

# *AMHA Show Program*



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## 2. Introduction

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This document contains all of the information needed to install, set up, and run the American Miniature Horse Association Show Program. The major categories are as follows:

[How Do I Get Started?](#)

[How Do I Get To Know The System?](#)

[How Do I Set Up A Show For The First Time?](#)

[How Do I Manage My Entries During A Show?](#)

[How Do I Enter Results?](#)

[How Do I Manage Things After A Show?](#)

[How Do I Get Ready For The Next Show?](#)

[How Do I Print Listings?](#)

[How Do I Manage Database Repair/Maintenance?](#)

[Is There Anything Else I Need To Know?](#)

[I Need Help](#)

## 3. How Do I Get Started?

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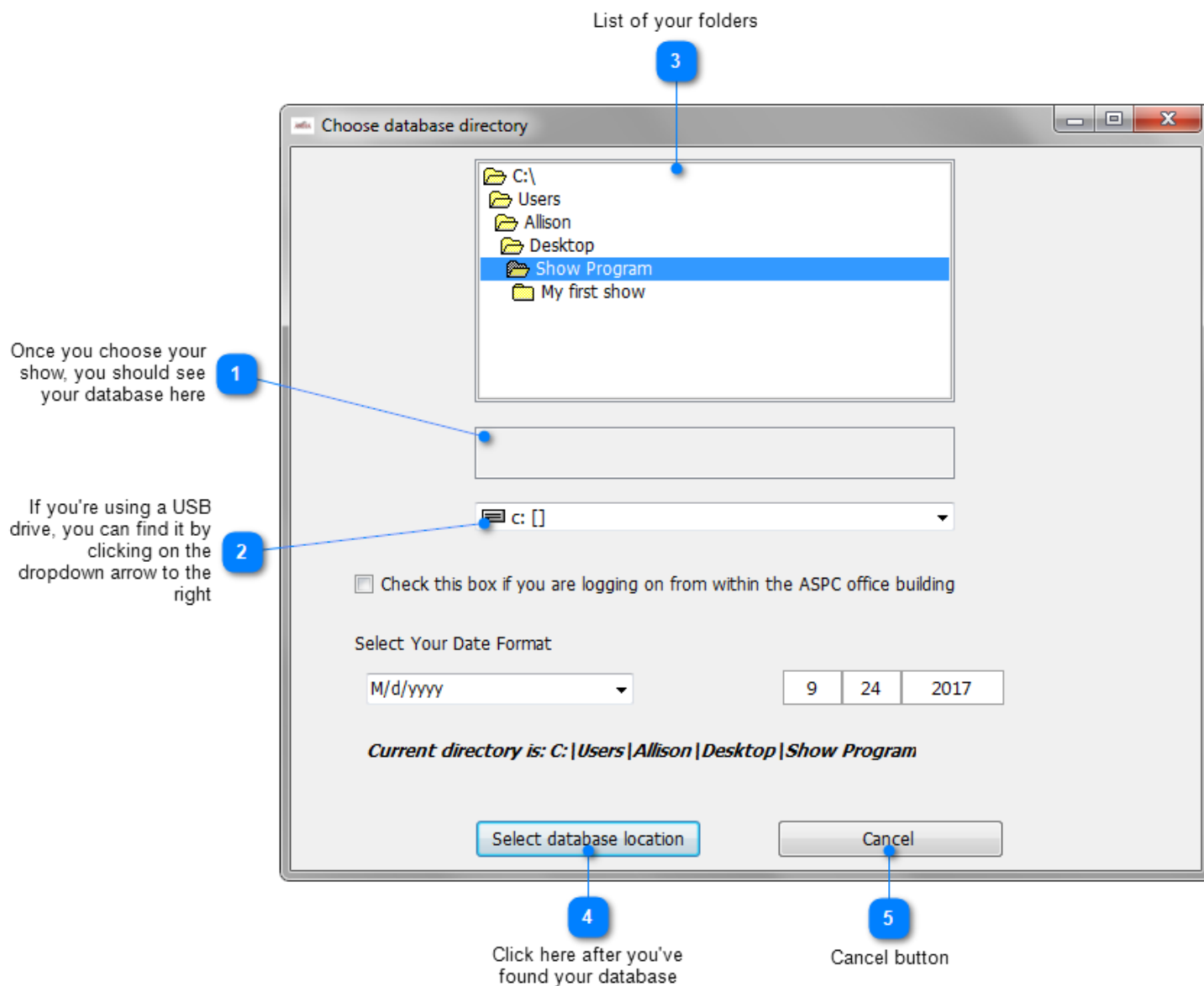
In order to use the Show Program, you first have to obtain the Show Program. This is easily done with a phone call to the American Miniature Horse Association office. Soon after doing this, you will receive an email with a link and password where you can download the setup program. Complete details on downloading and installing the program are in the document ["Installing the AMHA Show Program.pdf"](#).

Note: This document is an abridged version of the entire documentation file called "AMHA Show Program". The program is capable of much more than this start-up guide illustrates. Once you're comfortable with the basic working of the program, please browse the entire documentation file for more information.

### 3.1. Running The Program

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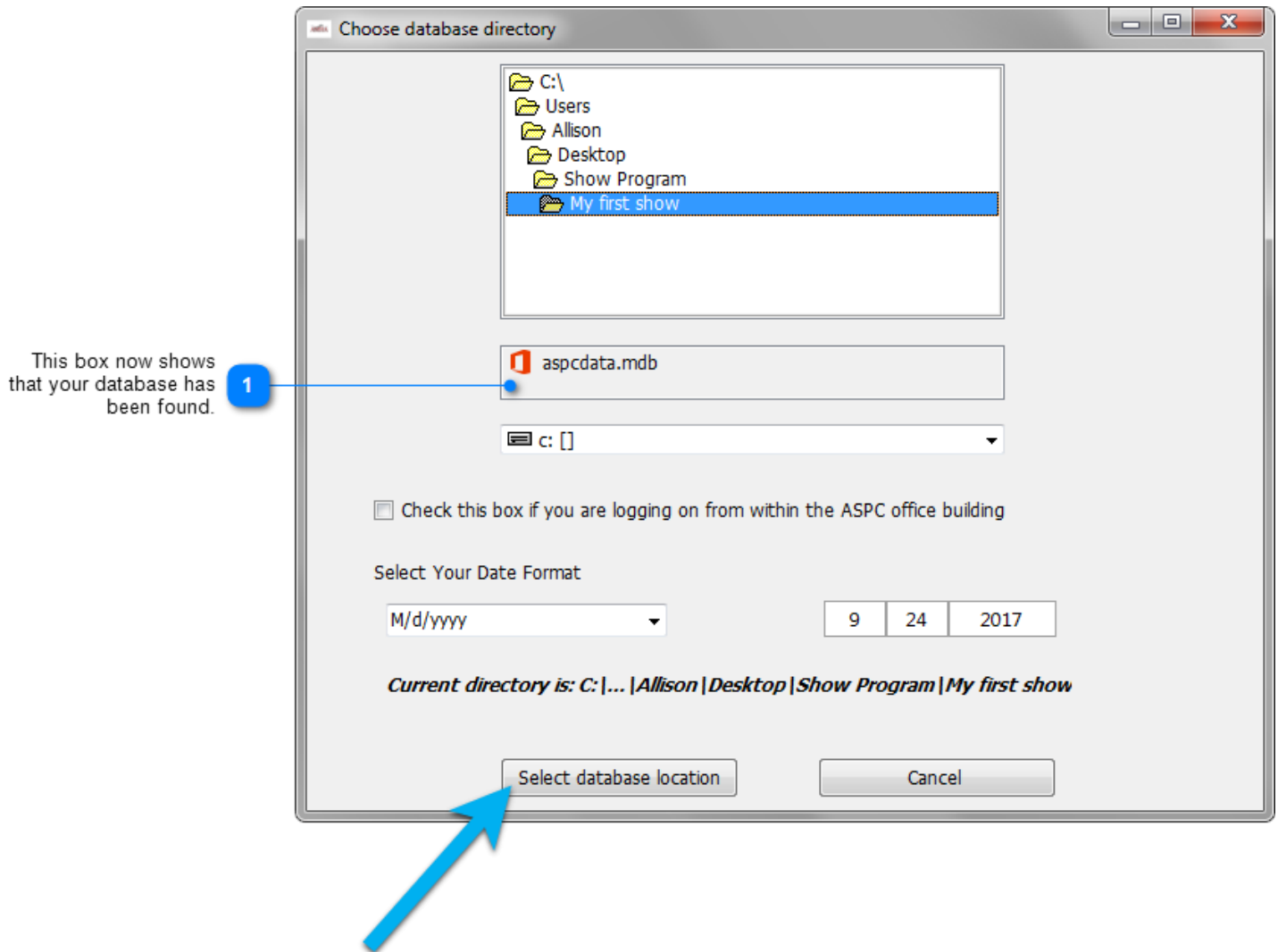
The installation program will have created shortcuts on the desktop and the start menu. Double click on the shortcut to start the program. You should see something like this:



At this point, you will want to select the folder for the show you're working on. Even though we only show

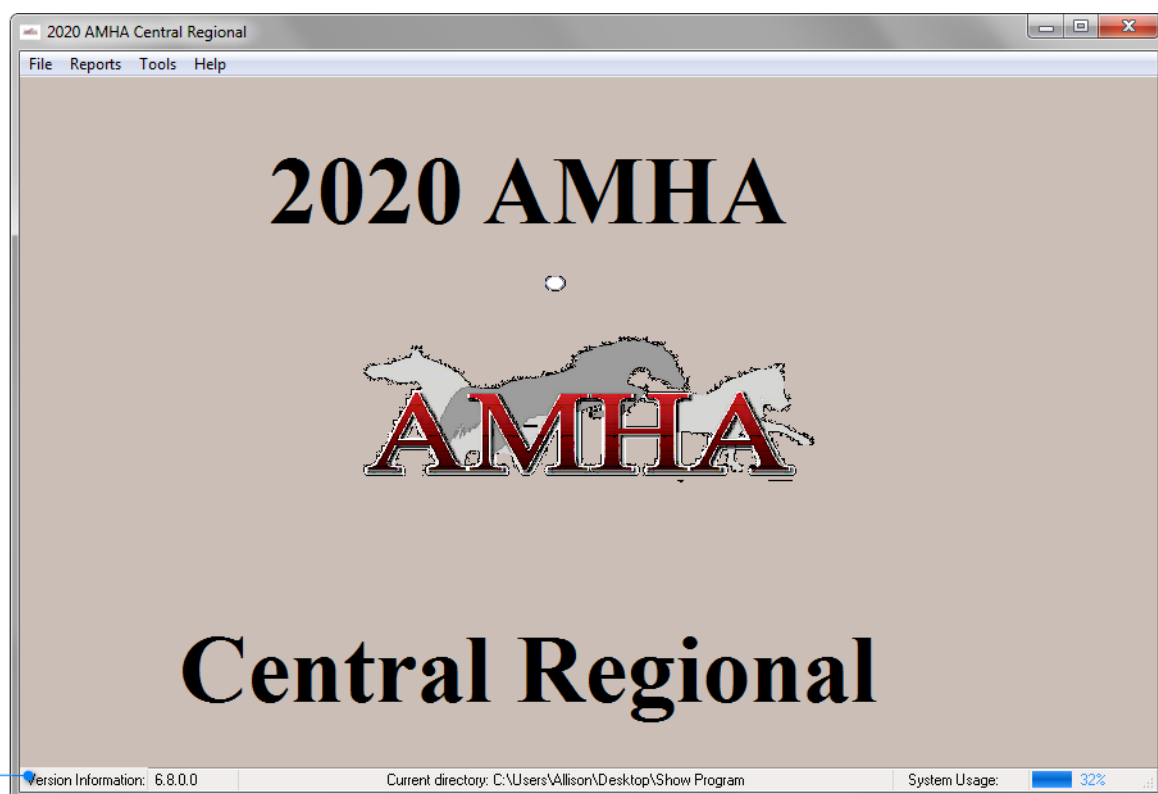
one show here ("My first show"), you can and probably will have multiple folders, one for each show.

Double click on the "My first show" folder. Your screen should now look like this:



Now, click the "Select database location" button and it will take you to the main splash screen:

The version of the Show Program that you are running



Pretty plain, isn't it? It's time to make it look like yours!

[How do I set up a show for the first time?](#)

## 4. How Do I Get To Know The System?

### 4.1. Locating Records

There are two methods of looking up data in the various entry screens. The first is a search, and is indicated by a small button with a blue "S" next to the field it's available for, as follows:



#### 1 Search button

Click this button to activate the search.

Clicking on this button will display another screen, asking for the ID, class number, etc. you wish to search for.



The purpose of a search is to position yourself on a particular record. If, for example, you wanted to go directly to class number 12345, you would click on this button, enter the value in the screen that appeared, and click "OK".

The other method of looking up data is a "find", and is designated by a button with a pointing hand on it, as follows:



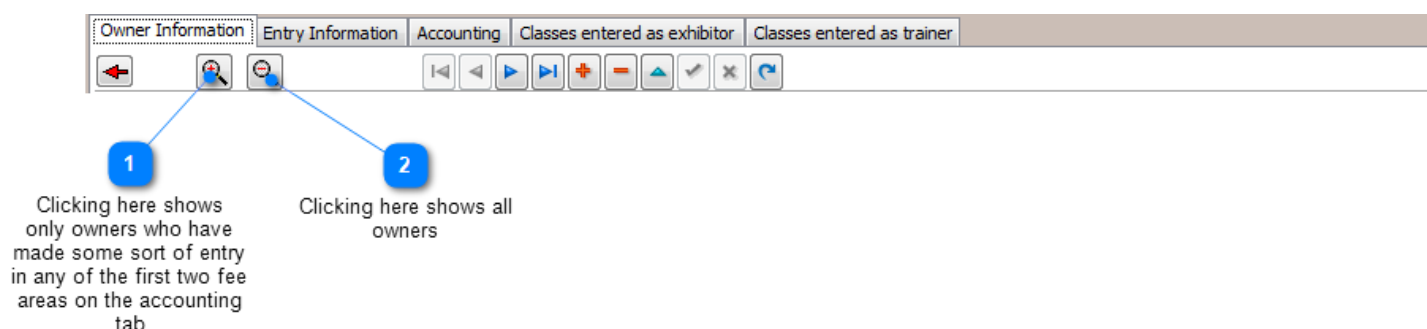
## 1 Find button

Click this button to activate the search.



The purpose of this type of button is to give you choices when filling a field. For example, you have just entered a new horse, and need to input the owner Id. If you don't know the Id, you can click on the "find" button, which will present you with a screen of owners that you can choose from. Choosing an owner from this screen fills in the appropriate Id number in the field you were working on.

There is an additional filter available on the owner screen. The top of the first tab of the owner screen looks like this:





## 5. How Do I Set Up A Show For The First Time?

---

The best way to begin a new show is to proceed in this order:

1. Enter your [Administrative information](#) for the show
2. [Enter your classes](#)
3. [Enter your owners/members using the Owner entry screen](#) (File-Owners). Fill in all information pertinent, including the checkboxes for handler, trainer, owner, etc. You will only use the first page of the owner screen in this step.
4. [Enter your horses using the Horse entry screen](#) (File-Horses/Ponies). Fill in all pertinent information , including the height, sex, birthdate, and foundation number if applicable. There are some built in edits in the system that can cause you problems down the road if you don't fill these fields in.
5. Enter your entries, see [How do I make entries?](#)
6. Enter and assign your judges, see [How do I manage judges tasks?](#)
7. [Print](#) whatever listings are needed for the show

### 5.1. Administrative Work First

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#### [Customizing the System](#)

[How to log in to the Show Management Administration Screen](#)

[How to add the show name and the type of show to the splash screen](#)

[How to customize owner accounting data](#)

[How to use the system's accounting feature](#)

[How to use the system's security feature](#)

[How to set the system's auto-edit function](#)

#### [Backing Up, Restoring, and Initializing Data](#)

[Making a backup](#)

[Automatic backup](#)

[Restoring data](#)

[Initializing data](#)

#### 5.1.1. How Do I Customize The System?

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There are multiple ways in which you can customize this system. They are:

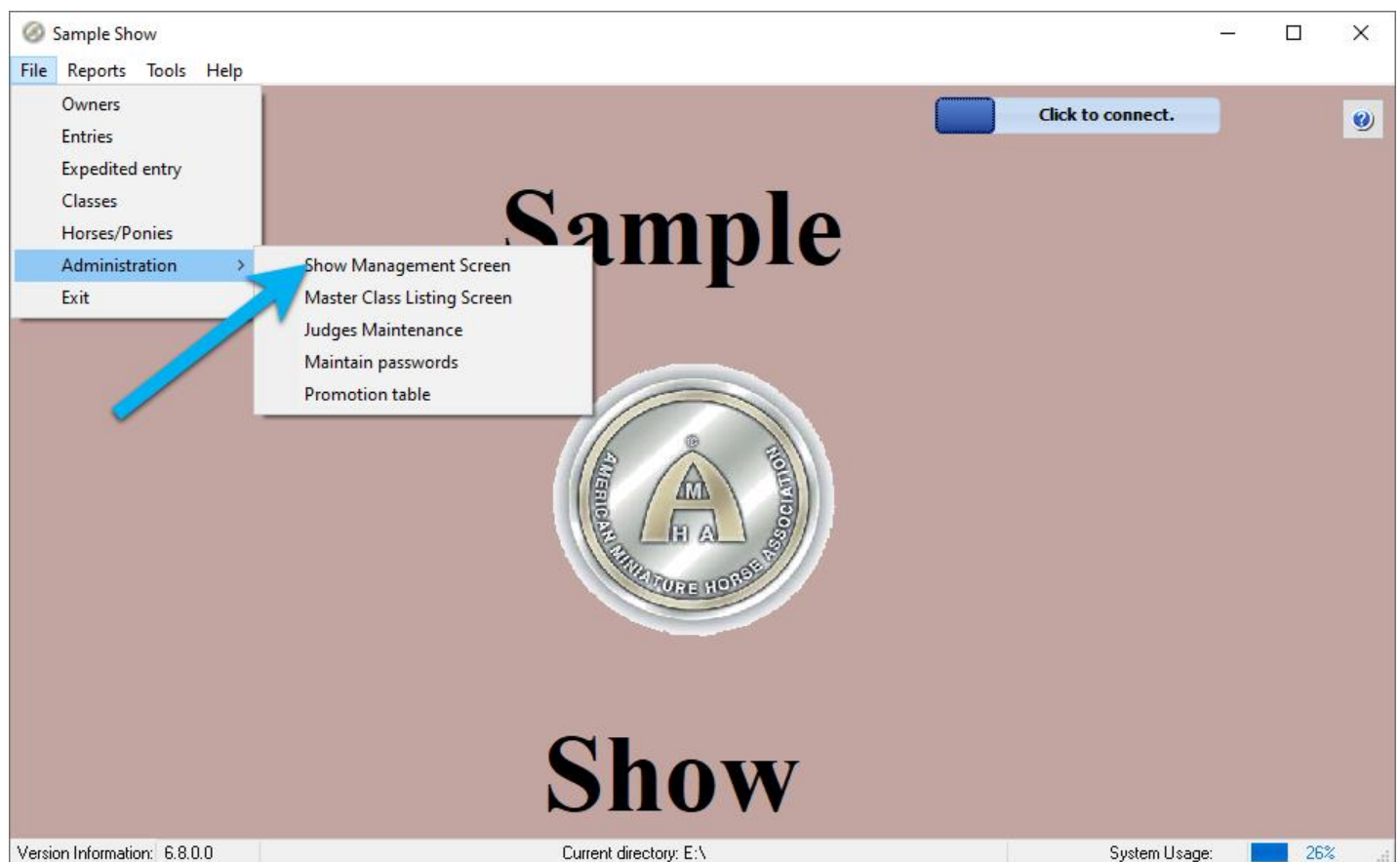
- Customize the splash screen and the titles on the various entry screens, see [Adding The Show Name And Type Of Show](#)
- Customize the accounting data on the Owner Screen, see [Customizing Owner Accounting Data](#)
- Use the system's internal [Accounting Feature](#)
- Customize the system's internal password protection, see [Using the Security Feature](#)
- Set the system's [Auto-Edit Function](#)
- [Import owners and horses from the office \(optional\)](#)
- Import previously used classes or show information into your current show. (see the NOTE at the bottom of [Making A Backup](#))

All of these features can be ultimately controlled by [logging in to the Show Management Administration Screen](#).

