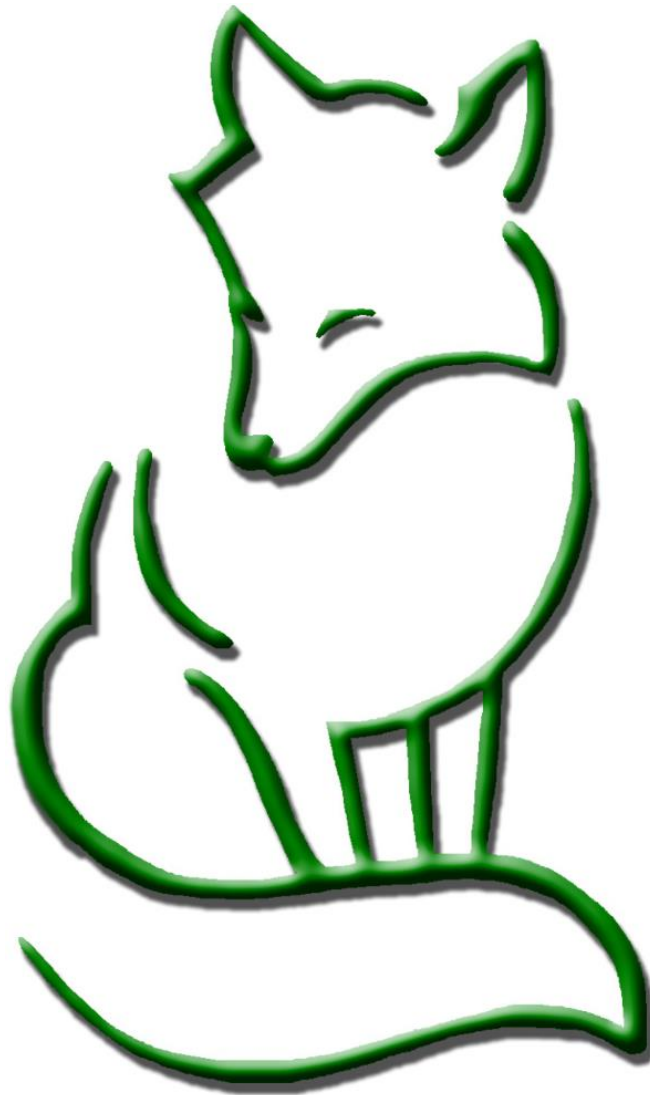


Fox Village Dressage

Quick Start

2015 Update 1.0.4.

Supports Fox Village Dressage 2015 Update 1.0.4.



See the separate **FVD User Manual** for detailed procedures.
See the separate **FVD DSHB User Manual** for Breed Shows.

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INTRODUCTION

ABOUT THE FOX VILLAGE DRESSAGE PROGRAM

Fox Village Dressage is produced by Fox Village Software®
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Fox Village Software
909 S. 336th St., #200
Federal Way, WA 98003

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

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

SUPPORT RESOURCES:

Online Support/Troubleshooting: [Click here](#).

Support via Email: [Click here](#).

Facebook Page: [Click here](#).

Telephone Support Session: Set up a time via email ([click here](#)). Telephone support is \$25 / 30 minutes.

Quick Start User Manual: [Click here](#).

Comprehensive User Manual (this manual): [Click here](#).

Comprehensive DSHB User Manual: [Click here](#).

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.

ABOUT FOX VILLAGE DRESSAGE QUICK START

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



What is Equestrian Entries (EE)?

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

What is Integration between FVD and EE?

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

FILING SUPPLIES

- Two large hanging file boxes (one for entry forms, one for rider packets)
- Hanging files with alphabetical tabs

ENVELOPES

- 9" x 11" Kraft envelopes (or clear document protectors) for entry packets (or three ring binders and hole punch, if that is your cataloging method)
- 9" x 11" (or smaller size) white envelopes for rider packets

LABELS AND INDEX CARDS

Size	Use	Example
1" x 2-5/8" shipping labels	Prize List Mailing Labels Stabling Labels Tack Stall Labels Owner Mailing Labels	Avery 5260
2" x 4" shipping labels	Dressage Test Sheets Packet Labels (Standard)	Avery 5163
3-1/2" x 5" shipping labels	Packet Labels (Detail)	Avery 5168
3" x 5" laser index cards	Stable Cards Tack Stall Cards	Avery 5388

HARDWARE/EQUIPMENT

- Computer – preferably a laptop that you also use during your show
- Additional computers – if you plan to network computers
- Backup drive (external hard drive or thumb drive) and/or disks
- Printer/printers (check your printer cartridge; have extra if you are getting low)
- Helpful if a photocopier can be on the show grounds
- Any other office equipment of your choice

PAPER SUPPLIES

- Reams of 8½" x 11" white paper and 8½" x 14" white paper
- 8½" x 14" colored paper of the colors used on USEF tests:
 - Training Level - yellow
 - First Level - pink
 - Second Level - light green
 - Third Level - goldenrod
 - Fourth Level - light blue
- Sufficient 5½" x 8½" paper for instant scoring (you can also use 8½" x 11" paper)
- Schedule Changes slips (if to be used)

OTHER SUPPLIES

- Highlighters for marking deficiencies on entries or check sheets
- Paper clips – both jumbo and regular
- Stapler and staples
- Master copies of tests (or computer files)
- Pens, pencils, etc.

SECTION I. GETTING STARTED

CHAPTER I.1. INTRODUCTION

PURCHASE:

- The FVD Program is purchased from the FVD web site ([click here](#)).
- A demonstration version of the program is downloaded from the web site, allowing new users a limited “practice run” before committing to a purchase.
- As of December 2014, the purchase price is \$299 USD plus an annual subscription of \$89.95 USD, for a total of \$388.95 for the first year and \$89.95 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.

SYSTEM REQUIREMENTS: The system requirements are the same as those for **MS Access 2015**. [Click here](#) for details on the Microsoft web page.

SOFTWARE REQUIREMENT: **MS Access 2015** or **MS Access 2015 Runtime Version**. [Click here](#) for more information from the FVD web site and the link to download the runtime version.

ADDITIONAL SOFTWARE RECOMMENDATIONS:

- **PDF Maker Program:** For exporting files to *.pdf format. Recommended are the for-purchase Adobe Acrobat (www.adobe.com) or the free download Pdf995 (www.Pdf995.com).
- **MS Excel:** For exporting data to Excel files.
- **MS Word:** For exporting reports to Word files.

CHAPTER I.2. INSTALLING AND OPENING THE FVD PROGRAM

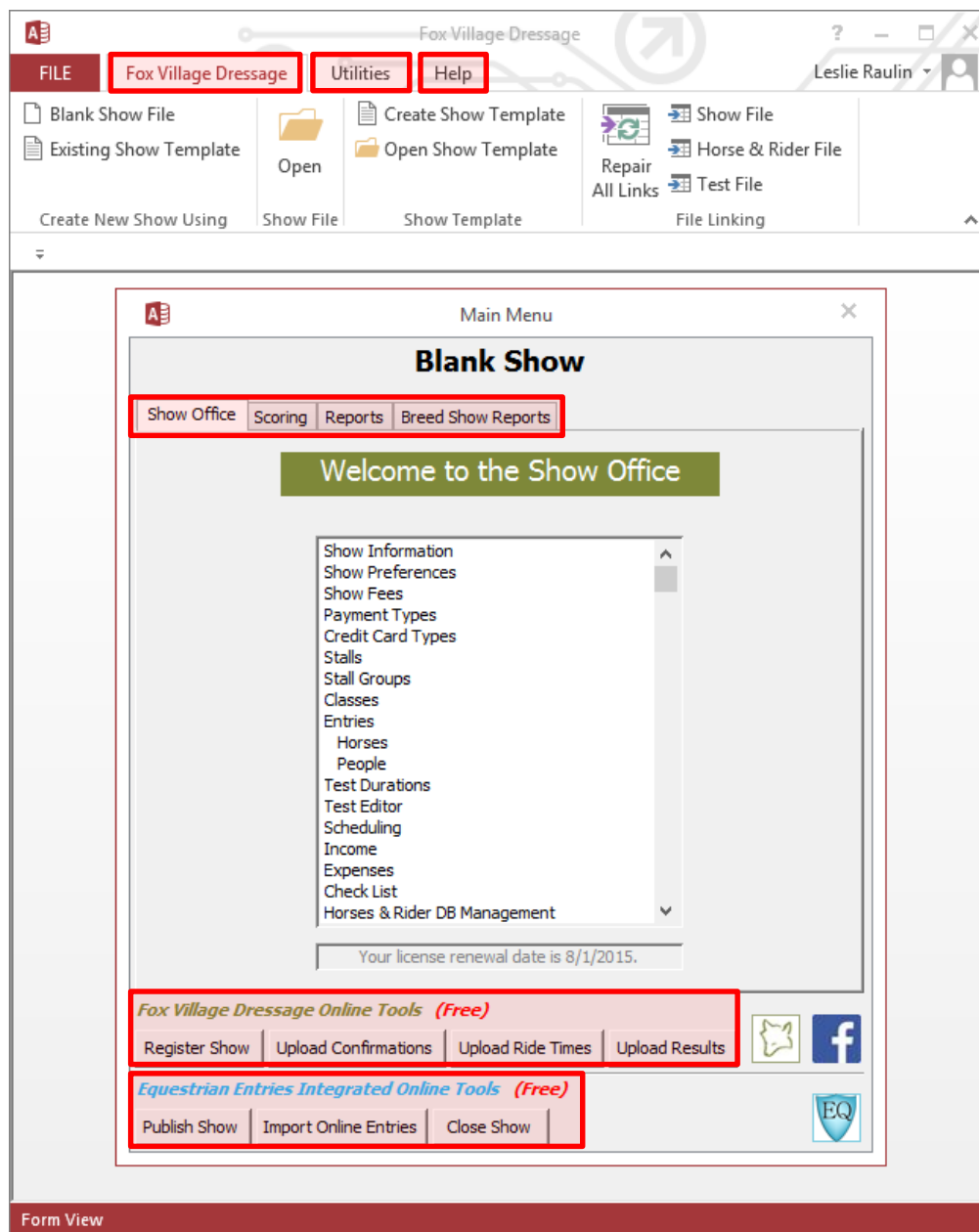
NOTE: By default, the FVD program is installed at **C:\Users\[UserName]\Documents\FVD**. In this manual it will be referred to as **C:\...\Documents\FVD**.

1. Download the program from www.foxvillage.com and follow the instructions to install the program at **C:\...\Documents\FVD**.
2. Navigate to **C:\...\Documents\FVD**. Double-click **FVD.accde** to open FVD. Follow the instructions to obtain and enter an **Activation Key**.
3. If you have no shows at all in the program, it will ask you **Would you like to create a new show?**
4. Select **Yes**. The **New Show Data File** window opens. Enter the show name in the file name field. Click on **Save**.
5. The **Welcome to the Show Office** window opens, which has **Blank Show** at the top.

NOTE: As the FVD program windows have varied sizes, depending upon their content, it is recommended that you maximize the FVD main window to ensure all the program windows can be fully seen.

6. Place an icon for the FVD program on your desktop:
 - A. Navigate to **C:\...\Documents\FVD\FVD.accde**.
 - B. Single click **FVD.accde** to highlight it, then right click.
 - C. Select **Send To**
 - D. Select **Desktop (create shortcut)**
 - E. You now have a FVD program shortcut on your desktop. To open the program, double-click on the FVD program icon.

7. FVD opens with the following screen:



You will perform most of your FVD work through **Fox Village Dressage**, **Utilities**, **Show Office**, **Scoring**, **Reports**, **Breed Show Reports**, **Fox Village Dressage Online Tools**, and **Equestrian Entries Online Tools**, each of which has a set of program functions.

Additionally, user manuals can be downloaded through the **Help** tab.

SECTION II. BEFORE THE SHOW

CHAPTER II.1. PREPARE FVD FOR THE NEW SHOW SEASON

1. **Enter Show Information:**
 - A. Open the FVD program, as in [INSTALLING AND OPENING THE FVD PROGRAM](#).
 - B. Click on **Show Office > Show Information**.
 - C. Enter the desired show name.
 - D. Fill in as many of the blanks as possible at this time.
 - E. You may return to this window at any time to complete the data for this show.
 - F. Click **Close**. Your new show name will now appear at the top of the screen.
2. **Repair All Links:** Before you can use your new shows with the Horse & Rider File (HR.hdf) and Test File (Test.tdf), you must link them to the show. Do this now or after **Step 3.B.** below.
 - A. Select **Fox Village Dressage > File Linking > Repair All Links**.
 - B. Click on the show name you wish to set up and select **Open**. The **Horse & Rider File** window will appear. Select **HR.hdf** and click **Open**.
 - C. The **Link Test File** window will appear next. Select **Test.tdf** and click on **Open**.
 - D. Repeat this sequence for all new show names as you set them up.Also use the **Repair All Links** sequence whenever you install a FVD program update, copy a file from another computer, or get a **Can't find file** error message.
3. **Continue** for the show that you are working on **or**, if you are running more shows this season, **Create More New Shows:**
 - A. Select **Create New Show Using > Blank Show File**.
 - B. Repeat **Steps 1 and 2 above** for each new show.

NOTE: If you have many shows using the same format for classes, fees, and general show structure, you may wish to use a **Show Template** for this purpose. See [CREATE AND USE SHOW TEMPLATES](#).

4. **Print Labels to Mail the Prize List:** Now that you have the show set up, if you have names and addresses from last year's show, you can print out labels for mailing your prize list.
 - A. Select **Main Menu > Reports > Pre-Show > Prize List Labels**.
 - B. Check either alphabetical order (**Last Name, First Name**) or by zip code order (**Zip Code, Last Name, First Name**). Click **OK**.
 - C. Load your printer with **Avery Laser Labels #6241**. Click **Print** and the labels will print.

OR

5. **Email the Prize List (or the link to the Prize List on your web site):** This method saves time, money, and paper.
 - A. Select **Main Menu > Show Office > Emails to Clipboard**.
 - B. Select the people to whom you want to email the Prize List. Click **OK**. This puts their email addresses in your Windows clipboard.
 - C. Open your default email program in the usual manner. In the TO box, type in your email address. In the BCC box, paste the contents of the clipboard (using the BCC ensures you are not releasing all the email addresses to others – protects privacy).
 - D. Type in a message and attach the Prize List or include a link to the Prize List.
 - E. Send the email.

CHAPTER II.2. SET UP A NEW SHOW

1. **Open the Program:** Open the program as in [INSTALLING AND OPENING THE FVD PROGRAM](#).
2. **Open the Show:** If your show is not already open, select **Open**. From the **Open Show File** window, select the show name for the show you wish to work on. Click **Open**.
3. If needed, **Repair All Links**, as in [PREPARE FVD FOR THE NEW SHOW SEASON](#).
4. **Show Office > Show Information:** Select **Show Office > Show Information**. Complete the boxes then click **Close**. You can add more information later, if needed. [Click here](#) for EE instructions.
5. **Show Office > Show Preferences > General:** [Click here](#) for EE instructions.
 - A. **Scoring:** Decide if you will use **Instant Scoring** (maximal use of the computer during the show and movement-by-movement entry of points; the computer calculates final score and percentage) or **Manual Scoring** (no or less use of the computer during the show, enter sum of the points manually; the computer calculates the percentage).
 - B. **Default Back up Storage Device:** Accept the default (Floppy drive A), or click **Browse** to select a different drive. An external storage device is recommended.
 - C. **Conflict Time:** *USEF rule DR126.3: 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.* Enter the time between rides for a rider/horse you wish to use to flag conflicts in the show scheduling module; this is usually **50 minutes**. (This is only a flag. You make ride time adjustments during [SCHEDULING YOUR SHOW](#) > Conflict Resolution.)
 - D. **Use Coggins:** If your show requires submission of a Coggins test certificate, check this box. If not, then uncheck the box.
 - E. **Logo:** If you wish to use a logo on your reports, click the logo box then use **Browse** to find your logo. Your logo must be in the FVD folder or in another folder on your hard drive.
 - F. **USEF Rules for Rider Age:** Check the box if you will use USEF rider age rules.
 - G. **Pony Club Show:** Check the box if your show is a Pony Club show.
6. **Show Office > Show Preferences > Membership:**
 - A. Click **USEF**, **USDF**, **FEI** and/or **Other** organizations for which you will track memberships. If **Equine Canada** is your national organization, enter **EC** in the National Level box.
 - B. Enter the **Label** and membership **Expiration** dates for each organization. This is usually November 30 of the year.
7. **Show Office > Show Preferences > Divisions:** If you have any divisions in addition to Adult Amateur, JR/YR, Open, and No, enter them here. When you are finished, click **Close**.
8. **Show Office > Show Fees:** [Click here](#) for EE instructions.
 - A. **System Fees:** Edit for the current year's fees; for example, the **Drug/Horse USEF** fee is \$16.00 for the year 2015. Enter this year's stabling fees, this year's qualifying fee, etc.
 - B. **Custom Fees:** Create any additional fees unique to your show. For example, a Banquet Ticket fee of \$25.00. Place the name of the fee in the **Description** box. Place the amount in the **Rate** field.
 - C. **Custom Fees Type:** Click the drop-down arrow under **Type** and, in the box, select **OF** for **Other Fees**.
 - D. **Auto:** Check the **Auto** check box to automatically enter fees that apply to every entry, e.g. Drug/Horse USEF fee or Office fees.
 - E. **OE:** Check the **OE** check box if the fee should be available through EE.
 - F. **OE Fee Type:** Enter an OE Fee Type (OE description) for online entry submission.
 - G. **OE Occurrence:** Using the drop-down arrow, select the **OE Occurrence**.
 - H. **Qualifying Class Entry Fee:** Enter the fee for **GAIG Qualification**. For 2015 the fee is \$10.

- I. **Close**: When all fees have been entered, click **Close**.
9. **Show Office > Payment Types**: Make additions if necessary. Click **Close**.
10. **Show Office > Credit Card Types**: If using credit cards, edit for the cards that you accept. Click **Close**.
11. **Show Office > Classes**: [Click here](#) for EE instructions.
- A. **Class Information**: For each class in your show, you must fill in the necessary blanks:
- Enter the **Class Number** and **Text**.
 - Enter the **Class Name**.
 - **Level Type** (for EE): Using the drop-down arrow, select the **Level Type**.
 - **Test of Choice** (for EE): Check the **Test of Choice** check box if this is a TOC class.
 - **Default Test**:
 - If this is a single test class, e.g. Training Level Test 3, click the drop-down arrow to the right of **Default Test**, cursor down to the correct test, and select it.
 - If this is a Test-of-Choice (TOC) class, leave the default test box blank. If using EE, select **Online Test Place Holder**.
 - **USEF Code**: Using the drop-down arrow, select the **USEF Section Code** for the class.
 - **EC Code**: If Equine Canada is the National Level, using the drop-down arrow, select the **EC Code** for the class. This selection is only present if EC was selected as the National Level (see Show Preferences > Membership).
 - **AHA Code**: If this is an Arabian Horse Association show, using the drop-down arrow, select the **AHA Code** for the class.
 - **Date**: If not already done, click the **Edit Dates** button to enter the show dates. Then use the drop-down arrow to select the date for this class.
 - **Ring**: If not already done, click the **Ring** button to enter the ring names/numbers. Then use the drop-down arrow to select the ring for this class. (This is usually done after scheduling).
 - **Standard Fee**: Enter the fee for the class. The **Qualifying Fee** (see Show Office > Show Fees) is automatically calculated.
 - **Qualify** (for EE): Using the drop-down arrow, select the category. If it is a Q class, using the check boxes, check the division (Open, AA, JR/YR, or Other).
 - **Prize**: Enter the prize, if applicable.
 - **Sponsor**: Enter the sponsor, if applicable.
 - **Report Style**: The default is **Standard and Breed**. Use the drop-down arrow to change the report style for USDF Freestyle and Quadrille or FEI Freestyle.
 - **Max Ribbons**: Enter the maximum number of ribbons that will be given for the class. FVD allows up to 14 places.
 - **Exclude from eScores**: Check the check box if the class scores should not be included in the ASCII file that is sent to USEF, USDF, etc.
 - **Judge**: Using the **Edit Judges** button (gavel), enter the First Name, Last Name (Rating, State), and Country of each judge in your show. Using the drop-down arrow, select the judge for each letter position, if known. (This is usually done after scheduling).
- B. **Repeat** for each class.
- C. **Additional Information**: When more information is available (ring number, judge, etc.), return to **Show Office > Classes** and enter the new information for each class.
- D. **Close**: Click **Close**.
12. **Prepare Your Show for Online Entries**:
- A. **Join EE**: Log on to the EE website ([click here](#)) and join as a Show Manager or Both (if you are also

a show participant). Remember your user name and password!

