

Arena Management Software (AMS) User Manual – ver 4.1.98

Team Penning/Ranch Sorting

James Goyer – December 2011-version 2

<http://www.arenamanagementsoftware.com>

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Typical flow of an event:

1. Create the show
2. Create the events
3. Enter teams
4. Create a draw (run order)
5. Run the event
6. Create each go round for that event
7. Create an average of that event
8. Apply points and earnings to the event
9. Apply points and earnings to each invoice
10. Payout each contestant

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Arena Manager for United States Team Penning Association

Kendrick & Craft Inc
Ver. 4.1.98

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- Exit

Show(s)

Name	Date	Location
Joel Lesh December 2011	12/10/2011	Stillwater, OK

Show Setup

Name: Joel Lesh December 2011
Date: 12/10/2011
Location: Stillwater, OK
Starting Back #: 0

Create Show Duplicate Show
Delete Show

Show Fees

Name	Amount
1 USTPA Single Membe	\$65.00
2 USTPA Family Membe	\$150.00
3 USTPA Youth Membe	\$35.00
4 USTPA Day Pass	\$0.00

Add Remove

Event Setup

General

Name: Open HC Pen
Date: 12/10/2011
Std Format: Penning
Custom Format: Pen
Stock Req: None
Class Cap: 21.0
of Entries Cap: 4
Indiv Cap: 7.0
of Cont: 3
Rake After: 10
Entry Fee: \$190.50
Class: Open Pen
Sanctioned: USTPA Pen
Positions: Position Fee

Add Remove

Allow Draw #'s to be set on Entry Screen

Handicaps

Allow these handicaps to be available on the run event screen

Beg Rating	End Rating	Handicap
1 3.00	3.00	-9.00
2 4.00	4.00	-8.50
3 5.00	5.00	-8.00
4 6.00	6.00	-7.50

Add Remove

Event to Carry Over Entries from

- None
- Open HC Pen
- #11 Pen
- #9 Pen
- #5 Pen

Print event on receipt ☒

Database: C:\Users\Public\Documents\Lazy J USTPA December 2011.mdb Output Path: C:\Program Files\Arena Manager

Creating a show and adding classes to that show.

Click "Create Show"

Give the show a name, date and location

Click "Create New Event"

Name: Name the event such as Open Pen. [You can have a list of events available in the drop down by adding them on the Config/Events tab. A name can also just be typed in.](#)

Date of event

Std Format: Select penning for both penning and sorting events

Custom Format: Select Pen

Stock Req: Select None. If running an event where a horse name is used such as an AQHA event, use Contestant Horse.

Class Cap: Put in the class cap. Put a 5 for the #5 class.

of Entries Cap: Maximum number of entries a contestant can have in that event. Put 4 for a 4 ride limit.

Indiv Cap: If your #5 class has a cap of a #2 rated rider, type in 2. By doing this, a #3 cannot ride with (2) #1 rated riders.

of Cont: Type in the number of contestants on a team. Type in 3 for team penning, a 2 for a ranch sorting.

Rake After: If you are changing herds after 10 runs, type in 10.

Entry Fee: Type in the entry fee for the Team (include all sanction fees if applicable)

Class: Select the class the points will be allocated. [A list of classes available in the drop down by adding them on the Config/Events tab.](#)

Sanctioned: Select which association in which to use the ratings. [The sanctioning association can be made available in the drop down by adding them on the Config/Events tab.](#)

Positions: Not used

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Handicaps:

If handicaps are used, click add for every team rating possible in the class. Type in the ratings for every rating and the handicap for that team. Click the Handicaps button. When creating each go round, the user has to come back to the setup screen to apply the handicaps for each round.

Show Fees:

Click the “Add” button for any show fees such as Memberships, Stalls, RV hookups, etc. Select the appropriate fee in the drop-down and type in the amount next to each fee. [You can have a list of fees available in the drop down by adding them on the Config/Events tab.](#) A fee can also be added by typing the fee in.

If all of the shows have the same format, the “Duplicate Show” button can be used for the next show. The show fees for the subsequent shows will still need to be set.

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Show Setup

Show(s)

Name	Date	Location
Joel Lesh November 2011	11/19/2011	Stillwater, OK

Name: Joel Lesh November 2011
Date: 11/19/2011
Location: Stillwater, OK
Starting Back #: 0

Create Show Duplicate Show Delete Show

Show Fees

Name	Amount
1 USTPA Single Membe	\$55.00
2 USTPA Family Membe	\$150.00
3 USTPA Youth Membe	\$35.00
4 USTPA Day Pass	\$0.00
5 Stall	\$25.00
6 Stall 2nd Nite	\$20.00
7 RV	\$25.00

Add Remove

Event Setup

General Gos Rot & Perf Judging P & P Sponsor Duplicate

Open HC Pen 1st Go

of Go's to create: (2nd, 3rd, 4th, ...) 0 Add Gos
of Averages to create: 0 Add Averages

Selected Go: None

Auto Advance ON ☐

Entry Status ☐ OK ☒ N/T

Bring back count ☒ All ☐ Top % ☐ Top n 0

For each entry ☐ Valid Time/Score each event ☐ Valid Time/Score

Automatically apply handicaps to this go. The handicaps applied are the handicaps listed in the first go. ☒

Draw Order
☒ Random Draw Order ☒ Highest to Lowest (Rank)
☒ Original Draw Order ☒ Lowest to Highest (Rank)
☒ Reverse Draw Order

Previous gos (Events) to receive entries from:

Event Name

Create New Event Remove

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 ORIGINAL.mdb Output Path: C:\Program Files\Arena Manager

The go's tab is used to set parameters for the "Run Event" screen to automatically go to the next round when the class is finished.

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Show(s)

Name	Date	L
Joel Lesh November 2011	11/19/2011	Stillwa

Show Setup

Name: Joel Lesh November 2011
Date: 11/19/2011
Location: Stillwater, OK
Starting Back #: 0

Create Show Duplicate Show
Delete Show

Show Fees

Name	Amount
1 USTPA Single Membe	\$65.00
2 USTPA Family Membe	\$150.00
3 USTPA Youth Membe	\$35.00
4 USTPA Day Pass	\$0.00
5 Stall	\$25.00
6 Stall 2nd Nite	\$20.00
7 RV	\$25.00

Add Remove

Event Setup

General Gos Rot & Perf Judging P & P Sponsor Duplicate

Rotations

Rotation Name	Max Entries
1 Unassigned	0

Up Dn

Add Rotation Remove Rotation

Perfs

Perf Name	Max Entries
-----------	-------------

Up Dn

Add Perf Remove Perf

Note: 0 denotes "unlimited entries". Rotations span a single go. Perfs span all gos.

Create New Event ↑ ↓ Remove

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 ORIGINAL.mdb Output Path: C:\Program Files\Arena Manager

The Rot & Perf tab is not used for team penning or ranch sorting. It can be used for very large shows.

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Show Setup

Show(s)

Name	Date	Location
Joel Lesh November 2011	11/19/2011	Stillwater, OK

Name: Joel Lesh November 2011
Date: 11/19/2011
Location: Stillwater, OK
Starting Back #: 0

Create Show Duplicate Show
Delete Show

Show Fees

Name	Amount
1 USTPA Single Membe	\$65.00
2 USTPA Family Membe	\$150.00
3 USTPA Youth Membe	\$35.00
4 USTPA Day Pass	\$0.00
5 Stall	\$25.00
6 Stall 2nd Nite	\$20.00
7 RV	\$25.00

Add Remove

Event Setup

General Gos Rot & Perf **Judging** P & P Sponsor Duplicate

No of Judges: 0
Format: Average
Discard Top_Bottom n: 0

Name	Date	# of Entries
Open HC Pen	11/19/2011	16
open 2nd go	11/19/2011	7
Open Finals	11/19/2011	5
Open Average	11/19/2011	3
#13 Pen	11/19/2011	18
#13 2nd Go	11/19/2011	7
#13 Finals	11/19/2011	3
#11 Pen	11/19/2011	20
#11 2n Go	11/19/2011	10
#11 Finals	11/19/2011	5
#11 Average	11/19/2011	2
#9 Pen	11/19/2011	20
#9 2nd Go	11/19/2011	8
#9 Finals	11/19/2011	7
#9 Average	11/19/2011	5
#7 Pen	11/19/2011	18
#7 2nd Go	11/19/2011	8
#7 Final	11/19/2011	3
#7 Average	11/19/2011	3
#5 Pen	11/19/2011	18
#5 2nd Go	11/19/2011	6
#5 Final	11/19/2011	3

Create New Event Remove

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The Judging tab is not used for team penning or ranch sorting.

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Show(s)

Name	Date	Location
Joel Lesh November 2011	11/19/2011	Stillwater, OK

Show Setup

Name: Joel Lesh November 2011
Date: 11/19/2011
Location: Stillwater, OK
Starting Back #: 0

Buttons: Create Show, Duplicate Show, Delete Show

Show Fees

Name	Amount
1 USTPA Single Membe	\$65.00
2 USTPA Family Membe	\$150.00
3 USTPA Youth Membe	\$35.00
4 USTPA Day Pass	\$0.00
5 Stall	\$25.00
6 Stall 2nd Nite	\$20.00
7 RV	\$25.00

Buttons: Add, Remove

Event Setup

Tabs: General, Gos, Rot & Perf, Judging, P & P, Sponsor, Duplicate

Results Table

Name	Date	# of Entries
Open HC Pen	11/19/2011	16
Open HC Pen 2nd Round	11/19/2011	7
Open HC Pen Short Round	11/19/2011	5
Open HC Pen Average	11/22/2011	7
#13 Pen	11/19/2011	18
#13 Pen 2nd Round	11/22/2011	7
#13 Pen Short Round	11/22/2011	3
#13 Pen Average	11/22/2011	7
#11 Pen	11/19/2011	20
#11 Pen 2nd Round	11/19/2011	10
#11 Pen Short Round	11/19/2011	5
#11 Pen Average	11/22/2011	10
#9 Pen	11/19/2011	20
#9 Pen 2nd Round	11/19/2011	8
#9 Pen Short Round	11/19/2011	7
#9 Pen Average	11/22/2011	8
#7 Pen	11/19/2011	18
#7 Pen 2nd Round	11/19/2011	8
#7 Pen Short Round	11/19/2011	3
#7 Pen Average	11/22/2011	8
#5 Pen	11/19/2011	18
#5 Pen 2nd Round	11/19/2011	6

Buttons: Create New Event, Remove

Results Table (P & P Tab)

Place	Points	Earnings
1 1	4.00	\$0.00
2 2	3.00	\$0.00
3 3	2.00	\$0.00
4 4	1.00	\$0.00

Buttons: Add Row, Del Row

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb | Output Path: C:\Program Files\Arena Manager

Payouts and points can be applied in two different areas of the program. This is one. The other place will be covered later.

Click "Add Row" for every place paid or points will be applied. In the example above, the first round (Open HC Pen) will be receiving 4 points a person for placing in first place in the first round. If fast time money had been paid, the amount paid to the team will be typed in the earnings field.

Each club has different rules on points and payout distributed. If the club only pays in the average, make sure your average event in selected on the left before typing in the money amount.

The next page has an illustration of points and payouts in the average only.

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Show Setup

Show(s)

Name	Date	Location
Joel Lesh November 2011	11/19/2011	Stillwater, OK

Name: Joel Lesh November 2011
Date: 11/19/2011
Location: Stillwater, OK
Starting Back #: 0

Create Show Duplicate Show
Delete Show

Show Fees

Name	Amount
1 USTPA Single Membe	\$65.00
2 USTPA Family Membe	\$150.00
3 USTPA Youth Membe	\$35.00
4 USTPA Day Pass	\$0.00
5 Stall	\$25.00
6 Stall 2nd Nite	\$20.00
7 RV	\$25.00

Add Remove

Event Setup

General Gos Rot & Perf Judging P & P Sponsor Duplicate

Place	Points	Earnings
1 1	4.00	\$1488.00
2 2	3.00	\$990.00
3 3	2.00	\$0.00
4 4	1.00	\$0.00

Add Row Del Row

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb Output Path: C:\Program Files\Arena Manager

This illustration shows applying points and earnings in the average of the class.

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Show Setup

Show(s)

Name	Date	Location
Joel Lesh November 2011	11/19/2011	Stillwater, OK

Show Setup

Name: Joel Lesh November 2011
Date: 11/19/2011
Location: Stillwater, OK
Starting Back #: 0

Create Show Duplicate Show
Delete Show

Show Fees

Name	Amount
1 USTPA Single Membe	\$65.00
2 USTPA Family Membe	\$150.00
3 USTPA Youth Membe	\$35.00
4 USTPA Day Pass	\$0.00
5 Stall	\$25.00
6 Stall 2nd Nite	\$20.00
7 RV	\$25.00

Add Remove

Event Setup

General Gos Rot & Perf Judging P & P **Sponsor** Duplicate

Sponsor:

Table:

Name	Date	# of Entries
Open HC Pen	11/19/2011	16
Open HC Pen 2nd Round	11/19/2011	7
Open HC Pen Short Round	11/19/2011	5
Open HC Pen Average	11/22/2011	7
#13 Pen	11/19/2011	18
#13 Pen 2nd Round	11/22/2011	7
#13 Pen Short Round	11/22/2011	3
#13 Pen Average	11/22/2011	7
#11 Pen	11/19/2011	20
#11 Pen 2nd Round	11/19/2011	10
#11 Pen Short Round	11/19/2011	5
#11 Pen Average	11/22/2011	10
#9 Pen	11/19/2011	20
#9 Pen 2nd Round	11/19/2011	8
#9 Pen Short Round	11/19/2011	7
#9 Pen Average	11/22/2011	8
#7 Pen	11/19/2011	18
#7 Pen 2nd Round	11/19/2011	8
#7 Pen Short Round	11/19/2011	3
#7 Pen Average	11/22/2011	8
#5 Pen	11/19/2011	18
#5 Pen 2nd Round	11/19/2011	6

Create New Event Remove

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The Sponsor tab is not used for team penning or ranch sorting.

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Show(s)

Name	Date	Location
Joel Lesh December 2011	12/10/2011	Stillwater
New Show	12/5/2011	

Show Setup

Name: Joel Lesh December 2011
Date: 12/10/2011
Location: Stillwater, OK
Starting Back #: 0

Buttons: Create Show, Duplicate Show, Delete Show

Show Fees

Name	Amount
1 USTPA Single Membe	\$65.00
2 USTPA Family Membe	\$150.00
3 USTPA Youth Membe	\$35.00
4 USTPA Day Pass	\$0.00

Buttons: Add, Remove

Event Setup

General | Gos | Rot & Perf | Judging | P & P | Sponsor | Duplicate

Keep Contestants ☒
Assign Draw # ☒
Entry ID order ☒
Orig Draw Order ☐
Reverse Draw Order ☐
Keep Team #'s ☒
Keep Time/Scores ☐
Event Name: Copy of Open HC Pen
Make Event Copy

Table: Name, Date, # of Entries

Name	Date	# of Entries
Open HC Pen	12/10/2011	0
#11 Pen	12/10/2011	0
#9 Pen	12/10/2011	0
#5 Pen	12/10/2011	0
#3 Pen	12/10/2011	0
#9 Sort	12/10/2011	0
#6 Sort	12/10/2011	0
#3 Sort	12/10/2011	0

Buttons: Create New Event, Up Arrow, Down Arrow, Remove

Database: C:\Users\Public\Documents\Lazy J USTPA December 2011.mdb | Output Path: C:\Program Files\Arena Manager

The duplicate tab can be used to duplicate a class. Set the parameters and give the duplicate class a name before clicking “Make Event Copy”.

This can sometimes be used when wanting to preserve original entries before making any major changes. This function is used very seldom.

