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#### Setup-Setup your Show(s)

- 1. Page 3 Setup-General tab
- 2. Page 5 Setup-Gos tab
- Page 6 Setup-Rot & Perf tab 3.
- 4. Page 7 Setup-Judging tab
- Page 8 <u>Setup-P&P tab</u> 5.
- Page 10 Setup-Sponsor tab 6.
- 7. Page 11 Setup-Duplicate tab

#### Entry-Enter Contestants here

- 1. Page 12 Entry-Entries tab
  - Page 13 Entering draw pot contestants a.
  - Page 14 Steps to complete the draw pot b.
  - c. Page 15 Automatic duplication of a draw pot class
  - d. Page 16 Round Robin classes
  - e. Page 17 Entry screen alpha tab
- 2. Page 18 Entry-Fees & Payments tab
  - a. Page 19 Balance Detail tab
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#### Draws-Create your Draws

3.

- 1. Page 24 <u>Draws-Draws tab</u>
  - a. Page 25 Draw #'s tab
    - b. Page 26 Team #'s tab
    - c. Page 27 Sets tab
    - Page 27 Checking Set Conflicts d.
  - Page 28 <u>Sep/Rot tab</u> e.
  - Page 29 <u>Update tab</u> f.
  - Page 29 Rot & Perfs tab g.
  - h. Page 30 Print Run Order
  - i. Page 31 Print Run Label Summary
  - Page 32 <u>Print Run Label Detail</u> j.
  - Page 33 Draws-Draw Reports tab
- 2. Page 34 Draws-Time Sheets & Draw Slips tab 3.

#### Run Event

2.

- Page 35 <u>Run Event-Results tab</u> 1.
  - a. Page 36 Set Go's button
  - Page 37 Run Event-Ranking tab

#### **Results-See your Results**

- 1. Page 38 Results-Results tab
  - a. Page 39 Results-Results/Payouts & Points tab
  - b. Page 40 Results-Results/Payoffs tab
- 2. Page 41 Results-Average tab
- Page 42 Results-Round Robin tab 3.

#### **Reports-View and Print Reports**

- Page 43 Reports-Standings tab 1.
- 2. Page 44 Reports-Standard tab
- 3. Page 45 <u>Reports-Fees tab</u>
- 4. Page 44 <u>Reports-Team tab</u>
- 5. Page 44 <u>Reports-Individual tab</u>

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#### Members-Manage your Members

- 1. Page 46 Members-Member Detail
  - a. Page 47 <u>Members-Member Detail/Member History tab</u>
  - b. Page 48 <u>Members-Member Detail/Ratings & Divisions tab</u>
    c. Page 49 <u>Members-Member Detail/Points & Earnings tab</u>

  - d. Page 49 Members-Member Detail/Fees tab
  - e. Page 50 Members-Member Detail/Horses tab
- 2. Page 51 Members-Member Merge tab

#### Facility-Edit your Barns/Stalls

1. Page 52 Facility

#### Config-Change your settings

- 1. Page 53 Config-System tab
  - a. Page 54 Installing the Prolific USB to Serial adapter for use with a Farm Tek Timer console
  - Page 55 Change the assigned port for the Prolific USB to Serial Adapter b.
- 2. Page 56 Config-Events tab
- Page 57 <u>Config-General tab</u> 3.
- 4. Page 58 Config-Registration tab
- 5. Page 59 Config-Import tab

#### Association-Manage your Assoc.

- 1. Page 60 Association-Producer Registration tab
- 2. Page 60 Association-Upload Show to Association tab
- Page 60 Association-Download Members & Ratings tab 3.
- 4. Page 60 Association-Download Online Entries tab

Help

Exit

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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#### 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 <u>Team</u> (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. <u>The sanctioning association can be made available in the drop down by adding them on the</u>

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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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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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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💝 Arena Manager for Unit	ed States Team Penning Asso	ciation		
Menu	An A		Show Setup	Kendrick & Craft In Ver: 4.1.98
Setup Setup your Show(s) Entry Enter Contestants here Draws Create your Draws Run Event Results See your Results	Name Open HC Pen	Date L 117/19/2011 Stillwa Date # of Date Entries	Show Setup     Show Fees       Name     Joel Lesh November 2011     Name     Amount       Date:     11/19/2011     1     1       Location:     Stillwater, DK     3     USTPA Family Membe •     \$150.00       Starting Back #:     0     3     USTPA Youth Membe •     \$25.00       Create Show     Duplicate Show     6     Stall 2nd Nite     \$22.00       Create Show     Duplicate Show     7     RV     \$25.00       General     Gos     Rot & Perf     Judging     P & P       No of Judges:     0     0     1     1	Ver. 4.1.98
Reports View and Print Reports Manage your Members Facility Edit your Barns/Stalls Config Change your settings	open 2nd go Open Finals Open Average #13 Pen #13 Znd Go #11 Finals #11 Pen #11 2n Go #11 Finals #11 Average #9 Pen #9 2nd Go #9 Finals #3 Average	11/19/2011 7 11/19/2011 7 11/19/2011 3 11/19/2011 18 11/19/2011 7 11/19/2011 20 11/19/2011 20 11/19/2011 20 11/19/2011 20 11/19/2011 20 11/19/2011 8 11/19/2011 5	Format: Average  Discard Top_Bottom n: 0	E
Association Manage your Assoc. Help Exit	#7 Pen #7 Pen #7 Final #7 Final #7 Average #5 Pen #5 2nd Go #5 Final	11/13/2011         18           11/13/2011         18           11/13/2011         11           11/13/2011         3           11/13/2011         3           11/13/2011         18           11/13/2011         18           11/13/2011         3           11/13/2011         3           11/13/2011         3           11/13/2011         3           11/13/2011         3           Image: State S		
۲ مtabase: C:\Users\Public\D	ocuments\Lazy J USTPA Novem	ber 2011 ORIGINAL.mdb 0	III	

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

James Goyer – December 2011-version 2 http://www.arenamanagementsoftware.com

Menu	An An		S	how Setu	ıp			Kendrick & Craft Ir Ver: 4.1.98
Setup	Show(s	s) Date I	1	-	Show S	etup Show Fees	Amount 🔺	
Setup your Show(s)	Joel Lesh November 2011	11/19/2011 Stillwa	Name	Joel Lesh Novemb		1 USTPA Single Membe -	\$65.00	
Entry			Date:	11/19/2011	•	2 USTPA Family Membe ▼	\$150.00	
er Contestants here			Location:	Stillwater, OK		3 USTPA Youth Membe 👻	\$35.00	
	1		Charles Dealer	# 0		4 USTPA Day Pass 👻	\$0.00	
Draws			Starting Back #	*.]		5 Stall 👻	\$25.00	
Create your Draws	J			0 1 0	Duplicate Show	6 Stall 2nd Nite 💌	\$20.00	
-		•••••••••••••••••••••••••••••••••••••••		Create Show	Duplicate Show	7 BV 💌	\$25.00 💌	
un Event				Delete Show		Add	Remove	
8 1.	1			-	4. 1945 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946			
Results		5.5 No. 175			Event Se	etup		
See your Results	Name	Date # of	General	Gos ] R	ot & Perf Judging	P&P Sponsor	Duplicate	
	Open HC Pen	11/19/2011 16						
Reports	Open HC Pen 2nd Round	11/19/2011 7						
w and Print Reports	Open HC Pen Short Round							
	Open HC Pen Average	11/22/2011 7						
Nembers	#13 Pen	11/19/2011 18			lace Points Ea			
nage your Members	#13 Pen 2nd Round	11/22/2011 7				arnings 🔺		
	#13 Pen Short Round	11/22/2011 3		1	1 4.00	\$0.00		
Facility	#13 Pen Average	11/22/2011 7		2	2 3.00	\$0.00		
it your Barns/Stalls		11/19/2011 20		3	3 2.00	\$0.00		
Config	#11 Pen 2nd Round	11/19/2011 10		4	4 1.00	\$0.00		
nange your settings	#11 Pen Short Round	11/19/2011 5 -	1		al conservation			
lange your settings		11/22/2011 10						
	#9 Pen #9 Pen 2nd Round	11/19/2011 20						
		11/19/2011 8						
	#9 Pen Short Round #9 Pen Average	11/19/2011 7 11/22/2011 8						
Association	#3 Fen Average #7 Pen	11/19/2011 18						
lanage your Assoc.	#7 Pen 2nd Round	11/19/2011 8						
	#7 Pen Short Round	11/19/2011 3				•		
	#7 Pen Average	11/22/2011 8			Add Row De	al Row		
	#5 Pen	11/19/2011 18				1 FUW		
1.1.1	#5 Pen 2nd Round	11/19/2011 6						
Help								
			1					
Exit	Create New Event	I Remove						
	4							

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 illustraion of points and payouts in the average only.

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

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Menu	An An			S	how Set	up			Kendrick & Cr Ver: 4.1.9
Setup	Show(					Show S	Setup Show Fees		
Setup your Show(s)	Name	Date		Name	Joel Lesh Novem	her 2011	Name	Amount 🔺	
	Joel Lesh November 2011	11/19/2	UTT Stilwa		-		1 USTPA Single Membe -		
Entry				Date:	11/19/2011	<b>_</b>	2 USTPA Family Member	\$150.00	
er Contestants here				Location:	Stillwater, OK		3 USTPA Youth Membe	\$35.00	
Draws				Starting Back :	± 0		4 USTPA Day Pass		
				Starting back	-1 -		5 Stall		
Create your Draws			1		Create Show	Duplicate Show	6 Stall 2nd Nite		
Turnet			Þ		8. <u></u>	D'aplicate Show	7 BV		
un Event					Delete Show		Add	Remove	
Dedulte	1					<b>F</b> 10			
Results		n				Event S	N N	5 m m m m m	
See your Results	Name	Date	# of 🔺	General	Gos	Rot & Perf 📔 Judging	P&P Sponsor	Duplicate	
		10000000	Entries						
	Open HC Pen	11/19/2011	16 7	Sponsor:	<b></b>				
Reports	Open HC Pen 2nd Round Open HC Pen Short Round		5	openiosi.	- C.				
ew and Print Reports	Open HC Pen Average	11/22/2011	7						
Mamband	#13 Pen	11/19/2011	18						
Members	#100 0 LD L	11/22/2011	7						
anage your Members	#13 Pen Short Round	11/22/2011	3						
Facility	#13 Pen Average	11/22/2011	7						
lit your Barns/Stalls		11/19/2011	20						
	#11 Pen 2nd Round	11/19/2011	10						
Config	#11 Pen Short Round	11/19/2011	5 -						
hange your settings	#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						
Association	#9 Pen Average	11/22/2011	8						
Manage your Assoc.	#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 #5 Pen	11/22/2011 11/19/2011	18						
	#5 Pen 2nd Round	11/19/2011	6 _						
Help		11/10/2011	2						
Exit	Create New Event	I B	emove						
					.III.				
	ocuments\Lazy J USTPA Noveml								

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

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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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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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💝 Arena Manager for Unit	ed States Team Pen	ining Associa	tion											[	- 0	23
Menu	-				Sł	IOW	Entry							Κε	endrick & Craft Ver: 4.1.98	t In 🐴
Setup		Entries	Ì		Fees &	Paymer	nts )		En	try Reports		)		Entry Detail		
Setup your Show(s)	Joel Lesh Decemb	Show		<b>न</b> 🗌	R IR Cap		Contestant	Amount	Positio	on Team	# of Entries	# Draw Entries	Max Pa	aid		
Enter Contestants here	Joel Lesh Decemb					Rainey	, David	\$63.50		None	1	0	Q223, 1223, 233			
Draws		Events		2	0.0 7.0			\$63.50			18	0	. S			
Create your Draws	Nam	ne	# of Entries	<u>▲</u> 3	0.0 <mark>7.0</mark>	1		\$63.50			18	0	4 F			
Run Event	Open HC Pen #11 Pen #9 Pen		11 0 0		Rating	-	Carry Over			-						
Results See your Results	#5 Pen #3 Pen #9 Sort		0	Team		21.0 entries	1						Add <u>E</u> ntry			
Reports View and Print Reports	#6 Sort #3 Sort		0		<u>U</u> pdate		<u>R</u> emove	Print Entry	List	Draw Pot				View F	Position Count	:
Members									Оре	en HC Pen - A	di 👘					
Manage your Members				Entry	Draw #	Pick Draw	Contestant			eam Team late	Stoc #	k Handi ap	C Fees	Fee Desc	Paid	_==
Facility							Abney, Bill		2.00	None		0	\$63.50		-	
Edit your Barns/Stalls					UA	P	Abney, Julie Goyer, Danielle		2.00 7	7.00 None None	-	0	\$63.50			
Config					114	Р	Abney, Bill		2.00	None		0	\$63.50		-	
Change your settings				2	UA	F	Abney, Julie Chevallier, Ed				-	0	\$63.50 \$63.50			
					114	Р	Buckner, Brian	1 [	Posi Jnassigne		-	0	\$63.50 \$63.50		_	
				3	UA	F						0	\$63.50		-	
Association Manage your Assoc.				4	114	Р	Buckner, Sonya				-	0	\$63.50 \$63.50		_	
				4	UA	5						0	\$63.50		-	
				5		Р	Goyer, Danielle		3.00 0.00 3	None		0	\$63.50 \$63.50			-
				<b>•</b>	UA	P			0.00 3	3.00 None None		0	\$63.50		-	
Help	# of Contestants	3				-	Wells, Jake		3.00	None		0	\$63.50		_	
Exit	Amount	\$63.50		6	UA	Р			0.00 3	3.00 None None		0	\$63.50 \$63.50			
	Association	USTPA Pe	n				Lesh, Jared		7.00	None	_	0	\$63.50	)	-	
	Sanctioned			- 7	UA	Р	2		0.00 7	7.00 None None		0	\$63.50 \$63.50			
		Assign Ba	ick #'s	4 4	F FI		pha /		7.00	klana.	- 4	0	400 E		•	
•						1										•
Database: C:\Users\Public\D	ocuments\Lazy J UST	[PA December	2011.mdb Output Pa	th: C:\Program	n Files\Ai	ena Ma	nager									1.