- B. **Register Show**: Click the **Register Show** button and follow the instructions. [Click here](#) for EE instructions.
- C. **Publish Show**: Click the **Publish Show** button and follow the instructions. [Click here](#) for EE instructions.

CHAPTER II.3. CREATE AND USE SHOW TEMPLATES

NOTE: Template files have a *.kdf extension. By default, they are stored in your C:\...\Documents\FVD\Support folder.

CREATE A SHOW TEMPLATE:

1. **Create a Show Template**: Select **Fox Village Dressage > Show Template > Create New Show Template**. In the **File name** box, type in a file name for the file. Use a name that will identify the type of show and a reminder that it is a template file; for example, **ShowNameTemplate**. Click **Save**. The **Main Menu** opens with **Blank Template** as the show name.
2. **Enter Template Information**: Enter all of the following as in [SET UP A NEW SHOW](#).
 - A. Show Information
 - B. Show Preferences
 - C. Show Fees
 - D. Payment Types
 - E. Credit Card Types
 - F. Stalls
 - G. Stall Groups
 - H. Classes

NOTE: This includes EVERYTHING you want to use for ALL of your recurring shows that will be based on this template. You can change dates and other differences later. Since this is a template file, FVD will not let you enter any entries or other items that would be specific to one particular show. The key 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.

3. You now have a **Show Template** file that you can use to get a head start on every recurring show you create.

USE A SHOW TEMPLATE:

1. **Open the Template**: Select **Fox Village Dressage > Create New Show Using > Existing Show Template**. The **Use Show Template File** window opens. Select the appropriate template file by double clicking on the **File name** (it will have a *.kdf extension).
2. **Name the Show Based on the Show Template**: The **New Show Data File** window opens. In the **File name** box, enter a file name for your show; for example, **ShowNameYYYY** (YYYY = year of the show). Click **Save**.
3. **Get to Work**: The **Main Menu** of your show opens. The information in [SET UP A NEW SHOW](#) is already entered for you. Edit the file with information specific for this show, such as the name of the show, the dates, etc. You are now ready to enter your entries.

CHAPTER II.4. HORSE & RIDER (HR.hdf) 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, making repeated entries unnecessary. However, some of the data can get very old and the file can get large. It is therefore necessary perform **Horse & Rider DB Management** and to check the data before adding entries for your show.

1. Select **Main Menu > Show Office > Horses & Rider DB Management**.
2. Click the **Last Show Date**, **Purge Records**, and **Clear Check Boxes** tabs and follow the instructions.
 - **Last Show Date** tab: Use the default selection.
 - **Purge Records** tab: Enter a date after the last show of the season, 3-4 years prior to this one. Click OK. This deletes old, inactive records.
 - **Clear Check Boxes** tab: Check all the boxes so you can verify all the data as newly entered.

CHAPTER II.5. SCREEN SHOW ENTRIES

This following discusses screening of show entries received via mail. Entries received via EE arrive pre-screened; however, you will need to follow similar steps to ensure they are complete.

You must analyze each entry for completeness. You may want to highlight the incomplete areas. However, it may be best to NOT mark on the entry form. USEF and USDF have entry screening checklists on their web sites.

1. **Organize Entries**: Collect the entries for the day. Paperclip the mailing envelope, the check, and the entry together. Alternately, place the documents in a clear sheet protector or a 9" x 11" envelope.

NOTE: The date on the mailing envelope is very important to prove that the entry was or was not received in a timely fashion. Do not throw envelopes away. You need them until you have entered the date on the entry screen in the upper right corner. Timely envelopes may be thrown out. **DO NOT THROW OUT AN ENVELOPE THAT WAS MAILED AFTER THE CLOSING DATE or when your class limit is reached.**

2. **Entry Number**: Assign an **Entry Number** and write it on the upper right hand corner of the entry form.
3. **Signatures**: Examine the entry form for the **signatures**. There **MUST** be a signature for the **Rider** (under-aged riders need both their own signature and a parent's signature), the **Owner**, and the **Trainer**. The word "same" is not allowed. Parents who sign for their children in the rider, owner, or trainer boxes are not required to have USEF/USDF numbers, nor must they pay a non-member fee.
4. **Stabling**: Check the stabling and try to guess which stable group they desire, if it is not on the entry form. **Note stallions**. You have to make special arrangements for where they are stabled.
5. **Memberships and Membership Numbers**: Check for membership numbers for the horse, owner, rider, trainer and coach (optional). For detailed information, see the USEF and USDF web sites and the **FVD User Manual, Appendix A. USEF AND USDF MEMBERSHIP REQUIREMENTS**. Except for exemptions, you **MUST** have copies of the membership cards, or use <http://www.eqverification.org/> to obtain membership numbers and verifications (of current membership) for horse, rider, owner, and trainer.

A. **If the Entry Has NOT Requested ANY GAIG Qualifying Classes:**

- **Horse USEF #**: Must have **USEF Lifetime Recording, USEF Annual Recording, USDF Lifetime Horse Registration (LHR), or USDF Horse Identification Number (HID)**.
- **Horse USDF #**: Must have **USDF Lifetime Horse Registration (LHR) or USDF Horse Identification Number (HID)**.
- **People USEF #**: Owner, rider, and trainer must be a current USEF Competing Member or each must pay **USEF non-member fee** (one fee per show per person, not one fee per entry).
- **People USDF #**: Owner and rider must be a current **USDF Participating Member, USDF**

Business Member (owner only), or **USDF Group Member**, or must pay the **USDF non-member fee** (one fee per show per person, not one fee per entry).

B. **If the Entry HAS Requested ANY GAIG/USDF Qualifying Class(es):**

- **Horse USEF #:** Must have **USEF Lifetime Recording** or **USEF Annual Recording**.
- **Horse USDF #:** Must have **USDF Lifetime Horse Registration (LHR)**.
- **People USEF #:** Owner, rider, and trainer must be a current **USEF Competing Member**.
- **People USDF #:** Owner and rider must be a current **USDF Participating Member** or **Business Member** (owner only).

C. **Exempt Classes:** Horses, Owners, and Riders involved in only USDF Introductory Level, Pas de Deux, and/or Quadrille classes or Opportunity classes are exempt from USDF membership (and the USDF non-member fee and form) and USDF horse registration requirements.

6. **All Boxes Completed?:** Check that all lines are completed. If a rider, owner and/or trainer are the same, each information box still must be completed. Same is not sufficient – it is a four-letter word that does not satisfy USDF/USEF requirements.
7. **Regional Championship Classes:** Entrants for year-end **Regional Championship** classes must be listed on the USDF web site as qualifying for the show.
8. **Freestyle Classes:** [Click here](#) for USDF freestyle rules, guidelines and information. Riders riding **freestyles** in non-championship classes must submit a copy of the highest test of the same level as the freestyle, or any test of the next highest level, which shows a minimum score of **60%**.
9. **Fees:** Next check to see that the correct entry fees have been provided.
 - A. **Check the Math:** Add the fees to ensure the addition is correct.
 - B. **Drug/Horse USEF Fee:** Ensure this fee has been entered – one fee per non-exempt horse per show.
 - C. **Non-member Fees:** Ensure these fees have been entered, if applicable. Non-members are only required to pay one USEF non-member fee (= Show Pass fee) and/or USDF non-member fee **per show** (not per entry); there is no USDF trainer non-member fee. Keep a list of USEF and USDF non-members and the entry number where the payment was made.
 - D. **Credit Card Fee:** Ensure this fee has been entered, if applicable.
 - E. **Balance Due or Credit Due:** Note any fee still due or any amount that must be refunded.
 - F. **One Check for Multiple Entries:** Some entry packets will have one check with payment for two or more entries. Note the check number so you can use it for all the included entries. You will need to do some math to ensure the correct amount was included for each entry.

NOTE: To make life easier for you, you may want to include a statement in your Prize List requesting a separate check for each entry.

CHAPTER II.6. ENTER THE MAILED SHOW ENTRIES

Open FVD and Your Show: Open the FVD program and your show.

NOTE: If you have not worked on a different show in the interim, your show will automatically open when you open the FVD program.

The Entries Window: Select **Main Menu > Show Office > Entries**. The **Entries** window opens. There are seven tabs to select the type of data you wish to enter (**Summary, Horse/Owner, Rider/Trainer, Coach/Team, Class Entries, Stabling Fees, and Other Fees/Payments**). At the bottom left of the **Entry** window there are a button, a box, and four more buttons:

- **Previous Entry:** The first Horse button (left arrow) will shift you to the previous entry.
- **Horse/Owner/Rider (Lookup):** The box is for typing in an entry number or horse, owner, or rider name.

- **Switch to Entry/Horse/Owner/Rider:** The circular button will switch the look-up field between entry number, horse, owner, or rider.
- **Next Entry:** The second Horse button (right arrow) will move you to the next entry.
- **Add Entry:** The third Horse button (green flag) is the add entry button.
- **Delete Entry:** The fourth Horse button (red slash) is the delete entry button.

NOTE: Since more than one horse or person can have the same name, FVD allows multiple horses and people with the same name. When you are selecting horses and people for an entry, check to ensure you have selected the correct one.

ENTER PEOPLE AND HORSE DATA:

1. **People Data:** You will first enter the data for the people involved in the entry (rider, owner, trainer and coach (optional)). Select **Main Menu > Show Office > People**. Using the **People (Lookup)** drop-down arrow or type-in box, check to see if the first **Person** is already listed. If yes, review the information to ensure it is current; update the data as needed. If no, use the **Add Person** button (head with green plus) to open a blank **People** window. Using the competition entry form, enter the information for the **Person**. See the **FVD User Manual > Enter People Data** for USEF and USDF # and expiration details. Repeat for each person involved in the entry. Click **Close** to close the **People** window.
2. **Horse Data:** Next you will enter the data for the horse. Select **Main Menu > Show Office > Horses**. Using the **Horse (Lookup)** drop-down arrow or type-in box, check to see if the **Horse** is already listed. If yes, review the information to ensure it is current; update the data as needed. If no, use the **Add Horse** button (black horse with a green plus) to open a blank **Horse** window. Using the competition entry form, enter the information for the horse. See the **FVD User Manual > Enter Horse Data** for USEF and USDF # and expiration details. Click **Close** to close the **Horse** window.
3. **Verify USEF and USDF # and Expiration:** For each person and horse, use supplied documents and/or the **USEF Affiliates Membership Verification Service** ([click here](#)), verify **USEF & USDF** (and FEI and/or Other, if applicable) # and **Expiration** then check the **Cards Verified** check box. If any required numbers or expiration are missing, leave the box(es) blank and leave the verified check box empty. This missing information will then appear on the confirmation mailer. If the person is a non-member, using the Expiration drop-down arrow, select **NM** (USEF) or **Non-Member** (USDF, FEI, and Others). The people will be listed on the non-member reports.

ENTER THE ENTRY DATA:

Now you enter the entry details.

Entry Window: Select **Main Menu > Show Office > Entries**. The **Entry** window opens. There are seven tabs to enter the entry details (**Summary, Horse/Owner, Rider/Trainer, Coach/Team, Class Entries, Stabling Fees**, and **Other Fees/Payments**). At the bottom of the **Entry** window there are a button, a box, and four more buttons:

- **Previous Entry:** The first Horse button (left arrow) will shift you to the previous entry.
- **Horse/Owner/Rider (Lookup):** The box is for typing in an entry number or horse, owner, or rider name.

Using the competition entry form, enter the information for each entry as follows:

1. **Summary Tab:**
 - A. **Entry Number:** Each horse and rider combination must have its own unique entry number. This is the same number you wrote on the entry form and will also be the bridle number (ensure you have ordered the correct bridle numbers!). Select the large **Entry Number** box in the upper right (not the bottom left). Enter the first entry number that you wish to use. For example, your show may start with 1, 101, etc. An **Entry #** is unique – it can only be used one time for each show. Once you enter the entry number at the top right, DO NOT change the number!
 - B. **Horse:** Using the **Horse (Lookup)** drop-down arrow or the type-in box, select the **Horse**. Click the

Horse / Owner tab to review/update the horse information, if needed.

- C. **Owner:** Review/update the owner information, if needed. Click the **Summary** tab.
- D. **Rider:** Using the **Rider (Lookup)** drop-down arrow or the type-in box, select the **Rider**. Click the **Rider / Trainer** tab to review/update the rider information, if needed. Click the **Summary** tab.
- E. **Trainer:** Using the **Trainer (Lookup)** drop-down arrow or the type-in box, select the **Trainer**. Click the **Rider / Trainer** tab to review/update the trainer information, if needed. Click the **Summary** tab.
- F. **Coach:** In a limited number of cases, a Coach will be designated. Using the **Coach (Lookup)** drop-down arrow or the type-in box, select the **Coach**. Click the **Coach / Team** tab to review/update the coach information, if needed. If there is no coach, leave the boxes blank. Click the **Summary** tab.
- G. **Other:** In the **Post Marked** box, enter the entry's postmark or the date entered in EE. The **Balance** will automatically be entered after the entry fees are entered. In the **Entry Memo** box, enter any additional information about the entry.
- H. **Check Boxes:** Review the check boxes to the right of the names. Click the appropriate boxes if the horse is for sale, if signatures are needed, and/or if you have sent a confirmation.

2. **Class Entries Tab:**

- A. **Class, Class Name, and Test:** Using the **Class** drop-down arrow or type-in box, select the **Class # / Class Name** into which the horse is to be entered. If it is a single test of a specific level, the **Test** name and the **Fee** will automatically be entered in the test box and the fee box. If this is a Test-of-Choice class, use the **Test** drop-down arrow and select the test specified to be ridden.
- B. **Qual/Div:** The default for **Qual/Div** is **No** (indicating the rider has not requested a qualifying ride). If the rider has requested a qualifying ride (and paid the fee), use the **Qual/Div** drop-down arrow and select **Adult Amateur**, **Junior**, or **Open**. The qualifying fee will automatically be added to the fee amount.
- C. **Repeat** for each additional class requested.

3. **Stabling Fees Tab:**

- A. **Description:** Using the **Description** drop-down arrow, select the appropriate stabling item(s) and number requested (the default is 1). If a tack stall was requested, enter it on a separate line.
- B. **Days:** Check the days (nights) that the horse will be stabled in boxes on lower left. This check mark is mandatory so that the correct stall counts appear on the stabling reports.
- C. **Stall Group:** If a rider requests to be stabled with a particular person or stable this is the place to enter the information. This can be difficult because sometimes *Susie* will ask to be stabled with *Ann*, but *Ann* will ask to be stabled with *Home Stable*. They expect you to know what they want. For each new stall group, the first entry received requesting a particular person or stable will require you to set up the stall group name. Click on the **Edit Stall Groups** button to the right of the **Stall Group** box. Enter a stall group name. Click **Close**. Using the **Stall Group** drop-down arrow, select the appropriate stall group.

4. **Other Fees / Payments Tab:**

OTHER FEES

- A. **Auto Fees:** To automatically add the **Auto Fees**, click the **Add Auto Fees** button near the top left of the window (below the red minus button).
- B. **Add Fees:** Using the **Description** drop-down arrow, add any other fees that might be applicable. If more than one item was requested, change the **Qty** from 1 to the # requested. The **Rate** and **Extension** will automatically be entered.
- C. **Forgotten Fees:** If you forgot to include a fee during show setup, close the **Entry** window, go back to **Main Menu > Show Office > Show Fees** and add the missing fee(s). Close the **Show Fees** window, return to **Main Menu > Show Office > Entries** and continue your entry of fees.

PAYMENTS / CREDITS

- A. **Payment Type:** Using the **Payment Type** drop-down arrow, select the payment type (Cash, Check,

etc.).

- B. **Credit Card**: If the payment is by credit card, use the **Credit Card** drop-down arrow to select the type of credit card.
- C. **CC# / CK#**: In the **CC# / CK#** box, enter the credit card number or the check number.
- D. **Exp.**: In the **Exp.** box, enter the expiration date of the credit card (MM/YY).
- E. **Amount**: In the **Amount** box, enter the amount of the payment. Press the **Enter** key.
- F. **Repeat** for any other payments received/needed.
- G. **Total Payments**: The total payments received will automatically be entered in the **Total Payments** box.
- H. **Balance**: Any balance due will automatically be entered in the **Balance** box. Any overpayment is indicated in parenthesis in the **Balance** box. The balance will also automatically be entered in the **Balance** box on the **Summary** tab.

CHAPTER II.7. IMPORT ONLINE ENTRIES

- [Click here](#) for EE instructions on importing online entries.
- Using the criteria in [SCREEN SHOW ENTRIES](#), review each entry for completeness, accuracy, etc. before accepting the entry into your FVD show.

CHAPTER II.8. ENTRY CONFIRMATION NOTIFICATION

Before the closing date you need to inform the rider that the entry has been received in a timely manner. You also need to inform the rider if the entry has any deficiencies that must be corrected before the rider will be permitted to enter the ring. You can do this via FVD Upload Confirmations or snail mail.

1. **FVD Upload Confirmations**:

The **Upload Confirmations** service of FVD sends an email to the competitor. The email contains a link that opens a web page with all of the competitor's entry information, including annotation of any deficiencies (missing Coggins, missing signature, etc.). The competitor responds to the show secretary, via the web page, that the entry is correct (Accept) or that the entry needs correction(s) (Reject), and uses a notes section to communicate with the show secretary. The show secretary tracks the confirmation responses on a web site. The Upload Confirmations service replaces the confirmations via email feature of FVD.

Click **Fox Village Online Tools > Upload Confirmations**. The **Upload Confirmations to the Web** window opens. Click **Upload Now**. You receive a confirmation window and the entrant receives an email. Periodically check the Confirmations Website (the link is on the **Upload Confirmations to the Web** window) to check the rider responses. FVD automatically checks the **Confirmation Mailed** check box on the **Summary** tab.

2. **Mail the Confirmation**:

- A. **Open the Report**: After entering today's group of entries, select **Main Menu > Reports > Pre-Show > Entry Confirmation Mailers**. The **Entry Confirmation Mailers** window opens.
- B. **Select the Style**: Click the **Mailer Style / Self-Mailer** radial button. Click **OK**.
- C. **Review the Report**: The **Entry Confirmation Mailer (Standard)** report opens. Check the report to ensure everything is correct for each and every entry. Go through the report to ensure the information is accurate and the pages you want to print are in the report. You will only see the pages for the entries whose Confirmations Mailed box is not checked.
- D. **Print the Report**: Click **Print**. Select **Self-Mailer**. The pages for entries whose **Confirmation Mailed** check box is not checked will print.
- E. **Prepare the Mailers**: The **Self-Mailer** report has been set up to be a tri-fold to be mailed without an envelope. Fold it in thirds, with the address to the outside. Tape the edge to keep it closed. Place

a stamp and mail.

- F. **Close:** Click **Close Print Preview**.
- G. **Confirmation Mailed Check Box:** Go to **Main Menu > Show Office > Entries > Summary** tab. For each entry whose confirmation you have just printed, check the **Confirmation Mailed** check box. When you next open the **Entry Confirmation Mailer (Standard)** report, any entry whose **Confirmation Mailed** check box is checked will not be viewed or printed.