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Show Entry Kendrick & Craft Inc. Ver. 4.1.98

Entries

Joel Lesh December 2011

Events

Name	# of Entries
Open HC Pen	1
#11 Pen	0
#9 Pen	0
#5 Pen	0
#3 Pen	0
#9 Sort	0
#6 Sort	0
#3 Sort	0

IR	IR Cap	Contestant	Amount	Position	Team	# of Entries	# Draw Entries	Max Entries	Paid
1	2.0	7.0 Abney, Bill	\$63.50		None	2	0	4	<input type="checkbox"/>
2	2.0	7.0 Abney, Julie	\$63.50		None	2	0	4	<input type="checkbox"/>
3	1.0	7.0 Chevallier, Kay	\$63.50	NONE	None	0	0	4	<input type="checkbox"/>

Team Rating: 5.0 Carry Over:
Team Cap: 21.0
of entries: 1

Add Entry

Update Remove Print Entry List Draw Pot View Position Count

Open HC Pen - All

Entry Id	Draw #	Pick Draw	Contestant	Ind Rate	Team Rate	Team	Stock #	Handicap	Fees	Fee Desc	Paid
1	UA	P	Abney, Bill	2.00	7.00	None		0	\$63.50		<input type="checkbox"/>
			Abney, Julie	2.00	7.00	None		0	\$63.50		<input type="checkbox"/>
			Goyer, Danielle	3.00	None	None		0	\$63.50		<input type="checkbox"/>
2	UA	P	Abney, Bill	2.00	0.00	None		0	\$63.50		<input type="checkbox"/>
			Abney, Julie	2.00	0.00	None		0	\$63.50		<input type="checkbox"/>
			Chevallier, Ed	2.00	None	None		0	\$63.50		<input type="checkbox"/>

of Contestants: 3
Amount: \$63.50
Association Sanctioned: USTPA Pen
Assign Back #'s

Database: C:\Users\Public\Documents\Lazy J USTPA December 2011.mdb Output Path: C:\Program Files\Arena Manager

This screen is for entering teams.

Select the class where the team is to be entered. Select each team member from the drop down list and click add entry.

If a team member needs to substitute by another contestant, go to the list of teams at the bottom, select the team. This will bring that team to the top. Make the contestant change and select "update". Do not click add, or it will add that team to the bottom and not make the substitution.

Events with draws will be explained in the next illustration.

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- Help
- Exit

Show Entry

Kendrick & Craft Inc
Ver. 4.1.98

Entries

Show: Joel Lesh December 2011

Name	# of Entries
Open HC Pen	11
#11 Pen	0
#9 Pen	0
#5 Pen	0
#3 Pen	0
#9 Sort	0
#6 Sort	0
#3 Sort	0

Fees & Payments

IR	IR Cap	Contestant	Amount	Position	Team	# of Entries	# Draw Entries	Max Entries	Paid
1	6.0	7.0 Rainey, David	\$63.50		None	1	0	4	<input type="checkbox"/>
2	0.0	7.0	\$63.50			18	0	4	<input type="checkbox"/>
3	0.0	7.0	\$63.50			18	0	4	<input type="checkbox"/>

Team Rating: 6.0 Carry Over
Team Cap: 21.0
of entries: 1

Entry Reports

Update Remove Print Entry List Draw Pot View Position Count

Open HC Pen - All

Entry Id	Draw #	Pick Draw	Contestant	Ind Rate	Team Rate	Team	Stock #	Handicap	Fees	Fee Desc	Paid
1	UA	P	Abney, Bill	2.00		None		0	\$63.50		<input type="checkbox"/>
			Abney, Julie	2.00	7.00	None		0	\$63.50		<input type="checkbox"/>
			Goyer, Danielle	3.00		None		0	\$63.50		<input type="checkbox"/>
			Abney, Bill	2.00		None		0	\$63.50		<input type="checkbox"/>
2	UA	P	Abney, Julie					0	\$63.50		<input type="checkbox"/>
			Chevallier, Ed					0	\$63.50		<input type="checkbox"/>
			Buckner, Brian					0	\$63.50		<input type="checkbox"/>
3	UA	P						0	\$63.50		<input type="checkbox"/>
			Buckner, Sonya					0	\$63.50		<input type="checkbox"/>
4	UA	P						0	\$63.50		<input type="checkbox"/>
			Goyer, Danielle	3.00		None		0	\$63.50		<input type="checkbox"/>
				0.00	3.00	None		0	\$63.50		<input type="checkbox"/>
				0.00		None		0	\$63.50		<input type="checkbox"/>
5	UA	P						0	\$63.50		<input type="checkbox"/>
			Wells, Jake	3.00		None		0	\$63.50		<input type="checkbox"/>
				0.00	3.00	None		0	\$63.50		<input type="checkbox"/>
				0.00		None		0	\$63.50		<input type="checkbox"/>
6	UA	P						0	\$63.50		<input type="checkbox"/>
			Lesh, Jared	7.00		None		0	\$63.50		<input type="checkbox"/>
				0.00	7.00	None		0	\$63.50		<input type="checkbox"/>
				0.00		None		0	\$63.50		<input type="checkbox"/>
7	UA	P						0	\$63.50		<input type="checkbox"/>
				2.00		None		0	\$63.50		<input type="checkbox"/>

Entry Detail

Position: 1 Unassigned # 15

of Contestants: 3
Amount: \$63.50
Association Sanctioned: USTPA Pen
Assign Back #'s

Database: C:\Users\Public\Documents\Lazy J USTPA December 2011.mdb Output Path: C:\Program Files\Arena Manager

When entering teams into a draw, select only one name from the above drop-down and click enter. To find out if you have the right number for a draw to come out even, click the "View Position Count" button. Notice in this example that the position count is 15. This will give us 5 complete teams for this event. For a two man ranch sorting, you would want that to be an even number.

Once you have the correct number in the position count for a draw, click the "Draw Pot" button.

The next page will explain how to do a draw pot.

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Show(s)

Name	Date	Location
Joel Lesh December 2011	12/10/2011	Stillwater, OK
New Show	12/5/2011	

Show Setup

Name: Joel Lesh December 2011
Date: 12/10/2011
Location: Stillwater, OK
Starting Back #: 0

Create Show Duplicate Show
Delete Show

Show Fees

Name	Amount
1 USTPA Single Membe	\$65.00
2 USTPA Family Membe	\$150.00
3 USTPA Youth Membe	\$35.00
4 USTPA Day Pass	\$0.00

Add Remove

Event Setup

General Gos Rot & Perf Judging P & P Sponsor Duplicate

Name: Open HC Pen DrawPot Backup
Date: 12/6/2011
Std Format: Penning
Custom Format: Pen
Stock Req: None
Class Cap: 21.0
of Entries Cap: 4
Indiv Cap: 7.0
of Cont: 3
Rake After: 10
Entry Fee: \$190.50
Class: Open Pen
Sanctioned: USTPA Pen

Positions:

Position	Fee

Add Remove

Allow Draw #'s to be set on Entry Screen

Handicaps ☒ Allow these handicaps to be available on the run event screen

	Beg Rating	End Rating	Handicap
1	3.00	3.00	-9.00
2	3.00	3.00	-9.00
3	4.00	4.00	-8.50
4	4.00	4.00	-8.50

Add Remove

Event to Carry Over Entries from

- ☐ None
- ☒ Open HC Pen
- ☒ #11 Pen
- ☒ #9 Pen
- ☒ #5 Pen

Print event on receipt ☒

Database: C:\Users\Public\Documents\Lazy J USTPA December 2011.mdb Output Path: C:\Program Files\Arena Manager

This illustration shows the automatic backup copy the program makes when completing the draw pot process. Notice the entry fee is \$190.50. If this is not zeroed out, the contestants will be charge for the backup class too.

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Show Entry

Entries Fees & Payments Entry Reports Entry Detail

Show
2011 USTPA World Championship

Events

Name	# of Entries
Round Robin	0
Open HC Pen	54
Open HC Pen 2nd Round	27
Open HC Pen 3rd Round	19
Open HC Pen Short Round	10
Open HC Pen Average	10
#13 Pen	65
#13 Pen 2nd Round	33
#13 Pen 3rd Round	20
#13 Pen Short Round	10
#13 Pen Average	10
#11 Pen	101
#11 Pen 2nd Round	51
#11 Pen 3rd Round	20
#11 Pen Short Round	10
#11 Pen Average	10
#11 Masters Pen	62
#11 Masters Pen 2nd Round	31
#11 Masters Pen 3rd Round	12
#11 Masters Pen Short Round	8
#11 Masters Pen Average	10
#9/#7 Inc Pen	214
#9/#7 Inc Pen 2nd Round	107
#9/#7 Inc Pen 3rd Round	20
#9/#7 Inc Pen Short Round	10
#9/#7 Inc Pen Average	10

of Contestants: 2
Amount: \$125.00
Association: USTPA Pen
Sanctioned: ☐
Assign Back #'s

Team Rating: 7.0 Carry Over
Team Cap: 1
of entries

Round Robin - All

Entry Id	Draw #	Pick Draw	Contestant	Ind Rate	Team Rate	Team	Stock #	Fees	Fee Desc	Paid
10	UA	P	Lesh, Jared	7.00	0.00	None		\$125.00		<input type="checkbox"/>
11	UA	P	Lesh, Jared	7.00	0.00	None		\$125.00		<input type="checkbox"/>
12	UA	P	Lesh, Jared	7.00	0.00	None		\$125.00		<input type="checkbox"/>
13	UA	P	Lesh, Jared	7.00	0.00	None		\$125.00		<input type="checkbox"/>
14	UA	P	Lesh, Jared	7.00	0.00	None		\$125.00		<input type="checkbox"/>
15	UA	P	Lesh, Jared	7.00	0.00	None		\$125.00		<input type="checkbox"/>
16	UA	P	Lesh, Jared	7.00	0.00	None		\$125.00		<input type="checkbox"/>
17	UA	P	Lesh, Jared	7.00	0.00	None		\$125.00		<input type="checkbox"/>
18	UA	P	Lesh, Jared	7.00	0.00	None		\$125.00		<input type="checkbox"/>
19	UA	P	Lesh, Jared	7.00	0.00	None		\$125.00		<input type="checkbox"/>

Database: C:\Users\Public\Documents\2011 USTPA World Championship.mdb Output Path: C:\Program Files\Arena Manager

Round Robin

The Round Robin has become very popular. The Round Robin is a class that everyone rides with everyone. If there are 20 people, enter each person 19 times, entered like the example above. Once each person is entered 19 times, follow the same procedure the [draw the class](#).

Once the teams are created, the best way to track each individual's time and cattle sorted is by a spreadsheet. This program was not designed to track an individual, but to track times and scores for a team.

Here are a few examples to calculate the number of teams for a round robin.

1. 20 people X 19 entries each, divided by two = 190 teams
2. 15 people X 14 entries each, divided by two = 105 teams

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Show Entry

Entries Fees & Payments Entry Reports Entry Detail

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Events

Name	# of Entries
Open HC Pen	54
Open HC Pen 2nd Round	27 1
Open HC Pen 3rd Round	19 1
Open HC Pen Short Round	10 1
Open HC Pen Average	10 1
#13 Pen	65
#13 Pen 2nd Round	33 2
#13 Pen 3rd Round	20 2
#13 Pen Short Round	10 2
#13 Pen Average	10 2
#11 Pen	101
#11 Pen 2nd Round	51 11
#11 Pen 3rd Round	20 11
#11 Pen Short Round	10 11
#11 Pen Average	10 11
#11 Masters Pen	62
#11 Masters Pen 2nd Round	31 3
#11 Masters Pen 3rd Round	12 3
#11 Masters Pen Short Round	8 3
#11 Masters Pen Average	10 3
#9/#7 Inc Pen	214
#9/#7 Inc Pen 2nd Round	107 4
#9/#7 Inc Pen 3rd Round	20 4
#9/#7 Inc Pen Short Round	10 4
#9/#7 Inc Pen Average	10 4
#7 Inc of #9 Pen	6 4

of Contestants **3**

Amount **\$157.00**

Association Sanctioned **USTPA Pen**

Assign Back #'s

IR	IR Cap	Contestant	Amount	Position	Team	# of Entries	# Draw Entries	Max Entries	Paid
1	7.0		\$157.00					4	<input type="checkbox"/>
2	7.0		\$157.00					4	<input type="checkbox"/>
3	7.0		\$157.00					4	<input type="checkbox"/>

Team Rating **0.0** Carry Over ☐

Team Cap **21.0**

of entries **1**

Add Entry

Update Remove Print Entry List Draw Pot View Position Count

Open HC Pen - All

Entry Id	Draw #	Contestant	with	Indv Rating	Rot	Perf	Fees
1	16	Albritton, Jud	Bell, Steven Bell, Lisa	2	Unassigned	Unassigned	157
2	41	Albritton, Jud	Underwood, Grady Buckner, Sonya	2	Unassigned	Unassigned	157
3	22	Anderson, Stephen	Borgia, Nick Hunt, Marsha	3	Unassigned	Unassigned	157
4	2	Anderson, Stephen	Hunt, Scot Hunt, Marsha	3	Unassigned	Unassigned	157
5	16	Bell, Lisa	Bell, Steven Albritton, Jud	2	Unassigned	Unassigned	157
6	34	Bell, Lisa	King, David Richter, Todd	2	Unassigned	Unassigned	157
7	23	Bell, Steven	Cody, Thomas Gibbs, Tony	3	Unassigned	Unassigned	157
8	16	Bell, Steven	Bell, Lisa Albritton, Jud	3	Unassigned	Unassigned	157
9	12	Blackman, Bryan	Gibbs, Tony Gibbs, London	4	Unassigned	Unassigned	157
10	44	Blackman, Bryan	Lesh, Joel Gibbs, London	4	Unassigned	Unassigned	157
11	13	Borgia, Nick	Bross, Tom King, David	2	Unassigned	Unassigned	157
12	1	Borgia, Nick	Keith, Larry Mariage, David	2	Unassigned	Unassigned	157
13	22	Borgia, Nick	Anderson, Stephen Hunt, Marsha	2	Unassigned	Unassigned	157
14	37	Borgia, Nick	Olson, Steven Gibbs, London	2	Unassigned	Unassigned	157
15	45	Brooks, Colette	Cody, Thomas Myers, Gary	2	Unassigned	Unassigned	157
16	51	Brooks, Colette	Lesh, Sarah Keith, Larry	2	Unassigned	Unassigned	157
17	8	Brooks, Terry	Heywood, T.J. Johnson, Frank	1	Unassigned	Unassigned	157
18	32	Brooks, Terry	Keith, Tanner Nelson, Alex	1	Unassigned	Unassigned	157
19	33	Bross, Tom	Keller, Jeff Walsh, Megan	5	Unassigned	Unassigned	157
20	3	Bross, Tom	Hunt, Scot Hunt, Marsha	5	Unassigned	Unassigned	157

Database: C:\Users\Public\Documents\2011 USTPA World Championship.mdb Output Path: C:\Program Files\Arena Manager

The alpha tab on the entry screen has many different uses. It can be used to determine how many rides an individual currently has entered, who that person is riding with, and can be used to determine if a certain rated rider has any open rides.

In the example above, Bryan Blackman has two rides in the Open HC Pen. He is riding with London Gibbs and Tony Gibbs on one team and London Gibbs and Joel Lesh on the second team. He is a #4 rated rider. If this class has a four ride limit, it tells the user that he has two rides open.

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Show Entry (Kendrick & Craft Inc. Ver. 4.1.98)

Entries: Abney, Bill

Contestant Entries & Fees

Entry #	Event	Riding with	Draw #	Stock/Name	Amount
1	Open HC Pen	Unassigned	0		\$63.50
		with Abney, J	2		\$0.00
		with Goyer, C	3		\$0.00
2	Open HC Pen	Unassigned	0		\$63.50
		with Abney, J	2		\$0.00
		with Chevalier	2		\$0.00
1	Open HC Pen Drawf	Unassigned	0		\$0.00
		with Abney, J	2		\$0.00
		with Goyer, C	3		\$0.00
2	Open HC Pen Drawf	Unassigned	0		\$0.00
		with Abney, J	2		\$0.00
		with Chevalier	2		\$0.00

Other

Desc	Amount	Qty	Total
1 USTPA Single Mem	\$65.00	0	\$0.00
2 USTPA Family Mem	\$150.00	0	\$0.00
3 USTPA Youth Mem	\$35.00	0	\$0.00
4 USTPA Day Pass	\$0.00	0	\$0.00

Contestant Balance

Events: **\$127.00**

Other: **\$0.00**

Fees: **\$127.00**

Pynt: **\$0.00**

Balance: **\$127.00**

Print Receipt

No of copies: 1

Payment (Check ☐ Cash ☐ Credit ☐ Amount: \$0.00)

Note (Add button)

Amount	Date	Type
--------	------	------

Apply Earnings

Database: C:\Users\Public\Documents\Lazy J USTPA December 2011.mdb Output Path: C:\Program Files\Arena Manager

This page is for fees and payments. This page shows "Bill Abney" with two rides in the Open HC Pen at \$63.50 each for a total of \$127. Enter the quantity for any fees such as memberships or stalls. To make a payment, select the payment type (check, cash, or credit), enter amount, make any notations in the "Note" field such as check #2145 and click the "add" button. Click the "Print Receipt" button for a printout for the contestant.