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. <u>For a two man</u> <u>ranch sorting, you would want that to be an even number.</u>

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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💝 Arena Manager for Unit	ed States Team Pen	ning Associatio	n														[	- 0	8
Menu	-Mar	Å.				Sł	ow E	ntry									Ke	endrick & Cr Ver: 4.1.9	raft In 38
Setup		Entries		1		Fees 8	Payments	,	Í.	Er	ntry Report	ts		1			Entry Detail		
Setup your Show(s)		Show				IR IR		Contestant	Amount	Positio		Team	# of	# Draw	Max	Paid	Π		
Entry	Joel Lesh Decemb	er 2011		-		Lap							Entries	Entries	Entries		8		
Enter Contestants here		Events			1	6.0 7.0 0.0 7.0	Rainey, Da	VID	\$63.50		None	e	1.	0	4	Г			
Draws Create your Draws	Nam		Draw Po	ot & Round	1.11	1.0	1		403.30	1.		_		0	-				
Create your Draws	Open HC Pen	e	r		1100111			C Orig	inal										
Run Event	#11 Pen		Group	All Unassigne	d			C By P					-			-	7		
Results	#9 Pen #5 Pen						Load		intry					Calculat	•	-	1		
See your Results	#3 Pen			1			<u> </u>	C Rou	nd Robin							у			
	#9 Sort #6 Sort			All				1		By En	ntry		Г	Set no ent	ry fee	-	_		
Reports	#3 Sort			N	,	Na	me	Stock	Rating	Positi	ion F	Fee 🔺		Fill In Sing	laa		12		
View and Print Reports				1 1	Abne				2.0			\$63.50		riii in sing	les		View F	Position Cou	unt
Members				2		y, Julie r, Danielle			2.0			\$63.50 \$63.50							
Manage your Members				4 2	Abne	y, Bill			2.0	)		\$63.50					Fee Desc	Paid	-
Facility				5		y, Julie allier. Ed			2.0			\$63.50 \$63.50				.50			-
Edit your Barns/Stalls				7 3	Buck	ner, Brian		0	7.0	0	5	\$63.50				.50			
Config				8		Sarah w, David			7.0			\$63.50 \$63.50				.50			-
Change your settings				10 4		ner, Sonya			7.0			\$63.50				.50			
				11		r, Danielle			3.0			\$63.50 \$63.50				.50 .50			-
				12 13 5		, Jake allier, Kay			3.0			\$63.50				.50			
Association				14		allier, Ed			2.0			\$63.50				.50			
Manage your Assoc.				15	-2	Jared	5		7.0	J		\$63.50	1			.50			
				I4 4 F									1			.50 .50			
				Save a	s new Eve	ent	Ev	vent Name								.50			
Help		3	1	Accep	ot									Cancel		.50 .50			-
	# of Contestants	5 \$63.50	4										_			.50			
Exit	Amount	1 million and a second					, Loi	h, Jared		0.00	Non Non			0		63.50 63.50			-
	Association Sanctioned	USTPA Pen			7	UA	P.	an, oaleu		0.00 7	7.00 Non	ne		0	\$	63.50			
		Assign Back	#'s					le, Casale		0.00	Non			0		63.50			
4		- Mooign Dack	<u>п</u> °			<b>F</b> H	All / Alpha	/		acatata anti-									• <b>•</b>
		DA Darrah 🗠	aa wax le	). a a D!!	C.U.D		1986											-	
Database: C:\Users\Public\D	ocuments\Lazy J US I	PA December 20		output Path:	C: \Progra	am FilesVA	ena Manage	ar											1.

After clicking the draw pot button on the initial entry page, a box will appear like the one above. In the middle of the page near the top, select the "by entry" button, then the "Calculate" button to the right hand side of the page, scroll down to make sure all entry slots are filled, and then click the "Accept" button in the lower left.

After this step, the program will make an automatic backup of the class before draw contestants were teamed together. It's a good idea to zero out the fees on the setup screen for the backup or each contestant will be charge twice for the class. The backup is automatically made if any problems come up after completed. For example, if a person has been left out of the draw. At that time, the user can go to the backup, add that person to the draw, and complete the steps once again.

I usually delete the backup copy after that class is through the first round.

The next illustration shows the backup copy on the setup screen.

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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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Menu	Alter	1 ale				Sh	ow	Entry							Kendrick Ver:	k & Craft 4.1.98
Setup		Entries	1			Fees &	Payme	nts )		En	ry Reports		1	Entr	y Detail	
Setup your Show(s)		Show				, IB				0		# of	#Draw M			
Entry	2011 USTPA Work			T	IF	Cap		Contestant	Amount	Positio	n Team	# or Entries	Entries Ent			
	2011 0011 X WOR	a championanip		Ľ	1 7		Lesh, .	ared	\$125.00		None	19	0 1			
ter Contestants here		Events			2	7.0		3/04	\$125.00	-	(tono	19	0 1			
Draws Create your Draws	Nam	e	# of Entries	-		7.0			φ123.00			15	0			
	Round Robin		0													
Run Event	Open HC Pen		54		Team R	ating	7.0	Carry Over			-		- <u> </u>			
	Open HC Pen 2		27 1		Team C		-				3		3			
Results	Open HC Pen 3		19 1		rean C	100 A	1000						6.1.4	Entry		
See your Results	Open HC Pen S		10 1			# of e	entries						Auu	Enuy		
	Open HC Pen A	verage	10 1										-			
	#13 Pen		65				1	- 1				1				
Reports	#13 Pen 2nd R #13 Pen 3rd Ro		33 2 20 2			Update		<u>R</u> emove	Print Entry	List	Draw Pot				View Positio	n Count
ew and Print Reports	#13 Pen 3rd Ho #13 Pen Short I		10 2							Rou	nd Robin -	All				
					-	-		Í.						ř	- r r	
Members					Entry	Draw #	Pick Draw	Contestant			am Team	Stoci	K Fees	Fee Desc	Paid	C
anage your Members	#11 Pen 2nd R	101 Ic						Lesh, Jared		7.00	None		\$125.00			
	#11 Pen 3rd Ro		20 11		10	UA	Р	Econ, varca		0.00 0	00 None	_	\$125.00			
Facility	#11 Pen Short		10 11					Lesh, Jared		7.00	Mana		\$125.00			
dit your Barns/Stalls	#11 Pen Avera		10 11		11	UA	Р			0.00	00 None		\$125.00		- 🗖	
Config	#11 Masters Pen	549	62		10	114.2	Р	Lesh, Jared		7.00	00 None		\$125.00			
hange your settings	#11 Masters Pe	n 2nd Round	31 3		12	UA	. Р		3	0.00	None		\$125.00		i de la companya de l	
nunge four serrings	#11 Masters Pe	n 3rd Round	12 3		13	UA	Р	Lesh, Jared		7.00	00 None		\$125.00			
	#11 Masters Pe		8 3		13	UA	85			0.00	None		\$125.00		1	
	#11 Masters Pe	n Average	10 3		14	UA	Р	Lesh, Jared		7.00	00 None		\$125.00			
Association	#9/#7 Inc Pen		214			94	38			0.00	None		\$125.00		and a	
Manage your Assoc.	#9/#7 Inc Pen		107 4		15	UA	Р	Lesh, Jared		7.00 0	00 None		\$125.00			
Munuye your ASSOC.	#9/#7 Inc Pen	an entropy of a local star poor starts and a start of the	20 4		1996	1.000		And the second s		0.00	None		\$125.00			
	#9/#7 Inc Pen		10 4	•	16	UA	P	Lesh, Jared		7.00 0	00 None		\$125.00			
	#9/#7 Inc Pen.		10 4	-	07364			e L'astro face d		0.00	None		\$125.00 \$125.00			
	# of Contestants	2			17	UA	Р	Lesh, Jared		7.00 0.00	00 None		\$125.00		-	
Help	Amount	\$125.00			orant			Lesh, Jared		7.00	None		\$125.00			
rielp	Association	USTPA Pen			18	UA	Р	Losin, Valou		0.00 0	00 None		\$125.00			
Exit	Sanctioned	JUSTICA Pen					_	Lesh, Jared		7.00	None		\$125.00			
Exit		[			19	UA	Р			0.00 0	00 None		\$125.00			
		Assign Back	k #'s		14 4	H H		pha /			A Constant of The	•				•
								III				Contraction of second				1

#### 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 <u>draw the class</u>.

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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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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Menu		Show Entry		Kendrick & Cra Ver: 4.1.98
Setup	Entries	Fees & Payments	Entry Reports	Entry Detail
etup your Show(s)	Contestant Entries & Fees	Balance Detail	Payment Detail	Earnings Detail
Entry r contestants here Draws reate your Draws un Event Results See your Results Reports v and Print Reports Aembers nage your Members Facility t your Barns/Stalls Config ange your settings ssociation anage your Assoc. Help Exit	Ever	Draw #         Stock/Name         Amount         I         Desc 1         USTPA Single Men 2           0         \$6350         2         USTPA Family Men 3         3         3         3         4         USTPA Youth Men 4         3         3         4         3         3         4         1         3         4         1         3         4         1         3         4         1         3         1         3         1         3         1         3         1         3         1<	▼     Contestar       Amount     Qty     Total       \$65.00     0     \$0.00       \$150.00     0     \$0.00       \$35.00     0     \$0.00       \$0.00     0     \$0.00       \$0.00     0     \$0.00       \$0.00     0     \$0.00       \$0.00     0     \$0.00       \$0.00     0     \$0.00       \$0.00     0     \$0.00       \$0.00     0     \$0.00	nt Balance \$127.00 \$0.00 \$127.00 \$0.00 \$127.00 Receipt ies 1
		m		

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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Menu				Sho	w Entry	0			Kendrick & Cra Ver: 4.1.98
Setup		Entries	Ì	Fees & Pay	vments	1	Entry Reports	1	Entry Detail
Setup your Show(s)		Contestant Entries & Fees	1	Balance D	etail	1	Payment Detail	1	Earnings Detail
Entry				Duluitoo D	or data	1		1	
							<b>▲</b>	-	
ter Contestants here		Name	Fees	Payments	Applied Earnings	Balance	Calc	1	
Draws	1	Belter, Mike	\$1,247.00	\$1,247.00	\$0.00	\$0.00		1	
Create your Draws	2	Bolin, Pat	\$1,535.50	\$1,247.00	\$823.00	\$493.00			
1		Brooks, Terry	\$2,534.50	\$213.50	\$2023.00	\$0.00		Print Balance Report	
Run Event	4	Estes, Gary D	\$448.50	\$275.50	\$173.00	\$0.00	Detail	nepoit	
un cvenn	5	Garrison, Mike	\$390.00	\$260.00	\$130.00	\$0.00	Print All Receipts		
Results	6	Gipson, Heather	\$100.50	\$100.50	\$130.00	\$0.00	Frint All Receipts		
See your Results	7	Hale, Gary	\$423.50	\$37.50	\$386.00	\$0.00			
See your Results	8	Heidelberg, Hoppy	\$132.00	\$132.00	\$0.00	\$0.00			
		Heidelberg, Houston	\$1,190.00	\$534.00	\$662.00	(\$6.00)	Total # of Contestants entered:	34	
Deventer		Hoch, April	\$733.00	\$433.00	\$300.00	\$0.00	Total # of Contestants with balar	ices: 10	
Reports	11	Istre, Joey	\$748.00	\$748.00	\$0.00	\$0.00		1003.	
ew and Print Reports		Kapp, Sara	\$333.00	\$333.00	\$0.00	\$0.00	Total Balance due:	\$3,533.00	
Mambana		Krouse, Cheryl	\$2,421.50	\$0.00	\$1759.00	\$662.50			
Members		Kumfer, Michael	\$550.50	\$247.50	\$303.00	\$0.00			
anage your Members		Lawless, Bill	\$1,761,50	\$1,761.50	\$0.00	\$0.00			
Facility	16	Lawless, Suzie	\$1,062.50	\$606.50	\$456.00	\$0.00			
dit your Barns/Stalls	17	Lesh, Jared	\$845.00	\$0.00	\$424.00	\$421.00	9		
	18	Lesh, Joel	\$1,415.50	\$0.00	\$1872.00	(\$456.50)			
Config	19	Lesh, Jordan	\$533.00	\$0.00	\$1050.00	(\$517.00)			
hange your settings	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			
Association	24	Olson, Steven	\$1,105.00	\$385.00	\$720.00	\$0.00			
Manage your Assoc.	25	Oyler, Kelsi	\$167.50	\$59.50	\$108.00	\$0.00			
Munuye your Assoc.		Rainey, Hannah	\$668.50	\$4.50	\$664.00	\$0.00 -	-		
		Raper, Johnny	\$358.00	\$99.00	\$259.00	\$0.00	Annie		
		Rice, Carther	\$1,856.00	(\$263.00)	\$1626.00	\$493.00	Apply Earni to All	iys	
		Richard, Billy	\$630.50	\$500.50	\$130.00	\$0.00			
Lala		Richard, Joyce	\$814.00	\$620.00	\$194.00	\$0.00	-		
Help	4		4.V			+	Remove App Earnings		
Exit			\$31,188.00	\$11,209.00	\$16446.00	\$3,533.00		·]	
					III				