CHAPTER II.9. REFUNDS FOR SCRATCHES RECEIVED BEFORE SCHEDULING

- Horses and riders can get injured or ill, which prevents them from participating in the show; therefore, their entry may be **scratched** before the show date(s) or during the competition.
 - 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 competitor, or they must submit the fee to the USEF.
 - Scratches received before scheduling are managed differently than scratches received after scheduling. This chapter has the procedures for before scheduling scratches.
1. **Full Refund before Entry in the FVD Program:** Return the entry and check (or shred the check) to the competitor.
 2. **Full Refund after Entry in the FVD Program:** Return the entry and check (or write a refund check) and remove the entire entry as follows:
 - A. Select **Main Menu > Show Office > Entries**. The **Entry** window opens.
 - B. Using the **Entry (Lookup)** drop-down arrow or type-in box at the bottom left of the window, select the **Entry #** of the entry that has scratched.
 - C. Click on the **Delete Entry** button (black horse with red **X** on it) at the bottom middle of the window. This deletes the entry and all associated data.
 3. **Partial Refund after Entry in the FVD Program:** Perform the following steps:
 - A. **Open Entries:** Select **Main Menu > Show Office > Entries**. The **Entry** window opens.
 - B. **Select the Entry #:** Using the **Entry (Lookup)** drop-down arrow or type-in box at the bottom left of the window, select the **Entry #** of the entry that has cancelled.
 - C. **Delete Class Entries:** If your policy is to refund class fees, select the **Class Entries** tab. To select the **Class** you wish to remove, click the box to the left of the **Class #** (the box turns black). Click the **Delete Class Entry** button (red minus sign) on the left margin of the window. A **Fox Village Dressage** warning window opens. Click **Yes**. The class is removed for this entry. Repeat for each class you need to remove.
 - D. **Delete Stabling Fees:** If your policy is to refund stabling fees, select the **Stabling Fees** tab. To select the **Stabling Fee** you wish to remove, click the box to the left of the description (the box turns black). Click the **Delete Fee** button (red minus sign) on the left margin of the window. A **Fox Village Dressage** warning window opens. Click **Yes**. The stabling fee is deleted. Repeat for each stabling fee you need to remove.
 - E. **Other Fees:** If your policy is to refund other fees, select the **Other Fees / Payments** tab. To select the **Fee** you wish to remove, click the box to the left of the description (the box turns black). Click the **Delete Fee** button (red minus sign) on the left margin of the window. A **Fox Village Dressage** warning window opens. Click **Yes**. The fee is deleted. Repeat for each fee that you need to remove.
 - F. **Total Payments and Balance:** The **Total Payments** box at the bottom right of the window reflects the total amount the competitor has paid. The **Balance** box at the bottom right of the window reflects the Total Payments less the deleted fees. Check this by hand to ensure the amount is correct. If a refund is due, the value will have parentheses; send a check for this amount to the competitor.

- G. **Statement:** If you wish to print a statement for the rider, click the **Print** button to the right of the **Balance** box.

CHAPTER II.10. CLOSE YOUR SHOW IN EQUESTRIAN ENTRIES

Click **EE Integrated Online Tools > Close Show**. The **Entries Close Date, Time and Time Zone** are automatically reset to the current date and time. The **Late Entries Close Date, Time and Time Zone**, if previously entered, are automatically removed.

CHAPTER II.11. SCHEDULING YOUR SHOW

USEF Rules and Other Considerations: Scheduling must follow very specific USEF rules and other considerations. See the USEF web site and the **FVD User Manual, Scheduling Considerations**, for detailed information.

Steps in Show Scheduling: In the FVD program, there are eight major steps in show scheduling: 1. Split Classes, 2. Block the Show, 3. Assign Rings, 4. Assign Judges, 5. Assign Ride Times, 6. Breaks and Lunches, 7. Conflict Resolution, and 8. Check Judges' Hours.

1. **Split Classes.** Except for Championships, classes with **more than 25** entries must be split into two or more classes. You can split randomly, or by age or division (Open, Adult Amateur, JR/YR).
 - A. **Determine Large Class(es):** Select **Main Menu > Reports > Pre-Show > Class Ride Limit Report**. The report lists any classes with more than 25 rides. If a non-championship class is on the report, it must be split.
 - B. **Select First Class to Be Split:** Select **Main Menu > Show Office > Classes**. The **Classes** window opens. Using the **Class (Lookup)** drop-down arrow or type-in box, select the class to be split.
 - C. **Enter Class # for New Class:** Click the **View Class Copy** button at the bottom of the window (the button has two horizontal boxes and a small +). The **Class Copy** window opens, which displays the **Original Class Number** and a box in which you enter a **New Class Number**. For example, Class 102.0 is an all division class (Open, AA, and JR/YR), but is too big – there are 17 Open riders, 9 Adult Amateur riders, and 10 JR/YR riders, for a total of 35 riders. You decide to make the original Class 102.0 an Open class and the new class 102.3 an AA / JR/YR class. In this example, you would type 102.3 in the **New Class Number** box. Click **OK**.
 - D. **Edit Information for Both Classes:** Using the **Class (Lookup)** drop-down arrow or type-in box, select the original class (102.0 in the example) and edit the **Text** and **Class Name** to reflect the change (in the example, the Text might be 102.0 O and the Class Name might be Training Level Test 2 Open). Repeat with the new class. For this class, the Text might be 102.3 AJY and the Class Name might be Training Level Test 2 Adult Amateur / JR/YR.
 - E. **Split the Class:** Click the **View Class Splitter** button at the bottom of the window (the button has three small boxes connected to each other). The **Class Splitter** window opens. Using the **Class (Lookup)** drop-down arrows, select the original and the new classes. To move a rider from 102.0 to 102.3, click on the box to the left of the Entry # (the box turns black) and click the right arrow (>) between the two lists. Continue until you have moved all the desired riders to the new class. Click **Close**.
 - F. **Repeat** for any other class(es) that need to be split.
 - G. **Print** one or two new copies of **Main Menu > Reports > Pre-Show > Pre-Schedule Report (by Test)**.
2. **Block the Show:**
 - A. **What is Blocking the Show?** Blocking the show is the process by which you fit all the classes in the show ring(s) for the show day(s), simultaneously following all the USEF rules and considerations.

- B. **Work Hours:** The show may operate 16 hours a day, including breaks and meals(s). A judge may only judge eight (8) hours in a day, exclusive of breaks and meal(s), and may not be physically on the grounds for more than ten (10) hours, including breaks and lunch. You may ask a judge if s/he will continue 30 to 60 minutes beyond the 8 hours; some will agree, some will charge overtime fees, and some will say no. If the judge agrees, get it in writing (email is acceptable). Check with the judges early enough so, if you need to hire a part time judge, you have the time to accomplish this.
- C. **Judges:** **S** judges can judge any class. **R** judges can judge Training through Fourth Level classes. **r** judges can judge Training, First, and Second Level classes. Block your rings to accommodate this rule. If necessary, a judge may be moved to another ring; however, it is best to keep a judge in a ring for 2-3 classes before they are moved. Provide time for moves in your schedule.
- D. **Class Days:** Your prize list announces specific classes on specific days. Except for VERY unusual situations, do not move a class to a different day. Competitors schedule their time in advance to accommodate the prize list and, if you make changes, their schedules may not be able to be shifted. If the day of a class must be changed so that a rider is unable to ride in the class, management is required to refund the fees. If you change the day of a class, you must change the day in FVD (see [SET UP A NEW SHOW](#) > Classes).
- E. **Methods:** There are three methods for blocking the show: the **Brown Paper Method**, the **Scheduling Sheets Method**, and the **PowerPoint Method**.

BROWN PAPER METHOD

- A. **Print Pre-Schedule Report (by Test):** Select **Main Menu > Reports > Pre-Show > Pre-Schedule Report (by Test)**. The **Pre-Schedule Report (by Test)** report opens. The report is sorted by the **Show Day; Class # and Name; Test** (for TOC classes, it is sorted by test); and **Entry #, Rider [Name], Horse [Name], and Time** (test duration). For each class, the report also gives the **Total Rides** (total number of rides for the class), **Total minutes for each test**, and **Total minutes for Class**. Review the report for any errors and ensure the program has totaled accurately. After ensuring accuracy, print one copy of the **Pre-Schedule Report (by Test)**.
- B. **Set-up Brown Paper:** Get a large piece of brown wrapping paper or another commercial product. A magnetic bulletin board and some magnetic strips that can be cut and taped to the back of paper to hold them in place will also work very well. Rule the brown paper into enough columns for one column per ring per day; the columns should be 2 inches wide. Make horizontal lines every 2 inches so that there is an area for each hour of the day plus an hour before and an hour after. Allow ½" for each 15 minutes. See the **FVD User Manual > Scheduling > Block the Show > Brown Paper Method** for a graphic of the brown paper.
- C. **Break and Lunch Strips:** Using a specific color of construction paper, cut a ½" x 2" strip for each break and cut a ¾" x 2" (45-minute) and/or a 1" x 2" (1 hr) strip for each lunch. (Remember, each judge must have no more than 2 hours between each break and lunch.) Lay them on the brown paper in the approximate times they will be scheduled. This will remind you to schedule appropriate breaks and lunch.
- D. **Colored Paper for Divisions/Levels/Classes:** If desired, select different colors of construction paper for each division; for example, yellow for Open classes, blue for AA classes, etc. Alternately, different colors may indicate different class levels (Training, First, etc.). Another method is to use different colors for each level with dots of different colors for Open, AA, JR/YR. You can also use a colored dot (or a highlighter) for classes that can be judged by **R** or **r** judges (no dot requires an **S** judge).
- E. **Block the Show with the Paper:** Select paper for the first class and cut it into 2" strips. Using the **Pre-Schedule Report (by Test)**, check how long the class is and cut the strip to match. For example, a 2 hour and 15 minute class would be a 2 ¼" long strip; 24 minute class will be about ¾"; etc. Label the strip with the class number, name and test, and set the strip into place on the brown paper. Do not permanently adhere the strip to the paper, as you will need to shift classes, breaks, and lunches as you block the show. Scotch tape is not the best choice. You can use weights, thumbtacks on corkboard, magnetic strips, etc. to allow movement of the strips as you proceed with blocking the show. Continue until you have a strip for each class on the brown paper. When the classes do not fit, you must shift them around until you get an acceptable mix of classes in the

rings. Now that you have it arranged, LOCK IT DOWN SO IT WILL NOT SHIFT!

- F. **Initial Class Schedule Sheet:** Print [APPENDIX G.6. SHOW SCHEDULING SHEET](#). Use this sheet to record the Ring #, Class #, Judge Name(s), breaks, and lunch, in sequence, for each ring. Use pencil as there may be changes.

SCHEDULING SHEETS METHOD

- A. **Print Pre-Schedule Report (by Test):** Print two copies of the **Main Menu > Reports > Pre-Show > Pre-Schedule Report (by Test)**. One will be used as a reference. Cut up the second copy so you have a strip of paper for each class. If desired, using a highlighter, mark classes that **R** or **r** judges can judge (a class with no highlighter mark requires an **S** judge).
- G. **Make Class Sheets/Strips and Break/Lunch Strips:** Print **Appendix G.1-3. [SCHEDULING SHEET - CLASSES](#)** as needed for the duration of each class. Tape the **Pre-Schedule Report (by Test)** strip for each class to a **Scheduling Sheet - Class** of the appropriate length (determined by the class minutes and the minutes along the left margin of the sheet - if a class is longer than one sheet, tape two or more sheets together). This creates a **Class Sheets/Strip** for each class. Print **Appendix G.4. [\(SCHEDULING SHEET - LUNCH\)](#)** and **Appendix G.5. [\(SCHEDULING SHEET - BREAK\)](#)** and cut into strips for each break and lunch.
- H. **Block the Show with the Sheets/Strips:** Using a large table or floor space, arrange the **Class Sheet/Strips** and **Break/Lunch Sheets** for each ring, ensuring appropriate types of judges, breaks, lunches, and maximum times allowed for each judge.
- I. **Show Class Schedule Sheet:** Print **Appendix G.6. [\(SHOW SCHEDULING SHEET\)](#)** to record the class numbers and breaks, in sequence, for each ring. Use pencil as there may be changes.

POWERPOINT METHOD

See the **FVD User Manual > Scheduling > Block the Show > PowerPoint Method**.

3. Assign Rings:

- A. **Name the Rings:** Select **Main Menu > Show Office > Classes**. The **Class** window opens. Click the **Edit Rings** button to the right of the **Ring** box. Enter the name for each ring. This may be a number (1), a name (Ranier), or a number and a name (1 Ranier).
- B. **Assign Rings to the First Class:** Using the **Class (Lookup)** drop-down arrow or type-in box, select the **Class** for which you want to assign a ring. Using the **Ring** drop-down arrow to the right of the **Ring** box, select the ring for the class.
- C. **Select the Next Class:** Using the **Class (Lookup)** drop-down arrow or type-in box, or by clicking the **Next Class** button to the right of the **Class (Lookup)** box, select the next class. Assign the ring, as in B above.
- D. **Repeat** for all the classes.
- E. Click **Close**.

4. Assign Judges:

- A. **Select Judges for Each Ring:** When you blocked your show, you considered the judges that have been hired and the classes they are allowed to judge. In most cases, you have "pre-selected" a judge for each ring and assigned classes accordingly. Review the show blocks to ensure you have correctly assigned your classes to your "pre-selected" judges. If you find errors, you will need to repeat the above steps.
- B. **Enter the Judge Names:** If not already done, select **Main Menu > Show Office > Classes**. The **Class** window opens. Click the **Edit Judges** button (has a gavel) to the right of judge section. Enter the **First Name**, **Last Name (Rating, ST)**, and **Country** (optional) for all the judges for this show. Click on the **Add Judge** button (gavel w a green +) to add the next judge, click the **Delete Judge** button (gavel with a red -) to remove a judge. Click **Close** to return to the **Class** window.
- C. **Assign Judges to Classes:** Using the **Show Scheduling Sheet**, use the **Class (Lookup)** drop-down arrow or type-in box to select each **Class #**. Alternately, start with the first class and use the **Next Class** button to the right of the **Class (Lookup)** box to advance through the classes sequentially, based on class number. For each class, using the **Judge at C** drop-down arrow,

select the name of the judge at C. If a class has two or more judges, repeat for each letter position. Click **Close** to return to the **Main Menu**.

5. **Assign Ride Times:**

NOTE: Class days must have been assigned before you can start scheduling classes.

- A. **Open the First Classes to Schedule:** Select **Main Menu > Show Office > Scheduling**. The **Scheduling** window opens. Using the **Show Scheduling Sheet** as a reference, use the **Class #** drop-down arrows to enter the classes, in sequence, for your first ring. If you have a small low resolution monitor, select the first four classes; if you have a large high resolution monitor, select the first eight classes. Click **OK**. Separate **Schedule** windows open, one for each class, in the sequence in which you selected them in the **Scheduling** window.
- B. **Schedule the First Class:** For the first class, enter the **Start Time** at the top right, using hour, minute, 00 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. Click **Schedule** (the letters will be red if the class needs to be scheduled/rescheduled). This will automatically fill in the time each rider is to ride. The **End Time** (end of the class) is automatically entered at the bottom right of the **Schedule** window. If this is a class during or after which you need to insert a break and/or lunch, using the Breaks and Lunches procedure below, enter the break and/or lunch and click **Schedule** again.

VERY VERY VERY IMPORTANT NOTE: If **Schedule** is red, it must be clicked before you close a **Schedule** window. If you do not click **Schedule**, your schedule changes will not take effect.

- C. **Schedule the Next Class:** Enter the **End Time** of the previous class in the **Start Time** box. Repeat Step B above.
- D. **Close:**
- To close the **Scheduling** window and all the **Schedule** windows, click **Close** on the **Scheduling** window. This returns you to the **Main Menu**. Return to **Step 5.A.** to schedule the next classes.
 - To close just one or more class(es), click **Close** on the appropriate **Schedule** window(s). You can then select more classes from the **Scheduling** window. Return to **Step 5.B.** to schedule the classes.

B. **Repeat** until all the classes (and breaks and lunches, see below) have been scheduled.

6. **Breaks and Lunches:**

- A. **Adding Breaks and Lunches:** A judge must have a break or lunch every two hours. You can add breaks/lunches while you are scheduling classes, or you can add them after you have scheduled the classes (which means you have to reschedule ALL the subsequent classes). Breaks/lunches can be scheduled during a class or after a class. The procedure for scheduling breaks and lunches is the same except breaks are usually 10-15 minutes and lunches are usually 45-60 minutes. On the **Day Sheets (Chapter II.13.)**, breaks and lunches are annotated as *****Break*****.
- The **Show Scheduling Sheet** will have an estimate of the time you need a break or lunch. First schedule the class during or after which the break/lunch will be scheduled. To schedule a break/lunch during a class, look at the schedule to find a ride whose beginning time coincides with the time the break or lunch should begin. For example, if the ring started at 8:00 AM, the first break must start no later than 10:00 AM. Look for a ride that starts just before 10:00 AM and add the break at that time. To schedule a break/lunch after a class, look at the schedule to determine the **End Time** of the class and add the break/lunch at that time. In either case, note the time.
 - Click the **Add Break** button (the green +) on the class's **Schedule** window. An **Add Break** window will open. Enter the **Time** the break/lunch should begin. Enter the **Duration** of the break/lunch. Click **OK**. Click **Schedule** (it will be red). The class will be rescheduled, the break will be added, and the class will have a new **End Time**.
 - If you have already scheduled subsequent classes, you must enter the new **End Time** as the

new **Start Time** for the next class, click **Schedule**, etc., until all the subsequent classes in this ring have been rescheduled.

- Click **Close** in the **Scheduling** window to return to the **Main Menu**.

B. Delete a Break or Lunch:

- In the **Schedule** window for the class in which you want to delete a break/lunch, click the break/lunch you want to delete. Click the **Delete Break** button (the red -). A **Fox Village Dressage** warning window opens. Click **Yes**. Click **Schedule** (it will be red). The break/lunch is removed and the class has a new **End Time**.
- If you have already scheduled subsequent classes, you must enter the new **End Time** as the new **Start Time** for the next class, click **Schedule**, etc., until all the subsequent classes in this ring have been rescheduled.
- Click **Close** in the **Scheduling** window to return to the **Main Menu**.

NOTE: If you schedule a break or lunch in the middle of a class, leaving only one or two riders after the class, the competitors will be very unhappy. If needed and time allows, you may want to schedule two 10-minute breaks in the morning or afternoon that let you avoid breaks/lunch in the middle of a class.