If any earnings are applied, they will be in the notes field. This will be covered later.

If any mistakes are made during the checkout process, just double click the entry below the "add" button will remove that entry.

"Apply earnings" button – Click this button before checking out each contestant to ensure all earnings have been applied to their invoice.

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Entries

Contestant Entries & Fees

	Name	Fees	Payments	Applied Earnings	Balance
1	Belter, Mike	\$1,247.00	\$1,247.00	\$0.00	\$0.00
2	Bolin, Pat	\$1,535.50	\$219.50	\$823.00	\$493.00
3	Brooks, Terry	\$2,534.50	\$511.50	\$2023.00	\$0.00
4	Estes, Gary D	\$448.50	\$275.50	\$173.00	\$0.00
5	Garrison, Mike	\$390.00	\$260.00	\$130.00	\$0.00
6	Gipson, Heather	\$100.50	\$100.50	\$0.00	\$0.00
7	Hale, Gary	\$423.50	\$37.50	\$386.00	\$0.00
8	Heidelberg, Hoppy	\$132.00	\$132.00	\$0.00	\$0.00
9	Heidelberg, Houston	\$1,190.00	\$534.00	\$662.00	(\$5.00)
10	Hoch, April	\$733.00	\$433.00	\$300.00	\$0.00
11	Istre, Joey	\$748.00	\$748.00	\$0.00	\$0.00
12	Kapp, Sara	\$333.00	\$333.00	\$0.00	\$0.00
13	Krouse, Cheryl	\$2,421.50	\$0.00	\$1759.00	\$662.50
14	Kumfer, Michael	\$550.50	\$247.50	\$303.00	\$0.00
15	Lawless, Bill	\$1,761.50	\$1,761.50	\$0.00	\$0.00
16	Lawless, Suzie	\$1,062.50	\$606.50	\$456.00	\$0.00
17	Lesh, Jared	\$845.00	\$0.00	\$424.00	(\$421.00)
18	Lesh, Joel	\$1,415.50	\$0.00	\$1872.00	(\$456.50)
19	Lesh, Jordan	\$533.00	\$0.00	\$1050.00	(\$517.00)
20	Lesh, Sarah	\$1,175.00	\$0.00	\$223.00	\$952.00
21	Miller, John	\$540.00	\$310.00	\$230.00	\$0.00
22	Minnich, John	\$120.00	\$120.00	\$0.00	\$0.00
23	Olson, Donnie	\$849.50	\$566.50	\$283.00	\$0.00
24	Olson, Steven	\$1,105.00	\$385.00	\$720.00	\$0.00
25	Oyler, Kelsi	\$167.50	\$59.50	\$108.00	\$0.00
26	Rainey, Hannah	\$668.50	\$4.50	\$664.00	\$0.00
27	Raper, Johnny	\$358.00	\$99.00	\$259.00	\$0.00
28	Rice, Carther	\$1,856.00	(\$263.00)	\$1626.00	\$493.00
29	Richard, Billy	\$630.50	\$500.50	\$130.00	\$0.00
30	Richard, Joyce	\$814.00	\$620.00	\$194.00	\$0.00
		\$31,188.00	\$11,209.00	\$16446.00	\$3,533.00

Calc

Print Balance Detail Print Balance Report

Print All Receipts

Total # of Contestants entered: 34
Total # of Contestants with balances: 10
Total Balance due: \$3,533.00

Apply Earnings to All

Remove Applied Earnings

Database: C:\Users\Public\Documents\Laz J USTPA November 2011 FOR WEB.mdb Output Path: C:\Program Files\Arena Manager

This is the balance detail screen. After clicking the "Calc" button, it will tell the user how much the contestant is owed, or owes. Any amount in red denotes an amount owed by the contestant, and any amount in yellow denotes an amount owed to the contestant.

Print Balance Detail – prints a balance detail report

Print Balance Report – prints a balance report

Apply Earnings to All- applies earnings set from the setup screen. More information for this button will come in a later chapter.

Remove Applied Earnings- removes any applied earnings

Important: Click the "Apply Earnings to All" button after an average has been created for every event. Earnings will not appear on a contestants invoice at the end of the day if not completed.

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The screenshot shows the 'Show Entry' window in the Arena Manager software. The window has a menu on the left with options like Setup, Entry, Run Event, Results, Reports, Members, Facility, Config, Association, Help, and Exit. The main area is titled 'Show Entry' and contains a table with columns: Last Name, First Name, Amount, Trans Date, Type, and Ch#. The table lists transactions for various contestants, including Mike Belter, Pat Bolin, Terry Brooks, Gary D Estes, Mike Garrison, Heather Gipson, and Gary Hale. To the right of the table are 'Calc' and 'Print' buttons. The status bar at the bottom shows the database path and output path.

	Last Name	First Name	Amount	Trans Date	Type	Ch#
1	Belter	Mike	\$1,247.00	11/20/2011	Check	Ch#3413
2			\$1,247.00			
3						
4	Bolin	Pat	\$219.50	11/20/2011	Credit	
5			\$493.00	11/22/2011	redit - Earning	#9 Sort Average
6			\$330.00	11/22/2011	redit - Earning	Open HC Pen Average
7			\$1,042.50			
8						
9	Brooks	Terry	\$557.00	11/22/2011	redit - Earning	Open Sort Average
10			\$259.00	11/22/2011	redit - Earning	#7 Pen Average
11			\$288.00	11/22/2011	redit - Earning	#9 Pen Average
12			\$293.00	11/22/2011	redit - Earning	#11 Pen Average
13			\$496.00	11/22/2011	redit - Earning	Open HC Pen Average
14			\$511.50	11/20/2011	Check	ch#3858
15			\$130.00	11/22/2011	redit - Earning	#3 Sort Average
16			\$2,534.50			
17						
18	Estes	Gary D	\$173.00	11/22/2011	redit - Earning	#7 Pen Average
19			\$275.50	11/19/2011	Check	Ch# 1178
20			\$448.50			
21						
22	Garrison	Mike	\$130.00	11/22/2011	redit - Earning	#5 Pen Average
23			\$260.00	11/20/2011	Check	ch#1548
24			\$390.00			
25						
26	Gipson	Heather	\$100.50	11/19/2011	Cash	
27			\$100.50			
28						
29	Hale	Gary	\$192.00	11/22/2011	redit - Earning	#9 Pen Average
30			\$194.00	11/22/2011	redit - Earning	#3 Sort Average
31			\$37.50	11/20/2011	Check	ch#9888
??			\$423.50			
			\$27,655.00			

This is the payment detail screen. Click the "Calc" button.

It will summarize how each contestant paid (cash, check) and their earnings.

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- Results
See your Results
- Reports
View and Print Reports
- Members
Manage your Members
- Facility
Edit your Barns/Stalls
- Config
Change your settings
- Association
Manage your Assoc.
- Help
- Exit

Entries

Contestant Entries & Fees

Fees & Payments

Balance Detail

Entry Reports

Payment Detail

Entry Detail

Earnings Detail

Calc Print

Select Unprinted
Select All
Unselect All

Starting Check # 0 Print Checks

	Last Name	First Name	Memo	Amount	Print Check	Print Date	Check Number	Type	Nc
1	Bolin	Pat	Open HC Pen Average Rank:	\$330.00	<input type="checkbox"/>			S	
2			#9 Sort Average Rank:	\$493.00	<input type="checkbox"/>			S	
3				\$823.00					
4									
5	Brooks	Terry	#3 Sort Average Rank:	\$130.00	<input type="checkbox"/>			S	
6			#7 Pen Average Rank:	\$259.00	<input type="checkbox"/>			S	
7			#9 Pen Average Rank:	\$288.00	<input type="checkbox"/>			S	
8			#11 Pen Average Rank:	\$293.00	<input type="checkbox"/>			S	
9			Open HC Pen Average Rank:	\$496.00	<input type="checkbox"/>			S	
10			Open Sort Average Rank:	\$557.00	<input type="checkbox"/>			S	
11				\$2,023.00					
12									
13	Estes	Gary D	#7 Pen Average Rank:	\$173.00	<input type="checkbox"/>			S	
14				\$173.00					
15									
16	Garrison	Mike	#5 Pen Average Rank:	\$130.00	<input type="checkbox"/>			S	
17				\$130.00					
18									
19	Hale	Gary	#9 Pen Average Rank:	\$192.00	<input type="checkbox"/>			S	
20			#3 Sort Average Rank:	\$194.00	<input type="checkbox"/>			S	
21				\$386.00					
22									
23	Heidelberg	Houston	#7 Pen Average Rank:	\$173.00	<input type="checkbox"/>			S	
24			#6 Sort Average Rank:	\$230.00	<input type="checkbox"/>			S	
25			#7 Pen Average Rank:	\$259.00	<input type="checkbox"/>			S	
26				\$662.00					
27									

\$16,446.00

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb Output Path: C:\Program Files\Arena Manager

This is the earnings detail screen. Click the "Calc" button.

It will summarize the earnings for each contestant and how much they earned in each event.

The user can print checks directly from this screen. The setup parameters for printing checks can be found on the "Config" screen on the general tab.

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Arena Management Software (AMS) User Manual – ver 4.1.98

Team Penning/Ranch Sorting

James Goyer – December 2011-version 2

<http://www.arenamanagementsoftware.com>

Arena Manager for United States Team Penning Association

Show Entry Kendrick & Craft Inc. Ver. 4.1.98

Menu: Setup (Setup your Show(s)), Entry (Enter Contestants here), Draws (Create your Draws), Run Event, Results (See your Results), Reports (View and Print Reports), Members (Manage your Members), Facility (Edit your Barns/Stalls), Config (Change your settings), Association (Manage your Assoc.), Help, Exit

Entries: Entry List, Entries By Position

Entry ID	Draw #	Name	Rating	Position	CO Event	CO Entry ID
1	1	Wallace, Kenneth	3			
2		Lesh, Sarah	7	NONE		
3		Lesh, Joel	7	NONE		
4						
5	2	Westfall, Paige	4			
6		Lesh, Jared	7			
7		Rice, Carther	2			
8						
9	3	Lawless, Bill	5			
10		Bolin, Pat	4	NONE		
11		Lesh, Sarah	7	NONE		
12						
13	4	Rainey, Hannah	6			
14		Krouse, Cheryl	2	NONE		
15		Belter, Mike	6	NONE		
16						
17	5	Lesh, Jared	7	NONE		
18		Rice, Carther	2	NONE		
19		Krouse, Cheryl	2	NONE		
20						
21	6	Lesh, Jared	7	NONE		
22		Rice, Carther	2	NONE		
23		Olson, Donnie	4	NONE		
24						
25	7	Wallace, Kenneth	3			
26		Lawless, Bill	5	NONE		
27		Bolin, Pat	4	NONE		
28						
29	8	Wallace, Kenneth	3	NONE		
30		Westfall, Paige	4	NONE		
31		Krouse, Cheryl	2	NONE		
32						
33	9	Wallace, Kenneth	3	NONE		
34		Westfall, Paige	4	NONE		
35						

Print

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb Output Path: C:\Program Files\Arena Manager

This is the "Entry Reports" tab on the Entry screen. It is used very little.

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Team Penning/Ranch Sorting

James Goyer – December 2011-version 2

<http://www.arenamanagementsoftware.com>

Arena Manager for United States Team Penning Association

Show Entry

Kendrick & Craft Inc. Ver. 4.1.98

Menu: Setup (Setup your Show(s)), Entry (Enter Contestants here, Draws (Create your Draws)), Run Event, Results (See your Results), Reports (View and Print Reports), Members (Manage your Members), Facility (Edit your Barns/Stalls), Config (Change your settings), Association (Manage your Assoc.), Help, Exit

Expand All Refresh

Event	Go Event	Draw #	Team #	Entry ID	Status	Time/Score	# Pen	Entry Date/Time	Workstation	User Id	Contestant	Rating	Position	Q	R
Open HC Pen (16 entries)	<input checked="" type="checkbox"/>														
Open HC Pen	<input checked="" type="checkbox"/>														
	<input type="checkbox"/>	1	2	1	N/T	60.01	0	11/19/2011 11:11:24 AM	PC2		Wallace, Kenneth	3		Lawless, Bill	5
	<input type="checkbox"/>	2	1	2	N/T	60.01	0	11/19/2011 11:11:25 AM	PC2		Lesh, Joel	7		Walsh, Megan	6
	<input type="checkbox"/>	3	12	3	OK	38.05	3	11/19/2011 11:11:25 AM	PC2		Rice, Carther	2	NONE	Walsh, Megan	6
	<input type="checkbox"/>	4	6	4	OK	52.71	3	11/19/2011 11:11:25 AM	PC2		Rainey, Hannah	6		Krouse, Cheryl	2
	<input type="checkbox"/>	5	9	5	OK	44.3	3	11/19/2011 11:11:25 AM	PC2		Lesh, Joel	7		Rainey, Hannah	6
	<input type="checkbox"/>	6	7	6	OK	53.51	2	11/19/2011 11:11:25 AM	PC2		Westfall, Paige	4		Lesh, Jared	7
	<input type="checkbox"/>	7	14	7	OK	35.81	3	11/19/2011 11:11:26 AM	PC2		Bolin, Pat	4	NONE	Olson, Steven	3
Open HC Pen	<input checked="" type="checkbox"/>														
#13 Pen (18 entries)	<input checked="" type="checkbox"/>														
#13 Pen 2n	<input checked="" type="checkbox"/>														
#13 Pen Sh	<input checked="" type="checkbox"/>														
#11 Pen (20 entries)	<input checked="" type="checkbox"/>														
#11 Pen 2n	<input checked="" type="checkbox"/>														
#11 Pen Sh	<input checked="" type="checkbox"/>														
#9 Pen (20 entries)	<input checked="" type="checkbox"/>														
#9 Pen 2nd	<input checked="" type="checkbox"/>														
#9 Pen Sho	<input checked="" type="checkbox"/>														
#7 Pen (18 entries)	<input checked="" type="checkbox"/>														
#7 Pen 2nd	<input checked="" type="checkbox"/>														
#7 Pen Sho	<input checked="" type="checkbox"/>														
#5 Pen (18 entries)	<input checked="" type="checkbox"/>														
#5 Pen 2nd	<input checked="" type="checkbox"/>														
#5 Pen Sho	<input checked="" type="checkbox"/>														
#3 Pen (6 entries)	<input checked="" type="checkbox"/>														
#3 Pen 2nd	<input checked="" type="checkbox"/>														
Open Sort (24 entries)	<input checked="" type="checkbox"/>														
Open Sort 2	<input checked="" type="checkbox"/>														
Open Sort S	<input checked="" type="checkbox"/>														
#9 Sort (27 entries)	<input checked="" type="checkbox"/>														
#9 Sort 2nd	<input checked="" type="checkbox"/>														
#9 Sort Sho	<input checked="" type="checkbox"/>														
#6 Sort (16 entries)	<input checked="" type="checkbox"/>														
#6 Sort 2nd	<input checked="" type="checkbox"/>														

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb Output Path: C:\Program Files\Arena Manager

This is the "Entry Detail" tab on the Entry screen. It can be used for items such as which computer entered a team and at what time of the day. It is used very little.