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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Menu	An A	6		Show	Entry	1			Kendrick Ver: 4
etup	En	ries	Fe	ees & Payme	nts	1	Entry Reports	Ì	Entry Detail
your Show(s)	Contestant I	intries & Fees		Balance Detail		1	Payment Detail	1	Earnings Detail
ntry	Last Name	First Name	Amount	Trans Date	Туре		•		
ontestants here	1 Belter	Mike		11/20/2011		Ch#3413		Calc	
raws	2		\$1,247.00	í – í					
e your Draws	3		210.00						
	4 Bolin	Pat	\$219.50	11/20/2011	Credit			Print	
Event	5		\$493.00	11/22/2011	iredit - Earnin	#9 Sort Average		1 111 K	
Lveni	6	1	\$330.00	11/22/2011	redit - Earnin	Open HC Pen Ave	rage		
sults	7		\$1,042.50						
	8		91000						
our Results	9 Brooks	Terry	\$557.00	11/22/2011	redit - Earning	Open Sort Average			
	10		\$259.00	11/22/2011	iredit - Earnin	#7 Pen Average			
	11					#9 Pen Average			
ports	12		\$293.00	11/22/2011	iredit - Earnin	#11 Pen Average			
Print Reports	13	1	\$496.00	11/22/2011	redit - Earnin	Open HC Pen Ave	rage		
	14	1		11/20/2011		ch#3858			
mbers	15		\$130.00	11/22/2011	redit - Earning	#3 Sort Average			
your Members	16		\$2,534.50						
	17		21000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000						
cility	18 Estes	Gary D	\$173.00	11/22/2011	iredit - Earning	#7 Pen Average			
r Barns/Stalls	19		\$275.50	11/19/2011	Check	Ch# 1178			
onfig	20		\$448.50						
	21								
your settings	22 Garrison	Mike	\$130.00	11/22/2011	iredit - Earning	#5 Pen Average			
	23			11/20/2011	Check	ch#1548			
	24		\$390.00						
	25								
ociation	26 Gipson	Heather		11/19/2011	Cash				
your Assoc.	27		\$100.50			1			
	28					llanna - sa			
	29 Hale	Gary				g #9 Pen Average			
	30					g #3 Sort Average			
75	31			11/20/2011	Check	ch#9888			
lelp	32		\$423 50						
×it			\$27,655.00						
~									
Drograms									

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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u	-	A A	1	Show Er	ntry						
ıp		Entrie	s )	Fees & Payments	)		Entry Rep	orts		)	Entry Deta
Show(s)		Contestant Ent	ries & Fees	Balance Detail	)		Payment Del	tail		1	Earnings Deta
'Y nts here		Calc	Print			Se		Starting Che	eck #	Print Checks	
VS Draws							Select All Unselect All		0	THIR CHECKS	
ent		Last Name	First Name	Memo	Amount	Print Check	Print Date	Check Number	Туре	Ne	
eni	1	Bolin	Pat	Open HC Pen Average Rank:	\$330.00	Г			S		
<b>†</b> 5	2			#9 Sort Average Rank:	\$493.00				S		
sults	3			53	\$823.00						
sulls	4		-		1107.77	-		-			
	5	Brooks	Terry	#3 Sort Average Rank:	\$130.00			-	S		
†s	6			#7 Pen Average Rank: #9 Pen Average Rank:	\$259.00 \$288.00			-	S S		
	8			#3 Pen Average Rank: #11 Pen Average Rank:	\$200.00			-	S		
eports	9	-		Open HC Pen Average Rank:	\$235.00				S		
ers	10			Open Sort Average Rank:	\$557.00			-	S		
mbers	11				\$2,023.00						
ty	12										
	13	Estes	Gary D	#7 Pen Average Rank:	\$173.00				S		
Stalls	14				\$173.00						
q	15										
ttings	16	Garrison	Mike	#5 Pen Average Rank:	\$130.00			_	S		
ringe	17				\$130.00						
	18	Hale	Crew	#9 Pen Average Rank:	\$192.00	F		-	S		
	19	Hale	Gary	#3 Sort Average Rank:	\$192.00			-	S		
ion	20			#3 SUICAVEIage Halik.	\$134.00			-	5		
SSOC.	22				4000.00			-			
	23	Heidelberg	Houston	#7 Pen Average Rank:	\$173.00				S		
	24	1		#6 Sort Average Rank:	\$230.00				S		
	25			#7 Pen Average Rank:	\$259.00				S		
_	26				\$662.00						
	27									-	
	4				1					•	
t					\$16,446.00						
	-			m							

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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Menu	-	a.	A	l			5	Show En	try				Kendrick Ver: 4	& Craft 4.1.98
Setup		•	- Entrie	5	Ì		Fe	ees & Payments		)	Entry Reports	1	Entry Detail	
Setup your Show(s)						-1							- 1	
Entry		Entry Li	st	Entries By P	osition								Print	
er Contestants here		Entry ID	Draw 11	Name		Position	CO Event	CO Entry ID						-
Draws	1	1		Wallace, Kenneth				-						
	2			Lesh, Sarah	7	NONE		-						
Create your Draws	3			Lesh, Joel	7	NONE								
E.e.t	4	2		Waskell Dates	4	-		-						
un Event	5	2		Westfall, Paige Lesh, Jared	4	- C	-							
Dedulte	7			Rice, Carther	2	-		-						
Results	8			nice, carrier	-									
See your Results	9	3	9	Lawless, Bill	5	1		1						
	10			Bolin, Pat		NONE								
D	11			Lesh, Sarah	7	NONE								
Reports	12													
w and Print Reports	13	4		Rainey, Hannah	6			-						
Nembers	14	2 - E		Krouse, Cheryl		NONE								
nage your Members	15			Belter, Mike	6	NONE								
	16	_			-	NONE								
Facility	17	5		Lesh, Jared		NONE NONE		-						
it your Barns/Stalls	18 19			Rice, Carther Krouse, Cheryl	2	NONE								-
Config	20			Ciouse, cheryr	4	NONE		-						
	20	6	8	Lesh, Jared	7	NONE								
hange your settings	22			Rice, Carther	2	NONE								
	23			Dison, Donnie	4	NONE								
	24													
ssociation	25	7		Wallace, Kenneth				-						
anage your Assoc.	26	2 2		Lawless, Bill	5	NONE								
lanage your Assoc.	27	8 - B		Bolin, Pat	4	NONE								
	28		-		2	NONE		-						
	29 30	8		Wallace, Kenneth Westfall, Paige	3	NONE NONE	-							
	30	8 - F		Krouse, Cheryl		NONE		-						
Help	32			Globase, energy	-	HOHE								
ricip	33	9	12	Wallace, Kenneth	3	NONE		1						
Exit	34			westfall, Paige	4	NONE								-
	<b>ا</b>	1		ni C	2	NONE							2	
	-													
			30											
All Programs								.00						

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

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Menu	-	A A	h					S	bhow	Enti	ry						Kendric Ver	k & Craf : 4.1.98
Setup		E	Intries			Ì		Fee	s & Payment	9	Ì		Entry Reports	Ì		I	ntry Detail	
Setup your Show(s)		Expand	All								Refresh							
Entry Inter Contestants here		Event			Draw	# Team	# Entry ID	Status	Time/Score	e #Pen	Entry Date	e/Time	Workstation User Id	Contestant	Ratin	q Position	Q	R
	±	Open HC Per													_	1		
Draws	-		•	)pen HC P	1	2	1	N/T	60.01	0	11/19/2011 1	1.11.04 444	DCO	Wallace, Kenneth	3		Lawless, Bill	5 1
Create your Draws	-		-	-	2	1	2	N/T	60.01	0	11/19/2011 1			Lesh, Joel	7		Walsh, Megan	61
	-		-	F	3	12	3	OK	38.05	3	11/19/2011 1			Rice, Carther	2	NONE	Walsh, Megan	1 6
Run Event	-		-	Г	4	6	4	OK	52.71	3	11/19/2011 1			Rainey, Hannah	6	- AGAL	Krouse, Cheryl	21
	-		-	Ē	5	9	5	OK	44.3	3	11/19/2011 1			Lesh, Joel	7	-	Rainey, Hannah	6
Results	-			Ē	6	7	6	OK	53.51	2	11/19/2011 1			Westfall, Paige	4	-	Lesh, Jared	7
See your Results	-			Г	7	14	7	OK	35.81	3	11/19/2011 1			Bolin, Pat	4	NONE	Olson, Steven	3
	-		± (	Den HC P				1										
	Ŧ	#13 Pen (18	entries)			-		1					S					
Reports	-			#13 Pen 2r				1							1			191
liew and Print Reports	-		± ‡	t13 Pen Sł	1													
	±	#11 Pen (20	entries)															1911
Members				‡11 Pen 2r														
Manage your Members			± ‡	‡11 Pen Sł	i i													
Facility	÷	#9 Pen (20 er					1											
				t9 Pen 2nd				1							1	1		
Edit your Barns/Stalls				t9 Pen Sho	)	1		<u>i - i</u>							1			1211
Config	±	#7 Pen (18 ei						li i		1						1		
Change your settings				‡7 Pen 2nd		_		li i										
chunge your serrings				‡7 Pen Sha	)	_										1		
	Đ	#5 Pen (18 ei																
				15 Pen 2nd														
A				t5 Pen Sha	)										_			
Association	E	#3 Pen (6 en			_	_				_					_			_
Manage your Assoc.	±			t3 Pen 2nd	1	-			_						-	_		_
	±	Open Sort (24		sj Open Sort 2					-						-	-		
	-			)pen Sort 3 )pen Sort 9		-				-					-	-		
	Đ	#9 Sort (27 er		pen soft :	,	-				-					-			
111				19 Sort 2nd		-			-	-								
Help	-			#9 Sort She					-	-								
	ŧ	#6 Sort (16 er		is son shi	1				-	-								
Exit				t6 Sort 2nd	1	-							S					
	•				1	1		t -			t.			l:	- 15		L.	
	•																	
All Programs									111									

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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Menu	An A				Edit/View Dro	aw(s	)								Kendrick & Craft Ver: 4.1.98
Setup Setup your Show(s)			ę	Show	Joel Lesh November	2011	ŀ	·							
Entry	Event	# of ▲ Entries	6		Draws	1		1	Draw Re	ports			۲.	Time Sheet	s & Draw Slips
ter Contestants here		16					Open	HC Pe	en						Entry Status
Draws	Open HC Pen 2nd Round	7						All	-1-2						Vet
Create your Draws	Open HC Pen Short Round Open HC Pen Average	7	-	1.000	1								1		YEL
	#13 Pen	18	Draw	Team	Contestant	Pen	Penalty	Timer	Final	Status	Indv	Team	Team	Stoc_	
Run Event	#13 Pen 2nd Round	7	#	#	Let et die sterrig	0.00246		Time	Time		Rating	Rating		#	Turn Out
un Eveni					Wallace, Kenneth	0					3		None		
Devilte	#13 Pen Short Round	3	1	1	Westfall, Paige	0		60.010	60.010	N/T	4	9	None		OK
Results	#13 Pen Average	7			Krouse, Cheryl	0					2		None		
See your Results	#11 Pen	20			Lesh, Joel	0					7		None		Remove
	#11 Pen Short Round 5		2	Walsh, Megan	0	0.00	25.240	24.240	N/T	6	19	None		neiliuve	
					Rainey, Hannah	0					6		None		
Reports	#11 Pen Average	10			Bolin, Pat	3					4		None		A REAL PROPERTY AND A REAL
	#9 Pen	20	3	3	Olson, Steven	3	0.00	35.210	30.210	OK	3	11	None		Move a contestant
w and Print Reports	#9 Pen 2nd Round	8	1.00		Olson, Donnie	3					4		None		
Nembers	#9 Pen Short Round	7			Wallace, Kenneth	0					3		None		Move Up
	#9 Pen Average	8	4	4	Lesh, Sarah	0		23.840	21 840	N/T	7	17	None		Move up
anage your Members	#7 Pen	18	10		Lesh, Joel	0	0.00		- TANGAR		7		None		
Facility	#7 Pen 2nd Round	8			Westfall, Paige	3					4		None		Move Down
lit your Barns/Stalls	#7 Pen Short Round	3	5	5	Lesh, Jared	3		44.060	40.060	OK	7	13	None	_	
	#7 Pen Average	8		8	Rice, Carther	3		44.000	40.000	OIX	2	15	None		Swap
Config	#5 Pen	18			Lesh, Joel	3					7		None		From To
hange your settings	#5 Pen 2nd Round	6	6	0	Rainey, Hannah	3		53.670	E1 C70	OF	6	17	None		
nunge your serrings	#5 Pen Short Round	3	0	0	Bolin, Pat	3		33.670	51.670	UN	4	- 10	None		
	#5 Pen Average	6		-		0					4				
	#3 Pen	6	_	-	Walsh, Megan			FO 000					None		Swap
Manager and the second	#3 Pen 2nd Round	3	7	7	Lesh, Sarah	0		50.060	49.060	N/T	7	19	None		
Association	#3 Pen Average	3	-		Belter, Mike	0					6		None		
Manage your Assoc.	0pen Sort	24			Lesh, Jared	0					7	-	None		Go to
		and descent states	8	8	Rice, Carther	0		19.080	15.080	N/T	2	13	None	_	
	Open Sort 2nd Round	10			Olson, Donnie	0					4		None		Go
	Open Sort Short Round	6			Lawless, Bill	0					5		None		1
7	Open Sort Average	10	9	9	Bolin, Pat	0		38.970	36.470	N/T	4	16	None		Go's
Lala	#9 Sort	27			Lesh, Sarah	0					7		None		002
Help	#9 Sort 2nd Round	8			Rainey, Hannah	3					6		None	-	-
-	#9 Sort Short Round	4	14 4	) H	All /				•					•	Print
Exit	#9 Sort Average	8	-		) T	~		) -		2			1	* D. 4	
	#6 Sort	16 👻	D	raw #'	s Team #'s	Se	sts	1 8	Sep/Rot		Up	odate	Hot	& Perfs	Run Order
			Ass	ign Dra All	Random	1	Reverse O Unassign	rder			Go				Run Label Summary
D2					Align All drav	to Rot (	lraws								Run Label Detail