7. **Conflict Resolution:** If a **rider** has less than **50 minutes** between the start of two rides on different horses, there is a **conflict**. Conflict resolution works to resolve these conflicts. It cannot be performed until all rides in all classes of a show day have been scheduled.
- A. **Print Day Sheets:** If desired, print a full set of **Day Sheets** (see **Chapter II.13.**), so you have the classes before you as you work on conflicts.
 - B. **Open the Scheduling Window:** Select **Main Menu > Show Office > Scheduling**. The **Scheduling** window opens. Using the **View Conflicts** drop-down arrow, select **Rider**. Using the **Date** drop-down arrow, select the show date for which you want to view conflicts. Click **OK**.
 - C. **Find the First Conflict:** The **Rider Conflicts** window opens, which is a list of all the entries on the selected day, sorted first by the **Rider** last name, then by the **Entry #**, then by the **Class**. If desired, click **Filter Conflicts** to view only the riders with conflicts. Riders with a check mark in a **Conflict** check box have a conflict. For the first conflict, note the **Entry #** and the **Class #** of the classes that have a conflict.
 - D. **Reschedule the Classes with Conflicts:** In the **Scheduling** window, using the **Class #** drop-down arrows or type-in box, enter the two classes for which there is a conflict. Click **OK**. View the rider's position in each class. If possible, you want to select an earlier ride time in the earlier class and/or a later ride time in the later class.
 - **Earlier Class:** For the rider with a conflict, in the **FO (Forced Order)** column, enter a number corresponding to an earlier (or first) time in the class. Click **Schedule** (it is red) to reschedule the class and hopefully resolve the conflict.
 - **Later Class:** In addition, or alternately, you can schedule the conflicted rider later in the class. For the rider with a conflict, in the **FO (Forced Order)** column, enter a number corresponding to a later (or last) position in the class to put the conflicted rider later in the class. Click **Schedule** (it is red) to reschedule the class and hopefully resolve the conflict.
 - E. **Check to See if the Conflict is Resolved:** Repeat **Step 7.B.** to review the conflict list again. Scroll down to the rider in question to see if the conflict has been resolved (unchecked). If it is not resolved, repeat **Step D** to widen the spread between ride times.
 - F. **Look for Next Conflict:** Proceed down the list to the next rider with a checked conflict box. Close previously used classes and open classes in conflict for the new rider.
 - G. **Repeat** for each rider with conflicts.
 - H. If you cannot figure out how to resolve all the conflicts, call on someone who has been scheduling shows and knows how to get around the glitches. The rider is responsible making the ride happen at the assigned time. Management should make every effort to accommodate riders with multiple horses, but if all conflicts cannot be resolved, it is up to the rider meet the assigned ride time.

NOTES:

- *Some riders may simply be too close or classes too small to permit resolution. Under unusual circumstances, to accommodate riders with multiple horses in the same class, during a long break or a lunch break for a class, another class may be scheduled with a different judge in the same arena. You can also add an extra break to widen the time between rides in a class.*
- *For small shows, the show secretary may want to talk to riders when there are not enough riders 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 permission and keep documentation of the permission (an email will work).*
- *Championship classes must be run in their entirety before another class may start; however, you can add extra breaks to give more time if necessary.*

8. **Check Judges' Hours:** You must check the judges' times to ensure you are within the USEF rules. Each judge may only judge for a total of eight (8) hours in a day and may only be on the show grounds for ten (10) hours, including meals and breaks. **Show management is responsible for complying with the USEF rules.**
 - A. Select **Main Menu > Reports > During-Show > Judge Schedule Report**. If breaks/lunches were added as in **Chapter 6.** above, this report adds both judging time and break/lunchtime. The time must be 10 hours or less.
 - B. Select **Main Menu > Reports > During-Show > Day Sheets Standard Report**. For each judge, add up by hand the amount of time they have for breaks and lunch. Ensure each judge has a break or lunch every two hours. Ensure the total judging time (the total time in the Judge Schedule Report less the total breaks/lunch) is no more than 8 hours.
 - C. If any judge is not within the USEF parameters, shuffle judges and/or add a judge to the roster until you are in compliance.

CHAPTER II.12. RIDE TIME NOTIFICATION

Rides times must be provided **at least 7 days before the first class**. Once you have established the ride times, you can provide them to the competitors in four methods:

1. Post ride times using the **FVD Upload Ride Times** service.
 2. Save ride times as PDF files and post on your web site.
 3. Save ride times as PDF files and email to competitors.
 4. Print ride times and snail mail to competitors.
1. **FVD Upload Ride Times:**
 - A. First you must register your show with FVD. See [SET UP A NEW SHOW](#).
 - B. Click **Main Menu > Fox Village Dressage Online Tools > Upload Ride Times**. The **Upload Ride Times & Results to Web** window opens.
 - C. Click **Upload Now**. You receive a message that the ride times (or results) were uploaded successfully.
 - D. Click **Click here to view Ride Times & Results website** to view the upload.
 - E. If desired, click **Generate URLs** to obtain URLs to the ride times (or results) **By Class, By Rider, and Scratches**. Post the links on your show's web site or email the links to the show participants.
2. **Post on Your Web Site:**
 - A. **Open the Rider's Schedule Report:** Select **Main Menu > Reports > During-Show > Rider's Schedule Report**. The **Rider's Schedule Report** opens, which contains ride information for each rider. Review each rider's information to ensure that it is correct.
 - B. **Save as a PDF File:** Click **Print Preview > Export > PDF or XPS**. The **Publish as PDF or XPS**

window opens. Enter a file name then click **Publish**. The PDF file is created.

- C. If desired, repeat A & B using the **Main Menu > Reports > During-Show > Day Sheets Standard Report**.
- D. **Post** these files on your show's web site.

3. **Email Ride Times:**

- A. **Copy Emails to Clipboard:** To place the email address of show participants in the clipboard, select **Main Menu > Show Office > E-mails to Clipboard**. In the **E-mails to Clipboard** window that opens, select the people you want to email. A **Fox Village Dressage** information window opens, informing you the e-mails have been sent to the clipboard. Click **OK**.
- B. **Prepare Your Email Program:** In the usual manner, open your default email program. Place your cursor in the **To...** box and type your email address. Place your cursor in the **BCC...** box and click **Paste** (or **Ctrl-V**). The email addresses are pasted into the **BCC...** box. Using BCC protects email privacy. Type a **Subject** line that will let recipients know the email contains ride times for your show. If desired, type a **Message** into the message box. In the usual manner, attach the **Rider's Schedule Report** and the **Day Sheets Report** PDF files.
- C. Click **Send** to send the email.

4. **Snail Mail Ride Times:**

- A. **Global Memo:** Decide if you wish to send a general message to all riders with the ride time notice (last minute rule changes, phone number for the show, other last minute information not previously available). If a message is desired, select **Main Menu > Show Office > Show Information**. The **Show Information** window opens. In the **Global Memo** box, enter the message. Click **Close** to return to **Main Menu**.
- B. **Open the Ride Schedule Mailer:** Select **Main Menu > Reports > Pre-Show > Ride Schedule Mailers**. Click the **Self-Mailer** radial button. The **Ride Schedule Mailer** report opens, which contains ride information for each rider. Review each rider's page to ensure that it is correct. You may print the report or export it to MS Word for further processing.
 - o **Print the Report:** Click **Print**.
 - o **Export to MSWord:** Click **Print Preview > Export > Word**. The report opens the file as **rptRideSchedule.rtf** in MS Word. In the usual manner, save the file as a *.doc (or *.docx) file in the folder of your choice.
 - o **Close:** Click **Close** to close the report.
- C. Fold each sheet in thirds, tape, stamp, and mail.

CHAPTER II.13. OBTAIN, PRINT AND LABEL DRESSAGE TEST SHEETS

- 1. **Test Count Report:** Select **Main Menu > Reports > Pre-Show > Test Count Report**. The **Test Count Report** opens, which lists the number of rides for each test in your show. If desired, click **Print** to print the report. To determine the number of test sheets you will need, multiply the number of rides by 1.05 (increases the number by 5%), which gives you extra sheets to take care of last minute changes and to have extra copies for the judges. Always round up. For example, if you have 40 Training Level Test 3 rides, $40 \times 1.05 = 42$ tests.

NOTE: Before you can print the **Test Count Report**, you must have assigned judges to all the classes in all the rings.

- 2. **Obtain Dressage Tests:** Dressage tests are available on the internet as *.pdf files from USEF, USDF, and FEI, as follows:
 - A. **USEF Dressage Tests:** [Click here](#) to obtain the USEF tests via the internet. After the show, you will be charged \$.45 for each USEF test ridden. (USEF also charges \$1.50 per horse in the show.
 - B. **USDF Tests:** [Click here](#) to obtain the USDF tests on the internet. There is no per test fee.

- C. **FEI Dressage Tests:** [Click here](#) to obtain the FEI tests via the internet. There is no per test fee.
- D. **FEI Para-Equestrian Dressage Tests:** [Click here](#) to obtain the FEI PE tests via the internet. There is no per test fee.
3. **Paper Size and Colors:** Tests are printed on 8½" x 14" (legal-sized) paper. Although no longer required, paper colors are (AM = Amazon.com source, OS = OfficeSupply.com source):
- A. Introductory - white (can be purchased anywhere!)
 - B. Training – pink ([click here](#) AM) ([click here](#) OS)
 - C. First – blue ([click here](#) AM) ([click here](#) OS)
 - D. Second – yellow ([click here](#) AM) ([click here](#) OS)
 - E. Third – lavender ([click here](#) OS)
 - F. Fourth – green ([click here](#) AM) ([click here](#) OS)
 - G. FEI – ivory ([click here](#) AM) ([click here](#) OS)
 - H. Eventing – gray ([click here](#) AM)
4. **Print Dressage Tests:** Using the dressage test links above, open the first test you want to print. Click **Print**; the Print window opens. Click **Properties**; your printer's Properties window opens. For **Paper Size**, select **Legal**. If you have a duplex printer (prints on both sides of the paper), select **Duplex**. (If you do not have a duplex printer, refer to your printer manual to determine how to make double-sided copies.) Click **OK**. Enter the number of **Copies** you need. Click **OK**. The tests sheets will print. Repeat for each test you need to print.
5. **Print Test Labels:**
- A. **Print Test Page:** Select **Main Menu > Reports > Pre-Show > Test Labels**. The **Test Labels** window opens. Click the **C** radial button to print the labels for the Judge at **C**. Click **OK**. The **Test Labels** report opens. For a standard label, do not click the CDI or Small radial buttons. Click **OK**. Review the report to ensure everything looks correct. To print one page on plain paper, load your printer with plain paper then click **Print**. The **Print** window opens. For **Print Range > Pages**, click the radial button and enter 1 in both the **From:** and **To:** boxes. Click **OK**. The first page of the report prints on plain paper.
 - B. **Evaluate Test Page:** Place one sheet of **Avery #5163** labels on top of the printed page and hold up to a light. If the print is accurately placed on the labels, proceed to **Step 5.D**. If the print is not accurately placed on the labels (some of the print is off a label), proceed to **Step 5.C**.
 - C. **Adjust Page Setup:** Click **Page Setup > Page Setup**. The **Page Setup** window opens. For the **Print Options** and **Columns** tabs, adjust the settings as needed (this is done by trial-and-error until you get it right). Print and evaluate a test page. If the print is accurately placed on the labels, proceed to **Step 5.D**. If the print is not accurately placed, adjust the settings again until they are correct. Record the settings so you can use them next time.
 - D. **Print the Labels:** With the **Test Labels (Standard)** report open, click the **Last Page** button (►) at the bottom left of the window. The number in the **Page** box is the total number of pages in the report and is the number of label sheets you need. Load your printer with this number of **Avery #5163** label sheets. Click **Print**. The **Print** window opens. Click **Properties**. Using the **Paper type** drop-down arrow, select **Labels** (your printer may use different nomenclature). Click **OK**, which returns you to the **Print** window. Click **OK**. The labels will print.
6. **Apply Labels to the Tests:** The labels print in order of go for each ring. Using the label sheets as a guide, place the correct label in the appropriate position on the correct test sheet. Do not cover the judge signature line or the scoring line.
7. **Classes with More Than One Judge:** For classes with two or more judges, repeat as above, but select the other letter position(s) in **Step 5.A**. Print the labels and apply to the appropriate test sheets (Test of Choice classes will have more than one test type).
8. **Place Dressage Tests into Ring/Class Packets:** Ensuring you keep them in order, place the test sheets on a clipboard for the scribe to take to the ring. If desired, include a few unlabeled tests of each

type in case a ride is added.

CHAPTER II.14. STABLING

1. **Enter Stall Numbers:** If not already done, click **Main Menu > Show Office > Stalls**; the **Stalls** window opens. Enter the stalls available at the show facility. Depending upon the facility numbering system, you may want to enter just a stall number, a barn name/number and a stall number, etc. If you have less than 100 stalls, enter 1-9 as 01-09. If you have less than 1000 stalls, enter 1-99 as 001-099. This will result in an accurate sorting of stall numbers.
2. **Open and Print the Total Stable Report:** Select **Main Menu > Reports > During-Show > Total Stable Report**. The **Total Stable Report** opens, which lists every entry, the stalls requested (Stable = horse stall, Tackstall = tack stall), and the days they will be occupied. The report is sorted alphabetically by **Stall Group** then numerically by **Entry #**; it starts with entries that do not have a stall group, then entries with a stall group. If desired, click **Print** to print the report.
3. **Create a Stall Assignment Sheet:** Obtain a stall layout plan from the facility owner/manager. Using the stall layout plan and the **Total Stable Report**, by hand assign stalls for the show. Keep stall groups together. If possible, place stallions in stallion-proof stalls and do not place stallions and mares in adjacent stalls.
4. **Assign Stall Numbers in the FVD Program:** Select **Main Menu > Show Office > Entries**. The **Entry** window opens with the first **Entry** displayed. Using the **Entry (Lookup)** drop-down arrow or type-in box, select the **Entry #** for which you want to enter stall number(s). Click the **Stabling Fees** tab. Using the **Stall #** drop-down arrow or type-in box, select the horse stall number (and the tack stall number, if requested). Do this with care as the FVD program does not prevent double-assigning a stall.
5. **Print Stall Cards:** After all the stalls are assigned, select **Main Menu > Reports / During-Show > Stable Cards**. The **Stable Cards** window opens. Click the **Stabling Cards** (horse stalls) radial button. Click **OK**. The **Stabling Cards** window opens. Examine the report for errors, etc.
 - A. **Print Test Page:** To print one page on plain paper, load your printer with plain paper then click **Print**. The **Print** window opens. For **Print Range > Pages**, click the radial button and enter 1 in both the **From:** and **To:** boxes. Click **OK**. The first page of the report prints on plain paper.
 - B. **Evaluate Test Page:** Place one sheet of **Avery #5388** (3" x 5" index cards) on top of the printed page and hold up to a light. If the print is accurately placed on the cards, proceed to **Step 5.D**. If the print is not accurately placed on the labels (some of the print is off of a label), proceed to **Step 5.C**.
 - C. **Adjust Print Setup:** Click **Page Setup > Page Setup**. The **Page Setup** window opens. For the **Print Options** and **Columns** tabs, adjust the settings as needed (this is done by trial-and-error until you get it right). Print and evaluate a test page. If the print is accurately placed on the labels, proceed to **Step 5.D**. If the print is not accurately placed, adjust the settings again until they are correct. Record the settings so you can use them next time.
 - D. **Print the Labels:** With the **Stable Cards** report open, click the **Last Page** button (►) at the bottom left of the window. The number in the **Page** box is the total number of pages in the report and is the number of index card sheets you need. Load your printer with this number of **Avery #5388**. Click **Print**. The **Print** window opens. Click **Properties**. Using the **Paper type** drop-down arrow, select **Cardstock** (your printer may use different nomenclature). Click **OK**, which returns you to the **Print** window. Click **OK**. The labels will print.
6. **Print Tack Stall Cards:** Repeat **Step 5** except click the radial button for **Tack Stall Cards**.
7. **Sort the Cards:** Sort the cards according to the **Stall Assignment Sheet**.
8. **Apply Cards to Stalls:** The day before horses arrive, apply stall cards to stalls. Depending upon the facility, this could be done with a staple gun, clear packing tape, or the facility may have a "holder" for the cards.
9. **Make Stall Assignment List:** See the **FVD User Manual > MAKE A STALL LIST FROM DATA EXPORTED TO EXCEL**. Make several copies of the **Stall Assignment List** and post in convenient

places. Some shows send the stall assignments with the ride times. Other shows want riders to check in before horses are stabled (gives you an opportunity to collect a missing Coggins or other missing information/fees before horses are unloaded and stabled).

CHAPTER II.15. RIDER PACKET LABELS/SHEETS

1. **Rider Packet Envelopes:** Rider packet envelopes may contain the bridle number, show program, and other information/items being provided to riders. Shows use different types of envelopes (or no envelopes) for rider packets. If very little information is provided, a small business envelope may be used. If more information is provided, 9" x 11" Kraft, white, or other colored envelopes may be used. If only the bridle number is being provided, no envelope is necessary – the correct bridle number is provided to the rider during check-in. If you plan to use envelopes, obtain a sufficient number for the number of entries in your show.
2. **Types of Rider Packet Labels/Sheets:** You have a choice of the type of labels that you use on Rider Packet Envelopes. You may select:
 - A. **Packet Label (Detail): Avery #5168** (3½" x 5" labels). Lists missing information.
 - B. **Packet Label (Standard): Avery #5136** (2" x 4" labels). Entry #, rider name and horse name.
 - C. **Packet Sheet:** Half sheet of paper that lists missing information.
3. **Packet Label (Detail):** Select **Main Menu / Reports / Pre-Show / Packet Labels (Detail)**. The **Packet Labels (Detail)** report opens. Review the report to ensure accuracy.
 - A. **Print Test Page:** To print one page on plain paper, load your printer with plain paper then click **Print**. The **Print** window opens. For **Print Range > Pages**, click the radial button and enter 1 in the **From:** and **To:** boxes. Click **OK**. The first page of the report prints on plain paper.
 - B. **Evaluate Test Page:** Place one sheet of **Avery #5168** (3½" x 5" labels) on top of the printed page and hold up to a light. If the print is accurately placed on the labels, proceed to **Step 3.D**. If the print is not accurately placed on the labels (some of the print is off of a label), proceed to **Step 3.C**.
 - C. **Adjust Print Setup:** Click **Page Setup > Page Setup**. The **Page Setup** window opens. For the **Print Options** and **Columns** tabs, adjust the settings as needed (this is done by trial-and-error until you get it right). Print and evaluate a test page. If the print is accurately placed on the labels, proceed to **Step 3.D**. If the print is not accurately placed, adjust the settings again until they are correct. Record the settings so you can use them next time.
 - D. **Print the Labels:** With the **Packet Labels (Detail)** report open, click the **Last Page** button (►) at the bottom left of the window. The number in the **Page** box is the total number of pages in the report and is the number of label sheets you need. Load your printer with this number of **Avery #5168** labels. Click **Print**. The **Print** window opens. Click **Properties**. Using the **Paper type** drop-down arrow, select **Labels**. (Your printer may use different nomenclature). Click **OK**, which returns you to the **Print** window. Click **OK**. The labels will print.
4. **Packet Labels (Standard):** Select **Main Menu > Reports > Pre-Show > Packet Labels (Standard)**. The **Packet Labels (Standard)** report opens. Review the report to ensure accuracy. Print the labels as in **Step 3**, except use **Avery #5136** (2" x 4" labels).
5. **Packet Sheets:** Select **Main Menu > Reports > Pre-Show > Packet Sheets**. The **Packet Sheet** report opens. Review the report to ensure accuracy. To print the sheets, load your printer with plain paper and click **Print**. The sheets will print. Cut the sheets in half and attach them to the front of the envelopes with a stapler or tape.
6. **Organize Rider Packets:** Organize the **Rider Packets** in alphabetical order in a file box. They will be located at the show office check-in desk so they can be given to riders as they check in.

CHAPTER III.1. SCRATCH RIDES AND FILL SCRATCHED RIDES

There are always horses or riders that come up with something just before or during a show, requiring the rider to scratch a ride in a class, or an entire show. There are also riders who want to add a ride – they can fill scratched rides. The following procedures are performed after scheduling. For scratches that occur before scheduling, see [REFUNDS FOR SCRATCHES RECEIVED BEFORE SCHEDULING](#).

SCRATCH RIDES:

1. **Open the Entry Window:** Select **Main Menu > Show Office > Entries**. The **Entry** window opens.
2. **Select the Entry #:** Using the **Entry (Lookup)** drop-down arrow or type-in box, select the **Entry #** for the entry that has scratched.
3. **Select the Scratch as the Termination Reason:** Check to ensure you have selected the correct **Entry #**. Click the **Class Entries** tab. To expand the class information list, click the **Expand** button (small green + with a column of lines) on the left margin of the window. You can now see the **Day, Time, Ring, and Term [Termination] Reason** boxes. Using the **Term Reason** drop-down arrow, select **Scratch**.
4. **Repeat** for each class to be scratched.
5. **Close:** Click **Close** to return to the **Main Menu**.
6. **Annotate the Test(s):** If possible, annotate the test(s) in the judge/scribe packet(s) with **SCRATCH**. Do not remove the test as it can be used if the scratched ride is filled.