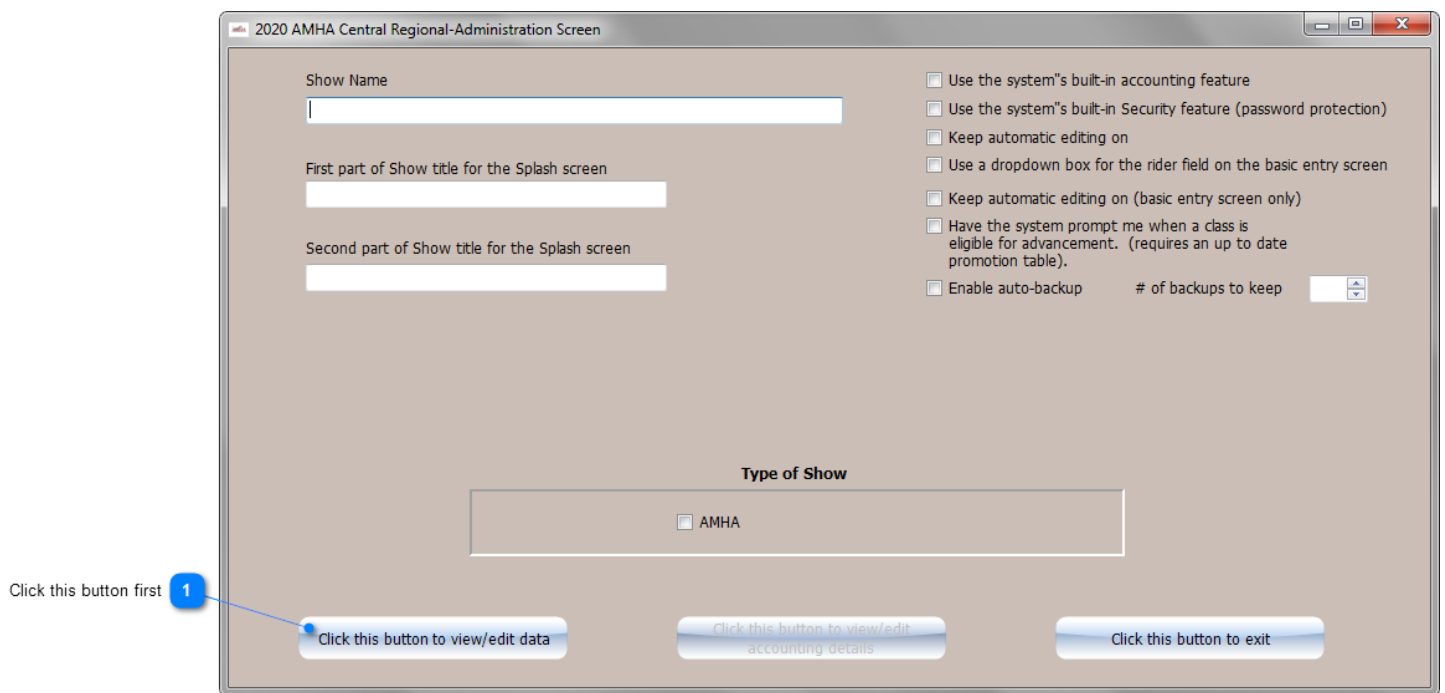
#### 5.1.1.1. Logging In To The Show Management Administration Screen

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Click on the "File" option on the top left. Choose the "Administration" option, then choose "Show Management Screen".

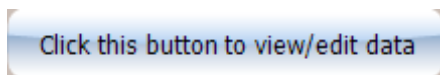


The following screen will appear:



### 1 Click this button first

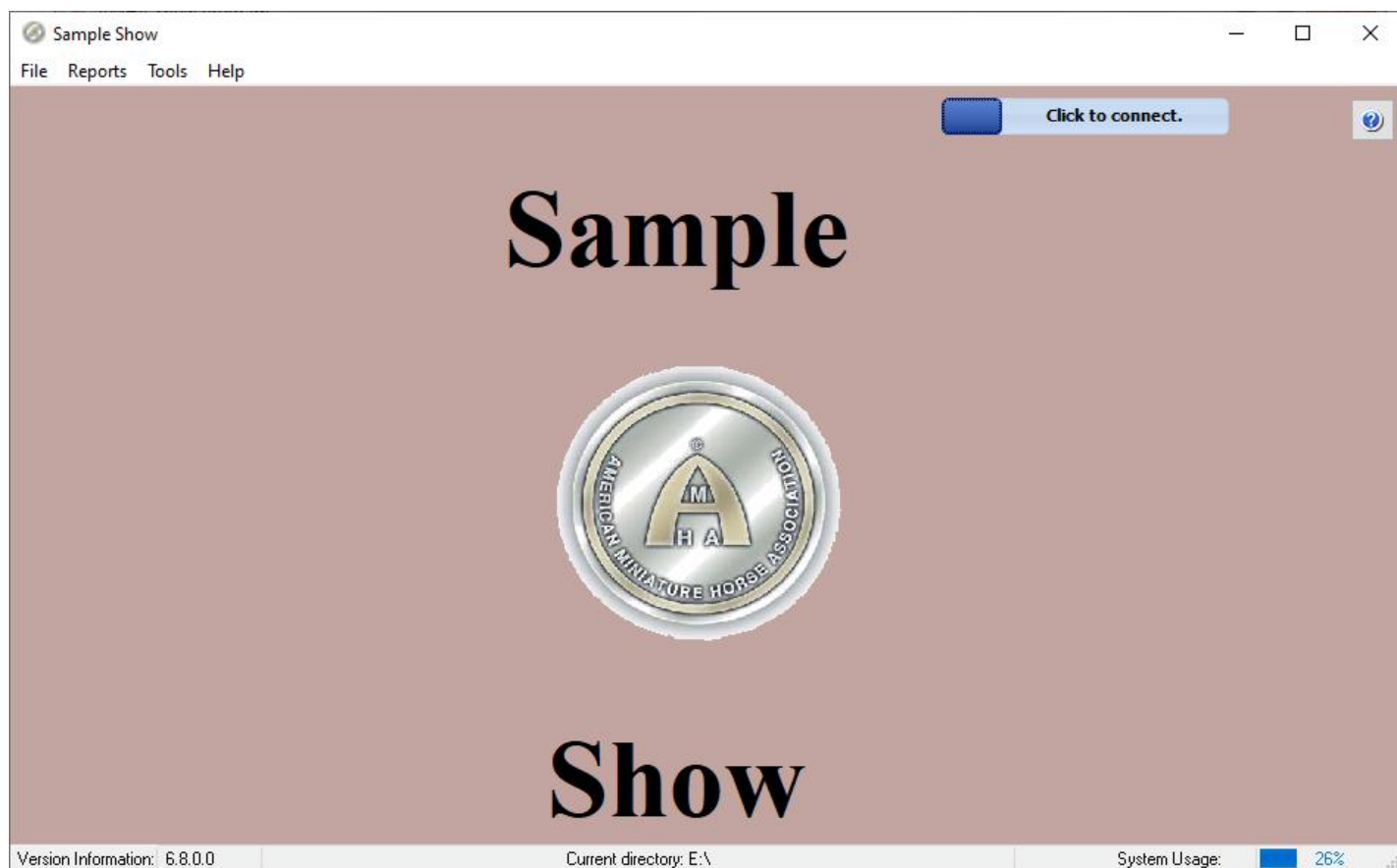
You will then be prompted for a password. Enter the password you have been given, and click "OK".



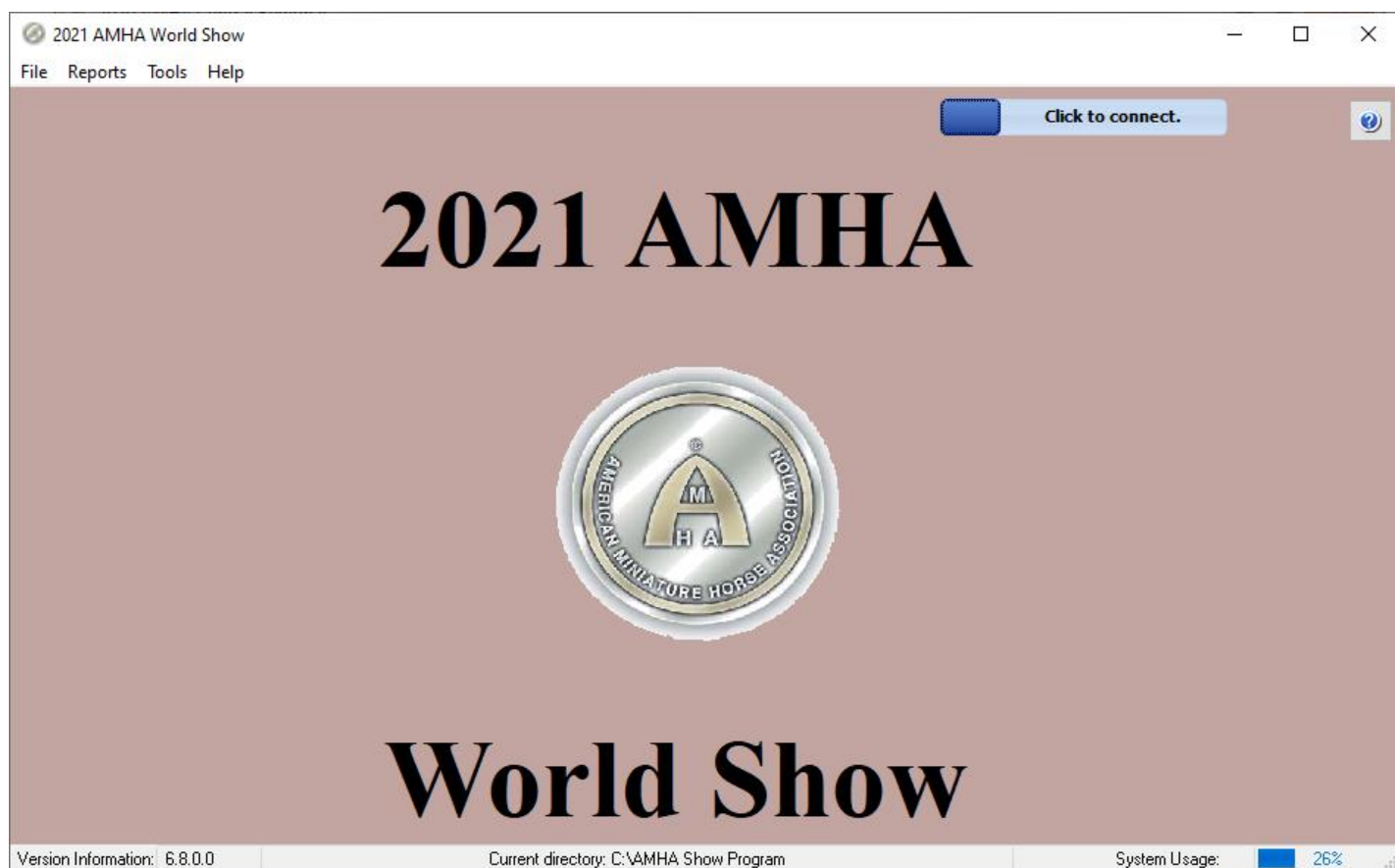
You will now see the previous screen, only with data in it. You are now logged in.

## 5.1.1.2. Adding The Show Name And The Type Of Show

By default, the splash screen (the first screen you see when you activate the system) looks like this:



You can customize the show name (first line at the top left, above "File-Reports-Tools-Help"), and the two large lines that appear on the main portion of the screen. For example, we can customize this screen to appear as follows:



To customize the splash screen, perform the following steps:

1. Activate the system by double-clicking the system icon on your desktop, or by searching for the program "EQUIENTRAMHA.EXE" and double-clicking it.
2. [Log in to the Show Management Administration Screen.](#)
3. To modify the splash screen, you will change the top three edit boxes:

The screenshot shows the '2020 AMHA Central Regional-Administration Screen'. It contains several input fields and checkboxes. Four numbered callouts point to specific elements:

- 1** points to the 'Show Name' field, which contains '2020 AMHA Central Regional'.
- 2** points to the 'First part of Show title for the Splash screen' field, which contains '2020 AMHA'.
- 3** points to the 'Second part of Show title for the Splash screen' field, which contains 'Central Regional'.
- 4** points to the 'Type of Show' section, which has a checkbox labeled 'AMHA'.

Other elements visible include a list of system settings on the right (e.g., 'Use the system's built-in accounting feature', 'Keep automatic editing on') and three buttons at the bottom: 'Click this button to view/edit data', 'Click this button to view/edit accounting details', and 'Click this button to exit'.

### 1 Modify show name

Modify this line to change the show name information. This field appears on every screen in the system, and in the heading of every report. The show name can be up to 30 characters long.

A close-up of the 'Show Name' input field. The text '2020 AMHA Central Regional' is entered in the field.

### 2 Modify lines 1 and 2 on splash screen

Modify these two lines to change lines 1 and 2 on the splash screen. Each line can be up to 20 characters long.

A close-up of the two input fields for the splash screen title. The first field is labeled 'First part of Show title for the Splash screen' and contains '2020 AMHA'. The second field is labeled 'Second part of Show title for the Splash screen' and contains 'Central Regional'.

### 3 Type of show checkbox

Make sure you have the type of show selected.

A close-up of the 'Type of Show' section. It shows a checkbox labeled 'AMHA' which is currently unchecked.

### 4 Click this button to save and exit

Once you are satisfied with the verbiage you've added and the choices you've made, click on this button at the bottom right side of the screen to save and exit.

Click this button to exit

Your changes have now been saved, and you are returned to the splash screen. Since the system reads the show name and line values before it displays the screen, you must close out of the system and come back in before your changes will be in effect.

### 5.1.1.3. Customizing Owner Accounting Data

The owner accounting data is presented on the "Accounting" tab of the owner screen (File-Owners), and when fully implemented, will look something like this:

The screenshot shows the "2020 AMHA Central Regional-Owner Entry Screen" with the "Accounting" tab selected. The owner's name is "MCCLANAHAN, JEANNE" and the entry number is "1002".

**Simple fees (1):** Includes input fields for Sponsorships, Advertising, and Misc. A "No Show Fees" checkbox is also present.

**Compound fees (2):** A list of fees with checkboxes and amounts:

Fee Type	Amount	Balance
Open classes	45.00	\$0.00
Amateur classes	40.00	\$0.00
Youth classes	25.00	\$0.00
Special Needs	25.00	\$0.00
AMHA Fee	50.00	\$0.00
Futurity - Halter	10.00	\$0.00
Futurity - Performance	20.00	\$0.00
Late entry fee	100.00	\$0.00
Stall fee	105.00	\$0.00
Office fee/pony	10.00	\$0.00
Gelding Incentive	25.00	\$0.00
Ring side table	300.00	\$0.00
Shavings	9.00	\$0.00

**Checklist (5):** Includes checkboxes for "Fees paid" and "Checked in", and a "Comments" text area (6).

**Stalls:** Includes input fields for "Barn Assignment" (7) and "Stable with" (8).

**Payments (9):** A table with columns: Date paid, Payment type, Amount, Check #, Card #, Auth code, and Comments. A "Database navigator" (9) is located above the table.

**Buttons and Checkboxes:**

- Print Statement Button (3)
- Refresh charges Button (4)
- Go to Entry Screen (11)
- Post changes (12)
- Print to PDF (13)
- Print to PDF Checkbox (13)

#### 1 Simple fees

Simple fees are one time charges for a single item. For example, a sponsorship fee is a simple fee. There are 5 simple fees that you can customize as you choose.

Sponsorships

Advertising  No Show Fees ☐

Misc

#### 2 Compound fees

Compound fees are fees where one pays so much for so many items. For example, if we have to indicate that an owner paid five entry fees of \$35.00 each, we use a compound fee. There are 17 compound fees, but 8 of them are reserved for system use.

Open classes	<input type="checkbox"/>	@	45.00	=	\$0.00
Amateur classes	<input type="checkbox"/>	@	40.00	=	\$0.00
Youth classes	<input type="checkbox"/>	@	25.00	=	\$0.00
Special Needs	<input type="checkbox"/>	@	25.00	=	\$0.00
AMHA Fee	<input type="checkbox"/>	@	50.00	=	\$0.00
Futurity - Halter	<input type="checkbox"/>	@	10.00	=	\$0.00
Futurity - Performance	<input type="checkbox"/>	@	20.00	=	\$0.00
Late entry fee	<input type="checkbox"/>	@	100.00	=	\$0.00
Stall fee	<input type="checkbox"/>	@	105.00	=	\$0.00
Office fee/pony	<input type="checkbox"/>	@	10.00	=	\$0.00
Gelding Incentive	<input type="checkbox"/>	@	25.00	=	\$0.00
Ring side table	<input type="checkbox"/>	@	300.00	=	\$0.00
Shavings	<input type="checkbox"/>	@	9.00	=	\$0.00

5

## Checkboxes

Checkboxes are simple yes/no indicators. You have up to 10 of these fields to customize as you choose.

### Checklist

- ☐ Fees paid
- ☐ Checked in

9

## Database navigator

For more information on using the database navigator click [here](#).



## How to modify the accounting page

To modify the accounting page (and the associated reports), [log in to the Show Management Administration Screen](#).

