVE	■ NO COACH		C USEF NM PAID		C USEF EXEMPT	C USEF NM NOT PAID			
USEF Horse Recording		H USEF LIFE/ANN	H USDF #		H USEF HID		H USEF EXEMPT	H NEED USEF			
USDF Horse Registration		H USDF LIFE			H USDF HID		H USDF EXEMPT	H NEED USDF			
USEF Entry Ag Rider		R ENTRY AG YES	PARENT SIG	■ NA				NEED R ENTRY AG			
USEF Entry Ag Owner		O ENTRY AG YES	PARENT SIG	NA NA				NEED O ENTRY AG			
USEF Entry Ag Trainer		T ENTRY AG YES						NEED T ENTRY AG			
USEF Entry Ag Coach		C ENTRY AG YES	■ NO COACH					NEED C ENTRY AG			
USEF Waiver Rider		R WAIVER YES	□ PARENT SIG	NA				NEED R WAIVER			
USEF Waiver Owner		O WAIVER YES	□ PARENT SIG	NA				NEED O WAIVER			
USEF Waiver Trainer		T WAIVER YES	□ PARENT SIG	NA				NEED T WAIVER			
USEF Waiver Coach		C WAIVER YES	■ NO COACH					NEED C WAIVER			
Coggins		COGGINS YES	COG EXPIRE	) [	COG WRONG HOR	SE NAI	ME	NEED COGGINS W/IN 1 YR			
Proof of Vaccination		VACS YES	■ VAC EXPIRED		VAC WRONG HORS	SE NAM	ΛE	NEED VAC W/IN 6 MOS			
SafeSport Rider		R SS YES			R SS EX USEF NM		R SS EX AGE	NEED R PROOF OF SS			
SafeSport Owner		O SS YES	O SS EX BUS	INESS	O SS EX USEF NM		O SS EX AGE	NEED O PROOF OF SS			
SafeSport Trainer		T SS YES			T SS EX USEF NM		T SS EX PARENT	NEED T PROOF OF SS			
SafeSport Coach		C SS YES	✓ NO COACH		C SS EX USEF NM		C SS EX AGE	NEED C PROOF OF SS			
Horse Stall		NO H STALL	H-FrSa		H-FrSaSu		H-SaSu				
Tack Stall		NO T STALL	☐ T-FrSa		T-FrSaSu		H-SaSu				
MES O Took		MEC NA	MECOVEC					NEED BROOF OF MES O			

### Screen and Assemble Show Entries, Cont'd.

### **KEY ITEMS TO BE SCREENED:**

• <u>Entry Numbers</u>: Assign a unique number that will be the bridle number and entry number. This number is entered in EE and uploaded to FVD and is written on the entry packet.

### USEF and USDF Membership Requirements:

- The USEF and USDF membership requirements are explained in <u>USEF AND USDF PEOPLE & HORSE MEMBERSHIP REQUIREMENTS & EXEMPTIONS.</u>
- o GAIG NO: 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 Life or Horse Identification Number (HID).
  - **People USEF** #: Owner, rider, <u>and</u> trainer must be a current USEF Competing Member <u>or</u> each must pay USEF Show Pass fee (one fee per show per person, not one fee per entry).
  - Horse USDF #: Must have USDF Lifetime Horse Registration (LHR) or USDF Horse Identification Number (HID).
  - 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).
- o GAIG YES: If the entry HAS requested ANY GAIG qualifying classes:
  - Horse USEF #: Must have USEF Lifetime Recording or USEF Annual Recording.
  - People USEF #: Owner, rider, trainer and coach (if applicable) must be current USEF Competing Members.
  - Horse USDF #: Must have USDF Lifetime Horse Registration (LHR).
  - People USDF #: Owner must be a current USDF Participating Member(s) or Business Member.
     Rider must be a current USDF Participating Member.

### O Membership Exemptions:

- Riders/owners/trainers/coaches participating <u>only</u> 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 <u>only</u> in these classes are exempt from USEF horse registration and USDF horse recording.
- The trainer parent of a minor is exempt from USEF & USDF memberships.
- Other exemptions: Click here for the USDF exceptions (exemptions) document.
- o Entries should include verification of the above. If information is missing, use the following sources:
  - www.EqVerification.org (first method to use)
  - USEF Horse Search (use if EqVerification report is confusing)
  - USEF People Search (use if EqVerification report is confusing)
  - <u>USDF Print Horse Card</u> (use if EqVerification report is confusing)
  - <u>USDF Print Membership Card</u> (use if EqVerification report is confusing)
  - FVD USEF Information (FVD pulls information from USEF database)
- 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.
- <u>Stabling</u>: 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).

### Screen and Assemble Show Entries, cont'd.

### **KEY ITEMS TO BE SCREENED, cont'd.:**

- <u>USEF Waiver Form</u> (<u>click here</u>): Examine the USEF Waiver Form(s) for correct signatures. Each person (Rider, Owner, Trainer & Coach, if applicable) in the entry must submit a separate form with the appropriate boxes checked, signature and printed name. A <u>Coach</u> form is optional unless the coach will ride the horse on the show grounds. Entries with riders under age 18 need both the Rider's signature and a Parent's/Guardian's signature. Parents/Guardians who sign for their children in the Trainer box are not required to have USEF or USDF memberships, and they are not required to pay a non-member fee. Copies and electronic signatures are allowed.
- <u>USEF Entry Agreement</u> (<u>click here</u>): One form signed by Rider, Owner, Trainer and Coach, if applicable. I
  Rider = Owner = Trainer, each section still must be signed.
- 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. Click here for musical freestyle information on the USDF web site.
- <u>Entry Fees</u>: 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. 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.
- <u>Proof of Vaccination</u>: 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 1**: Incomplete entries are my pet peeve. Unfortunately, they are VERY common – in my experience they comprise over 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 to only enter complete entries into the show.

**NOTE 2**: 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.

**NOTE 3**: 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.

### CHAPTER II.15. DETAILS OF FVD ENTRIES



### **Details of FVD Entries > Introduction**

Some show secretaries screen and assemble an entry before working on the entry in FVD, others do this at the same time. The following provides some background information on the FVD program then goes into detail of the FVD entry form tabs.

### INTRODUCTION:

### EE and Handwritten Entries:

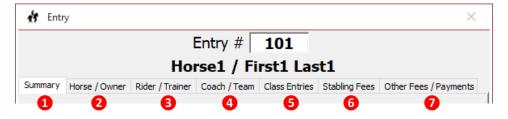
- Even if you only accept EE entries, in FVD there are some data points that still must be hand entered or checked.
- o Therefore, you must review each section of all entries.
- <u>Unique Entry #</u>: For each show, each entry (horse and rider combination) must have a <u>unique</u> entry #.
   For example, once you use entry #101, that number cannot be used again. This unique entry # is used for:
  - Entry # entered when importing EE entries. It is imported into FVD.
  - o 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.
- o 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 a 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 <a href="EE Online Entries">EE Online Entries</a> Import Entry into FVD > Online Entry Processing for details.
- <u>Saving Data</u>: The FVD Entry form has seven tabs. As you enter FVD entry data, it will not be saved until
  you click a different tab.



Horse1 / Firs Last1

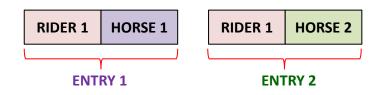
### Details of FVD Entries > What is an Entry?, FVD Entry Tabs

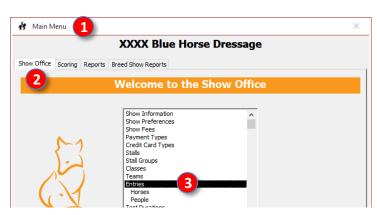
### WHAT IS AN ENTRY?:

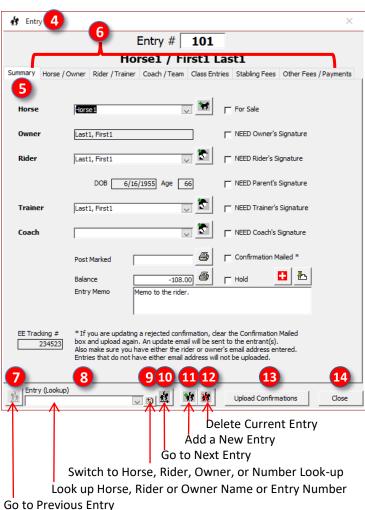
- Dressage shows have Entries horse and rider combinations – that ride dressage tests.
- Each horse/rider combination in the show is a separate entry. If Rider 1 rides both Horse 1 and Horse 2, Rider 1 / Horse 1 is one entry and Rider 1 / Horse 2 is a second separate entry.
- Each Entry must be entered separately into the FVD program. Entry information includes details about the horse, the people [rider, owner(s), 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.

### **FVD ENTRY TABS:**

- Select 1 Main Menu > 2 Show Office > 3
   Entries.
- The 4 Entry form > 5 Summary tab opens.
- There are 6 seven tabs to move you from form to form as you enter/review/update **Entry** information:
  - a. Summary
  - b. Horse / Owner
  - c. Rider / Trainer
  - d. Coach / Team
  - e. Class Entries
  - f. Stabling Fees
  - g. 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:
  - Previous Entry: Go to the previous entry
  - 8 Entry (Lookup): Enter text to search for a horse, rider, owner, or entry number
  - 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.
  - Next Entry: Go to the next entry
  - Add Entry: Add a new entry
  - Delete Entry: Delete current entry
  - Upload Confirmations: Upload entry confirmation to the entrant.
  - O 14 Close: Close the form.





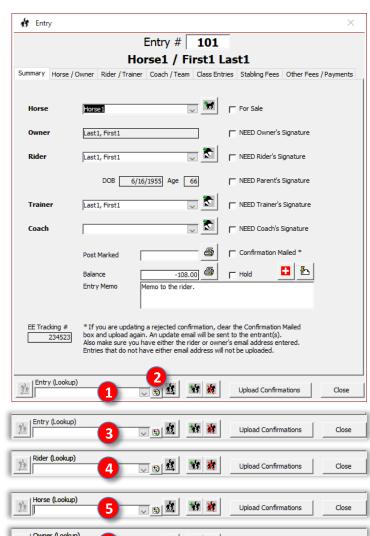


### Details of FVD Entries > Search for Entry #, Rider, Horse, or Owner

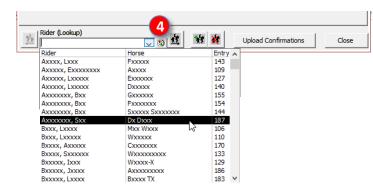
### **SEARCH FOR ENTRY #, RIDER, HORSE, OR OWNER:**

 The Entry forms are also used to search for already entered entries. When you open the Entry window, the default Lookup is 1 Entry (Lookup). This lets you use the entry # to find the entry.

- Using the 2 Switch to ... button, you can search your entries by selecting the following and using their drop-down arrow:
  - O B Entry # (Lookup)
  - A Rider (Lookup)
  - o **5** Horse (Lookup)
  - o 6 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 2 Switch to ... button, select 4 Rider (Lookup) then, using the drop-down arrow, select the Rider from the list or type the name in the box and press Return.



V 🔊 🗓

\*\* \*\*

Upload Confirmations

Close

### Details of FVD Entries > Open Entries, Add Entry & Entry #

**NOTE**: In this section of the manual, information for *EE entries will be in blue* and information for hand-typed entries will be in green. Information that applies to both types of entry will be in black.

### **OPEN ENTRIES:**

Select Main Menu > 2 Show Office >
 Entries.



### **ENTRY & ENTRY #:**

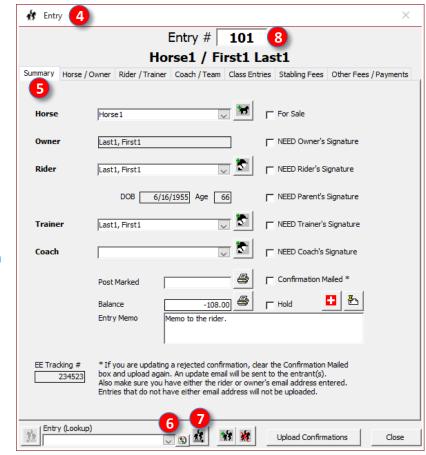
- The 4 Entry form opens with the 5
   Summary tab displayed.
- The entry form opens with the first entry in the show.

### EE entry:

- Use the 6 Entry (Lookup) drop-down arrow and select the desired entry. The most recently downloaded entry will be at the bottom of the list.
- 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.

### <u>Handwritten entry</u>:

- To add a new entry, click 7 Add Entry.
- For the new entry, in the **8 Entry #**, enter the **9** entry/bridle number that you wish to use (e.g. 1, 101, 1003, etc.).
- The 8 entry number is now in the box.





### Details of FVD Entries > Summary Tab > Horses > Name in HR.hdf > Select Horse

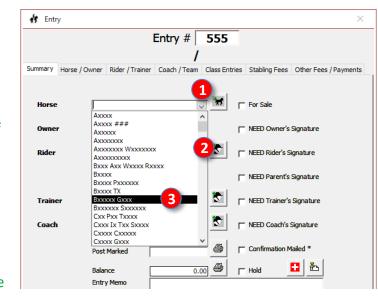
### **SUMMARY TAB > HORSES > NAME ALREADY IN HR.hdf > SELECT HORSE:**

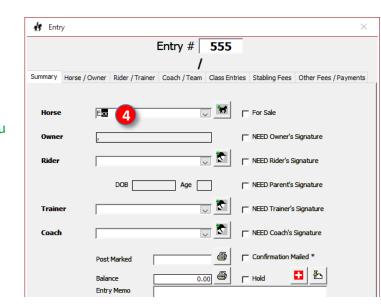
### EE entry:

- The horse's name will already be entered.
- Check capitalization; sometimes MSJ Happy Horse is entered as Mis 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.
- 1. Using the 1 Horse (Lookup) drop-down arrow and the 2 scroll bar, look for the 3 name of the horse.
  - o If the name is on the list, select it.
  - o If the name is NOT on the list, go to 4 on the next page.
- 2. Alternately, start typing the horse name in the 4 Horse (Lookup) box.
  - o If the horse's name is in the HR.hdf file, as you type, the name of the horse will appear. In this example, **Ex** was typed and the program provided x, for the name Exx.
  - When the complete correct horse name appears in the box, press Enter.





- 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.



### Details of FVD Entries > Summary Tab > Horses > Name in NOT HR.hdf > Add Horse

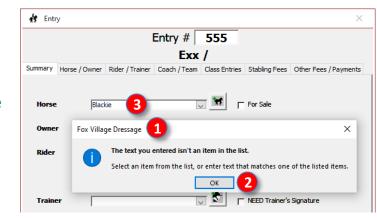
### SUMMARY TAB > HORSES > NAME NOT IN HR.hdf > ADD HORSE:

### 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 **1** Fox Village Dressage message telling you so.
- Click 2 OK.
- Press the Esc key to clear the typing in the 
   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 4.



**NOTE:** Do <u>not</u> perform **Step** 4 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 <u>Delete a Horse</u>.

Click on the 4 Add Horse button.

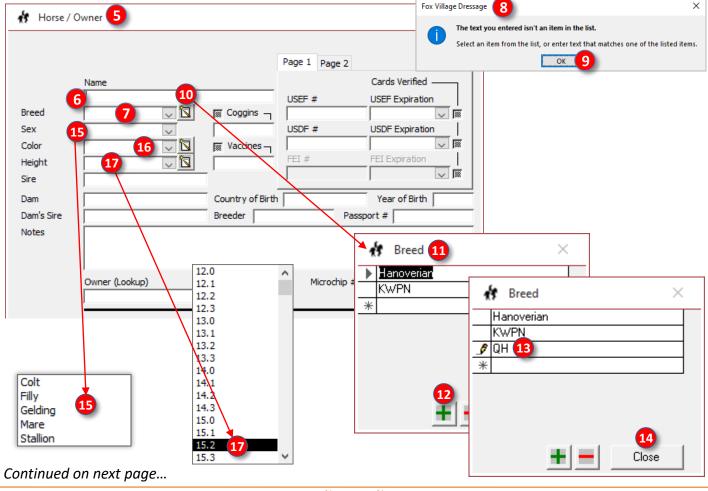
Continued on next page...





### Details of FVD Entries > Summary Tab > Horses > Name in NOT HR.hdf > Add Horse, cont'd.

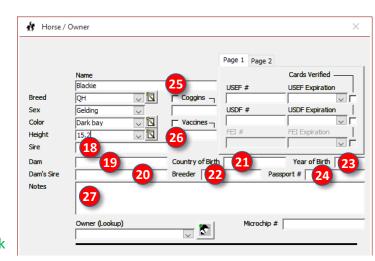
- The 5 Horse / Owner form opens.
- 6 Name: Type in the horse's name.
- **T** Breed: (optional) Enter the horse's breed (up to 30 characters; however, abbreviations are better as they fit better on FVD reports):
  - o First use the **7** Breed drop-down arrow and select from the list.
  - o If the breed you typed in is NOT on the list:
    - You get a 8 Fox Village Dressage information message.
    - > Click 9 OK.
    - > Press **Esc** to delete your typing.
    - Click the 10 Edit Breeds button.
    - The 11 Breed form opens.
    - ➤ Click the 12 + icon.
    - Enter the new breed in the 13 blank line.
    - > Click 14 Close.
    - You can now select the Breed using the **Breed** drop-down arrow.
  - **5** Sex: (optional) Use the **5** 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.
- **16 Color**: (optional) Enter the horse's color (optional). Proceed as for breed but enter horse colors.
- 17 Height: (optional) Using the drop-down arrow, enter the horse's height.





### Details of FVD Entries > Summary Tab > Horses > Name in NOT HR.hdf > Add Horse, cont'd.

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



**NOTE 1**: In states where a copy of the horse's current Coggins test is required, the horse should **NOT be allowed off the trailer until the current copy** has been presented to and approved by the show secretary.

**NOTE 2**: The name of the horse on the Coggins and Proof of Vaccination must match the name of the horse on the competition entry form and the USEF & USDF memberships.

### NOTE 3:

- A Coggins report expires one year after the blood was drawn. So if the blood was drawn on 03/20/2022, the report expires after 03/19/2022.
- A <u>Proof of Vaccination</u> expires <u>six months</u> after the date of vaccination. So if flu/rhino vaccinations were given 03/20/2022, the proof expires after 09/19/2022.

### Details of FVD Entries > Summary Tab > Horses > USEF Horse Recording

- For USEF, a current USEF Life or Annual recording or a USDF Life or HID recording is <u>required</u> for all nonexempt horses.
- See <u>USEF AND USDF PEOPLE & HORSE MEMBERSHIP REQUIREMENTS & EXEMPTIONS</u> for an explanation of USEF Horse Recording requirements, exemptions, etc.

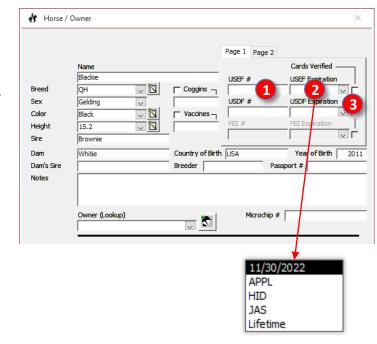
### SUMMARY TAB > HORSES > USEF HORSE RECORDING:

### EE Entry:

- The data was entered with the EE upload.
- Use the EE Memberships Page and/or an EqVerification.org page to verify:
  - o 1 USEF #.
  - USEF Expiration: If needed, use the dropdown arrow to make the correct selection, as in the chart.
- When verified, click the **3** 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:
  - o 1 USEF #.
  - USEF Expiration: Use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the Cards Verified box.



1	2		3
USEF#	USEF Expiration	Explanation	Verifi- cation
USEF#	11/30/2022	Current USEF Annual Recording. Expires November 30, 2022 or date on card.	V
Blank or USEF #	APPL	<u>APPL</u> ied before the show. No USEF recording or no USDF registration (blank), or USEF recording has <u>expired</u> (enter USEF #). <u>APPL</u> ied for USEF Horse Recording or renewal, or USDF registration, before the show and <u>verification provided</u> . Keep a copy of the verification.	☑
USEF # or USDF #	HID	USEF and/or USDF <u>H</u> orse <u>ID</u> entification #. Enter the USEF # or the USDF #. Does not expire. Cannot qualify for championships or awards.	Ø
Blank or USEF #	JAS	<u>J</u> oined <u>at</u> the <u>S</u> 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.	V
USEF#	Lifetime	USEF <u>Life</u> Recording. Does not expire.	
Blank or USEF#	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 <u>Exempt</u> .	Ø
Blank	Blank	You cannot verify the USEF # (or USDF #) and the USEF Expiration. Leave 1 and 2 and 3 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.

<sup>\*</sup> Not on the FVD drop-down list. Type in the selection if it applies.

### Details of FVD Entries > Summary Tab > Horses > USDF Horse Registration

- For USDF, a USDF Life or HID horse registration is required for all non-exempt horses.
- See <u>USEF AND USDF PEOPLE & HORSE MEMBERSHIP REQUIREMENTS & EXEMPTIONS</u> for an explanation of USEF Horse Recording requirements, exemptions, etc.

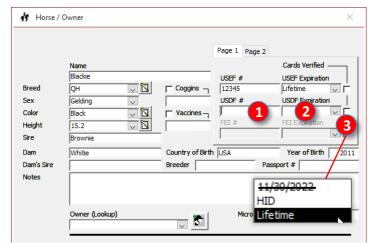
### **SUMMARY TAB > HORSES > USDF HORSE REGISTRATION:**

### **EE Entry:**

- The data was entered with the EE upload.
- Use the EE Memberships Page and/or an EqVerification.org page to verify:
  - o 1 USDF #.
  - USDF Expiration: If needed, use the dropdown 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 3 Cards Verified box.
- Enter the horse's 4 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:
  - o 1 USDF #.
  - USDF Expiration: Use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the 3 Cards Verified box.
- Enter the horse's 4 Microchip # if required for the show.



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

1	2		3
USDF #	USDF Expiration	Explanation	Verifi- cation
USDF#	HID	Horse has a USDF Horse IDentification #. 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*	<b>APPL</b> ied before the show. No USDF registration # or no USDF HID # (blank). <u>APPL</u> ied for USDF horse registration or USDF HID before the show and <u>verification provided</u> . Keep a copy of the verification.	Ø
Blank	JAS*	$\underline{\textbf{J}}$ oined $\underline{\textbf{a}}$ t the $\underline{\textbf{S}}$ 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.	Ø
Blank	Exempt*	The horse is not USDF registered and is <u>only</u> being ridden in exempt classes. Type in <u>Exempt</u> .	Ø
Blank	Blank	You cannot verify the USDF # and USDF Expiration. Leave 1 USDF # and 2 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.

### Details of FVD Entries > Summary Tab > Horses > Local Organization Horse Registration

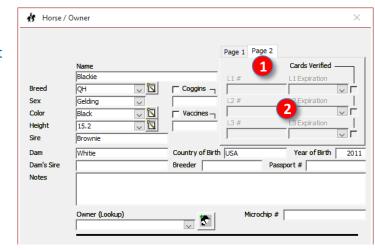
### SUMMARY TAB > HORSES > LOCAL ORGANIZATION HORSE REGISTRATION:

### **EE Entry**:

- If you will be reporting scores to local organization(s), and if you entered the organization(s) in <a href="Show Preferences">Show Preferences</a> <a href="Membership">Membership</a> (2) and when you set up your show for EE, click the <a href="Page 2">1</a> Page 2 tab.
- You will see the data for local organization(s) that was entered with the EE import.
- Review/correct/update the information.
- If verified, click the 2 Cards Verified box.

### Handwritten entry:

- If you will be reporting scores to local organization(s), and if you entered the organization(s) in <a href="Show Preferences">Show Preferences</a> <a href="Membership">Membership</a> (2), click the <a href="Page 2">1</a> Page 2 tab.
- Enter the applicable information for the organization(s).
- If verified, click the 2 Cards Verified box.



### Details of FVD Entries > Summary Tab > Horses > Owner > Horse Owner

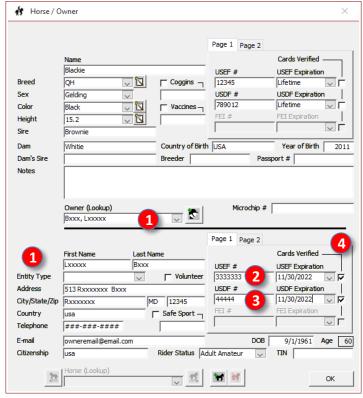
### SUMMARY TAB > HORSES > HORSE OWNER:

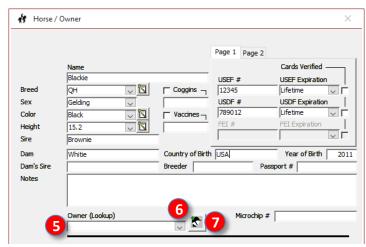
### **EE Entry:**

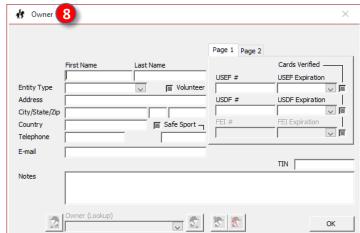
- The **1** Owner data was entered with the EE upload.
- Using the EE Entry Page, EE Memberships Page, and EqVerification page (if needed), review/ correct/update the Owner's information.
- If the **2** USEF and/or **3** USDF membership information is verified, check the 4 Cards Verified boxes.
- If the 2 USEF and/or 3 USDF membership information is missing or cannot be verified, do NOT check the 4 Cards Verified boxes.

### Handwritten entry:

- The **5** Owner data is hand entered by you.
- If the Owner is already in the HR.hdf file:
  - Using the 6 Owner (Lookup) drop-down arrow and select the owner.
  - Using the entry documents, review/correct/update the Owner's information.
- If the Owner is NOT already in the HR.hdf file:
  - Click the Add Owner button.
  - o The **8** Owner form opens.







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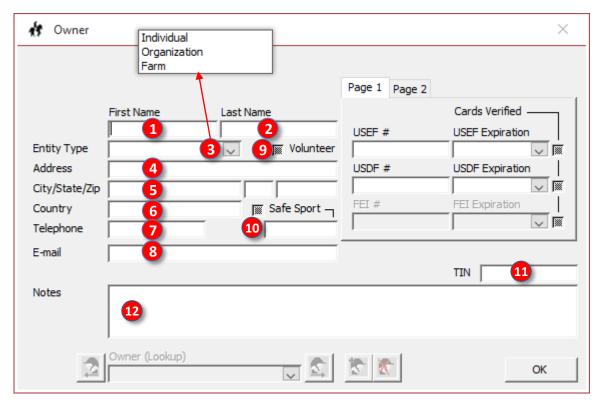
Continued on next page...

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### Details of FVD Entries > Summary Tab > Horses > Owner > Horse Owner Contact Data

### **SUMMARY TAB > HORSES > HORSE OWNER > OWNER CONTACT DATA:**

- The information needed to complete the Owner data boxes should be in the competition entry packet.
- **①** First Name: Type in the person's first name. If the owner is a business, type in **Business**.
- **2** Last Name: Type in the person's last name. If the owner is a business, type in the name of the business.
- **3 Entity Type**: Use the drop-down arrow and select the appropriate owner type.
  - o Individual: The horse owner is an individual.
  - o **Organization**: The horse owner is a non-farm business organization.
  - o Farm: The horse owner is a farm business.
- Address: Type in the person's street address.
- **City/State/Zip**: Type in the person's City, State (2-letter abbreviation), and Zip Code (you can enter the Zip+4).
- **6** Country: Type in the person's country of residence, if needed for your show.
- Telephone: Type in the person's telephone number.
- 8 Email: Type in the person's email address.
- **9 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.
- 10 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).
- 11 TIN: If your show provides monetary or other prizes that must be declared for tax purposes, enter their Tax Identification Number.
- Notes: Type in any other information you want to record about the person. This information is not sent to the entrant.



### Details of FVD Entries > Summary Tab > Horses > Owner > Owner USEF

### SUMMARY TAB > HORSES > OWNER > OWNER USEF:

### **EE Entry:**

- The data was entered with the EE upload.
- Use the EE Memberships Page and/or an EqVerification.org page to verify:
  - o 1 USEF #.
  - USEF Expiration: If needed, use the dropdown arrow to make the correct selection, as in the chart.
- When verified, click the 3 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:
  - 1 USEF #.
  - USEF Expiration: Use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the **3** Cards Verified box.

	* Owner	×			
า	First Name Last Name USEF # USEF Expir  Entity Type Address City/State/Zip Country Telephone E-mail  Notes	ation   mation   mati			
	Owner (Lookup)	ок			
/	11/30/2020 EC EX F JAS Lifetime PARENT SP	8			
		Verif			
	if needed.	Ø			
	ation. Equine Canada member in a USEF show. USEF non- copy of the verification.				
	plank) or USEF membership has <u>expired</u> (enter USEF #). Only Quadrille, Intro and Opportunity, etc.). USEF non-member fee				

1	2	SF SF	3
USEF#	USEF Exp	Explanation	Verif
USEF#	11/30/2022	Current USEF member. You can edit the date, if needed.	
Blank	EC	<u>Equine Canada member; provided EC verification.</u> <u>Equine Canada member in a USEF show. USEF non-member but USEF fee not required.</u> Keep a copy of the verification.	Ø
Blank or USEF#	EX	USEF <u>EX</u> 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.	Ø
Blank	F	<u>F</u> oreign Rider License. USEF 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. USEF non-member fee not required. Keep a copy of the verification.	Ø
Blank or USEF#	JAS	<u>J</u> oined <u>at S</u> how. 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.	$\square$
USEF#	Lifetime	USEF Life Member. Does not expire.	
Blank or USEF #	PARENT	<u>PARENT</u> of a minor rider/owner; must be listed as the <u>trainer</u> . USEF never-member (blank) or USEF membership has <u>expired</u> (enter USEF #). <i>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.</i> USEF non-member fee not required.	Ø
Blank or USEF #	SP	USEF <b>S</b> how <b>P</b> ass for a USEF non-member. Person is participating in <u>non-exempt classes</u> so is <u>not exempt</u> . USEF never-member (blank) or USEF membership has <u>expired</u> (enter USEF #). <u>USEF fee required</u> . <u>If in doubt, classify the person as a SP and collect the fee</u> . ✓ if fee is paid, ☐ if fee is not paid (you must collect the fee!). It is important to use <b>SP</b> as this is how the FVD program tracks non-members for the <u>Non-Member Information &amp; Fees</u> report, which helps you determine the money you owe USEF.	☑ if fee paid ☐ if fee not paid
Blank or	ADDI*	APPLied for USEF membership or renewal <u>before</u> the show and <u>verification provided</u> ; USEF non-member	IJ

\* = not in the drop-down menu.

copy of the verification.

**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.

fee not required. USEF never-member (blank) or USEF membership has expired (enter USEF #). Keep a

Continued on next page...

APPL\*

USEF#

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M

### Details of FVD Entries > Summary Tab > Horses > Owner > Owner USDF

**Owner** 

Entity Type

City/State/Zip

Address

Country

First Name

Last Name

**NOTE**: Do not accept GMO

proof of USDF membership.

membership card and date as

₩ Volunteer

Safe Sport -

Page 1 Page 2

USEF #

USDF #

Cards Verified

TIN

11/30/2022

Non-Member

Lifetime

USEF Expiration

### SUMMARY TAB > HORSES > OWNER > 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:
  - 1 USDF #.
  - USDF Expiration: If needed, use the dropdown arrow to make the correct selection, as in the chart.
- When verified, click the 3 Cards Verified box.

after the show.

### Handwritten Entry:

Blank or

USDF#

Blank or

USDF#

JAS\*

APPL\*

The data is hand entered by you.					
<ul> <li>Use the entry documents to correct/update/verify:</li> </ul>					
0 1	USDF #.				
0 2	USDF Expi	iration: Use the drop-down arrow to make the correct selection, as in the chart.			
• Whe	n verified, c	lick the <b>3 Cards Verified</b> box.			
1	2		3		
USDF #	USDF Exp	Explanation	Verif		
USDF#	11/30/2022	Current USDF member. You can edit the date, if desired, for 5-year members.	V		
USDF#	Lifetime	USDF Life Member. Does not expire.	$\overline{\checkmark}$		
Blank or USDF#	Non-Member	USDF <u>Non-Member</u> ; USDF fee is required. If in doubt, classify the person as a Non-Member and collect the fee. Person is participating in <u>non-exempt classes</u> so is <u>not exempt</u> . USDF never-member (blank) or USDF membership has <u>expired</u> (enter USDF #). ☑ if fee is paid, ☐ if fee is not paid (you must collect the fee!). It is important to use <b>Non-Member</b> as this is how the FVD program tracks USDF non-members for the	☑ if fee paid ☐ if fee		
		USDF Non-members Report, which helps you determine the money you owe USDF.	not paid		
Blank or	EX*	<b>EX</b> 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.).	V		

Joined at Show; 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

APPLied 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.

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.

 $\overline{\mathbf{A}}$ 

 $\overline{\mathbf{V}}$ 

<sup>\*</sup> Not on the FVD drop-down list. Type in the selection if it applies.

### Details of FVD Entries > Summary Tab > Rider

### **SUMMARY TAB > RIDER:**

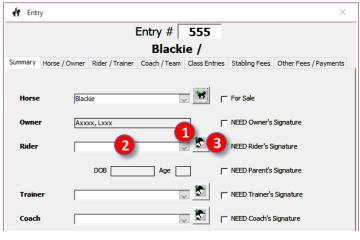
### **EE Entries:**

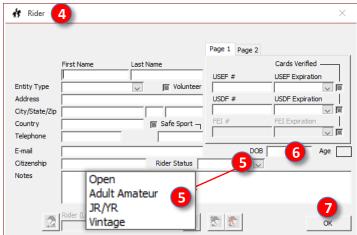
- The EE import enters the rider information.
- Use the information for a handwritten entry to review/correct/update the rider information, including membership verification, which is NOT entered by EE.

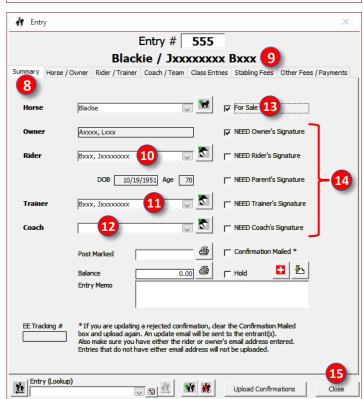
### <u>Handwritten Entry</u>:

- As with horses and owners, a rider could be a person already in the HR.hdf file or <u>not</u> already in the hr.hdf file.
- If the rider is already in the HR.hdf file, select the name using the 1 drop-down arrow or by typing the name in the 2 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 **3** Add Rider button.
- The 4 Rider form opens.
  - o Enter the rider information as for the Owner.
  - If not already entered, use the Status drop-down arrow and select the correct status.
  - If not already entered, enter the 6 DOB.
  - o Click 7 OK.
- You are returned to the 8 Summary tab.
- The rider name is below the 9 Entry #.
- The rider name is in the 10 Rider (Lookup) box.
- If you checked the Auto Fill Trainer box in Main Menu > Show Office > Show Preferences > General tab, the 11 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.
- Enter the (2) Coach, as for the Rider.
- If the horse is for sale, check the **13** For Sale box.
- If a signature is missing, check the applicable 14
   Need XXX box(es).
- When you are done with this entry, click the **15 Close** icon.

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







### Details of FVD Entries > Summary Tab > Trainer and Coach > USEF Rules, Entry Information

### SUMMARY TAB > TRAINER AND COACH > USEF RULES:

### USEF Rule GR148. 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. See also GR404.

**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 <u>adult person responsible for the horse</u> 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.

### **NOTES**:

- 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.
- The trainer must be on the show grounds while the horse is on the show grounds.

### 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 <u>during the competition</u>. 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. If the coach may ride the horse while it is on the show grounds, the coach must be included in the entry.

### TRAINER AND COACH > ENTRY INFORMATION:

Enter/review/correct/update the Trainer and the (optional) Coach as for the Owner and Rider. See
 Owner and previous page.



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 who coaches the rider, for money, while on the show grounds. Coach is optional unless the coach will ride the horse. If a coach is declared, must be a USEF member or pay USEF Show Pass (non-member) fee.

NOTE: Now that you have entered the Horse, Owner, Rider, Trainer and Coach (if applicable), you can view/edit their information using the Entry tabs 1 Horse/Owner, 2 Rider/Trainer, and 3 Coach/Team.



**NOTE 2**: See <u>MANAGING TEAMS</u> for information on Teams.

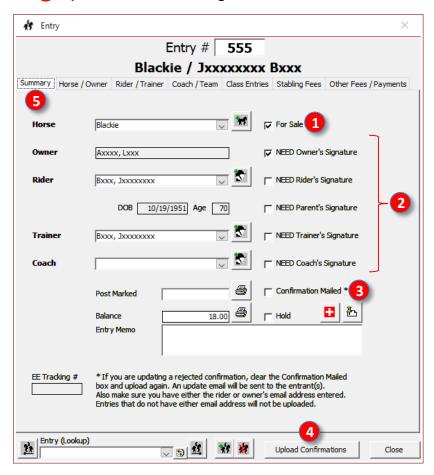
### Details of FVD Entries > Summary Tab > Check Boxes

### **SUMMARY CHECK BOXES:**

Click to check the appropriate boxes:

- • For Sale: If the horse is for sale, check the box ( $\square$  = yes the horse is for sale). This will be annotated in the show program. (optional)
- Signatures: FVD helps you track missing signatures.
  - Owner, Rider, Parent (if applicable), Trainer, and Coach (if applicable) Signatures are <u>required</u> on the USEF Waiver and the USEF Entry Agreement forms. 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.

    NOTE: See Some Notes About Database
  - Check the appropriate box:
    - ☑ = you NEED the signature.
    - □ = you have the signature.
- 3 Confirmation Mailed:
  - o When you click the **4 Upload Confirmations** button and send a FVD Confirmation to the entrants, this box is <u>automatically</u> checked (☑), letting you know an electronic confirmation was sent.
  - o If you have an update to the entry so you want to send another entry confirmation:
    - Uncheck the Confirmation Mailed box.
    - Click another tab to save the uncheck.
    - Click the Summary tab. The check will remain gone.
    - You can now use 4 Upload Confirmations again.



CONGRATULATIONS! YOU HAVE COMPLETED AN ENTRY.

**Programs** for an explanation of check boxes.

### Details of FVD Entries > Summary Tab > Post Marked, Balance, Entry Memo, Hold

### **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 1 Post Marked box (MM/DD/YYYY format). (optional)

### **BALANCE:** (auto-calculation)

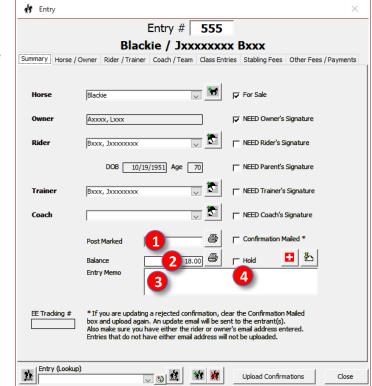
 The 2 Balance will be automatically completed by the FVD program after the classes and fees are entered (see <u>Class Entries</u>, <u>Stabling > Fees</u> and <u>Other Fees</u>, <u>Payments</u>) are entered.

### **ENTRY MEMO: (optional)**

enter any **3** 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)**

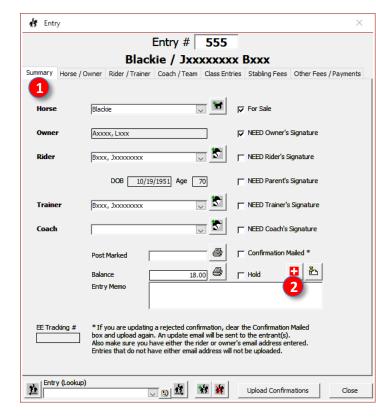
When you click the 4 Hold check box, it is checked. An annotation is on the Reports > During-Show > Show Ring Steward's report and the Reports > During-Show > Day Sheets Scoring report. Its use indicates something must be settled in the show office before the ride or before the test and ribbon are provided.



### Details of FVD Entries > Summary Tab > Emergency Information

### **EMERGENCY INFORMATION: (optional)**

- After you have entered/reviewed/corrected/ verified the entry information, go back to the
   Summary tab.
- Click the 2 Edit Emergency Contact button.



- The 2 Emergency Contact form opens.
- Complete the information, which is provided on the EE and handwritten entry form.
- Click Close.



**NOTE**: For EE entries, emergency information is collected in EE; however, the data does not upload into FVD. If you want this information in FVD, you need to enter it by hand.

### Details of FVD Entries > Summary Tab > Need List

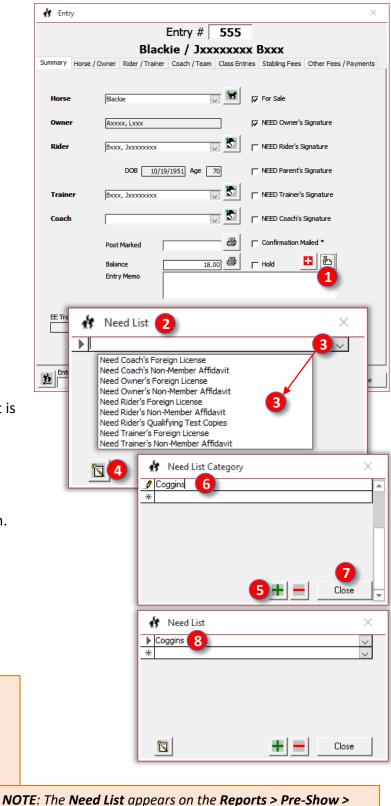
### **NEED LIST: (optional)**

- Open Main Menu > Entries > Summary tab.
- Click the 1 Edit Need List button.

- The 2 Need List form opens.
- Use the 3 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 4 Edit Need List Category button.

  - Type in the 6 item you want to add to the list.
  - Click Close.
  - Use the 8 drop-down arrow to select the item for this entry.



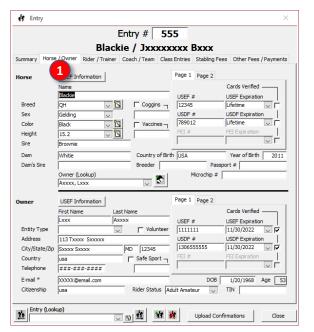


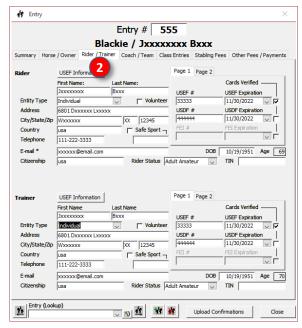
**NOTE**: The **Need List** appears on the **Reports > Pre-Show > Packet Sheets** report (not on Packet Labels) and the Online
Entry Confirmations. It is another way to let entrants know of
items missing in their show application.

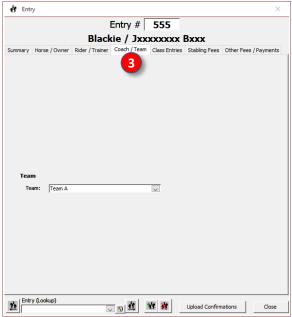
### Details of FVD Entries > Horse/Owner, Rider/Trainer, and Coach/Team Tabs; Teams

### HORSE/OWNER, RIDER/TRAINER, COACH/TEAM TABS:

Now that you have entered the Horse, Owner, Rider, Trainer and Coach (if applicable), you can view/edit their information using the Entry tabs 1 Horse/Owner, 2 Rider/Trainer, and 3 Coach/Team.







### **TEAMS:**

See MANAGING TEAMS for information on Teams.

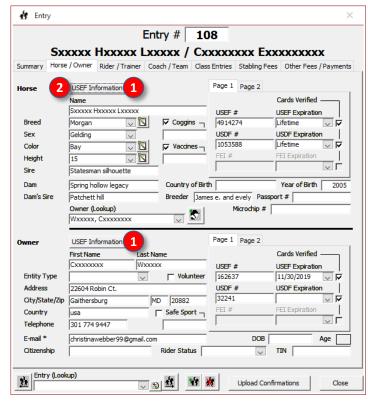
### Details of FVD Entries > Horse/Owner, Rider/Trainer, and Coach/Team Tabs > **USEF Information Button > Introduction, Horse**

### **USEF INFORMATION BUTTON > INFORMATION:**

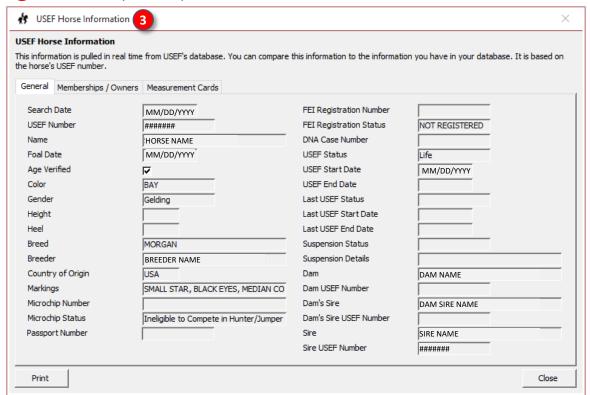
- Now that you have entered the Horse, Owner, Rider, Trainer and Coach (if applicable), you can verify their USEF information by clicking the 1 **USEF Information** report for each.
- The information is directly from the USEF database and can be used to verify/update entry data.

### **USEF INFORMATION BUTTON > HORSE:**

- Click the **2** USEF Information button for the horse.
- The USEF Horse Information report opens. It is prepopulated with data from USEF.



On the 4 General tab, you see specific information for the horse.



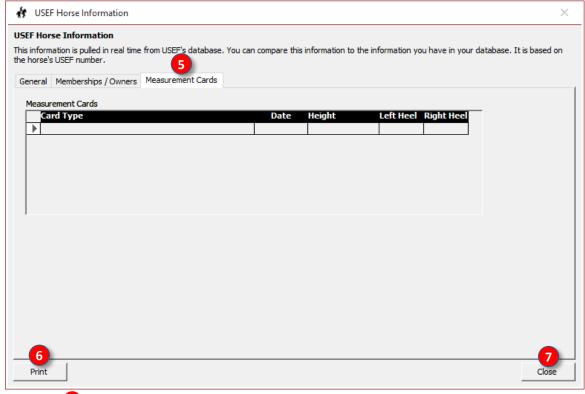
Continued on next page...

### Details of FVD Entries > Horse/Owner, Rider/Trainer, and Coach/Team Tabs > USEF Information Button > Horse, Cont'd.

Next click the 4 Memberships/Owners tab. Horse membership(s) and owner info will be shown here.



Next click the 6 Measurement Card tab. Pony measurement will be shown here.

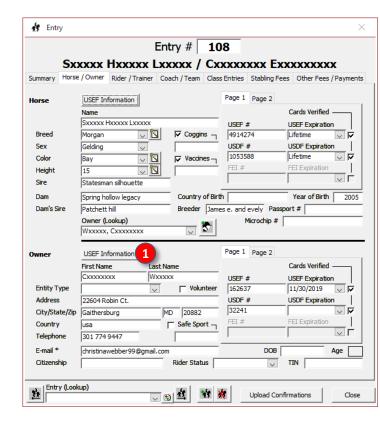


- If desired, click **6** Print to print the report.
- Click 7 Close to close the report.

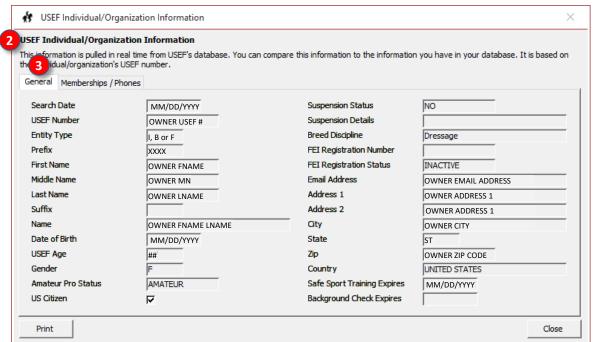
### Details of FVD Entries > Horse/Owner, Rider/Trainer, and Coach/Team Tabs > **USEF Information Button > Owner**

### **USEF INFORMATION BUTTON > OWNER:**

Click the 1 USEF Information button for the owner.



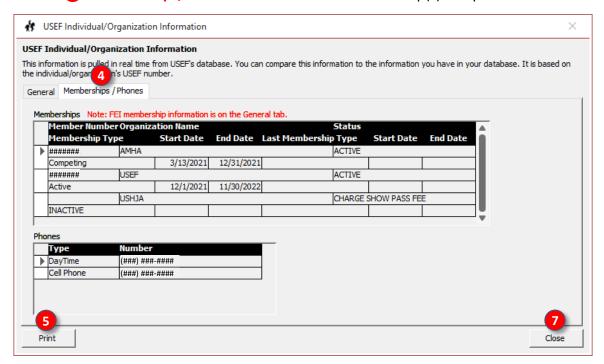
- The 2 USEF Individual/Organization Information report opens. It is prepopulated with data from USEF.
- On the General tab, you see specific information for the owner.



Continued on next page...

## Details of FVD Entries > Horse/Owner, Rider/Trainer, and Coach/Team Tabs > USEF Information Button > Owner, Cont'd.

Next click the 4 Memberships/Phones tab. The owner membership(s) and phone # will be shown.



- Using the Rider/Trainer and Coach/Team tabs, repeat for the rider, trainer and coach (if applicable).
- · You can use these reports to verify/update the people data.
- If desired, click 6 Print to print the report.
- Click 7 Close to close the report.

### Details of FVD Entries > Class Entries Tab > Enter Classes

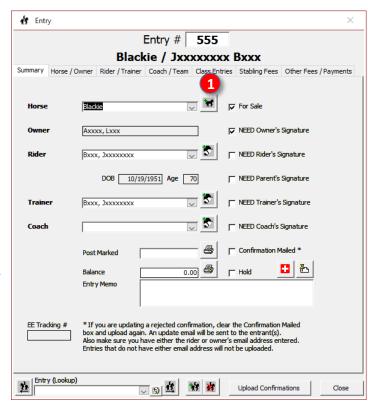
### CLASS ENTRIES > ENTER CLASSES:

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 1 Class Entries tab.
- The 2 Class Entries tab opens.

### **EE Entry:**

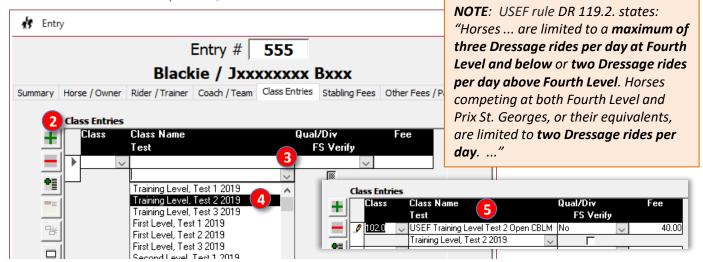
- The EE import enters the classes requested.
- Review the handwritten entry instructions for class details.
- Using the entry form, verify that the correct classes are listed.
- GAIG Q: If the entry requested GAIG Q, ensure it is a GAIG Q class and ensure the people and horse in the entry have the correct USEF and USDF memberships.
- <u>TOC</u>: 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 class, ensure the entrant 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 3 Class drop-down arrow and click on the 4 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. The 5 class is now in the box.

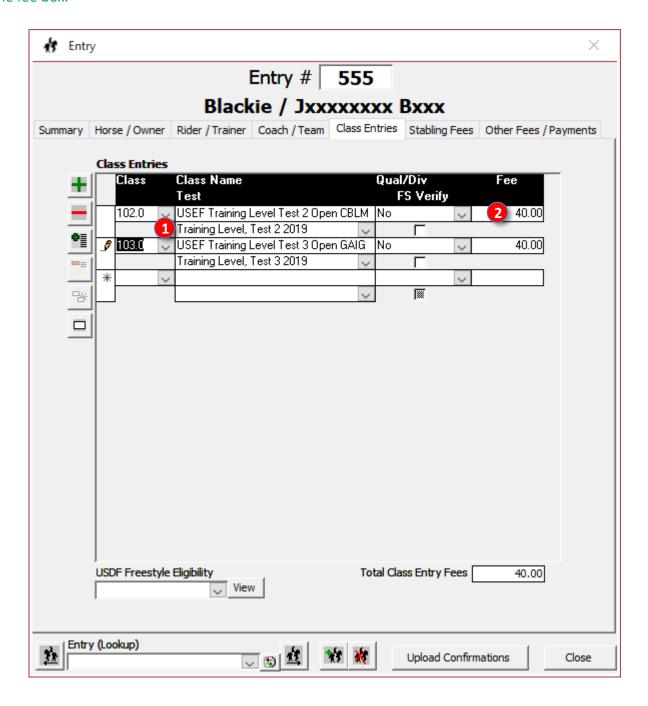
• If a second class was requested, select that class. Etc.



### Details of FVD Entries > Class Entries Tab > Class with One Test

### 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 **1 Test** name will automatically be entered in the test box (you set this up in <u>Select Classes</u>) and the **2 Fee** will automatically be entered in the fee box.



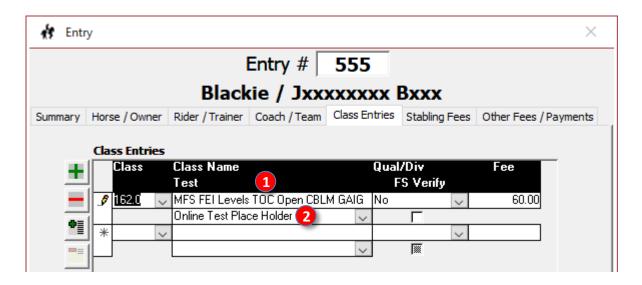
### Details of FVD Entries > Class Entries Tab > Test of Choice Class, MFS Class

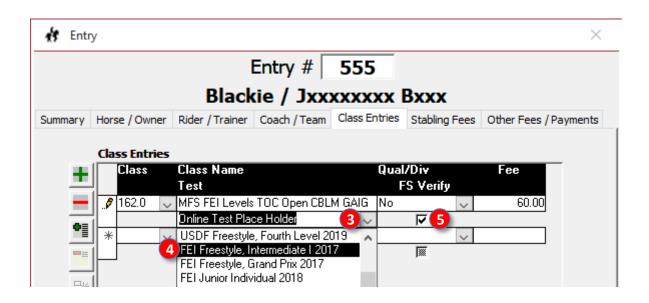
### CLASS ENTRIES > TEST OF CHOICE CLASS:

If this is a **1 Test-of-Choice (TOC)** class, the automatic test is **2 Online Test Place Holder** (you set this up in <u>Select Classes</u>). Use the **3 Test** drop-down arrow to select the **4** 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 USEF test may not be selected.

### CLASS ENTRIES > TEST OF CHOICE CLASS:

• If this is a MFS class and the required copy of the appropriate qualifying test was received, check the **5 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).





# Details of FVD Entries > Class Entries Tab > Qualifying Status for GAIG Regional Championships

### **CLASS ENTRIES > QUALIFYING STATUS FOR GAIG REGIONAL CHAMPIONSHIPS:**

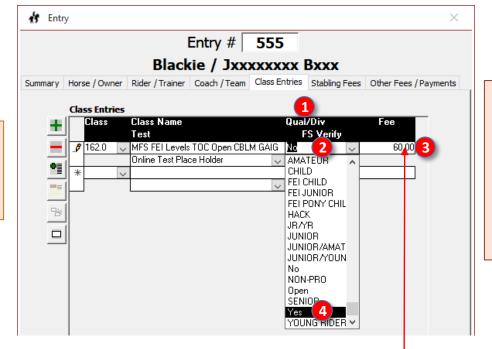
**NOTE**: Ensure you have set up the qualification fee before you perform this step. See <u>Show Fees > System Fees</u>.

- 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 ride. 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 **1** Qual/Div (Qualification / Division = Rider Status) box has a **2** 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 3 Qual/Div drop-down arrow to select 4 Yes. (Ignore Adult Amateur, JR/YR and Open on the list – they are legacy

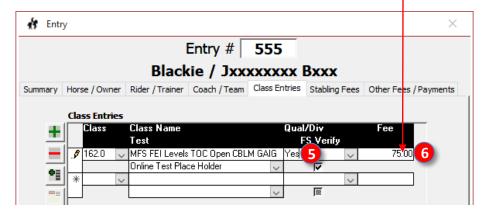
selections)





NOTE: You may use other options on the list; however, when another option is selected, the ride cannot be listed as a GAIG Q ride.

- The GAIG Q rider status is now in the **5** Qual/Div box.
- The qualifying 6 Fee will automatically be added to the fee amount (in this example \$60 class fee + \$15 qualifying fee = \$75 total fee).



### Details of FVD Entries > Stabling Tab > Fees, Stall #

**NOTE**: Ensure you have set up the stabling types and fees first. See **Show Fees** for the procedure.

### STABLING > FEES:

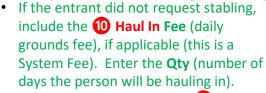
### EE Entry:

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

### Handwritten Entry:

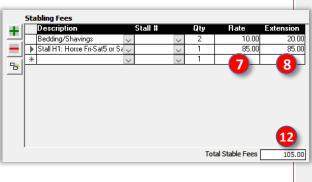
- Click the 1 Stabling Fees tab.
- If, in Show Fees > Custom Fees you selected stabling fees to be automatically entered for all entries, click the
   Add Auto Fees button. The fees are automatically entered.
- If you did not use automatic stabling fees or there are additional fees, use the 3 Description drop-down arrow to see the list of available fees. The list includes the stabling 4 System Fees that are built into FVD (they cannot be deleted) and any 5 Custom Fees you may have entered in Show Fees > Custom Fees. Each item is a separate line. Select the stabling requested in the entry.
- Enter the 6 Qty (number of items, the default is 1).
- The **7** Rate (= cost) is entered automatically. The **8** Extension (Qty x Rate) will automatically be entered by FVD.
- For **9 Stabling** items, enter the horse stall and tack stall as separate lines, if both were requested.
  - o <u>If you used Day Stabling</u>: Under **Qty**, enter the number of days for the horse stall and the number of days for the tack stall.

o <u>If you used Show Stabling</u>: Under **Qty**, enter 1 for a horse stall and 1 for a tack stall (if requested). If the entrant did not request stabling,



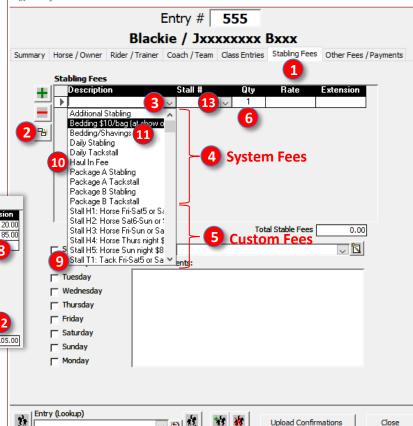
If the person has requested 11
 Shavings, include this on the list and the Qty (number of bales requested).

 The Total Stable Fees box is automatically calculated and entered by the FVD program.



### STABLING > STALL #:

 Using the Stall # drop-down, select the stall number for this horse (see Stalls for instructions to enter stalls).



### Details of FVD Entries > Stabling Tab > Stabling Days, Stall Groups, Stable Comments

### STABLING > STABLING DAYS:

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

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.

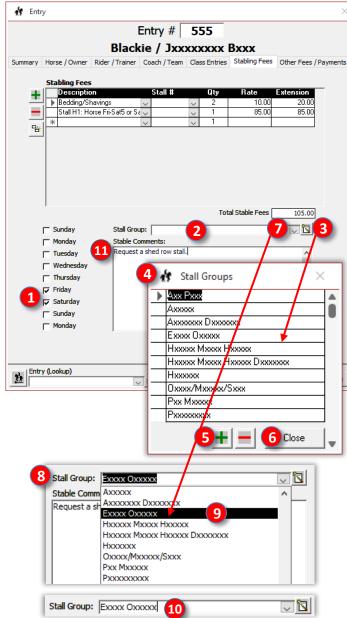
### STABLING > STALL GROUPS:

- Explanation: If a rider requests to be stabled with a particular person/farm/group, this is recorded via the 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 or farm in the group.
- <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 **3** Edit Stall Groups button.
  - The 4 Stall Group form opens.
  - To enter a new stall group, click the 5 Add
     Stall Group button.
  - o Enter the group name on the blank line.
  - Use one unique term for each stall group.
  - o Click 6 Close.
- Use a Stall Group:

  - The 8 Stall Group list opens.
  - Select the requested Stall Group name by clicking it.

### **STABLING > STABLE COMMENTS:**

 If there are any special stabling comments, enter them in the
 Stable Comments box. **NOTE**: Comments made by entrants when using EE also appear in this 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, **12** Suzy Smith and **13** 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.



### Details of FVD Entries > Other Fees / Payments Tab

Select the 1 Other Fees / Payments tab.

### **EE Entry:**

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

**NOTE**: Ensure you have set up **Show Fees**, <u>Payment Types</u>, and <u>Credit Card Types</u> before you perform this step.

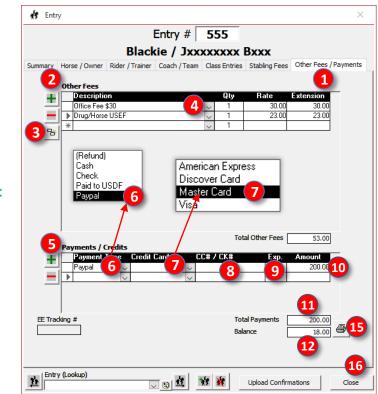
### Handwritten Entry:

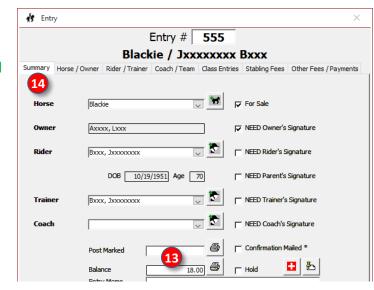
### 2 OTHER FEES:

- If you want the auto fees to apply to this entry, click the 3 Add Auto Fees button.
- Using the 4 Description drop-down arrow, add any other fees that are applicable to this entry.

### 5 PAYMENTS / CREDITS:

- Using the **6** Payment Type drop-down arrow, select the payment type (Check, Credit Card, Cash, etc.) used by this entry.
- Credit Card Payment (leave blank if CC not used):
  - select the type of credit card (MasterCard, etc.).
  - Using the 8 CC#/CK# box, enter the credit card number (or the check # if applicable).
  - o Using the **9** Exp box, enter the expiration date of the credit card (MM/YY).
- Check Payment:
  - o Using the 8 CC#/CK# box, enter the check number.
- Amount:
  - Using the Manage Amount box, enter the amount of the payment.
- **Total Payments:** 
  - The amount paid will automatically be entered in the **11 Total Payments** box.
- Balance:
  - o Any balance due will automatically be calculated and entered in the 12 Balance box.
  - o Any overpayment will automatically be calculated and entered (with a -) in the 12 Balance box.
  - o The **Balance** is also automatically entered in the **14** Summary tab.
- If you want to print an invoice, click the Print Invoice button.
- Click 16 Close to close the form.





### Details of FVD Entries > Delete a Horse

### **DELETE A HORSE:**

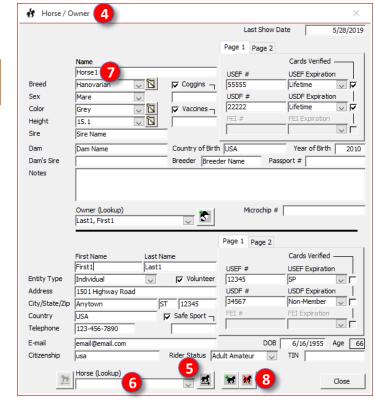
**NOTE**: If a Horse is part of an entry in this show, s/he cannot be deleted.

Select 1 Main Menu > 2 Show Office > 3 Horses.



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

- The 4 Horse/Owner form opens.
- Select the horse by using the 5 Horse (Lookup) drop-down arrow or by typing the horse's name in the 6 Horse (Lookup).
- The horse's name will appear in the Name box.
- Click the **8** Delete Horse button.



- A 9 Fox Village Dressage warning message opens.
- Click 10 Yes.
- The horse will no longer be in the HR.hdf file.
- The Owner is NOT deleted.

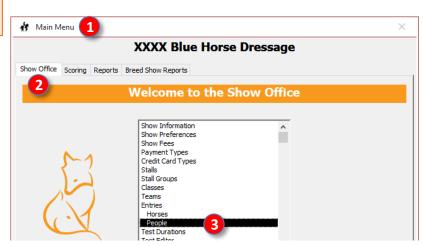


### Details of FVD Entries > Delete a Person (Owner, Rider, Trainer, Coach)

### **DELETE A PERSON (OWNER, RIDER, TRAINER, COACH):**

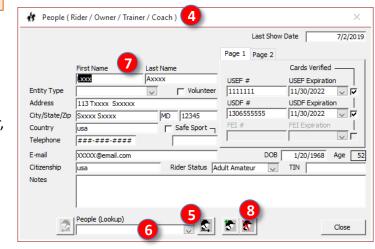
**NOTE**: If a Person (Owner, Rider, Trainer or Coach) is part of an entry in this show, s/he cannot be deleted.

Select Main Menu > 2 Show Office > 3 People.



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

- The 4 People form opens.
- Select the person by using the People (Lookup) drop-down arrow or by typing the person's name in the People (Lookup) box (people can be the Owner, Rider/Handler, Trainer, or Coach).
- The person's name will appear in the 7 Name boxes.



- A 9 Fox Village Dressage warning message opens.
- Click Yes.
- The person will no longer be in the HR.hdf file.



# CHAPTER II.16. FVD CONFIRMATIONS (e)MAIL



### FVD Confirmations > FVD Upload Confirmations > Open FVD Upload Confirmations

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 from you.

### **OPEN FVD UPLOAD CONFIRMATIONS**

The FVD **Upload Confirmations** service sends an <u>email</u> to the rider, owner, trainer, and coach. 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.

You can **Upload Confirmations** via one of two methods:

- From the Main Menu, click Upload Confirmations.
   OR
- Select 1 Main Menu > 3 Show Office >
   Entries. The 5 Entry form opens. Click 6 Upload Confirmations.

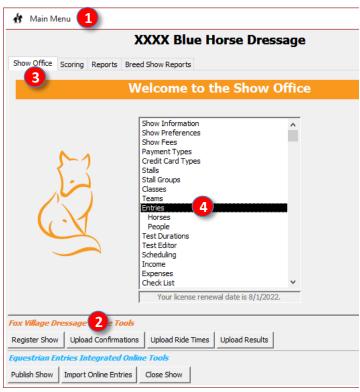
**NOTE**: **Upload Confirmations** only uploads/updates entries for which the **Confirmation Mailed** check \_\_\_\_ box is <u>NOT</u> checked.

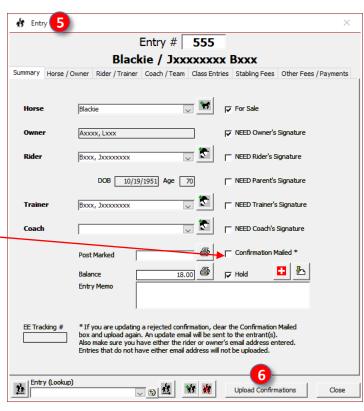
✓ = Upload confirmations will not upload/update

 $\Box$  = Upload confirmations will <u>not</u> upload/update an entry.

 $\square$  = 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.

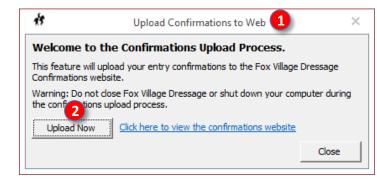




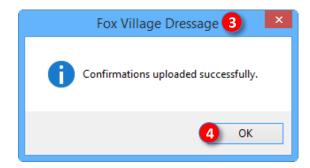
### FVD Confirmations > FVD Upload Confirmations > Send FVD Confirmations [e]Mail

### FVD UPLOAD CONFIRMATIONS > SEND FVD CONFIRMATIONS [e]MAIL:

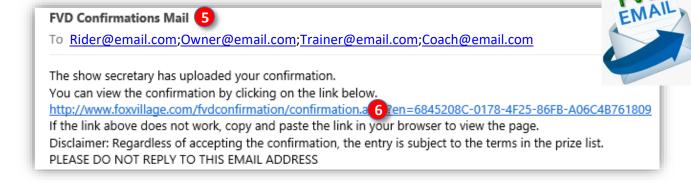
- The FVD 1 Upload Confirmations to Web form opens.
- Click 2 Upload Now.



- A 3 Fox Village Dressage form verifies the confirmations were uploaded.
- Click 4 OK to close the form.



- The people (rider/handler, owner, trainer, and coach) receive a 5 FVD Confirmations [E]Mail.
- They click on the 6 link.

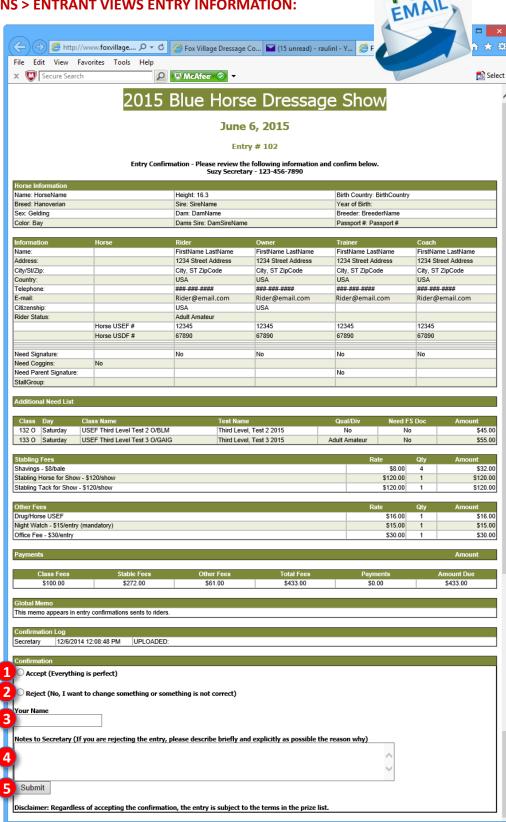


### FVD Confirmations > FVD Upload Confirmations > Entrant Views Entry Information

### **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, reading, and responding to the email. If an entry has deficiencies, I also send a separate email from me with a clear Subject that the email is for the show.

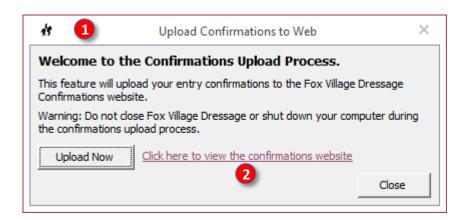
- After clicking the link, the entrants see a web page similar to the figure.
- The entrants review the information, then click:
  - 1 Accept: Yes, everything is correct and complete. or
  - Reject: No, I want to change something, something is not correct, or another problem.
- The entrants can then:
  - Enter 3 Your Name (the entrant's name)
     and
  - Write 4 Notes to the Secretary ...
- They then click 5
   Submit to send an email (
   to the show secretary.



### FVD Confirmations > FVD Upload Confirmations > Secretary Views Confirmations Status

### FVD UPLOAD CONFIRMATIONS > SECRETARY VIEWS CONFIRMATION STATUS:

- The show secretary receives an email with a link to view the entrant's response.
- The show secretary can also view a list of all show confirmations and their status. Open the 1 Upload Confirmations (see Upload FVD Confirmations > Open the Service) then click 2 Click here to view the confirmations website.



- The **3** Fox Village Dressage Confirmation Manager Service web site opens with a list of entry confirmations that have uploaded.
- Click on the 4 Entry # to view/respond to the entrant.



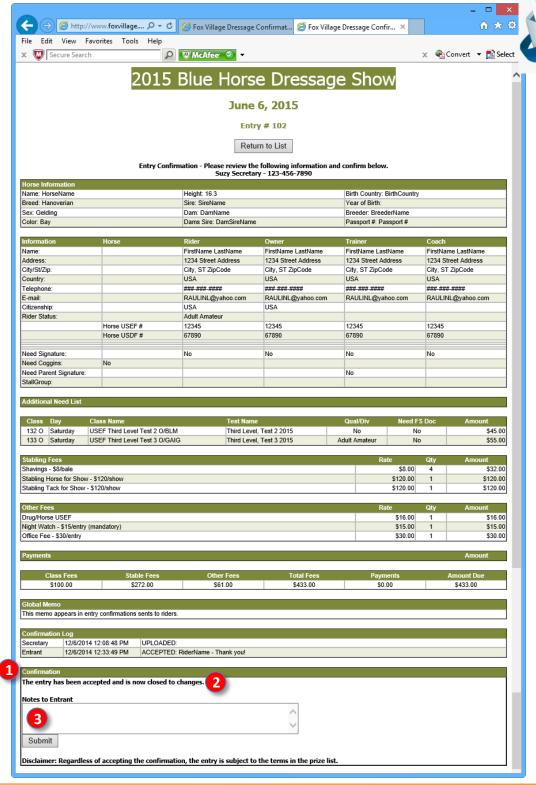


### FVD Confirmations > FVD Upload Confirmations > Secretary Views Confirmations Status > **Accepted Entry**

### FVD UPLOAD CONFIRMATIONS > SECRETARY VIEWS CONFIRMATION STATUS > ACCEPTED ENTRY:

 If the entrant accepted the confirmation, under 1 Confirmation, the secretary sees 2 The entry has been accepted and is now closed to changes.

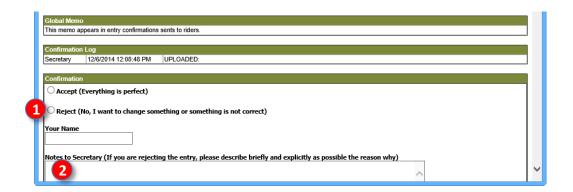
The secretary can send another 3 Notes to Entrant, if desired.



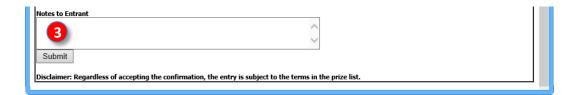
## FVD Confirmations > FVD Upload Confirmations > Secretary Views Confirmations Status > Rejected Entry

### FVD UPLOAD CONFIRMATIONS > SECRETARY VIEWS CONFIRMATION STATUS > REJECTED ENTRY:

• If an entrant rejected the confirmation [clicked 1 Reject (No, I want to change something or something is not correct)] and requested a change to the entry in the 2 Notes to Secretary (if you are rejecting the entry, please describe briefly and explicitly as possible the reason why) box, the show secretary should update the entry in FVD then send a new confirmation to the entrant, which will show the change and verify that it was done.



If an entrant requested a change that cannot be done, or if there is another needed communication, the show secretary should send a reply to the confirmation response sent by the person, indicating in the Notes to Entrant box that the request cannot be done, and why.





# CHAPTER II.17. SNAIL MAIL CONFIRMATIONS



### **Snail Mail Confirmations > Snail Mail Confirmation Notification**

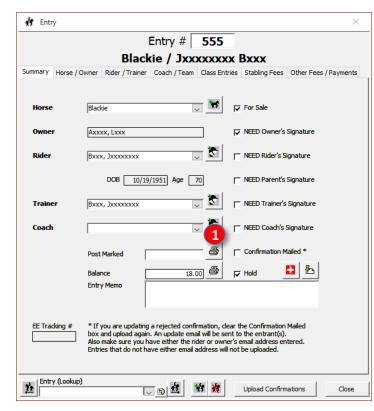
If you do not want to use the web service, or the entrant does not have an email address, you can print and

snail mail entry confirmations to entrants.

### SNAIL MAIL CONFIRMATION NOTIFICATION:

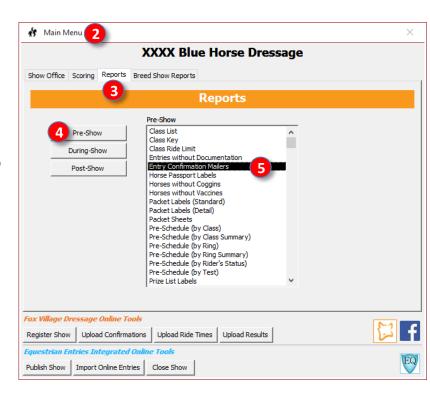


 To print a confirmation mailer for one entry that you just completed, click the Print Confirmation button.



<u>OR</u>

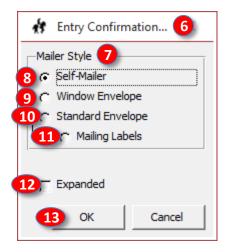
To print confirmation mailers for a group of entries, perhaps from a day's work, select
 Main Menu > 3 Reports > 4 Pre-Show > 5 Entry Confirmation Mailers.



### Snail Mail Confirmations > Snail Mail Confirmation Notification, cont'd.



- The 6 Entry Confirmation Mailer form opens.
- For 7 Mailer Style, select the type of mailer you want to use:
  - If you wish to use a Self-Mailer (a printed piece of paper that you fold into thirds, secure with tape, and mail), click this radial button.
     This is the easiest method for mailing.
  - If you wish to use a Window Envelope (a printed piece of paper that you fold and put into a window envelope), click this radial button.
  - If you wish to use a Standard Envelope
     (requires you to also print mailing labels), click
     this radial button.
    - Click 11 Mailing Labels if you want to print mailing labels to be used with the Standard Envelope style.
- Click Expanded if you want to print the report in an expanded version on legal sized paper.
- Click (B) OK.

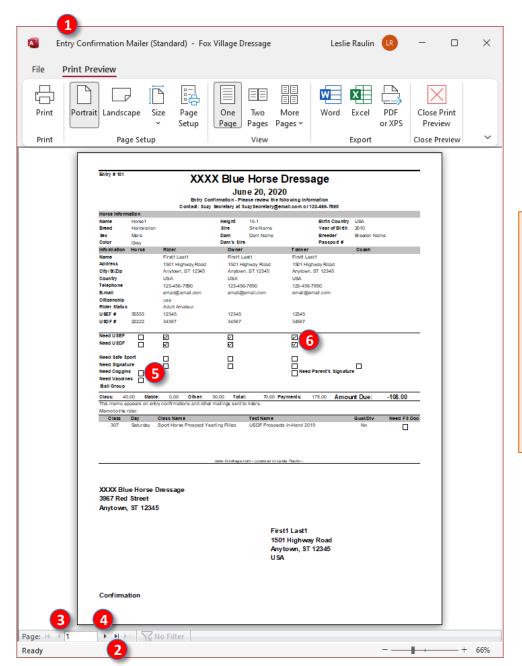


**NOTE**: This report should <u>not</u> be posted on a public web site as it contains personal information (addresses, phone numbers, and email addresses).

### Snail Mail Confirmations > Snail Mail Confirmation Notification > Self-Mailer

### **SNAIL MAIL CONFIRMATION NOTIFICATION > SELF-MAILER:**

- The 1 Entry Confirmation Mailer (Standard) report opens.
- Click the 2 Last Page button to display the total number of entries that have been entered.
- Alternately, click the 3 Previous Page or 4 Next Page icons until you see the report you want to print.
- This is a good time to review your work for errors. For example, you might have forgotten to check the Coggins box indicting you received a copy of the Coggins. Review the information for each and every entry. If you find an error, correct it on the Entries form.
- If a 6 check box is checked (☑), the information is missing and needs to be submitted by the entrant.



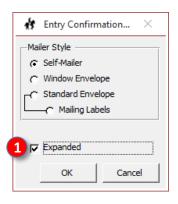
### **RECOMMENDATION:**

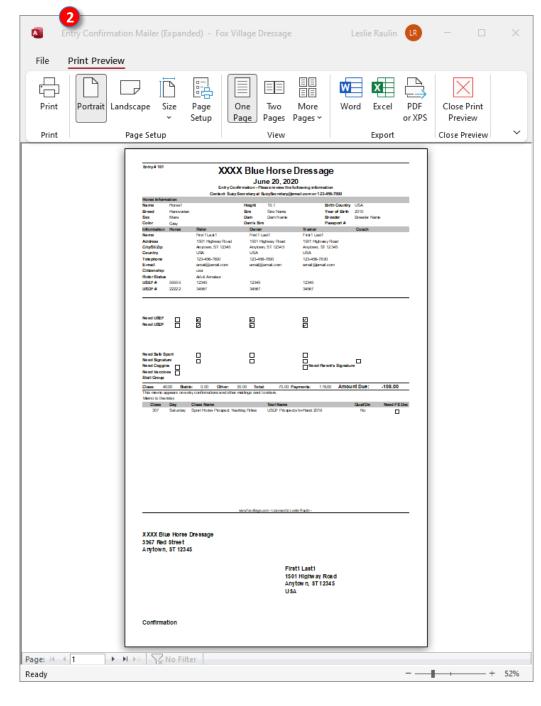
Print (or screen capture) this report and include it in the entry packet as the first page of the packet. This report covers most items of the entry; it serves as an excellent entry summary and as an excellent document as it is automatically updated as deficiencies are corrected.

### Snail Mail Confirmations > Snail Mail Confirmation Notification > Expanded Mailer

### SNAIL MAIL CONFIRMATION NOTIFICATION > EXPANDED [LEGAL-SIZED] SELF-MAILER:

- In Mail Confirmation Notifications > Mailer Style, if you checked the 1 Expanded box, the 2 Entry Confirmation Mailer (Expanded) report opens. It is the same information as the Standard report but prints on legal-sized paper.
- Review the information for each and every entry.
- If a check box is checked (☑), the information is missing and needs to be submitted by the rider. You may want to emphasize the missing information with a colored highlighter.





### Snail Mail Confirmations > Snail Mail Confirmation Notification > **Print Report, Check Confirmation Mailed**

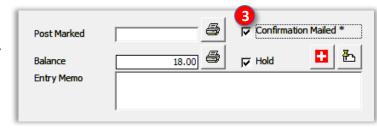
### MAILED CONFIRMATION NOTIFICATION > PRINT REPORT:

- To print the report, click the 1 Print icon. Also see PRINT PREVIEW.
- To close the report window, click **2** Close Print Preview.



### MAILED CONFIRMATION NOTIFICATION > CHECK THE CONFIRMATION MAILED CHECK BOX:

- Select Main Menu > Entries.
- Check the **3** Confirmation Mailed check box.
- The next time you print the Confirmation Mailer **Report**, only the newest entries will print.



The Self-Mailer / Entry Confirmation Report (Standard) has been designed as a tri-fold to be mailed without an envelope. Fold the paper in thirds, ensuring the address is on the outside. Tape the bottom edge to keep it closed. Place a stamp and mail it.

**NOTE**: To help you track the status/updates of your entries and to make your TD **VERY** happy, print the **Entry** Confirmation Report and attach it to the entry packet. You can annotate changes on the paper document, which helps you track updates/changes (the computer does not track changes/updates), and the TD can review the paper document during the show – this helps the TD get oriented while reviewing each entry packet.

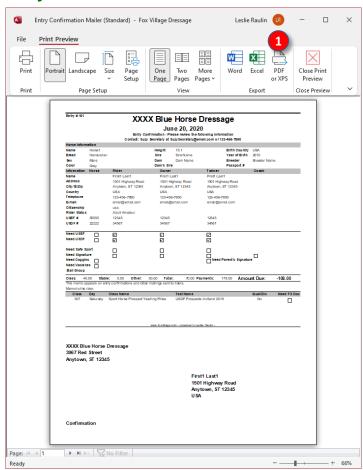
# CHAPTER II.18. SECRETARY EMAIL CONFIRMATIONS



### **Secretary Email Confirmations**

### SECRETARY EMAIL CONFIRMATIONS

- Unfortunately, I have found that less than half of show entrants respond to the FVD Confirmations (E)Mail. Therefore, at this point, it may not be the most effective method to inform entrants of incomplete entries.
- Using the FVD Entry Confirmation Report to confirm an entry:
  - Open the Entry Confirmation Report as on previous pages.
  - Save the report as a 1 PDF file (see Print Preview > Export > PDF or XPS).
  - Email the entrants with the PDF file as an attachment (see Email One Person).



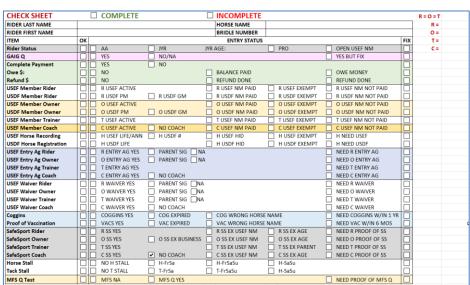
- Using a method with digital entry packets:
  - o For complete entries, I use FVD Confirmations (E)Mail.
  - o For incomplete entries, I send a personal email to notify the entrants of the missing items. The email has an embedded graphic that indicates the missing items.

See <u>DIGITAL ENTRIES PACKETS</u> for this method of checking, assembling, and notification for digital

entries.

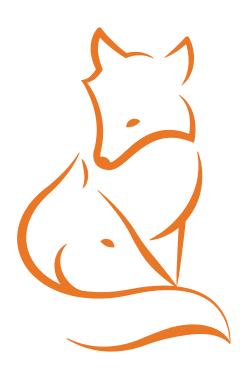
as above.

Regardless of your method,
 ensure the email SUBJECT is very
 specific to the show so entrants
 are more likely to open it.
 If you do not use FVD
 Confirmations, in FVD, check the



Confirmation Mailed check box,

# CHAPTER II.19. SCRATCHES RECEIVED BEFORE SCHEDULING



### Scratches Received <u>BEFORE</u> Scheduling > Introduction

Horses and riders can get injured or ill, which prevents them from participating in the show; therefore, their entry may be **scratched** before scheduling of the show or after scheduling of the show. This chapter covers scratches that occur <u>BEFORE</u> scheduling. See <u>SCRATCHES AFTER SCHEDULING AND FILL SCRATCHED RIDES</u> for procedures for <u>AFTER</u>-scheduling scratches.

### USEF GR912. Cancellation and Withdrawal of Entries.

- A Licensed Competition may adopt its own policy covering the refunding of fees to an exhibitor who cancels
  his entries after the official closing date and prior to the competition's beginning. If a Licensed Competition
  does not specify its refund policy in the prize list, refunds are required to be made for entries cancelled
  before the competition begins, upon written request by the exhibitor within 30 days of the competition.
- 2. A Licensed Competition can set the penalty governing an exhibitor who is permitted to cancel his entries or withdraw from the competition. Such penalty applies only at the competition in question. See GR1305.
- 3. Competition management must refund any entry fees, (stabling and processing fees exempted) paid in advance by an exhibitor for any horse(s) which is subsequently named to an official US team, participation on which will prevent him/her from competing in that competition.
- 4. After the competition starts, if a rider is unable to compete due to illness or injury, class fees will be refunded upon presentation of a doctor's certificate unless otherwise stated in prize list. Stall fees and office fees need not be refunded.

## CHAPTER 4 DRUGS AND MEDICATIONS USEF GR407. Management Procedures.

- 1.h. ...Within 10 days after a competition, competition management must forward to the Federation a sum representing the above fee times the number of horses and/or ponies entered in the nonexempt classes of the competition plus the number of horses and/or ponies scratched where the fee is not refunded, ...
- 3. It is a violation for a Licensee to withhold from the Federation **any or all of the drug fees collected in accordance with GR407.1**, for any purpose, including to defray the expenses incurred providing stalls, passes, and other items to the Federation drug testing personnel, as required by GR407.4 and .5.

### **INTERPRETATION:**

- 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 entrant, or they must submit the fee to the USEF.

The FVD program has procedures for full and partial fee refunds BEFORE scheduling:

- 1. Full Refund before Entry in the FVD Program
- 2. Full Refund after Entry in the FVD Program but before Scheduling
- 3. Partial Refund after Entry in the FVD Program but before Scheduling

**NOTE**: Each show should have a refund policy that is stated in the prize list. For most shows, a scratch BEFORE the closing date is refunded, less the office fee; some shows give a full refund. Many shows do not provide <u>any</u> refunds AFTER the closing date; other shows will provide refunds AFTER the closing. Whatever your policy, ensure it is clearly stated in the prize list.

### Scratches Received <u>BEFORE</u> Scheduling > <u>FULL</u> Refund <u>BEFORE</u> Entry in the FVD Program

### **FULL REFUND BEFORE ENTRY IN THE FVD PROGRAM:**

- If the entry has not been entered into the FVD program and the Prize List provides for a full refund:
  - o EE Online Entries: Process a full refund through EE. Destroy or file the entry, if it was printed.
  - o <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.





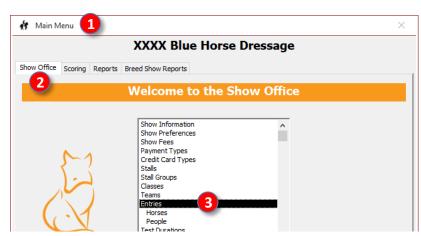
### Scratches Received <u>BEFORE</u> Scheduling > <u>FULL</u> Refund <u>AFTER</u> Entry in the FVD Program

**IMPORTANT NOTE**: Do not perform this procedure <u>after</u> **SCHEDULING YOUR SHOW** as it will delete rides on your schedule. For most shows, ride fees are not refunded after closing/scheduling of the show. See <u>SCRATCHES</u> <u>AFTER SCHEDULING AND FILL SCRATCHED RIDES</u> for the procedure to scratch rides <u>after</u> the show is scheduled.

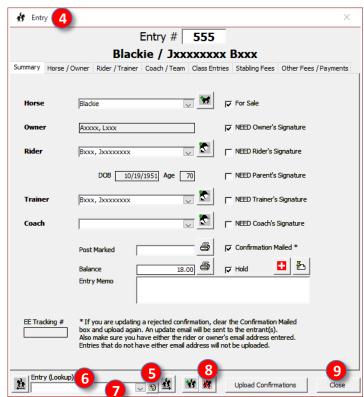
### **FULL REFUND AFTER ENTRY IN THE FVD PROGRAM:**

- If the entry has been entered into the FVD program and the Prize List provides for a FULL refund before scheduling:
  - <u>EE Entries</u>: Request a full refund via EE.
  - Snail Mailed Entries: Return the entry, including the check, to the submitter. Alternately, advise the competitor that you will shred the check and recycle the entry packet.
  - o All Entries: Since there is data in the FVD program, you must edit the program as follows.

Select 1 Main Menu > 2 Show Office > 3 Entries.



- The 4 Entry form opens.
- If needed, use the **5** Switch To... button to switch to **6** Entry (Lookup).
- To open the entry you want to delete, in the Tentry (Lookup) box, type in the entry number and press the Enter key.
- Click on the 🔞 Delete Entry button.
- This removes the entry and all associated data, including classes and fees paid under all categories.
- Click O Close to return to the Main Menu.



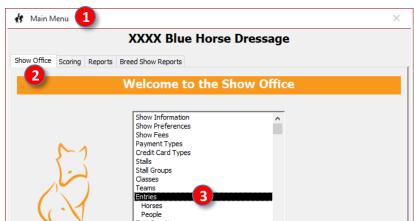
### Scratches Received <u>BEFORE</u> Scheduling > <u>PARTIAL</u> Refund <u>AFTER</u> Entry in the FVD Program > <u>Delete Rides</u>

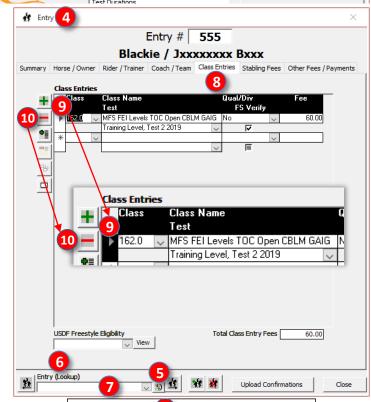
**IMPORTANT NOTE**: Do not perform this procedure <u>after</u> **SCHEDULING YOUR SHOW** as it will delete rides on your schedule. For most shows, ride fees are not refunded after closing/scheduling of the show. See <u>SCRATCHES</u> **AFTER SCHEDULING AND FILL SCRATCHED RIDES** for the procedure to scratch rides after the show is scheduled.

### <u>PARTIAL</u> REFUND <u>AFTER</u> ENTRY IN THE FVD PROGRAM > DELETE RIDES:

- If the entry has been entered into the FVD program and the Prize List provides for a PARTIAL refund before scheduling:
  - <u>EE Entries</u>: Request a partial refund via EE.
  - <u>Snail Mailed Entries</u>: Return or recycle the entry. Do a partial refund to the submitter. Shred or return the original check.
  - All Entries: Since there is data in the FVD program, you must edit the program as follows.
- Select 1 Main Menu > 2 Show Office >
   3 Entries.
- The 4 Entry form opens.
- If needed, use the 5 Switch To... button to switch to 6 Entry (Lookup).
- In the T Entry (Lookup) box, type in the entry number.
- Select the 8 Class Entries tab.
- To select a class/ride to be deleted, click the 9
  box/arrow to the left of the class #. The box
  turns black.
- Click the **10 Delete Class Entry** button to delete the ride from that class.

- A 11 Fox Village Dressage form opens to verify that you wish to delete the entry [ride].
- Click 12 Yes.
- Repeat steps 9-12 for each of the entry's class/rides that must be removed.

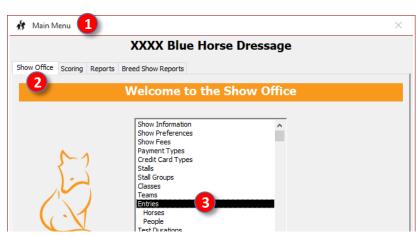




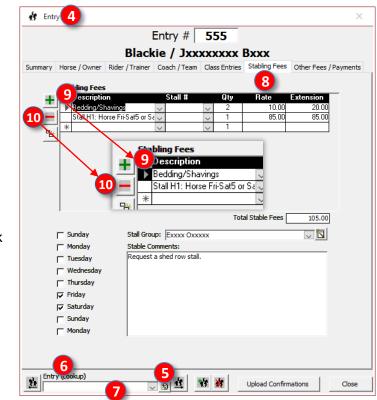
# Scratches Received <u>BEFORE</u> Scheduling > <u>PARTIAL</u> Refund <u>AFTER</u> Entry in the FVD Program > <u>Delete Stabling</u>

#### PARTIAL REFUND AFTER ENTRY IN THE FVD PROGRAM > DELETE STABLING:

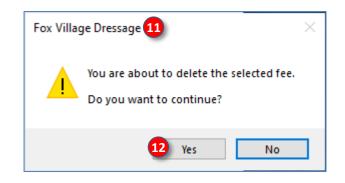
- If your Prize List states that stabling fees will be refunded, perform this step.
- Select 1 Main Menu > 2 Show Office
   > 3 Entries.



- The 4 Entry form opens.
- If needed, use the 5 Switch To... button to switch to 6 Entry (Lookup).
- In the Entry (Lookup) box, type in the entry number.
- Select the Stabling Fees tab.
- For each stabling item that will be refunded, click on the white box/arrow to the left of the Description. The white box will turn black.
- Click the 10 Delete Fee button.



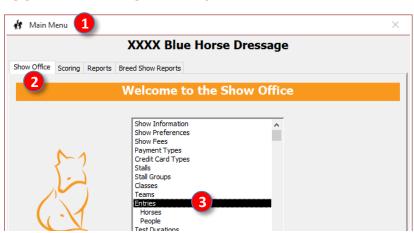
- A 11 Fox Village Dressage form opens to verify that you wish to delete the fee.
- Click 12 Yes.
- Repeat steps 9-12 for any other stabling fees you want to refund.



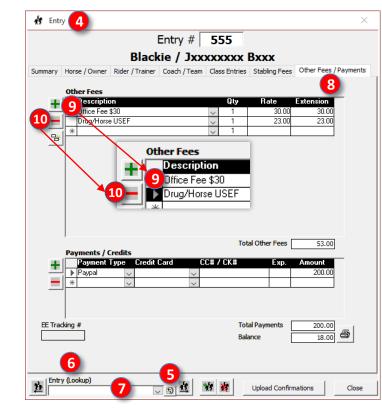
# Scratches Received <u>BEFORE</u> Scheduling > <u>PARTIAL</u> Refund <u>AFTER</u> Entry in the FVD Program > <u>Delete Other Fees</u>

#### PARTIAL REFUND AFTER ENTRY IN THE FVD PROGRAM > DELETE OTHER FEES:

- If your Prize List states that other fees will be refunded, perform this step, deleting only those fees that are to be refunded.
- For example, the USEF Drug/Horse fee may need to be refunded. (If this fee is not refunded for cancellations/scratches, it must be paid to USEF.)
- Select 1 Main Menu > 2 Show Office> 3 Entries.



- The 4 Entry form opens.
- If needed, use the 5 Switch To... button to switch to 6 Entry (Lookup).
- In the **T** Entry (Lookup) box, type in the entry number.
- Next select the **8** Other Fees / Payments tab.
- Select the white box to the left of the 9
   Description. A black arrow appears.
- Click on the 10 Delete Fee button.



- A **11** Fox Village Dressage warning form opens to verify that you wish to delete the fee.
- Click 12 Yes.
- Repeat steps 9-12 for any other fees you want to refund.



# Scratches Received <u>BEFORE</u> Scheduling > <u>PARTIAL</u> Refund <u>AFTER</u> Entry in the FVD Program > <u>Determine Refund Amount</u>

## <u>PARTIAL</u> REFUND <u>AFTER</u> ENTRY IN THE FVD PROGRAM > DETERMINE REFUND AMOUNT:

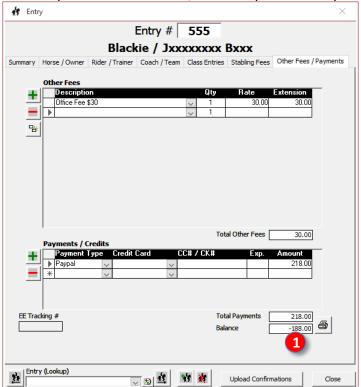
The following example is for a show that refunded all fees except the \$30 office fee, as in the previous steps.

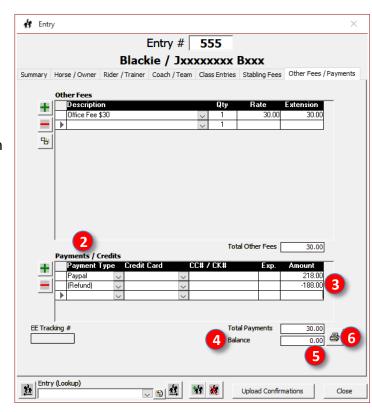
- In this example, after deleting the rides, stabling fees, and other fees, FVD shows a 1 Balance of \$188. This is the amount due to the entrant.
- To check this amount due:

	In this Example
Original Payment(s)	\$218
Non-refunded Fee (Office Fee) = \$30	\$30
Balance = Deleted Fees = Refund Due	-\$188

 Send the refund to the entrant via EE (EE entries only), check credit card refund, PayPal refund, etc.

- To ensure accurate accounting in FVD, under 2
   Payments/Credits, enter the 3 (Refund). Enter the refund value as a negative number (-188.00 in this example).
- The 4 Balance on this entry is now 5 0.
- If you wish to print an invoice for the entrant, click the 6 Print Invoice button.
- If you send a FVD Entry Confirmation to the entrant, the refund amount and the balance amount will be provided.





# CHAPTER II.20. CLOSE SHOW IN EE

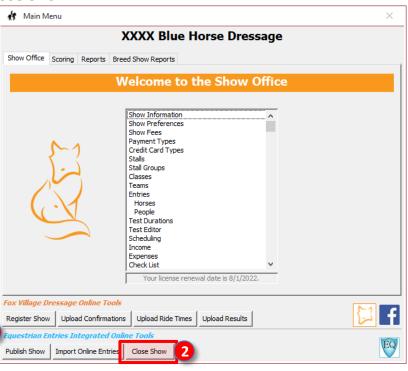


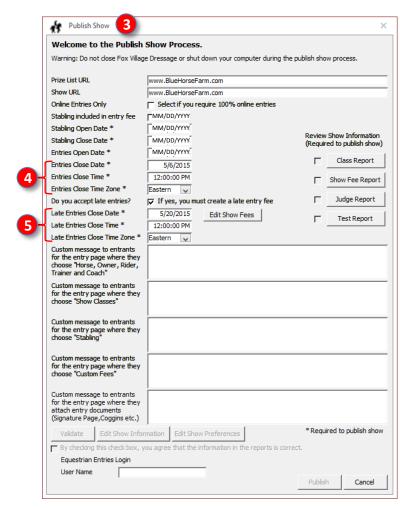
Close Show is used to close your show so no more entries will be accepted online through EE. Also, after you close your show, you can no longer process refunds through EE unless you contact them for special arrangements.

- You used <u>PUBLISH A SHOW WITH EE</u> for the initial show set up, including the initial show close dates and times.
- If you want your show to close on the initial date and time, you do not need to do anything as the show will automatically close.
- Use Close Show in EE if your show fills and needs to be closed early, or if it does not fill and you need to extend the closing date.
- Click 1 Equestrian Entries Integrated
   Online Tools > 2 Close Show button.

- The **3 Publish Show** form opens.
- Edit the 4 Entries Close Date, Time and Time Zone to reflect the new show close date and time.
- If needed, edit the 5 Late Entries Close Date, Time and Time Zone.

#### Close Show in EE





# CHAPTER II.21. SCHEDULING



## Scheduling > Scheduling Considerations > Introduction, Judge Hours

**NOTE:** Perform scheduling <u>AFTER</u> the closing date and <u>AFTER</u> all your entries have been entered in the FVD program.

#### 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 one rider's start time for two rides on different horses), one ride will have to be scheduled out of sequence. This will be explained in <a href="Conflict Resolution">Conflict Resolution</a> and <a href="Temporary Rider Conflict">Temporary Rider Conflict (RC) Class</a>.

#### SCHEDULING CONSIDERATIONS > JUDGE HOURS:

#### USEF Rule DR126.2.d.

- d. Judges and Technical Delegates.
  - (1) No judge shall be required to officiate longer than **8 hours** in one day, unless the judge has agreed in writing, and cannot be required to be on the competition grounds longer than **10 hours**.
  - (2) Judges must be given at least a **45-minute lunch break** and at least a **10 minute break every 2 hours**.

#### INTERPRETATION:

- 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.]

#### BLOCK YOUR RINGS TO ACCOMMODATE THESE RULES.



# Scheduling > Scheduling Considerations > Which Judges Can Judge Which Classes?



# USEF General Rules, Chapter 10 – Licensed Officials, Sub-Chapter 10-C – Classification – Judges GR1007 General.

Licensed judges are classified as Senior, Registered, Recorded, Special, Guest and Apprentice. A judge will not be licensed in more than 12 divisions.

#### GR1008 Senior Judge. [S]

Senior judge classification (S) applies to Dressage ... . Senior Dressage judges may officiate in all Federation and FEI Level Dressage classes at Federation Licensed Competitions. ...

#### GR1009 Registered Judge. [R]

- 1. A Registered judge ('R') may officiate alone at any competition in the divisions in which s/he is Registered.
- 2. Registered Dressage judges may officiate in classes at Fourth Level and below except for FEI Dressage Tests for 5 and 6-year-old horses. Registered Dressage judges may officiate in FEI Junior Tests, FEI Pony Tests, FEI Childrens 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. ...

#### GR1010 Recorded Judge. [r]

A Recorded Dressage judge may officiate at Second Level and below and may not officiate at the Third Level and above. Recorded Dressage judges may not officiate in FEI or USEF Dressage Tests for 4 and 5-year-old horses, FEI Childrens Tests, or in FEI Pony Tests, or FEI Para-Equestrian tests. Recorded Dressage judges may officiate in Eventing equivalent to Second Level or below. Recorded Dressage judges may officiate in Eventing Competitions at the Intermediate Level or below.

#### GR1006 Apprentice [Learner Judge. [L]]

An Apprentice shall be a Federation Competing Member who is at least 21 years of age. Information on apprenticing procedure for each license is located on the Federation website. An Apprentice shall request approval prior to apprenticing from the Licensed Competition first followed by approval by the licensed official(s) with whom s/he will be apprenticing. [See the rule for more information.]

#### INTERPRETATION – Which Judges Can Judge Which Classes:

- Senior (S) Judges: Can judge all dressage tests at USEF/USDF shows.
- 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 and approved.

# **BLOCK YOUR RINGS TO ACCOMMODATE THESE RULES**



# Scheduling > Scheduling Considerations > Other Considerations

#### SCHEDULING CONSIDERATIONS > OTHER CONSIDERATIONS:

- <u>Judge Locations</u>: 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.
- <u>Judge Variety</u>: 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. If the show was already scheduled, you need to revise your secheduling.
- <u>Upper Level Classes</u>: If needed, schedule the upper level classes in the morning, which will usually have better weather conditions for these strenuous tests.
- <u>Musical Freestyles</u>: 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 (this may require closing one arena while the MFS are run). 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.
- <u>Small Arena</u>: Para-equestrian Grade I and II tests <u>must</u> be in a small arena. Introductory Level A, B and C tests <u>should</u> be in a small arena. All Training Level tests <u>can</u> 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.
- <u>Harrow Break</u>: 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 > Introduction, Step 1. Pre-Schedule (by Class) > Open the Report

#### INTRODUCTION:

- Scheduling your show is less difficult IF.... you have been very accurate in your entries and IF you have set the class times properly.
- If something does not look right, it is probably a data entry error:
  - This is usually an entrant or secretary error such as using an incorrect class number, etc.
  - Show entry errors are usually mis-entries in the class entry section, such as selecting the wrong test in the test column. In these cases, the "test" doesn't match the class specifications or the rider's intention in Test-Of-Choice classes.
- You must fix these problems, or you will have a very bad show day.
- Scheduling involves the following steps, in sequence:
  - Pre-schedule (by Class)
  - Split Classes (if Needed)
  - Block the Classes in the Show
  - 4. Enter Rings and Assign Rings to Each Class
  - Enter Judges and Assign Judge(s) to Each Class
  - 6. Assign Ride Times
  - 7. Add Breaks/Lunch
  - 8. Conflict Resolution
  - 9. Check Judge Hours
  - 10. Review Day Sheets Report

# STEP 1. REVIEW PRE-SCHEDULE (BY CLASS) > OPEN THE REPORT:

Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Pre-Schedule Report (by Class).

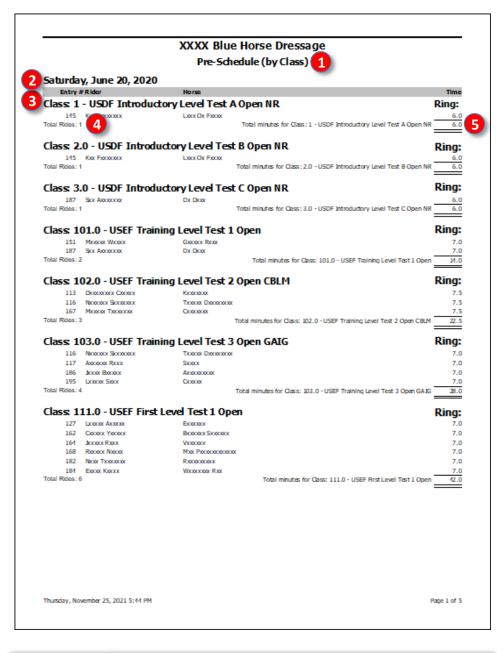
**NOTE**: Show <u>days</u> must have been assigned to each class, as described in Classes, before you can use this report.



# Scheduling > Step 1. Pre-Schedule (by Class) > View the Report

# STEP 1. REVIEW PRINT PRE-SCHEDULE (BY CLASS) > VIEW THE REPORT:

- The 1 Pre-Schedule (by Class) report opens.
  - This report shows the 2 day, 3 classes, 4 total [number of] rides in a class, and 5 class duration.
  - The last page has the 6 Total Rides and the 7 Total hours and minutes for the day.
  - Look at the number of rides in each class. If a non-championship class has more than 25 rides, the class must be split. This must be done before you block the show. See Reports > Pre-Show > Class Ride Limit Report for a report of classes with more than 25 rides. See Split Classes for the procedure to split classes.



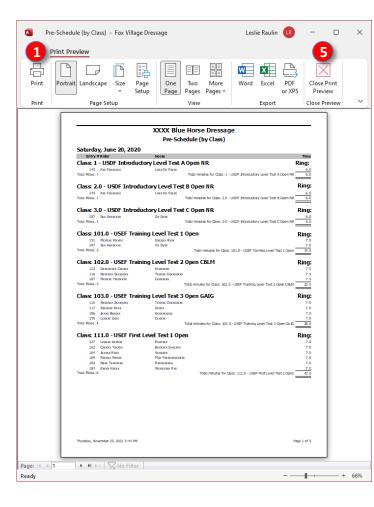
Last Page

Total Rides: 120 Total minutes for Saturday, June 20, 2020: 16 Hrs 3 Mins Total Rides: 120

# Scheduling > Step 1. Pre-Schedule (by Class) > Print the Report

## STEP 1. PRE-SCHEDULE (BY CLASS) > PRINT THE REPORT:

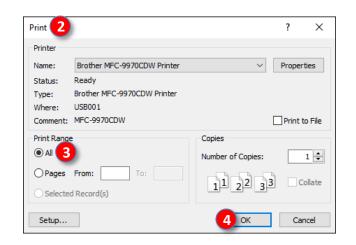
- If desired, print this report so you have it for continuous reference as you prepare to block the show.
- To print the report, click 1 Print.



- The **2** Print report form opens.
- Click the 3 All radial button.
- Click 4 OK.
- All the pages of the report will print.

**NOTE**: The appearance of this form is dependent on your printer type.

Click **5** Close Print Preview to close the form and return to the Main Menu.



# Scheduling > Step 2. Split Classes (if Needed) > USEF Rules, Helpful Hints

**NOTE**: See Reports > Pre-Show > Class Ride Limit Report for a report of classes with > 25 rides.

#### STEP 2. SPLIT CLASSES (IF NEEDED) > USEF RULES

• Splitting Classes is the process of splitting (dividing) a large class into two or more smaller classes.

#### USEF DR126 Requirements for Dressage Competition Management.

- 2. The following requirements apply to all Levels 1-5 of Dressage Competitions, except where noted. Specific requirements for specific levels of competitions are listed under .2, below.
  - a. Competition Levels, Divisions and Classes.
    - 1) The competition Level and all classes must be listed in the prize list.
    - 2) When permitted by the rules or special criteria, classes may be divided into separate divisions or sections based on qualifications, age or other eligibility of horses or riders.
    - 3) Divisions or sections of a class are considered to be a separate "class" only if listed as such in the prize list. Divisions or sections of a class may be held in different rings and judged by different judges. When divisions or sections are held under different conditions (i.e, different ring or judges), separate awards must be given.
    - 4) Where more than 25 entries are accepted for a particular class the class must be divided into separate divisions for awards purposes. USEF/USDF championship classes and USEF High Performance Championships, qualifying and selection trials, and observation classes cannot be split.
    - 5) When entries warrant competitions are encouraged to split classes into separate divisions, and to provide separate awards, for Open riders, Adult Amateurs and Junior/Young Riders. Horses may be ridden only once in any class, including separate divisions or sections of the same class. See DR119.1.

#### **INTERPRETATION:**

- Except for championship classes, classes with more than 25 horse/rider pairs must be split (divided into two or more classes).
- Championship classes are not split, even if they are very large.
- Competitions are encouraged to split classes into Open (open to all riders; Professionals and USEF non-members
  must ride in open classes), Adult Amateur, and Junior/Young Rider classes.

#### STEP 2. SPLIT CLASSES (IF NEEDED) > HELPFUL HINTS

- Except for the 25 rides rule, you can split a class before or after the class is held. If you split after the class is run, you have more scheduling flexibility in the case of scratches, etc.
- 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 <u>Rider</u>.
- 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.). See <u>RECOMMENDED DRESSAGE CLASS NUMBERS</u> for recommendations on numbering classes.
- 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). With this split, most of the riders will take home a ribbon as a reward for their hard work. They will also be very happy with show management!

# Scheduling > Step 2. Split Classes (if Needed) > Open the Class, Copy the Class

#### STEP 2. SPLIT CLASSES > OPEN THE CLASS:

Select 1 Main Menu > 2 Show Office > 3 Classes.

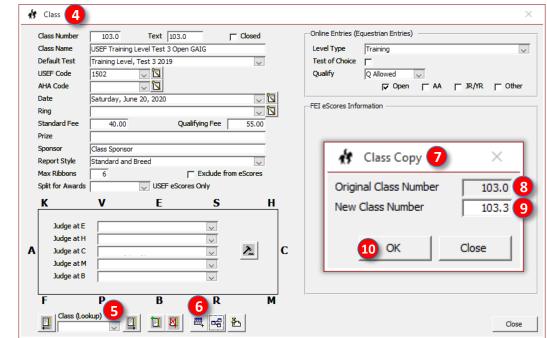


#### STEP 2. SPLIT CLASSES > COPY THE CLASS:

- The 4 Class form opens.
- Using the 5 Class (Lookup) drop-down arrow or type-in box, select the class you want to split (in this

example, Class 103.0).

- Click the 6 View Class Copy button.
- The Class Copy form opens.
- Your original class number, 103.0 in this example, is automatically entered in the **8** Original Class Number box.
- Type your new class number, 103.3 in this example, in the (9) **New Class Number**
- box. Click on **10** OK.



**NOTE 1**: 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). Class Text may contain letters (for example 103 AJY).

**NOTE 2**: It will be easier for you if you use a standard numbering method. Although NOT required, the following is suggested:

- Open Class: 103.0 (0 = Open = all rider statuses may ride in the class; PROs and USEF non-members must be in open classes)
- AA Class: **103.1** (1 = one status of rider = AA)
- JR/YR Class: 103.2 (2 = 2 statuses of rider = JR and YR)
- AA/JR/YR Class: 103.3 (3 = 3 statuses of rider = AA, JR, and YR)

# Scheduling > Step 2. Split Classes (if Needed) > Edit Original Class, Edit New Class

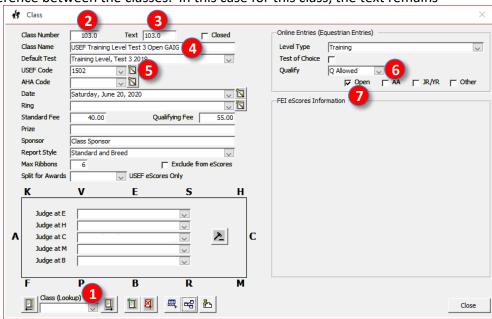
#### STEP 2. SPLIT CLASSES > EDIT ORIGINAL CLASS:

• Using the 1 Class (Lookup) box or drop-down arrow, open the 2 (Original) Class Number (in this example, 103.0).

• Edit 3 Text to reflect the difference between the classes. In this case for this class, the text remains

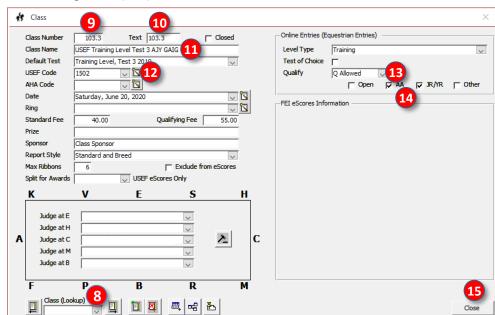
the same.

- Edit 4 Class Name to reflect the difference between the classes. In this example, for this class, the class name remains the same.
- Edit 5 USEF Code.
   Unchanged for this class.
- Edit 6 Qualify. Unchanged for this class.
- Edit 7 Division. Unchanged for this class.
- Edit any other data that may be needed.



### Step 2. SPLIT CLASSES > EDIT NEW CLASS:

- Using the 8 Class (Lookup) box or drop-down arrow, open the 9 (New) Class Number (in this example, 103.3).
- Edit 10 Text to reflect the difference between the classes. In this case, the text is now 103.3 as this class will have Adult Amateur (AA) and Junior/Young Rider (JYR) riders = AJY. It could also be 103 AJY.
- Edit 11 Class Name to reflect the difference between the classes. In this case, the class name was changed from Open to AJY.
- Edit **USEF Code**. In this case, it is unchanged.
- Edit (3) Qualify. In this case, it is unchanged.
- Edit any other data that may be needed.
- Click Close to save the changes.



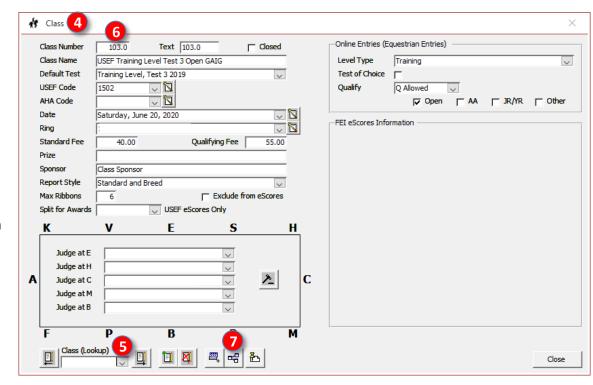
# Scheduling > Step 2. Split Classes (if Needed) > Open Class Splitter

#### **STEP 2. SPLIT CLASSES > OPEN CLASS SPLITTER:**

If needed, select 1 Main Menu > 2
Show Office > 3 Classes



- The 4 Class form opens.
- Using the 5
   Class (Lookup)
   drop-down
   arrow, select
   the original
   class that you
   are splitting. In
   this example, it
   is 6 103.0.
- Click the 7
   Class Splitter
   button.



# Scheduling > Step 2. Split Classes (if Needed) > Open Both Classes in Class Splitter

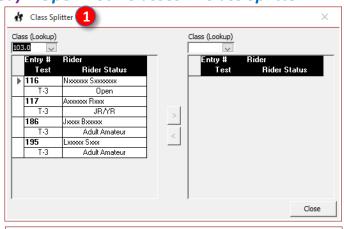
# STEP 2. SPLIT CLASSES > OPEN BOTH CLASSES IN CLASS SPLITTER:

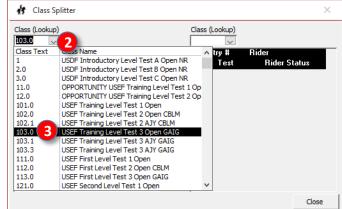
The 1 Class Splitter form opens.

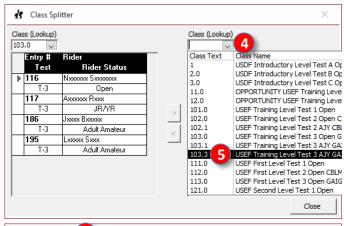
If the original class was not previously selected, using the <u>left</u> 2 Class (Lookup) drop-down arrow or type-in box, select the 3 original class text (in this example, 103.0 Open).

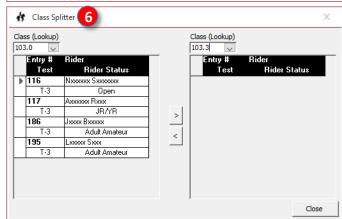
Using the <u>right</u> 4 Class (Lookup) dropdown arrow or type-in box, select the 5 new class (in this example, 103.3 AJY).

You can now view entries in both classes in the
 Class Splitter form. [You will see entries in class 103.3 when you move entries to it. See below.]









# Scheduling > Step 2. Split Classes (if Needed) > Move Riders to New Class

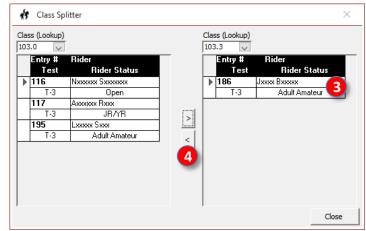
#### STEP 2. SPLIT CLASSES > MOVE RIDERS TO NEW CLASS:

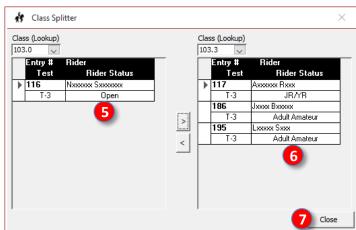
To move an AA rider from 103.0 Open to 103.3
 AJY, click on the 1 empty white box to the left of the first AA rider's name (the white box turns black with a white arrow) and click the 2 right arrow.

- This 3 moves the selected horse/rider to the new class.
- If you accidentally move the incorrect rider to the new class, use the 4 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 5
   Open riders in Class 103.0 and 6 AJY riders in Class 103.3.
- Click 7 Close to return to the Class form.
- · Close the Class form.

Class Splitter Class (Lookup) Class (Lookup) Test Rider Status Test Rider Status Naxaaaa Saaaaaa T-3 Open Axxxxxx Rxxx 186 Jxxxx Bxxxxx Adult Amateur Adult Amateur Close





Congratulations! You have split one class into two classes. Repeat for any other class(es) you want to split.

# Scheduling > Step 3. Block Classes in the Show > Brown Paper Method > Materials, Prepare Paper

#### STEP 3. BLOCK CLASSES IN THE SHOW > BROWN PAPER METHOD > MATERIALS > PREPARE PAPER

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.

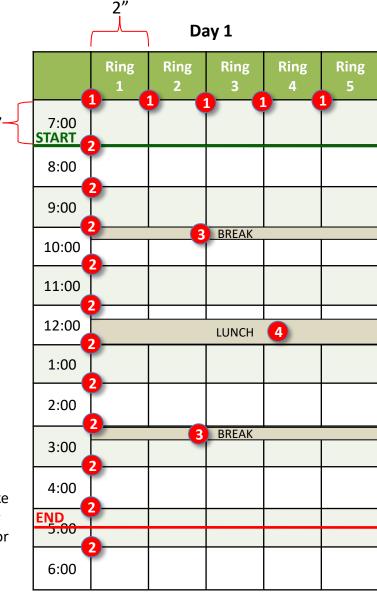
The computer program can only do so much to help you block your show. Unfortunately, a little bit of human brain power is necessary for this task. Three blocking methods are described – the **Brown Paper Method**, the **Scheduling Sheets Method**, and the **PowerPoint** Method (or other graphics program method).

#### STEP 3. BLOCK CLASSES IN 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.

# STEP 3. BLOCK CLASSES IN THE SHOW > BROWN PAPER METHOD > PREPARE PAPER:

- Draw 1 vertical lines every 2 inches to make one column per ring per day.
- Draw 2 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.
- Add10-15-minute 3 breaks every two show hours and a minimum of 45 minutes for 4 lunch. This will remind you to include breaks and lunch.



# Scheduling > Step 3. Block Classes in the Show > Brown Paper Method > Block the Classes

#### STEP 3. BLOCK CLASSES IN THE SHOW > BROWN PAPER METHOD > BLOCK 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.
  - o 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.

7:00

8:00

Ring

Ring

2

Ring

Ring

Ring

- 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!

9:00 10:00 11:00 12:00 1:00 **NOTE**: Judges are not assigned until the classes are set; however, since some classes will require an S 2:00 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 3:00 to designate an **S** ring(s) and put FEI classes in that ring(s); designate an **R** ring(s) and put TR,  $1^{st}$ ,  $2^{nd}$ ,  $3^{rd}$ , and  $4^{th}$  classes in that ring(s); and designate an r4:00 **ring**(s) and put TR, 1<sup>st</sup>, and 2<sup>nd</sup> level classes in that ring(s). This ensures you will not have to move your 5:00 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. 6:00

# Scheduling > Step 3. Block Classes in the Show > Brown Paper Method > Show Scheduling Sheet

#### STEP 3. BLOCK CLASSES IN THE SHOW > BROWN PAPER METHOD > SHOW SCHEDULING SHEET:

- Print a copy of the <u>Show Scheduling Sheet</u>.
- 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.

	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.

# Scheduling > Step 3. Block Classes in the Show > Scheduling Sheets Method > Prepare Class Strips and Scheduling Sheets

#### STEP 3. BLOCK CLASSES IN THE SHOW > SCHEDULING SHEETS METHOD > PREPARE CLASS STRIPS:

- Print two copies of the <u>Pre-Schedule (by Class)</u> report one will be used as a reference and the other will be used for scheduling blocks.
- Cut the classes on one Pre-Schedule (by Class) report into horizontal strips corresponding to each class.
   Include the 1 Total Rides and the 2 Total Minutes for Class in the strip. A cut strip will look similar to the figure.



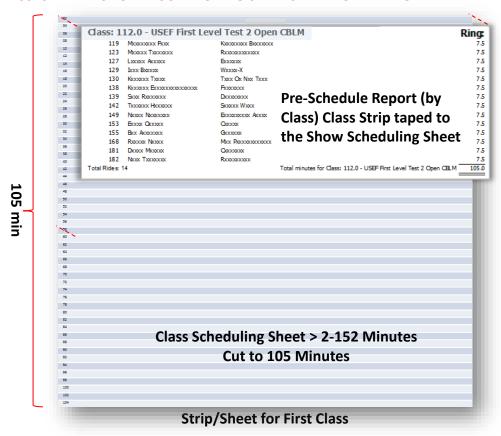
- If desired, using different colored 3 highlighters, highlight each level with a different color, and/or highlight each division (Open, AA, JR/YR) with a different color.
- If desired, write the 4 judge type(s) (S, R, r) allowed for the class.

#### STEP 3. BLOCK THE SHOW > SCHEDULING SHEETS METHOD > SCHEDULING SHEETS:

- The Scheduling Sheets are located in the 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.
  - o Show Scheduling Sheet.
- Determine the 2 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 <u>Class Scheduling Sheet</u> > 154-304 <u>Minutes</u>.
  - o 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 (by Test) Report Class Strip to the corresponding prepared Scheduling Sheet(s), to create a Strip/Sheet combination (see diagram on next page).
- Repeat for all classes for the day so each class has a **Strip/Sheet** combination.

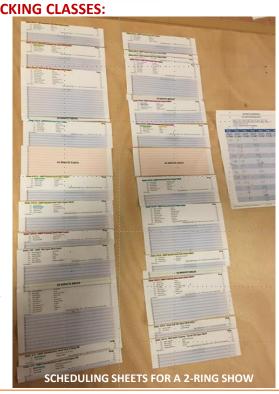
# Scheduling > Step 3. Block Classes in the Show > Scheduling Sheets Method > Diagram, Blocking Classes

#### STEP 3. BLOCK CLASSES IN THE SHOW > SCHEDULING SHEETS METHOD > DIAGRAM:



#### STEP 3. 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 <u>Lunch Scheduling Sheet > 45- and 60-Minutes</u> and <u>Break Scheduling Sheet > 15- and 10-Minute</u>.
- 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 move 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!



# Scheduling > Step 3. Block Classes in the Show > Scheduling Sheets Method > Show Scheduling Sheet

#### STEP 3. BLOCK CLASSES IN THE SHOW > SCHEDULING SHEETS METHOD > SHOW SCHEDULING SHEET:

- Print a copy of the <u>Show Scheduling Sheet</u>.
- Using the Strips/Sheets, 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.

	a guide to								
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.

## Scheduling > Step 4. Rings > Enter Rings in FVD

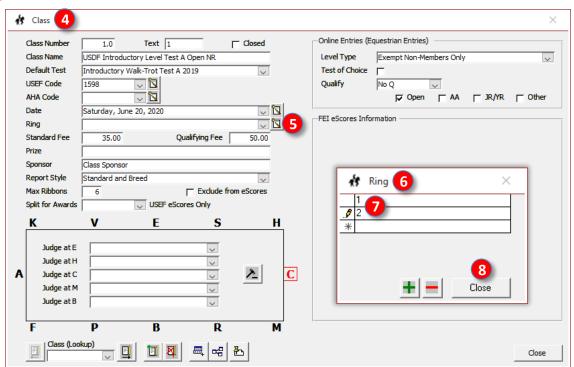
#### STEP 4. RINGS > ENTER RINGS IN FVD

Now that you have blocked your show, you know the rings for each class. You need to add this information to the classes.

Select 1 Main Menu > 2 Show Office > 3 Classes.



- The 4 Class form opens.
- Click the **5** Edit Rings button.
- The 6 Ring form opens.
- Enter the 7 names for each ring (example: 1, Indoor, 1 Indoor, etc.). Do not enter **Ring** 1, etc. as the word **Ring** is already on the reports.
- Click 8 Close.

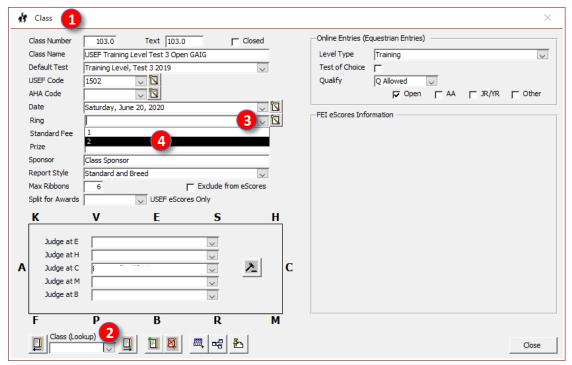


**NOTE**: If your rings have formal names or sponsors that you want to use, it is recommended that you also use ring numbers. This will make it much easier for the competitors to determine/locate their rings on the show grounds.

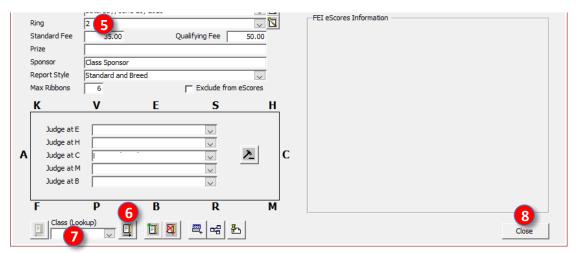
# Scheduling > Step 4. Rings > Assign Rings to Each Class

#### STEP 4. RINGS > ASSIGN RINGS TO EACH CLASS:

- You are returned to the 1 Class form.
- Use the (2) Class (Lookup) drop-down arrow or type-in box, select the class for which you want to assign a ring.
- Using the 3 Ring box drop-down arrow, select the 4 ring number and/or name for the class, as determined during the Blocking the Show procedures.



- The Ring # is now entered in the 5 Ring box.
- To schedule the ring for the next class, use the 2 Class (Lookup) drop-down arrow, or click the 6 Next Class button, or type the class number in the 7 Class (Lookup) box, then assign the ring.
- Continue assigning the rings until all classes are assigned a ring.
- Click 8 Close to return to the Main Menu.



# Scheduling > Step 5. Judges > Enter Judges' Names

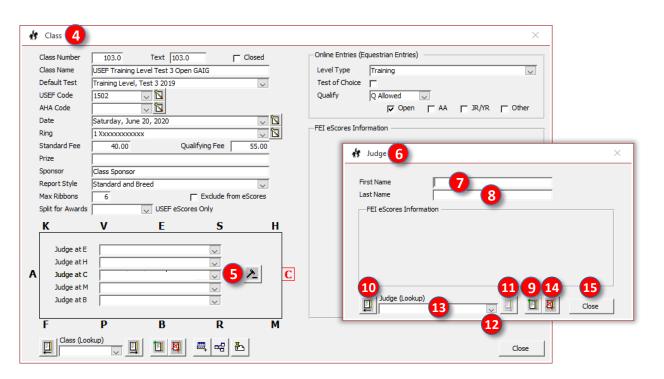
#### STEP 5. JUDGES > ENTER JUDGES' NAMES:

Now that you have blocked your show, you know the judge(s) for each class. You need to add this information to the classes in FVD.

If needed, select 1 Main Menu > 2 Show Office > 3 Classes.



- The 4 Class form opens.
- Click on the 5 Edit Judges button.
- The 6 Judge form opens.
- Enter the judge, including:
  - 7 First Name, for example Suzy.
  - 8 Last Name (Rating, State), for example Smith (S,VA).
- · To delete a judge:
  - o To select the judge, use the **10 Previous Judge** or **11 Next Judge**, or the **12 Judge (Lookup)** dropdown arrow, or type the last name of the judge in the **13 Judge (Lookup)** box.
  - Then click the Delete Judge button.
- When all judges are added or deleted, click (5) Close.

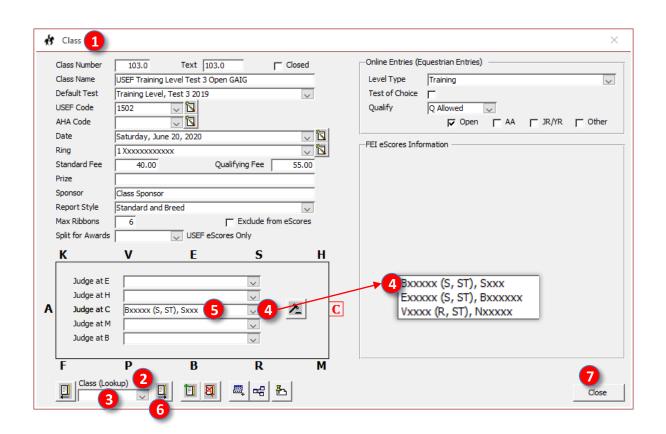


**NOTE**: It is important to enter a judge's last name as Lname (X,ST) (X = S, R, or r; ST = state) as USEF requires this information on show reports.

# Scheduling > Step 5. Judges > Assign Judge(s) to Each Class

#### STEP 5. JUDGES > ASSIGN JUDGE(S) TO EACH CLASS:

- You are returned to the 1 Class form.
- If you need to select the class for which you want to assign a judge, click the **2** Class (Lookup) downarrow and select the Class # or type in the Class # in the **3** Class (Lookup) box.
- To select the Judge at C, click the 4 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.
- To move to the next class, click the **6** Next Class button or type in the Class # in the **3** Class (Lookup) box
- Enter the judge(s) for that class, as above.
- Continue until all classes have been assigned a judge in all positions.
- Click Close to return to the Main Menu.



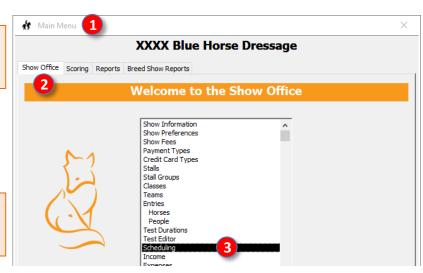
## Scheduling > Step 6. Assign Ride Times > Open Scheduling, Select Classes to Schedule

#### STEP 6. ASSIGN RIDE TIMES > OPEN SCHEDULING

**NOTE 1**: Show days <u>must</u> have been assigned to each class, as described in Classes, before you can assign ride times.

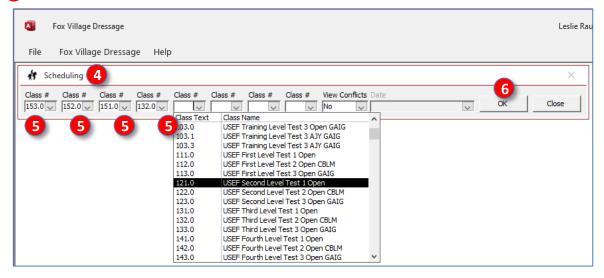
Select 1 Main Menu > 2 Show Office > 3 Scheduling.

**NOTE 2**: See OPEN TWO COPIES OF ONE SHOW FOR SCHEDULING for a method to schedule more than eight classes at a time.



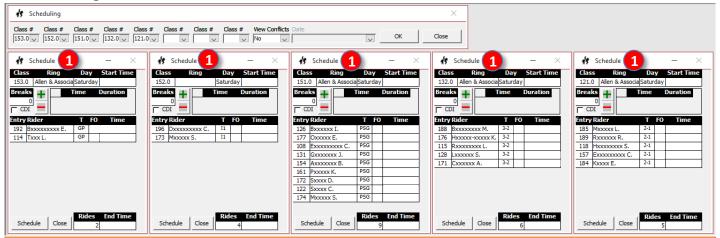
#### STEP 6. ASSIGN RIDE TIMES > SELECT CLASSES TO SCHEDULE:

- The 4 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:
  - Smaller monitor / lower resolution = fewer classes
  - Larger monitor / higher resolution = more classes.
- Using the sequence entered on your **Show Scheduling Sheet**, and the **5** 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 6 OK.



# Scheduling > Step 6. Assign Ride Times > Schedule Windows, Enter Start Time, Schedule the STEP 6. ASSIGN RIDE TIMES > SCHEDULE WINDOWS:

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



**NOTE**: For large classes, these windows can be enlarged, allowing you to see the entire class list. Place your cursor over the bottom band – a double arrow appears. Left click and drag down until you can see all the riders in the class. The form will now be longer. You can also move the Schedule windows around in case you want to change a class sequence

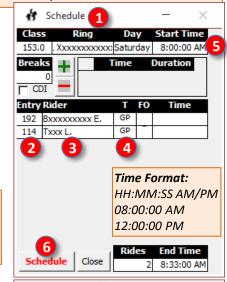
#### STEP 6. ASSIGN RIDE TIMES > ENTER START TIME:

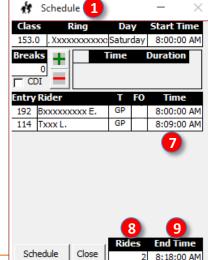
- The FVD program lists the 2 Entry numbers, 3 Rider names, and
   Test abbreviation.
- Enter the 5 Start Time of the first class using hour, minute, seconds, and AM or PM.
  - For hours less than two digits, enter a 0 then the correct number; for example, 08:00:00 AM is 8 o'clock in the morning.
  - o You must 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.

#### STEP 6. ASSIGN RIDE TIMES > SCHEDULE THE CLASS:

- When you change data in a Schedule form, the **6** Schedule button text turns red. Click the red **6** Schedule button (the text will turn from red to black).
- The FVD program will fill in the Time that each ride will start, based on the test durations in the FVD program (see <u>Show Office</u> > <u>Test Durations</u> and <u>USEF/USDF/FEI TEST DURATIONS AND FVD TEST DURATIONS</u>).
- The **3** # of Rides and **9** 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.





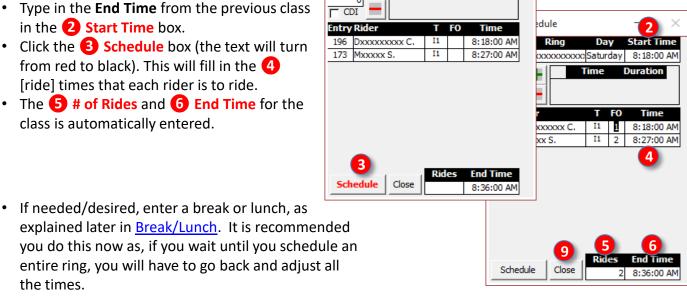
# Scheduling > Step 6. Assign Ride Times > Next Start Times and Schedule, Close

Breaks

Schedule

#### STEP 6. ASSIGN RIDE TIMES > NEXT START TIMES AND SCHEDULE:

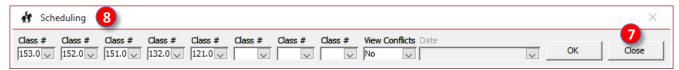
- Now go to the next **1** Schedule form for the next class in your sequence.
- in the 2 Start Time box.
- from red to black). This will fill in the 4
- The 5 # of Rides and 6 End Time for the



- Repeat the sequence 1 6 until the ride times for all selected classes have been assigned.
- 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.
- Repeat until all classes in all rings are preliminarily scheduled.

#### **STEP 6. ASSIGN RIDE TIMES > CLOSE:**

When you are finished scheduling, click Close on the Scheduling form. This closes all the windows and returns you to the **Main Menu**.



#### NOTE:

- To close one **1** Schedule form, click its **9** Close button.
- To close all the open 1 Schedule windows and the 8 Scheduling form, on the 8 Scheduling form, click Close.

# Scheduling > Step 7. Break/Lunch > Add a Break/Lunch > USEF Rules, Break/Lunch WITHIN a Class

#### STEP 7. BREAK/LUNCH > ADD A BREAK/LUNCH > USEF RULES:

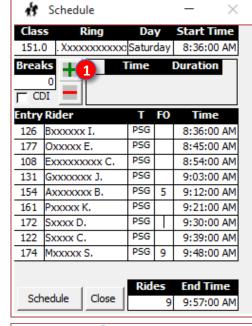
#### DR126.2.d. Requirements for Dressage Competition Management.

- d. Judges and Technical Delegates.
  - 1. No judge shall be required to officiate longer than **8 hours** in one day, unless the judge has agreed in writing, and cannot be required to be on the competition grounds longer than **10 hours**.
  - 2. Judges must be given at least a **45-minute lunch break** and at least a **10-minute break every 2 hours**.

**INTERPRETATION**: 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.

#### STEP 7. BREAK/LUNCH > ADD A BREAK/LUNCH > BREAK/LUNCH WITHIN A CLASS:

- Breaks and lunch must be scheduled "by hand." They can be scheduled within a class or between 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. In this example we will schedule a break within a class at most 1.5 hrs from the start, or by 9:30 AM. Looking at the schedule, the closest time before 9:30 AM is 9:30 AM. This is the time the break will start.
- Click the 1 Add Break button.
- The 2 Add Break form opens.
- Enter the **3** Time the break should start. In this example, it is 9:30:00 AM.
- In the 4 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 10 min.
- Click 6 OK.
- The Add Break form will close and the break has been added.





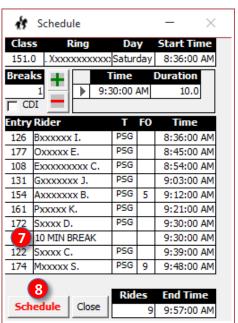
**NOTE 1**: Whenever possible, schedule a break after a class so a class in not interrupted by a break. However, this is usually not possible.

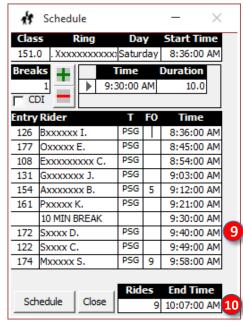
**NOTE 2**: In a perfect world, a lunch would not occur within a class because it introduces a long wait for riders to get final class results. To avoid this, if the show duration allows, you may want to schedule two 10-minute breaks in the AM, instead of one 15-minute break. This will often let you schedule lunch between classes.

Continued on next page...

# Scheduling > Step 7. Break/Lunch > Add a Break/Lunch > Break/Lunch WITHIN a Class, Cont'd.

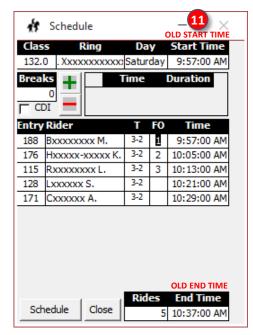
- The **7** Break has been added at 9:30 AM.
- Click on 8 Schedule.
- This will 9 reschedule the rides after the new BREAK and calculate a new class 10 End Time.

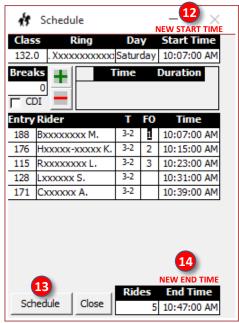




<u>VERY VERY IMPORTANT</u>: The times of the subsequent classes/rides (in the subsequent Schedule forms) do not automatically adjust; therefore, if you have already scheduled subsequent classes/rides, you must sequentially enter the new Start Time(s) for the next class(es), thereby rescheduling each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

- For the next class, edit the
   OLD START TIME to the
   NEW CLASS TIME.
- Click Schedule.
- A new class 4 End Time is calculated.
- Repeat for the subsequent classes if they were previously scheduled, adding the lunch and afternoon breaks.



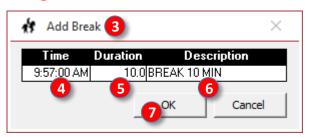


**NOTE**: During the **Blocking the Show** procedure you predetermined when you want your breaks and lunch; therefore, as you schedule each class, you can also add the breaks/lunch, thereby avoiding the need to reschedule each previously scheduled class as you add breaks/lunch.

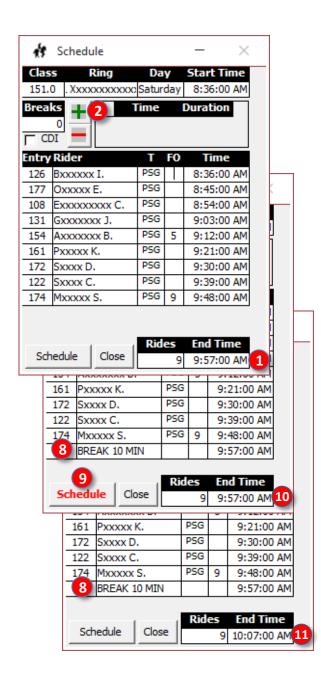
# Scheduling > Step 7. Break/Lunch > Add a Break/Lunch > Break/Lunch BETWEEN Classes

#### STEP 7. BREAK/LUNCH > ADD A BREAK/LUNCH > BREAK/LUNCH BETWEEN CLASSES:

- First schedule the class <u>after</u> which you want to schedule a break or lunch.
- Note the 1 End Time of the class. In this
  example, it is 9:57:00 AM. This is a good time for
  a break between classes as the ring's start time
  was 8:00:00 AM.
- Click the 2 Add Break button.
- The 3 Add Break form opens.
- Enter the 4 Time the break should start. In this example, it is 9:57:00 AM (enter all the digits and AM).
- Click in 5 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 **6 Description** box and type in the type of break. In this example, it is **LUNCH**.
- Click **7** OK.



- The Add Break form will close, 3 BREAK 10
   MIN is added at the end of the class at 9:57:00
   AM, and 9 Schedule turns red. However, the
   10 End Time has not yet been updated.
- Click 9 Schedule.
- The 8 Break has now been scheduled and a new
   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 new End Time.



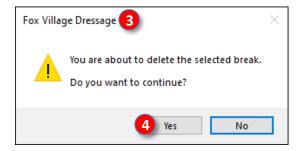
**NOTE**: You can also schedule breaks/lunch <u>between</u> classes by starting the next class 10-15 min (break) or 45-60 minutes (lunch) later than the end of the previous class. However, with this technique, \*\*\*Break\*\*\* does not appear on the **Day Sheets** and the break/lunch times are not included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

# Scheduling > Step 7. Break/Lunch > Delete a Break/Lunch

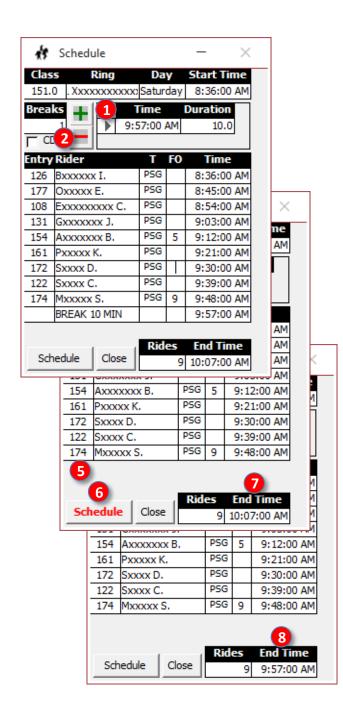
#### STEP 7. BREAK/LUNCH > DELETE A BREAK/LUNCH:

You may need to delete a break if you must change your schedule due to excess judging time, rider conflicts, etc.

- Click on the 1 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 2 Delete Break button.
- A 3 Fox Village Dressage warning form opens.
- Click on 4 Yes.



- Click on 6 Schedule (the text will change from red to black).
- The **8** 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 rules, 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.

# Scheduling > Step 8. Conflict Resolution > USEF Rule, View Rider Conflicts

## STEP 8. CONFLICT RESOLUTION > USEF RULE:

#### USEF Rules DR126.2.b. Requirements for Dressage Competition Management.

- b. Competition Schedule.
  - 5. At least **50 minutes** must be scheduled between **start times** for a rider's tests on different horses unless he/she has agreed, in writing, to a shorter interval between tests. ...

**Interpretation:** 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.

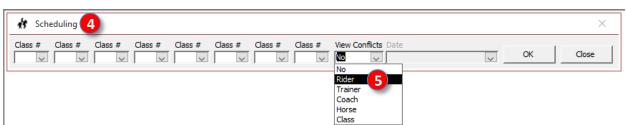
#### **NOTES:**

- The procedure to set the conflict resolution time is in <u>Show Preferences</u>. Ensure this time is set to <u>50</u> minutes before you perform the following procedures.
- Conflict resolution cannot be performed until <u>ALL</u> rides in <u>ALL</u> classes for the show <u>DAY</u> have been scheduled.
- An email from the rider is sufficient as a written agreement to a conflict. Add the email to the entry packet.

#### STEP 8. CONFLICT RESOLUTION > VIEW RIDER CONFLICTS:

- Select 1 Main Menu > 2 Show Office> 3 Scheduling.
- The 4 Scheduling form opens.
- To view Rider conflicts, using the View Conflicts drop-down arrow, select Rider.

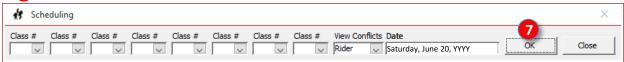




 Using the 6 Date drop-down arrow, select a date to review. Start with the first day of the show. If the show has only one day, skip this step.



Click 7 OK.



### Scheduling > Step 8. Conflict Resolution > View Rider Conflicts, Cont'd.

**NOTE 1**: Rider Conflict Resolution indicates a conflict for the **rider**; it does not indicate whether the conflict is on one horse or two horses.

**NOTE 2**: <u>Rider conflict with two horses</u>: For USEF, you need to resolve conflicts of less than 50 minutes with one rider on two horses.

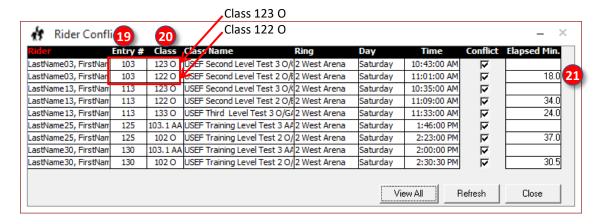
**NOTE 2**: <u>Rider conflict on one horse</u>: There is no USEF rule for conflicts with two rides by one rider on one horse. I attempt to have no less than about **30** minutes for two rides on the same horse.