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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Menu	An An				Edit/View Dro	aw(s	)								Kendrick & Cral Ver: 4.1.98
Setup Setup your Show(s)			S	ihow	Joel Lesh November	2011		-							
Entry	Event	# of A	0		Draws	1			Draw Re	ports			1	Time Sheet	s & Draw Slips
er Contestants here		16					Open	HC P	en						Entry Status
Draws Create your Draws	Open HC Pen 2nd Round Open HC Pen Short Round	7				- 1-		All							Vet
create your Draws	Open HC Pen Average	7	Draw	Team	Contestant	Pen	Penalty	Timer	Final	Status	Indv	Team	Team	Stoc 🔺	
Eugent	#13 Pen	18	#	#			1 chaity	Time	Time	Jiaius		Rating		#	Turn Out
un Event	#13 Pen 2nd Round	7			Wallace, Kenneth	0					3		None		
Dedulta	#13 Pen Short Round	3	1	s 1	Westfall, Paige	0	0.00	60.010	60.010	N/T	4	9	None		OK
Results	#13 Pen Average	and an		-	Krouse, Cheryl	0					2		None		
See your Results	#11 Pen	20			Lesh, Joel	0					7		None		Remove
	#11 Pen 2nd Round		2	2	Walsh, Megan	0	0.00	25.240	24.240	N/T	6	19	None	_	Tomoro
	#11 Pen Short Round	5			Rainey, Hannah	0					6		None		
Reports	#11 Pen Average #9 Pen	20			Bolin, Pat	3					4		None		Move a contestan
w and Print Reports	#3 Pen #9 Pen 2nd Round	20	3	3	Olson, Steven	3	0.00	35.210	30.210	OK	3	11	None		inoro a contotan
	#9 Pen 2na Rouna #9 Pen Short Round	7			Olson, Donnie	3				_	4		None		
Nembers		8			Wallace, Kenneth	0					3	-	None		Move Up
nage your Members	#9 Pen Average #7 Pen	18	4	4	Lesh, Sarah	0	0.00	23.840	21.840	N/T	7	17	None		
	#7 Pen 2nd Round	8			Lesh, Joel	0					7		None		Move Down
Facility	#7 Pen 2na Rouna #7 Pen Short Round	3			Westfall, Paige	3					4		None		
it your Barns/Stalls		8	5	5	Lesh, Jared	3	0.00	44.060	40.060	OK	7	13	None		Swap
Config	#7 Pen Average #5 Pen	18			Rice, Carther	3					2		None		From To
	#5 Pen 2nd Round	6			Lesh, Joel	3					7		None		
hange your settings	#5 Pen Short Round	3	6	6	Rainey, Hannah	3	0.00	53.670	51.670	OK	6	17	None	_	
	#5 Pen Average	6			Bolin, Pat	3					4		None		1
	#3 Pen Average #3 Pen	6		_	Walsh, Megan	0					6		None		Swap
	#3 Pen 2nd Round	3	7	7	Lesh, Sarah	0	0.00	50.060	49.060	NZI	7	19	None	_	
Association	#3 Pen Average	3			Belter, Mike	0					6		None		_
Manage your Assoc.	Open Sort	24			Lesh, Jared	0					7		None		Go to
	Open Sort 2nd Round	10	8	8	Rice, Carther	0	0.00	19.080	15.080	NZI	2	13	None	_	Go
	Open Sort Short Round	6			Olson, Donnie	0					4		None		00
	Open Sort Average	10	9	9	Lawless, Bill Bolin, Pat	0	0.00	20.070	20.470	AUT	5	16	None		
	#9 Sort	27	3	э	Bolin, Pat Lesh, Sarah	0	0.00	38.970	36.470	187.1	4	16	None		Go's
Help	#9 Sort 2nd Round	8				3					6		None		
, ioip	#9 Sort Short Round	4	141.41		Rainey, Hannah	3					ь		None		200
Exit	#9 Sort Average	8	H 4	P   P	AII				•				125	•	Print
	#6 Sort	16 +	Di	aw #'	s Team #'s	Se	ts		Sep/Rot	)	Up	date	Rota	& Perfs	Run Order
			Ass	ign Dra All	w To	🔊 (	Reverse O Jnassign raws	Irder			Go				Run Label Summar Run Label Detail
	1													11	

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.

# Arena Management Software (AMS) User Manual – ver 4.1.98

Team Penning/Ranch Sorting James Goyer – December 2011-version 2

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Menu	An A				Edit/View Dr	aw(s	;)								Kendrick & Craft Ver: 4.1.98
Setup Setup your Show(s)			S	how	Joel Lesh Novembe	er 2011		-							
Entry	Event	# of ▲ Entries			Draws	1			Draw Re	eports			Ĩ	Time Sheet	s & Draw Slips
nter Contestants here	Open HC Pen	16					Open	HC P	en						Entry Status
Draws	Open HC Pen 2nd Round	7	-				199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199		1000						
Create your Draws	Open HC Pen Short Round	5					1	All							Vet
create your Draws	Open HC Pen Average	7	Draw	Team	Contestant	Pen	Penalty	Timer	Final	Status	Indv	Team	T	Stoc 🔺	
D F	#13 Pen	18	#	#	Lontestant	Pen	Penalty	Time	Time	Status	Rating	Rating	Team	#	Turn Out
Run Event	#13 Pen 2nd Round	7			Wallace, Kenneth	0					3		None		
<b>N</b> 1.	#13 Pen Short Round	3	1	1	Westfall, Paige	0	0.00	60.010	60.010	N/T	4	9	None		ОК
Results	#13 Pen Average	7			Krouse, Cheryl	0	eo que				2		None		
See your Results	#11 Pen	20			Lesh, Joel	0					7		None		-
	#11 Pen 2nd Round	10	2	2	Walsh, Megan	0	0.00	25.240	24.240	N/T	6	19	None		Remove
	#11 Pen Short Round	5			Rainey, Hannah	0					6		None		
Reports	#11 Pen Average	10			Bolin, Pat	3					4		None		
	#9 Pen	20	3	3	Olson, Steven	3	0.00	35.210	30.210	ОК	3	11	None		Move a contestant
ew and Print Reports	#9 Pen 2nd Round	8		- 10	Olson, Donnie	3		0.00000000	00000000	10110	4	1 200	None	_	
Members	#9 Pen Short Round	7			Wallace, Kenneth	0					3		None		
	#9 Pen Average	8	4	4	Lesh, Sarah	0		23.840	21 840	N/T	7	17	None		Move Up
anage your Members	#7 Pen	18		22	Lesh, Joel	0		20.040	21.040	10000	7	5 2048 F	None		
Facility	#7 Pen 2nd Bound	8			Westfall, Paige	3				-	4		None		Move Down
	#7 Pen Short Round	3	5	5	Lesh, Jared	3		44.060	40.000	ОК	7	13	None	-	
dit your Barns/Stalls	#7 Pen Average	8	3	3	Rice, Carther	3		44.000	40.000	UN	2	13	None		Swap
Config	#5 Pen	18			Lesh, Joel	3			-	-	7		None		From To
Change your settings	#5 Pen 2nd Bound	6	6	6	Rainey, Hannah	3		52.070	E1 070	ОК	6	17	None		
chunge your serrings	#5 Pen Short Round	3	0	0		3		53.670	31.670	UN	4	- 10			
	#5 Pen Average	6			Bolin, Pat	0					6		None None		
	#3 Pen	6			Walsh, Megan	0	1	50.000	40.000			19		_	Swap
	#3 Pen 2nd Round	3	(	7	Lesh, Sarah	0		50.060	49.060	INZ I	7	19	None	_	
Association	#3 Pen Average	3			Belter, Mike						6	-	None		-
Manage your Assoc.	Open Sort	24			Lesh, Jared	0					7		None		Go to
		10	8	8	Rice, Carther	- 0		19.080	15.080	N/T	2	13	None	_	7 6-
	Open Sort 2nd Round	6			Olson, Donnie	0					4		None		/ Go
	Open Sort Short Round	and a second sec			Lawless, Bill	0					5		None		0
	Open Sort Average	10	9	9	Bolin, Pat	0	1 0000	38.970	36.470	N/T	4	16	None		Go's
Help	#9 Sort	27			Lesh, Sarah	0					7		None		40.3
rieip	#9 Sort 2nd Round	8		10 35	Rainey, Hannah	3			long-un		6		None	•	
	#9 Sort Short Round	4	14 4	H	All /									•	Print
Exit	#9 Sort Average	8	D	aw #'s	Team #'s	c	∋ts		Sep/Rot	)	511.	odate	) Patt	Perfs	
	#6 Sort	16 🔻	Draw		Team #		 [	1	Team #'s	ı s to Una		 ר	1 1000		Run Order
			0		0 Assign Team #				t Team #		_				Run Label Summary

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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Menu	An A				Edit/View Dr	aw(s	)								Kendrick & Cra Ver: 4.1.98
Setup Setup your Show(s)			S	how	Joel Lesh Novembe	r 2011		·							
Entry	Event	# of Entries			Draws	1			Draw Re	eports			)	Time Sheet	s & Draw Slips
nter Contestants here	Open HC Pen	16					Open		00						Entry Status
	Open HC Pen 2nd Round	7					open	IIC F	en						Entry Status
Draws	Open HC Pen Short Round	5	1				1	All							Vet
Create your Draws	Open HC Pen Average	7													
	#13 Pen	18	Draw #	Team #	Contestant	Pen	Penalty	Timer Time	Final Time	Status	Indv Rating	Team Rating	Team	Stoc	Turn Out
Run Event	#13 Pen 2nd Round	7	**		Wallace, Kenneth	0	0.000	Time	Time		3	nauny	None		Tum Out
Kun Lvonn	#13 Pen Short Round	3	1	3	Westfall, Paige	0	0.00	CO 010	60.010	NL/T	4	9	None		
Results	#13 Pen Average	7	24	- 24		0	0.00	60.010	60.010	DIZ L	2				OK
· · · · · · · · · · · · · · · · · · ·	#11 Pen	20	-	-	Krouse, Cheryl			_					None		
See your Results	#11 Pen 2nd Round	10			Lesh, Joel	0	0.00	05.040			7	10	None	_	Remove
	#11 Pen Short Round	5	2	2	Walsh, Megan	0		25.240	24.240	NZL	6	19	None	_ 1	
	and a second	10	_		Rainey, Hannah	0					6		None		
Reports	#11 Pen Average		1000	8150	Bolin, Pat	3					4		None		Move a contestant
iew and Print Reports	#9 Pen	20	3	3	Olson, Steven	3	0.00	35.210	30.210	OK	3	11	None		more a contestant
	#9 Pen 2nd Round	8			Olson, Donnie	3					4		None		
Members	#9 Pen Short Round	7	7000		Wallace, Kenneth	0					3		None		Move Up
Manage your Members	#9 Pen Average	8	4	4	Lesh, Sarah	0	0.00	23.840	21.840	N/T	7	17	None		
		18			Lesh, Joel	0					7		None		Move Down
Facility	#7 Pen 2nd Round	8			Westfall, Paige	3					4		None		Move Down
dit your Barns/Stalls	#7 Pen Short Round	3	5	5	Lesh, Jared	3	0.00	44.060	40.060	OK	7	13	None		
	#7 Pen Average	8			Rice, Carther	3					2		None		Swap
Config	#5 Pen	18			Lesh, Joel	3					7		None	_	From To
Change your settings	#5 Pen 2nd Round	6	6	6	Rainey, Hannah	3	0.00	53.670	51.670	OK	6	17	None		
	#5 Pen Short Round	3			Bolin, Pat	3					4		None		
	#5 Pen Average	6			Walsh, Megan	0					6		None		
	#3 Pen	6	7	7	Lesh. Sarah	0	0.00	50.060	49.060	N/T	7	19	None		Swap
Anne the	#3 Pen 2nd Round	3			Belter, Mike	Ő		00.000	10.000		6		None		-
Association	#3 Pen Average	3		-	Lesh, Jared	0		-			7		None		Goto
Manage your Assoc.	Open Sort	24	8	8	Rice, Carther	0	0.00	19.090	15.080	NI/T	2	13	None		
	Open Sort 2nd Round	10	0	0	Olson. Donnie	0	0.00	10.000	10.000	197.1	4	13	None		7 Go
	Open Sort Short Round	6			Lawless, Bill	0					4		None		
	Open Sort Average	10	9	9	Lawless, Bill Bolin, Pat	0		20 070	36.470	NL/T	4	16	None		
	#9 Sort	27	9	э	Bolin, Pat Lesh, Sarah	0		30.970	36.470	NZ1	4	168			Go's
Help	#9 Sort 2nd Round	8		-		3							None		and the second
TICIP	#9 Sort Short Round	4			Rainey, Hannah	3					6		None	_	
Ewit	#9 Sort Short Round #9 Sort Average	4	<b>H</b>	P PI	All /				4					•	Print
Exit	#9 Sort Average #6 Sort	8 16 <del>v</del>	D	raw #'s	] Team #'s ]	Se	te	1 9	Sep/Rot	1	Hr	odate	Bot	& Perfs	
		10 •		et Size	Resolve Set 0		1	'	t Confli	cts					Run Order Run Label Summar
* <u></u>															Run Label Detail
					III										

#### 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 "<u>Check Set Conflicts</u>" button needs to be checked again to see if it 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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#### 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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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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Page: 1			Run O On 12	rder for 2/15/2011	Open HC Pen 11:47:02 PM					
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	Borgia, Nick R. 2		· 5.							
2 2	Heywood, TJ R: 2 Johnson, Dustin R: 7 Cody, Thomas R: 3									
Team Rating: 12					_					
3 3	May, John R: 5 Gibbs, Tony R: 4 Westbrook, Chris R: 2									
Team Rating: 11						_				
4 4 Team Rating: 11	Nelson, Brent R: 4 Nelson, Alex R: 3 Lyons, Andrew R: 4									
									2 2	
5 5 Team Rating: 21	Lesh, Jared R: 7 Saggione III, Louie R: 7 Buckner, Brian R: 7									
		-			0	-			18. I.I.	
6 6 Team Rating: 11	Sullivan, Chris R: 5 Shelton, P D R: 3 Shelton, Phillip R: 3									
188		-							· · · · ·	
7 7 Team Rating: 9	Mariage, David R: 4 Keith, Connor R: 2 Keith, Tanner R: 3									
8 8	Lesh, Joel R: 7								0	
Team Rating: 19	Walsh, Megan R: 5 Buckner, Sonya R: 7									
9 9	Richter, Todd R: 5 Richter, Dena R: 2									
Team Rating: 9	Nelson, Laurel R: 2									
10 10	Hunt, Scot R: 4 Hunt, Marsha R: 3									
Team Rating: 12	Bross, Tom R: 5									

#### 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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Team Penning/Ranch Sorting