It should look like this:

2020 AMHA Central Regional-Administration Screen

Show Name  
2020 AMHA Central Regional

First part of Show title for the Splash screen  
2020 AMHA

Second part of Show title for the Splash screen  
Central Regional

☒ Use the system's built-in accounting feature

☐ Use the system's built-in Security feature (password protection)

☒ Keep automatic editing on

☒ Use a dropdown box for the rider field on the basic entry screen

☒ Keep automatic editing on (basic entry screen only)

☐ Have the system prompt me when a class is eligible for advancement. (requires an up to date promotion table).

☒ Enable auto-backup # of backups to keep 10

Type of Show

☐ AMHA

Click this button to view/edit data

Click this button to view/edit accounting details

Click this button to exit

Click this button

Click the bottom middle button to display the accounting screen, and it should bring up the following screen:



Sample Show-Internal accounting setup screen

You can have up to 10 "reminder" checkboxes on the accounting screen. To activate them, simply type in the description for the checkbox, such as "paperwork checked", "fees paid", etc. If you do not wish to use a particular checkbox, simply leave it blank or "Not Defined".

Checkbox 1:     Checkbox 5:     Checkbox 9:   
 Checkbox 2:     Checkbox 6:     Checkbox 10:   
 Checkbox 3:     Checkbox 7:   
 Checkbox 4:     Checkbox 8:

You can have up to 5 "single fee" boxes. These would be used for things like sponsorships, advertising, etc. They are used to accept a single amount of money. If you do not wish to use a particular single fee, simply leave it blank or "Not Defined".

Single fee 1:     Single fee 3:     Single fee 5:   
 Single fee 2:     Single fee 4:

There are 15 "compound" fees (fees where you have so many items at a fixed price), but some are reserved for various entries. Hover your mouse over the fields to see if they are supposed to be assigned a particular value. The reserved fields are fields 1-7, and 11. Examples would be various types of entries, stall fees, shavings, etc. If you do not wish to use a particular fee, simply leave it blank or "Not Defined".

Compound fee 1: <input type="text" value="Open classes"/>	Fee: <input type="text" value="0"/>	Compound fee 9: <input type="text" value="Not Defined"/>	Fee: <input type="text" value="0"/>
Compound fee 2: <input type="text" value="Amateur classes"/>	Fee: <input type="text" value="0"/>	Compound fee 10: <input type="text" value="Not Defined"/>	Fee: <input type="text" value="0"/>
Compound fee 3: <input type="text" value="Youth classes"/>	Fee: <input type="text" value="0"/>	Compound fee 11: <input type="text" value="Gelding Incentive"/>	Fee: <input type="text" value="0"/>
Compound fee 4: <input type="text" value="Special Needs"/>	Fee: <input type="text" value="0"/>	Compound fee 12: <input type="text" value="Not Defined"/>	Fee: <input type="text" value="0"/>
Compound fee 5: <input type="text" value="Not Defined"/>	Fee: <input type="text" value="0"/>	Compound fee 13: <input type="text" value="Not Defined"/>	Fee: <input type="text" value="0"/>
Compound fee 6: <input type="text" value="Futurity Class"/>	Fee: <input type="text" value="0"/>	Compound fee 14: <input type="text" value="Not Defined"/>	Fee: <input type="text" value="0"/>
Compound fee 7: <input type="text" value="Futurity Class"/>	Fee: <input type="text" value="0"/>	Compound fee 15: <input type="text" value="Not Defined"/>	Fee: <input type="text" value="0"/>
Compound fee 8: <input type="text" value="Not Defined"/>	Fee: <input type="text" value="0"/>		

1

## "Reminder" checkboxes

You can have up to 10 "reminder" checkboxes on the accounting screen. To activate them, simply type in the description for the checkbox, such as "paperwork checked", "fees paid", etc. If you do not wish to use a particular checkbox, simply leave it blank or "Not Defined".

Checkbox 1: <input type="text" value="Fees paid"/>	Checkbox 5: <input type="text" value="Not Defined"/>	Checkbox 9: <input type="text" value="Not Defined"/>
Checkbox 2: <input type="text" value="Checked in"/>	Checkbox 6: <input type="text" value="Not Defined"/>	Checkbox 10: <input type="text" value="Not Defined"/>
Checkbox 3: <input type="text" value="Not Defined"/>	Checkbox 7: <input type="text" value="Not Defined"/>	
Checkbox 4: <input type="text" value="Not Defined"/>	Checkbox 8: <input type="text" value="Not Defined"/>	

2

## Single fee boxes

You can have up to 5 "single fee" boxes. These would be used for things like sponsorships, advertising, etc. They are used to accept a single amount of money. If you do not wish to use a particular single fee, simply leave it blank or "Not Defined".

single fee 1: <input type="text" value="Early Arrival"/>	Single fee 3: <input type="text" value="Shavings"/>	Single fee 5: <input type="text" value="Not Defined"/>
single fee 2: <input type="text" value="Not Defined"/>	Single fee 4: <input type="text" value="Not Defined"/>	

3

## Compound fee boxes

There are 15 "compound" fees (fees where you have so many items at a fixed price), but some are reserved for various entries.

Hover your mouse over the fields to see if they are supposed to be assigned a particular value. The reserved fields are highlighted in yellow. Examples would be various types of entries, stall fees, shavings, etc. If you do not wish to use a particular fee, simply leave it blank or "Not Defined".

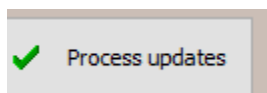
Please do NOT try to use the predefined fields for anything other than what they are labeled for.

Compound fee 1:	Open classes	Fee:	0	Compound fee 9:	Not Defined	Fee:	0
Compound fee 2:	Amateur classes	Fee:	0	Compound fee 10:	Not Defined	Fee:	0
Compound fee 3:	Youth classes	Fee:	0	Compound fee 11:	Gelding Incentive	Fee:	0
Compound fee 4:	Special Needs	Fee:	0	Compound fee 12:	Not Defined	Fee:	0
Compound fee 5:	Not Defined	Fee:	0	Compound fee 13:	Not Defined	Fee:	0
Compound fee 6:	Futurity Class	Fee:	0	Compound fee 14:	Not Defined	Fee:	0
Compound fee 7:	Futurity Class	Fee:	0	Compound fee 15:	Not Defined	Fee:	0
Compound fee 8:	Not Defined	Fee:	0				

4

## Process updates Button

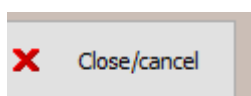
Click this button to save your updates.



5

## Close/cancel Button

Click this button to exit the screen.



## 5.1.1.4. Using The Accounting Feature

You have the option of maintaining all of the owner accounting information mentioned above manually, or having the system maintain it for you. Maintaining it manually means that you enter the correct amount into the accounting fields defined above. This means, for example, that you would be responsible for entering the correct number of open entries into the proper accounting field.

To turn this on and off, [log in to the Show Management Administration Screen](#) and find the checkbox in the upper right hand corner that says "Use the system's built in accounting feature" as follows:

Built-in accounting  
feature checkbox

1

2020 AMHA Central Regional-Administration Screen

Show Name  
2020 AMHA Central Regional

First part of Show title for the Splash screen  
2020 AMHA

Second part of Show title for the Splash screen  
Central Regional

☒ Use the system's built-in accounting feature

☐ Use the system's built-in Security feature (password protection)

☒ Keep automatic editing on

☒ Use a dropdown box for the rider field on the basic entry screen

☒ Keep automatic editing on (basic entry screen only)

☐ Have the system prompt me when a class is eligible for advancement. (requires an up to date promotion table).

☒ Enable auto-backup # of backups to keep 10

Type of Show

☐ AMHA

Click this button to view/edit data

Click this button to view/edit accounting details

Click this button to exit

1

## Built-in accounting feature checkbox

To enable the accounting feature to have the system do this maintenance for you, simply check this box. To turn off this option, uncheck this box.

☒ Use the system's built-in accounting feature

It works like this: When the "use the system's built-in accounting feature" checkbox is checked, some of the compound fee fields are reserved for the system as follows:

1. Compound fee #1 is reserved for Open classes.
2. Compound fee #2 is reserved for Amateur classes.
3. Compound fee #3 is reserved for Youth classes.
4. Compound fee #4 is reserved for COOL classes.
5. Compound fee #5 is available for use.
6. Compound fee #6 is reserved for Futurity.
7. Compound fee #7 is reserved for one Futurity.
8. Compound fee #8 is available for use.
9. Compound fee #9 is available for use.
10. Compound fee #10 is available for use.
11. Compound fee #11 is reserved for Gelding Incentive.
12. Compound fee #12 is available for use.
13. Compound fee #13 is available for use.

14. Compound fee #14 is available for use.

15. Compound fee #15 is available for use.

Whenever an entry into a class is made, the system looks at the class chosen, and determines which of the above criteria is met by inspecting the checkboxes, as shown below:

Class selection checkboxes

1

## Class selection checkboxes

One of these checkboxes must be checked for the internal accounting to function properly. If you add classes from the master class list, these checkboxes are already set. If you add a class of your own, you will be forced to check on of the boxes.

### Selections

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Open Class | <input checked="" type="checkbox"/> Honor Roll Class             | <input type="checkbox"/> Hunter/Jumper       |
| <input type="checkbox"/> Amateur Class         | <input checked="" type="checkbox"/> Points count toward "titled" | <input type="checkbox"/> Driving Class       |
| <input type="checkbox"/> Youth Class           | <input type="checkbox"/> Futurity (H)                            | <input type="checkbox"/> Team Class          |
| <input type="checkbox"/> AOTE                  | <input type="checkbox"/> Futurity (P)                            | <input type="checkbox"/> Youth HP Class      |
| <input type="checkbox"/> YOTE                  | <input type="checkbox"/> World Show Qual.                        | <input type="checkbox"/> Amateur HP Class    |
| <input type="checkbox"/> Special Needs         | <input type="checkbox"/> Super Amateur Halter                    | <input type="checkbox"/> Best All Around (H) |
| <input type="checkbox"/> No Charge             | <input type="checkbox"/> Super Amateur                           | <input type="checkbox"/> Best All Around (O) |

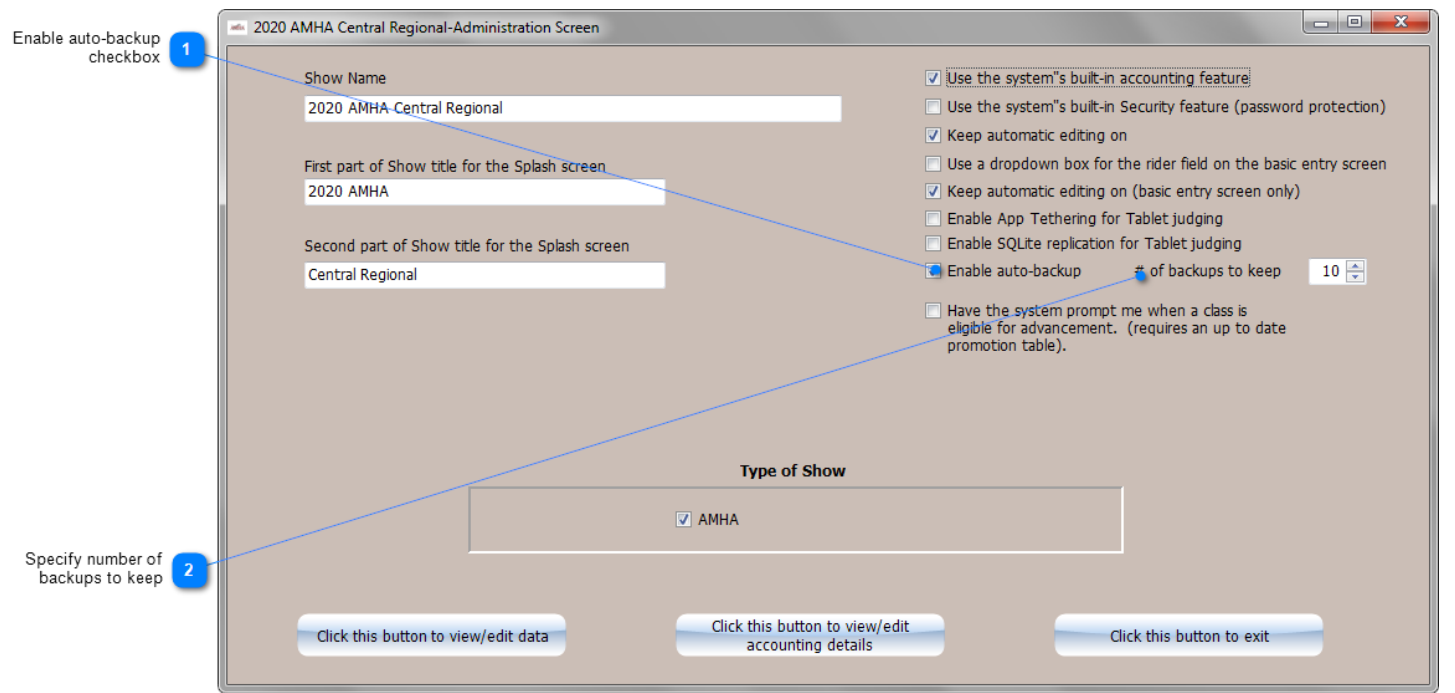
**NOTE:** It is not recommended to change your use of the internal accounting feature once you have started making entries.

**NOTE:** If there are classes that you do not want to charge for (such as championship classes), be sure to

check the “No charge” button on the class screen. This will keep the class from getting charged even if you are using the internal accounting feature.

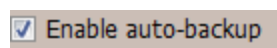
### 5.1.1.5. Automatic Backup

In addition to performing backups by using the “Backup tables” option under the “Tools” menu, you can set the system to perform automatic backups. This is particularly useful when making entries. Automated backups run every 15 minutes. To enable the function, [log in to the Show Management Administration Screen](#).



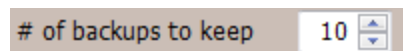
#### 1 Enable auto-backup checkbox

Check this box to enable the automatic backup function.



#### 2 Specify number of backups to keep

Enter a value here to specify how many backup copies should be maintained at one time. It is recommended that you keep at least 10 copies. You can keep up to 100 backups.



Backups occur every 15 minutes, and are stored in a subfolder called “System backups”, which is found in your show program folder. The files themselves are timestamped, and look like this: “[aspcdata-07-09-2018 16-18-06.mdb](#)”.

## 5.2. How Do I Enter My Classes?

A database of office classes has been defined for the use of office staff, which corresponds to the classes in your show. These office classes already have all of the proper selections made, dropdown lists populated, etc. You may use any of these classes and assign them their own specific show class number. To do this, proceed as follows:

1. Navigate to the class screen by choosing "Classes" under the "File" menu.

First, click the plus to insert a new record

Second, enter your class number

Third, search for your office class number

The screenshot shows the 'Sample Show-Class entry screen' with the following elements:

- Class Information** tab selected.
- Entries in the class** section with a toolbar containing a plus icon (callout 1), 'Import classes from spreadsheet', navigation arrows, and 'Update the master class field for a class' and 'Update all classes' buttons.
- Class #** input field (callout 2) and **Office Class #** input field with an 'S' button (callout 3).
- Description** text field.
- Division** dropdown menu.
- Horse Sex Specified** checkbox and dropdown.
- Selections** section with multiple checkboxes for various classes and options, including:
  - Open Class, Amateur Class, Youth Class, AOTE, YOTE
  - Honor Roll Class, Points count toward "titled", Futurity (H), Futurity (P), World Show Qual.
  - Hunter/Jumper, Driving Class, Team Class, No Charge, Special Needs
  - Youth HP Class, Amateur HP Class, YOTE, Youth HP Multi, AOTE Perf. HP, AOTE Halter HP, Driving Horse HP
  - Super Amateur, Super AOTE, Ultimate Geld. -(Y), Ultimate Geld. -(A), Ultimate Geld. -(O), Best All Around, Special Needs HP
  - TW Glosser, Meyer, Gelding Inc. - A, Gelding Inc. - O, Gelding Inc. - Y, Gelding Inc. -Jr. Halter, Gelding Inc. -Sr. Halter
- Exh.Age Specified**, **Horse Age Specified**, **Height Requirement Specified**, and **Amateur Level Specified** sections with input fields for age, height, performance, and halter.
- Honor Roll Points Required for Worlds:** input field.
- Class Specifications** section with a large text area.
- Judges** section with 'Call judge:' dropdown and several input fields.

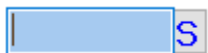
### 1 First, click the plus to insert a new record

For more information on using the database navigator click [here](#).



### 2 Second, enter your class number

After you click the plus, enter your class number.



### 3 Third, search for your office class number

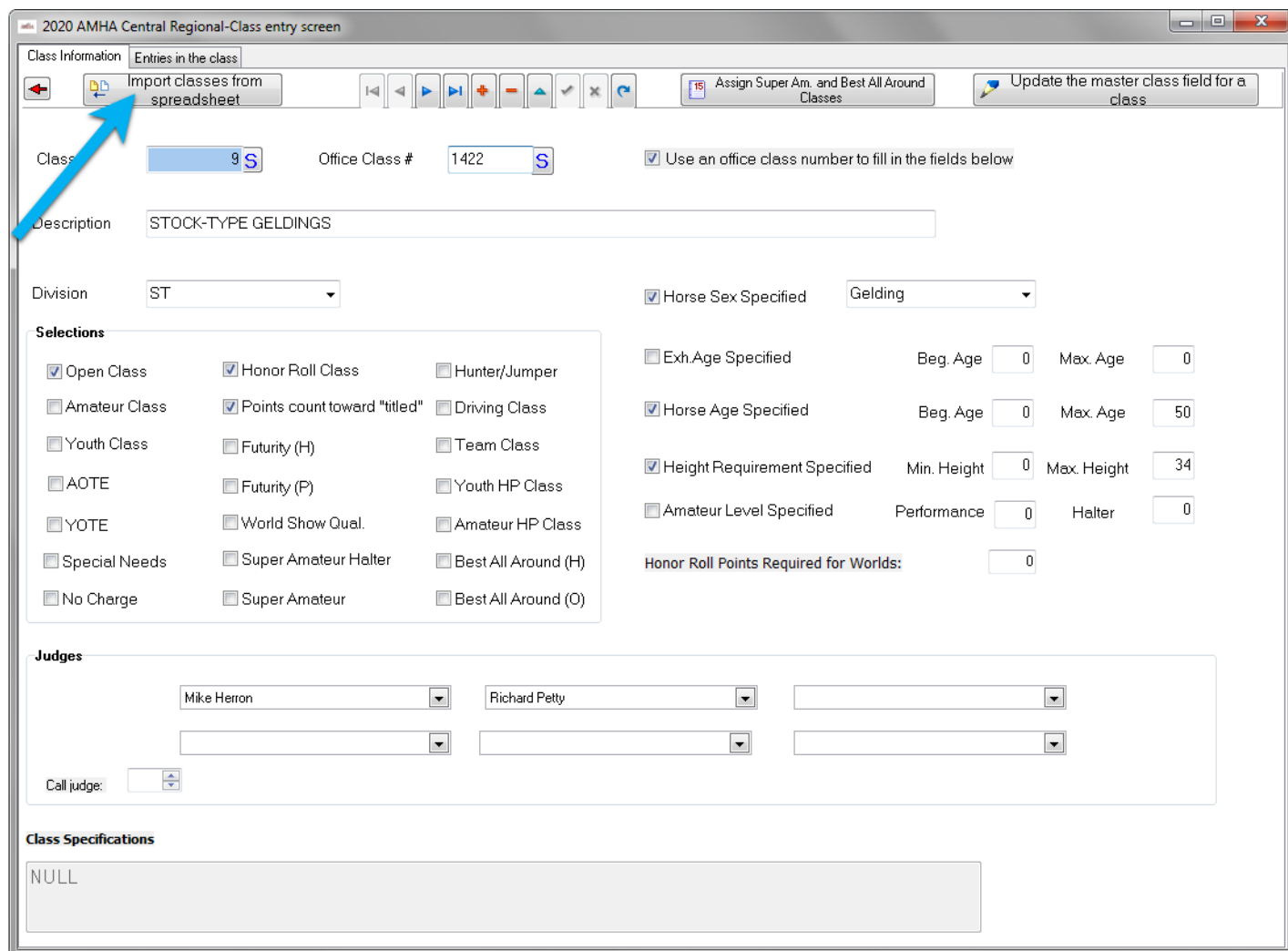
Click the "S" to the right of "Office class #" to search an office class. Enter the name of your class and then click "Select".