**NOTE 3**: Both types of conflict are managed the same way.

- The 3 Rider Conflicts form opens, which lists the 9 Rider name, 10 Entry #, 11 Class #, 12 Class Name, 13 Ring, 14 Day, 15 Time, 16 Conflict ( $\boxtimes$  = conflict), and 17 Elapsed Minutes. Riders with conflicts (less than 50 minutes between two rides) will have a check mark in the 16 Conflict column.
- To only view the riders with conflicts, click 18 Filter Conflicts.

Rider	Entry #	Class	Class Name Ring	Day	Time	Conflict	Elapsed Min.
.astName02, FirstNam	102	1120	USEF First Level Test 2 O/BLM 2 West Are	na Saturday	9:02:00 AM	Г	
astName02, FirstNam	102	1110	USEF First Level Test 1 O 2 West Are	na Saturday	4:43:00 PM	Г	461.0
astName03, FirstNam	103	123 O	USEF Second Level Test 3 O/(2 West Are	na Saturday	10:43:00 AM	굣	
astName03, FirstNam	103	122 0	USEF Second Level Test 2 O/t 2 West Are	na Saturday	11:01:00 AM	哮	18.0
.astName04, FirstNam	104	132 0	USEF Third Level Test 2 O/BL 2 West Are	na Saturday	8:08:00 AM		
.astName04, FirstNam	104	133 O	USEF Third Level Test 3 O/G/ 2 West Are	na Saturday	11:41:00 AM		213.0
.astName05, FirstNam	105	142 0	USEF Fourth Level Test 2 O/B 2 West Are	na Saturday	10:11:00 AM		
.astName05, FirstNam	105	141 0	USEF Fourth Level Test 1 O 2 West Are	na Saturday	3:42:00 PM	Г	331.0
.astName06, FirstNam	106	150 O	FEI Prix St. Georges O/BLM/G 2 West Are	na Saturday	8:32:00 AM		
.astName07, FirstNam	107	30	USDF Introductory Level Test 2 West Are	na Saturday	1:27:00 PM	Г	
.astName07, FirstNam	107	20	USDF Introductory Level Test 2 West Are	na Saturday	4:37:00 PM		190.0
.astName08, FirstNam	108	158 O	FEI Grand Prix TOC O/BLM/G/ 2 West Are	na Saturday	4:07:00 PM		
.astName09, FirstNam	109	112 0	USEF First Level Test 2 O/BLM 2 West Are	na Saturday	9:32:00 AM	Г	
.astName09, FirstNam	109	113 0	USEF First Level Test 3 O/GAI 2 West Are	na Saturday	1:13:00 PM	Г	221.0
.astName10, FirstNam	110	142 0	USEF Fourth Level Test 2 O/B 2 West Are	na Saturday	9:39:00 AM	Г	
.astName10, FirstNam	110	141 0	USEF Fourth Level Test 1 O 2 West Are	na Saturday	3:34:00 PM		355.0
.astName11, FirstNam	111	103 O	USEF Training Level Test 3 O/2 West Are	na Saturday	8:41:00 AM	Г	
.astName11, FirstNam	111	102 O	USEF Training Level Test 2 O/2 West Are	na Saturday	18 <sup>3:04:00</sup> PM	Г	383.0

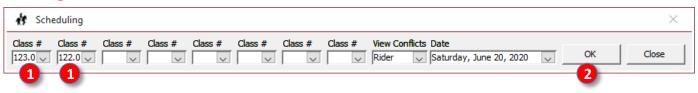
Look at the first (1) Entry # and the two (2) Class numbers that share the conflict. In this example, Entry # 103 has a conflict between Class 123 O and Class 122 O with an elapsed time of only (21) 18 minutes. This is usually not enough time for two rides on the same horse.



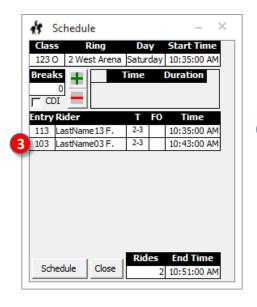
### Scheduling > Step 8. Conflict Resolution > Fix Rider Conflicts

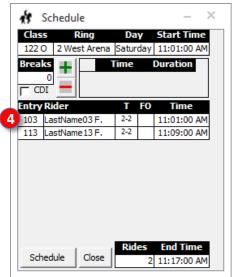
### STEP 8. CONFLICT RESOLUTION > FIX RIDER CONFLICTS:

- Select the conflicted class numbers in the **1** Scheduling > Class # boxes.
- Click 2 OK.



- View the 3 rider's position in each class.
- In this example, the rider is the 3 2<sup>nd</sup> rider for Class #123 O and is the 4 1<sup>st</sup> rider for Class #122 O.





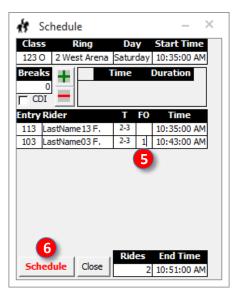
### Scheduling > Step 8. Conflict Resolution > Fix Rider Conflicts, Cont'd.

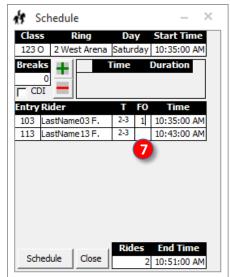
- If possible, select an earlier ride time in the earlier class and/or a later ride time in the later class.
- In the earlier class (in this example, Class #123

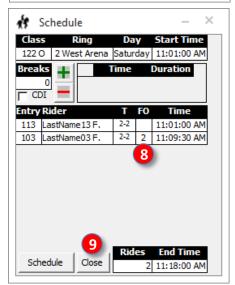
   O), place the earlier class position number
   (earlier ride time) in the conflicted rider's 5 FO
   (Forced Order) box (in this example, enter a 1 in the FO box).
- Click the 6 Schedule button (the text will change from red to black).

The rider with a conflict is now in 7 position 1.

- If needed, repeat with the second class to move the rider 8 later in that class.
- Click Close to close both Schedule windows.



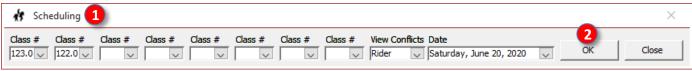




### Scheduling > Step 8. Conflict Resolution > Check for Resolution of the Conflict

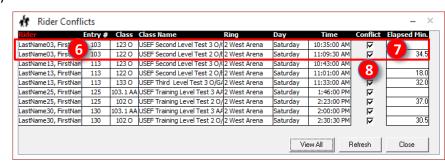
### STEP 8. CONFLICT RESOLUTION > CHECK FOR RESOLUTION OF THE CONFLICT:

If needed, open the view rider conflicts: open the  $oldsymbol{1}$  Scheduling form and click  $oldsymbol{2}$  OK.



- If the rider conflicts form was still open, on the 3 Rider Conflicts form, click 4 Refresh.
- The form "refreshes" to include the change you just made.
- Scroll down to the rider in question (or click **5** Filter Conflicts to only view riders with conflicts) and see if the conflict has been resolved (unchecked). In this example, the conflict for entry **6** # 103 has changed from 18 minutes to **7** 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 **8** Conflict boxes are still checked (FVD automatically checks boxes if the

ider	Entry #	Class	Class Name	Ring	Day	Time	Conflict	Elapsed Min.
astName02, FirstNam	102	1120	USEF First Level Test 2 O/BLN	2 West Arena	Saturday	9:02:00 AM	Г	
astName02, FirstNam	102	1110	USEF First Level Test 10	2 West Arena	Saturday	4:43:00 PM		461.0
astName03, Firs	103	123 O	USEF Second Level Test 3 O/0	2 West Arena	Saturday	10:35:00 AM	⊽	
astName03, Firs	103	122 0	USEF Second Level Test 2 O/E	2 West Arena	Saturday	11:09:30 AM	굣	34.5
astName04, FirstNam	104	132 O	USEF Third Level Test 2 O/BL	2 West Arena	Saturday	8:08:00 AM		
astName04, FirstNam	104	133 O	USEF Third Level Test 3 O/G/	2 West Arena	Saturday	11:41:00 AM	<b>8</b>	213.0
astName05, FirstNam	105	142 0	USEF Fourth Level Test 2 O/B	2 West Arena	Saturday	10:11:00 AM	T	
astName05, FirstNam	105	141 0	USEF Fourth Level Test 10	2 West Arena	Saturday	3:42:00 PM		331.0
astName06, FirstNam	106	150 O	FEI Prix St. Georges O/BLM/G	2 West Arena	Saturday	8:32:00 AM		
astName07, FirstNam	107	30	USDF Introductory Level Test	2 West Arena	Saturday	1:27:00 PM	Г	
astName07, FirstNam	107	20	USDF Introductory Level Test	2 West Arena	Saturday	4:37:00 PM		190.0
astName08, FirstNam	108	158 O	FEI Grand Prix TOC O/BLM/G/	2 West Arena	Saturday	5 :07:00 PM	4	



- 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.

Elapsed Time is  $\leq$  50 minutes).

- Create a Rider Conflict class (see <u>Temporary Rider Conflict (RC) Class</u>).
- o 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.

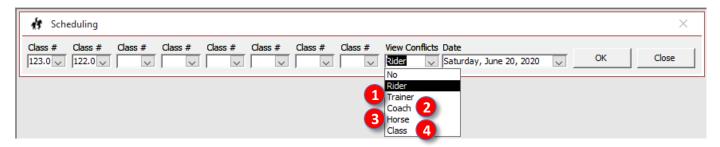
### **NOTES:**

- Some riders may simply be too close or classes too small to permit conflict resolution. Under unusual circumstances, to accommodate riders with a conflict, a ride may be scheduled out-of-sequence with the balance of the class. See <u>Temporary Rider Conflict (RC) Class</u> for the procedure.
- For small shows, the show secretary may want to communicate with riders when there are not enough rides to accommodate the 50-minute rule. Many riders will be happy to ride lower level tests with less than 50 minutes between tests. Many professional riders do not need more than 30 minutes for a warm-up and are happy to accommodate a tighter schedule. However, you must get written permission (an email or text will work).
- Championship classes must be run in their entirety before another class may start; however, you can add extra breaks or longer breaks to give more time, if necessary.
- You can also use the Rider Conflicts form to view riders with a long time between rides (they are not marked with a check). Although not required, you may want to adjust ride times to lessen the time between rides.

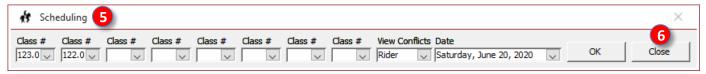
### Scheduling > Step 8. Conflict Resolution > Other Conflicts

### STEP 8. CONFLICT RESOLUTION > OTHER CONFLICTS:

- 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.
  - o B 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.



When finished with the first day, in the 5 Scheduling form, click 6 Close.

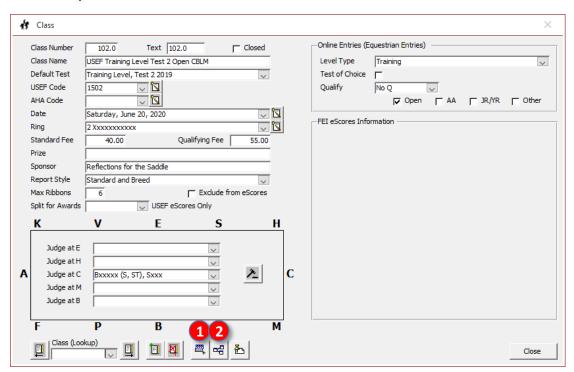


- Re-select scheduling, proceed with conflict resolution for the next day(s) and repeat all steps above.
- If you had to move any classes during Conflict Resolution, if desired, go back to your blocking sheet and make the changes made during the conflict resolution process.

### Scheduling > Step 8. Conflict Resolution > Temporary Rider Conflict (RC) Class

### STEP 8. CONFLICT RESOLUTION > TEMPORARY RIDER CONFLICT (RC) 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 1 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 2 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 1 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.



**NOTE**: Notify the scoring section of an RC class. Otherwise, they may view the RC class as a separate class with one rider.

### Scheduling > Step 9. Check Judge Hours > USEF Rules, Avoid Fines

### STEP 9. CHECK JUDGE HOURS > USEF RULES:

### USEF Rule DR126.2.d. Requirements for Dressage Competition Management.

- d. Judges and Technical Delegates.
  - (1) No judge shall be required to officiate longer than **8 hours** in one day, unless the judge has agreed in writing, and cannot be required to be on the competition grounds longer than 10 hours.
  - (2) Judges must be given at least a **45-minute lunch break** and at least a **10-minute break** every **2 hours**.

### INTERPRETATION

- 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 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.

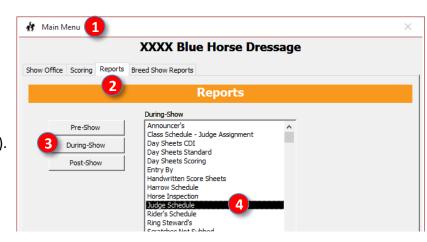
### SYEP 9. CHECK JUDGE HOURS > AVOID FINES:

 Show management is responsible for complying with USEF rules and may be fined if the rules are not followed.

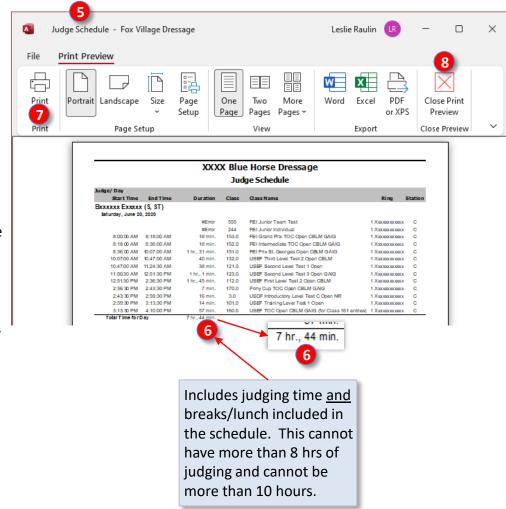
### Scheduling > Step 9. Check Judge Hours > Judge Schedule Report

### STEP 9. CHECK JUDGE HOURS > JUDGE SCHEDULE REPORT:

- 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 1 Main Menu > 2 Reports >3 During-Show > 4 Judge Schedule.



- The 5 Judge Schedule report opens.
- This report counts 6 Total
  Time for Day, including
  breaks/lunch that are listed
  on the Day Sheets but not
  breaks/lunch that are not
  listed on the Day Sheets as
  (see Break/Lunch between
  Classes). Therefore, if you
  used this latter technique,
  you would need to add time
  for these breaks/lunch.
- Click Print to print the report.
- Click 8 Close Print
   Preview to close the report.



### Scheduling > Step 9. Check Judge Hours > Day Sheets Standard Report

### STEP 9. CHECK JUDGE HOURS > DAY SHEETS STANDARD REPORT:

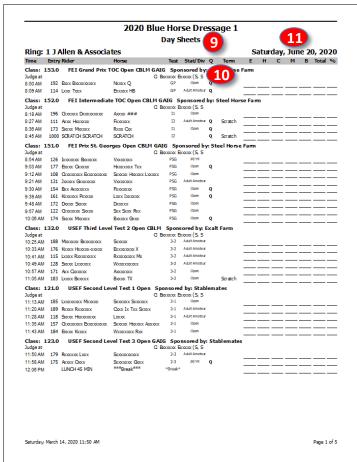
- Next, click 1 Main Menu > 2 Reports
   > 3 During-Show > 4 Day Sheets
   Standard report.
- If you want a report for all show days, click 6 OK.
- If you want a report for one day, click the
   Date drop-down arrow, select the
   Date you want to examine first. We will look at Saturday.
- Click 6 OK.





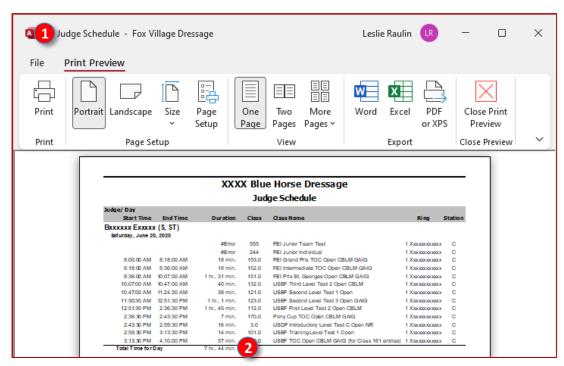


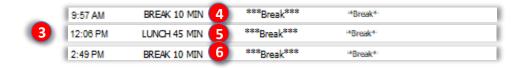
- The 9 Day Sheets (Standard) report opens.



### Scheduling > Step 9. Check Judge Hours > Compare Judge Schedule Report & Day Sheets Standard Report

### STEP 9. CHECK JUDGE HOURS > COMPARE JUDGE SCHEDULE REPORT & DAY SHEETS STANDARD REPORT:





- The 1 Judge Schedule Report shows the 2 Total Time for Day is 7 hr., 44 min. This complies with the USEF maximum of 10 hours on the show grounds.
- The 3 Day Sheets (Standard) report shows 4 BREAK 10 MIN, 5 LUNCH 45 MIN and 6 BREAK 10 MIN, for a total breaks/lunch of 1 hr, 5 min. This complies with the USEF requirements for breaks (at least 10 min) & lunch (at least 45 min) every 2 hours.
- The total <u>judging</u> time is (7 hr, 44 min) (1 hr, 5 min) = 6 hr, 39 min. This complies with the USEF maximum judging time of 8 hours.
- Repeat this comparison for all judges in all rings for each day to ensure you have complied by the USEF rules. If not, you will need to adjust your schedule; otherwise, you could be fined by USEF.

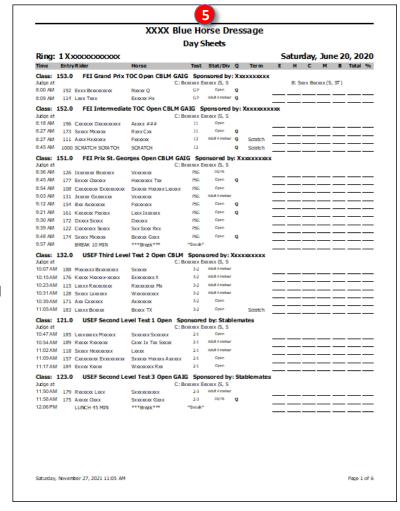
### Scheduling > Step 10. Review Day Sheets Report

### STEP 10. REVIEW DAY SHEETS REPORT:

- The last step of scheduling is to review the Day Sheets Report (CDI or Standard).
- Click 1 Main Menu > 2 Reports > 3 **During-Show > 4** Day Sheets Standard (or Day Sheets CDI).



- The **5** Day Sheets report opens.
- Methodically go through each class, in succession, to ensure no scheduling errors have been made.
- Take a lot of time with this to ensure you find any possible errors.



helpdesk@foxvillage.com

## CHAPTER II.22. SCRATCHES RECEIVED AFTER SCHEDULING



### Scratches Received AFTER Scheduling > Scratch Ride(s)

### **SCRATCH RIDE(S):**

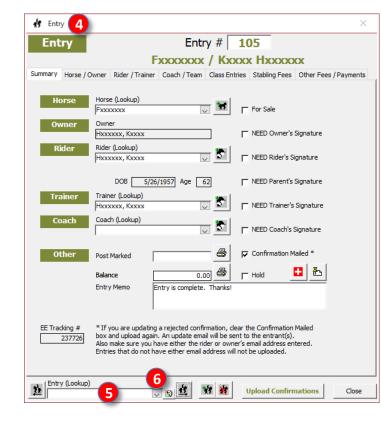
There are always horses or riders that come up with something just before or during a show, requiring them to scratch (cancel) a ride in a class, or an entire show.

**NOTE**: This procedure is performed <u>AFTER</u> scheduling your show. For scratches received <u>BEFORE</u> scheduling your show, see <u>REFUNDS FOR SCRATCHES RECEIVED BEFORE SCHEDULING</u>.

Select 1 Main Menu > 2 Show Office
 > 3 Entries.



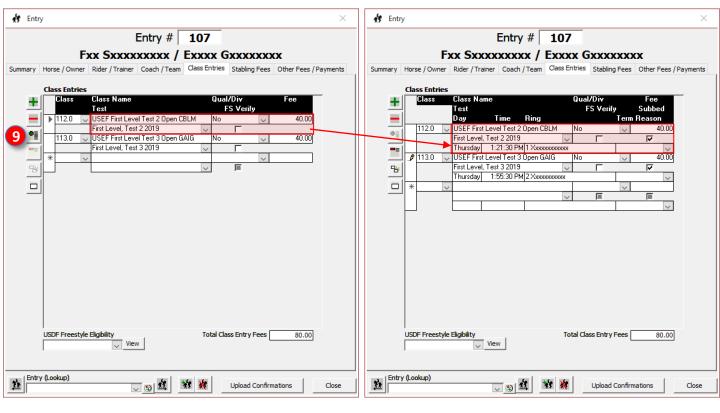
- The 4 Entry form opens.
- Use the 6 Entry (Lookup) drop-down arrow to select the Entry #.



### Scratches Received <u>AFTER</u> Scheduling > Scratch Ride(s), Cont'd.

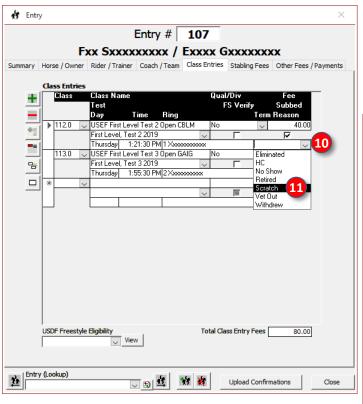
- Entry Entry # **107** Fxx Sxxxxxxxxx / Exxxx Gxxxxxxxx Summary Horse / Owner Rider / Trainer Coach / Team Class Entries Stabling Fees Other Fees / Payments 8 Fxx Sxxxxxxxxx □ NEED Owner's Signature Txxxx, Txxxxx Gxxxxxxxx, Exxxx NEED Rider's Signature DOB 3/27/1993 Age 28 NEED Trainer's Signature Gxxxxxxxxx, Exxxx V S ☐ NEED Coach's Signature Coach ▼ Confirmation Mailed \* Post Marked 0.00 Balance ┌ Hold Entry is complete. Thanks! SCRATCHED ENTRY 22 Jul. Entry Memo EE Tracking # \* If you are updating a rejected confirmation, clear the Confirmation Mailed box and upload again. An update email will be sent to the entrant(s). Also make sure you have either the rider or owner's email address entered. 236625 Entries that do not have either email address will not be uploaded. Entry (Lookup) S 4 W 💥
- Ensure you have the correct 7 Entry #.
- Click the 8 Class Entries tab.

Click on the **9** Expand button to expand the class selection (for all classes, this shows three lines of information instead of the standard two lines).



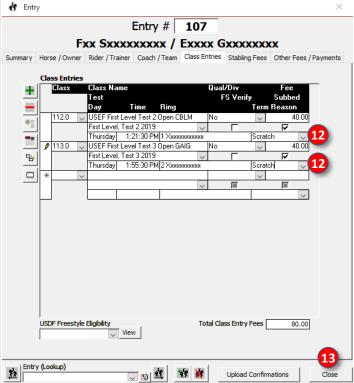
### Scratches Received <u>AFTER</u> Scheduling > Scratch Ride(s), Cont'd.

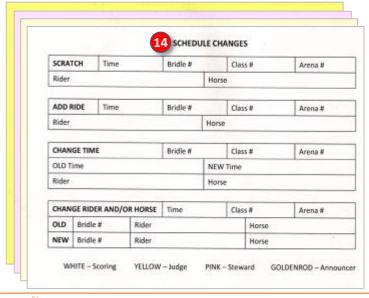
- Click on the **10** Term Reason drop-down arrow in the third row of the class/ride to be scratched.
- Select 11 Scratch.



- If the ring dressage test packets have not already been distributed, write "scratch" on the test label. Keep the test in the packet as it will be used by the judge if you fill the scratch.
- As scratches often occur after the test packets are distributed to the rings, you may want to use a Schedule Changes form (this is not a FVD report). It is a quadricate (4 sheets) carbonless form that can be ordered from a printing company. The form is completed by the show participant, the data is entered in the computer, and runners take copies to the scorers (white), judge (yellow), steward (pink), and announcer (goldenrod).

- Verify that **2** 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.





## CHAPTER II.23. FILL SCRATCHED RIDES



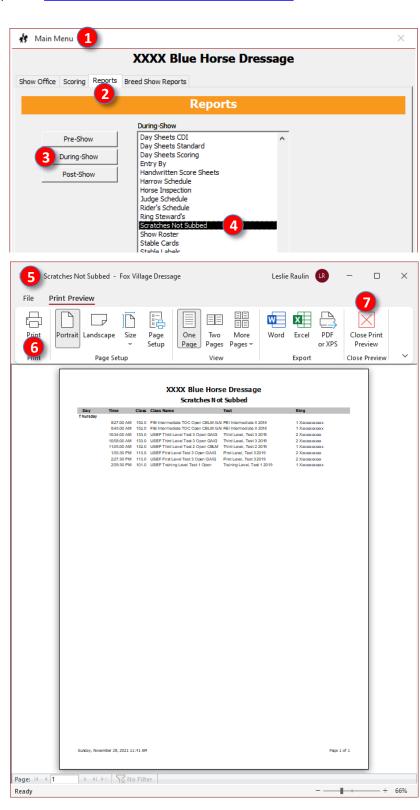
### Fill Scratched Rides > Scratches Not Subbed Report

### SCRATCHES NOT SUBBED REPORT:

- IMPORTANT: After you enter a scratch, use **Upload Ride Times** to list the scratch(es) on the FVD web site so other riders may request the scratch(es). See <u>UPLOAD RIDE TIMES TO FVD WEB SITE</u>.
- Before and during a show, riders may want to fill a scratched ride.
- Use the Scratches Not Subbed Report to keep track of scratched rides that are available to other riders. (Scratches that have not been substituted with another rider.)
- Select 1 Main Menu > 2 Reports >
   3 During-Show > 4 Scratches Not Subbed report.
- 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**: If you have a long Scratches Not Subbed Report (many scratches), it may be easier to open the day sheet and look up the particular class for which a rider is looking for a ride. Available rides will have the word "scratch" in the term column corresponding to available ride times.

- To print a paper copy of the Scratches
   Not Subbed Report, click Print. As
   time passes, be careful with the printed
   report as the computer may have more
   up-to-date information.
- Click Close Print Preview to close the report and return to the Main Menu.



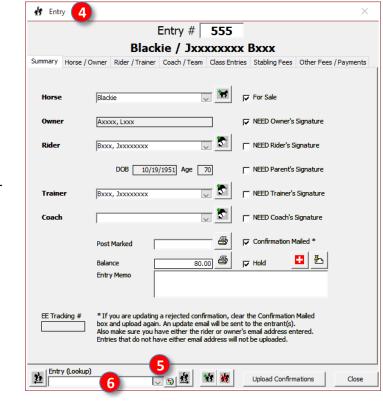
### Fill Scratched Rides > Open the Entry that Will Fill the Ride

### OPEN THE ENTRY THAT WILL FILL THE RIDE:

Select 1 Main Menu > 2 Show Office
 > 3 Entries.



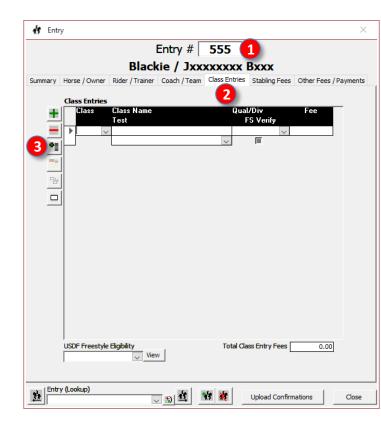
- The 4 Entry form opens.
- Use the 5 Entry (Lookup) drop-down arrow or
   6 type-in box to select the Entry # of the horse/rider pair that will fill the scratch.



### Fill Scratched Rides > Expand Class, View Scratches to Sub

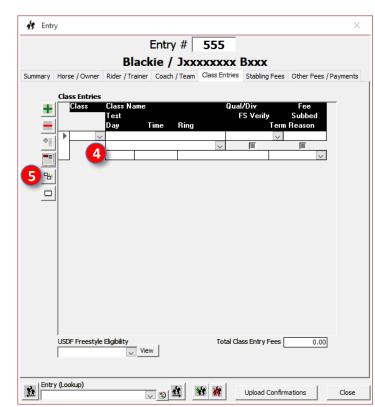
### **EXPAND CLASS:**

- Look at the 1 Entry # to verify that the correct entry has been selected.
- Click the 2 Class Entries tab.
- The entry's current class/rides are displayed.
- Click the **3** Expand button to display the class/ride details.



### VIEW SCRATCHES TO SUB:

- If the entrant is already in other classes/rides, you will now see the 4 Day and Time for each class/ride. In this example, this is a new entrant without any classes/rides.
- Click the **5** View Scratches to Sub button. 👺



Continued on next page...

### Fill Scratched Rides > Select Scratch, Correct Qual

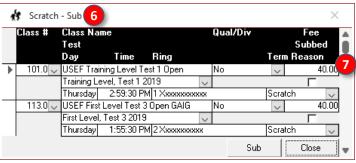
### SELECT SCRATCH:

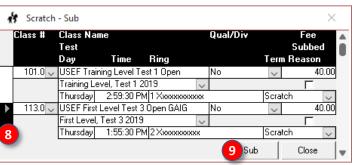
- The 6 Scratch Sub form opens.
- Using the 7 scroll bar, find the class you want to fill. In this example, it is a ride in Class 113.

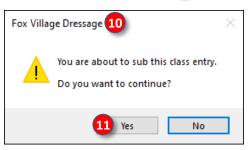
- Select the scratch to be filled by clicking the white box (it will turn black).
- Click Sub.
- A 10 Fox Village Dressage warning form opens.
- Click 11 Yes to fill the scratch with this horse/rider pair ("sub this class entry" in FVD terminology).
- The 2 added class is now listed for this entry.

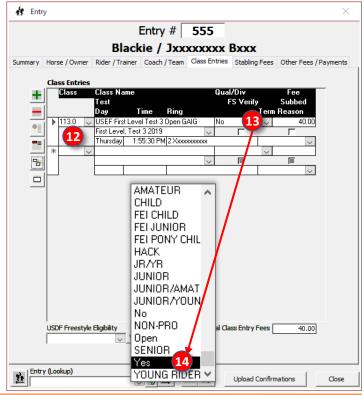
### **CORRECT QUAL:**

- VERY 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 <u>not</u> request a GAIG Q ride (as in this example) 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!





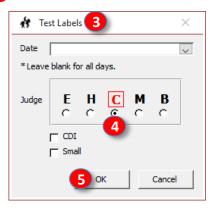




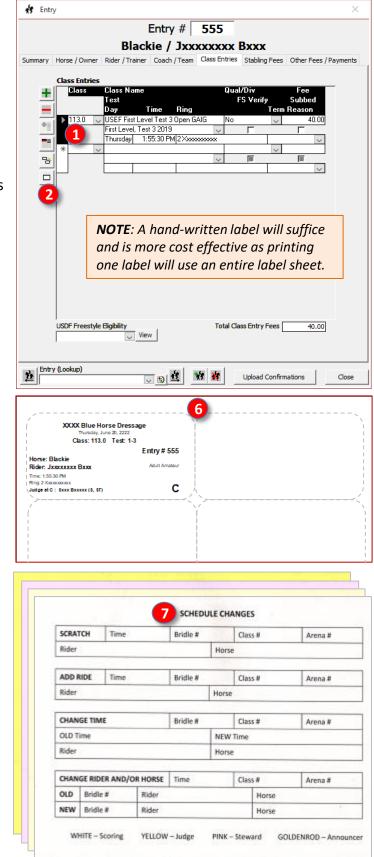
### Fill Scratched Rides > Test Sheet Label for a Filled Scratch

### TEST SHEET LABEL FOR A FILLED SCRATCH:

- If you want to print a label for the test, click the
   white box adjacent to the new class entry (the box turns black).
- Click the 2 Single Test Labels button.
- The Test Labels form opens.
- Select the 4 letter corresponding to the arena position/judge for which you desire a label (this is usually letter C).
- Click OK.



- The 6 Test Labels (Standard) report opens.
- See <u>PRINT LABELS AND INDEX CARDS</u> for the procedure to print labels and index.
- Pull the correct test, label the test, and put it/them into the appropriate scribe packet or send it to the judge's stand if the tests have already been distributed.
- As scratches often occur after the test packets are distributed to the rings, you may want to use a Schedule Changes form (this is not a FVD report). It is a quadricate (4 sheets) carbonless form that can be ordered from a printing company. The form is completed by the show participant, the data is entered in the computer, and runners take copies to the scorers (white), judge (yellow), steward (pink), and announcer (goldenrod).



# CHAPTER II.24. OTHER ENTRY CHANGES (RIDER, HORSE, OR LATE ENTRY)



### Entry Changes > Rider Substitution for an Already Entered Rider > Change Rider

After the scheduling and during the show, the following entry changes may be needed:

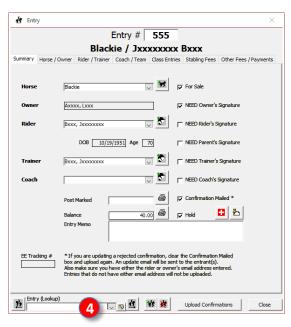
- 1. Rider substitution for an already entered horse/rider combination.
- 2. Horse substitution for an already entered horse/rider combination.
- 3. Late entry for a new horse/rider combination.

**NOTE:** Some show secretaries treat #1 and #2 as new entries with new entry fees, etc. Your show can determine its own policy. #3 is a new entry.

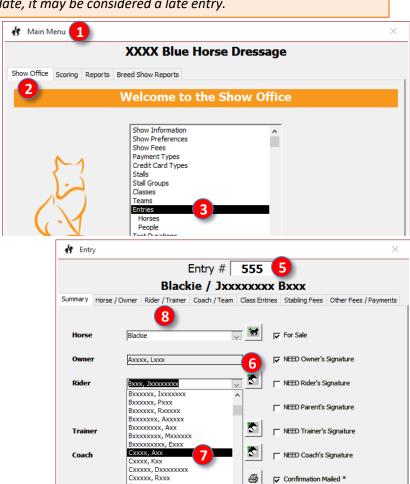
### RIDER SUBSTITUTION FOR AN ALREADY ENTERED RIDER > CHANGE RIDER:

**NOTE:** A <u>rider substitution</u> occurs when rider2 is taking <u>ALL</u> the <u>rides</u> 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 Entry</u> #, new fees, etc. If the new entry is made after the show closing date, it may be considered a late entry.

- Select Main Menu > 2 Show Office > 3 Entries.
- Using the 4 Entry (Lookup) drop-down arrow or type-in box, select the Entry #.



- Ensure you have the correct 5 Entry #.
- If the sub rider is NOT already in your FVD database, click the 6 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 **8** Rider / Trainer tab and ensure the sub rider's information is complete and current.



Entry (Lookup)

V (5) (1)

**a** 

\* If you are updating a rejected confirmation, dear the Confirmation Mailed box and upload again. An update email will be sent to the entrant(s). Also make sure you have either the rider or owner's email address entered. Entries that do not have either email address will not be uploaded.

\*\* \*\*

₩ Hold

Cxxxxxx, Axx

Cxxxxxx, Oxxxxx

Cxxxxxxxx, Axxxxx

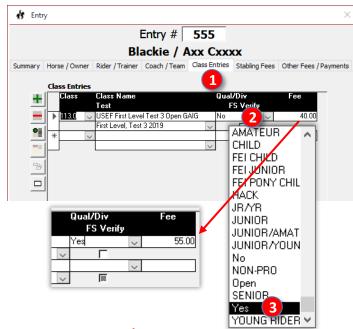
Cxxxxxxxxxx, Crxxxxxxx Cxxxxxxxxxx, Rxxxxxx

Unload Confirmations

### Entry Changes > Rider Substitution for an Already Entered Rider > Update Classes & Fees

### RIDER SUBSTITUTION FOR AN ALREADY ENTERED RIDER > UPDATE CLASSES:

- Select the **①** 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).
  - o In this example, Rider1 did not request a GAIG Q ride but Rider2 has requested a GAIG Q ride. Using the **2** Div drop-down arrow, **No** must be changed to 3 Yes.
  - The 4 \$15 Q fee is automatically added.



Entry #

Summary Horse / Owner Rider / Trainer Coach / Team Class Entries Stabling Fees

555

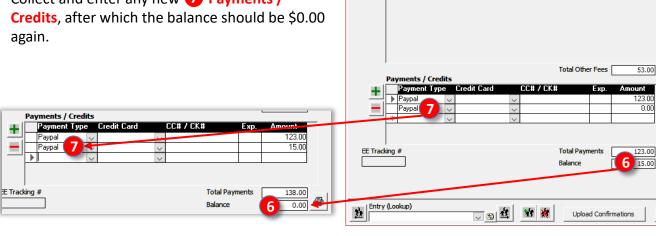
Rate

23.00

Blackie / Axx Cxxxx

### <u>RIDER SUBSTITUTION FOR AN ALREADY ENTERED RIDER > UPDATE FEES/PAYMENTS:</u>

- 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),
- Check the new balance in the 6 Balance box. In this example, Rider2 owes the \$15 Q fee.
- Collect and enter any new **7** Payments /



Entry

Description

Drug/Horse USE

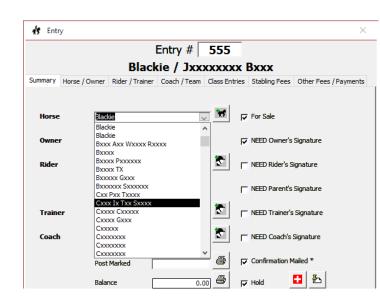
- See Test Sheet Label for a Filled Scratch, for the procedure to print a new label. A hand-written label may be used, or you can cross out the name of the original rider and hand-write in the name of the new rider.
- Use the tests prepared for Rider1/Horse1 but change the rider name to reflect the new rider. If the tests have already been distributed, the scribe enters the new rider name.

### Entry Changes > Horse Substitution for an Already Entered Horse > Change Horse, Data

**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.

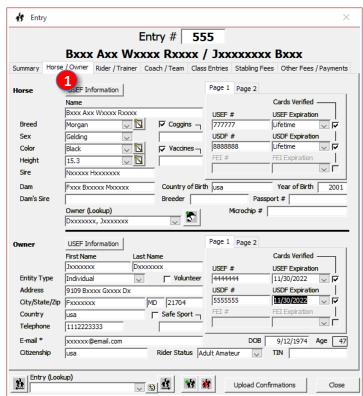
### HORSE SUBSTITUTION FOR AN ALREADY ENTERED HORSE > CHANGE HORSE:

 Proceed as for <u>Rider Substitution for an Already</u> <u>Entered Rider</u>, except for the horse.



### **HORSE SUBSTITUTION FOR AN ALREADY ENTERED HORSE > CHANGE HORSE DATA:**

Select the **1** Horse / Owner tab and ensure the new horse and owner information is complete, current and in the entry packet.



Entry Changes > Horse Substitution for an Already Entered Horse and Rider >

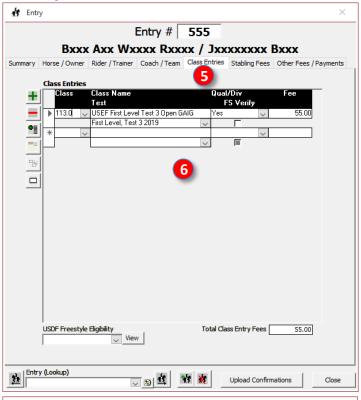
**Update Classes & Fees/Payments** 

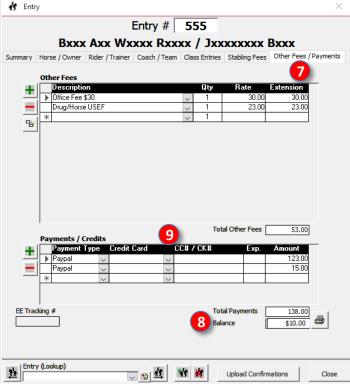
### **UPDATE CLASSES:**

- Select the **5** Class Entries tab.
- Review the 6 class entries and make any necessary changes for the new horse (an example is adding or deleting qualification status).

### **UPDATE FEES / PAYMENTS:**

- To update fees, 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 **8** Balance box.
- Collect and enter any new 9 Payments / Credits, after which the balance should be \$0.00 again.





- See <u>Test Sheet Label for a Filled Scratch</u> for the procedure to print a new label. A hand-written label may be used or you can cross out the name of the original rider and hand-write in the name of the new horse.
- Use the tests prepared for Rider1/Horse1 but change the horse name to reflect the new horse. If the test has already been distributed, the scribe enters the new horse name.

### Entry Changes > <u>Late</u> Entries

### LATE ENTRIES:

**NOTE 1**: A <u>late entry</u> occurs when a new horse/rider <u>pair</u> are entered in the show after the closing date (and presumably after scheduling). This could be a <u>completely new entry</u> (new horse and new rider) that show management has allowed into the show. It could also be a <u>rider or horse substitution</u> where the new rider/horse pair does not take <u>all</u> the rides of the original rider/horse pair. For example, rider1/horse1 are scheduled for Training 2 and Training 3. After the show closes, a change is requested so rider1/horse1 are riding in the Training 2 class and rider2/horse1 are riding in the Training 3 class. Since rider2/horse1 are not taking <u>all</u> the rides of rider1/horse1, rider2/horse1 are a <u>new</u> (late) entry. They are entered as a completely new entry with a new **Entry #**. They are NOT charged the USEF horse/drug fee, stabling/grounds fee, etc. as that was already paid with the original entry.

**NOTE 2**: After you have scheduled your show, it would be very difficult to add new ride times for a new entry; therefore, it is best if the new entry is only allowed to fill scratches. An exception could be an RC ride schedule before the original first ride or after the original last ride.

**NOTE 3**: Many shows charge a late fee for late entries. The fee is typically \$50. This is a show management decision that must be stated in the prize list.

- Late entries are entered the same as regular entries, except you are usually filling scratched rides.
- Print a new label. A hand-written label may be used, or you can cross out the name of the original horse
   & rider and hand-write in the name of the new horse
   & rider.
- Use the tests prepared for the original (scratched) entry but change the entry #, horse name, rider name, rider status, and Q status to reflect the new entry. If the test has already been distributed, the scribe enters the new information.

### CHAPTER II.25. WAIT LIST



### Wait List > Introduction, Place an Entry on the Wait List

### **INTRODUCTION:**

- Before and/or during a show, you may receive late entries, riders may want to change classes and/or ride
  in additional classes for which you have no openings, etc.; therefore, you may want to put them on a
  Wait List for each requested class to more easily fill scratches.
- The FVD Wait List is for specified entry/class combinations.
- A Wait List may be handled a number of different ways, including the following:
  - 1. <u>For entries not yet in the show</u>, keep a file of the entries and put them in the show if you get an appropriate scratch. This method is not recommended as it is difficult to remember who is waiting for what.
  - 2. <u>For entries not yet in the show</u>, you can use <u>Check List</u> feature to create a list in FVD; file the entries and pull the entries if you get an appropriate scratch. Refer to this list whenever you get a scratch. Notify entrants they are on a waiting list. This method is a little bit better than #1 as you have a master list of waiting entries. See NOTE.
  - 3. <u>For entries already in the show</u>, use the FVD **View Wait List** form and **Wait List** report, as discussed below.

**NOTE 1**: **Check List** is designed as a check list for show preparation steps, such as ordering ribbons and emailing the prize list. Using it as a Wait List is an alternate purpose.

**NOTE 2**: Notify entrants if they are on a waiting list.

### PLACE AN ENTRY ON THE WAIT LIST:

- The following covers method #3.
- If not already entered in FVD, enter the entry as in <u>EE ONLINE ENTRIES</u>, <u>SNAIL MAILED SHOW ENTRIES</u>
   <u>CREATED WITH EE</u>, <u>SNAIL MAILED SHOW ENTRIES</u>, and <u>DETAILS OF A FVD ENTRY</u>.

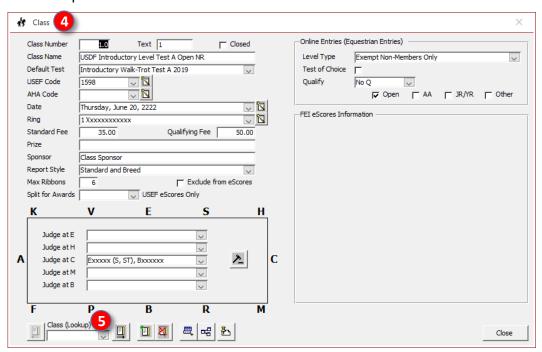
Select 1 Main Menu > 2 Show Office > 3 Classes.



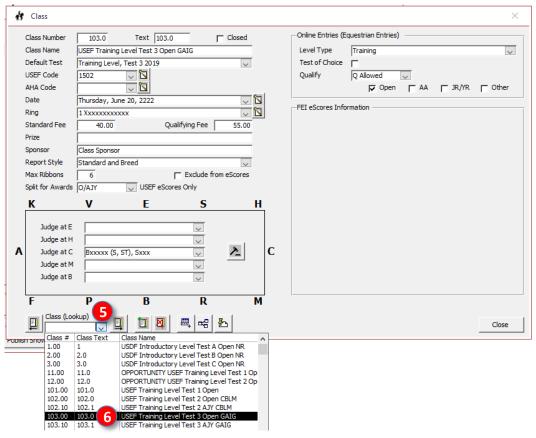
Continued on next page...

### Wait List > Place an Entry on the Wait List, Cont'd.

The 4 Class form opens.



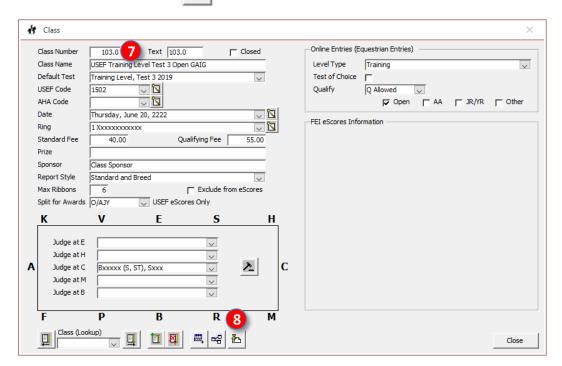
Using the **5** Class (Lookup) drop-down or type-in box, select the **6** class for which you want to put an entrant on a waiting list. In this example it is Training 3.



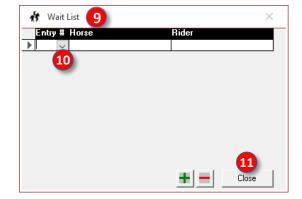
Continued on next page...

### Wait List > Place an Entry on the Wait List, Cont'd.

- Verify that the correct **7** Class # is displayed.
- Click the 8 View Wait List button. 🔠



• The 9 Wait List form opens.



- Use the 10 Entry # drop-down or type-in box to select the entry you want to put on the wait list for the class. In this example, it is Entry # 106.
- Click (11) Close.



### Wait List > View the Wait List Report

### **VIEW WAIT LIST REPORT:**

The Wait List Report gives you a report of all classes for which entries are on the Wait List

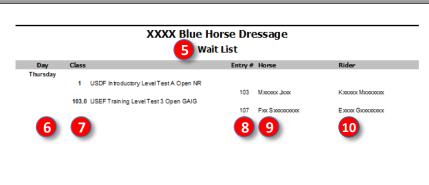
Select 1 Main Menu > 2 Reports >3 During-Show > 4 Wait List Report.



- The 5 Wait List report opens.
- The report contains:
  - 6 Day
  - Class # and Class name
  - o 8 Entry #
  - 9 Horse name
  - 10 Rider name
- The report is sorted by Day, Class #, then by Entry #.
- If you have a scratch in a class that has riders on the Wait List, you can refer to the list to fill the scratch (see Fill Scratched Rides).

NOTE: The Wait List does not show the day/time the wait status was entered in the program. If you want to give priority based on the day/time it was entered in the program, make a handwritten annotation.

Alternately, if you are assigning entry numbers in order of sequence, the entry with the lower entry # would get priority over an entry with a higher number.



Thursday, December 16, 2021 5:45 PM

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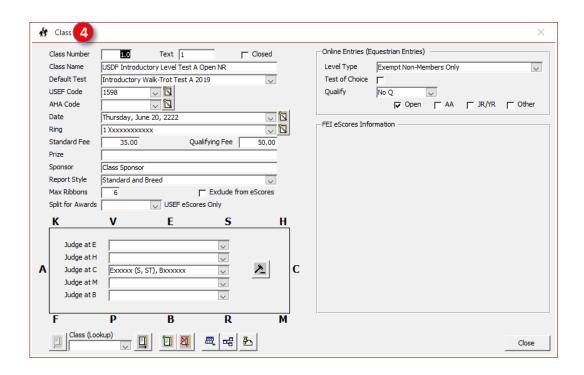
### Wait List > Delete Entry from the Wait List

### **DELETE ENTRY FROM THE WAIT LIST:**

After an entry is entered in the requested class, or if the entry withdraws the request, the entry must be manually removed from the wait list.

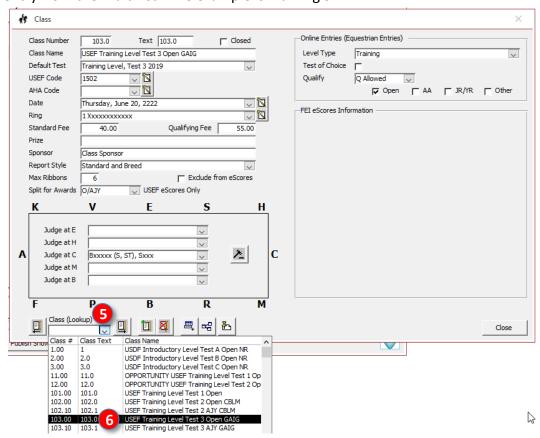


The 4 Class form opens.

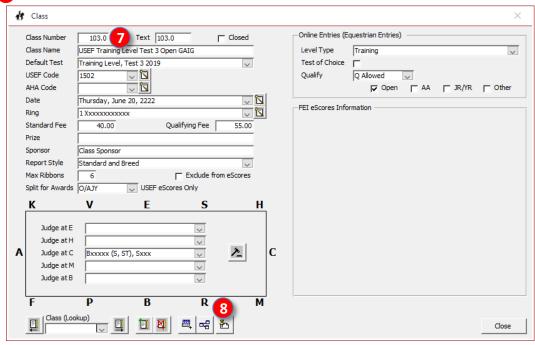


### Wait List > Delete Entry from the Wait List, Cont'd.

Using the **5** Class (Lookup) drop-down or type-in box, select the **6** Class from which you want to delete an entry from the Wait List. The example is Training 3.



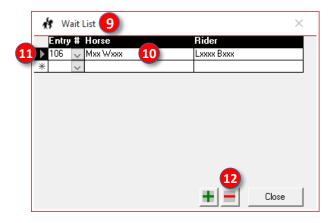
- Verify that the correct Class # is displayed.
- Click the 8 View Wait List button.



Continued on next page...

### Wait List > Delete Entry from the Wait List, Cont'd.

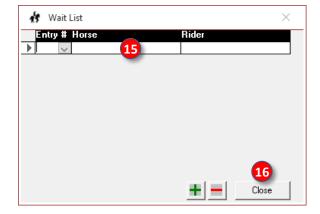
- The **9** Wait List form opens and the **10** wait listed entries (in this example, #106) is/are listed.
- To select the entry you want to delete, click the
   white box adjacent to the entry number. The box is now black and the arrow is gray.
- Click the 12 Delete Entry button.



- A B Fox Village Dressage warning message opens.
- Click 44 Yes.



- The 15 entry is no longer on the Wait List for this class.
- Click 16 Close.



## CHAPTER II.26. RIDE TIME NOTIFICATION



### Ride Time Notification > USEF Rules, Methods, Upload Ride Times to the FVD Web Site

### RIDE TIME NOTIFICATION > USEF RULES:

### USEF Rule DR126.2. Requirements for Dressage Competition Management.

- b. Competition Schedule.
  - 2. Organizers must prepare a time schedule including all rides. If possible, competitors should be notified of their riding times prior to arrival at the competition.

**NOTE**: 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 (see below).
  - **2. Your Web Site**: Save ride times as PDF files and post on your web site.
  - 3. Email: Save ride times as PDF files and email to competitors.
  - 4. Snail Mail: Print ride times and snail mail to competitors.

### 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 1 Main Menu > 2 Fox Village
   Dressage Online Tools > 3 Upload Ride
   Times.

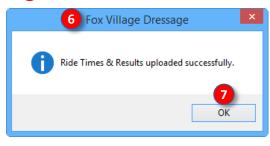


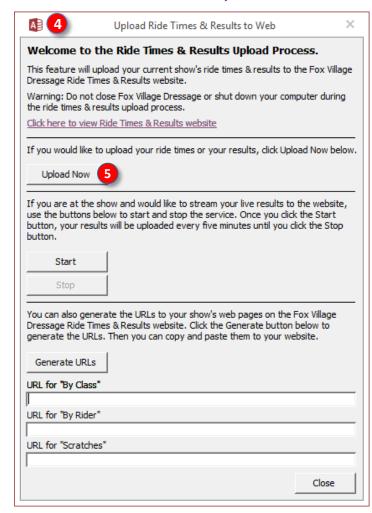
Continued on next page...

### Ride Time Notification > Upload Ride Times to the FVD Web Site, Cont'd.

The 4 Upload Ride Times & Results to Web form opens.

- Click Upload Now to upload your ride times.
- A 6 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 **8** Generate URLs.
- The URLs for your results 9 By Class, 10 By Rider and Scratches are inserted into the boxes.
- Click each (12) 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 (B) Close to return to the main menu.



See <u>UPLOAD SHOW RESULTS TO THE WEB</u> for information on streaming live results during the show.

### Ride Time Notification > FVD Rider's Schedule Report

There are two FVD reports commonly used to

provide ride times to competitors:

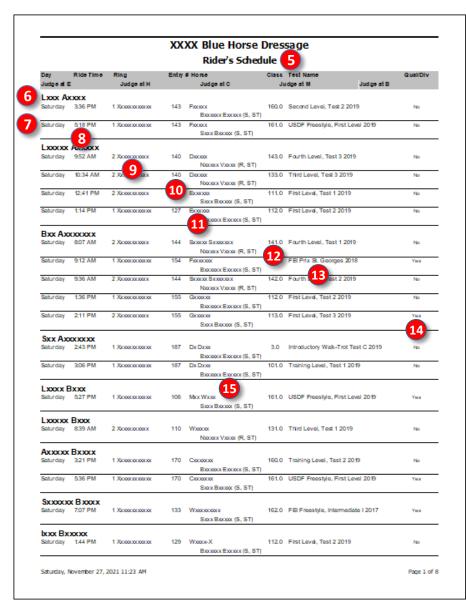
- Rider's Schedule Report
- Day Sheets Standard Report

### RIDE TIME NOTIFICATION > FVD RIDER'S SCHEDULE REPORT:

Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Rider's Schedule.

- The **5** Rider's Schedule report opens.
- The report is an alphabetical listing (by rider last name) of all riders that provides:
  - 6 FirstName LastName (rider)
  - o 🚺 Day
  - o 8 Ride Time
  - o 9 Ring
  - o 10 Entry #
  - Horse (name)
  - o 🔼 Class (#)
  - o 🔞 Test Name
  - Qual/Div (Yes, No)
  - 10 Judge names/locations





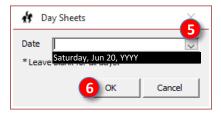
helpdesk@foxvillage.com

### Ride Time Notification > FVD Day Sheets Standard Report

- There are two FVD reports commonly used to provide ride times to competitors:
  - Rider's Schedule Report
  - Day Sheets Standard Report (or CDI Report)

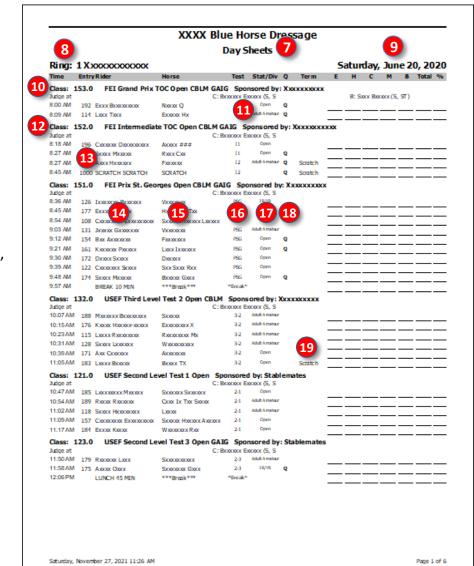
### RIDE TIME NOTIFICATION > FVD DAY SHEETS STANDARD REPORT:

- Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Day Sheets Standard Report (or Day Sheets CDI Report).
- Select the **5** Date.
- Click 6 OK.



- The **Day Sheets** (Standard) report opens.
- This report lets competitors see the overall schedule of the show, how many riders are in each class, etc.
- The report is chronological listing (by ride time) of all rides that provides:
  - o 8 Ring
  - 9 Day
  - O Class (# and name)
  - 11 Judge
  - 12 Time
  - B Entry (#)
  - Rider Name (First, Last)
  - Ib Horse Name
  - 16 Test (abbreviation)
  - To Status/Div
  - 18 Q (if GAIG Qual ride)
  - 19 Term (terminated, usually scratch)





helpdesk@foxvillage.com

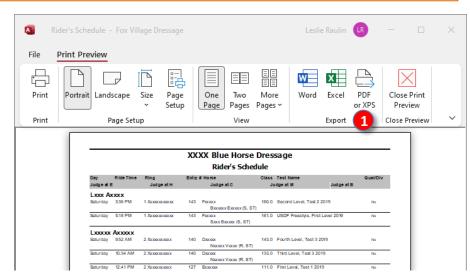
### Ride Time Notification > Save a FVD Report, Post the FVD PDF Reports

### RIDE TIME NOTIFICATION > SAVE A FVD REPORT:

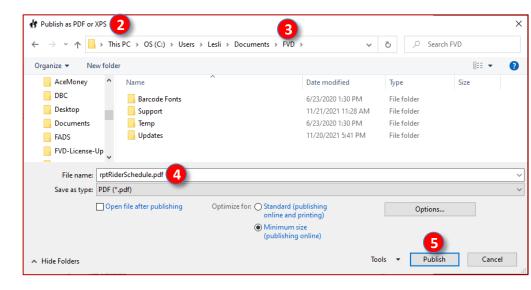
**NOTE**: In the past, in order to create PDF files, you needed a PDF-Maker program installed on your computer. Fortunately, newer versions of Microsoft Office programs contain this utility. Now it is very easy to create PDF files from FVD.

- This example will save the Rider's Schedule report.
- If not already open, open the report as on the previous page.





- The 2 Publish as PDF or XPS form opens.
- Navigate to 3 Your FVD Folder (or the folder of your choice).
- The default file name is 4 rptRiderSchedule.pdf. If desired, change the file name to more closely reflect the nature of the file, such as YYYY-BHD-rptRiderSchedule.pdf.
- Click Publish.
- The file is saved.
- Using these procedures, save the Day Sheets Standard Report as a PDF file.



### 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 Ride Times Reports > Email Addresses

### RIDE TIME NOTIFICATION > EMAIL RIDE TIMES REPORTS > EMAIL ADDRESSES:

Now that you have posted your ride times on a web site, you need to inform your riders that they are available. You can do this via email message. Alternatively, you can email the ride times as attachments. FVD has a utility for pasting rider, owner, trainer, and coach emails into the clipboard so you can easily email all of them in one message.

To place the email addresses of all riders in your clipboard, select 1 Main Menu
 Show Office > 3 E-mails to Clipboard

**NOTE**: Scroll to the bottom of the Show Office list to find Emails to Clipboard.



- The 4 E-mails to Clipboard form opens.
- Click the **5** Riders in Show radial button it fills with a black dot.
- If you want to email to owners, trainers, etc., click the corresponding radial button(s).
- Click 6 OK.



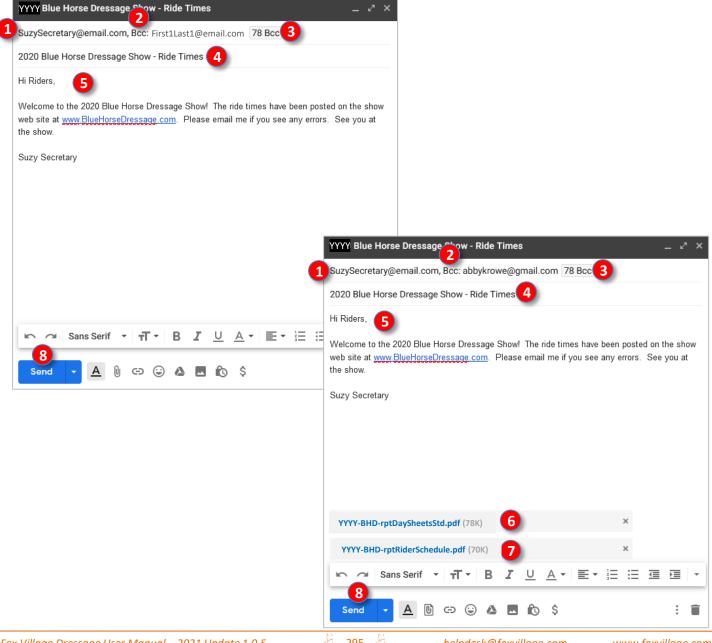
- A Fox Village Dressage message opens, informing you that the rider e-mails for the current show have been copied to your clipboard.
- Click 8 OK.



### Ride Time Notification > Email Ride Times Reports > Send Email

### RIDE TIME NOTIFICATION > EMAIL RIDE TIMES REPORTS > SEND EMAIL:

- Open your default email program in the usual manner.
- Place your curser in the 1 To: box and type your email address.
- Place your cursor in the 2 BCC: (Blind Carbon Copy) and keyboard Ctrl V (keyboard shortcut for Paste). Using BCC prevents the disclosure of rider emails to other riders.
- The 3 rider email addresses are pasted into the BCC: box.
- Type in a 4 Subject that will let the recipients know it is a legitimate email regarding the show.
- Type a message to the riders.
- If you want/need to send attachments, attach the 6 Day Sheet Report and the 7 Rider's Schedule Report.
- Click 8 Send.
- The ride times have been sent to the riders!

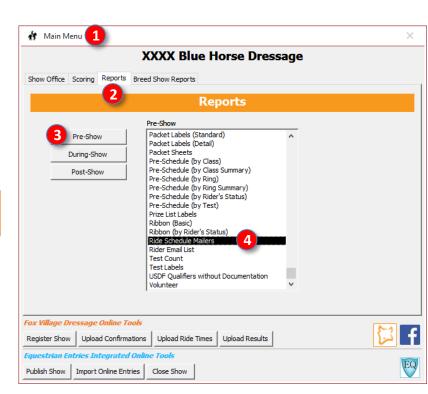


### Ride Time Notification > Snail Mail Ride Times > Ride Schedule Mailers

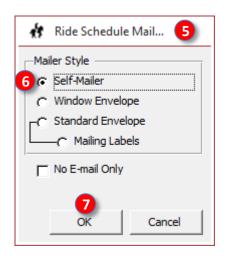
### RIDE TIME NOTIFICATION > SNAIL MAIL RIDE TIMES > RIDE SCHEDULE MAILERS:

Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Ride Schedule Mailers.

**NOTE**: Scroll to the bottom of the Reports > Pre-Show list to find Emails to Clipboard.

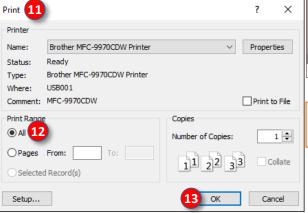


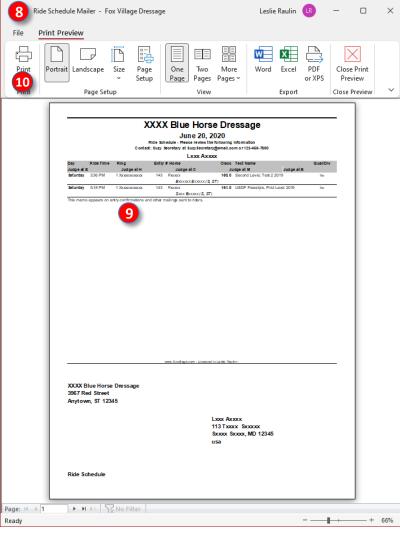
- The **5** Ride Schedule Mailers form opens.
- Decide what 6 Mailer Style you want to use (Self Mailer, Window Envelope, or Standard **Envelope**) by clicking the corresponding radial button. (Self Mailer is the easiest and cheapest method as labels and envelopes are not required.)
- Click OK.



### Ride Time Notification > Snail Mail Ride Times > Ride Schedule Mailers, Cont'd.

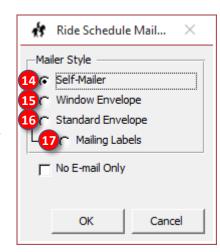
- The **8** Ride Schedule Mailer report opens, showing information for each entry on a separate page. The 9 Global Memo is on each rider's page.
- Review each entry's page to ensure it is correct.
- Click the **10** Print button
  - The 11 Print form opens.
  - To print all the pages, click the Print Range > All radial button.
  - Click (B) OK.
  - All the pages will print.
  - To print one or a range of pages, click 14 Print Range > Pages.
  - In the 15 From: □ To: □ boxes, fill in the page number or page number range that you want to print.
  - Click (B) OK.
  - The selected page(s) will print.



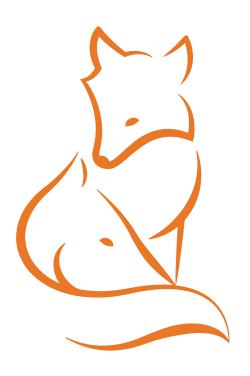


**NOTE**: This form is printer dependent; therefore, your form will look different.

- For Self Mailer, fold each sheet in thirds, tape, stamp, and mail.
- For Window Envelope, fold the sheet in thirds and place in a window envelope, stamp, and mail.
- For 16 Standard Envelope, fold the sheet in thirds and place in a standard envelope. Create rider mailing labels using **17** Mailing Labels. Print then affix the labels to the envelopes, stamp, and mail.



# CHAPTER II.27. PREPARE DRESSAGE TEST SHEETS



### Prepare Dressage Tests Sheets > Test Count Report

### **TEST COUNT REPORT:**

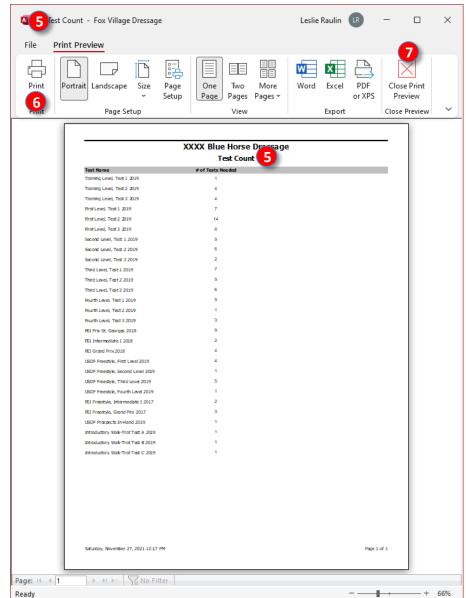
The **Test Count Report** lets you know how many of each dressage test you need for your show.

**NOTE**: If you are using **FVD Paperless Scoring**, you do not need to print the test sheets. <u>Click here</u> for information on the FVD web site.

Select 1 Main Menu > 2 Reports >3 Pre-Show > 4 Test Count Report.

Main Menu XXXX Blue Horse Dressage Show Office Scoring Reports Breed Show Reports 2 Reports Pre-Show Packet Labels (Standard) Pre-Show Packet Labels (Detail) Packet Sheets During-Show Pre-Schedule (by Class) Pre-Schedule (by Class Summary) Post-Show Pre-Schedule (by Ring) Pre-Schedule (by Ring Summary) Pre-Schedule (by Rider's Status) Pre-Schedule (by Test) Prize List Labels Ribbon (Basic) Ribbon (by Rider's Status) Ride Schedule Mailers Rider Email List Test Count Test Labels USDF Qualifiers without Documentation

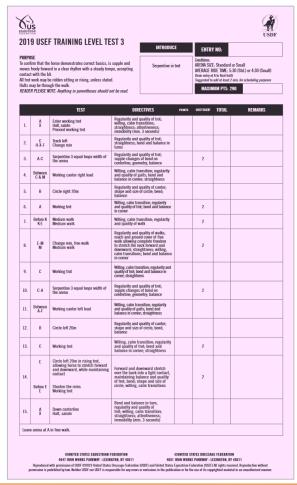
- The **5** Test Count report opens.
- Click 6 Print to print the report, as in Day Sheets Report > Use, Print.
- If desired, click 7 Close Print Preview to close the report.
- Using the Test Count Report, determine how many copies of each test you need.
- Increase the count by at least 10% to have extra tests on hand for last minute changes, reference copies for the judges, etc.

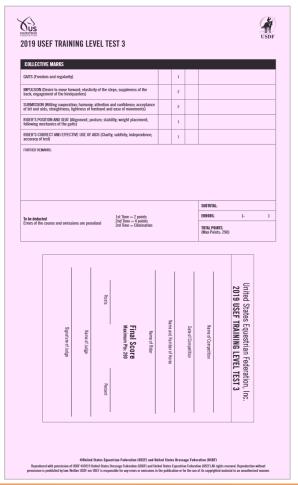


### Prepare Dressage Tests Sheets > Online Dressage Test Computer Files

### **ONLINE DRESSAGE TEST COMPUTER FILES:**

- Computer files for the dressage tests are available from the USDF, USEF, and FEI (including Para-Equestrian Dressage Tests) 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.
- USEF/USDF Dressage Tests (see Dressage Tests > USEF/USDF):
  - o Click here to obtain the 2019 USEF/USDF tests via the USDF web site.
  - o Fees (as of November 2021):
    - **USEF** charges a **Dressage Ride Fee** of \$0.45 per Training through Fourth Level <u>ride</u> and a **Competition Fee** of \$1.50 per <u>horse</u> in the show (<u>click here</u> for links to the current **USEF Post Competition Report** online).
    - **USDF** charges a **Dressage Ride Fee** of \$15.00 per Training through GP ride and \$.45 for each Introductory and Freestyle <u>ride</u> (<u>click here</u> links to the USDF Report of Fees online).
    - For schooling shows, the tests may be used free of charge.
- FEI Dressage Tests (see <u>Dressage Tests > FEI</u>):
  - Click here to obtain the FEI tests via the FEI web site.
  - There is no cost per ride.
- FEI Para Equestrian Dressage Tests (see Dressage Tests > FEI Para-Equestrian):
  - Click here to obtain the FEI PE tests via the FEI web site.
  - There is no cost per ride.





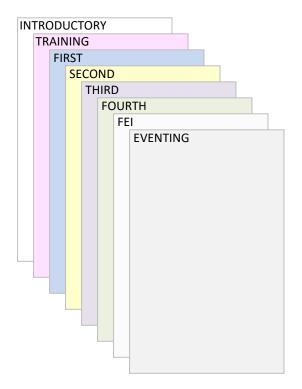
### Prepare Dressage Tests Sheets > Paper Size and Colors

### 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:

- As of November 2021

- o Introductory white (can be purchased anywhere!)
- Training pink (<u>click here</u>)
- o First blue (click here)
- Second yellow (<u>click here</u>)
- Third lavender (<u>click here</u>)
- o Fourth green (click here)
- **FEI** ivory (<u>click here</u>)
- Eventing gray (<u>click here</u>)

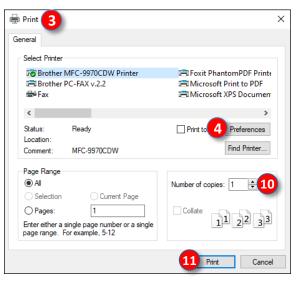


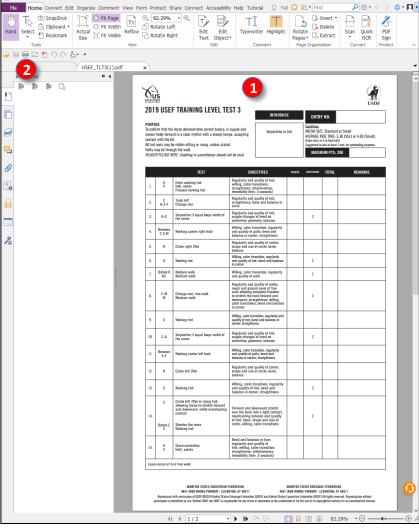
### Prepare Dressage Tests Sheets > Print Dressage Tests

### PRINT DRESSAGE TESTS:

**NOTE**: Each PDF program and printer will have different appearances.

- Open the test you want to print (see Online Test Computer Files or USEF/USDF AND FEI DRESSAGE TESTS). The 1 PDF file will look similar to the diagramClick the 2 Print button.
- The Print form opens.
- Click 4 Preferences (or Properties).





- The 5 Preferences form specific to your printer opens. The appearance is different for each printer type.
- IMPORTANT: Using the 6 Paper Size drop-down arrow, select Legal. If you do not do this, the image will print as 8 ½ x 11 instead of 8 ½ x 14. Also ensure the 7 Orientation is Portrait.
- If your printer has a duplex feature (prints on both sides of the paper; a printer with this feature is HIGHLY recommended as it will save you lots of time and hassle), using the 3 Duplex / Booklet drop-down arrow, select Duplex.
- You are returned to the Print form.
- Using the <u>Test Count Report</u>, select the number of **Ocopies** you want to print.
- Click 11 OK.
- The dressage tests sheets will print.



### Prepare Dressage Tests Sheets > Open Dressage Test Sheet Labels Report

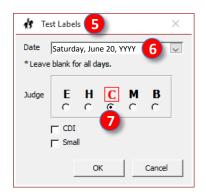
### **OPEN DRESSAGE TEST SHEET LABELS:**

FVD has a utility to print labels for the dressage tests.

Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Test Labels.



- The 5 Test Labels form opens.
- Using the drop-down, select the 6 Date for which you want to print the labels.
- The form gives you the choice of judge location to be printed. First select the **7** Judge at C. (After printing out this set of labels, repeat for judges at other locations, if applicable.)

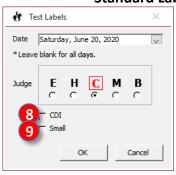


### Prepare Dressage Tests Sheets > Open Dressage Test Sheet Labels Report, Cont'd.

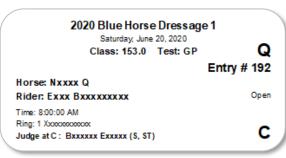
- You have four options for dressage test labels:
  - Standard Label / Standard Size (4" x 2") sorted by Date / Ring / Ride Time.
  - o Standard Label / Small Label (4" x 1-1/3") sorted by Date / Ring / Ride Time.
  - o CDI Label / Standard Size (4" x 2") sorted by Date / Class / Entry # as ride times are assigned later.
  - CDI Label /Small Size (4" x 1-1/3") sorted by Date / Class / Entry # as ride times are assigned later.

### Standard Label / Standard Size (4" x 2 ")

**NOTE**: This is the most used size.







### Standard Label / Small Size (4" x 1-1/3")

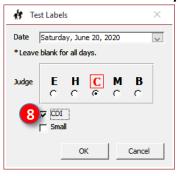


Check

9 Small



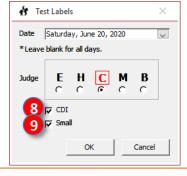
### CDI Label / Standard Size (4" x 2 ")



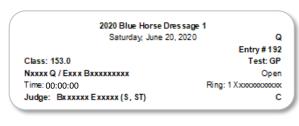




### CDI Label / Small Size (4" x 1-1/3 ")



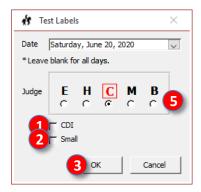




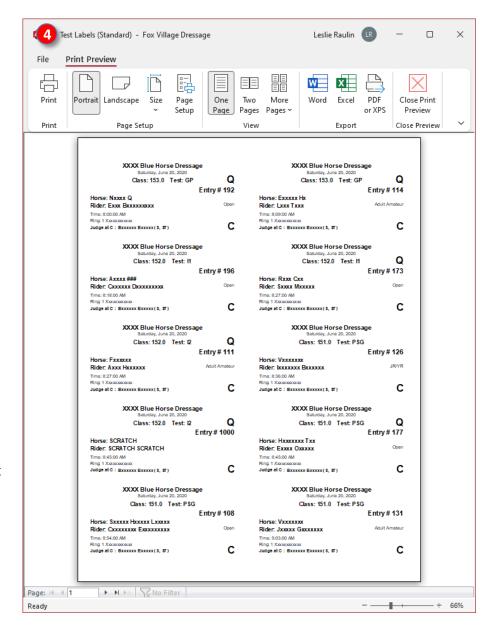
### Prepare Dressage Tests Sheets > Print Dressage Test Sheet Labels

### PRINT DRESSAGE TEST SHEET LABELS:

- In this example, we will use Standard Labels / Standard Size.
- Do not check 1 CDI or 2 Small.
- Click 3 OK.



- The 4 Test Labels (Standard) report opens for standard labels.
- Check the labels to ensure everything is correct.
- See PRINT LABELS AND INDEX CARDS for the procedure to print labels and index cards.



- The labels print in order of go for each ring; therefore, it is important to keep the original order when you put the labels on the tests.
- Place each label in the appropriate position on the appropriate test. Be very careful to place the correct label on the correct test. Do not cover the judge's signature space or the scoring lines.
- For shows with classes that have two or more judges, print the additional labels needed with the second, third, etc. judge's position by selecting the 5 Judge position and repeat.

## CHAPTER II.28. STABLING

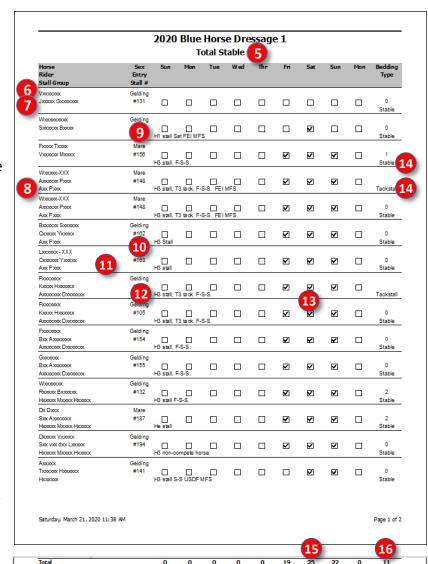


### Stabling > Total Stable Report

### **TOTAL STABLE REPORT:**

- Select 1 Main Menu > 2 Reports >
   3 During-Show > 4 Total Stable report.
- The 5 Total Stable report opens. It is sorted by Stall Group (entries with no Stall Group are first) then by Rider Last Name.
   For each horse/rider combination, it provides:
  - 6 Horse Name
  - o 7 Rider Name
  - 8 Stall Group (if entered)
  - Horse Sex (needed for stall assignments – separate stallions and mares)
  - o 10 Entry #
  - Space where the Stall # will be located after entry into the FVD program
    - Stable Comments (if entered)
  - B Horse (Stable) or Tack Stall and on which days (a check indicates the horse will stay that day and night for show stalls).
  - Bedding requested (# of bales)
- 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)
- 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:
  - Keep requested Stall Groups together.
  - o Place **stallions** in stallion proof stalls.
  - Mares and stallions should not be in adjacent stalls.
  - o Do not use stalls that need repair, etc.





### Stabling > Enter Stall Numbers in FVD

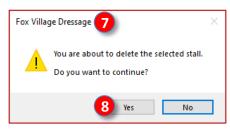
### ENTER STALL NUMBERS IN FVD:

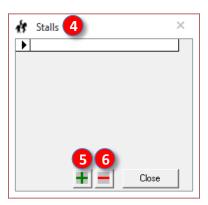
### **NOTES**:

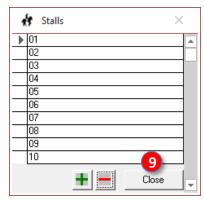
- If you are using a **Show Template**, the stall numbers may already be entered.
- For stall numbers **1-9**, enter them as **01-09** as this facilitates sequential sorting in the FVD program. If the facility has more than 99 numbered stalls, number the stalls 001, 002, 003, ..., 010, 011, ..., 099, 100, etc. [For computer nerds: this is required as stall number is a text field, not a number field.]
- You may want to enter both the barn name/number and the stall number. In the example we will use, **Barn 1** is the barn number and **01, 10, 11,** etc. are the stall numbers. You are allowed a maximum of 10 letters and numbers so you may need to use abbreviations for barn names.
- Some stalls at some facilities may be in disrepair, in use by another event, etc. Therefore, before you assign stalls, go to the facility and inspect the stalls.
- You need to enter the stall number for each of the stalls you may use at the show facility. This can be done during <a href="Edit a Show Template">Edit a Show Template</a> > Stalls, during <a href="Set Up a New Show">Stalls</a>, or after the stalls have been assigned by hand.
- Select 1 Main Menu > 2 Show Office > 3 Stalls.



- The 4 Stalls form opens.
- Using the **5** 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).
- To delete a stall, click the white box next to the stall number (the box turns black) then click the
   Delete Stall button.
- A Fox Village Dressage warning message opens.
- To delete the selected stall number, click 8 Yes.







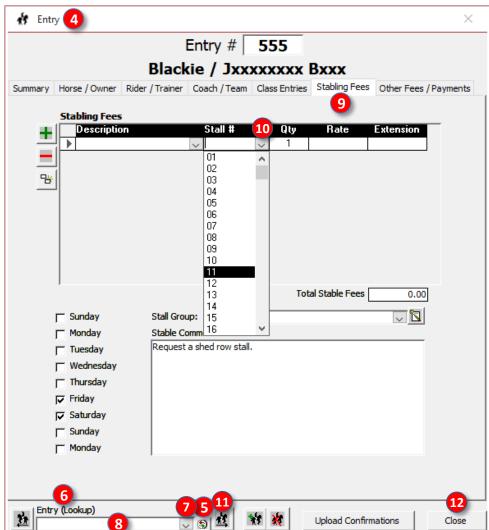
• Click **9** Close when you have entered all the stalls.

### Stabling > Assign Stall Numbers

### **ASSIGN STALL NUMBERS:**

- Next you need to enter the assigned stall number for each horse (stable) and tack stall.
- Select 1 Main Menu > 2 Show Office
   > 3 Entries.
- The 4 Entry form opens with the first Entry # displayed.
- If not already displayed, use the Switch to ... button to switch to Entry (Lookup).
- To select the Entry # for which you want to enter stall numbers, use the TENTRY (Lookup) drop-down arrow or type the Entry # in the Entry (Lookup) box.
- Click on the Stabling Fees tab.
- Using the Stall # dropdown arrow, select the assigned horse Stall # (and the tack stall #, if requested).
- Use the Next Entry
  button to move to the next
  entry.
- Repeat steps 10 11 until all entries that have requested stalls (horse stalls and tack stalls) have them assigned in the FVD program.
- Click **(2)** Close to return to the **Main Menu**.
- Open the <u>Total Stable Report</u> to check your assignments.





**NOTE**: FVD does not prevent inadvertent assignment of a stall more than once. Ensure you do not do this!

**NOTE**: See <u>MAKE A STALL LIST FROM DATA EXPORTED TO EXCEL</u> for information on using MS Excel to make a stall list that you can sort by stall number, rider name, and horse name, and distribute to competitors, post on your web site, etc.

### Stabling > Print Stable Cards and Tack Stall Cards

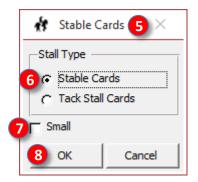
### PRINT STABLE CARDS AND TACK STALL CARDS:

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 1 Main Menu > 2 Reports >
 During Show > 4 Stable Cards.



- The **5** Stable Cards form opens.
- First select 6 Stabling Cards to create cards for horse stalls.
- If you want small cards, click 7 Small.
- Click 8 OK.



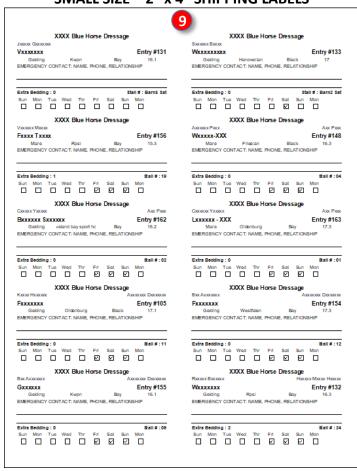
### Stabling > Print Stable Cards and Tack Stall Cards, Cont'd.

- Examine the report for errors, etc.
- The standard size is printed onto 3" x 5" laser index cards. See <u>PRINT LABELS AND INDEX CARDS</u> for the procedure to print labels and index cards.
- The small size is printed onto 2" x 4" shipping labels. See PRINT LABELS AND INDEX CARDS for the procedure to print labels and index cards.

### STANDARD SIZE – 3" x 5" LASER INDEX CARDS

### XXXX Blue Horse Dressage Joseph Grosson Vxxxxxxx EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP XXXX Blue Horse Dressage Entry #133 WxxxxxxxxX EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP Sun Mon Tue Wed Thr Fri Sat Sun Mon XXXX Blue Horse Dressage Vxxxxx Mxxxx FXXXX TXXXX Entry #156 EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

### SMALL SIZE – 2" x 4" SHIPPING LABELS



- To print the Tack Stall Cards, repeat Steps 1-9 above, selecting Tack Stall Cards in Step 6.
- The cards/labels are sorted by Stall Group. Resort the horse and tack stall cards according to your stall list.
- **Prior to arrival of horses at the show**, apply stall cards to stalls. Depending upon the facility, they can be affixed with tape, stapler gun, or using a facility-supplied clip or holder.
- Print several of your stall lists and post them in convenient places. It is helpful to get them laminated or put them in document protectors.
- If desired, send the stall assignments out with the ride times or post on your web page. (Some shows do not provide stall assignments until horses arrive at the show. This helps prevent the unloading of horses prior to submission of the Coggins and vaccinations reports.)

**NOTE**: The FVD program also provides **Stable Labels** that can be used in lieu of the **Stable Cards** and can also be placed on show packets. See <u>During Show > Stable Labels</u> for further information.

## CHAPTER II.29. RIDER PACKET LABELS/SHEETS



### Rider Packet Labels/Sheets > Types of FVD Rider Packet Labels/Sheets

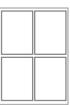
### **TYPES OF FVD RIDER PACKET LABELS/SHEETS:**

- When they check-in with the show office, riders may 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:
  - A. Packet Labels (Detail): Label that details entry deficiencies that must be corrected.
  - **B. Packet Labels (Standard):** Label that has just the Entry #, rider name, and horse name.

C. 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.

A. Packet Label (Detail) 3½" X 5" Label (Avery 5168)



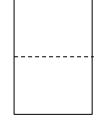
B. Packet Label (Standard)

4" X 2" Label (Avery 5163)



C. Packet Sheet

8 ½" x 5 ½" Paper (Prints 2 per 8 ½" x 11" Sheet of Paper)



**NOTE**: The **Packet Label (Detail)** and the **Packet Sheet** list **1 deficiencies** noted within the entry and on the <u>Need List</u>.

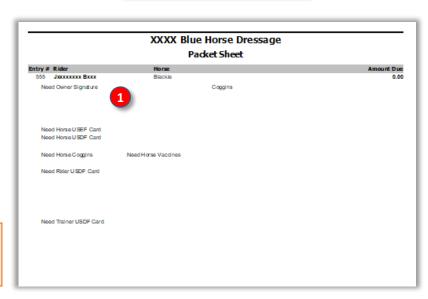


XXXX Blue Horse Dressage June 20, 2222

Lxxx Axxxx

Entry # 143

Fxxxxx



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 > Rider Packet Labels (Standard) - 4" x 2" Label

### RIDER PACKET LABELS (STANDARD):

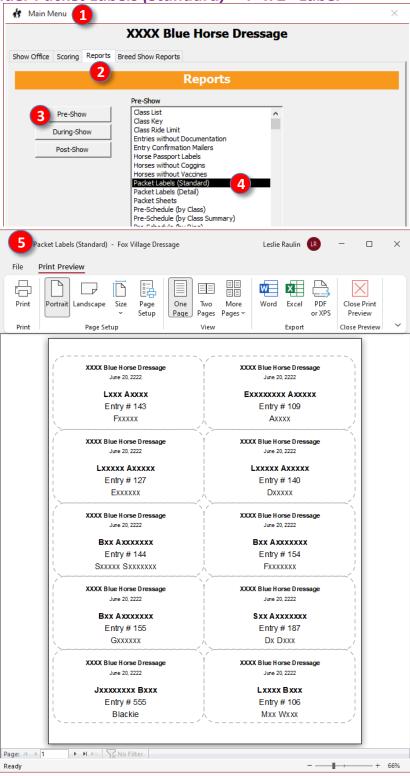
This label has just the Entry #, rider name, and horse name. It does not list entry deficiencies.

 Select 1 Main Menu > 2 Reports >
 3 Pre-Show > 4 Packet Labels (Standard).

**RECOMMENDATION**: Use this label for Rider Packets and use the <u>Create Custom Entry</u> <u>Packet Labels</u> for Entry Packets.

- The 5 Packet Labels (Standard) report opens.
- See <u>PRINT LABELS AND INDEX CARDS</u> for the procedure to print labels and index cards.

**NOTE**: Some shows do not use envelopes. They affix the Packet Labels to the bridle numbers.



- Apply labels to rider packet envelopes and load with bridle number, show program, and other items for the riders.
- Store in alphabetical order, by rider last name, at the show office check-in desk.

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

### Rider Packet Labels/Sheets > Rider Packet Labels (Detail) - 3½" x 5" Labels

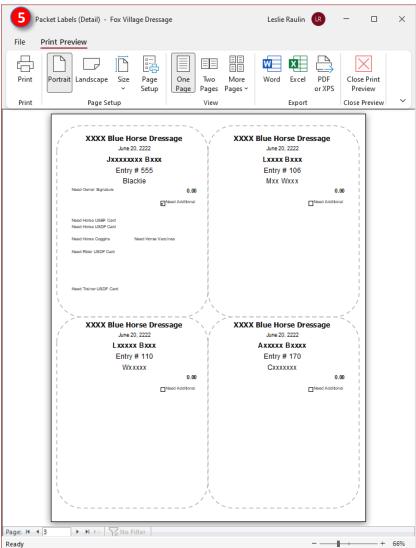
### **RIDER PACKET LABELS (DETAIL):**

This label details entry deficiencies that must be corrected.

 Select 1 Main Menu > 2 Reports >
 3 Pre-Show > 4 Packet Labels (Detail). Main Menu XXXX Blue Horse Dressage Show Office Scoring Reports Breed Show Reports 2 Reports Pre-Show Pre-Show Class List Class Kev Class Ride Limit During-Show Entries without Documentation Post-Show Entry Confirmation Mailers Horse Passport Labels Horses without Coggins Horses without Vaccines Packet Labels (Standard) Packet Labels (Detail) Packet Sheets Pre-Schedule (by Class)

**RECOMMENDATION**: Use this label for Rider Packets and use the <u>Create Custom Entry</u> <u>Packet Labels</u> for Entry Packets.

- The Packet Labels (Detail) report opens.
- See <u>PRINT LABELS AND INDEX CARDS</u> for the procedure to print labels and index cards.



- 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 (Detail)** do not include the stall number. To include the stall number on the rider packet, use <u>Stable Labels</u> (Small) that can also be attached to the **Rider Packets**.

### Rider Packet Labels/Sheets > Rider Packet Sheets - 8½" x 5½" Sheets

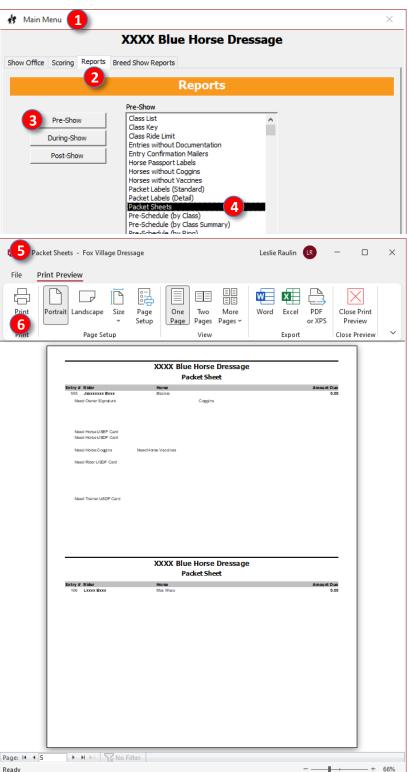
### RIDER PACKET SHEETS:

Half sheet of paper with entry deficiency information; the paper is either inserted in the envelope or stapled to the front of the envelope.

Select 1 Main Menu > 2 Reports >
 3 Pre-Show > 4 Packet Sheets.

**RECOMMENDATION**: Use this label for Rider Packets and use the <u>Create Custom Entry</u> <u>Packet Labels</u> for Entry Packets.

- Use 8½" x 11" paper.
- Prints two to an 8 ½ x 11 page.
- To print the sheets, click the 6 Print button.
- Cut each sheet in half and affix to the rider packets via staple, tape or paper clip.



- Cut the sheets in half and tape or staple to rider packet envelopes.
- Load the envelopes with bridle number, show program, and other items for the riders.
- Store in alphabetical order, by rider last name, at the show office check-in desk.

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

# SECTIONIII. DURING THE SHOW



### CHAPTER III.1. DAY SHEETS REPORTS



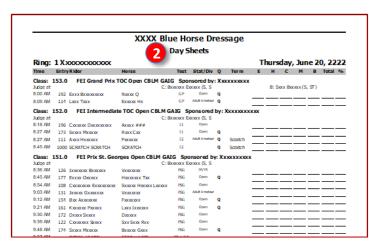
### Day Sheets Reports > Overview

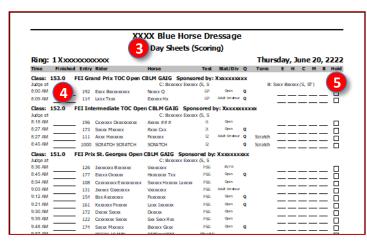
### **OVERVIEW:**

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 4 Finished column to indicate the scoring is completed (put a check or the final score in the column) and has a 5 Hold column so the scoring department and/or awards department knows to not release a test or ribbon until cleared by the show office. See Hold for information about hold.
- Who needs copies of a Day Sheet Report?
  - Show Secretary. Will need a copy for preshow 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). As a minimum, provide Day Sheets for the classes appearing before their judge; however, since judges often want to see Day Sheets for the entire show, provide a full set. The scribe Day Sheets should be provided with the packet of tests for the day.
    - > 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. Or use Day Sheets Scoring Report.
    - > Photographer.
    - Videographer.
    - > Media.
    - > Others.



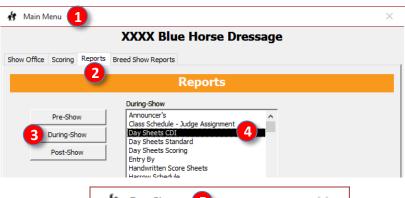


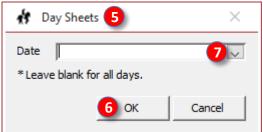


### Day Sheets Reports > Day Sheets CDI Report

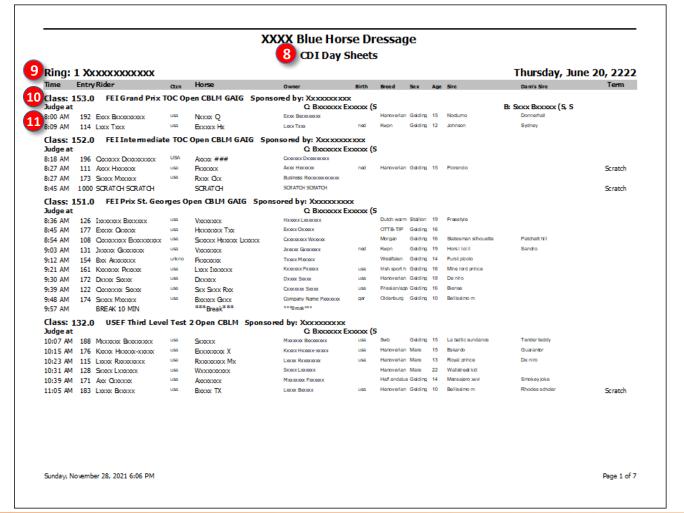
### DAY SHEETS CDI REPORT:

- Select 1 Main Menu > 2 Reports >
   3 During-Show > 4 Day Sheets CDI.
- The **5** Day Sheets form opens.
- If you want to open all days of the show, click 6 OK.
- Click 6 OK.





The 8 CDI Day Sheets report opens, which shows the sequence of rides by 9 Ring number, 10 Class, and 11 Times, which are listed by the order of go.



### **SECTION III. DURING THE SHOW**

### Day Sheets Reports > Day Sheets Standard Report

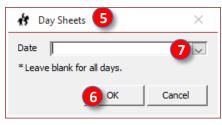
### **DAY SHEETS STANDARD REPORT:**

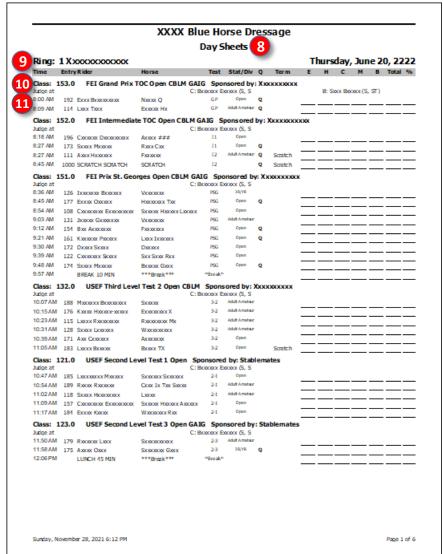
Select 1 Main Menu > 2 Reports >
 3 During-Show > 4 Day Sheets
 Standard report.



- The 5 Day Sheets form opens.
- If you want to open all days of the show, click 6 OK.
- If you want to print one day, using the Date dropdown arrow, select the date for which you want to print Day Sheets.
- Click 6 OK.

The **8** Day Sheets report opens, which shows the sequence of rides by **9** Ring number, **10** Class, and **11** Times, which are listed by the order of go.





### SECTION III. DURING THE SHOW

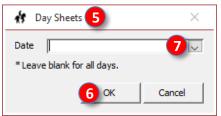
### Day Sheets Reports > Day Sheets Scoring Report

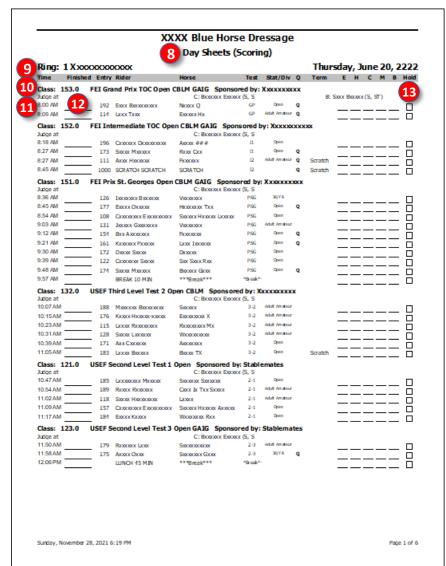
### DAY SHEETS SCORING REPORT:

Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Day Sheets Scoring report.



- The **5** Day Sheets form opens.
- If you want to open all days of the show, click **6** OK.
- If you want to print one day, using the **7** Date dropdown arrow, select the date for which you want to print Day Sheets.
- Click 6 OK.
- The 8 Day Sheets (Scoring) report opens, which shows the sequence of rides by 9 Ring number, 10 Class, and **11** Times, which are listed by the order of go.
- This report is provided to the scoring department and the awards department.
  - They use the 12 Finished column to indicate the ride has been scored or the test sheet has been received (awards).
  - They refer to the Hold column to determine if tests and ribbons need to be withheld until cleared by the show secretary. See Hold for information on hold.

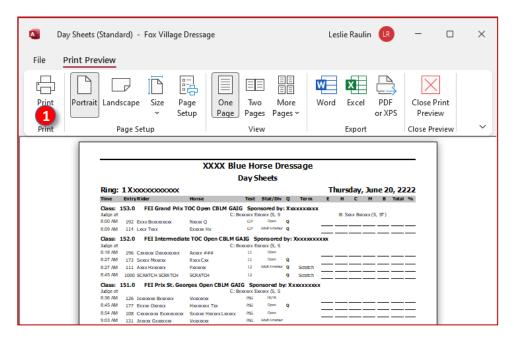




### Day Sheets Reports > Print a Day Sheets Report

### **PRINT A DAY SHEETS REPORT:**

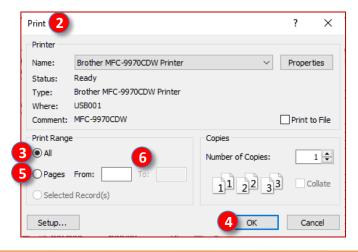
- Open the Day Sheet report you want to print.
- Click the 1 Print button



- The 2 Print form opens.
- To print all the pages, click the 3 Print Range / All radial button.
- Click 4 OK.
- All the pages will print.
- To print one or a range of pages, click Print Range / Pages.
- In the 6 From: 

  To: 

  boxes, fill in the page number or page number range that you want to print.
- Click 4 OK.
- The selected page(s) will print.



## CHAPTER III.2. SCRIBING

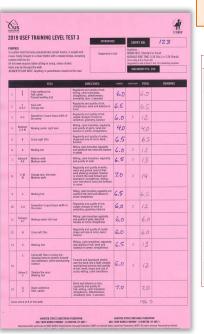


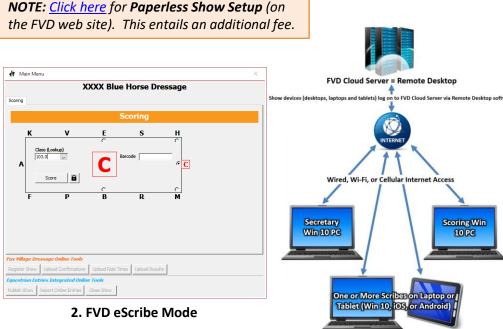
#### Scribing > Introduction

#### **SCRIBING > INTRODUCTION:**

**NOTE**: See <u>TERMINOLOGY IN THIS MANUAL</u> for scribing/scoring nomenclature used in this manual.

- Scribing is the process by which movement POINTS, collective POINTS, and ERRORS are recorded on a
  dressage score sheet. Traditionally, one scribe sitting with a judge in a judge booth records the judge
  POINTS, ERRORS and remarks by hand on a paper score sheet. Today, there are also digital methods of
  scribing.
- FVD provides the following scribing methods:
  - <u>Traditional Paper Score Sheets</u>: One scribe in the judge booth writes <u>POINTS</u> and <u>ERRORS</u> on traditional paper score sheets. Runners take the paper score sheets to the scoring section personnel, who calculate <u>FINAL POINTS</u> and <u>FINAL PERCENTS</u>.
  - 2. <u>FVD eScribe Mode</u>: Two scribes are in the judge booth. One scribe records judge POINTS, ERRORS and remarks on a traditional paper scoresheet that is taken to the scoring section, which calculates FINAL POINTS and FINAL PERCENT. A second scribe in the judge booth records POINTS and ERRORS on a wired network computer/laptop using the eScribe Mode of FVD. The eScore POINTS may be displayed on a large ring-side monitor (and elsewhere) for instant results. The traditional paper score sheet POINTS and ERRORS are usually the official results. The scoring section compares digital POINTS and ERRORS and paper score sheet POINTS and ERRORS then determines FINAL POINTS and FINAL PERCENTS. The class is then placed.
  - **3.** <u>FVD Cloud Server</u>: An easy method to wirelessly network a variety of show devices (PC and MAC computers, laptops, tablets, smart phones, etc.) and digitally scribe in the judge booth. A paper score sheet is no longer used as a digital score sheet is created. The scoring section has access to the **POINTS** and **ERRORS** and places each class. Entrants receive a digital score sheet.





1. Traditional Paper Score Sheet

3. FVD Cloud Server

**Show Devices** 

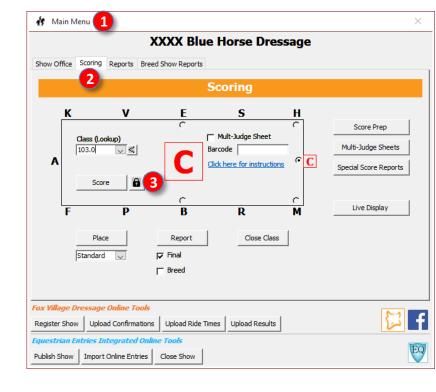


#### Scribing > eScribe Mode

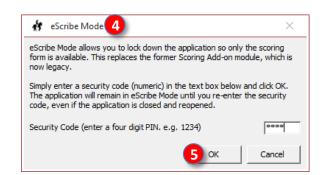
**NOTE**: eScribe mode only works with **Standard Scoring**; it does not work with **Manual Scoring**.

#### **eSCRIBE MODE:**

- Ensure you are using Standard Scoring.
- Click 1 Main Menu > 2 Scoring.
- Click the **3** padlock button.



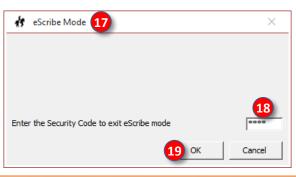
- An 4 eScribe Mode form opens.
- Follow the instructions on the box.
- Click **5** OK.

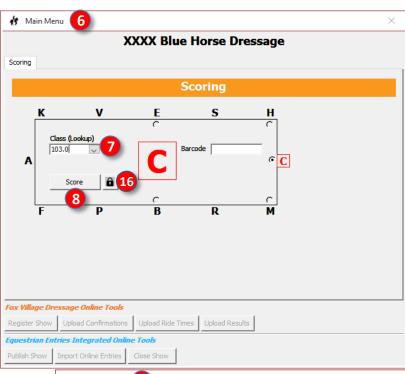


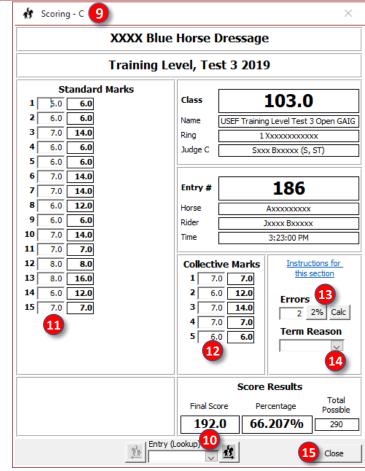
#### Scribing > eScribe Mode, Cont'd.

- **6** The screen now has this 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 movement 11 POINTS for each movement as they are called out by the judge.
- Enter the collective POINTS as they are called out by the judge.
- Enter 14 Term Reason, if needed.
- Before the following ride starts, repeat starting at Entry (Lookup).
- When a class is completed, click (15)
   Close.
- For the following class, repeat starting at
   Class (Lookup).
- · When eScribing is finished:
  - Click the 16 padlock icon.

  - Enter the 18 4-digit code.
  - Click 19 OK to close eScribe Mode.









#### Scribing > FVD Cloud Server



#### FVD CLOUD SERVER > WHAT IS FVD CLOUD SERVER?:

- Easy Method to Connect Show Devices:
  - FVD Cloud Server is an easy method now available to FVD users to connect show devices for file sharing.
  - o It uses the **FVD Cloud Server**; all FVD files are on the server.
  - Users may use a desktop or laptop (Windows or MacOS) or tablet (Windows, Android or iOS).
  - Show devices no longer require a wired connection between them; however, each requires its own wired, Wi-Fi or cellular internet connection.
  - Scribes may enter POINTS, ERRORS and judge comments near the judge or at a remote location (a talking communication method between judge and scribe is necessary). POINTS, ERRORS and judge comments input by the scribe are on the FVD Cloud Server.
  - The show office uses the scores on the FVD Cloud Server to place classes and post results.
- Paperless Scoring:
  - FVD Cloud Server also offers a paperless method of scoring that directly uses the FVD Cloud Server for recording POINTS, ERRORS and judge comments in the cloud.
  - The paperless method is a safer method of scoring in this day of infectious diseases as a dressage test sheet does not have to pass from secretary > scribe > judge > runner > scoring > awards. Instead, the competitor obtains their test sheet online.
- See <u>FVD CLOUD SERVER</u> for details.



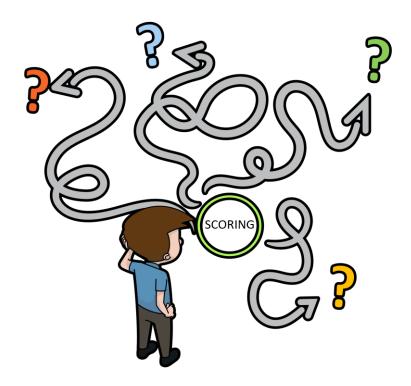
# CHAPTER III.3. SCORING



#### Scoring > Introduction

#### **INTRODUCTION:**

- Prior to 2016 scoring was reasonably simple. It was the process of (1) multiplying movement and collective POINTS by coefficients to give the TOTAL POINTS, (2) adding the TOTAL POINTS to determine SUBTOTAL POINTS, (3) deducting for ERRORS to determine the (4) FINAL POINTS, and ultimately calculating the (5) FINAL PERCENT that determines the class placing.
- Since then, scoring has become more complex:
  - The calculations for USEF/USDF tests have not changed.
  - FEI now has (1) OTHER ERRORS (points subtracted from the subtotal points) AND (2) ERRORS OF COURSE (percent subtracted from calculated percent). This is much more complicated and requires a lot of extra math.
- The following pages will hopefully explain the rules and the math.
- Before discussing FVD scoring methods, this manual will cover USEF/USDF and FEI error rules; scoring terminology on USEF/USDF and FEI test sheets and FVD, error management, terminology used in this manual, and examples of calculations.
- FVD performs many of the calculations for you; however, you still need to know what you are doing!
- This chapter covers basic scoring procedures. For additional procedures, see <u>SCORING</u>.



#### Scoring > Errors > USEF Rule

#### USEF DR122.5. Errors.

- a. When a competitor makes an "error of the course" (takes the wrong turn, omits a movement, etc.) the President of the Jury warns him by sounding the bell. The President shows him if necessary the point at which he must take up the test again and the next movement to be executed then leaves him to continue by himself. However, in some cases when, although the competitor makes an "error of the course", the sounding of the bell would unnecessarily impede the fluency of the performance for instance if the competitor makes a transition from medium trot to collected walk at V instead of at K or cantering up the center line from A makes a pirouette at D instead of at L it is up to the President to decide whether to sound the bell or not. However, if the bell is not sounded at an error of course, or error of test in which the movement, or a requirement of the movement, is repeated and the error occurs again, only one error is recorded. If a rider performs in a rising trot when a sitting trot is required, or vice versa, the bell must be sounded and the rider warned that this is an error that accumulates if repeated, leading to elimination at the third occurrence.
- b. In National [USDF/USEF] tests, every "error of the course" whether the bell is sounded or not, must be penalized, except as noted above: 1st Time = 2 points
  - 1. The first time by 2 points.
  - 2. The second time by 4 points; [6 points total].
  - 3. The third time the competitor is eliminated. However, at the discretion of the judge, the rider may continue to finish the test. If the competitor's continued presence in the ring is about to interfere with the start of the next scheduled ride, then the judge must excuse him/her from the ring.
- c. In FEI tests [FEI YR thru GP] (except those listed under "c.3" and "d" below), every "error of the course" whether the bell is sounded or not, must be penalized, except as noted above:
  - 1. The first time by 2 percentage points from the total score received;
  - 2. The second time by elimination; However, at the discretion of the judge, the rider may continue to finish the test. If the competitor's continued presence in the ring is about to interfere with the start of the next scheduled ride, then the judge must excuse him/her from the ring.
  - For FEI Para-Equestrian tests, refer to the test sheets for the calculation of errors.
- d. For USEF and FEI Young Horse tests, and FEI Children, Pony Riders and Junior tests, the deduction for an error shall be:
  - 1. First error: -0.5% (1/2 percentage point) from total score received.
  - 2. Second error: -1.0% (one percentage point) from total score received.
  - 3. Third error: Elimination.
- For FEI Level and USDF Freestyle tests, two points will be deducted for each error, however they are not cumulative and will not result in elimination.
- f. When the competitor makes an "error of the test" (trots rising instead of sitting; at the salute does not take the reins in one hand, etc.) he must be penalized as for an "error of the course". In principle, a competitor is not allowed to repeat a movement of the test unless the President of the Jury decided on an error of course (rings the bell). If, however, the rider has started the execution of a movement and attempts to do the same movement again, the judge(s) must consider the first movement shown only and, at the same time penalize for an error of course.
- g. If the Jury has not noted an error the competitor has the benefit of the doubt.
- h. The decision as to whether or not an error of course has been made will be that of the judge at C. The other judges' scores will be adapted accordingly upon approval of the judge at C.
- The penalty points are deducted on each judge's sheet from the total points obtained by the competitor.
- Other Errors. For USEF High Performance qualifying and selection trials, all of the following are considered errors (faults), and two (2) points will be deducted per error (fault) by each judge, but they are not cumulative and will not result in elimination (including for Freestyle tests):
  - 1. Entering the space around the arena with whip or with boots on the horse's legs or with discrepancy in dress (e.g. lack of gloves);
  - 2. Entering the dressage arena with whip or with boots on the horse's legs or with discrepancy in dress (e.g. lack of gloves). Exception:
  - Carrying the whip for more than three movements will entail elimination;
  - 3. Not entering the arena within 45 seconds but before 90 seconds after the bell;
  - 4. Entering the arena before the sound of the bell;
  - 5. In Freestyle classes, entering the arena after more than 20 seconds of music but within 90 seconds.
  - 6. If the Freestyle test is longer or shorter than stipulated on the test sheet, zero point five percentage points (0.5%) will be deducted from the total artistic score;
  - 7. Using voice or clicking the tongue repeatedly;
  - 8. Athletes not taking the reins in one (1) hand at the salute.
- k. Judges may not mark or deduct points for an error for any reason other than as described in DR122.5; i.e. dress code violations (DR120) cannot be penalized by an error.
- For USEF High Performance qualifying and selection trials, if the Freestyle test is longer or shorter than the stipulated time on the test sheet, zero point five percent (0.5%) will be deducted from the total artistic score.

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As of November 2021 – check USEF web site for any changes.

Two (2) points to be deducted per other error.

Please see Art 430.6.2 [-2 for each other error, no elimination]

2nd Time = 4 points [6 points total]

To be deducted / penalty points

1st error = 2 percentage points

To be deducted / penalty points

1st error = 0.5 percentage point

2nd error = Flimination

Please see Art 430.6.2

3rd error = Elimination

Please see Art 430.6.2

Errors of course (Art 430.6.1) are penalised

Two (2) points to be deducted per other error.

Errors of course (Art 430.6.1) are penalised

2nd error = 1 percentage point [1.5% total]

Two (2) points to be deducted per other error.

3rd Time = Elimination

Fox Village Dressage User Manual – 2021 Update 1.0.5.

#### Scoring > Errors > FEI Rules

#### FEI ARTICLE 430 EXECUTION OF THE TESTS

3. Error of course. When an Athlete makes an "error of course" (takes the wrong turn, omits a movement, etc.) the Judge at C warns him [or her], by sounding the bell. The Judge at C shows him [or her], if necessary, the point at which he [she] must take up the test again and the next movement to be executed, then leaves him to continue by himself. However, in some cases when, although the Athlete makes an "error of course", the sounding of the bell would unnecessarily impede the fluency of the performance - for instance if the Athlete makes a transition from medium trot to collected walk at V instead of at K, or, cantering up the centre line from A, makes a pirouette at D instead of at L - it is up to the Judge at C to decide whether to sound the bell or not. However, if the bell is not sounded at an error of course and the test requires the same movement to be repeated and the Athlete again makes the same error, the Athlete is only penalised once.

The decision as to whether or not an error of course has been made will be at the sole discretion of the Judge at C. The other Judges' scores will be adapted accordingly.

4. Error of test/execution. When an Athlete makes an "error of the execution of the test" (trots rising instead of sitting, etc.) he must be penalised as for an "error of course". In principle an Athlete is not allowed to repeat a movement of the test unless the Judge at C decides on an error of course (sounds the bell). If, however, the Athlete has started the execution of a movement and attempts to do the same movement again, the Judges must consider the first movement shown only and at the same time, penalise for an error of course.

5. Unnoticed error. If the Ground Jury has not noted an error, the Athlete has the benefit of the doubt and will therefore not be penalised for the error.

To be deducted / penalty points

Errors of course (Art 430.6.1) are penalised

1st error = 2 percentage points

#### 6. Penalties

#### 6.1. Error of Course.

[For YR through GP] Every "error of course", whether the bell is sounded or not, must be penalised, except as noted above.

First error: Two (2) percentage points from the total score (per Judge).

Second error: Elimination.

For Young Horses tests, Children, Pony Riders and Junior tests:

**First error**: Zero point five percentage points (0.5%) from the total score [percent].

**Second error**: One percentage point (1%) [total of 1.5%]

Third among Flinderships

Third error: Elimination

#### To be deducted / penalty points

Errors of course (Art 430.6.1) are penalised

Two (2) points to be deducted per other error.

1st error = 0.5 percentage point

2nd error = 1 percentage point [1.5% total]

3rd error = Elimination

2nd error = Elimination

Please see Art 430.6.2

Two (2) points to be deducted per other error.

#### 6.2. Other Penalties.

It is the responsibility of the Judge at C to decide whether a penalty should be applied and the other judges sheets should be marked accordingly to ensure consistency.

All of the following are considered faults, and <u>two (2) points will be deducted per fault</u> by each Judge, but they are not cumulative [????} and <u>will not result in Elimination</u> (including for Freestyle tests):

- Entering the space around the arena with whip or with boots on the Horse's legs or with discrepancy in dress (e.g. lack of gloves)
- Entering the Dressage arena with whip or with boots on the Horse's legs or with discrepancy in dress (e.g. lack of gloves). If the test has already started before the discrepancy has been noticed, the Judge at C stops the Athlete and if needed and possible, an assistant may enter the arena to remove the item(s). The Athlete then continues the test, either starting from the beginning (from the inside of the fence) or from the movement where he was stopped. The marks given before he was stopped are not changed
- Entering the arena before the sound of the bell
- Not entering the arena within forty five (45) seconds after the bell, but within ninety (90) seconds
- For Freestyle tests, entering the arena after more than thirty (30) seconds of music
- If the Freestyle test is longer or shorter than stipulated on the test sheet, zero point five percentage points (0.5%) will be deducted from the total artistic score
- Using voice or clicking the tongue repeatedly
- Athletes not taking the reins in one (1) hand at the salute.
- 6.3 **Penalty Points**. The penalty points are deducted on each Judge's sheet from the total points obtained by the Athlete.

As of 31 March 2020 – check FEI web site for any changes

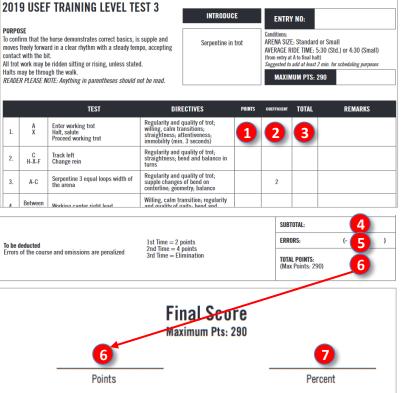


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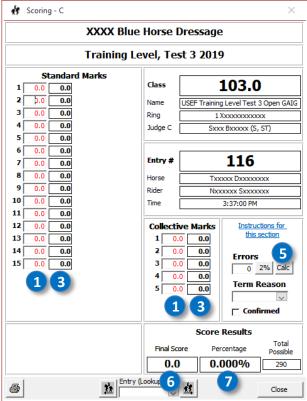
#### Scoring > Test Sheet and FVD Terminology > Most USEF/USDF Tests

USDF/USEF TEST SHEET	FVD STANDARD SCORING
1 POINTS: Score given to each dressage movement or collective.	FVD does not have a term for POINTS The points for each movement is entered in the 1 left (red text) box.
COEFFICIENT: Important dressage movements have a coefficient of 2 or 3. For such movements, the points/mark earned are multiplied by the coefficient.	Coefficients are not listed on the FVD form.
3 TOTAL: Points x Coefficient	3 Standard Marks and Collective Marks. Points/Marks x Coefficient. Automatically calculated by FVD and entered in the right (black bold text) box.
4 SUBTOTAL: Sum of TOTAL before errors are subtracted.	The subtotal is not on the FVD form.
<b>5</b> ERRORS: Points lost due to errors (-2 or -6 points).	<b>5</b> Errors: Calc is used for USEF/USDF tests. See below for instructions on how to calculate USEF/USDF errors in FVD.
<b>6</b> TOTAL POINTS = Final Score > Points: SUBTOTAL minus any ERRORS	6 Score Results > Final Score: Automatically calculated by FVD. Total of all Standard Marks minus any Errors (-2 or -6).
Final Score > Percent: (TOTAL POINTS / Max Points) * 100	<b>7</b> Score Results > Percentage Automatically calculated by FVD. (Final Score / max marks) x 100.

#### **EXTRACTS FROM USEF DRESSAGE TEST SHEET**



#### **FVD STANDARD SCORING FORM**



#### Scoring > Test Sheet and FVD Terminology > FEI YH, Children, Pony & Junior Tests

FEI JUNIOR INDIVIDUAL TEST	FVD STANDARD SCORING
1 Mark and Collective Mark Each movement/collective earns a mark from 0 - 10 with 0.5 decimal increments.	FVD does not have a term for Mark. The marks (points) for each movement is entered in the 1 left (red text) box.
2 Coefficient: Important dressage movements have a coefficient of 2 or 3. For such movements, the points/mark earned are multiplied by the coefficient.	Coefficients are not listed on the FVD form.
3 FINAL MARK: Mark or Collective Mark x Coefficient	3 Standard Marks / Collective Marks. Points/Marks x Coefficient. Automatically calculated by FVD and entered in the right (black bold text) box.
4 Total: Sum of FINAL MARKS before errors are subtracted.	The <b>Total</b> is not on the FVD form.
5 To be deducted / penalty points: Percent and points (marks) lost due to errors	<b>5</b> Errors: Use 2% for percent deducted. Use Calc for points deducted. See below for instructions on how this is calculated.
<b>6</b> TOTAL: Total minus penalty points (-2 points/marks per other error)	<b>6</b> Score Results > Final Score: Automatically calculated by FVD. Total of all <b>Standard Marks</b> minus any <b>Errors</b> (-2 or -6).
7 TOTAL SCORE in %: (Total / Max Points) x 100	<b>7</b> Score Results > Percentage Automatically calculated by FVD. (Final Score / max marks) x 100.

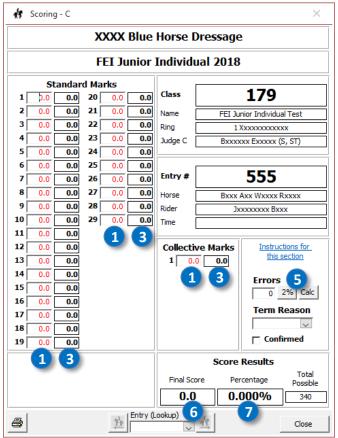
#### **EXTRACTS FROM FEI JUNIOR INDIVIDUAL TEST**

INDIVIDUAL COMPETITION TEST Juniors

**FEI DRESSAGE** 

#### Event : Competitor No: Name : Minimum age of horse : 6 years 2(3 Quality of paces, halt, and transitions. Straightness. Contact and poll. Track to the left 10 Collective mark: 2 3 General Impression (harmonious presentation of the rider/horse combination; 2 10 rider's position and seat, discreet and effective influence of the aids)s 4 Total 340 To be deducted / penalty points Errors of course (Art 430.6.1) are penalised 1st error = 0.5 percentage point 5 2nd error = 1 percentage point 3rd error = Elimination Two (2) points to be deducted per other error. Please see Art 430.6.2 6 TOTAL SCORE Total in %:

#### **FVD STANDARD SCORING FORM**



**NOTE**: The actual error deductions are more complicated than demonstrated on these forms. See EXAMPLE CALCULATIONS > FEI YH, CHILDREN, PONY & JUNIOR TESTS for details.

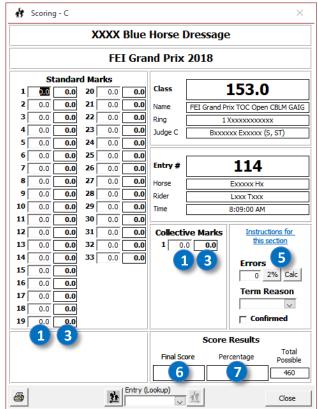
#### Scoring > Test Sheet and FVD Terminology > FEI Young Rider Through Grand Prix Tests

FEI GRAND PRIX TEST	FVD STANDARD SCORING
1 Mark and Collective Mark Each movement/collective earns a mark from 0 - 10 with 0.5 decimal increments.	FVD does not have a term for Mark. The marks (points) for each movement is entered in the 1 left (black text) box.
2 Coefficient: Important dressage movements have a coefficient of 2 or 3. For such movements, the points/mark earned are multiplied by the coefficient.	Coefficients are not listed on the FVD form.
3 FINAL MARK: Mark or Collective Mark x Coefficient	3 Standard Marks. Points x Coefficient. Automatically calculated by FVD and entered in the right (black bold text) box.
4 Total: Sum of Final Marks before errors are subtracted.	The <b>Total</b> is not on the FVD form.
5 To be deducted / penalty points: Percent and points (marks) lost due to errors	<b>5</b> Errors: Use 2% for percent deducted. Use Calc for points deducted. See below for instructions on how this is calculated.
<b>6</b> TOTAL: Total minus penalty points (-2 points/marks per other error)	6 Score Results > Final Score: Automatically calculated by FVD. Total of all Standard Marks minus any Errors (-2 or -6).
7 TOTAL SCORE in %: (Total / Max Points) x 100	<b>7</b> Score Results > Percentage Automatically calculated by FVD. (Final Score / max marks) x 100.

#### **EXTRACTS FROM FEI GRAND PRIX TEST SHEET**

#### FEI DRESSAGE GRAND PRIX Event: Date: Judge : Position Competitor No : \_\_\_\_ Name : Time 6'30" (for information only) 2)3 Test Directive ideas Remarks Enter in collected canter Halt - immobility - salute Proceed in collected trot Quality of paces, halt, and transitions. Straightness. Contact and poll. 10 ХC Collected trot Track to the left 10 Regularity, elasticity, HXE balance, energy of hindquarters, overtrack, Lengthening of frame. oth transitions. кв Half-pass to the right 10 Regularity and quality of trot uniform bend, collection, balance, fluency, crossing of 2 Collective mark Rider's position and seat; correctness and effect of the aids 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 7 TOTAL 6 TOTAL SCORE in %:

#### **FVD STANDARD SCORING FORM**



**NOTE**: The actual error deductions are more complicated than demonstrated on these forms. See <u>EXAMPLE CALCULATIONS</u> > <u>YOUNG RIDERS THROUGH GRAND PRIX</u> for details.

#### Scoring > Terminology Used in this Manual

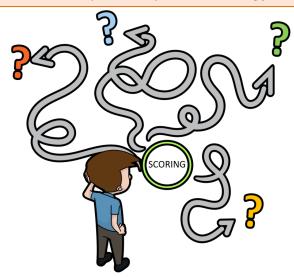
#### **TERMINOLOGY USED IN THIS MANUAL:**

USEF/USDF TESTS	FEI TESTS	DESCRIPTION
POINTS	POINTS	Each number awarded by the judge for each movement and collective
TOTAL POINTS	TOTAL POINTS	POINTS x Collective (if applicable)
SUBTOTAL POINTS	SUBTOTAL POINTS	Sum of all TOTAL POINTS
ERROR POINTS	ERROR POINTS	Number subtracted due to <b>errors</b> (USEF/USDF) or <b>other errors</b> (FEI)
FINAL POINTS	PRELIMINARY POINTS	SUBTOTAL POINTS minus ERROR POINTS.
FINAL PERCENT	PRELIMINARY PERCENT	(PRELIMINARY POINTS / Max Points) x 100.
NA	ERROR PERCENT	Error percent subtracted from <b>PRELIMINARY PERCENT</b> , as defined by FEI for the particular test.
NA	FINAL PERCENT	PRELIMINARY PERCENT minus ERROR PERCENT
NA	FINAL POINTS	(FINAL PERCENT * Max Points ) / 100

#### For multiple judges (multiple test sheets):

- Mean of USEF/USDF FINAL PERCENT or FEI FINAL PERCENT = MEAN FINAL PERCENT.
- Mean of USEF/USDF FINAL POINTS or FEI FINAL POINTS = MEAN FINAL POINTS.

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



#### Scoring > Example Calculations > USEF/USDF Tests

#### **EXAMPLE CALCULATIONS > USEF/USDF:**

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





#### **EXAMPLE CALCULATIONS > USEF/USDF:**

1st Error: -2 points

2<sup>nd</sup> Error: -4 points (-6 points total)

3rd Error: Elimination

#### TR3 TEST / MAX POINTS = 290 / No Error

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

NOTE: Fortunately, errors during a test are infrequent; therefore, this is usually all you need to do to enter the scores for a ride. Error handling for FEI tests with **ERRORS OF COURSE** looks rather complicated. However, you and FVD will not need to do the math very often.

For multiple judges (multiple test sheets):

- Mean of FINAL POINTS = MEAN FINAL POINTS
- Mean of FINAL PERCENT = MEAN FINAL PERCENT

#### TR3 TEST / MAX POINTS = 290 / One Error

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

**NOTE**: This is also the calculation for an FEI test that has no Errors of Course.

#### Scoring > Example Calculations > FEI YH, Children, Pony & Junior Tests

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

#### To be deducted / penalty points:

1. OTHER ERRORS: Two (2) points deducted for each other error.



• 1st Error: 0.5% deducted

• 2<sup>nd</sup> Error: 1% deducted (1.5% total deducted)

• 3<sup>rd</sup> Error: Elimination

#### JR TEAM TEST / Max Points = 330 / No Error

SUBTOTAL POINTS	220
- ERROR POINTS	NA
PRELIMINARY POINTS	220
/ Max Points:	0.66667
x 100	66.667
PRELIMINARY 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

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

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

SUBTOTAL POINTS	220
- ERROR POINTS	NA
PRELIMINARY POINTS	220
/ Max Points:	0.66667
x 100	66.667
PRELIMINARY 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 POINTS	218
/ Max Points:	0.66061
x 100	66.061
PRELIMINARY PERCENT	66.061%
- ERROR PERCENT	-0.5%
FINAL PERCENT	65.561%
x Max Points	21,635.00
/100	216.350
FINAL POINTS	216.350

**NOTE**: Fortunately, errors during a test are infrequent. Error handling for FEI tests with **ERRORS OF COURSE** looks rather complicated. However, you and FVD will not need to do the math very often.

#### For multiple judges (multiple test sheets:

- Mean of FINAL PERCENT = MEAN FINAL PERCENT.
- Mean of FINAL POINTS = MEAN FINAL POINTS.

#### Scoring > Example Calculations > FEI Young Rider Through Grand Prix Tests

#### **EXAMPLE CALCULATIONS > FEI YR THRU GP:**

#### To be deducted / penalty points:

- 1. OTHER ERRORS: Two (2) points deducted for each other error.
- 2. ERRORS OF COURSE:
  - 1st Error: 2% deducted
  - 2<sup>nd</sup> Error: Elimination



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

SUBTOTAL POINTS	300
- ERROR POINTS	NA
PRELIMINARY POINTS	300
/ Max Points:	0.65217
x 100	65.217
PRELIMINARY 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 POINTS	298
/ Max Points:	0.64783
x 100	64.783
PRELIMINARY 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	NA
PRELIMINARY POINTS	300
/ Max Points:	0.65217
x 100	65.217
PRELIMINARY 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

, p cc	C. 1201 / 1110111 C. 100 / 20
300	SUBTOTAL POINTS
-2	- ERROR POINTS
298	PRELIMINARY POINTS
0.64783	/ Max Points:
64.783%	x 100
64.783%	PRELIMINARY PERCENT
-2%	- ERROR PERCENT
62.783%	FINAL PERCENT
28,880.00	x Max Points
194.55	/100
288.80	FINAL POINTS

For multiple judges (multiple test sheets):

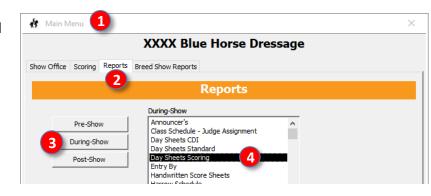
- Mean of FINAL PERCENT = MEAN FINAL PERCENT.
- Mean of FINAL POINTS = MEAN FINAL POINTS.

**NOTE**: Fortunately, errors during a test are infrequent. Error handling for FEI tests with ERRORS OF COURSE looks rather complicated. However, you and FVD will not need to do the math very often.

#### Scoring > FVD Scoring Reports > Day Sheets Scoring Report

#### **FVD SCORING REPORTS > DAY SHEETS SCORING REPORT:**

- Computers crash! Therefore, it is a good idea to have a paper back-up for scores. FVD provides two reports that may be used for this purpose:
  - 1. Day Sheets Scoring report
  - 2. Handwritten Scoring report

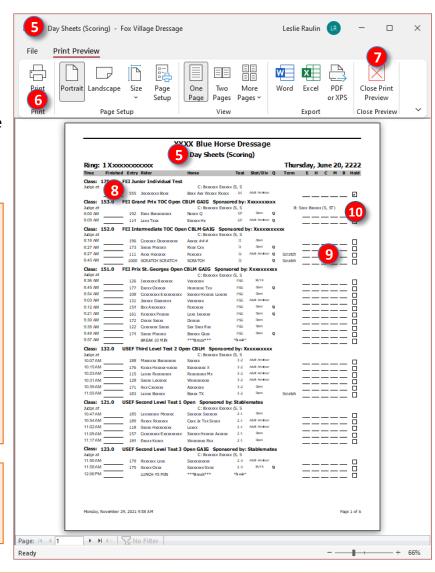


- The Day Sheets Scoring report may be used by the scoring section as it is a guide to classes with information that is useful to scorers.
- Select 1 Main Menu > 2 Reports > 3 During Show > 4 Day Sheets Scoring.
- The **5** Day Sheets Scoring report opens. For each ring, the report contains the class information and an area on which scorers write in the scores, percentages, and placings by hand.
- Click the 6 Print button to print all the
- Click Close Print Preview to close the report.

**NOTE**: This is a good report for the scoring department as:

- The 8 Finished column is used to indicate the test has been scored and posted.
- The 9 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 can use this area to record the **final points** and final percent.
- The 10 Hold column has a check if the test and ribbon must be held until the entry is cleared by the Show Secretary.

**NOTE**: Print the **Day Sheets Scoring** at the last possible moment before they are used. This ensures the scorers have the most current show information.



#### Scoring > FVD Scoring Reports > Handwritten Score Sheets Report

#### **FVD SCORING REPORTS > HANDWRITTEN SCORE SHEETS REPORT:**

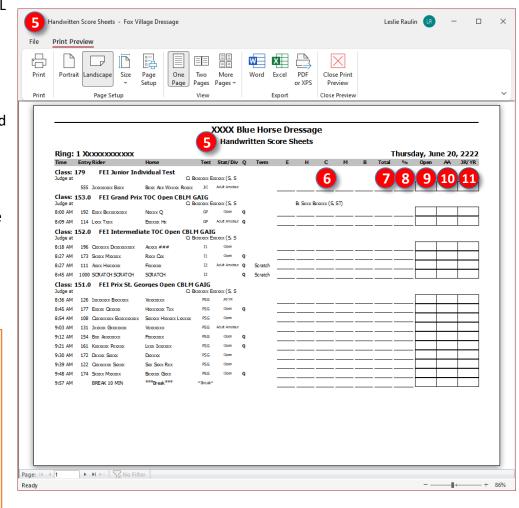
- Computers crash! Therefore, it is a good idea to have a paper back-up for scores.
   FVD provides two reports that may be used for this purpose:
  - 1. Day Sheets Scoring report
  - 2. Handwritten Scoring Sheets report



- Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Handwritten Score Sheets.
- The 5 Handwritten Score Sheets report opens.
- Print the report as for Day Sheets Scoring.
- The 6 E H C M B columns are used to record the FINAL POINTS from each judge. Alternately, with one judge, they can be used to record FINAL POINTS, FINAL PERCENT, and PLACE.
- The 7 Total column is used for the FINAL POINTS (one judge) or the MEAN FINAL POINTS (multiple judges).
- The 8 % column is used for the FINAL PERCENT (one judge) or the MEAN FINAL PERCENT (multiple judges).
- The 9 Open, 10 AA and 11 JR/YR columns can be used for division scores.

**NOTE**: Disadvantages of this report:

- There is no Finished column to indicate the test has been scored and posted.
- There is no Hold column to check if the test and ribbon must be held until the entry is cleared by the Show Secretary.



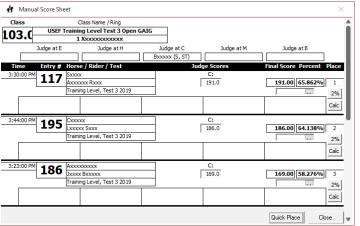
#### Scoring > FVD Manual Scoring and Standard Scoring

#### **FVD MANUAL AND STANDARD SCORING:**

FVD provides three approaches to scoring:

1. No Computer Use During the Show	FVD <u>Manual</u> Scoring	Enter SUBTOTAL POINTS only after show
2. Computer Use During the Show	FVD <u>Manual</u> Scoring	Enter SUBTOTAL POINTS only during show
3. Computer Use During the Show	FVD <u>Standard</u> Scoring	Enter MOVEMENT-BY-MOVEMENT POINTS during show

### MANUAL SCORING FORM



**NOTE**: A paper printout of the calculation is no longer required; however, it can be useful when looking for the source of an error.

#### STANDARD SCORING FORM



- 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 POINTS (but not the movement-bymovement scores from the judges' test sheets) are entered in the computer during or after the show. FVD calculates the FINAL PERCENTS.
- **Standard Scoring:** CDI shows must use this method.
  - The scorers hand calculate the FINAL POINTS and FINAL PERCENT and use their calculations to annotate the tests. A computer operator enters movement-by-movement POINTS and ERRORS from the judges' test sheets. FVD automatically calculates the FINAL POINTS and FINAL PERCENT. The FVD result is compared to the hand calculation performed by scoring. The computer is used to place the classes.
  - o Alternately, with **FVD Cloud Server** (see <u>FVD CLOUD SERVER</u>), at the judge's stand the scribe enters the POINTS, ERROR POINTS, and ERROR PERCENT into a FVD device. FVD calculates the FINAL POINTS and the FINAL PERCENT. There is no separate scoring section!
- 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 and is used for FVD Cloud Server.





# MANUAL SCORING



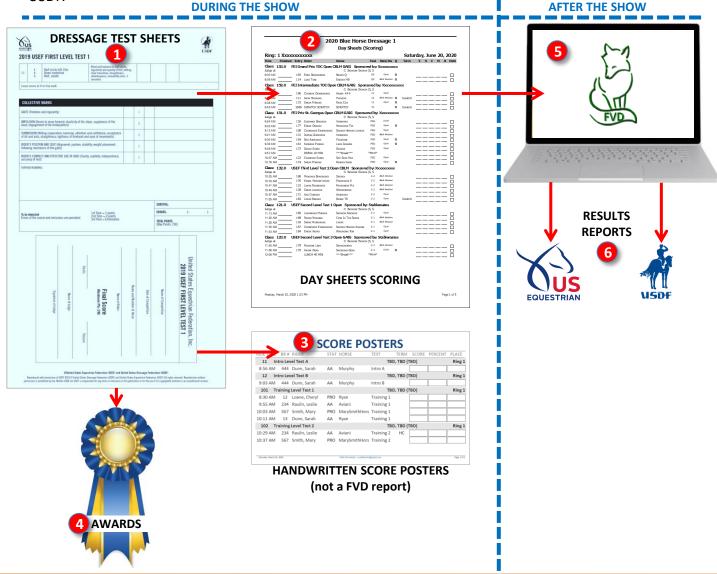
**NOTE**: Most USEF/USDF shows use computers during the show. However, very small USEF/USDF shows, and most schooling shows, may not have the staff and equipment to use computers during the show. Therefore, this section is included for these shows.



# Scoring > FVD <u>Manual</u> Scoring & <u>No Computer</u> Use During the Show > Flowchart

#### 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 FINAL POINTS and FINAL PERCENT 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. A 2<sup>nd</sup> scorer verifies the 1st.
- The scored test sheets are provided to the Head Scorer.
- The Head Scorer writes the FINAL POINTS and FINAL PERCENT on the:
  - Day Sheets Scoring report (or Handwritten Score Sheets report), and
  - 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 Score Sheets report) and 3 handwritten score posters.
- The tests then go to the 4 awards section unless there is a hold on the entry.
- AFTER THE SHOW, using the **Day Sheets Scoring** report (or **Handwritten Score Sheets** report), the computer operator enters the FINAL POINTS into FVD and sends results reports to USEF and USDF.





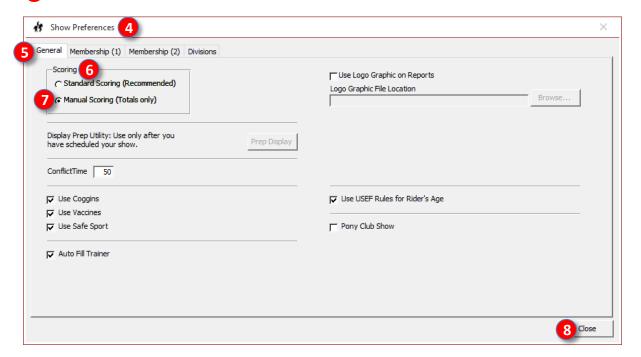
#### Scoring > FVD Manual Scoring & No Computer Use During the Show > Set Up Manual Scoring

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

To set up Manual Scoring, select 1 Main Menu > 2 Show Office > 3 **Show Preferences.** 



- The 4 Show Preferences form opens.
- On the **5** General tab > **6** Scoring, select **7** Manual Scoring by clicking the radial button so it is filled with a black dot.
- Click (3) Close to return to the Main Menu.





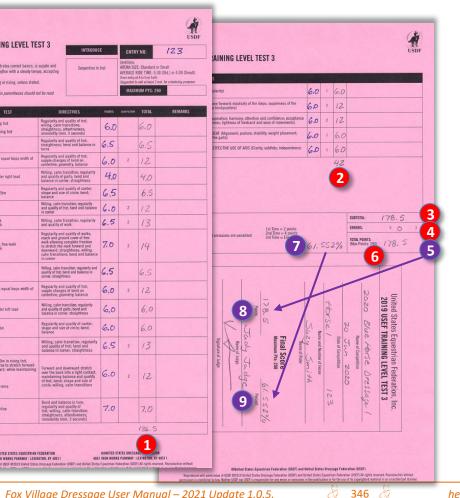
#### Scoring > FVD Manual Scoring & No Computer Use During the Show > Most Test Types > No Errors

#### FVD MANUAL SCORING & NO COMPUTER USE DURING THE SHOW > MOST TEST TYPES > NO ERRORS

If you are not using a computer during your show, all scoring procedures are done by hand.



- First Scorer:
  - Calculate the 1 MOVEMENT TOTAL POINTS and 2 COLLECTIVE TOTAL POINTS
  - 3 SUBTOTAL POINTS = 1 MOVEMENT TOTAL POINTS plus 2 COLLECTIVE TOTAL POINTS.
  - Since this example has no errors, enter 0 (zero) in the 4 ERROR POINTS box.
  - 5 FINAL POINTS = 3 SUBTOTAL POINTS minus 4 ERROR POINTS.
  - **5** FINAL POINTS.
- Second Scorer:
  - Proceed as for the First Scorer except, if the calculations match, write the **5** FINAL POINTS on the **8** Final Score > Points line and write the 7 FINAL PERCENT on the 9 Final Score > Percent line.
- o If the calculations do not match, repeat calculations until they match.
- Multiple Judges:
  - For each judge/sheet, repeat as for one judge.
  - Calculate the mean of all 5 FINAL POINTS to determine the MEAN FINAL POINTS.
  - Calculate the mean of all TINAL PERCENT to determine the MEAN FINAL PERCENT.
  - o 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 5 FINAL POINTS or MEAN FINAL POINTS in FVD. FVD calculates the 7 FINAL PERCENT or MEAN FINAL PERCENT.



#### TR3 TEST / MAX POINTS = 290 / No Errors

	•
178.5	SUBTOTAL POINTS
0	-ERROR POINTS
178.5	PRELIMINARY POINTS
0.61552	/ Max Points:
61.552	x 100
61.552%	PRELIMINARY PERCENT
NA	- ERROR PERCENT
61.552%	FINAL PERCENT
NA	x Max Points
NA	/100
178.5	FINAL POINTS



#### Scoring > FVD <u>Manual</u> Scoring & <u>No Computer</u> Use During the Show > <u>Most USEF/USDF Tests > Errors</u>

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

#### USEF DR122.5.b. Errors

- b. In National [USDF/USEF] tests, every **error of the course** whether the bell is sounded or not, must be penalized, ...:
  - 1. The **first time** by 2 points;
  - 2. The **second time** by 4 points [total of 6 points];
  - 3. The **third time** the competitor is eliminated. However, at the discretion of the judge, the rider may continue to finish the test. If the competitor's continued presence in the ring is about to interfere with the start of the next scheduled ride, then the judge must excuse him/her from the ring.

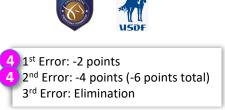
#### USEF DR117.6. The Position and Aids of the Rider

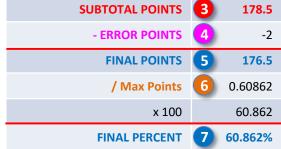
- 6. The **use of the voice** in any way whatsoever or clicking the tongue once or repeatedly is a fault involving the deduction of 2 marks from those that would otherwise have been awarded for the movement where this occurred.
- What does this mean?
  - Errors for most USEF/USDF tests are error of course and use of voice.
  - o First Error: -2 points deducted from the SUBTOTAL POINTS.
  - o Second Error: -4 additional points (for a total of -6 points) are deducted from the SUBTOTAL POINTS.

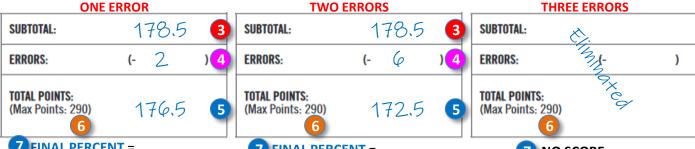
<u>Third Error</u>: Elimination.

TR3 TEST / MAX POINTS = 290 / One Error

SUBTOTAL POINTS 3 178







7 FINAL PERCENT = (172.5/290)x100 = 60.862%

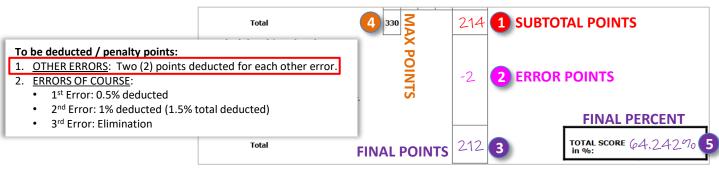
7 FINAL PERCENT = (176.5/290)x100 = 59.483% 7 NO SCORE

- One Judge:
  - 5 FINAL POINTS = 3 SUBTOTAL POINTS minus 4 ERROR POINTS.
  - FINAL PERCENT = (5) FINAL POINTS divided by 6 MAX POINTS) x 100.
- Multiple Judges:
  - For each judge/sheet, repeat as for one judge.
  - Calculate the mean of all 5 FINAL POINTS to determine the MEAN FINAL POINTS.
  - Calculate the mean of all TINAL PERCENT to determine the MEAN FINAL PERCENT.
  - o Ensure the MEAN FINAL POINTS and the MEAN FINAL PERCENT are entered on a separate sheet as the final scores.

Scoring > 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

#### FVD MANUAL SCORING & NO COMPUTER 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!)



**FINAL PERCENT** = (212/330)x100 = 64.242%

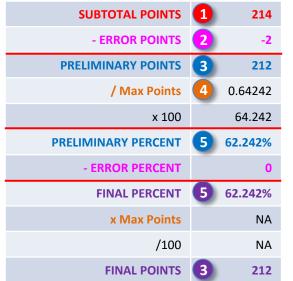
#### One Judge:

- 3 FINAL POINTS = 1 SUBTOTAL POINTS minus 2 ERROR POINTS.
- 5 FINAL PERCENT = (3 FINAL POINTS / 4 MAX POINTS) x 100.

#### Multiple Judges (multiple test sheets):

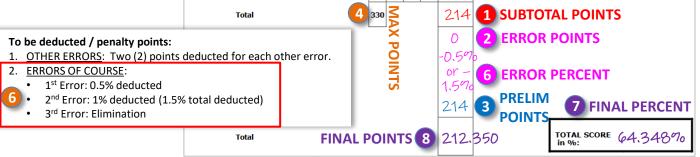
- For each judge/sheet, repeat as for one judge.
- o Calculate the mean of all 3 FINAL POINTS to determine the MEAN FINAL POINTS.
- Calculate the mean of all 5 FINAL PERCENT to determine the MEAN FINAL PERCENT.
- Ensure the MEAN FINAL POINTS and the MEAN FINAL PERCENT are entered on a separate sheet 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



Scoring > 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

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



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

#### One Judge:

- O 3 PRELIMINARY POINTS = 1 SUBTOTAL POINTS 2 ERROR POINTS
- 5 PRELIMINARY PERCENT = (3 PRELIMINARY POINTS / 4 MAX POINTS) \* 100.
- FINAL PERCENT = 5 PRELIMINARY PERCENT minus 6 ERROR PERCENT.
- 8 FINAL POINTS = (7 FINAL PERCENT \* 4 MAX POINTS) / 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 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 FINAL PERCENT or the MEAN FINAL PERCENT.