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Arena Management Software (AMS) User Manual – ver 4.1.98

Team Penning/Ranch Sorting

James Goyer – December 2011-version 2

<http://www.arenamanagementsoftware.com>

The screenshot shows the 'Edit/View Draw(s)' window in the Arena Manager software. The title bar indicates 'Arena Manager for United States Team Penning Association' and 'Kendrick & Craft Inc. Ver. 4.1.98'. The window is divided into several sections:

- Menu:** A vertical list of options including Setup, Entry, Draws, Run Event, Results, Reports, Members, Facility, Config, Association, and Help/Exit.
- Event List:** A table on the left showing various events and their entry counts. For example, 'Open HC Pen' has 16 entries, while '#13 Pen' has 18.
- Draws Table:** The main central area displays a table of draws. The title 'Open HC Pen' is at the top. The table has columns for Draw #, Team #, Contestant, Pen, Penalty, Timer Time, Final Time, Status, Indiv Rating, Team Rating, Team, and Stoc #. It lists 16 draws with details for each team and contestant.
- Right Panel:** A control panel with buttons for 'Vet', 'Turn Out', 'OK', 'Remove', 'Move Up', 'Move Down', 'Swap', 'Go to', 'Go's', 'Print', 'Run Order', 'Run Label Summary', and 'Run Label Detail'. There are also input fields for 'From' and 'To' for the swap function, and a 'Go' button for the 'Go to' function.
- Bottom Bar:** Displays the database path 'C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb' and the output path 'C:\Program Files\Arena Manager'.

This is the "Draws" screen. This is used to draw for position in the class once all entries have been entered. I will briefly explain the buttons on the right side of the page and their functions, then describe step-by-step instructions on drawing for run position for the event.

Vet, Turn Out, OK, Remove are never used for team penning or ranch sorting.

Move Up, Move Down – these buttons can be used to move a team up or down by first clicking on a team in the run order and then clicking either button. I have used these before if I know a class is ready to start and a contestant has just pulled into the facility and have yet to saddle their horse. This can allow a class to start without having to wait for them to saddle.

Swap- The user can enter a team number in the "from" field and another in the "to" field and then click "Swap". This will swap the two teams in the run order.

Go- The user can enter a team number in the "go to" field and click the "Go" button and it will take you to that team.

Print "Run Order" – prints a run order normally used to write down times for the backup timer in the announcer booth.

Print "Run Label Summary" and "Run Label Detail" are seldom used.

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Team Penning/Ranch Sorting

James Goyer – December 2011-version 2

<http://www.arenamangementsoftware.com>

Draw #	Team #	Contestant	Pen	Penalty	Timer Time	Final Time	Status	Indv Rating	Team Rating	Team	Stoc #
1	1	Wallace, Kenneth	0					3		None	
		Westfall, Paige	0	0.00	60.010	60.010	N/T	4	9	None	
		Krouse, Cheryl	0					2		None	
2	2	Lesh, Joel	0					7		None	
		Walsh, Megan	0	0.00	25.240	24.240	N/T	6	19	None	
		Rainey, Hannah	0					4		None	
3	3	Bolin, Pat	3					4		None	
		Olson, Steven	3	0.00	35.210	30.210	OK	3	11	None	
		Olson, Donnie	3					4		None	
4	4	Wallace, Kenneth	0					3		None	
		Lesh, Sarah	0	0.00	23.840	21.840	N/T	7	17	None	
		Lesh, Joel	0					7		None	
5	5	Westfall, Paige	3					4		None	
		Lesh, Jared	3	0.00	44.060	40.060	OK	7	13	None	
		Rice, Carther	3					2		None	
6	6	Lesh, Joel	3					7		None	
		Rainey, Hannah	3	0.00	53.670	51.670	OK	6	17	None	
		Bolin, Pat	3					4		None	
7	7	Walsh, Megan	0					6		None	
		Lesh, Sarah	0	0.00	50.060	49.060	N/T	7	19	None	
		Belter, Mike	0					6		None	
8	8	Lesh, Jared	0					7		None	
		Rice, Carther	0	0.00	19.080	15.080	N/T	2	13	None	
		Olson, Donnie	0					4		None	
9	9	Lawless, Bill	0					5		None	
		Bolin, Pat	0	0.00	38.970	36.470	N/T	4	16	None	
		Lesh, Sarah	0					7		None	
		Rainey, Hannah	3					6		None	

The user can draw for a run order from this screen, or by using the Sep/Rot tab. Using the Sep/Rot tab will be described later.

If a random order desired, select the “random” radio button near the bottom of the screen and click “Go”.

If the user wants a run order by the way the teams were entered on the entry screen, select the “as entered” radio button and click “Go”.

If the user wants to redo a draw, select the “Unassign” radio button, click “Go” and redo the draw.

The “reverse” and the “align all draw to Rot draws” are seldom used.

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Team Penning/Ranch Sorting

James Goyer – December 2011-version 2

<http://www.arenamanagementsoftware.com>

Arena Manager for United States Team Penning Association

Edit/View Draw(s)

Show: **Joel Lesh November 2011**

Open HC Pen

Draw #	Team #	Contestant	Pen	Penalty	Time Time	Final Time	Status	Indv Rating	Team Rating	Team	Stoc #
1	1	Wallace, Kenneth	0					3		None	
		Westfall, Paige	0					4	9	None	
		Krouse, Cheryl	0					2		None	
2	2	Lesh, Joel	0					7		None	
		Walsh, Megan	0					6	19	None	
		Rainey, Hannah	0					6		None	
3	3	Bolin, Pat	3					4		None	
		Olson, Steven	3					3	11	None	
		Olson, Donnie	3					4		None	
4	4	Wallace, Kenneth	0					3		None	
		Lesh, Sarah	0					7	17	None	
		Lesh, Joel	0					7		None	
5	5	Westfall, Paige	3					4		None	
		Lesh, Jared	3					7	13	None	
		Rice, Carther	3					2		None	
6	6	Lesh, Joel	3					7		None	
		Rainey, Hannah	3					6	17	None	
		Bolin, Pat	3					4		None	
7	7	Walsh, Megan	0					6		None	
		Lesh, Sarah	0					7	19	None	
		Belter, Mike	0					6		None	
8	8	Lesh, Jared	0					7		None	
		Rice, Carther	0					2	13	None	
		Olson, Donnie	0					4		None	
		Lawless, Bill	0					5		None	
9	9	Bolin, Pat	0					4		None	
		Lesh, Sarah	0					7	16	None	
		Rainey, Hannah	3					6		None	

Draw #s | **Team #s** | **Sets** | **Sep/Rot** | **Update** | **Rot & Perfs**

Draw # Team #

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb Output Path: C:\Program Files\Arena Manager

Draws-Team #'s tab

The user can assign a team # to specific draw # by using the "Assign Team #" button.

The "Reset Team #'s to Unassigned" button is seldom used.

By clicking the "Reset Team #'s to Draw #'s" button, the user can reset the team number if moving a team up or down in the run order.

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Team Penning/Ranch Sorting

James Goyer – December 2011-version 2

<http://www.arenamanagementsoftware.com>

Arena Manager for United States Team Penning Association

Edit/View Draw(s)

Show: Joel Lesh November 2011

Event | **# of Entries**

Event	# of Entries
Open HC Pen	16
Open HC Pen 2nd Round	7
Open HC Pen Short Round	5
Open HC Pen Average	7
#13 Pen	18
#13 Pen 2nd Round	7
#13 Pen Short Round	3
#13 Pen Average	7
#11 Pen	20
#11 Pen 2nd Round	10
#11 Pen Short Round	5
#11 Pen Average	10
#9 Pen	20
#9 Pen 2nd Round	8
#9 Pen Short Round	7
#9 Pen Average	8
#7 Pen	18
#7 Pen 2nd Round	8
#7 Pen Short Round	3
#7 Pen Average	8
#5 Pen	18
#5 Pen 2nd Round	6
#5 Pen Short Round	3
#5 Pen Average	6
#3 Pen	6
#3 Pen 2nd Round	3
#3 Pen Average	3
Open Sort	24
Open Sort 2nd Round	10
Open Sort Short Round	6
Open Sort Average	10
#9 Sort	27
#9 Sort 2nd Round	8
#9 Sort Short Round	4
#9 Sort Average	8
#6 Sort	16

Draws

Open HC Pen

Draw #	Team #	Contestant	Pen	Penalty	Time	Final Time	Status	Indv Rating	Team Rating	Team	Stoc #
1	1	Wallace, Kenneth	0	0.00	60.010	60.010	N/T	3	9	None	
		Westfall, Paige	0					4		None	
		Krouse, Cheryl	0					2		None	
		Lesh, Joel	0					7		None	
2	2	Walsh, Megan	0	0.00	25.240	24.240	N/T	6	19	None	
		Rainey, Hannah	0					6		None	
		Bolin, Pat	3					4		None	
3	3	Olson, Steven	3	0.00	35.210	30.210	OK	3	11	None	
		Olson, Donnie	3					4		None	
		Wallace, Kenneth	0					3		None	
4	4	Lesh, Sarah	0	0.00	23.840	21.840	N/T	7	17	None	
		Lesh, Joel	0					7		None	
		Westfall, Paige	3					4		None	
5	5	Lesh, Jared	3	0.00	44.060	40.060	OK	7	13	None	
		Rice, Carther	3					2		None	
		Lesh, Joel	3					7		None	
6	6	Rainey, Hannah	3	0.00	53.670	51.670	OK	6	17	None	
		Bolin, Pat	3					4		None	
		Walsh, Megan	0					6		None	
7	7	Lesh, Sarah	0	0.00	50.060	49.060	N/T	7	19	None	
		Belter, Mike	0					6		None	
		Lesh, Jared	0					7		None	
8	8	Rice, Carther	0	0.00	19.080	15.080	N/T	2	13	None	
		Olson, Donnie	0					4		None	
		Lawless, Bill	0					5		None	
9	9	Bolin, Pat	0	0.00	38.970	36.470	N/T	4	16	None	
		Lesh, Sarah	0					7		None	
		Rainey, Hannah	3					6		None	

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb | Output Path: C:\Program Files\Arena Manager

Sets tab

This function is used to determine how many times a contestant is riding in a specific herd or how far apart their rides.

The user can input "10" in the set size field, click on "Check Set Conflicts" to determine if a contestants rides are within 10 rides of one another. Any number can be used. The user can also move their rides further apart by inputting a number and clicking "Resolve Set Conflicts". The "Check Set Conflicts" button needs to be checked again to see if the change was made. Depending on the size of the class and how many rides the contestant has determines how far apart the rides can be made.

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Team Penning/Ranch Sorting

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<http://www.arenamangementsoftware.com>

Menu

- Setup
- Entry
- Results
- Reports
- Members
- Facility
- Config
- Association
- Help
- Exit

Edit/View Draw(s)

Show: Joel Lesh November 2011

Event: #13 Pen 2nd Round

Draws: Rotation/Separation

Draw Reports: Time Sheets & Draw Slips

Entry Status: Vet, Turn Out, OK, Remove, Move a contestant, Move Up, Move Down, Swap, Go to, Go's, Print, Run Order, Run Label Summary, Run Label Detail

Original Draw

Draw #	Name
1	Wallace, Kenneth
2	Westfall, Paige
3	Krouse, Cheryl
4	Lesh, Joel
5	Walsh, Megan
6	Rainey, Hannah
7	Bolin, Pat
8	Olson, Steven
9	Olson, Donnie
10	Wallace, Kenneth
11	Lesh, Sarah
12	Lesh, Joel
13	Westfall, Paige
14	Lesh, Jared
15	Rice, Carther
16	Lesh, Joel
17	Rainey, Hannah
18	Bolin, Pat
19	Walsh, Megan
20	Lesh, Sarah
21	Belter, Mike
22	Lesh, Jared
23	Rice, Carther
24	Olson, Donnie
25	Lawless, Bill
26	Bolin, Pat
27	Lesh, Sarah
28	Rainey, Hannah
29	Krouse, Cheryl

Rotation & Separation - New Draw

Draw #	Name
1	Wallace, Kenneth
2	Westfall, Paige
3	Krouse, Cheryl
4	Lesh, Joel
5	Walsh, Megan
6	Rainey, Hannah
7	Bolin, Pat
8	Olson, Steven
9	Olson, Donnie
10	Wallace, Kenneth
11	Lesh, Sarah
12	Lesh, Joel
13	Westfall, Paige
14	Lesh, Jared
15	Rice, Carther
16	Lesh, Joel
17	Rainey, Hannah
18	Bolin, Pat
19	Walsh, Megan
20	Lesh, Sarah
21	Belter, Mike
22	Lesh, Jared
23	Rice, Carther
24	Olson, Donnie
25	Lawless, Bill
26	Bolin, Pat
27	Lesh, Sarah
28	Rainey, Hannah
29	Krouse, Cheryl

Rotation Size: 16

Minimum separation: 4

Position: None

Separate

Assign Team # if team # is unassigned

Assign all new team #'s

Do not assign team #

Accept

Cancel

Draw Size: 16

Rotation & Separation

This may change your draw order

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb

Output Path: C:\Program Files\Arena Manager

Draws – Sep/Rot tab

This is the most common method in creating a draw (run order) and will spread out the contestants the best.

By clicking the Sep/Rot tab at the bottom of the "Draw" screen will bring the Rotation/Separation pop-up on the screen. The first step is to know how many teams in the class. In this example, there are 16. If there are 16 teams, and each person has 4 rides or less, then the rides can be no more than 4 rides apart. I will then put 4 next to the minimum separation field. The next step is to select the "Assign all new team #'s" radio button. This will make the first team out team #1, the second team out team #2 and so on all throughout the class and all rounds. Then click the "Separate" button in the center of the pop-up. Keep clicking that button until the teams on the right quit moving positions. If they keep moving, the minimum separation may need to be lowered to 3. Once you find the "magic" separation number and the teams quit moving positions, click the "Accept" button.

After this step has been completed, I will put that "magic" number in the set size field on the "Sets" tab to double check if the contestant is that many teams apart in the run order. I will then click "Set Set Conflicts". The results will be displayed like the next illustration.

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Team Penning/Ranch Sorting

James Goyer – December 2011-version 2

<http://www.arenamanagementsoftware.com>

The screenshot displays the 'Edit/View Draw(s)' window in the Arena Manager software. The window title is 'Arena Manager for United States Team Penning Association'. The main area shows a table of draws for the event 'Joel Lesh November 2011'. The table has columns for Draw #, Team #, Contestant, Pen, Penalty, Time, Final Time, Status, Indv Rating, Team Rating, Team, and Stoc #. The table is filtered to show 'Open HC Pen' draws. A pop-up window titled 'Name' is open, showing 'No set conflicts' for draw 1. The right-hand control panel includes buttons for 'Vet', 'Turn Out', 'OK', 'Remove', 'Move a contestant', 'Move Up', 'Move Down', 'Swap', 'Go to', 'Go's', 'Print', 'Run Order', 'Run Label Summary', and 'Run Label Detail'. The bottom status bar shows the database path 'C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb' and the output path 'C:\Program Files\Arena Manager'.

Draw #	Team #	Contestant	Pen	Penalty	Time	Final Time	Status	Indv Rating	Team Rating	Team	Stoc #
1	1	Wallace, Kenneth	0					3		None	
		Westfall, Paige	0	0.00	60.010	60.010	N/T	4	9	None	
		Krous									
2	2	Lesh, Walst									
		Raine									
		Bolin									
3	3	Olson									
		Olson									
4	4	Walle									
		Lesh,									
		Lesh,									
5	5	West									
		Lesh,									
6	6	Rice,									
		Lesh,									
		Raine									
		Bolin									
7	7	Walst									
		Lesh,									
		Belter									
8	8	Lesh,									
		Rice,									
		Olson									
9	9	Lawle									
		Bolin,									
		Lesh,									
		Rainey, Hannah	3					6		None	

Check Set Conflicts

Enter a number in the Set Size" field, click "Check Set Conflicts".

In this example, each contestant's rides are at least 2 rides apart.

The "Update" and "Rot & Perfs" tabs are never used in team penning or ranch sorting.