## 5.3. Entering Your Classes From A Spreadsheet

Version 6.4 introduced the capability of creating your class records from a spreadsheet, rather than having to type them all in. To do this, click on the "Import classes from spreadsheet" button in the toolbar on the Class Entry Screen (File-Classes). **NOTE: Importing classes in this manner will overwrite any classes you**

have already entered.



2020 AMHA Central Regional-Class entry screen

Class Information    Entries in the class

Import classes from spreadsheet    Assign Super Am. and Best All Around Classes    Update the master class field for a class

Class: 9 S    Office Class #: 1422 S    ☒ Use an office class number to fill in the fields below

Description: STOCK-TYPE GELDINGS

Division: ST    ☒ Horse Sex Specified: Gelding

**Selections**

<input checked="" type="checkbox"/> Open Class	<input checked="" type="checkbox"/> Honor Roll Class	<input type="checkbox"/> Hunter/Jumper
<input type="checkbox"/> Amateur Class	<input checked="" type="checkbox"/> Points count toward "titled"	<input type="checkbox"/> Driving Class
<input type="checkbox"/> Youth Class	<input type="checkbox"/> Futurity (H)	<input type="checkbox"/> Team Class
<input type="checkbox"/> AOTE	<input type="checkbox"/> Futurity (P)	<input type="checkbox"/> Youth HP Class
<input type="checkbox"/> YOTE	<input type="checkbox"/> World Show Qual.	<input type="checkbox"/> Amateur HP Class
<input type="checkbox"/> Special Needs	<input type="checkbox"/> Super Amateur Halter	<input type="checkbox"/> Best All Around (H)
<input type="checkbox"/> No Charge	<input type="checkbox"/> Super Amateur	<input type="checkbox"/> Best All Around (O)

☐ Exh. Age Specified    Beg. Age: 0    Max. Age: 0

☒ Horse Age Specified    Beg. Age: 0    Max. Age: 50

☒ Height Requirement Specified    Min. Height: 0    Max. Height: 34

☐ Amateur Level Specified    Performance: 0    Halter: 0

Honor Roll Points Required for Worlds: 0

**Judges**

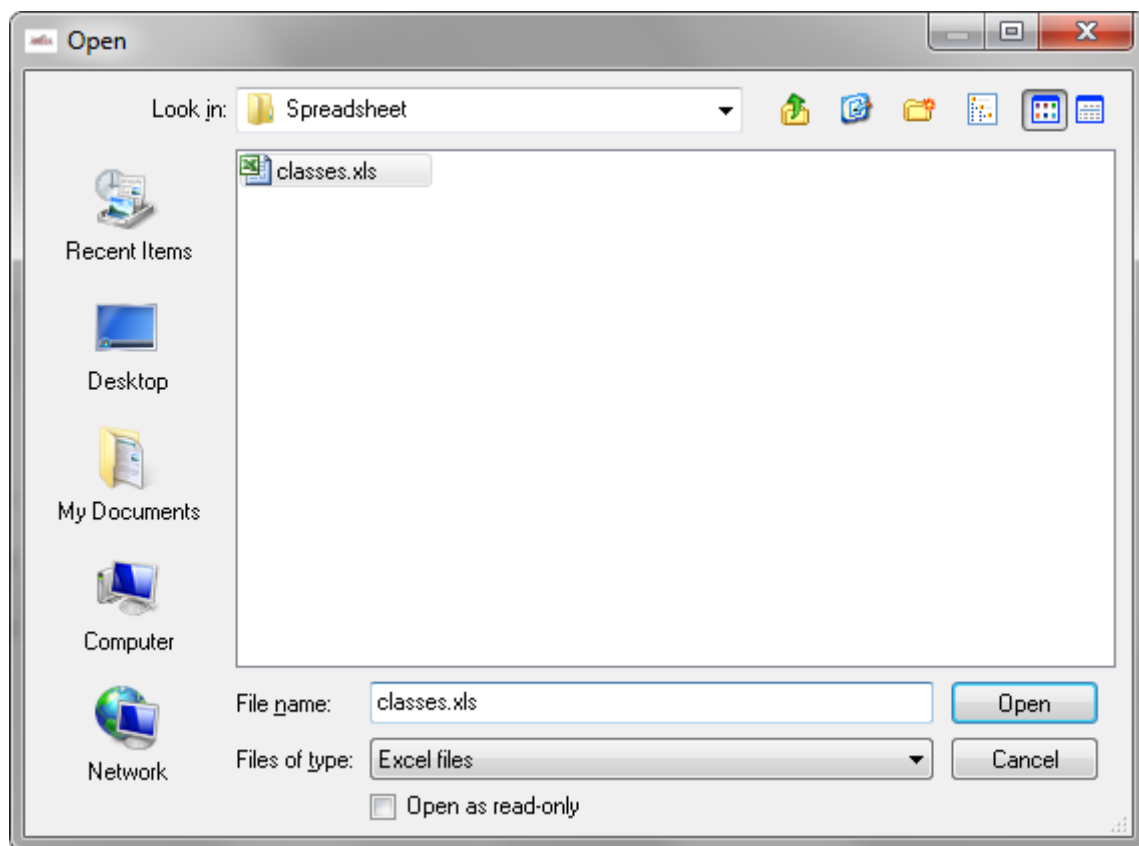
Mike Herron    Richard Petty            

Call judge:   

**Class Specifications**

NULL

Clicking the button will bring up a dialog box asking you to select your spreadsheet, as follows:



Once you select your spreadsheet and click “Open”, a screen similar to this will appear, displaying your spreadsheet:



2020 AMHA Central Regional-Load class records from spreadsheet

1	1001
2	1004
3	1005
4	1021
5	1023

File loaded. Creating database...Please wait.

Column that has your "go number" (the leftmost column is column 0)

Column that has the office class number

Column that has the class description (used for non-rated classes only)

Row where your data starts. (the topmost row is row 0)

You now need to tell the program where your "go numbers" are, and where your office class numbers are. Remember that the top row, and the leftmost column are number 0, not 1. In the example above, the column that has the "go number" would be column 0, the master class numbers would start in column 1, and the row where the data starts would be row 0 (the top one).

Once this has been decided, you will click the "Proceed with import" button. Messages may be displayed in the memo area in the middle of the screen. These messages usually are indications of errors, such as a master class in the spreadsheet not matching what you have in your master class database. These classes will have to be added by hand, as will non-rated classes that don't have a master class assigned to them.

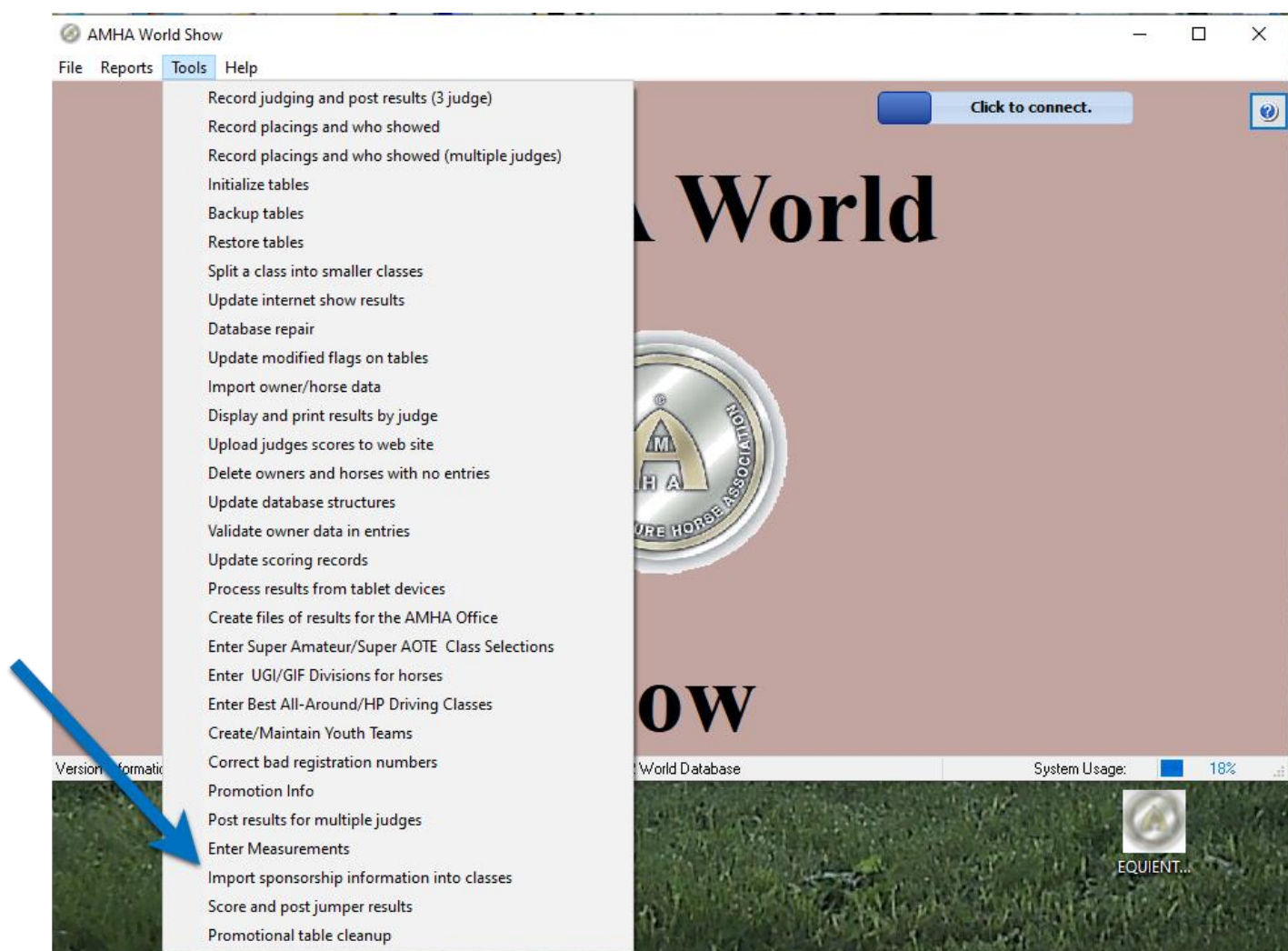
## 5.4. Entering sponsorship information

Sponsorship information for sponsored classes can be entered in two different ways:

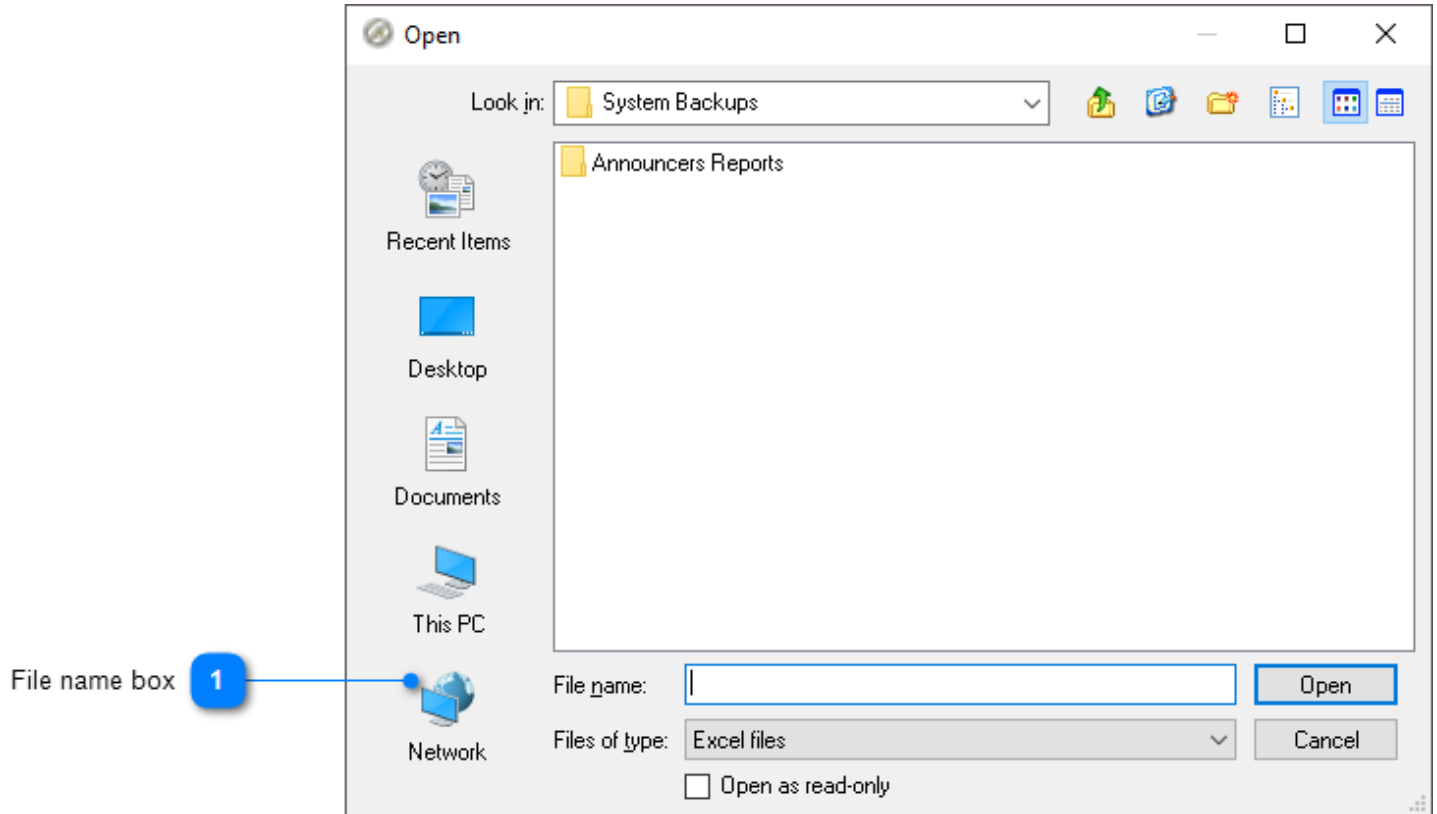
1. [Go to each individual class and type in the sponsorship information.](#)
2. [Import the information from an Excel spreadsheet.](#)

### 5.4.1. Importing sponsorship information from a spreadsheet

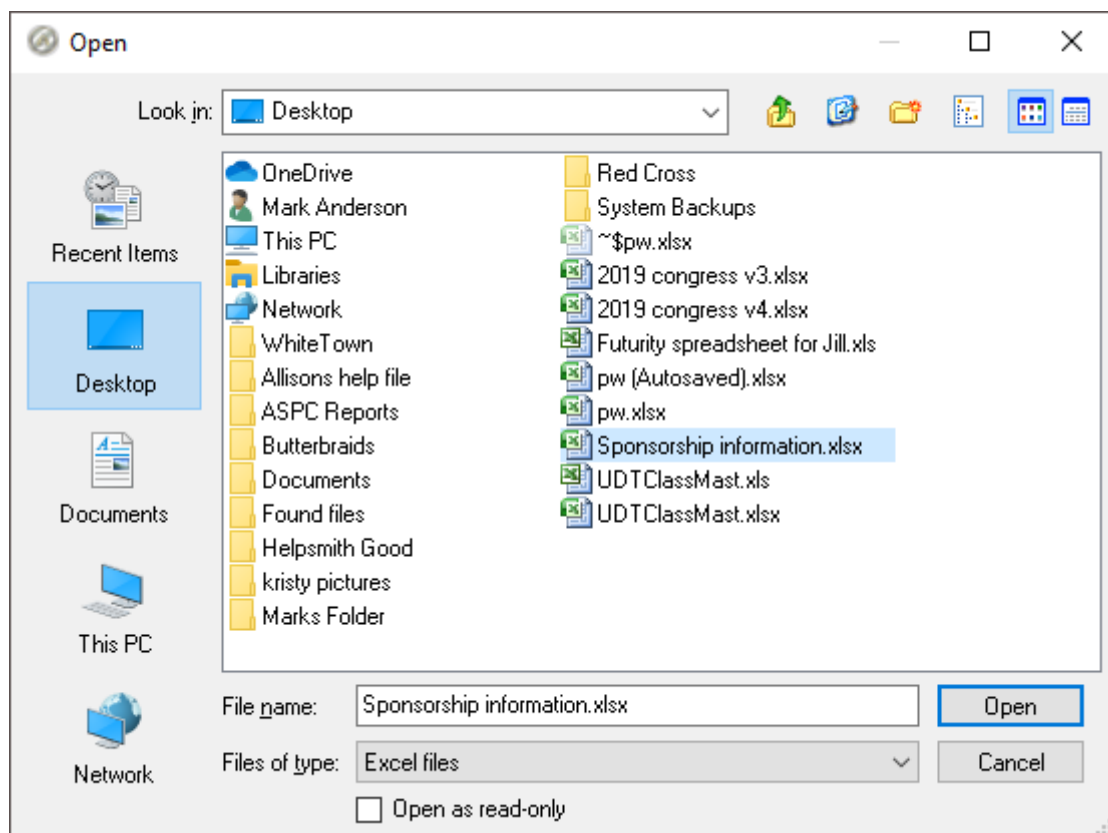
If your sponsorship information is in a spreadsheet, it is a simple matter to use it to update your class list with the sponsorship information.



Clicking this menu item will bring up a dialog box asking you for your spreadsheet:



Entering or searching for your spreadsheet and clicking the "Open" button will cause the following screen to appear:



Clicking "Open" brings up the following screen:

Spreadsheet contents

1

1	Fruit
2	PloughShar
3	Spiegelman'

File loaded.....Please wait.