#### NOTE:

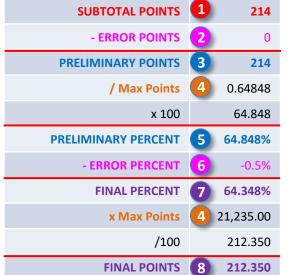
Fortunately, errors during a test are infrequent. Error handling for FEI tests with **ERRORS OF COURSE** looks rather

However, you and FVD will not need to do the

math very often.

complicated.

#### JR TEAM TEST / MAX POINTS = 330 / One Error of Course Only JR TEAM TEST / MAX POINTS = 330 / Two Errors of Course Only

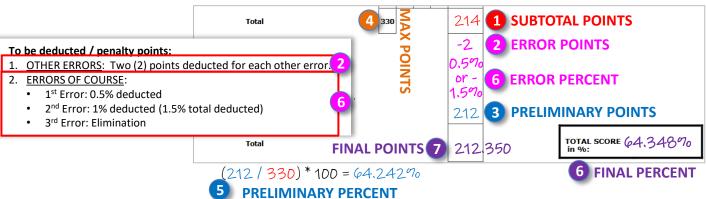


SUBTOTAL POINTS	1	214
- ERROR POINTS	2	0
PRELIMINARY POINTS	3	214
/ Max Points	4	0.64848
x 100		64.848
PRELIMINARY PERCENT	5	64.848%
- ERROR PERCENT	6	-1.5%
FINAL PERCENT	7	63.348%
x Max Points	4	20,904.84
/100		209.048
FINAL POINTS	8	209.048

Scoring > FVD <u>Manual</u> Scoring & <u>No Computer</u> Use During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Rider Tests > Both Error Types



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



#### One Judge:

- Other Errors:
  - 3 PRELIMINARY POINTS = 1 SUBTOTAL POINTS minus 2 ERROR POINTS.
  - 5 PRELIMINARY PERCENT = (3 PRELIMINARY POINTS divided by 4 Max Points) \* 100.
- Errors of Course:
  - 7 FINAL PERCENT = 5 PRELIMINARY FINAL PERCENT minus 6 ERROR PERCENT.
  - 8 FINAL POINTS = ( FINAL PERCENT divided by 4 Max Points) x 100).
- **Multiple Judges:** 
  - For each judge/sheet, repeat as for one judge.
  - Calculate the mean of all FINAL PERCENT to get the MEAN FINAL PERCENT.
  - o Calculate the mean of all 8 FINAL POINTS to get the MEAN FINAL POINTS.
  - 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 / Both Types of Error

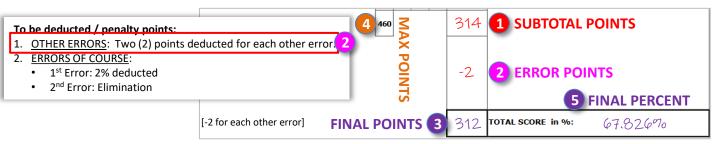
SUBTOTAL POINTS	1 214		
- ERROR POINTS	2 -2		
PRELIMINARY POINTS	3 212		
/ Max Points	0.64242		
x 100	64.242		
PRELIMINARY PERCENT	5 64.242%		
- ERROR PERCENT	6 -0.5%		
FINAL PERCENT	<b>7</b> 63.742%		
x Max Points	4 21,034.998		
/100	210.350		
FINAL POINTS	8 210.350		

#### NOTE: Fortunately, errors during a test are infrequent. Error handling for FEI tests with **ERRORS OF COURSE** looks rather complicated. However, you and FVD will not need to do the math very often.



#### Scoring > FVD Manual Scoring & No Computer Use During the Show > FEI YR through GP Tests > Other Errors Only

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



FINAL PERCENT = (312 / 460) \* 100 = 67.826%

#### One Judge:

- 3 PRELIMINARY POINTS = 6 FINAL POINTS = 1 SUBTOTAL POINTS minus 2 ERROR POINTS.
- 5 PRELIMINARY PERCENT = (6) 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 6 FINAL POINTS to determine the MEAN FINAL POINTS.
- o Calculate the mean of all **5** FINAL PERCENT to determine the MEAN FINAL PERCENT.
- o Ensure the MEAN FINAL POINTS and the MEAN FINAL PERCENT are entered on a separate sheet as the final scores.

#### After the Show:

- Enter 6 FINAL POINTS or MEAN TOTAL POINTS into FVD.

<b>GP TEST / MAX POINTS = 460 / Other Error(s) Only</b>		
SUBTOTAL POINTS	1	314
- ERROR POINTS	2	-2
PRELIMINARY POINTS	3	312
/ Max Points	4	0.67826
x 100		67.826
PRELIMINARY PERCENT	5	67.826%
- ERROR PERCENT		NA
FINAL PERCENT	5	67826%
x Max Points		NA
/100		NA
FINAL POINTS	6	312

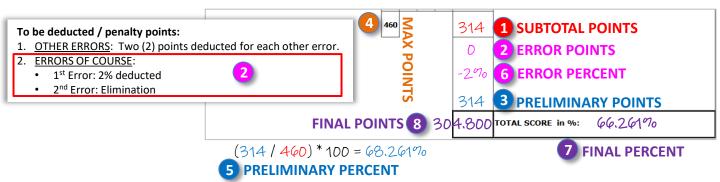
NOTE: Fortunately, errors during a test are infrequent. Error handling for FEI tests with **ERRORS OF COURSE** looks rather complicated. However, you and FVD will not need to do the math very often.



#### Scoring > FVD Manual Scoring & No Computer Use During the Show > FEI YR through GP Tests > Errors of Course Only



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



#### One Judge:

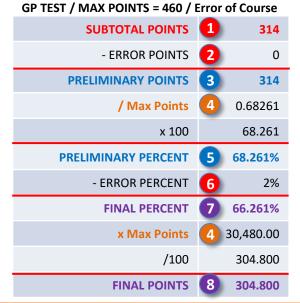
- 3 PRELIMINARY POINTS = (1 SUBTOTAL POINTS minus 2 ERROR POINTS)
- 5 PRELIMINARY PERCENT = (3 PRELIMINARY POINTS divided by 4 MAX POINTS) \* 100.
- FINAL PERCENT = 5 PRELIMINARY PERCENT minus 6 ERROR PERCENT.
- 8 FINAL POINTS = (7 FINAL PERCENT times 4 MAX POINTS) divided by 100.

#### **Multiple Judges:**

- For each judge/sheet, repeat as for one judge.
- o Calculate the mean of all 8 FINAL POINTS to determine the MEAN FINAL POINTS.
- Calculate the mean of all FINAL PERCENT to determine the MEAN FINAL PERCENT.
- o 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 FINAL PERCENT or the MEAN FINAL PERCENT.

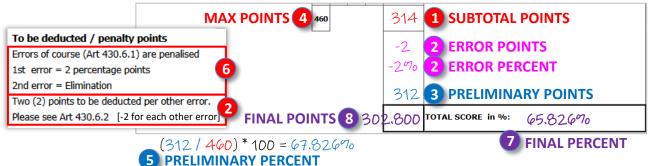


NOTE: Fortunately, errors during a test are infrequent. Error handling for FEI tests with **ERRORS OF COURSE** looks rather complicated. However, you and FVD will not need to do the math very often.



Scoring > FVD <u>Manual</u> Scoring & <u>No Computer</u> Use During the Show > FEI YR through GP Tests > <u>Both Error Types</u>

## FVD $\underline{\mathsf{MANUAL}}$ SCORING & NO COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > $\underline{\mathsf{BOTH}}$ ERROR TYPES:



#### One Judge:

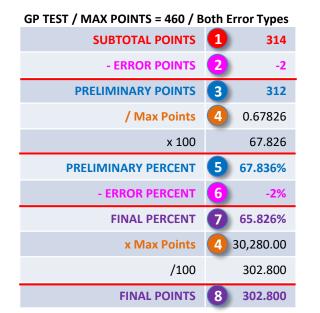
- Other Errors:
  - **3 PRELIMINARY POINTS** = **1 SUBTOTAL POINTS** minus **2 ERROR POINTS**.
  - **5** PRELIMINARY PERCENT = **(3)** PRELIMINARY POINTS divided by **4** MAX POINTS) x 100.
- Errors of Course:
  - TINAL PERCENT = 5 PRELIMINARY PERCENT minus 6 ERROR PERCENT.
  - 8 FINAL POINTS = (7 FINAL PERCENT times 4 Max Points) divided by 100.

#### Multiple Judges:

- For each judge/sheet, repeat as for one judge.
- Calculate the mean of all 8 FINAL POINTS to determine the MEAN FINAL POINTS.
- Calculate the mean of all 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 FINAL PERCENT or the MEAN FINAL PERCENT.



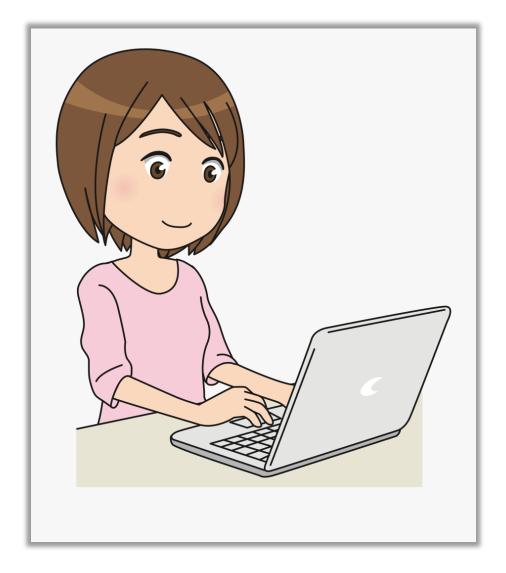
# Fortunately, errors during a test are infrequent. Error handling for FEI tests with ERRORS OF COURSE looks rather complicated. However, you and FVD will not need to do the math very often.



#### Scoring > FVD <u>Manual</u> Scoring & <u>No Computer</u> Use During the Show > After the Show

#### FVD MANUAL SCORING > NO COMPUTER USE DURING THE SHOW > AFTER THE SHOW:

- After the show, collect the Days Sheets Scoring report (or Handwritten Score Sheets report) 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.
- Place each class (see <u>PLACE A CLASS</u>).
- Create the FVD USEF/USDF \*.dat file (see <u>DATA FILE FOR USEF AND USDF</u>) and email to USEF and USDF.
- Create the **USEF Post Competition Report** (see <u>USEF POST COMPETITION REPORT FORM</u>) and snail-mail with any accompanying documents and payments.
- Create the **USDF Report of Fees** (see <u>USDF REPORT OF FEES</u>) and snail-mail or email them with any accompanying documents and payments.





Scoring > FVD <u>Manual</u> Scoring & <u>Computer Use</u> During the Show

# MANUAL SCORING



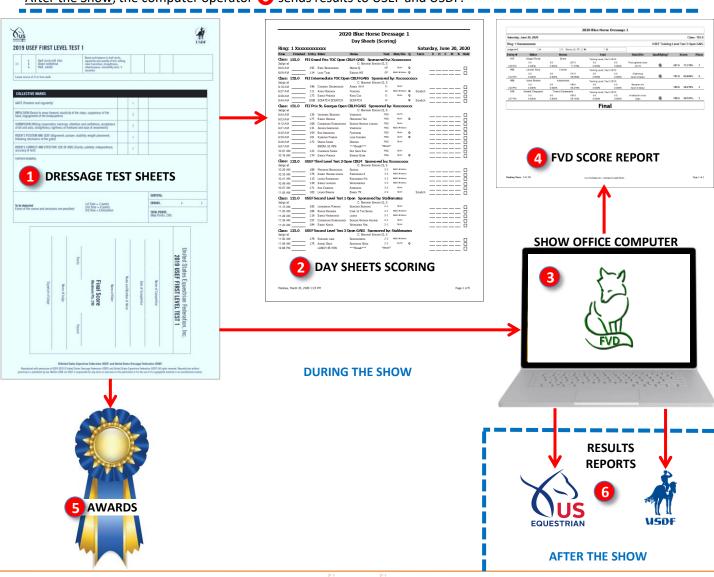


#### Scoring > FVD <u>Manual</u> Scoring & <u>Computer Use</u> During the Show > Flowchart

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

- When the 1 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 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.
  - o 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 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 4 FVD Score Report (for posting, announcer, and awards)
  - Provides the test sheets to the 5 awards section.
- After the Show, the computer operator 6 sends results to USEF and USDF.





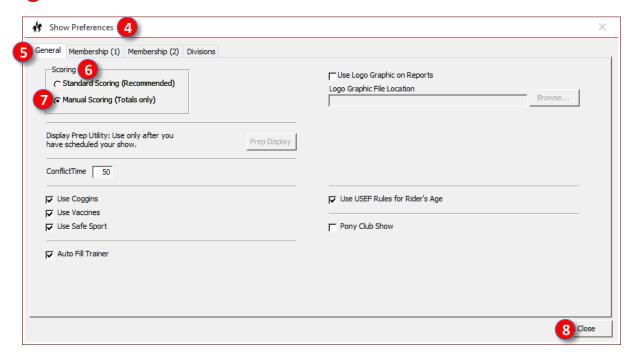
#### Scoring > FVD <u>Manual</u> Scoring & <u>Computer Use</u> During the Show > Set Up Manual Scoring

#### FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > SET UP MANUAL SCORING:

To select Manual Scoring, select 1 Main
 Menu > 2 Show Office > 3 Show
 Preferences



- The 4 Show Preferences form opens.
- In 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.

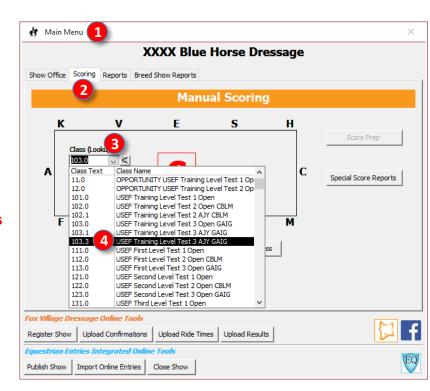


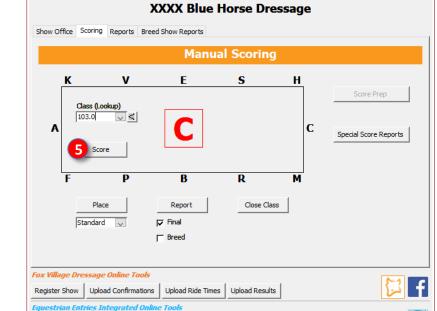


#### Scoring > FVD Manual Scoring & Computer Use During the Show > **Open Manual Score Sheet**

#### FVD MANUAL SCORING > COMPUTER USE DURING THE SHOW > OPEN MANUAL SCORE SHEET:

- Select 1 Main Menu > 2 Scoring.
- Using the 3 Class (Lookup) drop-down arrow or type-in box, select the 4 Class to be scored.





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• Click the **5** Score box.

Main Menu

Publish Show | Import Online Entries |



#### Scoring > FVD <u>Manual</u> Scoring & <u>Computer Use</u> During the Show > <u>Most Test Types > No Errors</u>

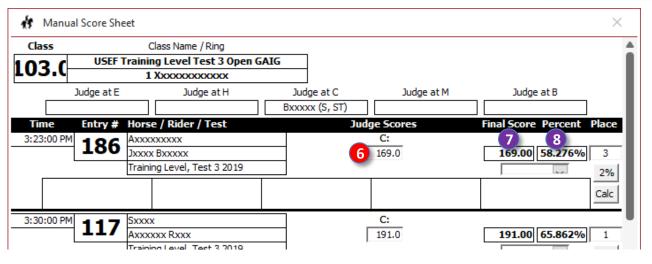
#### FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > NO ERRORS:

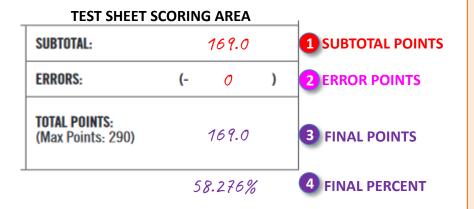
- The Manual Score Sheet form opens.
- If you have monitor space, you can increase the height of this form to show more rides.
- Enter the 1 SUBTOTAL POINTS in the FVD 6 Judge Scores box under the letter for the judge's position and press Enter.
- FVD automatically enters the 3 FINAL POINTS in the 7 Final Score box and the 4 FINAL PERCENT in the 8 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.











#### NOTE:

- Fortunately, errors during a test are infrequent.
   Therefore, for most tests, this is all you will need to do.
- Error handling for FEI tests with ERRORS OF COURSE looks rather complicated. However, you and FVD will not need to do the math very often.

#### Scoring > FVD Manual Scoring & Computer Use During the Show > **USDF/USEF Tests > Errors**

#### FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > USDF/USEF TESTS > ERRORS:

- With FVD, you have two entry options if there were errors (point deduction) 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 3 FINAL POINTS or MEAN FINAL POINTS calculated by the scoring section in the **5** Judge Scores box. FVD will calculate the 4 FINAL PERCENT or the MEAN FINAL PERCENT.



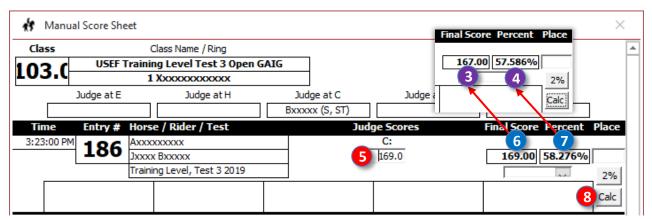
2nd Time = 4 points [6 points total]

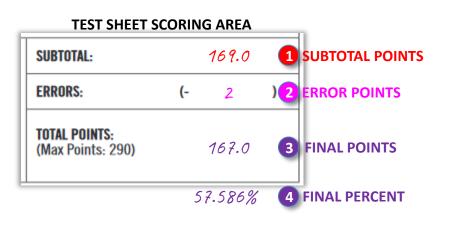
1st Time = 2 points

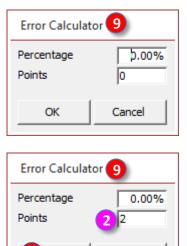
3rd Time = Elimination

#### **OPTION 2:**

- Enter the 1 SUBTOTAL POINTS in the 5 Judge Scores box.
- FVD calculates the 6 PRELIMINARY POINTS and the 7 PRELIMINARY PERCENT.
- Click the Calc button.
- The Error Calculator form opens.
- Enter the 2 ERROR POINTS (-2 or -6).
- Click (1) OK.
- FVD automatically enters the 3 FINAL POINTS in the Final Score box and the 4 FINAL PERCENT in the 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.







Cancel

10) OK

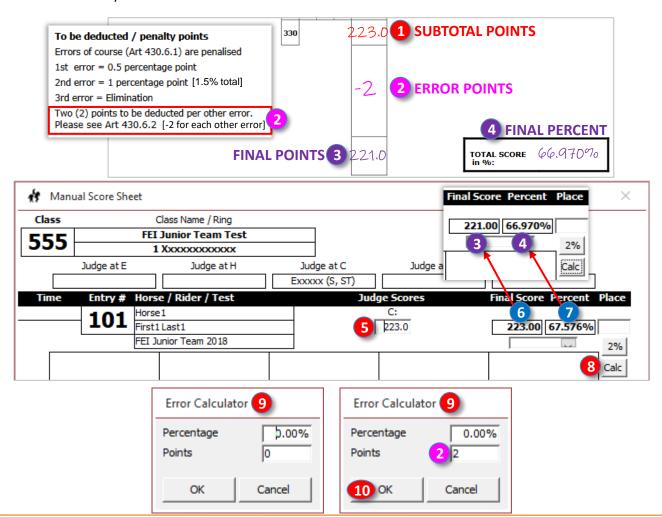


Scoring > FVD <u>Manual</u> Scoring & <u>Computer Use</u> During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Tests > <u>Other Errors</u> Only

#### FVD <u>MANUAL</u> SCORING & <u>COMPUTER USE</u> 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 other errors (points deduction) 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 3 FINAL POINTS or MEAN FINAL POINTS calculated by the scoring section in the 5 Judge Scores (Points) box. FVD will calculate the 4 Percent (FINAL PERCENT) or the MEAN FINAL PERCENT.
- OPTION 2:
  - Enter the SUBTOTAL POINTS in the Judge Scores (Points) box.
  - FVD automatically enters 6 PRELIMINARY POINTS in the Final Score box and 7 PRELIMINARY PERCENT in the Percent box.
  - Click the 8 Calc button.

  - Enter the 2 ERROR POINTS in the Points box.
  - Click (1) OK.
  - FVD automatically enters the 3 FINAL POINTS and the 4 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.

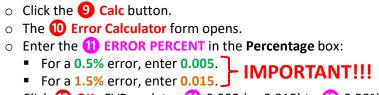


£EI

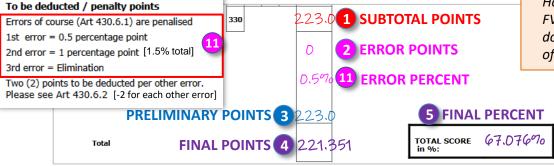
Scoring > FVD <u>Manual</u> Scoring & <u>Computer Use</u> During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Tests > <u>Errors of Course</u> Only

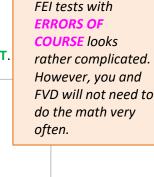
FVD <u>MANUAL</u> SCORING & <u>COMPUTER USE</u> DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR TESTS > ERRORS OF COURSE ONLY:

- With FVD, you have two entry options if there were <u>errors of course</u> (% deduction) 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 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** PRELIMINARY POINTS in the **Final Score** box and the **8** PRELIMINARY PERCENT in the **Percent** box.



- o Click **12** OK. FVD updates **11** 0.005 (or 0.015) to **13** 0.50% (or 1.5%). Click **14** OK.
- FVD automatically enters the 4 FINAL POINTS) box and the 5 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.



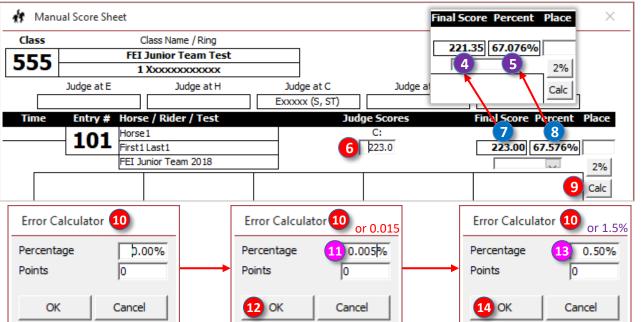


NOTE:

Fortunately, errors

during a test are

infrequent.Error handling for



Scoring > 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>

## ÆEI

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

- With FVD, you have two entry options if there were both types of errors (points & percent deducted):
  - 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 FINAL PERCENT or the MEAN FINAL PERCENT.

NOTE:

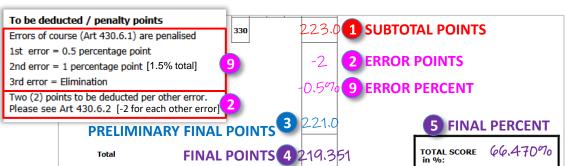
infrequent.

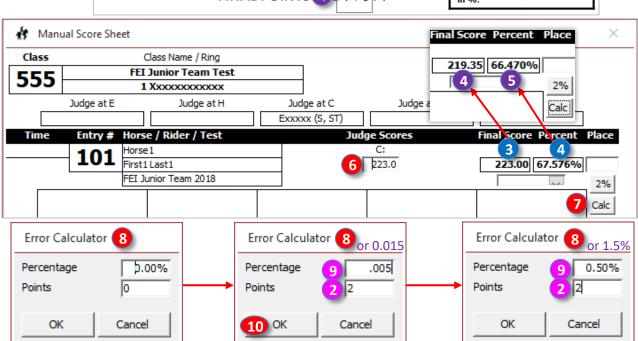
Fortunately, errors during a test are

complicated. However, you and FVD will not need to do the math very often.

 Error handling for FEI tests with ERRORS OF COURSE looks rather

- OPTION 2:
  - Enter the 1 SUBTOTAL POINTS in the 6 Judge Scores box.
  - Click the Calc button.
  - The 8 Error Calculator form opens.
    - Enter the ERROR PERCENT in the Percentage box:
      - For a 0.5% error, enter 0.005.
      - For a 1.5% error, enter 0.015. IMPORTANT!!!
    - Enter the 2 ERROR POINTS in the Points box.
  - Click 10 OK.
  - o FVD automatically enters the 4 FINAL POINTS box and the 5 FINAL PERCENT.
  - o 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.





## ÆEI

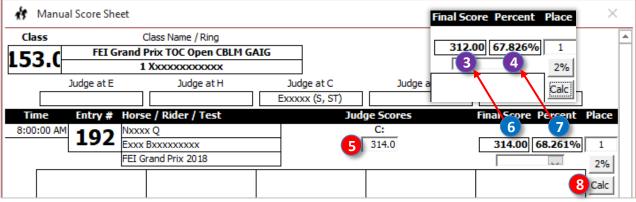
#### Scoring > FVD <u>Manual</u> Scoring & <u>Computer Use</u> During the Show > FEI YR through GP Tests > <u>Other Errors</u> Only

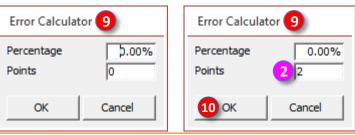
#### FVD <u>MANUAL</u> SCORING & <u>COMPUTER USE</u> DURING THE SHOW > FEI YR THROUGH GP TESTS > <u>OTHER</u> ERRORS ONLY:

- With FVD, you have two entry options if there were <u>other errors</u> (points deducted) only in these tests:
  - 1. Use the **FINAL POINTS** hand calculated by the scoring section.
  - 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 3 Judge Scores box. FVD will calculate the 5 FINAL PERCENT or the MEAN FINAL PERCENT.
- OPTION 2:
  - Enter the 1 SUBTOTAL POINTS in the 5 Judge Scores box.
  - FVD automatically enters 6 PRELIMINARY POINTS in the Final Score box and 7 PRELIMINARY PERCENT in the Percent box.
  - Click the 8 Calc button.

  - Enter the 2 ERROR POINTS in the Points box.
  - Click (10) OK.
  - FVD automatically enters the 3 FINAL POINTS and the 4 FINAL PERCENT.
  - 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.









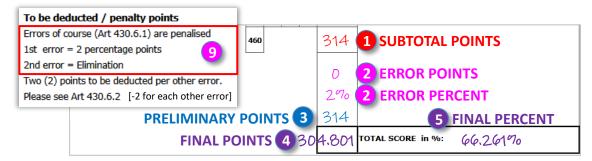
#### Scoring > FVD <u>Manual</u> Scoring & <u>Computer Use</u> During the Show > FEI YR through GP Tests > <u>Errors of Course</u> Only

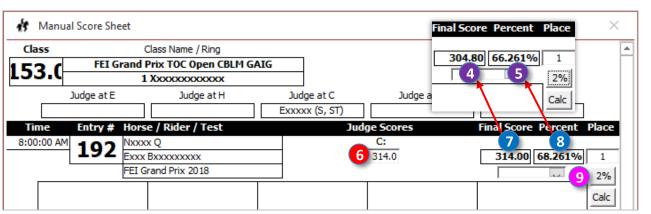
#### FVD <u>MANUAL</u> SCORING & <u>COMPUTER USE</u> DURING THE SHOW > FEI YR THROUGH GP TESTS > <u>ERRORS OF</u> COURSE ONLY:

- With FVD, you have two entry options if there were errors of course (% deduction) 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 3 Judge Scores box. FVD will calculate the 5 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 PRELIMINARY POINTS in the Final Score box and the 3 PRELIMINARY PERCENT in the Percent box.
  - Click the 9 2% button.
  - FVD subtracts 2% from the 8 PRELIMINARY PERCENT) and enters the 5
     FINAL PERCENT and the 4 FINAL POINTS.
  - o 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.

#### NOTE:

- Fortunately, errors during a test are infrequent.
- Error handling for FEI tests with ERRORS OF COURSE looks rather complicated. However, you and FVD will not need to do the math very often.





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Error

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FEI tests

**COURSE** 

you and

#### Scoring > FVD Manual Scoring & Computer Use During the Show > FEI YR through GP Tests > Both Error Types

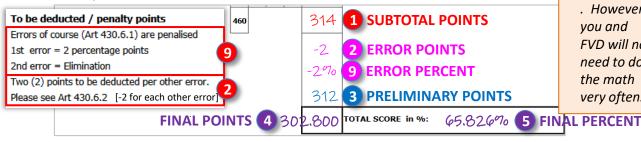
#### FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW FEI YR THROUGH GP TESTS> BOTH ERROR **TYPES:**

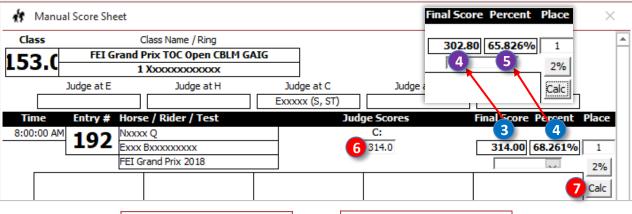
- With FVD, you have two entry options if there were both types of errors (points & percent deducted):
  - 1. Use the final points hand calculated by the scoring section.
  - 2. Use FVD to calculate the final points and final percent.

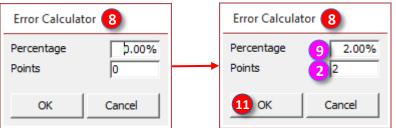
 OPTION 1: Enter the 4 FINAL POINTS or the MEAN FINAL POINTS calculated by the scoring section in the 6 Judge Scores box. FVD will calculate the 5 FINAL PERCENT or the MEAN FINAL PERCENT. NOTE:

- **OPTION 2:** 
  - Enter the 1 SUBTOTAL POINTS in the 6 Judge Scores box.
  - o FVD automatically enters the 7 PRELIMINARY POINTS in the Final Score box and the 8 PRELIMINARY PERCENT in the Percent box.
  - Click the Calc button.
  - The 8 Error Calculator form opens.

  - Enter the 2 ERROR POINTS (-2).
  - Click (1) 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).
  - o FVD automatically calculates the MEAN FINAL POINTS and the MEAN FINAL PERCENT.





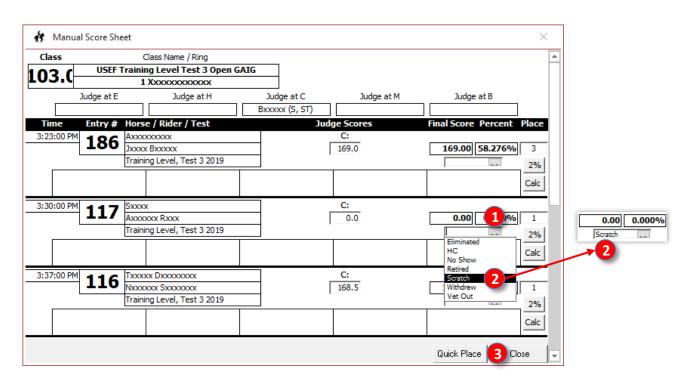




#### Scoring > FVD Manual Scoring & Computer Use During the Show > *Term(ination)*

#### FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > TERM(INATION):

- If there is no score for a ride, using the 1 Term drop-down, 2 select the reason for the termination of the ride:
  - <u>Eliminated</u>: The judge eliminated the rider. The horse/rider may compete in other classes.
  - o 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.
  - o **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.]
  - <u>Scratch</u>: 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 3 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 required 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!

Scoring > FVD <u>Standard</u> Scoring & <u>Computer Use</u> During the Show



## STANDARD SCORING

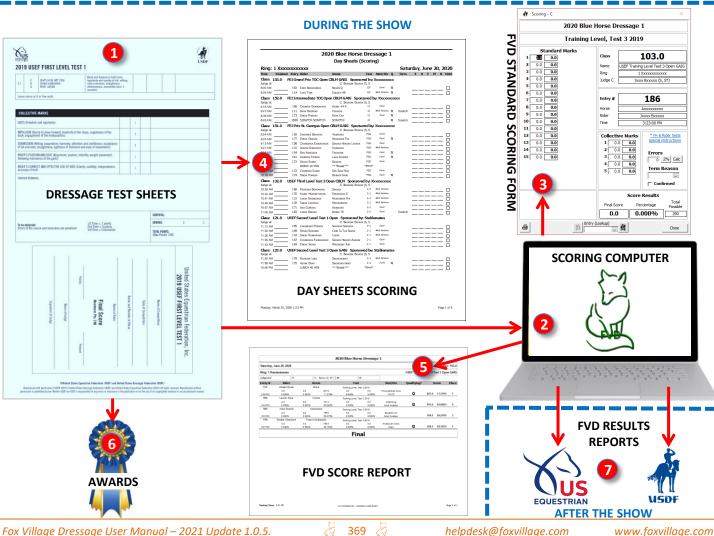




#### FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW > FLOWCHART:

- When the **1** dressage test sheets come in from the rings, the scoring department computes the FINAL POINTS and FINAL PERCENT 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 **FINAL POINTS** and **FINAL PERCENT** are verified by a second scorer.
- The scored test sheets are provided to the 2 Head Scorer / Computer Operator.
  - Using the test sheets, the Head Scorer / Computer Operator:

  - Verifies that the FVD calculation matches the hand calculation.
  - (Optional) Uses the 4 Day Sheets Scoring report (or Handwritten Score Sheet 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 (or Handwritten Score **Sheet** report) as a back-up.
- When a class is finished, the Head Scorer / Computer Operator:
  - Using FVD, places the class.
  - o 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.



#### **SECTION III. DURING THE SHOW**

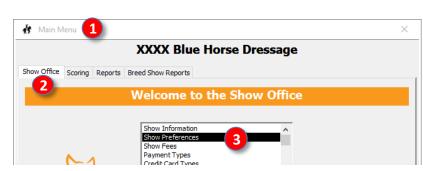


Scoring > FVD <u>Standard</u> Scoring & <u>Computer Use</u> During the Show > Set Up Standard Scoring

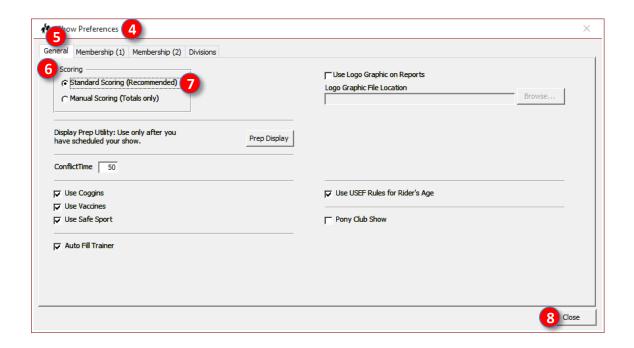
#### FVD <u>STANDARD</u> SCORING & COMPUTER USE DURING THE SHOW > SET UP <u>STANDARD</u> SCORING:

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

• Select 1 Main Menu > 2 Show Office > 3 Show Preferences.



- The 4 Show Preferences form opens.
- In the **5** General tab > **6** Scoring, select **7** Standard Scoring.
- Click 8 Close to return to the Main Menu.



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

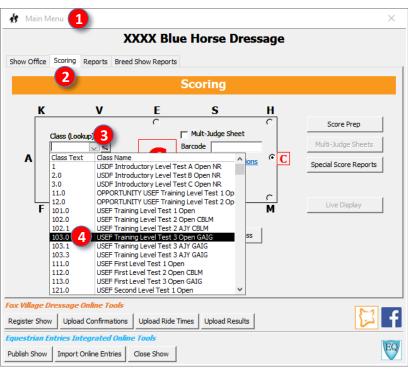
#### Scoring > FVD <u>Standard</u> Scoring & <u>Computer Use</u> During the Show > Open the Scoring Form



#### FVD <u>STANDARD</u> SCORING & COMPUTER USE DURING THE SHOW > OPEN THE SCORING FORM:

- Select 1 Main Menu > 2 Scoring.
- Using the 3 Class (Lookup) drop-down arrow, select the 4 number of the class to be scored. Alternately, type the class number in the box and press return.

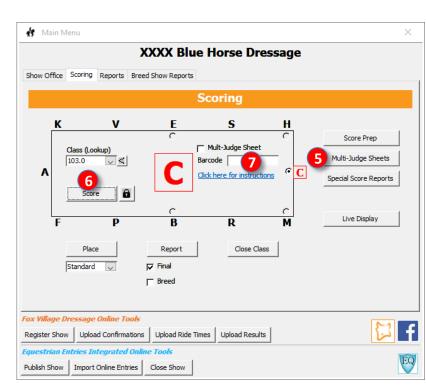
**NOTE**: When you are using Standard Scoring, FVD provides the option of using barcodes to find the correct test to score. See <u>Barcodes</u> for procedure.



- By default, the form opens with judge position **5** C. This is what you need for a class with one judge.
- Click 6 Score.

#### 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 5 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>.



#### Scoring > FVD <u>Standard</u> Scoring & <u>Computer Use</u> During the Show >



#### Most Tests > No Errors

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

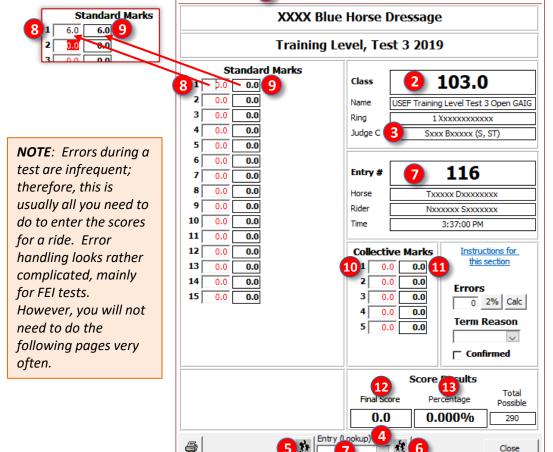
**NOTE**: You can also use barcodes. See <u>Barcodes</u> for procedure.

- The 1 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 2 Class and 3 Judge Position. In this example, it is Class 103, Judge at C.
  - Using the 4 Entry (Lookup) dropdown arrow, the text box, or using the 5 Previous Entry and 6 Next Entry icons, select the correct 7 Entry #. In this example, it is Entry #116.
- Standard Marks:
  - Place the curser in the movement 3 POINTS box (left column with red text) and enter the POINTS for the first
    movement. Press Enter. The movement 5 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 **POINTS** box.

Scoring - C

- o Continue entering movement **POINTS**, ensuring you have the correct movement points in the correct box.
- Collective Marks:
  - When you have finished entering the movement POINTS, the curser automatically moves to the collectives POINTS (left column).
  - o Enter the POINTS for each collective mark. The collective **11 TOTAL POINTS** is automatically calculated by the computer, using the coefficients if applicable, and entered in the right column box.
- <u>Score Results</u>: FVD automatically calculates the **12 FINAL POINTS** (Score Results > Final Score) and the **13 FINAL PERCENT** (Score Results > Percentage).

If there are multiple judges, repeat for the other judge position(s). See <u>Multi-Judge Sheets</u> for reporting scores from multiple judges.











Scoring > FVD <u>Standard</u> Scoring & <u>Computer Use</u> During the Show > USEF/USDF Intro through Fourth Levels > <u>Errors</u>

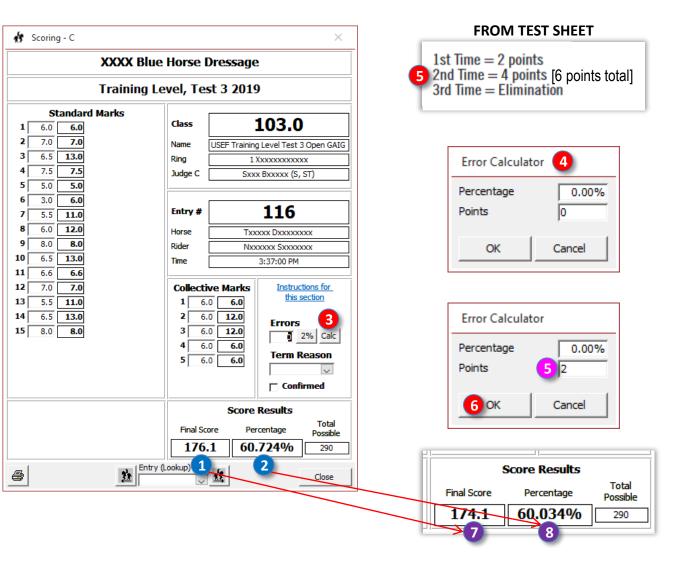
### FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW >



- After entering the movement and collective POINTS, FVD enters 1 PRELIMINARY POINTS in the Score
  Results > Final Score box and 2 PRELIMINARY PERCENT in the Score Results > Percentage box.
- Click Calc.
- The 4 Error Calculator box opens.

**USEF/USDF INTRO THROUGH FOURTH LEVELS > ERRORS:** 

- Enter the ERROR POINTS in the 5 Points box. In this example, there were 2 ERROR POINTS.
- Click 6 OK.
- FVD subtracts the ERROR POINTS from the 1 PRELIMINARY POINTS to determine the 7 FINAL POINTS and calculates the 8 FINAL PERCENT.
- If there are multiple judges, repeat for the other judge position(s). See <u>Multi-Judge Sheets</u> for reporting scores from multiple judges.

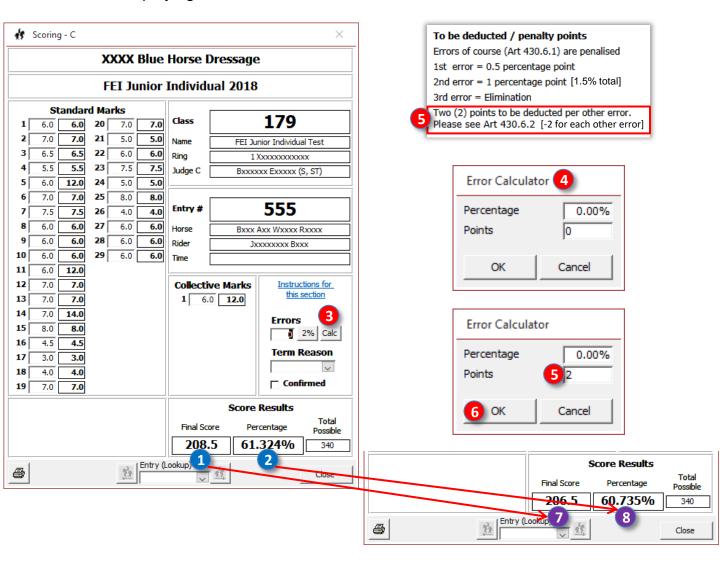


#### Scoring > FVD <u>Standard</u> Scoring & <u>Computer Use</u> During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Tests > Other Errors Only



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

- For FEI Other Errors, points are deducted from the PRELIMINARY POINTS.
- After entering the movement and collective POINTS, FVD enters 1 PRELIMINARY POINTS (Score Results > Final Score) and 2 PRELIMINARY PERCENT (Score Results > Percentage).
- Click Calc.
- The 4 Error Calculator box opens.
- Enter the ERROR POINTS in the **5** Points box (in this example -2 ERROR POINTS).
- Click 6 OK.
- FVD subtracts the ERROR POINTS from the 1 PRELIMINARY POINTS) to determine the 7 FINAL POINTS and calculates the 8 FINAL PERCENT.
- If there are multiple judges, repeat for the other judge position(s). See <u>Multi-Judge Sheets</u> for reporting scores from multiple judges.

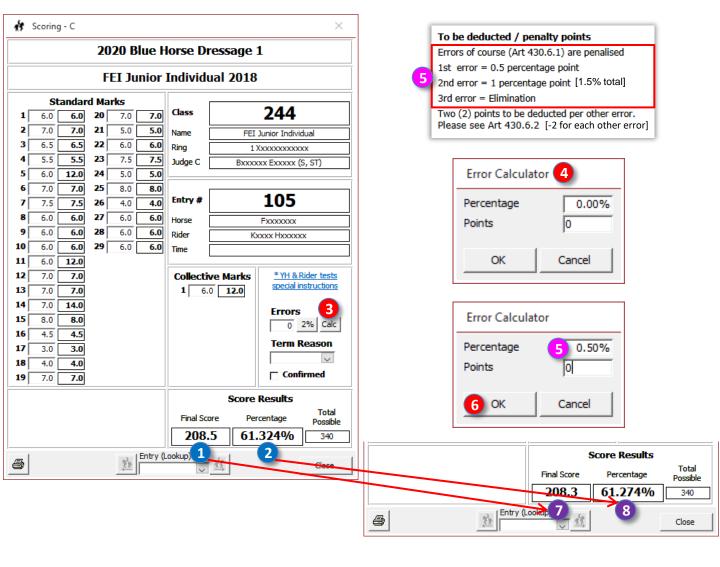




Scoring > FVD <u>Standard</u> Scoring & <u>Computer Use</u> During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Tests > <u>Errors of Course Only</u>

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

- For FEI Errors of Course, a percent is deducted from the PRELIMINARY PERCENT.
- After entering the Standard Marks and Collective Marks, FVD enters 1 PRELIMINARY POINTS in the Score Results > Final Score box and 2 PRELIMINARY PERCENT in the Score Results > Percentage box.
- Click Calc.
- The 4 Error Calculator box opens.
- Enter ERROR PERCENT in the 5 Points box.
- Click 6 OK.
- FVD subtracts 0.5% (or 1.5%) from the 1 PRELIMINARY PERCENT to determine the 8 FINAL PERCENT and calculates the 7 FINAL POINTS.
- If there are multiple judges, repeat for the other judge position(s). See <u>Multi-Judge Sheets</u> for reporting scores from multiple judges.

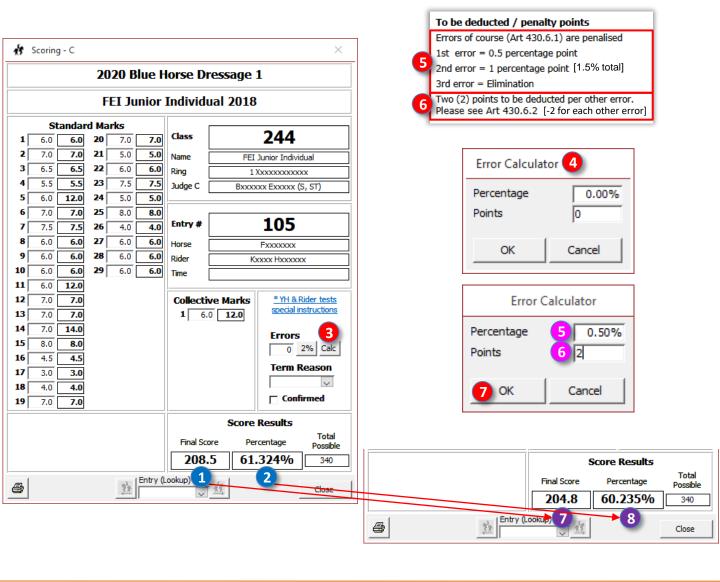




Scoring > FVD <u>Standard</u> Scoring & <u>Computer Use</u> During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Tests > <u>Both Error Types</u>

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

- For **both** types of FEI errors, a **both** points and a percent are deducted.
- After entering the movement and collective POINTS, FVD enters 1 PRELIMINARY POINTS in the Score
  Results > Final Score box and 2 PRELIMINARY PERCENT in the Score Results > Percent box.
- Click 3 Calc.
- The 4 Error Calculator box opens.
- Enter the ERROR PERCENT in the Percentage box.
- Enter the ERROR POINTS in the 6 Points box.
- Click OK.
- FVD performs the calculations to determine the 8 FINAL PERCENT and the 7 FINAL POINTS.
- If there are multiple judges, repeat for the other judge position(s). See <u>Multi-Judge Sheets</u> for reporting scores from multiple judges.



STANDARD

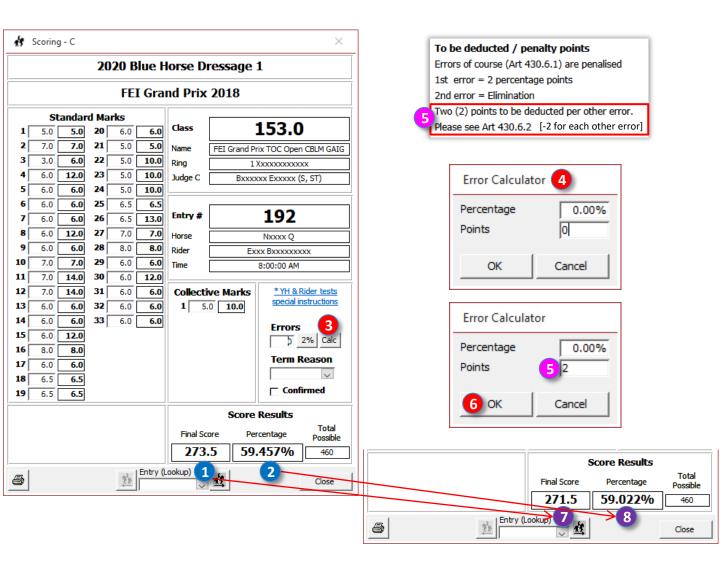
**SCORING** 



#### Scoring > FVD <u>Standard</u> Scoring & <u>Computer Use</u> During the Show > FEI Young Rider through Grand Prix Tests > Other Errors Only

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

- For FEI **Other Errors**, points are deducted from the **PRELIMINARY POINTS**.
- After entering the movement and collective POINTS, FVD enters 1 PRELIMINARY POINTS in the Score Results > Final Score box and 2 PRELIMINARY PERCENT in the Score Results > Percentage box.
- Click Calc.
- The 4 Error Calculator box opens.
- Enter the ERROR POINTS in the 5 Points box.
- Click 6 OK.
- FVD subtracts the 5 ERROR POINTS from the 1 PRELIMINARY POINTS to determine the 7 FINAL POINTS) and calculates the 8 FINAL PERCENT.
- If there are multiple judges, repeat for the other judge position(s). See <u>Multi-Judge Sheets</u> for reporting scores from multiple judges.



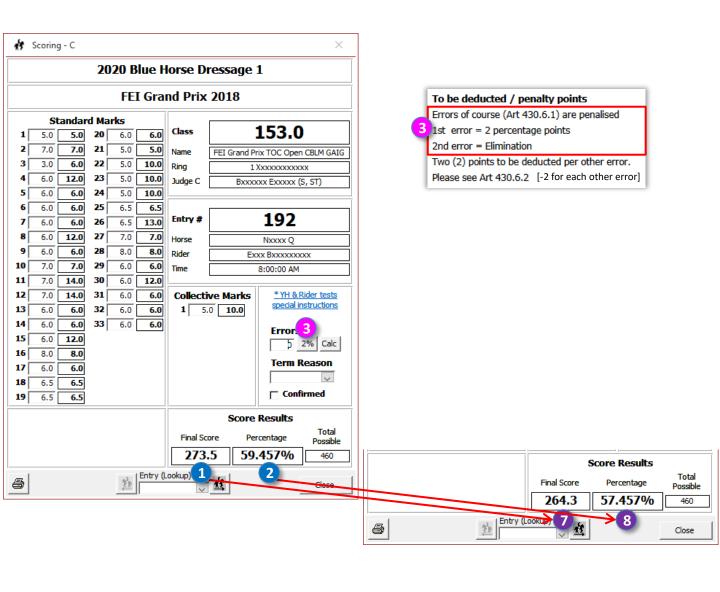


Scoring > FVD <u>Standard</u> Scoring & <u>Computer Use</u> During the Show > FEI

Young Rider through Grand Prix Tests > <u>Errors of Course Only</u>

#### FVD <u>STANDARD</u> SCORING & COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > <u>ERRORS</u> <u>OF COURSE</u> ONLY:

- For FEI Errors of Course, a percent is deducted from the PRELIMINARY PERCENT.
- After entering the movement and collective POINTS, FVD enters 1 PRELIMINARY POINTS in the Score
  Results > Final Score box and 2 PRELIMINARY PERCENT in the Score Results > Percentage box.
- To deduct the ERROR PERCENT, click 3 2%.
- FVD subtracts 2% from the 2 PRELIMINARY PERCENT to determine the 8 FINAL PERCENT and calculates the 7 FINAL POINTS.
- If there are multiple judges, repeat for the other judge position(s). See <u>Multi-Judge Sheets</u> for reporting scores from multiple judges.

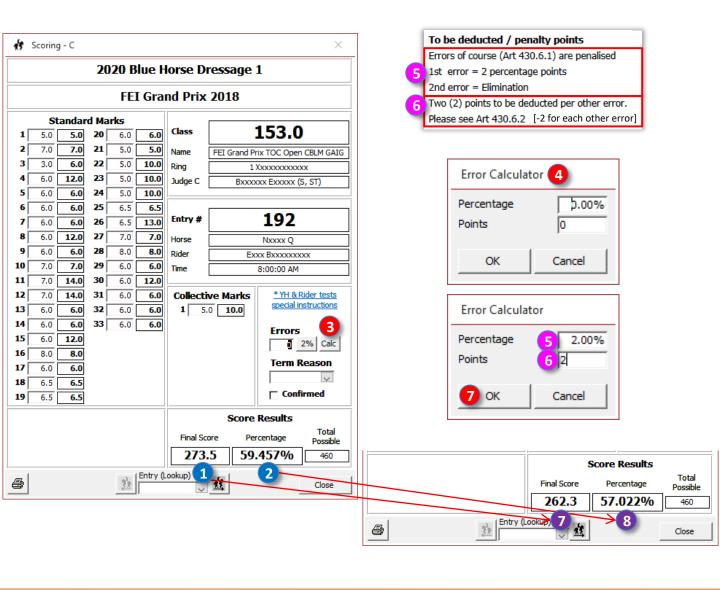




#### Scoring > FVD <u>Standard</u> Scoring & <u>Computer Use</u> During the Show > FEI Young Rider through Grand Prix Tests > <u>Both Error Types</u>

#### FVD <u>STANDARD</u> SCORING & COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > <u>BOTH</u> <u>ERROR TYPES</u>:

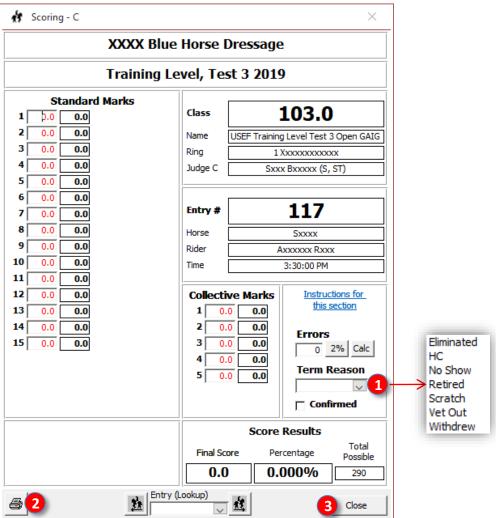
- For both types of FEI errors, a both points and a percent are deducted.
- After entering the movement and collective POINTS, FVD enters 1 PRELIMINARY POINTS in the Score
  Results > Final Score box and 2 PRELIMINARY PERCENT in the Score Results > Percentage box.
- Click Calc.
- The 4 Error Calculator box opens.
- Enter the ERROR PERCENT in the Percentage box.
- Enter the ERROR POINTS in the 6 Points box.
- Click OK.
- FVD performs the calculations to determine the 8 FINAL PERCENT) and the 7 FINAL POINTS.
- If there are multiple judges, repeat for the other judge position(s). See <u>Multi-Judge Sheets</u> for reporting scores from multiple judges.



#### Scoring > FVD <u>Standard</u> Scoring & <u>Computer Use</u> During the Show > <u>Term(ination) Reason</u>

#### FVD <u>STANDARD</u> SCORING & COMPUTER USE DURING THE SHOW > TERM(INATION) REASON:

• If the ride was terminated, use the 1 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 (some shows include this printout with the test sheets), click the 2 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 **3** Close. You can reopen the class for additional entries as the test sheets arrive.
- Repeat for all the rides of the class as the test sheets are received.
- 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.

STANDARD

SCORING



#### Scoring > FVD <u>Standard</u> Scoring & <u>Computer Use</u> During the Show > <u>Barcodes > Introduction, Procedure</u>

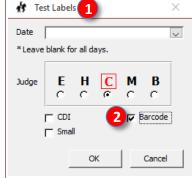
#### FVD <u>STANDARD</u> SCORING & COMPUTER USE DURING THE SHOW > BARCODES > INTRODUCTION:

- When you are using Standard Scoring (but NOT Manual Scoring), you have the option to use FVD's barcodes feature.
- This feature includes barcodes on the test sheet labels. When scoring, the barcode is swiped and FVD automatically opens the correct test to be tested.

#### FVD <u>STANDARD</u> SCORING & COMPUTER USE DURING THE SHOW > BARCODES > PROCEDURE:

- Use Standard Scoring (see <u>Set Up Standard Scoring</u>).
- Download and install the Barcode Font (<u>click here</u> for instructions on the FVD web site). Ensure you install both the Fre3of9x.ttf and free3of9.ttf files.

• When printing the 1 Test Labels (see <u>Print Dressage Test Sheet Labels</u>), check the 2 Barcode check box.



The dressage test sheet labels will have barcodes on them.



 During the show, when scoring receives a test to be scored, the barcode is scanned (<u>click here</u> for suggested devices on the FVD web site) and FVD automatically opens the correct ride to be scored.



# CHAPTER III.4. PLACE A CLASS



#### Place a Class > Introduction, Open Place/Rank Class Form

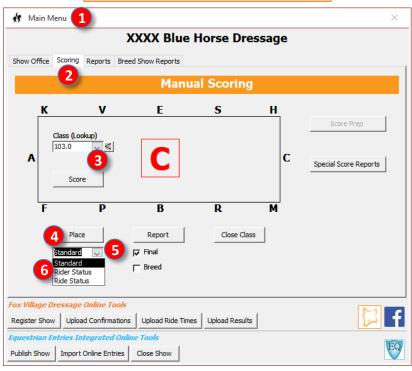
#### **INTRODUCTION:**

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 Junior/Young Rider divisions, then each of these three divisions is sorted and placed separately 1-n.
- Ride Status: For GAIG qualifying rides (the entry paid the Q fee for a Q class), the rides are grouped by Q-Yes and Q-No divisions, then each of these divisions is sorted and 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.

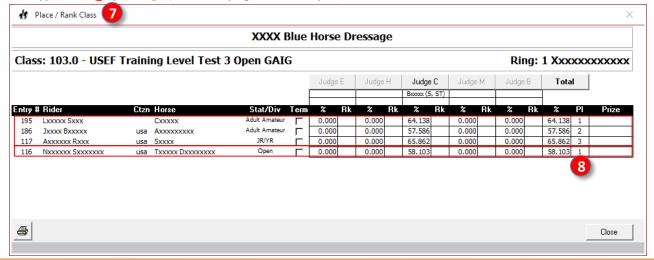
**NOTE**: This procedure is the same for Standard Scoring and Manual Scoring.



 See <u>Data File for USEF & USDF > Classes Awarded by Rider Status or Ride Status</u> for further information on reporting these divisions to USEF and USDF.

#### **OPEN PLACE/RANK CLASS FORM:**

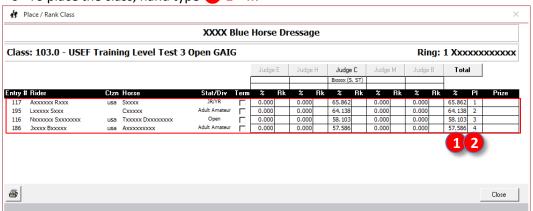
- Select 1 Main Menu > 2 Scoring.
- Using the 3 Class (Lookup) drop-down arrow or text box, select the class you want to place.
- To use the default (Standard), click 4 Place.
- To select a different placing method, use the 5 Place drop-down arrow and select 6 Rider Status or Ride Status.
- Click 4 Place.
- The Place/Rank Class form opens.
- Hand type the 8 placings (see next page for examples).



#### Place a Class > Placing Methods

#### PLACING METHODS:

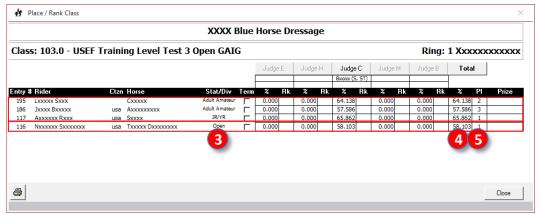
- STANDARD:
  - o All rides are sorted by 1 Final Percent, highest percent to lowest percent, without divisions.
  - To place the class, hand type 2 1 n.



**NOTE 1**: This is the default FVD selection.

#### RIDER STATUS:

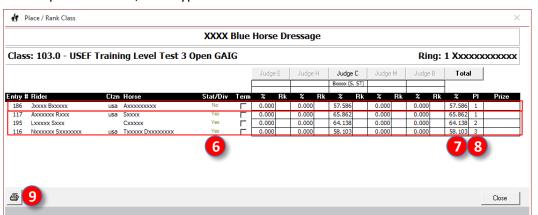
- All rides are sorted by 3 Rider Status (AA, then JYR, then Open), then by 4 Final Percent, highest percent to lowest percent.
- To place the class, hand type (5) 1 n for each rider status.



NOTE 2: FVD does not provide an option for awarding classes by O and AJY divisions. If this is how you award a class, use Place by Rider Status, then hand-place the AJY division.

#### RIDE STATUS:

- All rides are sorted by 6 Ride Status, then by 7 Final Percent, highest percent to lowest percent, without divisions.
- To place the class, hand type 1 n for each ride status.



NOTE 3: See <u>Data File</u>
for USEF & USDF >
Classes Awarded by
Rider Status or Ride
Status for information
on reporting these
divisions to USEF and
USDF.

To print this form, click the Print button.

#### Place a Class > Ties, Ride with FINAL POINTS and FINAL PERCENT but no Place, Ride with No FINAL POINTS and No FINAL PERCENT

#### TIES:

**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.

INTERPRETATION: If two horse/rider pairs in a class/division have the same **FINAL PERCENT** (a tie), the **sum (collective marks x coefficients)** determine the placings:

- If horse/rider pair 1 has a higher **sum (collective marks x coefficients)**, that pair receives the higher placing and horse/rider pair 2 receive the next placing.
- If horse/rider pair 1 and horse/rider pair 2 have the same sum (collective marks x coefficients), they
  receive the same placing. The next placing is skipped, and horse/rider pair 3 receive the following
  placing.
- Horse/rider pair 1 has higher sum (collective marks x coefficients) than horse/rider pair 2:

HORSE/RIDER PAIR	FINAL PERCENT	SUM (COLLECTIVE MARKS x COEFFICIENTS)	PLACE	EXAMPLE
Horse/Rider Pair 1	65.000%	46	n	2
Horse/Rider Pair 2	65.000%	43	n+1	3
Horse/Rider Pair 3	64.000%	NA	n+2	4

Horse/rider pair 1 has the same sum (collective marks x coefficients) as horse/rider pair 2:

HORSE/RIDER PAIR	FINAL PERCENT	SUM (COLLECTIVE MARKS x COEFFICIENTS)	PLACE	EXAMPLE
Horse/Rider Pair 1	65.000%	46	n	2
Horse/Rider Pair 2	65.000%	46	n	2
Horse/Rider Pair 3	64.000%	NA	n+2	4

FVD does not automatically sort for ties. The computer user must hand place the places.

#### RIDE WITH FINAL POINTS AND FINAL PERCENT BUT NO PLACE:

• If a ride has **FINAL POINTS** and **FINAL PERCENT** but did not place in the class, for the \*.dat file FVD will automatically enter **0** in the place box.

#### RIDE WITH NO FINAL POINTS AND NO FINAL PERCENT:

• If a ride has no score, ensure the Term is entered (see <u>Term(ination</u>). FVD will automatically enter **S** (scratch), **E** (eliminated), **R** (retired), or **VW** (voluntarily withdrew) in the place box for the \*.dat file.

#### Place a Class > <u>Manual</u> Scoring > Place a Class <u>without</u> Divisions Using Quick Place

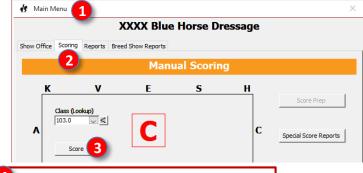
Class Name / Ring
USEF Training Level Test 3 Open GAIG

MANUAL SCORING > PLACE A CLASS WITHOUT DIVISIONS USING QUICK PLACE:

Manual Score Sheet

Class 103.(

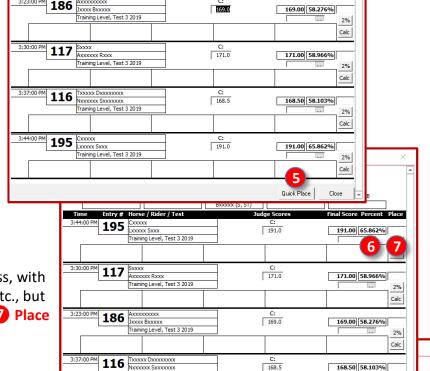
- If you are using <u>Manual</u> Scoring and will <u>not</u>
  award the class by divisions, you can use **Score** >
  Quick Place.
- When every score and term reason for the class have been entered, select 1 Main Menu > 2
   Scoring > 3 Score.



- The 4 Manual Score Sheet opens.

This 6 sorts all the rides in the class, with the highest percentage score first, etc., but does **NOT** enter the placing in the **Place** box.

- Type the place (1, 2, 3, 4, etc.) sequentially in the
   Place boxes.
- Take care in placing ties as the FVD program does not sort ties by Collective Marks; therefore, you may need to place 1, 2, 4, 3, ... or 1, 2, 3, 3, 5, ..., etc. depending upon the Collective Marks results.
- If the entry has a score but did not place, in the USEF/USDF \*.dat file, FVD will automatically enter 0 in the place box, which is required.



Training Level, Test 3 2019 Calc C: 171.0 117 171.00 58.966% Axxxxxx Rxxx ing Level, Test 3 2019 Calc 186 C: 169.0 169.00 58.276% 2% Calc 116 168.5 168.50 58.103% Calc

Calc

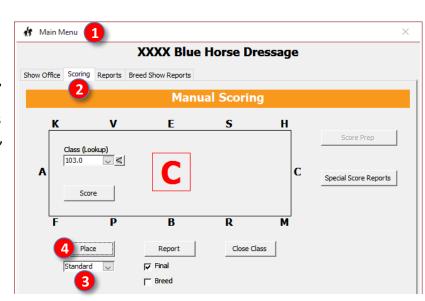
# CHAPTER III.5. PRINT A RESULTS REPORT



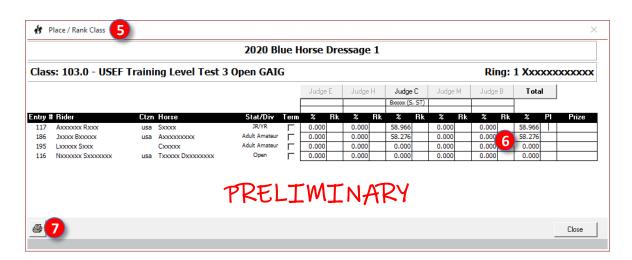
#### Print a Results Report > Preliminary Report

#### 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; however, others may be confused, thinking the results are complete.
- To print a preliminary score report for a completed class report, select 1 Main Menu > 2 Scoring > 3 Standard > 4 Place.



- The 5 Place / Rank Class form opens.
- Note that the initial riders have 6 percents, but the latter riders do not because they have not yet ridden their tests or their tests have not yet been scored.
- Click the **7** Print icon to print the form.
- Write **PRELIMINARY** on the printout and post it in the score reports area.



**NOTE 1**: Although printing a preliminary report is a good idea, some rides may be confused, thinking the class and complete and the final results posted. To avoid this confusion, you may want to hand write (in large bold perhaps red text) **PRELIMINARY** on the print-out.

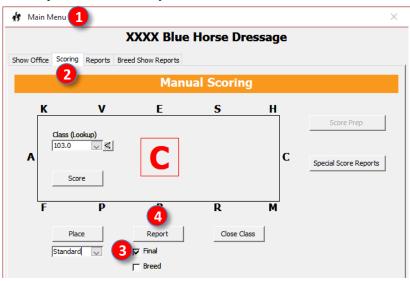
**NOTE 2**: Since results are now available "live" online, this preliminary report may no longer be necessary.

**NOTE 3**: Many shows use this printout to post class results as it is a small report. Before you do this, ask your TD as some of them require a Final Report (see <u>Print Score Report</u>) as it provides the points, time printed and the term reason.

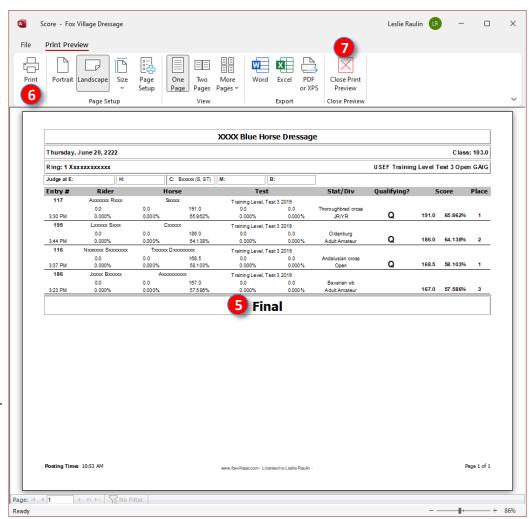
#### Print a Results Report > Final Report

#### **FINAL REPORT:**

- To print a final score report for a completed class report, select 1 Main Menu > 2 Scoring.
- Ensure that the 3 Final box is checked (the default).
- Click 4 Report.



- The **5** Final Score Report opens.
- Check the report to ensure you are looking at the correct class, the results are correct.
- To print the report, click the 6 Print icon.
- If the report is generated during the show and paper results are required:
  - Post the results at the designated area.
  - Supply a copy to:
    - Announcer.
    - Awards.
  - If you do not have a **Day Sheet Scoring** report, keep a copy for archiving.
- Click Close Print Preview to close the report.



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

# CHAPTER III.6. CLOSE A CLASS



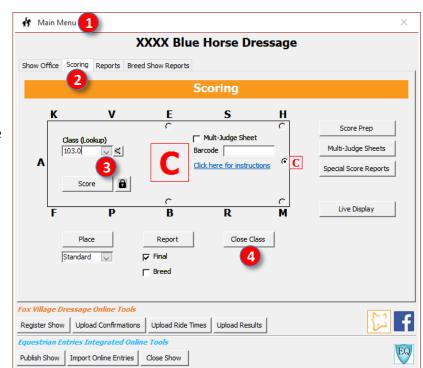


#### Close a Class



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.

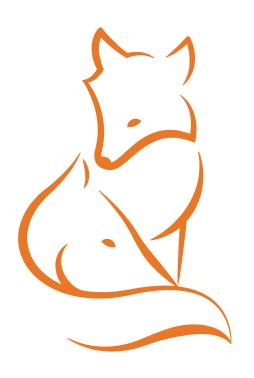
- This procedure was created for large shows with multiple computer users. In this circumstance, after a class is placed and printed, it can be a good idea to close the class to avoid any accidental changes. Smaller shows with smaller staff may choose to not use this feature.
- Select 1 Main Menu > 2 Scoring.
- Using the 3 Class (Lookup) drop-down arrow, select the number of the class you want to close.
- Click on 4 Close Class.



- A **5** Fox Village Dressage warning form opens.
- Click on **6** Yes to prevent inadvertent changes.



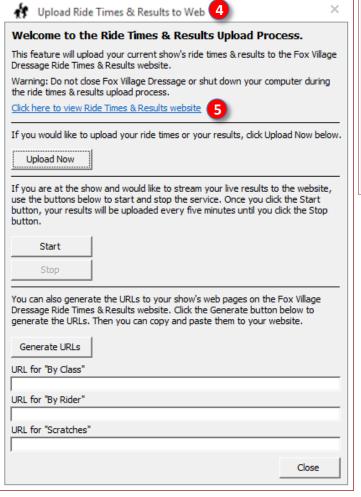
# CHAPTER III.7. UPLOAD SHOW RESULTS TO THE WEB

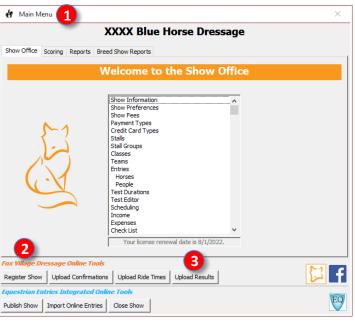


#### Upload Show Results to the Web > FVD Online Entries, Ride Times & Results Web Site

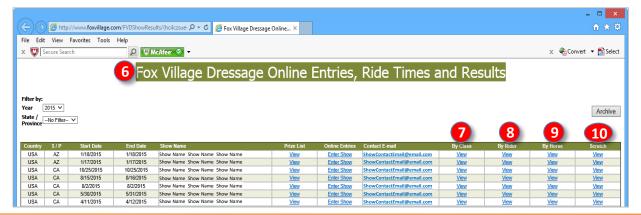
#### **FVD ONLINE ENTRIES, RIDE TIMES & RESULTS WEB SITE:**

- During and after the show you have options to upload your results to the FVD web site.
- Select 1 Main Menu > 2 Fox Village Dressage
   Online Tools > 3 Upload Results.





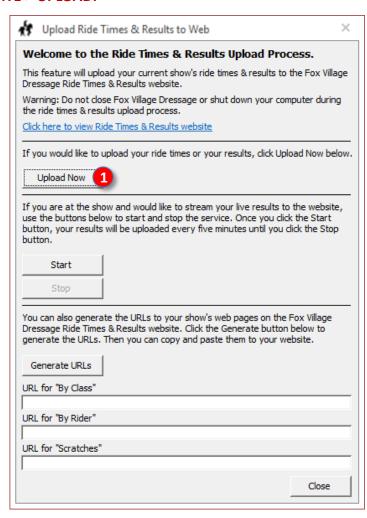
- The 4 Upload Ride Times & Results to Web form opens.
- Click 5 Click here to view Ride Times & Results website.
- The 6 Fox Village Dressage Online Entries,
   Ride Times and Results web page opens.
- Results can be displayed 7 By Class, 8 By Rider, 9 By Horse and 10 Scratch. Navigate through this page to familiarize yourself with its features and functions.



#### Upload Show Results to the Web > FVD Online Entries, Ride Times & Results Web Site > Upload

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

To upload your show's results, click 1 Upload



- A **2** Fox Village Dressage form opens advising you that the results have been uploaded.
- Click 3 OK.

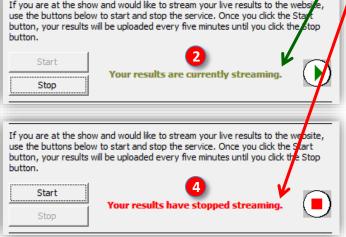


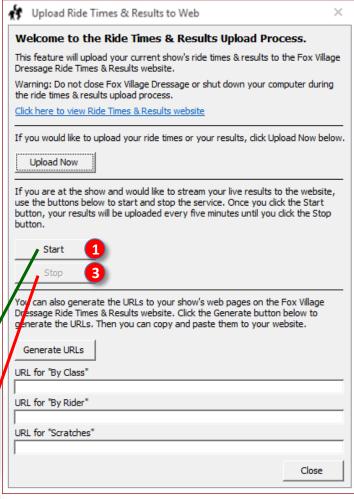
#### Upload Show Results to the Web > FVD Online Entries, Ride Times & Results Web Site > Stream Results Live to the FVD Web Site

#### FVD ONLINE ENTRIES. RIDE TIMES & RESULTS WEB SITE > 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 1 Start.
- The form now has a message 2 Your results are currently streaming, informing you that your results are automatically loaded onto the FVD website every five minutes.



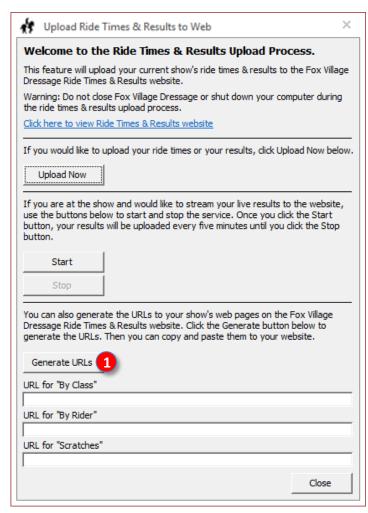


- To stop the streaming, click the Stop button.
- The form now has a message 4 Your results have stopped streaming.
- The streamed results automatically upload class results as they are entered into your show computer or the FVD server. The screen displays results by class, by rider, by horse and scratch, 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 <a href="http://www.foxvillage.com/fvdshowresults">http://www.foxvillage.com/fvdshowresults</a> to find their scores and how they placed in the class, in
  real time.

#### Upload Show Results to the Web > Generate URLs

#### **GENERATE URLs:**

- You can also generate URLs to your show's web pages on the FVD website.



- The URLs for your results 2 By Class, 3 By Rider, and 4 Scratches are inserted into the boxes.
- Click each 5 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 6 Close to return to the Main Menu.



# CHAPTER III.8. HIGH SCORE REPORTS



# High Score Report > Introduction

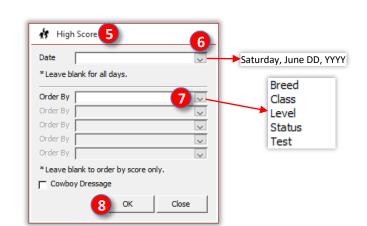
- Many dressage shows provide awards to the horse/rider combination with the highest score of the show (**Overall High Score**) and the second highest score of the show (**Reserve High Score**). There may also be awards for the highest score at each level (**Training, First, Second, Third, Fourth, FEI, MFS**), as well as awards for the highest score for each rider status (**Open, Adult Amateur, Junior/Young Rider**). 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 before they depart the show grounds.

**NOTE**: Overall, level, and rider status high score awards are usually only awarded to rides in Training,  $1^{st}$ ,  $2^{nd}$ ,  $3^{rd}$ ,  $4^{th}$ , and FEI (PSG, Intermediate, and GP). Awards for freestyles, quadrilles, and Pas de Deux rides would be separate awards. However, this is a decision to be made by show management.

Select 1 Main Menu > 2 Reports >
 3 Post-Show > 4 High Score Report.



- The High Score Report form opens
- Click the 6 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 dropdown 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
  - Level
  - 4. Status [AA, JYR, 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.
- We will look at a sort by **Level** and then a separate sort by **[Rider] Status**. You can use different sorts, and combinations of sorts, depending upon the awards offered by your show.



# High Score Report > Sorted by Level > Select the Order By > Level

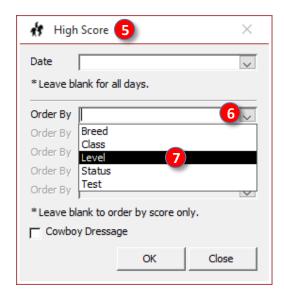
Sorting the report by Level gives you the highest score for each level (Training, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and FEI).

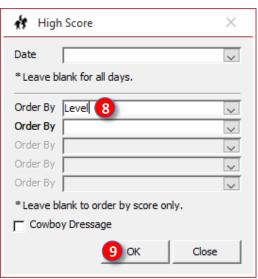
Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 High Score Report.



- The 5 High Score form opens.
- Using the first 6 Order By drop down arrow, select 7 Level.

- 8 Level now appears in the first Order By box.
- If you want to include another Order By, use the second drop-down arrow to select your next criterion. In this example we will only sort by level.
- Click 9 OK.

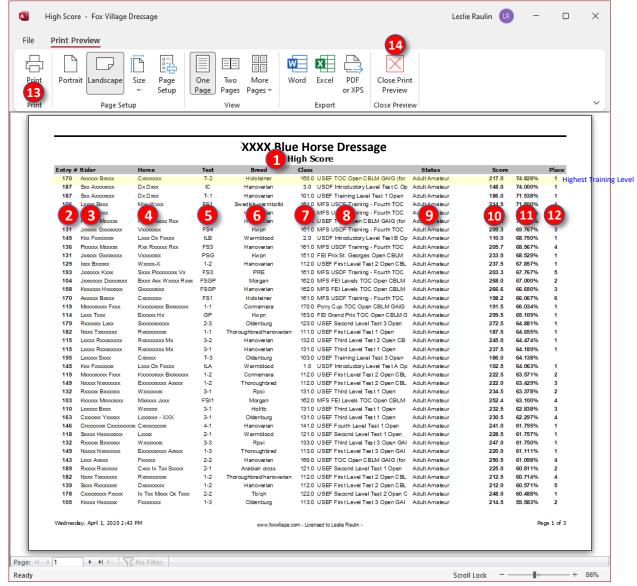




# High Score Report > Sorted by Level > Determine High Scores by Level

# **SORTED BY LEVEL > VIEW BY LEVEL REPORT:**

- The **1** [High] Score report opens, sorted by Level, which contains:
  - 2 Entry #
  - Rider name
  - 4 Horse name
  - **5** Test
  - 6 Breed 0
  - Class #
  - 8 Class [Name]
  - [Rider] Status
  - (I) [Final] Score
  - (I) [Final] Percent
  - 12 Place
- If desired, click (13) Print to print the report.
- When you are ready to close the report, click 49 Close Print Preview.



Go to the next page for information on using the report.

# High Score Report > Sorted by Level > Determine High Score Winner by Level

# SORTED BY LEVEL > VIEW BY LEVEL REPORT > DETERMINE HIGH SCORE WINNER BY LEVEL:

- The report sorted by **Level** has the following sequence:
  - o **Training Level**, starting with the highest Training Level score and ending with the lowest Training Level score.
  - o **First Level**, starting with the highest First Level score and ending with the lowest First Level score.
  - Second Level, starting with the highest Second Level score and ending with the lowest Second Level score.
  - o **Third Level**, starting with the highest Third Level score and ending with the lowest Third Level score.
  - o **Fourth Level**, starting with the highest Fourth Level score and ending with the lowest Fourth Level score.
  - o **FEI Levels**, starting with the highest FEI Level score and ending with the lowest FEI Level score.
  - o Other tests not usually awarded high score awards, such as freestyles, etc.
  - o **Introductory Level**, starting with the highest Introductory Level score and ending with the lowest Introductory Level score.
- The first horse/rider on the list is the **Training Level High Score**, as seen on the previous page. If desired, highlight this ride.
- With a pen, draw a line between the last (lowest) Training Level score and the first (highest) First Level score. Repeat for First/Second, Second/Third, Third/Fourth, and Fourth/FEI.

XXXX Blue Horse Dressage High Score									
Entry #	‡ Rider	Horse	Test	Breed	Class	Status	Score		Place
170	Axooox Bxxxx	Cx0000000	T-2	Holsteiner	160.0 USEF TOC Open CBLM GAIG (for	Adult Amateur	217.0	74.828%	1
187	Stox Asococcock	Dx Dxxx	T-1	Hanoverian	101.0 USEF Training Level Test 1 Open	Adult Amateur	186.0	71.538%	1
117	Axxxxx Rxxx	Sxxxx	T-3	Thoroughbred cross	103.0 USEF Training Level Test 3 Open	JR/YR	191.0	65.862%	
167	Moooox Txxxxxxx	Cxxxxxxx	T-2	Holsteiner	102.0 USEF Training Level Test 2 Open	Open	187.0	64.483%	1
195	Lioooox Sxxx	Cx00000	T-3	Oldenburg	103.0 USEF Training Level Test 3 Open	Adult Amateur	186.0	64.138%	
113	Dx0000000x Cx0000x	Kxxxxxxx	T-2	Kwpn	102.0 USEF Training Level Test 2 Open	Open	181.5	62.586%	2
186	Jxxxx Bxxxxx	Ax000000000	T-3	Bavarian wb	103.0 USEF Training Level Test 3 Open	Adult Amateur	169.0	58.276%	
116	Nxxxxxx Sxxxxxxx	Txxxxx Dxxxxxxx	T-3	Andalusian cross	103.0 USEF Training Level Test 3 Open	Open	168.5	58.103%	
116	Nxxxxxx Sxxxxxxx	Txxxxx Dxxxxxxx	T-2	Andalusian cross	102.0 USEF Training Level Test 2 Open	Open	166.0	57.241%	3 Lowest Tra
153	Exxxx Oxxxxx	Схооох	1-2	Oldenburg	112.0 USEF First Level Test 2 Open CBL	Open	264.5	75.571%	1 Highest Fire
155	Box Axoooxoox	Gxxxxxx	1-3	Kwpn	113.0 USEF First Level Test 3 Open GAI	Open	269.5	74.861%	1
138	K00000X Ex0000000000	Fxxxxxxx	1-2	Oldenburg	112.0 USEF First Level Test 2 Open CBL	Open	249.0	71.143%	2
127	Lxxxxx Axxxxx	Exxxxxx	1-2	Friesian heritage hors e	112.0 USEF First Level Test 2 Open CBL	Open	248.0	70.857%	3

- The first horse/rider at each level is the high score winner for that level. You may want to highlight this horse/rider.
- The second horse/rider at each level is the reserve high score winner for that level. You may want to highlight this horse/rider.
- Record all of these winners. This is usually written on a separate piece of paper and/or hand-annotated on the **High Score Report** printout.

# High Score Report > Sorted by Status > Select the Order By > [Rider] Status

# SORTED BY STATUS > SELECT THE ORDER BY > [RIDER] STATUS:

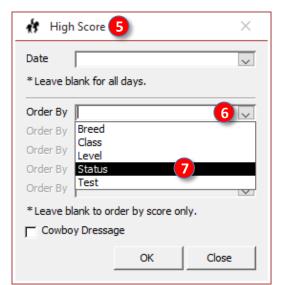
• Sorting the report by [Rider] Status gives you the highest score for each rider status (Adult Amateur, JR/YR, Open).

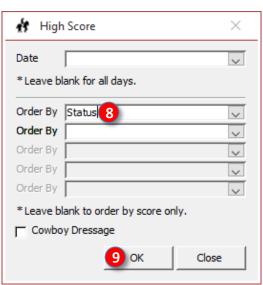
Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 High Score Report.



- Using the first 6 Order By drop down arrow, select 7 Status.

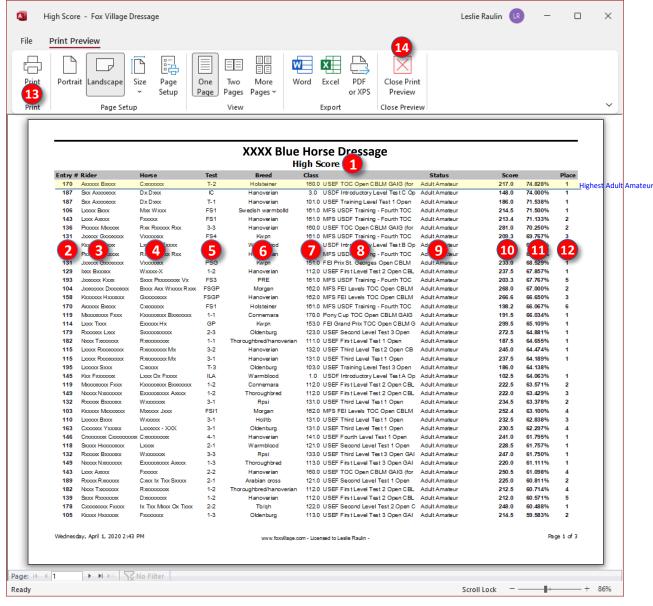
- Status now appears in the Order By box.
- If you want to include another Order By, use the second drop-down arrow to select your next criterion. For example, you could first select Status and then select Level.
- In this example we will only sort by **8** Status.
- Click 🧐 OK.





# High Score Report > Sorted by Status > View Report by Status

- The 1 High Score report opens, sorted by Level, which contains:
  - o 2 Entry #
  - o **3 Rider name**
  - 4 Horse name
  - o **5** Test
  - o 6 Breed
  - Class #
  - 8 Class [Name]
  - 9 Status
  - o 10 Score
  - o **n** Percent
  - o 12 Place
- If desired, click 13 Print to print the report.
- When you are ready to close the report, click (4) Close Print Preview.



# High Score Report > Sorted by Status > Determine High Scores by [Rider] Status

# **SORTED BY STATUS > DETERMINE HIGH SCORES BY [RIDER] STATUS:**

- The report sorted by [Rider] Status has the following sequence:
  - Adult Amateur, starting with the highest Adult Amateur score and ending with the lowest Adult Amateur score.
  - o JR/YR, starting with the highest JR/YR score and ending with the lowest JR/YR score.
  - Open (Professional or USEF non-member), starting with the highest Open score and ending with the lowest Open score.
- The first horse/rider on the list is the Adult Amateur High Score (see previous page).
- With a pen, draw a line between the last (lowest) Adult Amateur score and the first (highest) JR/YR level score.
- Repeat for JR/YR / Open.
- Repeat for Open.

					Horse Dressage igh Score					
Entry #	Rider	Horse	Test	Breed	Class	Status	Score		Place	
188	Mooooox Bxxxxxxxx	Sxxxxx	3-3	Swb	133.0 USEF Third Level Test 3 Open GAI	Adult Amateur	237.5	59.375%	2	
120	Axx Pxxxxxxx	Qxxxx Ox Sxxxx	4-1	OTTB-TIP	141.0 USEF Fourth Level Test 1 Open	Adult Amateur	231.0	59.231%	2	
186	Jxxxx Bxxxxx	Ax000000000	T-3	Bavarian wb	103.0 USEF Training Level Test 3 Open	Adult Amateur	169.0	58.276%		
189	Rxxxxx Rxxxxxxx	Cxxx Ix Txx Sxxxx	2-2	Arabian cross	122.0 USEF Second Level Test 2 Open C	Adult Amateur	238.0	58.049%	2	
156	Vooooox Mxoox	Fxxxx Txxxx	3-1	Rpsi	131.0 USEF Third Level Test 1 Open	Adult Amateur	213.5	57.703%	5	
160	Gxxxxxxx Gxxxxx	Rxx Dxxxxxxxxx	4-1		141.0 USEF Fourth Level Test 1 Open	Adult Amateur	224.5	57.564%	3	
112	Exococcox Hx0000000	x Sxx Lxxxxxxx	4-3	Hanoverian	143.0 USEF Fourth Level Test 3 Open G	Adult Amateur	207.0	57.500%	1	
176	Kxxxx Hxxxxxx-xxxxx	Exxxxxxx X	3-2	Hanoverian	132.0 USEF Third Level Test 2 Open CB	Adult Amateur	216.0	56.842%	2	
128	Sxxxx Lxxxxxx	Wxxxxxxxx	3-2	Hanoverian	132.0 USEF Third Level Test 2 Open CB	Adult Amateur	215.5	56.711%	3	
188	Mooooox Bxxxxxxxx	Sxxxxx	3-2	Swb	132.0 USEF Third Level Test 2 Open CB	Adult Amateur	203.5	53.553%	4	
105	Kxxxx Hxxxxxx	Fxxxxxxx	Jrl	Oldenburg	244 FEI Junior Individual	Adult Amateur				Lowest Adult Ama
126	Ixooooox Bxxxxxxx	Vxxxxxx	PSG	Dutch warmblood	151.0 FEI Prix St. Georges Open CBLM	JR/YR	225.5	66.324%	2	Highest JR/YR
117	Axooooox Rxxxx	Sxxxx	T-3	Thoroughbred cross	103.0 USEF Training Level Test 3 Open	JR/YR	191.0	65.862%		
175	Axxxx Oxxx	Sxxxxxx Gxxx	2-3	OTTB-TIP	123.0 USEF Second Level Test 3 Open	JR/YR	261.5	62.262%	2	
168	Rxxxxx Nxxxx	Mxx Pxxxxxxxxxxxx	1-1	OTTB-TIP	111.0 USEF First Level Test 1 Open	JR/YR	177.5	61.207%	2	
168	Roocox Nocox	Mxx Pxxxxxxxxxxxxx	1-2	OTTB-TIP	112.0 USEF First Level Test 2 Open CBL	JR/YR	209.0	59.714%	6	
190	Axx Bxxxxxxxxx	Rxxxxxxxxx	3-3	Thoroughbred cross	133.0 USEF Third Level Test 3 Open GAI	JR/YR	236.0	59.000%	3	
162	Cx0000x Yx0000x	Bxxxxxxx Sxxxxxxx	1-3	Cleveland bay sport hors e	113.0 USEF First Level Test 3 Open GAI	JR/YR	204.5	56.806%	3	
162	Cxxxxx Yxxxxx	Bxxxxxxx Sxxxxxxx	1-1	Cleveland bay sport hors e	111.0 USEF First Level Test 1 Open	JR/YR	156.0	53.793%	3	Lowest JR/YR
153	Exxxx Oxxxxx	Cxxxxx	1-2	Oldenburg	112.0 USEF First Level Test 2 Open CBL	Open	264.5	75.571%	1	Highest Open
173	Sxxxx Mboxxxx	Rxxx Cxx	11		152.0 FEI Intermediate TOC Open CBLM	Open	256.5	75.441%	1	
155	Biox Axxxxxxxx	Gxxxxxx	1-3	Kwpn	113.0 USEF First Level Test 3 Open GAI	Open	269.5	74.861%	1	
159	Exocoox Hxxxxxxx	Sxxxxxxxx	FS1	Anadalus ian/arabian cross	161.0 MFS USDF Training - Fourth TOC	Open	218.9	72.967%	1	
180	Dxxxx Mxxxxx	Dxx Pxxxxxx	4-3	Kwpn	160.0 USEF TOC Open CBLM GAIG (for	Open	262.5	72.917%	1	
174	Stooox Moooox	Bxxxxx Gxxx	PSG	Oldenburg	151.0 FEI Prix St. Georges Open CBLM	Open	242.0	71.176%	1	
138	K1000000 E10000000000	x Fxxxxxxx	1-2	Oldenburg	112.0 USEF First Level Test 2 Open CBL	Open	249.0	71.143%	2	

- Different shows have different rules on which classes are included in High Score Awards.
- Record all of these winners. This is usually written on a separate piece of paper and/or annotated on the **High Score** report printout.



# \*.DAT FILE FOR USEF AND USDF





# \*.dat File for USEF & USDF > Introduction, Classes Awarded by Rider Status

# **INTRODUCTION:**

- Within 10 days of the show, your results must be emailed to USEF and USDF using a file (\*.dat file) easily created by FVD.
- Before you create and email the \*.dat file, you must ensure your results are in a format required by USEF and USDF:
  - SITUATION 1: If <u>NONE</u> of your classes were awarded by **O**, **AA & JYR** and/or **O & AJY** divisions, you are ready to create the \*.dat file.
  - SITUATION 2: If your show had SEPARATE CLASSES for O, AA
     JYR and/or O & AJY divisions, you are ready to create the
     \*.dat file.
  - SITUATION 3: If, during the show, you had any classes that were awarded by O, AA & JYR and/or O & AJY divisions AND you later SPLIT THE CLASSES by rider status within the FVD software, you are ready to create the \*.dat file. In this situation, you have one class that was split to multiple classes based on rider status. See <u>SPLIT CLASSES</u> for information on splitting classes.
  - SITUATION 4: If you had any classes that <u>WERE</u> awarded by O, AA & JYR or O & AJY divisions but NOT SPLIT by these divisions, you need to prepare your results before you create the \*.dat file. In this situation, you have one class that was awarded by rider status.

# NOTE:

**O = Open**: Class may be entered by all riders. Professionals and USEF nonmembers must ride in Open classes. AA = A = Adult Amateur: Class may be entered by riders that fall within the USEF definition of Adult Amateur. See USEF GR1306 and GR 1307. JYR = JY = Junior/Young Rider: Class may be entered by riders that fall within the USEF definition of Junior Rider and/or Young Rider. See USEF GR128 Junior and GR150 Young Rider. AJY = Adult Amateur, Junior Rider and Young Rider: Class may be entered by riders that fall within the USEF definition of Adult Amateur, Junior Rider, or Young Rider. O/AA/JY: Class awarded by O, AA and JY divisions.

**O/AJY**: Class awarded by O and AJY divisions.

# **CLASSES AWARDED BY RIDER STATUS:**

Open 1 Main Menu > 2 Show Office > 3 Classes.



Continued on next page...



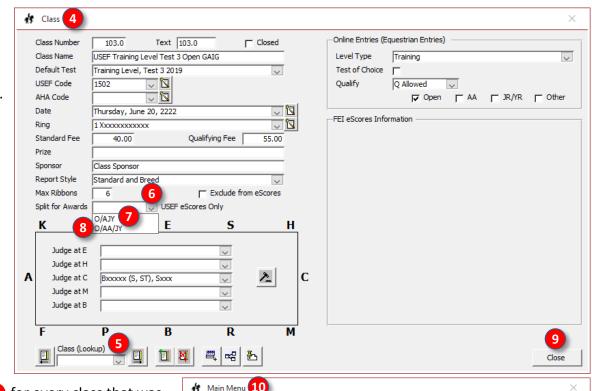
# \*.dat File for USEF & USDF > Classes Awarded by Rider Status, Cont'd.

Main Menu

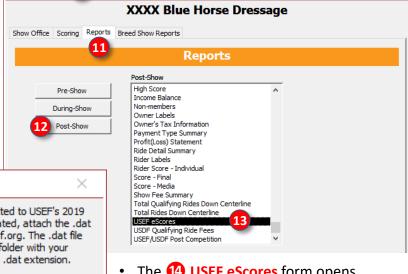
- The 4 Class form opens.
- Use **5** Class (Lookup) to select the class.
- Use the 6 Split for Awards dropdown arrow and select 7 O/AJY or 8 O/AA/JR, depending on how you awarded the class.

USEF eScores 14

**EQUESTRIAN** 



- Repeat 5 8 for every class that was awarded by rider status.
- Click **9** Close to close the form.
- After all classes awarded by rider status have been annotated as above, open 100 Main Menu > 11 > Reports > 12 Post-Show > 13 USEF eScores.



This feature will create a ASCII file formatted to USEF's 2019 specifications. After the file has been created, attach the .dat file to your email and send to results@usef.org. The .dat file will be created in your "Documents\FVD\" folder with your USEF show number as the file name and a .dat extension.

Chronicle of the Horse also accepts this ASCII file format. You can e-mail it to them at results@chronofhorse.com.

15 

✓ Split for Awards (USEF only)

Other eScores

If you select Other eScores above, the three other (local) membership numbers will be added to the file. After the file has been created, attach the .dat file to your email and send to your local organization. The .dat file will be created in your "My Documents\FVD\" folder with your first other (local) show number as the file name and a .dat extension. NOTE: DO NOT SEND THIS FILE TO USEF.

Open e-mail program to send attachment.

OK Close

- The 14 USEF eScores form opens.
- only) box.
- Proceed to <u>Create the FVD eScores</u> (\*.dat) File to create the \*.dat file.

**NOTE 1**: This procedure does not actually SPLIT the class. It simply informs USEF and USDF that you awarded the class by rider status divisions. **NOTE 2**: Even though the nomenclature is USEF eScores, the report is also for USDF.



# \*.dat File for USEF & USDF > Create the FVD eScores (\*.dat) File

# CREATE THE FVD eSCORES (\*.DAT) FILE:

**NOTE 1**: You must submit your results to USEF and USDF within 10 days of the show. This includes the \*.dat file, the USEF Post Competition Report, and the USDF Report of Fees.

**NOTE 2**: When you create the USEF [/USDF] eScores (\*.dat) file, the data is <u>automatically</u> (1) uploaded to the FVD site for updating and (2) synchronized with the Competitor Tent iOS app (<u>click here</u>). If any of your competitors have registered with Competitor Tent, they will be contacted by Competitor Tent. Therefore, DO NOT DO A PRACTICE RUN as your online show information will be changed.

**NOTE 3**: USEF and USDF accept the <u>same</u> 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 4**: 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!

USEF has some rather complicated instructions and Excel templates for the required electronic submission of results (<u>click here</u>). Fortunately for the FVD user, FVD provides the information required by USEF (and USDF) when you submit the USEF eScores (\*.dat) file generated by FVD.

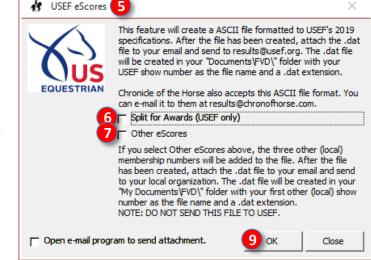
Select 1 Main Menu > 2 Reports >
 3 Post-Show > 4 USEF eScores.



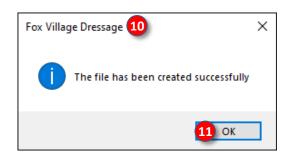


# \*.dat File for USEF & USDF > Create the FVD eScores (\*.dat) File, Cont'd.

- The **5 USEF eScores** form opens.
- If you awarded by rider status in any class, check the Split for Awards (USEF only) box. See Classes Awarded by Rider Status for information.
- If you also want a \*.dat file for other (local) organizations, check the 7 Other eScores box.
- If you want to automatically open your email program to email the \*.date file, check the 8
   Open e-mail program to send attachment check box. This box is checked by default.
  - This will automatically save the \*.dat file to Your FVD Folder and open an email with the \*.dat as an attachment.
  - If you uncheck the box, the \*.dat file is saved to Your FVD Folder but an email is not opened.
- Click 9 Ok.



- A 10 Fox Village Dressage information form opens to inform you that the file has been saved to Your FVD Folder.
- Click (1) OK to return to the Main Menu.

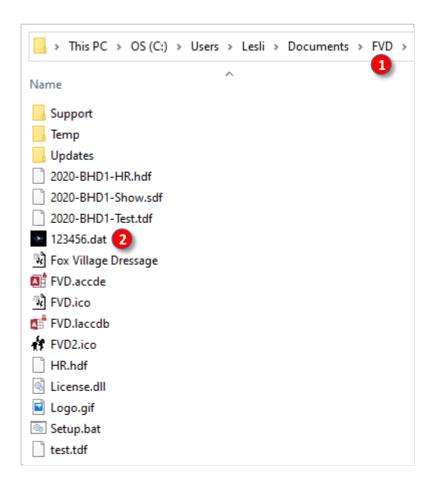




# \*.dat File for USEF & USDF > Verify the eScores (\*.dat) File Was Saved

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

- Navigate to 1 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. In this example, the show's number is **123456**, so file name is **2 123456.dat**. <u>Do not change this file name as it is the file name required by USEF</u>.
- 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!

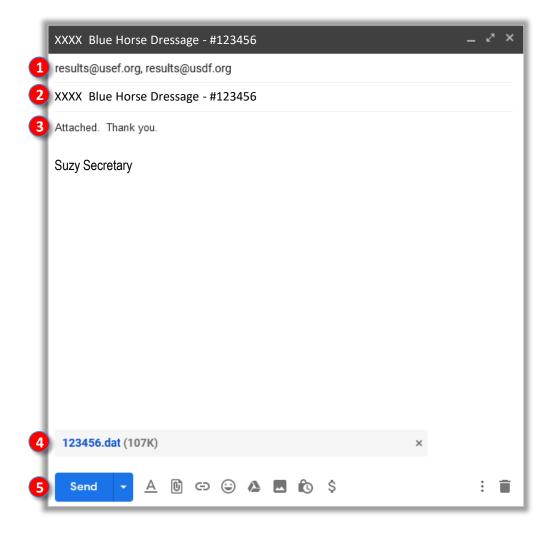




# \*.dat File for USEF & USDF > Email \*.dat File to USEF & USDF

# **EMAIL \*.DAT FILE TO USEF & USDF:**

- In the usual manner, open your default email program and start a new email message.
- <u>To:</u> In the <u>To...</u> box, enter <u>1</u> <u>results@usef.org</u> and <u>results@usdf.org</u> as these are the email addresses
  to which results are emailed to USEF and USDF.
- <u>Subject</u> In the <u>Subject</u>: box, enter the <u>2 Show Name Show Number</u> (in this example, it is #123456).
- Message A 3 message is not required.
- Attach the File Using the method for your email program, attach the \*.dat file (in this example, it is 123456.dat). The file name is automatically entered in the 4 Attachment area (you do not type it in).
- 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.



# CHAPTER IV.2. USEF POST COMPETITION REPORT FORM





# **USEF Post Competition Report Form > Introduction**

# **INTRODUCTION:**

- 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 <u>Term(ination</u>). ) 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:

- o Snail Mail Report: USEF Post Competition Report Form and your payment(s).
- o Email Report: USEF Electronic Submission of Show Results (created with FVD).

# USEF web forms and guidelines:

- o <u>USEF Post Competition Report Form: Click here.</u>
- o 2021 USEF Post Competition Report FAQ: Click here.
- o <u>USEF Results Criteria</u>: <u>Click here</u>.
- USEF Universal Results Template (\*.xls): Click here.
- o 2022 Section Codes (\*.xls) (Dressage is lines 146-201): Click here.
- This chapter covers the steps to prepare and send this report to USEF. The following chapter covers the report for USDF.





# **USEF Post Competition Report Form > USEF Results Rules**

# **USEF RESULTS RULES:**

# **USEF Rule GR1214. Results.**

1. All competition results and other data as specified by USEF in the license agreement must be electronically transmitted to USEF within 10 days following a Licensed competition including all corrections, changes and additions to the prize list. All results must meet the criteria and format of the Federation result template with all required fields as published by USEF and must be submitted as outlined in the license agreement. A fee will be assessed for any required data not received electronically. Full results include but are not limited to the names and Federation numbers of all horses, riders and owners in all classes, the number of entries, all placings, and money paid out. In the event of an entry under multiple ownership, only one owner need be a Member or pay a Show Pass fee. The competition is responsible for listing either the active member or the person that paid the Show Pass fee in the results. (Exception GR901.9).

# b. Dressage

- Results for Dressage Competitions and Regular or Local competitions holding open Dressage or Dressage Sport Horse Breeding classes must include the Federation and USDF membership and identification/recording numbers for all owners, riders, handlers and horses for whom this information is required for the competition. This material is needed in order to include the winnings of exhibitors in the Federation's permanent records.
- 2. The secretary of each Federation Licensed Competition must, within 10 calendar days of the competition, send to the Federation, either electronically or by mail with proof of delivery, a list of judges, stewards, technical delegates and competition officials, as well as the full results with all required fields.
- 3. If the competition fails to file a full set of results postmarked within 10 calendar days of the closing of the competition, the Federation will levy a fine of \$250. If the fine is not paid, future competition dates might be retracted or not awarded. The competition has the right to request a waiver of this fine, provided they can show good cause.
- 4. If management disputes that the results were not timely filed or that the above fine is not properly owing, it may request a procedural review of these issues before the Co-Chairs of the Hearing Committee or their designees, provided that the request is made within 30 days of management's receipt of the Federation's notice of fine, specifying the grounds for the appeal. The Co-Chairs of the Hearing Committee or their designees may waive a part or all of the fine upon a finding of good cause why the application was not timely filed and/or a finding that extreme hardship results from the automatic penalty.
- 5. Within 30 days of the deadline for filing any report or paperwork required under the Rules, the Federation must notify the Official Competition Contact responsible for filing such report or paperwork in the event that it has not been received.
- 6. The Federation must be notified of any retirement ceremony held at any Licensed Competition. See GR812. BOD



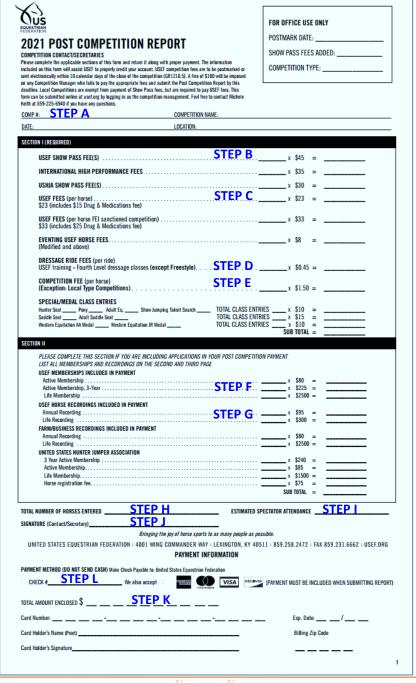
# USEF Post Competition Report Form > The USEF Form

# THE FORM:

- Open the 2021 USEF Post Competition Report Form:
  - Print and fill-in version: <u>Click here</u>.
- This 3-page form is updated annually and sometimes within a year; therefore, each time you prepare the
  results of a show, download the document from the USEF website to ensure you have the most current
  version
- You will complete this form by hand or on the computer, then print and mail it to USEF with your payment(s).

• The STEP annotations below refer to the procedures on the following pages and where to find the data in

FVD.





# **USEF Post Competition Report Form > The USEF Form, Cont'd.**

LIST NAMES AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	USEF - \$45	USHIA - \$30
	☐ YES ☐ NO		
STEP B	☐ YES ☐ NO		
	□ YES □ NO		
	☐ YES ☐ NO		
	☐ YES ☐ NO		
	☐ YES ☐ NO		
	□ YES □ NO		
	☐ YES ☐ NO		
	□ YES □ NO		
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	□ YES □ NO		
	☐ YES ☐ NO		
	☐ YES ☐ NO		
	☐ YES ☐ NO		
	☐ YES ☐ NO		

IEMBERSHIP APPLICATION FEES			
LIST NAMES AMOUNT F	AID SEPARATE PAYMENT ENCLOSED	USEF	USHIA
	☐ YES ☐ NO		
STEP F	□ YES □ NO		
	☐ YES ☐ NO		
	□ YES □ NO		
	□ YES □ NO		
	□ YES □ NO		
	□ YES□ NO		
	□ YES □ NO		
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10	□ YES □ NO		
	□ YES □ NO		
	□ YES □ NO		
	□ YES□ NO		
	☐ YES ☐ NO		
	□ YES □ NO		
	☐ YES ☐ NO		
	□ YES □ NO		

AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	ANNUAL	UFE	US:
	TES NO			
	☐ YES ☐ NO			
	TES NO			
	☐ YES ☐ NO			
	□ YES □ NO			
	☐ YES ☐ NO			
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	☐ YES ☐ NO			
	TES NO			
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TIMES .	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	ANNUAL	LIFE
		□ YES □ NO		
		☐ YES ☐ MO		
		□ YES □ NO		
		□ YES □ NO		
		□ YES□ NO		
		□ YES □ NO		
		☐ YES ☐ NO		
		ON SEY		
		☐ YES ☐ NO		
		ON Say		
		□ YES □ NO		
		ON Say		
		☐ YES ☐ NO		

NAME OF AFFILIATED ASSOCIATION	TYPE OF FEE COLLECTED	# OF FEES COLLECTED	TOTAL AMOUNT COLLECTED



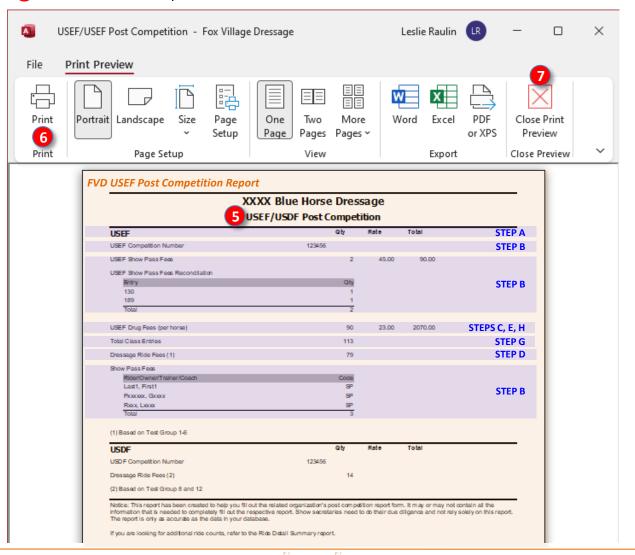
# USEF Post Competition Report Form > **FVD USEF/USDF Post Competition Report**

# FVD USEF/USDF POST COMPETITION REPORT

The FVD USEF/USDF Post Competition report is the source of most of the information required for the USEF Post **Competition Report Form.** 

- Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 USEF/USDF Post Competition report.
- The 5 USEF/USDF Post Competition report opens. Information you will need to complete the **USEF Post Competition** Report Form is annotated below.
- Click the 6 Print icon to print the report.
- Click Close to close the report.







# USEF Post Competition Report Form > <u>Step A</u>: Competition Information

# COMPLETING THE FORM > <u>STEP A</u>: COMPETITION INFORMATION:

- Write or type in:
  - O COMP # (Competition #)
  - COMPETITION NAME (official name of your show)
  - O B DATE [of the show]
  - 4 LOCATION [of the show]

**USEF Post Competition Report Form, page 1** 



# 2021 POST COMPETITION REPORT

## COMPETITION CONTACT/SECRETARIES

Please complete the applicable sections of this form and return it along with proper payment. The information included on this form will assist USEF to properly credit your account. USEF competition fees are to be postmarked or sent electronically within 10 calendar days of the close of the competition (GR1210.5). A fine of \$100 will be imposed on any Competition Manager who fails to pay the appropriate fees and submit the Post Competition Report by this deadline. Local Competitions are exempt from payment of Show Pass fees, but are required to pay USEF fees. This form can be submitted online at usef.org by logging in as the competition management. Feel free to contact Michele

Keith at 859-225-6940 if you have any questions. 2 COMPETITION NAME: XXXXX Blue Horse Dressage COMP #: 123456

DATE: June 20, YYYY

4 LOCATION Anytown, ST

FOR OFFICE USE ONLY POSTMARK DATE: \_

SHOW PASS FEES ADDED: \_

COMPETITION TYPE:

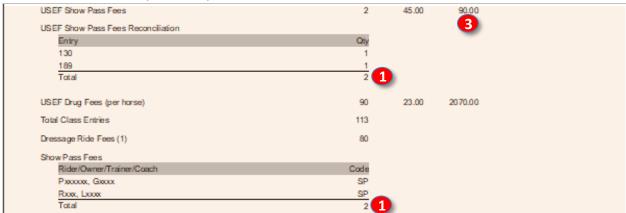


# USEF Post Competition Report Form > <u>Step B</u>: Non-Member Information & Fees

# COMPLETING THE FORM > STEP B: NON-MEMBER INFORMATION & FEES:

- For USEF, Show Pass Fee (SP) = Non-Member Fee (NM).
- From the FVD USEF/USDF Post Competition Report, determine the total number of USEF Non-Members that paid the USEF Show Pass fee.
- In this example, the total is 1 2. Write/type in this number on the 2 USEF Post Competition Report Form.
- The form multiplies this number by \$45, the USEF Non-Member (Show Pass) fee, and enters the 3 value on the USEF Post Competition Report Form.

# **FVD USEF/USDF Post Competition Report**



**USEF Post Competition Report Form, page 1** 

USEF SHOW PASS FEE(S) \_\_\_\_\_\_ x \$45 = 90 \_\_\_\_\_ 3

**NOTE**: The **3** value is included in the **TOTAL AMOUNT ENCLOSED** boxes on page 1.



# USEF Post Competition Report Form > <u>Step B</u>: Non-Member Information & Fees, Cont'd.

Next you need the names of the non-members for page 3 of the USEF form, which are on the FVD **USEF/USDF Post Competition Report.** 

FVD USEF/USDF Post Competition Report

USEF Show Pass Fees	2	45.00	90.00
USEF Show Pass Fees Reconciliation			
Entry	Qty		
130	1		
189	1		
Total	2		
USEF Drug Fees (per horse)	90	23.00	2070.00
Total Class Entries	113		
Dressage Ride Fees (1)	80		
Show Pass Fees			
Rider/Owner/Trainer/Coach	Code		
Precocos, Grecos	SP		
Rox, Loox	SP		
Total	2		

- On page 2 of the **USEF Post Competition Report Form**:
- LIST NAMES: Enter the 4 names.
- o AMOUNT PAID: Enter the 5 amount paid (2021 = \$45).
- SEPARATE PAYMENT ENCLOSED: Check 6 YES if a separate payment is enclosed; check 7 NO if a separate payment is not enclosed (the payment is part of the show's payment).
- USEF \$45: Check 8 USEF \$45.

SHOW PASS FEES				
See GR202.6 The competitions will be responsible for fo tion with the post competition report. Payment of Show				
tion with the post competition report. Payment of Snow	Pass fees for purposes of competing does f	not entitle the individual to any other p	privileges of USEF I	membership.
LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	USEF - \$45	USHJA - \$30
Pxxxxxxxxxx, Gxxxx	45	YES NO		
Pxxxxxxxxxx, Gxxxx Rxxxxxx, Lxxxx	45 45	☐ YES NO☐ YES NO		

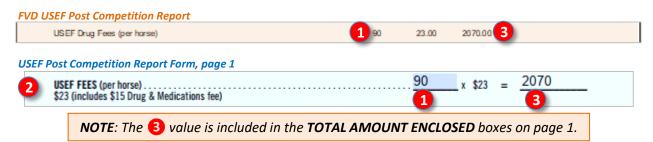
**NOTE**: The sum of the **5** values is included in the **TOTAL AMOUNT ENCLOSED** boxes on page 1.



USEF Post Competition Report Form > <u>Step C</u>: Drug Fees, <u>Step D</u>: Ride Fees, <u>Step E</u>: Competition Fee

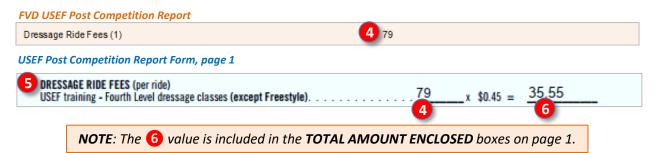
# COMPLETING THE FORM > STEP C: DRUG/HORSE USEF FEES:

• From the FVD USEF/USDF Post Competition Report, determine the USEF Drug Fees (per horse) collected. In this example, the fee was paid for 1 90 horses. On the Post Competition Report Form 2 USEF FEES line, enter the 1 number. The form multiplies this number by \$23, the USEF Fee, and enters the 3 value on the USEF Post Competition Report Form. In this example, 90 x \$23 = \$2070.



# **COMPLETING THE FORM > STEP D: DRESSAGE RIDE FEES:**

From the FVD USEF/USDF Post Competition Report, determine the number of Dressage Ride Fees (the number of Training through Fourth level rides = USEF tests) collected. In this example, there were 4 79 Training through Fourth Level rides. On the Post Competition Report Form 5 DRESSAGE RIDE FEES line, enter the 4 number. The form multiplies this number by \$0.45, the USEF Dressage Rides Fee, and enters the 6 value on the Post Competition Report Form. In this example, 79 x \$0.45 = \$35.55.



# COMPLETING THE FORM > STEP E: COMPETITION FEE:

- From the FVD USEF/USDF Post Competition Report, determine the number of USEF Drug Fees (per horse) collected = # of horses. In this example, the fee was paid for 7 90 horses.
- On the USEF Post Competition Report Form, type in this number to the right of **8** USEF Fees (per horse). This form multiplies this number by \$1.50, the USEF Competition Fee, to determine the **9** total amount due to USEF. In this example, 90 x \$1.50 = \$135.00.



**NOTE**: The **9** value is included in the **TOTAL AMOUNT ENCLOSED** boxes on page 1.



# **USEF Post Competition Report Form > Step F**: **USEF Membership Application Fees**

# COMPLETING THE FORM > STEP F: USEF MEMBERSHIP APPLICATION FEES:

# NOTE:

- If you included USEF membership application fees in your show funds, follow these instructions.
- It may be easier to accept separate payments that you could submit with your payment, if you use snail-mail.
- To make life easier for you, you might want to encourage riders/owners/trainers to record their horse(s) and send you verification before or during the show.

Select 1 Main Menu > 2 Reports > 3 Post Show > 4 Show Fee Summary.



Show Fee Summary Show Fee Entry # Qty Rider Extension Totals 0.00

The **5** Show Fee Summary form opens.

Continued on next page...

4

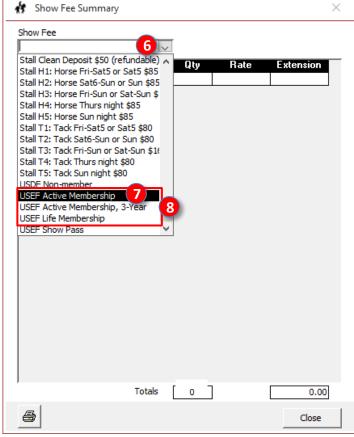
Close

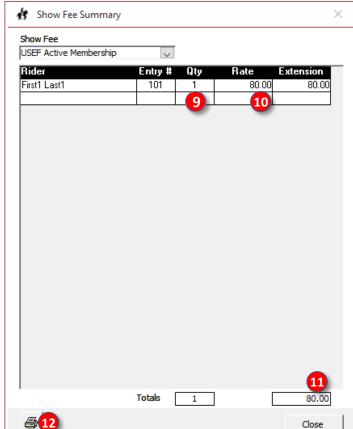
US USEF Post Competition Report Form > <u>Step F</u>: USEF Membership Application Fees,

Cont'd.

- Using the 6 drop down arrow, select the 7 membership category you are seeking.
- The list content depends upon the show fees you established in <u>Show Fees</u> and the fees you collected for the show. This could include the System Fee <u>Membership Recording Application</u> or multiple Custom Fees you set up for the multiple categories of USEF membership. This example shows three <u>8</u> USEF Memberships Fees that were added in <u>Custom Fees</u>.

- In this example, we have one USEF Active Membership. The rider paid the USEF Active Membership fee of \$80, for a total of \$80 collected by the show office during the show.
- Repeat for USEF Active Membership 3-Year and/or USEF Life Membership, if applicable.
- Make a separate record of these names and fees as show management must record them on the USEF Post Competition Report. The easiest method is to click the 12 Print icon.





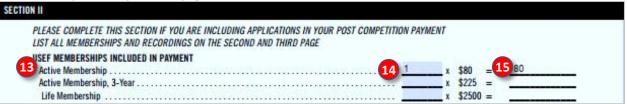
Continued on next page...



# USEF Post Competition Report Form > <u>Step F</u>: USEF Membership Application Fees, Cont'd.

- From the FVD **Show Fee Summary**, you have determined the total number of USEF Active Membership fees paid (1 in this example), the names of the person/people who paid, and the total fee owed to USEF for Active Membership (\$80 in this example).
- On page 1 of the **USEF Post Competition Report Form**, on the appropriate **(B) Membership** line, enter the total number of each type of USEF membership fees you collected at the show as part of your show's fees. In this example, there is **(A) 1 Active Membership.** The form multiplies this number by the applicable membership fee and enters the **(5)** total. In this example, it is **1** x \$80 = **\$80**.

USEF Post Competition Report Form, page 1



**NOTE**: The **(5)** value is included in the **TOTAL AMOUNT ENCLOSED** boxes on page 1.

On page 2 of the USEF Post Competition Report Form, under 16 MEMBERSHIP APPLICATION FEES, for ALL membership fees collected, enter the 17 LIST NAMES (riders, owners and trainers), the 18 AMOUNT PAID, 19 SEPARATE PAYMENT ENCLOSED (YES / NO), and check the 20 USEF box.

**USEF Post Competition Report Form, page 2** 



**NOTE**: List <u>ALL</u> people who paid a USEF membership fee, whether or not the fee is included in your show's fees or you will be submitting a separate payment, such as a check from the person.



# USEF Post Competition Report Form > <u>Step G</u>: USEF Horse Recording Fees

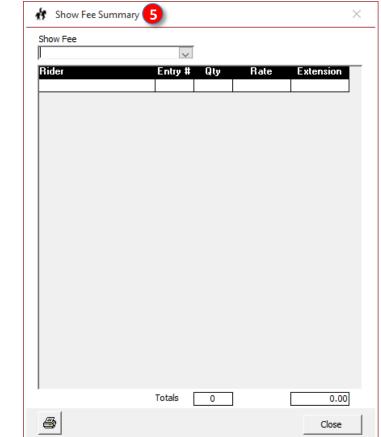
# COMPLETING THE FORM > <u>STEP G</u>: USEF HORSE RECORDING FEES:

# NOTE:

- If you included USEF horse recording fees <u>in your show funds</u>, follow these instructions.
- It may be easier to accept separate payments that you could submit with your show check, if you use snail-mail.
- To make life easier for you, you might want to encourage riders/owners/trainers to record their horse(s) and send you verification before or during the show.

Select 1 Main Menu > 2 Reports >3 Post Show > 4 Show Fee Summary.





The **5** Show Fee Summary form opens.

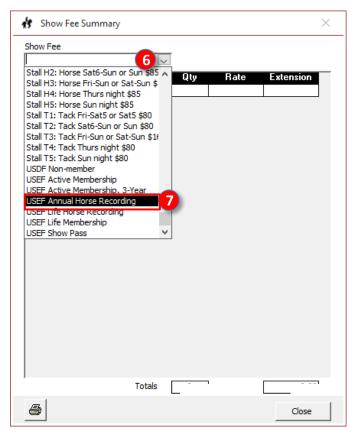
Continued on next page...

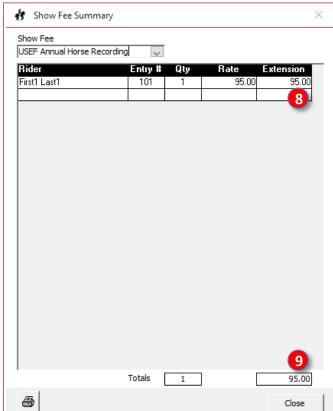


# USEF Post Competition Report Form > <u>Step G</u>: USEF Horse Recording Fees, Cont'd.

- Using the 6 drop down arrow, select the recording fee you are seeking.
- The list content depends upon the show fees you established in Show Fees and the fees you collected for the show.
- This could include the System Fee Horse **Recording Application** or Custom Fees such as **USEF Annual Horse Recording and/or USEF Lifetime Horse Recording**; these custom fees are on the USEF Post Competition Report so including them in your show fees is recommended.
- In this example, we select **7 USEF Annual Horse** Recording.

- For this show, we see that one rider paid the USEF Annual Horse Recording fee of 8 \$95, for a total of 9 \$95 collected by the show office during the show as part of the show's fees. Show management must record the \$95 on the USEF Post Competition Report and include the \$95 in its payment to USEF.
- Repeat for **USEF Life Horse Recording**, if applicable.
- Make a separate record of these **names** and **fees** as show management must record them on the **USEF Post Competition Report.**





Continued on next page...



# USEF Post Competition Report Form > <u>Step G</u>: USEF Horse Recording Fees, Cont'd.

On page 1 of the USEF Post Competition Report Form, on the ① Annual Recording or Life Recording line, enter the total number of each type of USEF Horse Recording fees collected that are part of your show's fees. In this example, enter ① 1 for Annual Recording. The form multiplies the number by the applicable fee and enters the ② value. In this example, it is 1 x \$95 = \$95.

**USEF Post Competition Report Form, page 1** 

SECTION II				
PLEASE COMPLETE THIS SECTION IF YOU ARE INCLUDING APPLICATIONS IN YOUR POST COMPETITION ALL MEMBERSHIPS AND RECORDINGS ON THE SECOND AND THIRD PAGE	ON PAYMENT			
USEF MEMBERSHIPS INCLUDED IN PAYMENT Active Membership Active Membership, 3-Year Life Membership		\$80 \$225 \$2500	=	80
USEF HORSE RECORDINGS INCLUDED IN PAYMENT Annual Recording Life Recording	1 111 <sub>x</sub>	\$95 \$300	= =	95 12

**NOTE**: The **1** value is included in the **TOTAL AMOUNT ENCLOSED** boxes on page 1.

On page 3 of the USEF Post Competition Report Form, under (3 HORSE APPLICATION FEES, enter the NAMES (riders, owners and trainers), the (5 AMOUNT PAID, (6 SEPARATE PAYMENT ENCLOSED (YES/NO), and check the (7 ANNUAL or (8 LIFE box.

**USEF Post Competition Report Form, page 2** 



**NOTE**: List <u>ALL</u> people who paid a USEF horse recording fee, whether or not the fee is included in your show's fees or you will be submitting a separate payment, such as a check from the person.

If you also accepted **FARM/BUSINESS RECORDINGS**, complete the information as for a Horse Recording.



# USEF Post Competition Report Form > <u>Step H</u>: # of Horses, Step I: Number of Spectators, Step J: Signature

# **COMPLETING THE FORM > STEP H: TOTAL NUMBER OF HORSES:**

From the FVD USEF Post Competition Report, determine the total number of horses entered by using the number of USEF Drug fees paid. In this example, there were 1 90 USEF Drug Fees paid and therefore 90 horses entered in the show. On the USEF Post Competition Report Form, type in this number in the 2 TOTAL NUMBER OF HORSES ENTERED line.

FVD USEF Post Competition Report			
USEF Drug Fees (per horse)	1 90	23.00	2070.00
USEF Post Competition Report Form, page 1			
TOTAL NUMBER OF HORSES ENTERED 90 2	ESTIMATED SPECTATOR ATTENDANCE		
SIGNATURE (Contact/Secretary)			

# **COMPLETING THE FORM > STEP I: SPECTATOR ATTENDANCE:**

If you do not have a method to determine the number of spectators, this may be estimated as 2 times the number of rides (total class entries). Using the FVD USEF Post Competition Report, determine the 3 Total Class Entries = number of rides. In this example there were 4 113 rides in the show; therefore, an estimate of the spectators is 226. On the USEF Post Competition Report Form, type in this number in the 4 ESTIMATED SPECTATOR ATTENDANCE line.

FVD USEF Post Competition Report	
Total Class Entries 3	4 113
USEF Post Competition Report Form, page 1	
TOTAL NUMBER OF HORSES ENTERED 90	ESTIMATED SPECTATOR ATTENDANCE 226 4
SIGNATURE (Contact/Secretary)	

# **COMPLETING THE FORM > STEP J: SIGNATURE:**

• The Contact/Secretary signs the printed **USEF Post Competition Report Form** in **5 SIGNATURE** line or uses a digital signature.

USEF Post Competition Report Form, page 1	
TOTAL NUMBER OF HORSES ENTERED 90	ESTIMATED SPECTATOR ATTENDANCE 226
SIGNATURE (Contact/Secretary) Swzy Secretary 5	

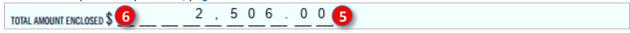


# USEF Post Competition Report Form > <u>Step K</u>: Total Due, <u>Step L</u>: Payment, Snail Mail to USEF

# COMPLETING THE FORM > <u>STEP K</u>: TOTAL AMOUNT ENCLOSED:

The USEF Post Competition Report Form automatically calculates the 5 total amount due and enters
the value on the 6 TOTAL AMOUNT ENCLOSED line.

**USEF Post Competition Report Form, page 1** 



# **COMPLETING THE FORM > STEP L: PAYMENT INFORMATION:**

- If you pay by check, complete the check information.
- If you pay by credit card, complete the 8 credit card information.



**NOTE**: Some of the fees, such as USEF Membership and USEF Horse Recording, may have been paid in competitor checks made out to USEF. Do not include these amounts in your payment; the competitor checks are instead mailed to USEF with the Post Competition Form.

# COMPLETING THE FORM > SNAIL MAIL TO USEF:

- Snail Mail the following to USEF using the USEF address on the form:
  - USEF Post Competition Report Form
  - Your check (if not using a credit card)
  - Competitor checks made out to USEF
  - Membership Application forms collected during the show
  - Horse Recording Application forms collected during the show
- Do not send USEF Medication Report Forms with this packet; they are given to the TD.



# USEF Post Competition Report Form > Completed Form > Page 1

lus	FOR OFFICE USE ONLY
ESTRIAN ERATION	POSTMARK DATE:
021 POST COMPETITION REPORT	
MPETITION CONTACT/SECRETARIES se complete the applicable sections of this form and return it along with proper payment. The information	SHOW PASS FEES ADDED:
uded on this form will assist USEF to properly credit your account. USEF competition fees are to be postmarked or electronically within 10 calendar days of the close of the competition (GR1210.5). A fine of \$100 will be imposed	COMPETITION TYPE:
recompetition Manager who fails to pay the appropriate fees and submit the Post Competition Report by this dline. Local Competitions are exempt from payment of Show Pass fees, but are required to pay USEF fees. This	
can be submitted online at usef.org by logging in as the competition management. Feel free to contact Michele h at 859-225-6940 if you have any questions.	
MP#: 123456 COMPETITION NAME: XXXX E	Blue Horse Dressage
E: June 20, YYYY LOCATION: Anytown, ST	
TION I (REQUIRED)	
USEF SHOW PASS FEE(S)	2 x \$45 = 90
INTERNATIONAL HIGH PERFORMANCE FEES	
USHJA SHOW PASS FEE(S)	
USEF FEES (per horse)	
\$23 (includes \$15 Drug & Medications fee)  USEF FEES (per horse FEI sanctioned competition)	
\$33 (includes \$25 Drug & Medications fee)  EVENTING USEF HORSE FEES.	
(Modified and above)	x \$0 =
DRESSAGE RIDE FEES (per ride) USEF training - Fourth Level dressage classes (except Freestyle)	79 x $0.45 = 35.55$
COMPETITION FEE (per horse) (Exception: Local Type Competitions)	90 x \$1.50 = 135
SPECIAL/MEDAL CLASS ENTRIES Hunter Seat Pony Adult Eq Show Jumping Talent Search TOTAL CLASS ENTI	- 01\$ v 23IQ
Saddle Seet Adult Saddle Seet TOTAL CLASS ENT	RIES x \$15 =
Western Equitation AA Medal Western Equitation JR Medal TOTAL CLASS ENTI	RIES x \$10 = SUB TOTAL = 2330.55
PLEASE COMPLETE THIS SECTION IF YOU ARE INCLUDING APPLICATIONS IN YOUR POST COMPETITI LIST ALL MEMBERSHIPS AND RECORDINGS ON THE SECOND AND THIRD PAGE USEF MEMBERSHIPS INCLUDED IN PAYMENT ACTIVE MEMBERSHIPS.	
Active Membership, 3-Year Life Membership	x \$225 = x \$2500 =
HISEE HORSE RECORDINGS INCLUDED IN PAYMENT	
Annual Recording  Life Recording	x \$300 =
FARM/BUSINESS RECORDINGS INCLUDED IN PAYMENT Annual Recording	v \$80 -
Life Recording	
UNITED STATES HUNTER JUMPER ASSOCIATION	x \$240 =
3 Year Active Membership	
Active Membership.	x \$85 =
	x \$85 = x \$1500 = x \$75 =
Active Membership.  Life Membership.	x \$85 = x \$1500 =
Active Membership. Life Membership. Horse registration fee.	x \$85 = x \$1500 = x \$75 =
Active Membership.  Life Membership.  Horse registration fee.  L NUMBER OF HORSES ENTERED	x \$85 = x \$1500 = x \$75 = SUB TOTAL = 175
Active Membership.  Life Membership.  Horse registration fee.  LIL NUMBER OF HORSES ENTERED	x \$85 = x \$1500 = x \$75 = SUB TOTAL = 175  SPECTATOR ATTENDANCE
Active Membership.  Life Membership.  Horse registration fee.  L NUMBER OF HORSES ENTERED	x \$85 = x \$1500 = x \$75 = SUB TOTAL = 175  SPECTATOR ATTENDANCE
Active Membership.  Life Membership.  Horse registration fee.  ESTIMATED STATURE (Contact/Secretary)  Bringing the joy of horse sports to as many people as ports to as many people as	x \$85 = x \$1500 = x \$75 = SUB TOTAL = 175  SPECTATOR ATTENDANCE
Active Membership.  Life Membership.  Horse registration fee.  ESTIMATED STATURE (Contact/Secretary)  Bringing the joy of horse sports to as many people as possible to sport to the sport state of the sport sport to the sport to the sport sport to the spor	x \$85 = x \$1500 = x \$75 = SUB TOTAL = 175  SPECTATOR ATTENDANCE
Active Membership.  Life Membership.  Horse registration fee.  ESTIMATED STATURE (Contact/Secretary)  Bringing the joy of horse sports to as many people as postation states Equestrian Federation : 4001 WING COMMANDER WAY: LEXINGTON, KY 40  PAYMENT INFORMATION  MENT METHOD (DO NOT SEND CASH) Make Check Payable to: United States Equestrian Federation  CHECK # We also accept	x \$85 = x \$1500 = x \$75 = SUB TOTAL = 175  SPECTATOR ATTENDANCE
Active Membership.  Life Membership.  Horse registration fee.  LINUMBER OF HORSES ENTERED	x \$85 = x \$1500 = x \$75 = SUB TOTAL = 175  SPECTATOR ATTENDANCE
Active Membership.  Life Membership.  Horse registration fee.  ESTIMATED STATURE (Contact/Secretary)  Bringing the joy of horse sports to as many people as ports to as many people as	x \$85 = x \$1500 = x \$75 = SUB TOTAL = 175  SPECTATOR ATTENDANCE



# **USEF Post Competition Report Form > Completed Form > Pages 2 and 3**

## SHOW PASS FEES

See GR202.6 The competitions will be responsible for forwarding Show Pass forms with the names of individuals who pay Show Pass fees at the competition to the Federation with the post competition report. Payment of Show Pass fees for purposes of competing does not entitle the individual to any other privileges of USEF membership.

LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	USEF - \$45	USHJA - \$30
Pxxxxxxx, Gxxxx	45	YES NO		
Rxxxxx, Lxxxx	45	☐ YES ■ NO		
		□YES □ NO		
		☐ YES ☐ NO		
		YES NO		
		YES NO		
		YES NO		
		☐ YES ☐ NO		
		YES NO		
		YES NO		
		□ YES □ NO		
		□ YES □ NO		
		YES NO		
		YES NO		
		☐YES ☐ NO		
		□YES □ NO		
		YES NO		
		YES NO		
		YES NO		
		□ YES □ NO		
		□YES □ NO		
		□YES □ NO		
•		□ YES □ NO		
		□YES □ NO		
		YES NO		

MEMBERSHIP		

LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	USEF	USHUA
First1 Last1	80	YES MO		
		YES NO		
		YES   NO		
		YES NO		
		YES NO		
·		YES NO		
		YES NO		
		YES NO		
		YES NO		

	HO	RSE	REC	DRO	ING	FEES	
1	11	OT NA	MEC				

First1 Last1	95	☐ YES MO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		0
		☐ YES ☐ NO	0	0
		☐ YES ☐ NO		
		□ YES □ NO		
		□ YES □ NO		
		□ YES □ NO		
	1	□ YES □ NO	0	
		□ YES □ NO		
		☐ YES ☐ NO		
	1	☐ YES ☐ NO		
	-	□ YES □ NO		
		☐ YES ☐ NO		
		□ YES□ NO		
		□ YES □ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO	0	0
	***	☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		
		☐ YES ☐ NO		

LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	ANNUAL	LIFE
		YES NO		
		ON Say		
		□ YES □ NO		
		□ YES □ NO		
		VES NO		
		PES NO		
		YES NO		
		□ YES □ NO		
		YES NO		
		□ YES □ NO		
		YES NO		
		☐ YES ☐ NO		
		□ YES □ NO		

NAME OF AFFILIATED ASSOCIATION	TYPE OF FEE COLLECTED	# OF FEES COLLECTED	TOTAL AMOUNT COLLECTED

432

## CHAPTER IV.3. USDF REPORT OF FEES





### **USDF Report of Fees > Introduction**

### **INTRODUCTION:**

- 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 <u>Term(ination</u>)) 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:
  - o 2022 USDF Report of Fees: Click here.
  - USDF Results, Fees, and Paperwork Submission Guidelines: Click here.
- This chapter covers the steps to prepare and send these reports to USDF. The previous chapter covered reports for USEF.





### USDF Report of Fees Page 1 > The USDF Form, <u>Step A</u>: Show Information

### THE FORM:

- The USDF Report of Fees (fill-in) PDF form is downloaded and saved, filled-in and saved again:
  - You may then print it and snail mail it with check(s) covering the fees or credit card information due to USDF.
  - You may also email the report to USDF and pay online.
- These documents change at least annually; therefore, each time you send the results of a show, download the documents from the website to ensure you have the most current version.
- The form looks very daunting; however, don't despair the FVD program takes the pain out of the reporting process!
- The STEP annotations below refer to the procedures on the following pages.

### 2022 REPORT OF FEES

Competition Name: STEP A	
Competition Date:	USEF/USDF Competition #
after the final day of the competition. For competitions held the results, fees and paperwork must be received in the USD recognized competition. Payment may be made via valid ch choose to pay with a credit card, please do not email your or provide your transaction ID number on this form.	nt and be postmarked via certified mail or sent electronically within 10 days during the last two weeks of September (including the last two weekends), bF office by the 3rd day after the last day of the USEF-licensed/USDF-eck, money order (payable to USDF), credit card, or online. Should you cedit card information. NOTE: If payment is submitted online, please
scratched, were eliminated, excused or did not show up for	anagement must be submitted to USDF, including fees from riders that the class. Exceptions: Competition Refund policy clearly states that fees cover the indebtedness to the competition not paid by the competitor.
· Send this form with valid form of payment, or proof of pay	ment to USDF: USDF, 4051 Iron Works Parkway, Lexington, KY 40511

	LEVEL	# OF RIDES	COST PER RIDE	FEES
	Training (test 3)	STEP B	X \$15.00 per ride	\$0
	First (test 3)		X \$15.00 per ride	\$0
	Second (test 3)		X \$15.00 per ride	\$0
	Third (test 3)		X \$15.00 per ride	\$0
	Fourth (test 3)		X \$15.00 per ride	\$0
2	FEI Junior Team		X \$15.00 per ride	\$0
KIDE	FEI Young Rider Team		X \$15.00 per ride	\$0
פ	Prix St. Georges		X \$15.00 per ride	\$0
Ž	Intermediate I		X \$15.00 per ride	\$0
=	Intermediate II		X \$15.00 per ride	\$0
QUALIFYIN	Grand Prix		X \$15.00 per ride	\$0
3	First Level Freestyle		X \$15.00 per ride	\$0
	Second Level Freestyle		X \$15.00 per ride	\$0
	Third Level Freestyle		X \$15.00 per ride	\$0
	Fourth Level Freestyle		X \$15.00 per ride	\$0
	Intermediate I Freestyle		X \$15.00 per ride	\$0
	Grand Prix Freestyle		X \$15.00 per ride	\$0
		CURTOTAL OF O	IAI IEVING DIDE EEES	60

_	

**NOTE**: Blue boxes indicate areas where data can be typed in on the fill-in form.

	SUBTOTAL OF FEES	FROM_E	RONT OF FORM	s 0.00
		NUMBER	STEP D	0.00
USDF Ride Fee	STEP E			
USDF Introductory Leve	el Tests A, B & C (\$0.45 per ride)		TOTAL	\$0.00
USDF Freestyles Traini	ng – Fourth Level (\$0.45 per ride)		TOTAL	\$ 0.00
One Year Participating Mem	bership (\$90 each)	STEP F	TOTAL \$ RECEIVED	<b>\$</b> 0
One Year Youth Participating	Membership (\$72 each)		TOTAL \$ RECEIVED	\$0
One Year Business Members	hip (\$240 each)		TOTAL \$ RECEIVED	\$0
Five Year Participating Mem	bership (\$360 each)		TOTAL \$ RECEIVED	\$0
Lifetime Participating Mem	pership (\$1800 each)		TOTAL \$ RECEIVED	\$0
Lifetime Horse Registration	(LHR) Fees (\$115 each)		TOTAL \$ RECEIVED	\$0
Upgrade to LHR (\$80 each)			TOTAL \$ RECEIVED	<b>\$</b> 0
Horse Identification Number	(HID) Application (\$35 each)		TOTAL \$ RECEIVED	\$0
LHR Transfer or Name Cha	nge (\$35 each)		TOTAL \$ RECEIVED	\$0
HID Registration Transfer o	Name Change (\$15 each)		TOTAL \$ RECEIVED	\$0
Lease Agreement Fee (\$35 e	ach)		TOTAL \$ RECEIVED	\$0
Affidavit Fees (\$5 per form)			TOTAL \$ RECEIVED	\$0
*Non-Member Fees (\$35 ea	ch)		TOTAL \$ RECEIVED	s 0
Non-Member Names:	STEP G	the non-member p	ayment has been submitted i	must be provided below or attached.
	GRAND TOTAL OF FEES (Including Subtotal of Qua			\$ 0.00
STEP H	SUBTRACT TOTAL \$ PAIL (Personal Checks/Credit C			S
	TOTAL AMOUNT OWED I	BY SHOW T	TO USDF	\$0.00
Payment may be subm	itted online at http://www.us	-		
CREDIT CARD IN	FORMATION ———	ne 1ransaction	Identification Number	STEP I
Please do not submit Credit Card i		AL AMOUN	T TO CHARGE	S
Credit Card Number		LAMOUN		Date/_
Name on Card			DAP.	
Address of Cardholder				

STEP A: SHOW INFORMATION: Write/type in the 1 Competition Name, the 2 Competition Date, and the 3 USDF/USEF Competition #.

USDF Report of Fees, page 1

Competition Name: XXXX Blue Horse Dressage 1

Competition Date: June 20, YYYY 2

USEF/USDF Competition #123456 3



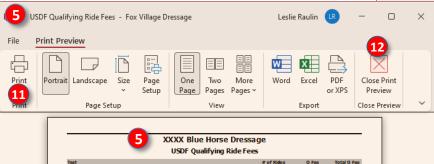
### USDF Report of Fees Page 1 > <u>Step B</u>: Qualifying Ride Fees > FVD USDF Qualifying Rides Report

### STEP B: QUALIFYING RIDE FEES > FVD USDF QUALIFYING RIDES REPORT:

The FVD USDF Qualifying Ride Fees Report is used to complete page 1 of the USDF Report of Fees, which reports the number of GAIG Q fees for each Q test.

 Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 USDF Qualifying Ride Fees report.





NOTE: FVD has two reports for GAIG Q. Total Qualifying Rides Down Centerline reports the actual GAIG Q rides that were completed. USDF Qualifying Ride Fees reports the GAIG Q fees paid for each test type. In the past, rides were reported; USDF did not receive fees paid for scratched or incomplete rides. Now fees are reported; USDF receives all GAIG Q fees paid, even if a ride was scratched or not completed.

- The **5** USDF Qualifying Rides Report opens.
- The report contains:
  - o 6 Test
  - o 7 # of Rides
  - o **8 Q Fee**
  - Total Q Fee for each Q test
  - Total of Qualifying Ride Fees
- If desired, click 11 Print to print the report.
- Click Close Print Preview to close the report.

Page: I← ← 1



### USDF Report of Fees Page 1 > <u>Step B</u>: Qualifying Ride Fees > <u>Enter the Data</u>

### STEP B: QUALIFYING RIDE FEES > COMPLETE THE FORM:

- Look at the first qualifying test on the FVD USDF Qualifying Ride Fees Report (1) Training Level, Test 3 **2019**). In this example, the # of Rides (# of ride fees paid) is **2 4**.
- On the 2020 USDF Report of Fees, in the 3 # of Rides (# of ride fees paid) box corresponding to Training **Level, Test 3 2019**, type 4. The form multiplies the number by \$15.00, the Qualifying Ride fee, and enters the  $\bigcirc$  value in the Total Q Fee box. In the example  $4 \times $15.00 = $60.00$ .
- Repeat for the next Q test, ....
- The form calculates the 6 SUBTOTAL OF QUALIFYING RIDE FEES [PAID]. In this example, it is 7 \$705.00.

### **FVD USDF Qualifying Ride Fees Report**

Test	# of Rides	Q Fee	Total Q Fee
Training Level, Test 3 2019 1	<b>4</b> 2	15.00	60.00
First Level, Test 32019	10	15.00	150.00
Second Level, Test 3 2019	/ 1	15.00	15.00
Third Level, Test 3 2019	5	15.00	75.00
Fourth Level, Test 3 2019	3	15.00	45.00
FEI Prix St. Georges 2018	4	15.00	60.00
FEI Intermediate I 2018	3	15.00	45.00
FEI Intermediate II 2018	2	15.00	30.00
FEI Grand Prix 2018	2	15.00	30.00
USDF Freestyle, First Level 2019	3	15.00	45.00
USDF Freestyle, Second Level 2019	1	15.00	15.00
USDF Freestyle, Third Level 2019	5	15.00	75.00
USDF Freestyle, Fourth Level 2019	1	15.00	15.00
FEI Freestyle, Intermediate I 2017	2	15.00	30.00
FEI Freestyle, Grand Prix 2017	2	15.00	30.00
Total of Qualifying Ride Fees			720.00
Note: per USDF rule changes for 2014, ALL qualifying fees collected mu	as be submitted to the USDF regardless of scra	tches and no-sh	iows.

US	USDF Report of Fees, page 1				
	LEVEL	3 # OF RIDES	COST PER RIDE		FEES
	Training (test 3)	4 4	X \$15.00 per ride	\$	<b>5</b> 60
	First (test 3)	9	X \$15.00 per ride	\$	135
	Second (test 3)	1	X \$15.00 per ride	\$	15
	Third (test 3)	5	X \$15.00 per ride	\$	75
	Fourth (test 3)	3	X \$15.00 per ride	\$	45
S	FEI Junior Team	0	X \$15.00 per ride	\$	0
RIDE	FEI Young Rider Team	0	X \$15.00 per ride	\$	0
G	Prix St. Georges	4	X \$15.00 per ride	\$	60
FYIN	Intermediate I	3	X \$15.00 per ride	\$	45
	Intermediate II	2	X \$15.00 per ride	\$	30
AL	Grand Prix	2	X \$15.00 per ride	\$	30
ð	First Level Freestyle	3	X \$15.00 per ride	\$	45
	Second Level Freestyle	1	X \$15.00 per ride	\$	15
	Third Level Freestyle	5	X \$15.00 per ride	\$	75
	Fourth Level Freestyle	1	X \$15.00 per ride	\$	15
	Intermediate I Freestyle	2	X \$15.00 per ride	\$	30
	Grand Prix Freestyle	2	X \$15.00 per ride	\$	30
		6 SUBTOTAL OF QU	JALIFYING RIDE FEES	\$	705

### **SECTION IV. AFTER THE SHOW**



### USDF Report of Fees Page 2 > <u>Step C</u>: Subtotal of Q Fees, <u>Step D</u>: (Show) Number

### **STEP C: SUBTOTAL OF Q FEES:**

On the top of page 2 of the 2020 USDF Report of Fees, the form automatically enters the 1 SUBTOTAL OF FEES FROM FRONT OF FORM, which is determined at the bottom of page 1. In this example, it is 2 \$705.