FILL SCRATCHED RIDES:

1. **Open the Scratches Not Subbed Report:** Select **Main Menu > Reports > During-Show > Scratches Not Subbed Report**. The **Scratches Not Subbed Report** opens. This report lists rides that have been scratched and are therefore available to other riders. It is sorted by day and then by ride time. When a scratched ride is filled in the FVD program, the ride is automatically removed from the **Scratches Not Subbed Report**. Click **Print** to print the report. Be careful with the printed report as the computer may have more up-to-date information. Click **Close** to close the report and return to the **Main Menu**.

*NOTE: If you have many scratches, it may be better to look at the **Day Sheets Report** on the computer to check which ride times are available for each class.*

2. **Open the Entry Window:** Select **Main Menu > Show Office > Entries**. The **Entry** window opens.
3. **Select the Entry #:** Using the **Entry (Lookup)** drop-down arrow or type-in box, select the **Entry #** for the entry that wants to add a ride.
4. **Fill a Scratched Class:** Check to ensure you have selected the correct **Entry #**. Click the **Class Entries** tab. Click the **Expand** button (small green + with a column of lines) on the left margin of the window. You can now see the **Day, Time, and Ring** boxes for the entry's already scheduled rides. Click the **View Scratches to Sub** button (a double box) on the left margin of the window. The **Scratch-Sub** window opens, which lists the available rides. Select the ride to be filled by clicking the box to the left of the class information (the box turns black). A **Fox Village Dressage** warning window opens. Click **Yes**. The class is now added to the entry. **IMPORTANT:** If this is a qualifying class, click the **Qual/Div** drop-down arrow and select the correct status for the entry [**Adult Amateur, JR/YR, No** (the fee was not paid), or **Open**].
5. **Collect Fee(s):** Collect the fee for the added class. Some shows also charge a change fee.
6. **Print a Test Sheet Label:** If you want to print a dressage test sheet label, click the **Single Test Labels** button (rectangle) and follow the procedure in **Chapter II.13**. Affix the label to the correct test sheet(s) and take to the judge box(es).

NOTE: Some show secretaries treat these changes as new entries, with new entry fees, etc. Your show can determine its own policy

1. **Rider Substitution for an Already Entered Horse and Rider:** New rider taking all the rides of the previous rider.
 - A. **Enter Rider Information:** If needed, enter the new rider information in the FVD program, as in [ENTER THE MAILED ENTRIES](#).
 - B. **Open the Entries Window:** Select **Main Menu > Show Office > Entries**. The **Entry** window opens to the **Summary** tab.
 - C. **Select the Entry #:** Using the **Entry (Lookup)** drop-down arrow or type-in box, select the **Entry #**.
 - D. **Change the Rider:** Using the **Rider (Lookup)** drop-down arrow or type-in box, enter the new rider.
 - E. **Update Classes:** Click the **Class Entries** tab. Review the class entries and make any needed changes for the new rider. For example, a change in rider status or Q status. This is VERY important for qualifying classes.
 - F. **Update Fees:** Click the **Other Fees > Payments** tab. Add any new fees that may apply, such as a non-member fee, change fee, etc.
 - G. **Collect Fees:** In the **Balance** box, verify any balance due and collect the money.
 - H. **Print Label:** Print a **Single Test Label**, as in **Chapter III.1. FILL SCRATCHED RIDES**, apply it to a new or the previous test sheet(s), and send to the judge stand, if needed/possible.
2. **Horse Substitution for an Already Entered Horse and Rider:** New horse taking all the rides of the previous horse.
 - A. **Enter Horse Information:** If needed, enter the new horse information in the FVD program, as in [ENTER THE MAILED ENTRIES](#).
 - B. **Open the Entries Window:** Select **Main Menu > Show Office > Entries**. The **Entry** window opens in the **Summary** tab.
 - C. **Select the Entry #:** Using the **Entry (Lookup)** drop-down arrow or type-in box, select the **Entry #**.
 - D. **Change the Horse/Owner:** Using the **Horse (Lookup)** drop-down arrow or type-in box, enter the new horse.
 - E. **Update Fees, Collect Fees, and Print Label:** As above.
3. **Late Entry After Scheduling:** A late entry occurs when a new horse/rider pair are entered in the show after the closing date and after scheduling. This could be a completely new entry that show management has allowed into the show. It could also be a rider or horse substitution where the new rider/horse pair does not take all the rides of the original rider/horse pair. For example, rider1/horse1 are scheduled for Training 2 and Training 3. After the show closes and scheduling is completed, 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 all the rides of rider1/horse1, rider2/horse1 are a new (late) entry. They are entered as a completely new entry with a new **Entry #**. They are NOT charged for the USEF horse/drug fee, stabling, etc. as that was already paid for the original entry.
 - A. **Create the Entry:** Enter a late entry in the FVD program as in [ENTER THE MAILED ENTRIES](#).
 - B. **Fill Scratched Rides:** Late entries usually can only fill scratched rides. First scratch the ride(s) to be filled, then fill the ride(s) with the new entry.
 - C. **Fees and Labels:** Collect fees due and print test sheet labels, as above.

CHAPTER III.3. DAY SHEETS REPORT

1. **Print the Day Sheets Report:** Print this report the each morning of the show (and other times if there are many changes during the show). Click **Main Menu > Reports > During-Show > Day Sheets Standard Report** (or the **CDI** report). The **Day Sheets** window opens. Select the **Date** needed. Click **OK**. The **Day Sheets Standard Report** opens. Click **Print**. The **Print** window opens. Select **Print Range > All** and enter the **Number of Copies** needed. Click **OK**. The report will print.
2. **Copies Needed:** On show day, the following will need up-to-date copies of the **Day Sheets**:
 - A. Show Manager
 - B. Show Secretary
 - C. Computer Operator(s)
 - D. Technical Delegate(s)
 - E. Scribes
 - F. Announcer (may instead use Announcer's Report)
 - G. Warm-up Ring Steward(s) (may instead use Ring Steward's Report)
 - H. Show Ring Steward(s) (may instead use Ring Steward's Report)
 - I. Scoring Section
 - J. Awards Manager
 - K. Photographer
 - L. Videographer
 - M. Media
 - N. Others

CHAPTER III.4. SCORING AND PLACING CLASSES

If you are using computer scoring, you must decide whether you are going to enter the total scores into the FVD program after they have been calculated by a scorer (**Manual Scoring**) or if you are going to enter movement-by-movement marks from the test sheets and let the computer calculate the total score and the percentage (**Instant Scoring**).

There are three methods of scoring using the FVD program:

1. Nothing on the Computer during the Show (Manual Scoring)
 2. Partially on the Computer during the Show (Manual Scoring)
 3. Totally on the Computer during the Show (Instant Scoring)
1. **Nothing on the Computer during the Show (Manual Scoring):** Used for small shows with little or no computer equipment on the show grounds.
 - A. **Select Manual Scoring:** Select **Main Menu > Show Office > Show Preferences**. The **Show Preferences** window opens. Select **Scoring > Manual Scoring** (click the radial button). Click **Close**.
 - B. **Print Handwritten Score Sheets:** Select **Main Menu > Reports > During-Show > Handwritten Score Sheets**. Click **Print** to print the report. Click **Close** to close the report. The scoring department will use the Handwritten Score Sheets to enter total points and percentages by hand. Later, they are used to enter the total points in the FVD program; the program calculates the percentages.
 - C. **Scoring:** When the dressage test sheets arrive from the rings, using a calculator the scoring department computes the total points and percentages and records them on the test sheet. If a calculator printer tape is used, the tape is attached to the test sheet (tapes are not required). The Head Scorer then writes the total points and percentages on the **Handwritten Score Sheets** and

places the class. If a copier is available, when a class is completed, three copies are made of the **Handwritten Score Sheet** page(s) for the class. On each copy, the completed class is circled with a thick marker and a copy is provided to the awards table, the announcer, and the computer operator.

- D. **Score Posters:** The results are annotated on the score posters, which are usually posted on a wall in the show office.
 - E. **Entering Scores in the FVD Program:** Total points may be entered in the FVD program during the show day, at the end of each show day, and/or at the end of the show. During the show, the computer operator uses copies of the **Handwritten Score Sheets**. At the end of each show day and/or at the end of the show, the computer operator uses either the original or copies of the **Handwritten Score Sheets**. The scores are entered into the FVD program as in **Step 2** below. The **Handwritten Score Sheets** are finally given to the Show Secretary for archiving.
2. **Partially on the Computer during the Show (Manual Scoring):** Used for shows with some computer capability on the show grounds. Scorers hand-calculate each total points and percentage. Only the total points is entered in the computer; the program then calculates the final percentage and is used to place the class.
- A. **Select Manual Scoring:** Select **Main Menu > Show Office > Show Preferences**. The **Show Preferences** window opens. Select **Scoring > Manual Scoring** (click the radial button). Click **Close**.
 - B. **Initial Scoring by Hand:** When a test sheet arrives, the scoring department computes the total points and percentage using a calculator and records them on the test sheet. If a calculator printer tape is used, the tape is attached to the test sheet.
 - C. **Entering Scores in the FVD Program:** The tests are then sent to the computer operator, who enters the total points into the computer and places the class, as follows:
 - Select **Main Menu > Scoring** tab.
 - Using the **Class (Lookup)** drop-down arrow or type-in box, select the **Class #** for which you want to enter scores.
 - Click **Score**.
 - The **Manual Score Sheet** window opens. Enter the **Judge Scores** (total points) under the letter for the judge's position. Press **Enter**. Repeat for other judge positions, if applicable. The **Final Score** and **Percent** are automatically calculated by FVD and entered in their respective boxes.
 - If there is no score for the ride, using the **Term** box (drop-down arrow and box below the Final Score and Percent boxes), select the reason (Eliminated, HC, No Show, Retired, Scratch, Withdrew, Vet Out).
 - When all scores for this recording session for this class have been entered, click **Close**.
 - D. **Placing the Class:**
 - When every score for this class has been entered, click **Quick Place** at the bottom right of the **Manual Score Sheet** window. The rides are sorted, with the highest score at the top, the next highest score next, etc. **The FVD program does not enter the placings.**
 - In the **Place** boxes, hand enter 1, 2, 3, ... to place the class. Take care in placing ties as the FVD program does not sort ties by Collective Marks. If a rider did not finish the test, select the reason using the Term drop-down arrow, if not already entered.

NOTE: As required by USEF and USDF, if a ride has no score, the reason is required in the **Place** box. FVD uses the information in the **Term** box to provide this information in the final USEF and USDF reports.

- E. **Print a Report:**
 - **Interim Report:** To provide an interim report of the class results, select **Main Menu > Scoring**. Un-check the check box to the left of **Final**. Click **Report**. The **Score Report** opens. Click **Print** to print the entire report or select **Print > Print Range > From: X To: X**, where X indicates

the page range you want to print. The pages print. Click **Close** to close the report. Post the report.

- **Final Report:** To provide a final report of the class results, select **Main Menu > Scoring**. Check the check box to the left of **Final**. Click **Report**. The **[Final] Score Report** opens. The word **Final** is on the bottom of the last page. Click **Print** to print the entire report. Click **Close** to close the report. Post the report.
- 3. **Totally on the Computer during the Show (Instant Scoring):** This method uses movement-by-movement entry of scores in the computer, computer-calculated total scores and percentages, and computer-determined class placings. It can be used in the show office or at the judge's stand (requires networked computers).
 - A. **Select Instant Scoring:** Select **Main Menu / Show Office / Show Preferences**. The **Show Preferences** window opens. Select **Scoring / Instant Scoring** (click the radial button). Click **Close**.
 - B. **Initial Scoring by Hand:** When a test sheet arrives, the scoring department computes the score and percentage using a calculator and records them on the test sheet. If a calculator printer tape is used, the tape is attached to the test sheet.
 - C. **Entry of Scores in the FVD Program:** The tests are then sent to the computer operator, who enters the scores into the computer and places the class, as follows:
 - **Select the Class and the Entry:** Select **Main Menu / Scoring** tab. Using the **Class (Lookup)** drop-down arrow or type-in box, select the **Class #** for which you want to enter scores. Click **Score**. The **[Instant] Scoring** window opens. Ensure you have the correct **Class**. Using the **Previous Entry** and **Next Entry** buttons (black horse with left or right arrow) at the bottom of the window, select the entry for which you want to enter scores.
 - **Enter Movement-by-Movement Marks:** Place the cursor in the **Standard Marks 1** box, enter the score for the first movement, and press **Enter**. The mark is entered and the cursor moves to the next marks box. Continue entering scores, ensuring that you have the correct movement mark in the correct marks box.
 - **Enter Collective Marks:** When you have finished the movement scores the cursor moves to the **Collectives Marks 1** box. Enter the raw scores for each collective, pressing **Return** after each entry.
 - **Enter Errors:** If there are any errors, enter the **number of deductions (2 or 6)** in the error box (one error is -2 points total, two errors is -6 points total, 3 errors is elimination).
 - **Ride Termination:** If the ride was terminated (stopped without finishing the ride and getting a score), use the **Term Reason** drop-down arrow to select the reason (Eliminated, Retired, or Withdrew).
 - **Calculation:** The FVD program automatically calculates the **Final Score** and the **Percentage** (to three decimal places).
 - **Verify with the Results:** 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.
 - **Print the [Instant] Scoring Report:** On the **[Instant] Scoring** window, click the **Print** button on the bottom left. The sheet prints. Staple the sheet to the correct test. Place the sheet in a file for the class.
 - **Repeat** for all the rides in the class.
 - **Close:** Click **Close** to close the **[Instant] Scoring** window.
 - D. **Print an Interim Report:** To keep riders happy, post interim scores, particularly for long classes (roughly every 20 minutes or every 3-5 rides.) If you have a real-time score-viewing computer linked to a server, this process is not required.
 - **Open the Report:** Select **Main Menu / Scoring** tab. Using the **Class (Lookup)** drop-down arrow or type-in box, select the **Class #** of the class to be reported. Un-check the check box to the left of **Final**. Click **Report**. The **Score Report** opens.

- **Print the Report:** Click the **Print** button to print the entire report or select **File / Print / Print Range / From: X To: Y**, where X and Y indicate the page range you want to print. The pages print. Click **Close** to close the report. Post the report.
- **Close the Report:** Click **Close** to close the report.

E. **Place the Class:**

- Select **Main Menu / Scoring** tab. Using the **Class (Lookup)** drop-down arrow or type-in box, select the **Class #** of the class you want to place.
- Click on **Place**. The **Place / Rank Class** window opens, with the rides sorted by highest to lowest results.
- In the **PI [Place]** column on the right, enter the placings (1, 2, 3 ...). Take care in placing ties as the FVD program does not sort ties by Collective Marks. If a rider did not finish the test, in the Place box, hand enter E (eliminated), R (retired), or VW (voluntarily withdrew).

NOTE: As of 1 Dec 2009, for results reports sent to USEF and USDF, if a ride has no score, an **E** (eliminated), **R** (retired), or **VW** (voluntarily withdrew) are required in the **Place** box. The FVD program uses the information in the **Term** box to provide this information in the final USEF and USDF reports.

- Click **Close** to return to the **Main Menu / Scoring** tab.

F. **Print the Final Report:**

- **Open the Report:** Select **Main Menu / Scoring** tab. Using the **Class (Lookup)** drop-down arrow or type-in box, select the **Class #** for the class whose final report you want to print. Check the **Final** check box. Click **Report**. The **Score Report** window opens. Ensure you have the correct class.
- **Print the Report:** Click the **Print** button on the top right of the window. The report prints. Make extra copies for the Awards desk and the Show Secretaries Desk.
- **Close the Report:** Click **Close** at the top left of the window.

CHAPTER III.5. PLACE A CLASS BY GROUPS, CLOSE A CLASS

1. **Placing a Class by Groups:**

A. **What is Placing By Groups:**

- Classes can be placed in one of three methods:
 - **Standard:** All riders are considered equally and are placed 1-n, based on their scores.
 - **Rider Status:** Riders are first grouped as Open, Adult Amateur or JR/YR, as annotated on the rider information window, then each of these three groups is placed separately 1-n.
 - **Ride Status:** For qualifying rides (the entry paid the Q fee for a Q class), the rides are first grouped by Q-Open, Q- Adult Amateur, Q-YR/JR, and Q-No, then each of these four groups is placed separately 1-n.
- Classes may be placed by groups in both **Manual Scoring** and **Instant Scoring**.
- These methods let you have ONE class with a mixture of riders or rides, but separate placings. ONE class rather than several classes split up by division, all riding the same tests, can be easier to schedule and work with conflict resolution.

B. **How to Place by Groups:**

- Select **Main Menu > Scoring**. The **Place** default is **Standard**.
- For both **Instant Scoring** and **Manual Scoring**, to select another placing method, use the **Place** drop-down arrow and select **Rider Status** or **Ride Status**. Click **Place**. The **Place > Rank Class** window opens. Hand enter the placings as in 3.E. above.

2. **Close a Class:** When the final scores have been entered and the **Final Report** has been printed, select **Main Menu > Scoring**. Click **Close Class**. A **Fox Village Dressage** warning window opens. If you want to close the class, click **Yes**. **IMPORTANT:** This permanently locks the class so no further

(inadvertent) changes can be made; therefore, use this feature with caution.

CHAPTER III.6. UPLOAD SHOW RESULTS TO THE WEB

During and after the show you have options to upload your results to the FVD web site and/or the show's web site.

1. **Upload Results:** Click **Fox Village Dressage Online Tools > Upload Results**. The **Upload Ride Times & Results to Web** window opens.
2. **Upload Now:** To upload the show's results, click **Upload Now**. A **Fox Village Dressage** window lets you know the results were uploaded successfully. Click **OK**.
3. **Stream Results:** 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. Participants can then monitor the results using a smartphone, table, or computer. To start streaming, click **Start**. The **Upload Ride Times & Results to Web** window now has a message **Your results are currently streaming**. To stop streaming, click **Stop**. **Upload Ride Times & Results to Web** window now has a message **Your results have stopped streaming**.
4. **Generate URLs:** Click **Generate URLs** to obtain links to your show results **By Class, By Rider, and Scratches**. Provide the links to the show participants via the show's web page or email.

CHAPTER III.7. HIGH SCORE REPORTS

Many dressage shows provide an award to the horse/rider combination with the highest score of the show (**Champion High Score**) and the second highest score of the show (**Reserve Champion High Score**). There may also be awards for the highest score at each level (**Training, First, Second, Third, Fourth** and **FEI**), as well as awards for the highest score for each rider status (**Open, Adult Amateur, JR/YR**). This report helps you determine the high score winners for your show. When possible, they are determined at the end of the last day of the show.

DETERMINE OVERALL HIGH SCORE AND RESERVE HIGH SCORE:

1. Select **Main Menu > Reports > Post-Show > High Score Report**. The **High Score Report** window opens.
2. Click **OK** to get a report of all rides sorted from highest to lowest percentage. Use this report to determine the **Overall High Score** and **Reserve High Score** winner of the show.

SORT BY LEVEL: Sorting the report by **Level** gives you the **highest score for each dressage level**.

1. **Open the High Score Report:** Select **Main Menu > Reports > Post-Show > High Score Report**. The **High Score Report** window opens. Using the first **Order By** drop down arrow, select **Level**. **Level** 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. In this example we will only sort by level. Click **OK**. The **[High] Score Report** opens, sorted by **Level**. If desired, click **Print** to print the report. When you are ready to close the report, click **Close**.
2. **Look at the Report:** The report is sorted by **Level** and has the following sequence:
 - A. **Training Level**, starting with the highest Training Level score and ending with the lowest score.
 - B. **First Level**, starting with the highest First Level score and ending with the lowest score.
 - C. **Second Level**, starting with the highest Second Level score and ending with the lowest score.
 - D. **Third Level**, starting with the highest Third Level score and ending with the lowest score.
 - E. **Fourth Level**, starting with the highest Fourth Level score and ending with the lowest score.
 - F. **FEI Levels**, starting with the highest FEI Level score and ending with the lowest score.
 - G. Other tests not usually awarded high score awards, such as freestyles, Pas de Deux, etc.
3. **High Score for Each Level:** The first horse/rider on the list is the Training Level High Score. 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. The first horse/rider at each level is the high score winner for that level. You may want to highlight this horse/rider.
4. **Record the Results:** Annotate all of these winners. This is usually written on a separate piece of

paper and/or hand-annotated on the **High Score Report** printout.