Column that has your "go number" (the leftmost column is column 0)

Column that has your sponsorship information. (the topmost row is row 0)

Row where your data starts. (the topmost row is row 0)

☒ Proceed with import

You now have to tell the program where to start. Follow the directions on the screen. In this case, my filled in screen would look like this:

AMHA World Show-Load sponsorship information from spreadsheet

1	Fruit
2	PloughShar
3	Spiegleman'

File loaded....Please wait.

Column that has your "go number" (the leftmost column is column 0)

Column that has your sponsorship information. (the topmost row is row 0)

Row where your data starts. (the topmost row is row 0)

☒ Proceed with import

Clicking the "Proceed with import" button gives us this:

Processing results

1

AMHA World Show-Load sponsorship information from spreadsheet

1	Fruit
2	PloughShar
3	Spiegleman'

File loaded....Please wait.  
Processing row 0  
Processing row 1  
Processing row 2  
Processing row 3  
  
Import complete. 3 classes updated. 0 Errors. 0 rows bypassed.

Column that has your "go number" (the leftmost column is column 0)

Column that has your sponsorship information. (the topmost row is row 0)

Row where your data starts. (the topmost row is row 0)

Now, if we were to inquire class number 1, we'd see the following:

AMHA World Show-Class entry screen

Class Information Entries in the class

Import classes from spreadsheet

Update the master class field for a class

Update all classes

Class #  Office Class #  ☒ Use an office class number to fill in the fields below

Description

Division  ☒ Horse Sex Specified

**Selections**

☐ Open Class ☒ Honor Roll Class ☐ Hunter/Jumper ☐ Non-Rated  
☐ Amateur Class ☒ Points count toward "titled" ☐ Driving Class  
☒ Youth Class ☐ Futurity (H) ☐ Team Class  
☐ AOTE ☐ Futurity (P) ☐ No Charge  
☐ YOTE ☐ World Show Qual. ☐ Special Needs

☒ Youth HP Class ☐ Super Amateur ☒ TW Glosser  
☐ Amateur HP Class ☐ Super AOTE ☐ Meyer  
☐ YOTE ☒ Ultimate Geld. -(Y) ☐ Gelding Inc. - A  
☒ Youth HP Multi ☐ Ultimate Geld. -(A) ☐ Gelding Inc. - O  
☐ AOTE Perf. HP ☐ Ultimate Geld. -(O) ☒ Gelding Inc. - Y  
☐ AOTE Halter HP ☐ Best All Around ☐ Gelding Inc. -Jr. Halter  
☐ Driving Horse HP ☐ Special Needs HP ☐ Gelding Inc. -Sr. Halter

☒ Exh.Age Specified Beg. Age  Max. Age   
☒ Horse Age Specified Beg. Age  Max. Age   
☒ Height Requirement Specified Min. Height  Max. Height   
☐ Amateur Level Specified Performance  Halter   
 Honor Roll Points Required for Worlds:

**Class Specifications**

**Judges**

Call judge:  Margo Hepner-Hart Joyce Swanson Sandra Curl

**Sponsorship Info.**

1

## Processing results

This area tells us if the import works or not

File loaded....Please wait.  
 Processing row 0  
 Processing row 1  
 Processing row 2  
 Processing row 3

Import complete. 3 classes updated. 0 Errors. 0 rows bypassed.

1

## File name box

This where your excel spreadsheet name goes.

File name:

Files of type: Excel files

☐ Open as read-only

Open Cancel

## 5.5. How Do I Enter Owner Information?

Under the "File" menu, go to "Owners" to get to the main owner information screen:

You can manually enter them using the database navigator. For more information on using the database navigator, please click [here](#).

The screenshot shows the '2020 AMHA Central Regional-Owner Entry Screen' with five numbered callouts: 1 points to the 'Database navigator' tab; 2 points to the 'Entry Information' tab; 3 points to the 'Accounting' tab; 4 points to the 'Classes entered as exhibitor' tab; and 5 points to the 'Classes entered as trainer' tab. The form fields include: Id # (1002), Name (MCCLANAHAN, JEANNE), Farm Name, Address (R. R. 2, BOX 42), City (SULLIVAN), State (IL), Zip (61951), Telephone (1) ((21(7)7)28--7170), Telephone (2) ((00(0)0)00--0000), Social Sec. (xxx-xx-xxxx), Email, Youth #, Youth Birthday, Member Exp., Amateur #, Amateur Driving Level, and Amateur Performance Level. A 'Notes' section is also present.

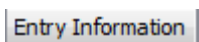
## 1 Database navigator

For more information on using the database navigator click [here](#).



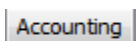
## 2 Entry Information tab

For more information please click [here](#).



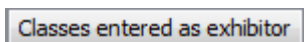
## 3 Accounting tab

For more information please click [here](#).



## 4 Classes entered as exhibitor tab

For more information please click [here](#).



## 5 Classes entered as trainer tab

For more information please click [here](#).



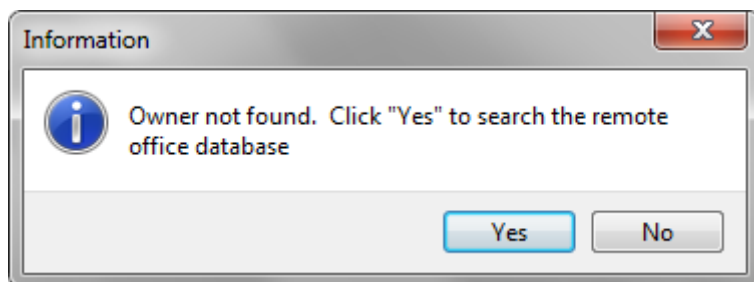
## 5.5.1. Looking Up Owner Information From The Office

Version 6.2 introduced the ability to update horse or owner/member information directly from an online copy of the Office Pedigree Database. This eliminates the need to do a complete download and import when only a small amount of data is needed. In order to use this functionality, establishing a connection to the remote office database is necessary. This is accomplished from the main splash screen:



This function is offered in two ways:

1. When searching by Id/Registration number for a horse or owner, an option will be displayed in the case of an unsuccessful search. This option will look like this:



Clicking "Yes" will cause the online owner file to be searched for the owner record. If found, the owner record will be added to the local database.

2. When displaying a record on the corresponding entry screen (File-Owners), updating can be initiated by clicking on the "Update from remote database" button on the toolbar:

Update from remote database button

Checkmark will then appear to show all information is updated

Id # 1002 Name MCCLANAHAN, JEANNE

Farm Name

Address R. R. 2, BOX 42 City SULLIVAN

State IL Zip 61951 Telephone (1) (217)728-7170 Telephone (2) (000)000-0000

Social Sec. Email

Youth # Youth Birthday Youth Gender

Member Exp:

Amateur #

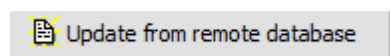
Amateur Halter Level: Amateur Perf. Level:

Notes

1

### Update from remote database button

You must be logged in to the remote office database for this button to appear.



2

### Checkmark will then appear to show all information is updated

You must click the "Update from remote database" button first, then this checkmark will appear to show updating is done.



## 5.5.2. Entry Information

The second tab on the main owner entry screen (File-Owners) is "Entry Information": This screen displays all entries that this member/entity is fiscally responsible for.

2020 AMHA Central Regional-Owner Entry Screen

Owner Information | **Entry Information** | Accounting | Classes entered as exhibitor | Classes entered as trainer

57239      RODGERS-CUSHION, JENNIFER

Class	Class description	Back #	Reg #	Horse name	resp	Handler
0			378 A 199176	LR HENNESSEYS ROLLING A PEANUT	X	
16	AMATEUR MARES		378 A 199176	LR HENNESSEYS ROLLING A PEANUT	X	
18	STOCK-TYPE MARES		378 A 199176	LR HENNESSEYS ROLLING A PEANUT	O	
27	GRAND & RESERVE STOCK CLASS		378 A 199176	LR HENNESSEYS ROLLING A PEANUT	O	

Red - Office scratch    Pink - Gate scratch    Light green - No show    Light blue - Disqualified or excused

1

## Database navigator

For more information on using the database navigator click [here](#).



## 5.5.3. Accounting

The third tab on the main owner entry screen (File-Owners) is "Accounting": If you are using the system's [built-in accounting feature](#), this screen will show the results of entries made, scratches processed, etc. This is also where payments received are recorded.

2020 AMHA Central Regional-Owner Entry Screen

Owner Information | Entry Information | Accounting | Classes entered as exhibitor | Classes entered as trainer

1002 MCCLANAHAN, JEANNE

Checkboxes 1

Single fees 2

Compound fees 3

Payments grid 4

Post changes to accounting 5

Print statement 6

Refresh charges 7

Sponsorships

Advertising

Misc

No Show Fees

Open classes @ 45.00 = \$0.00

Amateur classes @ 40.00 = \$0.00

Youth classes @ 25.00 = \$0.00

Special Needs @ 25.00 = \$0.00

AMHA Fee @ 50.00 = \$0.00

Futurity - Halter @ 10.00 = \$0.00

Futurity - Performance @ 20.00 = \$0.00

Late entry fee @ 100.00 = \$0.00

Stall fee @ 105.00 = \$0.00

Office fee/pony @ 10.00 = \$0.00

Gelding Incentive @ 25.00 = \$0.00

Ring side table @ 300.00 = \$0.00

Shavings @ 9.00 = \$0.00

Payments

Stalls

Barn Assignment:

Stable with:

Comments:

Go to Entry Screen

Post changes

Print Statement

Print to PDF

Refresh charges

Next record

\$0.00 paid

\$0.00 due

1

## Checkboxes

This is where your custom checkboxes are displayed.

### Checklist

- ☐ Fees paid
- ☐ Checked in

2

## Single fees

This is where your "single fee" items are displayed.

Sponsorships

Advertising

Misc

No Show Fees

3

## Compound fees

This is where your "compound fees" are displayed. If you are using the accounting feature, any entries or scratches are automatically reflected here.

Open classes	@	45.00	=	\$0.00
Amateur classes	@	40.00	=	\$0.00
Youth classes	@	25.00	=	\$0.00
Special Needs	@	25.00	=	\$0.00
AMHA Fee	@	50.00	=	\$0.00
Futurity - Halter	@	10.00	=	\$0.00
Futurity - Performance	@	20.00	=	\$0.00
Late entry fee	@	100.00	=	\$0.00
Stall fee	@	105.00	=	\$0.00
Office fee/pony	@	10.00	=	\$0.00
Gelding Incentive	@	25.00	=	\$0.00
Ring side table	@	300.00	=	\$0.00
Shavings	@	9.00	=	\$0.00

4

## Payments grid

This is where payments will appear.

Payments

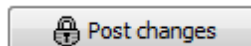


	Date paid	Payment type	Amount	Check #	Card #	Auth code	Comments
▶							

5

## Post changes to accounting

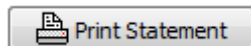
Clicking this button will save your accounting data.



6

## Print statement

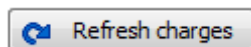
Clicking this statement will print a statement for the displayed member/entity.



7

## Refresh charges

Click this button to recalculate the accounting charges. This can be useful after performing several scratches, adds, etc.



For more information on how to modify the accounting page, please see "How to modify the accounting page" under [Customizing Owner Accounting Data](#).

## 5.6. How Do I Enter My Horses?

Under the "File" menu, choose "Horses/Ponies" to get to the Horse/Pony Information Screen:

This is the main entry screen for horses. You can manually enter them using the database navigator. For more information on using the database navigator, please click [here](#).

2021 AMHA World Show-Horse/Pony Information Screen

Best All Around Classes

Reg. #  S Horse's name

Owner  ROMAN, KURT

Breed  Sex

Date of Birth  Height

Color

Sire  SKS EM PACS SELU

Dam  SUNRISE ESTATES WHAT A TREASURE

**Classes this horse is entered in**

Class	Back #	rider/driver	Placing	Pl 2

Red - Scratched    Light green - No show    Light blue - Disqualified or excused

1

## Database navigator

For more information on using the database navigator click [here](#).



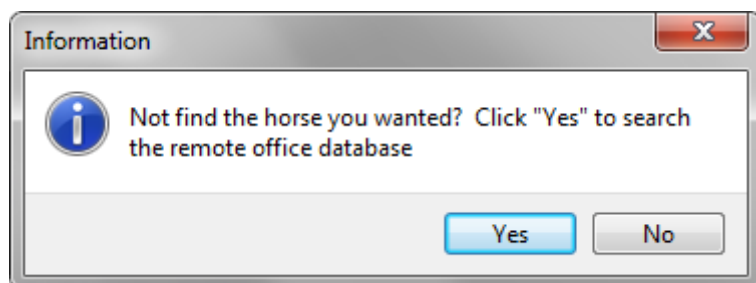
### 5.6.1. Looking Up Horse Information From The Office

This program has the ability to update horse or owner/member information directly from an online copy of the Office Pedigree Database. This eliminates the need to do a complete download and import when only a small amount of data is needed. In order to use this functionality, establishing a connection to the remote office database is necessary. This is accomplished from the main splash screen:



This function is offered in two ways:

1. When searching by Id/Registration number for a horse or owner, an option will be displayed in the case of an unsuccessful search. This option will look like this:



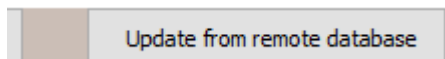
Clicking "Yes" will cause the online files to be searched for the horse record. You must specify the registry that you want to be searched for a matching registration number. If found, the horse will be added to the local database.

2. When displaying a record on the corresponding entry screen (File-Horses/Ponies), updating can be initiated by clicking on the "Update from remote database" button on the toolbar:

The screenshot shows the 'AMHA World Show-Horse/Pony Information Screen'. At the top, there are two buttons: 'Update from remote database button' (callout 1) and a checkmark icon (callout 2). On the left, there is an 'Owner search button' (callout 3). The main form contains fields for 'Reg. #' (A 100046), 'Horse's name' (SWEETWATERS DUSTY ROADS), 'Owner' (22222), 'Breed' (AMHA), 'Sex' (Stallion), 'Date of Birth' (1/5/1998), 'Height' (0), 'Color' (CHESTNUT), 'Sire' (A 64088), and 'Dam' (A 60512). Below these fields is a section titled 'Classes this horse is entered in' with a table showing columns for Class, Back #, rider/driver, Placing, and Pl 2. At the bottom, there are three status indicators: Red - Scratched, Light green - No show, and Light blue - Disqualified or excused.

### 1 Update from remote database button

You must be logged in to the remote office database for this button to appear.



### 2 Checkmark will then appear to show all information is updated

You must click the "Update from remote database" button first, then this checkmark will appear to show updating is done.



### 3 Owner search button

Click this button to go to the name search screen to be able to search an owner/member name from the office database. See below.



When searching for an owner/member name on the Horse/Pony Information Screen, you can search the office database by clicking the button displayed on the name search screen (from the owner search button):



Search Office database  
Button

Write description here...



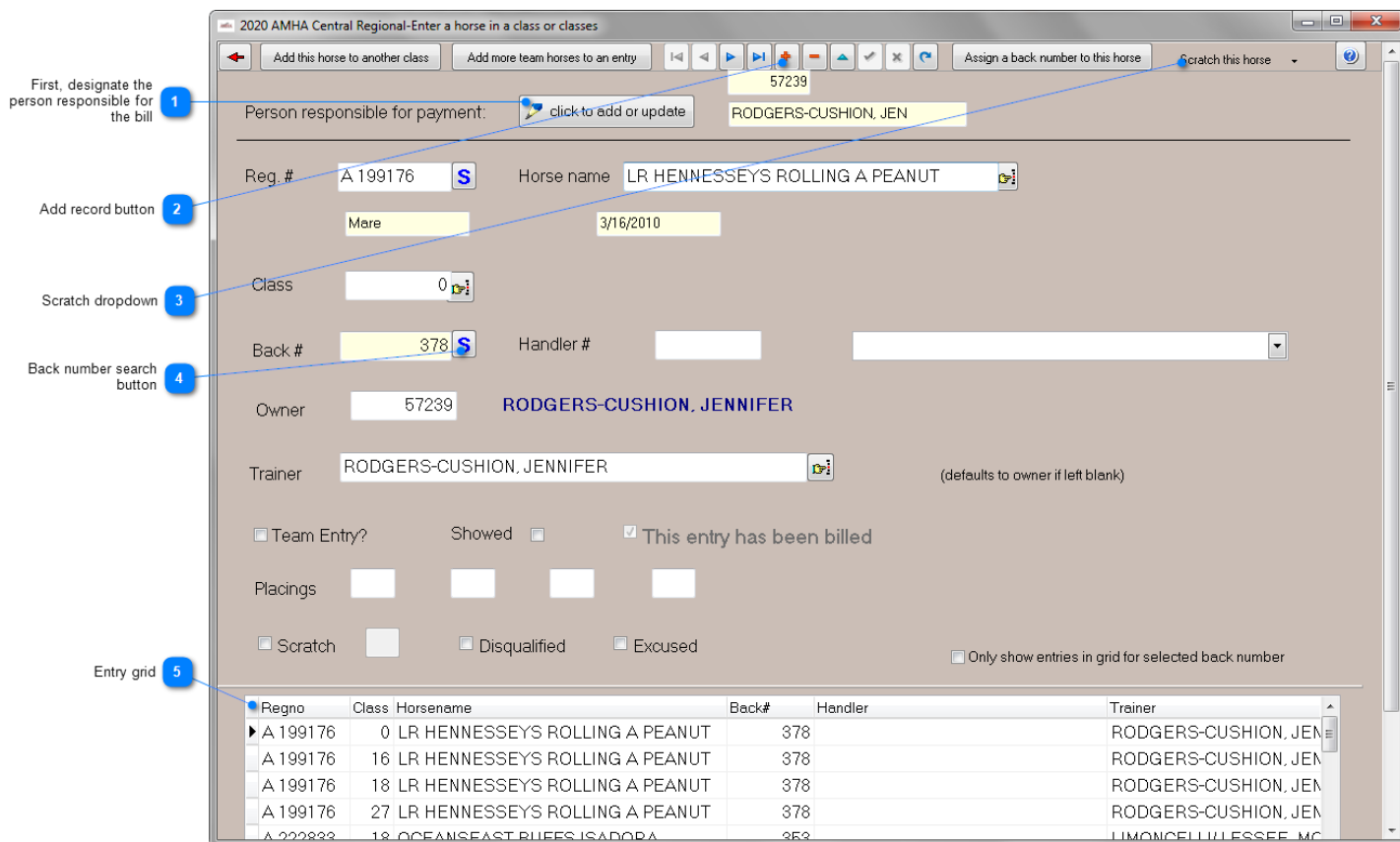
There are two ways of making entries in the system:

## Standard entries

## Expedited entries

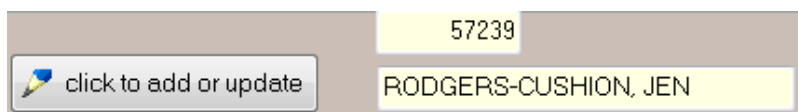
### 5.7.1. Entries - Standard

Standard entries are made by clicking on the "add record" button of the navigator bar of the Entry screen (File-Entries). To make an entry, you must first designate the person responsible for the bill. To do this, first click the button on the top that says "click to add or update" (to the right of "person responsible for payment").