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T

1	2	3
Bross, Tom	Heywood, TJ	Heywood, TJ
King, David	Johnson, Dustin	Johnson, Dustin
Borgia, Nick	Cody, Thomas	Cody, Thomas
4	5	6
Velson, Brent	Lesh. Jared	Lesh. Jared
Velson, Alex	Saggione III, Louie	Saggione III, Louie
yons, Andrew	Buckner, Brian	Buckner, Brian
-,		
7	8	9
Mariage, David	Lesh, Joel	Lesh, Joel
Keith, Connor	Walsh, Megan	Walsh, Megan
Keith, Tanner	Buckner, Sonya	Buckner, Sonya
10	11	12
Hunt, Scot	Bell, Steven	Bell, Steven
Hunt, Marsha	Cody, Thomas	Cody, Thomas
Bross, Tom	Gibbs, Tony	Gibbs, Tony
51055, 1011	Globs, Tony	Groos, rony
13	14	15
ohnson, Dustin	May, John	May, John
Buckner, Brian	Sullivan, Charlene	Sullivan, Charlene
Dean, Carrie	Lyons, Andrew	Lyons, Andrew
16	17	18
Mariage, David	Saggione III, Louie	Saggione III, Louie
Lesh, Jared	Underwood, Grady	Underwood, Grady
West, Paul	Underwood, Justin	Underwood, Justin
west, I au	Chilerwood, Justin	Chuerwood, Justin
19	20	21
Bell, Steven	Hunt, Scot	Hunt, Scot
Bell, Lisa	Hunt, Marsha	Hunt, Marsha
Albritton, Jud	Anderson, Stephen	Anderson, Stephen
22	23	24
King, David	Keith, Larry	Keith, Larry
Westbrook, Chris	Keith, Tanner	Keith, Tanner
Sullivan, Charlene	Keith, Connor	Keith, Connor
25	26	27
25 Seminary III I amia	26 Brooks Colotta	27 Brache Calatta
Saggione III, Louie	Brooks, Colette	Brooks, Colette
Lesh, Jared	Cody, Thomas	Cody, Thomas
Lesh, Sarah	Myers, Gary	Myers, Gary
28	29	30
Lesh. Joel	Hunt. Marsha	Hunt, Marsha
Gibbs, London	Shelton, PD	Shelton, P D

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	2	3
5 Bross. Tom	2 Heywood, TJ	5 May, John
5 King, David	7 Johnson, Dustin	4 Gibbs, Tony
2 Borgia, Nick	3 Cody, Thomas	2 Westbrook, Chris
4	5	6
4 Nelson, Brent	7 Lesh. Jared	5 Sullivan, Chris
3 Nelson, Alex	7 Saggione III, Louie	3 Shelton, P D
4 Lyons, Andrew	7 Buckner, Brian	3 Shelton, Phillip
10		
7	8	9
4 Mariage, David	7 Lesh, Joel	5 Richter, Todd
2 Keith, Connor	5 Walsh, Megan	2 Richter, Dena
3 Keith, Tanner	7 Buckner, Sonya	2 Nelson, Laurel
10	11	12
4 Hunt, Scot	3 Bell, Steven	7 Lesh, Sarah
3 Hunt, Marsha	3 Cody, Thomas	5 Keith, Larry
5 Bross, Tom	4 Gibbs, Tony	2 Brooks, Colette
	10000000000000000000000000000000000000	
13	14	15
7 Johnson, Dustin	5 May, John	7 Lesh, Jordan
7 Buckner, Brian	4 Sullivan, Charlene	3 Keith, Tanner
4 Dean, Carrie	4 Lyons, Andrew	2 Myers, Gary
16	17	18
4 Mariage, David	7 Saggione III, Louie	3 Olson, Steven
7 Lesh, Jared	7 Underwood, Grady	2 Gibbs, London
5 West, Paul	7 Underwood, Justin	2 Borgia, Nick
19	20	21
3 Bell, Steven	4 Hunt, Scot	4 Nelson, Brent
2 Bell, Lisa	3 Hunt, Marsha	3 Nelson, Alex
2 Albritton, Jud	3 Anderson, Stephen	5 Richter, Todd
22	23	24
5 King, David	5 Keith, Larry	5 Walsh, Megan
2 Westbrook, Chris	3 Keith, Tanner	2 Nelson, Laurel
4 Sullivan, Charlene	2 Keith, Connor	7 Lesh, Jordan
25	26	27
7 Saggione III, Louie	2 Brooks, Colette	7 Underwood, Grady
7 Lesh, Jared	3 Cody, Thomas	5 West, Morgan
7 Lesh, Sarah	2 Myers, Gary	2 Johnson, Frank

28 7 Lesh, Joel 2 Gibbs, London 4 Blackman, Bryan 29 3 Hunt, Marsha 3 Shelton, P D 7 Underwood, Justin

#### 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.

30 5 Bross, Tom 5 Sullivan, Chris 5 King, David

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Menu	An An			Edit.	<b>/View Draw</b>	w(s)				Kendrick & Craf Ver: 4.1.98
Setup			Sho	w 2011	USTPA World Ch	ampionsh 🕶				
Setup your Show(s)			1							
Entry	Event	# of Entries	1	Dra	aws		ra <del>w</del> Rep	orts	<u>]                                    </u>	ime Sheets & Draw Slips
ter Contestants here	AQHA Open Pen	10		-	Available	Sele	cted	- Constant - C		
Draws	AQHA Amateur Pen	11	Draw	Pena Rake		Name Draw #		<ul> <li>All</li> </ul>	Rot & Perf	<u> </u>
Create your Draws	AQHA Youth Pen	5		Back		Team #		- C Even		Calc
create your Draws	AQHA Open Sort	12	O Name	1000		< produin in		O Odd	Unassigne	· · · ·
Dan Frank	AQHA Amateur Sort	20	7.51 B						Unassigne	
Run Event	AQHA Youth Sort	5	Title	1						
Devilte	Dash for Cash 4-7	20		Print	M 🗆 🖽 🤆	() ⊕ 100 % -	↑ 🕢	1/3	Back 😧 Forwa	1
Results	Dash for Cash 1-3 #1	20		Print			TV		Back V Forwa	ird
See your Results	Dash for Cash 1-3 #2	20 65			<mark>1</mark>	2	3 • • • 1	<mark>4</mark>	<mark>5</mark>	6 7 .
	#13 Pen #13 Pen 2nd Round		100							
	Jr Youth Pen	33 24								
Reports	Jr Youth Pen 2nd Round	24								
ew and Print Reports	Jr Youth Pen Short Round	10								
	Jr Youth Pen Average	10				#1	3 Per	1 2nd Roun	Id	
Members	Sr Youth Pen	30				D ( 004	4 1107			10 D2
anage your Members	Sr Youth Pen 2nd Round	18	-			Draw for 201	1051	PA world Cr	nampionsni	p
Facility	Sr Youth Pen Short Round	10	1				Tot	Tot		
	Sr Youth Pen Average	10		Draw #	Name	Team #	Pen	Time/Score		
dit your Barns/Stalls	GuickDraw Pen	21	1	Diaw #	Ivanie	Tealli #	I CII	Time/Ocore		
Config	QuickDraw Pen 2nd Round	15	1.1		West, Morgan					
Change your settings	QuickDraw Pen 3rd Round	14			Rondy, James					
	QuickDraw Pen 4th Round	11			Salar Coll & Read College College					
	QuickDraw Pen Short Round	10		1	Rondy, Rochelle	64	3	41.64		
	QuickDraw Pen Average	10		37	Lesh, Jared					
Association	Open HC Pen	54	2							
Manage your Assoc.	Open HC Pen 2nd Round	27			Lynch, Whitney					
Manage your Assoc.	Open HC Pen 3rd Round	19	1	2	Gover, Danielle	63	3	31,28		
	Open HC Pen Short Round	10		30 <del></del>		2.0%		10/00/08		
	Open HC Pen Average	10			Naughton, Gary					
	#11 Pen	101	. 3		Cody, Thomas					
Lala	#11 Pen 2nd Round	51					-			
Help	#11 Pen 3rd Round	20						100000000		•
E	#11 Pen Short Round	10		🔶 Excel		💓 Html (Draw.html)		Exp	ort	
Exit	#11 Pen Average	10		ST LUCE		Mail Linux (Digwind)				
-	#11 Masters Pen	62 🗸	1		m		_			

#### Draw Reports

The "Draw Reports" tab can be used to create many different reports such as another type of run order, 2<sup>nd</sup> 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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Menu	An A		Edit/View	Draw(	5)			Kendricl Ver:	k & Cra : 4.1.98
Setup Setup your Show(s)			Show Joel Lesh Nove	ember 2011	•				
Entry	Event	# of A	Draws	Ì		Draw Reports	Ì	Time Sheets & Draw Slip:	s
nter Contestants here	Open HC Pen	16	Time Sheets	Generat	e Slips			[	٦
Draws	Open HC Pen 2nd Round Open HC Pen Short Round	7	# of Gos 0		💽 All 🛛 🚺	Pages 0	Το 0	Print	
Create your Draws	Open HC Pen Average	7	Draw #	Name	Rating	Handicap	Total Time	F	
Run Event	#13 Pen #13 Pen 2nd Round	18 7	Open HC Pen	-	Number		Time	# Cattle Penned	
Results	#13 Pen Short Round #13 Pen Average	3	Team Contestants	1st Go	2nd Go	3rd Go	1st Go	1st Go	
See your Results	#11 Pen #11 Pen 2nd Round	20 10	1						
Reports	#11 Pen Short Round #11 Pen Average	5 10	3 Wallace, Kenneth				2nd Go	2nd Go	
ew and Print Reports	#9 Pen #9 Pen 2nd Round	20	4 Westfall, Paige						
Members anage your Members	#9 Pen Short Round #9 Pen Average	7 8 18	2 Krouse, Cheryl				Total 1st & 2nd	Total 1st & 2nd	
Facility	#7 Pen 2nd Round	8					and a s	0.10.	
dit your Barns/Stalls	#7 Pen Short Round #7 Pen Average	3	-				3rd Go	3rd Go	
Config	#5 Pen	18							
Change your settings	#5 Pen 2nd Round #5 Pen Short Round	6					Total	Total	
	#5 Pen Average #3 Pen	6							
Association	#3 Pen 2nd Round #3 Pen Average	3	Open HC Pen	Cattle	Number		Time	# Cattle Penned	
Manage your Assoc.	Open Sort Open Sort 2nd Round	24 10	Team Contestants	1st Go	2nd Go	3rd Go	1st Go	1st Go	
	Open Sort 2nd Round	6	2						
	Open Sort Average	10	<u> </u>						
Help	#9 Sort #9 Sort 2nd Round	27	7 Lesh, Joel				2nd Go	2nd Go	
	#9 Sort Short Round	4	6 Walsh, Megan						
Exit	#9 Sort Average #6 Sort	8 16 <del>•</del>	6 Rainey, Hannah				Total 1st & 2nd	Total 1st & 2nd	
			•						1+
		_							
All Drograms									1

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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	-39	ter.	A Company				Run	Ev	ent							
9	how	20	11 USTPA World Champi	onship					-	1		65 e	ntries comp	olete o	ut of 65	
	vents		#13 Pen	a an			1						Lead Tim	e (all (	Gos)	
٦	venis		Jr Youth Pen		<u> </u>	Date	1	0/31/2	011				24	820		
re			🧇 Jr Youth Pen 2nd Roun	ł		Format	P	'en				-	38		1	
re			🧇 Jr Youth Pen Short Rou	nd		# of Co	ntest 🗌	3				Running	30			
		- Luu	🛶 🧇 Jr Youth Pen Average				nange	100 - 11 - 11 - 11 - 11 - 11 - 11 - 11	Сар	13	-	Name	Brooks, T			
		1	Sr Youth Pen	25		Herd Li	nange	10	Lap	1 13			Lesh, Joe			
			🧇 Sr Youth Pen 2nd Roun 🧇 Sr Youth Pen Short Rou						Pen	3	2		Walsh, Me	egan		
t			🚸 Sr Youth Pen Average	nu			-	-			_					
=			Ruick Drow Pon		•	Cuto	ff   3	3	Time	45.34	10	Cutoff Time	45.340			
		20	11 USTPA World Cl	amni	onshir	·#1	3 Per	10/	31/20	11		(All gos)		_		
		20	10.00		onom	· . T I			01120			Cutoff Time	-10.260	)		
			Results	Θ			Rank	ting		1	$\sim$	(All gos)	1	Rank	Time	Pen
				#13 P	en - A	1						Go Info	All Go's	16	35.080	3
	Draw	Team				Timer	Final		Indv	Team			Handicap		0.000	0
ts	#	#	Contestant	Pen	Penalty	Time	Time	Status		Rating			Prev Go's	0	0.000	0
3			Brooks, Terry						1		1		This Go	16	35.080	3
rs	38	38	Lesh, Joel	3	0.00	35.080	35.080	OK	7	13	1					
7			Walsh, Megan						5		!!	1000	P			
	39	39	Buckner, Sonya Haselip, Amber	0	0.00	21 770	31.770	N/T	4	13		Time	0.000			1
Is	33	55	Hosea, Kevin	- 0	0.00	31.770	31.770	107.1	2	13	1	# Penned	0	_	N/T	
. 11			King, David	1					5		i		U	_		_
s	40	40	Anderson, Stephen	0	0.00	23.620	23.620	N/T	3	13	1	Penalty	0		1	1
			Kuyper, Larry						5		1			_	ОК	
			Rake									Final Time	0.000		S	
	41	41	Lesh, Sarah	3	0.00	10.100	40.190	OK	7	13						
١	41	41	Lynch, Whitney Gover, Danielle	3	0.00	40.190	40.190	UK	2	13					<u>N</u> ext u	ıp
			Sullivan. Chris	1					5		;	Bio	Audit	On		
	42	42	Sullivan, Charlene	3	0.00	48.590	48.590	ОК	4	12	i	Blanchard (		12210		1.
			Ham, Jimmy	1					3		1	Blanchard, U	JK			1
			Richter, Todd						5		1	Stillwater, Ol	ĸ			-
1	43	43	Nelson, Alex	3	0.00	50.260	50.260	OK	3	11	1	Sunwater, O				
		over set in control	Cody, Thomas						3		<u>-</u>	Morrison, Ol	к			
	Concernant of	• •				1			_ <b>`</b>			W D	. 1			
	Auto	-Pank	Ride In Recalc	All I	Prin		E	cel	Pop	ulate Nxt	Gol	View Resu	nts		Set Go	JS