SORT BY STATUS: Sorting the report by **Status** gives you the highest score for each rider status (Adult Amateur, JR/YR, Open).

1. **Open the High Scoring Report:** Select Main **Menu > Reports > Post-Show > High Score Report**. The **High Score Report** window opens. Using the first **Order By** drop down arrow, select **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. In this example we will only sort by level. Click **OK**. The **[High] Score Report** opens, sorted by **Status**. If desired, click **Print** to print the report. When you are ready to close the report, click **Close**.
2. **Look at the Report:** The report sorted by **Status** has the following sequence:
 - A. **Adult Amateur**, starting with the highest Adult Amateur score and ending with the lowest score.
 - B. **JR/YR**, starting with the highest JR/YR score and ending with the lowest score.
 - C. **Open**, starting with the highest Open score and ending with the lowest score.
3. **High Score for Each Level:** The first horse/rider on the list is the **Adult Amateur High Score**. 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. The first horse/rider at each status for included classes is the high score winner for that status. You may want to highlight this horse/rider.

NOTE: Different shows have different rules on which classes are included in High Score Awards. In most cases, only include rides that are Training Level, First Level, Second Level, Third Level, Fourth Level, and FEI (Prix St. Georges, Intermediaire I, Intermediaire II, and Grand Prix). Do not include Introductory Level, Pas de Deux, Quadrille, Musical Freestyles, Para-Equestrian, etc.

4. **Record the Results:** Annotate all of these winners. This is usually written on a separate piece of paper and/or annotated on the **High Score Report** printout.

You can select other sort methods by clicking the various selections available on the **High Score Report** window.

CHAPTER IV.1. FINAL REPORTS FOR USEF

You have **VERY LITTLE TIME** to submit your results to **USEF** and **USDF**. Reports are required within 10 working days. Consult the USEF and USDF guidelines (see links below) for details.

Ensure all classes have been placed – even single ride classes must have been placed. If a ride has no score, ensure you have entered the reason using the **Term** drop-down arrow.

If a class did not have any riders, put a zero in the number of entries and add **Did not fill** to the **Class Description**.

Two Reports must be sent to USEF:

1. Snail Mail Report: USEF Post Competition Report Form and your payment(s)
2. Email Report: USEF Electronic Submission of Show Results

Web Forms and Guidelines:

- Form:
 - Print version: [Click here](#).
 - Fill-in version: [Click here](#).
- Guidelines: [Click here](#)

1. **USEF Post Competition Report Form** (Snail Mail Report):
 - A. **FVD Post Competition Report**: This FVD report is the source of most of the information required by the USEF Post Competition Report Form. Select **Main Menu > Reports > Post-Show > USEF Post Competition Report**. Click **Print** to print the report.
 - B. **FVD Show Fee Summary**: This FVD report is the source of data on membership / recording fees you have collected. Select **Main Menu > Reports > Post-Show > Show Fee Summary**. Click **Print** to print the report.
 - C. **USEF Post Competition Report Form**: Open this form (see links above). Using the **FVD Post Competition Report** and the **FVD Show Fee Summary**, complete the **USEF Post Competition Report** electronically or by hand. See the **FVD User Manual > FINAL REPORTS FOR USEF** for detailed instructions.
 - D. **Mail the Report and Fees**: Mail the completed **USEF Post Competition Report Form** and your check (if not using a credit card) to the USEF address on the form. Also include **checks** made out to USEF, **Membership Application** forms, and **Horse Recording Application** forms collected during the show. (Do not send **USEF Medication Report Forms** with this packet as they go to a different address.)
2. **USEF Electronic Submission of Show Results** (Email Report):
 - A. **Save the USEF Electronic Report**: Select **Main Menu > Reports > Post-Show > USEF eScores**. The **USEF eScores** window opens. It is best to save the ASCII file that the FVD program creates, then email it to USEF; therefore, do not check the **Open e-mail program to send attachment** check box. Click **OK**. A **Fox Village Dressage** information window opens to inform you that the file has been saved. The file is saved on your **C:\...\Documents\FVD** folder. The file name is your show number with a **.dat** extension (example: 123456.dat). Click **OK** to return to the **Main Menu**.
 - B. **Email the Report to USEF**: In the usual manner, open your default email program and start a new email message. In the **To...** box, enter results@usef.org; this is the email address to which USEF results are sent. In the **Subject:** box, enter the **Show Name - Show Number** (example **ShowName - 12345**). Using the method for your email program, attach the ***.dat file**. A **message** is not required. Click the **Send** button. Your attachment is now on its way to USEF! If you do not

receive a return email acknowledgement, the email was not delivered – resend it.

CHAPTER IV.2. FINAL REPORTS FOR USDF

- **Two Reports must be sent to USDF:**

- 1. **Snail Mail Report:** USDF Report of Fees and your payment(s)
- 2. **Email Report:** USDF Electronic Submission of Show Results

- **Web Forms and Guidelines:**

- Form: [Click here](#).
- Guidelines: [Click here](#).

1. **USDF Report of Fees** (Snail Mail Report):

- A. **USDF Qualifying Ride Fees Report:** This FVD report is used to complete page 1 of the USDF form. Select **Main Menu > Reports > Post-Show > USDF Qualifying Ride Fees Report**. The **Total Qualifying Ride Fees Report** opens. The report contains the **Test, # of Rides, Q Fee**, and **Total Q Fee** for each test. It also provides the **Total of Qualifying Ride Fees** collected.
- B. **Profit(Loss) Statement:** This FVD report is used to complete page 2 of the USDF form. Select **Main Menu > Reports > Post-Show > Profit(Loss) Statement**. The **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.
- C. **USDF Report of Fees:** Open ([click here](#)) and print this form. Using the FVD **USDF Qualifying Ride Fees Report** and the **Profit / (Loss) Statement**, complete the USDF form. See the **FVD User Manual > FINAL REPORTS FOR USDF** for detailed instructions.
- D. **FVD USDF Non-Members Report:** Click **Main Menu > Reports > Post-Show > Non-members Report**. The **Non-members Report** window opens. Select **USDF**. The report opens. Compare the report to your non-member records (if any). Click **Print**.
- E. **Mail the Report, Fees, and Other Documents:** Using the address on the **USDF Report of Fees**, mail the following: **USDF Report of Fees** form, **your check** (if you are not using a credit card), **checks made out to USDF**, **USDF Membership** forms and fees, **USDF Lifetime Horse Registration** applications and fees, **USDF Upgrade to Lifetime Horse Registration** forms and fees, **USDF Horse Identification Number** applications and fees, **USDF Affidavit** forms (= USDF Non-member Form) and fees, and **USDF Non-Members Report**.

2. **USDF Electronic Submission of Show Results** (Email Report):

- A. **Save the USEF Electronic Report:** Use the same *.dat file created in **CHAPTER IV.1.2.A**.
- B. **Email the Report to USDF:** In the usual manner, open your default email program and start a new email message. In the **To...** box, enter results@usdf.org; this is the email address to which USDF results are sent. In the **Subject:** box, enter the **Show Name – Show Number** (for example, **Show Name 2009 - 123456**). Using the method for your email program, attach the **USEF *.dat file**. A **message** is not required. Click the **Send** button. Your attachment is now on its way to USDF! If you do not receive a return email acknowledgement, the email was not delivered – resend it.

CHAPTER IV.3. MEDIA REPORTS

After all recording, scoring etc. have been completed on the computer, you can create reports for the media.

1. **Simple Media Report**

- A. **Open the Criteria Window:** Select **Main Menu > Reports > Post-Show > Score Reports - Media**. The **Media Scoring Reports** window opens.

- B. **Select the Features of the Report:** Make the choices desired:
 - **Entire Show:** Check the box if you want the results for the entire show, or
 - **Day:** Use the drop-down arrow to select one day of the show.
 - **Place Limit:** Enter a number corresponding to the number of places in each class (this is usually 6). Alternately, if your targeted media only wants the top 3 places, enter 3.
 - **Group by Rider Status:** Check the box if you want the results sorted by rider status (AA / JR/YR / Open)
 - **Simple Media Report:** Check the box if you want a report that includes only the Class Name, Judge, Class Placing, Rider Name, Horse Name, and Percentage. (If you do not check this box, you get a report with more information – see below.)
 - C. **Open the Report:** Click **OK**. The **Media Scoring Report - Simple** report, with the selected criteria, opens. If desired, click **Print** to print the report. Click **Close** to close the report and return to the **Main Menu**.
 - D. **Save the Report:** This report is often emailed, as a *.pdf file, to the press so they may report the results of your show.
 - **Designate PDF:** Click **Print Preview > Export > PDF for XPS**.
 - **Enter a File Name:** The **Publish as PDF or XPS** window opens. If you are not already in the **C:\...\Documents\FVD** folder, navigate to this folder. The default file name is **rptScpreReportMediaSimple.pdf**. You may be saving multiple versions of this file; therefore, you need to enter a different file name that will identify your show (name and number), the type of report, and the fact that it is a score report. For example, it could be named **ShowNameYYYY_12345_ Entire_Places1-6_ScoreReport MediaSimple.pdf**, which indicates it is a simple media report of the entire show with places 1-6.
 - **Save the File:** Click **publish** to save the report as a PDF file. A window will open advising you of the save status. Click **Close**.
 - **Review the File:** When the *.pdf file is saved, the file will open. Review the file to ensure it is ok.
 - E. **Email the Report:** Using your default email program, in the usual manner, email the report to the media of your choice as an attachment.
2. **[Non] Simple Media Report:** If your media customers desire more show information, you can provide a **[Non] Simple Media Report**.
 - A. **Open the Criteria Window:** Select **Main Menu > Reports > Post-Show > Score Reports - Media**. The **Media Scoring Reports** selector window opens.
 - B. **Select the Features of the Report:** Select the criteria you need but do not check the **Simple Media Report** check box.
 - C. **Open the Report:** Click **OK**. The **Media Scoring Report** opens. This report includes: Class Name, Judge, Entry #, Rider Name, Horse Name, Dressage Test, Rider Status, Raw Score, Percentage, and Class Placing. If desired, click **Print** to print the report. Click **Close** to close the report and return to the **Main Menu**.
 - D. **Save and Email the Report:** Using your default email program, in the usual manner, email the report to the media of your choice as an attachment.

CHAPTER V.I. BACKUP THE FILES

You must keep all paper and computer records of a show for 3 years. Nothing gets thrown out!!!!!!

It is important to FREQUENTLY (between entry sessions, during the show, and after the show ends) backup the files associated with your show: **Show Data File, Show Template File, Horse & Rider File, and Test File.**

NOTE: If you have not already done so in [SET UP A NEW SHOW](#) > **Backup Storage Device**, select your backup device (usually a removable drive and a folder/subfolders).

The file name extensions for working files and backup files are as follows:

File	Working File Extension	Backup File Extension
Show Data File	*.sdf	*.sbk
Show Template File	*.kdf	*.kbk
Horse & Rider File	HR.hdf	HR.hbk
Test File	Test.tdf	Test.tbk

1. **Backup the Show Data File:**

- A. **Select File:** Select **Utilities > Show File > Backup**. A **Fox Village Dressage** warning window opens. Click **Yes**. The **Show Backup Source** window opens to the folder containing the **Show Data File** (C:\...\Documents\FVD). For example, the Show Data File might be **ShowNameYYYY.sdf**. Single click on the **File Name** of the show you are backing up. Its background turns blue and the file name appears in the **File name:** box. Click **Open**.
- B. **Destination Folder:** The **Show Backup Destination** window opens to the drive/folder/subfolder you selected in **SET UP A NEW SHOW**. For example, the backup destination might be a removable drive named **D:** and the folder is **FVD Backup (D:/FVD Backup)**.
- C. **Backup File Name:** In the **File name** box, enter a name for the backup file. Some people include today's date in the file name so they can easily determine the date the backup file was created and differentiate it from other backup files. Other people use the same file name each time so the new backup file over writes the previous backup file. For example, the entered file name could be **ShowNameYYYY_2015-01-03.sbk**. **ShowNameYYYY** identifies it as a backup of the ShowNameYYYY show data file, **2015-01-03** identifies the date the file was backed up, and ***.sbk** is the default FVD file extension for a show file backup file. Click **Save**.
- D. **Reopen Your Show:** A window opens, informing you **Backup completed successfully**. Click **OK**. The **Open Show File** window opens. Single click the name of your show file. The file name background turns blue and the file name appears in the **File name:** box. Click **Open**. You are returned to the **Main Menu**.

2. **Backup the Show Template File:** Perform this backup if you have a template file.

- A. **Select File:** Select **Utilities > Show Template File > Backup**. A **Fox Village Dressage** warning window opens. Click **Yes**. The **Show Template Backup Source** window opens to the folder containing the **Template File** (C:\...\Documents\FVD\Support). For example, it could be **ShowNameTemplate.kdf**. Single click on the name of the Template File. Its background turns blue and the file name appears in the **File name:** box. Click **Open**.
- B. **Destination Folder:** The **Template Backup Destination** window opens to the drive/folder/subfolder you selected in **SET UP A NEW SHOW**. For example, the backup destination

might be a removable drive named **D:** and the folder is **FVD Backup (D:/FVD Backup)**.

- C. **Backup File Name:** In the **File name** box, enter a name for the backup file. Some people include today's date in the file name so they can easily determine the date the backup file was created and differentiate it from other backup files. Other people use the same file name each time so the new backup file over writes the previous backup file. For example, it could be **ShowNameTemplate_2015-01-03.hbk**. **ShowNameTemplate** identifies it as a backup of the Blue Bird Template file, **2015-01-03** identifies the date the file was backed up, ***.hbk** is the default FVD file extension for a Template file backup file. Click **Save**.
- D. **Reopen the Template File:** A **Fox Village Dressage** window opens, informing you **Backup completed successfully**. Click **OK**. The **Open Show Template File** window opens. Single click the name of your template file. The file name background turns blue and the file name appears in the **File name:** box. Click **Open**. You are returned to the **Main Menu**.

3. **Backup the Horse and Rider File:**

- A. **Select File:** Select **Utilities > Horse & Rider File > Backup**. A **Fox Village Dressage** warning window opens. Click **Yes**. The **Horse & Rider Backup Source** window opens to the folder containing the **Horse & Rider File (HR.hdf)** (C:\...\Documents\FVD). Single click on **HR.hdf**, the name of the Horse & Rider File. Its background turns blue and the file name appears in the **File name:** box. Click **Open**.
- B. **Destination Folder:** The **Horse & Rider Backup Destination** window opens to the drive/folder/subfolder you selected in **SET UP A NEW SHOW**. For example, the backup destination might be a removable drive named **D:** and the folder is **FVD Backup (D:/FVD Backup)**.
- C. **Backup File Name:** In the **File name** box, enter a name for the backup file. Some people include today's date in the file name so they can easily determine the date the backup file was created and differentiate it from other backup files. Other people use the same file name each time so the new backup file over writes the previous backup file. For example, the entered file name could be **HR_2015-01-03.hbk**. **HR** identifies it as a backup of the Horse & Rider File, **2015-01-03** identifies the date the file was backed up, ***.hbk** is the default FVD file extension for a Horse & Rider file backup file. Click **Save**.
- D. **Relink the HR.hdf File:** A window opens, informing you **Backup completed successfully**. Click **OK**. The **Link Horse & Rider File** window opens. Single click the name of your **HR.hdf** File. The file name background turns blue and the file name appears in the **File name:** box. Click **Open**. You are returned to the **Main Menu**.

4. **Backup the Test File:**

- A. **Select File:** Select **Utilities > Test File > Backup**. A **Fox Village Dressage** warning window opens. Click **Yes**. The **Test Backup Source** window opens to the folder containing the **Test File (Test.tdf)** (C:\...\Documents\FVD). Single click on **Test.tdf**, the name of the Test File. Its background turns blue and the file name appears in the **File name:** box. Click **Open**.
- B. **Destination Folder:** The **Test Backup Destination** window opens to the drive/folder/subfolder you selected in **SET UP A NEW SHOW**. For example, the backup destination might be a removable drive named **D:** and the folder is **FVD Backup (D:/FVD Backup)**.
- C. **Backup File Name:** In the **File name** box, enter a name for the backup file. Some people include today's date in the file name so they can easily determine the date the backup file was created and differentiate it from other backup files. Other people use the same file name each time so the new backup file over writes the previous backup file. For example, the entered file name could be **Test_2015-01-03.tbk**. **Test** identifies it as a backup of the Test File, **2015-01-03** identifies the date the file was backed up, ***.tbk** is the default FVD file extension for a Test File backup file. Click **Save**.
- D. **Relink the HR.hdf File:** A window opens, informing you **Backup completed successfully**. Click **OK**. The **Link Test File** window opens. Single click the name of your **Test.tdf** file. The file name background turns blue and the file name appears in the **File name:** box. Click **Open**. You are returned to the **Main Menu**.

5. **Verify the Backup Files:** Navigate to the drive/folder/subfolder on which you saved your backup files. For example, the backup files may be located at **D:/FVD Backup**. Look for the four backup files in this folder.

CHAPTER V.2. RESTORE THE FILES

You will need to restore the backup files created in Chapter 19 to save/use them on your computer (in the case of a hard drive crash) or save/use them on a new computer. The **File / Restore...** function is used to do this.

1. **Restore the Show Data File:**

- A. **Select File:** Select **Utilities > Show File > Restore**. A **Fox Village Dressage** warning window opens. Click **Yes**. The **Show Restore Source** window opens in the device/folder where you have stored your backup files. For example, the folder could be **D:/FVD Backup** and the file **ShowNameYYYY_2015-01-03**. Double-click **ShowNameYYYY_2015-01-03.sbk** to select it as the show file to restore. Alternately, single-click the show file to select it (its background turns blue) then click **Open**.
- B. **Destination Folder:** The **Show Restore Destination** window opens and the **C:\...\Documents\FVD** folder is open as the destination folder. Double-click on the Show Data File name. For example, double-click on **ShowNameYYYY.sdf**. Alternately, single-click the Show Data File name to select it (its background turns blue) then click **Save**. A **Confirm Save As** warning window opens. If you want to overwrite the file on your computer, click **Yes**.
- C. **Open Your Show:** A **Fox Village Dressage** information window opens to inform you that the Backup file has been restored to your hard drive successfully. Click **OK**. The **Open Show File** window opens. Double-click the **Show Data File** name to open the show. Alternately, single-click the **Show Data File** name to select it (its background turns blue) then click **Open**. The show is opened and you are returned to the **Main Menu**.

2. **Restore the ShowTemplate File:**

- A. **Select File:** Select **Utilities > Show Template File > Restore**. A **Fox Village Dressage** warning window opens. Click **Yes**. The **Show Template Restore Source** window opens in the device/folder where you have stored your backup files. For example, the folder could be **D:/FVD Backup** and the file **ShowNameTemplate_2015-01-03.kbk**. Double-click **ShowNameTemplate_2009-10-14.kbk** to select it as the template file to restore. Alternately, single-click the Show Template File name to select it (its background turns blue) then click **Open**.
- B. **Destination Folder:** The **Show Template Restore Destination** window opens and the **C:\...\Documents\FVD /Support** folder is open. Double-click on the Show Template File name. In this example, you would double-click on **ShowNameTemplate.kdf**. Alternately, single-click the Show Template File name to select it (its background turns blue) then click **Save**. A **Confirm Save As** warning window opens. If you want to overwrite the file on your computer, click **Yes**.
- C. **Open the Template:** A **Fox Village Dressage** information window opens to inform you that the Backup file has been restored to your hard drive successfully. Click **OK**. The **Open Show Template File** window opens. Double-click the Show Template File name to open the template file. Alternately, single-click the Show Template File name to select it (its background turns blue) then click **Open**. You are returned to the **Main Menu**.