## 1 First, designate the person responsible for the bill

To make an entry, you must first designate the person responsible for the bill. To do this, click the button that says "click to add or update".



## 2 Add record button

Clicking here presents a blank screen for you add a new record. For more information on using the database navigator click [here](#). Before you can make an entry, however, you must designate a person responsible for payment.



## 3 Scratch dropdown

Click this button to scratch or unscratch the displayed entry. Click [here](#) for more information.



## 4 Back number search button

Use this button to search for a particular back number.



## 5 Entry grid

This is just a table view of all of your entries. Clicking on one will cause it to be displayed above. Clicking the "Only show entries in grid for selected back number" will restrict the grid to only entries for the displayed back number.

Regno	Class	Horsename	Back#	Handler	Trainer
▶ A 199176	0	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 199176	16	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 199176	18	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 199176	27	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 200000	16	COFFEEPEACE BUFFE ISADORA	352		UNIONVILLE HENNESSY, MC

In order to streamline the entry process, additional options were added to the toolbar by the navigator bar. These buttons allow you to:

1. Add a horse to another class - Once you have filled in all of the necessary information for the first entry and saved it, clicking on this button will start a new entry and fill in all of the previously entered information except for the class number.
2. Add more team horses to an entry - When making team entries, enter one of the horses completely (including checking the "team entry?" checkbox), and save the record. You will then click on the "Add more team horses to an entry" button. This will start a new entry record, bringing the class information and back number forward, allowing you to choose the next horse. **It is very important that you use this button when making team entries.** Using this button sets some indicators on the team records which allow the class sheets to print properly.
3. Assign a back number to this horse - Once you have made all of the entries for a particular horse, you can click this button to assign a back number if you have not already done so. Clicking this button brings up the following screen:

Assign a back number

I wish to assign the following back number to

Reg. # A 180803 WINNING STREAKS GOT MAGIC

Back number:

Fill in the back number, and click "OK" to assign the back number to all entries for this horse.

### 5.7.1.1. Scratching/unscratching an entry

To scratch or unscratch an entry, go to the Entry screen (File-Entries) and use the dropdown menu in the upper right corner:

To scratch/unscratch a horse use this dropdown menu

1

2020 AMHA Central Regional-Enter a horse in a class or classes

57239

Person responsible for payment: [click to add or update](#) RODGERS-CUSHION, JEN

Reg. # A 199176 S Horse name LR HENNESSEYS ROLLING A PEANUT

Mare 3/16/2010

Class 0

Back # 378 S Handler #

Owner 57239 RODGERS-CUSHION, JENNIFER

Trainer RODGERS-CUSHION, JENNIFER (defaults to owner if left blank)

☐ Team Entry? Showed ☐ This entry has been billed

Placings

☐ Scratch ☐ Disqualified ☐ Excused

☐ Only show entries in grid for selected back number

Regno	Class	Horsename	Back#	Handler	Trainer
A 199176	0	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 199176	16	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 199176	18	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 199176	27	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 222833	18	OCEANSEAST BLUES ISADORA	353		LIMONCELLI, LESSEE, MC

1

## To scratch/unscratch a horse use this dropdown menu

For more information on the types of scratches, click [here](#).

Scratch this horse

- Office scratch
- Gate scratch
- No show
- Undo office scratch
- Undo gate scratch
- Undo no show

### 5.7.1.1.1. Types Of Scratches

These are the types of scratches:

- **Office scratch** - When someone contacts the office and announces their intention to scratch an entry.  
This will result in the refunding of the entry fee.
- **Gate scratch** - When someone announces at the gate they are not going to show.

- **No show** - This is typically not used by AMHA.

### 5.7.2. Entries - Expedited

2020 AMHA Central Regional-Expedited entry screen (Congress and Nationals use only)

Horse Reg #:

Trainer:

Exhibitor A:

Exhibitor B:

Exhibitor C:

Exhibitor D:

Owner #:

Back #:

Height

Birthdate

Sex

Reg #:

799788

Owner:

113414

Breed:

AMHA

Color:

Height:

0

Id #:

Farm Name:

Address:

R. R. 2, BOX

City:

SULLIVAN

Telephone (1):

(21(7)7)28-

Youth #:

Amateur #:

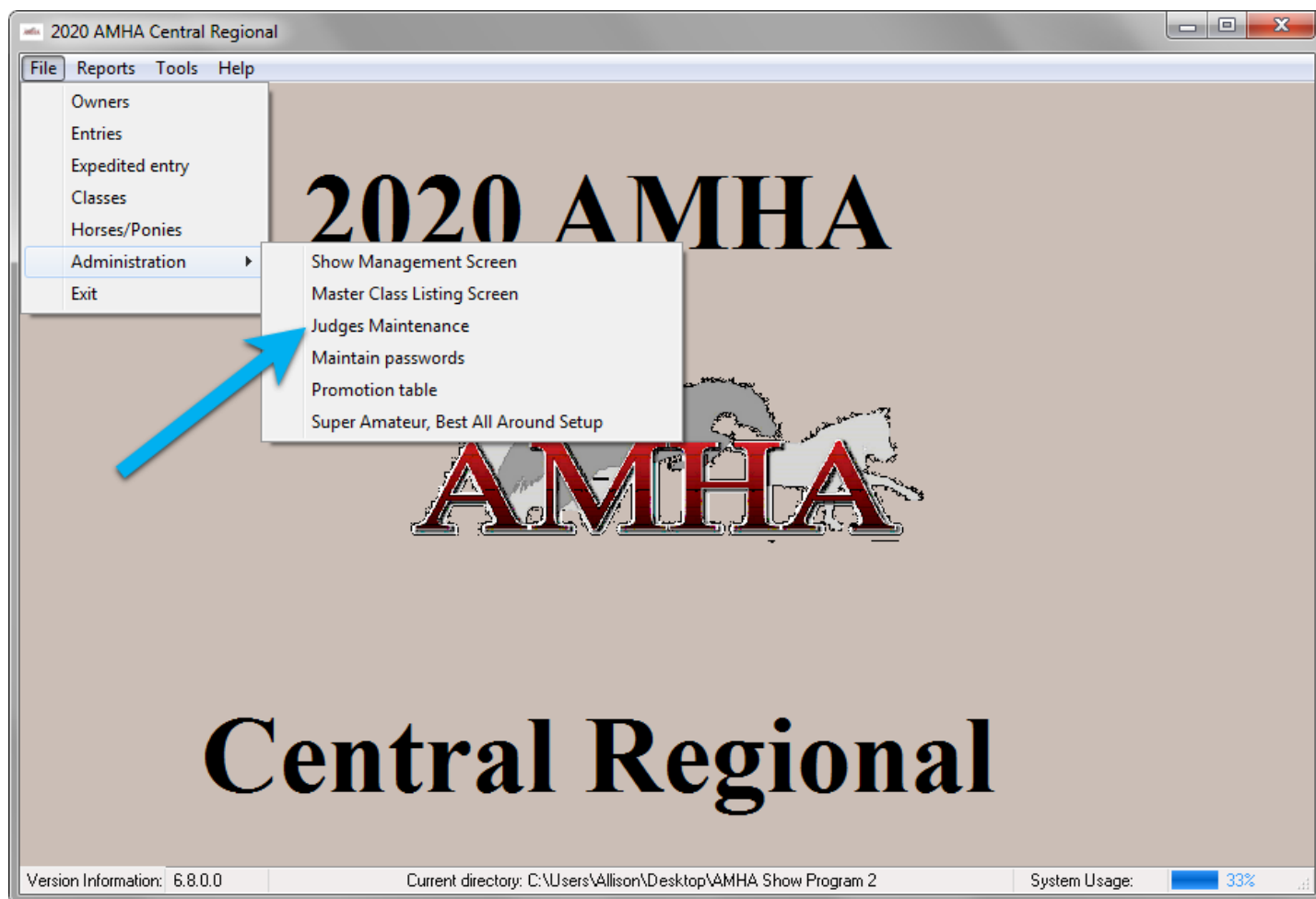
Action	Qty/Amt	Class	Description	Exhibitor	Responsible party	"Other" Id	"Other" name
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		
					<input checked="" type="radio"/> Owner <input type="radio"/> Trainer <input type="radio"/> Other		

☒ Process line items

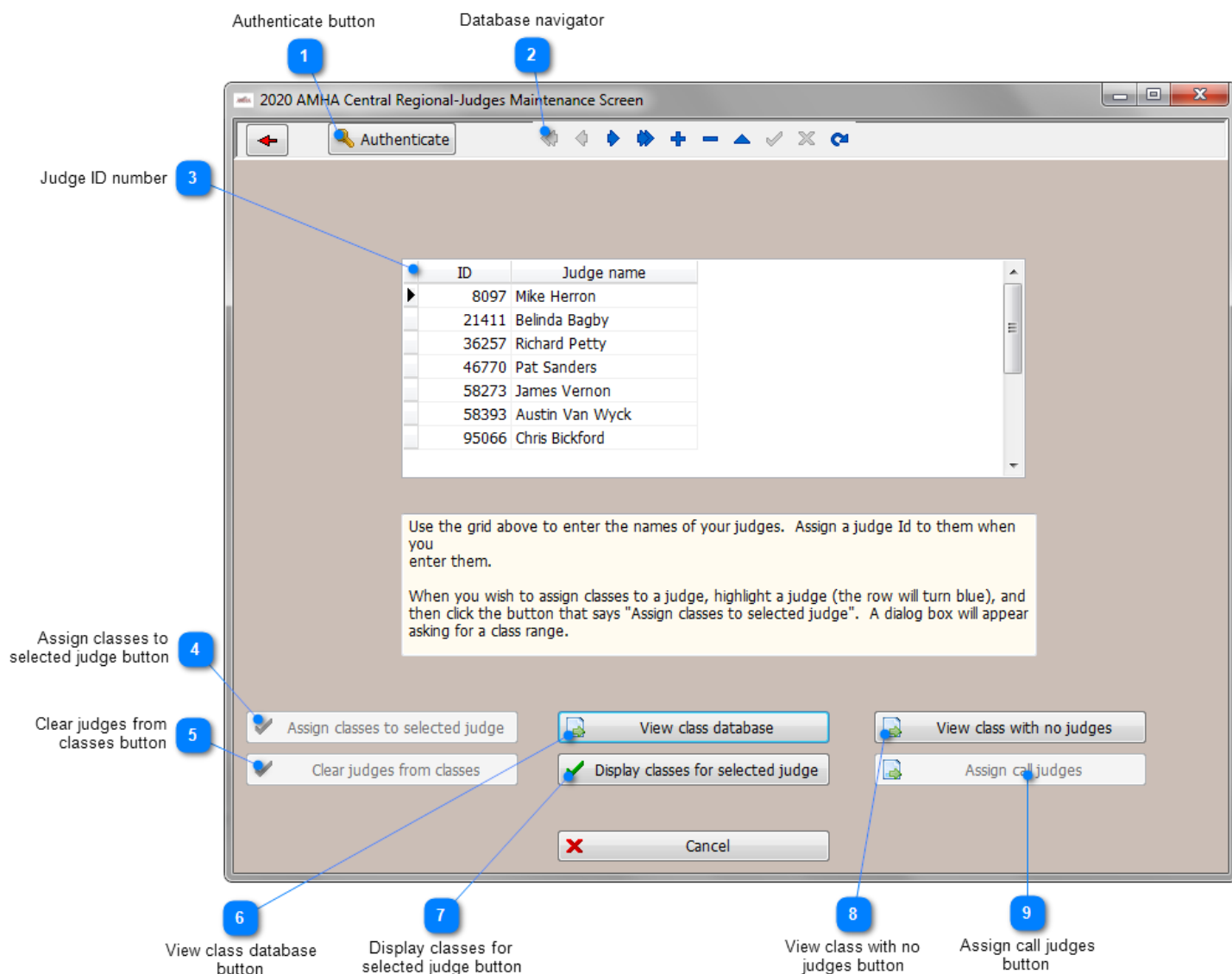
This screen allows you to make multiple entries on one screen. You can choose from multiple exhibitors, and can assign financial responsibility for all charges. This screen is useful when using the internal accounting system because you can make entries for office fees, stall/tack fees, late fees, etc.

## 5.8. How Do I Manage Judges Tasks?

44

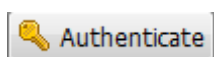


Choosing the "Judges Maintenance" menu item will display the following screen. First, hit the "Authenticate" button and enter your password to log in.



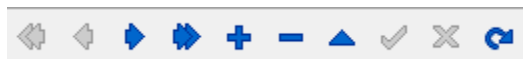
## 1 Authenticate button

Be sure to click this button first to log in by entering your password.



## 2 Database navigator

Use this to add judges. You may have as many judges as you wish. For more information on using the database navigator click [here](#).



## 3 Judge ID number

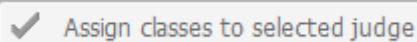
Each judge should have an Id associated with them. This number may be an actual assigned number, or you can simply start with 1 for the first judge, and continue.

	ID	Judge name
▶	8097	Mike Herron
	21411	Belinda Bagby
	36257	Richard Petty
	46770	Pat Sanders
	58273	James Vernon
	58393	Austin Van Wyck
	95066	Chris Bickford

4

#### Assign classes to selected judge button

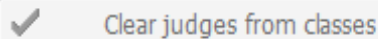
For more information please click [here](#).


 A button with a checkmark icon and the text "Assign classes to selected judge".

5

#### Clear judges from classes button

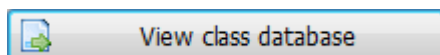
Use this to clear the judges from all classes. For more information please click [here](#).


 A button with a checkmark icon and the text "Clear judges from classes".

6

#### View class database button

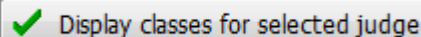
For more information please click [here](#).


 A button with a document icon and the text "View class database".

7

#### Display classes for selected judge button

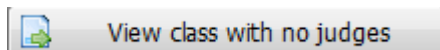
Check to see what classes are assigned to a judge. For more information please click [here](#).


 A button with a checkmark icon and the text "Display classes for selected judge".

8

#### View class with no judges button

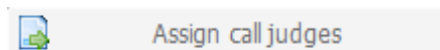
Look for classes that have not had a judge assigned to them. For more information please click [here](#).


 A button with a document icon and the text "View class with no judges".

9

#### Assign call judges button

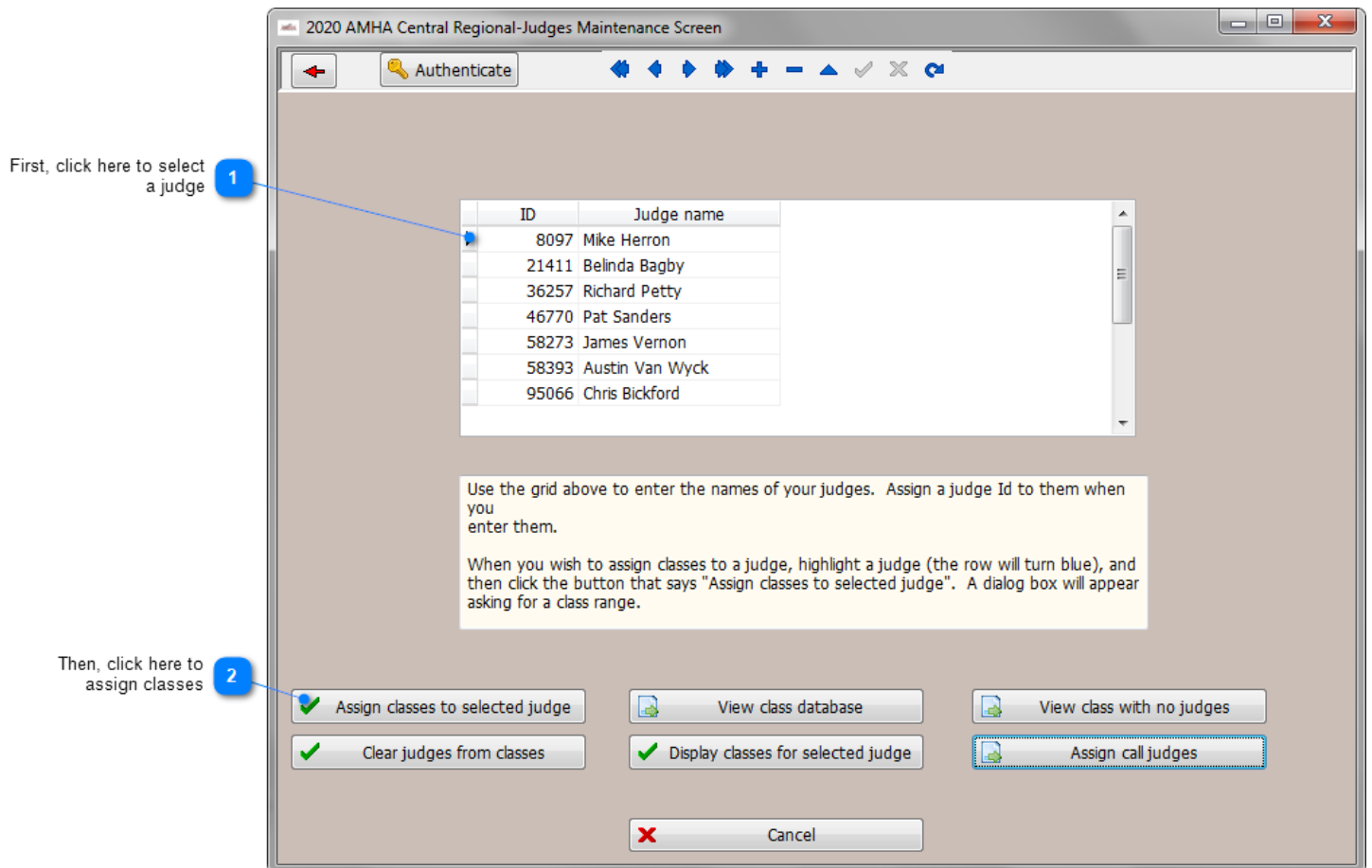
To assign a call judge, click this button. The system will look for any classes with three judges, and rotate the call judge between the three. To see the message you will get when this task is completed please click [here](#).


 A button with a document icon and the text "Assign call judges".