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. <u>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.</u>

**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 16<sup>th</sup> 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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Menu	An A			Ru	n E	vent								ĸ	er
Setup Setup your Show(s)	Show 2011 USTPA World Championship	Selected	Count	# T Pen T	ime	Contestan	t	# of Entries (On)	Rating	Team #		-	Selection		
Entry	Events (Select the events for the go)		1	3 2	4.82	Nelson, Brent Nelson, Alex Lyons, Andrew		1	4 3 4	27			C Topn %		
Draws Create your Draws	Selected Event From A		2	3 2	4.83	Bryant, Jesse Walsh, Megan Lesh, Sarah		1	1 5 7	23			33		
Run Event	Jr Youth Pen Jr Youth Pen 2nd F (Jr Youth F Jr Youth Pen Short (Jr Youth F		3	3 2	5.98	West, Morgan West, Paul Baker, Mike		1	553	35					
Results See your Results	Sr Youth Pen Sr Youth Pen 2nd I (Sr Youth Sr Youth Pen Shor (Sr Youth QuickDraw Pen		4	3 2	7.75	Johnson, Dustin Baker, Mike Ham, Jimmy		1	733	19			Load		
Reports	QuickDraw Pen 2r (QuickDra QuickDraw Pen 3r (QuickDra QuickDraw Pen 3r (QuickDra	<b>V</b>	5	3 2	9.78	Richter, Dena Haselip, Dwayne		1	2 4 7	33		-	Exp to Excel		
Nembers	QuickDraw Pen St (QuickDra Open HC Pen Open HC Pen 2nd (Open HC Open HC Pen 3rd (Open HC	Go Name Assign G			ound			10 E.	12/6/20	011					
Facility t your Barns/Stalls	Open HC Pen Sto (Open HC     Open HC Pen Sho (Open HC     #11 Pen     #11 Pen 2nd Rour (#11 Pen)	Go wi	1		•>>>	Go 1 #13 Pen Jr Youth Pen Sr Youth Pen		( #13 Pen 2nd Jr Youth Pen Sr Youth Pen	2nd Ro	und	G Jr Youth Pen : Sr Youth Pen				
Config nange your settings	#11 Pen 3rd Roun (#11 Pen,           #11 Pen Short Rou (#11 Pen,           #11 Masters Pen	•	1:	3		QuickDraw Pe Open HC Pen		QuickDraw F Open HC Per	en 2nd I	Round	QuickDraw Pe Open HC Pen	en 3rd	Round (		
	#11 Masters Pen 2 (#11 Mast 🕶	# . Pen	ſime	Cont	estant	Rating	Team #	# of Entries (On)				hest to	Lowest		
ssociation anage your Assoc.	☑ Only entries with valid Time or Score (No N/T's or T/O's)	3	41.64 Ro	'est, Morg ondy, Jam ondy, Roc	ies	5 4 4	64	1			Low	vest to	Highest aw Order		
	Only entries in each event	3	Le 31.28 Ly	esh, Jared Inch, Whi Ioyer, Dan	tney	7 4 2	63	1					raw Order IN'' in Order		
Help	Include Team # in grouping Load Contestants	3	Na 35.15 Co	aughton, I ody, Thom	Gary nas	3	62	1					ite Go		
Exit		•										Re	turn		

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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> round and so on is to select both the first round <u>and</u> the 2<sup>nd</sup> round in the "create go's" screen.
- 11. At this time, a report can be ran for the 2<sup>nd</sup> round including first go round times using the <u>"Draw-Draw reports"</u> tab. This report can be posted for the 2<sup>nd</sup> round.
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💝 Arena Manager for Unit	ed States Team Penning	g Association			- 8 8
Menu	- Ar A	ž.	Run Event		Kendrick & Craft In Ver: 4.1.98
Setup Setup your Show(s) Entry Enter Contestants here Draws Create your Draws Run Event Results	Show 2011 USTI Events #13 Pen J / Youth S J S Sr Youth	PA World Championship n Nen Jr Youth Pen 2nd Round Jr Youth Pen Short Round Jr Youth Pen Short Round 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     Pen     Cutoff 0 Time	Lead Time (all Gos) 24.820 Running Name 0 0 Cutoff Time (All gos)	
See your Results		STPA World Champ lesults	ionship:#13 Pen 10/31/201 Ranking	1 Cutoff Time 0.000 (All gos) Rank Time	Pen
Reports View and Print Reports Members	Name Nelson, Brent Nelson, Alex	Total Rank Time Tot Handicap F	#13 Pen 'en To1st OK Runs Rank Time Pen St	Go Info All Go's 0.000	0 0 0 0 0
Manage your Members Facility Edit your Barns/Stalls	Lyons, Andrew Bryant, Jesse Walsh, Megan Lesh, Sarah West, Morgan			OK : Time 0.000 N/1	r
Config Change your settings	West, Paul Baker, Mike Johnson, Dustin Baker, Mike			Image: Non-state of the state of t	
Association Manage your Assoc.	Ham, Jimmy Richter, Dena Haselip, Dwayne Underwood, Justin	5 29.780 0	3 -4.960 1 5 29.780 3 (	OK : Next	up
	Lesh, Sarah Blackman, Bryan Cid Sampaio, Jorge Luis	is			
Help	Lesh, Jordan Heywood, TJ ∢	7 30.080 0	3 -5.260 1 7 30.080 3 (		_
Exit		F	trint	View Results Set G	o's
	ocuments\2011 USTPA \	World Championship.mdb	t Path: C:\Program Files\Arena Manager		

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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### 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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Menu	An An			Re	sult	s							Kendrick & Cra Ver: 4.1.98
Setup	Results		1				Average		)		Rou	ind Robin	
Setup your Show(s)	Shows												
[Lution]	2011 USTPA World Championship	l'		Results			1		Payouts & Points	1		Payoffs	
Entry	and the second se						- <b>'</b>		-				
nter Contestants here			Team	Indiv	92 38	All	250	Member	1000			35	
Draws		Rank	Earnings	Earnings	Points		Score	#	Contestant	Position	Stock	Fees	
Create your Draws			\$5859.00	\$1953.00	5.00	Points 0.00	178.180	420	Underwood, Grady			\$0.00	
100 100 11 DI	1		\$0000.00	\$1953.00	5.00	0.00	170.100	10058	Walsh, Megan			\$0.00	
Run Event		-		\$1953.00		0.00		4071	Richter, Todd	-		\$0.00	
sur crom		2	\$3516.00			0.00	180.490		Roberson, Tommy	0		\$0.00	
Results	Events	-	\$3310.00	\$1172.00		0.00	100.450	881	Lesh, Joel	() () ()		\$0.00	
See your Results	🕀 🛶 🗘 🗎 🕀 🕀 🗄 🛨		-	\$1172.00		0.00		9422	Johnson, Dustin			\$0.00	
See your Results	🔶 🕹 🕹 QuickDraw Pen 4	3	\$2343.00	\$781.00		0.00	194,300		Walsh, Megan	-		\$0.00	
	📃 🔶 QuickDraw Pen S		44010.00	\$781.00		0.00	1011000	1059	Underwood, Justin			\$0.00	
Denewto	Sector Se			\$781.00	3.00	0.00			Saggione III, Louie			\$0.00	
Reports	🖻 — 📎 Open HC Pen	4	\$0.00	\$0.00	2.00	0.00	202.750		Bross, Tom			\$0.00	
ew and Print Reports	Gos			\$0.00	2.00	0.00		188	Buckner, Sonya			\$0.00	
Members	#11 Pen	-		\$0.00	2.00	0.00		3507	Duncan, Sammy			\$0.00	
	Gos	5	\$0.00	\$0.00	1.00	0.00	222.480		Underwood, Grady			\$0.00	
Nanage your Members	#11 Masters Pen			\$0.00	1.00	0.00		111	May, John			\$0.00	
Facility	Gos	-		\$0.00	1.00	0.00		9887	Buckner, Brian			\$0.00	
dit your Barns/Stalls	🖻 🦦 #9/#7 Inc Pen	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	
Config				\$0.00	0.00	0.00		430	Underwood, Grady			\$0.00	
Change your settings	⊞ — Gos ⊟ — ⊗ #3 Pen	7	\$0.00	\$0.00	0.00	0.00	133.500	881	Lesh, Joel			\$0.00	
	H Gos			\$0.00	0.00	0.00		6448	Rainey, Hannah			\$0.00	
	Dpen/#8 Inc Sort			\$0.00	0.00	0.00		6210	King, David			\$0.00	
	Gos	8	\$0.00	\$0.00	0.00	0.00	139.660	188	Buckner, Sonya			\$0.00	
Association	B Gos			\$0.00	0.00	0.00		111	May, John			\$0.00	
Manage your Assoc.	Gos			\$0.00	0.00	0.00		8474	West, Paul			\$0.00	
Manage your Assoc.	Sr Youth Sort	9	\$0.00	\$0.00	0.00	0.00	143.570	6448	Rainey, Hannah			\$0.00	
	Gos			\$0.00	0.00	0.00		107	Roberson, Tommy			\$0.00	
	📄 🛁 🍓 #9 Sort			\$0.00	0.00	0.00		1355	Lesh, Jordan			\$0.00	
	Gos	10	\$0.00	\$0.00	0.00	0.00	150.550		Rainey, Hannah			\$0.00	-
Halp	🖶 😽 #6 Sort 🗸			AU 00	0.00	0.00		10001	Consistent III. Lorda			#0.00	
Help													
Exit			Print					Apply	Points & Payouts			Exp	port Payouts
	1	-			III							-	1
l <u></u>					Alle								

### 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. <u>Creating an averaged event</u>.

- 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, <u>do not</u> 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 <u>"Setup/P&P tab"</u> will be applied.

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#### 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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Setup Setup your Show(s)		MII.			Re	SL	lts								Kendrick & C Ver: 4.1.9
		Results		)				Average			1			Round Robin	
		Show		Selected	Count	# Pen	Time	Contestant	# of Entries	Rating	Handica applied	o Total Fi		4	-
Entry	Joel Lesh Novem	ber 2011	-			ren		Rice, Carther	(On)	2	applied	Lime			Top n
er Contestants here		Events			1	9		Walsh, Megan	3	6	-11	109.9	6		C Top n %
Draws	Selected	Event From	Events 🔺		3.	100		Brooks, Terry	- 3356	2	30.00	100.0	× I		
		n HC Pen						Lesh, Joel		7					
Create your Draws	<b>V</b>	Open HC Pen 2nd (Open HC	Pen)	V	2	9	128.940	Rainey, Hannał	h 3	6	-4	124.9	4		7
		Open HC Pen Sho (Open HC	Pen, Oper	1.000				Bolin, Pat	a	4			68		
un Event	#13	Pen						Rainey, Hannal	h	6					
		#13 Pen 2nd Rour (#13 Pen)			3	9	139.530	Krouse, Cheryl	3	2	-7	132.5	3		Load
Results		#13 Pen Short Rot (#13 Pen,	#13 Pen 2	1.005				Belter, Mike	67378	6			× .	-	
See your Results		#13 Pen Average ()						Bolin, Pat		4					
	#11	Pen		•	4	6	66.020	Olson, Steven	2	3	-5	61.02	2		
		#11 Pen 2nd Rour (#11 Pen)		11000				Olson, Donnie	28678	4					Export
Reports		#11 Pen Short Rot (#11 Pen,	#11 Pen 2					Westfall, Paige		4					
		#11 Pen Average ()			5	5	93.570	Lesh, Jared	2	7	-4	89.57	7		
w and Print Reports	🗌 #9 F	'en			0.025	10000	1.7763555.Y85.60				840	303.635	36		4
Nembers		#9 Pen 2nd Round (#9 Pen)		Name		One	n HC Pen	Average						ate 12/5/201	1
anage your Members		#9 Pen Short Rour (#9 Pen, #	9 Pen 2nc					-				12217			
		#9 Pen Average ()		-				A	B	0.10		C		D E	FGHIJK
Facility	🗖 #7 F				Ave her	e>>>			Open HC Pen #13 Pen 2nd P			L Pen Shor n Short Rou			
it your Barns/Stalls	#7 Pen 2nd Round (#7 Pen)			2				#13 Pen 2nd F #11 Pen 2nd F			n Short Hou n Short Rou		Pen Average	2 2 2 2 2 2 3	
		#7 Pen Short Rour (#7 Pen, #	7 Pen 2nc											Pen Average	0 32 3224 5
Config		#7 Pen Average ()			4				#9 Pen 2nd Ro #7 Pen 2nd Ro			Short Roun Short Roun		Pen Average Pen Average	
hange your settings	🗂 #5 F		<u></u>	4	5			#/ Pen	#7 Pen 2nd Ri	ouna	#7 Pen	Short Houn	a (#/)	Pen Average	
		#5 Pen 2nd Round (#5 Pen)				-			-	1					
		#5 Pen Short Rour (#5 Pen, #	5 Pen 2nc	# Pen	Time		Cor	ntestant	Position	Rating	leam ‡	of Entries (On)	Applied Handicap	Total Final Time	
		#5 Pen Average ()	-	9		D:	ce. Carthe	<u>9</u> 0		2		loui	Hanuicap	TIME	
ssociation	4		• F	_ ° ∟	120.00		alsh, Mega			6		3	-11	109.96	
Manage your Assoc.		10 10 10 10			120.30		ooks, Terr			2		3		103.30	
intrage / call ridged.		Include in Grouping		9			sh. Joel	Y		7					
	Stock	Position T	eam #	N N	128.94		sn, soei ainey, Han	nah		6	1	3	-4	124.94	
	and the second se				120.34		liney, nan lin. Pat	i sin		4	1	2		124.54	
	I Only entries w	ith valid Time or Score (No N/T	s or T/O's)	9			ainey, Han	nah		6				1	
Help	Tel only chalos w				139.53		ouse, Chei			2		3	-7	132.53	
Help					100.00		lter. Mike			6		100	10	102.00	
E	Donly entries v	ith valid Time or Score in each (	event	6			lin, Pat			4					
Exit	11					00	ant, t de								
		Calculate Averaged Entries							Cr	reate Av	eraged E	vent			
						m							_		

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. <u>Important</u>. 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. 2<sup>nd</sup> go round. There will be an info screen appear that says that average has been created, click "ok".
- You can now go in setup earnings and points by either going to the average event in the <u>"Setup/P&P tab"</u>, or to the <u>"Results/Payouts & Points tab"</u>. I prefer using the <u>"Setup/P&P"</u> tab.