3. **Restore the Horse & Rider File:**

- A. **Select File:** Select **Utilities > Horse & Rider File > Restore**. A **Fox Village Dressage** warning window opens. Click **Yes**. The **Horse & Rider Restore Source** window opens in the device/folder where you have stored your backup files. For example, the folder could be **D:/FVD Backup** and the file **HR_2015-01-03.hbk**. Double-click **HR_2015-01-03.hbk** to select it as the Horse & Rider file to restore. Alternately, single-click the file to select it (its background turns blue) then click **Open**.
- B. **Destination Folder:** The **Horse & Rider Restore Destination** window opens and the **C:\...\Documents\FVD** folder is open. Double-click on the **Horse & Rider File** name. For example, double-click on **HR.hdf**. Alternately, single-click the **Horse & Rider Data File** name to select it (its background turns blue) then click **Save**. A **Confirm Save As** warning window opens. If you want to overwrite the file on your computer, click **Yes**.

- C. **Link the File:** A **Fox Village Dressage** information window opens to inform you that the Backup file has been restored to your hard drive successfully. Click **OK**. The **Link Horse & Rider File** window opens to link the **Horse & Rider file** to the **Show Data File**. Double-click the **Horse & Rider file** name. Alternately, single-click the **Horse & Rider File name** to select it (its background turns blue) then click **Save**. The file is linked to the **Show Data File** and you are returned to the **Main Menu**.
4. **Restore the Test File:**
 - A. **Select File:** Select **Utilities > Test File > Restore**. A **Fox Village Dressage** warning window opens. Click **Yes**. The **Test Restore Source** window opens in the device/folder where you have stored your backup files. For example, the folder could be **D:/FVD Backup** and the file **HR_2015-01-03.tbk**. Double-click **Test_2015-01-03.tbk** to select it as the Test file to restore. Alternately, single-click the file to select it (its background turns blue) then click **Open**.
 - B. **Destination Folder:** The **Test Restore Destination** window opens and the **C:\...\Documents\FVD** folder is open. Double-click on the **Test File** name. For example, double-click on **Test.tdf**. Alternately, single-click the **Test File name** to select it (its background turns blue) then click **Save**. A **Confirm Save As** warning window opens. If you want to overwrite the file on your computer, click **Yes**.
 - C. **Link the File:** A **Fox Village Dressage** information window opens to inform you that the Backup file has been restored to your hard drive successfully. Click **OK**. The **Link Test File** window opens to link the **Test file** to the **Show Data File**. Double-click the **Test file** name. Alternately, single-click the **Test File name** to select it (its background turns blue) then click **Save**. The file is linked to the **Show Data File** and you are returned to the **Main Menu**.

CHAPTER V.3. ANOTHER METHOD TO BACKUP AND RESTORE FILES

Chapter V.1. (Backup the Files) and **Chapter V.2. (Restore the Files)** presents a method to backup and restore your Show, Show Template, Horse & Rider, and Test files.

If you are familiar with the Windows folder/file structure and how to copy and paste files from one folder to another, Chapter V.3. presents an easier method. It also does not change the file extensions.

BACKUP:

1. **Copy Files to the Windows Clipboard:**
 - A. **Locate the Files You Want to Backup:**
 - Navigate to **C:\...\Documents\FVD** [or the folder that contains your **Show File (*.sdf)**, your **Horse & Rider File (HR.hdf)**, and your **Test file (test.TDF)**].
 - You will see the subfolders and files in the FVD folder.
 - In this example, we will first backup the ***.sdf**, **HR.hdf**, and **test.tdf** files.
 - Then we will backup the Show Template file (*.kdf), which is located at **C:\...\Documents\FVD\Support**.
 - B. **Select the Files:**
 - Point the cursor at the ***.sdf** file and left click. The background will turn blue and the text will turn white.
 - Depress the **Ctrl** key (do not release it until told to do so below) then point the cursor at the **HR.hdf** file and left click. The background will turn blue and the text will turn white.
 - Without releasing the **Ctrl** key, point the cursor at the **Test.tdf** file and left click. The background will turn blue and the text will turn white. Now all three files have been selected (they all have a blue background and white text).
 - C. **Copy the Files to the Windows Clipboard:**
 - There are two methods:
 - Click **Copy**
 - OR
 - Right click and select **Copy**.

- Release the **Ctrl** key.
- The files are now in the windows clipboard.

2. **Paste the Files to an External Storage Device**

A. **Use an External Storage Device:**

- It is recommended that you copy the files to an external storage device such as an external hard drive, jump/thumb drive, memory card, etc. You could also save to the Cloud. By doing this, if your computer's hard drive fails, your backup will be retrievable.
- First connect/insert the external storage device.
- Navigate to the external storage device. In this example, it is **Removable Drive (D:)**.

B. **Create a Folder for the Backup Files:**

- If desired, create a folder on the external drive that will contain all your backup files. In this example, we will create the **FVD Backup** folder. The method varies depending on the Windows version. The following uses Windows 8.1.
 - Place the cursor over the text for the removable drive and right click. The background will turn blue and a menu will drop down.
 - Click **New > Folder**.
 - A new folder icon will appear with the text **New Folder** next to it. Type in **FVD Backup** (or any folder name you wish to use).
- You now have a **FVD Backup** folder on the removable drive.

C. **Determine If You Want a Subfolder for Each Backup:**

- Decide if you want each backup to overwrite a previous backup or if you want sequential backups whereby you are not overwriting previous backup files.
- If you want to overwrite previous backups, you will simply copy the files to the backup folder. For example, the files could be copied to the **D:\FVD Backup**.
- If you want sequential backups that do not overwrite previous backups, it is recommended that you use a separate subfolder for each backup, using a folder name that clearly describes the contents. For example, the Blue Horse Dressage Show 2015 show could have the following sequential backup subfolder names:
 - 2015-02-07_BlueHorse2015_Backup
 - 2015-02-08_BlueHorse2015_Backup
 - 2015-02-09_BlueHorse2015_Backup
 - 2015-02-10_BlueHorse2015_Backup
 - 2015-02-11_BlueHorse2015_Backup
 - Etc.
- You create a new subfolder every day that you backup files. This creates a sequentially dated series of folders, each containing the files backed up on that date.

D. **Paste the Files into the Destination Folder:**

- Once you determine (and create) the folder in which you want to backup the files (your destination folder), left click on the folder name. The background will turn blue and the text will turn white.
- There are two methods to paste the files:
 - Click **Paste**,
 - OR
 - Right click and select **Paste**.
- The files are now in your designated folder.

3. **Backup the Template File:** To backup your template file, repeat the above steps, this time copying

the template file (*.kdf), which is usually located in the **C:\...\Documents\FVD\Support** folder, to your destination folder.

4. **You Now Have Four Files in Your Backup Folder:**

- A. Show File (*.sdf)
- B. Template File (*.kdf)
- C. Horse & Rider File (HR.hdf)
- D. Test File (Test.tdf)

RESTORE:

1. **Copy and Paste Your Backup Files to Your FVD Folder:**

- A. If you have a hard drive failure or other type of mishap, simply copy and paste your most recent backup to your new FVD folder. This is performed exactly as in **BACKUP** above, except the files are copied from the backup folder on the external device and are pasted into your FVD folder (*.sdf, HR.hdf, and Test.tdf) or FVD\Support folder (*.kdf) on your computer's hard drive.
- B. After copying and pasting the files, link the files as in [PREPARE FVD FOR THE NEW SHOW SEASON](#).

2. **Copy and Paste Your Files to Another Computer:**

- A. Make a backup of your most recent files to the external device, as above.
- B. If not already done, install FVD on the second computer.
- C. Insert/connect your external device to the second computer.
- D. Copy and paste your most recent backup to the C:\...\Documents\FVD folder of the second computer (or another folder of your choice). This is performed exactly as in Chapter V.3. RESTORE except the files are copied from the external device and are pasted into the FVD folder (*.sdf, HR.hdf, and Test.tdf) or FVD\Support folder (*.kdf) of the new computer.
- E. This can also be accomplished by networking the two computers.
- F. After copying and pasting the files, link the files as in [PREPARE FVD FOR THE NEW SHOW SEASON](#).

3. **Email Your Files to Another Person:**

- A. Open your default email program and complete the **To:** box, **Subject:** box, and write a message.
- B. Attach the *.sdf, HR.hdf, Test.tdf, and *.kdf in the usual manner.
- C. Send the email.
- D. The recipient then saves the files to the appropriate folders on his/her FVD computer, links the files, and gets to work.

SECTION VI. APPENDICES

APPENDIX A. USEF AND USDF MEMBERSHIP REQUIREMENTS

In order to participate in USEF licensed / USDF recognized shows, USEF and USDF have specific membership requirements for people (riders, handlers, owners, trainers, coaches, business owners) and horses (USEF Recording, USDF Registration). See the **FVD User Manual > APPENDIX A. USEF and USDF MEMBERSHIP REQUIREMENTS**.

APPENDIX B. USEF, USDF AND FEI DRESSAGE TESTS

USEF Dressage Tests: [Click here](#).

USDF Dressage Tests: [Click here](#).

FEI Dressage Tests: [Click here](#).

FEI Para-equestrian Dressage Tests: [Click here](#).

APPENDIX C. USEF DRESSAGE SECTION CODES

Dressage USEF Section Codes are required for all recognized classes. They are entered in the USEF Code box, as explained in [SET UP A NEW SHOW](#) > **Show Office** > **Classes**.

USDF INTRODUCTORY LEVEL 9951 WALK/TROT CLASSES (EXEMPT NON-MEMBER FEE)	USDF MUSICAL FREESTYLE USDF TRAINING LEVEL FREESTYLE [use 1598] 1541 USDF FIRST LEVEL FREESTYLE 1538 USDF SECOND LEVEL FREESTYLE 1539 USDF THIRD LEVEL FREESTYLE 1540 USDF FOURTH LEVEL FREESTYLE
USEF OPPORTUNITY CLASSES 5702 OPPORTUNITY CLASS 5703 OPPORTUNITY CLASS AMATEUR	FEI MUSICAL FREESTYLE 1532 FEI PRIX ST GEORGES FREESTYLE 1534 FEI INTERMEDIATE I FREESTYLE 1526 FEI GRAND PRIX FREESTYLE
USEF TRAINING LEVEL 1502 TRAINING LEVEL DRESSAGE [OPEN] 1503 TRAINING LEVEL DRESSAGE A/A 1546 TRAINING LEVEL DRESSAGE JR/YR	JUNIOR AND YOUNG RIDERS, YOUNG ADULT 1597 FEI JR/YR (TEAM AND INDIVIDUAL) 1555 FEI GRAND PRIX RIDERS AGES 20 - 25 1554 USEF YOUNG ADULT "BRENTINA CUP"
USEF FIRST LEVEL 1504 FIRST LEVEL DRESSAGE [OPEN] 1505 FIRST LEVEL DRESSAGE A/A 1506 FIRST LEVEL DRESSAGE JR/YR	FEI PONY DRESSAGE 1594 FEI PONY DRESSAGE
USEF SECOND LEVEL 1507 SECOND LEVEL DRESSAGE [OPEN] 1508 SECOND LEVEL DRESSAGE A/A 1509 SECOND LEVEL DRESSAGE JR/YR	YOUNG HORSE 1551 [USEF]/FEI 4 YR OLD YOUNG HORSE 1542 FEI 5 YR OLD YOUNG HORSE 1543 FEI 6 YR OLD YOUNG HORSE
USEF THIRD LEVEL 1510 THIRD LEVEL DRESSAGE [OPEN] 1511 THIRD LEVEL DRESSAGE A/A 1512 THIRD LEVEL DRESSAGE JR/YR	DEVELOPING HORSE 1553 USEF DEVELOPING HORSE 1552 FEI PRIX ST GEORGES, HORSES 7-9
USEF FOURTH LEVEL 1513 FOURTH LEVEL DRESSAGE [OPEN] 1514 FOURTH LEVEL DRESSAGE A/A 1515 FOURTH LEVEL DRESSAGE JR/YR	DRESSAGE SPORT HORSE BREEDING 5905 DSHB YOUNG HORSE 5901 DSHB YRLG DRESSAGE BREEDING 5902 DSHB 2 YR OLD DRESSAGE BREEDING 5903 DSHB 3 YR OLD DRESSAGE BREEDING 5906 DSHB 4 YR OLD DRESSAGE BREEDING 5904 DSHB MATURE HORSE (5 YR AND ABOVE) 5900 DRESSAGE SPORT HORSE BREEDING* 1596 DRESSAGE BREEDING-MATERIALE (U/S)
FEI PRIX ST GEORGES 1531 FEI PRIX ST GEORGES DRESSAGE [OPEN] 1530 FEI PRIX ST GEORGES DRESSAGE A/A 1529 FEI PRIX ST GEORGES DRESSAGE JR/YR	OTHER DRESSAGE 1500 DRESSAGE [TEST OF CHOICE] 1598 MISC DRESSAGE [Rider Tests, Intermed A & B, etc.] 6900 DRESSAGE SEAT MEDAL 9950 NON-MEMBER EXEMPTED CLASSES
FEI INTERMEDIATE I 1533 FEI INTERMEDIATE I DRESSAGE [OPEN] 1544 FEI INTERMEDIATE I DRESSAGE A/A 1545 FEI INTERMEDIATE I DRESSAGE JR/YR	
FEI INTERMEDIATE II 1535 FEI INTERMEDIATE II DRESSAGE [OPEN] 1547 FEI INTERMEDIATE II DRESSAGE A/A 1548 FEI INTERMEDIATE II DRESSAGE JR/YR	
FEI GRAND PRIX 1537 FEI GRAND PRIX DRESSAGE [OPEN] 1549 FEI GRAND PRIX DRESSAGE A/A 1550 FEI GRAND PRIX DRESSAGE JR/YR 1556 FEI GRAND PRIX SPECIAL DRESSAGE	

NOTE: If there is no code for a class, use **1598 MISC DRESSAGE**. Ex.: Rider tests, FEI Intermediate A & B, etc.

NOTE: For USEF purposes, a class limited to AA and JR/YR riders (no Professional riders) is considered an Open class.

APPENDIX D. EQUINE CANADA (EC) SECTION CODES

The following EC Section Codes are in FVD. They are used if EC es selcted as the National Level; see **Main Menu > Show Office > Show Preferences > Membership > National Level.**

10010107	DR	Training - 1	19019200	DR	FEI Children - Team
10020307	DR	Training - 2	19019300	DR	FEI Children - Individual
10030307	DR	Training - 3	19020601	DR	FEI Pony - Preliminary
10050950	DR	Training Test of Choice	19020701	DR	FEI Pony - Team
10110307	DR	First - 1	19020801	DR	FEI Pony - Individual
10120307	DR	First - 2	19020900	DR	FEI Pony - Freestyle
10130300	DR	First - 3	19030600	DR	FEI Junior - Preliminary
10140900	DR	First - Freestyle	19030701	DR	FEI Junior - Team
10150950	DR	First Level Test of Choice	19030801	DR	FEI Junior - Individual
10210300	DR	Second - 1	19030900	DR	FEI Junior - Freestyle
10220300	DR	Second - 2	19040600	DR	FEI Young Rider - Preliminary
10230307	DR	Second - 3	19040700	DR	FEI Young Rider - Team
10240900	DR	Second - Freestyle	19040900	DR	FEI Young Rider - Freestyle
10250950	DR	Second Level Test of Choice	19041850	DR	FEI Young Rider - Individual
10310307	DR	Third - 1	19050300	DR	FEI - Prix St Georges
10320307	DR	Third - 2	19060100	DR	FEI - Intermediare 1
10330307	DR	Third - 3	19060900	DR	FEI - Intermediare 1 Freestyle
10330900	DR	Third - Freestyle	19070100	DR	FEI - Intermediare 2
10350950	DR	Third Level Test of Choice	19070200	DR	FEI - Intermediare A
10410300	DR	Fourth - 1	19070300	DR	FEI - Intermediare B
10420307	DR	Fourth - 2	19130100	DR	FEI Grand Prix
10430307	DR	Fourth - 3	19220100	DR	FEI Grand Prix - Special
10430900	DR	Fourth Freestyle	19220900	DR	FEI Grand Prix - Freestyle
10450950	DR	Fourth Level Test of Choice	19220950	DR	FEI Grand Prix Young Rider
11000100	DR	Sport Horse Breeding Ind Score Sheet	19720100	DR	Walk Trot Test A
11000200	DR	Sport Horse Breeding Master Score	19720200	DR	Walk Trot Test B
12015325	DR	Materiale Classes 3 & 4 yr olds	19720300	DR	Walk Trot Test C
13000005	PE	FEI PE Grade 1a - Team	19720400	DR	Walk Trot Test D
13000006	PE	FEI PE Grade 1a - Individual Championship	19730100	DR	Dressage Seat Equitation
13000012	PE	FEI PE Grade 1b - Team			
13000013	PE	FEI PE Grade 1b - Individual Championship			
13000014	PE	FEI PE Grade 1b Freestyle			
13000020	PE	FEI PE Grade 2 - Team			
13000021	PE	FEI PE Grade 2 - Individual Championship			
13000022	PE	FEI PE Grade 2 - Freestyle			
13000028	PE	FEI PE Grade 3 - Team			
13000029	PE	FEI PE Grade 3 - Individual Championship			
13000030	PE	FEI PE Grade 3 - Freestyle			
13000040	PE	FEI PE Grade 4 - Team 20x40			
13000041	PE	FEI PE Grade 4 - Indl Champ 20x60			
13000042	PE	FEI PE Grade 4 - Freestyle 20X60			
13000043	PE	FEI PE Grade 1a Novice			
13000044	PE	FEI PE Grade 1b Novice			
13000045	PE	FEI PE Grade 2 Novice			
13000046	PE	FEI PE Grade 3 Novice			
13000047	PE	FEI PE Grade 4 Novice 20x40			
13000048	PE	FEI PE Grade 4 Novice 20x60			
13000049	PE	FEI PE Grade 4 Ind Champ 20x40			
13000050	PE	FEI PE Grade 1a Freestyle			
13000051	PE	FEI PE Grade 4 Team 20x60			
13000052	PE	PE Test of Choice			
13000053	PE	FEI PE Grade 3 Ind Championship 20x60			
13000054	PE	FEI PE Grade 3 Team 20x60			
19000950	DR	FEI Test of Choice			
19015350	DR	FEI Young Horse 4 yr			
19015400	DR	FEI Young Horse 5 yr - Qualifier			
19015500	DR	FEI Young Horse 5 yr - Final			
19016400	DR	FEI Young Horse 6 yr - Qualifier			
19016500	DR	FEI Young Horse 6 yr - Final			
19019100	DR	FEI Children - Preliminary			
19019101	DR	FEI Children - Preliminary - A			
19019102	DR	FEI Children - Preliminary - B			

APPENDIX E. DEFAULT TEST DURATIONS IN FVD

The following test durations are in FVD. The test durations can be edited; see **Main Menu > Show Office > Test Durations**.