### STEP D: (SHOW) NUMBER:

In the **3 NUMBER** box, type in the show's USEF/USDF number. In this example it is **4 123456**.





### USDF Report of Fees Page 2 > <u>Step E</u>: New USDF Ride Fee > **FVD Total Rides Down Centerline Report**

### STEP E: NEW USDF RIDE FEE > FVD TOTAL RIDES DOWN CENTERLINE REPORT:

The FVD Total Rides Down Centerline Report is used to complete the top pf page 2 of the USDF Report of Fees.

 Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Total Rides Down Centerline.



### FVD Total Rides Down Centerline Report

_					
	XXX	(X Blue Horse Dressag	e		
	5 To	tal Rides Down Centerline			
	<b>9</b> 10	tal Kides Down Centernine			
-	Class Name	Test	# of Ride	Total Time	Day
1	USDF Introductory Level Test A Open NR	Introductory Walk-Trot Test A 2019	1	6 min.	Thursday
2.0	USDF Introductory Level Test B Open NR	Introductory Walk-Trot Test B 2019	10	6 min.	Thursday
3.0	USDF Introductory Level Test C Open NR	Introductory Walk-Trot Test C 2019	1	6 min.	Thursday
11.0	USEE Training Level Test 1 Open	Training Level, Test 1 2019		7 min.	Thursday
6]	UI 7 lining Level Test 2 Open CBLM	2 Lovel, Test 2 2019	9	22.5 min.	Thursday
_	US alining Level Test 3 Open GAIG	1 g Lovel, Test 3 2019		28 min.	Thursday
1.0	USEF First Level Test 1 Open	First Level, Test 1 2019	6	42 min.	Thursday
2.0	USEF First Level Test 2 Open CBLM	First Level, Test 2 2019	14	105 m in.	Thursday
3.0	USEF First Level Test 3 Open GAIG	First Level, Test 3 2019	7	56 min.	Thursday
1.0	USEF Second Level Test 1 Open	Second Level, Test 1 2019	5	37.5 min.	Thursday
2.0	USEF Second Level Test 2 Open CBLM	Second Level, Test 2 2019	4	34 min.	Thursday
3.0	USEF Second Level Test 3 Open GAIG	Second Level, Test 3 2019	2	16 min.	Thursday
1.0	USEF Third Level Test 1 Open	Third Level, Test 1 2019	7	56 min.	Thursday
2.0	USEF Third Level Test 2 Open CBLM	Third Level, Test 2 2019	5	40 min.	Thursday
3.0	USEF Third Level Test 3 Open GAIG	Third Level, Test 3 2019	5	40 min.	Thursday
1.0	USEF Fourth Level Test 1 Open	Fourth Level, Test 1 2019	5	40 min.	Thursday
2.0	USEF Fourth Level Test 2 Open CBLM	Fourth Level, Test 2 2019	1	7.5 min.	Thursday
3.0	USEF Fourth Level Test 3 Open GAIG	Fourth Level, Test 3 2019	1	8.5 min.	Thursday
3.0	USEF Fourth Level Test 3 Open GAIG	Fourth Level, Test 3 2019	2	17 min.	Thursday
1.0	FEI Prix St. Georges Open CBLM GAIG	FEI Prix St. Georges 2018	9	81 min.	Thursday
2.0	FEI Intermediate TOC Open CBLM GAIG	FEI Intermediate I 2018	2	18 min.	Thursday
3.0	FEI Grand Prix TOC Open CBLM GAIG	FEI Grand Prix 2018	2	18 min.	Thursday
0.0	USEF TOC Open CBLM GAIG (for Class 161	e First Level, Test 3 2019	1	8 min.	Thursday
0.0	USEF TOC Open CBLM GAIG (for Class 161	e Fourth Level, Test 3 2019	1	8.5 min.	Thursday
0.0	USEF TOC Open CBLM GAIG (for Class 161	e Second Level, Test 2 2019	2	17 min.	Thursday
0.0	USEF TOC Open CBLM GAIG (for Class 161	e Third Level, Test 3 2019	1	8 min.	Thursday
0.0	USEF TOC Open CBLM GAIG (for Class 161	e Training Level, Test 2 2019	1	7.5 min.	Thursday
1.0	MFS USDF Training - Fourth TOC Open CBU	M USDF Freestyle, First Level 2019	4	36 min.	Thursday
1.0	MFS USDF Training - Fourth TOC Open CBU	M USDF Freestyle, Fourth Level 2019	111	9 min.	Thursday
1.0	MFS USDF Training - Fourth TOC Open CBL	M USDF Freestyle, Second Level 2019	₩ 1	9 min.	Thursday
1.0	MES USDE Training - Fourth TOC Open CBU	M LISDE Emestyle. Third Level 2019	5	45 min.	Thursday
2.0	MFS FEI Levels TOC Open CBLM GAIG	FEI Freestyle, Grand Prix 2017	3	27 min.	Thursday
2.0	MFS FEI Levels TOC Open CBLM GAIG	FEI Freestyle, Intermediate I 2017	2	18 min.	Thursday
0.0	Pony Cup TOC Open CBLM GAIG	First Level, Test 1 2019	1	7 min.	Thursday
79	FEI Junior Individual Test	FEI Junior Individual 2018	1	9 min.	Thursday
07	Sport Horse Prospect Yearing Filles	USDF Prospects In-Hand 2019	1	6 min.	Thursday
	umber of Rides:		113		

- The 5 Total Rides Down Centerline Report opens.
- The report contains:
  - 6 Class (Number)
  - Class Name
  - o 8 Test
  - 9 # of Rides
- For the **USDF Report of Fees**, you need:
  - Total number of Introductory Level Tests A, B & C. In this example it is 1 + 1 + 1 = 3.
  - Total number of Freestyles (Training - Fourth Level). In this example it is 4 + 1 + 1 + 5 = 11.
- Enter these numbers in the applicable boxes on the USDF report.
- The form calculates the 12 amounts due to USDF.

### **USDF** Report of Fees, page 2

USDF Ride Fee		
USDF Introductory Level Tests A, B & C (\$0.45 per ride)	3 10	TOTAL \$1.35
USDF <b>Freestyles</b> Training – Fourth Level (\$0.45 per ride)	11 11	TOTAL \$4.95

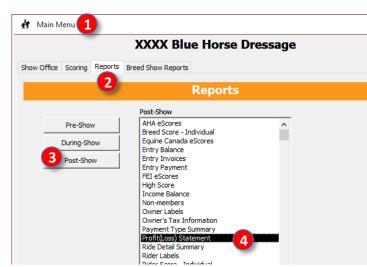


### USDF Report of Fees Page 2 > Step F: Additional Fees > FVD Profit(Loss) Statement Report

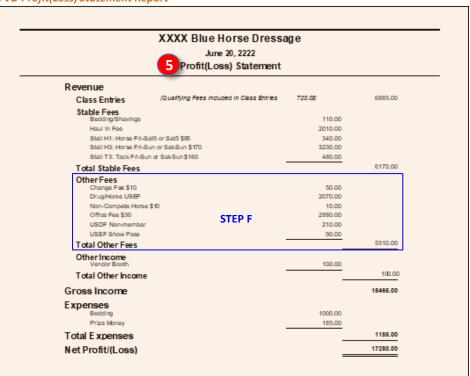
### STEP F: ADDITIONAL FEES > FVD PROFIT(LOSS) STATEMENT REPORT:

The paid USDF fees are found in the FVD Profit(Loss) Statement Report.

Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Profit(Loss) Statement.



### FVD Profit(Loss) Statement Report



The 5 Profit / (Loss) **Statement** report opens. This report lists the income (and expenses) for your show, including the System Fees and the **Custom Fees** you set up.

### Continued on next page...



### USDF Report of Fees Page 2 > <u>Step F</u>: Additional Fees > FVD Profit(Loss) Statement Report, Cont'd.

- Using the 6 Other Fees figures on the FVD Profit(Loss) Statement report, complete the 7 USDF Report of Fees / Additional Fees section. In this example, USDF non-member fees were the only reportable fees.
- The FVD Profit(Loss) Statement report does not provide the 3 Number; therefore, you need to do some reverse math to determine the Number.
- Enter the **9 TOTAL** \$ RECEIVED from the FVD Profit(Loss) Statement report. In this example the only USDF other fee is Non-Member Fees 6 x \$35 = **9** \$210.

FVD Profit(Loss) Statement Rep	port						
6 Other Fees							
Change Fee \$10		50.00					
Drug/Horse USEF		2070.00					
Non-Compete Horse \$10		10.00					
Office Fee \$30	8	2850.00					
USDF Non-member	210 / \$35 = 6 USDF Non-members	210.00					
USEF Active Membership		80.00					
USEF Annual Horse Record	ing	95.00					
USEF Life Horse Recording		300.00					
USEF Show Pass		90.00					

USI	DF Report of Fees, page 2			
On	ne Year Participating Membership (\$90 each)		TOTAL \$ RECEIVED \$	0
On	ne Year Youth Participating Membership (\$72 each)		TOTAL \$ RECEIVED \$	0
On	ne Year Business Membership (\$240 each)		TOTAL \$ RECEIVED \$	0
Fiv	ve Year Participating Membership (\$360 each)		TOTAL \$ RECEIVED \$	0
Lif	fetime Participating Membership (\$1800 each)		TOTAL \$ RECEIVED \$	0
Lif	fetime Horse Registration (LHR) Fees (\$115 each)		TOTAL \$ RECEIVED \$	0
Up	grade to LHR (\$80 each)		TOTAL \$ RECEIVED \$	0
Но	orse Identification Number (HID) Application (\$35 each)		TOTAL \$ RECEIVED \$	0
LH	HR Transfer or Name Change (\$35 each)		TOTAL \$ RECEIVED \$	0
HI	D Registration Transfer or Name Change (\$15 each)		TOTAL \$ RECEIVED \$	0
Lea	ase Agreement Fee (\$35 each)		TOTAL \$ RECEIVED \$	0
Af	fidavit Fees (\$5 per form)		TOTAL \$ RECEIVED \$	0
4.2.7		c 🙆		240

**NOTE**: For the USDF **Non-Member Fees**, include <u>all fees collected</u>, including fees that will be part of your show payment and fees that were paid by a separate check to USDF. You will subtract this latter category further down on the form.

6 8

\*Non-Member Fees (\$35 each)

TOTAL \$ RECEIVED \$

210 (9



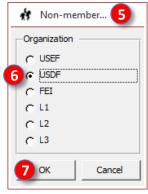
### USDF Report of Fees Page 2 > Step G: USDF Non-Member Names & Fees > **FVD Non-Members Report**

### **STEP G: USDF NON-MEMBER NAMES & FEES > FVD NON-MEMBERS REPORT:**

For USDF non-member fees, you must also provide the names of the people (rider, owner) that participated

in the show. This might take multiple steps.

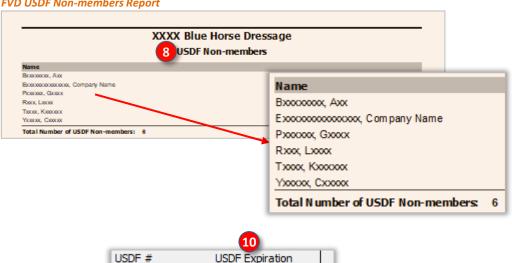
- Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Non-members.
- The **5** Non-member form opens.
- Click the 6 USDF radial button.
- Click **7** OK.





- The **8** USDF Non-members report opens.
- The report lists all people in the show (Rider and/or Owner) that had 9 Non-Member in the 10 USDF Expiration box.
- In this example, there are six USDF Non-members listed, which matches the number already entered on the USDF Report of Fees form.

**FVD USDF Non-members Report** 



Non-Member

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223344



### USDF Report of Fees Page 2 > <u>Step G</u>: USDF Non-Member Names & Fees > **FVD Show Fee Summary Report**

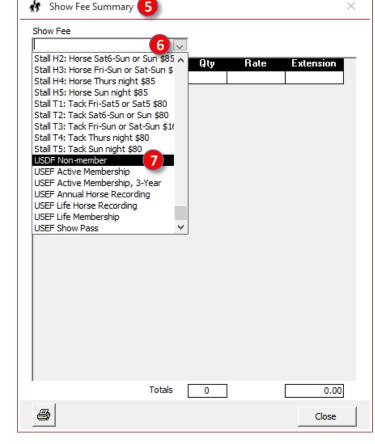
### **STEP G: USDF NON-MEMBER NAMES & FEES > FVD SHOW FEE SUMMARY REPORT:**

- Next you need to verify that you collected these USDF Non-member fees. If a person did not pay the fee, USDF will expect the show to send the fee to USDF.
- Use the FVD Show Fee Summary Report to verify you received the appropriate number of USDF Nonmember fees.

Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Show Fee Summary.



- The **5** Show Fee Summary form opens.
- Using the 6 Show Fee drop-down arrow, select **7** USDF Non-member (a System Fee).

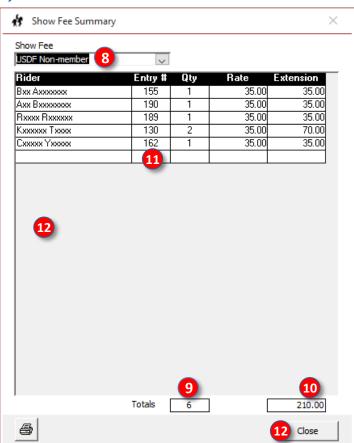


Continued on next page...



### USDF Report of Fees Page 2 > <u>Step G</u>: USDF Non-Member Names & Fees > FVD Show Fee Summary Report, Cont'd., Non-Member Names on USDF Form

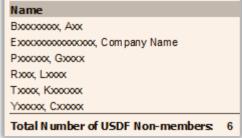
- The **8** USDF Non-member form opens.
- In this example there are:
  - The Quantity Totals = 6 (the show had six) USDF Non-member fees paid). This matches the FVD Other Fees.
  - The 10 total amount received was \$210. This matches the FVD Other Fees.
- The report lists the RIDER in the ENTRY for which a USDF non-member fee was paid; it does NOT necessarily list the person in the entry who is the USDF non-member. If you want to verify the person, you must look at each 11 Entry #.
- Click **12** Close to close the form.



### **STEP G: USDF NON-MEMBER NAMES & FEES > NON-MEMBER NAMES ON USDF FORM:**

Now that you have verified that the required number of USDF Non-member fees have been paid, return to the list of non-members on the FVD USDF Non-members Report.





Now that the names of USDF Non-members are known and the number of USDF Non-member fees paid matches the number of non-members, the 13 names are listed on the USDF Report of Fees.

**USDF** Report of Fees, page 2

\*The USDF non-member form is no longer required, however, a list of names for which the non-member payment has been submitted must be provided below or attached. KXXXXXX TXXXX, CXXXXX YXXXXX





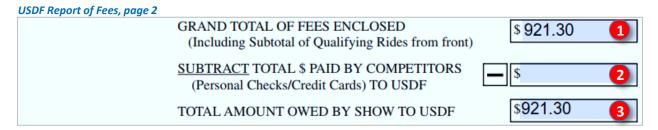
### **SECTION IV. AFTER THE SHOW**



### USDF Report of Fees Page 2 > <u>Step H</u>: Totals, <u>Step I</u>: Online Payment Information, Step J: Credit Card Payment Information

### **STEP H: TOTALS:**

- Using your previous entries, the USDF Report of Fees automatically calculates the GRAND TOTAL OF FEES ENCLOSED, which includes fees that will be part of your show's payment and fees paid directly to USDF.
- Add the total amount of any checks or credit card payments for USDF fees that were made out to USDF and write it in the 2 <u>SUBTRACT</u> TOTAL \$ PAID BY COMPETITORS (Personal Checks / Credit Cards) TO USDF box. (Mail the checks made out to USDF to USDF.) Type the value in the box. In this example, there are \$0. I recommend you also type in a 0 to prove you considered this data.
- The USDF Report of Fees automatically calculates the TOTAL AMOUNT OWED BY SHOW TO USDF and enters it in the box.



### **STEP I: ONLINE PAYMENT INFORMATION:**

- You may pay 3 TOTAL AMOUNT OWED BY SHOW TO USDF online (click here).
- After you pay online, you will receive a USDF **4** Online Transaction Identification Number. Enter this in the **5** Online Transaction Identification Number box.
- If you pay online, the USDF Report of Fees and related paperwork must be submitted under separate cover via email (<u>results@usdf.org</u>), fax, or snail mail.

USDF Report of Fees, page 2	_		
	4 Online Transaction Identification Number	123456	

### **STEP J: CREDIT CARD INFORMATION:**

- If you are paying USDF using the **USDF Report of Fees** via credit card, complete this section.
- Sign the form electronically (it can then be emailed to USDF) or sign the printed form (it can then be snail mailed to USDF) or a scanned copy can be emailed to USDF.

USDF Report of Fees, page 2					
CREDIT CARD INFORMATION —					
Please do not submit Credit Card information via email.					
□ VISA □ MASTERCARD TOTAL AMOUNT TO CH.	ARGE	\$920.40			
Credit Card Number 1234-1234-1234	Exp.	. Date/			
Name on Card Mary Manager					
Address of Cardholder 1234 Main Street, Anytown, ST 12345					
Signature Mary Manager					
		Competitions 09/2019			



### USDF Report of Fees > Completed USDF Report of Fees, What to Send to USDF

### COMPLETED USDF REPORT OF FEES:

### *2022 REPORT OF FEES*

Competition Name: XXXX Blue Horse Dressage

Competition Date: June 20, YYYY USEF/USDF Competition #123456

- This form MUST be submitted with a valid form of payment and be postmarked via certified mail or sent electronically within 10 days after the final day of the competition. For competitions held during the last two weeks of Spermber (including the last two weeks). The state of Spermber (including the last two weeks) of Spermber (including the last two weeks). The state of Spermber (including the last two weeks), recognized competition. Playment may be made via valid cheek, money order (payable to USDF), credit card, or online. Should you choose to pay with a credit card, please do not remail your credit card information. NOTE: If payment is submitted online, please provide your transaction ID number on this form.
- All regional championship qualifying fees paid to show management must be submitted to USDF, including fees from riders that scratched, were eliminated, excused or did not show up for the class. Exceptions: Competition Refund policy clearly states that fees will be refunded to the competition or fees are reapplied to cover the indebledness to the competition not paid by the competition. Send this form with valid form of payment, or proof of payment to USDF: USDF, 4051 Iron Works Parkway, Lexington, KY 40511

	LEVEL	# OF RIDES	COST PER RIDE	FEES	
ES	Training (test 3)	4	X \$15.00 per ride	\$60	
	First (test 3)	9	X \$15.00 per ride	\$135	
	Second (test 3)	1	X \$15.00 per ride	<b>\$15</b>	
	Third (test 3)	5	X \$15.00 per ride	\$75	
	Fourth (test 3)	3	X \$15.00 per ride	\$45	
	FEI Junior Team	0	X \$15.00 per ride	\$0	
E D	FEI Young Rider Team	0	X \$15.00 per ride	\$0	
O	Prix St. Georges	4	X \$15.00 per ride	\$60	
Z	Intermediate I	3	X \$15.00 per ride	\$45	
FY	Intermediate II	2	X \$15.00 per ride	\$30	
QUAL	Grand Prix	2	X \$15.00 per ride	\$30	
9	First Level Freestyle	3	X \$15.00 per ride	\$45	
	Second Level Freestyle	1	X \$15.00 per ride	<b>\$15</b>	
	Third Level Freestyle	5	X \$15.00 per ride	s75	
	Fourth Level Freestyle	1	X \$15.00 per ride	<b>\$15</b>	
	Intermediate I Freestyle	2	X \$15.00 per ride	\$30	
	Grand Prix Freestyle	2	X \$15.00 per ride	\$30	
	SUBTOTAL OF QUALIFYING RIDE FEES			\$705	

CONTINUED ON BACK Competitions 09/2021

SUBTOTAL OF FEES			\$ 705.00		
	NUMBER	123456			
USDF Ride Fee			. 1.05		
USDF Introductory Level Tests A, B & C (\$0.45 per ride)	3		\$1.35		
USDF Freestyles Training – Fourth Level (\$0.45 per ride)	11	TOTAL	\$4.95		
One Year Participating Membership (\$90 each)		TOTAL \$ RECEIVED	\$0		
One Year Youth Participating Membership (\$72 each)		TOTAL \$ RECEIVED	\$0		
One Year Business Membership (\$240 each)		TOTAL \$ RECEIVED	\$0		
Five Year Participating Membership (\$360 each)		TOTAL S RECEIVED \$0			
Lifetime Participating Membership (\$1800 each)		TOTAL S RECEIVED \$0			
Lifetime Horse Registration (LHR) Fees (\$115 each)		TOTAL \$ RECEIVED	\$0		
Upgrade to LHR (\$80 each)		TOTAL \$ RECEIVED \$ 0			
Horse Identification Number (HID) Application (\$35 each)		TOTAL \$ RECEIVED \$ 0			
LHR Transfer or Name Change (\$35 each)		TOTAL \$ RECEIVED	\$0		
HID Registration Transfer or Name Change (\$15 each)		TOTAL \$ RECEIVED	\$0		
Lease Agreement Fee (\$35 each)		TOTAL \$ RECEIVED	\$0		
Affidavit Fees (\$5 per form)		TOTAL \$ RECEIVED	\$0		
*Non-Member Fees (\$35 each)	6	TOTAL \$ RECEIVED	\$210		
GRAND TOTAL OF FEES I (Including Subtotal of Qua			\$ 921.30		
SUBTRACT TOTAL \$ PAID BY COMPETITORS  (Personal Checks/Credit Cards) TO USDF					
TOTAL AMOUNT OWED B Payment may be submitted online at http://www.usc	df.org/onlir				
CREDIT CARD INFORMATION   Please do not submit Credit Card information via email.	ne Transaction	Tuentineauon Number	123430		
	AL AMOUN	T TO CHARGE	\$921.30		
Credit Card Number 1111-2222-3333-4444					
Name on Card Mary Manager					
	0045				
Address of Cardholder 1234 Main Street, Any town, ST 1	2345				

### WHAT TO SEND TO USDF:

- USDF Report of Fees form (email, snail mail, or fax)
- Your check (if you did not pay online)
- Other checks made out to USDF (for people and horse memberships, USDF Affidavit, etc.) (snail mail)
- USDF Membership forms (snail mail)
- USDF Lifetime Horse Registration applications and fees (snail mail)
- USDF Upgrade to Lifetime Horse Registration forms and fees (snail mail)
- **USDF Horse Identification Number** applications (snail mail)
- **USDF Affidavit forms (snail mail)**



### CHAPTER IV.4. MEDIA REPORTS



### Media Reports > Options

### **OPTIONS:**

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.

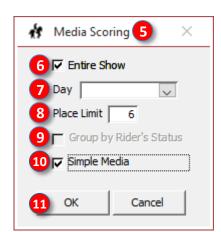
Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Score - Media.



- The **5** Media Scoring reports form opens.
- Make the choices desired:
  - 6 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.
  - - 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.)

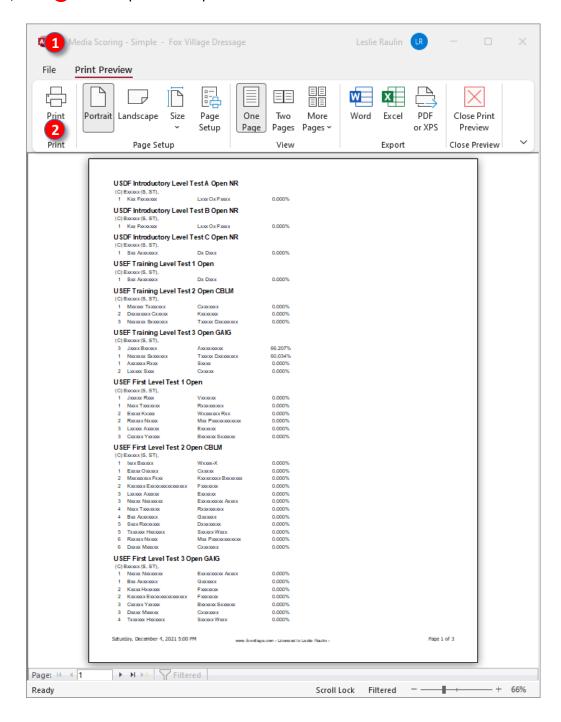
- In this example, we have selected Entire Show, Place Limit 6, and Simple Media.
- Click 11 OK.



### Media Reports > Media Scoring - Simple > The Report

### MEDIA SCORING - SIMPLE > THE REPORT:

- The 1 Media Scoring Simple report, with the selected criteria, opens.
- If desired, click 2 Print to print the report.

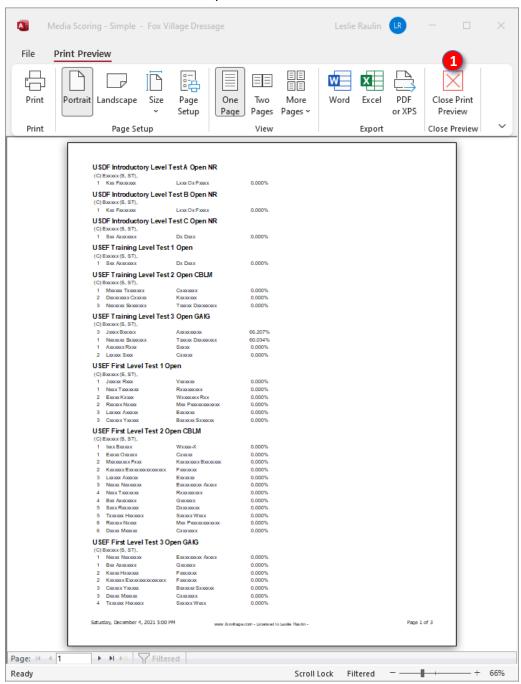


Go to the next page for information on using the report...

### Media Reports > Media Scoring - Simple > Save the Report as a \*.pdf File, Email

### MEDIA SCORING - SIMPLE > SAVE THE REPORT AS A \*.PDF FILE:

- This report is often emailed, as a \*.pdf file, to the press so they may report the results of your show.
- You may also want to post it on the show's web site, etc.
- To save this report as a \*.pdf file, see Print Preview > Export > PDF or XPS.
- Click 1 Close Print Preview to close the report and return to the Main Menu.



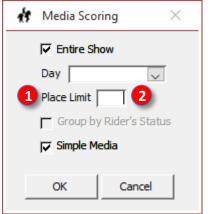
### SIMPLE SCORE REPORT FOR THE MEDIA > EMAIL:

• To email the report to the media, use your default email program and attach the report PDF.

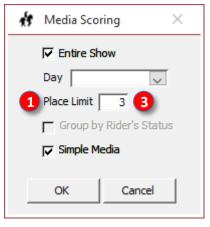
### Media Reports > Media Scoring - Simple > Place Limit, File Names

### MEDIA SCORING - SIMPLE > PLACE LIMIT:

- Some media centers require a report with all places, only 3 places, or another variation.
- To create these reports, repeat the previous steps, except in Place Limit, enter:
  - Nothing for a report with all riders,
  - 3 for a report listing only the first 3 places,
  - o or another number, as needed.







Places 1-3

### **MEDIA SCORING - SIMPLE > FILE NAMES:**

- For an all-riders report, the file name could be similar to
   YYYYBlueHorseDressage\_ALL\_ScoreReportMediaSimple.pdf, which indicates the report has ALL places.
- For a Places 1-3 report, the file name could be similar to:
   YYYYBlueHorseDressage\_Places1-3\_ScoreReportMediaSimple.pdf, which indicates the report has places 1-3.
- Etc.

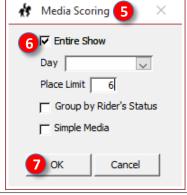
### Media Reports > [Non] Simple Score Report for the Media

If your media customers desire more show information, you can provide a [Non] Simple Media Report.

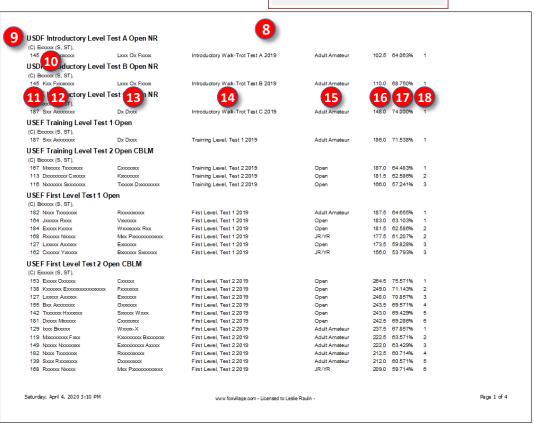
Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Score - Media.



- The **5** Media Scoring Reports form opens.
- Select the criteria you need but do not check the 6 Simple Media Report check box.
- Click **7** OK.



- The 8 Media Scoring report opens.
- This report includes:
  - Class Name
  - 10 Judge Name(s) and location
  - 11 Entry #
  - Rider Name
  - **B** Horse Name  $\bigcirc$
  - 14 Dressage Test
  - Rider Status 0 Final Points
  - Tinal Percent 0
  - Class Placing



### SECTION V. EVERY DAY



### CHAPTER V.1. BACKUP FILES



### Backup Your Files > Introduction, Files to Backup

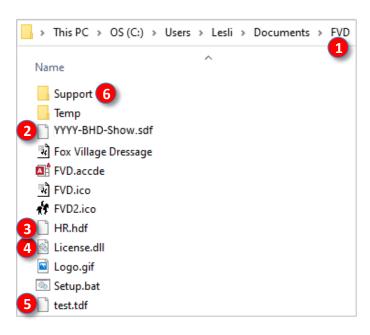
### INTRODUCTION:

- 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 Drive > folder.
- 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.

**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. If you have previous versions of back-up copies, in FVD, see Utilities > Instructions Backup / Restore.

### **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.
- Navigate to the folder where your FVD files are saved. This is 1 Your FVD Folder.
- You will see the subfolders and files in the FVD folder.
- In this example, we will first backup the 2 YYYY-BHD-Show.sdf, 3 HR.hdf, 4 License.dll (if you recently updated FVD or have not yet saved it) and 5 Test.tdf files.



Continued on next page...

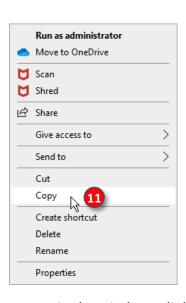
### Backup Your Files > Select & Copy Files to the Clipboard > Select the Files, Copy the Files to the Clipboard

### SELECT & COPY FILES TO THE CLIPBOARD > SELECT THE FILES:

- Point the cursor at the 2020-BHD-Show.sdf file and left click. The background will turn blue.
- Depress the Ctrl key (do not release it until told to do so below).
- Then point the cursor at the 8 HR.hdf file and left click. The background will turn blue.
- Without releasing the **Ctrl** key, point the cursor at the 9 License.dll file (if you need to back it up now) and left click. The background will turn blue.
- Without releasing the Ctrl key, point the cursor at the **10** Test.tdf file. The background will turn blue.
- Now all three (or four) files have been selected (they all have a blue background).
- Release the Ctrl key.

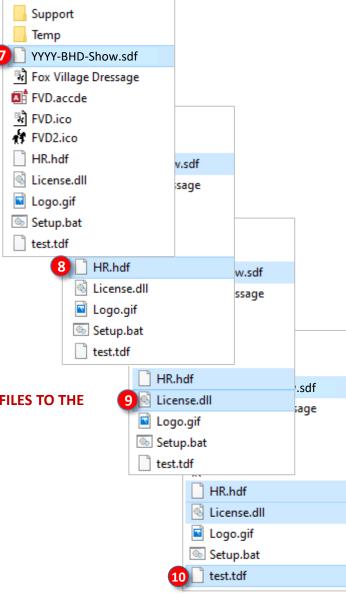
### SELECT & COPY FILES TO THE CLIPBOARD > COPY THE FILES TO THE CLIPBOARD:

With the cursor over the highlighted file names, right click and select 11 Copy.



The files are now in the windows clipboard.

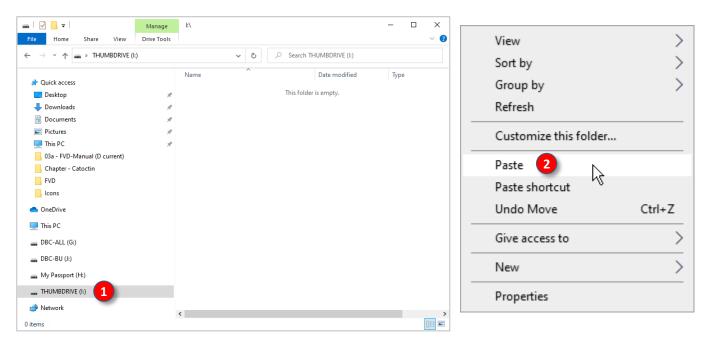
Continued on next page...



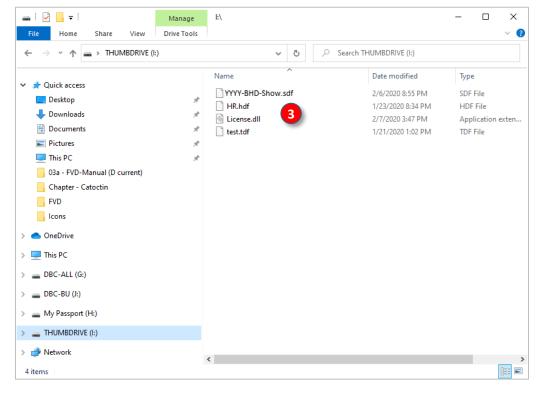
### Backup Your Files > Paste Files to an External Storage Device

### PASTE FILES TO AN EXTERNAL STORAGE DEVICE:

- First connect/insert the external storage device.
- Navigate to the external storage device. In this example, it is an external drive named 1
   THUMBDRIVE(I:).
- With your cursor in the information area, right click and select 2 Paste.



The FVD files have been copied to the local disk.



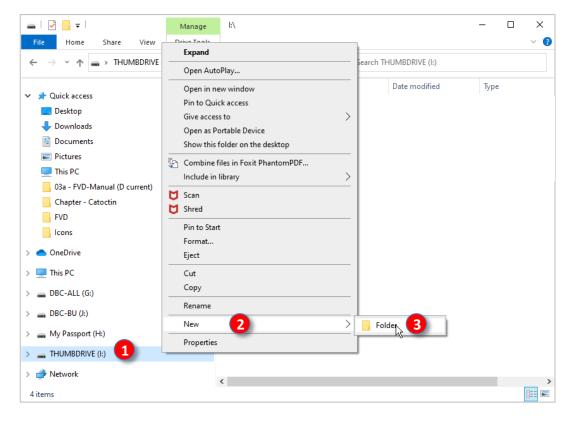
### Backup Your Files > Backup Show Template File(s), Create a Folder or Subfolders for the **Backup Files (Recommended)**

### **BACKUP SHOW TEMPLATE FILE(S):**

Using the above procedures, navigate to Your FVD Folder > Support folder and copy then paste your template file(s) to the backup device.

### CREATE A SUBFOLDER OR SUBFOLDERS FOR THE BACKUP FILES (RECOMMENDED):

- If desired, create a subfolder on the external device that will contain your backup files. Or create multiple subfolders that will hold a series of backup files. In this example, we will create the YYYY-MM-**DD FVD-Backup** folder.
  - Right click the external drive onto which you want to create a subfolder. In this example, right click 1 THUMBDRIVE (I).
  - In the form that opens, click 2 New.
  - Click 3 Folder.
  - A 4 New folder is created.



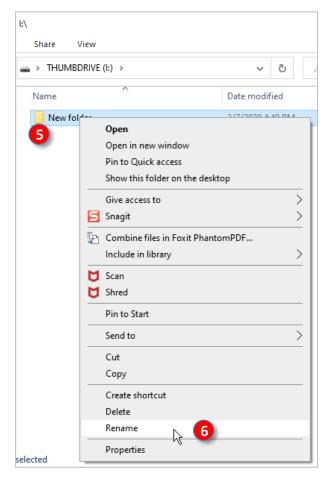


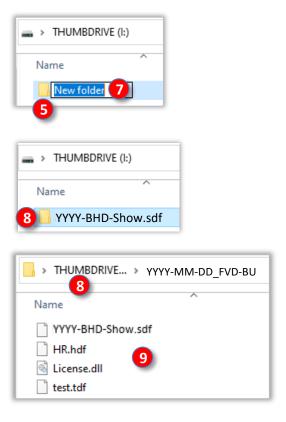
helpdesk@foxvillage.com

### Backup Your Files > Create Subfolders for the Backup Files (Optional), Cont'd.

- Next, rename **New folder** to describe the files in the folder.

  - In the form that opens, click 6 Rename.
  - Solution
     New folder now has a dark blue background.
  - Type the folder name you desire. In this example, it will be YYYY-MM-DD\_FVD-BU to indicate the date
    of the backup (YYYY-MM-DD) and the contents of the folder (FVD-BU).





- You now have a 8 YYYY-MM-DD\_FVD-BU folder on the external drive.
- Using the previous procedure, on this date copy your 9 FVD files onto this folder.
- If you backup files later the same day, create a folder similar to YYYY-MM-DDb\_FVD-BU, where "b" lets
  you know it is the second backup of that day.
- If you backup files the next day, create a folder for the next date.
- Ftc
- This gives you a series of backups to which you can return in case your computer fails, your files gets corrupted, etc.

**NOTE**: Windows and many of the external hard drives now on the market include software that can be set up to automatically create backups. Consult the Windows and/or hard drive manuals for the procedure.

# CHAPTER V.2. RESTORE FILES (WHEN NEEDED)



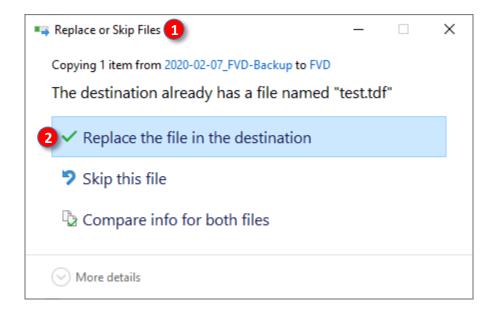
### Restore Your Files > Copy and Paste Your Backup Files to Your FVD Folder

### COPY AND PASTE YOUR BACKUP FILES TO YOUR FVD FOLDER:

- If you have a hard drive failure or other type of mishap, simply copy and paste your most recent backup. to Your FVD Folder.
- This is performed exactly as in the previous steps, except the files are copied from the external device and are pasted into your computer's FVD folder (\*.sdf, hr.hdf, test.tdf, License.dll (if needed), and \*.kdf).



- If the old/corrupted files are still on Your FVD Folder, for each file you are restoring, the Replace or Skip Files form will open.
- Since you want to replace the old/corrupted file, click 2 Replace the file in the destination.
- The backed-up file(s) will replace the old/corrupted files and you can get back to work.



Perform Repair All Links, as in REPAIR ALL LINKS.

### Restore Your Files > Copy and Paste Your Backup Files To Another Computer, Email Your Files to Another Person

### COPY AND PASTE YOUR FILES TO ANOTHER COMPUTER:

- Make a backup of your most recent files to the external device, as previously described.
- 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 to the FVD folder of the second computer. This is performed exactly as above, except the files are copied from the external device and are pasted into the FVD folder (\*.sdf, hr.hdf, test.tdf and license.dll) or FVD\Support folder (\*.kdf).
- · This can also be accomplished by networking the two computers.
- After copying and pasting the files, REPAIR ALL LINKS.



### **EMAIL YOUR FILES TO ANOTHER PERSON:**

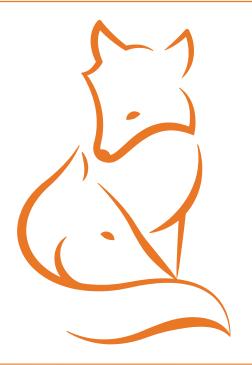
- Open your default email program and complete the **To**: box, **Subject**: box, and write a message.
- Attach the \*.sdf, HR.hdf, Test.tdf, license.dll and \*.kdf in the usual manner.
- Send the email.
- The recipient then saves the files to the appropriate folders on his/her FVD computer.
- After 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!





### APPENDIX A. USEF AND USDF PEOPLE & HORSE MEMBERSHIP REQUIREMENTS **EXEMPTIONS**

**NOTE**: This appendix provides guidance regarding USEF and USDF membership requirements. **Rules change frequently**; therefore, **consult the USEF and USDF web sites for the most up-to-date and complete information**.



### **SECTION VI. APPENDICES**



### Memberships > USEF People and Horse Membership Types

**NOTE**: The links on this page are as of December 2021. The links may change year-to-year.

**NOTE**: USEF has a different people

correct form!

membership application and horse recording

application forms to be used before the show

vs. during the show. Ensure you use the

### **USEF PEOPLE AND HORSE MEMBERSHIP TYPES:**

- In order to participate in USEF licensed shows, USEF has specific membership requirements for people (riders, owners, trainers, coaches, business owners) and horses (USEF Recording).
- The EE entry memberships page has USEF and USDF membership status for all the people and horse in the entry.
   The data comes directly from the USEF and USDF databases. If there is a question or a change, the best way to verify memberships in a show entry is to use <a href="https://www.EqVerification.org">www.EqVerification.org</a>, which provides a printable report with the data in the USEF and USDF databases at that moment.

### **PEOPLE - USEF:**

- Types of USEF People Memberships:
  - USEF People Competing Membership:
    - USEF 1-Year (effective 12 months from start date)
    - USEF 3-Year (effective 36 months from start date)
    - USEF Life Member (no expiration date)
  - <u>USEF People Non-member</u>: May participate if USEF Show Pass Fee (= non-member fee) is paid (one fee/person/show). Cannot qualify for GAIG or many other national awards.
  - USEF Other Memberships:
    - USEF 1-Year Fan (effective 12 months from start date). Must pay USEF NM fee to participate in USEF shows.
    - USEF 1-year Subscriber (effective 12 months from start date). Must pay USEF NM fee to participate in USEF shows.
- USEF Membership Applications Paper and Online:
  - USEF People Membership Application before the show: Paper click here, online click here.
  - USEF People Membership Application <u>during</u> the show: <u>click here</u>.

### **HORSES - USEF:**

- USEF Horse Recording Types:
  - USEF <u>Annual</u> Recording (effective 12 months from the start date). Becomes a USEF Horse Identification Number (USEF HID) after one year unless renewed.
  - USEF <u>Lifetime</u> Recording (recording does not expire)
- USEF Non-Recorded Horse: USEF accepts USDF HID or Life Registration, but the ride cannot qualify for GAIG or many national awards.
- USEF Horse Recording Applications:
  - USEF Horse Application used before the show: Paper click here
  - USEF Competition Horse Application used during the show: click here.

**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 Show Pass (non-member) fee(s). If s/he can later prove s/he was a USEF member before the ride(s), you can issue a refund. 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.

**USEF HORSE OWNERSHIP**: A horse's owner is the person on record with USEF as the owner on the day the horse is competed. If a horse has been sold and a USEF Horse Ownership Transfer Form (<u>click here</u>) has not yet been sent to USEF, the membership status of the original owner must be observed; if the original owner is not a USEF member, a USEF non-member fee must be paid for the USEF non-member owner. Alternately, the show secretary may obtain proof that a USEF change of owner has been submitted to USEF; in this case, the new owner is on the entry.

**LEASED HORSE**: If a horse has been leased by a person, for show purposes that person is considered the horse owner, must be listed as the owner on the entry, and must fulfill all the USEF membership requirements of an owner. A USEF Lease Registration Form (<u>click here</u>) is used to verify the lease. If this is not done, the actual owner of the horse is considered the owner and must fulfill all the USEF membership requirements of an owner.

### **SECTION VI. APPENDICES**



### Memberships > USEF Membership Requirements and Exceptions

### **USEF MEMBERSHIP REQUIREMENTS AND EXCEPTIONS:**

• USEF competition membership requirements are covered in USEF GR1308 (<u>click here</u> for GR13) and USEF GR901.9 (<u>click here</u> for GR9). The following is text related to dressage.

### **USEF GR1308 Membership and Document Requirements**

- 1. To be eligible to participate as a rider, ..., owner, ..., lessee, ..., coach or trainer at ...Dressage ..., persons must be Members of the Federation as provided in GR202 or if not a member, must pay a Show Pass fee as provided in GR206 (for exceptions see GR901.9 [see next page]). Exception: Applications for Federation Individual Membership and Horse Recordings submitted at Licensed Competitions:
  - a. For Dressage Competitions, reference Bylaw 223, Section 1:
- 1. Applications are considered effective on the date the application and dues are received by the Competition Secretary provided the application is signed and dated by the Competition Secretary on that same day.
  - 2. Applications completed online at the competition are effective the date the application is submitted.\

b. ...

- c. Lessees are considered owners in connection with this membership requirement.
- d. When an entry is under multiple ownership, only one owner need be a Member or pay a Show Pass fee.
- e. When an entry is under a **minor's ownership and training**, the parent who must sign will be exempt from the Federation Show Pass fee. Only a parent will be exempt from the Federation Show Pass fee if signing as coach for his/her minor child.
- **2. Memberships completed at the competition** must be forwarded to the Federation office within ten (10) days of the close of the competition as part of the full competition results, which are defined in GR1214. The member's copy of the application is valid for 45 days or until the membership card is received from The Federation.
- a. The following credentials must be available to Competition Management and the Federation steward/technical delegate. Competitions may, at their discretion, confirm any of the below electronically with the Federation office:
  - 1. Amateur Status.
  - 2. Copies of ... pony measurement cards.
- 3. Federation membership cards or a copy thereof. **Exception**: Applications completed at the competition. The member will retain the pink copy of the membership application form which, when properly signed by the Competition Secretary, is valid for 45 days from the date signed.
- 4. Federation horse recordings for USEF/USDF qualifying classes for dressage championships (see DR127.2), and USEF/USDF Dressage Championships (see DR127.2).
  - 5. ...
  - 6. ..
- 7. Non-U.S. citizens (as defined by GR901.9) and Foreign Competitors (as defined by GR828.4) must provide proof, in English, of current membership in good standing in their respective National Federation or hold current membership in good standing with USEF.
- 8. For all horses competing in Young Jumper classes a copy of the registration papers issued by a Breed Registry (or other means of identification issued by the Federation providing proof of age and identity) must be checked by the horse show office.
  - 9. Originals or copies of United States Hunter Jumper Association, Inc., membership card, if applicable.
- b. If an exhibitor does not submit the proper membership documentation to the competition and the competition cannot verify such information, (with the **exception** of Federation measurement cards) the exhibitor will be responsible to pay a \$45 Show Pass fee which is non-refundable.
- 3. Participation of non-US citizens in non-breed-restricted national competitions in the US.
- a. Non-US citizens who are not current members of USEF as provided in GR202 must either provide proof, in English, of current membership in good standing in their own National Federation or must pay a registration fee as provided for in GR206 (for **exceptions** see GR901.9 [see next page]).
- b. In any discipline, owners and trainers who are non-US citizens and who have a current letter of permission/good standing from their own federation, are exempt from Federation membership requirements per Art. III, Sect. 3. Under this rule, non-US citizens must provide proof to competition management of current permission/good standing from their own federation in order to be exempted from Federation membership requirements.
- c. Foreign Competitors (non-U.S. citizens) who participate in Federation amateur classes, in any discipline, must be in possession of a Federation Amateur Card and must be a Junior, Senior, or Life Competing Member of the Federation. (Exception: Equestrian Canada members in possession of current EC membership may sign for USEF Amateur status on a show by show basis at no cost). However, non-U.S. citizens who are not competing in Federation amateur classes are not required to become Federation Members if they provide proof, in English, of membership in good standing in their own National Federation.
- **4. U.S. Competitors competing in their own country** in a FEI-sanctioned event, not requiring an FEI Passport, must present a valid USA National Passport or a valid FEI Passport. ...

### **SECTION VI. APPENDICES**



### Memberships > USEF Membership Requirements and Exceptions, Cont'd.

### **USDF GR901.9 Requirements**

The following statement must be published in BOLD TYPE for all ..., Dressage Competitions, ...:

Life, senior active and junior active members shall be eligible to participate in all classes at ..., Dressage, ... . A non-member may participate as a handler, rider, ..., owner, lessee, ..., coach or trainer at ..., Dressage Competitions, ... upon payment of a \$45 Show Pass fee. Participants in the following classes are **exempted** from the Requirements of this rule:

- leadline;
- 2) exhibitions;
- 3) games and races;
- 4) classes for 4-H members;
- 5) walk trot (exception: Friesian performance FR218) and academy classes (academy classes are classes limited to horses used regularly in a lesson program);
- 6) USDF introductory level tests, pas de deux and quadrille classes;
- 7) ...NRHA Endorsed Reining Competitions.
- 8) Opportunity classes,
- 9) citizens of other nations who have proof, in English, of current membership in good standing of their own National Federation,
- 10) ...
- 11) assistant handlers in Dressage Sport Horse Breeding classes

### **GR821 Opportunity Classes**

### 1. Opportunity Classes:

- e. Dressage classes may be offered as Opportunity classes at Dressage Competitions ... as described below:
- 6. Horses, riders, owners, trainers, and coaches participating only in Opportunity classes are exempt from Federation and affiliate organization membership and Horse Identification (HID) requirements and non-member/Show Pass fees, but are required to list the Federation membership number if the participant is a member.

**NOTE**: Horses ONLY in non-opportunity introductory level classes are NOT exempt from the USEF & Drug fee.

**NOTE**: If a person and/or a horse is/are participating in an exempt class <u>and</u> a non-exempt class, the people must have USEF and USDF memberships or pay the non-member fees and the horse must have at least a USDF HID #.

### Summary for Horses and People Participating in **ONLY** Introductory or Opportunity Classes

Fee	Introductory	Opportunity
Office Fee	Mgmt Decides	Mgmt Decides
Grounds Fee	Mgmt Decides	Mgmt Decides
USEF & Drug Fee	YES	Not Req
<b>USDF Member</b>	Not Req	Not Req
<b>USEF Member</b>	Not Req	Not Req
<b>USDF Horse</b>	Not Req	Not Req
<b>USEF Horse</b>	Not Req	Not Req



### Memberships > USDF People and Horse Membership Types

### USDF PEOPLE AND HORSE MEMBERSHIP TYPES:

In order to participate in USDF recognized shows, USDF has specific membership requirements for people (riders, owners, business owners; not for trainers and coaches) and horses (USDF Registration).

### **PEOPLE - USDF:**

- **USDF People Membership Types:** 
  - USDF 1-Year Participating (expires November 30 of the membership year).
  - USDF 1-Year Youth Participating (expires November 30 of the membership year).
  - o USDF 5-Year Participating (expires November 30 at the end of the fifth membership year).
  - USDF Lifetime Participating (membership does not expire).
  - USDF Business (expires November 30 of the membership year) (business = farms and organizations).
  - USDF Group Member (GM) Membership (expires November 30 of the membership year) (see GM NOTE).
  - o USDF Education Membership (expires November 30 of the membership year) (not for competitions).
- USDF People Non-member: May participate if USDF Non-member Fee is paid (one fee/person/show). Cannot qualify for GAIG or many national awards.
- **USDF People Membership Applications:** 
  - USDF Membership Application form (to print and snail mail) used <u>before</u> the show: <u>click here</u>
  - USDF Membership Online Application form used before the show: click here
  - USDF Participating Membership 

     ■ Business Membership Application during the show: click here

### **HORSES - USDF:**

- **USDF** Horse Registration (2015 click here):
- USDF Horse Identification Number (<u>HID</u>) (does not expire) (cannot qualify for GAIG or national awards)
- USDF Lifetime Horse Registration (does not expire)
- NOTE: There is no USDF Annual Horse Registration
- USDF Non-registered Horse: May not participate. Must have at least a USDF HID. Cannot qualify for GAIG or national awards.
- **USDF Horse Registration Forms:** 
  - USDF Horse paper Registration before the show: click here
  - USDF Horse Online Registration before the show: click here
  - USDF Horse Registration during the show: click here
- **NOTE 1**: USDF has a different people membership application and horse registration application forms to be used <u>before</u> the show vs. during the show. Ensure you use the correct form.
- NOTE 2: The links on this page are as of December 2021. The links may change year-to-year.
- **NOTE 3**: <u>Click here</u> for USDF People and horse memberships information document.
- NOTE 4: USDF people memberships and horse registrations can be completed and paid online. Acknowledgement can be counted as proof of membership or registration.
- NOTE 5 USDF GM MEMBERSHIP DO NOT USE GM NUMBER AND EXPIRATION: People that are USDF Group Member (GM) members may participate in USEF/USDF shows. They cannot qualify for GAIG or many other national awards. USDF GM members receive a USDF membership number and expiration; this USDF information must be used to verify membership. The GM number and expiration <u>cannot</u> be used as a proof of USDF membership.
- NOTE 6 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 USDF non-member fee. If s/he can later prove s/he was a member before the rides, you can issue a refund, pursuant to your show's refund rules. 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.
- NOTE 7 USDF HORSE OWNERSHIP: A horse's owner is the person on record with USDF as the owner on the day the horse is competed. If a horse has been sold and a USDF Transfer of Ownership Form (click here) has not yet been sent to USDF, the membership status of the original owner must be observed; if the person is not a USDF member, a USDF non-member fee must be paid for the USDF non-member owner. If a USDF Transfer of Ownership Form has been sent to USDF, get proof from new owner. NOTE 8 - LEASED HORSE: If a horse has been leased by a person, for show purposes that person is considered the horse owner and must fulfill all the USDF membership requirements of an owner. A USDF Lease Recording Form (click here) is used to verify the lease. If this is not done, the actual owner of the horse is considered the owner and must fulfill all the USDF membership requirements of an owner. If a USDF Transfer of Ownership Form has been sent to USDF, get verification from lessee.





### Memberships > USDF Membership Requirements Chart

### **USDF MEMBERSHIP REQUIREMENTS CHART:**

This chart is from the USDF Membership and Horse Registration Requirements document (click here). It lists the USDF membership requirements to participate in USDF recognized shows. The people memberships are for riders and owners; trainers and coaches are not required to have USDF membership (but they must be USEF members!) The chart has been reorganized to run from the least restrictive types of membership/registration to the most restrictive types of membership/registration.

### AWARD AND CHAMPIONSHIP PROGRAMS MEMBERSHIP REQUIREMENTS

		LHR	HID	PM	GM	$\mathbf{NM}^{\prime}$
*	Compete at USEF-licensed/USDF- recognized competitions	✓	<b>✓</b>	✓	✓	<b>✓</b>
	Qualify for USDF Breeders Championship Series Finals	✓	<b>✓</b>	✓	✓	<b>✓</b>
	Compete at USDF Breeders Championship Finals	✓	<b>✓</b>	✓	✓	✓
	Qualify for USDF Breeders Championship Series Materiale Class	<b>✓</b>	✓	✓	<b>√</b> *	<b>√</b> s
	Compete in USDF Breeders Championship Finals Materiale Class	✓	<b>✓</b>	✓	<b>√</b> 2	<b>√</b> a
	USDF Rider Awards	✓	✓	✓	✓	
	Qualify for USDF Dressage Seat Medal Semi-Finals	1	✓	✓	✓	
	Compete at USDF Dressage Seat Medal Semi-Finals	✓	✓	✓		
*	Qualify for GAIG/USDF Regional Dressage Championships	<b>√</b>		✓		
	Compete at GAIG/USDF Regional Dressage Championships	<b>√</b>		✓		
	Qualify for USDF Regional Adult Amateur Equitation Final	1		✓		
	Compete in a USDF Regional Adult Amateur Equitation Final	1		✓		
	Compete at US Dressage Finals	✓		✓		
	Adequan*/USDF Year-End Awards	✓		✓		
	USDF Horse Performance Certificates	✓		✓		

Least restrictive – Riders and owners can be USDF non-members (but must pay the USDF nonmember fee) and horses can have only a USDF HID).

Owner can be a GM or NM but rider must be a PM.

Most restrictive – Riders and owners must be USDF **Participating Members** and horses must be USDF Lifetime Registered.

LHR = USDF Lifetime Horse Registration

HID = USDF Horse Identification Number

PM = Participating Membership

GM = Group Membership

Most common for USEF/USDF shows.



<sup>\*</sup>Applies only to the owner membership requirement. Rider must have a PM at the time the horse's qualifying score is earned.

For the purposes of this chart EM members should refer to NM listing.



### Memberships > USDF Exceptions

### **USDF EXCEPTIONS:**

The USDF **Exception List** (<u>click here</u>) lists exemptions to USDF people membership and USDF horse registration requirements.

### Minimum USDF competition requirements:

- The minimum requirement for owners and riders is payment of the USDF non-member fee (this is a per-competition fee). [Trainers and coaches are not required to be USDF members.]
- The minimum requirement for the horse is the USDF Horse Identification Number (HID). This is a
  one-time fee that allows scores to be entered but not counted towards many national awards.
- Individuals and horses competing <u>only</u> in the following are exempt from the USDF membership/non-member fee and horse registration requirements:
  - Handlers of horses competing in DSHB in-hand or group classes
  - Horses competing only in Individual Breed Classes (IBC) at DSHB competitions
  - Sires and dams of horses in DSHB group classes, where those sires or dams are not actually competing in the same competition.
  - Horses competing only in breed restricted dressage or DSHB classes at regular competitions (i.e. all Arabian, all Friesian, all Morgan classes, etc.)
  - USDF Introductory Level tests
  - o Pas de deux
  - Quadrille
  - Opportunity classes
  - Horses ridden in leadline, exhibitions, games and races, classes for 4-H members, walk-trot, and academy classes.
- Riders, owners and horses in exempt classes <u>and</u> regular classes must meet the minimum USDF membership / horse registration requirements.
- **Foreign competitors** do not have to have a USDF membership, pay the non-member fee, or register their horse if participating in FEI Championships and in CDI classes.
- **Non-US citizens** participating in **USDF recognized competitions** are not exempt from USDF membership requirements.

**NOTE**: Previously para-equestrian riders, owners and horses were exempt from USDF memberships. Memberships are now required.



### Memberships > USEF and USDF Exceptions Summary



### • Summary for USEF/USDF and Opportunity, Introductory, Pas de Deux, and Quadrille:

For Horse and People <u>Only</u> in This Type of Class	USEF People* Membership	USEF Horse Registration	USEF & Drug Fee	Can be USEF Drug Tested?	USDF People** Membership	USDF Horse Recording
Opportunity	Exempt	Exempt	Exempt	YES	Exempt	Exempt
USDF Introductory	Exempt	Exempt	Not Exempt	YES	Exempt	Exempt
USDF Pas de Deux	Exempt	Exempt	Not Exempt	YES	Exempt	Exempt
USDF Quadrille	Exempt	Exempt	Not Exempt	YES	Exempt	Exempt

**NOTE**: If a person and/or a horse is/are participating in an exempt class <u>and</u> a non-exempt class, the people must have USEF and USDF memberships or pay the non-member fees and the horse must have at least a USDF HID #.

**NOTE**: Previously para-equestrian riders, owners and horses were exempt from USDF memberships. Memberships are now required.

<sup>\*</sup> USEF People = Rider, Owner, Trainer and Coach

<sup>\*\*</sup> USDF People = Rider and Owner

### Memberships > USEF and USDF Membership Requirements for GAIG Non-Qualifying Rides

- The following are membership requirements to <u>participate</u> in a USEF/USDF dressage competition (a show that is not breed restricted) in a <u>non-GAIG-qualifying</u> status as an open, adult amateur, junior rider/young rider or nonmember. <u>Items in red are the minimum requirements</u>. (See the next page for GAIG qualification requirements.)
- The requirements for local championships and other special categories of classes/awards may be more stringent. Consult the rules for the particular class(es)/award(s) for further information.
- The two easiest ways to provide/receive copies of membership cards with the show entry is through (1) use of EE for online show entries, and (2) the **USEF and Affiliates Membership Verification System** at <a href="https://www.eqverification.org">www.eqverification.org</a>. If you receive an entry with confusing/missing documentation, your simplest solution is to check the memberships on this system.

PARTICIPANT	USEF	USDF
Horse	Must have: 1) USEF Lifetime Recording, or 2) Current USEF Annual Recording, or 3) USDF HID or LHR	Must have: 1) USDF Lifetime Horse Registration (LHR) or 2) USDF Horse Identification Number (HID)
Rider (mandatory)	Must be: 1) Current active USEF Competing Member, or 2) Pay USEF show pass (non-member) fee. One fee/person/show. and 3) For Adult Amateur classes – USEF Senior Amateur Member on USEF Membership Card or Non-Member Amateur Card, or on the verification print-out. If there is no proof of USEF amateur status, the rider must be in open classes.	Must be: 1) Current USDF Participating Member (PM), or 2) Current USDF Group Member Organization (GM) member, or 2) Pay USDF non-member fee. One fee/person/show.
<b>Owner</b> / (mandatory)	At least one owner must be: 1) Current active USEF Competing Member, or 2) Pay USEF show pass (non-member) fee. One fee/person/show.	At least one owner must be: 1) Current USDF Participating Member (PM), or 2) Current USDF Group Member Organization (GMO) member, or 3) Pay USDF non-member fee. One fee/person/show
Trainer (USEF mandatory)	Must be: 1) Current active USEF Competing Member, or 2) Pay USEF show pass (non-member) fee. One fee/person/show.	No USDF membership required.
Coach (optional; if listed, USEF mandatory)	Must be: 1) Current active USEF Competing Member, or 2) Pay USEF show pass (non-member) fee. One fee/person/show.	No USDF membership required.

- **NOTE 1:** The above does not apply to **exempt classes**, for which the rider, owner, trainer, coach and horse are exempt from membership requirements and non-member fees.
- NOTE 2: The USEF non-member fee is also called a Show Pass.
- NOTE 3: Non-member fees change every few years. Ensure the current fee is in the show entry.
- **NOTE 4**: All adult (<u>></u>18yo) USEF competing members (riders, owners, trainers, and coaches) must have current SafeSport Training. USEF non-members are not required to take the training.

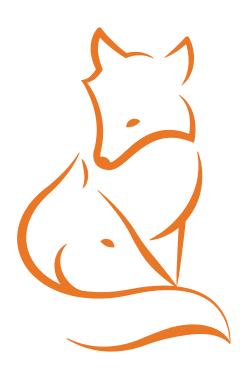
### Memberships > USEF and USDF Membership Requirements for GAIG Qualifying and Championship Rides

- The following are membership requirements to qualify in a Great American Insurance Group (GAIG)/
  USDF Regional Dressage Championship qualifying or championship class (Open, Adult Amateur, or JYR division).
- The requirements for local championships and other special categories of classes/awards may be more or less stringent. Consult the rules for the particular class(es)/awards for further information.
- The two easiest ways to provide/receive copies of membership cards with the show entry is through (1) use of EE for online show entries, and (2) the **USEF and Affiliates Membership Verification System** at <a href="https://www.eqverification.org">www.eqverification.org</a>. If you receive an entry with confusing/missing documentation, your simplest solution is to check the memberships on this system.

PARTICIPANT	USEF	USDF
Horse	Must have: 1) USEF Lifetime Recording, or 2) Current USEF Annual Recording	Must have: USDF Lifetime Horse Registration (LHR)
Rider (mandatory)	Must be: 1) Current active USEF Competing Member 2) For Adult Amateur classes – USEF Senior Amateur Member	Must be: Current USDF Participating Member (PM)
Owner* (mandatory)  At least one owner* must be: Current active USEF Competing Member  *NOTE: For a horse with more than one ow an active USEF competing member and an		· — ·
Trainer (mandatory)	Must be: 1) Current active USEF Competing Member, or 2) Pay USEF show pass (non-member) fee. One fee/person/show.	No USDF membership required.
Coach (optional)	Must be: 1) Current active USEF Competing Member, or 2) Pay USEF show pass (non-member) fee. One fee/person/show.	No USDF membership required.

**NOTE**: Non-members may **ride** in GAIG qualification classes, but they **may not qualify** for the GAIG championships.

### APPENDIX B. USEF/USDF AND FEI DRESSAGE TESTS





### Dressage Tests > USEF/USDF



Click here for 2019 USEF/USDF guidelines and tests.

### INTRODUCTORY THROUGH FOURTH LEVEL TESTS

Introductory (white paper)

Introductory Test A

Introductory Test B

Introductory Test C

### Training Level Tests (optional pink paper)

Training Level Test 1

Training Level Test 2

Training Level Test 3

### First Level Tests (optional blue paper)

First Level Test 1

First Level Test 2

First Level Test 3

### Second Level Tests (optional yellow paper)

Second Level Test 1

Second Level Test 2

Second Level Test 3

### Third Level Tests (optional lavender paper)

Third Level Test 1

Third Level Test 2

Third Level Test 3

### Fourth Level Tests (optional green paper)

Fourth Level Test 1

Fourth Level Test 2

Fourth Level Test 3

### FREESTYLE / PAS DE DEUX / QUADRILLE TESTS

### **Freestyle**

Freestyle - Training Level (white or pink paper)

Freestyle - First Level (white or blue paper)

Freestyle - Second Level (white or yellow paper)

Freestyle - Third Level (white or lavender paper)

Freestyle - Fourth Level (white or green paper)

### Pas de Deux Tests

Pas de Deux (white paper)

### **Quadrille Tests**

Quadrille - Introductory Level (white paper)

Quadrille - Training Level (white paper)

Quadrille - First Level (white paper)

Quadrille - Second Level (white paper)

Quadrille - Third Level (white paper)

Quadrille - Freestyle (white paper)



### Dressage Tests > USEF/USDF, Cont'd.



Click here for 2019 USEF/USDF guidelines and tests.

### **DEVELOPING HORSE / YOUNG HORSE TESTS**

USEF Developing Horse Prix St. Georges Test USEF Developing Horse Grand Prix Test Four-Year Old Dressage Test

### **SPORT HORSE TESTS**

### **Individual Class Scoresheets**

Sport Horse Prospects (white or yellow paper)
Sport Horse Breeding Stock (white or pink paper)

Sport Horse Group Class (white or blue paper)

Sport Horse Prospects Under Saddle (white or green paper)

### **Master Class Scoresheets**

Sport Horse Prospect (In-Hand) (white or yellow paper)

Sport Horse Breeding Stock (white or pink paper)

Sport Horse Group Class (white or blue paper)

Sport Horse Prospect (Under Saddle) (white or green paper)

### Championship

Sport Horse Championship Class (white or tan paper)

### **Materiale**

Sport Horse Materiale Class (white or ivory paper)

### Amateur / Junior / Young Rider Handler

Amateur / Junior / Young Rider Handler (white paper)

### DRESSAGE SEAT EQUITATION

**Dressage Seat Equitation** 



### Dressage Tests > FEI

<u>Click here</u> for the FEI dressage tests

### **FEI TESTS FOR SENIORS**

**Prix St-Georges** 

Intermediate I

Intermediate A

Intermediate B

Intermediate II

**Short Grand Prix** 

**Grand Prix** 

**Grand Prix Special** 

### **FEI FREESTYLE TESTS**

**Pony Riders** 

**Juniors** 

Young Riders

Intermediate I

Intermediate A/B

**Grand Prix** 

### **FEI U-25 TESTS**

Grand Prix 16-25

### **FEI YOUNG RIDERS TESTS**

**Preliminary Competition** 

**Team Competition** 

**Individual Competition** 

### **FEI JUNIORS TESTS**

**Preliminary Competition** 

**Team Competition** 

**Individual Competition** 

### **FEI PONY RIDERS TESTS**

**Preliminary Competition** 

**Team Competition** 

**Individual Competition** 

### **FEI CHILDREN TESTS**

**Preliminary Competition A** 

**Preliminary Competition B** 

**Team Competition** 

**Individual Competition** 

### **FEI YOUNG HORSES**

Competition for 4-year-old horses (national competition only)

Preliminary Competition for 5-year-old horses

Final Competition for 5-year-old horses

Preliminary Competition for 6-year-old horses

Final Competition for 6-year-old horses - Final

Preliminary Competition for 7-year-old horses

Final Competition for 7-year-old horses

Grand Prix – Young Horses (national competition only)

### **FEI REGIONAL GAMES**

**Preliminary Competition** 

**Team Competition** 

**Individual Competition** 





### Dressage Tests > FEI Para-Equestrian

<u>Click here</u> for the FEI Para-Equestrian tests

### **Dressage Tests Grade I**

Novice Test A

Novice Test B

Team Test

**Individual Test** 

Freestyle Test

Grade I Introductory Test A (national classes only)

Grade I Introductory Test B (national classes only)

### **Dressage Tests Grade II**

Novice Test A

Novice Test B

Team Test

**Individual Test** 

Freestyle Test

Grade II Introductory Test A (national classes only)

Grade II Introductory Test B (national classes only)

### **Dressage Tests Grade III**

Novice Test A

Novice Test B

**Team Test** 

**Individual Test** 

Freestyle Test

Grade III Introductory Test A (national classes only)

Grade III Introductory Test B (national classes only)

### **Dressage Tests Grade IV**

Novice Test A

Novice Test B

Team Test

**Individual Test** 

Freestyle Test

Grade IV Introductory Test A (national classes only)

Grade IV Introductory Test B (national classes only)

### **Dressage Tests Grade IV**

Novice Test A

Novice Test B

Team Test

**Individual Test** 

Freestyle Test

Grade IV Introductory Test A (national classes only)

Grade IV Introductory Test B (national classes only)



# APPENDIX C. DRESSAGE AND OTHER TESTS BUILT INTO FVD



### Dressage and Other Tests Built Into FVD (as of December 8, 2021)

• As of Dec 8, 2021, FVD has these tests, in the order presented, built into the program.

• The more commonly used dressage tests are highlighted here.

**NOTE**: List will be updated soon.

 The tests can be edited or deleted, and new tests can be added. See Show Office > Test Editor for the procedure to edit, delete and add tests. USDF First Level Ouadrille Test 2019 2019 USDF Materiale Class Scoresheet FEI Para IV Individual 2018 USDF Freestyle Quadrille 2019 Cowboy Dressage Challenge W/Int Gait Test 1 FEI Para IV Intro A 2018 USDF Freestyle, First Level 2019 Cowboy Dressage Challenge W/W Test 1 FEI Para IV Intro B 2018 USDF Freestyle, Fourth Level 2019 Cowboy Dressage Challenge Walk, Jog 1 FEI Para IV Team 2017 Cowboy Dressage Challenge Walk, Jog 2 USDF Freestyle, Second Level 2019 FEI Para V Freestyle 2017 Cowboy Dressage Challenge Walk, Jog 3 FEI Para V Individual 2018 USDF Freestyle, Third Level 2019 USDF Freestyle, Training Level 2019 Cowboy Dressage Challenge Walk, Jog 4 FEI Para V Intro A 2018 Cowboy Dressage Challenge Walk, Jog, Lope 1 USDF Intro Quadrille Test 2019 FEI Para V Intro B 2018 Cowboy Dressage Partner Under Saddle W/W Test 1 FEI Para V Team 2017 USDF Pas de Deux 2019 Cowboy Dressage Partnership Ground W/W Test 1 20: FEI Pony Freestyle 2017 USDF Prospects In-Hand 2019 Cowboy Dressage Vaquero Challenge Walk, Jog 2 FEI Pony Individual 2018 USDF Second Level Quadrille Test 2019 Cowboy Dressage Vaguero Challenge Walk, Jog 4 FEI Pony Prelim 2018 USDF Third Level Ouadrille Test 2019 Cowboy Dressage Vaguero Challenge Walk-Jog-Lope 1FEI Pony Team 2018 USDF Training Level Quadrille Test 2019 Cowboy Dressage Walk Jog Freestyle USEA Eventing - Advanced Test A 2018 FEI Prelim A Children 2018 FEI Prelim for 7 Year Old Horses Cowboy Dressage Walk Jog Lope Freestyle USEA Eventing - Advanced Test B 2018 Cowboy Dressage Walk, Jog Lope Test 4 FEI Prelim, Test for 5-Year-Olds 2009 USEA Eventing - Beginner Novice Test A 2018 Cowboy Dressage Walk, Jog Test 1 FEI Prelim, Test for 6-Year-Olds 2009 USEA Eventing - Beginner Novice Test B 2018 Cowboy Dressage Walk, Jog Test 2 FEI Preliminary B Children 2016 USEA Eventing - Intermediate Test A 2018 Cowboy Dressage Walk, Jog Test 3 FEI Prix St. Georges (short) 1997 USEA Eventing - Intermediate Test B 2018 Cowboy Dressage Walk, Jog Test 4 FEI Prix St. Georges 2018 USEA Eventing - Modified Test A 2018 Cowboy Dressage Walk, Jog, Lope Test 1 FEI Regional Indiv 2018 USEA Eventing - Modified Test B 2018 Cowboy Dressage Walk, Jog, Lope Test 2 FEI Regional Prelim 2018 USEA Eventing - Novice Test A 2018 Cowboy Dressage Walk, Jog, Lope Test 5 FEI Regional Team 2018 USEA Eventing - Novice Test B 2018 Cowboy Dressage Walk, Jog, Lope Test 6 2017 FEI Team Children 2018 USEA Eventing - Preliminary Test A 2018 Cowboy Dressage Walk, Jog, Lope Test 7 FEI YH 5 YR Preliminary USEA Eventing - Preliminary Test B 2018 Cowboy Dressage Y/A Partner Ground FEI YH Final for 5-Year-Olds USEA Eventing - Training Test A 2018 Cowboy Dressage Y/A PUS FEI YH Final for 6-Year-Olds USEA Eventing - Training Test B 2018 Dressage Seat Equitation FEI Young Riders Freestyle 2017 USEF Brentina Cup 2007 EC Walk Trot Test A 2010 FEI Young Riders Individual 2018 USEF Developing Grand Prix 2019 EC Walk Trot Test B 2010 FEI Young Riders PSG Team 2018 USEF Developing PSG 2019 EC Walk Trot Test C 2010 FEI Young Riders, Prelim 2018 USEF First Level Rider Test - 2015 EC Walk Trot Test D 2010 FEI YR Grand Prix 16-25 2015 USEF Four-Year-Old Test 2019 FEI 7 Year Old 2018 USEF Second Level Rider Test First Level, Test 1 2019 FEI for 6 Year-Olds 2004 First Level, Test 2 2019 USEF Training Level Rider Test 2015 FEI Freestyle for Pony Riders 2017 First Level, Test 3 2019 Western Dressage Basic Test 1 FEI Freestyle Test for Juniors 2017 Fourth Level, Test 1 2019 Western Dressage Basic Test 2 FEI Freestyle, Grand Prix 2017 Fourth Level, Test 2 2019 Western Dressage Basic Test 3 FEI Freestyle, Intermediate I 2017 Fourth Level, Test 3 2019 Western Dressage Basic Test 4 FEI Grand Prix 2018 Gaited Cowboy Dressage Walk Int Gait 3 Western Dressage Intro Test 1 FEI Grand Prix Special 2018 Gaited Cowboy Dressage Walk, Int G 2 Western Dressage Intro Test 2 FEI Individual Children 2018 Gaited Cowboy Dressage Walk, Int Gait, L(Western Dressage Intro Test 3 FEI Intermediate A 2018 GP De Dressage-Knockout Western Dressage Intro Test 4 FEI Intermediate B 2018 Introductory Walk-Trot Test A 2019 Western Dressage Level 1 Test 1 FEI Intermediate I 2018 Introductory Walk-Trot Test B 2019 Western Dressage Level 1 Test 2 FEI Intermediate II 2018 Introductory Walk-Trot Test C 2019 Western Dressage Level 1 Test 3 FEI Junior Individual 2018 Olympic Grand Prix Special Western Dressage Level 1 Test 4 FEI Junior Prelimin 2018 Online Test Place Holder For TOC classes Western Dressage Level 2 Test 1 FEI Junior Team 2018 Prix Caprilli-First Level Western Dressage Level 2 Test 2 FEI Para I Freestyle 2017 Prix Caprilli-Second Level Western Dressage Level 2 Test 3 FEI Para I Individual 2018 Prix Caprilli-Training Level Western Dressage Level 2 Test 4 FEI Para I Intro A 2018 Second Level, Test 1 2019 Western Dressage Level 3 Test 1 FEI Para I Intro B 2018 Second Level, Test 2 2019 Western Dressage Level 3 Test 2 FEI Para I Team 2017 Second Level, Test 3 2019 Western Dressage Level 3 Test 3 FEI Para II Freestyle 2017 Third Level, Test 1 2019 Western Dressage Level 3 Test 4 FEI Para II Individual 2018 Third Level, Test 2 2019 Western Dressage Level 4 Test 1 FEI Para II Intro A 2018 Third Level, Test 3 2019 Western Dressage Level 4 Test 2 FEI Para II Intro B 2018 Training Level, Test 1 2019 Western Dressage Level 4 Test 3 FFI Para II Team 2017 Training Level, Test 2 2019 Western Dressage Level 4 Test 4 FEI Para III Freestyle 2017 Training Level, Test 3 2019 Western Freestyle Basic Level FEI Para III Individual 2018 USDF Amateur Handler 2019 Western Freestyle Level 1 FEI Para III Intro A 2018 USDF DSH Group Class 2019 Western Freestyle Level 2 FEI Para III Intro B 2018 USDF DSHB Stock In-Hand 2019 Western Freestyle Level 3 FEI Para III Team 2017 USDF DSHP Under-Saddle 2019 FEI Para IV Freestyle 2017

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# APPENDIX D. USEF/USDF/FEI TEST DURATIONS AND FVD TEST DURATIONS



### Test Durations > USDF Approximation of Test Times

Click here for Resource on USDF Web Site

This is a guide to help approximate how long it will take each rider to complete a test. Please note the scheduling time is the average amount of time it takes to complete the test plus two minutes built in for time between tests.

An extra 45 seconds should be added to these ride times if the exhibitor must use the inside of the arena for their warm up before the bell is rung.

DRESSAGE TEST	SCHEDULING TIME (minutes)
USDF Introductory Test A	6:00*
USDF Introductory Test B	6:00*
USDF Introductory Test C	6:00*
Training Level Test 1	7:00*
Training Level Test 2	8:00*
Training Level Test 3	7:00*
First Level Test 1	7:00
First Level Test 2	8:00
First Level Test 3	8:00
Second Level Test 1	8:00
Second Level Test 2	8:00
Second Level Test 3	8:00
Third Level Test 1	8:00
Third Level Test 2	8:00
Third Level Test 3	8:00
Fourth Level Test 1	8:00
Fourth Level Test 2	8:00
Fourth Level Test 3	8:00
Prix St. Georges	8:00
Intermediate I	8:00
Intermediate II	8:00
Grand Prix	8:00
Grand Prix Special	9:00
USDF Freestyles (Training-1st)	9:00
USDF Freestyle (2 <sup>nd</sup> -4 <sup>th</sup> )	10:00
Junior & Young Rider Freestyles	7:00
FEI Freestyles	8:00

<sup>\*</sup>Please note all times are based on the use of a standard arena. Should you be using a small arena please allow one minute less.

### **Test Durations > FVD Test Durations NOTE**: List will be updated soon.

	,	st Darations - 11D lest De	ar arcic	NOTE: List will be updated s	oon.
Training Level, Test 1 2019	7.0	FEI Preliminary B Children 2016	6.0	1 6 3 1 6 1 6 9 W II 1 6 9 9	7.0
Training Level, Test 2 2019	7.5	Dressage Seat Equitation	5.0	Gaited Cowboy Dressage Walk, Int G 2	7.0
Training Level, Test 3 2019	7.0	FEI Young Riders Individual 2018	9.0	Gaited Cowboy Dressage Walk Int Gait 3	6.5
First Level, Test 1 2019	7.0	FEI YR Grand Prix 16-25 2015	9.0	Gaited Cowboy Dressage Walk, Int Gait, Lope 2	7.0
First Level, Test 2 2019	7.5	FEI Prelim A Children 2018	6.0	Cowboy Dressage Walk Jog Freestyle Cowboy Dressage Walk Jog Lope Freestyle	6.0
First Level, Test 3 2019	8.0	FEI Team Children 2018	6.0		6.0 6.0
Second Level, Test 1 2019	7.5	FEI Individual Children 2018	6.0	COMPLOY Diessage i artifetship diodria MYYM Test	
Second Level, Test 2 2019	8.5	FEI Regional Prelim 2018	6.0	Cowboy Dressage Partner Under Saddle W/W Te	6.0
Second Level, Test 3 2019	8.0	FEI Regional Team 2018	6.0	Cowboy Dressage Challenge W/W Test 1	6.0
Third Level, Test 1 2019	8.0	FEI Regional Indiv 2018	6.0	Cowboy Dressage Challenge W/Int Gait Test 1	6.0 6.0
Third Level, Test 2 2019	8.0	USEF Developing PSG 2019	8.0	Cowboy Dressage Walk, Jog, Lope Test 7 FEI Para I Team 2017	8.0
Third Level, Test 3 2019	8.0	FEI Intermediate A 2018	10.0	Litaia i realii 2017	8.0
Fourth Level, Test 1 2019	8.0	USDF Freestyle Quadrille 2019	10.0	TETT did i individual 2010	
Fourth Level, Test 2 2019	7.5	EC Walk Trot Test A 2010	6.0	FEI Para I Freestyle 2017 FEI Para I Intro A 2018	9.0 8.0
Fourth Level, Test 3 2019	8.5	EC Walk Trot Test B 2010	6.0	FEI Para I Intro A 2018	6.0
FEI Prix St. Georges 2018	9.0	ECWalk Trot Test C 2010	6.0		9.0
FEI Intermediate I 2018	9.0	EC Walk Trot Test D 2010	6.0	TETT did it Flocotylo 2011	8.0
FEI Intermediate II 2018	9.0	Western Dressage Intro Test 1	6.5		6.0
FEI Intermediate B 2018	9.0	Western Dressage Intro Test 2	7.0	FEI Para II Tream 2017	
FEI Grand Prix Special 2018	3.0	Western Dressage Intro Test 3	7.0	FEI Para II Team 2017 FEI Para II Individual 2018	8.0 8.0
FEI Grand Prix 2018	9.0	Western Dressage Intro Test 4	7.0		
FEI 7 Year Old 2018	9.0	Western Dressage Basic Test 1	7.0	I E I I did ili ilikio il Eo io	8.0
		Western Dressage Basic Test 2	7.8	1 E 1 1 GIG III II KIO D 2010	6.0
FEI Young Riders, Prelim 2018	9.0	Western Dressage Basic Test 3	7.0	FEI Para III Team 2017 FEI Para III Individual 2018	8.0
USDF Freestyle, First Level 2019	9.0	Western Dressage Basic Test 4	7.0		8.0
USDF Freestyle, Second Level 2019	9.0	Western Dressage Dasic Test 1	7.5	i Err did iii riccotylo Eorr	8.0
USDF Freestyle, Third Level 2019	9.0	Western Dressage Level 1 Test 2	7.0	ren didir rodineon	8.0
USDF Freestyle, Fourth Level 2019	9.0	Western Dressage Level 1 Test 2	7.5	r Er r did ri mamadar Eoro	8.0
FEI Freestyle, Intermediate I 2017	9.0	Western Dressage Level 1 Test 4	7.5		9.0
FEI Freestyle, Grand Prix 2017	9.0	Western Dressage Level 1 Test 4 Western Dressage Level 2 Test 1	7.5		8.0
FEI Junior Individual 2018	9.0	Western Dressage Level 2 Test 1	7.5	1 211 41411 11110 2 2010	6.0
FEI Junior Team 2018	9.0	Western Dressage Level 2 Test 2	7.5		6.0
FEI Junior Prelimin 2018	9.0	Western Dressage Level 2 Test 4	8.0		6.0 6.0
FEI Young Riders PSG Team 2018	9.0	Western Dressage Level 3 Test 1	8.5	PETT did 1 Todii ESTI	
USDF Pas de Deux 2019	5.0	Western Dressage Level 3 Test 2	8.5		6.0
USDF Intro Quadrille Test 2019	2.0	Western Dressage Level 3 Test 2 Western Dressage Level 3 Test 3	8.5		6.0
USDF Training Level Quadrille Test 2019	2.2	Western Dressage Level 3 Test 4	8.0		9.0 8.0
USDF First Level Quadrille Test 2019	2.2	Western Freestyle Basic Level	7.0	Total Developing analist initiation	9.0
USDF Second Level Quadrille Test 2019	2.2	Western Freestyle Level 1	7.0	USEF Training Level Rider Test - 2015	8.0
USDF Third Level Quadrille Test 2019	2.2	Western Freestyle Level 2	8.0		8.0
FEI Prelim for 7 Year Old Horses	6.0	Western Freestyle Level 3	8.0		8.0
FEI Young Riders Freestyle 2017	9.0	Western Dressage Level 4 Test 1	6.0		9.0
FEI Prix St. Georges (short) 1997	10.0	Western Dressage Level 4 Test 2	6.0		6.0
FEI Prelim. Test for 5-Year-Olds 2009	8.0	Western Dressage Level 4 Test 3	6.0		
FEI Prelim. Test for 6-Year-Olds 2009	8.0	Western Dressage Level 4 Test 3 Western Dressage Level 4 Test 4	6.0		6.0 7.0
FEI for 6 Year-Olds 2004	7.0		6.0		
USDF Prospects In-Hand 2019	6.0	Cowboy Dressage Walk, Jog Test 1 Cowboy Dressage Walk, Jog Test 2	7.0		6.0 6.0
USDF DSHP Under-Saddle 2019	6.0	Cowboy Dressage Walk, Jog Test 2 Cowboy Dressage Walk, Jog Test 3	6.5		6.0
USDF DSHB Stock In-Hand 2019	6.0	Cowboy Dressage Walk, Jog Test 3  Cowboy Dressage Walk, Jog Test 4	6.5		7.0
USDF DSH Group Class 2019	6.0	Cowboy Dressage Walk, Jog Test 4 Cowboy Dressage Walk, Jog, Lope Test 1	7.0		6.0
2019 USDF Materiale Class Scoresheet	6.0	Cowboy Dressage Walk, Jog, Lope Test 1 Cowboy Dressage Walk, Jog, Lope Test 2	7.0		7.0
FEI Freestyle Test for Juniors 2017	9.0	Cowboy Dressage Walk, Jog Lope Test 2  Cowboy Dressage Walk, Jog Lope Test 4	6.5		7.0
FEI Freestyle for Pony Riders 2017	10.0				8.0
USDF Amateur Handler 2019	6.0	Cowboy Dressage Walk, Jog, Lope Test 5	7.0		7.0
Introductory Walk-Trot Test A 2019	6.0	Cowboy Dressage Walk, Jog, Lope Test 6 2017	7.0	_	
Introductory Walk-Trot Test B 2019	6.0	Cowboy Dressage Challenge Walk, Jog 1	7.0	_	6.0
Introductory Walk-Trot Test C 2019	6.0	Cowboy Dressage Challenge Walk, Jog 2	7.0	_	8.0
FEI Pony Team 2018	9.0	Cowboy Dressage Challenge Walk, Jog 3	8.0		7.0
FEI Pony Individual 2018	9.0	Cowboy Dressage Challenge Walk, Jog 4	9.0		6.0
FEI Pony Prelim 2018	6.0	Cowboy Dressage Challenge Walk, Jog, Lope 1	9.0	·	6.0
FEI Pony Freestyle 2017	9.0	Cowboy Dressage Vaquero Challenge Walk, Jog 2	7.0	GP De Dressage-Knockout	6.0
FEI YH Final for 5-Year-Olds	10.0	Cowboy Dressage Vaquero Challenge Walk, Jog 4	9.0	Online Test Place Holder	6.0
FEI YH Final for 6-Year-Olds	10.0	Cowboy Dressage Vaquero Challenge Walk-Jog-L	9.0		
USEF Four-Year-Old Test 2019	10.0	Cowboy Dressage Y/A Partner Ground	6.0		
FEI YH 5 YR Preliminary	10.0	Cowboy Dressage Y/A PUS	6.0		

### APPENDIX E. USEF DRESSAGE SECTION CODES





### **USEF Section Codes > Listed by Category**

(as of December 9, 2021)

- **Dressage USEF Section Codes** are required for all recognized classes.
- In FVD, they are entered in the **Classes USEF Code** box (see <u>Classes</u>).
- Click here for the 2022 USEF source document.

	USEF/USDF TESTS		YOUNG HORSE
1502	TRAINING LEVEL DRESSAGE	1551	FEI/USEF DRESSAGE TEST FOR 4-YEAR-OLD HORSES
1504	FIRST LEVEL DRESSAGE	1581	FEI PRELIMINARY DRESSAGE TEST FOR 5-YEAR-OLD HORSES
1507	SECOND LEVEL DRESSAGE	1542	FEI DRESSAGE TEST FOR 5-YEAR-OLD HORSES FINAL
1510	THIRD LEVEL DRESSAGE	1582	FEI PRELIMINARY DRESSAGE TEST FOR 6-YEAR-OLD HORSES
1513	FOURTH LEVEL DRESSAGE	1543	FEI DRESSAGE TEST FOR 6-YEAR-OLD HORSES FINAL
	FEI TESTS	1583	FEI PRELIMINARY DRESSAGE TEST FOR 7-YEAR-OLD HORSES
1531	PRIX ST. GEORGE LEVEL	1562	FEI DRESSAGE TEST FOR 7-YEAR-OLD HORSES FINAL ??????
1533	INTERMEDIATE I	1584	USEF DEVELOPING HORSE PRIX ST. GEORGES TEST
	INTERMEDIATE - A	1585	USEF DEVELOPING HORSE GRAND PRIX TEST
	INTERMEDIATE - B		PONY/CHILDREN/JUNIOR/YOUNG/16-25 RIDERS
	INTERMEDIATE II	1573	FEI PONY TEAM TEST
	GRAND PRIX LEVEL	1574	FEI PONY INDIVIDUAL TEST
	GRAND PRIX SPECIAL	1586	FEI PONY FREESTYLE
	CDI - GRAND PRIX OPEN	1579	FEI CHILDREN INDIVIDUAL TEST
	CDI - GRAND PRIX SPECIAL	1580	FEI CHILDREN INDIVIDUAL 1EST
1556		1572	FEI JR. TEAM TEST
1520	US & FEI FREESTYLES	1576	FEI JR. INDIVIDUAL TEST
	SECOND LEVEL FREESTYLE	1587	FEI JUNIOR FREESTYLE
	THIRD LEVEL FREESTYLE	1577	FELYR, TEAM TEST
	FOURTH LEVEL FREESTYLE	1578	FELYOLING RIDER ERECOTES
_	FIRST LEVEL FREESTYLE	1588	FEI YOUNG RIDER FREESYTLE
	INTERMEDIATE I FREESTYLE	1554	USEF YOUNG ADULT "BRENTINA CUP"
	INTERMEDIATE A/B FREESTYLE	1555	FEI GRAND PRIX RIDERS AGES 16 - 25  SPORT HORSE BREEDING
	GRAND PRIX FREESTYLE	5901	YRLG DRES. BRDG.
1559	CDI - GRAND PRIX FREESTYLE	5901	2 YR OLD DRES. BRDG.
		5902	3 YR OLD DRES. BRDG.
		5906	DSHB 4-YEAR-OLD
		5905	DSHB YOUNG HORSE
		5904	DSHB MATURE HORSE
		5900	DRESSAGE SPRT HRS BREEDING
		1596	DRESSAGE BREEDING-MATERIALE
		1330	OTHER
		1500	DRESSAGE - TOC
		1593	PARA- EQUESTRIAN

Not on FVD list; number can be hand entered

MISC DRESSAGE

DRESSAGE SEAT MEDAL

**NOTE**: If there is no code for a class, use **1598 MISC DRESSAGE**. Ex.: FEI Int A & B, etc.

1598

6900

**NOTE**: For USEF purposes, a class limited to AA, JYR, AA, or AJY riders (no Professional riders) is considered an Open class.

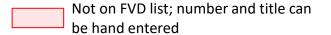




### **USEF Section Codes > Listed by Number**

(as of December 9, 2021)

- Dressage USEF Section Codes are required for all recognized classes.
- In FVD, they are entered in the Classes USEF Code box (see <u>Classes</u>).
  <u>Click here</u> for the 2022 USEF source document.



1500	DRESSAGE - TOC
1502	TRAINING LEVEL DRESSAGE
1504	FIRST LEVEL DRESSAGE
1507	SECOND LEVEL DRESSAGE
1510	THIRD LEVEL DRESSAGE
1513	FOURTH LEVEL DRESSAGE
1526	GRAND PRIX FREESTYLE
1531	PRIX ST. GEORGE LEVEL
1533	INTERMEDIATE I
1534	INTERMEDIATE I FREESTYLE
1535	INTERMEDIATE II
1537	GRAND PRIX I EVEL
1538	SECOND LEVEL FREESTYLE
1539	THIRD LEVEL FREESTYLE
1540	FOURTH LEVEL FREESTYLE
1541	FIRST LEVEL FREESTYLE
1542	FEI DRESSAGE TEST FOR 5-YEAR-OLD HORSES FINAL
1543	FEI DRESSAGE TEST FOR 6-YEAR-OLD HORSES FINAL
1551	FEI/USEF DRESSAGE TEST FOR 4-YEAR-OLD HORSES
1554	USEF YOUNG ADULT "BRENTINA CUP"
1555	FEI GRAND PRIX RIDERS AGES 16 - 25
1556	GRAND PRIX SPECIAL
1557	CDI - GRAND PRIX OPEN
1558	CDI - GRAND PRIX OPEN
1559	CDI - GRAND PRIX FREESTYLE
1562	FEI DRESSAGE TEST FOR 7-YEAR-OLD HORSES FINAL
1572	FEI JR. TEAM TEST
1573	FEI PONY TEAM TEST
1574	FEI PONY INDIVIDUAL TEST
1576	FEI JR. INDIVIDUAL TEST
1577	FEI YR. TEAM TEST
1578	FELYR. INDIVIDUAL TEST
1579	FEI CHILDREN TEAM TEST
1580	FEI CHILDREN INDIVIDUAL TEST
1581	FEI PRELIMINARY DRESSAGE TEST FOR 5-YEAR-OLD HORSES
1582	FEI PRELIMINARY DRESSAGE TEST FOR 6-YEAR-OLD HORSES
1583	
1584	FEI PRELIMINARY DRESSAGE TEST FOR 7-YEAR-OLD HORSES
	USEF DEVELOPING HORSE PRIX ST. GEORGES TEST USEF DEVELOPING HORSE GRAND PRIX TEST
1585 1586	FEI PONY FREESTYLE
1587	FEI JUNIOR FREESTYLE
1588	FEI YOUNG RIDER FREESYTLE
1589	INTERMEDIATE A/B FREESTYLE
1593	PARA- EQUESTRIAN
	DRESSAGE BREEDING-MATERIALE
1596	
1598	MISC DRESSAGE DRESSAGE SPRT HRS BREEDING
5900	
5901	YRLG DRES. BRDG.
5902	2 YR OLD DRES. BRDG. 3 YR OLD DRES. BRDG.
5903	
5904	DSHB MATURE HORSE
5905	DSHB 4 VEAR OLD
5906	DSHB 4-YEAR-OLD
6900 9943	DRESSAGE SEAT MEDAL INTERMEDIATE - A
9943	INTERMEDIATE - A INTERMEDIATE - B
3340	INTERMILDIATE - D



### **USEF Section Codes**

**NOTE**: List will be updated soon.

On USEF list

Not on USEF list; do not use

> Listed by	
1500	DRESSAGE [TEST OF CHOICE]
1502	TRAINING LEVEL DRESSAGE [OPEN]
1503	TRAINING LEVEL DRESSAGE A/A
1504	FIRST LEVEL DRESSAGE [OPEN]
1505	FIRST LEVEL DRESSAGE A/A
1506	FIRST LEVEL DRESSAGE JR/YR
1507	SECOND LEVEL DRESSAGE [OPEN]
1508	SECOND LEVEL DRESSAGE A/A
1509	SECOND LEVEL DRESSAGE JR/YR
1510	THIRD LEVEL DRESSAGE [OPEN]
1511	THIRD LEVEL DRESSAGE A/A
1512	THIRD LEVEL DRESSAGE JR/YR
1513	FOURTH LEVEL DRESSAGE [OPEN]
1514	FOURTH LEVEL DRESSAGE A/A
1515	FOURTH LEVEL DRESSAGE JR/YR
	FEI GRAND PRIX FREESTYLE
1526	
1529	FEI PRIX ST GEORGES DRESSAGE JR/YR
1530	FEI PRIX ST GEORGES DRESSAGE A/A
1531	FEI PRIX ST GEORGES DRESSAGE [OPEN]
1533	FEI INTERMEDIATE I DRESSAGE [OPEN]
1534	FEI INTERMEDIATE I FREESTYLE
1535	FEI INTERMEDIATE II DRESSAGE [OPEN]
1537	FEI GRAND PRIX DRESSAGE [OPEN]
1538	USDF SECOND LEVEL FREESTYLE
1539	USDF THIRD LEVEL FREESTYLE
1540	USDF FOURTH LEVEL FREESTYLE
1541	USDF FIRST LEVEL FREESTYLE
1542	FEI 5 YR OLD YOUNG HORSE
1543	FEI 6 YR OLD YOUNG HORSE
1544	FEI INTERMEDIATE I DRESSAGE A/A
1545	FEI INTERMEDIATE I DRESSAGE JR/YR
1546	TRAINING LEVEL DRESSAGE JR/YR
1547	FEI INTERMEDIATE II DRESSAGE A/A
1548	FEI INTERMEDIATE II DRESSAGE JR/YR
1549	FEI GRAND PRIX DRESSAGE A/A
1550	FEI GRAND PRIX DRESSAGE JR/YR
1551	[USEF]/FEI 4 YR OLD YOUNG HORSE
1552	FEI PRIX ST GEORGES, HORSES 7-9
1553	USEF DEVELOPING HORSE
1554	USEF YOUNG ADULT "BRENTINA CUP"
1555	FEI GRAND PRIX RIDERS AGES 20 - 25
1556	FEI GRAND PRIX SPECIAL DRESSAGE
1594	FEI PONY DRESSAGE
1596	DRESSAGE BREEDING-MATERIALE (U/S)
1597	FEI JR /YR (TEAM AND INDIVIDUAL)
1598	MISC DRESSAGE
5900	DRESSAGE SPORT HORSE BREEDING*
5901	DSHB YRLG DRESSAGE BREEDING
5902	DSHB 2 YR OLD DRESSAGE BREEDING
5903	DSHB 3 YR OLD DRESSAGE BREEDING
5904	DSHB MATURE HORSE (5 YR AND ABOVE)
5905	DSHB YOUNG HORSE
5906	DSHB 4 YR OLD DRESSAGE BREEDING
6900	DRESSAGE SEAT MEDAL
9950	INTRODUCTORY AND EXHIBITION

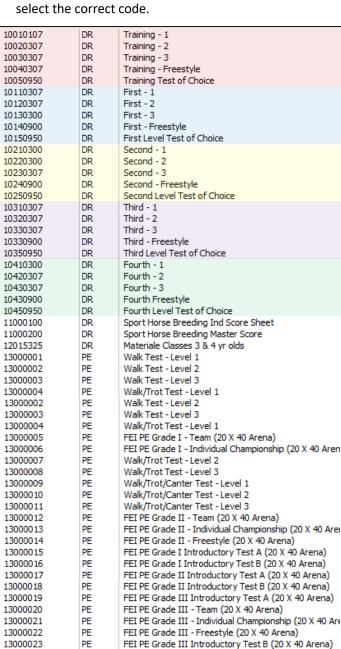
# APPENDIX F. EQUINE CANADA (EC) SECTION CODES

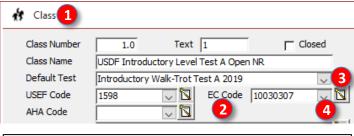




### EC Section Codes > Listed by FVD (as of December 9, 2021)

- See SHOW PREFERENCES > MEMBERSHIP (1) TAB to use EC codes in the show.
- On the 1 Class form, the 2 EC (Section) Codes come directly from EC's database. Canadian users click on the 3 Import EC Codes button to import the more current list. Then use the 4 EC Code drop-down arrow to





	Class Name	JUSDF I	ntroductory Level Test A Open NR
	Default Test	Introdu	uctory Walk-Trot Test A 2019
	USEF Code	1598	
	AHA Codo	1000	2
	AHA Code		
	1200004E	lnc	EEL DE Crade III Navisa Toet A (20 V 40 Arena)
	13000045 13000046	PE PE	FEI PE Grade III Novice Test A (20 X 40 Arena) FEI PE Grade IV Novice Test A (20 x 60 Arena)
	13000047	PE	FEI PE Grade V Novice Test A (20 X 60 Arena)
	130000017	PE	FEI PE Grade I - Freestyle (20 X 40 Arena)
	13000051	PE	FEI PE Grade V - Team (20 x 60 Arena)
	13000052	PE	PE Test of Choice
	13000055	PE	FEI PE Grade I Novice Test B (20 X 40 Arena)
	13000056	PE	FEI PE Grade II Novice Test B (20 X 40 Arena)
	13000057	PE	FEI PE Grade IV Novice Test B (20 x 60 Arena)
	13000058	PE	FEI PE Grade III Novice Test B (20 X 40 Arena)
	13000059	PE	FEI PE Grade V Novice Test B (20 X 60 Arena)
	13000060	PE	FEI PE Grade IV - Freestyle (20 x 60 Arena)
	19000950	DR	FEI Test of Choice
	19015350	DR	FEI Young Horse 4 yr
	19015400	DR	FEI Young Horse 5 yr - Qualifier Preliminary
	19015500	DR	FEI Young Horse 5 yr - Final
	19016400	DR	FEI Young Horse 6 yr - Qualifier Preliminary
	19016500 19017400	DR DR	FEI Young Horse 6 yr - Final
	19017400	DR	FEI Young Horse 7 yr - Qualifier Preliminary FEI Young Horse 7 yr - Final
	1901/300	DR	FEI Children - Preliminary - A
	19019101	DR	FEI Children - Preliminary - B
	19019200	DR	FEI Children - Team
	19019300	DR	FEI Children - Individual
	19020601	DR	FEI Pony - Preliminary
	19020701	DR	FEI Pony - Team
	19020801	DR	FEI Pony - Individual
	19020900	DR	FEI Pony - Freestyle
	19030600	DR	FEI Junior - Preliminary
	19030701	DR	FEI Junior - Team
	19030801	DR	FEI Junior - Individual
	19030900	DR	FEI Junior - Freestyle
	19040600 19040700	DR DR	FEI Young Rider - Preliminary
	19040700	DR	FEI Young Rider - Team FEI Young Rider - Freestyle
_	19041850	DR	FEI Young Rider - Individual
٦	19050300	DR	FEI - Prix St Georges
	19060100	DR	FEI - Intermediare 1
	19060900	DR	FEI - Intermediare 1 Freestyle
	19070100	DR	FEI - Intermediare 2
	19070200	DR	FEI - Intermediare A
	19070300	DR	FEI - Intermediare B
9	19070400	DR	FEI Intermediate A/B Freestyle
	19130100	DR	FEI Grand Prix
	19220100	DR	FEI Grand Prix - Special
	19220900	DR	FEI Grand Prix - Freestyle
	19220950	DR	FEI Grand Prix U25
	19730100	DR	Dressage Seat Equitation
	19740100	DR	Introductory A
ŧ	19740200 19740300	DR DR	Introductory B Introductory C
	19740400	DR	Introductory C Introductory Test of Choice
	19750100	DR	Pony Test of Choice
	19751111	DR	Rising Stars Equitation
	19751112	DR	Masters Class
	19760100	DR	USEF Developing Prix St. Georges
	19760200	DR	Developing Grand Prix
	31000130	DR	Miscellaneous Dressage (Bronze)
r	31000150	DR	Freestyle Test of Choice

FEI PE Grade IV Introductory Test A (20 X 40 Arena)

FEI PE Grade IV Introductory Test B (20 X 40 Arena)

FEI PE Grade V Introductory Test A (20 X 40 Arena)

FEI PE Grade V Introductory Test B (20 X 40 Arena)

FEI PE Grade V - Individual Championship (20 x 60 Arer

FEI PE Grade IV - Team (20 x 60 Arena) FEI PE Grade IV - Individual Championship

FEI PE Grade V - Freestyle (20 x 60 Arena)

FEI PE Grade I Novice Test A (20 X 40 Arena)

FEI PE Grade II Novice Test A (20 X 40 Arena)

PΕ

PΕ

PΕ

PΕ

PΕ

PE

PΕ

PΕ

PΕ

13000024 13000025

13000026

13000027

13000028

13000029

13000041

13000042

13000043

13000044

# APPENDIX G. RECOMMENDED DRESSAGE CLASS NUMBERS



### **Dressage Class Numbers > Recommendations**

- Although <u>not required</u> by USEF or USDF, the following standard nomenclature for class numbers is recommended:
- Use a three-digit number such as: 213
  - o First # = Show Day
  - Second # = Class level or category
  - o Third # = test# or other
- For example, a Day 2 First Level Test 3 class would be 213. Any time class 213 is mentioned, the day, level, and test would be obvious.
- If one class is split into two or more classes, the derivative classes are assigned decimals. For example, if class #213 is split into two classes, the original Open class is #213.0 (0 for Open) and the new class is #213.1, etc. A recommended nomenclature is as follows:
  - o **213.0** = Open Class (0 for Open)
  - o 213.1 = AA Class (1 type of rider status)
  - o **213.2** = JYR Class (2 types of rider status)
  - 213.3 = AA/JYR Class (3 types of rider status)

First # = Show Day	#
First show day	1
Second show day	2
Third show day	3
Etc.	n

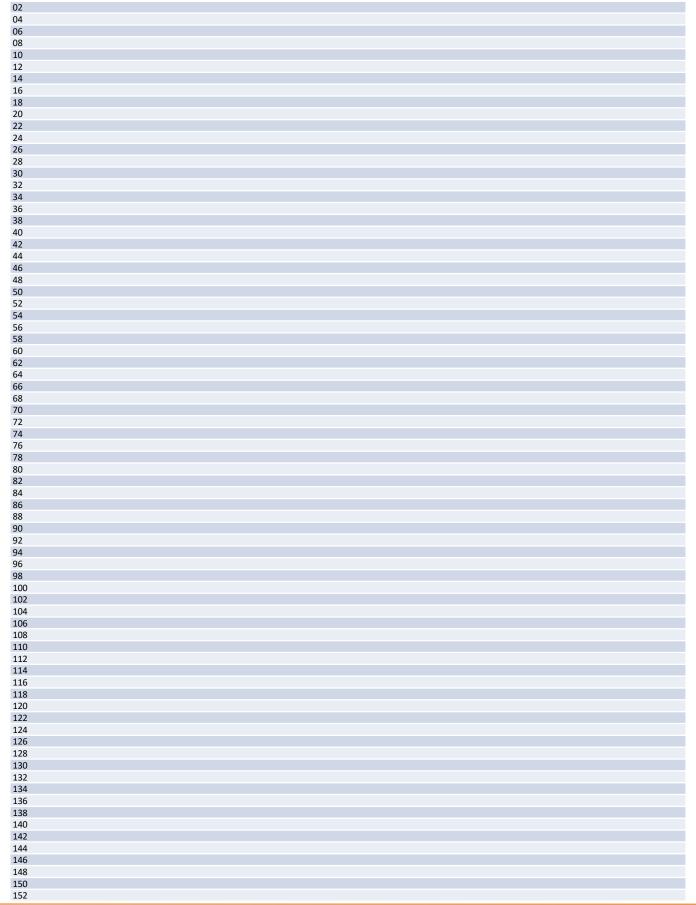
Second # = Class "level" or "category"	#
Training	0
First Level	1
Second Level	2
Third Level	3
Fourth Level	4
FEI PSG, Int I, Int A, Int B, Int II, GP, GPS	5
USDF MFS, FEI MFS	6
Other Tests	7+

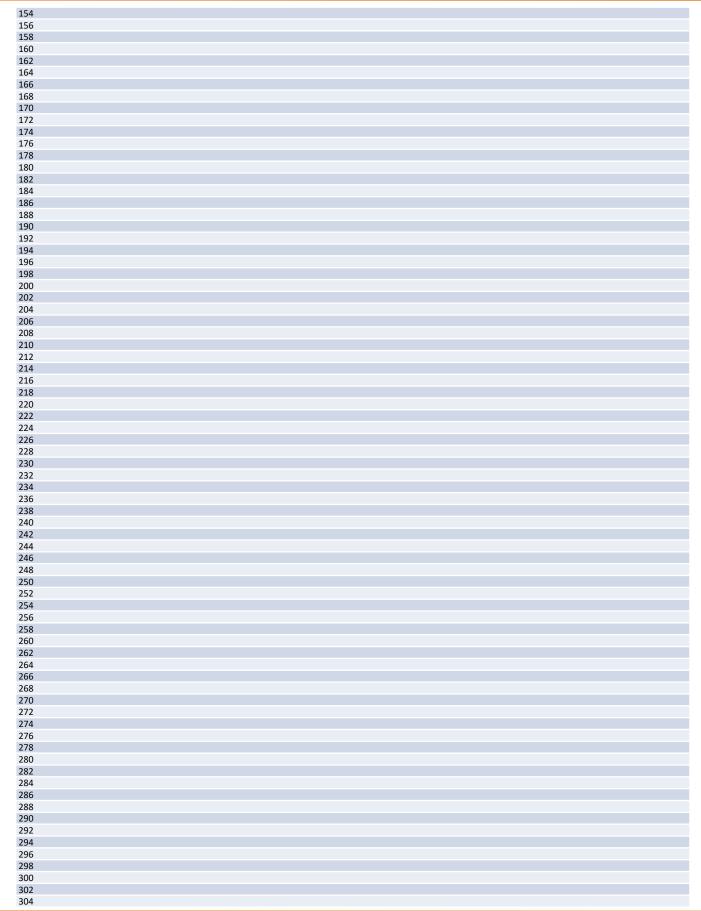
Third # = "test #" or "other"	#
PSG	0
Test 1, Int 1, 1 <sup>st</sup> MFS, Int 1 MFS, Quad 1 <sup>st</sup> , Preliminary Test, USEF YH 4YO, DH PSG, DSE, PE Novice, Fillies, Etc.	1
Test 2, Int 2 , 2 <sup>nd</sup> MFS, GP MFS, Quad 2 <sup>nd</sup> , Team, Brentina, FEI YH 4YO, DH GP, Colts, Etc.	2
Test 3, GP, Individual, 3 <sup>rd</sup> MFS, Quad 3 <sup>rd</sup> , Individual, YH 5YO Prelim, Geldings, Etc.	3
Test 4, GPS, 4 <sup>th</sup> MFS, Quad 4 <sup>th</sup> , Pony/JR/YR/PE MFS, YH 5YO Final, Etc.	4
FEI TOC (Int, GP), USDF MFS TOC, FEI MFS TOC, Quad TOC, YH 5YO Prelim, PE TOC, Etc.	5
FEI TOC (PSG, Int, GP), Pas de Deux, YH 6YO Final, PE TOC	6
YH TOC, Etc.	7
Other Tests	8+
None	9

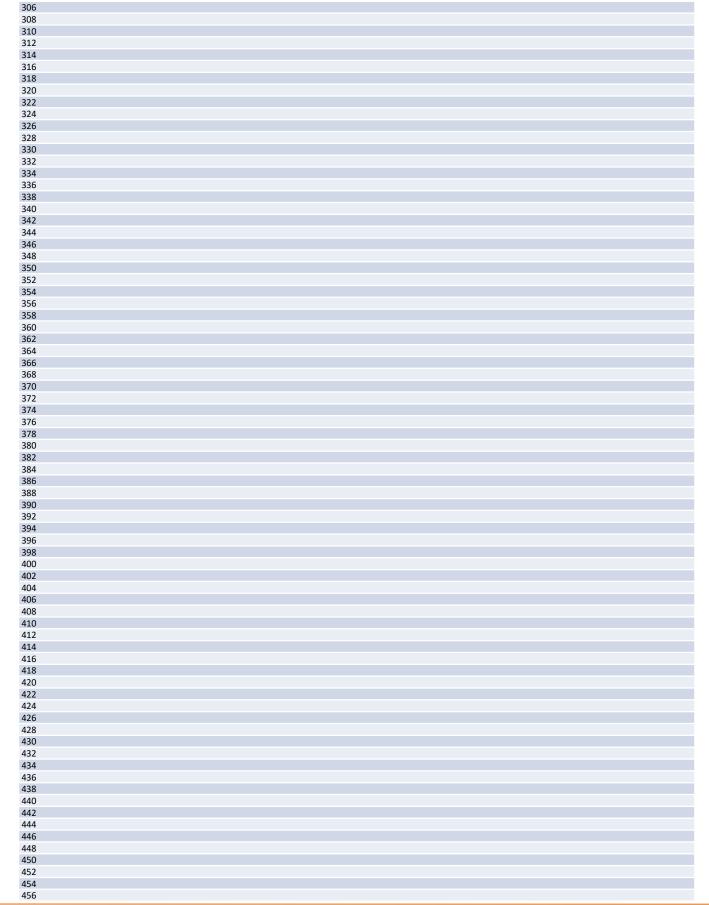
### APPENDIX H. SCHEDULING SHEETS

**NOTE**: See <u>Scheduling Sheets Method</u> for the use of these optional sheets.

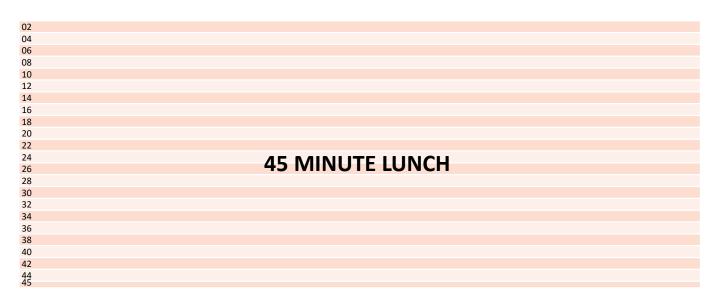








### Scheduling Sheets > Lunch 45- and 60-Minute





### Scheduling Sheets > Break 15- and 10-Minute

02	
04	
06	
08	4 F B AINILITE DDE AIZ
10	15 MINUTE BREAK
12	-
14	
15	
15	
02	
04	
06	
08	45 4444155 00541/
	15 MINUTE BREAK
10	
12	
14	
15	
-	
02	
04	
06	
08	15 MINUTE BREAK
10	13 MINO I DULAK
12	
14	
15	
02	
04	
06	
08	15 MINUTE BREAK
10	TO IMINOTE DREAK
12	
14	
15	
02	
04	
06	
08	15 MINUTE BREAK
10	13 MINOLE DIVENI
12	
14 15	
02	
04	
06	10 MINUTE BREAK
08	TO MINOLE DIVENI
10	
02	
04	
06	10 MINUTE BREAK
08	TO MINOLE DIVENI
10	
02	
04	
06	10 MINUTE BREAK
08	TO MINOTE DIVENI
10	
02	
04	
06	10 MINUTE BREAK
08	TO MINIOTE DILLAN
10	
02	
04	
06	10 MINITE BREAK
06 08	10 MINUTE BREAK
	10 MINUTE BREAK

### Scheduling Sheets > Show Scheduling Sheet

<u>Class #</u>: 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

# SECTION VII. NETWORKING COMPUTERS



### CHAPTER VII.1. LOCAL NETWORK VS. FVD CLOUD SERVER



### **SECTION VII. NETWORKING COMPUTERS**

### Local Network vs. FVD Cloud Server

### Computer use during a show:

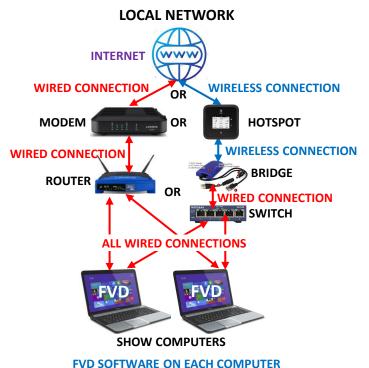
- o At the show, the computer(s) is/are used for:
  - Secretary Duties: Update entries, add GAIG Q fees, change rider or horse, etc., etc., etc.
  - Scoring Duties: Enter scores in FVD, place classes, print results, etc.
  - Scribing Duties: Enter scores in FVD ring-side (optional but very handy).
- o Show computers may also be used for other duties such as TD review of digital entry packets...

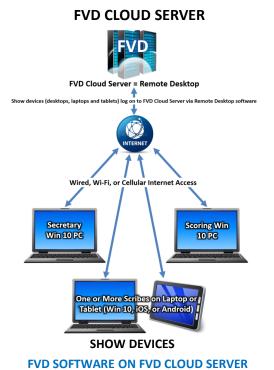
### Small shows - One Computer Possible

If you have a small show, you may only need one FVD computer (Win 10 PC - desktop or laptop). This
may work well if the secretary and the computer scorer are the same person (if entries do not need
many changes during the show). Having an internet connection is ideal as you can post real-time
results.

### Most Shows - Two or More Computer Devices

- Most shows, even two-ring shows, need at least two computers one for the secretary and one for the computer scorer/results person.
- When you have two or more computers, they need to be connected to each other so the FVD files can be simultaneously shared and updated from the two or more computers.
- o FVD offers two methods of computer connections:
  - Local Network Two or more computers that are connected with one another for the purpose of communicating data electronically. For FVD, the internet connection may be wireless, but the show computers must be connected via cables. All the devices must be Win 10 PCs (desktops and/or laptops). The FVD software is on the computers.
  - <u>FVD Cloud Server</u> Two or more computer devices, each with internet access (wired, Wi-Fi, or cellular), that are connected via the FVD Cloud Server for the purpose of communicating data electronically. The devices may be desktops and/or laptops (Win or iOS PC or laptop) and tablets (Win, iOS, or Android). The FVD software is on the FVD Cloud Server.





### **SECTION VII. NETWORKING COMPUTERS**

### Local Network vs. FVD Cloud Server > Comparison Chart

- This chart compares and contrasts a Local Network and FVD in the Cloud.
- The details of each method are in the following pages.

TOPIC	ONE COMPUTER NO NETWORK	TWO + COMPUTERS ALL WIRED CONNECTIONS	TWO + COMPUTERS WIFI AND WIRED CONNECTIONS	TWO + COMPUTERS FVD IN THE CLOUD WIRED, WIFI, OR CELLULAR
Cloud Server	NA	NA		FVD Cloud Server
Internet Connection	Wired	Wired (Ethernet)	Wireless	Wired, Wi-Fi or Cellular
Secretary Computer Device*	Win 10 PC**	Win PC**		Win PC**
Scoring/Results Computer Device*	NA	Win PC**		Win PC**
Scribe Computer Device(s)	NA	Win PC**		<ul><li>Win PC**</li><li>MAC</li><li>iOS Tablet</li><li>Android Tablet</li></ul>
Connection Equipment	NA	<ul><li>Cable Modem</li><li>Router</li><li>Cables</li></ul>	<ul><li>Hotspot</li><li>Repeater/ Bridge    Adapter</li><li>Switch</li><li>Cables</li></ul>	<ul> <li>Varies – equipment to connect each device to internet</li> <li>Can be wired, Wi-Fi, or cellular</li> </ul>
Computer-to-Computer Connection	NA	Wired (Ethernet)		NA – connection is via the FVD Cloud Server
FVD Files on Secretary Computer	All FVD files	All FVD files		None
FVD File on Other Local Computers	NA	FVD.accde		None
Files on FVD Cloud Server	NA	NA		ALL FVD files
Plus	Very simple     All files are local     No computer     connections	All files are local     Paperless test sheets     Printers can be connected via the network		<ul> <li>Cloud connection easy to set up</li> <li>Computers do not have to be wired together</li> <li>Paperless test sheets</li> <li>Many types of devices</li> <li>Files on server automatically backed up</li> </ul>
Minus	One computer shared by secretary and scoring Only Win 10 PC No paperless test sheets Files not automatically backed up	<ul> <li>Network can be difficult to set up</li> <li>All computers must have wired connections</li> <li>Only Win 10 PC</li> <li>Files not automatically backed up</li> </ul>		<ul> <li>Scribe devices must also have internet access</li> <li>Use of iPad may require external keyboard and mouse</li> <li>Printers must be connected via network, Wi-Fi, r cables</li> </ul>

<sup>\*</sup> Secretary computer and scoring/results computer may be the same computer, depending upon desired work process.

 $<sup>^{*}</sup>$  Win 10 PC is a desktop or laptop running Win 10 Home or Win 10 Pro.



### CHAPTER VII.2. LOCAL NETWORK



### **SECTION VII. NETWORKING COMPUTERS**

### Local Network > Introduction

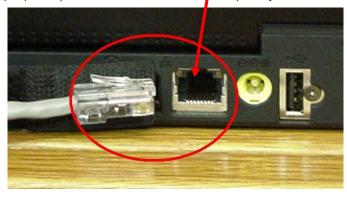
### **INTRODUCTION:**

- Most show offices have a secretary section and a separate scoring section dedicated to scoring test sheets. For shows that enter scores on the computer during the show, a computer (or computers) dedicated to scoring activities is preferable. This scenario requires, as a minimum, at least two computers – one for the show secretary (secretary/master computer) and one for the scoring section (scoring/slave computer).
  - o The secretary/master computer has the FVD program and data files (\*.sdf, HR.hdf and Test.tdf).
  - The scoring/slave computer has the FVD program and uses the data files on the secretary/master computer via the network.
- The two (or more) computers must be **networked connected so they can exchange files and perhaps printers and other devices**.
- Large shows may have multiple computers for the show office and multiple computers for scoring, including computers in the judge stands used for eScoring. For theses shows, it is it is recommended that a network administrator be hired.
- This manual will cover the use of one secretary/master computer and one scoring/slave computer.
- Computers can be networked with wires (wired with Ethernet cables) or without wires (wireless or WiFi).
   For FVD, to ensure data is not lost, the internet connection can be wired or wireless; however, the computers should be connected with wires (Ethernet cables).
- Basic equipment required for networking tv



	Wired Internet Connection	Wireless Internet Connection	
Internet Access (requires a data plan)	Cable Modem	Hotspot	
Computer Network Connector	Router	<ul> <li>Repeater/Bridge Adapter for Wireless/ Wired Hookup</li> <li>Ethernet Unmanaged Switch</li> </ul>	
Computers with Ethernet Port*	<ol> <li>Secretary/master computer with FVD and data files</li> <li>Scoring/slave computer with FVD; uses secretary/master computer data files via the network</li> </ol>		

\* Most desktop and laptop computers have internal Ethernet ports for connecting to a wired network.



Schematic diagrams for the wired and wireless internet connection setups are on the next two pages.

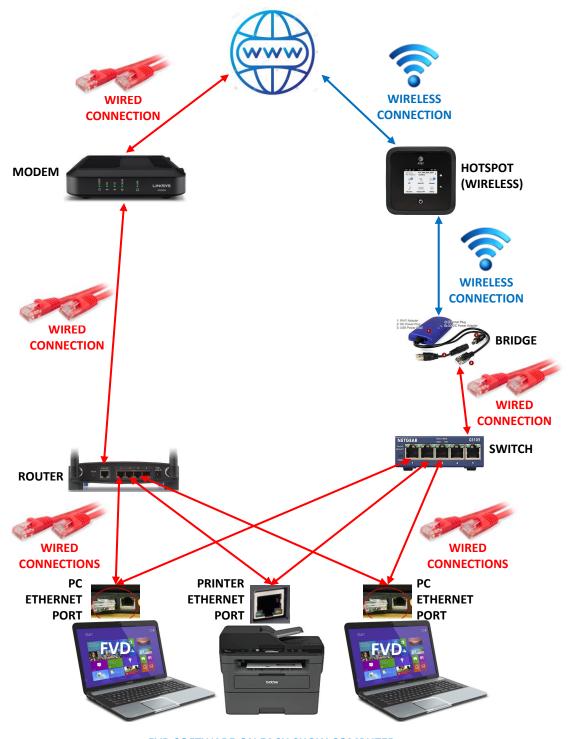
# Local Network > Diagram

#### **DIAGRAM:**

**NOTE 1**: This chapter is intended to assist you in setting up a local network. It does not cover specific use of FVD. If you need help with a network, please contact a network specialist.

**NOTE 2**: The following instructions are based on Windows 10. Features may have changed for Windows 11.

# COMMON WIRED AND WIRELESS LOCAL NETWORK CONNECTIONS FOR FVD



**FVD SOFTWARE ON EACH SHOW COMPUTER** 

helpdesk@foxvillage.com

# Local Network > 1. Wired Internet Access and Wired Computer Connections

# 1. <u>WIRED</u> INTERNET ACCESS AND <u>WIRED</u> COMPUTER CONNECTIONS:

**NOTE**: The products mentioned here are suggestions only. Similar products also work.

# **Wired Internet Access**



#### **IMPORTANT**

- For FVD Data Integrity:
  - o Internet access may be wired or wireless.
  - Show computers <u>must</u> have a <u>wired</u> connection.
- FVD files may be shared via the cloud but they cannot be used simultaneously; therefore, cloud sharing does not work during a show.

# **Wired Internet Access**



# **Cable Modem**

Requires a data plan. This may be provided by the show facility.



Wired (Ethernet) Cable

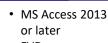
# Router



# **Wired Computer Connections**







- FVD
  - License.dll

**Secretary/Master Computer** 

**Scoring/Slave Computer** 

# Local Network > 2. Wireless Internet Access and Wired Computer Connections

# 2. WIRELESS INTERNET ACCESS AND WIRED COMPUTER CONNECTIONS:

**NOTE**: The products mentioned here are suggestions only. Similar products also work.

# **Wireless Internet Access**



#### IMPORTANT

- For FVD Data Integrity:
  - o Internet access may be wired or wireless.
- Show computers <u>must</u> have a <u>wired</u> connection.
- FVD files may be shared via the cloud but they cannot be used simultaneously; therefore, cloud sharing does not work during a show.

# **Wireless Internet Access**



Hotspot - Requires a data plan from a provider. This may be provided by the facility.



Wireless (WiFi) Signal

VONETS 2-in-1 WiFi Repeater/Bridge Adapter for Wireless/ Wired Hookup



Click here for source \$38.00 via Amazon

NETGEAR 5-Port Gigabit Ethernet Unmanaged Switch (GS105NA)

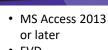


Click here for source \$37.58 via Amazon

# **Wired Computer Connections**



Wired (Ethernet) Cables



• FVD

License.dll

**Secretary/Master Computer** 

Scoring/Slave Computer

# Local Network > Resources, Network Setup Overview

**NOTE**: Prior to April 2018, Windows 10 had **Homegroup** that made it easy for non-IT professionals to set up a small network. Unfortunately, Homegroup no longer exists so a regular network set-up is required. Now you must set-up network types, network profiles, file sharing and folder sharing, etc.

**NOTE**: I find that networking computers can be VERY confusing, probably because there are SOOOOO many options that appear to overlap. Microsoft and the internet have <u>many</u> tutorials, but I have not found one that covers Windows 10 networking form A to Z. It is sort of like learning to bake a cake online: one link tells you how to break an egg, another how to measure flour, another how much vanilla, etc.; however, there is no link to tell you how to put it all together and actually bake the cake. An exception is the Bernstein book reference. This local network chapter is my understanding of how to get computers networked. You may have a different and perhaps better way. If you do, please share it with me at <u>LeslieRaulin@gmail.com</u>.

#### RESOURCES:

- <u>Click here</u> Windows Home Networking Made Easy: Home and Small Office Connectivity (book, April 2019 or later, Bernstein)
- <u>Click here</u> How to change the Windows 10 network location to private (or public) (web, Digital Citizen)
- <u>Click here</u> How to customize advanced network sharing settings in Windows (web, Digital Citizen)
- <u>Click here</u> How to share files and printers without HomeGroup on Windows 10 (web, Windows Central)
- <u>Click here</u> File sharing over a network in Windows 10 (web, Microsoft)
- <u>Click here</u> Windows 10 Shared Folder Not Showing (web, Microsoft)
- <u>Click here</u> Homegroup removed! How to get Network Sharing to Work with Windows 10 v1803 (web, Microsoft)

#### **NETWORK SETUP OVERVIEW:**

- **Setup the Computers to Run FVD:**
- All computers must have:
  - MS Access 2013 or later or the runtime version.
  - Fox Village Dressage software installed on the C: > Users > [UserName] > Documents > FVD folder.
  - The <u>License.dll</u> file obtained when you paid for FVD (copy the file from the Secretary/Master computer to the Scoring/slave computer) on the C: > Users > [UserName] > Documents > FVD folder.
- The Secretary/Master computer also has the show data files (\*.sdf, HR.hdf, and test.tdf).
- The <u>Scoring/Slave</u> computer has FVD (FVD.accde) but <u>not</u> the FVD data files.
- Plan Your Network: Determine if you will have wired or wireless internet connection.
- **Get Internet Access**: If needed, sign up with an internet service provider (ISP) and an appropriate data plan. The cable modem or hotspot is often leased or purchased with the plan.
- Get the Necessary Network Hardware:
  - o <u>Wired</u> internet and <u>wired</u> computer connections: Purchase modem, router, and Ethernet cables.
  - <u>Wireless</u> internet and <u>wired</u> computer connections: Purchase hotspot, repeater/bridge adapter for wireless/wired hookup, Ethernet unmanaged switch, and Ethernet cables.
- Connect the Network Hardware and Computers: Use instructions that came with the equipment and the previous diagrams.
- Setup the Computers for Networking:
  - Setup the network type network (Private or Guest/Public).
  - Setup the network <u>profiles</u> (network discovery, file and printer sharing, public folder sharing, media streaming (if needed), file sharing connections (encryption), password protected sharing).
  - Set up <u>file sharing</u> and/or <u>folder sharing</u>, if needed.
- Use Files on Another Computer



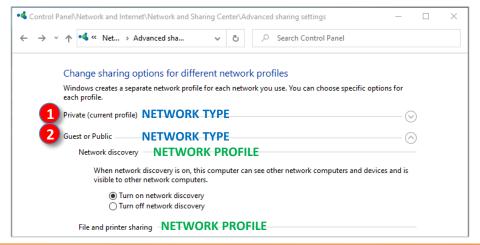
# Local Network > Network Types and Network Profiles

#### **NETWORK TYPES:**

- There two types of commonly used networks in Windows 10:
  - 1 Private: Used for networks you trust, such as a home or show network.
    - Has less protection from other devices on the same network because it treats that network as trusted.
    - The PC is discoverable on the network, and you can share folders and printers with that network.
    - This profile should be used for your home network or to the network from your workplace. When this type is assigned to a network connection, network discovery is turned on, file and printer sharing are turned on.
    - Settings can be changed to provide less or more protection.
  - Q Guest/Public: Used for networks you do NOT trust, such as coffee shops, hotels, and airports.
    - Has the maximum protection possible from other devices on the same network because it treats that network as untrusted.
    - The PC is not discoverable on the network, and you cannot share folders and printers with that network.
    - This profile should be used when connecting to public networks you don't trust, like those found in airports, coffee shops, bars, hotels, etc.
    - Settings can be changed to provide less or more protection.
- When you connect to a new and unknown network, the operating system sets it as Guest/Public.
- If needed, you can change it to Private.

#### **NETWORK PROFILES:**

- Each network type has a network profile.
- A <u>network profile</u> includes network and sharing settings that are applied to the type of network you are using.
- Based on the network type assigned to your active network connection (Private or Guest/Public), features such as file and printer sharing, network discovery, and others may be enabled or disabled.
- These network profiles are useful to people who are very mobile and connect their computers and devices to
  many networks. For example, you could use your home laptop to connect to your home network, take it to a
  show and connect to the facility's network or the show sponsor's network and, when traveling to a show,
  connect to free WiFi networks in hotels and airports.
- Each time you connect to a new network, Windows asks you to assign a network profile whether you want to
  make your computer discoverable on the network. With this choice, you set the network and sharing
  settings that are appropriate for that network connection. This helps you maintain the security of your
  system and turn on network and sharing features only when they are useful to you.

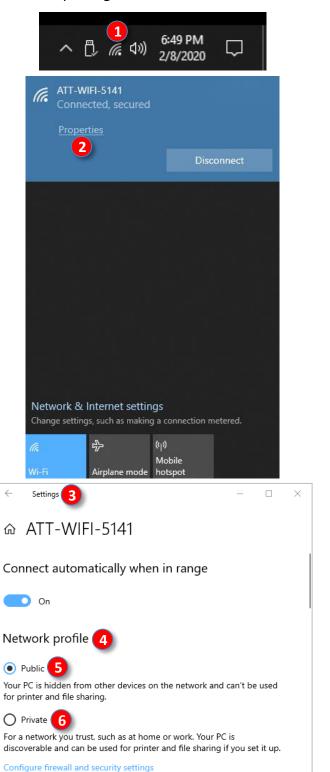


# Local Network > Change Network Type > Wireless Internet Connection

# CHANGE NETWORK TYPE > WIRELESS INTERNET CONNECTION:

- The following shows you how to change the wireless network to **Private**.
- You must be logged in with a user account that has administrator privileges.
- Left click on the WiFi button in the notification area of the taskbar (usually found on the bottom-right corner of the screen).
- Click 2 Properties link beneath the name of the WiFi network to which you are connected.

- A 3 Settings window opens, with settings for the wireless network that you are connected to.
- In the 4 Network profile section, If the 5 Public radial button is active, click the 6 Private radial button. The network profile is changed to Private.
- Alternately, if the 6 Private radial button is active, click the 5 Public radial button. The network profile is changed to Public.
- For FVD, you may choose Public or Private, depending on your level of trust of the connection. If in doubt, choose Public.



# Local Network > Change Network Type > Wired Internet Connection

# CHANGE NETWORK <u>TYPE</u> > <u>WIRED</u> INTERNET CONNECTION:

- The following shows you how to change the wired network to **Private**.
- You must be logged in with a user account that has administrator privileges.
- Click on the 1 Network button in the notification area of the taskbar (usually found on the bottomright corner of the screen).
- Click the 2 name of the wired network you are connected to.
- Network 8 Connected

  Network & Internet settings
  Change settings, such as making a connection metered.

  2:57 PM
  3/23/20 1

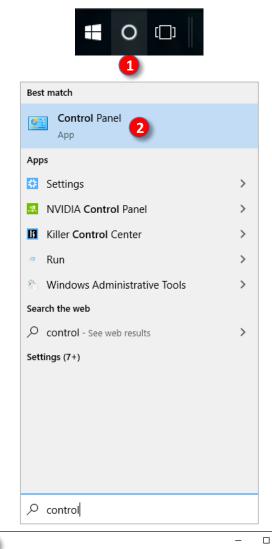
- The **3** Settings window opens.
- Click the 4 name of the wired network you are connected to.
- Ethernet Find a setting Network 8 Connected Network & Internet Status Related settings Change adapter options Ethernet Change advanced sharing options n Dial-up Network and Sharing Center Windows Firewall (9) Data usage Have a question? Proxy Diagnose network connection issues Get help Make Windows better Give us feedback
- A S Network profile window opens, with settings for the wired network that you are connected to.
- If the 7 Private radial button is active, click the
   6 Public radial button. The network profile is changed to Public.
- Alternately, if the 6 Public radial button is active, click the 7 Private radial button. The network profile is changed to Private.
- For FVD, you may choose Public or Private, depending on your level of trust of the connection. If in doubt, choose Public.



# Local Network > Setup Network Profiles > 1. Open Network and Sharing Center

# SETUP NETWORK <u>PROFILES</u> > 1. OPEN NETWORK AND SHARING CENTER:

• Using 1 Cortana or other method, open 2 Control Panel.



System and Security
Review your computer's status
Save backup copies of your files with
File History
Backup and Restore (Windows 7)

Network and Internet
View network status and tasks

User Accounts
Change account type
Appearance and
Personalization

Clock and Region
Change date time or your

Control Panel

← → ↑ 🖭 > Control Panel

Personalization

Clock and Region
Change date, time, or number formats

Ease of Access
Let Windows suggest settings
Optimize visual display

View by: Category ▼

Search Control Panel

Add a device

Programs

Uninstall a program

Hardware and Sound

View devices and printers

Adjust your computer's settings

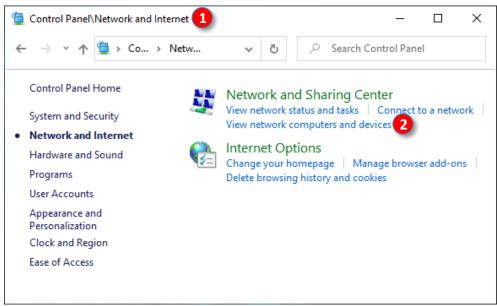
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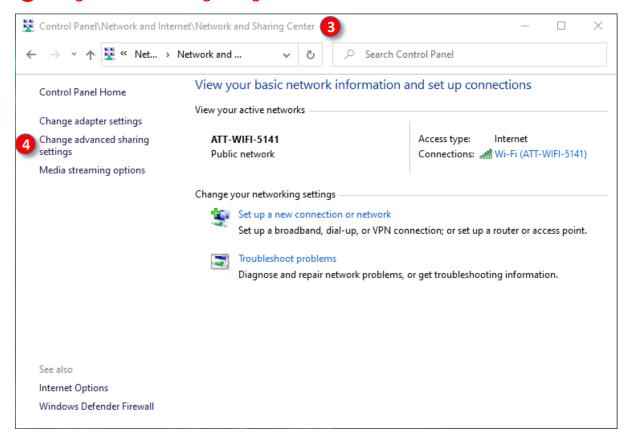
# Local Network > Setup Network Profiles > 2. Open Advanced Sharing Settings

# **SETUP NETWORK PROFILES > 2. OPEN ADVANCED SHARING SETTINGS:**

- The 1 Control Panel\Network and Internet window opens.
- Click 2 View network status and tasks.



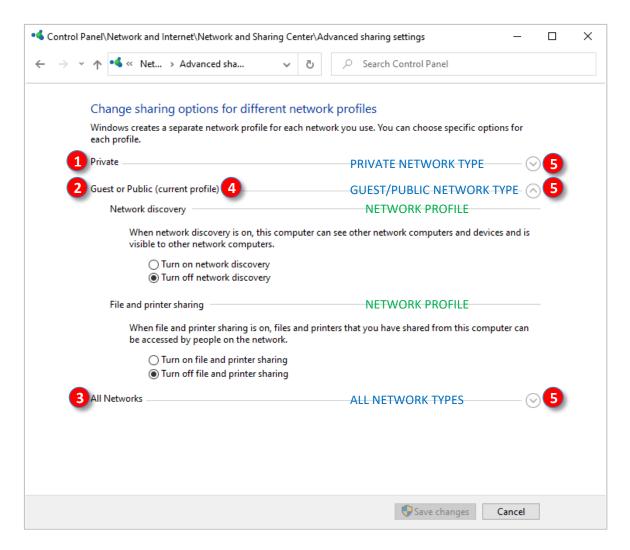
- The 3 Control Panel\Network and Internet\Network and Sharing Center window opens.
- Click 4 Change advanced sharing settings.



# Local Network > Setup Network Profiles > 3. Look at the Profiles

# **SETUP NETWORK PROFILES** > 3. LOOK AT THE PROFILES:

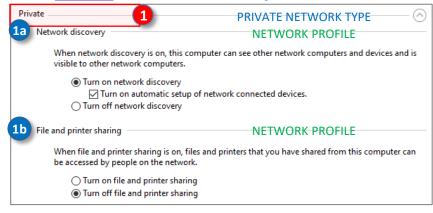
- The Control Panel\Network and Internet\Network and Sharing Center\Advanced sharing settings window opens.
- There are two network types whose profiles can be setup can be set up. Additionally, there is All Networks whose profiles are applies to both network types.
  - 1 Private
     2 Guest or Public
     3 All Networks
     Two network types, each with a separate profile.
     All Networks
- <u>Private and Guest/Public</u> have different settings that are applied when connecting to a network of that type.
- All Networks has settings that apply to both Private and Guest/Public networks.
- The network profile assigned to your existing network connection is indicated by the statement **4 current profile** placed next to the name of one of the available profiles.
- You can collapse or expand the display of any network profile by clicking or tapping the 5 arrow placed to its right. This displays the settings available for each network profile, as on the next page.

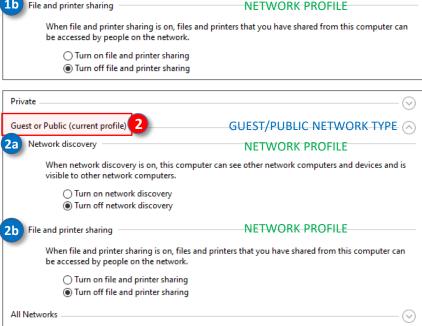


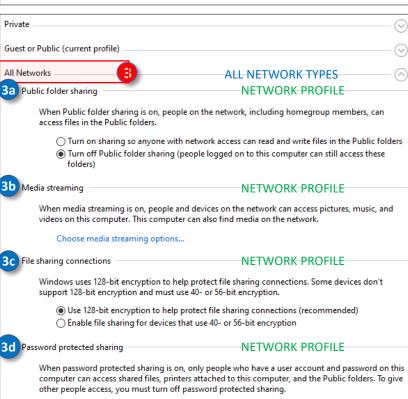
514

# Local Network > Setup Network Profiles > 3. Look at the Profiles, cont'd.

- Private Profiles:
  - 1a Network discovery
  - 1b File and printer sharing
- 2 Guest/Public Profiles:
  - 2a Network discovery
  - 2b File and printer sharing
- 3 All Networks Profiles:
  - 3a Public folder sharing
  - 3b Media streaming
  - 3c) File sharing connections
  - 3d Password protected sharing
  - These settings and their defaults apply to all network connections.







Continued on next page...





 Turn on password protected sharing Turn off password protected sharing

# Local Network > Setup Network <u>Profiles</u> > 4. Network Discovery (Private Network & Guest/Public Network)

# **SETUP NETWORK PROFILES > 4. NETWORK DISCOVERY:**

- When **1** Network Discovery is turned <u>on</u>, Windows searches for other devices on the network and it allows other computers and devices on the same network to find your computer or device.
- When 1 Network Discovery is turned off, Windows does not search for other devices.
- RECOMMENDATIONS:

#### O Private Networks:

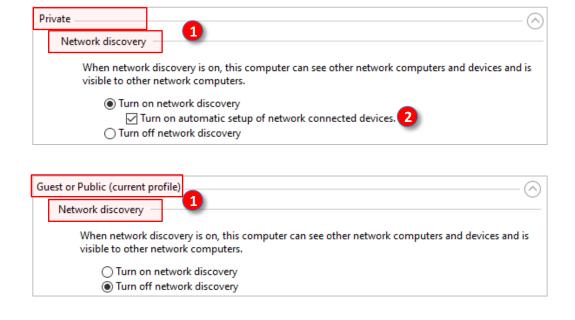
- Turn Network Discovery on.
- For 2 Turn on automatic setup of network connected devices (default is checked = on):
  - This feature affects the way Windows 10 works with network devices like external hard drives that are connected to the router or to another computer in the network.
  - > Such devices can be used by features like File History.
  - This tool can detect hard disks that are attached to other network PCs or devices and use them for backing up your personal files and folders.

# O Guest or Public Networks:

Turn Network Discovery <u>off</u> so your device will not be visible to other computers and others will not be able to access what you are sharing on the networks that are trusted.

# o <u>FVD</u>:

• Turn Network Discovery **on** so the show computers and other devices can be "discovered."



# Local Network > Setup Network <u>Profiles</u> > 5. File and Printer Sharing (Private Networks & Guest/Public Networks)

# **SETUP NETWORK PROFILES** > 5. FILE AND PRINTER SHARING:

- When 1 File and Printer Sharing is on, you can share files and printers with other computers and devices on your network.
- When 1 File and Printer Sharing is off,, you will not be able to share anything. Even if your computer is visible to other devices on the network, no one will be able to view any shared folders and printers.
- RECOMMENDATIONS:

Private

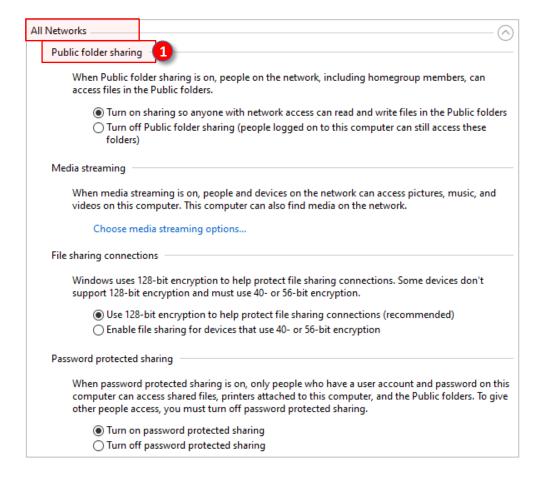
- o Private Networks: Turn File and Printer Sharing on.
- <u>Public and Guest Networks</u>: Turn File and Printer Sharing <u>on</u>.
- o **FVD**: Turn File and Printer Sharing **on** so the show computers can share files and printer(s).

Network discovery	
When network discovery is on, this computer can see other network computers an visible to other network computers.	d devices and is
Turn on network discovery	
Turn on automatic setup of network connected devices.	
☐ Turn off network discovery	
File and printer sharing 1	
When file and printer sharing is on, files and printers that you have shared from this be accessed by people on the network.	s computer can
<ul> <li>Turn on file and printer sharing</li> </ul>	
Turn off file and printer sharing	
Turn off file and printer sharing	
Turn off file and printer sharing  Guest or Public (current profile)	
Guest or Public (current profile)	d devices and is
Guest or Public (current profile)  Network discovery  When network discovery is on, this computer can see other network computers an	d devices and is
Guest or Public (current profile)  Network discovery  When network discovery is on, this computer can see other network computers an visible to other network computers.	d devices and is
Guest or Public (current profile)  Network discovery  When network discovery is on, this computer can see other network computers an visible to other network computers.  Turn on network discovery	d devices and is
Guest or Public (current profile)  Network discovery  When network discovery is on, this computer can see other network computers an visible to other network computers.  Turn on network discovery  Turn off network discovery	
Guest or Public (current profile)  Network discovery  When network discovery is on, this computer can see other network computers an visible to other network computers.  Turn on network discovery  Turn off network discovery  File and printer sharing  When file and printer sharing is on, files and printers that you have shared from this	

# Local Network > Setup Network Profiles > 6. Public Folder Sharing (All Networks)

# **SETUP NETWORK PROFILES > 6. PUBLIC FOLDER SHARING:**

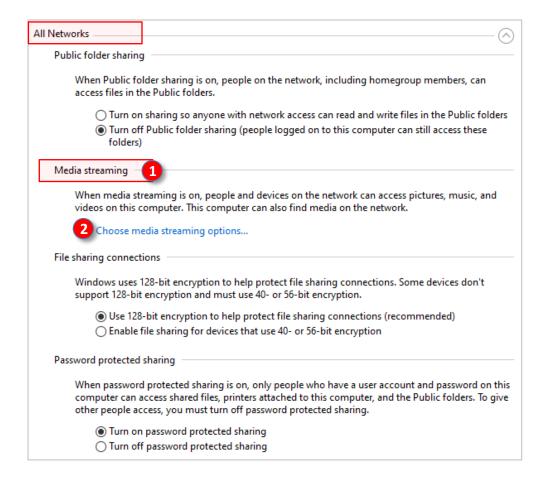
- When 1 Public File Sharing is turned on, people on the network can access the files from your Public folder, which can be found at C: > Users > Public.
- When 1 Public File Sharing is turned off, people on the network cannot access the files from your Public folder.
- RECOMMENDATIONS:
  - <u>Private Networks</u>: Turn Public Folder Sharing <u>on</u> if there is more than one user.
  - Public and Guest Networks: Turn Public Folder Sharing off.
  - <u>FVD</u>: If your FVD files are at C: > Users > Public > Documents > FVD, turn Public Folder Sharing <u>on</u> so
    the show computers can share files and printer(s).



# Local Network > Setup Network Profiles > 7. Media Streaming (All Networks)

# **SETUP NETWORK PROFILES > 7. MEDIA STREAMING:**

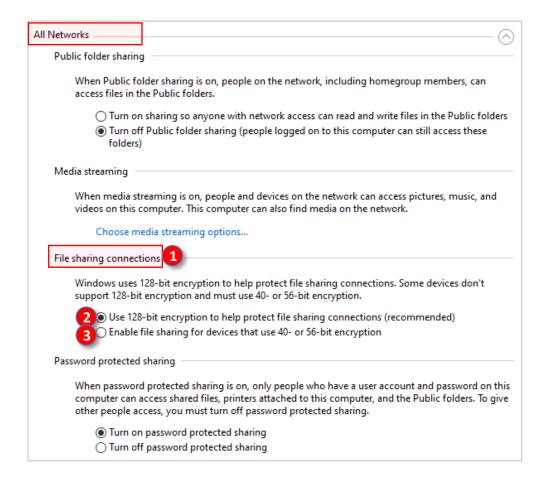
- When **1** Media Streaming is **on**, people and devices on the network can access pictures, music, and videos on this computer.
- When 1 Media Streaming is off, people and devices on the network cannot access pictures, music, and videos on this computer.
- To change the settings, click Choose media streaming options... . Follow the instructions on the screen.
- RECOMMENDATIONS:
  - o **Private Network**: Turn this feature **on** if you need to use it.
  - o Guest or Public Network: Turn this feature off if unless you need to use it.
  - <u>FVD</u>: Most uses of FVD do not involve media streaming; therefore, the status of this setting does not usually affect networking for FVD.