# 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 Unite	ed States Team Per	nning Association				
Menu	Alter	1 Ale		Results		Kendrick & Craft In Ver: 4.1.98
Setup		Results	)	Average	Round Robin	
Setup your Show(s)						
Entry Enter Contestants here						
Draws			Shows	Joel Lesh November 2011		
Create your Draws			Events	#7 Pen 2nd Round		
Run Event			Positions	fpCombo3		
Results			New Event			
See your Results			Name			
Reports						
View and Print Reports				Create		
Members				Liede		E
Manage your Members Facility						
Edit your Barns/Stalls						
Config Change your settings						
enange year serrings						
Association Manage your Assoc.						
Help						
Exit						
						+
				m		E F
Database: C:\Users\Public\Do	ocuments\Backup or	n 12-5-2011 21-21-45 PM Lazy J	USTPA November 20	11 FOR WEB.mdb Output Path: C:\Program Files\Arena Manager		h.

Results/Round Robin tab

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

James Goyer – December 2011-version 2 http://www.arenamanagementsoftware.com

Menu	An the		Reports			Kendrick & Craft I Ver: 4.1.98		
Setup	Standings	Standard	) Fee	s ]	Team	)	Individua	al .
Setup your Show(s)	Filter		Print   🖸   🚧   💷 🖽	Q @ 100 % -	▲ 🕢 1/10	O Red	C S Forward	
Entry	Top n Points 0				Contraction of the			
ter Contestants here	Top n Earnings 0		la na la na la nada a		3 1			
Draws	Association USTPA Pen							
Create your Draws	Year 2011	▼ 1.						
-	Shows 2011 USTPA W	/orld Champions 💌			Sta	andings of	n 12/6/2011	
Run Event	Class Aggregate of al	classes 💌				-	ning-all class	~~
Results	Rating All	- ·	1000 CONTRACTOR 100	-				es
See your Results	Division All	•	Last Name	First Name	Points	Earnings	Rating	_
	Position All	▼ 1	Dean	Carrie	65	\$3,724.00	4	
Denewhet	State	• • • • • • • • • • • • • • • • • • •	Walsh	Megan	64	\$5.824.00	5	
Reports iew and Print Reports	Team	<b>_</b>	Underwood	Grady	61	\$4,943.00	7	
			Ham	Jimmy	60	\$5.332.00	3	
Members	Points     C		Goyer	Danielle	60	\$1,062.00	2	
lanage your Members	Start Start Start Start	Lamings 2 Name ·	Brooks	Terry	59	\$4,467.00	1	
Facility			Lesh	Joel	58	\$4,968.00	7	
dit your Barns/Stalls	Display		Lesh	Jordan	56	\$5,558.00	7	_
Config	and the second	me	Savage	Eddie	54	\$3,335.00	2	
Change your settings	State Po	ints 3	Byrd	Jordan	52	\$681.00	2	
	Position Ea	mings -	Heywood	TJ	51	\$3,134.00	2	
	AllPoints	L L L	Westfall	Paige	49	\$5.622.00	3	
Association	Custom Header		Allred	Cody	49	\$5,091.00	1	
Manage your Assoc.	Most points in penning-all classes		Savage	Bobby	49	\$2,408.00	2	
	Imost points in penning-all classes		Savage	Leila	48	\$3,564.00	2	
		1	Gulley	Buck	47	\$2,758.00	1	
Liste	Calculate		Potts	Kris	45	\$5 332 00	2	-
Help								•
Exit	Working, Please Wait/		Excel (Standings.xls)	🧊 Html (Standings.html	ml) [	Export		
			m					

#### 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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💝 Arena Manager for Unit	ted States Team Penning Association								
Menu	An A	Re	oorts			Kendrick & Craft In 📥 Ver: 4.1.98			
Setup	Standings	Standard	Fees	) Te	am	Individual			
Setup your Show(s)	1. Select a Report	🔳 🗟 Brint   🖻   🏘	🔲 🖽   Q 🔍 🔟 %		Back 🕑 Forward				
Entry Enter Contestants here Draws Create your Draws Run Event Results See your Results Reports View and Print Reports Manage your Members Facility Edit your Barns/Stalls Config Change your settings Association Manage your Assoc. Help Exit	Shows Draws by Member Earnings by Member Draws Results Members 2. Select a Show (if enabled) Show Joel Lesh November 2011 Select an Event (if enabled)		1.5. 5.57 7.17 21 5.262	The second secon	igack     i				

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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Standings Show h November 2011 Fees PA Single Membership PA Family Membership PA Youth Membership PA Day Pass	Standard	Name Belter, Mike	Fees USTPA Single Amount	Tea Membership Quantity	m)	Individual
h November 2011 Fees PA Single Membership PA Family Membership PA Youth Membership			Amount		Total	Total
Fees PA Single Membership PA Family Membership PA Youth Membership			Amount		Total	Total
PA Single Membership PA Family Membership PA Youth Membership				Quantity	Total	Total
PA Family Membership PA Youth Membership		Belter, Mike				
PA Youth Membership			\$65.00	1	\$65.00	\$65.00
PA Day Pass		Bolin, Pat	\$65.00	1	\$65.00	\$65.00
	_	Brooks, Terry	\$65.00	1	\$65.00	\$65.00
2nd Nite		Heidelberg, Hoppy	\$65.00	1	\$65.00	\$65.00
A		Istre, Joey	\$65.00	1	\$65.00	\$65.00
Fee Benort		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	
					\$1,105.00	\$1,105.00
	A Fee Report		Fee ReportKapp, SaraKrouse, CherylLawless, BillLawless, SuzieLesh, JoelLesh, JordanMiller, JohnRice, CartherRichard, BillyRichard, JoyceVictorian, Paul	Fee ReportKapp, Sara\$65.00Krouse, Cheryl\$65.00Lawless, Bill\$65.00Lawless, Suzie\$65.00Lesh, Joel\$65.00Lesh, Jordan\$65.00Miller, John\$65.00Rice, Carther\$65.00Richard, Billy\$65.00Richard, Joyce\$65.00Victorian, Paul\$65.00	Fee Report         Kapp, Sara         \$65.00         1           Krouse, Cheryl         \$65.00         1           Lawless, Bill         \$65.00         1           Lawless, Bill         \$65.00         1           Lawless, Suzie         \$65.00         1           Lesh, Joel         \$65.00         1           Lesh, Joel         \$65.00         1           Miller, John         \$65.00         1           Rice, Carther         \$65.00         1           Richard, Billy         \$65.00         1           Richard, Joyce         \$65.00         1           Victorian, Paul         \$65.00         1	Fee Report         Kapp, Sara         \$65.00         1         \$65.00           Krouse, Cheryl         \$65.00         1         \$65.00           Lawless, Bill         \$65.00         1         \$65.00           Lawless, Suzie         \$65.00         1         \$65.00           Lawless, Suzie         \$65.00         1         \$65.00           Lesh, Joel         \$65.00         1         \$65.00           Lesh, Jordan         \$65.00         1         \$65.00           Miller, John         \$65.00         1         \$65.00           Rice, Carther         \$65.00         1         \$65.00           Richard, Billy         \$65.00         1         \$65.00           Victorian, Paul         \$65.00         1         \$65.00           Walsh, Megan         \$65.00         1         \$65.00

### 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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Menu	Alt -	M.	View/C	hanaa	lamh	onc				Kendrick & Craft
10. A.W. (1977)	3.7%			nunge i	nemu	61.2				Ver: 4.1.98
etup		Member	Detail			1		Member Mer	ge	
our Show(s)		Filter			Lesh, J	Select M	embers			
try	T All	🔽 Region 📃 🔄		6.	Lesn, a	Total # of N	Members 3901	Create N	lew	
tants here	F Renew	🗖 State 📃 👻		Go		<	>			
WS										
Draws		Last Name	Lesh		Name Joe	Period				
ent	Other Name				Notes	4-3-10-LY-passed j judge test 11/30/0	udges test.  Gary L 12. SW 12/10/03 ra	esh 405-269-8425 cell ised from #6 to #7 per	#1 🔺	
enn	Date of Birth SSN					NRC			-	
ts	Address				1embership	881	Association US	TPA Pen		
ults	Mail Address				Status	11-14-11		7/25/1994		
		Stillwater			natus	• Yes C No	and the second	12/31/2009		
ts		OK Zip			Bio	Stillwater, OK				
Reports	Email									
ers	Phone1		Grade							
Members	Phone2		Back							
ity	Fax		No							
/Stalls	Region	10			eam	None		-		
2	Member H	istory Ratings &	Divisions ]	Points & Earni	ngs	Fee	s )	Horses		
ttings			ent Name	Date Drav			Stock	Earnings Point	s •	
		ovember 2011 Open HC Pe ovember 2011 Open HC Pe		1/19/2011 6 1/19/2011 13		.670 3 .060 3		\$0.00 0 \$0.00 0		
		ovember 2011 Open HC Pe		1/19/2011 2		.240 0		\$0.00 0		
tion		ovember 2011 Open HC Pe		1/19/2011 4		.840 0		\$0.00 0		
Assoc.		ovember 2011 #13 Pen ovember 2011 #13 Pen		1/19/2011 17 1/19/2011 8		.900 3 .030 0		\$0.00 0 \$0.00 0	- 11	
		ovember 2011 #13 Pen		1/19/2011 2		.670 3		\$0.00 0		
		ovember 2011 #13 Pen		1/19/2011 12		.930 0		\$0.00 0		
	9 Joel Lesh N	ovember 2011 #11 Pen	11	1/19/2011 20	4	.920 3		\$0.00 0		
)	Total # of Events	23	Total Earnir	ngs \$1,872.00			Total Eve	nt Fee \$1,280.50		
+	Print Member Lis	st Member Labels	Fees/Earnings Export	Print Mem	oer Detail	Export Members	to Excel	Remove Memb	er	
				120						
				III						
		PA November 2011 ORIGINAL.md								

#### 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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Arena Manager for Unite	d States Team Pen	ning Associatio	n										
Menu	- Alter -			View/	Chang	e Me	mber	s					Kendrick & Craft In Ver: 4.1.98
Setup			Member De	etail			1			Men	nber Merge		
Setup your Show(s)	- Carlos Martin		Filter			r	Lesh, Joel	Select M	lembers				
Entry		F Region	<u> </u>		C	io	Lesh, Juer	Total # of I	Members 3901	_	Create Nev	N	
Draws	Renew	State	<b>_</b>					<	>				
Create your Draws			Last Name	_esh		First Name	Joel						
	Other Name					Notes	4-3	-10-LY-passed	judges test.  Gary	Lesh 405-269-8	425 cell #		
Run Event	Date of Birth						NR	ge test 11/30/L C	12. SW 12/10/03	raised from #6 to	o #/ per	-	
Results	SSN Address					Memb	ership 88	[	Association U	ISTPA Pen		_	
See your Results	Mail Address					Status		14-11	Start Date	7/25/1994			
	City	Stillwater					-	Yes C No	Renewal Date	12/31/2009			
Reports	State	ОК	Zip			Bio	Stil	lwater, OK					
View and Print Reports	Email Phone1												
Members Manage your Members	Phone2			Grade									
Facility	Fax			Back No			1						
Edit your Barns/Stalls	Region	10				Team	No	ne		•		2	
Config	Member I	History	Ratings & Div	risions	Points &	Earnings	Ì	Fee	s )	Ho	orses		
Change your settings		Show Name November 2011	Even Open HC Pen	t Name	Date 11/19/2011	Draw #	Time 51.670	# Penned	Stock	Earnings \$0.00	Points	-	
	2 Joel Lesh I	November 2011	Open HC Pen		11/19/2011	13	46.060	3		\$0.00	0		
		November 2011 November 2011	Open HC Pen Open HC Pen		11/19/2011		24.24			\$0.00 \$0.00		- 11	
Association Manage your Assoc.		November 2011	#13 Pen		11/19/2011		47.900	3		\$0.00			
Munuge your Assoc.		November 2011 November 2011	#13 Pen #13 Pen		11/19/2011		29.030 38.670			\$0.00		- 11	
		November 2011	#13 Pen		11/19/2011		39.93			\$0.00			
	9 Joel Lesh I	November 2011	#11 Pen		11/19/2011	20	41.92	3		\$0.00		, <b>-</b>	
Help	Total # of Even	ts 23		Total Ea	arnings \$1,87	2.00			Total Ev	vent Fee \$1.3	280.50		
Exit	Print Member I	_ist N	1ember Labels	Fees/Earnir Export	ngs Print	Member D	etail E	xport Members	to Excel	Remov	e Member		
				-						-			
					m								
atabase: C:\Users\Public\Do	cuments\Lazy J US1	PA November 20	111 ORIGINAL.mdb	Output Path: C:V	Program Files\	Arena Mana	ager						
										_			