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Run Order for Open HC Pen On 12/15/2011 11:47:02 PM									
Page: 1									
Team	Name	#	1st Go Time	#	2nd Go Time	#	Short Go Time	#	Total Time
1	1	Bross, Tom R: 5 King, David R: 5 Borgia, Nick R: 2							
Team Rating: 12									
2	2	Herwood, TJ R: 2 Johnson, Dustin R: 7 Cody, Thomas R: 3							
Team Rating: 12									
3	3	Mey, John R: 5 Gibbs, Tony R: 4 Westbrook, Chris R: 2							
Team Rating: 11									
4	4	Nelson, Brent R: 4 Nelson, Alex R: 3 Lyons, Andrew R: 4							
Team Rating: 11									
5	5	Lesh, Jared R: 7 Saggoni III, Louis R: 7 Buckner, Brian R: 7							
Team Rating: 21									
6	6	Sullivan, Chris R: 5 Shelton, P D R: 3 Shelton, Phillip R: 3							
Team Rating: 11									
7	7	Marriage, David R: 4 Keith, Connor R: 2 Keith, Tanner R: 3							
Team Rating: 9									
8	8	Lesh, Joel R: 7 Walsh, Megan R: 5 Buckner, Shawn R: 7							
Team Rating: 19									
9	9	Richter, Todd R: 5 Richter, Dana R: 3 Nelson, Laurel R: 2							
Team Rating: 9									
10	10	Hunt, Scott R: 4 Hunt, Marsha R: 3 Bross, Tom R: 5							
Team Rating: 12									

Print – Run Order

The Print – Run Order button in the lower right hand corner will generate a report like the example above. It will have ten teams to a page, and a place for cattle number and times to for three rounds with a column for the total time. This sheet is commonly used at the announcer stand by the timekeeper.

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1 Bross, Tom King, David Borgia, Nick	2 Heywood, TJ Johnson, Dustin Cody, Thomas	3 Heywood, TJ Johnson, Dustin Cody, Thomas
4 Nelson, Brent Nelson, Alex Lyons, Andrew	5 Lesh, Jared Saggione III, Louie Buckner, Brian	6 Lesh, Jared Saggione III, Louie Buckner, Brian
7 Mariage, David Keith, Connor Keith, Tanner	8 Lesh, Joel Walsh, Megan Buckner, Sonya	9 Lesh, Joel Walsh, Megan Buckner, Sonya
10 Hunt, Scot Hunt, Marsha Bross, Tom	11 Bell, Steven Cody, Thomas Gibbs, Tony	12 Bell, Steven Cody, Thomas Gibbs, Tony
13 Johnson, Dustin Buckner, Brian Dean, Carrie	14 May, John Sullivan, Charlene Lyons, Andrew	15 May, John Sullivan, Charlene Lyons, Andrew
16 Mariage, David Lesh, Jared West, Paul	17 Saggione III, Louie Underwood, Grady Underwood, Justin	18 Saggione III, Louie Underwood, Grady Underwood, Justin
19 Bell, Steven Bell, Lisa Albritton, Jud	20 Hunt, Scot Hunt, Marsha Anderson, Stephen	21 Hunt, Scot Hunt, Marsha Anderson, Stephen
22 King, David Westbrook, Chris Sullivan, Charlene	23 Keith, Larry Keith, Tanner Keith, Connor	24 Keith, Larry Keith, Tanner Keith, Connor
25 Saggione III, Louie Lesh, Jared Lesh, Sarah	26 Brooks, Colette Cody, Thomas Myers, Gary	27 Brooks, Colette Cody, Thomas Myers, Gary
28 Lesh, Joel Gibbs, London Blackman, Bryan	29 Hunt, Marsha Shelton, P D Underwood, Justin	30 Hunt, Marsha Shelton, P D Underwood, Justin

Print – Run Label Summary

The Print – Run Label Summary button in the lower right hand corner will generate a report like the example above. It will have thirty teams to a page. This sheet can be used in posting run orders in the arena for the contestants.

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1 5 Bross, Tom 5 King, David 2 Borgia, Nick	2 2 Heywood, TJ 7 Johnson, Dustin 3 Cody, Thomas	3 5 May, John 4 Gibbs, Tony 2 Westbrook, Chris
4 4 Nelson, Brent 3 Nelson, Alex 4 Lyons, Andrew	5 7 Lesh, Jared 7 Saggione III, Louie 7 Buckner, Brian	6 5 Sullivan, Chris 3 Shelton, P.D 3 Shelton, Phillip
7 4 Mariage, David 2 Keith, Connor 3 Keith, Tanner	8 7 Lesh, Joel 5 Walsh, Megan 7 Buckner, Sonya	9 5 Richter, Todd 2 Richter, Dena 2 Nelson, Laurel
10 4 Hunt, Scot 3 Hunt, Marsha 5 Bross, Tom	11 3 Bell, Steven 3 Cody, Thomas 4 Gibbs, Tony	12 7 Lesh, Sarah 5 Keith, Larry 2 Brooks, Colette
13 7 Johnson, Dustin 7 Buckner, Brian 4 Dean, Carrie	14 5 May, John 4 Sullivan, Charlene 4 Lyons, Andrew	15 7 Lesh, Jordan 3 Keith, Tanner 2 Myers, Gary
16 4 Mariage, David 7 Lesh, Jared 5 West, Paul	17 7 Saggione III, Louie 7 Underwood, Grady 7 Underwood, Justin	18 3 Olson, Steven 2 Gibbs, London 2 Borgia, Nick
19 3 Bell, Steven 2 Bell, Lisa 2 Albritton, Jud	20 4 Hunt, Scot 3 Hunt, Marsha 3 Anderson, Stephen	21 4 Nelson, Brent 3 Nelson, Alex 5 Richter, Todd
22 5 King, David 2 Westbrook, Chris 4 Sullivan, Charlene	23 5 Keith, Larry 3 Keith, Tanner 2 Keith, Connor	24 5 Walsh, Megan 2 Nelson, Laurel 7 Lesh, Jordan
25 7 Saggione III, Louie 7 Lesh, Jared 7 Lesh, Sarah	26 2 Brooks, Colette 3 Cody, Thomas 2 Myers, Gary	27 7 Underwood, Grady 5 West, Morgan 2 Johnson, Frank
28 7 Lesh, Joel 2 Gibbs, London 4 Blackman, Bryan	29 3 Hunt, Marsha 3 Shelton, P.D 7 Underwood, Justin	30 5 Bross, Tom 5 Sullivan, Chris 5 King, David

Print – Run Label Detail

The Print – Run Label Detail button in the lower right hand corner will generate a report like the example above. It will have thirty teams to a page, with individual ratings next to each contestant. This sheet can be used in posting run orders in the arena for the contestants.

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Arena Manager for United States Team Penning Association

Edit/View Draw(s)

Database: C:\Users\Public\Documents\2011 USTPA World Championship.mdb Output Path: C:\Program Files\Arena Manager

Menu

- Setup (Setup your Show(s))
- Entry (Enter Contestants here)
- Draws (Create your Draws)
- Run Event
- Results (See your Results)
- Reports (View and Print Reports)
- Members (Manage your Members)
- Facility (Edit your Barns/Stalls)
- Config (Change your settings)
- Association (Manage your Assoc.)
- Help
- Exit

Show 2011 USTPA World Championsh

Draws

Available: Penalty, Rake, Back #

Selected: Name, Draw #, Team #

Draw Reports

Rot & Perfs: All, Unassigned, Unassigned

Calc

#13 Pen 2nd Round

Draw for 2011 USTPA World Championship

Draw #	Name	Team #	Tot Pen	Tot Time/Score
1	West, Morgan			
	Rondy, James			
1	Rondy, Rochelle	64	3	41.64
2	Lesh, Jared			
	Lynch, Whitney			
2	Goyer, Danielle	63	3	31.28
	Naughton, Gary			
3	Cody, Thomas			

Excel Html (Draw.html) Export

Draw Reports

The "Draw Reports" tab can be used to create many different reports such as another type of run order, 2nd rounds with previous times, reports when running AQHA shows that will display horse names, and many other options.

The printout desired can be custom made. There is a column named "available". Scroll down that list and select the items desired in the report and click the "calc" button on the right side. This report is used at most every show.

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Arena Manager for United States Team Penning Association

Edit/View Draw(s)

Show: **Joel Lesh November 2011**

Time Sheets: # of Gos: 0

Generate Slips: All Pages: 0 To: 0

Print

Draw #	Name	Rating	Handicap	Total Time	# Cattle Penned
Open HC Pen					
Team Contestants	1st Go	2nd Go	3rd Go	1st Go	1st Go
1					
3	Wallace, Kenneth			2nd Go	2nd Go
4	Westfall, Paige			Total 1st & 2nd	Total 1st & 2nd
2	Krouse, Cheryl			3rd Go	3rd Go
				Total	Total
Open HC Pen					
Team Contestants	1st Go	2nd Go	3rd Go	1st Go	1st Go
2					
7	Lesh, Joel			2nd Go	2nd Go
6	Walsh, Megan			Total 1st & 2nd	Total 1st & 2nd
6	Rainey, Hannah				

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb Output Path: C:\Program Files\Arena Manager

Draws – Time Sheets & Draw Slips tab

This tab can be used to generate two other types of sheets for a backup timer.

The Time Sheets button will create a list with all of the teams and a user defined number of go-rounds.

The Generate Slips button creates a list of teams with 3 teams per page that the user can cut slips for the backup timer. It will have a place for cattle #'s, times for each go, and a combined time.

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Arena Manager for United States Team Penning Association

Run Event

65 entries complete out of 65
Lead Time (all Gos) 24.820

Running 38
Name Brooks, Terry
Lesh, Joel
Walsh, Megan

Cutoff Time (All gos) 45.340
Cutoff Time (All gos) -10.260

Go Info

	Rank	Time	Pen
All Go's	16	35.080	3
Handicap		0.000	0
Prev Go's	0	0.000	0
This Go	16	35.080	3

Time 0.000
Penned 0 N/T
Penalty 0 OK
Final Time 0.000
Next up

Bio Audit On
Blanchard, OK
Stillwater, OK
Morrison, OK
View Results Set Go's

2011 USTPA World Championship

Events #13 Pen
Jr Youth Pen
Jr Youth Pen 2nd Round
Jr Youth Pen Short Round
Jr Youth Pen Average
Sr Youth Pen
Sr Youth Pen 2nd Round
Sr Youth Pen Short Round
Sr Youth Pen Average

Date 10/31/2011
Format Pen
of Contest 3
Herd Change 10 Cap 13
Pen 3
Cutoff 33 Time 45.340

2011 USTPA World Championship : #13 Pen 10/31/2011

Results Ranking

#13 Pen - All

Draw #	Team #	Contestant	Pen	Penalty	Time Time	Final Time	Status	Indy Rating	Team Rating
38	38	Brooks, Terry						1	
		Lesh, Joel	3	0.00	35.080	35.080	OK	7	13
		Walsh, Megan						5	
39	39	Buckner, Sonya						7	
		Haselip, Amber	0	0.00	31.770	31.770	N/T	4	13
		Hosea, Kevin						2	
40	40	King, David						5	
		Anderson, Stephen	0	0.00	23.620	23.620	N/T	3	13
		Kuyper, Larry						5	
		Rake							
41	41	Lesh, Sarah	3	0.00	40.190	40.190	OK	7	
		Lynch, Whitney						4	13
		Goyer, Danielle						2	
		Sullivan, Chris						5	
42	42	Sullivan, Charlene	3	0.00	48.590	48.590	OK	4	12
		Ham, Jimmy						3	
		Richter, Todd						5	
43	43	Nelson, Alex	3	0.00	50.260	50.260	OK	3	11
		Cody, Thomas						3	

Database: C:\Users\Public\Documents\2011 USTPA World Championship.mdb Output Path: C:\Program Files\Arena Manager

This is the "Run Event" screen. This is where the announcer runs the event, puts in times, creates the go rounds, and informs the audience of show results.

In the illustration above, the event has already been run but the information will be explained. The event is the #13 Pen and the announcer is on team number 38. In the yellow fields to the right side labeled Time, # Penned, Penalty is where the run information is input. If there is a FarmTek timer inputting times, the only information needed is the # of cattle penned. Penalty is never used in team penning or ranch sorting. Once that information has been captured, the announcer will either click the "N/T" or the "OK" button then next up. Be careful to click the correct button when clicking "N/T" or "OK", entering it incorrectly could affect the outcome when creating the next rounds when the round is complete.

Cutoff Times:

In the yellow field next to the label "Cutoff" there is a 33. When a time has been entered, the program will inform the announcer of the 33rd fastest time and the number penned. This value can be changed according to your local club rules. The cutoff time for 33 teams at this point is currently 45.34 on 3 head.

In the yellow field to the right of the teams listed, will be go info. This will tell the announcer where that team stands in that go round. Team #38 is the 16th fastest time with a time of 35.08 on 3 head penned.

Once all teams in that round have been run, it is time to create the next round. Click the "Set Go's" button in the lower right. The next page will describe that process.

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Arena Manager for United States Team Penning Association

Run Event

Kendrick & Craft Inc. Ver. 4.1.98

Menu

- Setup (Setup your Show(s))
- Entry (Enter Contestants here)
- Draws (Create your Draws)
- Run Event
- Results (See your Results)
- Reports (View and Print Reports)
- Members (Manage your Members)
- Facility (Edit your Barns/Stalls)
- Config (Change your settings)
- Association (Manage your Assoc.)
- Help
- Exit

Show

2011 USTPA World Championship

Events (Select the events for the go)

Selected	Event	From
<input checked="" type="checkbox"/>	#13 Pen	
<input type="checkbox"/>	Jr Youth Pen	
<input type="checkbox"/>	Jr Youth Pen 2nd F (Jr Youth F)	
<input type="checkbox"/>	Jr Youth Pen Short (Jr Youth F)	
<input type="checkbox"/>	Sr Youth Pen	
<input type="checkbox"/>	Sr Youth Pen 2nd I (Sr Youth)	
<input type="checkbox"/>	Sr Youth Pen Short (Sr Youth)	
<input type="checkbox"/>	QuickDraw Pen	
<input type="checkbox"/>	QuickDraw Pen 2r (QuickDra	
<input type="checkbox"/>	QuickDraw Pen 3r (QuickDra	
<input type="checkbox"/>	QuickDraw Pen 4r (QuickDra	
<input type="checkbox"/>	QuickDraw Pen 5r (QuickDra	
<input type="checkbox"/>	Open HC Pen	
<input type="checkbox"/>	Open HC Pen 2nd (Open HC	
<input type="checkbox"/>	Open HC Pen 3rd I (Open HC	
<input type="checkbox"/>	Open HC Pen Sho (Open HC	
<input type="checkbox"/>	#11 Pen	
<input type="checkbox"/>	#11 Pen 2nd Round (#11 Pen)	
<input type="checkbox"/>	#11 Pen 3rd Round (#11 Pen)	
<input type="checkbox"/>	#11 Pen Short Round (#11 Pen)	
<input type="checkbox"/>	#11 Masters Pen	
<input type="checkbox"/>	#11 Masters Pen 2 (#11 Mast	

☒ Only entries with valid Time or Score (No N/T's or T/O's)

☐ Only entries in each event

☒ Include Team # in grouping

Load Contestants

Selected	Count	# Pen	Time	Contestant	# of Entries (On)	Rating	Team #
<input checked="" type="checkbox"/>	1	3	24.82	Nelson, Brent	1	4	27
<input checked="" type="checkbox"/>	2	3	24.83	Nelson, Alex	1	3	23
<input checked="" type="checkbox"/>	3	3	25.98	Walsh, Megan	1	5	35
<input checked="" type="checkbox"/>	4	3	27.75	Lesh, Sarah	1	7	19
<input checked="" type="checkbox"/>	5	3	29.78	West, Morgan	1	5	33

Go Name: #13 Pen 2nd Round 12/6/2011

Assign Go Location

Go	Go 1	Go 2	Go 3
Go will be assigned here >>>	#13 Pen	#13 Pen 2nd Round	
11	Jr Youth Pen	Jr Youth Pen 2nd Round	Jr Youth Pen Short Round
12	Sr Youth Pen	Sr Youth Pen 2nd Round	Sr Youth Pen Short Round
13	QuickDraw Pen	QuickDraw Pen 2nd Round	QuickDraw Pen 3rd Round
14	Open HC Pen	Open HC Pen 2nd Round	Open HC Pen 3rd Round

# Pen	Time	Contestant	Rating	Team #	# of Entries (On)
3	41.64	West, Morgan	5	64	1
3	31.28	Rondy, James	4	64	1
3	31.28	Rondy, Rochelle	4	63	1
3	35.15	Lesh, Jared	7	62	1
3		Lynch, Whitney	4		
3		Goyer, Danielle	2		
3		Naughton, Gary	3		
3		Cody, Thomas	3		

Order

☐ Highest to Lowest

☐ Lowest to Highest

☐ Original Draw Order

☒ Reverse Draw Order

☒ Include "DN" in Order

Create Go

Return

Database: C:\Users\Public\Documents\2011 USTPA World Championship.mdb Output Path: C:\Program Files\Arena Manager

This screen will pop-up after clicking the "Set Go" button on the "Run Event" screen. This is where the announcer will set the parameters for the next go round.