# Local Network > Setup Network Profiles > 8. File Sharing Connections (All Networks)

# **SETUP NETWORK PROFILES > 8. FILE SHARING CONNECTIONS:**

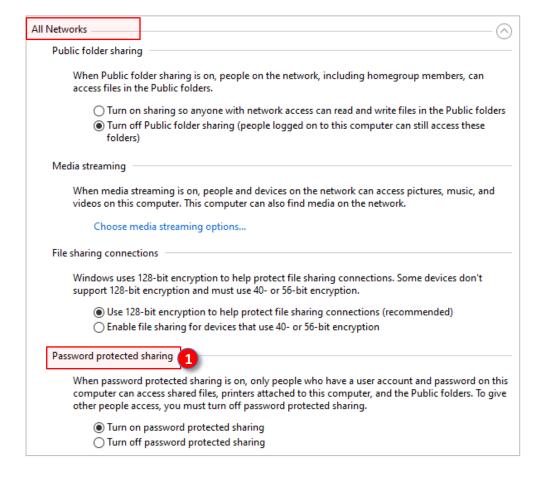
- 1 File Sharing Connections is about the type of encryption used for file sharing connections, when computers connect to each other and copy files and folders from one another.
  - o 2 128-bit encryption is the default. Data transfer is more secure and harder to intercept.
  - o 3 40- or 56- bit encryption is less secure but may be needed for older equipment.
- **RECOMMENDATIONS:** 
  - Private or Guest/Public Networks:
    - If you have more current equipment and operating systems, use 128-bit encryption.
    - If you have older devices or computers that cannot properly access your shared files and folders, use 40- or 56-bit encryption and keep in mind that this is a less secure option.
  - FVD: Follow the above recommendation.



Local Network > Setup Network Profiles > 9. Password Protected Sharing (All Networks)

# **SETUP NETWORK PROFILES > 9. PASSWORD PROTECTED SHARING:**

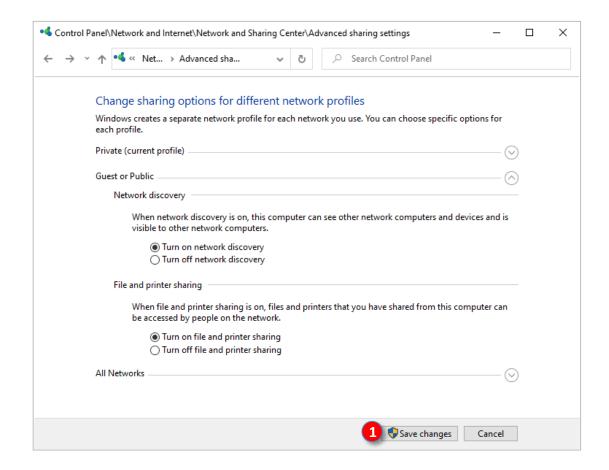
- When **1** Password Protected Sharing is turned <u>on</u>, people need a password to access your shared folders and files.
- When 1 Password Protected Sharing is turned off, people do not need a password to access your shared folders and files.
- RECOMMENDATIONS:
  - o <u>Private and Guest/Public Networks</u>: Keep this feature turned <u>on</u> at all times to prevent unwanted people from accessing your shared resources.
  - o FVD:
    - Keep this feature on (password required) so only people with the password may used the folders and files.
    - In a show setting, you may want the setting off (no password required) since you may have many computer users with whom the password will need to be provided.



# Local Network > Setup Network Profiles > 10. Save Changes

# **SETUP NETWORK PROFILES > 10. SAVE CHANGES:**

After you have made changes to network profiles, click 1 Save changes to save your changes.



# Local Network > Sharing Specific Folders

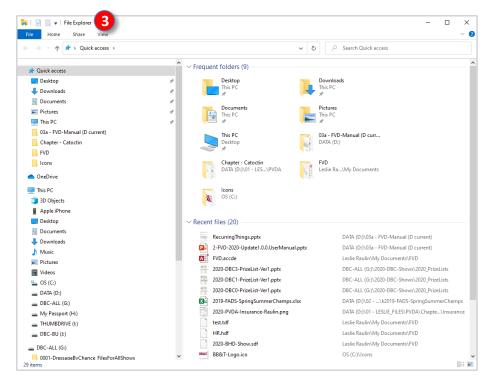
#### **SHARING SPECIFIC FOLDERS:**

- Depending upon your network type and profile settings, you may need to share specific folders.
- If you only want to share multiple folders in the local network, using the File Explorer sharing options is the best approach.
- Open File Explorer.
  - o On most Windows 10 computers, it is the 1 file folder button on the bottom left the of Taskbar.
  - It can also be opened by clicking 2 My Computer.

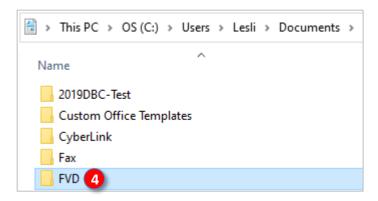




The 3 File Explorer window opens.



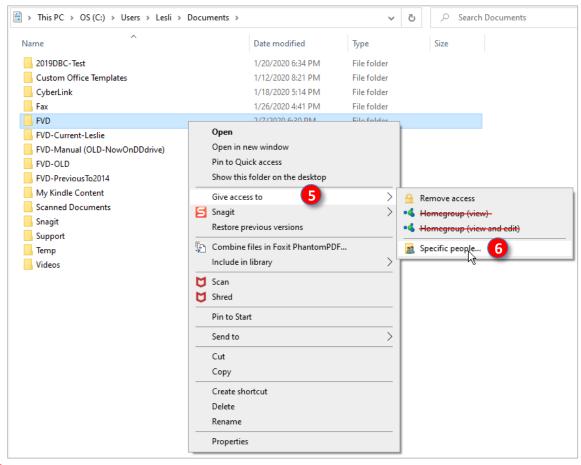
Navigate to the folder you want to share. For FVD, it is 4 C: > Users > [UserName] > Documents > FVD.



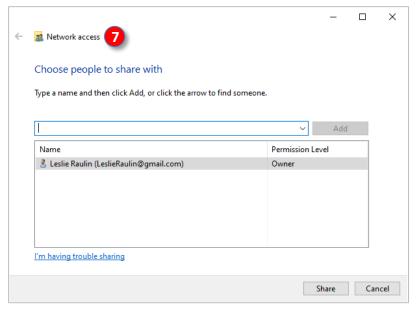
Continued on next page...

# Local Network > Sharing Specific Folders, cont'd.

- Right click the folder.
- Put your cursor over **5 Give access to**.
- Click 6 Specific people....



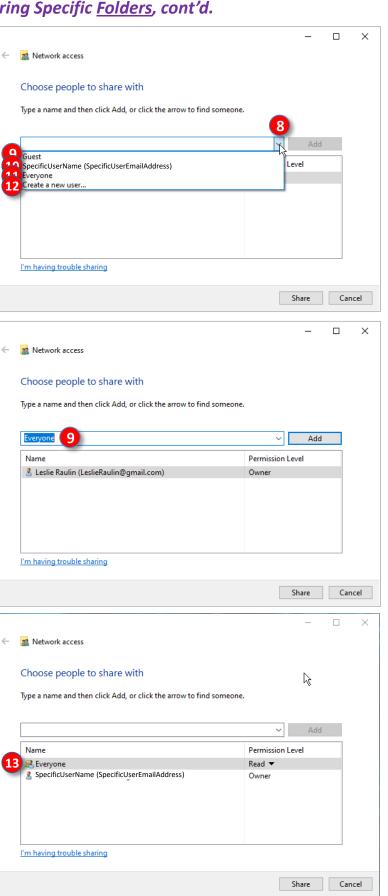
• The **7** Network access window opens.



# Local Network > Sharing Specific Folders, cont'd.

- Using the 8 drop-down arrow, select the users with whom you want to share the folder.
  - Guest: Shares the contents with a designated guest (non-registered user of the network) without the need to enter a password to access the files.
  - o **10** Email address for a specific user.
  - o **11** Everyone: Shares the contents with anyone in the network without the need to enter a password to access the files.
  - Create a new user...: Legacy feature that does not work!

**B** Everyone is now in the box.



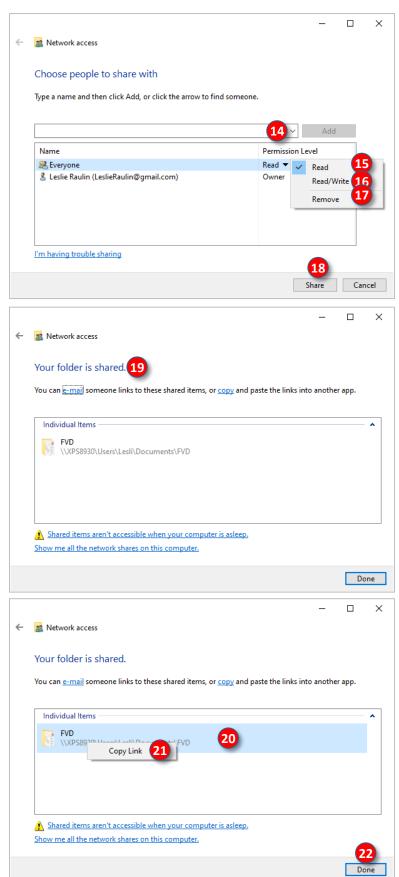
# Local Network > Sharing Specific Folders, cont'd.

- Using the drop-down arrow, select read, read/write, or remove.
  - o 15 Read: Gives network users the ability to list and open files, but they won't be able to modify or delete existing files and folders. Also, they won't be able to upload or create new folders or files.
  - Read/Write: Allows users to list, open, modify, delete, upload, and create new files and folders.
  - Remove: Blocks the specified user or group from accessing the folder and its contents.
- For FVD, select Read/Write.
- Click 18 Share.

The Your folder is shared window opens.

#### OPTIONAL:

- Right click the shared folder path; the background turns blue.
- Click 21 Copy Link.
- Share the link with other users on the network.
- Click 22 Done.



# Local Network > Sharing Specific Files

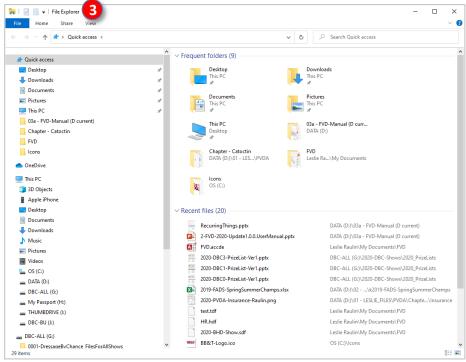
#### **SHARING SPECIFIC FILES:**

- Depending upon your network type and profile settings, you may need to share specific <u>files</u>.
- When you only need to share one or multiple files to another computer you can use the Share feature.
- Open File Explorer.
  - o On most Windows 10 computers, it is the 1 file folder button on the bottom left the of Taskbar.
  - It can also be opened by clicking 2 My Computer.



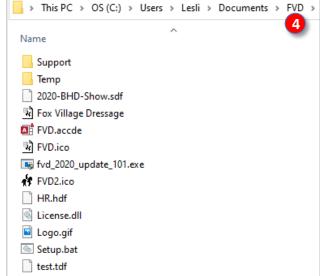


The 3 File Explorer window opens.



• Navigate to the folder with the files you want to share. For FVD, it is 4 C: > Users > [UserName] >

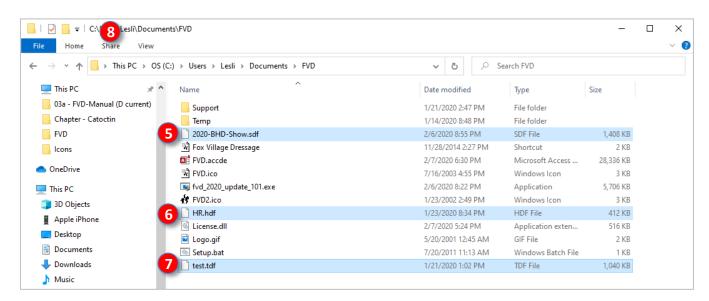
Documents > FVD.



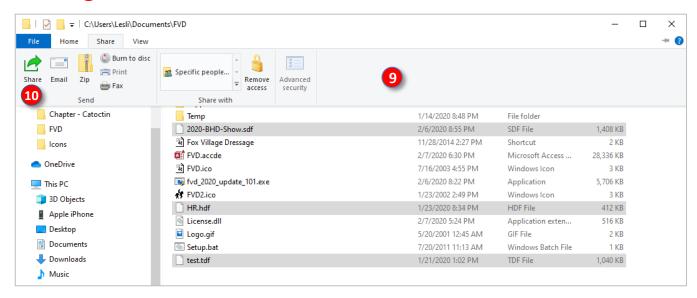
Continued on next page...

# Local Network > Sharing Specific Files, cont'd.

Select the files you want to share. For FVD, this is 5 \*.sdf (Show file), 6 HR.hdf (Horse & Rider file), and **7** Test.tdf (Test file).

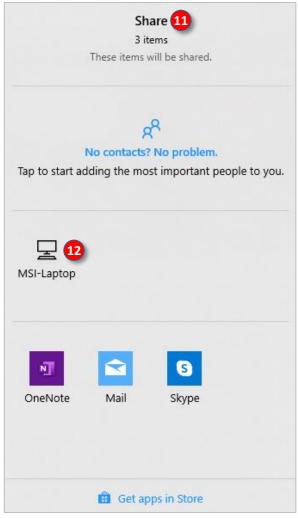


- Click on the 8 Share menu button.
- The 9 Share ribbon opens.
- Click the **10** Share button.

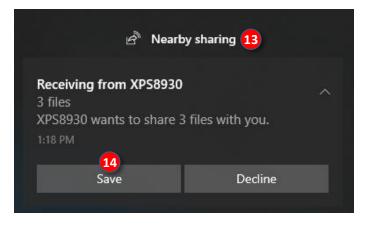


# Local Network > Sharing Specific Files, cont'd.

- The 11 Share window opens.
- Windows searches for devices to share and displays them in the third section. In this example, it found <a href="MSI-Laptop">MSI-Laptop</a>, which is the computer with which I want to share the files.
- Click the 12 button of the device.



- On the <u>OTHER</u> computer, the Nearby sharing window opens.
- Click 4 Save.
- The designated files can now be shared (seen and used on) the laptop computer.



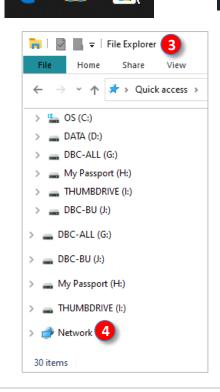
# Local Network > Use Folders and Files on Another Computer

#### **USE FOLDERS AND FILES ON ANOTHER COMPUTER:**

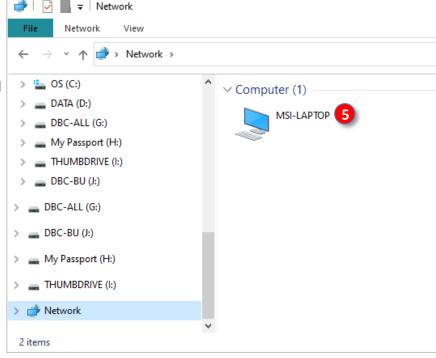
Now that you have made all your network settings, it is finally time to use files on another computer!

• Open 1 File Explorer or 2 My Computer.

- **3** File Explorer (or My Computer) opens.
- Scroll down the left-hand pane until you see 4
   Network.
- Click on 4 Network.



- You see 5 MSI-LAPTOP, the second computer on the network.
- Double click on 5 MSI-LAPTOP.



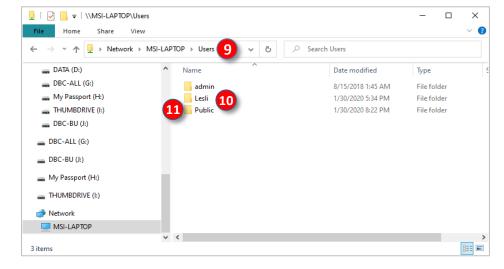
Continued on next page...

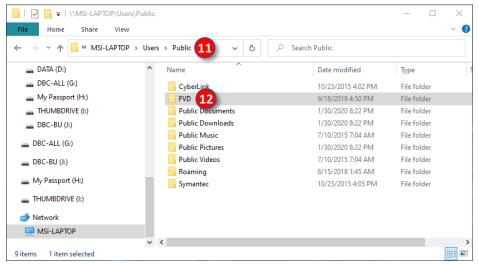
# Local Network > Use Folders and Files on Another Computer, cont'd.

- The **6** \\MSI-LAPTOP folder on the networked computer opens.
- You can see its 7 C:\ drive, 8 D:\ drive, and 9 Users folders.
- Double click any of the folders. In this example, we will click the Users folder.
- Home Share View > Net... > MSI-L. Search .. DATA (D:) DBC-ALL (G:) My Passport (H:) THUMBDRIVE (I:) DBC-BU (J:) DBC-ALL (G:) DBC-BU (J:) My Passport (H:) THUMBDRIVE (I:) Network MSI-LAPTOP == == 3 items

- The 9 Users folder opens.
   Its 10 subfolders can be seen.
- You can use these folders as if they were on master computer.

- For example, on the laptop the FVD folder is on the Users/Public folder. Click 11
   Public and you will see the 12 FVD folder.
- Time to get to work on your show!





# Local Network > Troubleshooting > Windows 10 Shared Folder Not Showing

#### TROUBLESHOOTING > WINDOWS 10 SHARED FOLDER NOT SHOWING:

 With all the above, which in my opinion is way too complicated, you still may not be able to Files between two computers!

Many thanks to IT specialist Jason Bryant, who is a dressage show volunteer (he does parking!!!). He used this and the next trouble shooting hints when we had trouble getting computers to talk to each

All Apps

Services

Component Services

Services - See web results

Best match

Apps

Search the web

Settings (1)

Documents Email Web

other. Click here. to see the hint online.

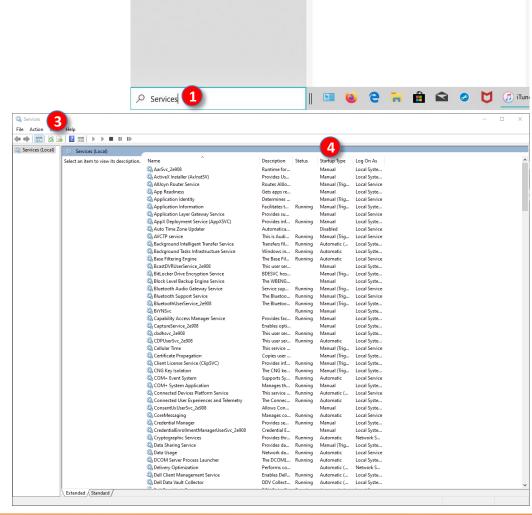
**NOTE**: Change these services settings on all your computers.

- Using Cortana, search for **1** Services.
- Click 2 Services App.

- The Services window opens.
- You need to change the following services to have 4 Startup Type >

# Automatic:

- Function Discovery Provider Host
- Function Discovery Resource Publication
- SSDP Discovery
- UPnP Device Host



Continued on next page...

50 📳 🔊

Services

☐ Open

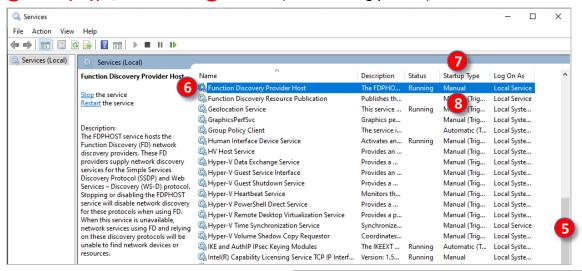
Run as administrator

Open file location

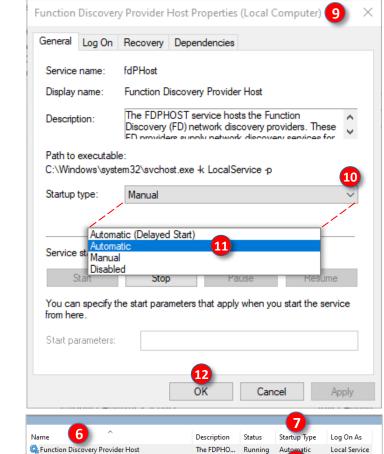
Pin to Start Pin to taskbar

# Local Network > Troubleshooting > Windows 10 Shared Folder Not Showing, cont'd.

- We will first do Function Discovery Provider Host.
- Using the 5 scrollbar, find 6 Function Discovery Provider Host.
- Under 7 Startup Type, double click 8 Manual (or the setting you see).



- The 9 Function Discovery Provider Host Properties (Local Computer) window opens.
- Using the Startup type drop-down arrow, select Automatic.
- Click 12 OK.



- 6 Function Discovery Provider Host now has the Startup type setting of 13 Automatic.
- Repeat for:
  - o Function Discovery Resource Publication
  - SSDP Discovery
  - UPnP Device Host

Function Discovery Resource Publication

Publishes th...

Local Service

# Local Network > Troubleshooting > Homegroup Removed! How to Get Network Sharing to Work with Windows 10 v1803

# TROUBLESHOOTING > HOMEGROUP REMOVED! HOW TO GET NETWORK SHARING TO WORK WITH WINDOWS 10 V1803 :

Prior to April 2018, Windows 10 had **Homegroup** that made it easy for non-IT professionals to set up a small local network. Unfortunately, starting with Windows 10 v1803 (April 2018), Homegroup no longer

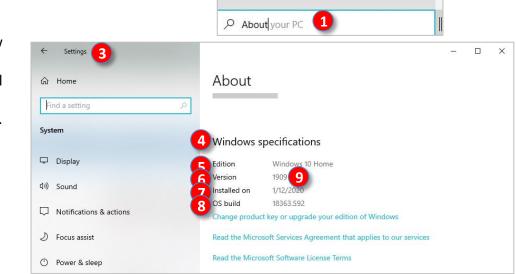
exists so a regular network set-up is required.

**NOTE**: It is recommended that all your computers be setup so you automatically receive Windows 10 updates. By doing this, you will always have the most recent version of the operating system, which will give you better security, current features, and perhaps better networking. And, it is free!

- How to determine your Windows 10 version:
  - Using Cortana, type 1 About.
  - Click 2 About your PC.

**NOTE**: Change these settings on all your computers.

- The Settings window opens.
- Using the scrollbar, scroll down until you see 4 Windows specifications.
- o You will see:
  - 5 Edition
  - 6 Version
  - Installed on
  - 8 OS build
- In this example, you can see 9 Version 1909.



Documents

Best match

System

Search the web

Music (13+)

About your PC

System settings

Device specifications

Windows specifications

version of Windows ☐ Taskbar notification area

About - See web results

Hear advanced information about controls when navigating

See if you have a 32-bit or 64-bit

**Email** 

Web

More

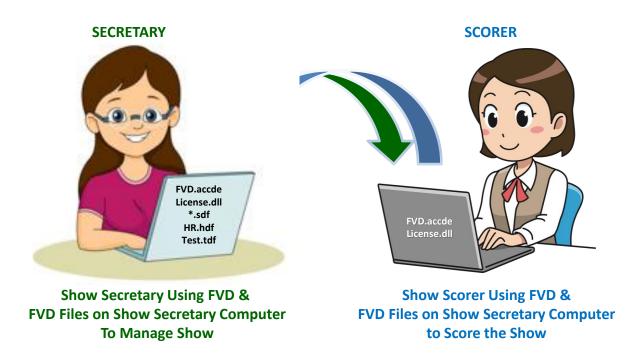
- If your computers are running Windows 10 v1803 or older (not recommended as there is a reason they do updates!!), you may need to do some tweaking.
- The procedure is long, so I have not included the details in this manual. <u>Click here</u> for the procedure. You will need to sign up with the Microsoft community (providing a username) to open the link.

# Local Network > Summary for FVD

• **NETWORK** <u>TYPE</u>: For FVD, you may choose Public or Private, depending on your level of trust of the connection. If in doubt, choose **Public** as it provides the most protections.

#### NETWORK PROFILES:

- Network Discovery: Turn on so the show computers and other devices can be "discovered."
- o File and Printer: Turn on so the show computers can share files and printer(s).
- Public Folder Sharing: If your FVD files are at C: > Users > Public > Documents > FVD, turn Public Folder Sharing on so the show computers can share files and printer(s).
- Media Streaming: Most uses of FVD do not involve media streaming; therefore, the status of this setting does not usually affect networking for FVD.
- o File Sharing Connections (encryption): Use 128-bit unless you have older equipment.
- o Password Protected Sharing:
  - Turn off (no password required) if you are in a show setting with many computer users with whom the password will need to be provided.
  - Turn on (password required) so only people with the password may used the folders and files.
- SHARING SPECIFIC FOLDERS: Use this feature if you only want to share specific folders.
- SHARING SPECIFIC FILES: Use this feature if you only want to share specific files.



# CHAPTER VII.3. FVD CLOUD SERVER



# FVD Cloud Server > What is FVD Cloud Server?, What is Remote Desktop?

**NOTE**: For this manual:

- A show device is a desktop or laptop computer (Win or MAC) or tablet (Win, Android or iOS).
- A **show device** is <u>not</u> a printer or other computer accessory you may use.









**NOTE**: When you use a tablet, it is easier if you also use a compatible keyboard and a mouse.

# WHAT IS FVD CLOUD SERVER?:

- Easy Method to Connect Show Devices:
  - FVD Cloud Server is an easy method now available to FVD users to connect show devices for file sharing.
  - It uses the FVD Cloud Server; all FVD files are on the server.
  - o Users may use a desktop or laptop (Windows or MacOS) or tablet (Windows, Android or iOS).
  - o Show devices no longer require a wired connection between them; however, each requires its own wired, Wi-Fi or cellular internet connection.
  - o Scribes may enter **POINTS**, **ERRORS** and judge comments near the judge or at a remote location (a talking communication method between judge and scribe is necessary). POINTS, ERRORS and judge comments input by the scribe are on the FVD Cloud Server.
  - The show office uses the scores on the FVD Cloud Server to place classes and post results.
- **Paperless Scoring:** 
  - FVD in the Cloud also offers a paperless method of scoring that directly uses the FVD Cloud Server for recording **POINTS**, **ERRORS** and judge comments in the cloud.
  - o The paperless method is a safer method of scoring in this day of infectious diseases as a dressage test sheet does not have to pass from secretary > scribe > judge > runner > scoring > awards. Instead, the competitor obtains their test sheet online.
  - This is an advanced FVD feature with a cost of \$150 per show.

#### WHAT IS REMOTE DESKTOP?:

Remote Desktop is a technology that allows users to connect to a specific remote computer (FVD Cloud Server) from a location (secretary's home, show office, judge huts) as if they were sitting in front of the remote computer. Users can perform a wide range of tasks as if they are actually using the remote computer (FVD Cloud Server) in person.

**NOTE**: Remote desktop software must be installed/setup on each show device. Multiple companies offer remote desktop software for Windows, MacOS, and tablets (Win, iOS and Android) devices. This manual uses a specific version of Remote Desktop for Windows and a specific version of **Remote Desktop for the iPad**. Versions for other devices will function similarly.

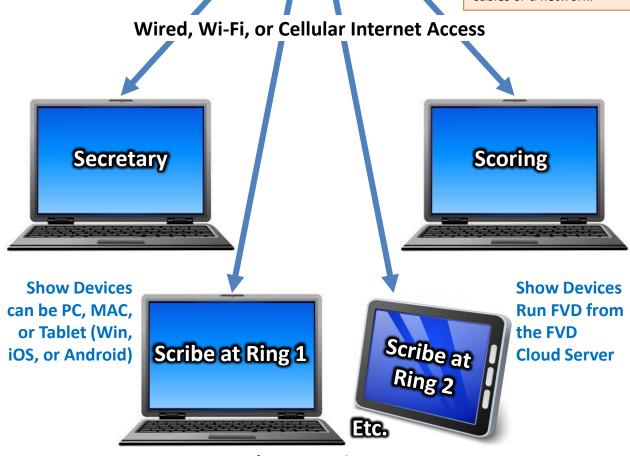
# FVD Cloud Server > Schematic of FVD Cloud Server



# **FVD Cloud Server = Remote Desktop**

Show devices log on to the FVD Cloud Server via Remote Desktop software





# FVD Cloud Server > Steps for Use

#### STEP 1: IMPORTANT INFORMATION BEFORE YOU START:

- FVD will provide you with:
  - 1) USERNAMES (multiple)—you need a separate username for each show device.
  - 2) PASSWORD (one) all your show devices will use the same password.
  - **3) DOMAIN NAME** (one) of the FVD Cloud Server (**fvdts.foxvillage.com:3489**) everyone uses the same domain name.
  - **4) SERVER E:FVD\* FOLDER** all your files will be stored on this folder and all your devices will have access to this folder.
- Store this information in a safe place so it is available when you need it.

#### STEP 2: FVD CLOUD SERVER > SETUP REMOTE DESKTOP FOR EACH SHOW DEVICE:

After you receive the above information, setup Remote Desktop Connection software for each device.

#### STEP 3. LOGON TO THE FVD CLOUD SERVER:

• After you install and setup Remote Desktop software, you can logon to the FVD Cloud Server.

#### STEP 4: A LOOK AT THE FVD CLOUD SERVER SCREEN:

This step familiarizes you with the FVD Cloud Server screen.

#### STEP 5: ACCESS TO YOUR LOCAL C: DRIVE VIA THE FVD CLOUD SERVER:

- This is an optional step.
- Perform the step if you might need access to your Local C: FVD drive via the FVD Cloud Server.

#### STEP 6: COPY YOUR FVD FILES TO THE SERVER:

This step shows you how to copy your FVD files from you Local C: FVD Folder to your Server E: FVD Folder.

#### STEP 7: CREATE A COPY OF FVD.accde FOR EACH SHOW DEVICE:

- Using one of your show devices, log onto your Server E: FVD Folder.
- Make copies of 5) FVD.accde, one for each device.

#### STEP 8: USE THE CORRECT FVD.ACCDE FILE FOR EACH DEVICE:

- Logon to your Server E: FVD Folder.
- To open FVD, double-click on the appropriate FVD.accde file.

DEVICE	1) USERNAMES	2) PASSWORD	3) DOMAIN NAME	4) E: FOLDER	5) FVD.accde FILE	
Secretary	FVD## <b>user1</b> @foxvillage.com	PASSWORD provided by FVD  All your show devices use the same PW	fvdts.foxvillage.com:3489	E:FVD##  All your show	FVD- <b>Sec</b> .accde	
Scoring	FVD##user2@foxvillage.com		All your show devices use the same domain name		FVD-Score.accde	
Ring 1	FVD##user3@foxvillage.com			the same domain name	devices use the same Server E:	FVD-Ring1.accde
Ring 2	FVD##user4@foxvillage.com			Folder	FVD-Ring2.accde	
Etc.	Etc.				Etc.	

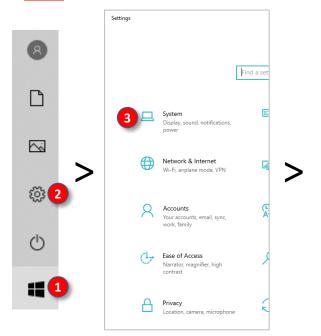
## = number provided by FVD; for example, FVD13

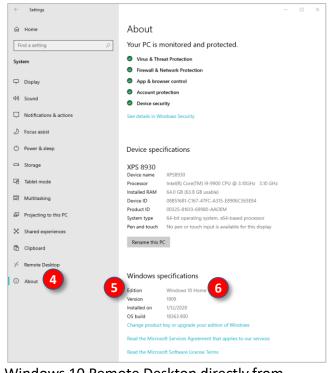
FVD Cloud Server > Step 2a. Setup Remote Desktop for Win 10 PC > Win 10 Pro Vs. Win 10 Home

# STEP 2a. SETUP REMOTE DESKTOP FOR WIN PC > 10 PRO VS. WINDOWS 10 HOME:

To determine if your computer has Windows 10 Pro or Windows 10 Home, select 1 Start > 2
 Settings > 3 System > 4 About and look for 5 Edition. It will say 6 Windows 10 Pro or Windows

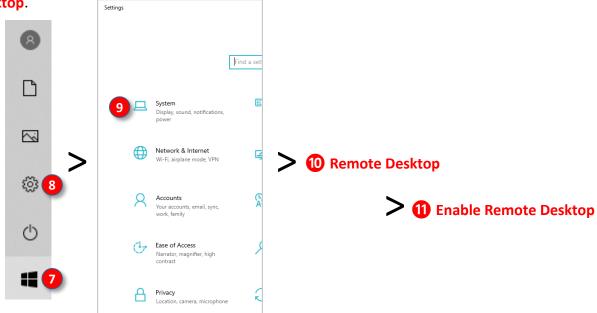
10 <u>Home</u>.





If your computer has **Windows 10** <u>Pro</u>, you can use Windows 10 Remote Desktop directly from Windows. Select **7** Start > **3** Settings > **9** System > **10** Remote Desktop and turn on **11** Enable

Remote Desktop.

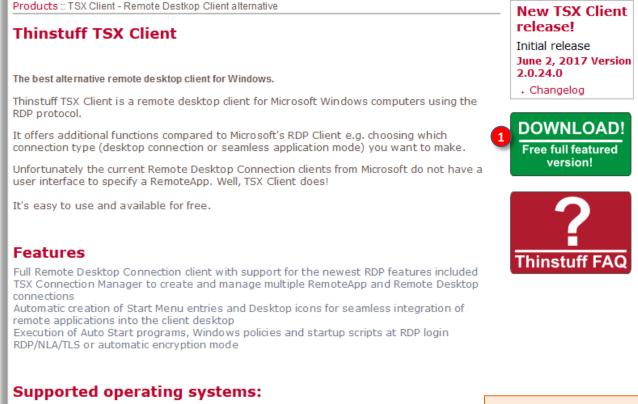


- If you are using Windows 10 Home, you need to install a third-party remote desktop program.
  - This manual uses Thinstuff TSX Client (see next pages, it is free), which is recommended by FVD.

#### FVD Cloud Server > Step 2a. Remote Desktop for Win 10 Home PC > Install Thinstuff TSX Client

#### STEP 2a. REMOTE DESKTOP FOR WIN 10 HOME PC > INSTALL THINSTUFF TSX CLIENT:

- These instructions are for Windows 10 Home users only.
- You install Thinstuff TSX Client on your local Win 10 PCs.
- Click here to open the Thinstuff TSX Client page, which has the following:



Following 32bit (x86) and 64bit (x64) client and server operating systems are supported:

Windows 7 SP1 Windows 8 Windows 8.1 Windows 10 Windows Server 2012

Windows Server 2008 R2

Windows Server 2012 R2

Windows Server 2016

Windows Server 2019

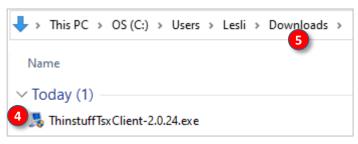
- Read everything on the page (the FAQ are definitely for computer experts!).
- Click 1 Download.
- A 2 Opening ThinstuffTsxClient-2.0.24.exe window opens.
- Click 3 Save File.



**NOTE**: Remote desktop software must be installed/setup on each show device. Multiple companies offer remote desktop software for Windows, MacOS, and tablets (Win, iOS and Android) devices. This manual uses a specific version of Remote Desktop **for Windows** and a specific version of Remote Desktop **for the iPad**. Versions for other devices are similar.

#### FVD Cloud Server > Step 2a. Remote Desktop for Win 10 Home PC > Install Thinstuff TSX Client, Cont'd.

For most computers, the 4 ThinstuffTsxClient-2.0.24.exe file is saved in your 5 C > Users > [Username] > Downloads folder.



(Optional) If desired, cut and paste the file to another folder of your choice. For downloaded software, I have a 6 C: DownloadedSoftware folder, under which I create subfolders titled with the software name. In this example, I named the subfolder 7 Thinware-TSX-Client. I cut and pasted the downloaded 4 ThinstuffTsxClient-2.0.24.exe file into this subfolder.



- Double-click the 4 ThinstuffTsxClient-2.0.24.exe file.
- Windows opens a warning window. Click YES.
- A 8 TSX Client 2.0.24 Setup form opens.
- Click 9 Next >.

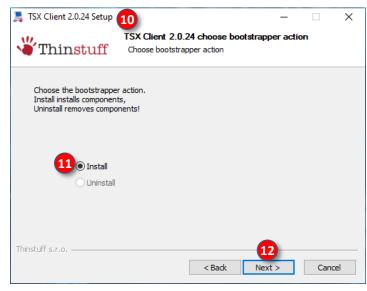


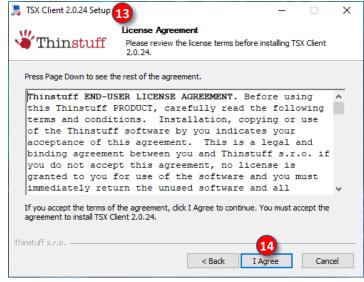
#### FVD Cloud Server > Step 2a. Remote Desktop for Win 10 Home PC > Install Thinstuff TSX Client, Cont'd.

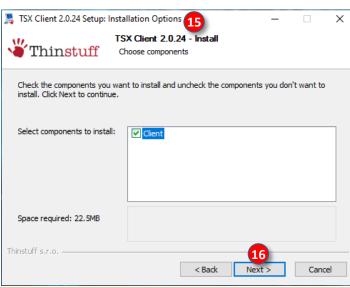
- A new 10 TSX Client 2.0.24 Setup form opens. for the **bootstrapper action**.
- If needed, click 11 Install.
- Click 12 Next >.

- A new 13 TSX Client 2.0.24 Setup form opens for the License Agreement.
- · Read the license agreement.
- Click 1 Agree.

- A new 15 TSX Client 2.0.24 Setup form opens for the Install.
- Since you are installing TSX Client, Client is in the box.
- Click 16 Next >.







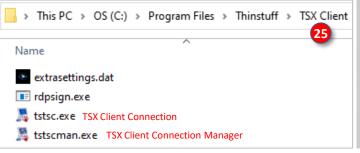
# FVD Cloud Server > Step 2a. Remote Desktop for Win 10 Home PC > Install Thinstuff TSX Client, Cont'd.

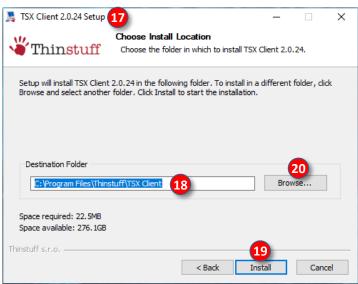
- A new TSX Client 2.0.24 Setup window opens for Choose Install Location.
- If you want the default folder 18 C:\Program Files\ThinStuff\TSX Client, click 19 Install.
- If you want a different folder, click **② Browse...**, select the folder, then click **⑨ Install**.

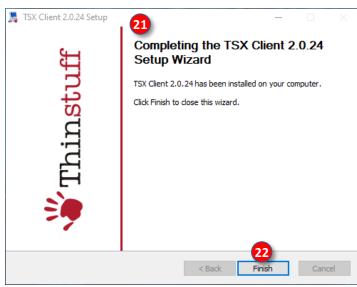
- The program is installed.
- A new 21 TSX Client 2.0.24 Setup window opens for Completing the TSX Client 2.0.24 Setup Wizard.
- Click 22 Finish.
- The installation added 23 TSX Client Connection Manager and 24 TSX Client Connection to Start.
- It also installs shortcuts on the Desktop.



 The files are found at 25 C: > Program Files > Thinstuff > TSX Client.





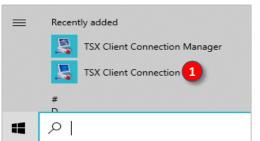


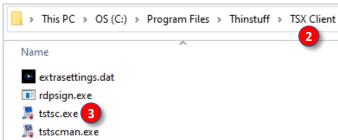


#### FVD Cloud Server > Step 2a. Remote Desktop for Win 10 Home PC > Setup Thinstuff TSX Client

#### STEP 2a. REMOTE DESKTOP FOR WIN 10 HOME PC > SETUP THINSTUFF TSX CLIENT:

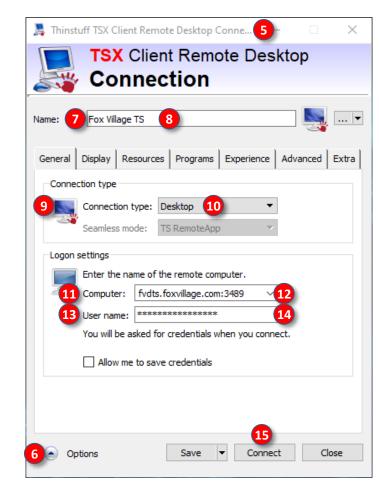
- Now that you have installed Thinstuff TSX Client, you use it to setup and use Remote Desktop.
- If not already received, email FVD at helpdesk@foxvillage.com to obtain a User Name, Password, and Folder on the FVD Cloud Server.
- Open TSX Client Connection:
  - Click Start > 1 TSX Client Connection, or
  - Click 2 C: > Program Files > Thinstuff > TSX Client > 3 tstsc.exe, or
  - Click the 4 TSX Client Connection icon place on your desktop during installation.







- The 5 Thinstuff TSX Client Remote Desktop Connection window opens.
- Click 6 Options to view more setup options (the graphic is after options are opened).
- In the Name box, enter 8 Fox Village TS.
- In the **9** Connection type box, ensure **10 Desktop** is selected.
- In the (1) Computer box, enter (2) fvdts.foxvillage.com:3489.
- In the 13 User name box, type the 14 user name provided to you by FVD (you must use a different username for each show device; see Setup Parameters for Show Devices for recommendations on the use of usernames).
- Click (15) Connect.



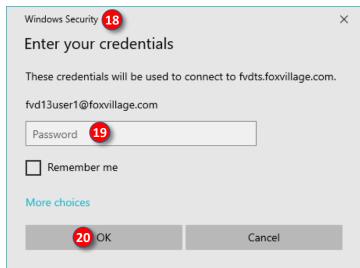
#### FVD Cloud Server > Step 2a. Remote Desktop for Win 10 Home PC > Setup Thinstuff TSX Client, Cont'd.

- A 16 Remote Desktop Connection window opens.
- Click Connect.

- · A connection occurs.
- A 18 Windows Security window opens.
- Enter the 19 Password provided by FVD.
- Click 20 OK.

- A connection occurs.
- A21 Remote Desktop Connection window opens.
- Click 22 Yes.
- The FVD Cloud Server screen opens.
- The screen will be introduced after iPad remote connection instructions. See FVD Cloud Server Screen.







#### FVD Cloud Server > Step 2b. Remote Desktop for iPad > Install Microsoft Remote Desktop Client for iOS

**NOTE**: Remote desktop software must be installed/setup on each show device. Multiple companies offer remote desktop software for Windows, MacOS, and tablets (Win, iOS and Android) devices. This manual uses a specific version of **Remote Desktop for Windows** and a specific version of **Remote Desktop for the iPad**. Versions for other devices are similar.

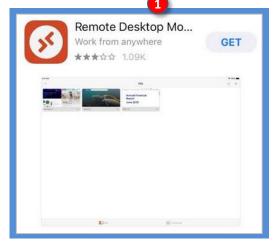
This section covers iPads. The procedure for other tablets is similar.

#### STEP 2b. REMOTE DESKTOP FOR IPAD > INSTALL MS REMOTE DESKTOP CLIENT FOR IOS:

From your iPad > App Store, download/install 1 Remote Desktop Mobile (free)(requires iOS 13.0 or

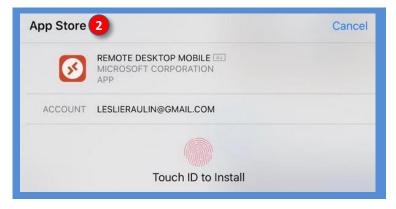
later) by clicking x GET.

**NOTE**: For an Android tablet, use Chrome Remote Desktop or a third-party program of your choice.



**NOTE**: The **blue** background indicates the window is on the iPad.

An **2** App Store window opens asking you to verify the install (the method depends on your iPad version and setup).



The program is installed.

#### FVD Cloud Server > Step 2b. Remote Desktop for iPad > Open Microsoft Remote Desktop Client for iOS

#### STEP 2b. REMOTE DESKTOP FOR IPAD > INSTALL MS REMOTE DESKTOP CLIENT FOR IOS:

• Click **1 OPEN** now or at all other times click the **2 RD Client** icon placed on the screen during the installation.



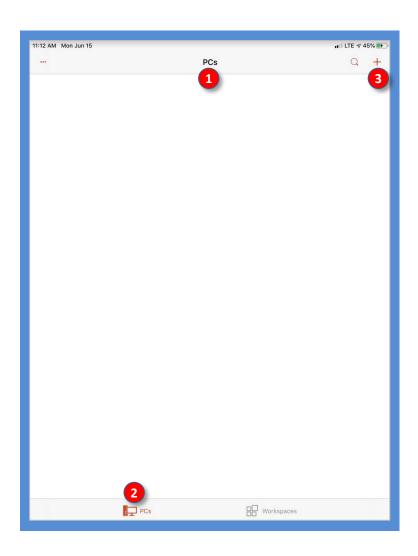
**FIRST USE** 



#### FVD Cloud Server > Step 2b. Remote Desktop for iPad > Setup Microsoft Remote Desktop Client for iOS

#### STEP 2b. REMOTE DESKTOP FOR IPAD > INSTALL MS REMOTE DESKTOP CLIENT FOR IOS:

- After you click **OPEN** or the **RD Client** icon for the first time, you are asked for access to your **Bluetooth**, **Camera**, and **Microphone**. Click **OK** to each request.
- The 1 RD Client screen opens.
- Ensure 2 PCs is highlighted (dark orange).
- Click the 3 + (plus).



FVD Cloud Server > Step 2b. Remote Desktop for iPad > Setup Microsoft Remote Desktop Client for iOS, Cont'd.

- A 🕢 menu opens.

An 6 Add PC menu opens.

Click PC Name - Hostname or IP Address >.
 This is asking for the FVD Cloud Server Hostname (fvdts.foxvillage.com:3489)'

- A 8 PC Name menu opens.
- In the box, type **9** fvdts.foxvillage.com:3489.
- Click the (0 < (left arrow).</li>
- You are returned to the 11 Add PC menu.
- Note that the **12** fvdts.foxvillage.com:3489 is now in the PC Name box.
- Click User Account Ask When Required >.

Add PC
Add Workspace

Add PC
Save

7 Hostname or IP Address >

PCs

4

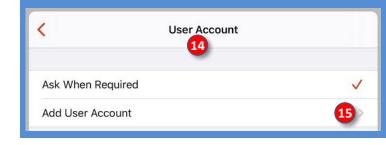




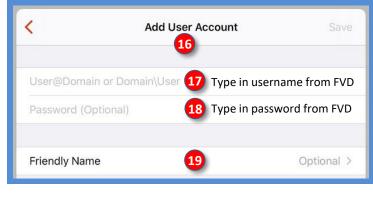


# FVD Cloud Server > Step 2b. Remote Desktop for iPad > Setup Microsoft Remote Desktop Client for iOS, Cont'd.

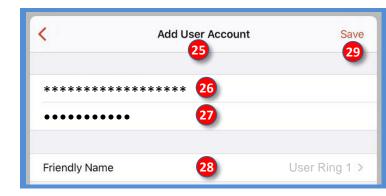
- The 4 User Account menu opens.
- Click Add User Account >.



- The 16 Add User Account menu opens.
- In the 17 User@Domain or Domain\User box, type the username provided by FVD. (See <u>Setup</u> <u>Parameters for Show Devices</u> for recommendations on the use of usernames.)
- In the B Password box, type the password provided by FVD.
- The 20 Friendly Name menu opens.
- In the 1 Optional box, type a name that will help you remember the user. In this example, User Ring 1 was used as this iPad will be used by the scribe in Ring 1.
- Click the 22 < (left arrow).</li>
- You now see 23 User Ring 1 in the Friendly name box.
- Click the 24 < (left arrow).</li>
- You are returned to the 25 Add User Account menu.
- You see:
  - 26 Username from FVD
  - o 27 Password from FVD
  - o 28 Friendly Name User Ring 1
- Click 29 Save. This saves the User Account.







# FVD Cloud Server > Step 2b. Remote Desktop for iPad > Setup Microsoft Remote Desktop Client for iOS, Cont'd..

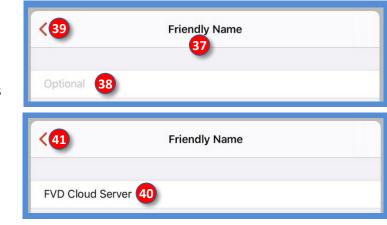
- You are returned to the 30 User Account menu.
- Note that 31 User Ring 1 is checked so is active.
- Click the 32 < (left arrow).</li>



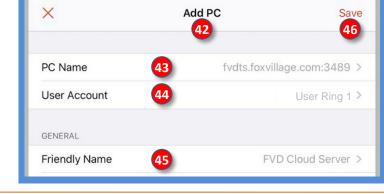
- You are returned to the 33 Add PC menu.
- You see:
  - O PC Name fvdts.foxvillage.com:3489.
  - 35 User Account User Secretary.
- Click 36 Friendly Name.



- The 37 Friendly Name menu opens.
- In the 38 Optional box, type a name that will help you remember the PC. In this example,
   FVD Cloud Server is recommended as this PC is the FVD Cloud Server.
- Click the 39 < (left arrow).</li>
- You now see 40 FVD Cloud Server in the Friendly name box.
- Click the 41 < (left arrow).</li>

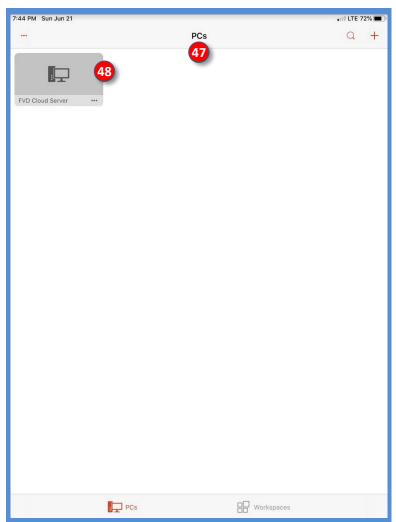


- You are returned to the 42 Add PC menu.
- You see:
  - 43 PC Name fvdts.foxvillage.com:3489
  - 44 User Account User Secretary
  - 45 Friendly Name FVD Cloud Server
- Click 46 Save. This saves the PC (FVD Cloud Server) settings that were just established.



FVD Cloud Server > Step 2b. Remote Desktop for iPad > Setup Microsoft Remote Desktop Client for iOS, Cont'd..

- You are returned to the 47 RD Client main menu.
- You now have the 48 FVD Cloud Server icon on the main menu.
- You have successfully set up Microsoft Remote Desktop Client for iOS so you can now logon to the FVD Cloud Server with your iPad tablet.



- To log onto the FVD Cloud Server from the iPad, click the 49 RD Client icon.
- The 50 Microsoft Remote Desktop Client for iOS opens.
- Click the 51 FVD Cloud Server icon.
- The FVD Cloud Server screen opens and you can run FVD on your iPad as though it is a PC. Yay!





#### FVD Cloud Server > Step 3. Logon to the FVD Cloud Server

#### STEP 3. LOGON TO THE FVD CLOUD SERVER:

- Double click the Remote Desktop icon on your device.
- For a Windows 10 Home device, click the 1 TSX Client Connection icon.
- For an iPad, click the 2 RD Client icon.
- This example uses Thinstuff TSX Client Remote Desktop Connection.

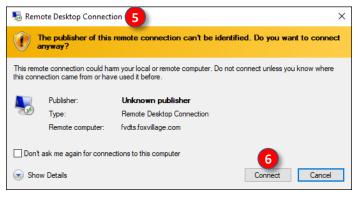


- The Thinstuff TSX Client Remote Desktop Connection form opens.
- Click 4 Connect.

- A 5 Remote Desktop Connection form opens.
- Click 6 Connect.

- A 7 Remote Desktop Connection form opens.
- Click 8 Yes.
- The connection to the FVD Cloud Server is done.



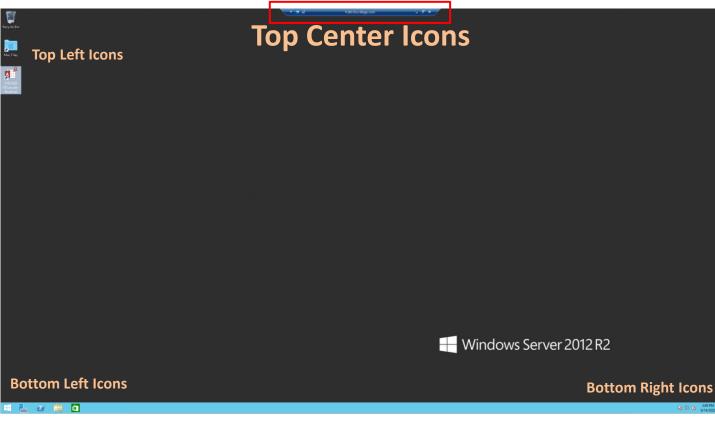




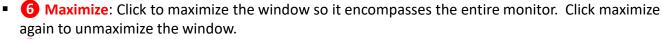
FVD Cloud Server > Step 4: A Look at the FVD Cloud Server Screen > Top Center Icons

#### STEP 4. A LOOK AT THE FVD CLOUD SERVER SCREEN > TOP CENTER ICONS:

The FVD Cloud Server (Remote Desktop) window opens:



- Features of the FVD Remote Desktop window:
  - Top Center Icons (click the top center if you do not see this):
    - Down arrow: Opens a menu for App commands, Charms, Switch apps, and Start. You do not need to use this.
    - Pin the connection bar. You do not need to use this.
    - Connection info: Click the icon to open a window that states the quality of the connection from your computer to the FVD Server (cloud). This is handy information.
    - 4 Name of the FVD server (fvdts.foxvillage.com).
    - Minimize: Minimizes the window to an icon on the taskbar. Click the icon on the taskbar to un-minimize.



Close: Click to close the FVD Remote Desktop connection but does not log off properly. Instead, use FVD IN THE CLOUD > IMPORTANT INFORMATION > WHEN YOU FINISH.



FVD in the Cloud > Step 4: A Look at the FVD Cloud Server Screen > Top Left Icons

#### STEP 4: A LOOK AT THE FVD CLOUD SERVER SCREEN > TOP LEFT ICONS:





- Recycle Bin: Location of deleted files. Click in the Recycle Bin files that you want to undelete.
- 2 Mac Files: Location of files created with a Mac computer.
- 3 FVD2020 103.accde Shortcut:
  - Double click to open the FVD program on the FVD cloud server.
  - A 4 Microsoft Security Notice opens.

  - Click 6 Open.
  - The usual 7 FVD window opens.

Use this icon to open FVD on the FVD Cloud Server



Continued on next page...

Recycle Bin

Mac Files

FVD2020 103.accd... 2

Repair All Links Test File

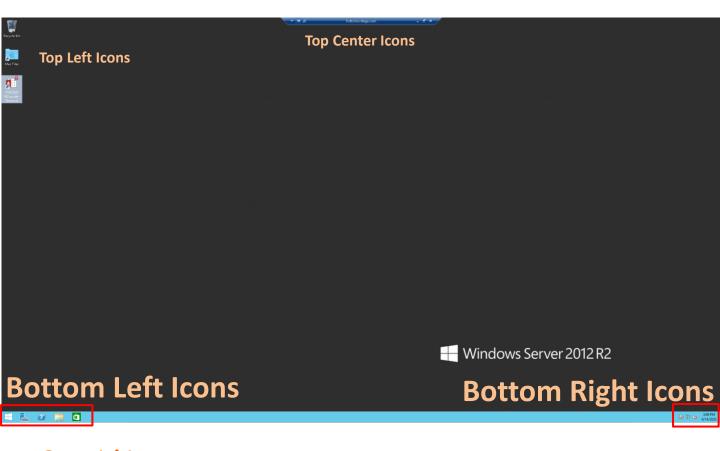
Spring Dressage Show

Show Upload Confirmations Upload Ride Times Upload Results |

w Office Scoring Reports Breed Show Reports

FVD in the Cloud > Step 4: A Look at the FVD Cloud Server Screen > Bottom Left Icons, Bottom Right Icons

#### STEP 4: A LOOK AT THE FVD CLOUD SERVER SCREEN > BOTTOM LEFT ICONS, BOTTOM RIGHT ICONS:



#### O Bottom Left Icons:

- Start: Functions as in Windows 10, except features are on the FVD Cloud Server.
- Server Manager: Used to change User Account Control. You cannot use this feature.
- Windows PowerShell: Opens a DOS window. You do not need to use this.
- 4 File Explorer: Functions as on Windows 10. Shows files structure on the FVD Cloud Server. You can only edit the E: drive folder assigned to you by FVD.
- [Microsoft] Store: Functions as on Windows 10. You do not need to use this.



#### O Bottom Right Icons:

- Solve PC Issues: Functions as in Windows 10. You do not need to use this function.
- Network Connection: Functions as in Windows 10. You do not need to use this function.
- 8 Audio Service: Functions as in Windows 10. You do not need to use this function.
- 9 Time and Date: Functions as on Windows 10. Shows the time and date of the FVD Cloud Server.

2:24 PM 6/14/2020

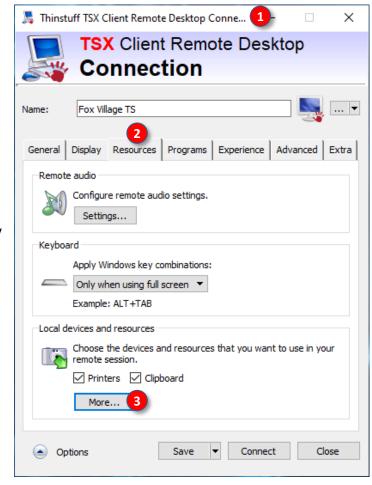
#### FVD Cloud Server > Step 5: Access Your Local C: Drive via the FVD Cloud Server > Setup

#### STEP 5: ACCESS YOUR LOCAL C: DRIVE VIA THE FVD CLOUD SERVER > SETUP:

- This is an optional step. Perform this step if you think you will need access to your local C: drive via the FVD Cloud Server. For example, it is another method to copy your files to the server E: drive.
- The TSX Client Remote Desktop Connection provides a method to access your local C: drive.

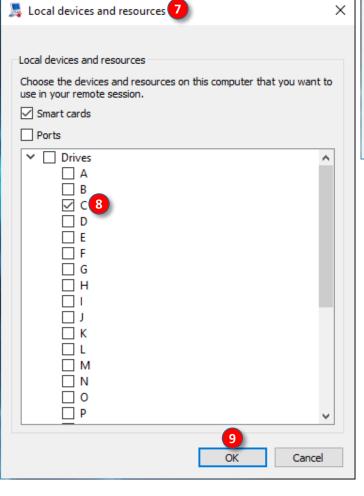
- To set up access to your desktop's C: drive so you can use it from the FVD Cloud Server:

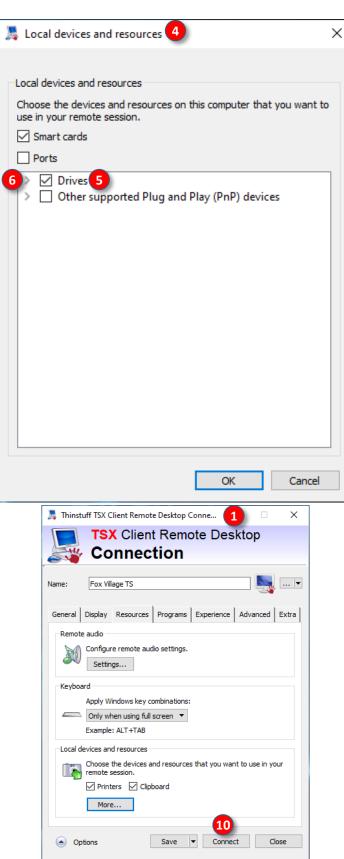
  - Click 2 Resources.
  - Click More.



#### FVD Cloud Server > Step 5: Access to Your Local C: Drive via the FVD Cloud Server > Setup, Cont'd.

- The 4 Local devices and resources window opens.
- Ensure the Drives box is checked.
- Click the 6 > (right arrow).
- window opens.
- Unclick all drive letters except 8 C.
- o Click 9 OK.
- On the 1 TSX Client Connection window, click (10) Connect.

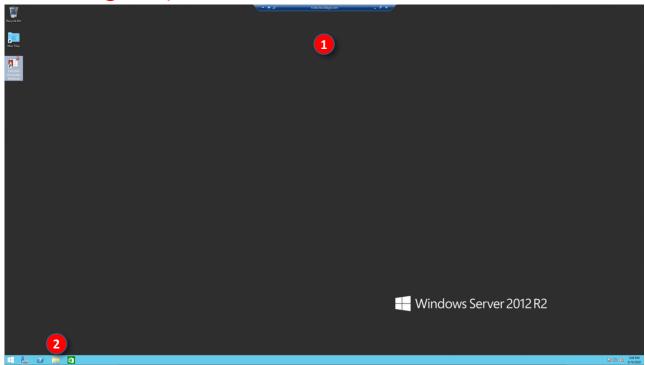




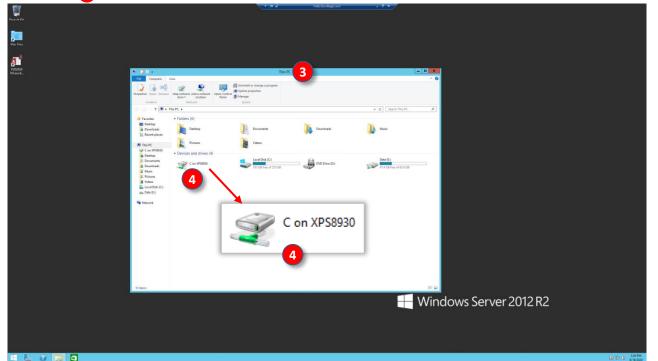
FVD Cloud Server > Step 5: Access Your Local C: Drive via the FVD Cloud Server > Access Your Local C: Drive

#### STEP 5: ACCESS YOUR LOCAL C: DRIVE VIA THE FVD CLOUD SERVER > ACCESS YOUR LOCAL C: DRIVE:

- The 1 FVD Cloud Server window opens.
- Double click the 2 File Explorer icon.



- 3 This PC opens on the FVD Cloud Server.
- Your local C: drive is at 4 C on XPS8930 [C = drive, XPS8930 = local drive name (yours will be different)].
- Double click 4 C on XPS8930.

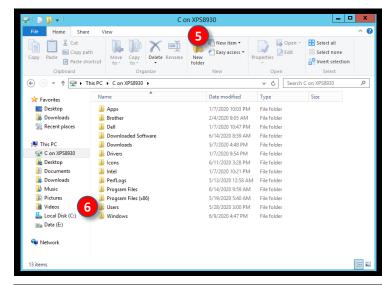


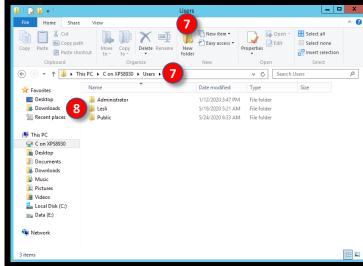
#### FVD Cloud Server > Step 5: Access Your Local C: Drive via the FVD Cloud Server > Access Your Local C: Drive, Cont'd.

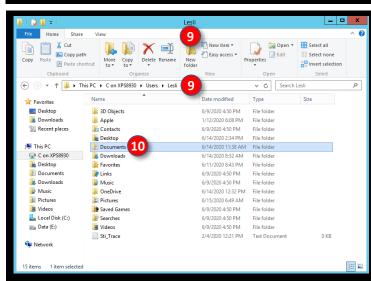
- The 5 C on XPS8930 folder opens.
- Double click on 6 Users.

- The **7** Users folder opens.
- Double click on [ [Username] (Lesli in this example).

- The **9** Lesli folder opens.
- Double click on **10** Documents.

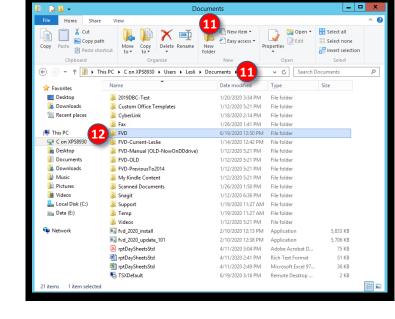




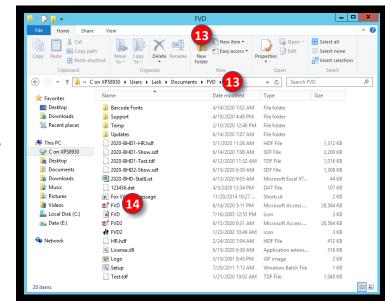


#### FVD Cloud Server > Step 5: Access Your Local C: Drive via the FVD Cloud Server > Access Your Local C: Drive, Cont'd.

- The **11** Documents folder opens.
- Double click on 12 FVD.



- The **B** FVD folder opens.
- Double click on 49 FVD (it is FVD.accde but the file extension does not show on the FVD Cloud Server).



#### FVD Cloud Server > Step 6: Copy Your FVD Files to the Server

#### STEP 6: COPY YOUR FVD FILES TO THE SERVER:

#### **NOTES:**

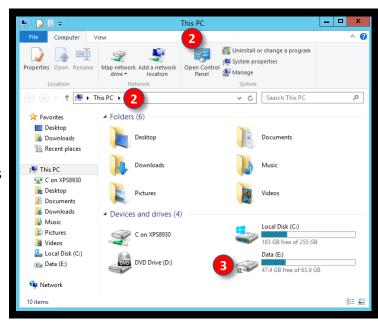
- When you first start a subscription to FVD, the FVD staff will install the FVD files onto a Server E: FVD Folder assigned to your user group.
- If you are an existing FVD user, you will need to copy/paste your FVD files onto your Server E: FVD Folder.
- When a FVD update is issued, you copy the new \*.exe file onto your Server E: FVD Folder then double click to install the updates.
- This chapter covers how to copy your FVD files from your Local C: FVD Folder to your Server E: FVD Folder.
- Connect to the **FVD Cloud Server**, as previously described.
- On the server, double click **1** File Manager on the bottom left of the screen.

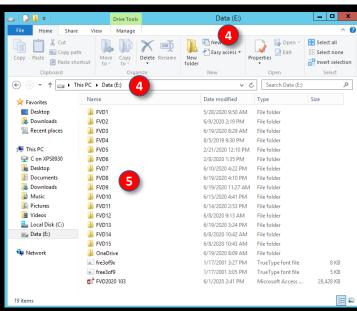
- The **2** This PC folder opens.
- Double click on 3 Data (E:) (this is the drive on the FVD Cloud Server where FVD user group files are located).

**NOTE**: The **black** background indicates the window is on the FVD Cloud Server.

- The 4 Data (E:) folder opens.
- Each folder is assigned to a FVD user group.
- Double click on 5 FVD## (this is the folder on the FVD Cloud Server that FVD assigned to your FVD user group).

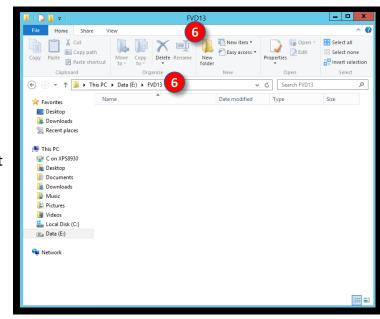






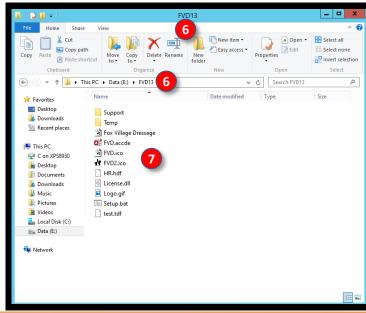
#### FVD Cloud Server > Step 6: Copy Your FVD Files to the Server, Cont'd.

Your 6 FVD## folder opens. IN this example, it is FVD13.



- On your Local C: FVD folder (C: > Users > [UserName] > Documents > FVD), copy the FVD files to the clipboard.
- Paste your FVD files to your Server E: FVD Folder (depending upon your internet connection, this may take a few minutes).
- → 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

- Your **7** FVD files are now in your E: folder on the FVD Cloud Server.
- You can now use FVD as in the usual manner using the files on the FVD Cloud Server.



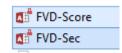
#### FVD in the Cloud > Step 7: Create a Copy of FVD.accde for Each Show Device

#### STEP 7. CREATE A COPY OF FVD.accde FOR EACH SHOW DEVICE:

- You need a separate copy of FVD.accde for each device you will use at your show.
- The following filenames may assist you:
  - FVD-Sec.accde for show secretary computer
  - FVD-Score.accde for scoring/results computer
  - FVD-Ring1.accde for Ring 1 computer/device
  - FVD-Ring2.accde for Ring 2 computer/device
  - o Etc.
- Create the copies of FVD.accde:
  - Connect to your Server E: FVD Folder, as previously described.
  - Single click on the 1 file to be copied, FVD1 in this example. Its background turns light blue.
  - Click 2 Copy.
  - Click 3 Paste.
- Change filenames:
  - The 4 copy is now seen (Access uses the original filename followed by - Copy).
  - To change the copy filename, click on the filename until it has a dark blue background with a box around it:

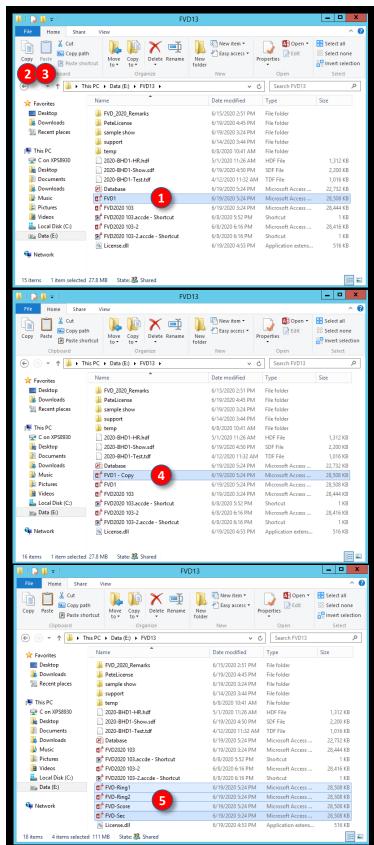


- Type in the new filename. In this example, it will be FVD-Score.accde.
- Repeat so that FVD1 Copy becomes FVD-Sec.accde.
- The filenames are now:



- o Repeat for the rings.
- The 5 four files in this example are now seen.

Go to the next page for instructions on signing on each device.



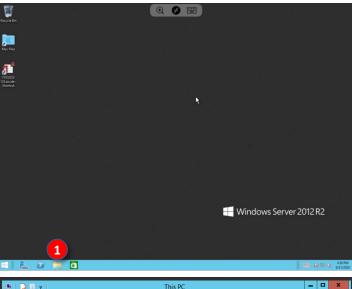
#### FVD Cloud Server > Step 8: Use the Correct FVD.accde File for Each Device

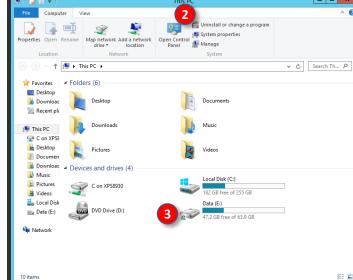
### STEP 8: USE THE CORRECT FVD.accde FILE FOR EACH DEVICE:

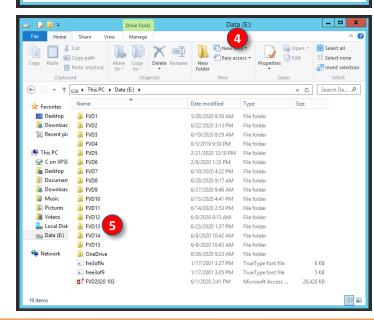
- With any show device, logon to the FVD Cloud Server by clicking the appropriate icon for the device.
- Single click the 1 File Explorer icon at the lower left of the screen.

- The 2 This PC window opens.
- Double click the 3 Data (E:) icon.

- The 4 Data (E:) window opens.
- Double click the **5** Folder that was assigned to your user group. In this example, it is **FVD13**.





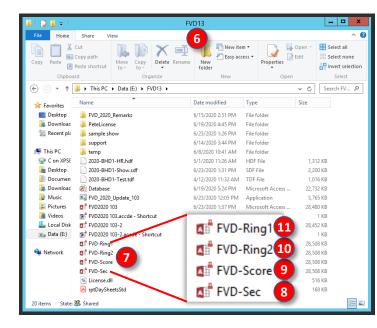


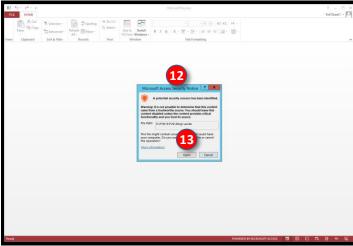
#### FVD Cloud Server > Step 8: Use the Correct FVD.accde File for Each Device, Cont'd.

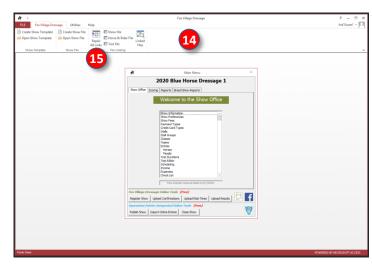
- The folder screen opens. In this example, the folder is 6 FVD13.
- Double click on the appropriate **7** FVD\* file for the device you are using. For example:
  - Secretary device use 8 FVD-Sec.accde.
  - Scoring device use 9 FVD-Score.accde.
  - Ring 1 device use FVD-Ring1.accde.
  - Ring 2 device use 11 FVD-Ring2.accde.

- A 12 Microsoft Access Security Notice form opens.
- Click (13 Open.

- You may get a message asking you if you want to create a new template. Click Yes or NO, depending upon your next task.
- **III FVD** opens.
- Click Repair All Links and select the show's \*.sdf, HR.hdf, and Test.tdf files.
- Repeat for other show devices.
- You are ready to run your show!





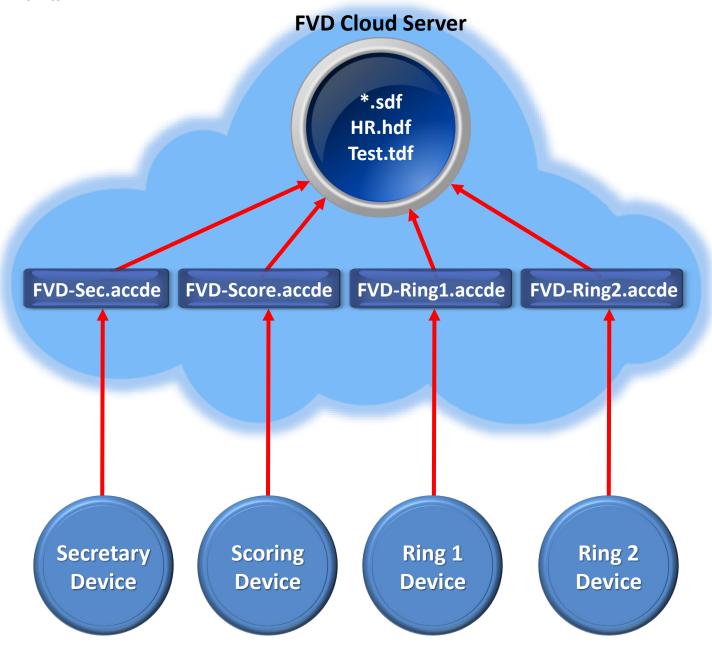


helpdesk@foxvillage.com

#### FVD Cloud Server > Use FVD Cloud Server at a Show

#### **USE FVD CLOUD SERVER AT A SHOW:**

- Your devices are now ready for your show. You use FVD in the usual manner.
- All FVD files are on the FVD Cloud Server.
- Each local device is using a different **FVD\*.accde** file but all devices are using the same **\*.sdf**, **HR.hdf**, and **Test.tdf** files so the data is shared; for example:
  - o If a Scribe enters scores, the Scorer/Results person sees the scores.
  - o If the Secretary scratches a ride, the Scribe and Scorer/Results person see the scratch.
  - o Etc.



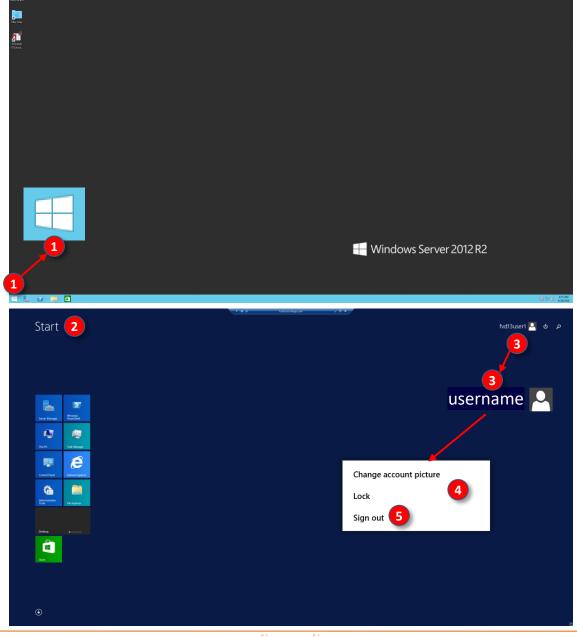
#### FVD Cloud Server > Sign Out When you Finish

#### SIGN OUT WHEN YOU FINISH:

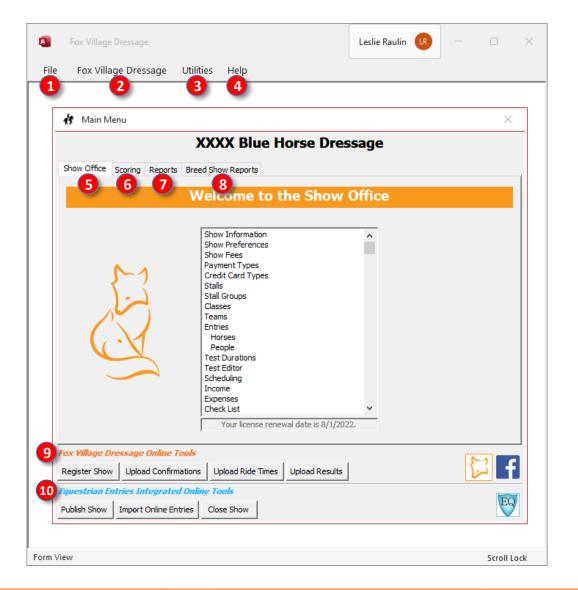
 When you finish your session on the FVD Cloud Server (long break, lunch, dinner, end of the show, etc.), you must sign out (log off) the server.

- Procedure:
  - At the bottom left of the FVD Cloud Server screen, click the 1 Start icon.
  - The 2 Start screen opens.
  - Click the 3 username at the top right of the screen.
  - A 4 menu opens.
  - Click Sign out.
  - o You are logged off the FVD Cloud Server and the screen closes.
- When work resumes, you will need to log on again (details to follow).



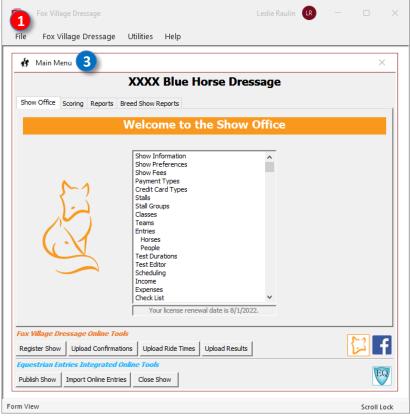


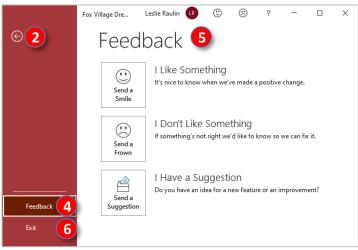
# SECTION VIII. PROGRAM FUNCTIONS



# PROGRAM FUNCTIONS 1. FILE

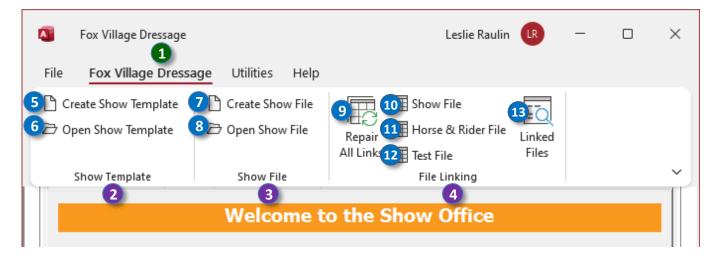
- The 1 FILE tab does not open a ribbon; instead, it takes the user to a screen with:
  - o 2 Arrow: Returns the user to the 3 FVD Main Menu.
  - o 4 Feedback: Opens the 5 Feedback section that sends messages to Microsoft (not FVD).
  - 6 Exit closes the FVD program.





# PROGRAM FUNCTIONS 2. **FOX VILLAGE DRESSAGE** RIBBON

**NOTE**: See <u>FVD Interface</u> for complete use of these functions.



- 1 Fox Village Dressage opens a ribbon with the following functions:
  - 2 Show Template
    - 5 Create Show Template
    - **6** Open Show Template
  - 3 Show File
    - Create Show File
    - **8** Open Show File
  - 4 File Linking
    - 9 Repair All Links
    - 10 Show File
    - 11 Horse & Rider File
    - 12 Test File
    - 13 Linked Files

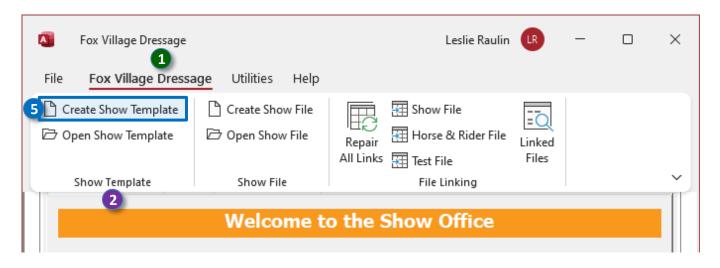
helpdesk@foxvillage.com

#### **SECTION VIII. PROGRAM FUNCTIONS**

#### Fox Village Dressage > Show Template > Create Show Template

#### **SHOW TEMPLATE > CREATE SHOW TEMPLATE:**

- **Create Show Template** is used to create a **Show Template** file that contains all the recurring information for a recurring show or show series.
- A **Show Template** is used to create a new show whose file. The template is already populated with recurring show information such as location, show manager, show secretary, classes, stalls, etc.
- A Show Template is particularly helpful if you sponsor the same show every year with the same classes, the same stalls, etc.
- A **Show Template** can be updated with new recurring information, if needed.
- A **Show Template** avoids the re-entering of the recurring show information and show preferences for every show.
- By default, Show Template files are saved in the FVD/Support folder and have the extension \*.kdf.
- It is recommended that you name show template files to identify the show type and the fact that it is a template file. For example, YYYY-BHD-Template.kdf, where YYYY is the year, BHD is the show name (Blue Horse Dressage), and Template indicates it is a template file. Of course, the \*.kdf extension identifies the file as a template file; however, adding the word Template makes it even more obvious.
- See <u>START THE FVD PROGRAM & CREATE FIRST TEMPLATE</u> and <u>CREATE A SHOW TEMPLATE AND OPEN A SHOW TEMPLATE</u> for details on creating a show template.
- For previous versions of FVD, a Show Template was optional. It is now required.



#### **SECTION VIII. PROGRAM FUNCTIONS**

#### Fox Village Dressage > Show Template > Open Show Template

#### **SHOW TEMPLATE > OPEN SHOW TEMPLATE:**

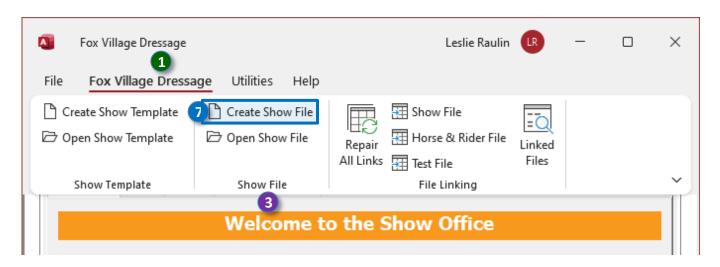
- Open Show Template is used to open and edit a Show Template that you previously created. For
  example, the facility may have built a new barn so you need to add more stalls, you may have a new
  show secretary email address, etc.
- When you open FVD, it automatically opens the template (or show) on which you were previously
  working. If you want to continue to work on the same template (or show), you do not need to do
  anything.
- See CREATE A SHOW TEMPLATE AND OPEN A SHOW TEMPLATE and EDIT A SHOW TEMPLATE for details.



#### Fox Village Dressage > Show File > Create Show File

#### SHOW FILE > CREATE SHOW FILE:

- Create a Show File is used to create a new show from an existing Show Template file that has recurring show information already entered.
- Show files have the \*.sdf extension.
- It is recommended that you name the show file so it is evident which show it represents. For example, YYYY-BHD-Show.sdf where YYYY is the show year, BHD is the show, and Show indicates it is a show file. Of course, the \*.sdf extension identifies the file as a show file; however, adding the word Show makes it even more obvious.
- See <u>CREATE A SHOW TEMPLATE</u> & <u>OPEN A SHOW TEMPLATE</u> and <u>EDIT A SHOW TEMPLATE</u> for procedures to create and edit a show template.
- See <u>CREATE A SHOW FILE FROM A SHOW TEMPLATE FILE</u> for procedures to create a new show from a show template.

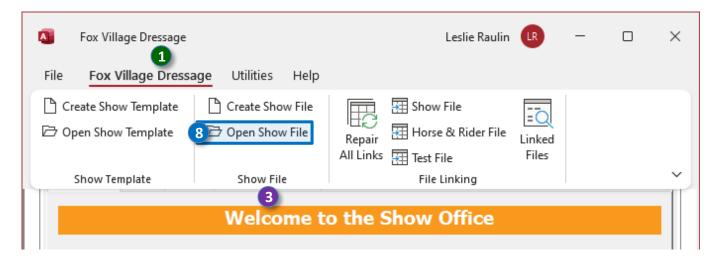


#### **SECTION VIII. PROGRAM FUNCTIONS**

#### Fox Village Dressage > Show File > Open Show File

#### SHOW FILE > OPEN SHOW FILE:

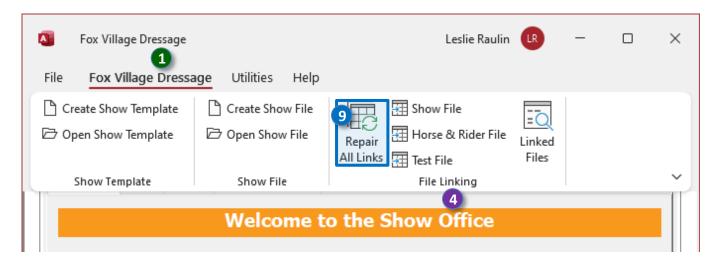
- Open Show File is used to open a previously created show file.
- When you open FVD, it automatically opens the show (or template) on which you were previously
  working. If you want to continue to work on the same show (or template), you do not need to do
  anything.
- If you want to work on a different show, you need to open the second show. The Show File > Open function does this for you.
- Opening a show is a process whereby you open a previously created show.
- See <u>OPEN A SHOW FILE</u> for procedures.
- After you open the file, link the show file (\*.sdf) to the HR.hdf and Test.tdf files (see <u>REPAIR ALL LINKS</u> for procedures.



#### Fox Village Dressage > File Linking > Repair All Links

#### FILE LINKING > REPAIR ALL LINKS:

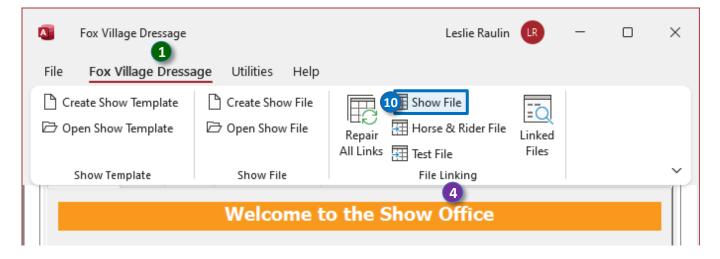
- Repair All Links is used to link the FVD files, so they share data.
- As described in <u>INTRODUCTION TO FVD</u>, the FVD program has a number of different files. Key files include:
  - Show Data File (\*.sdf) (\* = the name of your show file)
  - Horse & Rider File (HR.hdf)
  - Test File (Test.tdf)
- Before you can use a show file (\*.sdf), it must be linked to the HR.hdf and the Test.tdf. The Repair All
  Links File function provides the linkage.
- Perform the function every time you create a new template or show file and every time you move files to a new computer or new folders on the same computer.
- See <u>REPAIR ALL LINKS</u> for procedures to link the files.



#### Fox Village Dressage > File Linking > Show File

#### **FILE LINKING > SHOW FILE:**

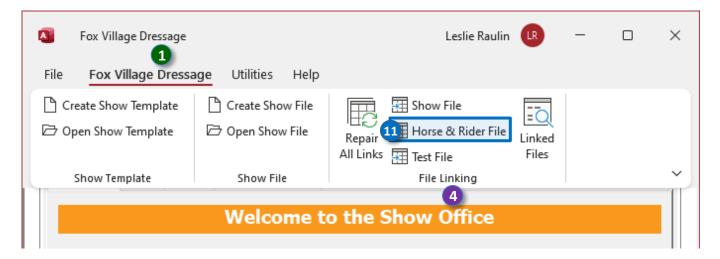
- File Linking > Show File performs a similar function to Repair All Links, but only for the Show File.
- It is mainly used for networking computers together so they can share the same files on a mapped drive.
- To link your FVD files, see REPAIR ALL LINKS.



#### Fox Village Dressage > File Linking > Horse & Rider File

#### FILE LINKING > HORSE & RIDER FILE:

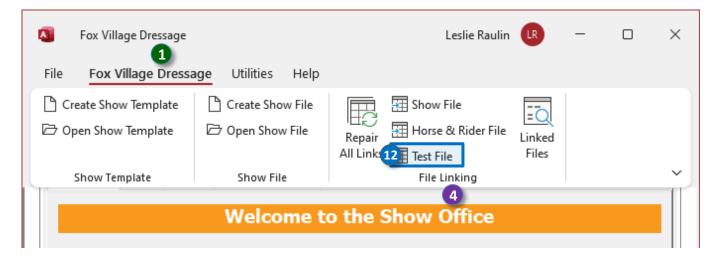
- File Linking > Horse & Rider File performs a similar function to Repair All Links, but only for the Horse & Rider File.
- It is mainly used for networking computers together so they can share the same files on a mapped drive.
- To link your FVD files, see <u>REPAIR ALL LINKS</u>.



#### Fox Village Dressage > File Linking > Test File

#### **FILE LINKING > TEST FILE:**

- File Linking > Test File performs a similar function to Repair All Links, but only for the Test File.
- It is mainly used for networking computers together so they can share the same files on a mapped drive.
- To link your FVD files, see REPAIR ALL LINKS.



#### Fox Village Dressage > File Linking > Linked Files

#### **FILE LINKING > LINKED FILES:**

- File Linking > Linked Files is used to determine which files are currently linked.
- See <u>Check the Links</u> for the procedure.





## PROGRAM FUNCTIONS 3. **UTILITIES**

**NOTE**: See <u>Utilities Ribbon</u> for additional information.



- 1 Utilities opens a ribbon with the following functions:
  - 2 Program File
    - 8 Compact
  - 3 Show Template File
    - 9 Compact
  - 4 Show File
    - 10 Compact
  - 5 Horse & Rider File
    - Compact
  - 6 Test File
    - **12** Compact
  - 7 Backup / Restore
    - 13 Instructions

Utilities > Program File, Show Template, Show File, Horse & Rider File, Test File > Compact

#### PROGRAM FILE, SHOW TEMPLATE, SHOW FILE, HORSE & RIDER FILE, TEST FILE > COMPACT:

- As you delete old database information and add new information, the space within each of your FVD files
  can become fragmented. The result is that, over time, your files can grow larger than needed to store
  your data and it takes the computer longer to use the file.
- Compact is used to compact (decrease the size of) each FVD file:
  - 2 Program File (FVD.accde).
  - Show Template File (\*.kdf).
  - Show File (\*.sdf).
  - 5 Horse & Rider File (HR.hdf)
  - 6 Test File (Test.tdf)
- To remove unused space, you should compact your FVD files periodically.
  - We will use **Program File > Compact** as an example:
  - Click 2 Program File > 8 Compact.
  - o FVD compacts the file. While it is doing this, the **Main Menu** will disappear for a short time. When compaction is completed, the Main Menu reappears.
- · Repeat for your other FVD files.



#### Utilities > Backup / Restore > Instructions

#### **BACKUP / RESTORE > INSTRUCTIONS:**

- It is always a good idea to backup important computer files, preferably on a different storage device than
  your computer hard drive. This is also true for your FVD files. You should FREQUENTLY backup your FVD
  files, particularly when entering entries, during the show, and after the show. Also, backup your files at
  the end of each day of use.
- Previous versions of FVD had the utilities Backup and Restore. These utilities have been retired.
- You now use Windows Copy and Paste to backup and restore your FVD files. When you do this, the file
  extensions do not change.
- See <u>BACKUP FILES</u> and <u>RESTORE FILES</u> for procedures.
- For users with previous Backup and Restore files, select 7 Backup/Restore > 13 Instructions on how to convert your files.



# BACK UP YOUR FILES DURING AND AFTER EVERY USE!

## PROGRAM FUNCTIONS 4. HELP

**NOTE**: See Help Ribbon for additional information.



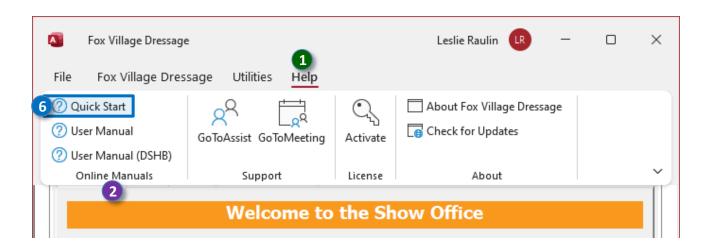
- Help opens a ribbon with the following functions:
  - 2 Online Manuals
    - 6 Quick Start
    - 7 User Manual
    - 8 User Manual (DSHB)
  - **3** Support
    - 9 GoToAssist
    - 10 GoToMeeting
  - 4 License
    - 11 Activate
  - **5** About
    - 12 About Fox Village Dressage
    - (B) Check for Updates

helpdesk@foxvillage.com

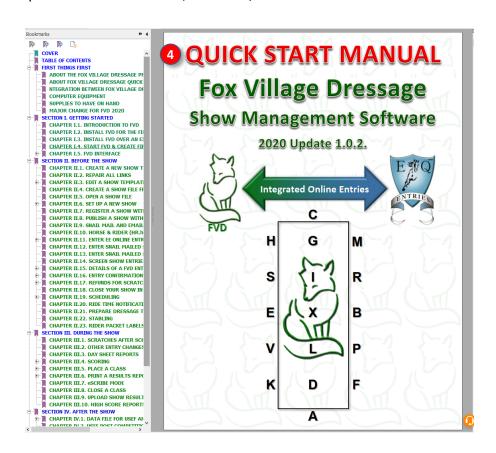
#### Help > Online Manuals > Quick Start

#### ONLINE MANUALS > QUICK START:

- Quick Start opens the Fox Village Dressage Quick Start Manual (\*.pdf file).
- The FVD Quick Start Manual will quickly get you up and running as a FVD user.



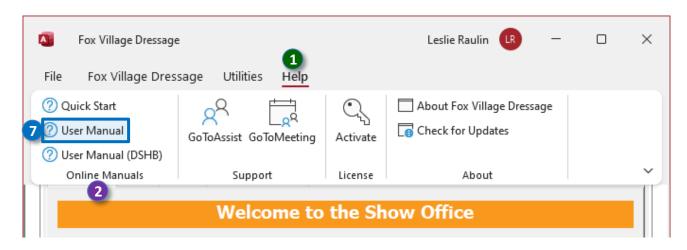
- Select 1 Help > 2 Online Manuals > 6 Quick Start.
- The 4 Fox Village Dressage Quick Start \*.pdf file opens online.
- The manual is designed to be used as an electronic file but may also be printed.
- Using your usual procedures for PDF files, **Save** and/or **Print** the file.



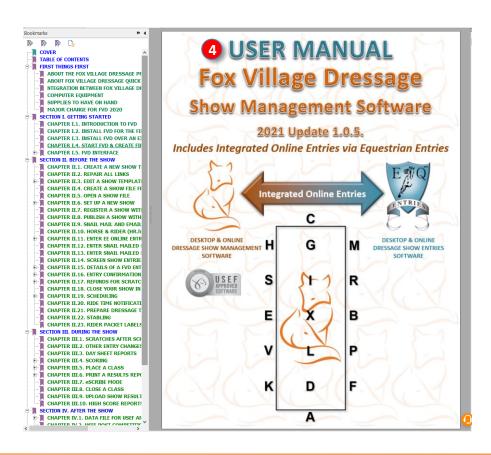
#### Help > Online Manuals > User Manual

#### ONLINE MANUALS > USER MANUAL:

- User Manual opens the Fox Village Dressage User Manual (\*.pdf file).
- The user manual is a comprehensive guide to the FVD program.



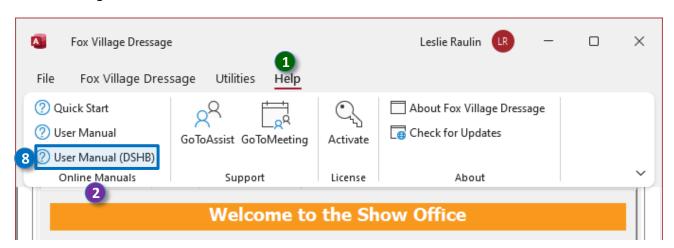
- Select 1 Help > 2 Online Manuals > 7 User Manual.
- The 4 Fox Village Dressage User Manual \*.pdf file opens online.
- The manual is designed to be used as an electronic file but may also be printed (almost 800 pages!).
- Using your usual procedures for PDF files, Save and/or Print the file.



#### Help > Online Manuals > User Manual (DSHB)

#### ONLINE MANUALS > USER MANUAL (DSHB):

- User Manual (DSHB) opens the FVD DSHB User Manual (\*.pdf file).
- This manual is a companion manual to the **FVD User Manual** that covers use of FVD for Dressage Sport Horse Breeding shows.



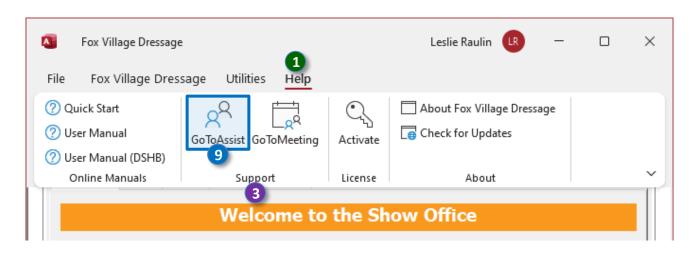
- Select 1 Help > 2 Online Manuals > 3 User Manual (DSHB).
- The 4 Fox Village Dressage User Manual (DSHB) \*.pdf file opens.
- The manual is designed to be used as an electronic file but may also be printed (over 600 pages!).
- Using your usual procedures for PDF files, **Save** and/or **Print** the file.



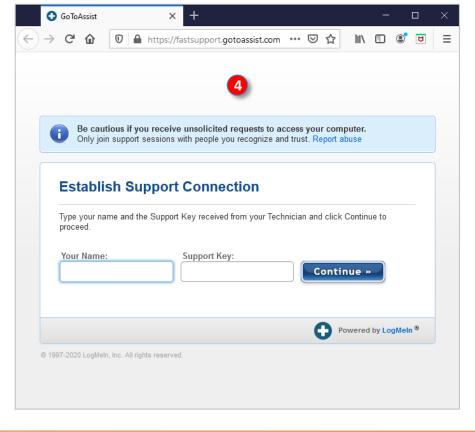
#### Help > Support > GoToAssist

#### **SUPPORT > GOTOASSIST:**

- **GoToAssist** opens a web page that asks for Your Name and Support Key that are supplied to you by the FVD software developers.
- GoToAssist allows remote access to your computer so the FVD software developers can help resolve FVD problems you may be having.



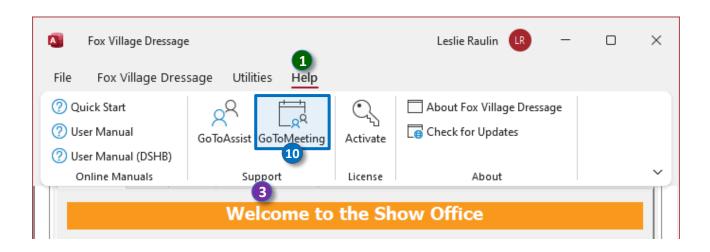
- Select 1 Help > 3 Support > 9 GoToAssist.
- The 4 GoToAssist web site opens with a logon screen.
- This is a future support system for FVD.



#### Help > Support > GoToMeeting

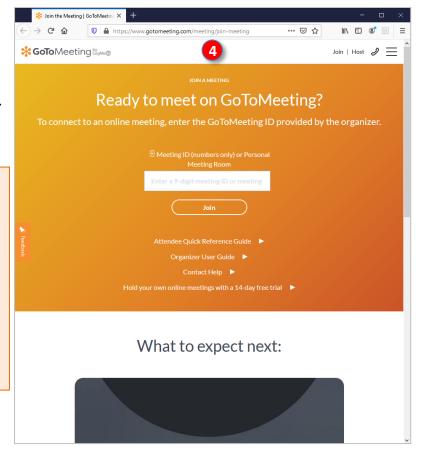
#### SUPPORT > GOTOMEETING:

- GoToMeeting opens the GoToMeeting web site.
- This is an online customer support method that FVD may use.



- Select 1 Help > 3 Support > 10 GoToMeeting.
- The **4 GoToMeeting** web site opens with a logon screen.
- Use the logon ID provided to you by FVD.

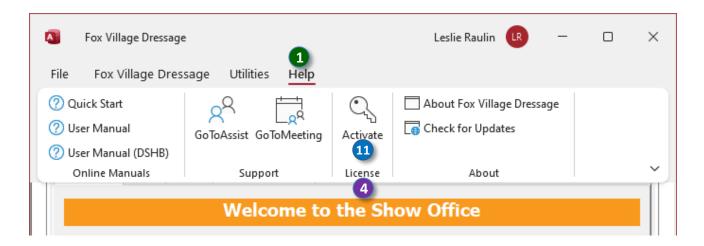
NOTE: GoToMeeting is an online meeting service that enables individuals and organizations to easily, securely and costeffectively collaborate, present information and demonstrate products online. This managed service is unique because of its innovative flat-fee All You Can Meet® pricing model that enables businesses to benefit more frequently from the value of online meetings. With GoToMeeting, organizations will increase productivity, decrease costs, expand reach and generate revenue opportunities.



#### Help > License > Activate

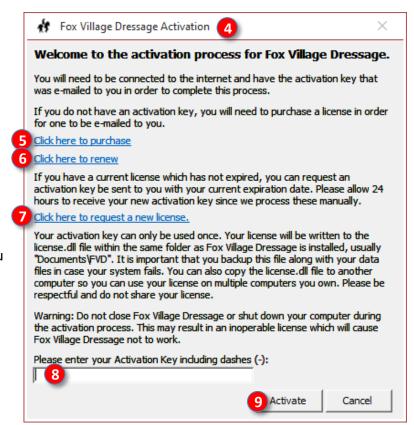
#### LICENSE > ACTIVATE:

- Activate opens FVD Activation.
- After you purchase FVD, via email, you will receive an Activation Key and a license file (license.dll).
- You use this function to:
  - Purchase FVD
  - Renew FVD
  - Receive a new license
  - Enter your Activation Key.



• Select 1 Help > 4 License > 11 Activate.

- The 4 Fox Village Dressage Activation form opens.
- With this form, you can:
  - o **6** Purchase FVD.
  - o 6 Renew FVD.
  - Request a new license.
  - Enter your (3) Activation Key. After you enter your Activation Key, click (9)
     Activate to activate the program.



#### Help > About > About Fox Village Dressage

#### ABOUT > ABOUT FOX VILLAGE DRESSAGE:

- About Fox Village Dressage opens the 3 About Fox Village Dressage form.
- Use this function to learn about FVD and about your FVD license.



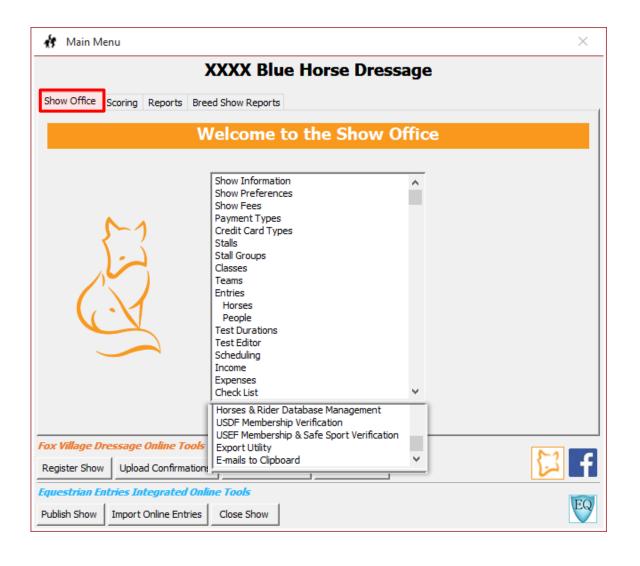
Select 1 Help > 5 About > 12 About Fox Village Dressage.

- The 3 About Fox Village Dressage form opens.
- With this form, you can:
  - View the FVD 4 Copyright.

  - View your 6 Your Contact Information.
  - Open the Tend User License Agreement page on the FVD web site.
  - Your 8 FVD Version (you receive a prompt to upgrade when a new version is released).
- Click Close when you have finished viewing the information.



# PROGRAM FUNCTIONS 5. SHOW OFFICE



#### Show Office > Show Information

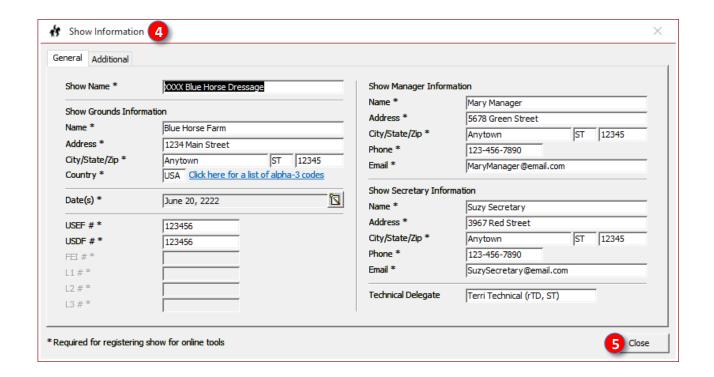
#### SHOW INFORMATION:

**Show Information** is used to enter information about your show.

Select 1 Main Menu > 2 Show Office
 Show Information.



- The 4 Show Information form opens.
- See **Show Information** for procedures to enter your show's information.
- Click **5** Close to close the form and return to the **Main Menu**.



#### Show Office > Show Preferences

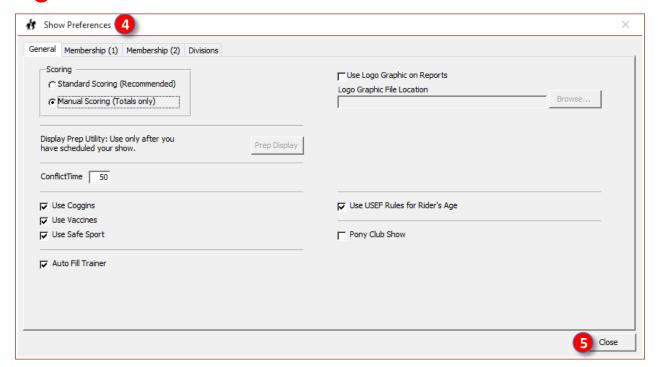
#### **SHOW PREFERENCES:**

**Show Preferences** is used to enter your preferences for managing your show.

Select 1 Main Menu > 2 Show Office
 Show Preferences.



- The 4 Show Preferences form opens.
- See <u>Show Preferences</u> for procedures.
- Click **5** Close to close the form.



#### Show Office > Show Fees

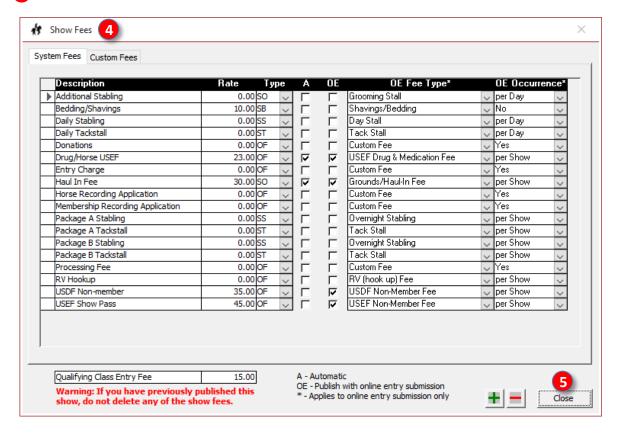
#### **SHOW FEES:**

**Show Fees** is used to enter the fees for your show.

Select 1 Main Menu > 2 Show Office
 Show Fees.



- The 4 Show Fees form opens.
- See <u>Show Fees</u> for procedures to enter your show's fees.
- Click **5** Close to close the form.



#### Show Office > Payment Types

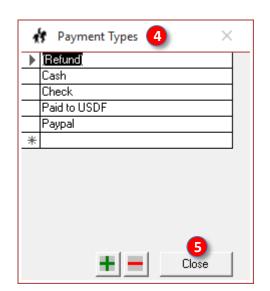
#### **PAYMENT TYPES:**

**Payment Types** is used to enter the types of payments you accept for your show (cash, credit card, checks, etc.).

Select 1 Main Menu > 2 Show Office
 > 3 Payment Types.



- The 4 Payment Type form opens.
- See <u>Payment Types</u> for procedures to enter your show's payment types.
- Click 5 Close to close the form.



#### Show Office > Credit Card Types

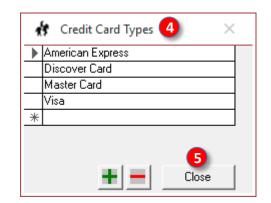
#### **CREDIT CARD TYPES:**

**Credit Card Types** is used to enter the types of credit cards you accept for your show.

Select 1 Main Menu > 2 Show Office
 > 3 Credit Card Types.



- The 4 Credit Card Type form opens.
- See <u>Credit Card Types</u> for procedures to enter your show's credit card types.
- Click **5** Close to close the form.



#### Show Office > Stalls

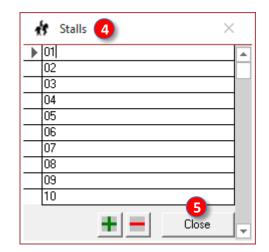
#### **STALLS:**

Stalls is used to enter (barn and) stall numbers prior to assigning stalls to entries.

Select 1 Main Menu > 2 Show Office
 Stalls.



- The 4 Stalls form opens.
- See <u>Stalls</u> for procedures on entering your show's stall information.
- Click **5** Close to close the form.



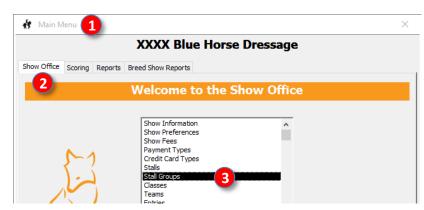
#### Show Office > Stall Groups

#### **STALL GROUPS:**

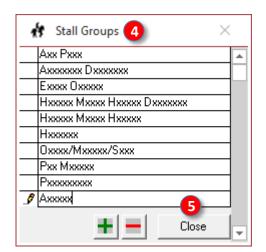
- Stall Groups is used to enter the names of Stall Groups in the program.
- Stall Groups are used to identify multiple entries who want to be stabled together.
- A Stall Group name is entered in the FVD program, then the name is selected for each entry in the group.

**NOTE**: Using information on the entry forms, you may need to develop Stall Group names. For example, Mary may ask to be stabled with Nancy, and Nancy may ask to be stabled with John. You need to make the association between Mary, Nancy, and John and develop one Stall Group name for their group. The easiest way to do this is to use the name of the most prominent barn, the last name of the most prominent rider/trainer in the group, or put all the last names in the group.

Select 1 Main Menu > 2 Show Office
 > 3 Stall Groups.



- The 4 Stall Groups form opens.
- Enter the names of Stall Groups.
- See <u>Stall Groups</u> for procedures.
- Click Close to close the form.



#### Show Office > Classes

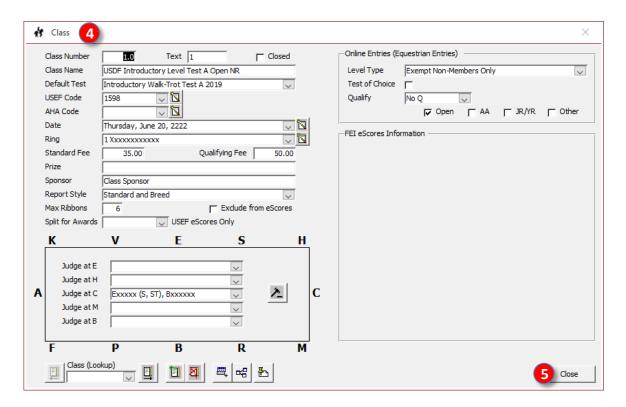
#### **CLASSES:**

Classes is used to enter information about the dressage classes being offered at your show.

Select 1 Main Menu > 2 Show Office
 > 3 Classes.



- The 4 Class form opens.
- See <u>Classes</u> for procedures to enter your show's class information.
- Click Close to close the form.



#### Show Office > Teams

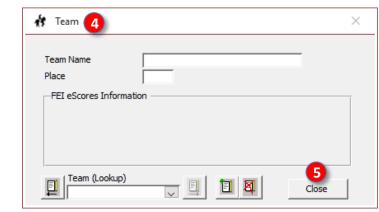
#### **TEAMS:**

**Teams** is used to (1) add team names and (2) place teams.

Select 1 Main Menu > 2 Show Office
 > 3 Teams.



- The 4 Team form opens.
- See <u>Teams</u> and <u>MANAGING TEAMS</u> for procedures.
- Click Close to close the form.



#### Show Office > Entries

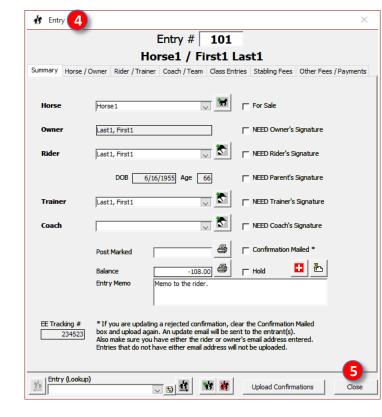
#### **ENTRIES:**

**Entries** is used to enter and edit your show's entries.

• Select 1 Main Menu > 2 Show Office > 3 Entries.



- The 4 Entry form opens.
- See **DETAILS OF A FVD ENTRY** for procedures to enter your show's entries.
- Click **5** Close to close the form.

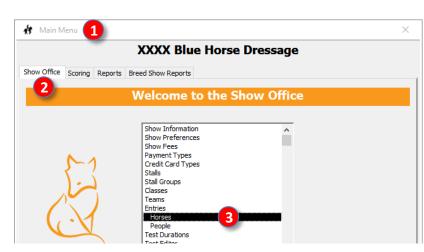


#### Show Office > Horses

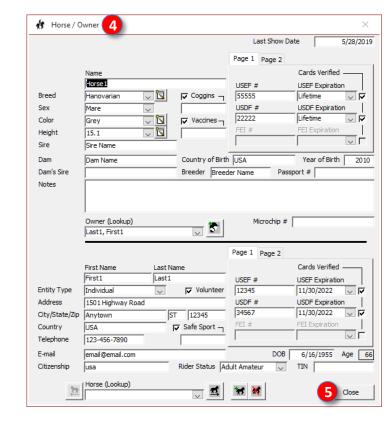
#### **HORSES:**

- Horses is used to enter and edit information about horses (and their owners) in your show.
- You can enter horses information while creating an entry or you can first enter the horse (and people) information, then create the entry.

Select 1 Main Menu > 2 Show Office
 3 Horses.



- The 4 Horse / Owner form opens.
- See <u>Horses</u> for procedures to enter the information.
- Click Close to close the form.



#### Show Office > People

#### PEOPLE:

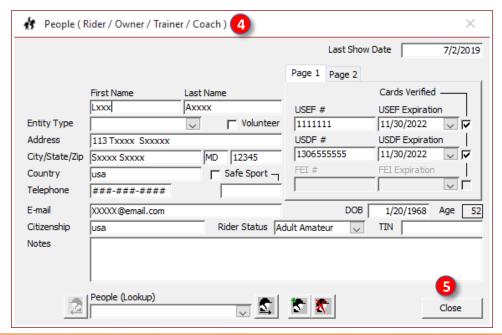
**People** is used to enter and edit information about people (owners, riders, trainers, and coaches) in your show.

**NOTE**: When working on handwritten entries, you enter information on horses, owners, riders, trainers, and coaches. A person can be a rider, owner, trainer and/or coach; for example, an owner can also be a rider and/or a trainer. Therefore, the FVD program puts all people (and horse) information in one data file, the HR.hdf. Each person is only entered ONE TIME; their data is then applied to each applicable role on the entry form. The **People** form is another way to enter information about all people, regardless of their status.

Select 1 Main Menu > 2 Show Office > 3 People.



- The 4 People (Rider / Owner /Trainer / Coach) form opens.
- See Horses > Owner, Rider, and Trainer and Coach for procedures.
- Click 5 Close to close the form.



#### **TEST DURATIONS:**

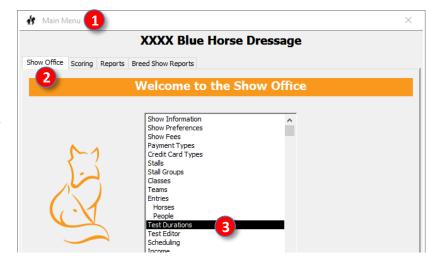
#### Show Office > Test Durations

- **Test Durations** is used to edit (change) the test durations built into the FVD program.
- Dressage tests have standard **ride time** durations, in minutes, from initial halt/salute to final halt/salute.
- For show scheduling, additional administrative time is needed before and after each test for the rider to enter the ring and for the judge to complete the test sheet.
- The FVD program has default FVD **Test Durations** (= ride time + administrative time) for each test that are optimized for USEF/USDF shows (see USEF/USDF/FEI TEST DURATIONS AND FVD TEST DURATIONS), that are used during scheduling.
- During Scheduling, FVD uses the **Test Durations** to determine the ride times.
- The FVD program user can edit the FVD **Test Durations** if more or less time is desired.

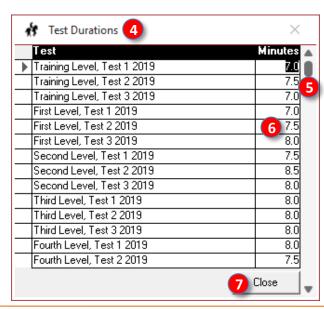
**NOTE 1**: In FVD, the test duration includes the time for the dressage test (ride time) and for judge admin time. For example, the 2019 Training Level Test 3 should be ridden in 4min 30sec (small arena) or 5min 30sec (large arena). FVD uses 7min in scheduling so the rider has time to enter the ring and the judge has time to write remarks and sign the test sheet.

**NOTE 2**: If you are running a schooling show, you may want to provide plenty of time for the judge to talk to the riders. For example, you may want to give 10 minutes for the test.

 Select 1 Main Menu > 2 Show Office > 3 Test Durations.



- The 4 Test Durations form opens.
- Using the 5 slider, scroll through the list of tests until the test for which you want to edit the duration is visible.
- Highlight the 6 Minutes duration for the test.
- Edit the time by typing in a new number.
- Repeat for any other test you want to edit.
- Click Close.



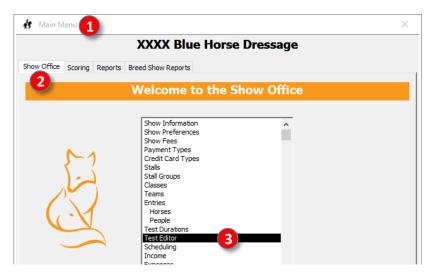
#### Show Office > Test Editor

#### **TEST EDITOR:**

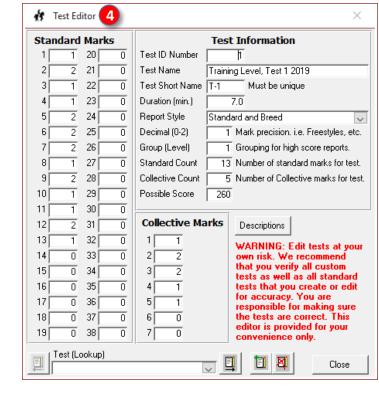
- Test Editor is used to edit the dressage tests in the FVD program and to add new tests into FVD.
- Test information is in the Test.tdf file.
- See DRESSAGE AND OTHER TESTS BUILT INTO FVD to see a list of the included tests.

**NOTE**: Edit tests with great care. If you edit a standard test, it could inaccurately change the show results.

Select 1 Main Menu > 2 Show Office
 3 Test Editor.



- The 4 Test Editor form opens.
- See Test Editor for procedure.

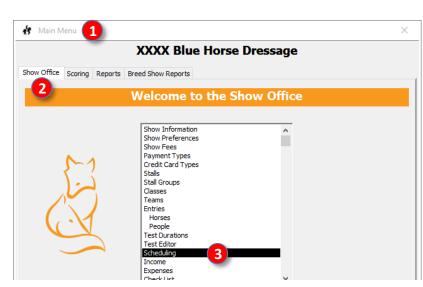


#### Show Office > Scheduling

#### **SCHEDULING:**

**Scheduling** is used to schedule the rides in your show.

Select 1 Main Menu > 2 Show Office
 > 3 Scheduling.



The 4 Scheduling form opens.



- See <u>SCHEDULING</u> for information on using the **Scheduling** form and scheduling the show.
- Click **5** Close to close the Scheduling form.

#### Show Office > Income [and Invoice] > Purpose, Open, 1. Top Information

#### **INCOME [AND INVOICE] > PURPOSE:**

- **Income** is used to enter **income** and create an **invoice** for a customer who is providing money (income) to the show that is <u>not</u> part of a show entry.
- The data entered in this invoice is how you enter a payment and create an invoice for a <u>non-entry</u> customer.
- It does <u>not</u> link to an **Entry** #; therefore, it is <u>not</u> a method to enter/edit fees/payments for an entry. For example, during the show a rider buys more bedding. If you create the invoice using the function described on this page, the purchase is not reflected on the fees paid by the rider. If you want the purchase to be reflected on the fees paid by the rider, the purchase must be entered under the **Entry** # (see <u>Stabling</u> and <u>Other Fees / Payments</u>).

If instead a non-entry person rents a vendor booth, purchases a show program, makes a donation to the show, etc., you enter the payment (income) and create an invoice using the function described in this section.

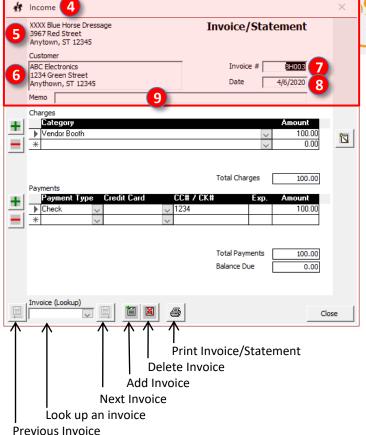
Show Office Scoring Reports Breed Show Reports

Main Men

#### **INCOME [AND INVOICE] > OPEN:**

Select 1 Main Menu > 2 Show Office
 > 3 Income.

#### **INCOME > 1. TOP INFORMATION:**



 The 4 Income form opens, which has three sections to be completed:

XXXX Blue Horse Dressage

Welcome to the Show Office

1. Top information

Stall Groups Classes Teams Entries

People Test Durations

Test Editor

Expenses

Check List

- 2. Charges
- 3. Payments

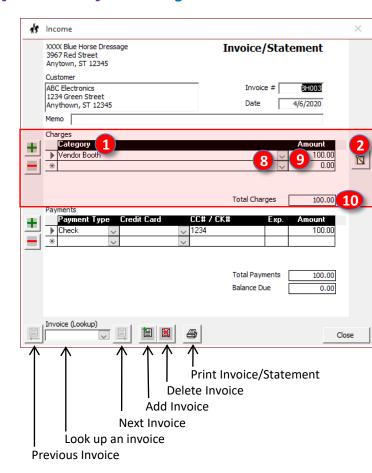
#### 1. TOP INFORMATION:

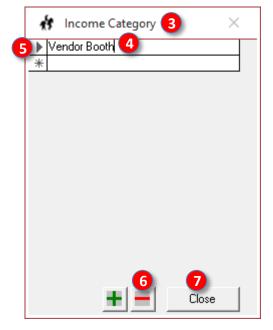
- 5 The FVD Program automatically enters the name of the show and the show address.
- Customer: Enter the name and address of the person/company to whom the invoice will be sent. Type them as for an envelope.
- 1 Invoice #: Enter an invoice number. You can use up to ten letters and numbers.
- 8 Date: The FVD program automatically enters today's date.
- Memo: If desired, enter a memo about the invoice. You can use up to 50 letters and numbers.

#### Show Office > Income [and Invoice] > 2. Charges

#### **INCOME [AND INVOICE] > 2. CHARGES:**

- 1 Category:
  - To <u>add</u> a new category:
    - Click the 2 Edit Income Categories button.
    - The Income Category form opens.
    - To add a 4 new category, type the name of the category in the box. In this example, it is Vendor.
  - To delete a category:
    - category name and click the 6 Delete Income Category button.
  - Click Close to save your changes and return to the Income form.
  - Use the 8 dropdown arrow to select the category of charges.
- **9** Amount: Enter the dollar amount of the charge.
- Repeat steps 10 16 for additional charges.
- Total Charges: FVD automatically calculates and enters the total of the charges.





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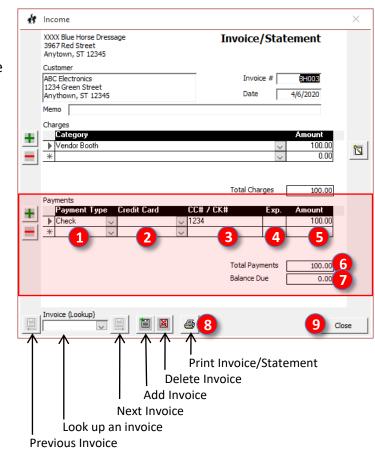
#### Show Office > Income [and Invoice) > 3. Payments, 4. Print

#### **INCOME [AND INVOICE] > 3. PAYMENTS:**

- 1 Payment Type: Use the drop-down arrow to enter the type of payment (refund, cash, check, credit card, paid to USDF).
- Credit Card: If a credit card was used, use the drop-down arrow to enter the type of credit card.
- **(3)** CC# / CK#: Enter the credit card number or the check number.
- **4 Exp:** If a credit card was used, enter the expiration date of the credit card.
- 5 Amount: Enter the amount paid.
- Repeat for additional income.
- Total Payments: FVD will automatically enter the total of the payments.
- **7** Balance Due: FVD will automatically enter the balance due. If there is a credit, the amount will be in (parens).

#### **INCOME [AND INVOICE] > 4. PRINT:**

- Click 8 Print Invoice/Statement to print the invoice.
- Click 
   O
   Close to return to the Main Menu.



#### Show Office > Expenses [and Checks] > Purpose, Open, Top Information

**EXPENSES [AND CHECKS] > PURPOSE**: Used to enter expenses and create checks.

**NOTE**: Dressage shows cost money! This function is how you track your show expenses and create checks. Even if you do not want to print a check, you should still enter the expenses if you use FVD to track your expenses. For example, this is where you enter the cost of ribbons, trophies, bedding, use of the facility, insurance, monetary prizes, etc.

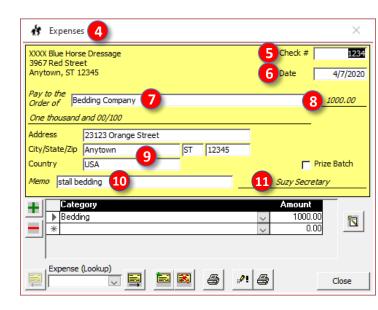
#### **EXPENSES [AND CHECKS] > OPEN:**

- Select 1 Main Menu > 2 Show Office > 3 Expenses.
- The 4 Expenses form opens.



#### **EXPENSES [AND CHECKS] > TOP INFORMATION:**

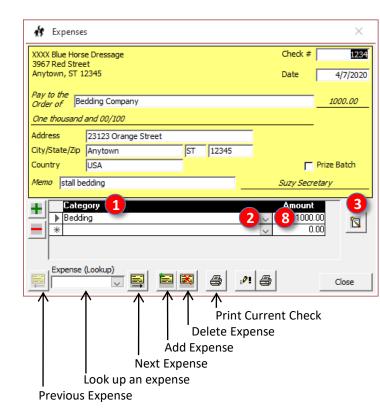
- Check #: Enter the check number.
- 6 Date: FVD automatically enters today's date.
- Pay to the Order of: Enter the name of the person/company to whom/which the check is written.
- 8 The amount is automatically entered by the FVD program after the amount is entered in the lower part of the form (see next page).
- **9** Address, etc.: Enter the address, etc. of the person/company to whom/which the check is written.
- Memo: Enter a short memo regarding the expense.
- 11 The FVD program automatically enters the name of the show secretary.



## Show Office > Expenses [and Checks] > Bottom Information

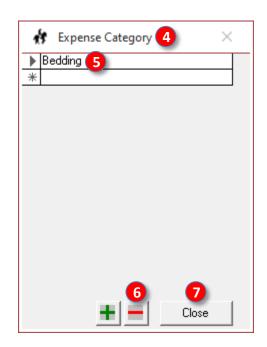
## **EXPENSES [AND CHECKS] > BOTTOM INFORMATION:**

- Category:
  - Use the 2 dropdown arrow to select the category of expense.
  - If the category you want to use is not on the drop-down list, go to step 3.
- Click the **3** Edit Expense Categories button to add a new category to the list.



- The 4 Expense Category form opens.

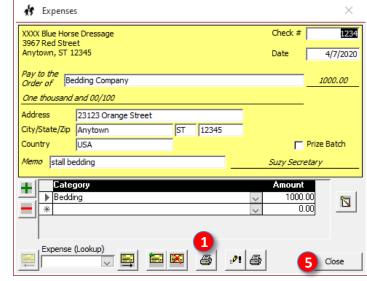
- Click Close to save your changes and return to the Expense form.
- Use the 2 Category drop-down arrow to select the category.
- 8 Amount: Enter the amount of the expense.
- Repeat to enter any additional expenses for this person/vendor/etc.

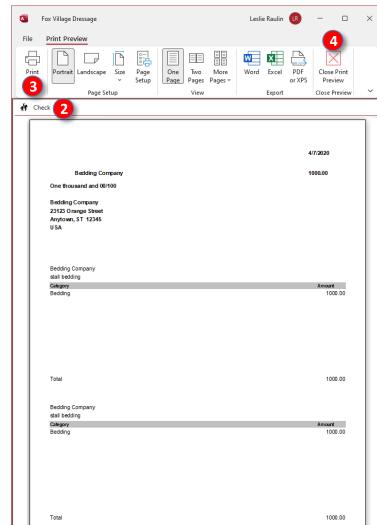


# Show Office > Expenses [and Checks] > Print Check

## **EXPENSES [AND CHECKS] > PRINT CHECK:**

To print a check, click 1 Print Current Check.





- The **2** Check report opens.
- Using custom ordered checks (available from your bank or the internet), use 3 Print to print the check.
- Click 4 Close Preview to close the check.

Click Close.

Page: ⊣ ← 1

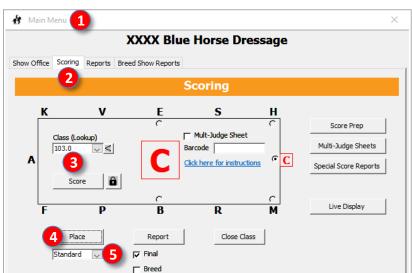
# Show Office > Expenses [and Checks] > Prize Batch > Purpose, Enter the Cash Prize Values

## **EXPENSES [AND CHECKS] > PRIZE BATCH > PURPOSE:**

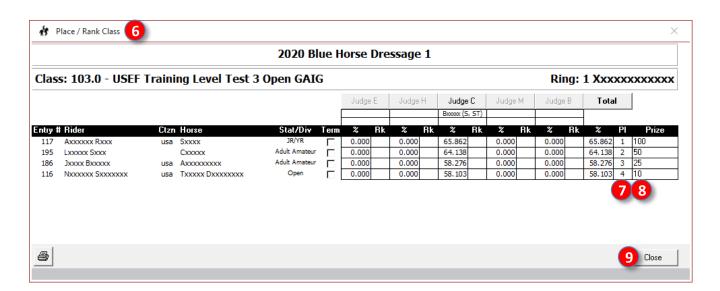
- The **Prize Batch** feature lets you enter a batch of checks to print for prizes.
- It is performed AFTER a class is finished.

## **EXPENSES [AND CHECKS] > PRIZE BATCH > ENTER THE CASH PRIZE VALUES:**

- Select 1 Main Menu > 2 Scoring.
- Using the Class (Lookup) drop-down arrow (or type-in box), select the class whose prize checks you want to enter.
- Click 4 Place.
- Select the 6 type of class.



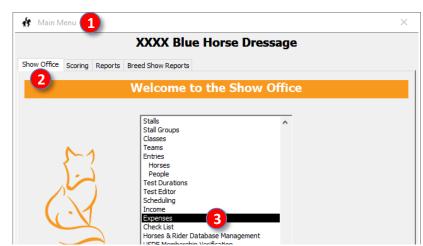
- The 6 Place / Rank Class form opens.
- Place the class.
- Type in the cash 8 Prize for each ride receiving a cash prize.
- Click 9 Close.



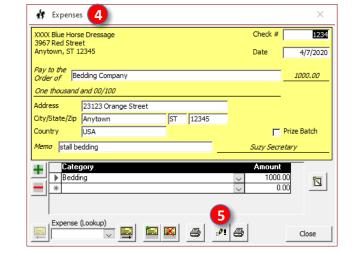
# Show Office > Expenses [and Checks] > Prize Batch > Enter the Batch Information

## EXPENSES [AND CHECKS] > PRIZE BATCH > ENTER THE BATCH INFORMATION

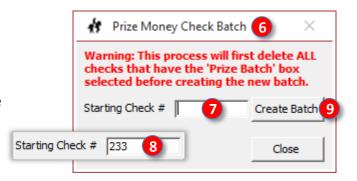
- Select 1 Main Menu > 2 Show Office > 3 Expenses.
- The 4 Expenses form opens.



- The 4 Expenses form opens.
- Click the **5** Create Prize Batch button.



- The 6 Prize Money Check Batch form opens.
- Enter the **7** Starting Check # for the batch of checks to be printed. The feature assumes you will be using a consecutive sequence of check numbers, such as 1, 2, 3, 4, 5, etc. The example will start with 8 1234.
- Click the 9 Create Batch button.

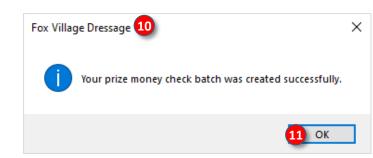


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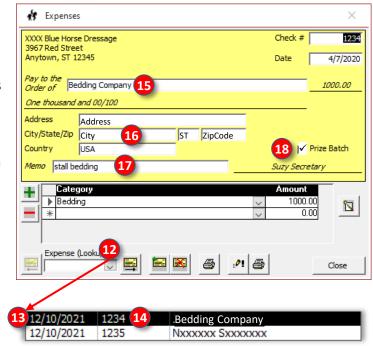
Continued on next page...

# Show Office > Expenses [and Checks] > Prize Batch > Enter the Batch Information, Cont'd.

- A 10 Fox Village Dressage form opens informing you the prize money check batch was created successfully.
- Click (11) OK.



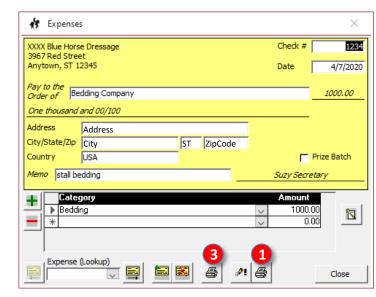
- Using the **Parameter** (Lookup) drop-down arrow, you can see the 13 batch of expenses was added.
- Click one of the new expenses. In this example, it is check number 14 1234.
- The 15 Pay to the Order of box has been filled in with the owner's name.
- The **6** owner's contact information has been filled-in.
- The **Memo** box has been filled in with the class name and place.
- The Boundary Prize Batch check box has been checked.



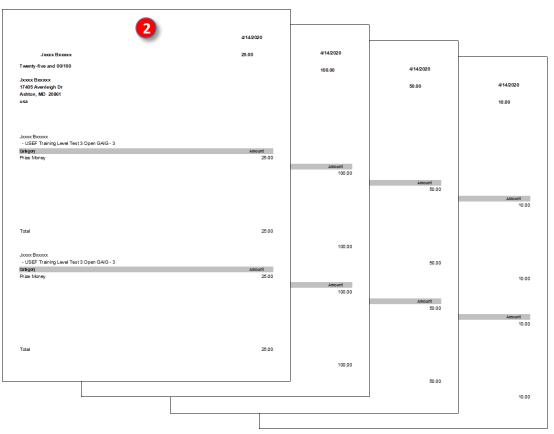
# Show Office > Expenses [and Checks] > Prize Batch > Print Prize Batch [Checks]

# **EXPENSES [AND CHECKS] > PRIZE BATCH > PRINT PRIZE BATCH [CHECKS]:**

To print the batch of prize checks, click the 
Print Prize Batch button.



2 The user can now print the four checks.



#### **NOTES:**

- To print only the check being viewed, click the 3 Print Current Check button.
- If you have many cash prizes from multiple classes, first enter all the cash prizes in the Place / Rank form (see <u>Prize Batch > Enter the Cash Prize Values</u>) for each applicable class, then print the batched checks.

# Show Office > Check List [= To Do List]

## CHECK LIST [= TO DO LIST]:

Check List is used to create a To Do List.

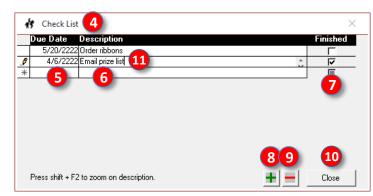
Select 1 Main Menu > 2 Show Office
 Select 1 Check List.

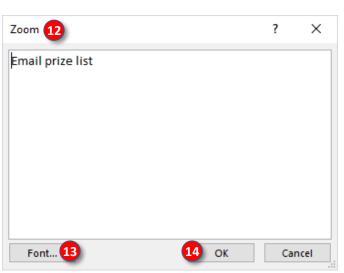
- XXXX Blue Horse Dressage

  Show Office | Scoring | Reports | Breed Show Reports |

  Welcome to the Show Office

  Stalls | Stall Groups | Classes | Teams | Entries | Horses | People | Test Durations | Test Editor | Scheduling | Income | Expenses | Rider Database Management | USDF Membership Verification |
- The 4 Check List form opens.
- Due Date: Enter the date the task must be completed (MM/DD/YYYY).
- **6 Description**: Enter a description of the task. It can be a simple title or a long message.
- **7** Finished: When the task has been completed, click (check) the box.
- 8 Add Item button: Click to add another task to the list.
- 9 Delete Item button: Click to delete a task from the list.
- Click Close to save your changes and return to the Main Menu.
- With your cursor in the Description box, 11
   Press shift + F2 to zoom on description.
- The **2** Zoom form opens in which you can view and edit your **Description**.
- Click Font to change the font, font style, and size.
- Click 14 OK to save your changes and return to the 4 Check List form.
- Click Close to save your changes and return to the Main Menu.





**NOTE**: Instead of the above, the check list can be used to track entries that are on a wait list but are <u>not</u> entered in the FVD program. In the **5 Due Date** column, enter the date the entry was received/requested. In the **6 Description** column, enter the **class** #, **rider name**, and **email address**. If you have a pre-show scratch, refer to the list to fill the scratch.

## Show Office > Horses and Rider DB Management

## HORSES AND RIDER DB MANAGEMENT:

Horses & Rider DB Management is used to clean up your database.

- Select 1 Main Menu > 2 Show Office
   > 3 Horses and Rider DB Management.
- See <u>HORSE & RIDER (HR.hdf) DATABASE</u> <u>MANAGEMENT</u> for procedures.





# Show Office > USDF Membership Verification > Purpose, USDF Information Tab

#### **USDF MEMBERSHIP VERIFICATION > PURPOSE:**

- **USDF Membership Verification** is used to verify USDF people memberships and USDF horse registrations for all people and horses in the show current at the time you use this function.
- Based on membership numbers entered into FVD, it uses the online membership data of USDF.
- In order to charge the correct fees and determine if an entry qualifies for a GAIG Q ride, championship rides, etc., you need USDF membership numbers and status for all people and horses in your show (except for entries only in exempt classes – see <u>USDF Exceptions</u> and <u>USEF and USDF Exceptions</u> <u>Summary</u>).
- There are many methods to obtain this information, all of which can have a lag time from membership application/payment:
  - Equestrian Entries: Information provided in EE show entry downloads. Since this is downloaded a long time before the show, it may not be current by show date.
  - <u>USEF Affiliates Membership Verification Service</u> (<u>click here</u>): You search by number, horse name, owner last name, organization name, and/or rider name to obtain USEF and USDF membership information. This is the <u>BEST method!</u>
  - Mailed Entry Packet: Paperwork sent to you with a mailed entry packet. Since this is mailed a long time before the show, it may not be current by show date.
  - <u>FVD USDF Membership Verification</u> (this topic): This feature does not change or reset your membership confirmations.

#### **USDF MEMBERSHIP VERIFICATION > USDF INFORMATION:**

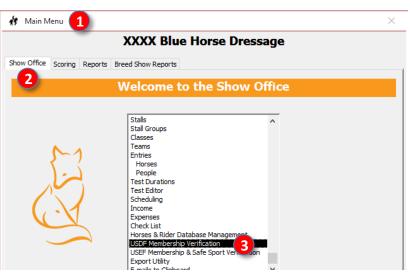
- If the USEF Affiliates Membership Verification Service does not have the information you need, USDF has other resources on their web site:
  - o Person > USDF Print Membership Card: Click here.
  - Horse > USDF Print Horse Card (Certificate): <u>Click here</u>.
- If a person joined USDF or a horse was registered with USDF just before the show or during the show,
  USDF has specific guidelines on what can and cannot be accepted as proof of membership for people
  and horses. See USDF Acceptable Proof of Membership for Shows (click here). USDF does not accept a
  GMO membership card as proof of USDF GMO membership.



# Show Office > USDF Membership Verification > Open, About Tab

#### **USDF MEMBERSHIP VERIFICATION > OPEN:**

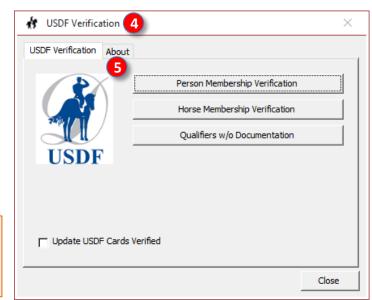
Select 1 Main Menu > 2 Show Office
 3 USDF Membership Verification.



## **USDF MEMBERSHIP VERIFICATION > ABOUT:**

- The 4 USDF Verification form opens.
- · Read the information.

**NOTE**: You can also use FVD <u>USEF Information</u> to pull USEF data for a specific person or horse if the entry has sufficient information to pull data from the USEF database.



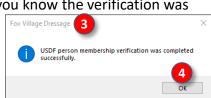




# Show Office > USDF Membership Verification > USDF Verification Tab > **Person Membership Verification**

## USDF MEMBERSHIP VERIFICATION > USDF VERIFICATION TAB > PERSON MEMBERSHIP VERIFICATION:

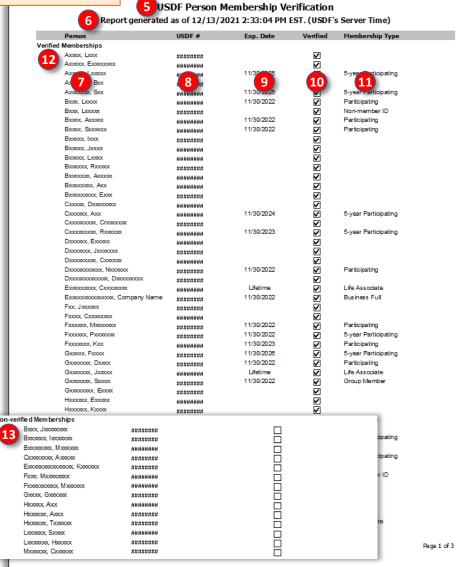
- Click the **1** USDF Verification tab.
- Click the **2** Person Membership Verification button.
- FVD obtains the data online.
- A FVD message lets you know the verification was
- completed successfully. Click the 4 OK button.



USDF Verification USDF Verification Person Membership Verification Horse Membership Verification Qualifiers w/o Documentation ☐ Update USDF Cards Verified Close

**NOTE**: If you check \( \subseteq \text{ Update USDF Cards Verified} \), all the USDF people memberships will be updated in your HR.hdf file, thereby overwriting any updates you have added. Do this with caution!

- The USDF Person **Membership Verification** report for the show opens.
- The report includes:
  - 6 Date and time the report was created.
  - Person name (alphabetical by last name).
  - O 8 USDF #
  - o 9 Exp. Date
  - 10 Verified
  - Membership Type
- The list has two parts:
  - People with Verified Memberships.
  - People with Nonverified Memberships people whose membership was not verified so they may not be current USDF members. Ensure you collect their USDF nonmember fee.



XXXX Blue Horse Dressage



# Show Office > USDF Membership Verification > USDF Verification Tab > Horse Membership Verification

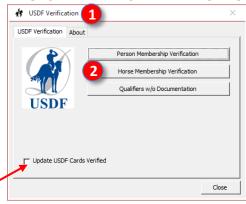
## **USDF MEMBERSHIP VERIFICATION > USDF VERIFICATION TAB > HORSE MEMBERSHIP VERIFICATION:**

- Click the 1 USDF Verification tab.
- Click the 2 Horse Membership Verification button.
- A 3 FVD message opens informing you that the verification process was successfully completed.
- Click 4 OK.



**NOTE**: If you check  $\square$  **Update USDF Cards Verified**, all the USDF people memberships will be updated in your HR.hdf file, thereby overwriting any updates you have added. Do this with caution!

- The report includes:
  - 6 Date and time the report was created.
  - 7 Horse / Owner names
  - 8 USDF # for horse and owner
  - 9 Exp. Date for horse and owner
  - 10 Verified
  - Membership Type
- The list has two parts:
  - People with 12 Verified Memberships.
  - People with (3) Non-verified Memberships. These horses must get at least a USDF HID to participate in the show.



## XXXX Blue Horse Dressage

USDF Horse Membership Verification
Report generated as of 12/13/2021 2:39:41 PM EST. (USDF's Server Time)

Horse / Owner Verified Horse Memberships ####### Lifetime Exxxxxxxx Axxxxx #######  $\checkmark$ ######## Cxxxxxxx Dxxxxxxxxx \*\*\*\*\* ####### Lifetime 1 Ανοσοσο Kxxxxxxx 0xxxxx 7 9 10 11 8 ######## Janaa Raana ######## Bxxx Axx Wxxxx Rxxxx ######## **☑** Bxxxx Pxxxxxx ######## Lifetime Moooox Mox ######## ####### Lifetime 1 Lxxxx Bxxxx ######## Bxxxxx Gxxx Lifetime Life ######## 1 Company Name Pooocoo ######## Bxxxxxx Sxxxxxx \*\*\*\*\*\* Lifetime 5-year Participating 11/30/2025 Cxxxxxx Yxxxxx \*\*\*\*\* Cxxx Ix Txx Sxxx ####### Lifetime 1 Lxxxx Rxxx ######## Cxxxx Gxxx \*\*\*\*\* Lifetime  $\checkmark$ Nxxxxxxx Dxxxxxxxxxx ####### Participating Cxxxxx ######## Lifetime Life Lxxxxx Sxxx ######## ######## Lifetime ☑ \*\*\*\*\* Exxxxx Dxxxxxx Cxxxxxxxx \*\*\*\*\*\*\*\* Lifetime Life \*\*\*\*\*\*\*\* Participatino Axxxxx Bxxxx 11/30/2022  $\mathbf{V}$ Cxxxxxxxx \*\*\*\* Lifetime Life Sxxxx Lxxx ######## ####### V \*\*\*\* Dx Dxxx ######## Lifetime Life ######## 5-year Participating Life Dvv Pvvvvv \*\*\*\*\* Lifetime

########

Doggo Moggo

rerified Horse Memberships

SCRATCH SCRATCH

11/30/2024

5-year Participating



# Show Office > USDF Membership Verification > USDF Verification Tab > **Qualifiers w/o Documentation**

## USDF MEMBERSHIP VERIFICATION > USDF VERIFICATION TAB > QUALIFIERS W/O DOCUMENTATION:

- This report provides a list of entries for which a GAIG Q ride was requested but are missing one or more requirements to do a GAIG O ride.
- Click the **1** USDF Verification tab.
- Click the **Q** Qualifiers w/o Documentation button.

**NOTE**: If you check \( \subseteq \text{ Update USDF Cards Verified} \), all the USDF people memberships will be updated in your HR.hdf file, thereby overwriting any updates vou have added. Do this with caution!