### Members/Members Detail/Member History tab

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

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💝 Arena Manager for Unite	ed States Team Pen	ning Associat	ion				
Menu	-Afrer	Æ	View/C	hange Memb	bers		Kendrick & Craft In Ver: 4.1.98
Setup			Member Detail		1	Member Merge	
Setup your Show(s) Entry Enter Contestants here	☐ All ☐ Renew	□ Region □ □ State □	Filter	Go Lesh,	Select Members Joel Total # of Members 3301	Create New	
Draws Create your Draws	2		Last Name Lesh	First Name Jo	el		
Run Event Results See your Results Reports	Other Name Date of Birth SSN Address Mail Address City State	Stillwater	Zīp	Notes Membership Status Bio	4-3-10-LY-passed judges test. [Gary Le judge test 11/30/02. SW 12/10/03 rais NRC 9 881 Association UST	PA Pen 7/25/1994	
View and Print Reports Members Manage your Members Facility	Email Phone1 Phone2 Fax		Grade Grade Back No	Team	None		E
Edit your Barns/Stalls	Region Member H	10 History	Ratings & Divisions	Points & Earnings	Fees	Horses	
Config Change your settings Association Manage your Assoc. Help		130019	Association Mer 1 USTPA Pen V 881 2 USTPA Sort V 881	nber # Position Unassigned Unassigned	Rating Division	Add Row Delete Row	
Exit	Print Member L	.ist	Member Labels Fees/Earning: Export	s Print Member Detail	Export Members to Excel	Remove Member	
All Programs				m			
Database: C:\Users\Public\Do	ocuments\Lazy J UST	PA November	2011 ORIGINAL.mdb Output Path: C:\Pr	ogram Files\Arena Manager			ļ,

### 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.
- Select the association from the drop-down list.
   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 Unite	ed States Team Penning	g Association				
Menu	Alter A	🐐 View/(	Change Memb	ers		Kendrick & Craft In Ver: 4.1.98
Setup	0	Member Detail			Member Merge	
Setup your Show(s) Entry Enter Contestants here Draws		Filter Region 🔍 State 💽	Go	Select Members oel Total # of Members 394	Create New	
Create your Draws		Last Name Lesh	First Name Joe	1		
Run Event	Other Name Date of Birth SSN			4-3-10-LY-passed judges test.  Gary Lesh- judge test 11/30/02. SW 12/10/03 raised NRC	405-269-8425 cell #   from #6 to #7 per	
Results See your Results		19 W 80th St	Membership			
See your Results		19 W 80th St	Status	9-21-11 Start Date 7/2 • Yes C No Renewal Date 12/2	5/1994	
Reports	City Sti State OK	illwater	Bio	Stillwater, OK	5172005	
View and Print Reports	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	rsh_83@hotmail.com				=
Members		B0)336-9952 Grade Grade				
Manage your Members	Phone2 40 Fax	15-269-8425 cell Back No				
Facility Edit your Barns/Stalls	Region 10		Team	None	•	
Config	Member Histo	ory Ratings & Divisions	Points & Earnings	Fees	Horses	
Change your settings		Association 1 USTPA Pen 2 USTPA Sort	Year Poir 2011 58 2011 22	nts Earnings   \$4968.00 \$124.00		
Association Manage your Assoc.						
Help		•		►   ►		
Exit	Print Member List	Member Labels Fees/Earning Export	Print Member Detail	Export Members to Excel	Remove Member	
						•
Database: C:\Users\Public\Do	ocuments\2011 USTPA V	Vorld Championship.mdb Output Path: C:\Program I	Hiles VArena Manager			1.

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.

James Goyer – December 2011-version 2 http://www.arenamanagementsoftware.com

💝 Arena Manager for Unite	ed States Team Per	enning Association		
Menu	Alter	🔏 Vie	ew/Change Members	Kendrick & Craft In Ver: 4.1.98
Setup		Member Detail	Member Merge	
Setup your Show(s)		Filter	Select Members Lesh, Sarah ▼	
Entry	I All	☐ Region	Go Total # of Members 3901 Create New	
Enter Contestants here Draws	Renew	☐ State		
Create your Draws		Last Name Lesh	First Name Sarah	
Run Event	Other Name		Notes 1/22/10-LY-per NRC 7/7.	
	Date of Birth SSN	2/19/1985	· · · · · · · · · · · · · · · · · · ·	
Results See your Results	Address		Membership 9776 Association USTPA Pen	
See your Results	Mail Address		Status 11-14-11 Start Date 1/25/2001	
Reports	City	Whitesboro	C Yes No Renewal Date 12/31/2009      Bio Whitesboro, TX	
View and Print Reports	State Email	TX Zip		
Members	Phone1	Grade		=
Manage your Members	Phone2	Back		
Facility	Fax Region	2 No	Team None	
Edit your Barns/Stalls	Member		Points & Earnings Fees Horses	
Change your settings		Name Registration	n # Active 🔺	
		nother Dualin Pep 4970258		
		lighbrow Darlin 4833364 ed Hot Alena 3768252		
Association Manage your Assoc.	4 235 Flo	lossie Floyd 3951152		
			Remove Horse	
Help	( )			
<u> </u>				
Exit	Print Member		ss/Earnings Print Member Detail Export Members to Excel Remove Member	
				+
		Ť	m	۱.
Database: C:\Users\Public\Do	ocuments\Lazy J US	STPA November 2011 ORIGINAL.mdb Output P	Yath: C:\Program Files\Arena Manager	li.

### 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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ờ Arena Manager for Unite	d States Team Per	ining Association								
Menu	- Mar	<b>Å</b> B	View/C	hange	Member	s				Kendrick & Craft In Ver: 4.1.98
Setup			Member Detail		Ì			Member Merge		
Setup your Show(s) Entry						1	1			
Enter Contestants here	Load Members	Abney, Billy	•		Add Member 1		1ember 2			
Draws Create your Draws		Me	mber #1			Membe	r #2			
Run Event	Abney, E	Sill			Abney, B				Ĩ	
Results	Use selected				Use selected					
See your Results	<u>ک</u>	Helena			3 3					
	۲	мт								
Reports View and Print Reports	) ()				23 73					
Members		Ent	ries			Enti	ies			E
Manage your Members Facility	Show	Event Da	Final	#F	Show	Event Date	Draw #	Final # Time/Score	F.	
Edit your Barns/Stalls			Time/3core			L. L.				
Config Change your settings										
Association				-					•	
Manage your Assoc.	•			•	•			•		
	Fees Pymts	0 \$0.00			Fees 0 Pymts 0	\$0.00				
Help		1- 140.00		][						
Exit		Select	Member #1 Abney, E	Bill			mber #2 data into ember #1			
						M6	smuer #1			
All Programs	2			.111						
Database: C:\Users\Public\Do	cuments\LazyJUS	FPA November 2011 OR	IGINAL.mdb Output Path: C:\Pro	ogram Files\Ar	ena Manager					

#### 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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Menu	Alter				(	Operat	ions							Kendrick & Craft In Ver: 4.1.98
Setup	7.45	_1611				- po. a.								101.4.1.00
Setup your Show(s)			Buildings			Name		of Pric	e Per 🔺					
Entry				1			S	alls S	itall					
nter Contestants here				2 3				j.		Remo				
Draws Create your Draws				4				j.		nem	ive			
1				5				12						
Run Event				4										
Results	👀 Create Sta	ill Layout	🚫 Assign Stall ‡	#'s		Stall Map for Build	selected							
See your Results	A	В	С	D	E	F	G	Н	L	J	К	L	-	
Detremter	1													
Reports View and Print Reports	3 4								_				+	
Members	5												<b>-</b>	
Manage your Members	6 7												±	
Facility	8						0						+	
dit your Barns/Stalls	10												-	
Config Change your settings	11 12						- [						±	
enange /ear eeringe j	13													
	15 16												<b>1</b>	
Association	17												± I	
Manage your Assoc.	18 19												+	
	20 21				1		<u></u>						<b>—</b>	
	22												±	
Help	23 24												++	
Exit	•	1							1		1		<b>١</b>	
														•
atabase: C:\Users\Public\Dc	ocuments\Lazy J L	JSTPA Novemb	er 2011 ORIGINA	L.mdb Out	put Path: C:\F	rogram Files\Ar	ena Manager							

#### Facility

This page is not used

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Menu	A A	* 3	System	n Configu	ration				Kendrick 8 Ver: 4
Setup		Arena Name							
Entry	System		Events	Ì	General	Ì	Registration	١	Import
Draws	e Year Start Date (MM/YY) Select Database	C:\Users\Public\Docume	nts\Lazy J USTPA 1	November 2011 ORIGI	NAL.mdb			Change Database	1
ate your Draws n Event	Backup Database	Create Database Backup							
esults	Timer Settings	Port	 Baud @ 1200	Parity C Even	Word	Stop Bits	Error		
your Results	_	C COM 2	C 2400	C Odd	G 7	۹ 1	Enor		
eports		C COM 3 C COM 4	C Other	None	C 8	C 2			
embers	1			]					
acility	1								
our Barns/Stalls	s								
ge your settings									
sociation									
age your Assoc.	<u>'</u>								
Help									
Exit									

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

# Arena Management Software (AMS) User Manual – ver 4.1.98

Team Penning/Ranch Sorting James Goyer – December 2011-version 2

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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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Menu	An A	Sy	stem Confi	guration				Kendrick & Craft Ver: 4.1.98
Setup etup your Show(s)		Arena Name United	l States Team Per	ning Association				
Entry	System	Events	)	General	Ì	Registration	)	Import
r Contestants here	Classess:	Open Pen	▼ Add	Remove				
Draws	Events:	Open/#12 Inc Pen	▼ Add	Remove				
reate your Draws	Fees:	USTPA Single Membership	▼ Add	Remove				
un Event	Home Association:	USTPA Pen						
Results	Sanctioning Association:	USTPA Sort	✓ Add	Remove				
iee your Results	Ratings Positions:		▼ Add	Remove				
Reports								
and Print Reports								
lembers								
age your Members								
Facility								
your Barns/Stalls								
Config nge your settings								
	1							
ssociation								
inage your Assoc.	ļ							
Help								
1								
Exit								

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 <u>"Setup/General"</u> 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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Menu	- Mar	1 de la companya de l	System	Configu	ration	N.			Kendrick & Craft In Ver: 4.1.98
Setup		Arena N	ame United States	- Team Pennin	g Associa	ion			
Setup your Show(s)	Sys	stem	Events	1	General	1	Registration	1	Import
Entry Enter Contestants here Draws Create your Draws Run Event Results See your Results	Check Format	Check Date Name Check Amount Amount in words Memo Detail Address Block (Mail	Horiz Pos in Inches 6.9 1.25 6.9 1.25 1.25 1.25 0.0 0.0	Vert Pos in   0.8 1.1 1.05 1.61 2.4 0.0	nches	Print Triplicate Check #2 Offset Check #3 Offset	2 3.0 7.0	Test Print	
Reports View and Print Reports Members Manage your Members Facility Edit your Barns/Stalls Config Change your settings	Association Upload Address Teams			ontact Name	Contact Phone		Add Row	Output file direct C. [OS] C. Arena Manager Binaries Manual Splash_files	ory
Association Manage your Assoc. Help Exit	Run Event Audit O Mailing Address on			_	_	• •	Delete Row	Splash_files - Copy	
· · · · · · · · · · · · · · · · · · ·	ocuments\Lazy J UST	PA November 2011 ORIGINAL.	mdb Output Path: C:\Prog	™ Iram Files\Arena Mar	ager				•

Config/General tab

This page is for setting up to print checks.

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Arena Manager for Unit	ed States Team Penning Associat	tion							
Menu	An A		Syster	n Config	uration				Kendrick & Craft In Ver: 4.1.98
Setup Setup your Show(s)		Arena Name	United State	s Team Penni	ing Association				
Entry Enter Contestants here	System	1	Events	)	General	Ì	Registration	1	Import
Draws Create your Draws									
Run Event Results See your Results									
			Thar	nk You	for choo	sing A	Arena		
Reports View and Print Reports Members			Mana	ager!		-			
Manage your Members			Registe	r this produ	ict 🗌	Registration	7		E
Facility Edit your Barns/Stalls		Registration				negistration			
Config Change your settings		70 70		Product Regi					
		Arena Manag	<b>ger</b> 7426	- 634J	- 4539				
Association Manage your Assoc.		Arena Manag Association A	ger Add-On 5313	- 9324	- 3146				
	e e e e e e e e e e e e e e e e e e e		ок	Cancel					
Help				Key Code. p	073010304				
Exit									
			0.4-10-4-010						×
Database: L:\Users\Public\D(	ocuments\Lazy J USTPA November	2011 URIGINAL.mdb	output Path: C:\Pro	ogram Hiles VArena M	anager			_	li.

Config/Registration tab

This page is for product registration.

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Menu	- Alter		System Configuration						Kendrick & Craft Ir Ver: 4.1.98	
Setup Setup your Show(s)	Arena Name United States Team Penning Association									
Entry		System	)	Events	Ì	General	Ì	Registration	Ì	Import
nter Contestants here Draws	č.									
Create your Draws								Select Database	1	
Run Event										
Results See your Results									<u> </u>	
Reports iew and Print Reports Members						⊟	n #13 2nd Go #13 Finals	I	E.	
lanage your Members Facility dit your Barns/Stalls							#11 2n Go #11 Finals #11 Average	L		
Config Change your settings	r.						#9 2nd Go #9 Finals #9 Average			
Association Manage your Assoc.							#7 2nd Go #7 Final #7 Average		-	
Help						<b></b>				
Exit					Import					
					m					,

Config/Import tab

This page is not used.

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ờ Arena Manager for Unit	ed States Team Penning Association		
Menu	- Manage /	Association	Kendrick & Craft In Ver: 4.1.98
Setup Setup your Show(s) Entry Enter Contestants here Draws Create your Draws Run Event Results See your Results Nembers Manage your Members Facility Edit your Barns/Stalls Config Change your settings Association Manage your Assoc. Help Exit	Producer Registration         Upload Show to Association         Producer Registration         Producer ID         Producer ID         Producer ID         Name         OI       Registered         Producer ID       OI         Name       None         Contact 1       Contact 1         Address       OI         Dity       USTPA         Name       None       OC         Contact 1       OI         Address       OI         Dity       USTPA         State       OI         Zip       Email         Phone 1       Phone 2         Association Site:       http://       wwww.kcranchweb.com         Association Id       USTPA         Producer Id       OI         Register with Association       Date         Registration       Date	Download Members & Ratings       Download Online Entries         Adssociation       USTPA         Contact	E
Database: C:\Users\Public\Do	ocuments\Lazy J USTPA November 2011 ORIGINAL.mdb Output Path: C:\Program Fil	es\Arena Manager	1.

#### 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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Notes