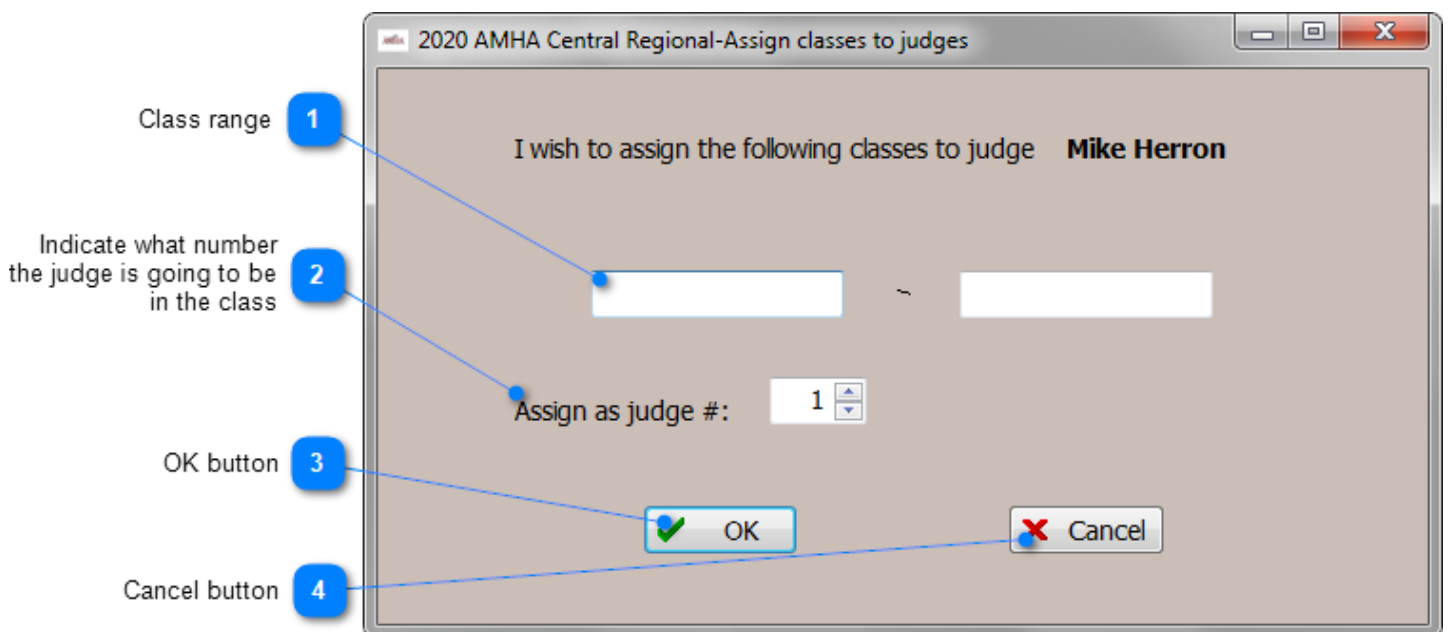
## 5.8.1. Assign Classes To Selected Judge

Once your judges are entered (by using the database navigator at the top of the page, for more information please click [here](#)), you can assign them to your classes. To do this, click next to the desired judge in the space on the left hand column to highlight the judge, as follows:





With the desired judge highlighted, click the "Assign classes to selected judge" button. **NOTE:** If this option is not available please authenticate by clicking the "Authenticate" button at the top of the screen and entering your password. The following screen will appear:



### 1 Class range

Enter the class range that you wish to assign the judge to.

 ~ 

### 2 Indicate what number the judge is going to be in the class

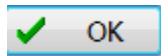
Example: first judge, second judge...

Assign as judge #:

3

### OK button

Click to complete assignment



4

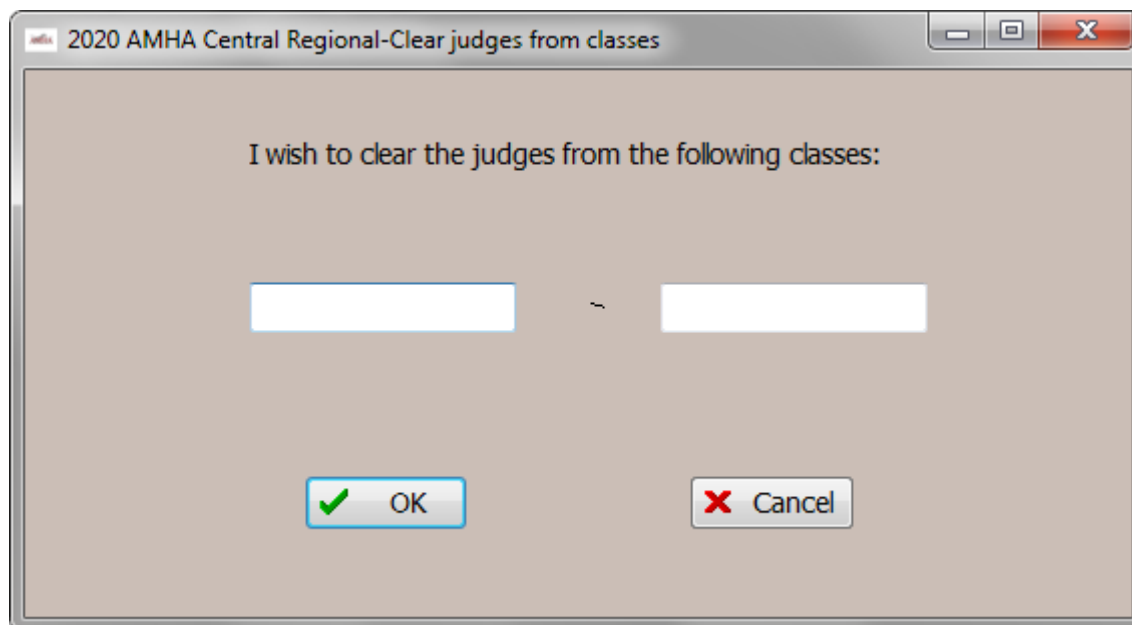
### Cancel button

Click to exit the screen



## 5.8.2. Clear Judges From Classes

When clicking "Clear judges from classes", you will get the following screen. **NOTE:** If this option is not available please authenticate by clicking the "Authenticate" button at the top of the screen and entering your password.



You can also clear judges from classes by using the [Initialization routine](#).

## 5.8.3. View Class Database

When clicking "View class database", you will get the following screen:

Class	Description	Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	Judge 6	Call judge
9	STOCK-TYPE GELDINGS	Mike Herron	Richard Petty					
11	TWO-YEAR-OLD MARES	Mike Herron	Richard Petty					
12	GRAND & RESERVE JUNIOR MARE	Mike Herron	Richard Petty					
16	AMATEUR MARES	Mike Herron	Richard Petty					
18	STOCK-TYPE MARES	Mike Herron	Richard Petty					
19	WEANLING AND YEARLING STALLIONS	Mike Herron	Richard Petty					
20	STOCK-TYPE STALLIONS	Mike Herron	Richard Petty					
21	GRAND & RESERVE JUNIOR STALLION	Mike Herron	Richard Petty					
23	SENIOR STALLIONS OVER 32 TO 34	Mike Herron	Richard Petty					
24	GRAND & RESERVE SENIOR STALLION	Mike Herron	Richard Petty					
25	AMATEUR STALLIONS	Mike Herron	Richard Petty					
26	STOCK-TYPE STALLIONS	Mike Herron	Richard Petty					
27	GRAND & RESERVE STOCK CLASS	Mike Herron	Richard Petty					
28	SUPREME HALTER CHAMPION	Mike Herron	Richard Petty					
32	AMATEUR SHOWMANSHIP	Mike Herron	Richard Petty					
36	OPEN HALTER OBSTACLE	Mike Herron	Richard Petty					
37	YOUTH HALTER OBSTACLE	Mike Herron	Richard Petty					
38	COUNTRY PLEASURE DRIVING 32 & UNDER	Mike Herron	Richard Petty					
39	COUNTRY PLEASURE DRIVING OVER 32-34	Mike Herron	Richard Petty					
44	SINGLE PLEASURE DRIVING MARES	Mike Herron	Richard Petty					

You have the option of printing standard or alternate-format judges' cards from this screen. The cards will print with the judge's name on it, and will designate whether or not the judge is serving as a call judge. Click [here](#) for samples of judges cards.

## 5.8.4. Display Classes For Selected Judge

Beginning with version 5.9, you are now able to print judges' cards from the judges maintenance screen. From the judges maintenance screen, choose the "Display classes for selected judge" option (make sure you have selected your judge). You will see the following screen:

Class	Description	Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	Judge 6	Call judge
9	STOCK-TYPE GELDINGS	Mike Herron	Richard Petty					
11	TWO-YEAR-OLD MARES	Mike Herron	Richard Petty					
12	GRAND & RESERVE JUNIOR MARE	Mike Herron	Richard Petty					
16	AMATEUR MARES	Mike Herron	Richard Petty					
18	STOCK-TYPE MARES	Mike Herron	Richard Petty					
19	WEANLING AND YEARLING STALLIONS	Mike Herron	Richard Petty					
20	STOCK-TYPE STALLIONS	Mike Herron	Richard Petty					
21	GRAND & RESERVE JUNIOR STALLION	Mike Herron	Richard Petty					
23	SENIOR STALLIONS OVER 32 TO 34	Mike Herron	Richard Petty					
24	GRAND & RESERVE SENIOR STALLION	Mike Herron	Richard Petty					
25	AMATEUR STALLIONS	Mike Herron	Richard Petty					
26	STOCK-TYPE STALLIONS	Mike Herron	Richard Petty					
27	GRAND & RESERVE STOCK CLASS	Mike Herron	Richard Petty					
28	SUPREME HALTER CHAMPION	Mike Herron	Richard Petty					
32	AMATEUR SHOWMANSHIP	Mike Herron	Richard Petty					
36	OPEN HALTER OBSTACLE	Mike Herron	Richard Petty					
37	YOUTH HALTER OBSTACLE	Mike Herron	Richard Petty					
38	COUNTRY PLEASURE DRIVING 32 & UNDER	Mike Herron	Richard Petty					
39	COUNTRY PLEASURE DRIVING OVER 32-34	Mike Herron	Richard Petty					
44	SINGLE PLEASURE DRIVING MARES	Mike Herron	Richard Petty					

You have the option of printing standard or alternate-format judges' cards from this screen. The cards will print with the judge's name on it, and will designate whether or not the judge is serving as a call judge. Click [here](#) for samples of judges cards.

### 5.8.4.1. Sample Judges Cards

Standard judges cards look like this:

<p>2020 AMHA Central Regional</p> <p>Class Name:                      Class No.        9</p> <p>STOCK-TYPE GELDINGS (1422)</p> <p>Class Specifications NULL</p> <p><u># Shown in Class</u></p> <p>Placings</p> <table><tr><td>1st</td><td>6th</td></tr><tr><td>2nd</td><td>7th</td></tr><tr><td>3rd</td><td>8th</td></tr><tr><td>4th</td><td>9th</td></tr><tr><td>5th</td><td>10th</td></tr><tr><td></td><td>Alternate</td></tr></table> <p>Judge's Signature _____</p> <p>Judge: Mike Herron</p>	1st	6th	2nd	7th	3rd	8th	4th	9th	5th	10th		Alternate	<p>2020 AMHA Central Regional</p> <p>Class Name:                      Class No.        12</p> <p>GRAND &amp; RESERVE JUNIOR MARE (1453)</p> <p>Class Specifications NULL</p> <p><u># Shown in Class</u></p> <p>Placings</p> <table><tr><td>1st</td><td>6th</td></tr><tr><td>2nd</td><td>7th</td></tr><tr><td>3rd</td><td>8th</td></tr><tr><td>4th</td><td>9th</td></tr><tr><td>5th</td><td>10th</td></tr><tr><td></td><td>Alternate</td></tr></table> <p>Judge's Signature _____</p> <p>Judge: Mike Herron</p>	1st	6th	2nd	7th	3rd	8th	4th	9th	5th	10th		Alternate
1st	6th																								
2nd	7th																								
3rd	8th																								
4th	9th																								
5th	10th																								
	Alternate																								
1st	6th																								
2nd	7th																								
3rd	8th																								
4th	9th																								
5th	10th																								
	Alternate																								
<p>2020 AMHA Central Regional</p> <p>Class Name:                      Class No.        11</p> <p>TWO-YEAR-OLD MARES (1045)</p> <p>Class Specifications NULL</p> <p><u># Shown in Class</u></p> <p>Placings</p> <table><tr><td>1st</td><td>6th</td></tr><tr><td>2nd</td><td>7th</td></tr><tr><td>3rd</td><td>8th</td></tr><tr><td>4th</td><td>9th</td></tr><tr><td>5th</td><td>10th</td></tr><tr><td></td><td>Alternate</td></tr></table> <p>Judge's Signature _____</p> <p>Judge: Mike Herron</p>	1st	6th	2nd	7th	3rd	8th	4th	9th	5th	10th		Alternate	<p>2020 AMHA Central Regional</p> <p>Class Name:                      Class No.        16</p> <p>AMATEUR MARES (1027)</p> <p>Class Specifications NULL</p> <p><u># Shown in Class</u></p> <p>Placings</p> <table><tr><td>1st</td><td>6th</td></tr><tr><td>2nd</td><td>7th</td></tr><tr><td>3rd</td><td>8th</td></tr><tr><td>4th</td><td>9th</td></tr><tr><td>5th</td><td>10th</td></tr><tr><td></td><td>Alternate</td></tr></table> <p>Judge's Signature _____</p> <p>Judge: Mike Herron</p>	1st	6th	2nd	7th	3rd	8th	4th	9th	5th	10th		Alternate
1st	6th																								
2nd	7th																								
3rd	8th																								
4th	9th																								
5th	10th																								
	Alternate																								
1st	6th																								
2nd	7th																								
3rd	8th																								
4th	9th																								
5th	10th																								
	Alternate																								

Alternate judges cards look like this:

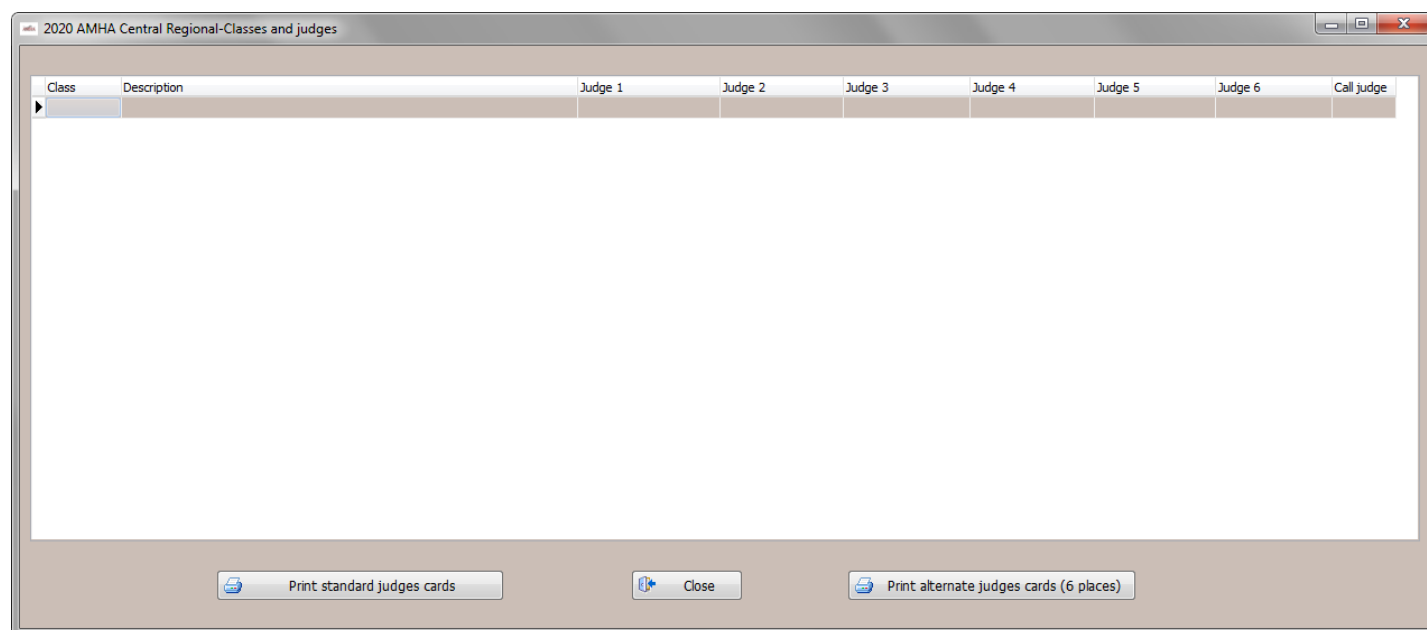
2020 AMHA Central Regional		2020 AMHA Central Regional	
Class Name:	Class No. <u>9</u>	Class Name:	Class No. <u>12</u>
STOCK-TYPE GELDINGS (1422)		GRAND & RESERVE JUNIOR MARE (1453)	
Class Specifications NULL		Class Specifications NULL	
<u>Number of horses in class</u>		<u>Number of horses in class</u>	
Placings		Placings	
1st	4th	1st	4th
2nd	5th	2nd	5th
3rd	6th	3rd	6th
Please pick two alternates:		Please pick two alternates:	
7th	8th	7th	8th
<hr/>		<hr/>	
Judge: Mike Herron		Judge: Mike Herron	
Only the judge may make a change and must initial that change before the show has been completed.		Only the judge may make a change and must initial that change before the show has been completed.	

2020 AMHA Central Regional		2020 AMHA Central Regional	
Class Name:	Class No. <u>11</u>	Class Name:	Class No. <u>16</u>
TWO-YEAR-OLD MARES (1045)		AMATEUR MARES (1027)	
Class Specifications NULL		Class Specifications NULL	
<u>Number of horses in class</u>		<u>Number of horses in class</u>	
Placings		Placings	
1st	4th	1st	4th
2nd	5th	2nd	5th
3rd	6th	3rd	6th
Please pick two alternates:		Please pick two alternates:	
7th	8th	7th	8th
<hr/>		<hr/>	
Judge: Mike Herron		Judge: Mike Herron	
Only the judge may make a change and must initial that change before the show has been completed.		Only the judge may make a change and must initial that change before the show has been completed.	

## 5.8.5. View Class With No Judges

When clicking "View class with no judges", you will get the following screen. If judges have been assigned to all classes this screen will be empty.



## 6. How Do I Manage My Entries During A Show?

[How to scratch or disqualify an entry](#)

[How to split large classes](#)

[How to promote entries to another class](#)

[How to scramble the order of go](#)

### 6.1. Scratching Or Disqualifying An Entry

There are a couple of ways to scratch an entry.