- FVD obtains the data online then opens the **3** USDF Qualifiers w/o **Documentation** report.
- The report includes:
  - 4 Entry #
  - 6 Horse info
  - 6 Owner info
  - o **7** Rider info
  - o 8 Telephone
- If a box is checked (☑), you have the information.
- If a box is not checked (□), you do NOT have the information.
- You can use this report to notify entry participants that are missing information.



XXXXX Blue Horse Dressage  3 USDF Qualifiers without Documentation				
Entry #	Horse	Owner	Rider	Telephone
111	Fxxxxxx	Axoox Hxoooxoox	Axxx Hxxxxxx	###-###-####
SDF	<b>—</b> ******	<del></del>	******	
USEF	<b>≥</b> #######	<b>b</b>		•
138	Fx000000X	Dxxxx Gxxxxxxx	Kxxxxxxx Exxxxxxxxxxxx	###-###-####
USDF	####### Life	Participating	·********	
USEF	<b>******</b>	<b>V</b> *******	<b>******</b>	
141	Ax000X	Koosooox Oxosooox	Txxxxxx Hxxxxxx	###-###-####
USDF	<b>✓</b> #######	<b>*****</b>	######	
USEF	Life #######	<b>:</b> :#######	<b>V</b> ******	
142	Siccoox Wixox	Rxxxxxx Cxxxxxxxxx	Txxxxxx Hxxxxxx	###-###-####
USDF	<b>&gt;</b> ######	<b>&gt;</b> ######	<b>######</b>	
	Life	5-year Participating	_	
USEF	<b>&gt;</b> ######	<b>*</b> ######	<b>☑</b> ######	
153	Cxxxx	Loxox Sxx	Exoxox Oxoxox	###-###-####
USDF	✓ ###### Life	<b>✓</b> ######	· #######	
USEF	<b>******</b>	<b>!</b> ######	<b>?</b> ******	
177	Hxxxxxxx Txx	Exxx Oxxxxx	Exxxx Oxxxxx	###-###-####
USDF	<b>2</b> #######	#######	<b>######</b>	
USEF	Life ✓ ######	<b>V</b> *******	<b>2</b> ******	
188	Sixxxx	Meacoox Becocoox	Mooooox Boooooox	###-###-####
USDF	<b>☑</b> ####### Life	#######	····	
USEF	<b>2</b> *******	<b>/</b> ######	<b>2</b> *******	
191	Oxoox Sxxxxx Fxxxx	Axx Hxxxxx	Pxxxxxxx Fxxxxxx	###-###-####
USDF	####### Life	· *******	#######	
USEF		<b>V</b> ******	5-year Participating  #######	
555	Broox Axox Wxxxxx Rxxxxx	J2000000X D2000000X	Јхоооооох Вхоох	###-###-####
USDF	<b>V</b> ######	<b>V</b> *******	·*******	
USEF	<b>/</b> ######	<b>/</b> ######	<b>2</b> #######	

Monday, December 13, 2021 2:46 PM

Page 1 of 2



# Show Office > USEF Membership & SafeSport Verification > Purpose, USEF Information

#### **USEF MEMBERSHIP & SAFESPORT VERIFICATION > PURPOSE:**

- USEF Membership & SafeSport Verification is used to verify USEF people memberships and horse recordings.
- Based on membership numbers entered into FVD, it uses the online membership data of USEF to check
  the current membership status of all the horses and people in the show.
- In order to charge the correct fees and determine if an entry qualifies for a GAIG Q ride, championship rides, etc., you need USEF and USDF membership numbers and status for all people and horses in your show (except for entries only in exempt classes – see <u>USEF and USDF Exceptions Summary</u>).
- There are many methods to obtain the membership information, all of which can have a lag time from membership application/payment:
  - o <u>Equestrian Entries</u>: Information provided in EE show entry downloads. Since this is downloadeda long time before the show, it may not be current by show date.
  - <u>USEF Affiliates Membership Verification Service</u> (<u>click here</u>): You search by number, horse name, owner last name, organization name, and/or rider name to obtain USEF and USDF membership information. This is the BEST method!
  - <u>USEF Information</u> (<u>click here</u>). A form opens showing you the person's personal, USEF and USDF information.
  - Mailed Entry Packet: Paperwork sent to you with a mailed entry packet. Since this is mailed a long time before the show, it may not be current by show date.
  - o <u>FVD Membership Verification</u> (this topic): Using data in the current show, search by individual or farm numbers or by horse numbers. This feature does not change or reset your membership confirmations.

#### **USEF MEMBERSHIP & SAFESPORT VERIFICATION > USEF INFORMATION:**

- If the USEF Affiliates Membership Verification Service does not have the information you need, USDF has other resources on their web site:
  - People Search: <u>Click here</u>.
  - O Horse Search: Click here.
- If a person joined USEF or a horse was recorded with USEF just before the show or during the show, the
  person will have received an email from USEF verifying the payment. This can be used as proof of
  verification.



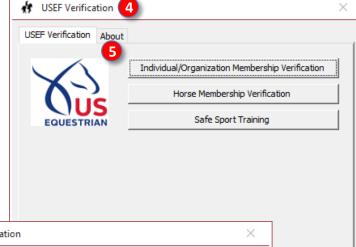
# Show Office > USEF Membership & SafeSport Verification > Open, About

## **USEF MEMBERSHIP & SAFESPORT VERIFICATION > OPEN:**

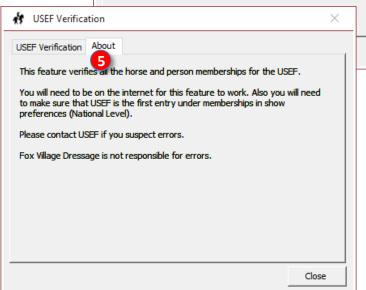
Select 1 Main Menu > 2 Show Office
 Select 1 Main Menu > 2 Show Office
 Werification.



## **USEF MEMBERSHIP & SAFESPORT VERIFICATION > ABOUT:**



- The 4 USEF Verification form opens.
- Click the **5** About tab.
- Read the information.



Close



# Show Office > USEF Membership & SafeSport Verification > USEF Verification Tab > Individual/Organization Membership Verification

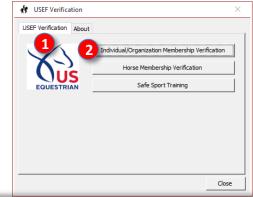
## USDF MEMBERSHIP VERIFICATION > INDIVIDUAL/ORGANIZATION MEMBERSHIP VERIFICATION:

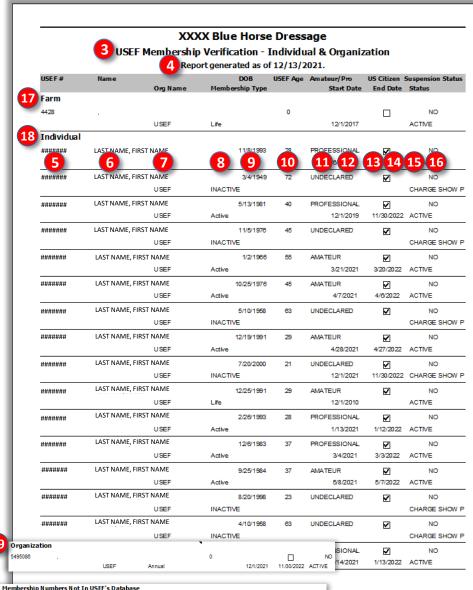
- Click the 1 USEF Verification tab.
- Click the 2 Individual/Organization Membership Verification button.

**NOTE**: An organization is any entity that is part of an entry but is not an individual person nor a farm. This report lists **Farms**, **Individuals**, and **Organizations**.

- FVD obtains the data online then opens the 3 USEF
   Membership Verification – Individual & Organization report.
- The report includes:
  - O ate report was created.
  - o 🚯 USEF#.
  - o 6 Name
  - Org Name (USEF)
  - 8 Membership Type
  - O 9 DOB
  - O USEF Age
  - 1 Amateur/Pro (Rider Status)
  - (Membership) StartDate

  - (Membership) EndDate
  - Suspension Status (YES/NO)
  - (USEF Membership)Status
- The list has three parts:
  - 17 Farm.
  - 18 Individual.
  - 19 Organization





SCRATCH, SCRATCH

20

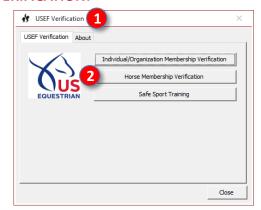
Page 1 of 6



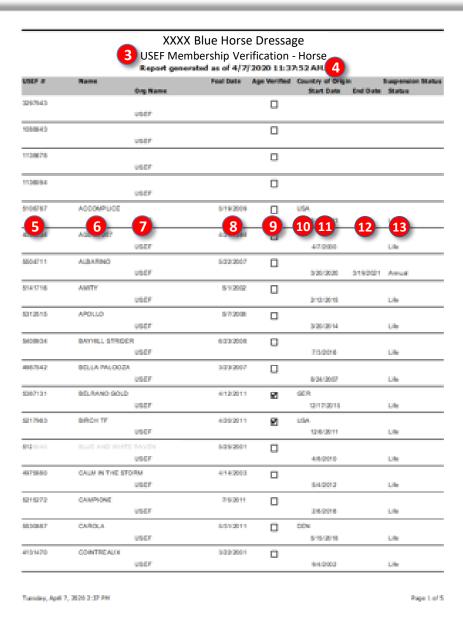
# Show Office > USEF Membership & SafeSport Verification > USEF Verification Tab > Horse Membership Verification

#### **USDF MEMBERSHIP VERIFICATION > HORSE MEMBERSHIP VERIFICATION:**

- Click the 1 USEF Verification tab.
- Click the Horse Membership Verification button.



- FVD obtains the data online then opens the 3 USEF
   Membership Verification – Horse report.
- The report includes:
  - 4 Date and time report was generated.
  - o (Horse) USEF #
  - o 6 (Horse) Name
  - Org Name (USEF)
  - 8 Foal Date
  - O 9 Age Verified (☑ = verified)
  - Occupantification
  - (Recording) Start Date
  - (Recording) End Date (Annual)
  - (Recording) Status

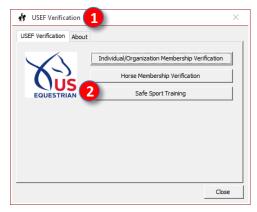




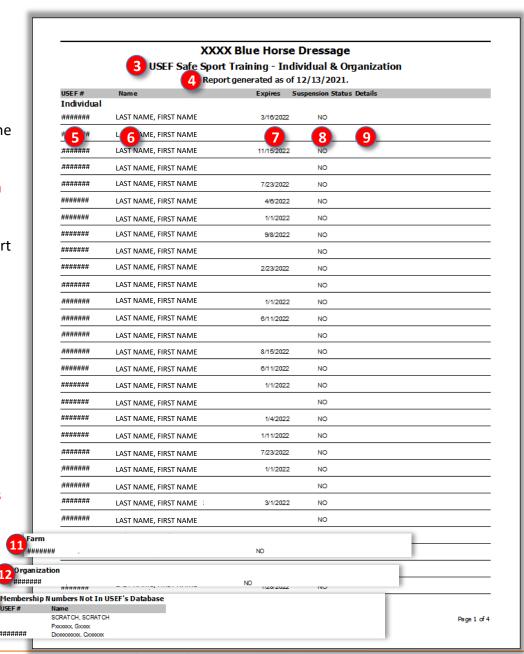
# 

#### USDF MEMBERSHIP VERIFICATION > SAFESPORT TRAINING:

- Used to verify the status of SafeSport training.
- Click the USEF Verification tab.
- Click the 2 SafeSport Training button.



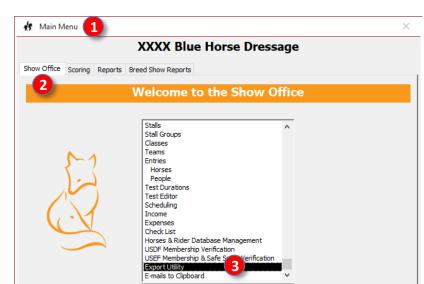
- FVD obtains the data online then opens the 3 USEF
   SafeSport Training –
   Individual & Organization report.
- The report includes:
  - 4 Date and time report was generated.
  - 5 USEF #
  - o 6 (Person) Name
  - Expires (Date)
  - Suspension Status (YES = suspended)
  - o 9 Details
- The list has three parts:
  - Individuals
  - o 🕕 Farm
  - Organization
  - Membership
     Numbers Not In USEF's
     Database



## Show Office > Export Utility [to MS Excel] > Purpose, Open, Select Table to Export

## **EXPORT UTILITY [TO MS EXCEL] > PURPOSE:**

- Export Utility [to MS Excel] is used to export FVD data to a MS Excel spreadsheet file.
- Once the data is in a MS Excel file, you can use it to create form letters, custom labels, stall lists, etc.

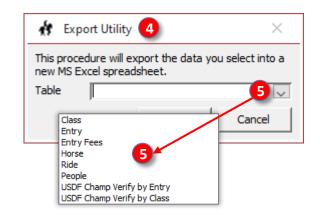


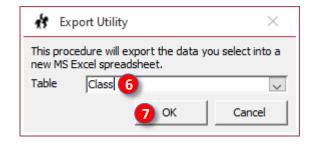
## **EXPORT UTILITY [TO MS EXCEL] > OPEN:**

- Select 1 Main Menu > 2 Show Office
  - > **3** Export Utility.

# **EXPORT UTILITY [TO MS EXCEL] > SELECT TABLE TO EXPORT:**

- The 4 Export Utility form opens.
- Use the 5 Table drop-down arrow to select a table to export:
  - Class
  - Entry
  - Entry Fees
  - Horse
  - Ride
  - People
  - USDF Champ Verify by Entry
  - USDF Champ Verify by Class
- 🔈 In this example will use 🌀 Class.
- Click OK.





Continued on next page...

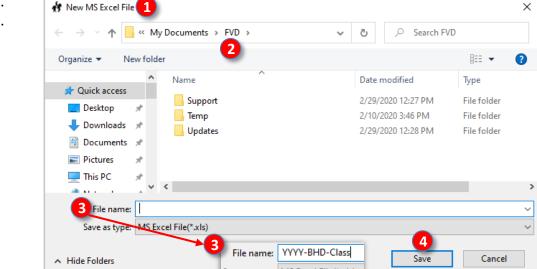
# Show Office > Export Utility [to MS Excel] > Name and Save the File, Open the File

## **EXPORT UTILITY [TO MS EXCEL] > NAME AND SAVE THE FILE:**

- The 1 New MS Excel File window opens.
- By default, the 2 FVD folder opens.
- Create/Navigate to a new folder if you want to save the file to a different folder.

In the File Name box, type a name for your file. It is recommended that you use a file name that
includes the year, the name of the show, and the type of table. In this example, the file name is YYYY-

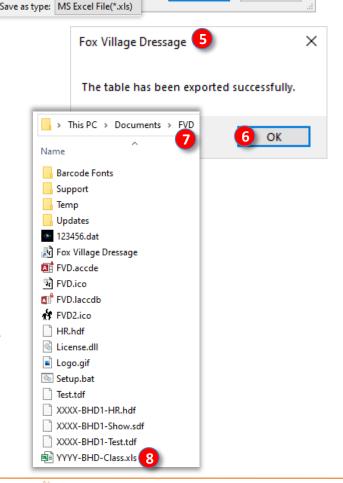
BHD-Class.xls.Click 4 Save.



- A 5 Fox Village Dressage information form opens letting you know the table was exported successfully.
- Click 6 OK.

# EXPORT UTILITY [TO MS EXCEL] > OPEN THE FILE:

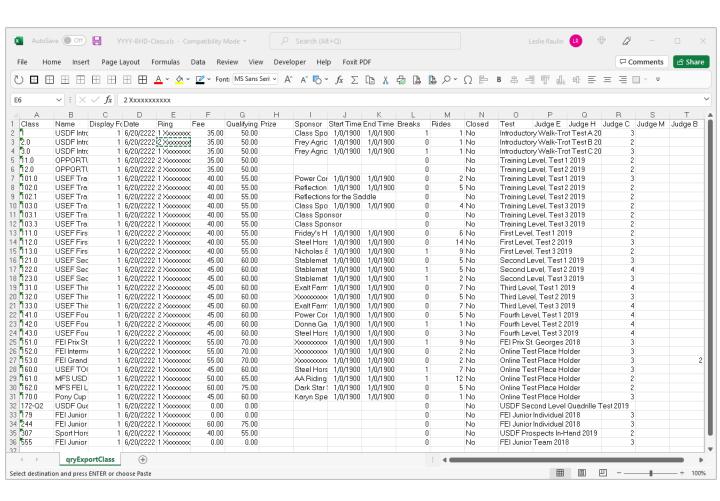
- Navigate to the 7 FVD folder that contains the
   Excel file you just created (YYYY-BHD-Class).
- Double click the file name to open the file.



## Show Office > Export Utility [to MS Excel] > View the File

## **EXPORT UTILITY [TO MS EXCEL] > VIEW THE FILE:**

The MS Excel File opens.



- Follow the same procedure to create MS Excel files containing information about:
  - Class
  - Entry
  - Entry Fees
  - Horse
  - o Ride
  - People
  - USDF Champ Verify by Entry
  - USDF Champ Verify by Class
- The following page lists the fields exported for each of the possible selections.
- You can use the information in these files to create custom labels, make a stall list, provide information for the show program, etc.

# Show Office > Export Utility [to MS Excel] > Fields in Each Export Table

The following information (columns) is included in the named exported Excel files:

Class Entry Entry Fees Horse

Ride People

USDF Champ Verify by Entry USDF Champ Verify by Class

## Class.xls

- Class
- Name
- Display Form
- Date
- Ring
- Fee
- Qualifying Fee
- Prize
- Sponsor
- Start Time
- End Time
- \_...a .....
- Breaks
- Rides
- Closed
- Test
- Judge E
- Judge H
- Judge C
- Judge M
- Judge B

## Entry.xls

- Entry
- Horse
- Horse For Sale
- Owner First Name
- Owner Last Name
- Need Owner Signature
- Rider First Name
- Rider Last Name
- Need Rider Signature
- Trainer First Name
- ...a...e. . ...se ...a...e
- Trainer Last Name
- Need Trainer Signature
- Coach First Name
- Coach Last Name
- Need Coach Signature
- Need Parent Signature
- · Confirmation Mailed
- Post Marked
- Stall Group
- Stall Previous Sunday
- Stall Previous Monday
- Stall Tuesday
- Stall Wednesday
- Stall Thursday
- Stall Friday
- Stall Saturday
- Stall Sunday
- Stall Monday
- Stable Comments
- Entry Memo

## **EntryFees.xls**

- Entry
- Horse
- Rider First Name
- Rider Last Name
- Description
- Rate
- Quantity
- Total
- Stall

## Horse.xls

- Name
- Breed
- Height
- Color
- Sex
- Sire
- Dam
- Dams Sire
- Birth Country
- · Birth Year
- Breeder
- Coggins
- Coggins Expiration Date
- Vaccines
- Vaccines Expiration Date
- Passport
- USEF
- USEF Expiration
- USEF Verified
- USDF
- USDF Expiration
- USDF Verified
- Other
- Other Expiration
- Other Verified
- Last Show
- Notes
- Owner First Name
- Owner Last Name

# Show Office > Export Utility [to MS Excel] > Fields in Each Export Table, Cont'd.

The following information (columns) is included in the named exported Excel files:



## Ride.xls

- Entry
- Rider First Name
- Rider Last Name
- Horse Name
- \_ \_ .
- Force Order
- Class
- Test
- Time
- Qual/Div
- Term Reason
- Subbed Out
- \_ . \_
- Rank E
- Rank H
- Rank C
- Rank M
- Rank B
- Place
- Prize
- Conflict
- Elapse
- Free Style
- Verify

## People.xls

- First Name
- Last Name
- Address
- City
- State
- Zip Code
- Country
- Telephone
- E-mail
- Citizenship
- TIN
- [Rider] Status
- DOB
- USEF
- USEF Expiration
- USEF Verified
- USDF
- USDF Expiration
- USDF Verified
- Other
- Other Expiration
- · Other Verified
- Volunteer
- Last Show
- Notes

## USDF ChampVerifyByEntry.xls

- IngEntryID
- Horse
- Horse USEF
- Horse USDF
- Owner Last Name
- Owner First Name
- Owner USEF
- Owner USDF
- Rider Last Name
- Rider First Name
- Rider USEF
- Rider USDF
- Rider Status
- Q1
- Q2
- Level
- Verified

# <u>USEF\_ChampVerifyByEntry.xls</u>

- Class Number
- Class Name
- IngEntryID
- Horse
- Horse USEF
- Horse USDF
- Owner Last Name
- Owner First Name
- Owner USEF
- Owner USDF
- Rider Last Name
- Rider First Name
- Rider USEF
- Rider USDF
- Rider Status
- Q1
- Q2
- Level
- Verified

# Show Office > Emails to Clipboard > Purpose, Open, Select

#### EMAILS TO CLIPBOARD > PURPOSE:

- **Emails to Clipboard** is used to copy the email addresses of people to your Windows clipboard.
- Using your default email program, you can then paste the clipboard contents into the To... box (or BCC: box) and thereby send an email to people in your show.
- You can select which group(s) of people to include.

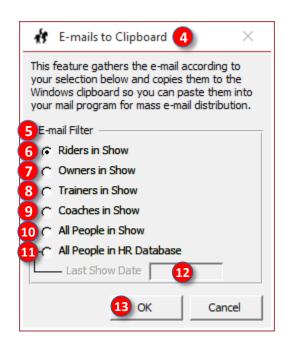
#### **EMAILS TO CLIPBOARD > OPEN:**

Select 1 Main Menu > 2 Show Office > 3 Rider Emails to Clipboard.



#### EMAILS TO CLIPBOARD > SELECT:

- The 4 E-mails to Clipboard form opens.
- You have the following options (5 E-mail Filter) (you may only click one radial button at a time):
  - 6 Riders in Show: Copies the email addresses of all the riders in your show to the clipboard.
  - Owners in Show: Copies the email addresses of all the owners in your show to the clipboard.
  - o **1** Trainers in Show: Copies the email addresses of all the trainers in your show to the clipboard.
  - O Coaches in Show: Copies the email addresses of all the coaches in your show to the clipboard.
  - All People in Show: Copies the email addresses of all the riders, owners, trainers, and coaches in your show to the clipboard.
  - All People in HR Database: Copies the email addresses of all the people in your HR database to the clipboard. Lets you enter a Last Show Date, which limits the people to those who showed since the date you enter.
- Make your selection then click (B) OK.



## Show Office > Emails to Clipboard > Verification, Send Email

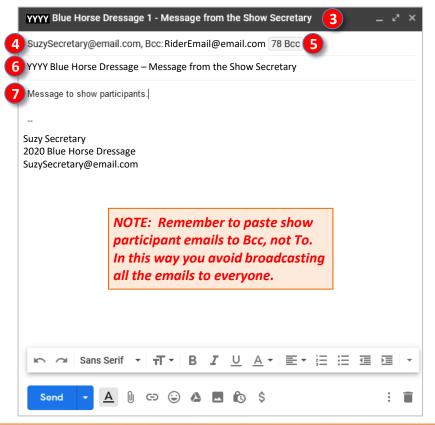
#### **EMAILS TO CLIPBOARD > VERIFICATION:**

- A 1 Fox Village Dressage information form opens, indicating the email addresses have been copied to the clipboard.
- Click 2 OK.



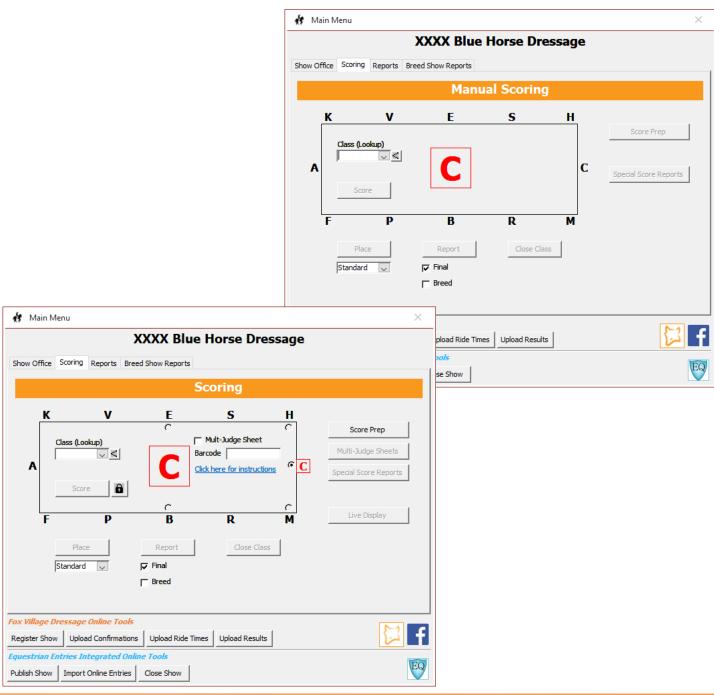
#### **EMAILS TO CLIPBOARD > SEND EMAIL:**

- To send an email the selected people, 3 open your default email program in the usual manner.
- Put your email address in the 4 To: box.
- Paste the contents of your clipboard (the people email addresses) into the BCC... box. This is important as it hides the email addresses from all the recipients, thereby keeping email addresses private.
- Enter a 6 subject that will clearly indicate the email is related to the show.
- Compose your email in the usual manner, add any attachment(s) you may want to email, and send.
- This is a handy method to send a message to all the selected people, with attachments such as the Rider's Schedule Report, etc.
- See USE EMAIL ADDRESSES for more information on emails.



# PROGRAM FUNCTIONS 6. SCORING

**NOTE**: Scoring is explained in <u>SCORING</u>. This chapter explains additional FVD scoring tools.



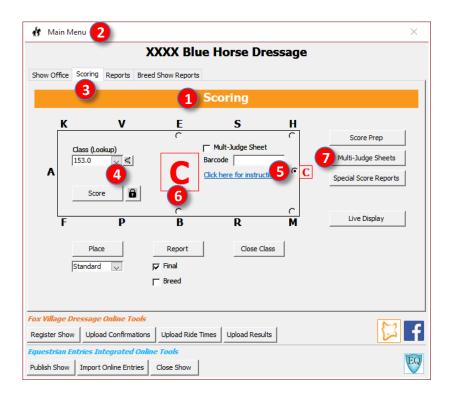
# Scoring > Multi-Judge Sheets > Purpose, Enter All Judge Points and Errors

#### MULTI-JUDGE SHEETS > PURPOSE:

- Multi-Judge Sheets is used with Standard Scoring when a class has more than one judge.
- After the movement and collective POINTS are entered for all judges for the class, the Multi-Judge Sheet displays all the POINTS on one sheet of paper.

#### MULTI-JUDGE SHEETS > ENTER ALL JUDGE POINTS AND ERRORS:

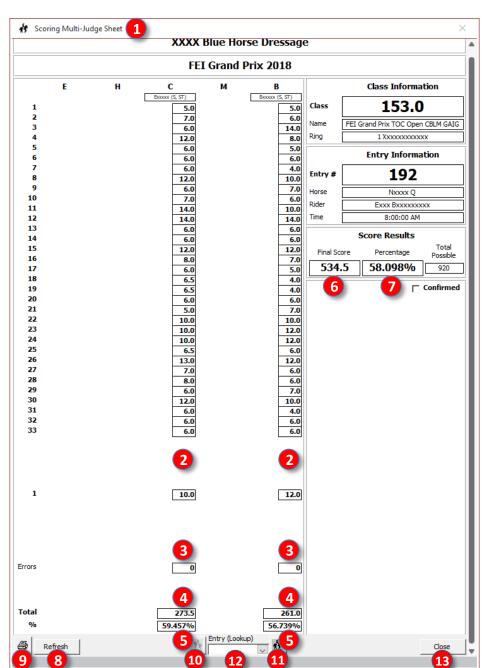
- Ensure you are using 1 (Standard) Scoring. See Set Up Standard Scoring for procedure.
- Select 2 Main Menu > 3 Scoring.
- Using the 4 Class (Lookup) drop-down arrow, select the class you want to score.
- Click the 5 C radial button to enter POINTS and ERRORS from the judge at C.
- Click the 6 B (or other judge position) radial button to enter POINTS and ERRORS from the judge at B (or other judge position).
- After the POINTS and ERRORS have been entered for all judges for the class, click the Multi-Judge Sheet button.



# Scoring > Multi-Judge Sheets > View Multi-Judge Sheet Report

## VIEW MULTI-JUDGE SHEET REPORT:

- The 1 Scoring Multi-Judge Sheet report opens.
- The sheet displays:
  - 2 TOTAL POINTS from each judge.
  - o **3 ERRORS** for each judge.
  - SUBTOTAL POINTS for each judge.
  - 5 FINAL PERCENT for each judge.
  - o **6 MEAN FINAL POINTS** for the ride.
  - MEAN FINAL PERCENT for the ride.
- Click 8 Refresh if the scores were changed in the scoring form.
- Click Print to print the report.
- If all the POINTS AND ERRORS have been entered for other rides:
  - Click Previous Rider or
     Next Rider to view the sheet of the next rider.
  - Alternately, click the Entry (Lookup) drop-down arrow to select a different entry #.
- Click (13) Close when you are finished.



## Scoring > Special Score Reports > Purpose, Open

**SPECIAL SCORE REPORTS > PURPOSE**: **Special Score Reports** is used to provide results reports for special situations.

Main Menu

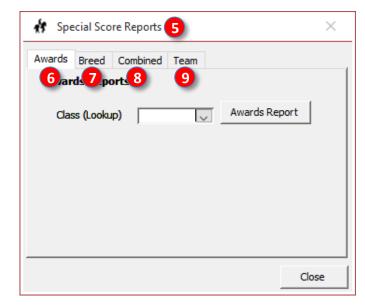
Publish Show | Import Online Entries | Close Show

#### XXXX Blue Horse Dressage Show Office Scoring Reports Breed Show Reports Scoring S Score Prep Mult-Judge Sheet Class (Lookup) Multi-Judge Sheets 153.0 √ ≤ Barcode | e C Click here for instructions Special Score Reports a Live Display В R Close Class Report Standard Final □ Breed Fox Village Dressage Online Tools Register Show Upload Confirmations Upload Ride Times Upload Results

#### SPECIAL SCORE REPORTS > OPEN:

- Select 1 Main Menu > 2 Scoring.
- Using the Class (Lookup) drop-down or type-in box, select the class for which you desire a report.
- Click the 4 Special Score Reports button.

- The **5** Special Score Reports form opens.
- There are special reports for:
  - o 6 Awards
  - o **7** Breed
  - o 8 Combined
  - o 🧐 Team
- · Each of these will be discussed in the next pages.



## Scoring > Special Score Reports > Awards Tab > Purpose, Open

## SPECIAL SCORE REPORTS > AWARDS TAB > PURPOSE:

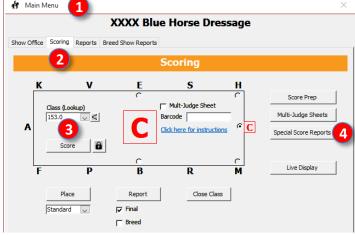
The Awards tab provides Special Score Reports to display awards (placing) for each selected class in the

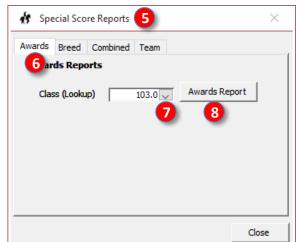
show.

## SPECIAL SCORE REPORTS > AWARDS TAB > OPEN:

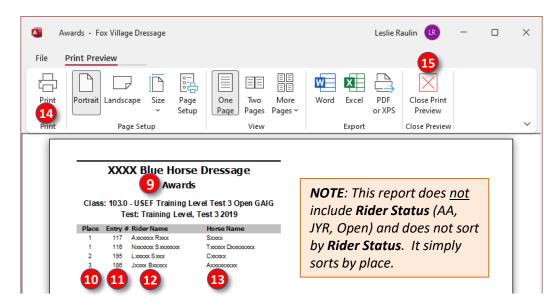
- Select 1 Main Menu > 2 Scoring.
- Using the 3 Class (Lookup) drop-down or typein box, select the class for which you desire a report.
- Click the 4 Special Score Reports button.

- The **5** Special Score Reports form opens.
- Select the **6** Awards tab.
- Using the **7** Class (Lookup) drop-down arrow or type-in box, select the class for which a Special Awards Report is desired.
- Click the **8** Awards Report button.





- The **9** Awards report opens.
- It includes:
  - 10 Place
  - 1 Entry #
  - o 12 Rider Name
  - o B Horse Name
- Click 4 Print to print the report.
- Click Close Print Preview to close the report.



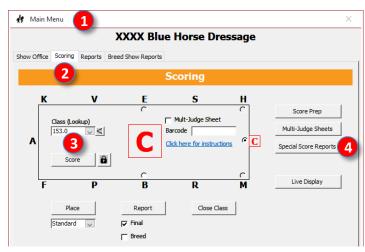
## Scoring > Special Score Reports > Breed Tab > Purpose, Open

## SPECIAL SCORE REPORTS > BREED TAB > PURPOSE:

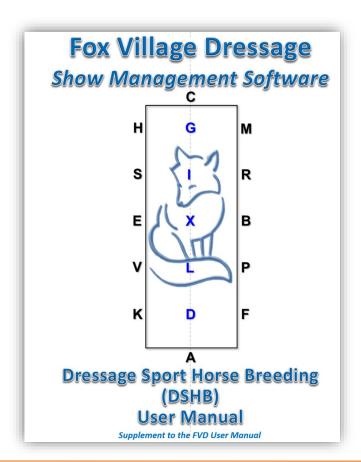
The **Breed** tab provides **Special Score Reports** for breed shows.

#### SPECIAL SCORE REPORTS > BREED TAB > OPEN:

- Select 1 Main Menu > 2 Scoring.
- Using the 3 Class (Lookup) drop-down or typein box, select the class for which you desire a report.
- Click the 4 Special Score Reports button.



- The **5** Special Score Reports form opens.
- Click the 6 Breed tab.
- See the separate FVD Dressage Sport Horse Breeding User Manual (click here).





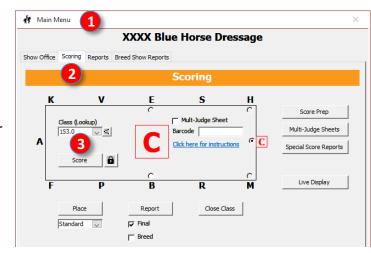
## Scoring > Special Score Reports > Combined Tab > Purpose, Open & Select Classes

#### SPECIAL SCORE REPORTS > COMBINED TAB > PURPOSE:

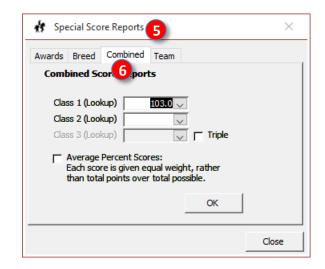
- The **Combined** tab provides a **Special Score Report** for shows that combine the results of two (or three) classes for each rider/horse pair to determine the final scores and final placings.
- The same Horse/Rider pairs must be in the two (or three) classes.

#### SPECIAL SCORE REPORTS > COMBINED TAB > OPEN & SELECT CLASSES:

- Select 1 Main Menu > 2 Scoring.
- Using the Class (Lookup) drop-down or typein box, select the first class of the combination for which you desire a report.
- Click the 4 Special Score Reports button.



- The **5** Special Score Reports form opens.
- Select the 6 Combined tab.
- Using the drop-down arrows or type-in boxes, enter the two or three classes for which you want the scores combined.



Continued on next page...

## Scoring > Special Score Reports > Combined Tab > Calculation Methods

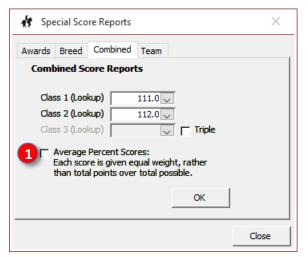
#### SPECIAL SCORE REPORTS > COMBINED TAB > CALCULATION METHODS:

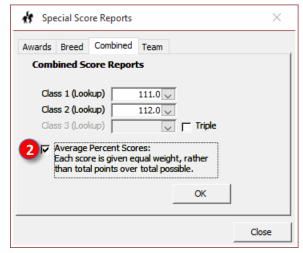
The results can be calculated two ways:

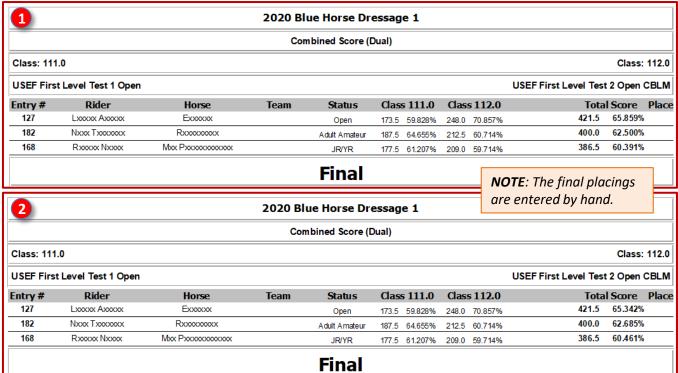
#### 1. Total Final Points:

- For this method, <u>DO NOT</u> check the <u>1</u> Average Percent Scores checkbox (□).
- The calculation is the sum of the FINAL POINTS for the 2 (or 3) classes divided by the sum of the MAXIMUM POINTS for the 2 (or 3) classes.
- For example, a rider had **FINAL POINTS** of 173.5 and 248.0 (sum = **421.5**) in classes with maximum scores of 300 and 360 (sum = **660**). The <u>Combined Final Percent</u> for this rider is (**421.5/660**) x **100** = **65.859**%.
- 2. Average Percent Scores (Average Final Percent):

  - The calculation is the average of the 2 (or 3) FINAL PERCENTS for each rider.
  - For example, a rider had 59.828% and 70.857%. The <u>Combined Final Percent</u> for this rider is the average of the <u>FINAL PERCENTS</u>: (59.828% + 70.857%) / 2 = 65.342%.







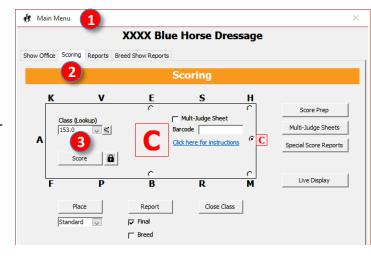
## Scoring > Special Score Reports > Team Tab > Purpose, Open

#### **SPECIAL SCORE REPORTS > TEAM TAB > PURPOSE:**

- Team Tab is used to determine team FINAL POINTS and FINAL PERCENTS and to place teams.
- Some dressage shows have teams, which are usually 3-4 rider/horse pairs whose scores are tallied to determine team placings.
- Teams are entered into the FVD program during the Entry phase. See <u>Teams</u> for procedures.
- The scores for each individual in a team are entered in the usual manner (see <u>SCORING</u>).
- Placing of the teams is then performed.

## SPECIAL SCORE REPORTS > TEAM TAB > OPEN:

- Select 1 Main Menu > 2 Scoring.
- Using the 3 Class (Lookup) drop-down or typein box, select the first class of the combination for which you desire a report.
- Click the 4 Special Score Reports button.

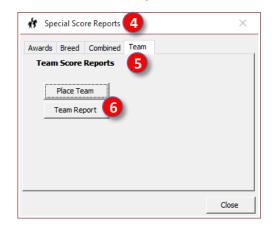


**NOTE**: For details on managing teams, see <u>MANAGING TEAMS</u>.

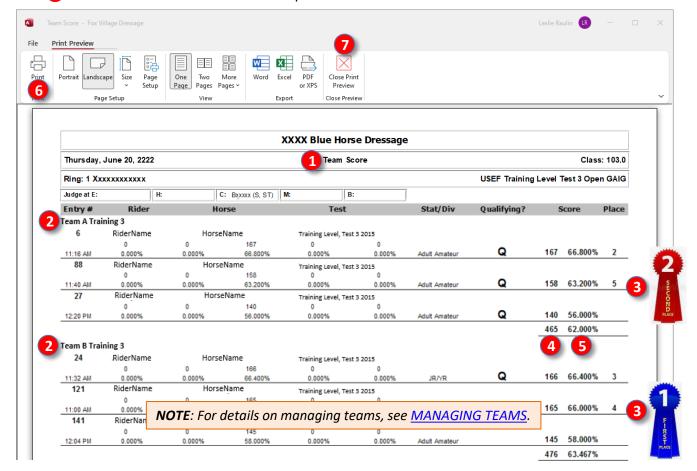
# Scoring > Special Score Reports > Team Tab > Team Report

#### SPECIAL SCORE REPORTS > TEAM TAB > TEAM REPORT:

- The 4 Special Score Reports form opens.
- Select the 6 Team Report button.



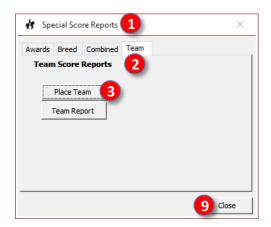
- The 1 Team Score report opens.
- In the report, the rides are grouped by **2** Team, then by **3** FINAL PERCENT (high to low for each ride) within each team.
- Each team's 4 FINAL POINTS and 5 FINAL PERCENT are listed.
- On this report the teams are <u>NOT</u> ordered by place that is done with **Special Score Reports > Team > Place Team** (see next page). Look at the team **FINAL PERCENTS** to determine the highest team percentage (1st place), next highest percentage (2nd place), etc. In this example, Team B is 1st and Team A is 2nd. Make a note of the placings or write them on your report print-out.
- If desired, click **6** Print to print the report.
- Click Close Print Preview to close the report.



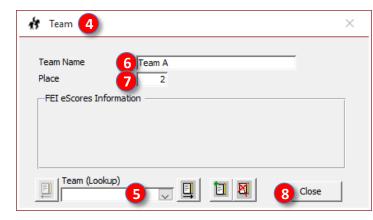
## Scoring > Special Score Reports > Team Tab > Place Team

#### SPECIAL SCORE REPORTS > TEAM TAB > PLACE TEAM:

- You are returned to the 1 Special Score Reports form.
- Select the **2** Team tab.
- Select the **3** Place Team button.



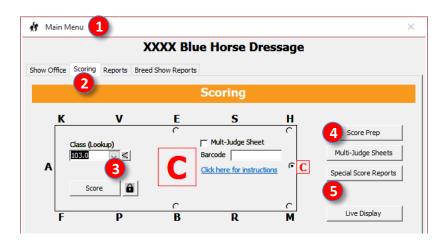
- The 4 Team form opens.
- Using the 5 Team (Lookup) drop-down arrow or type-in box, select the 6 first team to be placed.
- Using the team placings determined on the previous page, enter the **7** Place for each team.
- When you are finished, click 8 Close to save your changes, which returns you to the 1 Special Score Reports form.
- On the 1 Special Score Reports form, click 9 Close to close the report and return to the Main Menu > Scoring.



**NOTE**: For details on managing teams, see <u>MANAGING TEAMS</u>.

**NOTE**: There is no final report with team placings. Use the Team Score Report with handwritten placings.

# Scoring > Score Prep, Live Display

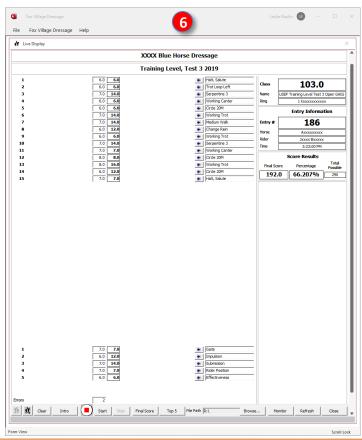


#### **SCORE PREP:**

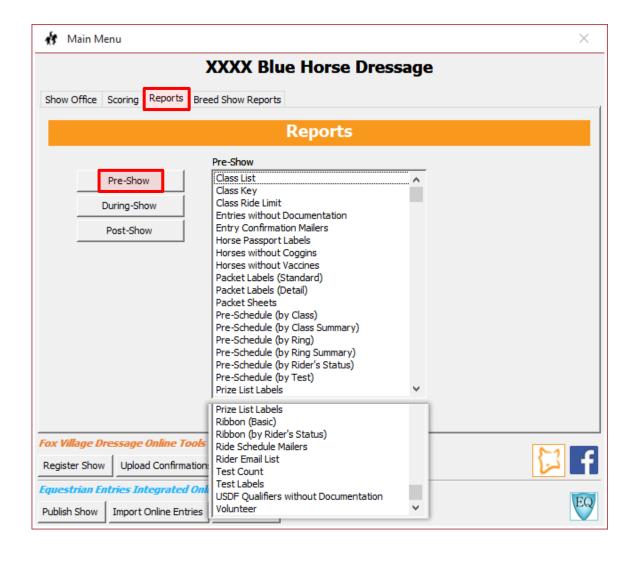
- **Score Prep** is used with **Paperless Dressage Scoring**. Click here for information on the FVD web site.
- Select 1 Main Menu > 2 Scoring
- Using the 3 Class (Lookup) drop-down or type-in box, select the first class of the combination for which you desire a report.
- See the 4 Score Prep button. Do not click the button unless you are using Paperless Dressage Scoring.

# LIVE DISPLAY:

- **Live Display** is a dashboard for connecting and sending scores to an electronic scoreboard.
- It is a FVD license-activated feature.
- If you wish to use this FVD feature, contact FVD via email at helpdesk@foxvillage.com.
- Select 1 Main Menu > 2 Scoring.
- Using the 3 Class (Lookup) drop-down or typein box, select the first class of the combination for which you desire a report.
- Click the **5** Live Display button.
- The 6 Live Display form opens.



# PROGRAM FUNCTIONS 7. REPORTS - PRE-SHOW



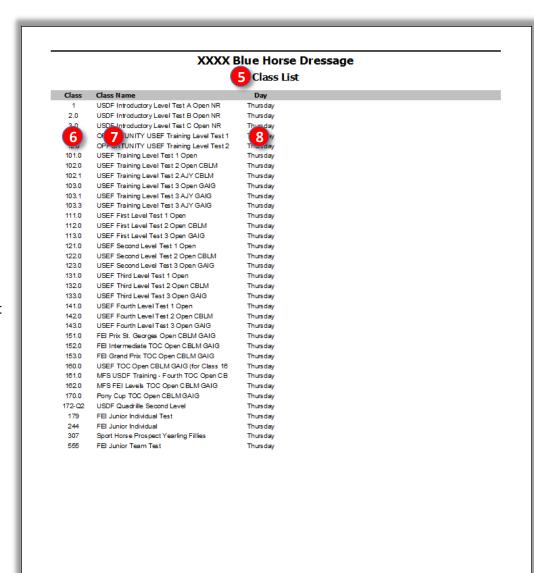
# Reports - Pre-Show > Class List

#### **CLASS LIST:**

The **Class List** report is used to create a list of all the classes in the show.

Select 1 Main Menu > 2 Reports >
 3 Pre-Show > 4 Class List Report.





- The **5** Class List report opens.
- The list contains:
  - o 6 Class #
  - o 7 Class Name
  - 8 Day of the class

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# Reports - Pre-Show > Class Key Report

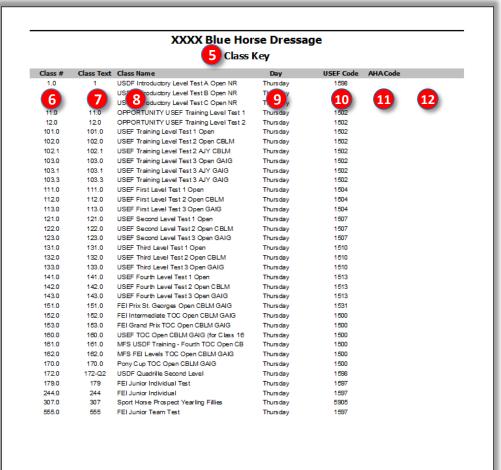
#### CLASS KEY REPORT:

The **Class Key Report** is used to create a list of all the classes in the show, including the **USEF Section Codes**, and **AHA Codes** & **Default EC Codes** if they are used.

Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Class Key Report.



- The **5** Class Key Report opens.
- The list contains:
  - 6 Class #
  - Class Text
  - 8 Class Name
  - 9 Day
  - USEF Codes
  - AHA Codes (on the report if AHA codes were entered (see <u>Enter</u> Classes).
  - Default EC Code (on the report if EC was selected as the National Level (see Show Preferences > Membership (1) Tab).



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# Reports - Pre-Show > Class Ride Limit

#### CLASS RIDE LIMIT:

- Except for championship classes, USEF DR126.4. limits class size to 25 rides.
- The Class Ride Limit report is used to report a class that has more than the maximum of 25 rides.

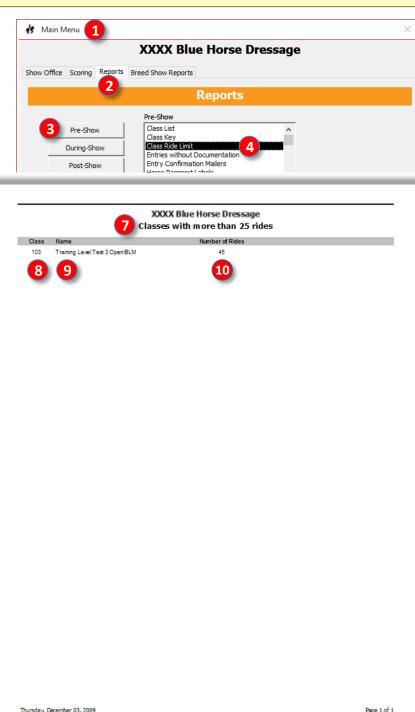
### **USEF DR126 Requirements for Dressage Competition Management**

4. Where more than 25 entries are accepted for a particular class the class must be divided into separate divisions for awards purposes. USEF/USDF and other regional or local championship classes and USEF High Performance Championships, qualifying and selection trials cannot be split.

- Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Class Ride Limit.
- If there is no class with more than the maximum of 25 rides, a 5 Fox Village Dressage information form opens advising you this is the case.
- Click 6 OK to close the form.



- If there are any classes with more than the maximum of 25 rides, the Classes with More Than 25 Rides report opens.
- The report includes:
  - o 8 Class #
  - 9 [Class] Name
  - Number of Rides [in the class]
- If any listed class is NOT a championship class, by USEF DR126.4 rule, you must split the class (see Split Classes).



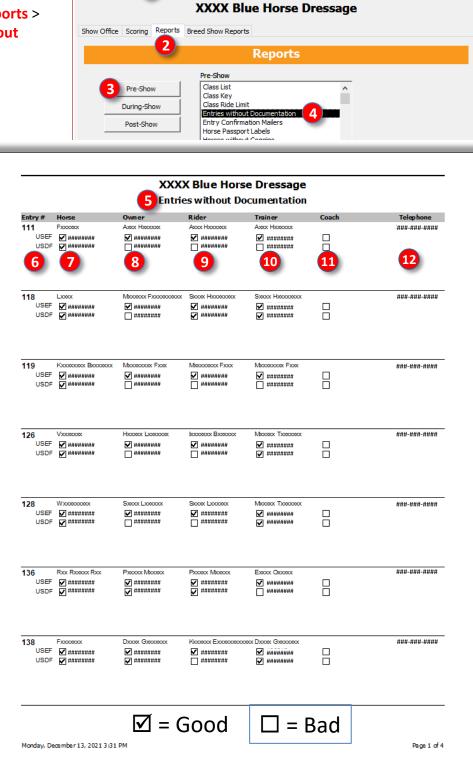
# Reports - Pre-Show > Entries without Documentation

#### **ENTRIES WITHOUT DOCUMENTATION:**

The Entries without Documentation is used to create a list of entries that are missing required USEF and/or USDF membership documentation for the horse, owner, rider, trainer, and/or coach. If an entry is on the list, information is missing and the entrant needs to be contacted.

Main Menu

- Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Entries without **Documentation Report.**
- **Documentation** report opens.
- The report contains:
  - 6 Entry # (the report is sorted by Entry #, with the lowest number first).
  - Morse Name, USEF and USDF #s
  - 8 Owner Name, USEF and USDF #s
  - 9 Rider Name USEF and USDF #s
  - Trainer Name, USEF and USDF numbers
  - Coach Name, USEF and USDF #s
  - 12 Telephone
- Key:
  - ☑ ######: Number verified and membership is current.
  - **□** #####: Number not verified and/or membership not current.
  - : No number provided. Status unknown.
  - o **☑** nmr or **☑** pend: Nonmember or pending membership status verified.
  - o □ nmr or □ pend: Nonmember or pending membership status not verified.



# Reports - Pre-Show > Entry Confirmation Mailers

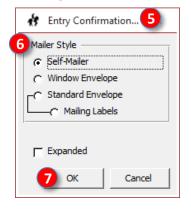
#### **ENTRY CONFIRMATION MAILERS:**

- Entry Confirmation Mailers are used to mail and/or email a confirmation that the show entry packet has been received and processed (see Snail Mail Confirmation Notification).
- The document contains all the entry's key information that is entered in FVD and includes entry deficiencies.
- It may also be used as part of the entry packet (see <u>ENTRY REVIEW AND MANAGEMENT</u> <u>SUGGESTIONS</u>).



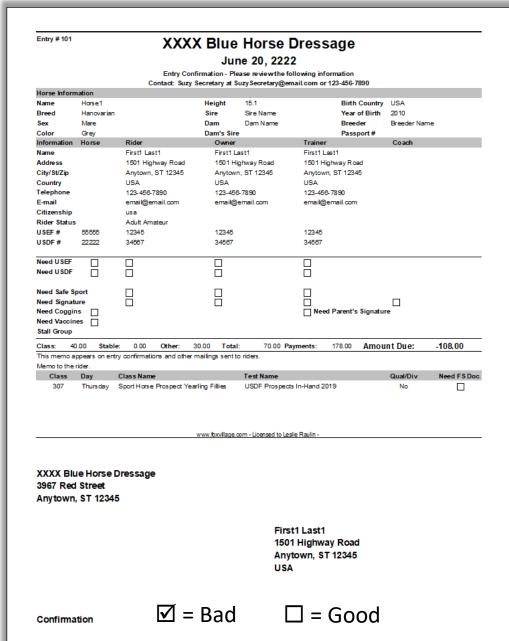


- The 5 Entry Confirmation Mailer form opens.
- Click your 6 Mailer Style preference.
- Click OK.



- The 
   8 Entry Confirmation
   Mailers report opens (this
   example is a Self-Mailer).
- The <u>Window Envelope</u> and <u>Standard Envelope</u> reports provide the same information in different formats.

**NOTE**: It is a good idea to include this report with the paper entry packet or the digital entry packet as it verifies the information in FVD.

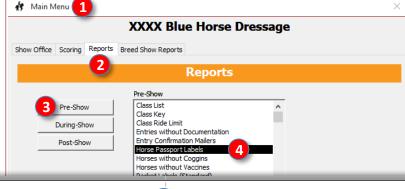


# Reports - Pre-Show > Horse Passport Labels

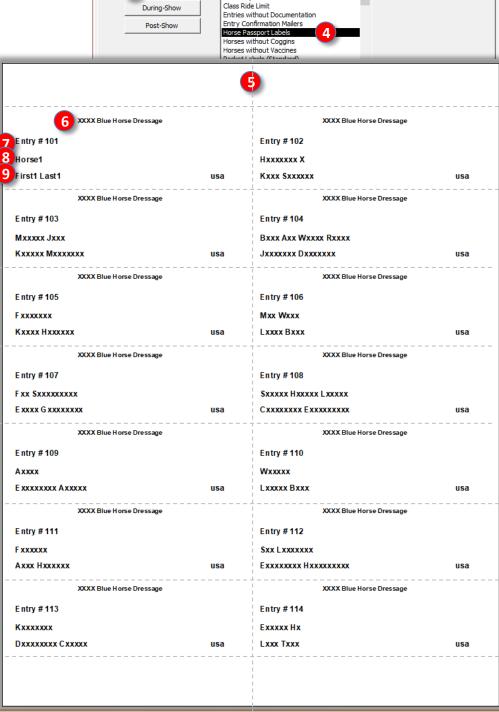
#### HORSE PASSPORT LABELS:

The Horse Passport Labels report is used to by CDI secretaries for their horse passport packets.

 Select 1 Main Menu > 2 Reports >
 3 Pre-Show > 4 Horses Passport Labels report.



- The 5 Horses Passport Labels report opens.
- The report contains:
  - o 6 Show Name
  - o **7** Entry #
  - o 8 Horse name
  - 9 Rider FirstName LastName
- The labels are printed with Avery 5962 or generic 1-1/3" x 4" labels.

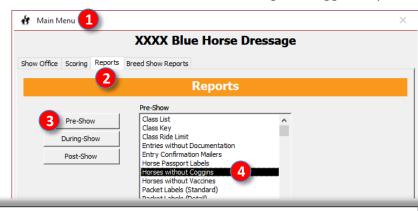


# Reports - Pre-Show > Horses without Coggins

#### HORSES WITHOUT COGGINS:

The Horses without Coggins report is used to create a list of all entries that are missing the Coggins Report.

Select 1 Main Menu > 2 Reports >
 3 Pre-Show > 4 Horses without
 Coggins Report.



XXXX Blue Horse Dressage

Horses without Coggins



- The 5 Horses without Coggins Report opens.
- The report contains:
  - 6 Entry # (the report is sorted by entry # with the lowest number first)
  - o **7** Horse name
  - o 8 Rider name
  - o **9** Rider Telephone
  - o 10 Rider Email
- The rider/owner needs to be contacted for submission of the Coggins (horses may not be taken off the trailer before the show secretary receives a copy of a current Coggins).

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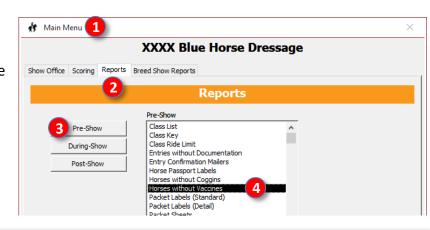
# Reports - Pre-Show > Horses without Vaccines

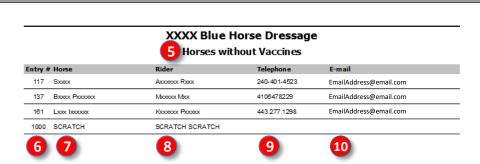
#### **HORSES WITHOUT VACCINES:**

- The Horses without Vaccines report is used to create a list of all entries that are missing proof of vaccination IAW USEF GR845 (click here).
- Select 1 Main Menu > 2 Reports >
   3 Pre-Show > 4 Horses without
   Vaccines report.

NOTE: USEF GR845
requires the proof of
vaccination be brought to
the show but does not
require that it be part of
the show entry. Shows may
require the proof of
vaccination as part of the
show entry.

- The 5 Horses without Vaccines report opens.
- The report contains:
  - 6 Entry # # (the report is sorted by entry # with the lowest number first)
  - o **7** Horse name
  - o 8 Rider name
  - o 9 Rider Telephone
  - o 10 Rider Email
- The rider/owner needs to be contacted for submission of the proof of vaccination.





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# Reports - Pre-Show > Packet Labels (Standard)

# PACKET LABELS (STANDARD):

Packet Labels (Standard) is used to create labels that are placed on the show packets that are given to the

Show Office Scoring Reports Breed Show Reports 2

Pre-Show

During-Show

Post-Show

Pre-Show

Class List

Class Key

Class Ride Limit Entries without Documentation Entry Confirmation Mailers

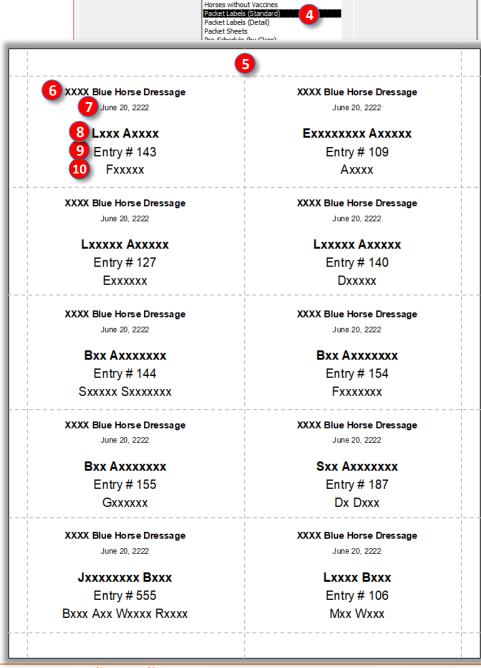
Horse Passport Labels Horses without Coggins

🚯 Main Menu

competitors (also called rider packets).

Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Packet Labels (Standard) report.

- The **5** Packet Labels (Standard) report opens.
- The report contains:
  - o 6 Show Name
  - Show Date
  - Rider Name (the report) is sorted by the rider's last name)
  - 9 Entry #
  - 10 Horse Name
- See RIDER PACKET LABELS/SHEETS for more information on using and printing these labels.



XXXX Blue Horse Dressage

Reports

# Reports - Pre-Show > Packet Labels (Detail)

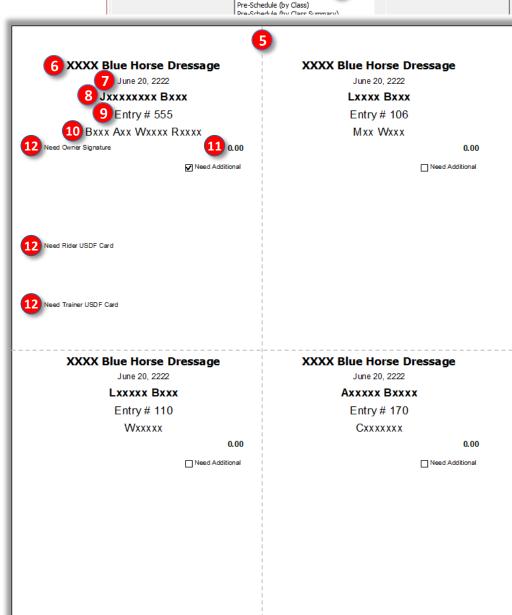
# PACKET LABELS (DETAIL):

Packet Labels (Detail) is used to create labels that are placed on the rider packets that are given to the competitors. The label alerts show management to missing information that must be collected when the competitor registers at the show office.

Select 1 Main Menu > 2 Reports >
 3 Pre-Show > 4 Packet Labels (Detail) report.



- The report contains:
  - 6 Show Name
  - Show Date
  - 8 Rider Name (the report is sorted by the last name)
  - o 9 Entry #
  - o 10 Horse Name
  - Payment/refund due
  - 12 Items missing from entry
- See <u>RIDER PACKET</u>
   <u>LABELS/SHEETS</u> for more information on using and printing these labels.



# Reports - Pre-Show > Packet Sheets

#### **PACKET SHEETS:**

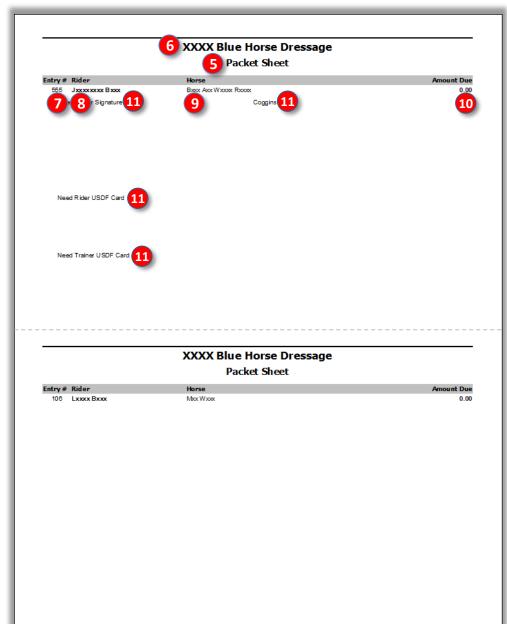
Packet Sheets is used to print sheets that are cut in half and attached to the show packets that are given to the competitors. The sheets alert show management to missing information that must be collected when a competitor registers at the show office.

Select 1 Main Menu > 2 Reports >
 3 Pre-Show > 4 Packet Sheets.



- The report contains:
  - o 6 Show Name
  - o **7** Entry #
  - Rider Name (the report is sorted by the rider's last name)
  - o 9 Horse Name

  - 1 Items missing from entry
- See <u>RIDER PACKET</u>
   <u>LABELS/SHEETS</u> for more information on using and printing these sheets.



# Reports - Pre-Show > Pre-Schedule (by Class)

# PRE-SCHEDULE (BY CLASS):

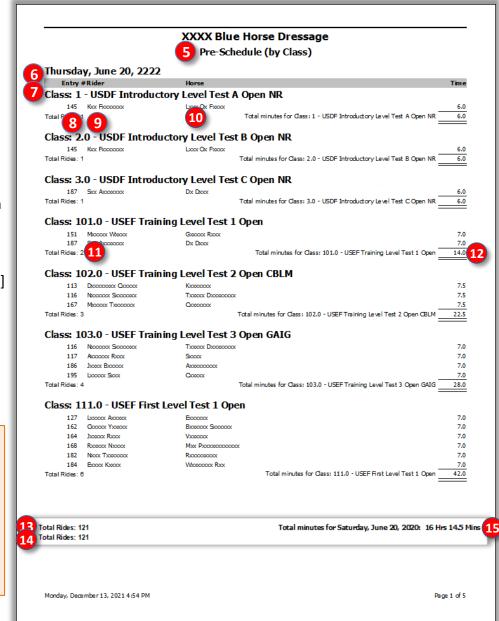
The **Pre-Schedule** (by Class) is a report of the classes and rides, sorted by **Show Day**, then **Class** #, then by **Entry** #. The report provides helpful information to use before scheduling to help you plan your show.

Select 1 Main Menu > 2 Reports >
 3 Pre-Show > 4 Pre-Schedule Report.



- The 5 Pre-Schedule (by Class) report opens.
- The report contains:
  - o 6 Show Date
  - Class # and Name
  - o 8 Entry #
  - 9 Rider [Name]
  - O Horse [Name]
  - Total Rides [for each class]
  - 12 Total Minutes [for each class]
- The last page of the report has:
  - B Total Rides [for the day]
  - 14 Total Rides [for the show]
  - Total Minutes for the day (hours and minutes).

NOTE: **5** Total Minutes for the show helps you plan when you are accepting entries as it will let you know the length of the show. In this example, if the show had two arenas, for which each judge can only judge 8 hours, there are too many hours/minutes in this show.



# Reports - Pre-Show > Pre-Schedule (by Class Summary)

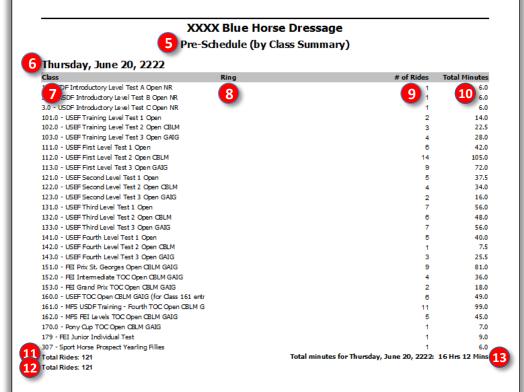
# PRE-SCHEDULE (BY CLASS SUMMARY):

The **Pre-Schedule** (by Class Summary) is a report of the days, classes, ring #, # of Rides, and Total Minutes, sorted by **Day** then **Class** #. The report provides helpful information to use before scheduling to help you plan your show.

 Select 1 Main Menu > 2 Reports >
 3 Pre-Show > 4 Pre-Schedule Report (Summary).



- The 5 Pre-Schedule Report (Summary) report opens.
- The report contains:
  - 6 Show Date
  - Class # and Name
  - 8 Ring # (if assigned)
  - 9 Total Rides for each class
  - Total Minutes for each class
  - Total Rides for the day
  - 12 Total Rides for the show
  - 13 Total Minutes for the day



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# Reports - Pre-Show > Pre-Schedule (by Ring)

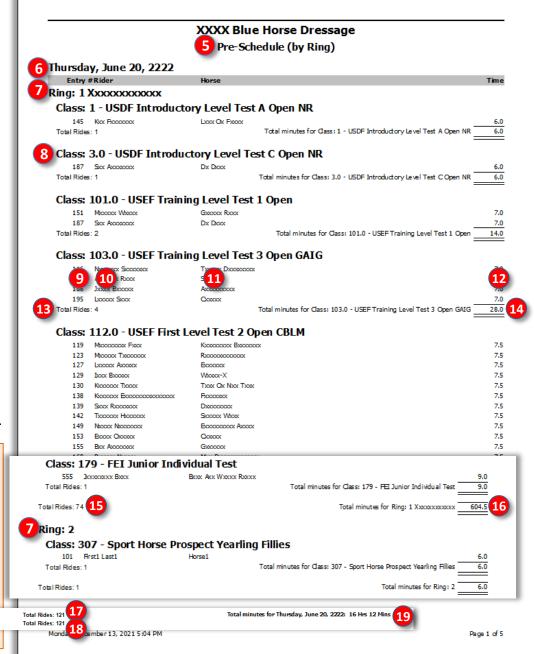
#### PRE-SCHEDULE (BY RING):

The **Pre-Schedule (by Ring)** is a report of the classes and rides, sorted by Day, Ring #, then by Class #, then by Entry #. The report provides helpful information to use during scheduling to help you plan the rings your show.

- Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Pre-Schedule Report (by Ring).
- The Pre-Schedule (by Ring) report opens.
- The report contains:
  - 6 Show Date
  - o **7** Ring
  - 8 Class # and Name
  - 9 Entry #
  - o Rider [Name]
  - 11 Horse [Name]
  - 12 Time allocated for each ride.
  - o B Total Rides (for each class)
  - 14 Total Minutes (for each class) (hours/minutes)
- Totals:
  - 15 Total Rides for each ring.
  - 16 Total Minutes for each ring.
  - Total Rides for the day.
  - o **18** Total Rides for the show.
  - 19 Total minutes (Hrs/Mins) for the day.

NOTE: 16 Total Minutes for each ring helps you plan when you are scheduling the show as it lets you know if you have more than 8 hrs (480 min) for a ring. Since each judge can only judge 8 hours, if there are more than 480 min for a ring, you need to reschedule.





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# Reports - Pre-Show > Pre-Schedule Report (by Ring Summary)

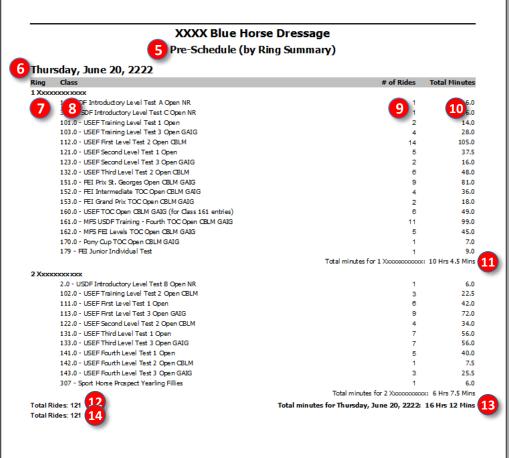
# PRE-SCHEDULE (BY RING SUMMARY):

The Pre-Schedule Report (by Ring Summary) is a report of the days, classes, ring #, # of Rides, and Total Minutes, sorted by Day, then Ring #, then Class #. The report provides helpful information to use before and during scheduling to help you plan your show.

Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Pre-Schedule Report (by Ring Summary).

🚯 Main Menu XXXX Blue Horse Dressage Show Office Scoring Reports Breed Show Reports 2 Reports Pre-Show Packet Labels (Standard) Packet Labels (Detail) Packet Sheets During-Show Pre-Schedule (by Class) Post-Show Pre-Schedule (by Class Summary) Pre-Schedule (by Ring) Pre-Schedule (by Ring Summary) Pre-Schedule (by Rider's Status) Pre-Schedule (by Test)

- The 5 Pre-Schedule Report (by Ring Summary) opens.
- The report contains:
  - o 6 Show Date
  - o **7** Ring #
  - Class # and Name
  - Total Rides for each class
  - Total Minutes for each class
  - Total Minutes for each ring
  - 12 Total Rides for each day
  - 13 Total Minutes for each day
  - 14 Total Rides for the show (on last page)



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# Reports - Pre-Show > Pre-Schedule (by Rider's Status)

# PRE-SCHEDULE (BY RIDER'S STATUS):

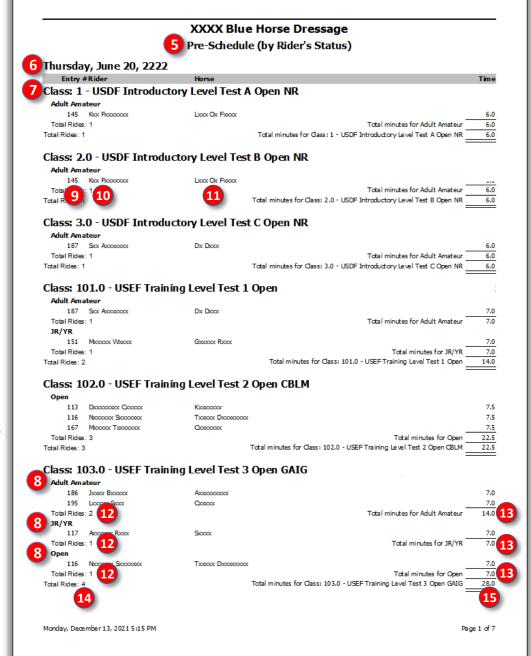
The **Pre-Schedule** (by Rider's Status) is a report of the classes and rides, sorted by **Day**, **Class** #, then by **Rider Status** (Blank, Adult Amateur, JR/YR, Open), then by **Entry** #. The report provides helpful information to use before and during scheduling to help you plan your show. In particular, it can guide you to splitting classes by rider status, if you choose to do so.

Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Pre-Schedule Report

(by Rider's Status).

- The 5 Pre-Schedule (by Rider's Status) report opens.
- The report contains:
  - o 6 Show Date
  - Class # and Name
  - 8 Rider Status
  - o 9 Entry#
  - o **Rider** (name)
  - Horse (name)
  - 12 Total Rides for each status
  - B Total Minutes for each status
  - 14 Total Rides for the class
  - Total Minutes for the class





# Reports - Pre-Show > Pre-Schedule (by Test) [Class/Test]

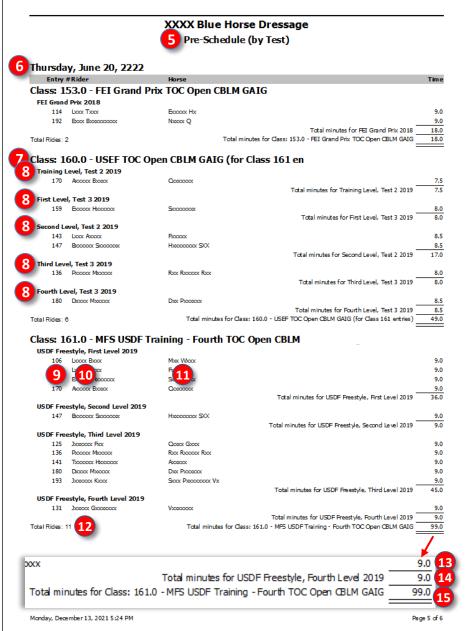
# PRE-SCHEDULE (BY TEST) [CLASS/TEST]:

The Pre-Schedule (by Test) [Class/Test] is a report of the classes and rides, sorted by Day, Class #, then by Test, then by Entry #. The report provides helpful information to use before and during scheduling to help you plan your show.

Select 1 Main Menu > 2 Reports >
 3 Pre-Show > 4 Pre-Schedule (by Test).

Main Menu XXXX Blue Horse Dressage Show Office Scoring Reports Breed Show Reports 2 Reports Pre-Show Packet Labels (Standard) Pre-Show Packet Labels (Detail) Packet Sheets During-Show Pre-Schedule (by Class) Pre-Schedule (by Class Summary) Post-Show Pre-Schedule (by Ring) Pre-Schedule (by Ring Summary) Pre-Schedule (by Rider's Status) Pre-Schedule (by Test) Ribbon (Basic)

- The **5** Pre-Schedule (by Test) report opens.
- The report contains:
  - 6 Show Date
  - Class # and Name
  - o 8 Test
  - 9 Entry #
  - 10 Rider name
  - Horse name
  - Total Rides for each class
  - B Minutes for each
  - Total Minutes for each test.
  - Total Minutes for each class
- See Print Pre-Schedule (by Test) for an example of how this report may be used to help schedule the show.



# Reports - Pre-Show > Prize List Labels

#### PRIZE LIST LABELS:

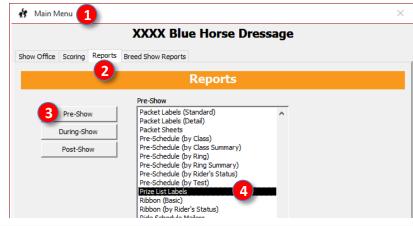
**Prize List Labels** is used to create mailing labels of people involved in your previous shows. You can use the mailing labels to snail mail copies of your new show's Prize List. (This assumes you have used your HR.hdf file for previous shows.)[Of course, nowadays, online posting and/or emailed attachments are must better

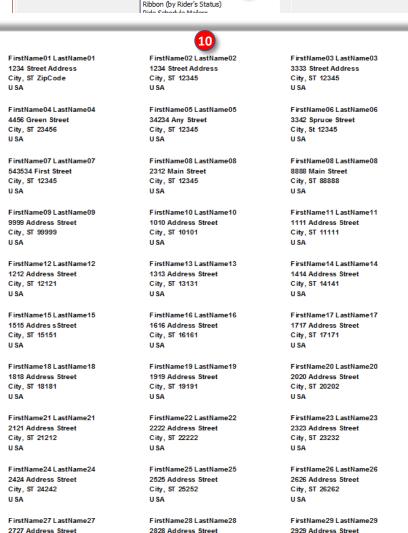
and cheaper!]

- Select 1 Main Menu > 2 Reports >3 Pre-Show > 4 Prize List Labels.
- The 5 Prize List Labels form opens.
- Enter the **6** Last Show Date that you would like included (MM/DD/YYYY). For example, if you want to go back five years, use a date that is five years prior to your current show's date(s).
- Check either 7 Last Name, First Name or 8 Zip Code, Last Name, First Name to specify the order in which the labels are sorted.
- Click 
   OK.



- The 10 Prize List Labels report opens.
- The report contains the names and addresses of previous show participants listed in your Horse & Rider (HR.hdf) file.
- See <u>PRINT LABELS AND INDEX CARDS</u> to print these labels.





City, ST 27272

U SA

City, ST 28282

U SA

City, ST 29292

U SA

# Reports - Pre-Show > Ribbon (Basic)

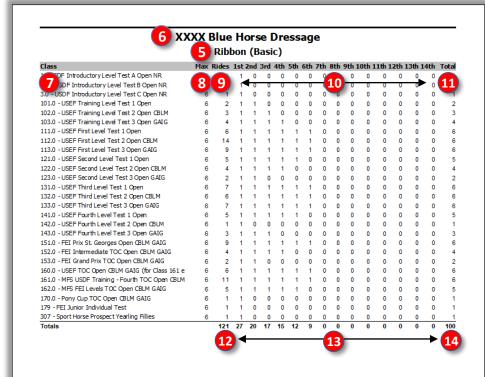
### **RIBBON (BASIC):**

The Ribbon (Basic) report counts the number of ribbons you will need for the show if you do not separate the awards by rider status (Adult Amateur, JR/YR, Open).

Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Ribbon Report (Basic).



- The 5 Ribbon (Basic) report opens.
- The report contains:
  - o 6 Show Name
  - Class # and Name
  - 8 Max number of places for each class
  - 9 Number of Rides for each class
  - Number of 1<sup>st</sup> thru 14<sup>th</sup> place for each class
  - Total Ribbons for each class
- The report's last page contains:
  - 12 Total number of Rides for the show
  - B Total number of Ribbons for each place for the show
  - 14 Total number of ribbons for the show



**NOTE:** The report does not account for ties, Pas de Deux (2 riders per test ), or Quadrille (4 riders per test). Always order about 5-10% extra ribbons!

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Tuesday, December 14, 2021 11:31 AM

# Reports - Pre-Show > Ribbon (by Rider Status)

# **RIBBON (BY RIDER STATUS):**

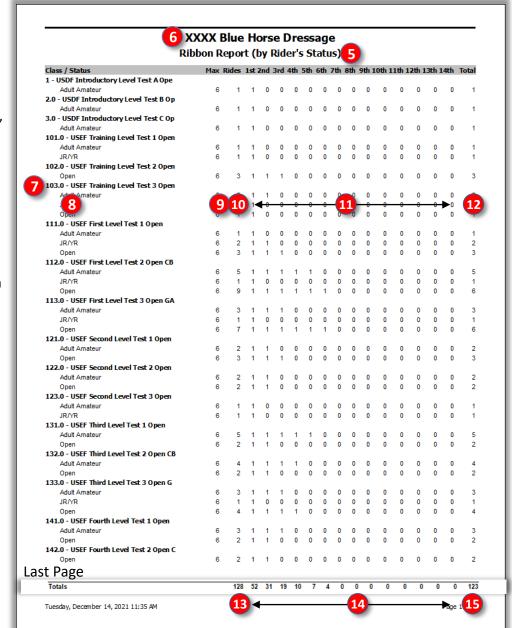
The Ribbon (by Rider Status) counts the number of ribbons you will need for the show if you each class by rider status (Adult Amateur, JR/YR, Open).

Select 1 Main Menu > 2 Reports >
 3 Pre-Show > 4 Ribbon (by Rider's Status).



- The S Ribbon (by Rider's Status) report opens.
- The report contains:
  - o 6 Show Name
  - Class # and Name
  - (a) [Rider] Status (AA, JYR, Open)
  - 9 Max number of places for each status/class
  - Number of Rides for each status/class
  - 11 Number of 1<sup>st</sup> thru
     14<sup>th</sup> place for each status
     /class
  - 12 Total Ribbons for each status/class
- The last page contains:
  - B Total number of Rides
  - 14 Total number of Ribbons (1st thru 14th) for each status/class
  - Total number of ribbons

NOTE: The report does <u>not</u> account for ties, Pas de Deux (2 riders per test), or Quadrille (4 riders per test). Always order about 5-10% extra ribbons!

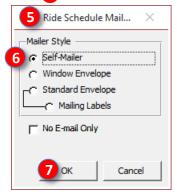


# Reports - Pre-Show > Ride Schedule Mailers

#### **RIDE SCHEDULE MAILERS:**

This report is used to create a ride times sheet that can be snail mailed and/or emailed to each rider. It can also be placed in rider packets, if desired.

- Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Ride Schedule Mailers.
- Select the 6 Mailer Style to be used.
- Click OK.



- Mailer report opens.
- The report contains:
  - 9 Show Name, Date, Show Contact, Rider Name
  - Information regarding the rider's rides.
  - 11 Show Name and **Address**
  - 12 Rider Name and **Address**
- For procedures to print the report, see PRINT.
- Snail mail the report, if desired.
- For procedures to save the report as a PDF file, see Export > PDF or XPS.
- For procedures to email the report PDF to the rider, see Email One Person.





This memo appears on entry confirmations and other mailings sent to riders

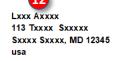
#### **NOTE**: Better ways to send out ride times:

 Use the FVD Rider's Schedule Report. This report can be emailed to all show participants and/or posted on the show's web site.

www.foxvillage.com - Licensed to Leslie Raul

Use Upload Ride Times to the FVD Web Site.

XXXX Blue Horse Dressage 3967 Red Street Anytown, ST12345



Ride Schedule

11

# Reports - Pre-Show > Rider Email List

#### RIDER EMAIL LIST:

The **Rider Email List** provides a list of all show riders and their emails.

Select 1 Main Menu > 2 Reports >
 3 Pre-Show > 4 Rider Email List report.

- 🛊 Main Menu 🚹 XXXX Blue Horse Dressage Show Office Scoring Reports Breed Show Reports 2 Reports Packet Labels (Standard) Pre-Show Packet Labels (Detail) Packet Sheets During-Show Pre-Schedule (by Class) Post-Show Pre-Schedule (by Class Summary) Pre-Schedule (by Ring) Pre-Schedule (by Ring Summary) Pre-Schedule (by Rider's Status) Pre-Schedule (by Test) Prize List Labels Ribbon (Basic) Ribbon (by Rider's Status) Ride Schedule Mailers Rider Email List Test Count
- Rider Email List s@Email.com ss@Email.com EmailAddress@Email.com Axxxxxxx Bxx EmailAddress@Email.com Axxxxxxx Sxx EmailAddress@Email.com Bxxx, Jxxxxxxxx EmailAddress@Email.com Bxxx, Lxxxx EmailAddress@Email.com Bxxx, Lxxxxx EmailAddress@Email.com Bxxxx, Axxxx EmailAddress@Email.com Bxxxx, Sxxxxx EmailAddress@Email.com Byyong Iyon EmailAddress@Email.com Bxxxxx Jxxxx EmailAddress@Email.com Bxxxxx Lxxxx FmailAddress@Fmail.com Bxxxxxxx Ixxxxxxxx EmailAddress@Email.com EmailAddress@Email.com Bxxxxxxx Rxxxxx EmailAddress@Email.com Bxxxxxxxxx Axx EmailAddress@Email.com Вхоооооо Мхоооо EmailAddress@Email.com Bxxxxxxxxxx Exxx EmailAddress@Email.com Cxxxxxx Dxxxxxxxxx EmailAddress@Email.com Cxxxxxxx Axx EmailAddress@Email.com Cxxxxxxxxxx Crxxxxxx EmailAddress@Email.com Dxxxxxxxx Jxxxxxxxx EmailAddress@Email.com Dxxxxxxxxxx Cxxxxxx EmailAddress@Email.com Exxoooxxxx Cxxxxxxx FmailAddress@Fmail.com EmailAddress@Email.com Fxx Jxxxxxx EmailAddress@Email.com Fxxx, Mxxxxxxxx EmailAddress@Email.com Fxxxx, Cxxxxxxxx EmailAddress@Email.com Fxxxxx, Pxxxxxx EmailAddress@Email.com Fxxxxxxx Kxx EmailAddress@Email.com Gxxxx Gxxxxxx EmailAddress@Email.com Gxxxxxxx Jxxxxx EmailAddress@Email.com Gxxxxxxxx Sxxxx EmailAddress@Email.com Gxxxxxxxx Exxx EmailAddress@Email.com Hxxxxxx, Axxx EmailAddress@Email.com Hxxxxxx, Exxxx EmailAddress@Email.com Hx00000x, Kx000x EmailAddress@Email.com Hx00000x, Kx00000x EmailAddress@Email.com Hxxxxxx, Txxxxxx EmailAddress@Email.com Hxxxxxxxxx Sxxxx EmailAddress@Email.com Hxxxxxxxxxx Exxxxxxxx EmailAddress@Email.com Hxxxxx-xxxxx, Kxxxx EmailAddress@Email.com Kxxx, Jxxxxxx EmailAddress@Email.com Kxxxx, Exxxx EmailAddress@Email.com Last1. First1 EmailAddress@Email.com Lxxx. Rxxxxxx EmailAddress@Email.com Lxxxxxx, Sxxxx EmailAddress@Email.com Max Maxoxx EmailAddress@Email.com Mxxxx Vxxxxxx EmailAddress@Email.com Mxxxxx, Dxxxx EmailAddress@Email.com Mxxxxxx Lxxxxxxxx EmailAddress@Email.com Mxxxxxx Pxxxxx EmailAddress@Email.com Mxxxxxx Sxxxx EmailAddress@Email.com

XXXX Blue Horse Dressage

- The **5** Rider Email List report opens.
- The report contains:
  - o 6 Rider Name
  - o (Rider) Email

Reports - Pre-Show > Test Count

#### **TEST COUNT:**

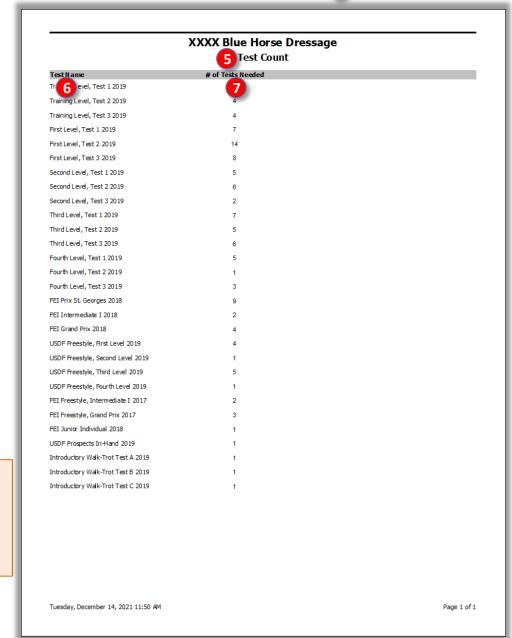
The **Test Count** report is used to determine how many test sheets of each test are needed for the show.

Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Test Count report.

Main Menu XXXX Blue Horse Dressage Show Office Scoring Reports Breed Show Reports Reports Packet Labels (Standard) Packet Labels (Detail) Packet Sheets During-Show Pre-Schedule (by Class) Pre-Schedule (by Class Summary) Pre-Schedule (by Ring) Post-Show Pre-Schedule (by Ring Summary) Pre-Schedule (by Rider's Status) Pre-Schedule (by Test) Prize List Labels Ribbon (Basic) Ribbon (by Rider's Status) Ride Schedule Mailers Rider Email List Test Count

- The **5** Test Count report opens.
- The report contains:
  - o 6 Test Name
  - o 7 # of Tests Needed
- See Test Count Report for further information on the use of this report.

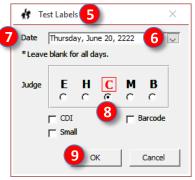
**NOTE:** Always print a few extra of each test. The judges expect a blank test sheet for reference, and the show office might need blank test sheet when filling scratches, etc.



# Reports - Pre-Show > Test Labels

**TEST LABELS:** The **Test Labels** report is used to create test labels that are applied to the dressage test sheets prior to the show.

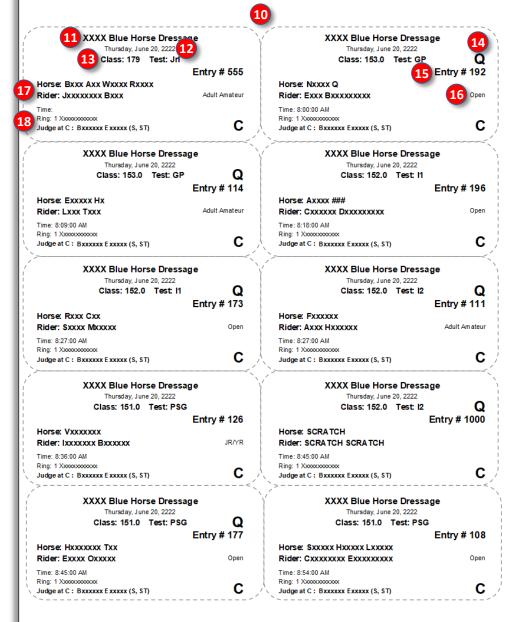
- Select 1 Main Menu > 2 Reports > 3
   Pre-Show > 4 Test Labels.
- The 5 Test Labels form opens.
- Using the 6 drop down arrow, select the
   Date of the show for which you want to print labels.
- Click 
   OK.



- The Test Labels
   (Standard) report opens.
- The report contains:
  - 11 Show Name
  - o 12 Date

  - Qualifier (Q) or not (no Q)
  - o (15) Entry #
  - fig Rider status (Adult Amateur, JR/YR, Open).
  - Thorse and Rider names.
  - 18 Time, Ring, and Judge.
- See <u>Prepare Dressage Test</u> <u>Sheets</u> for further information on the printing and use of this report.





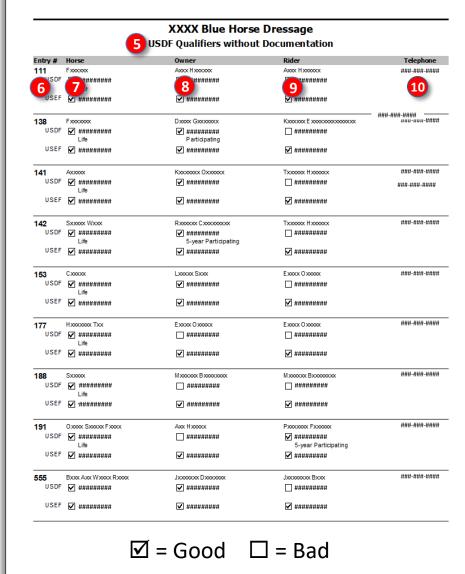
# Reports - Pre-Show > USDF Qualifiers without Documentation

# **USDF QUALIFIERS WITHOUT DOCUMENTATION:**

Entries in USDF qualifying classes who requested (and paid the Q fee) that the ride be a qualifying ride, must meet USDF and USEF membership requirements. The USDF Qualifiers without **Documentation Report** lists Q entries with missing horse, owner, and/or rider membership information.

- Select 1 Main Menu > 2 Reports > 3 Pre-Show > 4 USDF Qualifiers without **Documentation Report.**
- **Documentation Report** opens.
- The report contains:
  - 6 Entry #.
  - o **7** Horse:
    - Name
    - USEF Number
    - USEF Number
  - o 8 Owner:
    - Name
    - USEF Number
    - USEF Number
  - o 9 Rider:
    - Name
    - USEF Number
    - USEF Number
- What the information means:
  - Vumber: Membership number & card submitted and verified.
  - Number: Membership number submitted but not verified with a card.
  - □ No Number: Membership number & card have not been submitted.
- Entries on this report with ☐ have deficiencies that must be resolved before the ride. For the ride to be a Q ride, all numbers must be submitted and current expiration verified. The numbers and verification may be obtained via the various online searches available (see USEF AND USDF PEOPLE & HORSE MEMBERSHIP **REQUIREMENTS & EXEMPTIONS).**





Tuesday, December 14, 2021 12:00 PM

# Reports - Pre-Show > Volunteer

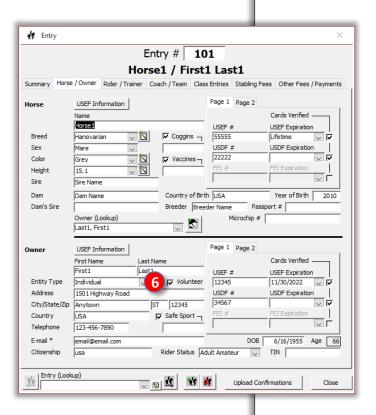
#### **VOLUNTEER:**

The **Volunteer** report is used to create a list of show participants that are also show volunteers. See <u>Details of a FVD Entry</u> for the procedure to designate a person as a volunteer.

Select 1 Main Menu > 2 Reports >3 Pre-Show > 4 Volunteer.

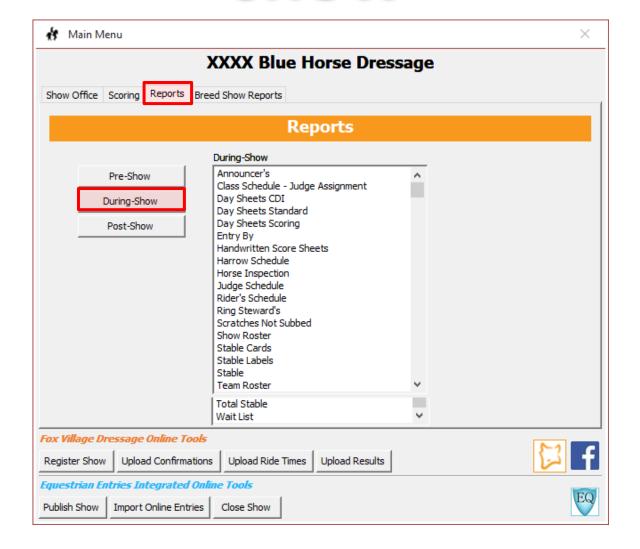
- 🛊 Main Menu 🚺 XXXX Blue Horse Dressage Show Office Scoring Reports Breed Show Reports Reports Pre-Show Packet Labels (Standard) Packet Labels (Detail) Packet Sheets During-Show Pre-Schedule (by Class) Pre-Schedule (by Class Summary) Post-Show Pre-Schedule (by Ring) Pre-Schedule (by Ring Summary) Pre-Schedule (by Rider's Status) Pre-Schedule (by Test) Prize List Labels Ribbon (Basic) Ribbon (by Rider's Status) Ride Schedule Mailers Rider Fmail List Test Count Test Labels USDF Qualifiers 4 Volunteer
- The **5** Volunteer report opens.
- Riders, Owners, Trainers, and Coaches 6 checked as volunteers in the Entry form are listed.





Tuesday, December 14, 2021 12:07 PM

# PROGRAM FUNCTIONS 8. REPORTS - DURINGSHOW



# Reports - During-Show > Announcer's ["Order of Go" (Detail)]

# ANNOUNCER'S ["ORDER OF GO" (DETAIL)]:

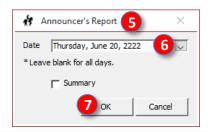
The **Announcer's "Order of Go" (Detail)** report provides detailed information for the announcer (or others with a need for detailed information), organized in order of go for the entire show (by time, not by ring).

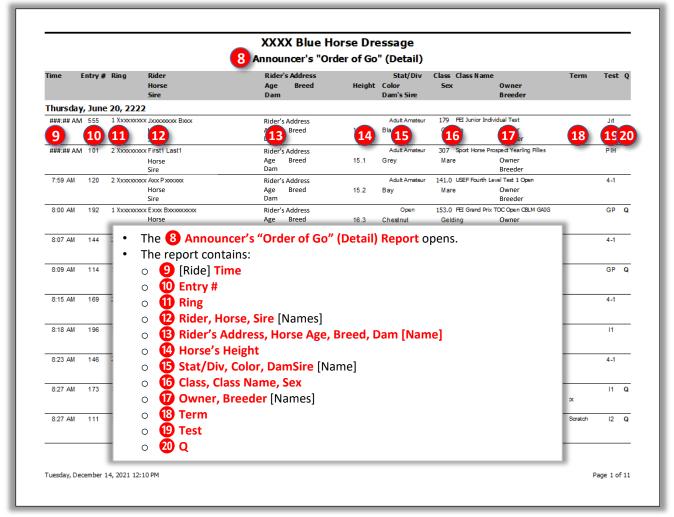
Some announcers prefer this report; other announcers prefer the Day Sheets report.

Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Announcer's.



- The **5** Announcer's report form opens.
- Using the 6 Date drop-down, select the date.
- Click 7 OK.





# Reports - During-Show > Announcer's ["Order of Go"] (Summary)

### ANNOUNCER'S ["ORDER OF GO"] (SUMMARY):

The **Announcer's "Order of Go" (Summary)** provides summary information for the announcer (or others with a need for summary information), organized in order of go for the show (by time, not by ring).

Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Announcer's.



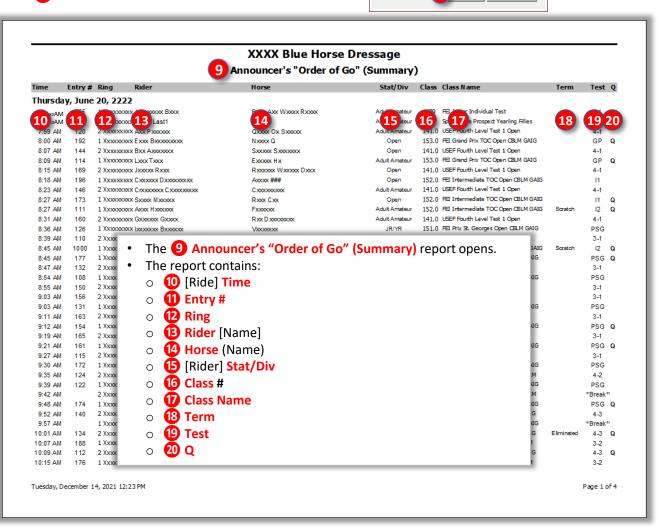
Cancel

Announcer's Report

\*Leave blank for all days.

Date Thursday, June 20, 2222

- The 5 Announcer's report form opens.
- Using the 6 Date drop-down, select the date.
- Check the Summary check box (☑).
- Click 8 OK.



# Reports - During-Show > Class Schedule - Judge Assignment

#### CLASS SCHEDULE - JUDGE ASSIGNMENT:

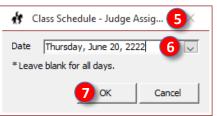
The Class Schedule - Judge Assignment report provides the schedule of classes, including start/stop times

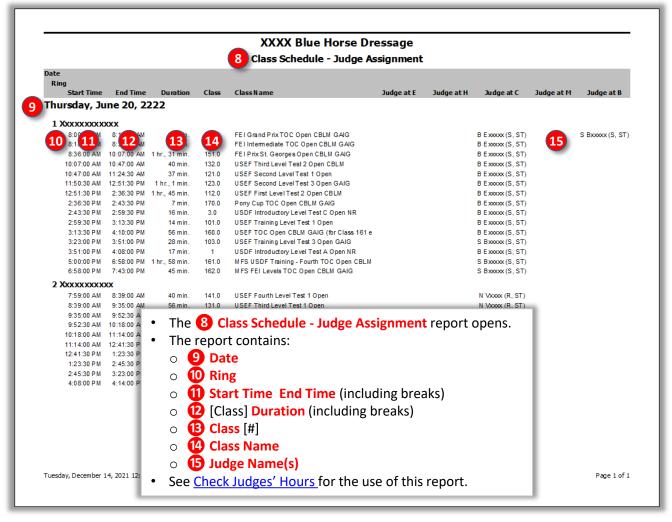
and class duration, & the class judges.

Select 1 Main Menu > 2 Reports >
 3 During-Show > 4 Class Schedule Judge Assignment.



- The 5 Class Schedule Judge Assignment form opens.
- Select the 6 Date you desire.
- Click 7 OK.



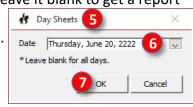


# Reports - During-Show > Day Sheets CDI

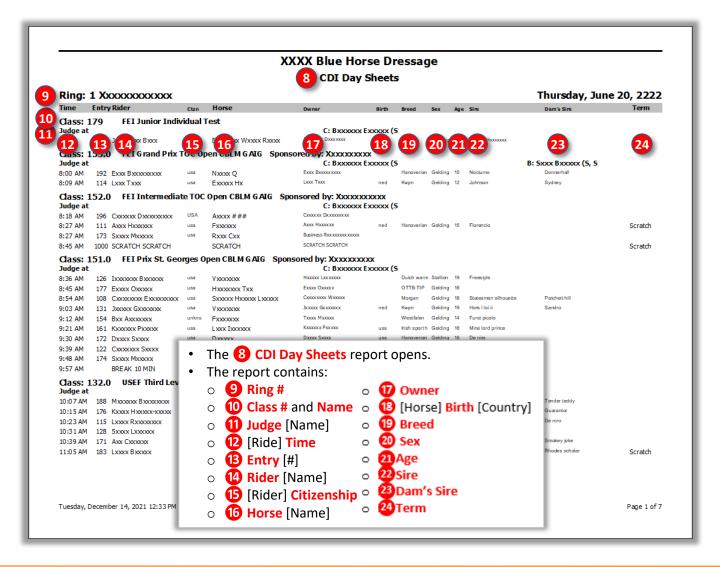
#### **DAY SHEETS CDI:**

The **Day Sheets CDI** report provides daily show information in a CDI format.

- Select 1 Main Menu > 2 Reports >
   3 During-Show > 4 Class Schedule >
   Day Sheets CDI.
- The 5 Days Sheets form opens.
- Using the 6 drop-down arrow, select the day (or leave it blank to get a report for all days)
- for all days).
   Click 7 OK.







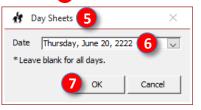
# Reports - During-Show > Day Sheets Standard

#### **DAY SHEETS STANDARD:**

The Day Sheets Standard report provides daily show information in a standard (non-CDI) format.

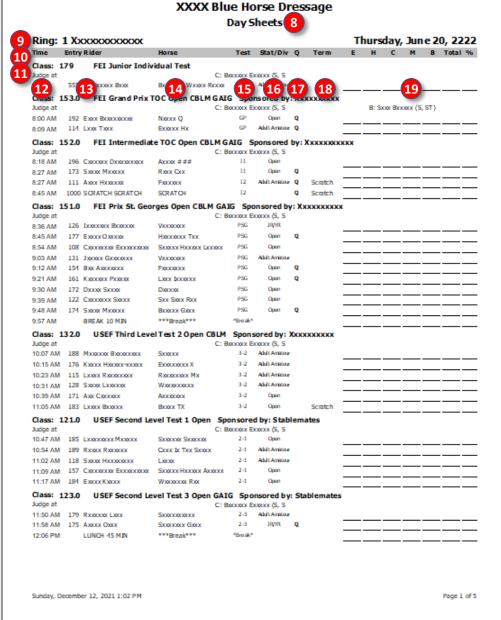
- Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Class Schedule > Day Sheets Standard.
- The **5** Days Sheets form opens.
- Using the 6 drop-down arrow, select the day for which a report is desired (or leave blank to get a report for all show dave

Click OK.



- The 8 Day Sheets Standard report opens.
- The report contains:
  - 9 Ring #
  - 10 Class # & Name
  - U Judge(s)
  - o 12 [Ride] Time
  - 13 Entry [#], Rider [Name]
  - 14 Horse [Name]
  - o **15** Test
  - 16 Stat/Div
  - 17 Q
  - 18 Term
  - Lines for Scores
- See Day Sheets Standard Report and REPORTS IN THE SHOW PROGRAM for use of this report.





# Reports - During-Show > Day Sheets Scoring

#### DAY SHEETS SCORING:

The Day Sheets (Scoring) report provides daily show information to help the scoring department track completion of

score sheets and if they are on hold.

- Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Class Schedule > Day **Sheets Scoring.**
- The 5 Days Sheets form opens.
- Using the 6 drop-down arrow, select the day for which a report is desired (or leave blank to get a report for all show days).
- Click OK.



- The 8 Day Sheets (Scoring) report opens.
- The report contains:
  - o 9 Ring #
  - o 10 Class [#] & Name
  - 1 Judge(s)
  - o 12 [Ride] Time
  - B Finished
  - 14 Entry [#]
  - 15 Rider [Name]
  - 6 Horse [Name]
  - Test
  - 18 Stat/Div
  - **19** Q 0
  - 20 Term
  - **21** Lines for Scores
  - 22 Hold boxes
- See Day Sheets Scoring Report for use of this report.



Ring: 1 Xxx	xxxxx	XXXX					Thu	rsday,	June	20.	22
, ,	ed Entry		Horse	Test	Stat/Div	0	Term		н с		
Class: 179	-	nior Individual Test			•	•					
Judge at	12130	nor maividual rese	C: Bxxxxxx Exxxx	x (S, S		_			_		
12 13	14	J15 xx Bxxx	16 ox Wxxxxx Rxxxx	17	Adul 1 9	19			20		- 6
Class: 153.0	FFLOR	and erix TOC Open	CBLIT GAIG Sponso	red by:	Xxxxxxx	$\mathbf{y}$	,		-6		_
Judge at			C: Bxxxxx Exxxx				B:	Sxxx Bxx	xxx (S, S	ST)	
8:00 AM	192	Exxx Bxxxxxxxxx	Nxxxx Q	GP	Open	Q					
8:09 AM	114	Lxxx Txxx	Exxxx Hx	GP	Adult Amateur	Q					_
Class: 152.0	FEI Int	termediate TOC Ope	n CBLM GAIG Spon	sored b	y: Xxxxxx	xxxx	<				
Judge at		•	C: Bxxxxxx Exxxx	x (S, S							
8:18 AM	196	Cxxxxxxx Dxxxxxxxxxxx	Axxxx ###	11	Open						_
8:27 AM	_	Sxxxx Mxxxxx	Rxxx Cxx	11	Open	Q					_
8:27 AM	_	Axxx Hxxxxxxx	Fxxxxx	12	Adult Amateur	•	Scratch				_
8:45 AM	1000	SCRATCH SCRATCH	SCRATCH	12		Q	Scratch				_
Class: 151.0	FEI Pri	x St. Georges Open	CBLM GAIG Sponso	ored by:	Xxxxxxx	XXX					
Judge at			C: Bxxxxxx Exxxx	• •							
8:36 AM	_	Ixxxxxxxx Bxxxxxxx	Vxxxxxxx	PSG	JR/YR						_
8:45 AM	_ 177	Exxxx Oxxxxx	Hxxxxxxx Txx	PSG PSG	Open Open	Q					_
8:54 AM	108	Cxxxxxxxx Exxxxxxxxx	Sxxxxx Hxxxxx Lxxxxx		Adult Amateur					—-	
9:03 AM	131 154	JXXXXX GXXXXXXX	Vxxxxxxx	PSG PSG	Open	•				—-	_
9:12 AM 9:21 AM	- 154 161	Bxx Axxxxxxx Kxxxxxx Pxxxxx	Fxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	PSG	Open	Q O					_
9:21 AM 9:30 AM	_	Dxxxx Sxxxx	Dxxxxxxxxxx	PSG	Open	Q					
9:39 AM	_	CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Sxx Sxxx Rxx	PSG	Open						
9:48 AM	_	Sxxxx Mxxxxx	Bxxxxx Gxxx	PSG	Open	0					_
9:57 AM		BREAK 10 MIN	***Break ***	*Break*		•					_
Class: 132.0	— HEEE T	bird Lovel Test 2 O	pen CBLM Sponsore	d by: V	vvvvvvv						_
Judge at	USELLI	illi d Level Test 2 O	C: Bxxxxx Exxxx		*****	^					
10:07 AM	188	Mxxxxxxx Bxxxxxxx	Sxxxxx	3-2	Adult Amateur						
10:15 AM	176	Kxxxx Hxxxxx-xxxxx	Exocxxxxxx X	3-2	Adult Amateur						_
10:23 AM	115	Lxxxx Rxxxxxxxx	Rxxxxxxxx Mx	3-2	Adult Amateur						_
10:31 AM	128	Sxxxx Lxxxxxxx	Wxxxxxxxx	3-2	Adult Amateur						_
10:39 AM	171	Axx Cxxxxxx	Axxxxxxx	3-2	Open						
11:05 AM	183	Lxxxxx Bxxxxx	Bxxxxx TX	3-2	Open		Scratch				_
Class: 121.0	USEF S	Second Level Test 1	Open Sponsored by	: Stable	emates						
Judge at			C: Bxxxxxx Exxxx	x (S, S							
10:47 AM	185	Lxxxxxxxxx Mxxxxxx	Sxxxxxx Sxxxxxx	2-1	Open						_
10:54 AM	189	Rxxxx Rxxxxxx	Cxxx IxTxx Sxxxx	2-1	Adult Amateur						_
11:02 AM	1 18	Sxxxxx Hxxxxxxxxxx	Lxxxx	2-1	Adult Amateur						_
11:09 AM	_	Cxxxxxxxx Exxxxxxxxx		2-1	Open						_
11:17 AM	_	Exxxx Kxxxx	Wxxxxxxx Rxx	2-1	Open						_
Class: 123.0	USEF S	Second Level Test 3	Open GAIG Sponso	-	Stablema	tes					
Judge at			C: Bxxxxxx Exxxx		Adult Amateur						
11:50 AM	_	Rxxxxxx Lxxx	Sxxxxxxxxxx	2-3	JR/YR						_
11:58 AM	1/5	Axxxx Oxxx	Sxxxxxxx Gxxx	2-3 :*nl.*	JK/TK	Q					_
12:06 PM	_	LUNCH 45 MIN	***Break ***	*Break*						—-	_

helpdesk@foxvillage.com

# Reports - During-Show > Entry By

#### **ENTRY BY:**

The Entry By reports provide show reports sorted by rider, entry #, horse name, owner name, trainer name,

or coach name.

Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Entry By.

The **5** Entry By form opens.

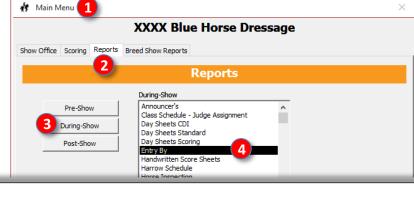
For this example, click 6 By Rider.

Click 7 OK.



- The 8 Entry By Rider report opens.
- The report contains:

  - o 10 Entry #
  - Horse (Name)
  - 12 Owner (Name)
  - 13 Trainer (Name)
  - 14 Coach (Name)
- On the **5** Entry By form, click any of the other options (By Horse, By Owner, By Trainer, By Coach) to open a similar report sorted by the option selected.