In this exercise, the 2nd round of the #13 Pen class will be created.

1. Check the box next to the #13 Pen class on the left side.
2. Go down and select, "Only entries with valid Time or Score (No N/T's or T/O's) and "Include Team # in grouping".
3. Click "Load Contestants" button in the lower left.
4. Next go to the upper right and input the number coming back to the 2nd round in the box below the "Top n" and "Top n %".
5. **Important.** Click the radio button "Top n". In this example, we are bringing back 33 teams.
6. Click the "Load" button. This will load the selected teams from the top of the screen to the bottom of the screen.
7. **Important.** In the middle of the screen, type in that go round a name, it has been named "#13 Pen 2nd Round".
8. The next step is to select which type of order you want to run the next go round. The "Reverse Draw Order" has been selected.
9. Once all of those steps are complete, click the "Create Go" button in to finalize the creation of the 2nd go round. There will be an info screen appear that says that round has been created, click "ok".
10. Click the "Run Event" button on the left, selected the #13 Pen 2nd Round and continue on with that round until all teams are completed. Each go round after that will be created in the same fashion. The only exception when creating the parameters for a 3rd round and so on is to select both the first round and the 2nd round in the "create go's" screen.
11. At this time, a report can be ran for the 2nd round including first go round times using the "Draw-Draw reports" tab. This report can be posted for the 2nd round.

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The screenshot shows the 'Run Event' screen for the '2011 USTPA World Championship'. The 'Ranking' tab is active, displaying a table of results for the '#13 Pen' on '10/31/2011'. The table has columns for Rank, Name, Time, Tot Handicap, Pen, To 1st, OK Runs, and Status. The data is as follows:

Rank	Name	Time	Tot Handicap	Pen	To 1st	OK Runs	Status
1	Nelson, Brent	24.820	0	3	0.000	1	OK
2	Nelson, Alex	24.830	0	3	-0.010	1	OK
3	Lyons, Andrew	25.980	0	3	-1.160	1	OK
4	Bryant, Jesse	27.750	0	3	-2.930	1	OK
5	Walsh, Megan	29.780	0	3	-4.960	1	OK
6	Lesh, Sarah	30.000	0	3	-5.180	1	OK
7	West, Morgan	30.080	0	3	-5.260	1	OK

Other visible elements include the 'Menu' on the left, the 'Run Event' title bar, and various input fields for event details like date, format, and cutoff times.

This screen shows the "Ranking" tab of the "Run Event" screen.

The announcer can quickly click on this tab to inform the audience of the fastest time, where a specific team is currently in that round, how far a specific team is out of first place.

In the final round of the class, the final results can be announced by clicking on that tab, as the program will combine times in all go's and display that information.

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The screenshot shows the Arena Manager software interface. The top menu bar includes 'Menu', 'Results', 'Average', and 'Round Robin'. The 'Results' tab is active, displaying a table of results for the '2011 USTPA World Championship QuickDraw Pen Average'. The table has columns for Rank, Name, Earnings, Points, Penned, and Time. The data is as follows:

Rank	Name	Earnings	Points	Penned	Time
1	Underwood, Grady	\$1,953.00	5	15	178.180
	Walsh, Megan	\$1,953.00	5		
	Richter, Todd	\$1,953.00	5		
2	Roberson, Tommy	\$1,172.00	4	15	180.490
	Lesh, Joel	\$1,172.00	4		
	Johnson, Dustin	\$1,172.00	4		
3	Walsh, Megan	\$781.00	3	15	194.300
	Underwood, Justin	\$781.00	3		
	Saggione III, Louie	\$781.00	3		
4	Bross, Tom	\$0.00	2	15	202.750
	Buckner, Sonya	\$0.00	2		
	Duncan, Sammy	\$0.00	2		

The interface also includes a left sidebar with various menu options like 'Setup', 'Entry', 'Draws', 'Run Event', 'Results', 'Reports', 'Members', 'Facility', 'Config', 'Association', 'Help', and 'Exit'. The bottom status bar shows the database path: 'C:\Users\Public\Documents\2011 USTPA World Championship.mdb' and the output path: 'C:\Program Files\Arena Manager'.

Results/Results tab

This screen is able to produce a user defined results print out. The parameters for the report can be set by the available fields, moving them over to the selected field by using the arrow between. Once you have selected the desired parameters, click "Calculate". By clicking on the "Excel" button, these reports can be further enhanced by the user.

Another enhanced report can be created by checking the "Go Report" and "Use On gos". This report will create a report that will display the average time including each go round.

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Results/Payouts & Points tab

Rank	Team Earnings	Indiv Earnings	Points	All Around Points	Score	Member #	Contestant	Position	Stock	Fees
1	\$5859.00	\$1953.00	5.00	0.00	178.180	430	Underwood, Grady			\$0.00
		\$1953.00	5.00	0.00		10058	Walsh, Megan			\$0.00
		\$1953.00	5.00	0.00		4071	Richter, Todd			\$0.00
2	\$3516.00	\$1172.00	4.00	0.00	180.490	107	Roberson, Tommy			\$0.00
		\$1172.00	4.00	0.00		881	Lesh, Joel			\$0.00
		\$1172.00	4.00	0.00		9422	Johnson, Dustin			\$0.00
3	\$2343.00	\$781.00	3.00	0.00	194.300	10058	Walsh, Megan			\$0.00
		\$781.00	3.00	0.00		1059	Underwood, Justin			\$0.00
		\$781.00	3.00	0.00		6621	Saggione III, Louie			\$0.00
4	\$0.00	\$0.00	2.00	0.00	202.750	777	Bross, Tom			\$0.00
		\$0.00	2.00	0.00		188	Buckner, Sonya			\$0.00
		\$0.00	2.00	0.00		3507	Duncan, Sammy			\$0.00
5	\$0.00	\$0.00	1.00	0.00	222.480	430	Underwood, Grady			\$0.00
		\$0.00	1.00	0.00		111	May, John			\$0.00
		\$0.00	1.00	0.00		9887	Buckner, Brian			\$0.00
6	\$0.00	\$0.00	0.00	0.00	127.070	44	Rainey, David			\$0.00
		\$0.00	0.00	0.00		12031	Sullivan, Chris			\$0.00
		\$0.00	0.00	0.00		430	Underwood, Grady			\$0.00
7	\$0.00	\$0.00	0.00	0.00	133.500	881	Lesh, Joel			\$0.00
		\$0.00	0.00	0.00		6448	Rainey, Hannah			\$0.00
		\$0.00	0.00	0.00		6210	King, David			\$0.00
8	\$0.00	\$0.00	0.00	0.00	139.660	188	Buckner, Sonya			\$0.00
		\$0.00	0.00	0.00		111	May, John			\$0.00
		\$0.00	0.00	0.00		8474	West, Paul			\$0.00
9	\$0.00	\$0.00	0.00	0.00	143.570	6448	Rainey, Hannah			\$0.00
		\$0.00	0.00	0.00		107	Roberson, Tommy			\$0.00
		\$0.00	0.00	0.00		1355	Lesh, Jordan			\$0.00
10	\$0.00	\$0.00	0.00	0.00	150.550	6448	Rainey, Hannah			\$0.00
		\$0.00	0.00	0.00		6621	Saggione III, Louie			\$0.00

Results/Payouts & Points tab

This screen is used to apply payouts & points. Payouts & Points can be applied two different ways from this screen. An average event has to be created prior to executing either way. [Creating an averaged event.](#)

1. The earnings & points can be typed directly in to this page for each member. The user can either type in the team earnings and the program will automatically divide the amount by 3 or the user can type in individual earnings for each contestant. The points have to be typed in for each contestant. If this method is used, do not click the "Apply Points & Payouts" button at the bottom of the screen.
2. The other way to apply payouts & points is by clicking the "Apply Points & Payouts" button at the bottom of the screen. The payouts and points that were input on the ["Setup/P&P tab"](#) will be applied.

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James Goyer – December 2011-version 2

<http://www.arenamanagementsoftware.com>

The screenshot displays the 'Arena Manager for United States Team Penning Association' software. The interface is divided into a left-hand menu and a main results area. The menu includes options like Setup, Entry, Draws, Run Event, Results, Reports, Members, Facility, Config, Association, Help, and Exit. The main area is titled 'Results' and shows a tree view of events under 'Shows' and 'Events'. The 'Results/Payoffs' tab is active, displaying a table with columns for '# Teams/Entries', 'Payback %', 'Entry Fees', 'Added Money', 'Total Purse', and 'Places to Pay'. The table shows data for 7 teams, with a total purse of \$0.00. The 'Places to Pay' section lists 10th place and below, with a total of \$0.00. The status bar at the bottom indicates the database path and output path.

# Teams/Entries	Payback %	Entry Fees	Added Money	Total Purse
7	0%	\$0.00	\$0.00	\$0.00

Places to Pay	Go's	Final	Average	Total
1st	0%	0%	0%	0%
2nd	0%	0%	0%	0%
3rd	0%	0%	0%	0%
4th	0%	0%	0%	0%
5th	0%	0%	0%	0%
6th	0%	0%	0%	0%
7th	0%	0%	0%	0%
8th	0%	0%	0%	0%
9th	0%	0%	0%	0%
10th	0%	0%	0%	0%
Totals	0%	0%	0%	0%

Results/Payoffs tab

This screen allows the user to calculate payouts. Each club has different payout rules and payouts calculations. Type in the parameters for your club for the program to calculate payouts. I prefer using separate payout sheets built in excel.

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Team Penning/Ranch Sorting

James Goyer – December 2011-version 2

<http://www.arenamanagementsoftware.com>

The screenshot shows the 'Results' window in the Arena Manager software. The 'Average' tab is active, displaying a table of results for the 'Open HC Pen' event. The table includes columns for Selected, Count, # Pen, Time, Contestant, # of Entries (On), Rating, Handicap applied, and Total Final Time. The results are as follows:

Selected	Count	# Pen	Time	Contestant	# of Entries (On)	Rating	Handicap applied	Total Final Time
<input checked="" type="checkbox"/>	1	9	120.960	Rice, Carther	3	2	-11	109.96
<input checked="" type="checkbox"/>	2	9	128.940	Walsh, Megan	3	6	-4	124.94
<input checked="" type="checkbox"/>	3	9	139.530	Brooks, Terry	3	2	-7	132.53
<input checked="" type="checkbox"/>	4	6	66.020	Lesh, Joel	2	4	-5	61.02
<input checked="" type="checkbox"/>	5	5	93.570	Rainey, Hannah	2	7	-4	89.57

The right-hand panel shows the 'Selection' section with radio buttons for 'Top n' and 'Top n %', a text input field for '7', and buttons for 'Load' and 'Export'. The bottom of the window shows the database path and output path.

Results/Average tab

This screen allows the user to create an average of the event. Average = combined times and cattle penned of all go rounds

In this exercise, the Average of the Open HC Pen class will be created.

1. Check all go rounds of the Open Pen class on the left side.
2. Go down and select, "Only entries with valid Time or Score (No N/T's or T/O's) and "Include Team # in grouping".
3. Click "Calculate Averaged Entries" button in the lower left.
4. Next go to the upper right and input the number of average teams you want in this report. Normal is 10. In this example there were only 7 teams that had a time.
5. Important. Click the radio button "Top n". In this example, we are averaging 7 teams.
6. Click the "Load" button. This will load the selected teams from the top of the screen to the bottom of the screen.
7. Important. In the middle of the screen, type in the name of the averaged event, it has been named "Open HC Pen Average" in this example.
8. The next step is to scroll down and click next to the events. Once you click, it will say "Ave here>>>".
9. Once all of those steps are complete, click the "Create Averaged Event" button in to finalize the creation of the averaged event. 2nd go round. There will be an info screen appear that says that average has been created, click "ok".
10. You can now go in setup earnings and points by either going to the average event in the "[Setup/P&P tab](#)", or to the "[Results/Payouts & Points tab](#)". I prefer using the "[Setup/P&P](#)" tab.

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Team Penning/Ranch Sorting

James Goyer – December 2011-version 2

<http://www.arenamanagementsoftware.com>

The screenshot displays the 'Arena Manager for United States Team Penning Association' window. The interface is divided into a left-hand menu and a main content area. The menu includes options like Setup, Entry, Draws, Run Event, Results, Reports, Members, Facility, Config, Association, Help, and Exit. The main area is titled 'Results' and has tabs for 'Results', 'Average', and 'Round Robin'. The 'Round Robin' tab is active, showing a form with fields for 'Shows' (Joel Lesh November 2011), 'Events' (#7 Pen 2nd Round), 'Positions' (fpCombo3), and 'New Event Name'. A 'Create' button is located below these fields. The status bar at the bottom indicates the database path and output path.

Menu

- Setup
Setup your Show(s)
- Entry
Enter Contestants here
- Draws
Create your Draws
- Run Event
- Results
See your Results
- Reports
View and Print Reports
- Members
Manage your Members
- Facility
Edit your Barns/Stalls
- Config
Change your settings
- Association
Manage your Assoc.
- Help
- Exit

Results

Results Average **Round Robin**

Shows: Joel Lesh November 2011

Events: #7 Pen 2nd Round

Positions: fpCombo3

New Event Name:

Create

Database: C:\Users\Public\Documents\Backup on 12-5-2011 21-21-45 PM Lazy J USTPA November 2011 FOR WEB.mdb | Output Path: C:\Program Files\Arena Manager

Results/Round Robin tab

This screen is never used in team penning or ranch sorting.

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Team Penning/Ranch Sorting

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Standings on 12/6/2011
Most points in penning-all classes

Last Name	First Name	Points	Earnings	Rating
Dean	Carrie	65	\$3,724.00	4
Walsh	Megan	64	\$5,824.00	5
Underwood	Grady	61	\$4,943.00	7
Ham	Jimmy	60	\$5,332.00	3
Goyer	Danielle	60	\$1,062.00	2
Brooks	Terry	59	\$4,467.00	1
Lesh	Joel	58	\$4,968.00	7
Lesh	Jordan	56	\$5,558.00	7
Savage	Eddie	54	\$3,335.00	2
Byrd	Jordan	52	\$681.00	2
Heywood	TJ	51	\$3,134.00	2
Westfall	Paige	49	\$5,622.00	3
Allred	Cody	49	\$5,091.00	1
Savage	Bobby	49	\$2,408.00	2
Savage	Leila	48	\$3,564.00	2
Gulley	Buck	47	\$2,758.00	1
Portts	Kris	45	\$5,337.00	2

Reports/Standings tab

This screen is from the Reports/Standings tab and can produce many useful reports.

Filter Options – set the parameters for your report

1. Association – Most Arena Manger programs for team penning associations will only have one drop down in this location. Some associations will offer both team penning and ranch sorting, therefore having separate ratings for team penning and ranch sorting. Choose the appropriate association for the report you desire.
2. Year-Choose the year of the show
3. Shows-The user can choose to identify points or earnings from all shows combined or a particular show.
4. Class- The user can choose to identify points or earnings from all classes combined or a particular class.
5. Rating- The user can choose to identify points or earnings for all ratings or a particular rating.
6. Division-If the program is set, this is another means to identify contestants. Example: Pro, Am, Novice
7. Position-Not an option normally used
8. State-The user can choose to identify points or earnings for a contestant from a particular state.
9. Team-Not an option normally used

Sort Options – sort the report by one of the following 4 options

1. Points
2. Earnings
3. All Around Points
4. Name

Custom Header – The user can generate the report with a custom name.

Click the “Calculate” button to generate the report.