Training Level, Test 1 2015	7.0	FEI Pony Individual 2015	9.0	Cowboy Dressage Challenge Walk, Jog, Lope 1	9.0
Training Level, Test 2 2015	7.5	FEI Pony Prelim 2009	6.0	Cowboy Dressage Vaquero Challenge Walk, Jog 2	7.0
Training Level, Test 3 2015	7.0	FEI Pony Freestyle 2009	9.0	Cowboy Dressage Vaquero Challenge Walk, Jog 4	9.0
First Level, Test 1 2015	7.0	FEI YH Final for 5-Year-Olds	10.0	Cowboy Dressage Vaquero Challenge Walk-Jog-L	9.0
First Level, Test 2 2015	7.5	FEI YH Final for 6-Year-Olds	10.0	Cowboy Dressage Y/A Partner Ground	6.0
First Level, Test 3 2015	8.0	USEF Four-Year-Old Test 2015	10.0	Cowboy Dressage Y/A PUS	6.0
Second Level, Test 1 2015	7.5	FEI YH 5 YR Preliminary	10.0	Gaited Cowboy Dressage Walk, Int G 2	7.0
Second Level, Test 2 2015	8.5	Dressage Seat Equitation	5.0	Gaited Cowboy Dressage Walk Int Gait 3	6.5
Second Level, Test 3 2015	8.0	FEI Young Riders Individual 2015	9.0	Gaited Cowboy Dressage Walk, Int Gait, Lope 2	7.0
Third Level, Test 1 2015	8.0	FEI YR Grand Prix 16-25 2015	9.0	Cowboy Dressage Walk Jog Freestyle	6.0
Third Level, Test 2 2015	8.0	FEI Prelim Children 2009	6.0	Cowboy Dressage Walk Jog Lope Freestyle	6.0
Third Level, Test 3 2015	8.0	FEI Team Children 2009	6.0	FEI Para Team Grade 1A - 2013	8.0
Fourth Level, Test 1 2015	8.0	FEI Individual Children 2009	6.0	FEI Para Individual Grade 1A - 2013	8.0
Fourth Level, Test 2 2015	7.5	FEI Regional Prelim 2009	6.0	FEI Para Freestyle Grade 1A - 2010	9.0
Fourth Level, Test 3 2015	8.5	FEI Regional Team 2009	6.0	FEI Para Novice 1A - 2010	8.0
FEI Prix St. Georges 2015	9.0	FEI Regional Indiv 2009	6.0	FEI Para Equestrian Team 1B - 2013	8.0
FEI Intermediate I 2015	9.0	USEF Developing PSG 2012	8.0	FEI Para Equestrian Individual 1B - 2013	8.0
FEI Intermediate II 2015	9.0	FEI Intermediate A 2015	10.0	FEI Para Freestyle Grade 1B - 2010	9.0
FEI Intermediate B 2015	9.0	USDF Freestyle Quadrille 2015	10.0	FEI Para Novice 1B - 2010	8.0
FEI Grand Prix Special 2015	9.0	Western Dressage Intro Test 1	6.5	FEI Para Team Grade II - 2013	8.0
FEI Grand Prix 2015	9.0	Western Dressage Intro Test 2	7.0	FEI Para Grade II Individual - 2013	8.0
FEI Grand Prix 2014	9.0	Western Dressage Intro Test 3	7.0	FEI Para Freestyle Grade II - 2010	9.0
FEI Young Riders, Prelim 2009	9.0	Western Dressage Intro Test 4	7.0	FEI Para Novice Grade II - 2010	8.0
USDF Freestyle, First Level 2015	9.0	Western Dressage Basic Test 1	7.0	FEI Para Grade III Team - 2013	8.0
USDF Freestyle, Second Level 2015	9.0	Western Dressage Basic Test 2	7.8	FEI Para Grade III Individual - 2013	8.0
USDF Freestyle, Third Level 2015	9.0	Western Dressage Basic Test 3	7.0	FEI Para Freestyle III - 2013	8.0
USDF Freestyle, Fourth Level 2015	9.0	Western Dressage Basic Test 4	7.0	FEI Para Grade III Novice - 2010	8.0
FEI Freestyle, Intermediate I 2009	9.0	Western Dressage Level 1 Test 1	7.5	FEI Para Team Grade IV - 2013	8.0
FEI Freestyle, Grand Prix 2009	9.0	Western Dressage Level 1 Test 2	7.0	FEI Para Freestyle Grade IV - 2012	9.0
FEI Junior Individual 2015	9.0	Western Dressage Level 1 Test 3	7.5	FEI Para Grade IV Novice - 2010	8.0
FEI Junior Team 2015	9.0	Western Dressage Level 1 Test 4	7.5	USEF Brentina Cup 2007	9.0
FEI Junior Prelim 2009	9.0	Western Dressage Level 2 Test 1	7.5	USEF Developing Grand Prix 2012	8.0
FEI Young Riders PSG Team 2015	9.0	Western Dressage Level 2 Test 2	7.5	Olympic Grand Prix Special	9.0
USDF Pas de Deux 2015	10.0	Western Dressage Level 2 Test 3	7.5	USEF Training Level Rider Test - 2015	8.0
USDF Intro Quadrille Test 2015	8.0	Western Dressage Level 2 Test 4	8.0	USEF First Level Rider Test - 2015	8.0
USDF Training Level Quadrille Test 2015	8.5	Western Dressage Level 3 Test 1	8.5	USEF Second Level Rider Test - 2015	8.0
USDF First Level Quadrille Test 2015	8.5	Western Dressage Level 3 Test 2	8.5	USDF Freestyle, Training Level 2015	9.0
USDF Second Level Quadrille Test 2015	8.5	Western Dressage Level 3 Test 3	8.5	Eventing - Training Test A	7.0
USDF Third Level Quadrille Test 2011	8.5	Western Dressage Level 3 Test 4	8.0	Eventing - Training Test B	7.0
FEI Young Riders Freestyle 2009	9.0	Western Freestyle Basic Level	7.0	Prix Caprilli-Training Level	7.0
FEI Prix St. Georges (short) 1997	10.0	Western Freestyle Level 1	7.0	Prix Caprilli-First Level	6.0
FEI Prelim. Test for 5-Year-Olds 2009	8.0	Western Freestyle Level 2	8.0	Prix Caprilli-Second Level	6.0
FEI Prelim. Test for 6-Year-Olds 2009	8.0	Western Freestyle Level 3	8.0	GP De Dressage-Knockout	6.0
FEI for 6-Year-Olds 2004	7.0	Cowboy Dressage Walk, Jog Test 1	6.0	Online Test Place Holder	6.0
USDF Prospects In-Hand 2015	6.0	Cowboy Dressage Walk, Jog Test 2	7.0		
USDF DSHP Under-Saddle 2015	6.0	Cowboy Dressage Walk, Jog Test 3	6.5		
USDF DSHB Stock In-Hand 2015	6.0	Cowboy Dressage Walk, Jog Test 4	6.5		
USDF DSH Group Class 2015	6.0	Cowboy Dressage Walk, Jog, Lope Test 1	7.0		
2007 USDF Materiale Class Scoresheet	6.0	Cowboy Dressage Walk, Jog, Lope Test 2	7.0		
FEI Freestyle Test for Juniors 2009	9.0	Cowboy Dressage Walk, Jog Lope Test 4	6.5		
FEI Freestyle for Pony Riders 2009	10.0	Cowboy Dressage Walk, Jog, Lope Test 5	7.0		
USDF Amateur Handler 2015	6.0	Cowboy Dressage Walk, Jog, Lope Test 6	7.0		
Introductory Walk-Trot Test A 2015	6.0	Cowboy Dressage Challenge Walk, Jog 1	7.0		
Introductory Walk-Trot Test B 2015	6.0	Cowboy Dressage Challenge Walk, Jog 2	7.0		
Introductory Walk-Trot Test C 2015	6.0	Cowboy Dressage Challenge Walk, Jog 3	8.0		
FEI Pony Team 2015	9.0	Cowboy Dressage Challenge Walk, Jog 4	9.0		

APPENDIX F. DRESSAGE CLASS NUMBERS AND INFORMATION

Although **not required** by USEF or USDF, the following standard nomenclature for class numbers is recommended:

Use a four-digit number such as: **1234**

First number = show day

Show Day	#
First show day	1
Second show day	2
Third show day	3
Etc.	n

Second number = Class type

Category	#
Intro, Training, 1st, 2 nd , 3 rd , 4 th , PSG, Int, GP, USDF MFS, FEI MFS, Quadrille, and Pas de Deux	0*
Children, Pony, JR, YR, Brentina, YH, DH, Materiel, Games, DSE	1
Para-Equestrian	2
Dressage Sport Horse Breeding	3

* If you only have "0" type classes in your show, the "0" is optional. If you have 0 and any 1-7 type classes, the 0 is also optional; however, this could lead to confusion and the computer will not sort the numbers correctly.

- For example, a **Day 2 - First Level - Test 3** class would be: 2013 (or 213). Any time class 2013 (or 213) is mentioned, the day, type, level, and test would be obvious.
- See **Appendix E.2.** for resulting recommended class numbers.
- If one class is split into two or more classes, the derivative classes are assigned decimals. For example, if class #2013 is split into two classes, the original Open class is #2013 (or 2013.0) and the new class is #2013.1, etc. A recommended nomenclature is as follows:
 - 2013.0** = Open Class (0 for Open)
 - 2013.1** = AA Class (1 type of rider status)
 - 2013.2** = JR/YR Class (2 types of rider status)
 - 2013.3** = AA/JR/YR Class (3 types of rider status)

Third number = Class "level" or "category"

Level or Category	#
Training, Children, Fillies/Colts. Etc.	0
First Level, Pony, Yearlings, PE Grade Ia & Ib, etc	1
Second Level, JR, PE Grade II, 2YO, etc.	2
Third Level, YR, PE Grade III, 3YO, etc.	3
Fourth Level, Brentina, PE Grade IV 20x40, 4+YO	4
FEI (PSG, Int, GP), YH, PE Gr IV 20x60, Group	5
USDF MFS, DH, PE TOC, Prospects US	6
FEI MFS, Materiel	7
Quadrille & Pas de Deux, Games, IBC	8
Intro, DSE, Amateur handler	9

Fourth number = "test" or "other"

Test or Other	#
PSG, Quad Trng, PE Gr1B TOC, DSHB Championship	0
Test 1, Int 1, 1 st MFS, Int 1 MFS, Quad 1 st , Preliminary Test, USEF YH 4YO, DH PSG, DSE, PE Novice, Fillies, Etc.	1
Test 2, Int 2, 2 nd MFS, GP MFS, Quad 2 nd , Team, Brentina, FEI YH 4YO, DH GP, Colts, Etc.	2
Test 3, GP, Individual, 3 rd MFS, Quad 3 rd , Individual, YH 5YO Prelim, Geldings, Etc.	3
Test 4, GPS, 4 th MFS, Quad 4 th , 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
None	8
None	9

APPENDIX G.1. SCHEDULING SHEET > CLASSES (2-152 MINUTES)

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APPENDIX G.2. SCHEDULING SHEET > CLASSES (154-304 MINUTES)

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APPENDIX G.3. SCHEDULING SHEET > CLASSES (306-454 MINUTES)

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APPENDIX G.4. SCHEDULING SHEET > LUNCH

45-MINUTE LUNCH

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22	45-MINUTE LUNCH
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60-MINUTE LUNCH

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30	60-MINUTE LUNCH
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10-MINUTE BREAKS

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15-MINUTE BREAKS

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08	15-MINUTE BREAK
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08	15-MINUTE BREAK
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APPENDIX G.6. SHOW SCHEDULING SHEET

[illegible]

Class #: Write in class number for each ring, in order of go.

X: Judge: Write in the letter position(s) and judge name(s) for each class. Include breaks and lunch.

Use the completed sheet for scheduling.

APPENDIX H. DRESSAGE TESTS BUILT INTO FVD

The following tests are built into FVD:

2007 USDF Materiale Class Scoresheet
 Cowboy Dressage Challenge Walk, Jog 1
 Cowboy Dressage Challenge Walk, Jog 2
 Cowboy Dressage Challenge Walk, Jog 3
 Cowboy Dressage Challenge Walk, Jog 4
 Cowboy Dressage Challenge Walk, Jog, Lope 1
 Cowboy Dressage Vaquero Challenge Walk, Jog 2
 Cowboy Dressage Vaquero Challenge Walk, Jog 4
 Cowboy Dressage Vaquero Challenge Walk-Jog-Lope 1
 Cowboy Dressage Walk Jog Freestyle
 Cowboy Dressage Walk Jog Lope Freestyle
 Cowboy Dressage Walk, Jog Lope Test 4
 Cowboy Dressage Walk, Jog Test 1
 Cowboy Dressage Walk, Jog Test 2
 Cowboy Dressage Walk, Jog Test 3
 Cowboy Dressage Walk, Jog Test 4
 Cowboy Dressage Walk, Jog, Lope Test 1
 Cowboy Dressage Walk, Jog, Lope Test 2
 Cowboy Dressage Walk, Jog, Lope Test 5
 Cowboy Dressage Walk, Jog, Lope Test 6
 Cowboy Dressage Y/A Partner Ground
 Cowboy Dressage Y/A PUS
 Dressage Seat Equitation
 Eventing - Training Test A
 Eventing - Training Test B
 FEI for 6 Year-Olds 2004
 FEI Freestyle for Pony Riders 2009
 FEI Freestyle Test for Juniors 2009
 FEI Freestyle, Grand Prix 2009
 FEI Freestyle, Intermediate I 2009
 FEI Grand Prix 2014
 FEI Grand Prix 2015
 FEI Grand Prix Special 2015
 FEI Individual Children 2009
 FEI Intermediate A 2015
 FEI Intermediate B 2015
 FEI Intermediate I 2015
 FEI Intermediate II 2015
 FEI Junior Individual 2015
 FEI Junior Prelim 2009
 FEI Junior Team 2015
 FEI Para Freestyle Grade 1A - 2010
 FEI Para Equestrian Individual 1B - 2013
 FEI Para Equestrian Team 1B - 2013
 FEI Para Freestyle Grade 1B - 2010
 FEI Para Freestyle Grade II - 2010
 FEI Para Freestyle Grade IV - 2012
 FEI Para Freestyle III - 2013
 FEI Para Grade II Individual - 2013
 FEI Para Grade III Individual - 2013
 FEI Para Grade III Novice - 2010
 FEI Para Grade III Team - 2013
 FEI Para Grade IV Novice - 2010
 FEI Para Individual Grade 1A - 2013
 FEI Para Individual Grade IV - 2013
 FEI Para Novice 1B - 2010
 FEI Para Novice Grade II - 2010
 FEI Para Novice IA - 2010
 FEI Para Team Grade 1A - 2013
 FEI Para Team Grade II - 2013
 FEI Para Team Grade IV - 2013
 FEI Pony Freestyle 2009
 FEI Pony Individual 2015
 FEI Pony Prelim 2009

FEI Pony Team 2015
 FEI Prelim Children 2009
 FEI Prelim. Test for 5-Year-Olds 2009
 FEI Prelim. Test for 6-Year-Olds 2009
 FEI Prix St. Georges (short) 1997
 FEI Prix St. Georges 2015
 FEI Regional Indiv 2009
 FEI Regional Prelim 2009
 FEI Regional Team 2009
 FEI Team Children 2009
 FEI YH 5 YR Preliminary
 FEI YH Final for 5-Year-Olds
 FEI YH Final for 6-Year-Olds
 FEI Young Riders Freestyle 2009
 FEI Young Riders Individual 2015
 FEI Young Riders PSG Team 2015
 FEI Young Riders, Prelim 2009
 FEI YR Grand Prix 16-25 2015
 First Level, Test 1 2015
 First Level, Test 2 2015
 First Level, Test 3 2015
 Fourth Level, Test 1 2015
 Fourth Level, Test 2 2015
 Fourth Level, Test 3 2015
 Gaited Cowboy Dressage Walk Int Gait 3
 Gaited Cowboy Dressage Walk, Int G 2
 Gaited Cowboy Dressage Walk, Int Gait, Lope 2
 GP De Dressage-Knockout
 Introductory Walk-Trot Test A 2015
 Introductory Walk-Trot Test B 2015
 Introductory Walk-Trot Test C 2015
 Olympic Grand Prix Special
 Online Test Place Holder
 Prix Caprilli-First Level
 Prix Caprilli-Second Level
 Prix Caprilli-Training Level
 Second Level, Test 1 2015
 Second Level, Test 2 2015
 Second Level, Test 3 2015
 Third Level, Test 1 2015
 Third Level, Test 2 2015
 Third Level, Test 3 2015
 Training Level, Test 1 2015
 Training Level, Test 2 2015
 Training Level, Test 3 2015
 USDF Amateur Handler 2015
 USDF DSH Group Class 2015
 USDF DSHB Stock In-Hand 2015
 USDF DSHP Under-Saddle 2015
 USDF First Level Quadrille Test 2015
 USDF Freestyle Quadrille 2015
 USDF Freestyle, First Level 2015
 USDF Freestyle, Fourth Level 2015
 USDF Freestyle, Second Level 2015
 USDF Freestyle, Third Level 2015
 USDF Freestyle, Training Level 2015
 USDF Intro Quadrille Test 2015
 USDF Pas de Deux 2015
 USDF Prospects In-Hand 2015
 USDF Second Level Quadrille Test 2015
 USDF Third Level Quadrille Test 2011
 USDF Training Level Quadrille Test 2015
 USEF Brentina Cup 2007
 USEF Developing Grand Prix 2012

USEF Developing PSG 2012
 USEF First Level Rider Test - 2015
 USEF Four-Year-Old Test 2015
 USEF Second Level Rider Test - 2015
 USEF Training Level Rider Test - 2015
 Western Dressage Basic Test 1
 Western Dressage Basic Test 2
 Western Dressage Basic Test 3
 Western Dressage Basic Test 4
 Western Dressage Intro Test 1
 Western Dressage Intro Test 2
 Western Dressage Intro Test 3
 Western Dressage Intro Test 4
 Western Dressage Level 1 Test 1
 Western Dressage Level 1 Test 2
 Western Dressage Level 1 Test 3

- As of December 23, 2015, FVD has these tests, in the order presented (alphabetical), in FVD.
- The more commonly used tests are highlighted here.
- The tests can be edited or deleted, and new tests can be added. See Show Office Functions > Test Editor for the procedure

APPENDIX I. PRINT LABELS AND INDEX CARDS

Printing labels and index cards can be a bit tricky as it can be difficult to get the print correctly placed within the label or card. See **FVD User Manual > APPENDIX I. PRINT LABELS AND INDEX CARDS** for details.

SECTION VII. PROGRAM FUNCTIONS

See the **FVD User Manual** for the following:

PROGRAM FUNCTIONS 1. FILE
PROGRAM FUNCTIONS 2. FOX VILLAGE DRESSAGE
PROGRAM FUNCTIONS 3. UTILITIES
PROGRAM FUNCTIONS 4. HELP
PROGRAM FUNCTIONS 5. SHOW OFFICE
PROGRAM FUNCTIONS 6. SCORING
PROGRAM FUNCTIONS 7. REPORTS > PRE-SHOW
PROGRAM FUNCTIONS 8. REPORTS > DURING-SHOW
PROGRAM FUNCTIONS 9. REPORTS > POST-SHOW
PROGRAM FUNCTIONS 10. BREED SHOW REPORTS
PROGRAM FUNCTIONS 11. FOX VILLAGE DRESSAGE ONLINE TOOLS
PROGRAM FUNCTIONS 12. EQUESTRIAN ENTRIES INTEGRATED ONLINE
PROGRAM FUNCTIONS 13. PRINT PREVIEW

SECTION VIII. TIPS & TRICKS

See the **FVD User Manual** for the following:

TIPS & TRICKS 1. USE EMAIL ADDRESSES
TIPS & TRICKS 2. WAIT LIST
TIPS & TRICKS 3. SCHEDULING QUADRILLE AND PAS DE DEUX
TIPS & TRICKS 4. MANAGING TEAMS
TIPS & TRICKS 5. REPORTS IN THE SHOW PROGRAM
TIPS & TRICKS 6. REPORTS FOR WEB SITE POSTING
TIPS & TRICKS 7. MAKE A STALL LIST FROM DATA EXPORTED TO EXCEL
TIPS & TRICKS 8. MAKE LEGAL-SIZED RESULTS POSTERS
TIPS & TRICKS 9. ANOTHER METHOD FOR SHOW ENTRIES