8 Entry By Rider									
Rider	Entry #	Horse	Owner	Trainer	Coach				
Axxxx, Lxxx	13		A	A LXXX					
9	<b></b>								
Axxxxx, Exx	109	Axxxx	Axxxxx, E xxxxxxxx	Axxxx, E xxxxxxxx					
		~~~	~~~~, L ~~~~~	A, L	1				
Axxxxx, Lxxx	127	Exxxxxx	Mxxxx, Axxxxxxx	Axxxxx, Lxxxxx					
	140	Dxxxx	Gxxxxx, Fxxxx	Axxxxx, Lxxxxx					
A D.			<u> </u>	,	<u> </u>				
Axxxxxxx, B	144	Sxxxxxx Sxxxxxxx	Mxxx, Mxxx	Axxxxxxxx Bxx					
	154	Fxxxxxx	Mxxxxx, Txxxx	Axxxxxxxx, Bxx	1				
	155	Gxxxxx	Exxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		1				
Axxxxxxx, Sx	ox								
•	187	Dx Dxxx	Axxxxxxxx, Sxx	Axxxxxxxx, Sxx	,				
Bxxx, Jxxxx	YYY								
DARK, CARRE	555	Bxxx Axx Wxxxx Rxxxx	Dxxxxxxx, Jxxxxxxxx	Bxxx, Jxxxxxxxx					
Bxxx, Lxxxx					<u> </u>				
DAAA, LAAAA	106	Mxx Wxxx	Bxxx, Lxxxx	Bxxx, Lxxxx					
D 1			,		'				
Bxxx, Lxxxx	110	Wxxxx	Bxxx, Lxxxxx	Bxxx, Lxxxxx					
		1170000	27004 270001	Dreet, Electric	1				
Bxxxx, Axxx	tx 170	Cx0000000	Burney Assessor	Broom Arross					
		CXXXXX	Bxxxx, Axxxxx	Bxxx, Axxxxx	1				
Bxxxx, Sxxx									
	133	Wx000x0000x	Bxxxx, Sxxxxx	Bxxx, Sxxxxxx	1				
Bxxxxx, lxxx									
	129	Wxxx-X	Dxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Bxxxxx, Ixxx	1				
Bxxxxx, Jxxx									
	186	Ax00000000X	Bxxxxx, Jxxxx	Bxxxx, Jxxx	1				
Bxxxxx, Lxx	ox								
	183	Bxxxx TX	Bxxxxx, Lxxxx	Bxxxxx, Lxxxx	i				
Bxxxxxx, lxx	xxxxx								
	126	V3000000X	Lx0000000, Hx00000	Txxxxxxx, Mxxxxxx	,				
Bxxxxxx, Rx	сххх								
	132	Wxxxxxxx	Bxxxxxxx, Rxxxxxx	Bxxxxxx, Rxxxxx	1				
Bxxxxxxxx, A	\xx								
,	190	Rx000000000X	Bxxxxxxx, Axx	Bxxxxxxxx Axx					
Bxxxxxxxx, N	Avvvvv								
DARAMAN, I	188	Sx000000	Вхосососох, Мхососох	Вхоосхоск, Мхоосхоск	,				
Duuuuuuuu	Evvv		·	·	<u> </u>				
Bxxxxxxxxx,	192	Nxxxx Q	Bxxxxxxxxx, Exxx	Bxxxxxxxxx, Exxx					
C					*				
Cxxxxx, Dxx	113	Kxxxxxxx	Txx000000x, Nxxxx	Txxxxxxxx Nxxxx					
		1000000	12000000, 110000	120000000, 110000	1				
Cxxxxxx, Ax	t 171	Αννινουν	Evonov Manager	Cymnw Avy					
	171	A000000X	Fxxxxx, Mxxxxxxx	Cxxxxx Axx	1				

# Reports - During-Show > Handwritten Score Sheets

#### **HANDWRITTEN SCORE SHEETS:**

**Handwritten Score Sheets** are used for recording scores during the show. Traditionally it was used by the scoring section. The new Day Sheets (Scoring) may now be used instead.

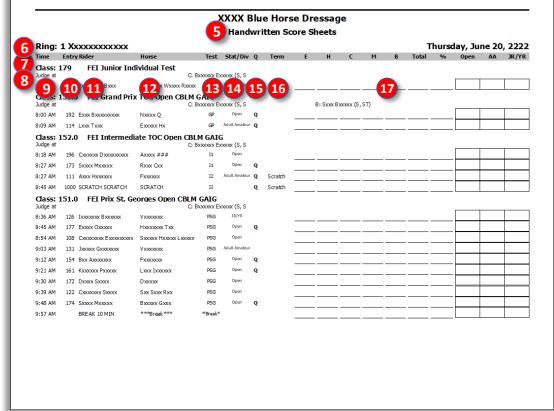
Select 1 Main Menu > 2 Reports >
 3 During-Show > 4 Handwritten
 Score Sheets.



- The 5 Handwritten Score Sheets report opens.
- The report contains:
  - o 6 Ring #
  - O Class # & Name
  - o 8 Judge [Name]
  - o (Ride) Time
  - o 🛈 Entry #
  - o **Q** Rider [Name]
  - O Horse [Name]
  - o 🔞 Test

  - o 😈 Q
  - o (16) Term
  - Spaces/boxes for handwritten scores and placings
- See <u>Handwritten</u>
   <u>Score Sheets</u> and <u>Make Large-Sized</u>

   <u>Results Posters</u> for uses of this report.



# Reports - During-Show > Harrow Schedule

#### **HARROW SCHEDULE:**

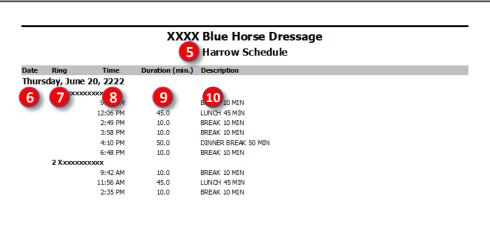
To ensure good footing, arenas are usually "dragged" with a harrow before the show begins and in the middle of the show day, as a minimum. This is often accomplished during a judge's break or lunch. The **Harrow Schedule Report** list times each arena has breaks so harrowing could be performed.

Select 1 Main Menu > 2 Reports >3 During-Show > 4 Harrow Schedule.



- The **5** Harrow Schedule report opens.
- The report contains:
  - 6 Date
  - o **7** Ring #
  - Time a break/lunch begins
  - Duration (min) of the break/lunch
- Use this report to schedule the dragging of your rings.

**NOTE**: Breaks/Lunch are scheduled in Add a Break/Lunch. The Harrow Schedule Report is a listing of the breaks and lunches, by ring, with time and duration. Harrow time should be considered when breaks and lunches are scheduled. Show management selects which rings will be harrowed at which time. Do not harrow a ring that is adjacent to a ring with rides in progress!



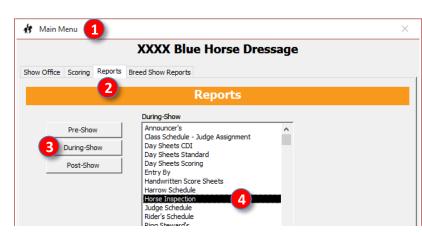
Tuesday, December 14, 2021 1:27 PM

# Reports - During-Show > Horse Inspection

#### HORSE INSPECTION:

CDI shows require an inspection of the horses to ensure they are physically fit for showing. The **Horse Inspection** report is used to record the inspection results. It is printed and provided to the veterinarian. The results are not entered into FVD.

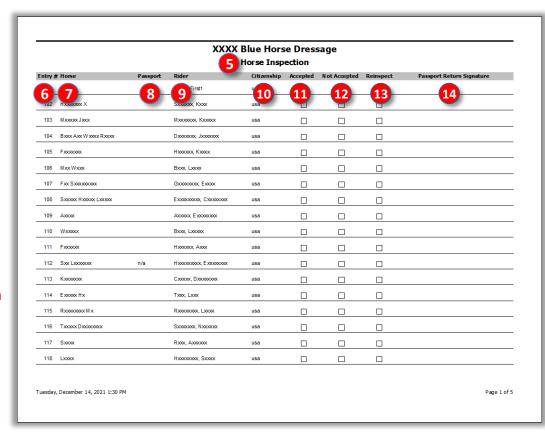
Select 1 Main Menu > 2 Reports >
 3 During-Show > 4 Horse Inspection.



- The **5** Horse Inspection report opens.
- The report contains:
  - o 6 Entry #
  - Horse (name)
  - 8 Passport #

  - O Citizenship

  - 12 Not Accepted box
  - o **B** Reinspect box
  - 14 Passport Return Signature
- Use this report to mark, by hand, the inspection status of each horse.



# Reports - During-Show > Judge Schedule

#### JUDGE SCHEDULE:

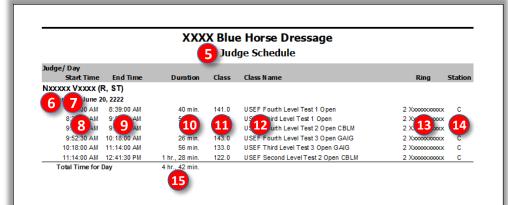
The Judge Schedule report tells you how many hours a judge is scheduled to officiate and be on the show grounds.

Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Judge Schedule.



- The 5 Judge Schedule report opens.
- The report contains:
  - 6 Judge (name)
  - o **7** Day
  - 8 Start Time
  - o 9 End Time
  - 10 Duration of each class (includes breaks)
  - o 111 Class #
  - 12 Class Name
  - o B Ring
  - 14 Station (C, E, etc.)
  - 15 Total Time for Day (hr/min).
- See Check Judges' Hours for information on using this report.

**NOTE**: The **1** Total Time for Day includes all breaks. Therefore, when determining if the judge has no more than 8 hours of judging, subtract the time for all breaks.



# USEF Rule DR126.1. Requirements for Dressage **Competition Management.**

- d. Judges and Technical Delegates.
  - (1) No judge shall be required to officiate longer than 8 hours in one day, unless the judge has agreed in writing, and cannot be required to be on the competition grounds longer than 10 hours. (2) Judges must be given at least a 45-minute lunch
  - break and at least a 10 minute break every 2 hours.

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Page 2 of 3

# Reports - During-Show > Rider's Schedule

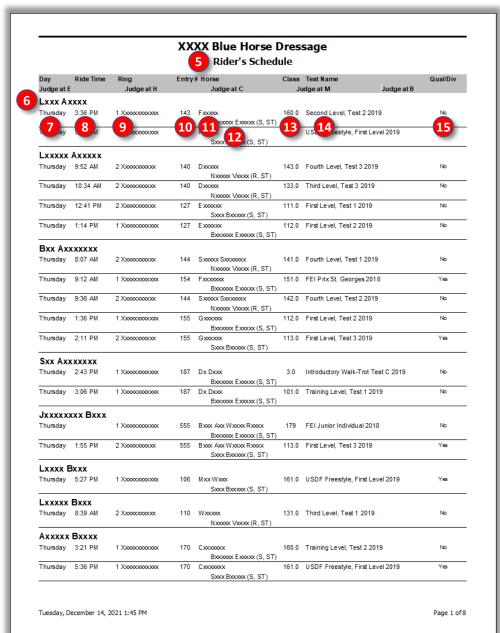
#### RIDER'S SCHEDULE:

The **Rider's Schedule** report lists each rider (alphabetically by last name) and the classes each has entered with the ride time, ring number, and judge(s).

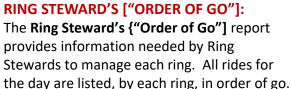
Select 1 Main Menu > 2 Reports >
 3 During-Show > 4 Rider's Schedule.



- The **5** Rider's Schedule report opens.
- The report contains:
  - 6 Rider name
  - Day of the ride
  - o 8 Ride Time
  - 9 Ring #
  - o 10 Entry #
  - Horse [Name]
  - Use Judge at ... [Name]
  - OB Class #
  - Test Name
  - o 🚯 Qual/Div
- For procedures to save the report as a PDF file, see <u>Export > PDF or XPS</u>.
- Post the report PDF on the show's web site and/or email the report to show participants.
- For procedures to email the report PDF to the rider, see <u>Email One Person</u>.
- Snail mail the report, if desired.



# Reports - During-Show > Ring Steward's ["Order of Go"]



 Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Ring Steward's.

\* Leave blank for all days.

☐ Horse Detail

19

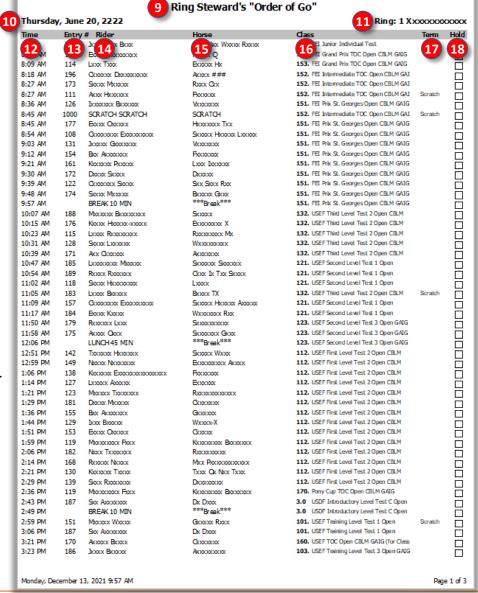
- The Steward's Report form opens.
- Use the 6 drop down arrow to select the 7 date (or leave this blank to get all dates).
- Click 8 OK.

- The **9** Ring Steward's "Order of Go" report opens.
- The report contains:
  - o 10 Date
  - Ring #
  - 12 Time
  - B Entry #
  - 14 Rider [Name]

  - (6) Class [# and Name]
  - Term
  - 13 Hold
- Print a copy of this report for each ring steward. Some ring stewards or shows prefer to use Day Sheets.
- If you check the 19 Horse Detail box, the report will contain details about the horse (Breed, Sex, Height, Color).



XXXX Blue Horse Dressage



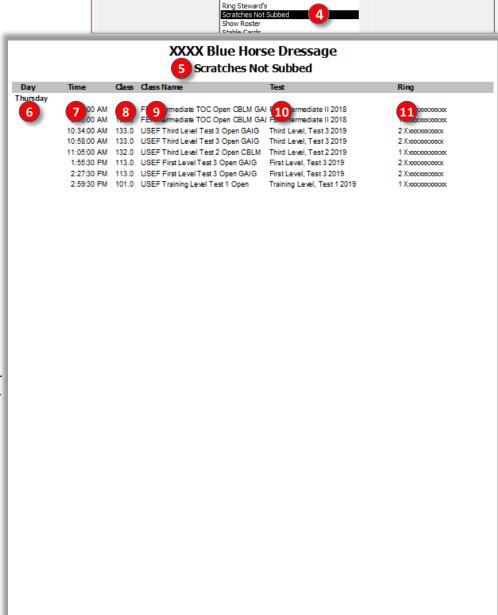
# Reports - During-Show > Scratches Not Subbed

#### **SCRATCHES NOT SUBBED:**

The **Scratches Not Subbed** report lists scratched rides that have not been filled (substituted) by other riders. When a scratched ride is filled (subbed), the ride is no longer listed on the report.

- Select 1 Main Menu > 2 Reports >
   3 During-Show > 4 Scratches Not Subbed.
- The report contains:
  - o 6 Day
  - o 7 Time
  - O 8 Class #
  - O Class Name
  - o **10** Test
  - O Ring
- The report is sorted by:
  - Dav
  - o Time
- This report is only valuable if all scratches have been entered in the computer.
- During the show, you can refer to this report on the computer to determine available rides.
- You can also print the report (frequently) so you and others can refer to it, thereby assisting in filling available rides.
- Additionally, if you are using <u>UPLOAD SHOW RESULTS TO</u> <u>THE WEB</u>, available rides can be viewed online.
- See <u>SCRATCHES AFTER</u> <u>SCHEDULING AND FILL</u> <u>SCRATCHED RIDES</u> for procedures.





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# Reports - During-Show > Show Roster > By Entry #

#### SHOW ROSTER > BY ENTRY #:

The **Show Roster > by Entry #** report lists competitors by **Entry #**. It is often used in a show program.

- Select 1 Main Menu > 2 Reports > 3
   During-Show > 4 Show Roster.
- The Show Roster report form opens.
- Click **6** Report Style / Entry #. (See next page for a By Rider's Name report.)
- Click 7 OK.



- The Show Roster Report (by Entry #) report opens. The report contains:
  - o 9 Entry #

  - o 11 Age, Sire
  - o 12 Breed
  - o 🔞 Height, Dam
  - o (14) Color
  - o 📵 Sex
  - 16 Rider [Name], Owner [Name]
- This report can be used in the Show Program.
- See <u>Print Preview > Export ></u> <u>Word</u> to save it as an editable Word file.
- See <u>Print Preview > Export ></u>
   <u>PDF or XPS</u> to save it as a \*.pdf file.



				Stable Ca		_		
			VVVV D	luo H	orco D	rocc	200	
			XXXX B				_	
		<b>E</b>	Show	Roste	r (by Er	ntry#	<del>:</del> )	
Entrack	# Horse	Age	Breed	Height	Color	Sex	Rider	Rider's Address
Ellury 9	# noise Breeder	Sire	breeu	Dam	COIOF	эех	Owner	Owner's Address
			Ha	•				
(9)	10 Name	11	12	<b>13</b> ),	<sub>4=</sub> 14	15	.ast1	17 vn, ST USA
102	Hxxxxxx X	18	Andalusian	16.1	Dark bay	Gelding	Kxxx Sxxxxxx	Anytown, ST usa
102	Serpentina iii	Fariseo	741001031011	Karina		Ociding	*	ranjoani, or usu
103	Mxxxxx Jxxx	19	Morgan	15	Bay	Gelding	Kxxxxx Mxxxxxxx	ljamsville, MD usa
	Mythic morgans	Mythic al	•		edazzlemint	•	•	,
104	Bxxx Axx Wxxxx Rxxx	20	Morgan	15.3	Black		Jococcox Dicoccox	Fxxxxxxx MD usa
		Nxxxxx H		FxxxE	xxxx Mxxxx		•	
105	Fxxxxxx	17	Oldenburg	17.1	Black	Gelding	Kxxxx Hxxxxxx	City, ST usa
							•	
106	Mox Woox	8	edish warmb	16	Bay	Mare	Lxxx Bxxx	Dickerson, MD usa
							•	
107	Fxx Sxxxxxxxxx	11	burg/thoroug	18.2	Dark bay	Gelding	Exxxx Gxxxxxxxxx	Frederick, M.D. usa
	Tricia I. tripp	Harry the	hat	Seren	dipity		Txxxxx Txxxx	Dickerson, MD usa
108	Sxxxxx Hxxxxx Lxxxxx	16	Morgan	15	Bay	Gelding	Cxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Dickerson, MD usa
	James e. and evelyn m. skilli	Statesma	an silhouette	Spring	hollow lega	icy	Cxxxxxxxx Wxxxxxx	Gaithersburg, MD usa
109	Axxxx	19	akehner/dani	16.2	Grey	Mare	Exocococx Axoccox	Rockville, MD usa
	Arthur family	Rambo		Anner	nieke		•	
110	Wxxxxxx	19	Hol/tb	16.2	Bay	Gelding	Lxxxxx Bxxx	Roococco, M.D. usa
							•	
111	Fxxxxxx	15	Hanoverian	16.1 .i	ver chestnu	Gelding	Axxx Hxxxxxx	unknown, unkno usa
		Florendo					•	
112	Sxx Lxxxxxxxx	12	Hanoverian	16.1	Bay	Gelding	Execcessor Hococcocc	Frederick, M.D. usa
	Kent island sporthorses	Sinatra s	- 0	Bevoli			•	
113	Kxxxxxx	6	Kwpn		Black bay	Mare	Drocoocoox Cxxxxx	Union Bridge, MD usa
	Michelle roberts	Netto		Donar	_		Nooox Txxxxxxxx	Union Bridge, MD usa
114	ExxxxxHx	. 12	Kwpn	16.3	Bay	Gelding	Lxxx Txxx	Germantown, MD usa
	Stal maathuis	Johnson		Aland				
115	Rxxxxxxxxx Mx	13	Hanoverian	16.0	Dark bay	Mare	Lx000x Rx0000000x	West Friendship, MD usa
	Marydell farms	Royal pri		Diora		0.15		5 1 1 1 NB
116	Txxxxxx Dxxxxxxxx		ıdalusian cro			Gelding	Nooooox Sxxxxxxx	Frederick, MD usa
117	Shannon fynn-olson Sxxxx	Aragon n	roughbred a	16.1	Iver shade Grev		Axxxxxx Rxxx	Boyds, MD usa
11/	Unknown	Unknown	-	Unkno		маге	Loox Roox	Boyds, MD usa Boyds, MD usa
118	Lxxx	9	Warmblood	16.3	Grey	Goldina	Sxxxx Hxxxxxxxx	Hampstead, MD usa
110	LAMA	Kalife	vvaimbiood	Duche		Celuing	Mxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	White Hall, MD usa
119	Kxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	15	Connemara		ss Black/brown	Mare	Mocoocox Fxxx	Gaithersburg, MD usa
113	Pam liddell		n sterling mos		mont ariann		*	Carriersoury, MD USA
120	Oxxxx Ox Sxxxxx	17	OTTB-TIP	15.2	Bay	Mare	Axx Pxxxxxxx	Purœllville, VA usa
120	ann or onth	Zizou	OTT BETTE		valentine	male	*	a delivine, vol. usa
122	Sxx Sxxx Rxx	16	esian/appalo	15.2	Leopard	Geldina	Cxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Frederick, MD usa
122	S-24 S-24 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Biense	appaio		inage gem	Jelung	*	Carellon, III D USG
123	Rxxxxxxxxxx	10	OTTB-TIP		Bay	Gelding	Mxxxxx Txxxxxxx	Mount airy, MD usa
							Mxxxxxxxx Rxxxxxxxx	
124	Fxxxx	17	Latvian	16.2	Brown	Gelding	Мхосоох Тхооосоох	Mountairy, MD usa
	A/o tervete	Fiano		Casar	а		•	-
125	Cxxxx Gxxx	18	Oldenburg		ver chestnu	Mare	Jocooox Fox	Colora, MD usa
	Janice barnes	Confucci	_	Blacki	berry brandy	,	Nococcx Dx0000000000	Colora, MD usa
126	Vxxxxxx	19	ıtch warmblo	16.3	Brown		bococcox Bxoccocx	Potomac, MD usa
		Freestyle		Oegel	ia		Hoooox Loooooox	Germantown, MD usa

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# Reports - During-Show > Show Roster > By Rider

#### SHOW ROSTER > BY RIDER:

The **Show Roster (by Rider)** report lists competitors by **Rider's [Last] Name**. It is often used in a show program.

- Select 1 Main Menu > 2 Reports > 3During-Show > 4 Show Roster.
- The **5** Show Roster Report form opens.
- Click 6 Report Style / By Rider. (See previous page for a By Entry # report.)
- Click OK.



- The Show Roster (by Rider) report opens. The report contains:
  - 9 Rider, Owner (or \* if rider = owner).

  - o 11 Entry #
  - o 12 Horse, Breeder
  - o B Age, Sire
  - o 4 Breed
  - o 🚯 Height, Dam
  - o 6 Color
  - Sex
- This report can be used in the **Show Program**. See <u>Print</u> <u>Preview > Export > Word</u> to save it as an editable Word file.
- See <u>Print Preview > Export ></u>
   <u>PDF or XPS</u> to save it as a \*.pdf file.



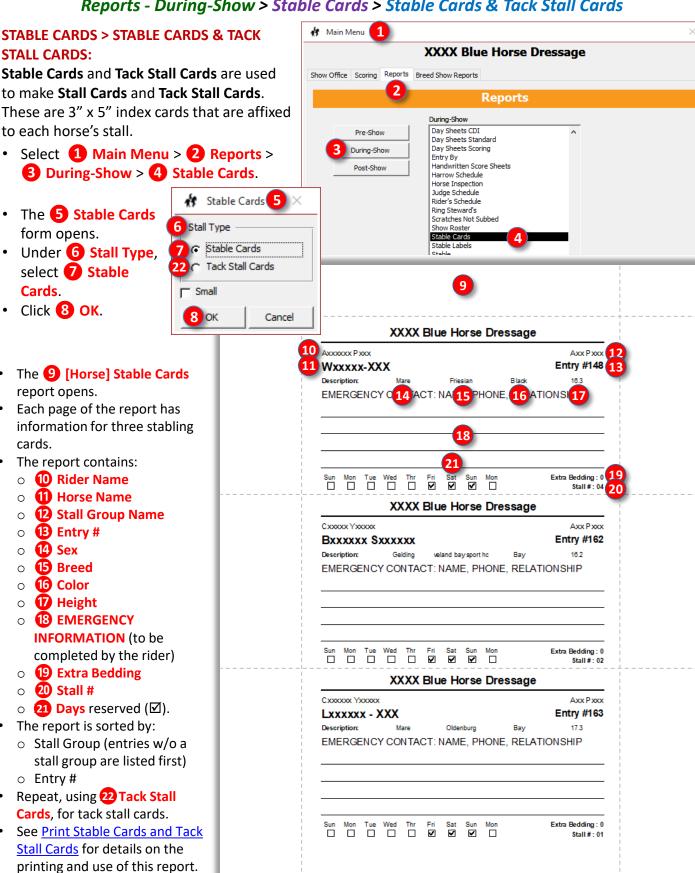
	XX		lue Horse Dres / Roster (by Ride					
Rider	Rider's Address		# Horse	Age	Breed	Height	Color	Sex
Owner	Owner's Address	EIILIY 7	Breeder	Sire	breeu	Dam	Color	36
9 xxxx	Sy10 xxxx MD usa	11	12	13	Ha <b>14</b> ian	15 ti	<b>16</b>	17
Execution Axecutor	Rockville, MD usa	109	Axxxx	19	akehner/dani	16.2	Grey	Mar
•			Arthur family	Rambo		Anner		
Lxxxxx Axxxxx Axxxxx Mxxxx	Lincoln U, PA usa Chester Springs, PA usa	127	Exxxxxx Pam peters	10 Gbr kee	ian heritage l	14.2 Lady:	Bay	Geldi
Lxxxx Axxxx	Lincoln U. PA usa	140	Dxxxxx	12	Oldenburg	16.1		Mar
Fxxxx Gxxxxx	Lincoln University, PA USA	140	DXXXX	12	Oldenburg	10.1	Bay	Mai
Bxx Axxxxxxx	Manchester, MD usa	155	Gxxxxxx	10	Kwpn	16.1	Bay	Geldi
Company Name Exxxx		133	Johanna salmi	Aerobic	Kwpii	Tina	Бау	Gelui
Bxx Axxxxxxx	Manchester, MD usa	144	Sxxxxx Sxxxxxxx	12	Oldenburg	16.1	Bay	Mar
Mxxx Mxxx	Monrovia, MD usa	144	Henri tohme	Sirsinda	_	Rabel	•	mai
Bxx Axxxxxxx	Manchester, MD usa	154	Fxxxxxx	14	Westfalen	17.3	Bay	Geldi
Txxxx Mxxxxx	Manchester, MD usa	104	1 200000	Furst pic		11.5	Day	Celui
Sxx Axxxxxxx	Germantown, MD usa	187	Dx Dxxx	17	Hanoverian	16.1	Brown	Mar
•	Germantown, M.D. usa	107	Henning schulze	De niro	Hallovellall	Guey	DIOWII	Mai
Joooooox Bxox	Wxxxxxx usa	555	Bxxx Axx Wxxxx Rxxxx	20	Morgan	15.3	Black	Geldi
J0000000X B XXX	Fxxxxxx, AA usa Fxxxxxx, MD usa	FS	BXXX AXX VVXXXX FXXXX	Nocoox H	•		Biack Biocox Mixo	
Lxxxx Bxxx		106	Mxx Wxxx	8	edish warmb	16		
- -	Dickerson, MD usa	106	MIXX VVXXX	8	edish warmb	10	Bay	Mar
Lxxxxx Bxxx	Roosoook, MD usa	110	Wxxxx	19	Hol/tb	16.2	Bay	Geldi
Axxxxx Bxxxx	Frederick, MD usa	170	Cxxxxxx	10	Holsteiner	16.1	Chestnut	Geldi
•			Rosemarie merle-smith	Concerto	grosso	lsis du	ı desert	
Sxxxxxxx Bxxxxx	Frederick, MD usa	133	Wxxxxxxxx	17	Hanoverian	17	Black	Geldi
•			Claus eymers	Worldly		Wella		
boox Bxxxxxx	College Park, MD usa	129	Wxxxx-X	20	Hanoverian	16.2	Bay	Mar
Drooccoccx Droccocccc	College Park, MD usa		Nancy bowlus	Weltbek	kant	Full m	oon	
Jooox Bxxxxx	Ashton, MD usa	186	Ax00000000x	12	Bavarian wb	16.3	Bay	Geldi
•			Punchestown stable	Apiro		Roads	sara	
Lxxxx Bxxxxx	York, PA usa	183	Bxxxx TX	10	Hanoverian	17 )	ark chestnu	Geldi
•			Tam farm	Bellissin	no m	Reikit	tf	
booocoox Bxxxxxxx	Potomac, MD usa	126	Vxxxxxx	19	itch warmblo	16.3	Brown	Stalli
Hoooox Loooooox	Germantown, MD usa			Freestyle	•	Oegel	ia	
Pooooox Bxxxxxxx	Silver Spring, MD usa	132	Wxxxxxxx	17	Rpsi	16.3	Bay	Geldi
	-			New wol	kenzauber	Forev	er eskimo	
Axx Bxxxxxxxx	Middletown, MD usa	190	Rxxxxxxxxx	16	roughbred a	15.2 a	rk brown/ba	Mar
				The dele	gate	Allsta	r	
Mxxxxxxx Bxxxxxxxx	Westminster, MD usa	188	Sxxxxx	15	Swb	15.1	Chestnut	Geldi
•			Laurie platt	La baltic	sundance	Get te	nder	
Exxx Bxxxxxxxxx	Middletown, MD usa	192	Nxxxx Q	15	Hanoverian	16.3	Chestnut	Geldi
•	•	_	Suzanne quarles	Nocturno	)	Deser	t princess	
Dicoccocc Ciccocc	Union Bridge, MD usa	113	Kxxxxxxx	6	Kwpn	15.2	Black bay	Mar
Nooox Txxxxxxxxx	Union Bridge, MD usa		Michelle roberts	Netto		Donar		
Axx Cxxxxxx	Mount Airy, MD usa	171	Ax0000000	14	lalf andalusia	15.3	Dun	Geldi
Mxxxxxxx Fxxxxxx	Gettysburg, PA usa			Mensaje	ro xxx i	Miss	olivia norfee	
Cricoccoc Cicoccoccoc	Cockeysville, MD usa	146	Cx000000000	20	Hanoverian		rk bay/brow	
•	,		Hilltop farm, inc.	Contucci		Roxet	•	
Jooocoox Dissoocoox	Fxxxxxxxx MD usa	104	Bxxx Axx Wxxxx Rxxxx	20	Morgan	15.3	Black	Geldi
					hooocoox	Fxxx		

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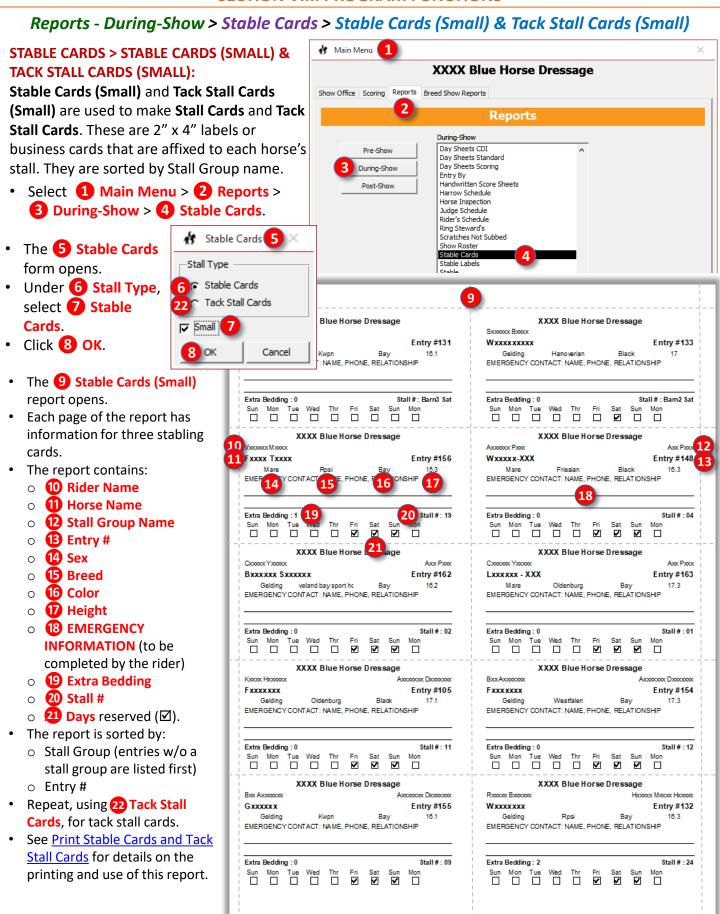
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www.foxvillage.com

# Reports - During-Show > Stable Cards > Stable Cards & Tack Stall Cards



helpdesk@foxvillage.com

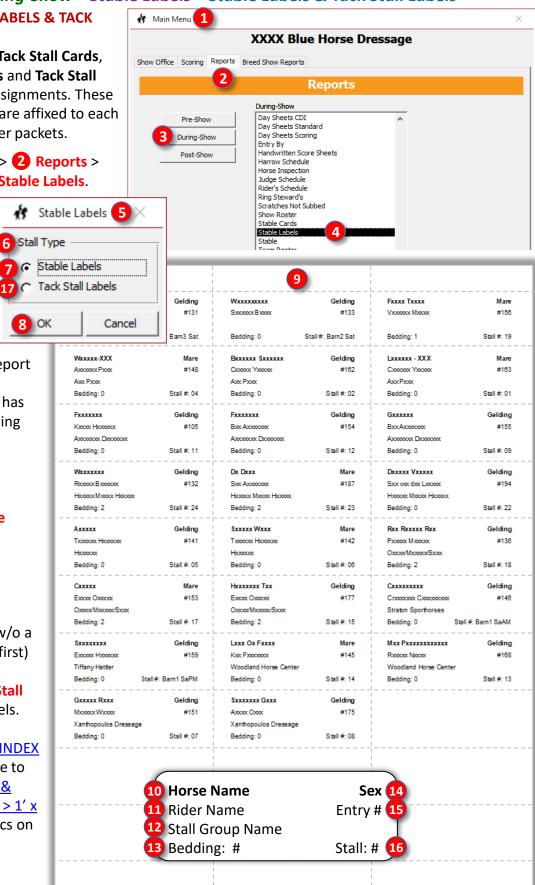


# Reports - During-Show > Stable Labels > Stable Labels & Tack Stall Labels

# STABLE LABELS > STABLE LABELS & TACK STALL LABELS:

Instead of **Stall Cards** and **Tack Stall Cards**, you may desire **Stall Labels** and **Tack Stall Labels** to designate stall assignments. These are 1" x 2-5/8" labels that are affixed to each horse's stall and/or the rider packets.

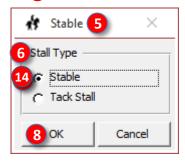
- Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Stable Labels.
- Under 6 Stall Type, select 7 Stabling Labels.
- · Click 8 OK.
- The 9 Stable Labels report opens.
- Each page of the report has information for 30 Stabling Labels.
- The report contains:
  - 10 Horse Name
  - 11 Rider Name
  - O 12 Stall Group Name
  - o 📵 Bedding#
  - o 🚹 Sex
  - o 🚯 Entry #
  - 16 Stall #
- The report is sorted by:
  - Stall Group (entries w/o a stall group are listed first)
  - Entry #
- Repeat, using Tack Stall Labels, for tack stall labels.
- See <u>PRINT LABELS AND INDEX</u>
   <u>CARDS</u> for the procedure to
   print labels and <u>Default &</u>
   <u>Recommended Settings > 1' x</u>
   <u>2-5/8" Labels</u> for specifics on this label.



# Reports - During-Show > Stable > Stable Report and Tack Stall Report

# STABLE > STABLE REPORT AND TACK STALL REPORT:

- The **Stable** report contains information on horse stalls only.
- The Tack Stall Report contains information on tack stalls only.
- The Total Stable Report (see Reports > Post-Show > Total Stable Report) contains information on horse stalls and tack stalls, all in one report.
- Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Stable.
- The **5** Stable report form opens.
- Under 6 Stall Type, select 7 Stable Report.
- Click 8 OK.



- The 9 Stable Report opens.
- The report contains:
  - 10 Horse, Rider, Stall Group
  - 11 Sex, Entry #, Stall #
  - 12 Day(s) reserved
  - Bedding ordered
- The report is sorted by:
  - Stall Group (entries w/o a stall group are listed first)
  - o Entry#
- Print this report for your **Stabling** Manager.
- Repeat, using 14 Tack Stall for the Tack Stall report



		XXX	X Blu	e Hor Stab		essag	je				
Horse Rider Stall Group	Sex Entry Stall #	Sun	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Mon	Beddir
V2 10	Barn3 Sat					12					13
Wxxxxxxxx Sxxxxxxx Bxxxxx	Gelding #133 Barn2 Sat	H1 stall S	at FEI MF	s 🗆				Ø			0
Fx000x Tx000x Vx00000x Mx000x	Mare #156 19	H3 stall. F	□ -s-s.				Ø	Ø	₹		1
WxxxxxxX Axxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Mare #148 04	H3 stall, T	 3 tack. F≾	S-S. FEII	MFS.		Ø	Ø	₹		0
Bx00000x Sx00000x Cx0000x Yx0000x Axx Pxoox	Gelding #162 02	H3 Stall					Ø	₹	₹		0
L3000000 - XXX Cx000000 Y300000 Axox P300x	Mare #163 01	H3 stall					V	Ø	₹		0
F)0000000 K)0000 H0000000 A)0000000 D)0000000	Gelding #105 11	H3 stall, T	☐ 3 tack. F-	S-S.			Ø	Ø	<b>☑</b>		0
F)0000000 Bxx Axx000000 Axx00000x Dxx00000x	Gelding #154 12	H3 stall. F	 :-s-s.				Ø	Ø	₹		0
Gx00000x Bxx Axx00000x Axx00000x Dx00000x	Gelding #155 09	H3 stall. F	 -s.s.				Ø	Ø	₹		0
Wxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Gelding #132 24	H3 stall F	 -S-S.				Ø	Ø	₹		2
Dix Dixox Sixx Axxxxxxxxx Hisoxxxx Mixoxx Hisoxxxx	Mare #187 23	 He stall					Ø	Ø	₽		2
Discooox Viscooox Sisox wox disox Lisoooox Hisooox Misooox Hisoooox	Gelding #194 22	H3 non-co	mpete ho	rse			Ø	Ø	✓		0
Axocoox Txaoocox Hacooocx Hacoocox	Gelding #141 05	H3 stall S	S USDF1	□ MFS				Ø	<b>Z</b>		0
Stocook Wtook Ticoocok Hacoock Hacoocok	Mare #142 06	H3 stall S	s 🗆					Ø	₹		0
Poox Roocoox Poox Poocoox Mocooox Coocor/Mocooox/Scoox	Gelding #138 18	H3 stall F	S-S USD	E MFS			Ø	Ø	₽		2

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# Reports - During-Show > Team Roster

#### **TEAM ROSTER:**

The **Team Roster** report lists the members (horse and rider) of teams.

Select 1 Main Menu > 2 Reports >3 During-Show > 4 Team Roster.

- Main Menu XXXX Blue Horse Dressage Show Office | Scoring | Reports | Breed Show Reports 2 Reports During-Show Day Sheets CDI Pre-Show Day Sheets Standard Day Sheets Scoring During-Show Entry By Handwritten Score Sheets Post-Show Harrow Schedule Horse Inspection Judge Schedule Rider's Schedule Ring Steward's Scratches Not Subbed Show Roster Stable Cards Stable Labels Stable Team Roste Total Stable
- The 5 Team Roster report opens.
- The report contains:
  - o 6 Team name
  - Tentry # for each Horse/ Rider combination
  - o 8 Horse name
  - o Prider name
- For details on managing teams, see MANAGING TEAMS.
- See <u>Select the Entry's Team</u> for procedures on entering teams in the FVD program.
- See <u>Scoring > Special Score</u>
   <u>Reports > Team Tab</u> for
   procedures on scoring teams.

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# Reports - During-Show > Total Stable

#### **TOTAL STABLE:**

- The Stable Report (see Reports > During-Show > Stable Reports > [Horse] Stabling Report) contains information on horse stalls only.
- The Tack Stall Report (see <u>Reports > During-Shows > Stable Reports > Tack Stall Report</u>)
   contains information on tack stalls only.
- The Total Stable Report (this report) contains information on horse stalls and tack stalls, all in one report.
- Main Menu XXXX Blue Horse Dressage Show Office Scoring Reports Breed Show Reports 2 Reports During-Show Day Sheets CDI Pre-Show Day Sheets Standard Day Sheets Scoring During-Show Entry By Post-Show Handwritten Score Sheets Harrow Schedule Horse Inspection Judge Schedule Rider's Schedule Ring Steward's Scratches Not Subbed Show Roster Stable Cards Stable Labels Stable Team Roster Total Stable
- The **5** Total Stable report opens.
- The report contains:
  - o 6 Horse, Rider, Stall Group
  - Sex, Entry #, Stall #
  - o 8 Day(s) reserved
  - Bedding ordered, Type of stall (Horse or Tack)
  - Preferences declared in the entry packet (if any) or other notes
- The report is sorted by:
  - Stall Group (entries w/o a stall group are listed first)
  - o Entry#
- Print this report for your Stabling Manger.
- Posting this report on the show's web site is an easy method to inform riders of their stall assignments.

**NOTE**: Some shows do not release stall numbers prior to the show. Instead, they provide stall numbers when the rider/owner registers at the Show Office. This prevents the unloading of horses for which a current Coggins has not yet been submitted.

		XXX		e Hor otal S		essag	je				
Horse Rider Stall Group	Sex Entry Stall#	Sun	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Mon	Bedding Type
16 3000000x	79 Barn3 Sat					8					9 Stable
W5000000000000000000000000000000000000	Gelding #133 Barn2 Sat	H1 stall S	 at FEI M.F.	s $\square$				Ø			0 Stable
Fx000x Tx000x Vx00000x Mx000x	Mare #158 19	H3 stall. F	□ -s-s.				Ø	Ø	<b>Z</b>		1 Stable
Wxxxxxxxxx Axxxxxxxxxxxxxxxxxxxxxxxxxxx	Mare #148 03	H3 stall, T	☐ 3 tack. F-	S-S. FEI	MFS.		Ø	Ø	₹		Tackstall
Wicocoe-XXX Axocoox Proox Axor Proox	Mare #148 04	H3 stall, T	☐ 3 tack. F-	S-S. FEI	MFS.		Ø	Ø	₹		0 Stable
Bx00000x Sx00000x Cx0000x Yx0000x Axxx Px00x	Gelding #162 02	H3 Stall					Ø	Ø	<b>V</b>		0 Stable
Lxxxx Cxxx XXX Cxxxx Yxxxx Yxxx Xxx Xxx Xxx Xxx Xxx Xxx	Mare #163 01	H3 stall					Ø	Ø	₹		0 Stable
Fx000000X Kx000X H00000X Ax00000X D000000X	Gelding #105 10	H3 stall, T	☐ 3 tack. F-	□ S-S.			Ø	Ø	<b>☑</b>		Tackstall
Fx000000X Kx000X H00000X Ax00000X D000000X	Gelding #105 11	H3 stall, T	☐ 3 tack. F-	□ S-S.			Ø	Ø	<b>☑</b>		0 Stable
Fx000000x Bxx Ax000000x Ax00000x Dx00000x	Gelding #154 12	H3 stall. F	-s-s.				Ø	Ø	✓		0 Stable
Gx0000000 Bxx Ax00000000 Ax00000000 Dx0000000	Gelding #155 09	H3 stall. F	 :-ss.				Ø	Ø	₽		0 Stable
Wxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Gelding #132 24	H3 stall F-					Ø	Ø	₽.		2 Stable
Dix Dixox Sixx Axxxxxxxx Hxxxxxx Mixxxxx Hxxxxxx Dix Dixxxxxxxxxxxxxxxxxxxxxxxxxxx	Mare #187 23	He stall					Ø	Ø	<b>☑</b>		2 Stable
Dicoocx Viccoocx Sixx wox dixx Lixxoocx Hicoocx Mixxoox Hixxoox	Gelding #194 22	H3 non-co	 ompete ho	rse			Ø	Ø	<b>☑</b>		0 Stable
A00000 Tx00000CH000000C H000000C	Gelding #141 05	H3 stall S						Ø	V		0 Stable

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# Reports - During-Show > [Show's Total] Wait List Report > Purpose, Open the Report

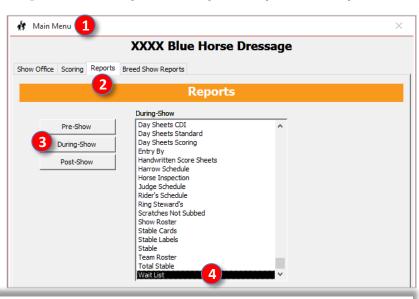
# [SHOW'S TOTAL] WAIT LIST REPORT > PURPOSE:

 The {Show's Total] Wait List report shows all entrants who have been placed on a waiting list. The report is listed by class, in order of class #.

# [SHOW'S TOTAL] WAIT LIST REPORT > OPEN THE REPORT:

- Select 1 Main Menu > 2 Reports >
   3 During-Show > 4 Wait List.
- The report contains:
  - o 6 Day
  - Class #
  - o 8 Class name
  - 9 Entry #
  - O Horse name
  - 11 Rider name
- If you have a scratch in a class with riders on the wait list, you can refer to the list to fill the scratch.
- See <u>WAIT LIST</u> for information on wait lists and using this report.

NOTE: This Wait List Report requires the entry be entered in the FVD program. If you have received entries after the show is closed and the rider would like to enter the show if there are appropriate scratches, you can use the Check List to list these entries that have not yet been entered in the program. See Show Office > Check List for more information.

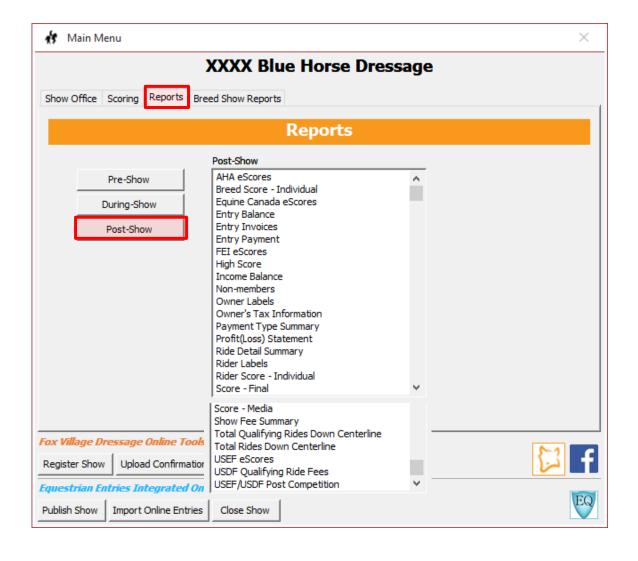




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# PROGRAM FUNCTIONS 9. REPORTS - POST-SHOW



# Reports - Post-Show > AHA eScores [Arabian Horse Association]

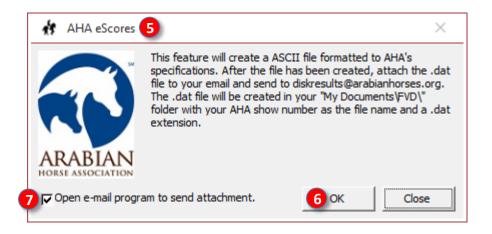
#### AHA eSCORES [ARABIAN HORSE ASSOCIATION]:

**AHA eScores** provides a \*.dat file that is formatted to the **Arabian Horse Association** (AHA) specifications and is used to email show results to the AHA.

Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 AHA eScores.



- The **5** AHA eScores form opens.
- The text tells you how to use this form.
- Click 6 OK to create the\*.dat file.
- If the **7** Open e-mail program to send attachment box is checked, your email program will open with the file inserted as an attachment.

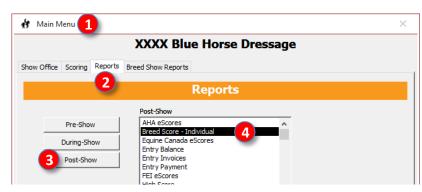


# Reports - Post-Show > Breed Score Report - Individual

#### **BREED SCORE REPORT - INDIVIDUAL:**

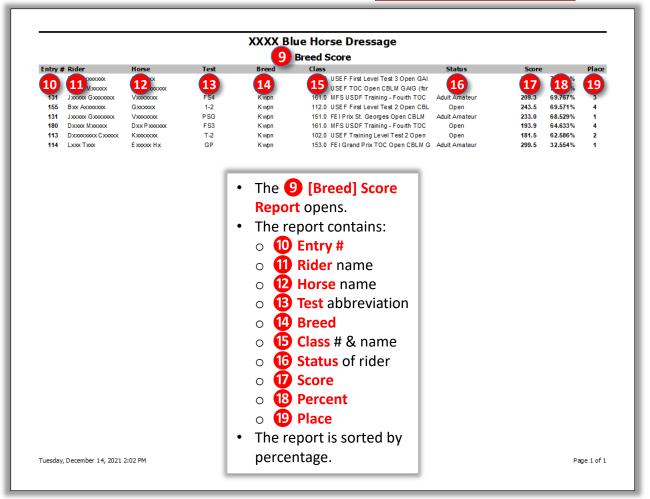
The **Breed Score Report - Individual** is used to track scores by breed.

Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Breed Score - Individual.



- The **5** Breed Score Report form opens.
- Using the 6 drop-down arrow or 7 type-in box, select the breed for which you want a report.
- Click 8 OK.



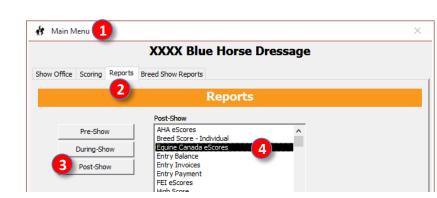


# Reports - Post-Show > Equine Canada eScores

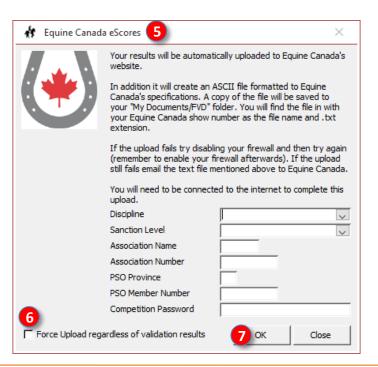
#### **EQUINE CANADA eSCORES:**

**Equine Canada eScores** creates a \*.dat file formatted to the **Equine Canada (EC)** specifications. It is used to send results to the EC.

Select 1 Main Menu > 2 Reports >
 3 Post-Show > 4 Equine Canada eScores.



- The 5 Equine Canada eScores form opens.
- The form tells you how to use this report.
- Complete the required information by completing the boxes.
- If the 6 Force Upload regardless of validation results box is checked (☑), unvalidated results will be uploaded.
- Click OK to create the\*.dat file.

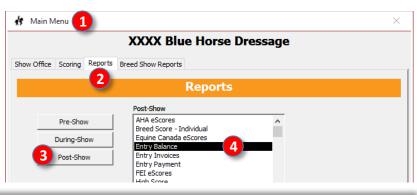


# Reports - Post-Show > Entry Balance

#### **ENTRY BALANCE:**

The Entry Balance report is used to track the fees, payments and balance due, by rider name and entry #.

Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Entry Balance.



- The **5** Entry Balance Report opens.
- The report contains:
  - o 6 Rider name (alphabetical by last name)
  - o 7 Entry #
  - o 8 Entry Fees
  - 9 Stable Fees
  - 10 Other Fees
  - 11 Total Fees
  - 12 Payments
  - **13** Balance Due
- The report is sorted by rider last name then by Entry #

	XXXX	Blue Ho	se Dre	ssage			
	_	Entry Ba		_			
Rider	Entry #	Entry Fees	Stable Fees	Other Fees	Total Fees	Payments	Balance Due
_xxx Axxxx	143	95.00	30.00	53.00	178.00	178.00	0.00
6 xxx Axxxxx	7	8 7.00	9 7.00	10 0.00	11).00	123.00	13 3.00
AXXXX		0.00	0.00	3.00	3.00	3.00	0.00
Lxxxxx Axxxxx	140	90.00	30.00	63.00	183.00	143.00	40.00
Bxx Axxxxxxx	155	95.00	170.00	88.00	353.00	353.00	0.00
Bxx Axxxxxxx	144	90.00	30.00	63.00	183.00	183.00	0.00
Bxx Axxxxxxx	154	70.00	170.00	53.00 53.00	293.00	328.00	-35.00
Sxx Axxxxxxx Jxxxxxxxx Bxxx	187 555	75.00 55.00	190.00 30.00	53.00	318.00 138.00	298.00 138.00	20.00
Lxxxx Bxxx	106	65.00	30.00	53.00	138.00	138.00	0.00
Lxxxxxx Bxxxx	110	45.00	30.00	53.00	128.00	128.00	0.00
Axxxxx Bxxxx	170	110.00	30.00	53.00	193.00	193.00	0.00
Sxxxxx Bxxxx	133	75.00	85.00	53.00	213.00	213.00	0.00
Ixxx Bxxxxx	129	40.00	30.00	53.00	123.00	123.00	0.00
Jx000x Bx0000x	186	40.00	30.00	53.00	123.00	163.00	-40.00
Lxxxx Bxxxxx	183	160.00	30.00	63.00	253.00	238.00	15.00
Ixxxxxxxx Bxxxxxxx	126	55.00	30.00	53.00	138.00	138.00	0.00
Rxxxxx Bxxxxxx	132	105.00	190.00	53.00	348.00	328.00	20.00
Axx Bxxxxxxxx	190	45.00	30.00	88.00	163.00	163.00	0.00
M x000000 B x00000000	188	105.00	30.00	53.00	188.00	188.00	0.00
Exxx Bxxxxxxxx	192	70.00	30.00	53.00	153.00	153.00	0.00
Dxxxxxxxx Cxxxxx	113	40.00	30.00	53.00	123.00	263.00	-140.00
Axx Cxxxxxx	171	45.00	30.00	53.00	128.00	128.00	0.00
C n0000000 C x0000000000	146	45.00	85.00	53.00	183.00	183.00	0.00
J x0000000 D x0000000	104	60.00	30.00	53.00	143.00	143.00	0.00
C xxxxxxx D xxxxxxxxxx	196	55.00	30.00	53.00	138.00	138.00	0.00
Cxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	157 108	45.00 55.00	30.00 30.00	53.00 53.00	128.00 138.00	128.00 138.00	0.00
Cxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx							
Kxxxxxx Exxx	138 125	95.00 65.00	30.00 30.00	53.00 53.00	178.00 148.00	178.00 148.00	0.00
J XXXXXX F XXX M XXXXXXXXX F XXXX	119	85.00	30.00	53.00	168.00	168.00	0.00
Cxxxxxxxx Exxxx	178	45.00	30.00	53.00	128.00	128.00	0.00
Pxxxxxx Fxxxx Fxxxx Fxxx Fxxx Fxxx Fxxx	191	60.00	30.00	53.00	143.00	143.00	0.00
Kxx Fxxxxxxx	145	70.00	170.00	53.00	293.00	293.00	0.00
Gxxxxx Gxxxx	160	45.00	30.00	53.00	128.00	128.00	0.00
Jxxxxx Gxxxxxxx	131	120.00	85.00	53.00	258.00	269.00	-11.00
Sxxxx Gxxxxxxx	150	90.00	30.00	53.00	173.00	173.00	0.00
Exxxx Gxxxxxxxx	107	80.00	30.00	53.00	163.00	163.00	0.00
Axxox Hxxxxxxxx	111	70.00	30.00	53.00	153.00	153.00	0.00
Exxxxx Hxxxxx	159	125.00	85.00	53.00	263.00	263.00	0.00
Kxxxx Hxxxxxx	105	115.00	330.00	63.00	508.00	508.00	0.00
Kxxxxxx Hxxxxxx	158	75.00	30.00	53.00	158.00	158.00	0.00
Txxxxxx Hxxxxxx	141	65.00	170.00	53.00	288.00	288.00	0.00
Txxxxxxx Hxxxxxxx	142	95.00	170.00	53.00	318.00	318.00	0.00
Sxxxx Hxxxxxxxx	118	45.00	30.00	53.00	128.00	128.00	0.00
Exxxxxxx Hxxxxxxxxx	112	60.00	30.00	53.00	143.00	143.00	0.00
Kxxxx Hxxxxx	176	90.00	30.00	53.00	173.00	173.00	0.00
Joooox Kxxx	193	65.00	30.00	53.00	148.00	148.00	0.00
Exxxx Kxxxx	184	85.00	30.00	53.00	168.00	168.00	0.00
First1 Last1	101 179	40.00 45.00	0.00 30.00	30.00 53.00	70.00 128.00	178.00 128.00	-108.00 0.00
RXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	179 128		30.00	53.00 53.00	128.00 128.00	128.00 128.00	0.00
Sxxxx Lxxxxx Mxxxx Mxx	128 137	45.00 70.00	30.00	53.00 53.00	128.00 153.00	128.00 153.00	0.00
M AAAAA III AX	137	70.00	30.00	53.00	155.00	155.00	0.00

# Reports - Post-Show > Entry Invoices > By Entry # & By Rider

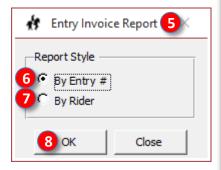
# **ENTRY INVOICES > BY ENTRY # & BY RIDER:**

The Entry Invoices report is used to create invoices for the entries. It explains fees paid and explains a balance due or a credit due. The applicable page(s) of the report can be mailed or emailed to the rider and/or provided in the rider packet(s). Do not web-post the report as it has personal information.

- Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Entry Invoices.
- The **5** Entry Invoice Report form opens.
- Select 6 By Entry # to have the reports sorted by Entry # (this example).

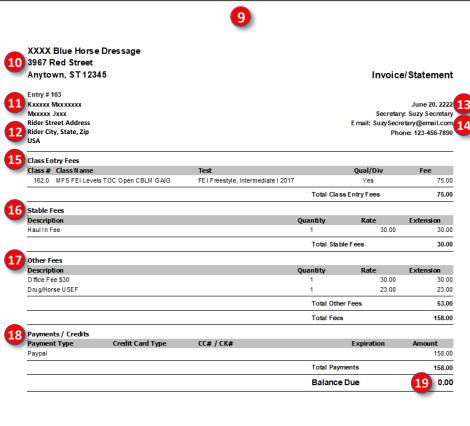
Select By Rider to have the reports sorted by Rider last name.

Click 8 OK.



- The **9** Entry Invoice report (in this example, it is By Entry #) opens.
- The report contains:
  - 10 Show Name & Address
  - 1 Entry #, Rider Name, **Horse Name**
  - 12 Rider Address
  - B Show Date(s)
  - 14 Show Secretary Name, Email, Phone
  - 15 Class Entry Fees
  - 16 Stable Fees
  - Other Fees
  - 18 Payments / Credits
  - **19** Balance Due or (Credit Due)





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# Reports - Post-Show > Entry Payment

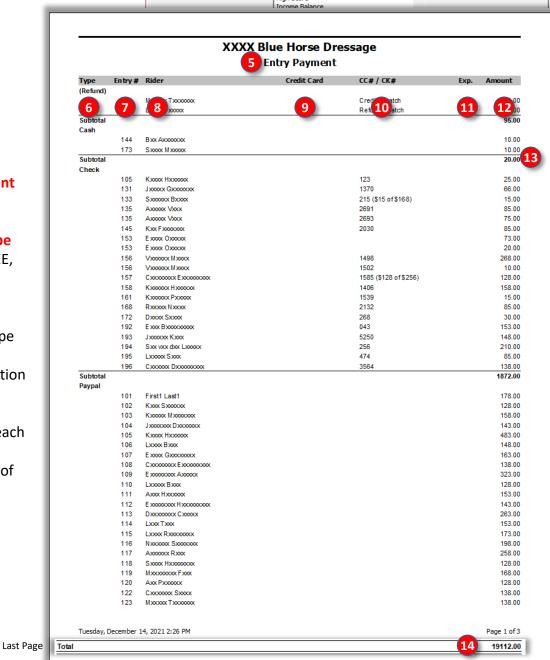
#### ENTRY PAYMENT:

The Entry Payment report provides a lists of payments, by payment type (cash, check, credit card, etc.)





- The **5** Entry Payment report opens.
- The report contains:
  - 6 [Payment] Type (cash, check, CC, EE, etc.)
  - o **7** Entry #
  - 8 Rider name
  - 9 Credit Card type
  - o 10 CC# / CK #
  - ① Exp (CC expiration) date)
  - o 12 Amount
  - B Subtotal [for each] Payment Type]
  - 14 Total (bottom of last page)



# Reports - Post-Show > FEI eScores

#### **FEI eSCORES:**

**FEI eScores** creates a \*.dat file formatted to the **FEI** specifications. It is used to send results to the FEI. Used for CDI shows and requires a FVD FEI/CDI license.

Select 1 Main Menu > 2 Reports >
 3 Post-Show > 4 FEI eScores.



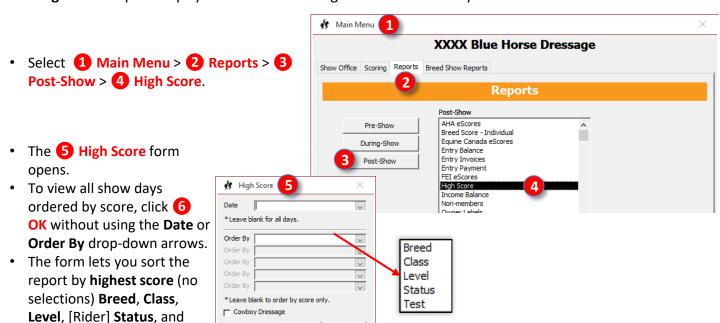
- If you do not have a FVD CDI/FEI license:
  - A **5** Fox Village Dressage form opens.
  - o The form advises you must have a FVD CDI/FEI license to use this function.
  - Click 6 OK.
  - o If you want a CDI/FEI license, contact FVD at <a href="https://helpdesk@foxvillage.com">helpdesk@foxvillage.com</a>.
- If you have a FVD CDI/FEI license:
  - o A form opens similar to the other eScores forms.
  - o The form tells you how to use the FEI eScores form.

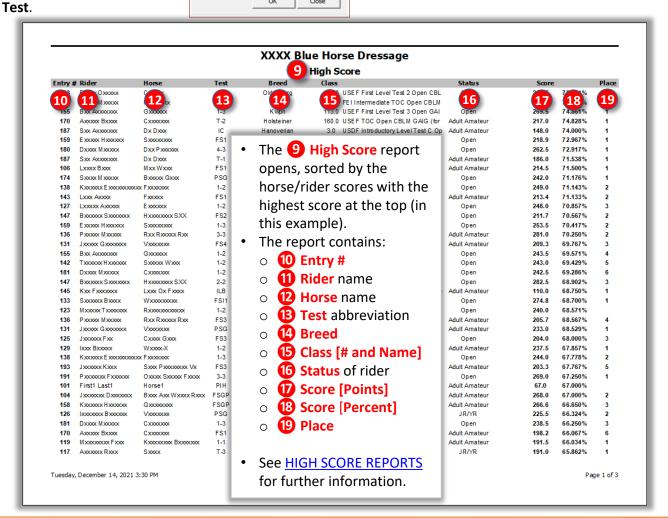


# Reports - Post-Show > High Score

#### **HIGH SCORE:**

The **High Score** report helps you determine the high score winners for your show.





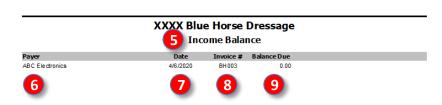
# Reports - Post-Show > Income Balance

#### **INCOME BALANCE:**

The **Income Balance** report shows the sources of <u>non-entry</u> show income (vendor fees, program sales, donations, etc.) and balance due. For an income source to be included in this report, it must have been entered using the **Income** feature of FVD (see <u>Show Office > Income [and Invoice]</u>).

Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Income Balance.





- The 5 Income Balance report opens.
- The report includes:
  - o **6 Payer**
  - o Date
  - o 8 Invoice #
  - Balance Due

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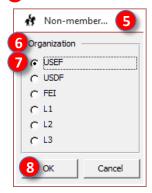
# Reports - Post-Show > Non-members

#### **NON-MEMBERS:**

USEF, USDF, FEI and other organizations have strict membership requirements for riders, owners and trainers who participate in licensed / recognized shows in non-exempt classes/status. This report helps you track non-

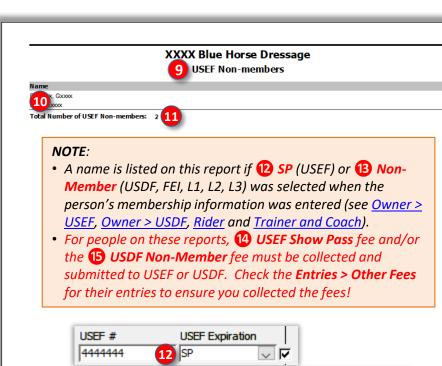
members.

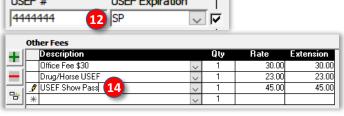
- Select 1 Main Menu > 2 Reports > 3
   Post-Show > 4 Non-members.
- The **5** Non-member report form opens.
- Select the 6 organization for which you want to track non-members. In this example, we selected 7 USEF.
- Click 8 OK.

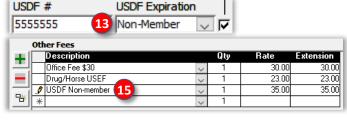


- The Non-members report opens, USEF in this example.
- The report contains:
  - o 10 Name
  - 11 Total Number of USEF
     Non-members
- Repeat for USDF, FEI, and Local organizations (L1, L2, L3).
- The Show Secretary should contact these individuals prior to the show and/or ensure they have paid their non-member fee (\$30 for USEF, \$25 for USDF).
- See <u>USEF POST COMPETITION</u> <u>REPORT</u> and <u>USDF REPORT OF</u> <u>FEES</u> for use of this report.









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#### OWNER LABELS:

# Reports - Post-Show > Owner Labels

Owner Labels creates 1" x 2-5/8" mailing labels for horse owners. The labels may be used to snail mail prizes, tax documents, and other post-show documents.

Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Owner L

XXXX Blue Horse Dressage Show Office Scoring Reports Breed Show Reports Reports

- The **5** Owner Labels report opens.
- For each owner, the report contains:
  - o 6 Owner Name
  - Owner Street **Address**
  - o 8 Owner City, ST, ZipCode and Country
- See PRINT LABELS AND **INDEX CARDS** for the procedure to print labels and index cards and Default & Recommended Settings > 1" x 2-5/8" Labels for specifics on this label.

.			
els.		Post-Show	
	Pre-Show	High Score	^
	Pre-Snow	Income Balance	^
	During-Show	Non-members	
		Owner Labels	4
	Post-Show	Owner's Tax Information	
		Payment Type Summary Profit(Loss) Statement	
		Dido Dotail Commany	
		5	 
FirstName01 LastN	lam <u>e0</u> 1	FirstName02 LastName02	FirstName03 LastName03
1234 Street Addres	is 🔽	1234 Street Address	3333 Street Address
City, ST ZipCode		City, ST 12345	City, ST 12345
USA		USA	USA
FirstName04 LastN	lame04	FirstName05 LastName05	FirstName06 LastName06
4456 Green Street		34234 Any Street	3342 Spruce Street
City, ST 23456	į	City, ST 12345	City, St 12345
USA		USA	USA
FirstName07 LastN	lame07	FirstName08 LastName08	FirstName09 LastName09
543534 First Street		2312 Main Street	9999 Address Street
City, ST 12345	1	City, ST 12345	City, ST 99999
USA	į	USA	USA
FirstName10 LastN	lame10	FirstName11 LastName11	FirstName12 LastName12
1010 Address Stree		1111 Address Street	1212 Address Street
City, ST 10101	-	City, ST 11111	City, ST 12121
USA	i	USA	USA
			l usa
FirstName13 LastN	lame13	FirstName14 LastName14	FirstName15 LastName15
1313 Address Stree	et	1414 Address Street	1515 Addres sStreet
City, ST 13131		City, ST 14141	City, ST 15151
USA	-	USA	USA
FirstName16 LastN	lame16	FirstName17 LastName17	FirstName18 LastName18
1616 Address Stree	et	1717 Address Street	1818 Address Street
City, ST 16161		City, ST 17171	City, ST 18181
USA		USA	USA
FirstName19 LastN	lame19	FirstName20 LastName20	FirstName21 LastName21
1919 Address Stree		2020 Address Street	2121 Address Street
City, ST 19191	į	City, ST 20202	City, ST 21212
USA		USA	USA
FirstName22 LastN	lame22	FirstName23 LastName23	FirstName24 LastName24
2222 Address Stree		2323 Address Street	2424 Address Street
City, ST 22222		City, ST 23232	City, ST 24242
USA	i	USA	USA
FirstName25 LastN		FirstName26 LastName26	FirstName27 LastName27
2525 Address Stree	20	2626 Address Street	2727 Address Street
City, ST 25252	i	City, ST 26262	City, ST 27272
USA		USA	USA
FirstName28 LastN	lame28	FirstName29 LastName29	FirstName30 LastName30
I II SUVAINEZO LASUV	et	2929 Address Street	3030 Address Street
2828 Address Stree		ZUZU MUUIESS SIIEEL	3030 Address Street
		City, ST 29292	City, ST 30303

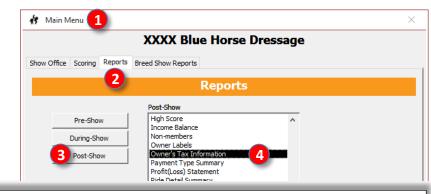
# Reports - Post-Show > Owner's Tax Information Report

#### **OWNER'S TAX INFORMATION REPORT:**

The Owner's Tax Information Report provides consolidated owner information needed for tax reporting for

awards with monetary value.

Select 1 Main Menu > 2 Reports >
 3 Post-Show > 4 Owner's Tax
 Information Report.



XXXX Blue Horse Dressage

		5 Owner's Tax In		
	Horse	Owner	TIN	Citizenship
	6	2 7 Juliand Road Jefferson, MD 21755	8 D Number	9
	Horse01	OwnerFirst01 OwnerLast01 21312 Main Street Anytown, ST 12345		USA
	Horse02	First Name02 Last Name02 1234 Street Address City, ST 12345	Tax ID Number	USA
The <b>5</b> Owner Tax Information Report opens.	Horse03	FirstName03 LastName03 3333 Street Address City, ST 12345	Tax ID Number	USA
The report contains:  O 6 Horse name	Horse04	First Name 04 Last Name 04 4456 Green Street City, ST 23456	Tax ID Number	USA
O 7 Owner Name & Address	Horse05	FirstName05 LastName05 34234 Any Street City, ST 12345	Tax ID Number	USA
o 8 TIN (Tax Identification	Horse06	FirstName06 LastName06 3342 Spruce Street City, St 12345	Tax ID Number	USA
Number) (see <u>Owner</u> for procedures on entering	Horse07	FirstName07 LastName07 543534 First Street City, ST 12345	Tax ID Number	USA
this number)  Citizenship (see	Horse08	FirstName08 LastName08 2312 Main Street City, ST 12345	Tax ID Number	USA
Owner for procedures on entering the citizenship)	Horse09	First Name 09 Last Name 09 9999 Address Street City, ST 99999	Tax ID Number	USA
The report is alphabetical,	Horse10	FirstName10 LastName10 1010 Address Street City, ST 10101	Tax ID Number	USA
using the horse name.	Horse11	FirstName11 LastName11 1111 Address Street City, ST 11111	Tax ID Number	USA
	Horse12	First Name 1 2 Last Name 1 2 12 12 Address Street City, ST 12 12 1	Tax ID Number	USA
	Horse13	First Name13 Last Name13 1313 Address Street City, ST 13131	Tax ID Number	USA
	Horse14	First Name1 4 Last Name1 4 1414 Address Street City, ST 14141	Tax ID Number	USA

Tuesday, December 14, 2021 5:26 PM

# Reports - Post-Show > Payment Type Summary

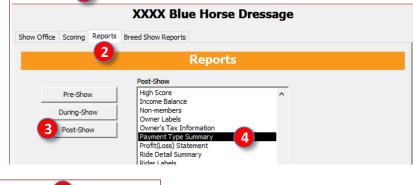
#### PAYMENT TYPE SUMMARY:

The Payment Type Summary is used to determine the entry payment amounts, by type (Cash, Check, Credit

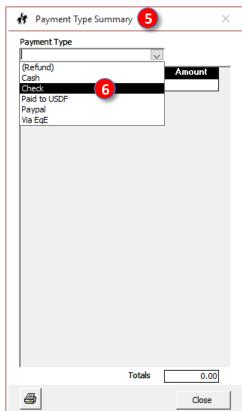
Main Menu

Card, etc.).

Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Payment Type Summary.



- The 5 Payment Type Summary form opens.
- Using the 6 Payment
   Type drop-down arrow,
   select the payment type. In
   this example, we Check was
   selected.



- The Payment Type Summary form now contains the check data:
  - o 8 Rider [Name]
  - o 9 Entry #
  - o **(10)** Amount
  - o 11 Totals
- Repeat to select another payment type.
- Click the Print button to print.
- Click 13 Close to close the form and return to the Main Menu.

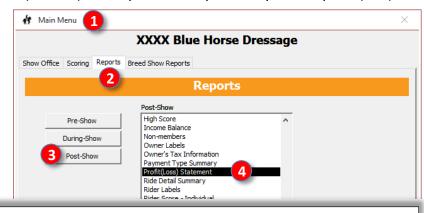
Check	~	
Rider	Entry #	Amount
8 xx Bxxxx	<del>                                      </del>	1015.00
000000000		33.00
Cxxxxxx Dxxxxxxxxx	196	138.00
Cxxxxxxxx Exxxxxxxxx	157	128.00
(xx Fxxxxxxx	145	85.00
lxxxxx Gxxxxxxx	131	66.00
(xxxx Hxxxxxx	105	25.00
Cxxxxxx Hxxxxxx	158	158.00
xxxxxx Kxxx	193	148.00
/xxxxxx Mxxxx	156	268.00
/xxxxxx Mxxxx	156	10.00
Rexxxx Nexxx	168	85.00
xxxx Oxxxxx	153	73.00
xxxx Oxxxxx	153	20.00
(xxxxxx Pxxxxx	161	15.00
xxxxx Sxxx	195	85.00
Dexes Seese	172	30.00
Sxx vxx dxx Lxxxxx	194	210.00
Axxxxx Vxxx	135	75.00
Axxxxx Vxxx	135	85.00

# Reports - Post-Show > Profit(Loss) Statement

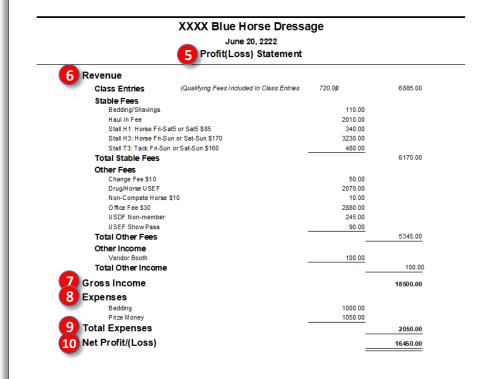
#### PROFIT(LOSS) STATEMENT:

The Profit(Loss) Statement tallies your revenue (income) and expenses and provides your net profit(loss).

Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Profit(Loss) Statement.



- The **5** Profit(Loss) Statement report opens.
- The report has the following:
  - O 6 Revenue [= Income]
    - Itemized, based on income categories for the show
    - Income is entered in Stabling > Fees, Other Fees, Payments, and Show Office > Income.
  - Gross Income = Total income for the show
  - o 8 Expenses
    - Itemized, based on expense categories for the show) (in this example, show expenses were not entered as they were tracked by the organization's treasurer)
    - Expenses are entered in Show Office > Expenses.
  - 9 Total Expenses = Total expenses for the show
  - 10 Net Profit (Loss) = Income - Expenses



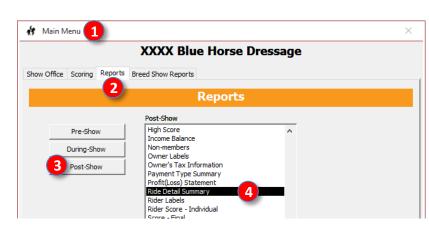
Tuesday, December 14, 2021 5:35 PM

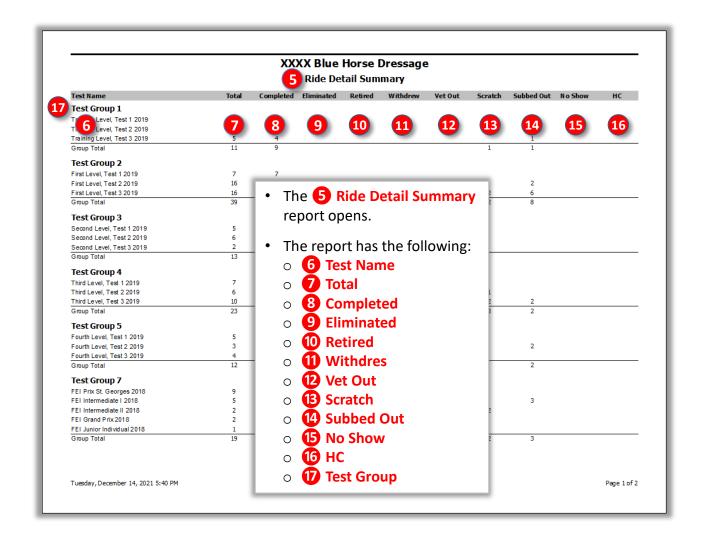
# Reports - Post-Show > Ride Detail Summary

#### RIDE DETAIL SUMMARY:

The Ride Detail Summary displays the status of each Level / Test #, organized by Test Group.

Select 1 Main Menu > 2 Reports >
 3 Post-Show > 4 Ride Detail
 Summary.



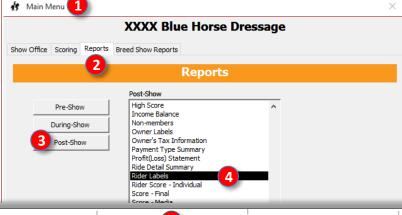


#### **RIDER LABELS:**

# Reports - Post-Show > Rider Labels

The **Rider Labels** report creates  $1'' \times 2-5/8''$  mailing labels for all riders in the show. Use this report to snail mail tests, ribbons, cash prizes, etc. to the riders.

Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 Rider Labels.



- The report contains:
  - 6 Rider FirstName LastName
  - **7** Rider Street Address
  - 8 Rider City, State, Zip Code, Country
- See <u>PRINT LABELS AND INDEX</u>
   <u>CARDS</u> for the procedure to
   print labels and index cards
   and <u>Default & Recommended</u>
   <u>Settings > 1" x 2-5/8" Labels</u>
   for specifics on this label.

	Ride Detail Summary Rider Labels Rider Score - Individual Score - Final Score - Madia	4
1	5	
6 Lxxx Axxxx Street Address 7 8 City, State, Zip Code USA	EXXXXXXXX AXXXXX Street Address City, State, Zip Code USA	Lxxxxx Axxxxx Street Address City, State, Zip Code USA
Bxx Axxxxxxx Street Address City, State, Zip Code USA	Sxx Axxxxxxx Street Address City, State, Zip Code USA	JXXXXXXXX BXXX Street Address City, State, Zip Code USA
Lxxxx Bxxx Street Address City, State, Zip Code USA	Lxxxxx Bxxx   Street Address   City, State, Zip Code   USA	Axxxxx Bxxxx Street Address City, State, Zip Code USA
Sxxxxxx Bxxxx Street Address City, State, Zip Code USA	IXXX BXXXXX Street Address City, State, Zip Code USA	JXXXX BXXXXX Street Address City, State, Zip Code USA
Lxxxx Bxxxxx Street Address City, State, Zip Code USA	Ixxxxxxxx Bxxxxxxx   Street Address   City, State, Zip Code   USA	RXXXXX BXXXXXX Street Address City, State, Zip Code USA
Axx Bxxxxxxxx Street Address City, State, Zip Code USA	MXXXXXX BXXXXXXX Street Address City, State, Zip Code USA	Exxx Bxxxxxxxxx Street Address City, State, Zip Code USA
DXXXXXXXX CXXXXX Street Address City, State, Zip Code USA	Axx Cxxxxxx Street Address City, State, Zip Code USA	Crxxxxxx Cxxxxxxxx Street Address City, State, Zip Code USA
JXXXXXXX DXXXXXXX Street Address City, State, Zip Code USA	Cxxxxxxx Dxxxxxxxxx Street Address City, State, Zip Code	Cxxxxxxx Exxxxxxxxx Street Address City, State, Zip Code USA
Kxxxxxx Exxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	JXXXXXX FXX Street Address City, State, Zip Code USA	Mxxxxxxxx Fxxx Street Address City, State, Zip Code USA
Cxxxxxxx Fxxxx Street Address City, State, Zip Code USA	PXXXXXXX FXXXXXX Street Address ICity, State, Zip Code USA	Kxx Fxxxxxxx Street Address City, State, Zip Code USA

# Reports - Post-Show > Rider Score - Individual

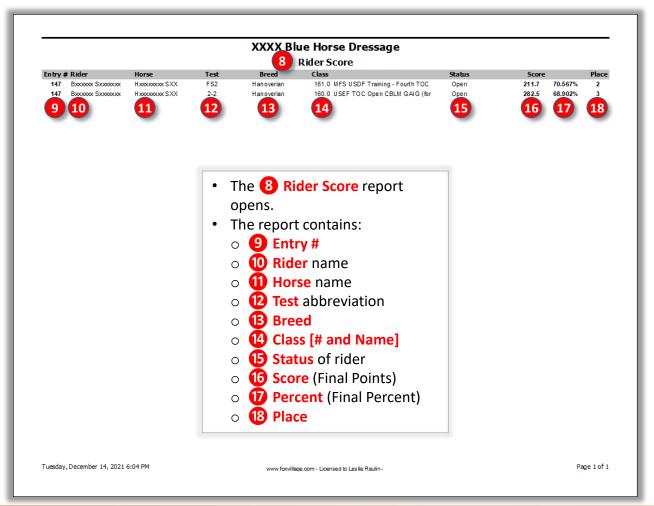
#### RIDER SCORE - INDIVIDUAL:

The Rider Score - Individual report provides the scores, percentages, and placings for each rider.

- Select 1 Main Menu > 2 Reports >
   3 Post-Show > 4 Rider Score Individual.
- Using the 6 Rider drop-down arrow or type-in box, select the name of the rider whose scores you want to report.
- Click OK.







# Reports - Post-Show > Score - Final > Standard and Breed

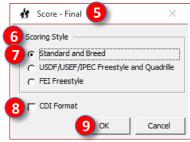
#### SCORE - FINAL > STANDARD AND BREED:

The Score - Final > Standard and Breed report provides detailed results for each applicable class.

- Select 1 Main Menu > 2 Reports > 3
   Post-Show > 4 Score Final.
- The Score Final form opens.
- Under 6 Scoring Style, you can select one of three options. Select 7 Standard and Breed.

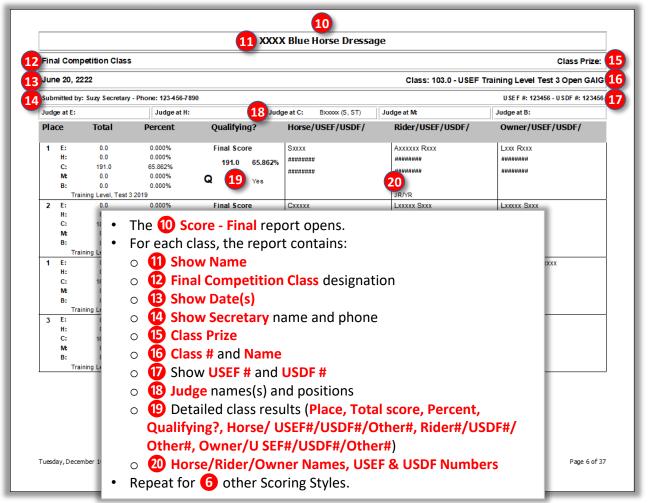
If this is a CDI show, also select 8 CDI

Click 9 OK.





**NOTE**: Previously this report was emailed to USEF/USDF as a PDF file. This requirement has been dropped as the \*.dat file is now emailed.



# Reports - Post-Show > Score Reports - Media > Entire Show

Main Menu

Show Office Scoring Reports Breed Show Reports

Pre-Show

During-Show

Post-Show

Post-Show

Income Balance Non-members

Owner's Tax Information

Payment Type Summary Profit(Loss) Statement Ride Detail Summary Rider Labels

Rider Score - Individual Score - Final Score - Media

Show Fee Summary
Total Qualifying Rides Down

Owner Labels

XXXX Blue Horse Dressage

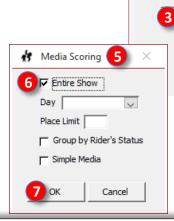
Reports

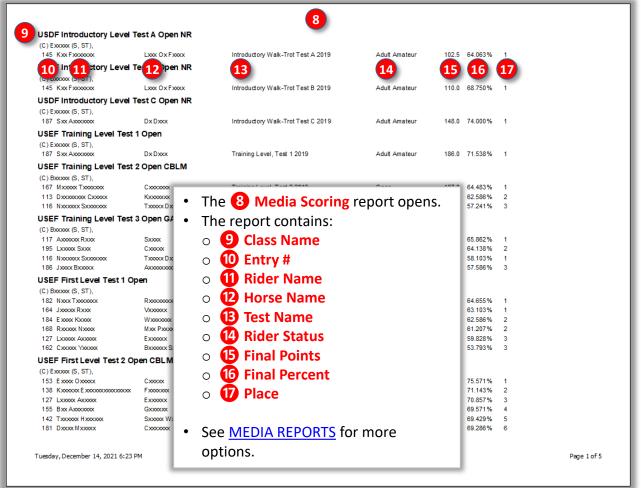
#### SCORE REPORTS - MEDIA > ENTIRE SHOW:

**Score Reports - Media** provides show results for the media.



- The **5** Media Scoring form opens.
- The default report is6 Entire Show
- Click OK.





### Reports - Post-Show > Show Fee Summary

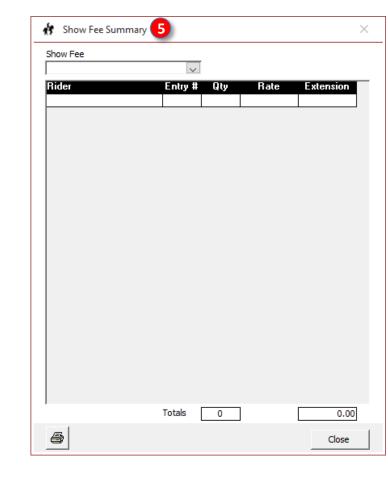
### **SHOW FEE SUMMARY:**

**Show Fee Summary** lets you look at the source of income for each income item (show fee).

Select 1 Main Menu > 2 Reports >
 3 Post-Show > 4 Show Fee Summary.



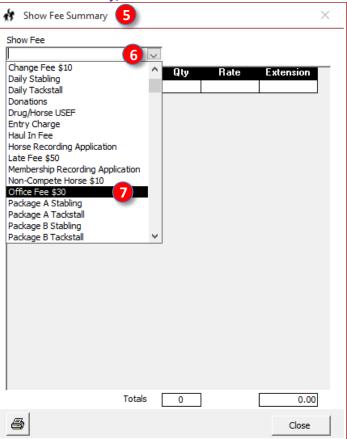
• The **5** Show Fee Summary form opens.

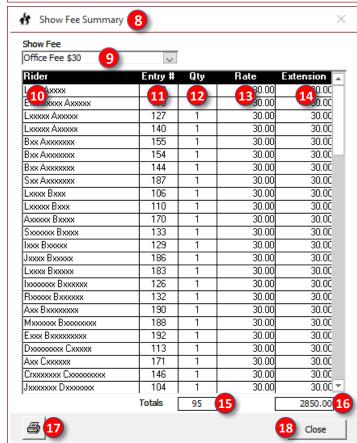


### Reports - Post-Show > Show Fee Summary, Cont'd.

- Use the **6** Show Fee drop-down arrow to select the Show Fee for which you desire information.
- The show fees are entered in <u>Show Fees</u>; the Show Fee list contains the system fees and the custom fees you entered.
- In this example, we selected 7 Office Fee \$30.

- The **8** Show Fee Summary for the selected fee opens.
- The report contains:
  - Show Fee category
  - o 🕡 Rider name
  - o **(III)** Entry #
  - Qty (quantity)
  - $\circ$  f B Rate (cost per item)
  - (Qty x Rate)
  - **15 Total Qty** (total number of items sold)
  - 16 Total Extension (total fees paid for this category)
- The report is sorted by rider last name.
- Click Print to print the report.
- Click 18 Close Print Preview to close the report and return to the Main Menu.





### Reports - Post-Show > Total Qualifying Rides Down Centerline

### TOTAL QUALIFYING RIDES DOWN CENTERLINE:

The **Total Qualifying Rides Down Centerline** report gives you the number of GAIG Q rides completed for each Q class (for the riders who paid the GAIG Q fee, the report shows the number of rides that were actually completed). See **IMPORTANT NOTE** below.

 Select 1 Main Menu > 2 Reports >
 3 Post-Show > 4 Total Qualifying Rides Down Centerline Report.



- The 5 Total Qualifying Rides

  Down Centerline Report opens.
- The report contains:
  - o 6 Class #
  - Class Name
  - o 8 Test
  - 9 # of Rides by type of qualify (rider status)
  - Type of Qualify
  - 11 Total Number of Qualifying Rides per show (on last page)



### **IMPORTANT NOTE:**

- The report has the RIDES completed, not the actual GAIG Q fees PAID.
- In the past, for the GAIG Q fee collected, shows only paid USDF the fee for rides that were actually completed.
- Now shows must pay the GAIG Q fee to USDF whether or not the ride was completed, unless the fee is refunded to the rider.
- Therefore, DO NOT USE THIS REPORT to determine the amount of money owed to USDF. Instead, use the <u>USDF Qualifying</u> Ride Fees Report.

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### Reports - Post-Show > Total Rides Down Centerline

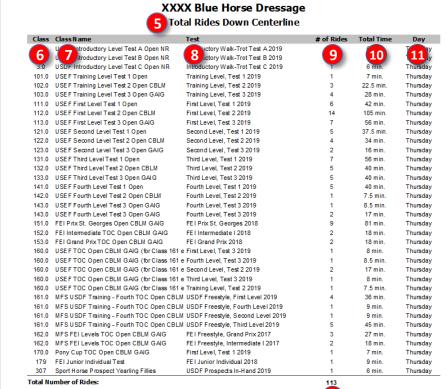
### TOTAL RIDES DOWN CENTERLINE:

The **Total Rides Down Centerline** report gives you the number of <u>all completed rides</u> by class, and the total number of rides of each test in the class.

 Select 1 Main Menu > 2 Reports >
 3 Post-Show > 4 Total Rides Down Centerline.



- The 5 Total Rides Down Centerline Report opens.
- The report contains:
  - o 6 Class #
  - Class Name
  - o 8 Test
  - o 9 # of Riders
  - Total Time
  - o **11 Day**
  - 12 Total Number of Rides in the show



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### Reports - Post-Show > USEF [and USDF] eScores

**VERY IMPORTANT NOTE**: When you create the USEF (and 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 (<u>click here</u>). If any of your competitors have registered with Competitor Tent, they will be contacted by Competitor Tent.

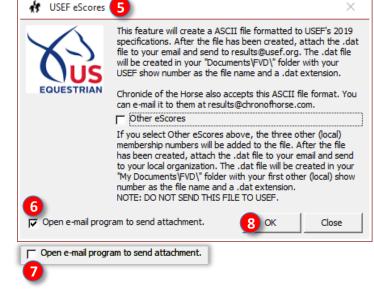
### **USEF [AND USDF] eSCORES:**

**USEF [and USDF] eScores** is used to create a \*.dat file that you email to **USEF** and **USDF** to electronically submit show results.

Select 1 Main Menu > 2 Reports >3 Post-Show > 4 USEF eScores.



- The **5** USEF eScores form opens.
- By default, the 6 Open e-mail program to send attachments check box is checked.
- If you want to first save the FVD \*.dat file, then
  email it to USEF and USDF, click the check in the
  to 7 remove the check.
- Click 8 OK.
- The show's \*.dat file is saved in your C: Users
   [UserName] Documents
   FVD folder.



See DATA FILE FOR USEF AND USDF for detailed use of the \*.dat file.

### Reports - Post-Show > USDF Qualifying Ride Fees

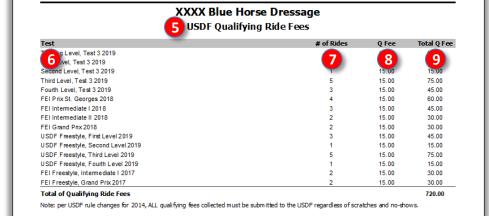
### **USDF QUALIFYING RIDE FEES:**

The **USDF Qualifying Ride Fees Report** shows, for each GAIG Q test, the number of GAIG Q fees <u>paid and not refunded</u> (for a scratched ride, etc.) and therefore must be paid to USDF.

Select 1 Main Menu > 2 Reports >
 3 Post-Show > 4 USDF Qualifying Ride Fees.



- The 5 USDF Qualifying Ride Fees report opens.
- The report contains:
  - o **6** Test
  - o 7 # of Rides
  - o **8 Q Fee**
  - Total Q Fee for each Q test
  - Total of Qualifying Ride Fees
- See <u>USDF REPORT OF FEES</u> for information on the use of this report.



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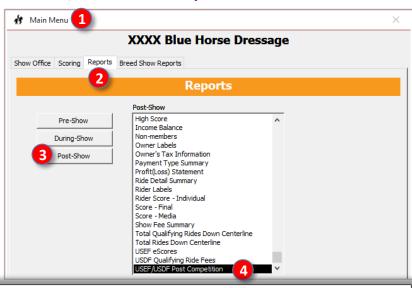
Page 1 of 1

### Reports - Post-Show > USEF/USDF Post Competition

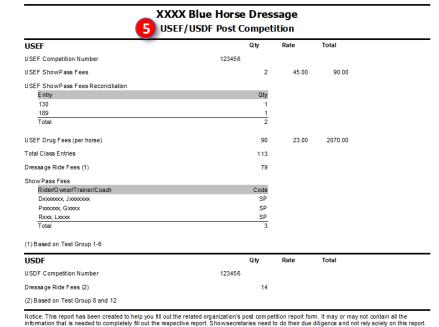
### **USEF/USDF POST COMPETITION:**

The FVD USEF/USDF Post Competition report is used after the show to obtain information needed for post-competition results submission, and payment of fees, to USEF.

Select 1 Main Menu > 2 Reports > 3 Post-Show > 4 USEF Post Competition.



- The FVD **5 USEF Post** Competition Report opens.
- The report provides data required by USEF on the USEF Post Competition Report Form.
- See USEF POST COMPETITION **REPORT FORM for detailed** information.



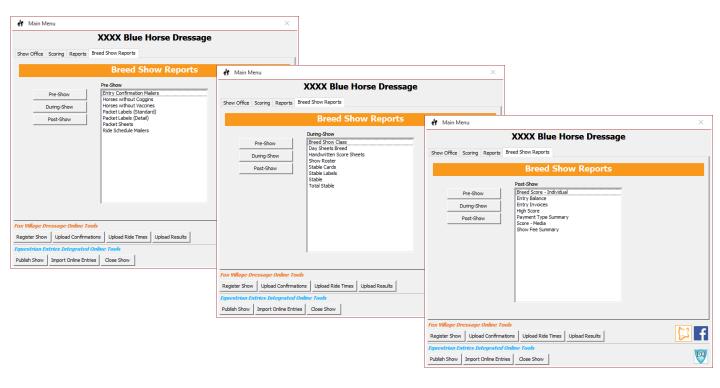
Notice: This report has been created to help you fill out the related organization's post competition report form. It may or may not contain all the information that is needed to completely fill out the respective report. Showsecretaries need to do their due diligence and not rely solely on this The report is only as accurate as the data in your database

If you are looking for additional ride counts, refer to the Ride Detail Summary report

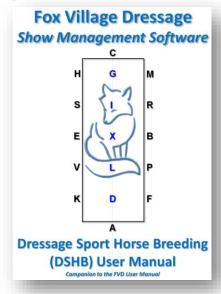
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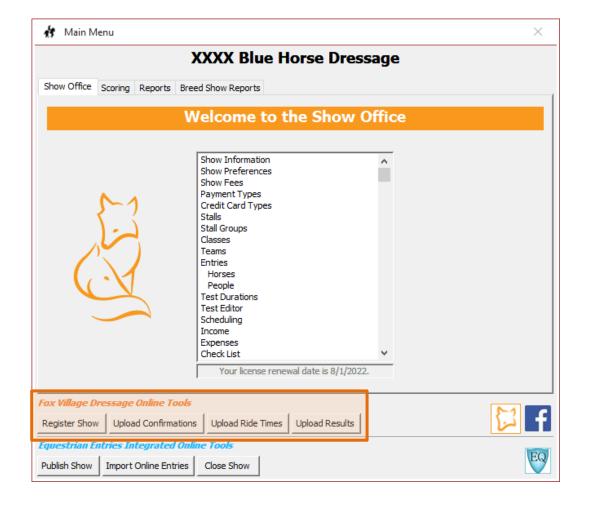
## PROGRAM FUNCTIONS 10. BREED SHOW REPORTS



### See the separate FVD DSHB User Manual



# PROGRAM FUNCTIONS 11. FOX VILLAGE DRESSAGE ONLINE TOOLS

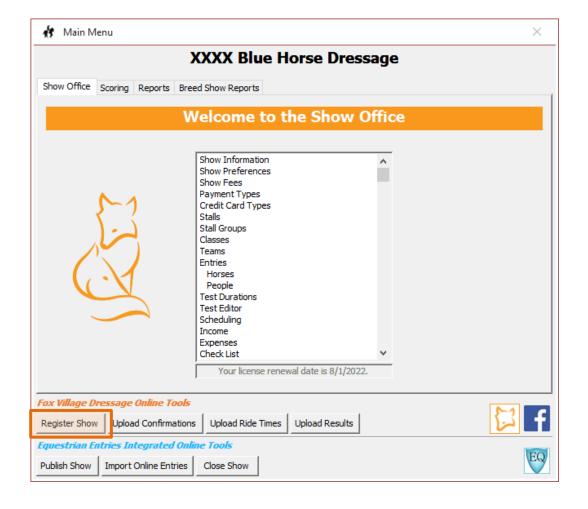


### FVD Online Tools > Register Show

### **REGISTER SHOW:**

**Register Show** registers your show with FVD, which allows you to upload confirmations, ride times, and results to the FVD online services. It also allows you to use the Equestrian Entries Integrated Online Tools.

See <u>REGISTER A SHOW WITH FVD</u> for procedures.



### FVD Online Tools > Upload Confirmations

### **UPLOAD CONFIRMATIONS:**

**Upload Confirmations** is the process by which you can upload your entry confirmations to the FVD online services. The rider/handler, owner, trainer, and coach are then automatically emailed a link to their online entry information so they can check and confirm the entry data.

See <u>FVD Upload Confirmations</u> for procedures.

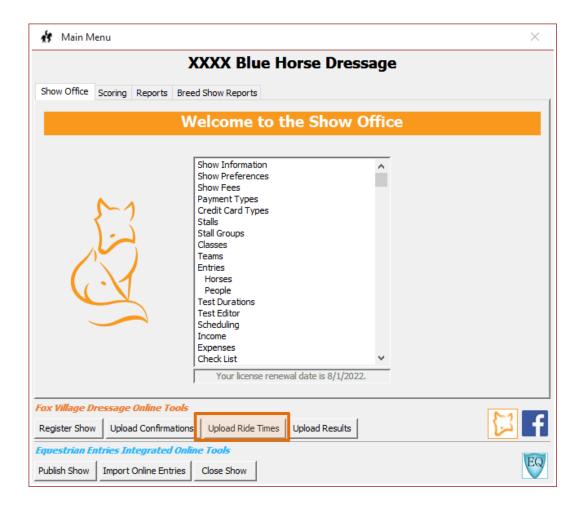


### FVD Online Tools > Upload Ride Times

### **UPLOAD RIDE TIMES:**

**Upload Ride Times** is the process by which you can upload your ride times to the FVD online services. Anyone can log onto the FVD online services to view the ride times (<u>click here</u>).

See <u>Upload Ride Times to the FVD Web Site</u> for procedures.

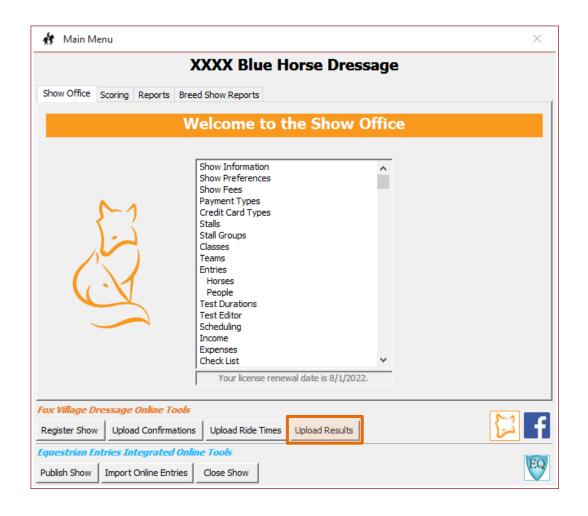


### FVD Online Tools > Upload Results

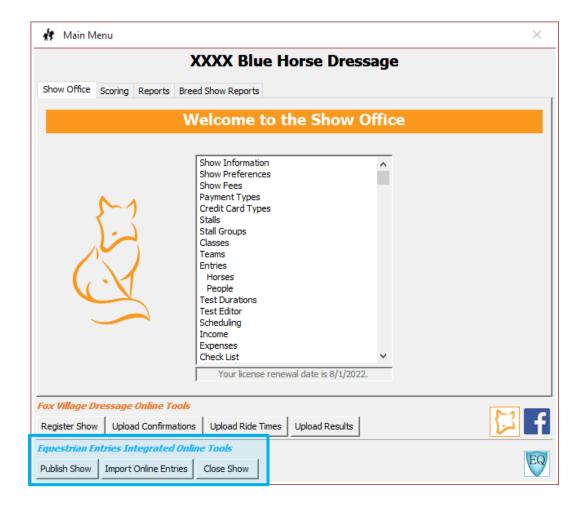
### **UPLOAD RESULTS:**

**Upload Results** is the process by which you can upload your show results to the FVD online services. Anyone can log onto the FVD online services to view the results (<u>click here</u>). The results can be uploaded "real time" every five minutes.

See <u>UPLOAD SHOW RESULTS TO THE WEB</u> for procedures.



# PROGRAM FUNCTIONS 12. EQUESTRIAN ENTRIES INTEGRATED ONLINE TOOLS

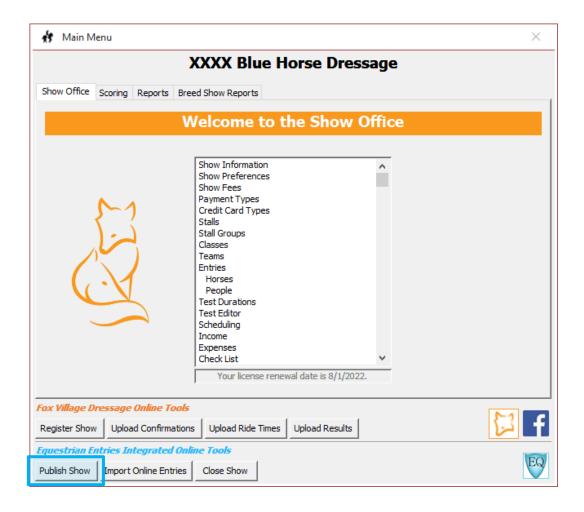


### **EE Integrated Online Tools > Publish Show**

### **PUBLISH SHOW:**

**Publish Show** is the process by which you publish (upload) your show information to EE so riders can enter your show online. If selected by the entrant, entries through EE can be imported and integrated into your FVD show data – eliminates lots of typing!

- In this manual, see <u>PUBLISH A SHOW WITH EE</u> for procedures.
- Click here to see separate EE instructions.

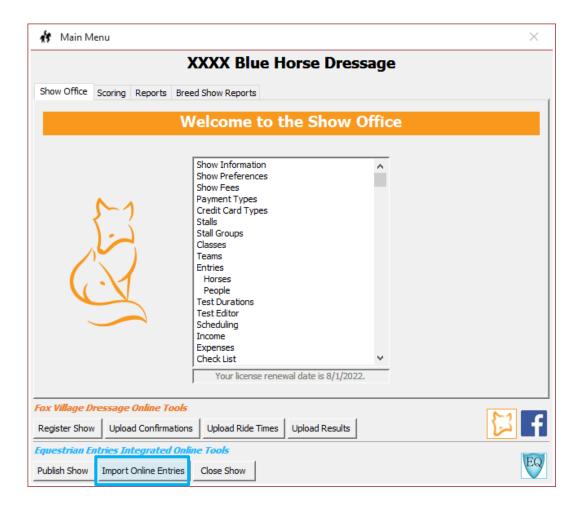


### **EE Integrated Online Tools > Import Online Entries**

### **IMPORT ONLINE ENTRIES:**

**Import Online Entries** is the process by which you import, into FVD, your show entries that have been entered through Equestrian Entries (EE).

- In this manual, see <u>EE ONLINE ENTRIES</u> for procedures.
- <u>Click here</u> to see separate EE instructions.

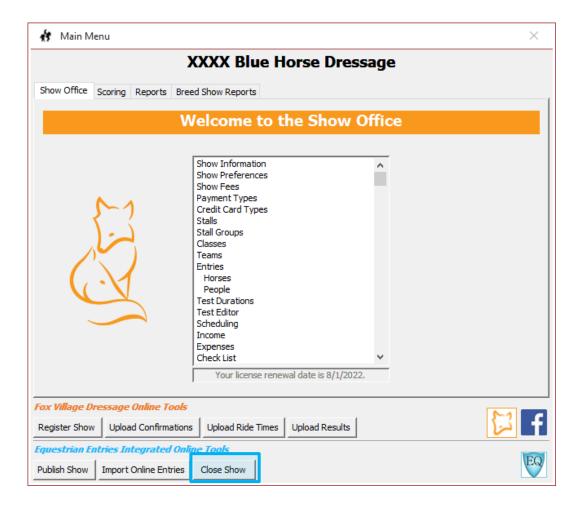


### **EE Integrated Online Tools > Close Show**

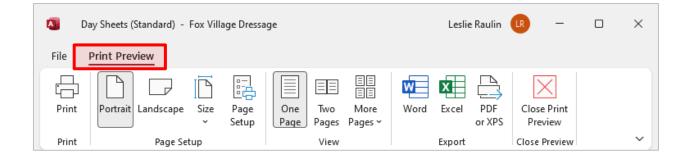
### **CLOSE SHOW:**

**Close Show** is the process by which you close your show so no more entries will be accepted through EE.

See <u>CLOSE YOUR SHOW IN EQUESTRIAN ENTRIES</u> for procedures.



## PROGRAM FUNCTIONS 13. PRINT PREVIEW



### Print Preview > Introduction

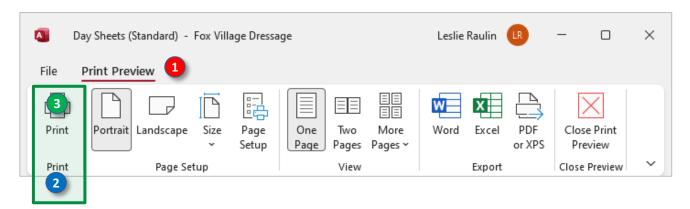
### **INTRODUCTION:**



- Every time you open a report, the 1 Print Preview ribbon opens with five groups of tools for manipulating the reports:
  - 2 Print
    - 3 Print Used to print a report.
  - 4 Page Setup
    - 5 Portrait Creates a report in a portrait (vertical) page orientation.
    - **6** Landscape Creates a report in a landscape (horizontal) page orientation.
    - Size Lets you change the size of paper on which the report is presented and printed.
    - 8 Page Setup Lets you adjust the margins, page setting, and columns of the report.
  - 9 View
    - One Page Gives one page of the report on a piece of paper.
    - Two Pages Gives two pages of the report on a piece of paper.
    - 12 More Pages Gives more than two pages of the report on a piece of paper.
  - **13** Export
    - Word Exports (saves) the FVD report as a Microsoft Word file.
    - **(5)** Excel Exports (saves) the FVD report as a Microsoft Excel file.
    - 16 PDF or XPS Exports (saves) the FVD report as a PDF or XPS file.
  - **17** Close Preview
    - (B) Close Print Preview Used to close the report.
- We will look at each of these features, using the Day Sheets (Standard) Report.

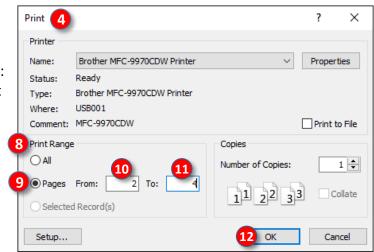
### Print Preview > Print > Print [a Report] > All or Pages From:\_\_\_\_\_ To:\_\_\_\_

### PRINT > PRINT [A REPORT] > ALL OR PAGES FROM: \_\_\_\_ TO: \_\_\_\_:



- Select 1 Print Preview > 2 Print > 3 Print.
- The 4 Print form opens.
- To print all pages:
  - For 5 Print Range, click the 6 All radial button.
  - Click OK.
  - o All the pages will print.

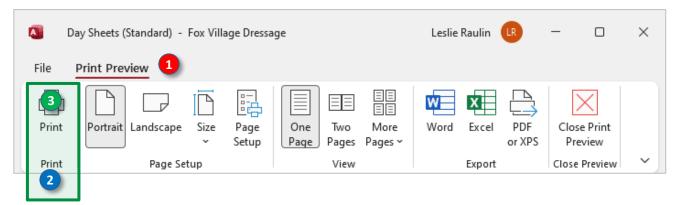
- 4 Print Printer Brother MFC-9970CDW Printer Properties Name: Ready Status: Brother MFC-9970CDW Printer Type: USB001 Comment: MFC-9970CDW Print to File Print Range All Number of Copies: 1 💠 OPages From: 11 22 33 Collate Selected Record(s) Setup... OK
- To print one or a range of the pages in the report:
- o For 8 Print Range / 9 Pages, enter the first page you want to print in the 10 From: box and the last page you want to print in the 11 To: box.
- o Click 12 OK.
- o The selected pages will print.



**NOTE**: The printer forms will vary depending on your brand and model of printer. This example is for a Brother MFC-9970CDW printer.

### Print Preview > Print > Print [a Report] > [Printer] Properties

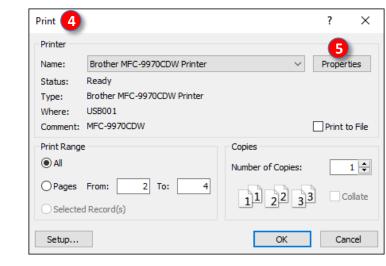
### PRINT > PRINT [A REPORT] > [PRINTER] PROPERTIES:

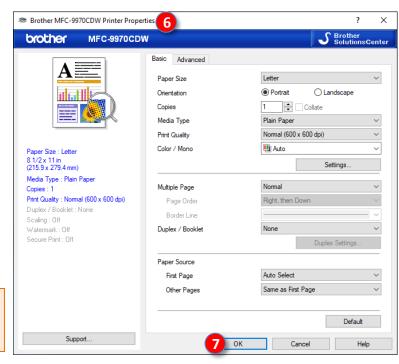


- Select 1 Print Preview > 2 Print > 3 Print.
- The 4 Print form opens.
- To adjust printer settings, click Properties.

- Your printer's 6 Properties form will open. Each printer has different properties. The example is for a Brother printer.
- Adjust settings according to your printer's manual.
- Click 7 OK to return to the 4 Print form.

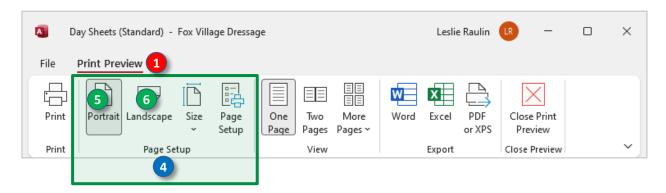
**NOTE**: The printer forms will vary depending on your brand and model of printer. This example is for a Brother MFC-9970CDW printer.



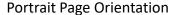


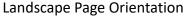
### Print Preview > Page Setup > Portrait, Landscape

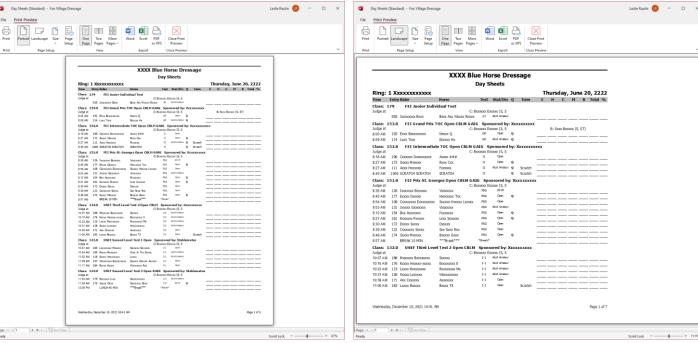
### PAGE SETUP > PORTRAIT, LANDSCAPE:



- If you want to change a report from Landscape (horizontal) page orientation to Portrait (vertical) page orientation, select 1 Print Preview > 4 Page Setup > 5 Portrait or 6 Landscape
- The report changes from landscape to portrait page orientation. When you print the report, it will print with the new orientation.







**NOTE**: Most FVD reports are designed for the default orientation. If you change the orientation, you may lose some information, as seen in the above portrait orientation where the judge name has been lost.

### Print Preview > Page Setup > Size

### PAGE SETUP > SIZE:

8.5" x 11"

Executive

7.25" x 10.5"

5.83" x 8.27"

5.83" x 8.27"

6.93" x 9.84"

7.17" x 10.12"

4.12" x 9.5" DI

4.33" x 8.66"

6.38" x 9.02"

Monarch 3.87" x 7.5"  $3 \times 5$ 

3" x 5" Folio 8.5" x 13"

DL Long Edge 8.66" x 4.33"

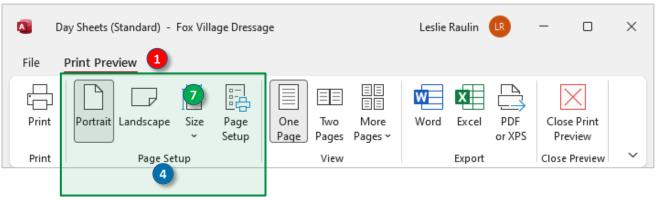
JIS B5

**B6** 4.92" x 6.93" JIS B6 5.04" x 7.17" Com-10

**A6** 4.13" x 5.83"

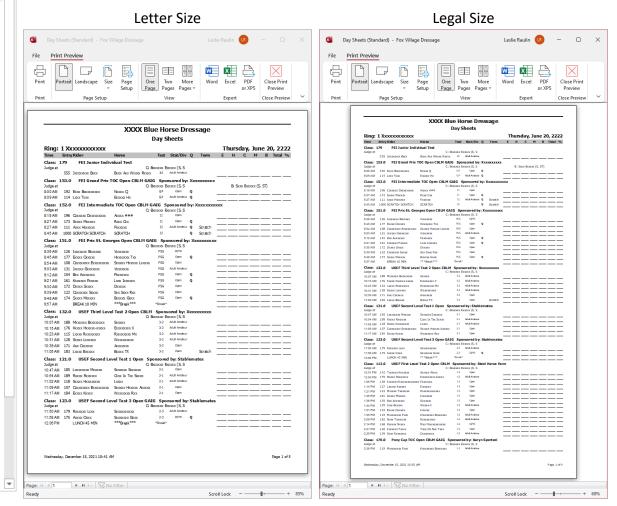
**B5** 

A5 Long Edge

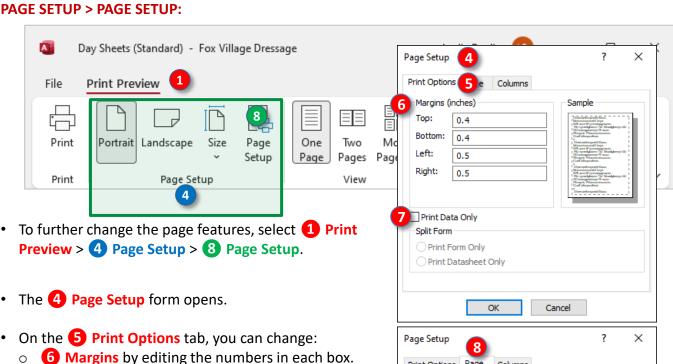


If you want to change the paper size, select 1 Print Preview > 4 Page Setup > the 7 Size drop-down arrow.

- The **5** size drop-down list opens. 8.27" x 11.69" Click on another size of paper. In this example, we will select 6 Legal. Letter
  - The report is now displayed as on legal sized paper. When you print the report, it will print with the new paper size.



### Print Preview > Page Setup > Page Setup



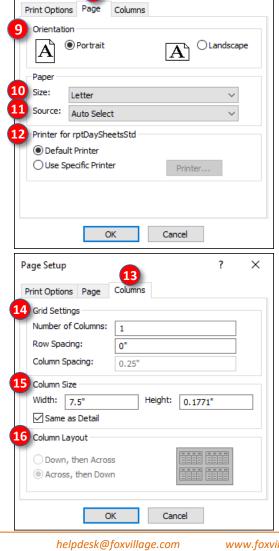
- - On the 8 Page tab, you can change: Orientation (Portrait / Landscape)

To print data but not logos, etc., click the 7 check

- o 10 Paper / Size
- o 11 Paper / Source (which paper tray the printer will use)
- 12 Printer

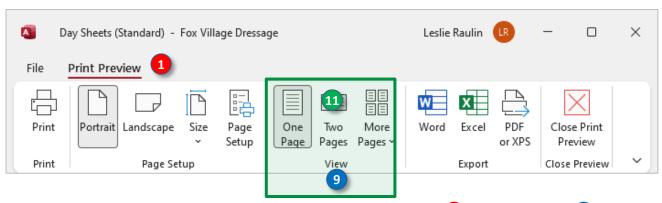
box.

- On the (B) Columns tab, you can change:
  - 14 Grid Settings
  - **15** Column Size
  - **16** Column Layout

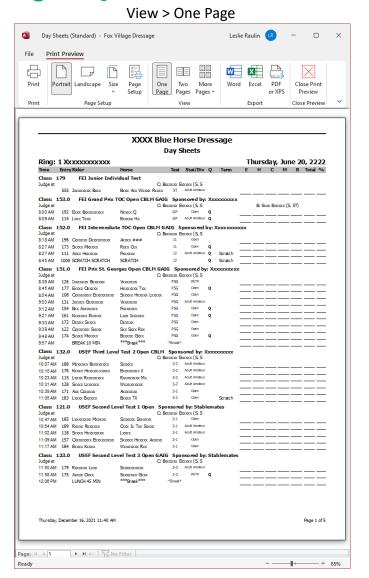


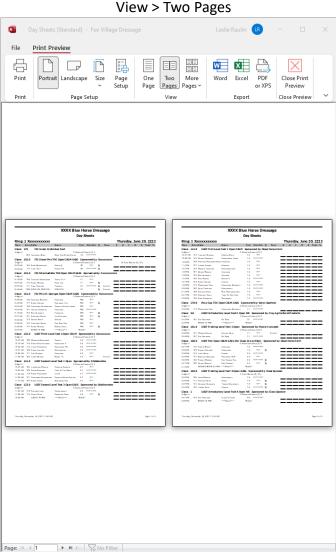
### Print Preview > View > Two Pages

### **VIEW > TWO PAGES:**



To change from one page per screen to two pages per screen, select 1 Print Preview > 9 View > click
 11 Two Pages.

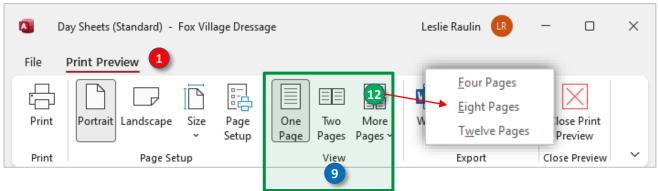




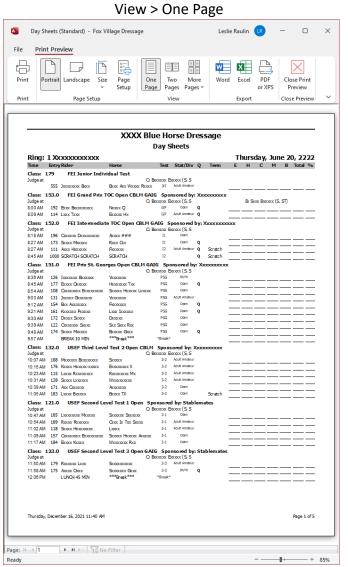
**NOTE**: View does not change the number of pages printed on a sheet of paper. That is accomplished through the printer properties (see your printer's manual).

### Print Preview > View > More Pages

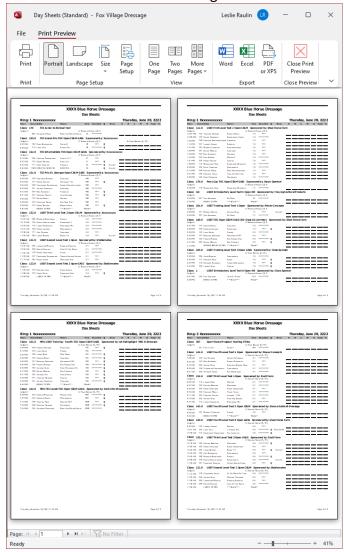
### **VIEW > MORE PAGES:**



- To change from one page per screen to more pages per screen, select 1 Print Preview > 9 View > 12 More Pages drop-down arrow.
- Choose Four Pages, Eight Pages, or Twelve Pages. The example is four pages.



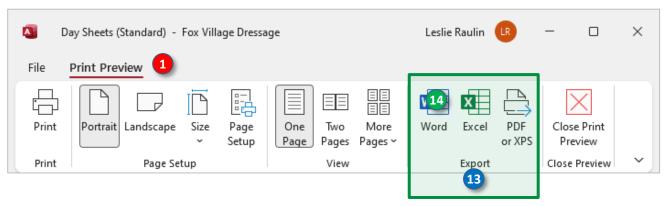
View > Four Pages



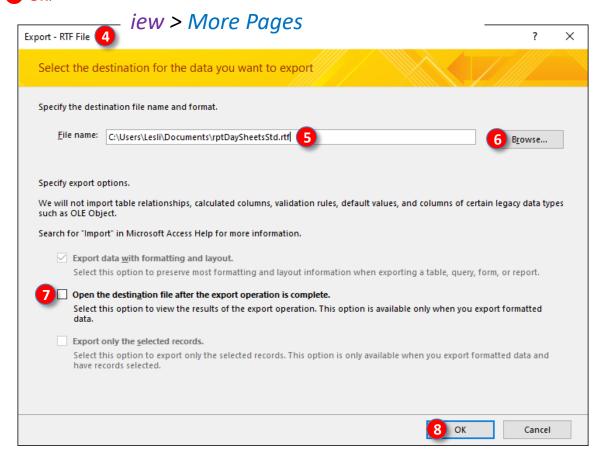
**NOTE**: View does not change the number of pages printed on a sheet of paper. That is accomplished through the printer properties (see your printer's manual).

### Print Preview > Export > Word > Save Options

### **EXPORT > WORD > SAVE OPTIONS:**

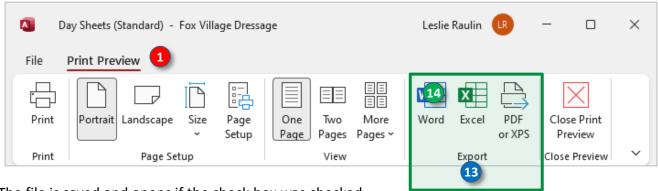


- To export (save) a report as a Microsoft Word file (actually, as a \*.rtf file that can be used and saved in Word), select 1 Print Preview > 13 Export > 14 Word.
- The 4 Export RTF File form opens.
- The default destination folder is your **5 Documents** folder with a file name indicative of the report being exported (in this example it is rptDaySheetsStd.rtf).
- Click 6 Browse... to change the destination folder and/or the file name.
- If you want to open the destination file after the export operation is complete, click the 7 check box.
- Click 8 OK.

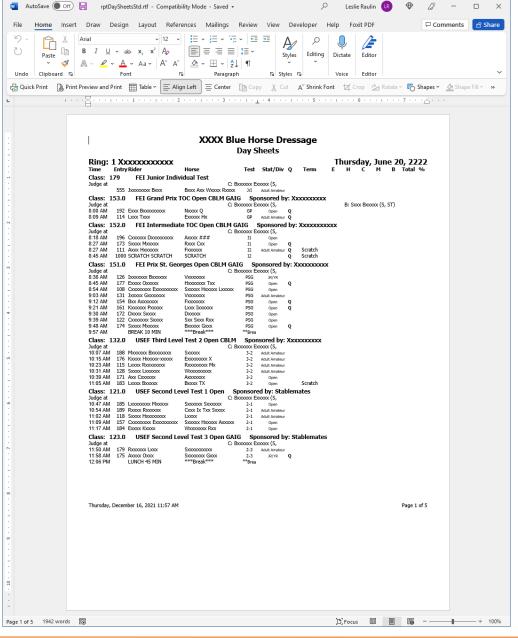


### Print Preview > Export > Word > Save File Opens

### **EXPORT > WORD > SAVE FILE OPENS:**

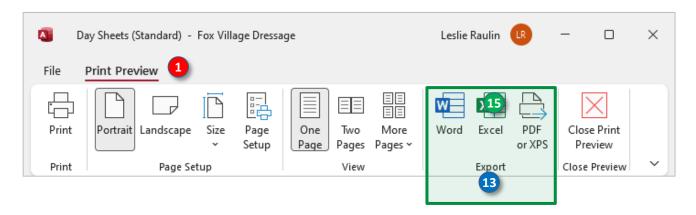


• The file is saved and opens if the check box was checked.

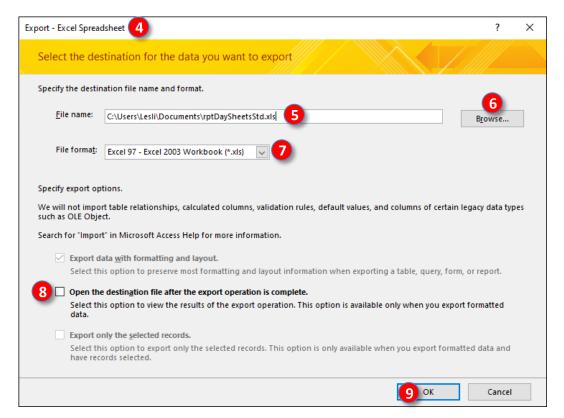


### Print Preview > Export > Excel > Save Options

### **EXPORT > EXCEL > SAVE OPTIONS:**

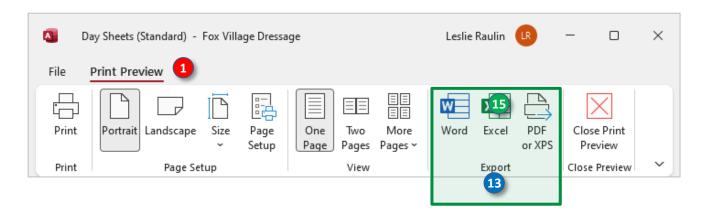


- To export (save) a report as a Microsoft Excel file, select 1 Print Preview > 13 Export > 15 Excel.
- The 4 Export Excel Spreadsheet form opens.
- The default destination folder is your 5 Documents folder with a file name indicative of the report being exported (in this example it is rptDaySheetsStd.xls).
- Click 6 Browse... to change the destination folder and/or the file name.
- Click the **7** File format drop-down arrow to select the version of Excel.
- If you want to open the destination file after the export operation is complete, click the  $oldsymbol{8}$  check box.

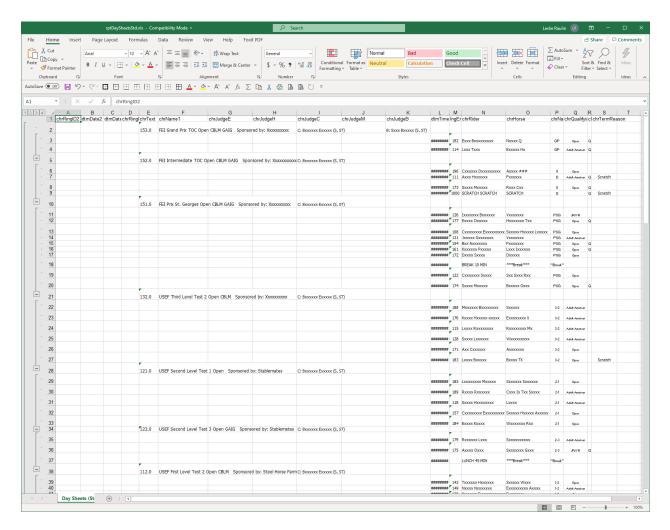


### Print Preview > Export > Excel > Saved File Opens

### **EXPORT > EXCEL > SAVED FILE OPENS:**

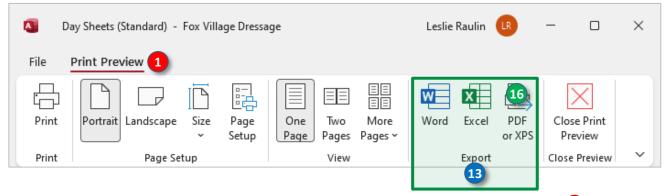


The file is saved and opens if the check box was checked.

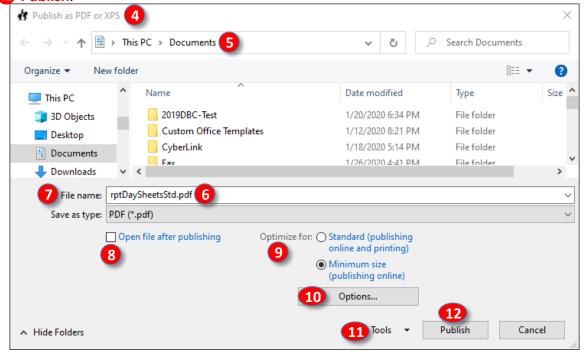


### Print Preview > Export > PDF or XPS > Save Options

### **EXPORT > PDF OR XPS > SAVE OPTIONS:**

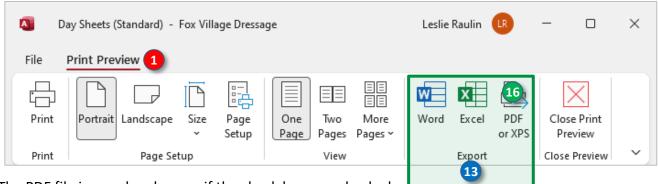


- To export (publish, save) a report as a PSD or XLS (Microsoft version of PDF) file, select 1 Print Preview > 13 Export > 16 PDF or XPS.
- The 4 Publish as PDF or XPS form opens.
- The default destination folder is your 5 Documents folder with a file name indicative of the report being exported (in this example it is 6 rptDaySheetsStd.pdf.
  - o If a different folder destination is desired, navigate to that folder.
  - If a different file name is desired, change the file name in the File name box.
- If desired, select other options such as:
  - Open file after publishing check the box if you want to open the PDF file after it is exported (published/ saved).
  - Optimize for Standard creates a higher quality but larger file; Minimum creates a lesser quality but smaller file. Click the radial button you desire.
  - Options lets you select a page range and other PDF options.
  - Tools Used to map a network drive.
- Click (12) Publish.



### Print Preview > Export > PDF or XPS > Saved File Opens

### **EXPORT > PDF OR XPS > SAVED FILE OPENS:**

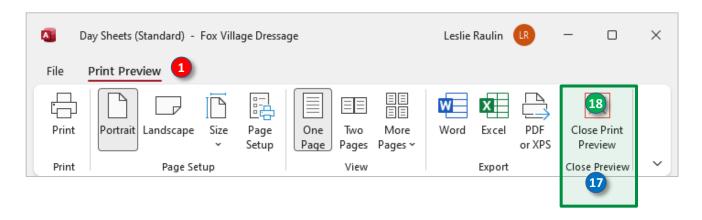


• The PDF file is saved and opens if the check box was checked.

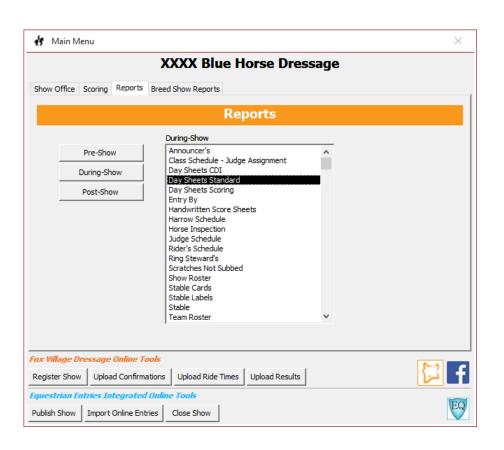
E EXON BNONONONON  I LOOK THOK  O FEI Intermedial  COMMON DISCONONON  AND HOMORO  SNOW MORORO  O SCRATCH SCRATCH	Horse  FOC Open CBLM GAI C: E  NXXXX Q EXXXX ET TOC Open CBLM C C: E  AXXXX ###  FXXXX CXX SCRATCH  rges Open CBLM GA	GG Spo BXXXXXX E GP GP GAIG S BXXXXXX E II IZ II IZ II IZ SXXXXX E FSG PSG PSG PSG	nsored by:  XXXXXX (S, S Open Adult Amateur Open Adult Amateur Open	Q Q Q by: Y	Scratch	E	H C	М	ne 20, 20 B Total
y Rider  D FEI Grand Prix To Exox Boodoodoox  Loox Toox  D FEI Intermedial  COODOOX DIOCOODOOX  SOOX MOODOX  D SCRATCH SCRATCH  D FEI Prix St. Geo  LOOXOOOX BOODOOX  COODOOX BOODOOX  COODOOX EOOOOOOX  LOOXOOOX EOOOOOOX  BOX GOODOOX  BOX GOODOOX BOX GOODOOX  BOX GOODOOX BOX GOODOOX BOX GOODOOX BOX GOODOOX BOX GOODOOX BOX GOODOOX	FOC Open CBLM GAI C: E NXXXX Q EXXXX ET TOC Open CBLM G AXXXX ### FXXXXX CXX SCRATCH FIGS Open CBLM GA C: E VXXXXXX C: E VXXXXXX C: E XXXXXX HXXXX CXX XXXXX HXXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXX	GG Spo BOOXOXX E GP GP GP GAIG S BOOXOXX E II I2 II I2 II I2 SOOXOXX E PSG PSG	nsored by:  Open  Adult Amateur  Open  Adult Amateur  Open  Adult Amateur  Open  Disored by:  Open  Disored by:  Open  Open	Q Q Q by: Y	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	E	н с	М	B Total
D FEI Grand Prix 1 Exox Bxxxxxxxxxx D FEI Intermedial Cxxxxxxxxxx D SCRATCH SCRATCH D FEI Prix St. Geo Dxxxxxxxxxxx Dxxxxxxxxxxx Dxxxxxxxxxx	FOC Open CBLM GAI C: E NXXXX Q EXXXX ET TOC Open CBLM G AXXXX ### FXXXXX CXX SCRATCH FIGS Open CBLM GA C: E VXXXXXX C: E VXXXXXX C: E XXXXXX HXXXX CXX XXXXX HXXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXX	GG Spo BOOXOXX E GP GP GP GAIG S BOOXOXX E II I2 II I2 II I2 SOOXOXX E PSG PSG	nsored by:  Open  Adult Amateur  Open  Adult Amateur  Open  Adult Amateur  Open  Disored by:  Open  Disored by:  Open  Open	Q Q Q by: Y	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
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Cooooox Diocooooox     Axox Hixcoox     Sxxxx Mixcoox     SCRATCH SCRATCH     FEI Prix St. Geo     Locoooox Bixcoox     Cxxxx Oxxxx     Cxxxx Cxxxx     Jxxxx Gxxx     Jxxxx Gxxxx     Lxxxx     Jxxxx     Jxxxx     Sxxxxx     Sxxxxx     Sxxxxx     Sxxxxx     Sxxxxx     Sxxxxx     Sxxxxx     Sxxxxx     Sxxxxx     Sxxxxxx     Sxxxxx     Sxxxxx     Sxxxxx     Sxxxxx     Sxxxxx     Sxxxxxx     Sxxxxx     Sxxxxx     Sxxxxx     Sxxxxx     Sxxxxx     Sxxxxxx     Sxxxxx     Sxxxxxx     Sxxxxx     Sxxxxxx     Sxxxxxx     Sxxxxxx     Sxxxxxx     Sxxxxxx     Sxxxxxx     Sxxxxxx     Sxxxxxxx     Sxxxxxxx     Sxxxxxxxx	C: E Axxx ### Fxxx Cxx Rxxx Cxx SCRATCH  rges Open CBLM GA C: E Vxxxxx Vxxx Sxxx Hxxx	BXXXXXX E  I1  I2  I1  I2  I1  I2  SXXXXX E  FSG  PSG  PSG  PSG	Adult Amateur Open	Q Q Q y: Xx	Scratch -				
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Bxx Axxxxxxxx Kxxxxxxxxxxxxxxxxxxxxxxxxxx	Vxxxxxxx			Q	-			-	
Bxx Axxxxxxxx Kxxxxxxx Pxxxxx		PSG	Adult Amateur		-				
Kxxxxxx Pxxxxx	LAAAXXXX	PSG	Open	Q	-				
	Lxxx Ixxxxxxx	PSG	Open	Q	-				
	Dxxxxx	PSG	Open	*	-				
BREAK 10 MIN	***Break***	*Break*			-				
CXXXXXXX SXXXX	Sxx Sxxx Rxx	PSG	Open		-				
Sxxxx Mxxxxx	Bxxxxx Gxxx	PSG	Open	Q	-				
				•	-				
) USEF Third Leve				OOO	OXXXXXX				
Myyyyyy Ryyyyyyy									
			Adult Amateur		-				
			Adult Amateur		-				
		3-2	Adult Amateur		-				
	Axxxxxxx	3-2	Open		-				
		3-2	Open		Scratch -				
					-				
) USEF Second Le			•	ema	ates				
Lxxxxxxxxx Mxxxxxx		2-1	Open						
Rxxxx Rxxxxxx	Cxxx Ix Txx Sxxxx	2-1	Adult Amateur		-				
	Lxxxx	2-1	Adult Amateur		-				
Cxxxxxxxx Exxxxxxxx		2-1	Open		-				
Exxxx Kxxxx	Wxxxxxxx Rxx	2-1	Open		-				
		G Sec	neorod by	Ct-	- blomates				
USEF Second Le				. Sta	iniemates				
Rxxxxxxx Lxxx	Sxxxxxxxxxx	2-3	Adult Amateur						
Axxxx Oxxx	Sxxxxxxx Gxxx	2-3	JR/YR	Q	-				
	***Break***			•	-				
EUNCH 45 MIN	break	Dicar			-				
	Microcox Biocococx	Microboox Brocococox   Scococox K	С: Вховоох E  Московох Ноского Sкосоох 3-2  Коскох Ноского Коского Коского Sкосоох 3-2  Коскох Ноского Коского Коског	C: Bococox Excocox (S, S   Monte of the matter of the m	C: BXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Microscox Brococcox   Scott   Scott	C: Biococox Exodox (S, S   Modocox Biococox Signature   Signatur	C: Biococca Excocc (S, S    Micrococc Biococccc	C: Bodooox Exodox (S, S   3-2   Adult Amateur

### Print Preview > Close Preview > Close Print Preview

### **CLOSE PREVIEW > CLOSE PRINT PREVIEW:**



- To close a report, on the 1 Print Preview tab, 17 Close Preview group, click 18 Close Print Preview.
- The report is closed and you are returned to the Main Menu.



# SECTIONIX. TIPS & TRICKS



### TIPS & TRICKS 1. ENTRY REVIEW AND MANAGEMENT SUGGESTIONS — PAPER ENTRY **PACKETS**



### Entry Review and Management Suggestions – Paper Entry Packets > Materials

### **MATERIALS:**

- Each show secretary develops their own method to review and manage their paper entries.
- The following demonstrates my paper entries method and is presented in hopes it may assist you.

### Materials:

- 9" x 12" manilla envelopes (for entry packets)
- 2 9" x 12" white envelopes (for rider packets)
- 3 4.25" x 5.5" white labels (for entry packets)

**NOTE**: This paper entry packets method is not an official FVD product. It is a method developed and used by the FVD manual author.

- Two hanging file boxes and two colors of hanging files (one for entry packets, one for rider packets)
- 5 Two sets of 1/5 cut hanging file tabs labeled A-XYZ. Put tabs on left side of files.
- 6 Paper clips.
- o 7 2" x 1.5" post-it note pads.
- 8 Pencils with erasers.



















# Entry Review and Management Suggestions – Paper Entry Packets > Create Custom Entry Packet Labels

#### **CREATE CUSTOM ENTRY PACKET LABELS:**

- In Excel (or Word or another program of your choice), create a 1 table that includes all the screening information needed for your show, similar to the table on this page.
- After designing the table, take a screen capture and paste it into a 2 PowerPoint slide (set to 8.5" x 11" size) (or another program of your choice).
- Make three copies of the table screen capture (you now have four copies) and arrange all four copies as in the 2 diagram.
- Adjust the sizes and placing of the screen captures so they print on one sheet of 4.25" x 5.5" labels (see <u>Supplies to Have on Hand</u> for sources).
- Print the labels and affix to the 3 top left of each entry packet before you start to screen it.

RIDER LAST

 As you screen an entry, using a pencil, record the status of each item on the label.

1 2 B RIDER LAST

RIDER LAST							
RIDER FIRST				RIDER FIRST			
HORSE		1 77 000		HORSE		1 22 00	
BRIDLE#	-	AA JYR		BRIDLE#		AA JYR	
ITEM	OK	STATUS	FIX	ITEM	OK	STATUS	FIX
Rider USEF Member	-	ACT/NM\$/EX/NO	_	Rider USEF Member	-	ACT / NM\$ / EX / NO	_
Rider USDF Member		PM/GM/NM\$/EX/NO		Rider USDF Member		PM/GM/NM\$/EX/NO	
Owner USEF Member	-	ACT / NM\$ / EX / NO		Owner USEF Member	-	ACT / NM\$ / EX / NO	
Owner USDF Member		PM/BM/GM/NM\$/EX/NO ACT/NM\$/EX/NO		Owner USDF Member Trainer USEF Member		PM/BM/GM/NM\$/EX/NO ACT/NM\$/EX/NO	
Trainer USEF Member Coach USEF Member		ACT / NM\$ / EX / NO		Coach USEF Member		ACT / NM\$ / EX / NO	
Horse USEF Recording		LIFE / ANN / HID / EX / NO		Horse USEF Recording		LIFE / ANN / HID / EX / NO	
Horse USDF Registration		LIFE / HID / EX / NO	$\overline{}$	Horse USDF Registration	-	LIFE / HID / EX / NO	_
Rider SafeSport	1	YES / <18 / NO		Rider SafeSport		YES / <18 / NO	
					$\vdash$	YES / <18 / NO	-
Owner SafeSport Trainer SafeSport	_	YES / <18 / NO		Owner SafeSport Trainer SafeSport	-		
		YES / <18 / NO YES / <18 / NO			-	YES / <18 / NO YES / <18 / NO	
Coach SafeSport				Coach SafeSport GAIG Q	-		
GAIG Q		YES OK / YES FIX / NO / NA			-	YES OK / YES FIX / NO / NA	
Complete Payment		YES / NO		Complete Payment	-	YES / NO	
Owe \$		OWE / PD / NA		Owe \$		OWE / PD / NA	
Refund \$		REF / DONE / NA		Refund \$		REF / DONE / NA	
Horse Stall? Tack Stall?	_	FrSa / SaSu / FrSaSu / NO	$\vdash$	Horse Stall? Tack Stall?	-	FrSa / SaSu / FrSaSu / NO	-
	_	FrSa / SaSu / FrSaSu / NO	-		$\vdash$	FrSa / SaSu / FrSaSu / NO	
USEF Entry Agreement	-	Rid / Own / Trai / Coac / Par		USEF Entry Agreement	-	Rid / Own / Trai / Coac / Par	-
USEF Waiver		Rid / Own / Trai / Coac / Par		USEF Waiver	-	Rid / Own / Trai / Coac / Par	
Coggins	_	YES / NO / OLD / HORSE NAME	-	Coggins	$\vdash$	YES / NO / OLD / HORSE NAME	_
Proof of Vaccination		YES / NO / OLD / HORSE NAME		Proof of Vaccination	_	YES / NO / OLD / HORSE NAME	
MFS Q Test  RIDER LAST		YES / NO / NA	1 2 B	MFS Q Test		YES / NO / NA	1 2
MFS Q Test		YES / NO / NA	1 2 B	2			1 2
RIDER LAST RIDER FIRST HORSE		YES / NO / NA		RIDER LAST RIDER FIRST			
RIDER LAST RIDER FIRST HORSE BRIDLE #	OK			RIDER LAST RIDER FIRST HORSE	ОК		OPE
RIDER LAST RIDER FIRST HORSE BRIDLE #	ОК	AA JYR	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE #	ОК	AA JYR	OPE
RIDER LAST RIDER FIRST HORSE BRIDLE #	ОК	AA JYR STATUS	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE #	ОК	AA JYR STATUS	OPE
RIDER LAST RIDER FIRST HORSE BILLE #  ITEM RIDER SEEMEN	ОК	STATUS ACT / NMS / EX / NO	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE #  RIDER M RIDER MEMBER RIDER MEMBER RIDER MEMBER RIDER MEMBER RIDER MEMBER RIDER MEMBER RIDER LAST RIDER FIRST HORSE RIDER LAST RIDER FIRST HORSE RIDER LAST RIDER FIRST RIDER	ОК	STATUS ACT / NMS / EX / NO	OPE
MFS Q Test  RIDER LAST RIDER FIRST HORSE BRIDLE #  ITEM RIDER Member RIDER WESF Member RIDER WESF Member	ОК	STATUS  ACT/NM\$/EX/NO PM/GM/NM\$/EX/NO	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE #  TIEM RIder USEF Member Rider USEF Member	ОК	STATUS  ACT / NMS / EX / NO  PM / GM / NMS / EX / NO	OPE
MFS Q Test  RIDER LAST RIDER FIRST HORSE BRIDLE #  ITEM RIder USEF Member Owner USEF Member Owner USEF Member Owner USEF Member	OK	STATUS ACT / NMS / EX / NO PM / GM / NMS / EX / NO ACT / NMS / EX / NO	OPEN	RIDER LAST HORSE BRIDLE #  TIEM RIder USEF Member Owner USEF Member Owner USEF Member	ОК	STATUS  ACT / NMS / EX / NO PM / GM / NMS / EX / NO ACT / NMS / EX / NO	OPE
MFS Q Test  RIDER LAST RIDER FIRST HORSE BRIDLE #  ITEM RIder USEF Member Owner USEF Member Owner USEF Member Owner USEF Member	OK	STATUS  STATUS  ACT / NMS / EX / NO  PM / GW / NMS / EX / NO  ACT / NMS / EX / NO  ACT / NMS / EX / NO	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE ## ITEM RIDER USEF Member Rider USEF Member Owner USEF Member Owner USEF Member	ОК	STATUS  ACT / NMS/ EX / NO PM / GM / NMS/ EX / NO ACT / NMS / EX / NO ACT / NMS / EX / NO ACT / NMS / EX / NO	OPE
MFS Q Test  RIDER LAST RIDER FIRST HORSE BRIDLE #  ITEM RIDER JESF Member Rider USEF Member Owner USEF Member	OK	STATUS ACT / NMS / EX / NO PM / GM / NMS / EX / NO ACT / NMS / EX / NO	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE # RIGHRUSEF Member Rider USEF Member Owner USEF Member Owner USEF Member	OK	STATUS  ACT / NMS / EX / NO  PM / GM / NMS / EX / NO  ACT / NMS / EX / NO	OPE
MFS Q Test  RIDER LAST  RIDER FIRST  HORSE FIRST  HORSE  RIGH USEF Member  Rider USEF Member  Owner USEF Member  Trainer USEF Member  Trainer USEF Member  Trainer USEF Member		STATUS  ACT / NMS / EX / NO PM / GM / NMS / EX / NO ACT / NMS / EX / NO	OPEN	RIDER LAST RIDER FIRST HORSE BRIST HORSE RIGHE VISEF Member Rider USEF Member Owner USEF Member Trainer USEF Member Coach USEF Member	OK	STATUS  ACT / NM5 / EX / NO  PM / GM / NM5 / EX / NO  ACT / NM5 / EX / NO	
MFS Q Test  RIDER LAST  RIDER HIST  HORSE  BRIDLE #  ITEM  RIGH VSEF Member  Rider VSEF Member  Owner USEF Member  Owner USEF Member  Horse USEF Member  Horse USEF Recording  Horse USEF Recording		STATUS  ACT / NMS / EX / NO  PM / GM / NMS / EX / NO  ACT / NMS / EX / NO	OPEN	RIDER LAST RIDER FIRST HORSE RRIDLE # RIDER SKIDLE # RIDER USEF Member Owner USEF Member Owner USEF Member Trainer USEF Member LOGAC USEF Member HORSE USEF Member HORSE USEF Member HORSE USEF Member	ОК	STATUS  ACT / NMS / EX / NO  PM / GM / NMS / EX / NO  ACT / NMS / EX / NO  LIFE / ANN / HIO / EX / NO	OPE
MFS Q Test  RIDER LAST  RIDER HIST  HORSE  BRIDLE #  ITEM  RIGH VSEF Member  Rider VSEF Member  Owner USEF Member  Owner USEF Member  Horse USEF Member  Horse USEF Recording  Horse USEF Recording		STATUS  ACT / NMS / EX / NO PM / GM / NMS / EX / NO ACT / NMS / EX / NO LIEF / ANN / HID / EX / NO LIEF / HOP / EX / NO	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE # RIGH USEF Member RIGH USEF Member Owner USEF Member Owner USEF Member Owner USEF Member Horse USEF Recording Horse USEF Recording	OK	STATUS  ACT / NMS / EX / NO PM / GM / NMS / EX / NO ACT / NMS / EX / NO LIE / ANN / HID / EX / NO LIE / ANN / HID / EX / NO	OPE
RIDER LAST RIDER LAST RIDER FIRST HORSE FIRST HORSE SHOLE RIGHE STEEL RIGHE ST		STATUS  ACT / NM5 / EX / NO  PM / GM / NM5 / EX / NO  ACT / NM5 / EX / NO  LIFE / ANN / HID / EX / NO  UFE / ANN / HID / EX / NO  YES / C13 / NO	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE # RIGER USEF Member RIGER USEF Member Owner USEF Member Trainer USEF Member Horse USEF Recording Horse USEF Recording Horse USEF Recording RIGER SAGESON	OK	STATUS  ACT / NM5 / EX / NO  PM / GM / NM5 / EX / NO  ACT / NM5 / EX / NO  LIFE / ANN / HID / EX / NO  UFE / ANN / HID / EX / NO  YES / V31 / NO	OPE
MFS Q Test  RIDER LAST RIDER FIRST HORSE BRIDLE #  RIGER USEF Member Rider USEF Member Owner USEF Member Coach USEF Member Coach USEF Member Rider USEF Recording Horse USEF Recording Horse USEF Recording Horse USEF Registration Rider Salesport Owner Salesport		STATUS  ACT / NMS / EX / NO PM / GM / NMS / EX / NO ACT / NMS / EX / NO UEF / ANN / HID / EX / NO UEF / ANN / HID / EX / NO YES / CLS / NO YES / CLS / NO YES / CLS / NO	OPEN	RIDER LAST RIDER PIRST HORSE BRIDLE # RIGER USEF Member RIGER USEF Member Owner USEF Member Owner USEF Member Owner USEF Member Horse USEF Member Horse USEF Recording Horse USEF Recording RIGER SafeSport Owner SafeSport	OK	AA JYR  STATUS  ACT / NMS / EX / NO  PM / GM / NMS / EX / NO  ACT / NMS / EX / NO  UEF / ANN / HID / EX / NO  UEF / ANN / HID / EX / NO  YES / '418 / NO  YES / '418 / NO	OPE
RIDER LAST RIDER LAST RIDER FIRST HORSE FIRST HORSE FIRST HORSE BRIDGE BRIDGE RIGHE USEF Member Owner USEF Member Owner USEF Member Coach USEF Member Horse USEF Recording Horse USEF Recording Worse USEF Resording Owner SafeSport Trainer SafeSport		STATUS  ACT / NMS / EX / NO  PM / GM / NMS / EX / NO  ACT / NMS / EX / NO  UFE / ANN / HID / EX / NO  UFE / ANN / HID / EX / NO  YES / CLB / NO  YES / CLB / NO  YES / CLB / NO	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE # RIGER USEF Member RIGER USEF Member Cowner USEF Member Cowner USEF Member Coach USEF Member Horse USEF Recording Horse USEF Recording Trainer SafeSport Trainer SafeSport Trainer SafeSport	ОК	STATUS  ACT / NMS / EX / NO  PM / GM / NMS / EX / NO  ACT / NMS / EX / NO  UFE / ANN / HID / EX / NO  UFE / ANN / HID / EX / NO  YES / CLB / NO  YES / CLB / NO  YES / CLB / NO	OPE
MFS Q Test  RIDER LAST RIDER FIRST HORSE BRIDLE B  RITEM RIGHOUSE Member RIGHOUSE Member RIGHOUSE Member Trainer USEF Member Cowner USEF Member Trainer USEF Member Coach USEF Member Trainer SafeSport Trainer SafeSport Trainer SafeSport Trainer SafeSport		STATUS  ACT / NMS / EX / NO PM / GM / NMS / EX / NO ACT / NMS / EX / NO UEF / ANN / HID / EX / NO UEF / ANN / HID / EX / NO YES / CLB / NO	OPEN	RIDER LAST RIDER FIRST HORSE BRIDGE # RIGH USEF Member RIGH USEF Member Owner USEF Regestration RIGH SafeSport Owner SafeSport Trainer SafeSport Trainer SafeSport Cooch SafeSport Trainer SafeSport	ОК	STATUS  ACT / NMS / EX / NO PM / GM / NMS / EX / NO ACT / NMS / EX / NO UEF / ANN / HID / EX / NO UEF / ANN / HID / EX / NO YES / CLS / NO	OPE
RIDER LAST RIDER LAST RIDER FIRST HORSE FIRST HORSE FIRST HORSE STATE RIGHE VISE Member RIGHE VISE Member Owner USE Member Owner USE Member Trainer USE Member Owner USE Fire Member Coach USE Fire Member Owner SafeSport Trainer SafeSport Coach SafeSport Coach SafeSport Coach SafeSport GodG Q		STATUS  STATUS  ACT / NMS / EX / NO  PM / GM / NMS / EX / NO  ACT / NMS / EX / NO  UIF / ANN / HID / EX / NO  YES / - LB / NO	OPEN	RIDER LAST RIDER FIRST HORSE RIGHE VISEF Member RIGHE VISEF Member Owner USEF Member Trainer USEF Member Coach USEF Member Horse USEF Recording Horse USEF Registration RIGHE SafeSport Owner SafeSport Coach	OK	STATUS  ACT / NMS / EX / NO  PM / GM / NMS / EX / NO  ACT / NMS / EX / NO  UEF / ANN / HID / EX / NO  UEF / ANN / HID / EX / NO  YES / - LB / NO	OPE
MFS Q Test  RIDER LAST  RIDER FIRST  HORSE FIRST  HORSE SERVICE  BRIDLE I  RIGHE VISE Member  RIGHE VISE Member  Owner USEF Member  Trainer VISEF Member  Horse USEF Registration  Rider SAFS Pregistration  Rider SAFS Pregistrat		STATUS  ACT / NMS / EX / NO PM / GM / NMS / EX / NO ACT / NMS / EX / NO UFF / AND / HO / EX / NO UFF / AND / HO / EX / NO YES / CLB / NO	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE ## RIGH USEF Member RIGH USEF Member Owner USEF Member Coach USEF Member Trainer USEF Recording Horse USEF Registration RIGHE SafeSport Trainer SafeSport Coach SafeSport Coach SafeSport Coach SafeSport Coach SafeSport Complete Payment	OK	AA JYR  STATUS  ACT / NM5 / EX / NO  PM / GM / NM5 / EX / NO  ACT / NM5 / EX / NO  LIFE / AND / HO / EX / NO  UFF / AND / LIFE / NO  YES / CLB / NO	OPE
MFS Q Test  RIDER LAST  RIDER PIRST  HORSE  BRIDLE B  RISE  RIGHE SESS Member  Owner USEF Member  Trainer USEF Borg  Owner USEF Member  Trainer Safe Recording  Horse USEF Recording  Owner SafeSport  Coach SafeSport  Coach SafeSport  Coach SafeSport  Complete Payment  Owe 5  Owe 5		STATUS  ACT / NMS / EX / NO  PM / GM / NMS / EX / NO  ACT / NMS / EX / NO  UEF / ANN / HIO / EX / NO  YES / - US / NO  OWE / PO / NA	OPEN	RIDER LAST RIDER FIRST HORSE BRIDER FIRST HORSE RIGHE VISEF Member Rider USEF Member Owner USEF Member Trainer USEF Member Coach USEF Member Horse USEF Recording Horse USEF Registration Rider SafeSport Owner SafeSport Coach SafeSport Coach SafeSport Coach SafeSport Coach Coach Member Owner SafeSport Coach SafeSport Coach SafeSport Coach Coach Coach Coach Coach Owner SafeSport Coach Coach Owner SafeSport Coach C	OK	STATUS  ACT / NM5 / EX / NO  PM / GM / NM5 / EX / NO  ACT / NM5 / EX / NO  UEF / ANN / HIO / EX / NO  UEF / ANN / HIO / EX / NO  YES / - C18 / NO  YES / NO  OWE / PD / NA	OPE
MFS Q Test  RIDER LAST  RIDER PIRST  HORSE  BRIDLE B  RISE  RIGHE SESS Member  Owner USEF Member  Trainer USEF Borg  Owner USEF Member  Trainer Safe Recording  Horse USEF Recording  Owner SafeSport  Coach SafeSport  Coach SafeSport  Coach SafeSport  Complete Payment  Owe 5  Owe 5		AA . JYR  STATUS  ACT / NM5 / EX / NO  PM / GM / NM5 / EX / NO  ACT / NM5 / EX / NO  LIFE / AND / NM5 / EX / NO  LIFE / AND / HD / EX / NO  LIFE / HD / EX / NO  YES / - LB / NO  YES / - LB / NO  YES / - LB / NO  YES / NO  OWE / PD / NA  REF / DODNE / NA	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE # RIGH USEF Member RIGH USEF Member Owner USEF Member Coach USEF Member Owner Safe Sport Trainer Safe Sport Trainer Safe Sport Coach Safe Sport Coach Safe Sport Coach Safe Sport Owner Safe Sport	OK	AA JYR  STATUS  ACT / NM5 / EX / NO  PM / GM / NM5 / EX / NO  ACT / NM5 / EX / NO  UFF / ND / EX / NO  UFF / ND / EX / NO  YES /	OPE
RIDER LAST RIDER LAST RIDER PINST HORSE BRIDLE B RIDER PINST HORSE BRIDLE B RIDER LEST Member Cowner USEF Member Trainer USEF Member Cowner USEF Member Cowner USEF Member Cowner USEF Member Trainer SafeSport Cowner SafeSport Cowne		STATUS  ACT / NMS / EX / NO PM / GM / NMS / EX / NO ACT / NMS / EX / NO UEF / ANN / HIO / EX / NO UEF / ANN / HIO / EX / NO YES / C18 / NO YES / NO OWE / PD / NA REF / DONE / NA FSS / SSS / FCSSS / NA	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE # RIGH USEF Member Rider USEF Member Owner USEF Member Owner USEF Member Coach USEF Member Horse USEF Rember Horse USEF Registration Rider SafeSport Owner SafeSport Coach SafeSport Trainer SafeSport Coach SafeSport GANG Q Complete Payment Owner SafeSport GANG Q REGISTRATION RIGHT SAFESPORT RIGHT SAFESPORT RIGHT SAFESPORT RIGHT SAFESPORT GANG Q REGISTRATION RIGHT SAFESPORT RIG	OK	STATUS  ACT / NMS / EX / NO PM / OM / NMS / EX / NO ACT / NMS / EX / NO UEF / ANN / HIO / EX / NO UEF / ANN / HIO / EX / NO YES / CJB / NO YES / NO / NA YES / NO NO WE / PD / NA REF / DONE / NA	OPE
RIDER LAST RIDER LAST RIDER PINST HORSE BRIDLE B RIDER PINST HORSE BRIDLE B RIDER LEST Member Cowner USEF Member Trainer USEF Member Cowner USEF Member Cowner USEF Member Cowner USEF Member Trainer SafeSport Cowner SafeSport Cowne		STATUS  ACT / NMS / EX / NO  PM / GM / NMS / EX / NO  ACT / NMS / EX / NO  UEF / ANN / HID / EX / NO  YES / C18 / NO  YES / NO  OWE / PD / NA  REF / DONE / NA  FFS / SSSU / FFSSSU / NO  FFSS / SSSU / FFSSSU / NO	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE # RIGER USEF Member RIGER USEF Member Owner USEF Member Coach USEF Member Cach USEF Member Horse USEF Recording Horse USEF Recording Horse USEF Recording Trainer SafeSport Coach SafeSport Coach SafeSport Coach SafeSport Coach SafeSport Coach SafeSport Trainer SafeSport Coach SafeSport Trainer SafeSport Coach SafeSport Trainer SafeSport Coach SafeSport Trainer SafeSport	OK	STATUS  ACT / NMS / EX / NO  PM / GM / NMS / EX / NO  ACT / NMS / EX / NO  UFE / ANN / HID / EX / NO  YES / C18 / NO  YES / NO  OWE / PD / NA  REF / DONE / NA  FFS / SSSU / FFSSSU / NO  FFS / SSSU / FFSSSU / NO	OPE
MFS Q Test  RIDER LAST  RIDER FIRST  HORSE  BRIDLE B  RIGHE USEF Member  Rider USEF Member  Rider USEF Member  Couner SafeSport  Couner Sa		STATUS  ACT / NMS / EX / NO PM / GM / NMS / EX / NO ACT / NMS / EX / NO UEF / ANN / HID / EX / NO UEF / ANN / HID / EX / NO YES / C18 / NO OWE / PO / NA REF / DONE / NA REF / SaSu / FrSaSu / NO FrSa / SaSu / FrSaSu / NO Fr	OPEN	RIDER LAST RIDER FIRST HORSE BRIDLE # RIGH USEF Member Rider USEF Member Owner USEF Member Owner USEF Member Owner USEF Member Owner USEF Member Horse USEF Recording Horse USEF Recording USEF Recording Coach USEF Registration Rider SafeSport Owner SafeSport Coach SafeSport Coach SafeSport Coach SafeSport Trainer SafeSport Owner SafeSport Owner SafeSport Owner SafeSport Owner SafeSport Horse StafeSport Owner SafeSport Owner SafeSport Owner SafeSport Trainer SafeSport Owner S	OK	AA JYN  STATUS  ACT / NMS / EX / NO  PM / GM / NMS / EX / NO  ACT / NMS / EX / NO  UEF / ANN / HID / EX / NO  UEF / ANN / HID / EX / NO  YES / C18 / NO  Y	OPE
MIS Q Test  RIDER LAST  RIDER LAST  RIDER PINST  HORSE BRIDLE B  RIGHE USEF Member  Cowner SareSport  Trainer SafeSport  Cowner SareSport  Cowner		STATUS  ACT / NMS / EX / NO  PM / GW / NMS / EX / NO  ACT / NMS / EX / NO  UFE / HOIO FEX / NO  UFE / HOIO FEX / NO  YES / C1B / NO  NO WE / PO / NA  REF / DONE / NA  REF / DONE / NA  REF / Sa / Sa Su / FFS Su / NO  RIG / Own / Trai / Coce / Par  Rid / Own / Trai / Coce / Par	OPEN	RIDER LAST RIDER FIRST HORSE BRIDER FIRST HORSE RIGHE USEF Member Rider USEF Member Owner USEF Member Trainer USEF Member Coach USEF Member Horse USEF Registration Rider SafeSport Owner SafeSport Coach SafeSport Owner SafeSport Coach SafeSport Coach SafeSport Trainer SafeSport Coach SafeSport Coach SafeSport Coach SafeSport Trainer SafeSport Coach	OK	STATUS  ACT / NMS / EX / NO  PM / GW / NMS / EX / NO  ACT / NMS / EX / NO  UFE / HOD / EX / NO  UFE / HOD / EX / NO  YES / C1B / NO  NES / NO  OWE / PD / NA  REF / DONE / NA  FFSa / SaSu / FFSASu / NO  RIG / Own / Trai / Cooc / Par  RIG / Own / Trai / Cooc / Par	OPE

RIDER LAST					1 2 E	3
RIDER FIRST			1			
HORSE						
BRIDLE#			1	AA JYR	OPEN	I
ITEM		ОК	STATUS		FIX	
Rider USEF Me	ember		ACT / NM\$ / EX / N	0		
Rider USDF Me	ember		PM / GM / NM\$ / EX /	NO		
Owner USEF N	1ember		ACT / NM\$ / EX / N	0		
Owner USDF N	/lember		PM/BM/GM/NM\$/E	x/no		
Trainer USEF N	/lember		ACT / NM\$ / EX / N	0		
Coach USEF M	ember		ACT / NM\$ / EX / N	0		
Horse USEF Re	cording		LIFE / ANN / HID / EX /	/ NO		
Horse USDF Re	egistration		LIFE / HID / EX / NO	O		
Rider SafeSpo	rt		YES / <18 / NO			
Owner SafeSp	ort		YES / <18 / NO			
Trainer SafeSport			YES / <18 / NO			
Coach SafeSpo	ort		YES / <18 / NO			
GAIG Q			YES OK / YES FIX / NO	/ NA		
Complete Payment			YES / NO			
Owe \$			OWE / PD / NA			
Refund \$			REF / DONE / NA			
Horse Stall?			FrSa / SaSu / FrSaSu /	NO		
Tack Stall?			FrSa / SaSu / FrSaSu /	NO		
USEF Entry Agreement			Rid / Own / Trai / Coac	/ Par		
USEF Waiver			Rid / Own / Trai / Coac	/ Par		
Coggins			YES / NO / OLD / HORSE	NAME		
Proof of Vacci	nation		YES / NO / OLD / HORSE	NAME		
MFS Q Test			YES / NO / NA			



**NOTE 1**: FVD has multiple reports that list entry deficiencies; however, in my hands it is easier to use this entry packet label, with pencil annotations, to quickly update and refer to the status of an entry.

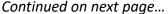
**NOTE 2**: Whenever you update a paper entry, ensure you annotate the change in FVD.

### Entry Review and Management Suggestions – Paper Entry Packets > **Use of Custom Entry Packet Labels**

#### **USE OF CUSTOM ENTRY PACKET LABELS:**

- Use a PENCIL so it is easy to make changes as the entry is updated.
- 1 RIDER LAST: Enter the rider's last name.
- 2 RIDER FIRST: Enter the rider's first name.
- **3** HORSE: Enter the horse's name.
- 4 BRIDLE #: Enter the entry's bridle number.
  - **5** 1 2 B: For two shows in one weekend:
    - 1: Entry is only for the first show (usually Saturday).
    - o 2: Entry is only for the second show day (usually Sunday)
    - B: Entry is for both shows (usually Saturday and Sunday)
- 6 AA JYR OPEN:
  - AA: Circle this is the rider is an Adult Amateur (based on USEF card)
  - JYR: Circle this if the rider is a Junior Rider or a Young Rider (based on USDF card)
- OPEN: Circle this if the rider is a Professional or a USEF non-member (based on USEF card or no card)
- $\circ$  **7** OK column: For each item, put a check ( $\checkmark$ ) in this column if all requirements have been satisfied.
- 8 FIX column: For each item, put an X in this column if all the requirements have NOT been satisfied. This will let you quickly ascertain an entry's deficiencies. When the item is correct, the X is erased and the OK column is checked ( $\checkmark$ ).

RIDER LAST 1		5	1 2 B
RIDER FIRST 2			
HORSE 3			
BRIDLE#		6 AA JYR	OPEN
ITEM	ОК	STATUS	FIX
Rider USEF Member	7	ACT / NM\$ / EX / NO	8
Rider USDF Member		PM / GM / NM\$ / EX / NO	
Owner USEF Member		ACT / NM\$ / EX / NO	
Owner USDF Member		PM/BM/GM/NM\$/EX/NO	
Trainer USEF Member		ACT / NM\$ / EX / NO	
Coach USEF Member		ACT / NM\$ / EX / NO	
Horse USEF Recording		LIFE / ANN / HID / EX / NO	
Horse USDF Registration		LIFE / HID / EX / NO	
Rider SafeSport		YES / <18 / NO	
Owner SafeSport		YES / <18 / NO	
Trainer SafeSport		YES / <18 / NO	
Coach SafeSport		YES / <18 / NO	
GAIG Q		YES OK / YES FIX / NO / NA	
Complete Payment		YES / NO	
Owe \$		OWE / PD / NA	
Refund \$		REF / DONE / NA	
Horse Stall?		FrSa / SaSu / FrSaSu / NO	
Tack Stall?		FrSa / SaSu / FrSaSu / NO	
USEF Entry Agreement		Rid / Own / Trai / Coac / Par	
USEF Waiver		Rid / Own / Trai / Coac / Par	
Coggins		YES / NO / OLD / HORSE NAME	
Proof of Vaccination		YES / NO / OLD / HORSE NAME	
MFS Q Test		YES / NO / NA	



helpdesk@foxvillage.com

# Entry Review and Management Suggestions – Paper Entry Packets > Use of Custom Entry Packet Labels, cont'd.

- Rider, Owner, or Trainer USEF Member:
  - o **ACT**: Circle if the person is a current USEF **Act**ive Member (Competing Member).
  - NM\$: Circle if the person is not a current USEF member but has paid the USEF Show Pass (Non-Member) fee.
  - o **EX**: Circle if the person is **EX**empt from USEF membership.
  - NO: Circle if the person is NOT a USEF member, is NOT exempt, and has NOT paid the NM fee. Put an
     X in the FIX box.
- 10 Rider, Owner, or Trainer USDF Member:
  - o **PM**: Circle if the person is a USDF **P**articipating **M**ember.
  - o **GM**: Circle if the person is a USDG **G**roup **M**ember.
  - o NM\$: Circle if the person is NOT a USDF member but has paid the USDF Non-Member fee.
  - o **EX**: Circle if the person is **EX**empt from USDF membership.
  - NO: Circle if the person is NOT a USDF member, is NOT exempt, and has not paid the NM fee. Put an
     X in the FIX box.
- O 11 Rider, Owner, Trainer, Coach SafeSport:
  - o YES: Circle if the person is an adult with current SafeSport training.
  - o NA: Circle if the person is not subject to SafeSport training (e: under age 18, USEF non-member).
  - o NO: Circle if the person is subject to SafeSport training but does not have (current) training.

RIDER LAST				1 2 B
RIDER FIRST				
HORSE				
BRIDLE#			AA JYR	OPEN
ITEM	ОК	STATUS		FIX