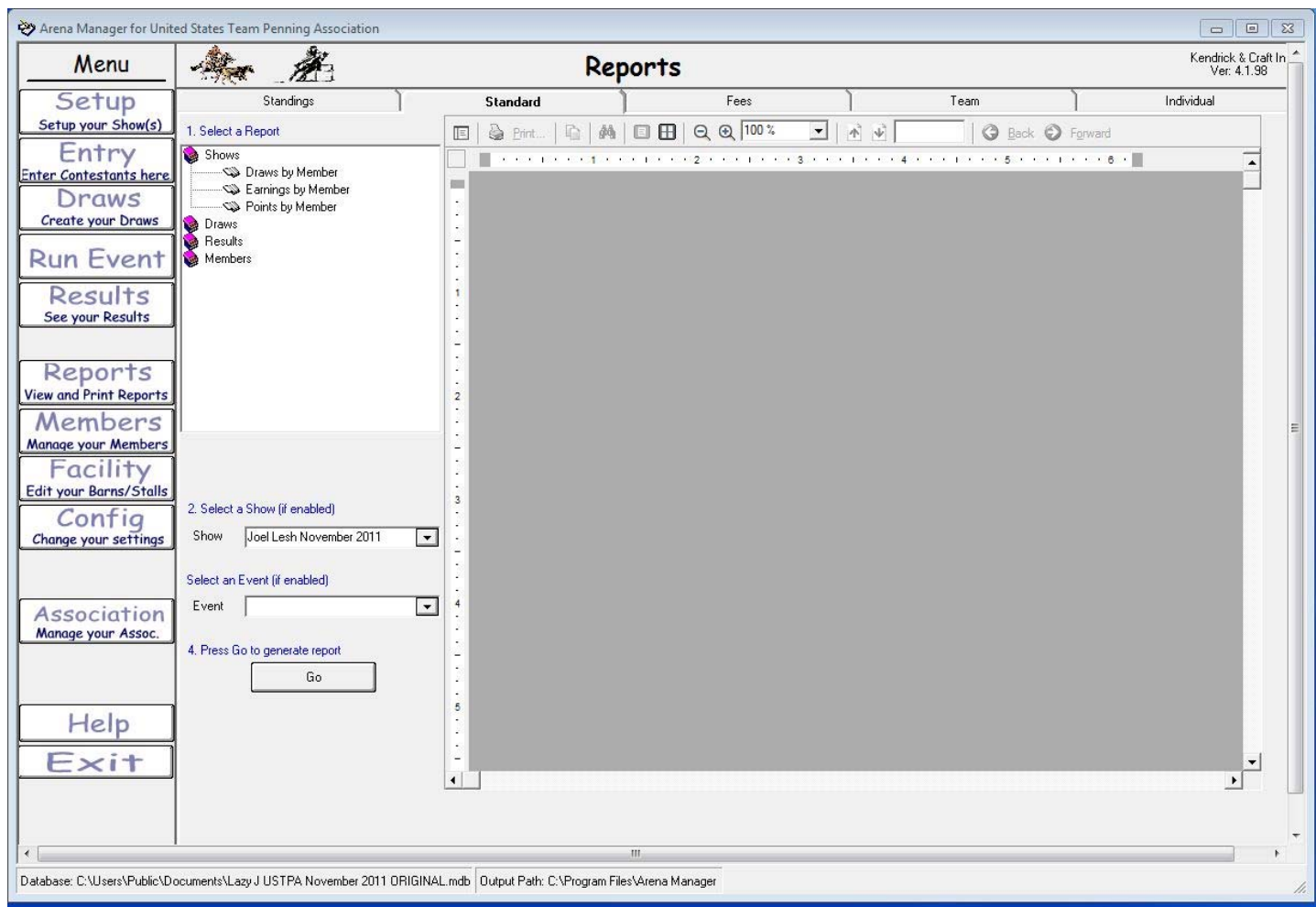
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Reports/Standard tab

Reports/Team tab

Reports/Individual tab

Team penning or ranch sorting associations seldom use reports from these 3 tabs.

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Team Penning/Ranch Sorting

James Goyer – December 2011-version 2

<http://www.arenamanagementsoftware.com>

The screenshot shows the 'Arena Manager for United States Team Penning Association' software. The 'Reports' tab is active, displaying a list of fees and a detailed report for 'USTPA Single Membership'.

Menu

- Setup (Setup your Show(s))
- Entry (Enter Contestants here)
- Draws (Create your Draws)
- Run Event
- Results (See your Results)
- Reports (View and Print Reports)
- Members (Manage your Members)
- Facility (Edit your Barns/Stalls)
- Config (Change your settings)
- Association (Manage your Assoc.)
- Help
- Exit

Reports

Standings Standard **Fees** Team Individual

Show: Joel Lesh November 2011

Fees

- ☒ USTPA Single Membership
- ☐ USTPA Family Membership
- ☐ USTPA Youth Membership
- ☐ USTPA Day Pass
- ☐ Stall
- ☐ Stall 2nd Nite
- ☐ RV
- ☐ AQHA

USTPA Single Membership

Name	Amount	Quantity	Total	Total
Belter, Mike	\$65.00	1	\$65.00	\$65.00
Bolin, Pat	\$65.00	1	\$65.00	\$65.00
Brooks, Terry	\$65.00	1	\$65.00	\$65.00
Heidelberg, Hoppy	\$65.00	1	\$65.00	\$65.00
Istre, Joey	\$65.00	1	\$65.00	\$65.00
Kapp, Sara	\$65.00	1	\$65.00	\$65.00
Krouse, Cheryl	\$65.00	1	\$65.00	\$65.00
Lawless, Bill	\$65.00	1	\$65.00	\$65.00
Lawless, Suzie	\$65.00	1	\$65.00	\$65.00
Lesh, Joel	\$65.00	1	\$65.00	\$65.00
Lesh, Jordan	\$65.00	1	\$65.00	\$65.00
Miller, John	\$65.00	1	\$65.00	\$65.00
Rice, Carther	\$65.00	1	\$65.00	\$65.00
Richard, Billy	\$65.00	1	\$65.00	\$65.00
Richard, Joyce	\$65.00	1	\$65.00	\$65.00
Victorian, Paul	\$65.00	1	\$65.00	\$65.00
Walsh, Megan	\$65.00	1	\$65.00	\$65.00
			\$1,105.00	\$1,105.00

Fee Report

Print

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 ORIGINAL.mdb Output Path: C:\Program Files\Arena Manager

Reports/Fees tab

This tab will create reports for the fees set on the "Setup" screen. Select the fee; click the "Fee Report" button.

The report in the illustration above shows who purchased a USTPA Single Membership, and the total amount collected.

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Manage your Assoc.
- Help
- Exit

View/Change Members

Kendrick & Craft Inc
Ver: 4.1.98

Member Detail

Filter

☐ All ☐ Region ☐ Renew ☐ State

Select Members

Lesh, Joel

Total # of Members 3901

Create New

Last Name **Lesh** First Name **Joel**

Other Name _____

Date of Birth _____

SSN _____

Address _____

Mail Address _____

City Stillwater

State OK Zip _____

Email _____

Phone1 _____

Phone2 _____

Fax _____

Region 10

Notes 4-3-10-LY-passed judges test. IGary Lesh 405-269-8425 cell #1 judge test 11/30/02. SW 12/10/03 raised from #6 to #7 per NRC

Membership 881 Association USTPA Pen

Status 11-14-11 Start Date 7/25/1994

☒ Yes ☐ No Renewal Date 12/31/2009

Bio Stillwater, OK

Team None

Member History

	Show Name	Event Name	Date	Draw #	Time	# Penned	Stock	Earnings	Points
1	Joel Lesh November 2011	Open HC Pen	11/19/2011	6	51.670	3		\$0.00	0
2	Joel Lesh November 2011	Open HC Pen	11/19/2011	13	46.060	3		\$0.00	0
3	Joel Lesh November 2011	Open HC Pen	11/19/2011	2	24.240	0		\$0.00	0
4	Joel Lesh November 2011	Open HC Pen	11/19/2011	4	21.840	0		\$0.00	0
5	Joel Lesh November 2011	#13 Pen	11/19/2011	17	47.900	3		\$0.00	0
6	Joel Lesh November 2011	#13 Pen	11/19/2011	8	29.030	0		\$0.00	0
7	Joel Lesh November 2011	#13 Pen	11/19/2011	2	38.670	3		\$0.00	0
8	Joel Lesh November 2011	#13 Pen	11/19/2011	12	39.930	0		\$0.00	0
9	Joel Lesh November 2011	#11 Pen	11/19/2011	20	41.920	3		\$0.00	0

Total # of Events 23 Total Earnings \$1,872.00 Total Event Fee \$1,280.50

Print Member List Member Labels Fees/Earnings Export Print Member Detail Export Members to Excel Remove Member

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 ORIGINAL.mdb Output Path: C:\Program Files\Arena Manager

Members/Member Detail tab

Filter – The user can filter members by region or state.

Select Members – The user can choose a member by using the drop-down list. A new member can be added by clicking the “Create New” button.

Member information can be entered in the middle section.

Member reports can be generated by selecting one of the following:

1. Print Member List
2. Member Labels
3. Fees/Earnings Export
4. Print Member Detail
5. Export Members to Excel

Remove Member – clicking this button will remove a member

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<http://www.arenamanagementsoftware.com>

Arena Manager for United States Team Penning Association

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View/Change Members

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- Facility
Edit your Barns/Stalls
- Config
Change your settings
- Association
Manage your Assoc.
- Help
- Exit

Member Detail

Filter

☐ All ☐ Region ☐ Renew ☐ State

Go

Select Members

Lesh, Joel

Total # of Members 3901

Create New

Other Name
Date of Birth
SSN
Address
Mail Address
City
State
Phone1
Phone2
Fax
Region

Last Name Lesh
First Name Joel
Notes 4-3-10-LY-passed judges test. I Gary Lesh 405-269-8425 cell #1 judge test 11/30/02. SW 12/10/03 raised from #6 to #7 per NRC
Membership 881
Association USTPA Pen
Status 11-14-11
Start Date 7/25/1994
Renewal Date 12/31/2009
Bio Stillwater, OK
Team None

Grade
Back
No

Member History

	Show Name	Event Name	Date	Draw #	Time	# Penned	Stock	Earnings	Points
1	Joel Lesh November 2011	Open HC Pen	11/19/2011	6	51.670	3		\$0.00	0
2	Joel Lesh November 2011	Open HC Pen	11/19/2011	13	46.060	3		\$0.00	0
3	Joel Lesh November 2011	Open HC Pen	11/19/2011	2	24.240	0		\$0.00	0
4	Joel Lesh November 2011	Open HC Pen	11/19/2011	4	21.840	0		\$0.00	0
5	Joel Lesh November 2011	#13 Pen	11/19/2011	17	47.900	3		\$0.00	0
6	Joel Lesh November 2011	#13 Pen	11/19/2011	8	29.030	0		\$0.00	0
7	Joel Lesh November 2011	#13 Pen	11/19/2011	2	38.670	3		\$0.00	0
8	Joel Lesh November 2011	#13 Pen	11/19/2011	12	39.930	0		\$0.00	0
9	Joel Lesh November 2011	#11 Pen	11/19/2011	20	41.920	3		\$0.00	0

Total # of Events 23 **Total Earnings** \$1,872.00 **Total Event Fee** \$1,280.50

Print Member List

Member Labels

Fees/Earnings Export

Print Member Detail

Export Members to Excel

Remove Member

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 ORIGINAL.mdb Output Path: C:\Program Files\Arena Manager

Members/Member Detail/Member History tab

This tab will display which shows a contestant has attended, the events they competed, earnings, ect.

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Team Penning/Ranch Sorting

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<http://www.arenamanagementsoftware.com>

View/Change Members

Member Detail

Filter

☐ All ☐ Region ☐ Renew ☐ State

Select Members

Lesh, Joel Total # of Members 3901

Last Name **Lesh** First Name **Joel**

Other Name Notes 4-3-10-LY-passed judges test. JGary Lesh 405-269-8425 cell # | judge test 11/30/02. SW 12/10/03 raised from #6 to #7 per NRC

Date of Birth Membership 881 Association USTPA Pen

SSN Status 11-14-11 Start Date 7/25/1994

Address ☒ Yes ☐ No Renewal Date 12/31/2009

Mail Address Bio Stillwater, OK

City Stillwater

State OK Zip

Email

Phone1 Grade

Phone2 Back

Fax No

Region 10 Team None

Ratings & Divisions

	Association	Member #	Position	Rating	Division
1	USTPA Pen	881	Unassigned	7.0	
2	USTPA Sort	881	Unassigned	7.0	

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 ORIGINAL.mdb Output Path: C:\Program Files\Arena Manager

Members/Member Detail/Ratings & Divisions tab

The ratings & divisions tab will display the members rating for each association.

If a new member is added, a rating for that member will need to be entered.

Steps to add a new member rating

1. Click the "Add Row" button.
2. Select the association from the drop-down list.
3. Member # can be entered.
4. Position – not used for team penning or ranch sorting
5. Rating – Enter the rating #
6. Division - not used for team penning or ranch sorting

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Arena Manager for United States Team Penning Association

View/Change Members

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Manage your Members
- Facility
Edit your Barns/Stalls
- Config
Change your settings
- Association
Manage your Assoc.
- Help
- Exit

Member Detail

Filter

☐ All ☐ Region ☐ Renew ☐ State

Select Members

Lesh, Joel

Total # of Members 394

Create New

Last Name **Lesh** First Name **Joel**

Other Name

Date of Birth

SSN

Address 1419 W 80th St

Mail Address 1419 W 80th St

City Stillwater

State OK Zip 74074

Email Lesh_83@hotmail.com

Phone1 (580)336-9952

Phone2 405-269-8425 cell

Fax

Region 10

Notes 4-3-10-LY-passed judges test. IGary Lesh 405-269-8425 cell #1 judge test 11/30/02. SW 12/10/03 raised from #6 to #7 per NRC

Membership 881 Association USTPA Pen

Status 9-21-11 Start Date 7/25/1994

Bio Stillwater, OK

Team None

Points & Earnings

	Association	Year	Points	Earnings
1	USTPA Pen	2011	58	\$4968.00
2	USTPA Sort	2011	22	\$124.00

Database: C:\Users\Public\Documents\2011 USTPA World Championship.mdb Output Path: C:\Program Files\Arena Manager

Members/Member Detail/Points & Earnings tab

The "Points & Earnings" tab will display the points and earnings from each association.

The "Fees" tab is not used.

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Arena Manager for United States Team Penning Association

View/Change Members Kendrick & Craft Inc
Ver: 4.1.98

Menu

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See your Results
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View and Print Reports
- Members
Manage your Members
- Facility
Edit your Barns/Stalls
- Config
Change your settings
- Association
Manage your Assoc.
- Help
- Exit

Member Detail

Filter

☐ All ☐ Region ☐ Renew ☐ State

Select Members

Lesh, Sarah Total # of Members 3901

Last Name **Lesh** First Name **Sarah**

Other Name Notes 1/22/10-LY-per NRC 7/7.

Date of Birth 2/19/1985

SSN

Address

Mail Address

City Whitesboro

State TX Zip

Email

Phone1 Grade

Phone2 Back

Fax No

Bio Whitesboro, TX

Membership 9776 Association USTPA Pen

Status 11-14-11 Start Date 1/25/2001

☒ Yes ☐ No Renewal Date 12/31/2009

Team None

Member History

	Name	Registration #	Active
1	108 Another Dualin Pep	4970258	<input checked="" type="checkbox"/>
2	144 Highbrow Darlin	4833364	<input checked="" type="checkbox"/>
3	230 Red Hot Alena	3768252	<input checked="" type="checkbox"/>
4	235 Flossie Floyd	3951152	<input checked="" type="checkbox"/>

Horses

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 ORIGINAL.mdb Output Path: C:\Program Files\Arena Manager

Members/Member Detail/Horses tab

This tab is normally not used. It can be used for associations that enter horses on the entry screen, for example AQHA.

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Members/Member Merge tab

This page can be used to merge two individuals into one. In the illustration above, the user added a new member by the name of Billy Abney. Later, it was discovered and the user merged the information from Billy Abney into Bill Abney.