9 Rider USEF Member		ACT / NM\$ / EX /	NO	
Rider USDF Member		PM / GM / NM\$ / E	x/NO	
9 Owner USEF Member		ACT / NM\$ / EX /	NO	
10 Owner USDF Member		PM/BM/GM/NM\$/	EX / NO	
9 Trainer USEF Member		ACT / NM\$ / EX /	NO	
Coach USEF Member		ACT / NM\$ / EX /	NO	
Horse USEF Recording		LIFE / ANN / HID / E	X/NO	
Horse USDF Registration		LIFE / HID / EX /	NO	
Rider SafeSport		YES / <18 / NO	)	
Owner SafeSport		YES / <18 / NO		
11 Trainer SafeSport		YES / <18 / NO		
Coach SafeSport		YES / <18 / NO	)	
GAIG Q		YES OK / YES FIX / N	O/NA	
Complete Payment		YES / NO		
Owe \$		OWE / PD / N	IA	
Refund \$		REF / DONE / N		
Horse Stall?		FrSa / SaSu / FrSaSu / NO		
Tack Stall?		FrSa / SaSu / FrSaSu / NO		
USEF Entry Agreement		Rid / Own / Trai / Co	ac / Par	
USEF Waiver		Rid / Own / Trai / Co		
Coggins		YES / NO / OLD / HORS		
Proof of Vaccination		YES / NO / OLD / HORS		
MFS Q Test		YES / NO / NA	1	

## Entry Review and Management Suggestions – Paper Entry Packets > Use of Custom Entry Packet Labels, cont'd.

### 12 Horse USEF Recording:

- o LIFE: Circle if the horse has USEF LIFE recording.
- o ANN: Circle if the horse has current USEF ANNual recording.
- o HID: Circle if the horse has USEF or USDF Horse IDentification number.
- o EX: Circle if the horse is EXempt from USEF recording.
- o NO: Circle if the horse is not USEF recorded or USDF registered. Put an X in the FIX box.

#### B Horse USDF Registration:

- o LIFE: Circle if the horse is USDF LIFE registered.
- o HID: Circle if the horse has a USDF Horse IDentification number.
- o **EX**: Circle if the horse is **EX**empt from USDF registration.
- o **NO**: Circle if the horse is not USDF registered. Put an **X** in the FIX box.

#### • 14 GAIG Q:

- o YES OK: Circle if the entrant requested GAIG Q for one or more rides and meets Q requirements.
- YES FIX: Circle if the entrant requested GAIG Q for one or more rides and does not meet Q requirements. Put an X in the FIX box.
- o **NO**: Circle if the entrant is riding GAIG Q tests but did not request GAIG Q.
- o **NA**: Circle if the entrant is not riding any GAIG Q tests.

RIDER LAST			1 2 B
RIDER FIRST			
HORSE			
BRIDLE#		AA JYF	OPEN
ITEM	ОК	STATUS	FIX
Rider USEF Member		ACT / NM\$ / EX / NO	
Rider USDF Member		PM / GM / NM\$ / EX / NO	
Owner USEF Member		ACT / NM\$ / EX / NO	
Owner USDF Member		PM/BM/GM/NM\$/EX/NO	
Trainer USEF Member		ACT / NM\$ / EX / NO	
Coach USEF Member		ACT / NM\$ / EX / NO	
Horse USEF Recording		LIFE / ANN / HID / EX / NO	
Horse USDF Registration		LIFE / HID / EX / NO	
Rider SafeSport		YES / <18 / NO	
Owner SafeSport		YES / <18 / NO	
Trainer SafeSport		YES / <18 / NO	
Coach SafeSport		YES / <18 / NO	
GAIG Q		YES OK / YES FIX / NO / NA	
Complete Payment		YES / NO	
Owe \$		OWE / PD / NA	
Refund \$		REF / DONE / NA	
Horse Stall?		FrSa / SaSu / FrSaSu / NO	
Tack Stall?		FrSa / SaSu / FrSaSu / NO	
USEF Entry Agreement		Rid / Own / Trai / Coac / Par	
USEF Waiver		Rid / Own / Trai / Coac / Par	
Coggins		YES / NO / OLD / HORSE NAME	
Proof of Vaccination		YES / NO / OLD / HORSE NAME	
MFS Q Test		YES / NO / NA	

### Entry Review and Management Suggestions – Paper Entry Packets > Use of Custom Entry Packet Labels, cont'd.

- **15** Complete Payment:
  - o **YES**: Circle if the entry has been paid in full.
  - o **NO**: Circle if the entry has NOT been paid in full. Put an **X** in the FIX box.
- \_\_\_\_\_\_: On the line, enter amount <u>owed</u> to the show by the entrant.
  - o **OWE**: Circle if the amount is owed. Put an **X** in the FIX box.
  - PD: Circle if the amount has been paid by the entrant. When the payment is received, erase the OWE, erase the X in the FIX box and put a check in the OK box.
  - o NA: Circle if a refund was not due to the entrant.
  - **17** Refund:\_\_\_\_\_\_: On the line, enter the refund due by the show to the entrant.
  - o **REF**: Circle if a refund is due. Put an **X** in the FIX box.
  - o PD: Circle if the refund has been paid by to show to the entrant. When the refund is provided, erase the REF, erase the X in the FIX box and put a check in the OK box.
  - o NA: Circle if a refund was not due to the entrant.
- B Horse Stall? (Your table will have nomenclature for your stall types. Examples are shown here.)
  - o **FrSa**: Circle if the entrant request a stall for Friday and Saturday.
  - SaSu: Circle if the entrant requested a stall Saturday and Sunday.
  - o **FrSaSu**: Circle if the entrant request a stall Friday, Saturday, and Sunday.
  - o **NO**: Circle if the entrant did not request a stall.
- 19 Tack Stall? (Your table will have nomenclature for your tack stall types. Examples are shown here.)
  - o **T-FS**: Circle if the entrant request a tack stall for Friday and Saturday.
  - o **T-SS**: Circle if the entrant requested a tack stall Saturday and Sunday.
  - o **T-FSS**: Circle if the entrant request a tack stall Friday, Saturday, and Sunday.
  - o **NO**: Circle if the entrant did not request a tack stall.

RIDER LAST			1 2 B
RIDER FIRST			
HORSE			
BRIDLE #		AA JYR	OPEN
ITEM	ОК	STATUS	FIX
Rider USEF Member		ACT / NM\$ / EX / NO	
Rider USDF Member		PM / GM / NM\$ / EX / NO	
Owner USEF Member		ACT / NM\$ / EX / NO	
Owner USDF Member		PM/BM/GM/NM\$/EX/NO	
Trainer USEF Member		ACT / NM\$ / EX / NO	
Coach USEF Member		ACT / NM\$ / EX / NO	
Horse USEF Recording		LIFE / ANN / HID / EX / NO	
Horse USDF Registrati	on	LIFE / HID / EX / NO	
Rider SafeSport		YES / <18 / NO	
Owner SafeSport		YES / <18 / NO	
Trainer SafeSport		YES / <18 / NO	
Coach SafeSport		YES / <18 / NO	
GAIG Q		YES OK / YES FIX / NO / NA	
Complete Payment		YES / NO	
Owe \$		OWE / PD / NA	
Refund \$		REF / DONE / NA	
Horse Stall?		FrSa / SaSu / FrSaSu / NO	
Tack Stall?		FrSa / SaSu / FrSaSu / NO	
USEF Entry Agreemen	t	Rid / Own / Trai / Coac / Par	
USEF Waiver		Rid / Own / Trai / Coac / Par	
Coggins		YES / NO / OLD / HORSE NAME	
Proof of Vaccination		YES / NO / OLD / HORSE NAME	
MFS Q Test		YES / NO / NA	

Continued on next page...

Fox Village Dressage User Manual – 2021 Update 1.0.5.

## Entry Review and Management Suggestions – Paper Entry Packets > Use of Custom Entry Packet Labels, cont'd.

#### OUSEF Entry Agreement:

- o **Rid**: Circle if the Rider has signed the form.
- o **Own**: Circle if the Owner has signed the form.
- o **Trai**: Circle if the Trainer has signed the form.
- o Coac: Circle if the Coach has signed the form.
- o **Par**: Circle if the Parent has signed the form (if applicable).
- o If a person has not signed the form, do not circle and put and X in the fix box.

#### 21 USEF Waiver Form:

- o **Rid**: Circle if the Rider has signed the form.
- Own: Circle if the Owner has signed the form.
- o **Trai**: Circle if the Trainer has signed the form.
- o Coac: Circle if the Coach has signed the form.
- Par: Circle if the Parent has signed the form (if applicable).
- o If a person has not signed the form, do not circle and put and X in the fix box.

#### 22 Coggins:

- YES: Circle if a complete current Coggins is in the entry.
- o **NO**: Circle if a complete current Coggins is NOT in the entry. Put an **X** in the FIX box.
- OLD: Circle if the Coggins has expired.
   Put an X in the FIX box.
- HORSE NAME: Circle if the Coggins has the wrong horse name (example: barn name). Put an X in the FIX box.

#### 23 Proof of Vaccination:

- YES: Circle if a complete current Proof of Vaccination is in the entry.
- NO: Circle if a complete current Proof of Vaccination is NOT in the entry. Put an X in the FIX box.
- OLD: Circle if the proof of vaccination has expired. Put an X in the FIX box.
- HORSE NAME: Circle if the proof of vaccination has the wrong horse name (example: barn name). Put an X in the FIX box.

### • 24 MFS Q Test:

- YES: The entrant requested a MFS ride and the appropriate proof of qualification is in the entry.
- NO: The entrant requested a MFS ride and the appropriate proof of qualification is NOT in the entry. Put an X in the FIX box.
- NA: Circle if the entrant did not request a MFS ride.

RIDER LAST			1 2 B
RIDER FIRST			
HORSE			
BRIDLE#		AA JYR	OPEN
ITEM	ОК	STATUS	FIX
Rider USEF Member		ACT / NM\$ / EX / NO	
Rider USDF Member		PM / GM / NM\$ / EX / NO	
Owner USEF Member		ACT / NM\$ / EX / NO	
Owner USDF Member		PM/BM/GM/NM\$/EX/NO	
Trainer USEF Member		ACT / NM\$ / EX / NO	
Coach USEF Member		ACT / NM\$ / EX / NO	
Horse USEF Recording		LIFE / ANN / HID / EX / NO	
Horse USDF Registration		LIFE / HID / EX / NO	
Rider SafeSport		YES / <18 / NO	
Owner SafeSport		YES / <18 / NO	
Trainer SafeSport		YES / <18 / NO	
Coach SafeSport		YES / <18 / NO	
GAIG Q		YES OK / YES FIX / NO / NA	
Complete Payment		YES / NO	
Owe \$		OWE / PD / NA	
Refund \$		REF / DONE / NA	
Horse Stall?		FrSa / SaSu / FrSaSu / NO	
Tack Stall?		FrSa / SaSu / FrSaSu / NO	
USEF Entry Agreement		Rid / Own / Trai / Coac / Par	
USEF Waiver		Rid / Own / Trai / Coac / Par	
Coggins		YES / NO / OLD / HORSE NAME	
Proof of Vaccination		YES / NO / OLD / HORSE NAME	
MFS Q Test		YES / NO / NA	

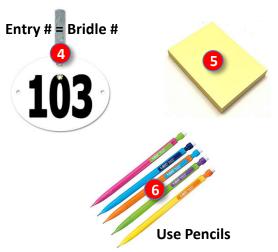
 As an item is updated, using the pencil & eraser, and change the circled STATUS, erase the FIX box X, and check the OK box. This gives you a current, at a glance, status of the entry.

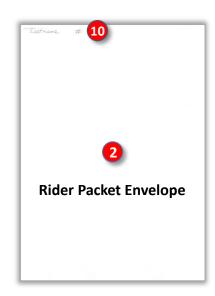
### Entry Review and Management Suggestions – Paper Entry Packets > Procedure > Use of Materials, Open Entry

#### PROCEDURE > USE OF MATERIALS:

- Print the emailed EE entry packet or have a mailed entry in front of you.
- Pull out a 1 kraft envelope (entry packet envelope contents will be reviewed by the TD), a 2 white envelope (rider packet envelope will be given to the rider at the show), an 3 entry packet label, the 4 bridle number for this entry, and 5 1.5" x 2" sticky sheet to mark incomplete entries.
- Affix the entry packet label to the top left of the kraft envelope.







- All your writing will be done in 6 pencil so changes can be made as the entry is updated.
- Write the 7 rider name, horse name, bridle number on the entry packet label.
- If you have two shows in one weekend, circle 8 1, 2, or B.
- Circle the appropriate 9 rider status (AA JYR OPEN).
- Write the inder's last name and bridle number on the top left of the white envelope.
- · Put the bridle number into the white envelope.

#### PROCEDURE > OPEN ENTRY:

If not already open, click 11 Main Menu
 Show Office > 13 Entries.



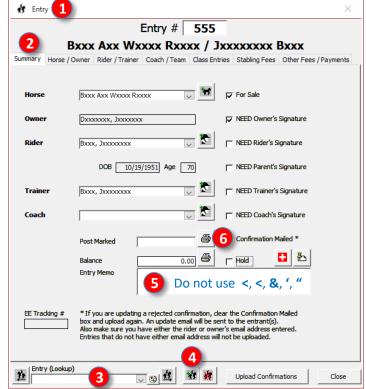
### Entry Review and Management Suggestions – Paper Entry Packets > Procedure > Summary Tab, Entry Confirmation Mailer

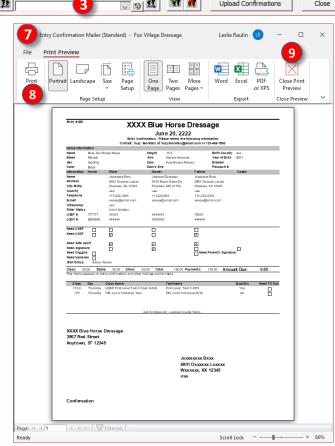
#### PROCEDURE > SUMMARY TAB:

- The **1** Entry form opens to the **2** Summary tab.
- For EE entries (emailed or mailed):
  - Using 3 Entry (Lookup), open the entry you are working on.
  - You will see entry information downloaded from EE. You will update/expand the data.
- For hand-written entries:
  - Click the 4 Add Entry icon to open a new entry.
  - There will be no data; you must hand-enter the entry data.
- If needed (ugh!), look up information via www.EqVerification.org and print that report.
- You can also use <u>FVD USEF Information</u> if the entry has enough information to search the USEF database.
- · Sequence of review:
  - I first annotate the entry packet label.
  - Then I go over and edit the FVD entry tabs (see <u>DETAILS OF A FVD ENTRY</u> for instructions).
- After you have screened the entry, completed the entry packet label, and updated the FVD screens, in the **5** Entry Memo box, write a short memo saying the entry is complete or saying what is missing in the entry (this memo will go to the entrant in FVD communications). Do not use <, <, &, ', or " in the message.
- Click the 6 Print Confirmation icon.

#### PROCEDURE > ENTRY CONFIRMATION MAILER:

- The Entry Confirmation Mailer (Standard) report opens.
- Click Close Print Preview to close the report.
- Use this as the first page of the entry packet to assist you and the TD during packet review. You can make notes on this page as the entry is updated, which serves as a reminder of steps taken to update and complete the entry.

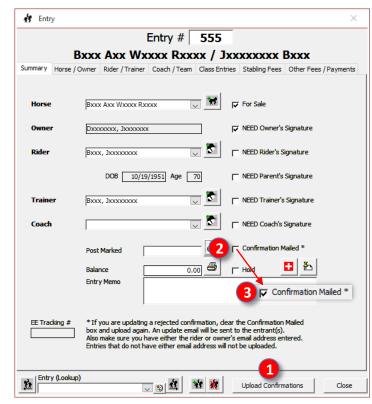




### Entry Review and Management Suggestions – Paper Entry Packets > Procedure > Upload Confirmations, Organize Entry Packet

#### PROCEDURE > UPLOAD CONFIRMATIONS:

- Click 1 Upload Confirmations to send a confirmation email to the entry participants.
   They will receive an email with all their FVD show data as an attachment (see <u>FVD Upload</u> <u>Confirmations</u> for details).
- After the confirmation is uploaded, the **2 Confirmation Mailed** box is automatically **3**checked to let you know a confirmation has been emailed to the entrants.
- Although not required, if there are entry deficiencies, I also send a <u>personal email</u> to the entrants (rider, owner & trainer) letting them know of the entry deficiencies. I do this because many people do not open the FVD Entry Confirmation email, but they do open a personal email. To ensure they open your personal email, use a SUBJECT that clearly indicates it is information about their entry; for example: YYYY Blue Horse Dressage Incomplete Entry.
- I do not send a personal email if the entry is complete.



#### PROCEDURE > ORGANIZE ENTRY PACKET:

- Next organize the paper entry packet in a standard order (makes review easier for you and the TD). This
  is the order I use:
  - FVD Entry Confirmation Mailer
  - 2. EE Summary Page
  - 3. EE Entry Form (or snail mailed hand-written entry form)
  - 4. EE Stabling Form
  - 5. EE or EqVerification.org USEF and USDF numbers and status
  - 6. EE or mailed or emailed USEF Waiver Form
  - 7. EE or mailed or emailed USEF Entry Application
  - 8. EE or mailed or emailed Coggins
  - 9. EE or mailed or emailed Proof of Vaccination (if required by the show to be in the entry packet)
  - 10. EE or mailed or emailed proof of current SafeSport training for adult rider, owner, trainer and coach (if part of the entry)
  - 11. EE or mailed or emailed proof of qualification to ride in a MFS class (if the entry has a MFS ride)
  - 12. Any other documents pertinent to the entry that are required by the show.

### Entry Review and Management Suggestions – Paper Entry Packets > Procedure > Filing of Packets

#### PROCEDURE > FILING OF PACKETS:

#### Complete Entries:

- Staple the entry documents together and place them in the entry's 1 kraft envelope (entry packet).
- Place a 2 paper clip at the top of the envelope (prevents "lost" entries due to a flap covering an entry).
- Place the kraft envelope vertically in the 3 entry packet hanging file box in the 4 hanging file corresponding to the first letter of the rider's last name. This helps you organize the packets alphabetically so the TD can easily find each packet.
- O Place the paperclipped 5 white envelope (rider packet) in the 6 rider packet hanging file box in the hanging file corresponding to the first letter of the rider's last name. This helps you find the packets when entrants check in at the show office.



#### Incomplete Entries:

- Paper clip the entry packet documents together and place them in the entry's kraft envelope (entry packet).
- Place the 8 white envelope (rider packet) <u>behind</u> the kraft envelope and 9 paper clip them together.
   By doing this, you will not accidentally give a rider packet with bridle number to an entrant whose entry is incomplete.
- Place a 10 1.5" x 2" post-it note on the top right of the kraft envelope. This flags the entry packet as incomplete.
- Place the kraft envelope / white envelope vertically in the entry packet hanging file box in the hanging file corresponding to the first letter of the rider's last name. This helps you organize the packets alphabetically so you and the TD can easily find each packet.



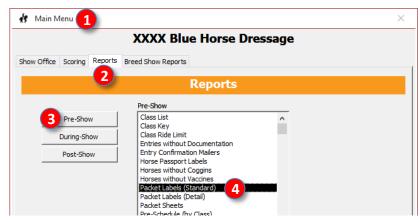
### Entry Review and Management Suggestions – Paper Entry Packets > Procedure > Update Entries, [Rider] Packet Labels, Manage Packet at the Show

PROCEDURE > UPDATE ENTRIES: (when received before the show)

- Update the entry packet label.
- Update FVD to reflect the updates.
- Annotate updates on the first page of the entry packet.
- Add new documents to the entry packet. Staple the documents together and place them in the entry's kraft envelope (entry packet).
- Place the paperclipped kraft envelope (entry packet) vertically in the entry packet hanging file box.
- If the entry is now complete, place the paperclipped white envelope (rider packet) vertically in the rider packet hanging box.
- Send the entrants a new FVD Confirmation Email to provide the updated status of their entry.

### PROCEDURE > [RIDER] PACKET LABELS: (just before the show)

- Click 1 Main Menu > 2 Reports > 3 Pre-Show > 4 Packet Labels (Standard).
- · The Packet Labels (Standard) report opens.
- Print the labels on 2" x 4" shipping labels.
- the top left of each (white) rider packet, including those with incomplete entries.





#### PROCEDURE > MANAGE PACKETS AT THE SHOW:

- Complete entry packets: Give the entrant the white envelope (rider packet) and wish them a fun show.
- <u>Incomplete entry packets</u>:
  - o Control your temper!
  - Update the entry packet label.
  - Update FVD to reflect the updates.
  - Annotate updates on the first page of the entry packet.
  - Add new documents to the entry packet. Staple the documents together and place them in the entry's kraft envelope (entry packet).
  - Send the entrants a new FVD Confirmation Email to provide the updated status of their entry.
  - Place the paperclipped kraft envelope (entry packet) vertically in the entry packet hanging file box.
  - Give the white envelope (rider packet) to the entrant.



# TIPS & TRICKS 2. ENTRY REVIEW AND MANAGEMENT SUGGESTIONS -DIGITAL ENTRY **PACKETS**



# Entry Review and Management Suggestions – Digital Entry Packets > Introduction, Set Up Show Computer, Screen Capture Software

**NOTE 1**: This digital entry packets method is not an official FVD product and has not been reviewed by USEF or USDF. It is a method developed and used by the FVD manual author. Check w your TD to ensure s/he will use it.

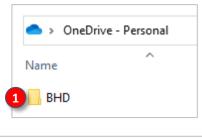
**NOTE 2**: With this method, a networked computer must be available to the TD for entry packet review.

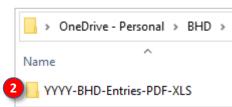
#### **INTRODUCTION:**

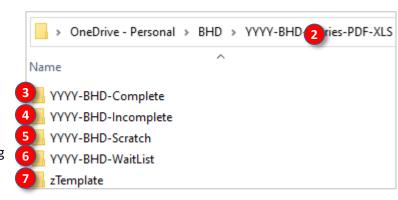
- The preceding paper entry packet procedure uses a lot of paper and toner, requires a large hanging file box, and entries can be confusing to review.
- I have therefore adopted a digital entry packet method that I prefer. This method may look a bit difficult, but I find it much easier than juggling around lots of paper.
- I use a cloud drive (MS OneDrive) for storage of the digital entry packets.

#### **SET UP SHOW COMPUTER:**

- On the cloud drive, create a folder for the show or show series. In this example, a 1 BHD (for Blue Horse Dressage) folder was created.
- YYYY-BHD-Entries-PDF-XLS (use a file name appropriate for your show, but include Entries-PDF-XLS).
- In the **YYYY-BHD-Entries-PDF-XLS** folder, create the following subfolders:
  - 3 YYYY-BHD-Complete. This is where you will store your complete digital entry packets.
  - YYYY-BHD-Incomplete. This is where you will store your incomplete digital entry packets.
  - 5 YYYY-BHD-Scratch. This is where you will store your scratched digital entry packets.
  - 6 YYYY-BHD-WaitList. This is where you will store your digital entry packets on your waiting list, if you have one.
  - zTemplate. This is where you will store an extra copy of your digital entry template (to be explained shortly).







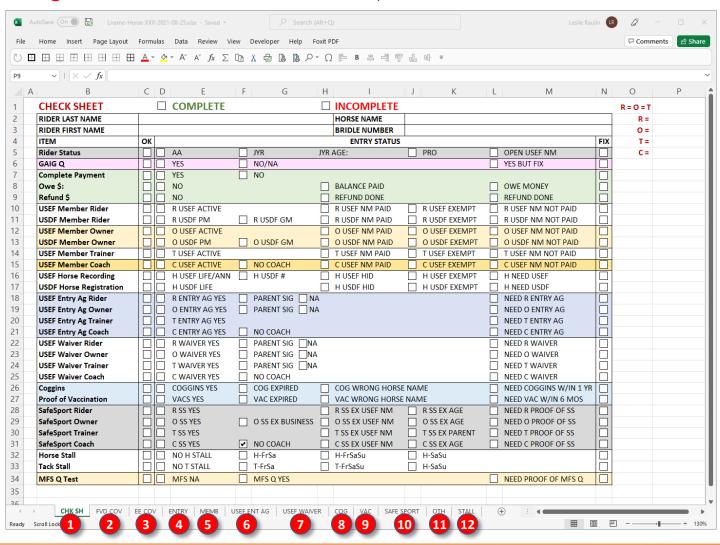
#### SCREEN CAPTURE SOFTWARE:

- This digital entry packets method requires a means to do screen image captures.
- This can be done using the PrtScn (Print Screen) key on the keyboard (<u>click here</u>). However, this requires a lot of image cropping.
- Windows 10 also has a built-in Snipping Tool for screen captures.
- I use **SnagIt** software (<u>click here</u>). As of November 2021, the cost is \$62.99 (they sometimes have sales). This cost is soon recovered by savings from paper, toner, labels and kraft envelope that are no longer used.
- Other brands of free and for cost screen image capture software are also available.

# Entry Review and Management Suggestions – Digital Entry Packets > Digital Entry Packets Template

#### **CREATE DIGITAL ENTRY PACKETS TEMPLATE:**

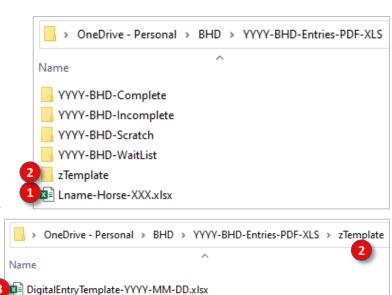
- I use a MS Excel template to create a digital entry packets, as in the diagram. Click here to download the file.
- The template has the following tabs:
  - CHK SH = Check Sheet: Location of a check sheet used to track the items required in an entry.
  - o PVD COV = FVD Cover Page: Location of the FVD Entry Confirmation Mailer (Standard) report.
  - EE COV = EE Cover Page: Location of the first page of an EE entry.
  - 4 ENTRY = EE Entry Form: Location of the EE entry form or snail mailed entry form.
  - MEMB = Memberships: Location of all people and horse USEF and USDF proof of memberships.
  - USEF ENT AG = USEF Entry Agreement form: Location of USEF Entry Agreement form signed by Rider, Owner, Trainer and Coach (if applicable).
  - USEF WAIVER = USEF Waiver form: Location of USEF Waiver forms one for each person in the entry (Rider, Owner, Trainer and Coach (if applicable)).
  - 8 COG = Coggins: Location of the Coggins report.
  - VAC = Proof of Vaccination: Location of proof of vaccination IAW USEF GR845.
  - SAFE SPORT = Proof of SafeSport training: Location of proof of current SafeSport for each adult USEF member in the entry (Rider, Owner, Trainer and Coach (if applicable)).
  - OTH = Other: Location of other documents such as proof of Q for MFS, pony measurement, etc.
  - O 12 STALL = Stall: Location of EE or snail mailed stall request.



Entry Review and Management Suggestions – Digital Entry Packets >
Save the Digital Entry Packets Template, Create a Digital Entry Packet >
Save PDF and XLSX Files

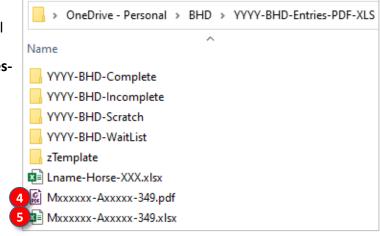
#### SAVE THE DIGITAL ENTRY PACKETS TEMPLATE:

- Save the digital entry template in the YYYY-BHD-Entries-PDF-XLS folder. I name this copy of the file 1 Lname-Horse-XXX as a file for an entry will be named this way; for example, Smith-Buddy-123, where Smith is the rider's last name, Buddy is the name of the horse, and XXX is the bridle number.
- Save a back-up copy of the digital entry template in the 2 zTemplate folder. I name this copy 3 DigitalEntryTemplate-YYYY-MM-DD, where the date reflects the date the template was created/updated. This way, if you edit your template to add a new feature, you can track your versions.



#### CREATE A DIGITAL ENTRY PACKET > SAVE PDF AND XLSX FILES:

- <u>EE Entry PDF File</u>: When you receive an EE email notification that an entry has been processed, save the entry's PDF file to the YYYY-BHD-Entries-PDF-XLS folder. EE names this PDF file by the EE Tracking Number, such as 345678.pdf. I rename this file Lname-Horse-XXX. In this example it is
   <u>Mxxxxxxx-Axxxxxx-349.pdf</u>.
- <u>Digital Entry XLSX File</u>: Copy <u>Lname-Horse-XXX.xlsx</u> and name it <u>Lname-Horse-XXX.xlsx</u>. In this example, it is <a href="#">5</a> MXXXXXX-AXXXXX.xlsx</a>.

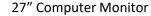


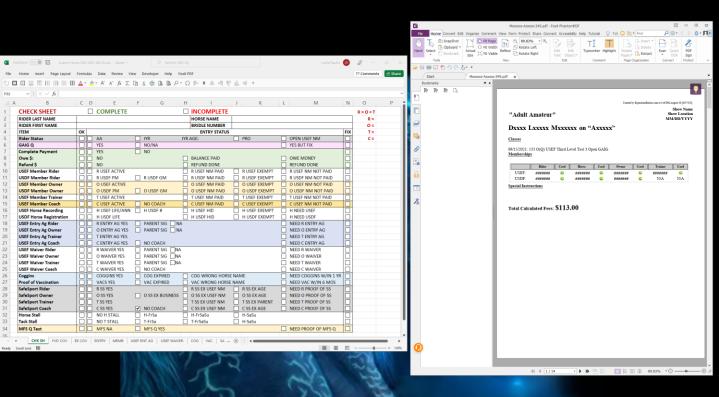
### Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Open the PDF and XLSX Files

#### CREATE A DIGITAL ENTRY PACKET > OPEN THE PDF AND XLSX FILES:

Open the PDF and XLSX files.

**NOTE**: Ideally, you will be using a large monitor or a double monitor system as it is easier to visualize both files at the same time.



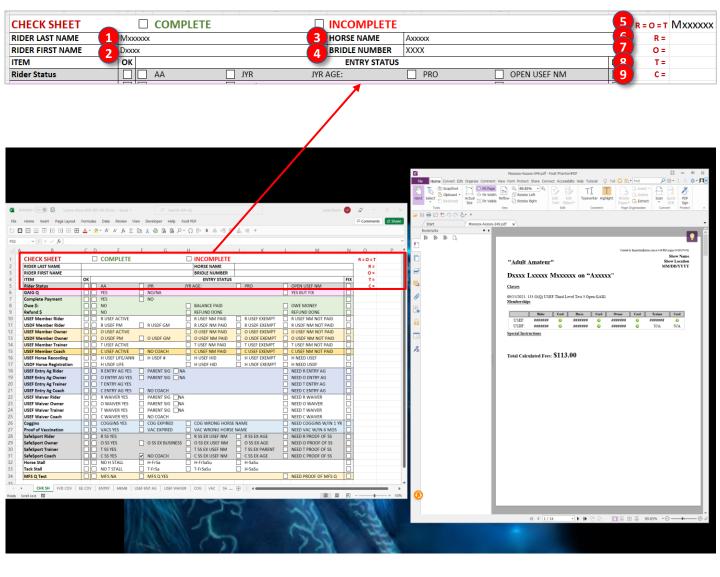


# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Enter Top Data

#### CREATE A DIGITAL ENTRY PACKET > ENTER TOP DATA:

- On the \*.xlsx file, CHK SH tab, enter:
  - 1 RIDER LAST NAME
  - 2 RIDER FIRST NAME
  - B HORSE NAME
  - 4 BRIDLE NUMBER

- **NOTE**: Items 5-9 will assist you as you review the entry as the people in the entry determines the documents required.
- R = 0 = T: If the rider is also the owner and the coach, type the rider's last name.
- $\circ$  6 R = : If the rider, owner, trainer and coach are multiple people, type the rider's last name.
- O = : If the rider, owner, trainer and coach are multiple people, type the owner's last name.
- $\circ$   $\bullet$   $\bullet$  T = : If the rider, owner, trainer and coach are multiple people, type the trainer's last name.
- O =: If the rider, owner, trainer and coach are multiple people, type the coach's last name, if
  applicable.

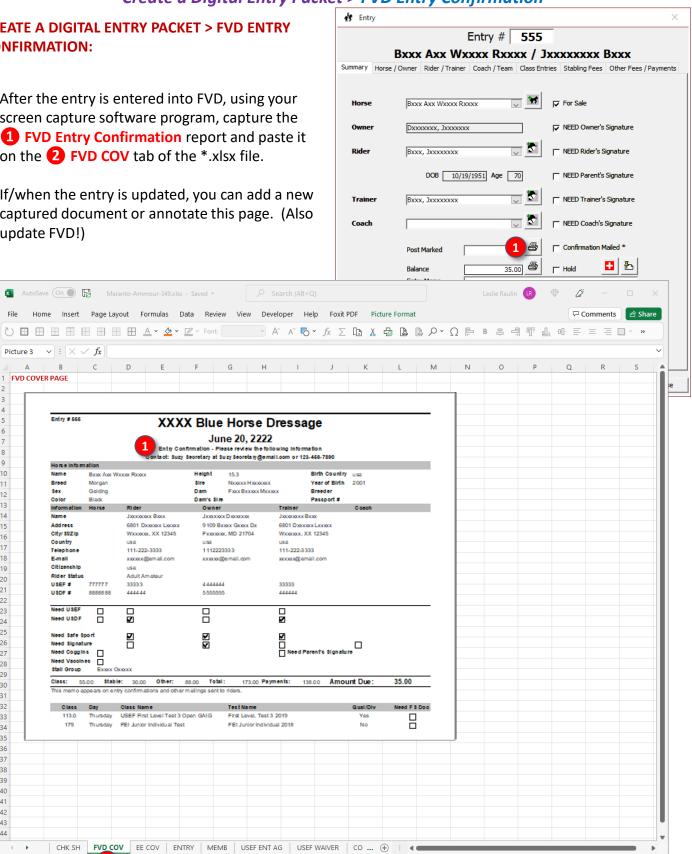


### Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > FVD Entry Confirmation

### CREATE A DIGITAL ENTRY PACKET > FVD ENTRY **CONFIRMATION:**

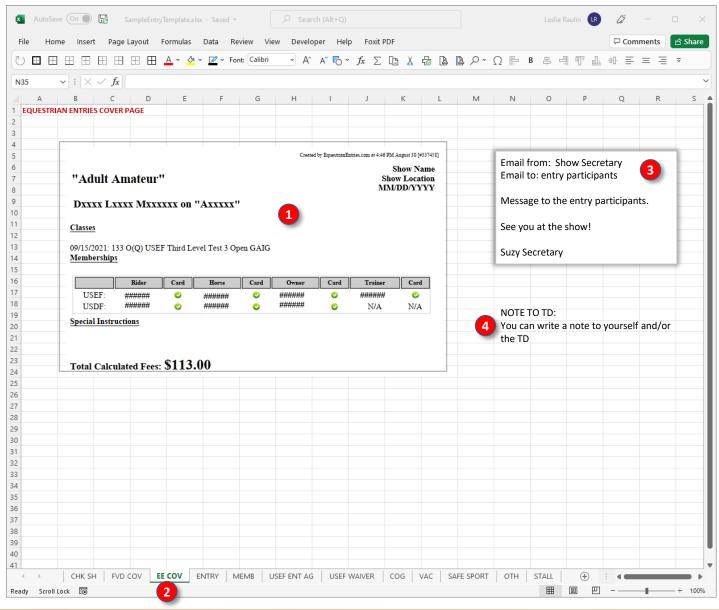
- After the entry is entered into FVD, using your screen capture software program, capture the 1 FVD Entry Confirmation report and paste it on the **2** FVD COV tab of the \*.xlsx file.
- If/when the entry is updated, you can add a new captured document or annotate this page. (Also update FVD!)



# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > EE Cover Page

#### CREATE A DIGITAL ENTRY > EE COVER PAGE:

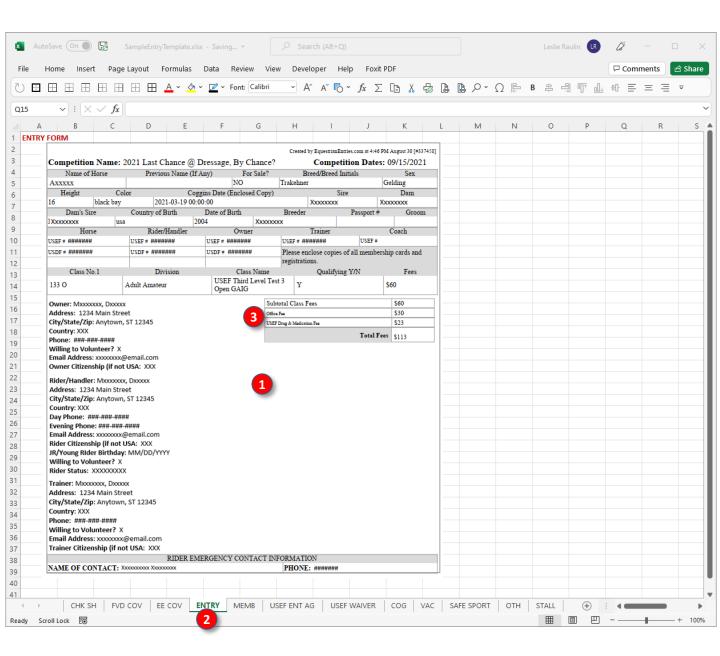
- Using your screen capture software program, capture the 1 EE Cover Page in the \*.PDF file and paste it on the 2 EE COV tab of the \*.xlsx file.
- The **EE Cover Page** gives you a summary of the entry. This data will be verified on subsequent EE pages.
- Annotation of entry "events" is easy. On this tab, and any other tab, you can capture/copy/paste additional information such as (3) emails. You can also type (4) notes to yourself (and/or the TD).



# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > EE Entry Form

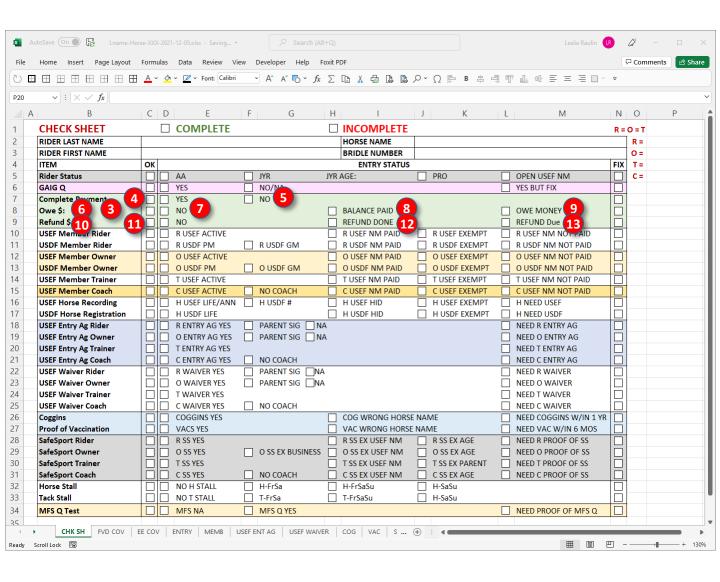
#### CREATE A DIGITAL ENTRY PACKET > EE ENTRY FORM:

- Using your screen capture software program, capture the 1 EE Entry Page in the \*.PDF file and paste it on the 2 ENTRY tab of the \*.xlsx file.
- The **EE Entry Page** gives you a lot of information on the entry. Use this page to verify the **(3)** payment status.
- The membership numbers and status are verified on the EE Memberships page.
- If/when the entry is updated, you can add captured documents, annotate payment changes, etc.



# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > EE Entry Form, Cont'd.

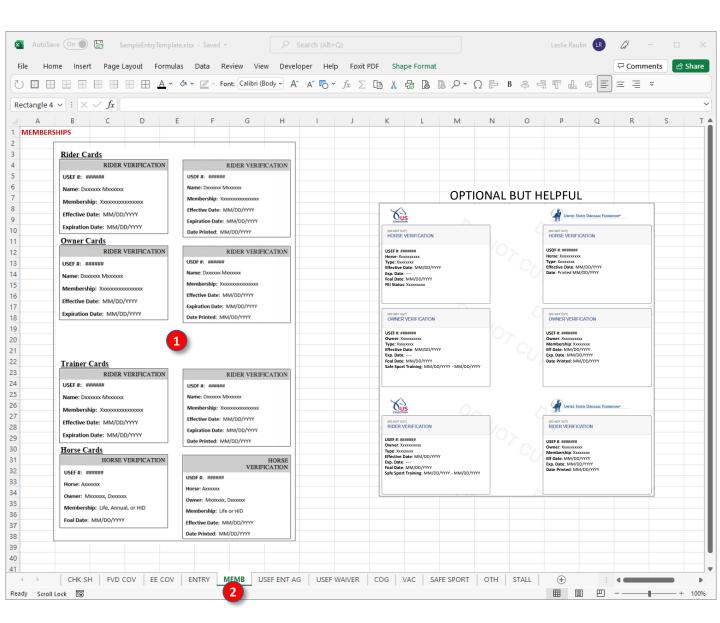
- For this entry, the payment is complete, no money is owed, and no money needs to be refunded.
- Check the relevant boxes on the CHK SH tab of the XLSX file.
- Nomenclature:
  - O 4 Complete Payment / ☑ OK / ☑ YES: The payment is complete.
  - 5 Complete Payment / MO: The payment is incomplete. Check the FIX box.
  - O 6 Owe \$: \_\_\_\_\_: Enter the amount owed.
  - Owe \$: / ☑ OK / ☑ NO: Money is not owed or has been paid.
  - Owe \$: / ☑ BALANCE PAID: Money was owed but has been paid.
  - Owe \$: / ☑ OWE MONEY: Money is owed. Check the FIX box.
  - Refund \$: : Enter the amount of refund.
  - 11 Refund \$: OK / NO: Money does not need to be refunded or has been refunded.
  - Refund S: ☑ REFUND DONE: A refund has been refunded.
  - 13 Refund \$: REFUND DUE: A refund is due to the entrant. Check the FIX box.



# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Memberships

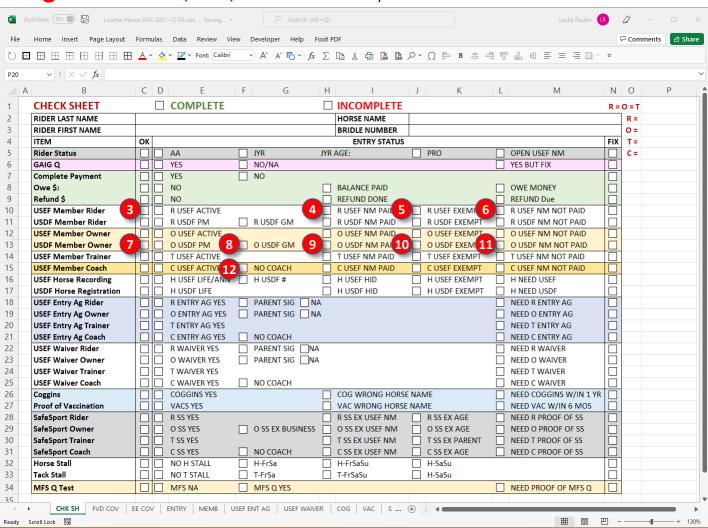
#### CREATE A DIGITAL ENTRY PACKET > MEMBERSHIPS:

- Using your screen capture software program, capture the 1 EE Memberships Page in the \*.PDF file and paste it on the 2 MEMB tab of the \*.xlsx file.
- The **EE Entry Page** verifies membership information. Use this page to verify membership numbers, status, and expiration dates for people (rider, owner, trainer, coach (if applicable)) and the horse.
- If the information is confusing, use **EqVerification.org** to verify further.
- If needed/desired, the <u>www.EqVerifications.org</u> report may also be pasted to this tab.
- If/when the entry is updated, you can add captured documents, annotate membership changes, etc.



# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Memberships, Cont'd.

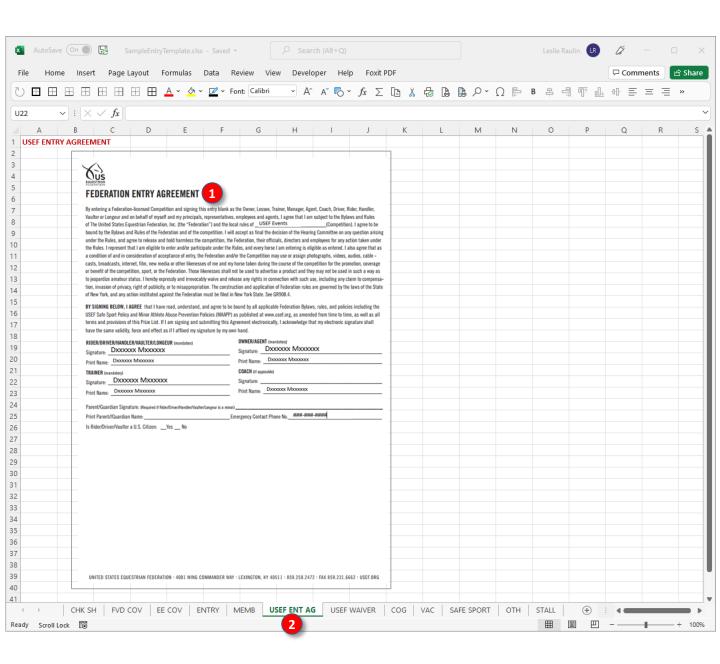
- On the CHK SH tab, check the boxes according to the rider, owner, trainer, coach and horse USEF and USDF
  memberships. If there are no deficiencies, check the corresponding OK boxes. If there are deficiencies, check the
  corresponding FIX boxes.
- Nomenclature:
  - 3 USEF Member Rider/Owner/Trainer/Coach / ☑ OK / ☑ R USEF ACTIVE: The R/O/T/C is a USEF current active (competing) member.
  - o **USEF Member Rider/Owner/Trainer/Coach / ☑ OK / ☑ R USEF NM PAID**: The R/O/T/C is a USEF non-member and has paid the USEF Show Pass fee.
  - o **5** USEF Member Rider/Owner/Trainer/Coach / ☑ OK / ☑ R USEF EXEMPT: The R/O/T/C is exempt from USEF membership.
  - o **6** USEF Member Rider/Owner/Trainer/Coach / ☑ R USEF NM NOT PAID / ☑ FIX: The R/O/T/C is a USEF non-member and has not paid the USEF Show Pass fee.
    - USDF Member Rider/Owner/Trainer / ☑ OK / ☑ R USDF PM: The R/O/T/C is a USDF participating member.
  - So USDF Member Rider/Owner/Trainer / ☑ OK / ☑ R USDF GM: The R/O/T/C is a USDF group member.
  - USDF Member Rider/Owner/Trainer / ☑ OK / ☑ R USDF NM PAID: R/O/T/C is a USDF non-member and has paid the USEF non-member fee.
  - o **10** USDF Member Rider/Owner/Trainer / ☑ OK / ☑ R USDF EXEMPT: R/O/T/C is exempt from USDF membership.
  - USDF Member Rider/Owner/Trainer / ☑ R USDF NM NOT PAID / ☑ FIX: The R/O/T/C is a USDF non-member and has not paid the USDF non-member fee.
  - USEF Member Coach / ☑ OK / ☑ NO COACH: The entry does not have a coach declared.



### Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > USEF Entry Agreement

#### CREATE A DIGITAL ENTRY PACKET > USEF ENTRY AGREEMENT:

- Using your screen capture software program, capture the 1 USEF Entry Agreement Page on the \*.PDF file and paste it on the **2 USEF ENT AG** tab of the \*.xlsx file.
- The USEF Entry Agreement must be signed by each person in the entry (rider, owner, trainer, coach (if applicable)).
- If/when the entry is updated, you can add captured documents, annotate signature changes, etc.



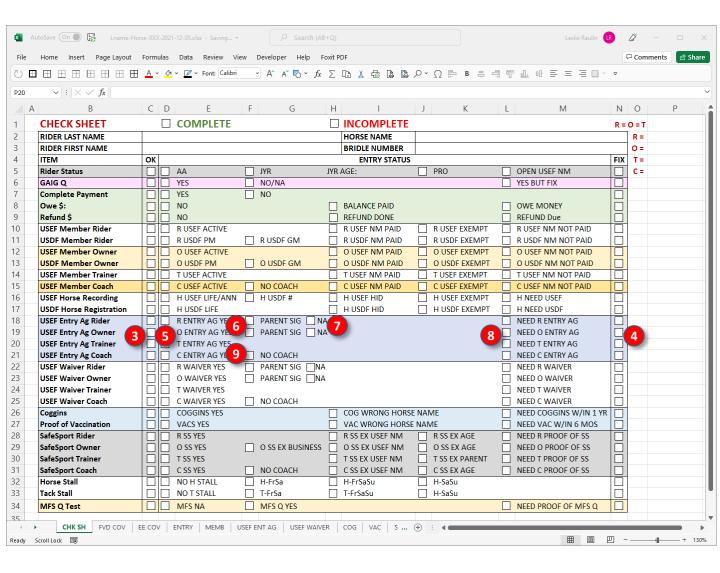
#### Continued on next page...

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# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > USEF Entry Agreement, Cont'd.

#### CREATE A DIGITAL ENTRY PACKET > USEF ENTRY AGREEMENT:

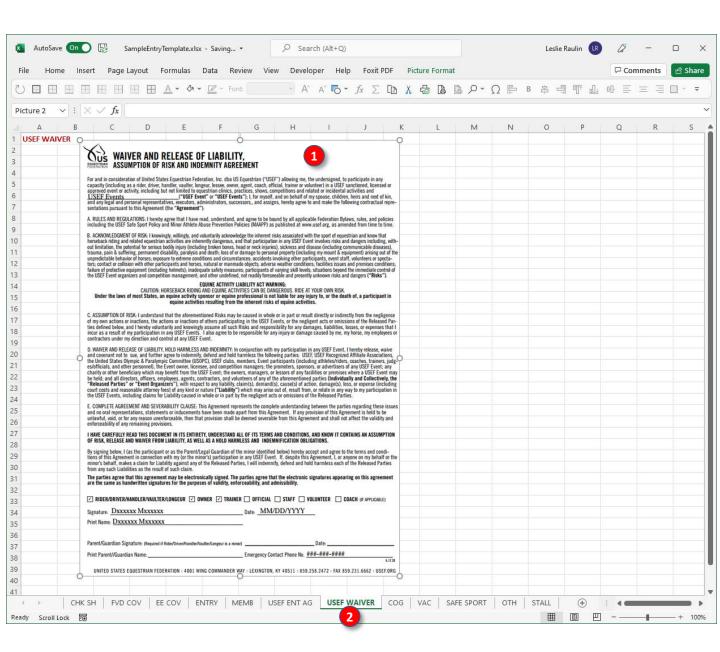
- On the CHK SH tab, check the boxes according to the rider, owner, trainer, and coach signature status.
- If there are no deficiencies, check the corresponding 3 OK boxes. If there are deficiencies, check the corresponding 4 FIX boxes.
- Nomenclature:
  - USEF Entry Ag Rider/Owner/Trainer/Coach / ☑ OK / ☑ R/O/T/C ENTRY AG YES: The R/O/T/C have signed the USEF Entry Agreement.
  - **6** USEF Entry Ag Rider/Owner / ☑ OK / ☑ PARENT SIG: If the rider or owner is a minor, the parent has signed the form.
  - O USEF Entry Ag Rider/Owner / ☑ OK / PARENT SIG ☑ NA: The rider or owner is not a minor.
  - O SUSEF Entry Ag Rider/Owner/Trainer/Coach / ✓ NEED R/O/T/C ENTRY AG / ✓ FIX: The R/O/T/C USEF Entry Agreement has not bee provided.
  - O USEF Entry Ag Coach / ☑ OK / ☑ NO COACH: A coach has not been declared.



### Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > USEF Waiver

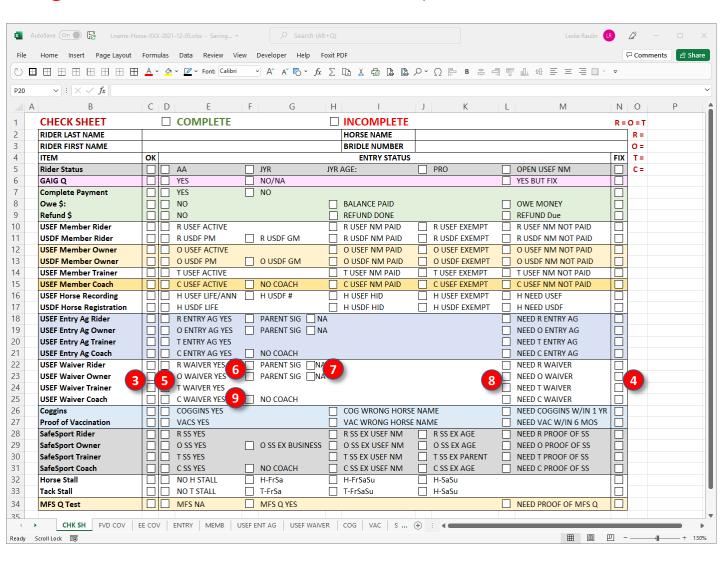
#### **CREATE A DIGITAL ENTRY > USEF WAIVER:**

- Using your screen capture software program, capture the 1 USEF Waiver on the \*.PDF file and paste it on the 2 USEF WAIVER tab of the \*.xlsx file.
- A SEPARATE checked and signed form is required for each person (rider, owner, trainer, coach (if applicable)) in the entry. Each of the forms are pasted to the tab.
- If/when the entry is updated, you can add new captured documents, annotate signature changes, etc.



# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > USEF Waiver, Cont'd.

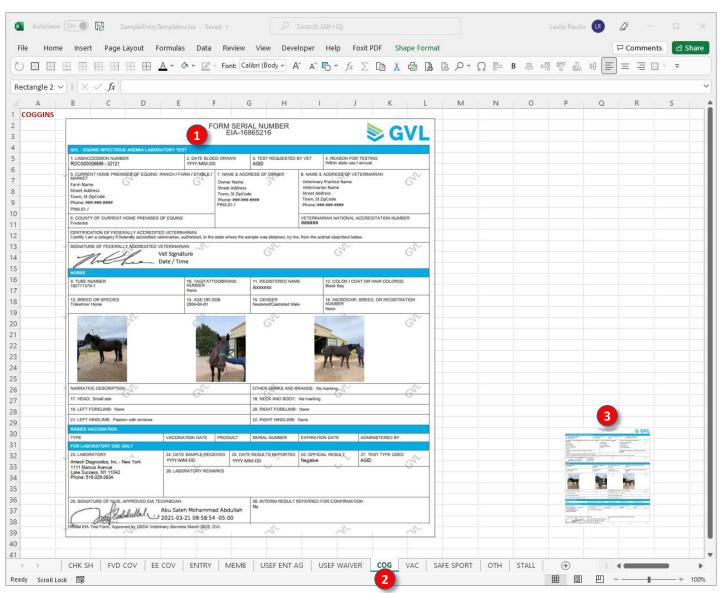
- On the CHK SH tab, check the boxes according to the rider, owner, trainer, and coach signature status.
- If there are no deficiencies, check the corresponding 3 OK boxes. If there are deficiencies, check the corresponding 4 FIX boxes.
- Nomenclature:
  - USEF Waiver Rider/Owner/Trainer/ Coach / ☑ OK / ☑ R/O/T/C WAIVER YES: The R/O/T/C have signed a separate USEF Waiver form.
  - O USEF Waiver Rider/Owner / ☑ OK / ☑ PARENT SIG: The rider and/or owner is/are a minor and the parent has signed.
  - O USEF Waiver Rider/Owner / ☑ OK / PARENT SIG ☑ NA: The rider and/or owner is/are not a minor.
  - O 8 USEF Waiver Rider/Owner/Trainer/ Coach / ☑ NEED R/O/T/C WAIVER / ☑ FIX: The R/O/T/C has/have not signed a separate USEF Waiver form.
  - USEF Waiver Coach / ☑ OK / ☑ NO COACH: The entry does not have a declared coach.



# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Coggins

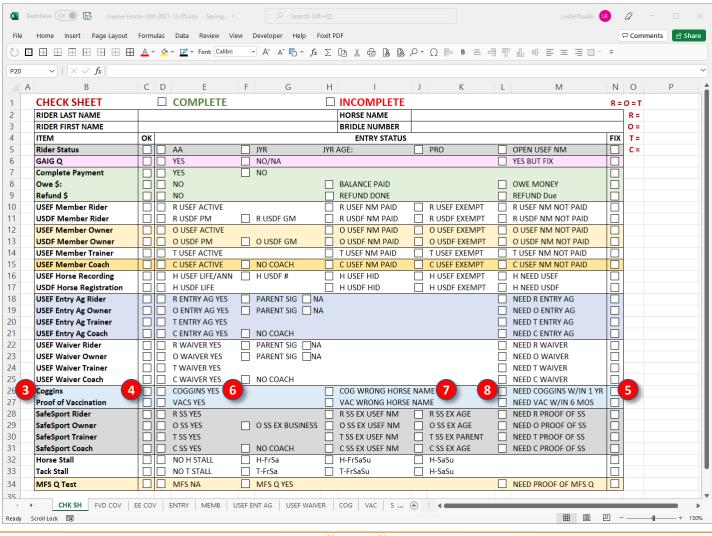
#### CREATE A DIGITAL ENTRY PACKET > COGGINS:

- Using your screen capture software program, capture the Coggins in the \*.PDF file and paste it on the COG tab of the \*.xlsx file.
- The Coggins must have the same horse name as on the entry and USEF/USDF memberships.
- The Coggins expires 365 days after the blood was drawn. If it was drawn on 03/18/YYYY, the last day it is good is 03/17/YYYY+1.
- If/when the entry is updated, you can add new captured documents, add a vet letter, annotate Coggins changes, etc.
- If an 3 old Coggins (or another old document on another tab) was originally sent, you can make that image small so it is available, if needed.



# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Coggins, Cont'd.

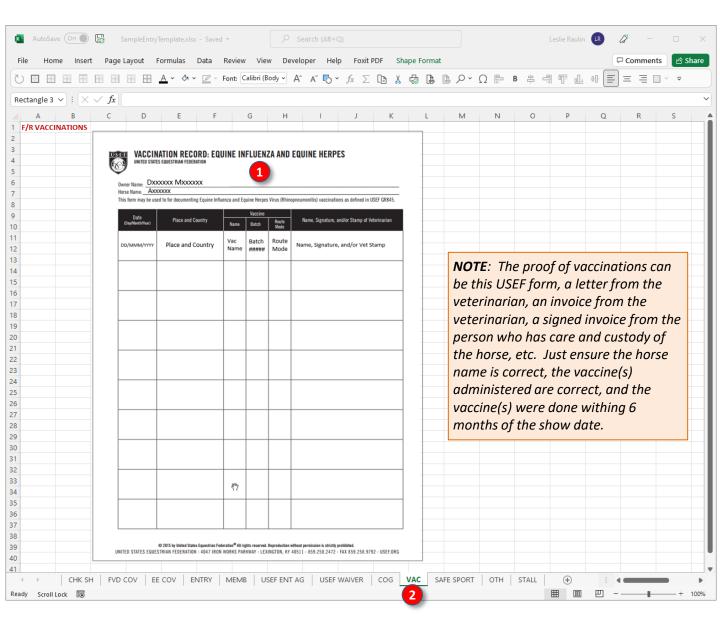
- On the CHK SH tab, check the boxes according to the status of the 3 Coggins.
- If there are no deficiencies, check the corresponding 4 OK boxes. If there are deficiencies, check the corresponding 5 FIX boxes.
- Nomenclature:
  - **6** Coggins / ☑ OK / ☑ COGGINS YES: The entry has a current Coggins with the correct horse name.
  - O Coggins / ☑ COG WRONG HORSE NAME / ☑ FIX: The horse name on the Coggins is not the same as on the entry and USEF/USDF memberships. Need a vet letter declaring they are the same horse.
  - Oggins / Meed Coggins W/IN 1 YR / FIX: Coggins has expired. Need a new Coggins.



### Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Vaccinations

#### CREATE A DIGITAL ENTRY PACKET > VACCINATIONS:

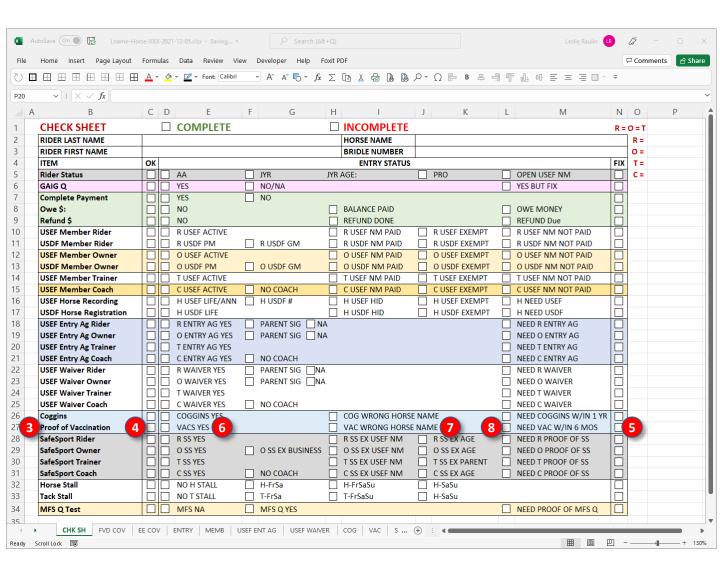
- Using your screen capture software program, capture the Proof of Vaccinations in the \*.PDF file and paste it on the **2** VAC tab of the \*.xlsx file.
- The proof of vaccinations must have the same horse name as on the entry and USEF/USDF memberships.
- The proof of vaccinations expires six months after they were administered. If they were administered on 03/18/YYYY, the last day they are good is 09/17/YYYY.
- If/when the entry is updated, you can add new captured documents, annotate vaccination changes, etc.



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# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Vaccinations, Cont'd.

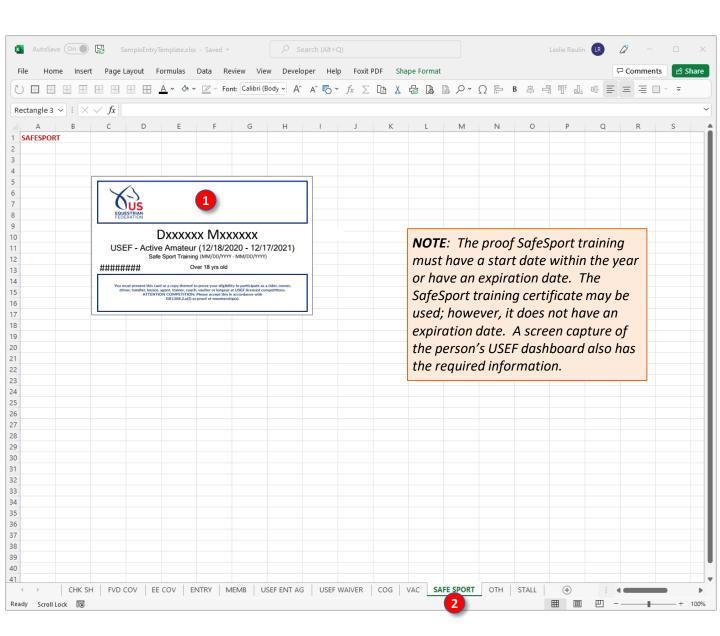
- On the CHK SH tab, check the boxes according to the status of the 3 Proof of Vaccinations.
- If there are no deficiencies, check the corresponding 4 OK boxes. If there are deficiencies, check the corresponding 5 FIX boxes.
- Nomenclature:
  - o **6** Proof of Vaccination / ☑ OK / ☑ VACS YES: The entry has a current Coggins with the correct horse name.
  - o **7** Proof of Vaccination / ✓ VAC WRONG HORSE NAME / ✓ FIX: The horse name on the proof of vaccination is not the same as on the entry and USEF/USDF memberships. Need a vet letter declaring they are the same horse.



# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > SafeSport

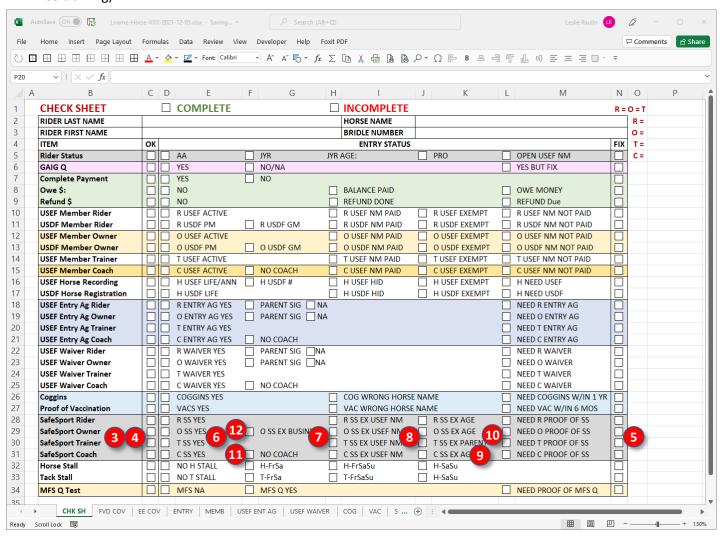
#### **CREATE A DIGITAL ENTRY PACKET > SAFESPORT:**

- Using your screen capture software program, capture the proof of **1** SafeSport training in the \*.PDF file and paste it on the **2** SAFE SPORT tab of the \*.xlsx file.
- The SafeSport training must be renewed each year.
- The entry must have proof of current SafeSport training for each adult USEF member in the entry (rider, owner, trainer, coach).
- If/when the entry is updated, you can add new captured documents, annotate SafeSport changes, etc.



# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > SafeSport, Cont'd.

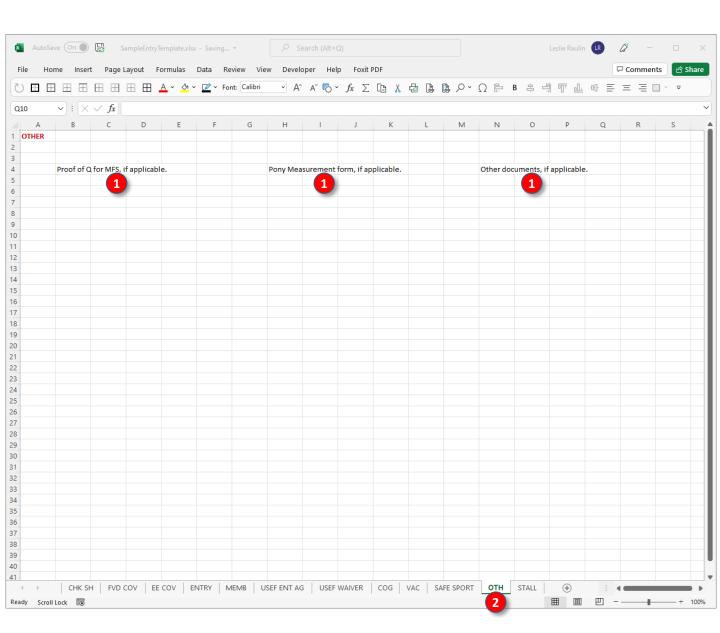
- On the **CHK SH** tab, check the boxes according to the status of the **3** SafeSport training for each adult USEF member in the entry (rider, owner, trainer, coach).
- If there are no deficiencies, check the corresponding 4 OK boxes. If there are deficiencies, check the corresponding 5 FIX boxes.
- Nomenclature:
  - o **6** SafeSport Rider/Owner/Trainer/Coach / ☑ OK / ☑ R/O/T/C SS YES: The R/O/T/C have current SafeSport training.
  - SafeSport Rider/Owner/Trainer/Coach / ☑ OK / ☑ SS EXEMPT USEF NM: The R/O/T/C are exempt from SafeSport training due to USEF NM.
  - SafeSport Rider/Owner/Coach / OK / SS EXEMPT AGE: The R/O/C are exempt from SafeSport training due to age.
  - SafeSport Rider/Trainer Parent/ ☑ OK / ☑ SS EXEMPT PARENT: The trainer parent is exempt from SafeSport training due to parent status.
  - USEF Waiver Rider/Owner/Trainer/Coach / ☑ NEED R/O/T/C PROOF OF SS / ☑ FIX: The R/O/T/C has/have not provided proof of current SS training.
  - O USEF Waiver Coach / ☑ OK / ☑ NO COACH: The entry does not have a declared coach.
  - **②** SafeSport Owner / **②** OK / **②** O SS EX BUSINESS: The business owner is SS exempt (businesses do not take SS training).



### Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Other

#### **CREATE A DIGITAL ENTRY PACKET > OTHER:**

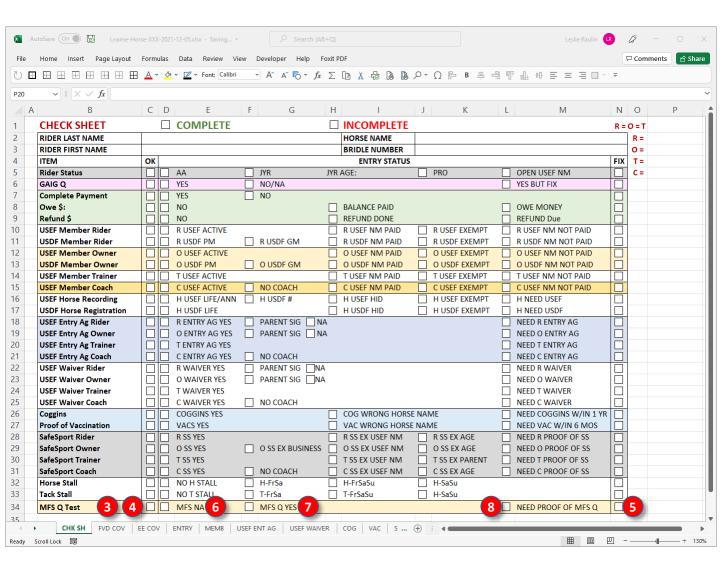
- Using your screen capture software program, capture any other documents on the \*.PDF file and paste them on the **2** OTH tab of the \*.xlsx file.
- Such documents may include proof of Q to ride a MFS test, pony measurement, horse passport, local membership card, etc.
- If/when the entry is updated, you can add new captured documents, annotate changes, etc.



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# Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Other, Cont'd.

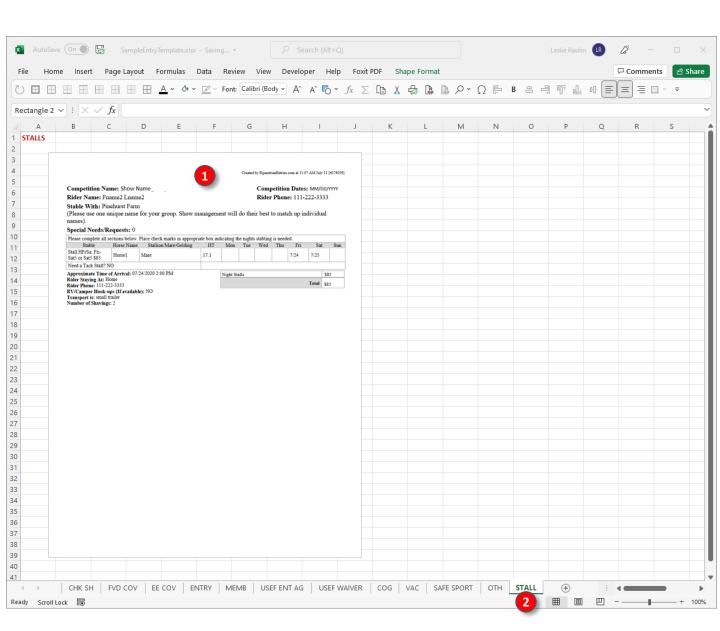
- Example Proof of Q for MFS Ride:
  - On the CHK SH tab, check the boxes according to the status of other documents, such as 3 proof of Q for a MFS test.
  - o If there are no deficiencies, check the corresponding 4 OK box. If there are deficiencies, check the corresponding 5 FIX box.
- Nomenclature:
  - 6 MFS Q Test / ☑ OK / ☑ MFS NA: The entrant is not riding a MFS test.
  - MFS Q Test / OK / MFS YES: The entrant is riding a MFS test and has provided proof of Q to ride the test.
  - 8 MFS Q Test / ☑ NEED PROOF OF MFS Q / ☑ FIX : The entrant is riding a MFS test but has note provided proof of Q to ride the test.



### Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Stalls

#### CREATE A DIGITAL ENTRY PACKET > STALLS:

- Using your screen capture software program, if applicable, capture the EE stall request form in the \*.PDF file and paste it on the **2** STALL tab of the \*.xlsx file.
- If/when the entry is updated, you can add new captured documents, annotate stall changes, etc.



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## Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Stalls, Cont'd.

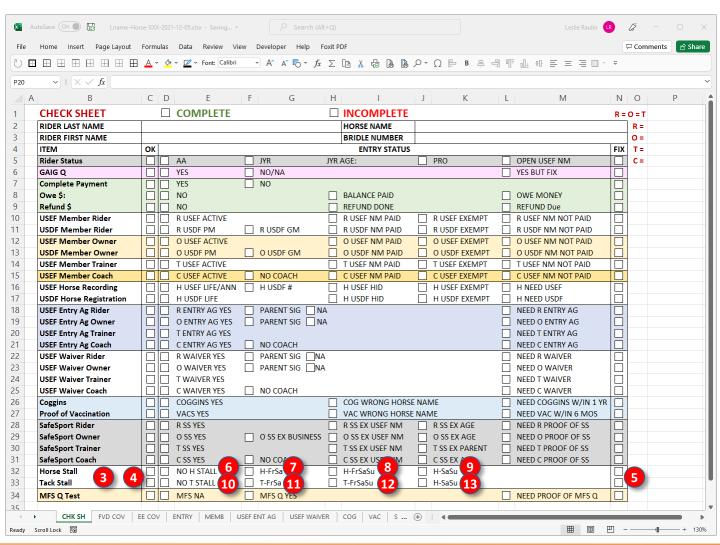
- On the CHK SH tab, check the boxes according to the 3 stabling request.
- If there are no deficiencies, check the corresponding 4 OK boxes. If there are deficiencies, check the corresponding 5 FIX boxes.
- Nomenclature:
  - 6 Horse Stall / ☑ OK / ☑ NO HORSE STALL: The entrant has not reserved a horse stall.
  - o Horse Stall / ☑ OK / ☑ H-FrSa: The entrant has reserved a horse stall for Friday and Saturday.
  - O 8 Horse Stall / ☑ OK / ☑ H-FrSaSu: The entrant has reserved a horse stall for Friday, Saturday and Sunday.
  - O Horse Stall / ✓ OK / ✓ H-SaSu: The entrant has reserved a horse stall for Saturday and Sunday.
  - Tack Stall / ☑ OK / ☑ NO TACK STALL: The entrant has not reserved a tack stall.
  - 11 Tack Stall / ☑ OK / ☑ T-FrSa: The entrant has reserved a tack stall for Friday and Saturday.
  - Tack Stall / ☑ OK / ☑ T-FrSaSu: The entrant has reserved a tack stall for Friday, Saturday and Sunday.
  - → Tack Stall / M OK / M T-SaSu: The entrant has reserved a tack stall for Saturday and Sunday.

    Output

    Description:

    Output

    D



## Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Store the PDF and XLSX Files

Now that you have created the digital entry packet, if you have not already done so, annotate the entry

details in FVD.

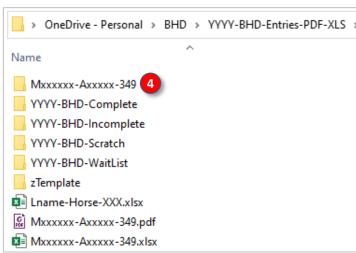
Next you store the entry's PDF and XLSX files in a manner that will be easy for you and the TD to find the files for updates and review.

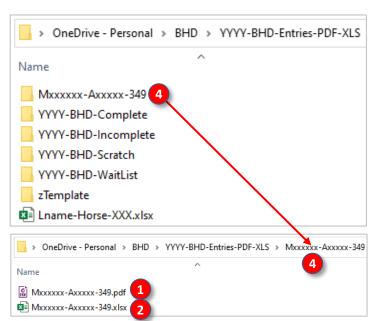
Navigate to the folder where the 1 PDF and XLSX files on which you were just working are stored. In this example, the files are in the 3 OneDrive-Personal > BHD > YYYY-BHD-Entries-PDF-XLS folder.

In this folder, create a 4 Mxxxxx-Axxxxx-349 subfolder, typing the rider's last name, the horse's name, and the bridle number. This should match the PDF and XLSX file names.

Move the 1 PDF and 2 XLSX files to the Mxxxxx-Axxxxx-349 subfolder.



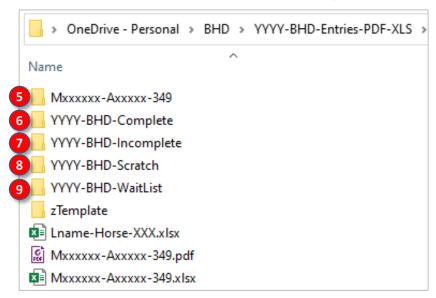




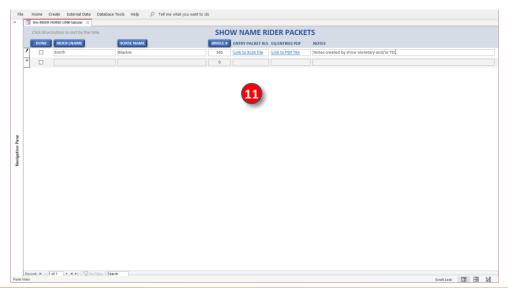
Continued on next page...

## Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > Store the PDF and XLSX Files, Cont'd., Access DB

- If the entry is <u>complete</u>, move the Mxxxxxx-Axxxxx-349 file to the YYYY-BHD-Complete folder.
- If the entry is incomplete, move the ち Mxxxxxx-Axxxxx-349 file to the 🕡 YYYY-BHD-Incomplete folder.
- If the entry scratches, move the 5 Mxxxxxx-Axxxxx-349 file to the 8 YYYY-BHD-Scratch folder.
- If the entry is on your wait list, move the Mxxxxxx-Axxxxx-349 file to the YYYY-BHD-WaitList folder.



- Continue with creation of digital entry packets for all your entries.
- You will have a 10 long list of subfolders corresponding to your show's entries, each with the EE entry PDF and your digital entry XLSX.
- The subfolders are automatically sorted alphabetically so they are easy to find when you need to update an entry or the TD needs to review the entries. During the show, the TD will need a dedicated computer for entry review.
- As an optional feature, I created a MS Access database program on which the user can upload links to each entry's PDF and XLSX files. It has a space for secretary and/or TD notes. The notes can be printed as a report. This may make TD review and documentation easier. Click here to download the database file.
- $\,\cdot\,$  Alternately, the TD can use the  $\,$  long list of subfolders to review the digital entry packets.





# TIPS & TRICKS 3. PRINT LABELS AND CARDS



## Print Labels and Cards > Introduction

## **INTRODUCTION:**

The FVD program uses the following labels and index cards for the following purposes:

Size	Use	Resources
1" x 2-5/8" shipping labels	<ul><li>Prize List Mailing Labels</li><li>Horse Stall Labels</li><li>Tack Stall Labels</li><li>Owner Mailing Labels</li></ul>	Avery 5260 (AM) DigiOrange (AM)
1-1/3" x 4" address labels	<ul> <li>Dressage Test Sheets (small labels)</li> </ul>	Avery 5962 (AM) DigiOrange (AM)
2" x 4" shipping labels	<ul><li>Dressage Test Sheets</li><li>Packet Labels (Standard)</li></ul>	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	<u>Avery 5388</u> (AM)
4.25" x 5.5" Labels (square edges)	<ul> <li>Packet Labels (not for a FVD report)</li> </ul>	<u>DigiOrange</u> (AM)

## Print Labels and Cards > Print a Test Page Using a Plain Piece of Paper > Open a Report

## PRINT A TEST PAGE USING A PLAIN PIECE OF PAPER > OPEN A REPORT:

For most printers, the FVD default or recommended settings will accurately print the text in the correct location on the labels/cards. However, some printers may require adjustment of the settings. To avoid wasting expensive labels, it is a good idea to first test the printout on plain paper, make adjustments if needed, then print the final labels. We will use  $1'' \times 2-5/8''$  Prize List Mailing Labels (Avery 5260) as an example to check the printing accuracy and to make adjustments if needed. These instructions can be used for any of the labels/index cards used by the program.

- Click 1 Main Menu > 2 Reports > 3
   Pre-Show > 4 Packet Labels (Standard).
- The **5** Prize List Labels form opens.
- Enter a 6 Last Show Date and select the
   Order By that you prefer.
- Click 8 OK.



- The **9 Prize List Labels** report opens.
- Check the labels to ensure they are the ones you intend to print.

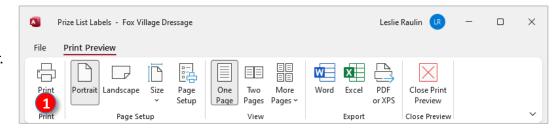


	9	
FirstName01 LastName01		FirstName03 LastName03
1234 Street Address	FirstName02 LastName02 1234 Street Address	3333 Street Address
City, ST ZipCode	City, ST 12345 USA	City, ST 12345 USA
FirstName04 LastName04 1456 Green Street	FirstName05 LastName05	FirstName06 LastName06
	34234 Any Street	3342 Spruce Street
City, ST 23456	City, ST 12345 U.S.A.	City, St 12345 USA
J SA	USA	USA
irstName07 LastName07	FirstName08 LastName08	FirstName08 LastName08
43534 First Street	2312 Main Street	8888 Main Street
City, ST 12345	City, ST 12345	City, ST 88888
JSA	USA	USA
FirstName09 LastName09	FirstName10 LastName10	FirstName11 LastName11
9999 Address Street	1010 Address Street	1111 Address Street
City, ST 99999	City, ST 10101	City, ST 11111
ISA	USA	USA
irstName12 LastName12	FirstName13 LastName13	FirstName14 LastName14
212 Address Street	1313 Address Street	1414 Address Street
City, ST 12121	City, ST 13131	City, ST 14141
ISA	USA	USA
irstName15 LastName15	FirstName16 LastName16	FirstName17 LastName17
515 Addres sStreet	1616 Address Street	1717 Address Street
City, ST 15151	City, ST 16161	City, ST 17171
ISA	USA	USA
irstName18 LastName18 818 Address Street	FirstName19 LastName19 1919 Address Street	FirstName20 LastName20 2020 Address Street
City, ST 18181	City, ST 19191	City, ST 20202
ISA	USA	USA
irstName21 LastName21	FirstName22 LastName22	FirstName23 LastName23
121 Address Street	2222 Address Street	2323 Address Street
City, ST 21212	City, ST 22222	City, ST 23232
JSA	USA	USA
irstName24 LastName24	FirstName25 LastName25	FirstName26 LastName26
424 Address Street	2525 Address Street	2626 Address Street
City, ST 24242	City, ST 25252	City, ST 26262
ISA	USA	USA
irstName27 LastName27	FirstName28 LastName28	FirstName29 LastName29
727 Address Street	2828 Address Street	2929 Address Street
City, ST 27272	City, ST 28282	City, ST 29292
ISA	USA	USA

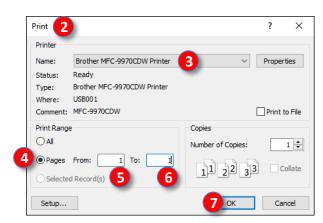
## Print Labels and Cards > Print a Test Page Using a Plain Piece of Paper > Print a Report, Overlay with Label Sheet

## PRINT A TEST PAGE USING A PLAIN PIECE OF PAPER > PRINT A REPORT, OVERLAY WITH LABEL SHEET:

- Ensure plain paper is loaded in your printer.
- Click 1 Print.

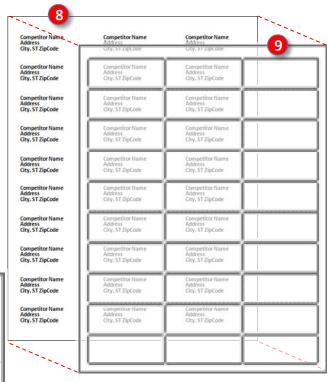


- The Print form opens.
- If needed, using the Printer / Name: drop down arrow, select your printer.
- To print just the first page of labels, click the 4
   Pages radial button then enter 1 in both the 5
   From: and 6 To: boxes.
- Click OK.



- The 8 first page prints out on plain paper.
- Place a 9 label sheet on top of the printout and hold them up to a light so the printed sheet can be seen through the label sheet.
- If the alignment is not correct, for example part of the top line of text would not be printed on the label, you will need to adjust the print settings. Go to Adjust Print Settings for the procedure.
- If the alignment is correct, you can print your labels. Go to <u>Print the Labels</u> for the procedure.

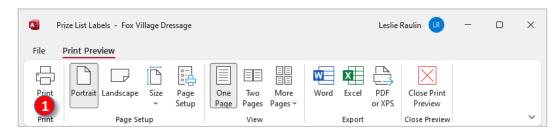




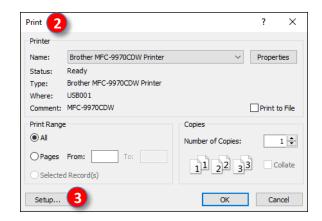
## Print Labels and Cards > Adjust Print Settings

## ADJUST PRINT SETTINGS:

- Different printers may need different settings in order to print labels and index cards correctly. If the
  default or recommended FVD settings (see <u>Default & Recommended Settings</u>) do not work for your
  printer, do the following.
- After opening any label/index card report form, click 1 Print.

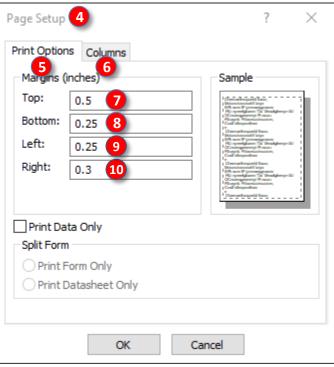


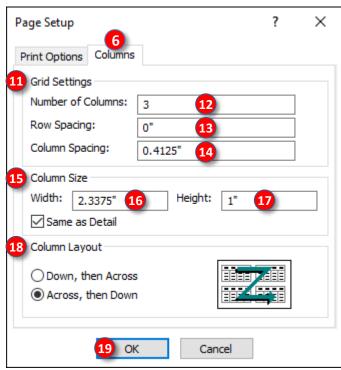
- The 2 Print form opens.
- Click 3 Setup.....



## Print Labels and Cards > Adjust Print Settings, Cont'd.

- The 4 Page Setup form opens, which has two tabs:
  - o **5** Print Options
  - o 6 Columns
- The print settings are adjusted in these tabs.
- Start with the 5 Print Options tab. The graphic shows the FVD margin default settings for the Prize List Labels (Avery 5260 1" x 2-5/8").
- You can change the 7 Top, 8 Bottom, 9 Left and 10 Right margins to correct the alignment of the printed text with the labels.
  - For example, if part of the top line of text is printed above the label, you need to increase the size of the top margin to move the text down.
  - As another example, if the left side of the text is printed left of the label, you need to increase the size of the left margin to move the text to the right.
- Next, we will look at the 6 Columns tab.
- Under 11 Grid Settings, you can adjust:
  - 12 Number of Columns: (number of vertical columns on the text/label sheet)
  - B Row Spacing: (space between horizontal rows on the text/label sheet)
  - Column Spacing: (space between vertical columns on the text/label sheet)
- Under (15) Column Size, you can adjust:
  - 16 Width: (width of each text/label)
  - Theight: (height of each text/label)
- Under (B) Column Layout, you can adjust the order in which the labels print. This is usually not changed.





- After each adjustment, <u>print one sheet of labels/index cards on a plain piece of paper</u>, as in <u>Print a Test Page Using a Plain Piece of Paper</u>, to test the adjustment.
- Unfortunately, the adjustments are a matter of trial and error until you get it right. Once you determine
  the correct settings for your printer, write them down so you can use them the next time you print the
  same labels.
- When you are finished making the print adjustments, click (19 OK.)

## Print Labels and Cards > Print the Labels

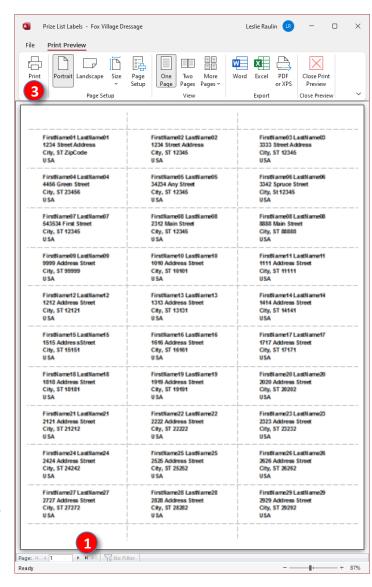
## PRINT THE LABELS:

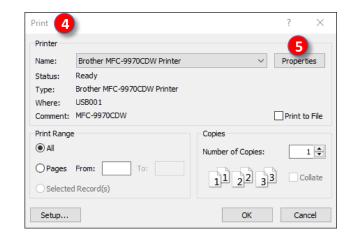
- To determine how many label sheets you will need, click the **1** Last Page arrow.
- The number that appears in the **2** Page: box is the number of label sheets you will need. In this example, 6 label sheets are needed.



Load the required number of label sheets in your printer. Refer to your printer's manual for instructions on loading the label sheets. Some printers require the labels to be face up, others face down; some require the top to be facing into the printer, others require the top to be facing away from the printer.

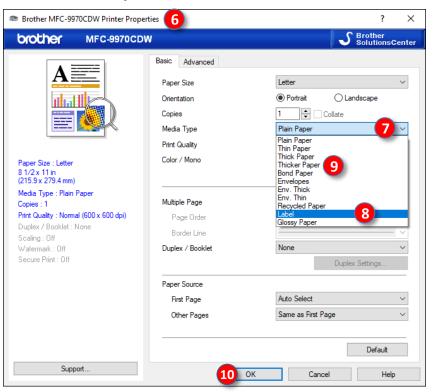
- To set your printer's paper type for labels (or card stock for index cards), click 3 Print.
- The 4 Print form opens.
- To adjust the printer properties, click 5 Properties.



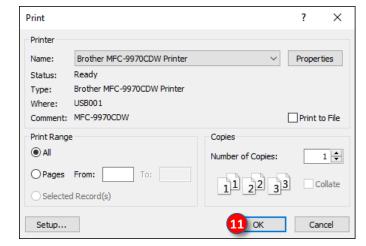


## Print Labels and Cards > Print the Labels, Cont'd.

- Your printer's 6 Properties form opens (in the example, we seen the properties for a Brother printer; different printers will have different windows).
- For this printer, select the Media type drop-down arrow and select Label for labels (or 9 Thicker Paper for index cards).
- Click **OK** at the bottom of the **Properties** form.



- Click (1) OK on the Print form.
- Your labels will print.



**NOTE**: My printer prints labels better on the **Plain Paper** media selection. On the **Label** setting, the label sheets do not feed an instead bunch up. So, if you have printing problems, try a different media setting.

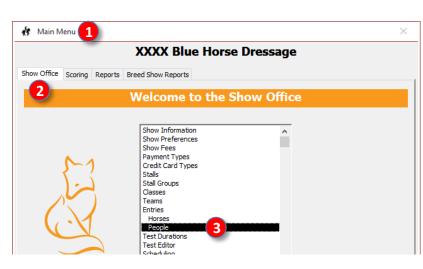
## TIPS & TRICKS 4. USE EMAIL ADDRESSES



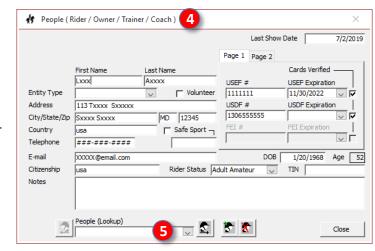
## Use Email Addresses > E-mail One Person

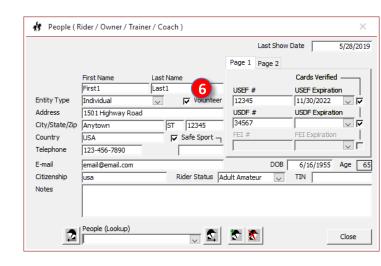
## **EMAIL ONE PERSON:**

Select 1 Main Menu > 2 Show Office> 3 People



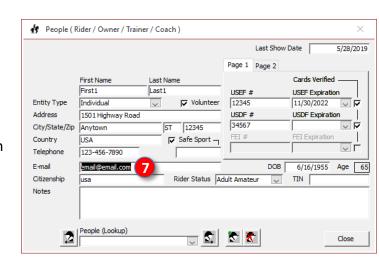
- The 4 People form opens.
- Using the S Rider (Lookup) drop-down or typein box, select the person you want to email.



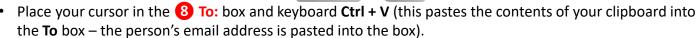


## Use Email Addresses > E-mail One Person, Cont'd.

- With your cursor, highlight the E-mail address.
- With the email address highlighted, keyboard Crtl + C (this places the person's email address in your clipboard).

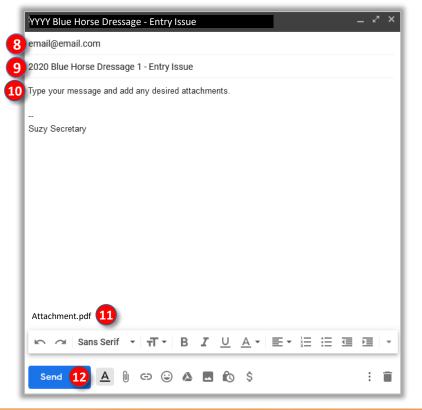


Open your email program.



CTRL

- In the **9** Subject box, type a subject that will clearly identify the email as being related to the show this will increase your chances the entrant will open the email.
- In the 10 Message box, type your message.
- In the usual manner, attach any **11 attachments** you may want to send.
- Click Send.
- The email will be sent to the one person.



## Use Email Addresses > E-mail Groups of People

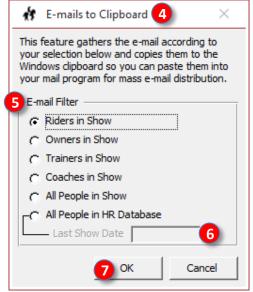
## **EMAIL GROUPS OF PEOPLE:**

Select 1 Main Menu > 2 Show Office > 3 Emails to Clipboard.



- The 4 E-mails to Clipboard form opens.
- You have the following options (5 E-mail Filter):
  - Riders in Show copies the email addresses of all the riders in your <u>current show</u> to the clipboard.
  - Owners in Show copies the email addresses of all the owners in your <u>current show</u> to the clipboard.
  - o **Trainers in Show** copies the email addresses of all the trainers in your <u>current show</u> to the clipboard.
  - Coaches in Show copies the email addresses of all the coaches in your current show to the clipboard.
  - All People in Show copies the email addresses of all the riders, owners, trainers, and coaches in your <u>current</u> <u>show</u> to the clipboard.
  - All People in HR Database copies the email addresses of all the people in your HR Database to the clipboard.
     Lets you enter a 6 Last Show Date, which limits the people to those who showed since the date you enter.
- Make your selection then click 7 OK.







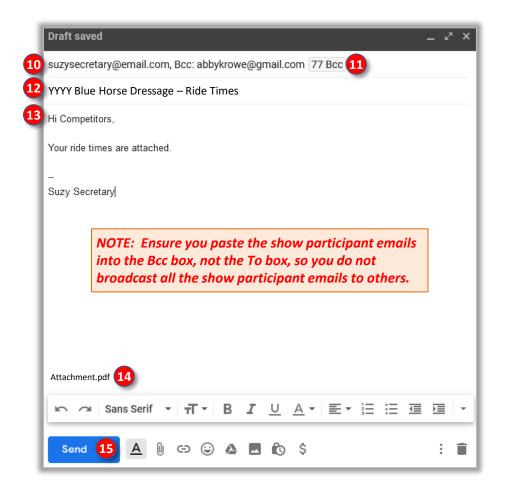
Continued on next page...

## Use Email Addresses > E-mail Groups of People, Cont'd.

- Open your email program.
- Place your cursor in the 0 To box and type your email address.



- Place your cursor in the 11 BCC box and keyboard Ctrl + V (this pastes the contents of your clipboard into the Bcc box – the email addresses are pasted into the box). Use Bcc (Blind carbon copy) so the recipients will not see the email addresses of other people.
- In the 12 Subject box, type a subject that will clearly identify the email as being related to the show this will increase your chances the entrant will open the email.
- In the **13** Message box, type your message.
- In the usual manner, attach any 4 attachments you may want to send.
- Click Send.
- The email will be sent to the group of people.
- This is a handy method to send a message to all the selected people, with attachments, such as the Prize List, Rider's Schedule Report, etc.



**NOTE**: It is very important to paste the recipient email addresses into the **Bcc**: box (blind carbon copy) instead of the **To: box**. By using the **Bcc: box**, the recipient email addresses are hidden so they are not publicly broadcast to all recipients.

# TIPS & TRICKS 5. SCHEDULING QUADRILLE AND PAS DE DEUX



## Scheduling Quadrille & Pas de Deux > Introduction, Step 1. Include the Test in Your Show

## **INTRODUCTION:**

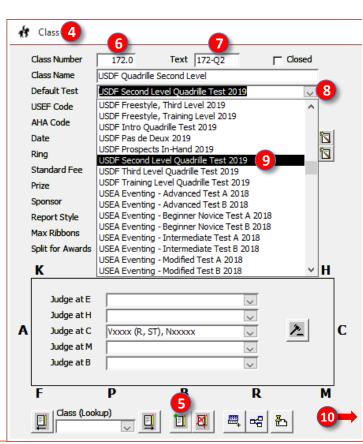
- A Quadrille has four riders and a Pas de Deux has two riders. This Tip & Trick will provide the steps to schedule a Quadrille or a Pas de Deux class with the correct duration and the riders scheduled together.
- <u>Test Duration</u>: The FVD program provides the entire duration of the test (ride time and administrative time) for the <u>test</u>; therefore, if you schedule the four riders for a Quadrille, the program allows 4 x 8 = 32 minutes (Basic Quadrille Test) or 4 x 8.5 = 34 minutes (other Quadrille tests) for the test. Also, if you schedule the two riders for a Pas de Deux, the program allows 2 x 10 = 20 minutes for the test.
- <u>Scheduling</u>: The FVD program does not identify the riders composing a Quadrille or a Pas de Deux; therefore, during scheduling, the riders will not necessarily be scheduled together. This must be done manually using the <u>Forced Order</u> (FO) procedure.

* Test Durations	$\times$
Test	Minutes 🗻
USDF Pas de Deux 2019	10.0
USDF Intro Quadrille Test 2019	8.0
USDF Training Level Quadrille Test 2019	8.5
USDF First Level Quadrille Test 2019	8.5
USDF Second Level Quadrille Test 2019	8.5
USDF Third Level Quadrille Test 2019	8.5

## STEP 1. INCLUDE THE TEST IN YOUR SHOW:

- Select 1 Main Menu > 2 Show Office
   > 3 Classes.
- The 4 Class form opens.
- Click Add a Class.
- Enter the 6 Class Number and 7 Text.
- Using the 
   Befault Test drop-down arrow, select the 
   test you want to include in this class. The tests are:
  - o USDF Pas de Deux
  - USDF Introductory Quadrille Test
  - USDF Training Level Quadrille Test
  - USDF First Level Quadrille Test
  - USDF Second Level Quadrille Test
  - USDF Third Level Quadrille Test
  - USDF Quadrille Freestyle
- For this example, USDF Second Level Quadrille
   Test was entered.
- Enter the other information for the class, as in Classes.
- Click (1) Close.





## Scheduling Quadrille & Pas de Deux > Step 2. Adjust the Test Durations

## STEP 2. ADJUST THE TEST DURATIONS:

- Select 1 Main Menu > 2 Show Office> 3 Test Durations.
- The 4 Test Durations form opens.
- Scroll through the list until you find the first test you want to adjust.

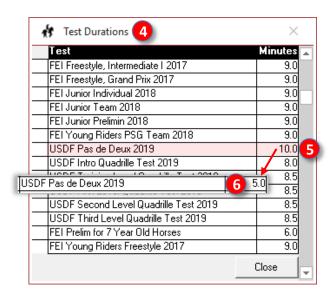
## Pas de Deux Test:

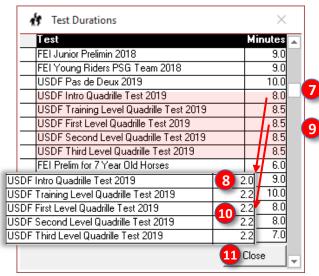
- Depending upon the level, USDF allocates 5-6 minutes for riding the test.
- FVD allocates 5 10 minutes; this includes time for pre-test and post-test judging activities. However, the FVD program provides 10 minutes to each of the two Pas de Deux riders, giving a total of 20 minutes for the test. If instead each rider is allocated half the time (5 minutes), they will be scheduled for a better test duration.
- To adjust the test duration, edit the 5 10.00 to 6 5.0 (or 4.5).

## Quadrille Tests:

- Depending upon the level, USDF allocates
   5:50-6 minutes for riding the test.
- o FVD allocates 8 minutes (Basic Quadrille Test) or 8.5 minutes (other Quadrille Tests); this includes time for pre-test and post-test activities. However, the FVD program provides 8.0 (or 8.5) minutes to each of the four Quadrille riders, giving a total of 32 (or 34) minutes for them to ride the test. If instead each rider is allocated one quarter of the time (2 or 2.125 minutes), they will be scheduled for the appropriate test duration.
- To adjust the test duration, edit the 7 8.0 to
   2.0 for the Basic Quadrille Test and edit
   the 9 8.5 to 1 2.2 (the program will not accept 2.125) for the other Quadrille Tests.
- Click (1) Close when you are finished.



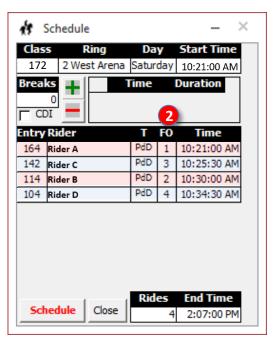




## Scheduling Quadrille & Pas de Deux > Step 3. Scheduling the Rides

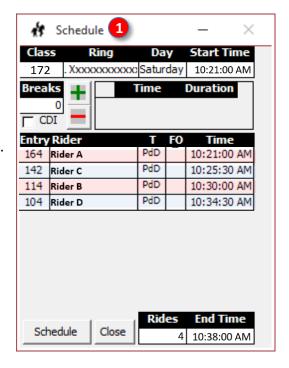
## STEP 3. SCHEDULING THE RIDES:

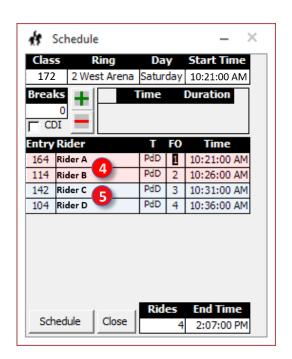
- Schedule your show as in SCHEDULING.
- For the <u>Assign Ride Times</u> step, the <u>1 Schedule</u> form will look similar to the figure.
- You will be familiar with your entries and will know which riders are riding together in the Pas de Deux (or Quadrille). In this example, we know that **Rider A** and **Rider B** (pink) are riding together and **Rider C** and **Rider D** (blue) are riding together; however, the FVD program does not automatically schedule them together (one following the other in the class order). We need to perform a **Forced Order** (FO) to reorder the riders.



- To reorder the rides, in the **2** FO column, type a **1** for Rider A, a **2** for Rider B, a **3** for Rider C, and a **4** for Rider D
- Click 3 Schedule.

- We can see that 4 Rider A and Rider B (pink both riders start together at 10:21:00 AM) are now scheduled together and 5 Rider C and Rider D (blue both riders start together at 10:31:00 AM) are scheduled together.
- Quadrille tests are scheduled in a similar manner except that riders riding together will be force ordered to positions 1-4, 5-8, etc.





## TIPS & TRICKS 6. MANAGING TEAMS

## NOTE:

- FVD requires all competing teams and all members of a team be in the <u>same</u> <u>class</u>. You can have a separate team class that can be the same test for all or it can be a TOC class wherein team members may ride different tests.
- For example:
  - A team competition may be <u>all Training 3</u> so the class would be a <u>Training 3</u> team class.
  - If there are mixed teams riders of a team may ride different tests the team class would be a <u>TOC mixed team class</u> wherein the team members may ride any test, as defined by the show.
- Either team class may be a regular class in the show, as long as the class fulfills the team class requirements.



## Managing Teams > Introduction, Step 1. Enter Team Names

## **INTRODUCTION:**

Some shows have teams in which 3-4 horse/rider pairs compete and their scores are combined to determine a team placing. This Tip & Trick consolidates all team procedures.

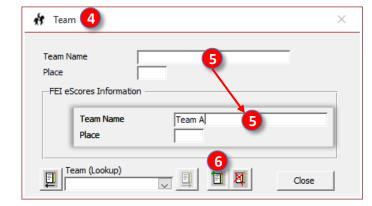
• Enter each entry as in <u>EE ONLINE ENTRIES</u>, <u>SNAIL MAILED SHOW ENTRIES CREATED WITH EE</u>, <u>SNAIL MAILED SHOW ENTRIES</u>, and DETAILS OF A FVD ENTRY.

## **STEP 1. ENTER TEAM NAMES:**

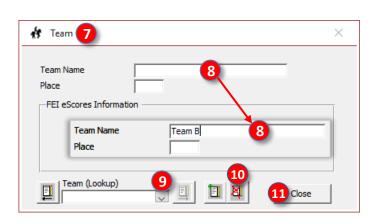
Select 1 Menu > 2 Show Office > 3
 Teams



- The 4 Team form opens.
- To enter the first team, type the team name in the **5** Team Name box.
- To enter the next team, click the 6 Add Team button.



- A blank 7 Team form opens.
- In the 8 blank line, enter the team name.
- Continue until all teams are entered.
- If a team has withdrawn from the show, use the
   Team (Lookup) drop-down arrow (or type-in box) and select the team name. Then click the
   Delete Team button to delete the team.
- Click 11 Close.

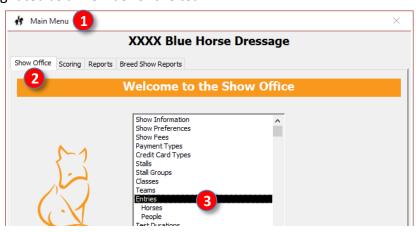


## Managing Teams > Step 2. Enter Entries in Teams

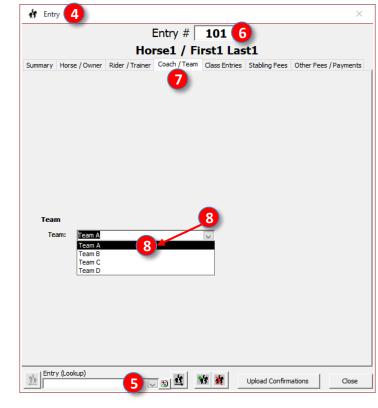
## **STEP 2. ENTER ENTRIES IN TEAMS:**

Each entry that is part of a team must be designated as a member of the team.

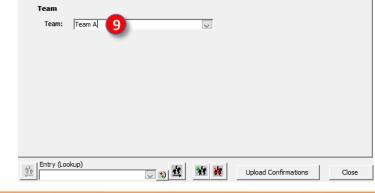
• Select 1 Menu > 2 Show Office > 3
Entries



- The 4 Entry form opens.
- Verify that the correct Entry # is displayed in the
   Entry # box.
- Click on the Coach/Team tab.



The team name is now in the 9 Team box.



## Managing Teams > Step 3. Team Roster Report

## **STEP 3. TEAM ROSTER REPORT:**

The FVD program provides a listing of teams and the members of each team.

Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Team Roster Report.





- The **5** Team Roster Report opens.
- The report contains:
  - o 6 Team name
  - Entry # for each Horse/ Rider combination
  - 8 Horse name
  - 9 Rider name

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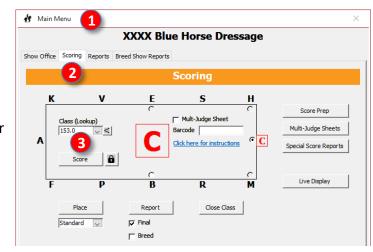
## Managing Teams > Step 4. Scoring Teams, Step 5. Determine Team Place

## **STEP 4. SCORING TEAMS:**

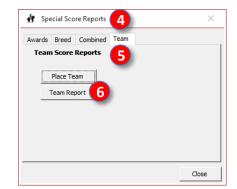
• Each individual in the class is scored in the regular manner (see **SCORING**).

## STEP 5. DETERMINE TEAM PLACE:

- Select 1 Main Menu > 2 Scoring.
- Using the 3 Class (Lookup) drop-down or typein box, select the first class of the combination for which you desire a report.
- Click the 4 Special Score Reports button.

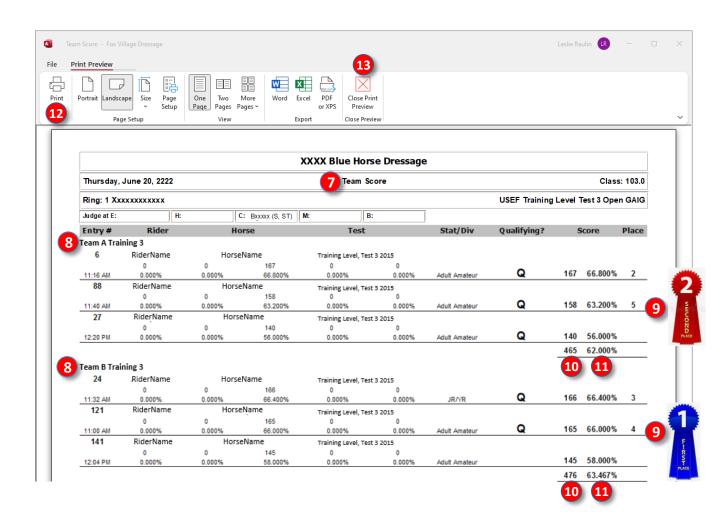


- The **4** Special Score Reports form opens.
- Select the **5** Team tab.
- Select the 6 Team Report button.



## Managing Teams > Step 5. Determine Team Place, Cont'd.

- The **7** Team Score report opens.
- In the report, the rides are grouped by 8 Team, then by 9 FINAL PERCENT (high to low for each ride) within each team.
- Each team's 10 FINAL POINTS and 11 FINAL PERCENT are listed.
- On this report the teams are **NOT** ordered by place that is done with **Special Score Reports > Team >** Place Team (see next page). Look at the team 11 FINAL PERCENTS to determine the highest team percentage (1st place), next highest percentage (2nd place), etc. In this example, Team B is 1st and Team A is 2<sup>nd</sup>. Make a note of the placings or write them on your report print-out.
- If desired, click **Print** to print the report.
- Click (B) Close Print Preview to close the report.

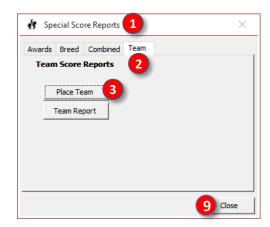


helpdesk@foxvillage.com

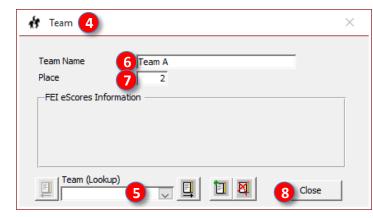
## Managing Teams > Step 6. Place Teams

## **STEP 6. PLACE TEAMS:**

- You are returned to the 1 Special Score Reports form.
- Select the 2 Team tab.
- Select the **3 Place Team** button.

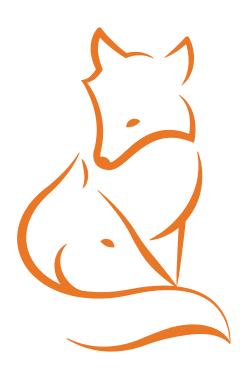


- The 4 Team form opens.
- Using the 5 Team (Lookup) drop-down arrow or type-in box, select the 6 first team to be placed.
- Using the team placings determined on the previous page, enter the Place for each team.
- When you are finished, click 8 Close to save your changes, which returns you to the 1 Special Score Reports form.
- On the Special Score Reports form, click Score to close the report and return to the Main Menu > Scoring.



**NOTE**: There is no final report with team placings. Use the Team Score Report with handwritten placings.

# TIPS & TRICKS 7. REPORTS IN THE SHOW PROGRAM



## Reports in the Show Program > List, 1. Class Schedule - Judge Assignment Report

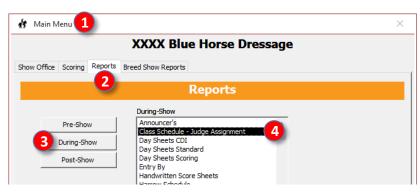
## LIST:

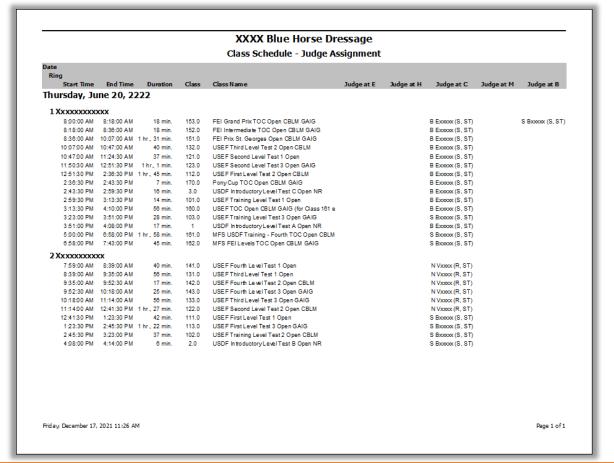
FVD reports may be used in your show program. The following reports are often in show programs:

- Class Schedule Judge Assignment Report
- Judge Schedule
- Day Sheets (Standard or CDI)
- Show Roster Report (by Entry #)
- Show Roster Report (by Rider's Name)

## 1. CLASS SCHEDULE - JUDGE ASSIGNMENT REPORT:

- Select 1 Main Menu > 2 Reports > 3 During Show > 4 Class Schedule -Judge Assignment.
- The report provides a listing, by ring, of each class, the time, the duration, the class number and name, and the judge(s).
- See Reports > During-Show > Class Schedule - Judge Assignment Report for more information.





**NOTE**: To include a report in your Show Program, save the report as an editable Word file (see Print Preview > <u>Export > Word</u>) or as a \*.pdf file (see <u>Print Preview > Export > PDF or XPS</u>).

## Reports in the Show Program > 2. Judge Schedule Report

## 2. JUDGE SCHEDULE REPORT:

- Because of its vertical orientation, some shows prefer the Judge Schedule Report instead of the Class Schedule – Judge Assignment Report.
- Select 1 Main Menu > 2 Reports >
   3 During Show > 4 Judge Schedule Report.
- The report provides a listing, by ring, of each class, the time, the duration, the class number and name, and the judge(s).
- See <u>Judge Schedule Report</u>. for more information.



XXXX Blue Horse Dressage									
	Judge Schedule								
Judge/ Day									
Start Time	End Time	Duration	Class	Class Name	Ring	Station			
Nxxxx Vxxxx (I	R, ST)								
Thursday, June 2	0, 2222								
7:59:00 AM	8:39:00 AM	40 min.	141.0	USEF Fourth Level Test 1 Open	2 X xxxxxxxxxxx	C			
8:39:00 AM	9:35:00 AM	56 min.	131.0	USEF Third Level Test 1 Open	2 X xxxxxxxxxxx	С			
9:35:00 AM	9:52:30 AM	18 min.	142.0	USEF Fourth Level Test 2 Open CBLM	2 X xxxxxxxxxxx	C			
9:52:30 AM	10:18:00 AM	26 min.	143.0	USEF Fourth Level Test 3 Open GAIG	2 X xxxxxxxxxxx	С			
10:18:00 AM	11:14:00 AM	56 min.	133.0	USEF Third Level Test 3 Open GAIG	2 X xxxxxxxxxxx	С			
11:14:00 AM	12:41:30 PM	1 hr., 28 min.	122.0	USEF Second Level Test 2 Open CBLM	2 X xxxxxxxxxxx	С			
Total Time for	Day	4 hr., 42 min.							

NOTE: To include a report in your Show Program, save the report as an editable Word file (see <u>Print Preview</u> > <u>Export</u> > <u>Word</u>) or as a \*.pdf file (see <u>Print Preview</u> > <u>Export</u> > <u>PDF or XPS</u>).

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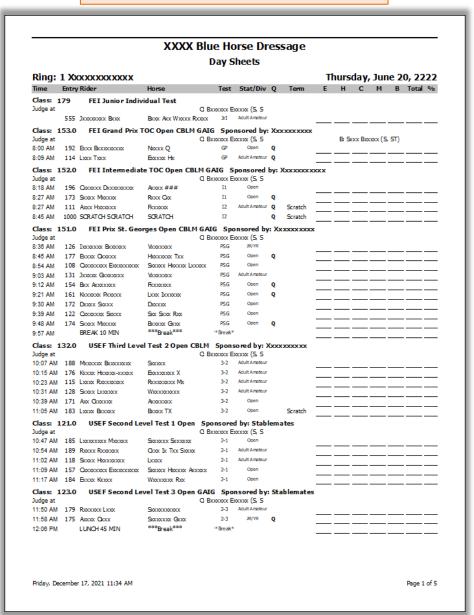
## Reports in the Show Program > 3. Day Sheets Standard Report

## 3. DAY SHEETS STANDARD REPORT:

- Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Day Sheets Standard.
- The report provides the Show Schedule, sorted by **Day** then by **Ring** #, then by ride **Time**.
- See <u>Day Sheets Standard Report</u> for more information.



**NOTE**: For a CDI, use the **Day Sheets CDI Report**.



**NOTE**: To include a report in your Show Program, save the report as an editable Word file (see <u>Print Preview</u> > Export > Word) or as a \*.pdf file (see Print Preview > Export > PDF or XPS).



## Reports in the Show Program > 4. Show Roster (by Entry #)

## 4. SHOW ROSTER (BY ENTRY #):

- Select 1 Main Menu > 2 Reports >
   3 During Show > 4 Show Roster.
- Select 6 Report Style > 7 By Entry #.
- Click 8 OK.



- The report lists the entries, by Entry #.
- See <u>Show Roster (by Entry #)</u> for more information.



XXXX Blue Horse Dressage	3
Show Roster (by Entry #)	

	Entry #	# Horse	Age	Breed	Height	Color	Sex	Rider	Rider's Address
Breader Name		Breeder	Sire		Dam			Owner	Owner's Address
	101	Horse 1	11	Hano varian	15.1	Grey	Mare	First1 Last1	Anytown, ST USA
Serpentina iii		Breeder Name	Sire Nar	ne	Dam I	Name		•	
19	102	Hoooooox X	18	Andalusian	16.1	Dark bay	Gelding	Kxxx Sxxxxxx	Anytown, ST usa
Mythic morg ans		Serpentina iii	Fariseo		Karina	a d		•	
	103	Mxxxxx Jxxx	19	Morgan	15	Bay	Gelding	Кхоооох Мхоооооох	Ijamsville, MD usa
Nocococ		Mythic morgans	Mythic a	laddin	W-b b	ed azz lemin	t	•	
Nocococ	104	Bxxx Axx Wxxxx Rxxxx	20	Morgan	15.3	Black	Gelding	Jacobook Diocobook	Fxxxxxxx MD usa
106   Mox Wboox   8   edish warmb   16   Bay   Mare   Lboox Bboox   Diokerson, MD   usa			Nxxxxxx I	_	Fxxx	Вхососх М хос	oox	•	
107	105	Piototox	17	Oldenburg	17.1	Black	Gelding	Kxxxx Hxxxxxx	City, ST usa
Tricia I. tripp	106	Mxx Wxxx	8	edish warmb	18	Bay	Mare	Lxxxx Bxxx	Dickerson, MD usa
108	107	Fxxx Sxxxxxxxxxxx	11	burg/thoroug	18.2	Dark bay	Gelding	Exxxx Gxxxxxxxxx	Frederick, MD usa
108		Tricia I. tripp	Harryth	e hat	Seren	ndipity	-	Txxxxx Txxxx	Dickerson, MD usa
James e. and evelyn m. skilli   Statesman silhouette   Spring hollow legacy   Cxccccccc Wiccoccc   Gaithersburg, MD usa	108		18	Morgan	15	Bav	Geldina	Cxxxxxxxx Exxxxxxxxx	Dickerson, MD usa
109   Aνσοχ   19   akehner/dani   16.2   Grey   Mare   Exoscocox Accocox   Rockville, MD usa   Arthur family   Rambo   Anniemieke     -									
Arthur family	109								
110   Woocox   19				21121112112		-		*	TOOK MILE, MID U.S.
Florencio	110	•		Hol/tb			Gelding	Lxxxxx Bxxx	Rxxxxxxx MD usa
Florencio	444	C	45	Henricaine	10.1		Caldian	Asses I beneaus	
Mare   Dococcoox Coccoox   Union Bridge, MD   Usa	1111	FX00000X			10.1 .	iver on estru	Gelaing	AXXX HXXXXXX	unknown, unkno usa
113   Koococox	112	Sxx Lxxxxxxxx	12	Hano veria n	16.1	Bay	Gelding	Ex0000000X H000000000X	Frederick, MD usa
Michelle roberts   Netto		Kent island sporthorses	Sinatra s	song	Bevol	ina		•	
114   Excoox Hx   12   Kwp n   16.3   Bay   Gelding   Loox Txxxx   Germantown, M.D. usa	113	Kxxxxxxx	6	Kwpn	15.2	Black bay	Mare	Dxxxxxxxx Cxxxxxx	Union Bridge, MD usa
Stal ma athuis		Michelle roberts	Netto		Dona	rsagan		Nxxxx Txxxxxx	Union Bridge, MD usa
115	114	Exxxx Hx	12	Kwpn	16.3	Bay	Gelding	Lxxx Txxx	Germantown, MD usa
Marydell farms		Stal maathuis	Johnson		Aland	la b		•	
116   Txxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	115	Pooooooox Mx	13	Hano veria n	16.0	Dark bay	Mare	Lxxxx Rxxxxxxxx	West Friendship, MD usa
Shannon fynn-olson		Marydell farms	Royalpr	ince	Diora			•	
117	116	Txxxxxx Dxxxxxxxxx	6	ıdalusian cro	15.3 9	Silver dapple	Gelding	Nxxxxxxx Sxxxxxxxx	Frederick, MD usa
Unknown		Shannon fynn-olson	Aragon	mhf	Ktm s	alver shade		•	
118	117	Sxxxx	18	roughbred or	16.1	Grey	Mare	Axxxxxx Pxxx	Boyds, MD usa
Marcologo   Marc		Unknown	Unknow	n	Unkno	own		Lxxx Rxxx	Boyds, MD usa
119   Kooooooox Bioooooox   15   Connemara   14.2   Blackibrown   Mare   Mixoooooox Fixox   Galthersburg, MD usa	118	Lxxx	9	Warmblood	16.3	Grey	Gelding	Sxxxx Hxxxxxxxx	Hampstead, MD usa
Pam			Kalife		Duch	ess		Mxxxxxxx Fxxxxxxxxx	White Hall, MD usa
120	119	Kxxxxxxxxx Bxxxxxxxx	15	Connemara	14.2 E	Black/brown	Mare	Mxxxxxxx Fxxx	Gaithersburg, MD usa
122   Sxx Sxxx Rxx   16   Esian/appalox   15.2   Leo pard   Gelding   Cxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		Pam liddell	Ballywhi	m sterling mos	з Купуг	nmont arianr	na .	•	_
122   Six Six Six Six Rix   16   ssian/appalor   15.2   Leopard   Gelding   Cxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	120	Qxxxx Ox Sxxxxx	17	OTTB-TIP	15.2	Bay	Mare	Axx Pxxxxxx	Purcellville, VA usa
10			Zizou		Cates	-		•	•
123   R00000000000000000000000000000000000	122	Sxx Sxxx Rxx		esian/appalor			Geldina	Cxxxxxxx Sxxxx	Frederick, MD usa
123   R000000000000   10 OTTB-TIP   Bay Gelding Mx0000 Tx000000 Mountairy, MD usa Mx000000 Rx0000000000 Mountairy, MD USA			Biense					•	•
124   Poccock   17	123	Poooooooooo		OTTB-TIP			Geldina	Mxxxxx Txxxxxxx	Mountairy, MD usa
124         Fxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx									•
A/o tervete   Fiano   Casara   *   *   *   *   *   *   *   *   *	124	Fxxxx	17	Latvian	16.2	Brown	Geldina		*
125								•	
Janice barnes   Contucd   Blackberry brandy   Nxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	125			Oldenburn			Mare	Jxxxxxx Fxx	Colora, MD usa
126 Vxxxxxxxx 19 itch warmblo 16.3 Brown Stallion Ixxxxxxx Potomac, MD usa			-	•					
	126								
							3		

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report as an editable Word file (see <u>Print Preview > Export ></u> <u>Word</u>) or as a \*.pdf file (see <u>Print Preview > Export > PDF</u> <u>or XPS</u>).

**NOTE**: To include a report in your Show Program, save the

## Reports in the Show Program > 5. Show Roster (by Rider)

## 5. SHOW ROSTER (BY RIDER):

- Select 1 Main Menu > 2 Reports >
   3 During Show > 4 Show Roster.
- The 5 Show Roster report opens.
- Select 6 Report Style > 7 By Rider.
- Click 8 OK.



- The report lists the entries alphabetically, by the rider's last name.
- See <u>Show Roster (by Rider)</u> for more information.

**NOTE**: To include a report in your Show Program, save the report as an editable Word file (see <u>Print Preview > Export > Word</u>) or as a \*.pdf file (see <u>Print Preview > Export > PDF or XPS</u>).



## XXXX Blue Horse Dressage Show Roster (by Rider)

Rider	Rider's Address	Entry #	Horse	<i>P</i> ge	Breed	Height	Color	Sex
Owner	Owner's Address		Breeder	Sire		Dam		
Lxxx Axxxx	Sxxxx Sxxxx, MD usa	143	Fxxxxx	17	Hanoverian	16.2	Bay	Gelding
•				Friendsh	ip	Tahitia	in pearl	
Ex0000000x Ax0000x	Rockville, MD usa	109	Ax00000	19	akehner/dani	16.2	Grey	Mare
•			Arthur family	Rambo		Annen	nieke	
Lxxxxx Axxxxx	Lincoln U, PA usa	127	Execocox	10	ian heritage I	14.2	Bay	Gelding
Axoooox Mxxxx	Chester Springs, PA usa		Pam peters	Gbr kee	vo	Lady a	arwen	
Lxxxxx Axxxxx	Lincoln U, PA usa	140	Droocox	12	Oldenburg	16.1	Bay	Mare
Fxxxx Gxxxxx	Lincoln University, PA USA							
Bxx Axxxxxxx	Manchester, MD usa	155	Gxxxxxx	10	Kwpn	16.1	Bay	Gelding
Company Name Exxxxx	k Westport CT usa		Johanna salmi	Aerobic		Tina	•	_
Bxx Axxxxxxx	Manchester, MD usa	144	Sxxxxxx Sxxxxxxxx	12	Oldenburg	16.1	Bay	Mare
Moox Moox	Monro via, MD usa		Hen ri tohme	Sir sincla	air	Rabell	e	
Bxx Axxxxxxx	Manchester, MD usa	154	Fxxxxxxx	14	Westfalen	17.3	Bay	Gelding
Тхох Мхох	Manchester, MD usa			Furst pic			,	
Sxx Axxxxxxxx	Germantown, MD usa	187	Dx Dxxx	17	Hanoverian	16.1	Brown	Mare
*			Henning schulze	De niro	uno rendii	Gucy	2.0	mare
Jxxxxxx Bxxx	Wxxxxxx XX usa	555	Bxxx Axx Wxxxx Rxxxx	20	Morgan	15.3	Black	Gelding
Jioooooox Dioooooox	Fxxxxxxx MD usa	FS	DANG PARK TRANS	Nxxxxxx H	•		Brack Boooox Moo	
Lxxx Bxx	Dickerson, MD usa	106	Mxx Wxxx	8	edish warmb	16	Bay	Mare
• DAXA	Dionelson, MD USA	100	MAA YVAXA	۰	euisii waimb	10	bay	mare
Lxxxxx Bxxx	Rxxxxxxx MD usa	110	Wxxxx	19	Hol/tb	16.2	Bay	Gelding
Axxxxx Bxxxx	Frederick MD usa	170	Cxxxxxxx	10	Holsteiner	16.1	Chestnut	Gelding
*	ricación mo asa		Rosemarie merle-smith	Concerto			desert	OCIONI
Sxxxxxx Bxxxx	Frederick MD usa	133	Wxxxxxxxx	17	Hanoverian	17	Black	Gelding
•	riederick, MD daa	100	Claus eymers	Worldly	Hallovellali	Wella	Diack	Celuling
lxox Bxxxxxx	College Park, MD usa	129	Wxxxx-X	20	Hanoverian	16.2	Bav	Mare
	- ·	123		Weltbek		Full m		Male
	x College Park, MD usa	186	Nan cy bowlus					0.11
Jxxxx Bxxxxx	Ashton, MD usa	186	Axxxxxxxxx	12	Bavarian wb	16.3	Bay	Gelding
			Punchestown stable	Apiro		Roads		
Lxxxx Bxxxxx	York, PA usa	183	Bxxxx TX	10	Hanoverian		ark chestnu	Gelding
			Tam farm	Bellissin		Reiki t		
1x000000x Bx00000x	Potomac, MD usa	126	Vx000000X	19	itch warmblo	16.3	Brown	Stallion
Hxxxxx Lxxxxxxx	Germantown, MD usa			Freestyle		Oegel		
Rxxxxxx Bxxxxxxx	Silver Spring, MD usa	132	Wx000000X	. 17	Rpsi	16.3	Bay	Gelding
•					kenzauber		er e skimo	
Axx Bxxxxxxxx	Middletown, MD usa	190	Po00000000	16	roughbred cr		rk brown/b	Mare
•				The dele		Allstar		
M x00000X Bx0000000X	Westminster, MD usa	188	Sxxxxx	15	Swb		Chestnut	Gelding
•			Laurie platt	La baltic	sundance	Get te	nder	
Exxx Bxxxxxxxxxx	Middletown, MD usa	192	Nooox Q	15	Hanoverian	16.3	Chestnut	Gelding
·			Suzanne quarles	Nocturn	0	Deser	t princess	
Dxxxxxxx Cxxxxx	Union Bridge, MD usa	113	K10000000X	6	Kwpn	15.2	Black bay	Mare
Nxxxx Txxxxx	Union Bridge, MD usa		Michelle roberts	Netto		Donar	sagan	
Axx Cxxxxxxx	Mount Airy, MD usa	171	Ax000000X	14	lalf and alusia	15.3	Dun	Gelding
Mxxxxxxx Fxxxxxx	Gettysburg, PA usa			Mensaje	ro xxxvi	Miss o	livia norfle	et
	Cockeysville, MD usa	146	Cx00000000X	20	Hanoverian	16.3 a	rk bay/brov	Geldino
Crococcox Coccocccox								
Crococcox Coccoccocx	,		Hill top farm, inc.	Contucci	i	Roxett	e	
C 10000000 C 1000000000 *  J2000000 D 100000000	Fxxxxxx MD usa	104	Hill top farm, inc.  Bxxx Axx Wxxxx Rxxxx	Contuct 20	Morgan	Roxett 15.3	le Black	Gelding

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# TIPS & TRICKS 8. REPORTS FOR WEB SITE POSTING



## Reports for Web Site Posting > List, 1. Rider's Schedule Report

## LIST:

FVD reports may be posted on your web site. The following reports are often posted:

- 1. Rider's Schedule Report
- 2. Total Stable Report
- 3. Day Sheets (Standard or CDI)

## 1. RIDER'S SCHEDULE REPORT:

Select 1 Main Menu > 2 Reports >3 During Show > 4 Rider's Schedule.

Main Menu XXXX Blue Horse Dressage Show Office Scoring Reports Breed Show Reports 2 Reports During-Show Announcer's Pre-Show Class Schedule - Judge Assignment Day Sheets CDI During-Show Day Sheets Standard Day Sheets Scoring Post-Show Handwritten Score Sheets Harrow Schedule Horse Inspection Rider's Schedule Ring Steward's Scratches Not Subbed

- The report provides an alphabetical list of riders with their rides, in order by day then by time.
- See <u>Rider's Schedule</u> for more information.

NOTE: To include a report on your web site, save the report as an editable Word file (see Print Preview > Export > Word) or as a \*.pdf file (see Print Preview > Export > PDF or XPS). For a web site, a \*.pdf file is better.

Day Judge at E	Ride Time	Ring Judge at H	Entry	# Horse Judge at C		Test Name udge at M Judge at B	Qual/Div
Lxxx Ax	XXX						
Thursday	3:36 PM	1 Xxxxxxxxxx	143	Fx0000X Bx00000X Ex0000X (S, ST)	160.0	Second Level, Test 2 2019	No
Thursday	5:18 PM	1 Xxxxxxxxxx	143	Fxxxx Bxxxxx (S, ST)	161.0	USDF Freestyle, First Level 2019	No
Lxxxxx	Axxxxx						
Thursday	9:52 AM	2 Xxxxxxxxxx	140	Dxxxxx Vxxxx (R, ST)		Fourth Level, Test 3 2019	No
Thursday	10:34 AM	2 Xxxxxxxxx	140	Dxxxx Nxxxx Vxxxx (R, ST)		Third Level, Test 3 2019	No
Thursday	12:41 PM	2 Xxxxxxxxx	127	Execute Stock (S, ST)		First Level, Test 1 2019	No
Thursday	1:14 PM	1 Xxxxxxxxxx	127	Ex00000X Bx00000X Ex0000X (S, ST)	112.0	First Level, Test 2 2019	No
Bxx Ax							
Thursday		2 Xxxxxxxxxx		Sxxxxx Sxxxxxxx Nxxxxx Vxxxx (R, ST)		Fourth Level, Test 1 2019	No
Thursday	9:12 AM	1 Xxxxxxxxxx	154	Fx00000X Bx00000X Ex0000X (S, ST)	151.0	FEI Prix St. Georges 2018	Yes
Thursday	9:36 AM	2 Xxxxxxxxxx	144	Sxxxx Sxxxxxx (R, ST)	142.0	Fourth Level, Test 2 2019	No
Thursday	1:36 PM	1 Xxxxxxxxxxx	155	Gx00000X Bx00000X Ex0000X (S, ST)	112.0	First Level, Test 2 2019	No
Thursday	2:11 PM	2 Xxxxxxxxxx	155	Gxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	113.0	First Level, Test 3 2019	Yes
Sxx Axx	(XXXXX						
Thursday	2:43 PM	1 Xxxxxxxxxx	187	Dx Dxxx Bxxxxxx Exxxx (S, ST)	3.0	Introductory Walk-Trot Test C 2019	No
Thursday	3:06 PM	1 Xxxxxxxxxx	187	Dx Dxxx Bxxxxxx Exxxx (S, ST)	101.0	Training Level, Test 1 20 19	No
Jxxxxx	ххх Вххх						
Thursday		1 Xxxxxxxxxxx	555	Bxxx Axx Wxxxx Rxxxx Bxxxxx Exxxx (S, ST)	179	FEI Junior Individual 2018	No
Thursday	1:55 PM	2 Xxxxxxxxxx	555	Bxxx Axx Wxxxx Rxxxx Sxxx Bxxxx (S, ST)	113.0	First Level, Test 3 2019	Yes
Lxxxx E	Bxxx						
Thursday	5:27 PM	1 Xxxxxxxxxxx	108	Mixx Wixxx Sxxx Bxxxxx (S, ST)	161.0	USDF Freestyle, First Level 2019	Yes
Lxxxx	Bxxx						
Thursday	8:39 AM	2 Xxxxxxxxxx	110	Wxxxxx Vxxxx (R, ST)	131.0	Third Level, Test 1 2019	No
Axxxx	Bxxxx						
Thursday		1 Xxxxxxxxxxx	170	Cxxxxxxx Exxxxx (S, ST)		Training Level, Test 2 20 19	No
Thursday	5:36 PM	1 Xxxxxxxxxx	170	Cxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	161.0	USDF Freestyle, First Level 2019	Yes

## Reports for Web Site Posting > 2. Total Stable Report

## 2. TOTAL STABLE REPORT:

- Select 1 Main Menu > 2 Reports >
   3 During Show > 4 Total Stable.
- The report provides a list sorted by 5
   Stall Group (first it lists horses w/o a stall group, then it lists horses alphabetically by stall group), then by 6 Entry #.
- See <u>STABLING</u> for more information on stabling.

NOTE 1: Some shows do not release stall numbers prior to the show. Instead, they provide stall numbers when the competitor registers at the Show Office. This avoids the unloading of horses for which a current Coggins and/or Proof of Vaccination has not yet been submitted.

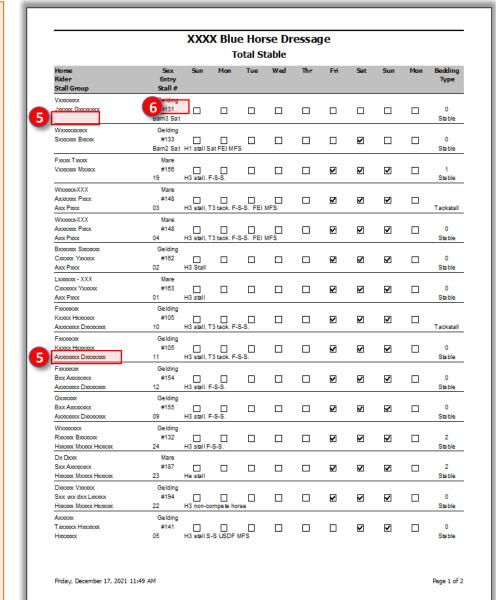
NOTE 2: It is recommended that the Show Program and/or the rider packets also include a map of the facility, including the barn names and stall numbers, so riders can locate their stalls.

NOTE 3: See MAKE A STALL LIST FROM DATA EXPORTED TO EXCEL for information on how to create a stable report sorted by stall number, horse name, and rider last name. You may prefer this report for posting on a web site and sending to riders.

**NOTE 4**: To include a report on your web site, save the report as an editable Word file (see Print Preview > Export > Word) or as a \*.pdf file (see Print Preview > Export > PDF or XPS). For a web site, a \*.pdf file is

better.





## Reports for Web Site Posting > 3. Day Sheets Standard Report

🚯 Main Menu 🚺

Show Office Scoring Reports Breed Show Reports

2

Pre-Show

During-Show

Post-Show

During-Show

Entry By

Day Sheets CDI

Day Sheets Standard

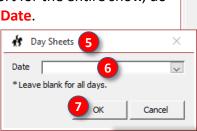
Handwritten Score Sheets

Day Sheets Scoring

Harrow Schedule

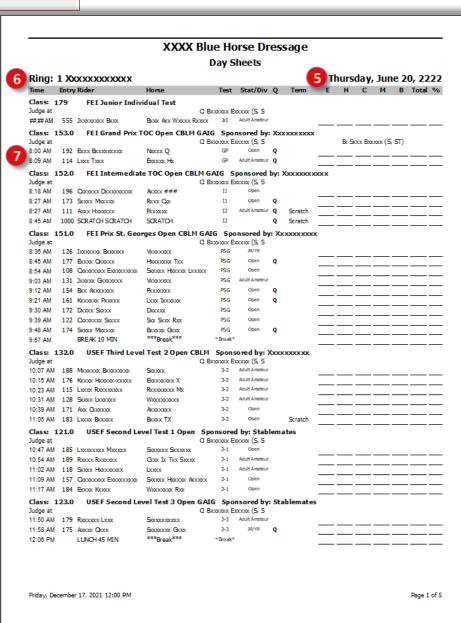
## 3. DAY SHEETS STANDARD REPORT:

- Select 1 Main Menu > 2 Reports >
   3 During-Show > 4 Day Sheets
   Standard.
- The 5 Day Sheets form opens.
- To obtain a report for the entire show, do not enter a 6 Date.
- Click OK.



- The report provides the Show Schedule, sorted by 5 Day then by 6 Ring #, then by ride
   [Ride] Time.
- See <u>Day Sheets Standard Report</u> for more information.

NOTE: To include a report on your web site, save the report as an editable Word file (see <u>Print Preview</u> > <u>Export</u> > <u>Word</u>) or as a \*.pdf file (see <u>Print Preview</u> > <u>Export</u> > <u>PDF or XPS</u>). For a web site, a \*.pdf file is better.



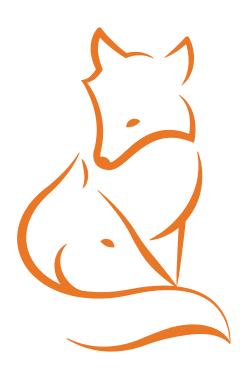
XXXX Blue Horse Dressage

Reports

**NOTE**: For a CDI, use the **Day Sheets CDI**.

Class Schedule - Judge Assignment

## TIPS & TRICKS 9. MAKE A STALL LIST FROM DATA EXPORTED TO EXCEL



## **SECTION IX. TIPS & TRICKS**

## Make a Stall List from Data Exported to Excel > Introduction,

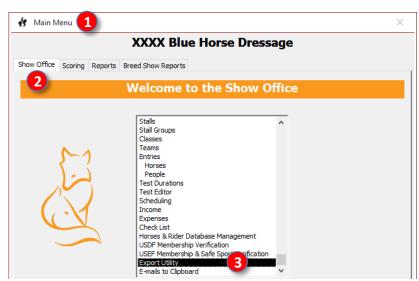
## **INTRODUCTION:**

## Step 1. Export Entry Fees to Excel

- Stabling is covered in STABLING.
- FVD provides the following [horse] stabling / tack stall reports:
  - Stable Reports [Horse] Stabling Report (see Reports > During-Show > Stable > Stabling Report)
  - Stable Reports Tack Stall Report (see Reports > During-Show > Stable > Tack Stall Report).
  - Total Stable Report (see <u>Reports > During-Show > Total Stable</u>).
- All of these reports are sorted first by Stall Group, then by Entry #. If you have a person in the show
  office looking for a stall assignment, using these lists can be cumbersome, particularly since people will
  usually not know the Stall Group Name you used in FVD. Therefore, another method to report stall
  numbers is useful.
- You may have a stall listing separate from FVD. If that is the case, use your list to give riders their stall assignments, post the list, etc.
- If you do not have a stall listing separate from FVD and/or you want a stall listing from FVD data, you can generate a list using FVD data exported to MS Excel.
- The following explanation assumes you have MS Excel and a working knowledge of the program.

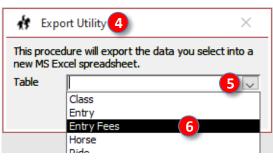
## STEP 1. EXPORT ENTRY FEES TO EXCEL:

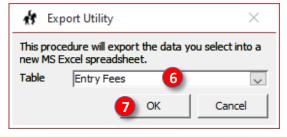
Select 1 Main Menu > 2 Show Office> 3 Export Utility.



- The 4 Export Utility form opens.
- Using the 5 drop-down arrow (or type-in box),
   select 6 Entry Fees.





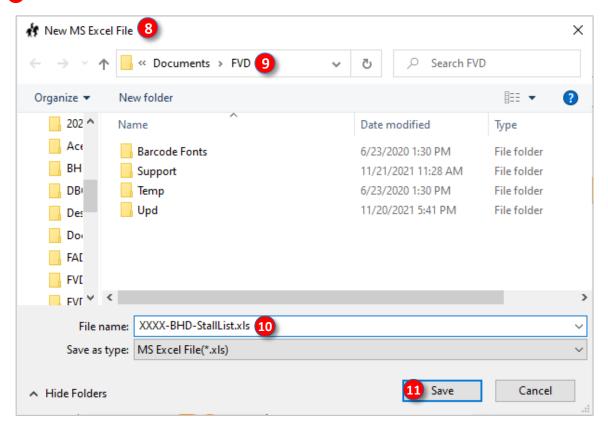


Continued on next page...

## **SECTION IX. TIPS & TRICKS**

## Make a Stall List from Data Exported to Excel > Step 1. Export Entry Fees to Excel, Cont'd.

- The 8 New MS Excel File form opens in your 9 FVD folder.
- In the File name: box, type in the name for your file. Use a name that will readily identify the file source and contents. In this example, 2020-BHF-StallList was used. FVD automatically enters the .xls extension.
- Click 11 Save.



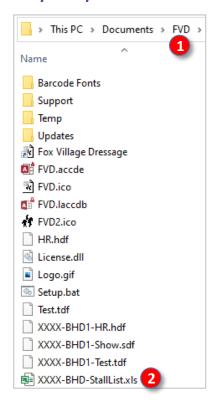
- A 12 Fox Village Dressage form opens, letting you know the file was saved successfully.
- Click OK.

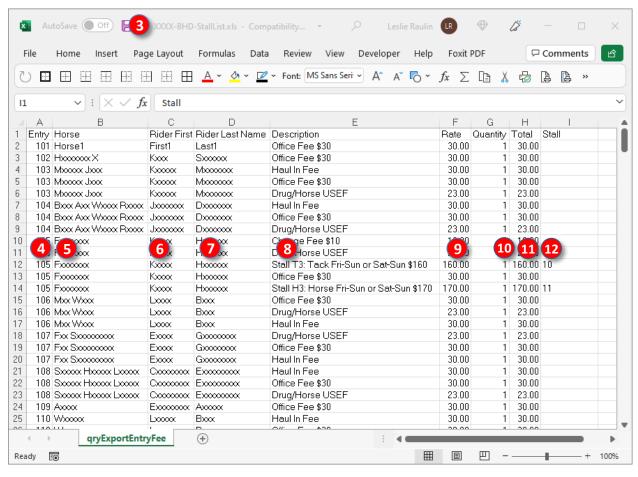


## Make a Stall List from Data Exported to Excel > Step 2. Open the Excel File

## STEP 2. OPEN THE EXCEL FILE:

- Navigate to your 1 FVD folder.
- Open the Excel file by double-clicking on the file name.
- The Excel file opens.
- It contains the following fields:
  - 4 Entry #
  - 5 Horse [Name]
  - 6 Rider First [Name]
  - 7 Rider Last [Name]
  - 8 [Fee] Description
  - o 9 Rate
  - Quantity
  - o 🛈 Total
  - 12 Stall [#]

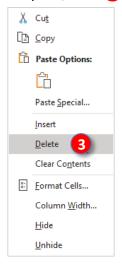




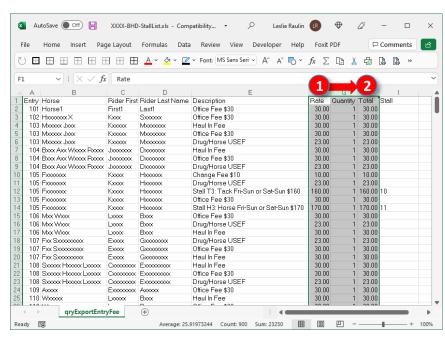
## Make a Stall List from Data Exported to Excel > Step 3. Delete Unneeded Columns

## STEP 3. DELETE UNNEEDED COLUMNS:

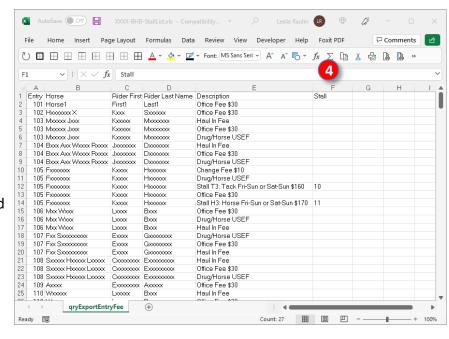
- You only need:
  - o Entry#
  - Horse
  - Rider First Name
  - Rider Last Name
  - Description
  - Stall
- To delete the unneeded columns (Rate, Quantity and Total):
  - Click 1 F.
  - Depress and hold the left mouse button.
  - Drag your cursor across 2 G and H.
  - Release the left mouse button.
  - Columns F, G and H are now gray in color.
- Place your cursor over the gray area and right click.



 The unneeded columns (Rate, Quantity and Total) have been deleted and 4 Stall is now column F.



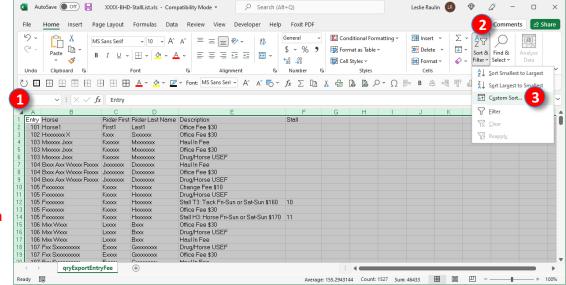
**NOTE**: If you do not want your stall list to include the **Description**, delete this column also.



## Make a Stall List from Data Exported to Excel > Step 4. Sort the Data by Stall Number

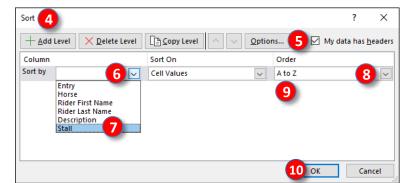
## STEP 4. SORT THE DATA BY STALL NUMBER:

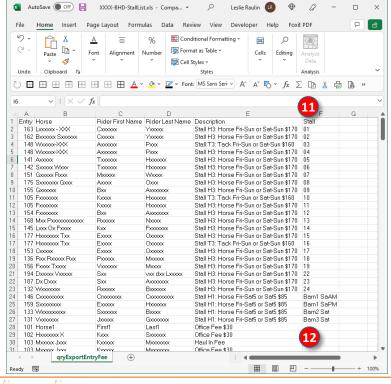
- To select all cells in the workbook, click the 1 box at the to of the spreadsheet. The color of the spreadsheet will change to gray.
- Select 2 Sort & Filter > 3 Custom Sort.



- The 4 Sort form opens.
  - If not checked, check the 5 My data has headers box.
- Click the 6 Sort by down arrow and select
- If not already selected, use the **8** Order drop-down arrow and select 🧐 A to Z.
- Click 10 OK.

- The spreadsheet is now sorted in ascending order by 11 Stall number so entries with a stall are at the top of the spreadsheet.
- Entries 12 without a stall are at the bottom of the spreadsheet.





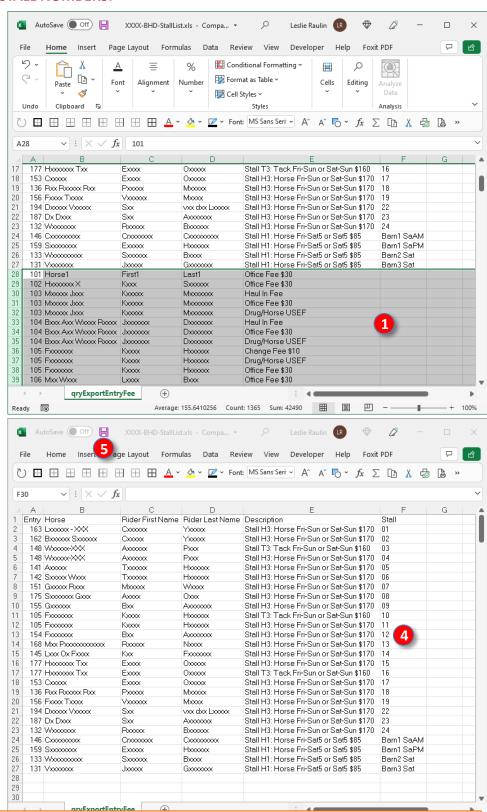
## Make a Stall List from Data Exported to Excel > Step 5. Delete Rows Without Stall Numbers

## STEP 5. DELETE ROWS WITHOUT STALL NUMBERS:

- Scroll down the spreadsheet until there are 10 rows with no stall numbers listed.
- Click on the first row without a stall # (row 28 in this example), press the left mouse button, scroll down until there is no more data on the spreadsheet, then release the mouse button. This selects all the rows without stall numbers.
- To delete the selected rows. with the cursor over the gray area, right click.
- From the **2** menu that drops down, click 3 Delete.



- Every 4 row on the spreadsheet now has a stall number.
- You now have an Excel workbook that is your stall list. You can sort by **Entry #**, **Horse** Name, Rider Last Name, and Stall Number.
- If desired, bold the title row so the titles stand out.
- Click **5** Save to save the file.

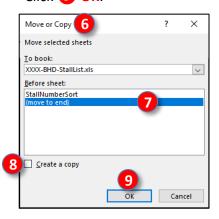


**NOTE**: This is a good time to double check to ensure you have not assigned a stall more than one time. If you have a duplicate entry, go to STABLING to make corrections.

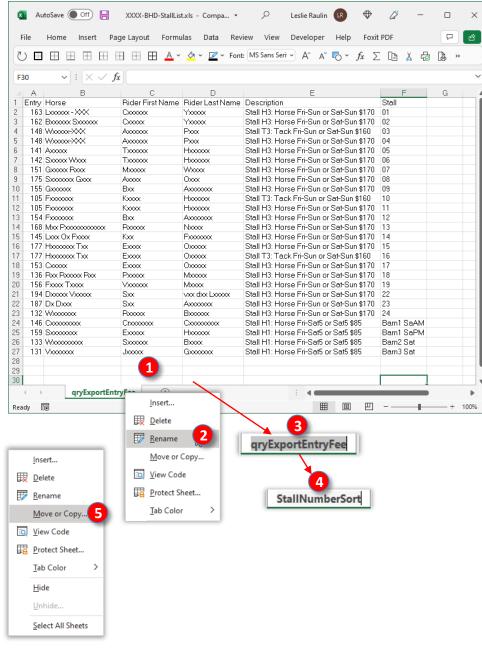
## Make a Stall List from Data Exported to Excel > Step 6. Create Separate Sorted Lists > Copy the Spreadsheet

## STEP 6. CREATE SEPARATE SORTED LISTS > COPY THE SPREADSHEET:

- Since the first spreadsheet was sorted by stall number, rename the spreadsheet to reflect the sort. In this example, we will call it StallNumberSort.
- With your cursor over the 1
   spreadsheet name, right click.
- From the menu that opens, click
   Rename.
- The 3 spreadsheet name will have a gray background.
- Type the 4 new name for the spreadsheet.
- Next you make a copy of the spreadsheet.
- With your cursor over the spreadsheet name, right click.
- From the menu that opens, click Move or Copy.
- The 6 Move or Copy form opens.
- Select (move to end).
- Check the Create a copy check box.



- You now have a 10
  StallNumberSort (2), which is a copy of the original spreadsheet.
- Rename it, perhaps RiderLnameSort.



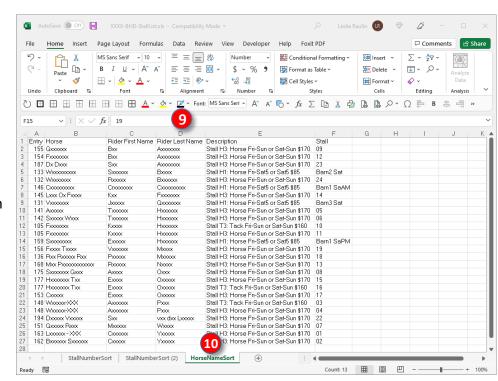


## Make a Stall List from Data Exported to Excel > Step 6. Create Separate Sorted Lists > Sort the New Spreadsheet

## STEP 6. CREATE SEPARATE SORTED LISTS > SORT THE NEW SPREADSHEET:

- To select all cells in the workbook, click the 1 box at the top left of the spreadsheet. The color of the spreadsheet will change to gray.
- Select 2 Sort & Filter > 3
   Custom Sort.
- The 4 Sort form opens.
- If not checked, check the 5
   My data has headers box.
- Click the 6 Sort by down arrow and select 7 Rider Last Name.
- Click 8 OK.
- The RiderLnameSort spreadsheet is now sorted by
   Rider Last Name.
- Repeat the above to create a spreadsheet sorted by (1)
   Horse (HorseNameSort).
- Format each spreadsheet with header, footer, etc. (see a MS Excel manual).
- Print the spreadsheets for use by the stall manger, etc.
- If desired, save one or more spreadsheets as PDF files for distribution to riders.





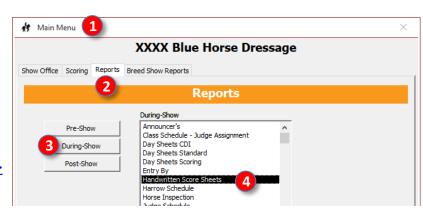
## TIPS & TRICKS 10. MAKE LARGE-SIZED RESULTS POSTERS

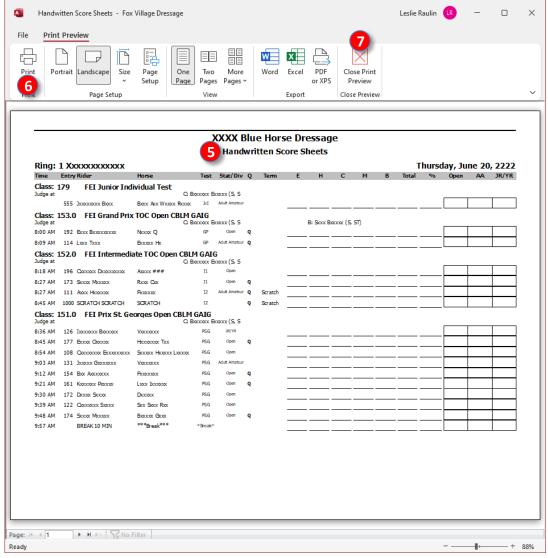


## Make Large-Sized Results Posters

- Some shows, particularly those that are not using FVD during the show, may need a large size results poster. This procedure provides a technique.
- Select 1 Main Menu > 2 Reports > 3 During-Show > 4 Handwritten **Score Sheets.**
- The 5 Handwritten Score Sheets report opens.
- Click 6 Print to print the report.
- Alternately, save the report as a PDF file (see Print Preview > Export > PDF or XPS > Save Options)

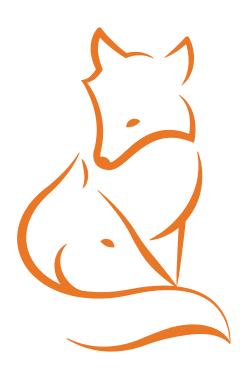
Click Close Print Preview to close the report.





Take the print-out (or email the file) to your local office supply store / printing store to print them onto 11" x 17" paper. If you use self-serve, you will save some money.

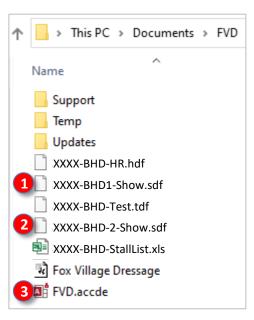
## TIPS & TRICKS 11. WORKING ON TWO (OR MORE) SHOWS AT THE SAME TIME

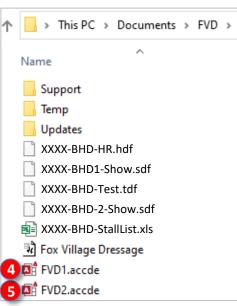


## Working on Two (or More) Shows at the Same Time

- An increasing occurrence in dressage shows is to hold two one-day shows over a weekend. The first show is on Saturday and the second show is on Sunday. The venue for the shows is the same. This allows riders to obtain qualifying scores for two shows by attending one venue in one weekend.
- When you open FVD using FVD.accde you can only open one show at a time; therefore, show secretarial
  duties could be difficult for two shows. But there is an easy work-around! Access can open two
  different database files at the same time, such as FVD.accde and FVD1.accde, each of which can open a
  different show file.
- Navigate to the C: > Users > [UserName] > Documents > FVD.
- In the example, we have two show files:
  - 1 XXXX-BHD1-Show.sdf
  - 2 XXXX-BHD2-Show.sdf
- In the example, there is one FVD file:
  - 3 FVD.accde

- You want to open both shows at the same time.
- To do this, make a second copy of 3
   FVD.accde, giving the second copy a different name, such as 5
   FVD2.accde. (In this example, the original FVD.accde was renamed to 4
   FVD1.accde.)





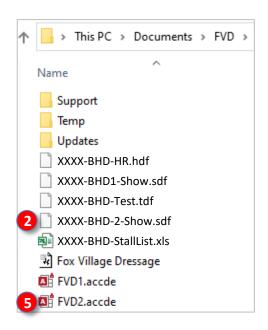
## Working on Two (or More) Shows at the Same Time, cont'd.

- For show 1, double click **4 FVD1.accde** to open the program with this file.
- Open 1 2020-BHD1-Show.sdf in the usual manner, including linking the HR.hdf and Test.tdf files.
- Name
  Support
  Temp
  Updates
  XXXX-BHD-HR.hdf

  XXXXX-BHD1-Show.sdf
  XXXX-BHD-Test.tdf
  XXXX-BHD-2-Show.sdf
  XXXX-BHD-StallList.xls
  Fox Village Dressage

  FVD1.accde

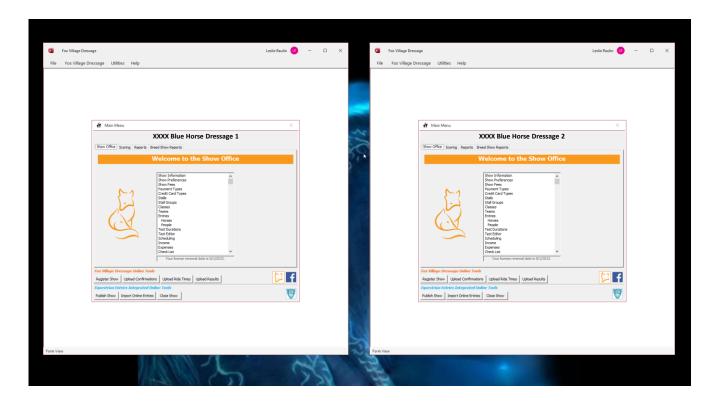
- For show 2, double click **5 FVD2.accde** to open the program with this file.
- Open 2 2020-BHD2-Show.sdf in the usual manner, including linking the HR.hdf and Test.tdf files.



## **SECTION IX. TIPS & TRICKS**

## Working on Two (or More) Shows at the Same Time, cont'd.

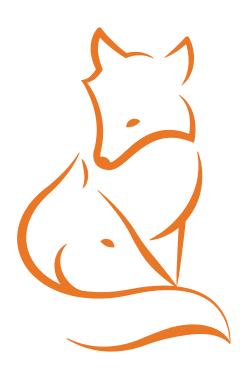
- You now have two shows open and can enter information in each show without having to close the other show.
- The following image shows two shows open on a 27" monitor.



- If you are using a laptop, you may want to get a second monitor that is connected to the laptop so one show is viewed on the laptop monitor and the other show is viewed on the separate monitor.
- I use two separate monitors connected to the laptop. Each show is on a separate monitor and other work is done on the laptop monitor.



## TIPS & TRICKS 12. OPEN TWO COPIES OF ONE SHOW FOR SCHEDULING



## **SECTION IX. TIPS & TRICKS**

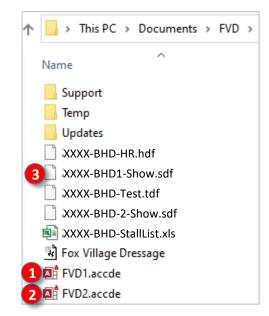
## Open Two Copies of One Show for Scheduling

- Scheduling is covered at SCHEDULING. Assigning ride times is covered at Assign Ride Times.
- When you assign ride times, you open a form for each class. FVD allows you to open eight of these class forms at one time.
- If you have multiple small classes in a ring, you may have many more than eight that you need to schedule in succession.
- It is a bit cumbersome (and is prone to errors) to open the first eight classes, schedule them, close them, open and schedule the next group of classes, etc.

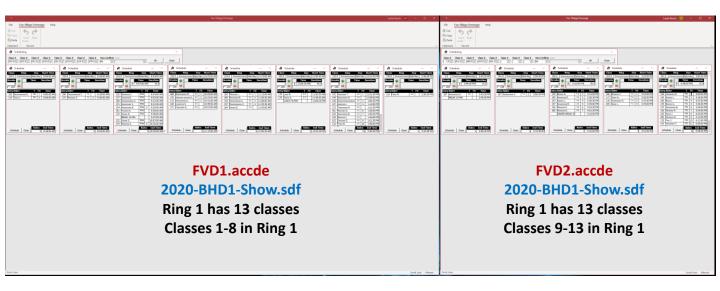
• Instead, you can open two copies of the FVD.accde file, then open the show file (\*.sdf) in both copies of

the **FVD.accde** file.

- In this example, the following files are opened:
  - 1 FVD1.accde
  - 2 FVD2.accde
- Then 3 2020-BHD1-Show.sdf is opened in both FVD.accde files.
- After you open the show file in each copy of FVD.accde, ensure you repair all links.
- Perform Assign Ride Times in the usual manner, opening the first group of classes in a ring in one FVD.accde file and the other group of classes in the same ring in the other FVD.accde file.



 In this example, all 13 classes in Ring 1 can be viewed at once. This makes scheduling them MUCH MUCH easier!





## THEEND

This is the end of the Fox Village Dressage User Manual. I hope it has helped make your experience with the software positive and has contributed to many fun and successful dressage shows. If you have discovered any errors, omissions, etc., please report them to the Fox Village Dressage Developers at <a href="mailto:info@foxvillage.com">info@foxvillage.com</a>. They will report any needed changes to me.

Happy showing, Leslie Raulin



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