Steps required merging members:

1. Click the "Load Members" button in the upper left
2. Select the "good" member and click the "Add Member 1" button
3. Select the "bad" member and click the "Add Member 2" button
4. Click the "Select" button in the lower left
5. Click the "Merge Member #2 data into Member #1" button
6. The merger is complete

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Arena Manager for United States Team Penning Association

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Menu

- Setup
Setup your Show(s)
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Enter Contestants here
- Draws
Create your Draws
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- Results
See your Results
- Reports
View and Print Reports
- Members
Manage your Members
- Facility
Edit your Barns/Stalls
- Config
Change your settings
- Association
Manage your Assoc.
- Help
- Exit

Operations

Buildings

	Name	# of Stalls	Price Per Stall
1			
2			
3			
4			
5			
6			

Remove

☐ Create Stall Layout ☒ Assign Stall #'s

Stall Map for selected Building

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 ORIGINAL.mdb Output Path: C:\Program Files\Arena Manager

Facility

This page is not used

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Config/System tab

Arena Name field – enter the arena or association name

Year Start Date – enter the start month and year

Select Database field – shows the current location on your computer or network the database is located

“Change Database” button – click this button to choose another location for a database

“Create Database Backup” – click this button to create a backup

Timer settings – use these settings if a FarmTek timer interface is used to input times into the “Run Event” screen

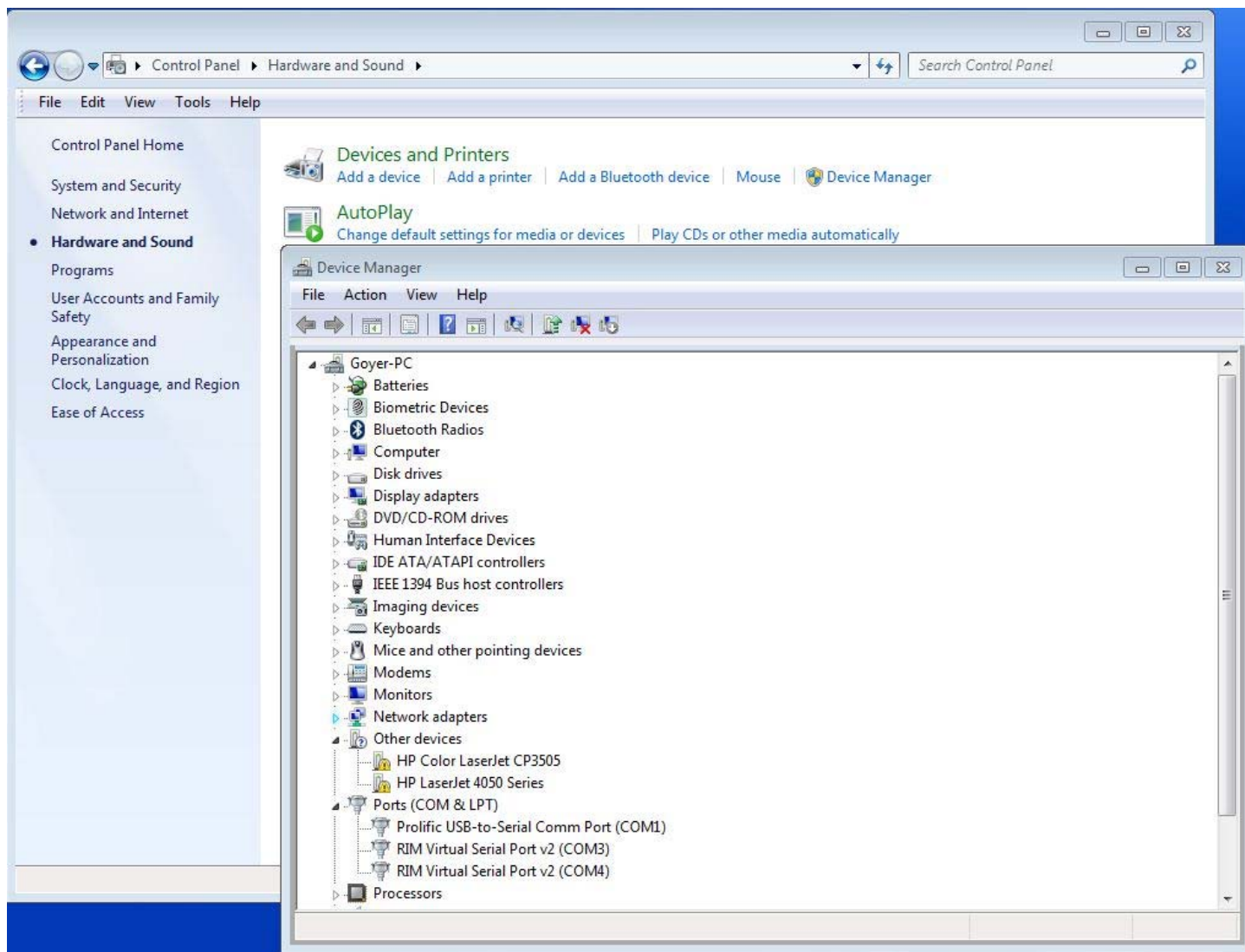
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Installing the Prolific USB to Serial adapter for the automatic timer input from the FarmTek Timer system

1. Install the software – DO NOT PLUG IN THE ADAPTER BEFORE INSTALLING THE SOFTWARE
2. Plug in the Prolific USB to Serial adapter – Windows will automatically install the device
3. To identify which port windows installed the adapter, Click "Windows Start" button
4. Go to Control Panel
5. Go to Hardware and Sound
6. Go to Devices and Printers
7. Go to Device Manager
8. Go to Ports
9. Look at the port number assigned to the Prolific USB to serial adapter
10. Go to the "Config/System" tab
11. Under Timer settings/Port choose that port number, Baud = 1200, Parity = None, Word = 7, Stop Bits = 1

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To change the assigned port

1. Right click the Prolific USB to Serial adapter
2. Click properties
3. Click port settings
4. Click Advanced
5. Open the drop down for COM Port Number
6. Select Com 1, 2, 3, or 4
7. Click out by clicking all of the windows “OK” prompts

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Arena Manager for United States Team Penning Association

Kendrick & Craft Inc.
Ver. 4.1.98

Menu

- Setup
Setup your Show(s)
- Entry
Enter Contestants here
- Draws
Create your Draws
- Run Event
- Results
See your Results
- Reports
View and Print Reports
- Members
Manage your Members
- Facility
Edit your Barns/Stalls
- Config
Change your settings
- Association
Manage your Assoc.
- Help
- Exit

System Configuration

Arena Name: United States Team Penning Association

System | **Events** | General | Registration | Import

Classes:	Open Pen	Add	Remove
Events:	Open/#12 Inc Pen	Add	Remove
Fees:	USTPA Single Membership	Add	Remove
Home Association:	USTPA Pen		
Sanctioning Association:	USTPA Sort	Add	Remove
Ratings Positions:		Add	Remove

Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 ORIGINAL.mdb | Output Path: C:\Program Files\Arena Manager

Config/Events tab

1. Arena Name: Enter the arena name or the name of the Association
2. Classes: These entries will be available in the drop-down list in the ["Setup/General"](#) tab – Classes field
3. Events: These entries will be available in the drop-down list in the ["Setup/General"](#) tab – Name field
4. Fees: These entries will be available in the drop-down list in the ["Setup/General"](#) tab – Show Fees drop-down fields
5. Home Association: The default association
6. Sanctioning Association: If you are running a show with ratings from another association, enter that association here.
7. Ratings Positions: Not used in team penning or ranch sorting

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The screenshot shows the 'Arena Manager for United States Team Penning Association' window. The title bar includes the text 'Kendrick & Craft Inc. Ver. 4.1.98'. The interface is divided into a left-hand menu and a main configuration area.

Menu:

- Setup (Setup your Show(s))
- Entry (Enter Contestants here)
- Draws (Create your Draws)
- Run Event
- Results (See your Results)
- Reports (View and Print Reports)
- Members (Manage your Members)
- Facility (Edit your Barns/Stalls)
- Config (Change your settings)
- Association (Manage your Assoc.)
- Help
- Exit

System Configuration - General Tab:

Arena Name: United States Team Penning Association

Check Format:

	Horiz Pos in Inches	Vert Pos in Inches
Check Date	6.9	0.8
Name	1.25	1.1
Check Amount	6.9	1.05
Amount in words	1.25	1.61
Memo	1.25	2.4
Detail	0.0	0.0
Address Block (Mail Address, City, State, Zip)	0.0	0.0

Print Settings:

- Print Triplicate: ☒
- Check #2 Offset: 3.0
- Check #3 Offset: 7.0

Buttons: Test Print

Association Upload Email Address: [Empty text box]

Teams Table:

Team Name	Contact Name	Contact Phone
-----------	--------------	---------------

Buttons: Add Row, Delete Row

Output file directory: c:\[OS]

File List:

- C:\
- Program Files
- Arena Manager
- Binaries
- Manual
- splash_files
- splash_files - Copy

Run Event Audit On: ☒

Mailing Address on Receipts: ☐

Status Bar: Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 ORIGINAL.mdb | Output Path: C:\Program Files\Arena Manager

Config/General tab

This page is for setting up to print checks.

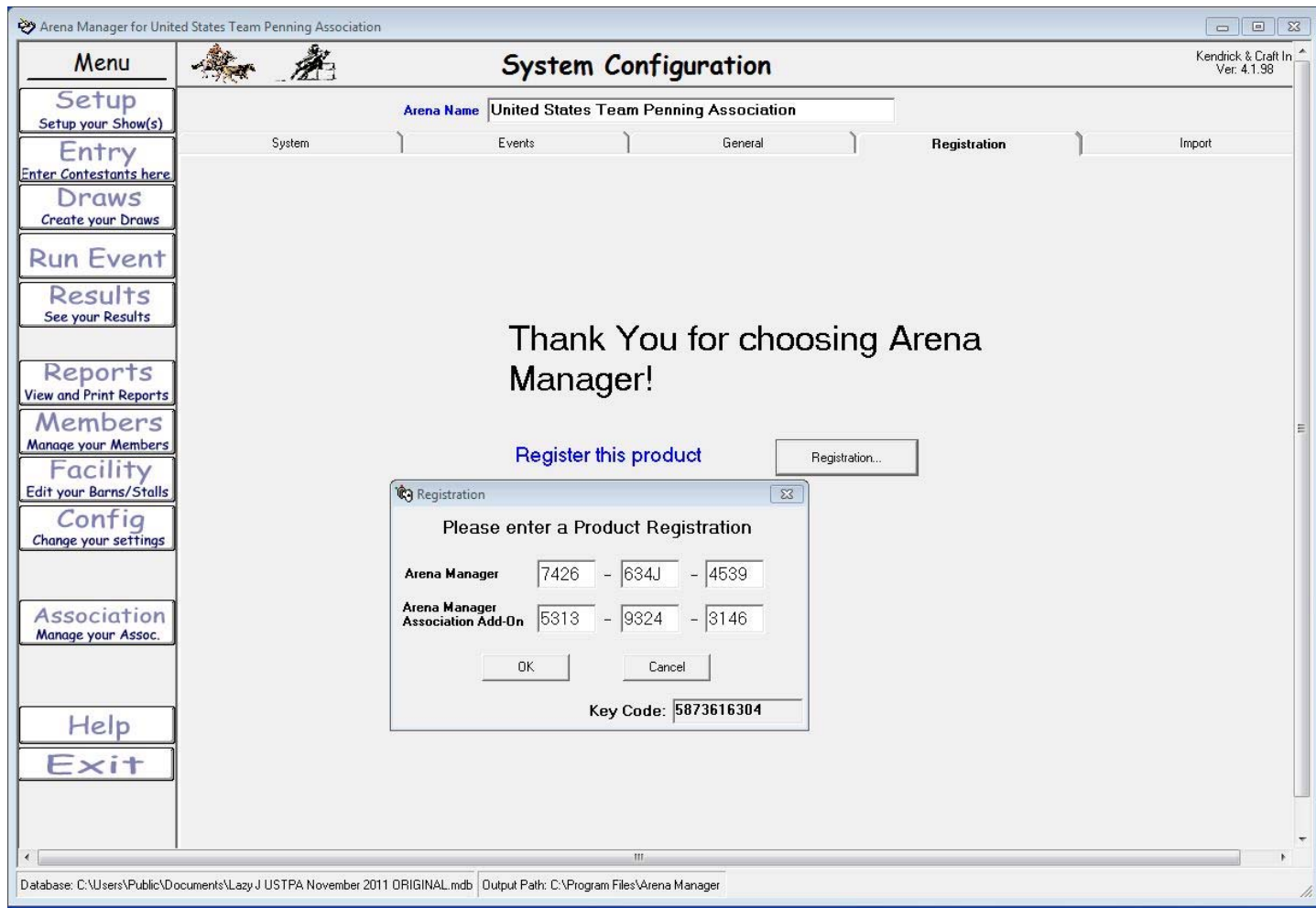
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Config/Registration tab

This page is for product registration.

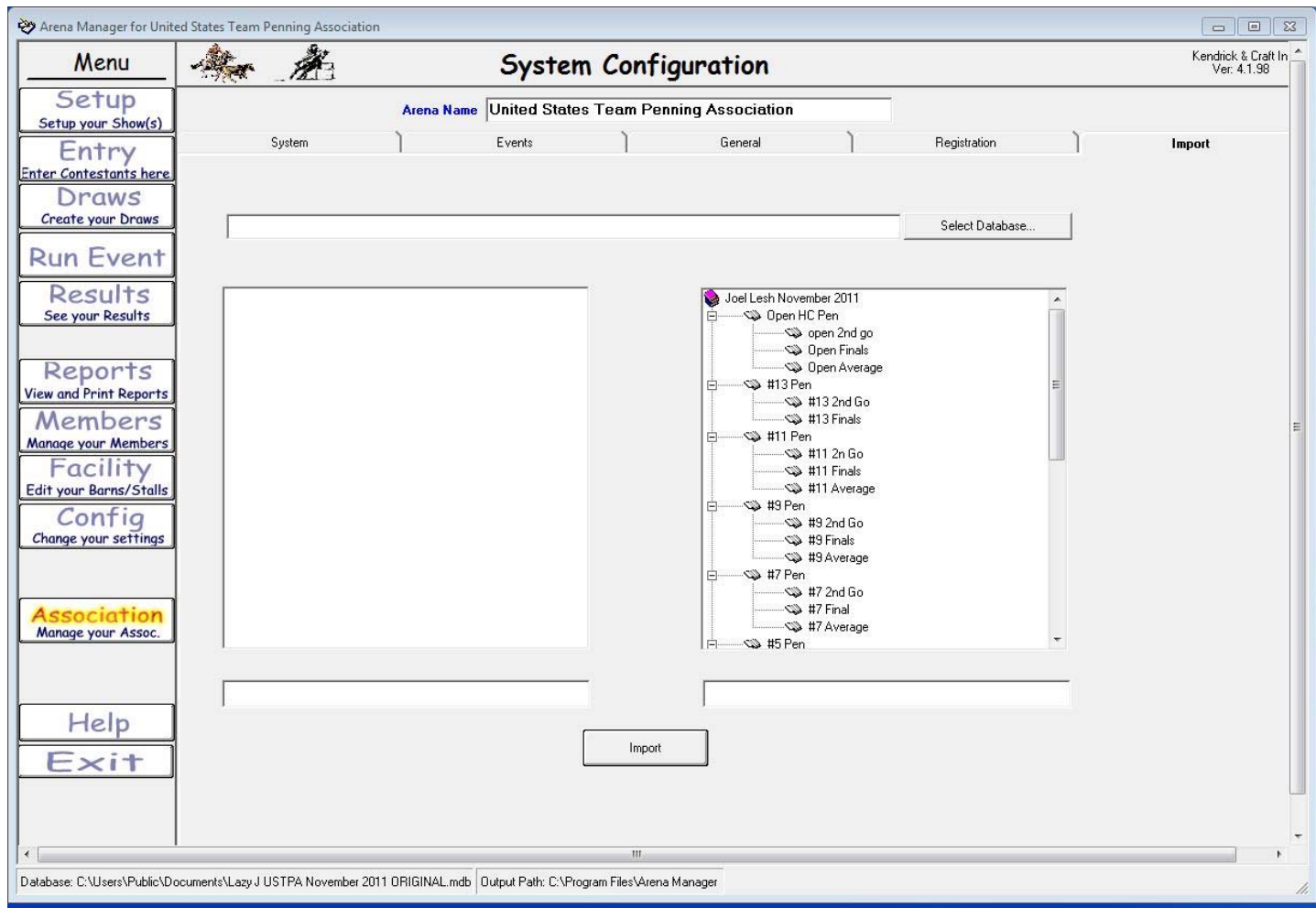
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Config/Import tab

This page is not used.

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Association

These pages are designed to upload show results, download new ratings, and download online entries for large Associations.

1. Producer Registration tab
2. Upload Show to Association tab
3. Download Members & Ratings
4. Download Online Entries

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