The first is by going to "Entries" under the "File" tab. You will see this screen:

2020 AMHA Central Regional-Enter a horse in a class or classes

Person responsible for payment:  RODGERS-CUSHION, JEN

Reg. # A 199176  Horse name LR HENNESSEYS ROLLING A PEANUT

Mare 3/16/2010

Class 0

Back # 378  Handler #

Owner 57239 RODGERS-CUSHION, JENNIFER

Trainer RODGERS-CUSHION, JENNIFER  (defaults to owner if left blank)

☐ Team Entry? Showed ☐ ☒ This entry has been billed

Placings

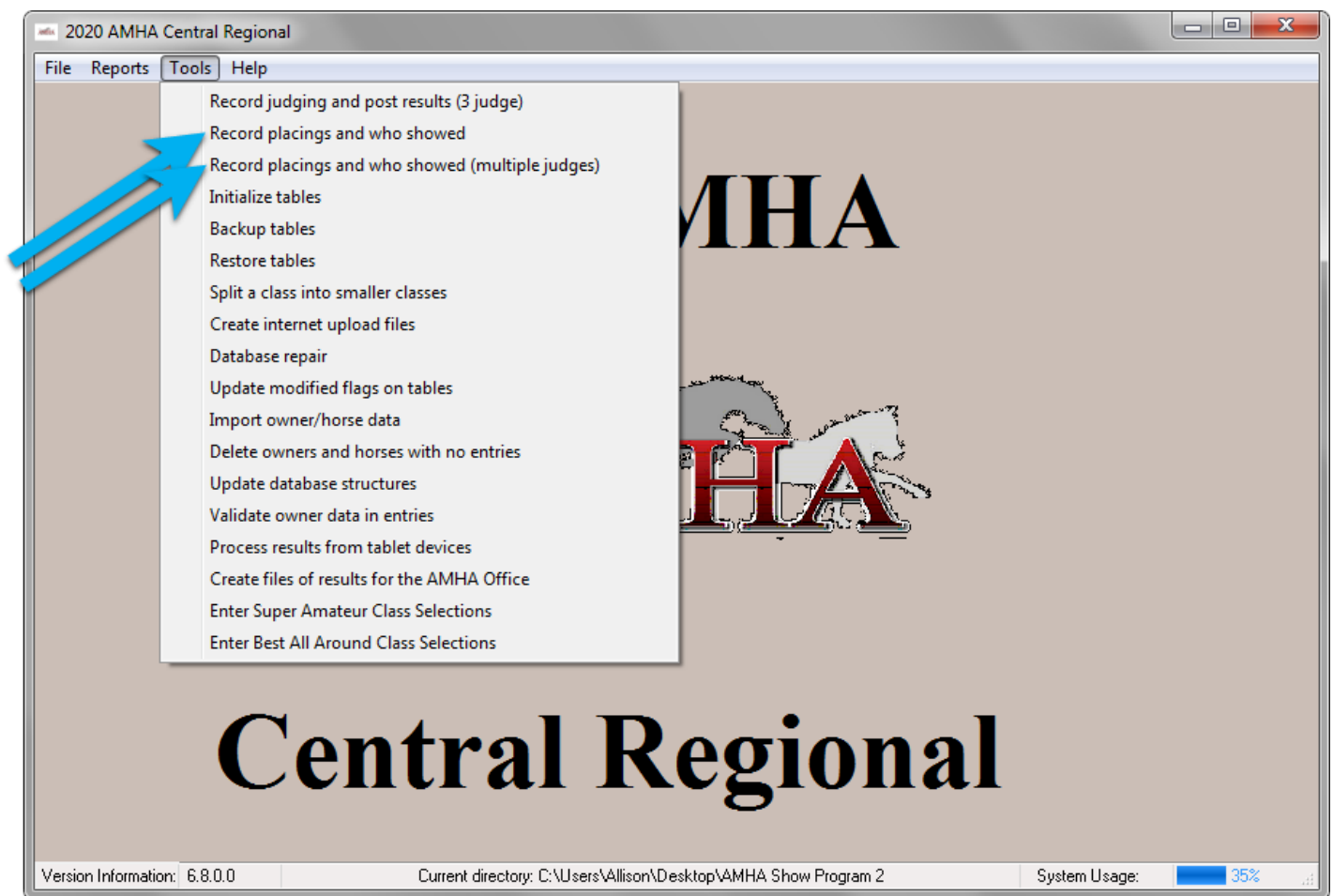
☐ Scratch ☐ Disqualified ☐ Excused

☐ Only show entries in grid for selected back number

Regno	Class	Horsename	Back#	Handler	Trainer
▶ A 199176	0	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 199176	16	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 199176	18	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 199176	27	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 222833	18	OCEANSEAST BLUES ISADORA	353		UMONCELLI, LESSEE, MC

Find the "scratch this horse" dropdown menu in the upper right corner. This will give you the option of an office scratch, a gate scratch, or a no show. If a horse is scratched on accident, simply click "undo". For more information on the types of scratches click [here](#).

The other place you can enter a scratch or disqualification is on the "Record judging and who showed" screens under the "Tools" tab.



Find where it says "Change Entry Status" in single judge/multiple judge placing:













2020 AMHA Central Regional-Record placings for a class

Class #:

☒ Prefill placing fields

**Optional: If you wish to mark entries that did not place as having shown, enter the back number ONLY.**

	Back #	Placing		
1.	<input type="text"/>	<input type="text"/>	 Post	 .Class inq.
2.	<input type="text"/>	<input type="text"/>	 Close	 Promote
3.	<input type="text"/>	<input type="text"/>	 Clear	 Refresh
4.	<input type="text"/>	<input type="text"/>	 Refresh entries	 Ann. report
5.	<input type="text"/>	<input type="text"/>	 Change Entry Status	 Reload score
6.	<input type="text"/>	<input type="text"/>		
7.	<input type="text"/>	<input type="text"/>		
8.	<input type="text"/>	<input type="text"/>		
9.	<input type="text"/>	<input type="text"/>		
10.	<input type="text"/>	<input type="text"/>		
11.	<input type="text"/>	<input type="text"/>		

☐ Print announcers report automatically  
☐ Print announcers report to screen  
☐ Play sound when results arrive

Here you will be given these options:

2020 AMHA Central Regional-Change an entries status (DQ, Scratch, etc)

**Actions to take**

<input type="radio"/> Office scratch	<input type="radio"/> Undo office scratch
<input type="radio"/> Gate scratch	<input type="radio"/> Undo gate scratch
<input type="radio"/> No show	<input type="radio"/> Undo no show
<input type="radio"/> Disqualification	<input type="radio"/> Undo disqualification
<input type="radio"/> Excused	<input type="radio"/> Undo excused

Back number to act on:

Class number:

## 7. How Do I Enter Results?

---

There are two ways that placings can be recorded in the system:

1. Directly on the entry screen for the placing horse, see [The Old Fashioned Way](#)
2. Using the utility which allows you to enter all of the placings for a particular class either with a [single judge score](#) or [multiple judges scores](#)

### 7.1. The Old Fashioned Way

---

Once you locate a particular entry that has placed in a class, you may edit the entry directly on the entry screen (File-Entries).

Example: Registration number A199176 has won 2nd place in class 11. We want to record the placing. We would first locate the entry:

2020 AMHA Central Regional-Enter a horse in a class or classes

57239

Person responsible for payment:  RODGERS-CUSHION, JEN

---

Reg. # A 199176  Horse name LR HENNESSEYS ROLLING A PEANUT

Mare 3/16/2010

Class 11  TWO-YEAR-OLD MARES

Back # 378  Handler #

Owner 57239 RODGERS-CUSHION, JENNIFER

Trainer RODGERS-CUSHION, JENNIFER  (defaults to owner if left blank)

☐ Team Entry?
 ☐ Showed
 ☒ This entry has been billed

Placings 2

☐ Scratch
 ☐ Disqualified
 ☐ Excused
 ☐ Only show entries in grid for selected back number

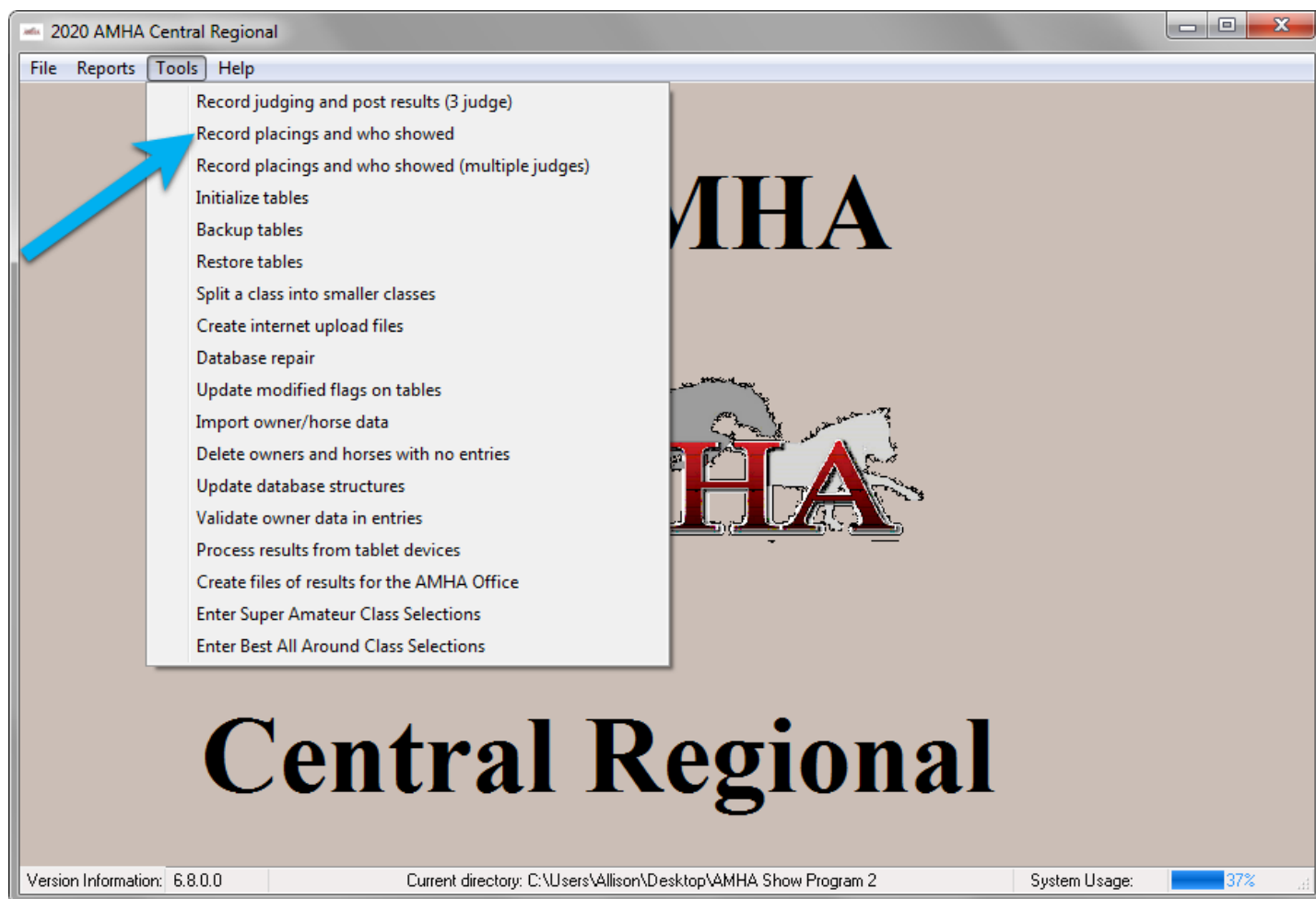
Regno	Class	Horsename	Back#	Handler	Trainer
A 199176	11	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 199176	16	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 199176	18	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 199176	27	LR HENNESSEYS ROLLING A PEANUT	378		RODGERS-CUSHION, JEN
A 222833	18	OCEANSEAST BLUES ISADORA	353		UMONCELLI, LESSEE, MC

We would then enter an 2 in the placing field, and then save the record by clicking on the checkmark in the database navigator bar at the top of the screen. For more information on using the database navigator please click [here](#).

This method of entry can be used anytime on any entry. It can be used to correct mistakes as well as performing the initial entry. This is a slow and tedious way to record placings, however.

## 7.2. Single Judge Score

The best method of entering placing values would be to use one of the utilities provided by the system under the "Tools" menu item. For classes utilizing one judge scoring, the entry screen you want to use to record the placings is labeled as "Record placings and who showed".



This will bring up a screen that looks like this:

2020 AMHA Central Regional-Record placings for a class

Class #:

☒ Prefill placing fields

**Optional: If you wish to mark entries that did not place as having shown, enter the back number ONLY.**

	Back #	Placing		
1.	<input type="text"/>	<input type="text"/>	Post	.Class inq.
2.	<input type="text"/>	<input type="text"/>	Close	Promote
3.	<input type="text"/>	<input type="text"/>	Clear	Refresh
4.	<input type="text"/>	<input type="text"/>	Refresh entries	Ann. report
5.	<input type="text"/>	<input type="text"/>	Change Entry Status	Reload score
6.	<input type="text"/>	<input type="text"/>		
7.	<input type="text"/>	<input type="text"/>		
8.	<input type="text"/>	<input type="text"/>		
9.	<input type="text"/>	<input type="text"/>		
10.	<input type="text"/>	<input type="text"/>		
11.	<input type="text"/>	<input type="text"/>		

☐ Print announcers report automatically  
☐ Print announcers report to screen  
☐ Play sound when results arrive

This screen allows you to enter up to 10 placing values for a particular class. (If you have more than 10 placings, you would enter the first 10, post them, and then clear the screen). You would enter the class number, and then the back number and the placing associated with the back number.

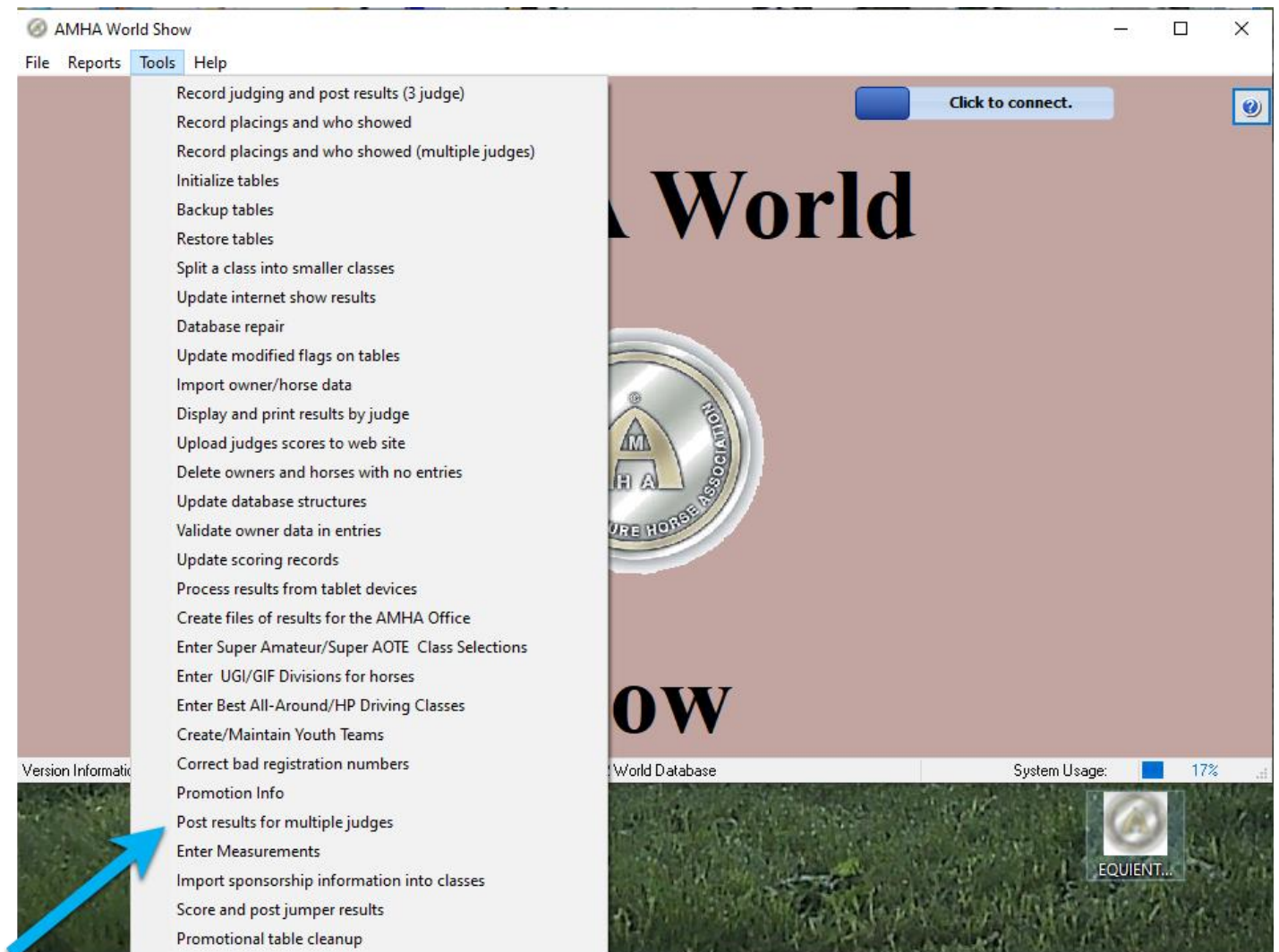
If you are recording information on entries that showed in the class but did not place, you can enter their back number and leave the placing field blank.

Once all of your entries have been entered, click on the "Post" button to save them.

## 7.3. The best way to enter multiple judges scores

For classes allowing multiple judge placing, you will want to use the one that says "Post results for multiple judges". This serves as a replacement for the

"Record placings and who showed (multiple judges)" option, although that option remains available.



This will display a screen like this:

AMHA World Show-Judge and post results for a class

Post Records Class Inquiry Entry screen Add an entry Change Entry Status Clear Refresh Promote Close

Class number to judge:

There are x number in this class.

☐ Duplicate results to all judges

	Judge 1	Judge 2	Judge 3	Judge 4
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Back #	Judge 1	Judge 2	Judge 3	Judge 4
156				
105				
107				
119	10			
347	1			
360	6			
608	8			
663				
693				
694	9			
709	4			
721	3			
726	7			
736				
757				
763	2			

☐ Connected? Connection log Main ring polling...

The idea of this screen is that you can see all of your judges scores at once, thus cutting down on missing results. Once you enter your class number and press the "Enter" key, you will see something like this:

AMHA World Show-Judge and post results for a class

Post Records Class Inquiry Entry screen Add an entry Change Entry Status Clear Refresh Promote Close

Class number field 1 Class number to judge: 1 YOUTH SHOWMANSHIP 13 TO 18

There are 16 entries in this class.

☐ Duplicate results to all judges

	Margo Hepner-Hart	Joyce Swanson	Sandra Curl
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Back #	Judge 1	Judge 2	Judge 3	Judge 4
105				
107				
119	10			
347	1			
360	6			
608	8			
663				
693				
694	9			
709	4			
721	3			
726	7			
736				
757				
763	2			
771	5			

☐ Connected? Connection log Main ring polling...

1

## Class number field

Enter your class number that you want to post results for here.

1

2

## Back number grid

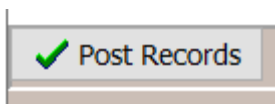
This is where the back numbers/results appear after you leave the class number field. In this example, judge 1 has 10 results entered.

Back #	Judge 1	Judge 2	Judge 3	Judge 4
105				
107				
119	10			
347	1			
360	6			
608	8			
663				
693				
694	9			
709	4			
721	3			
726	7			
736				
757				
763	2			
771	5			

3

## Post button

Click this button to save your results.



4

## Duplicate these entries

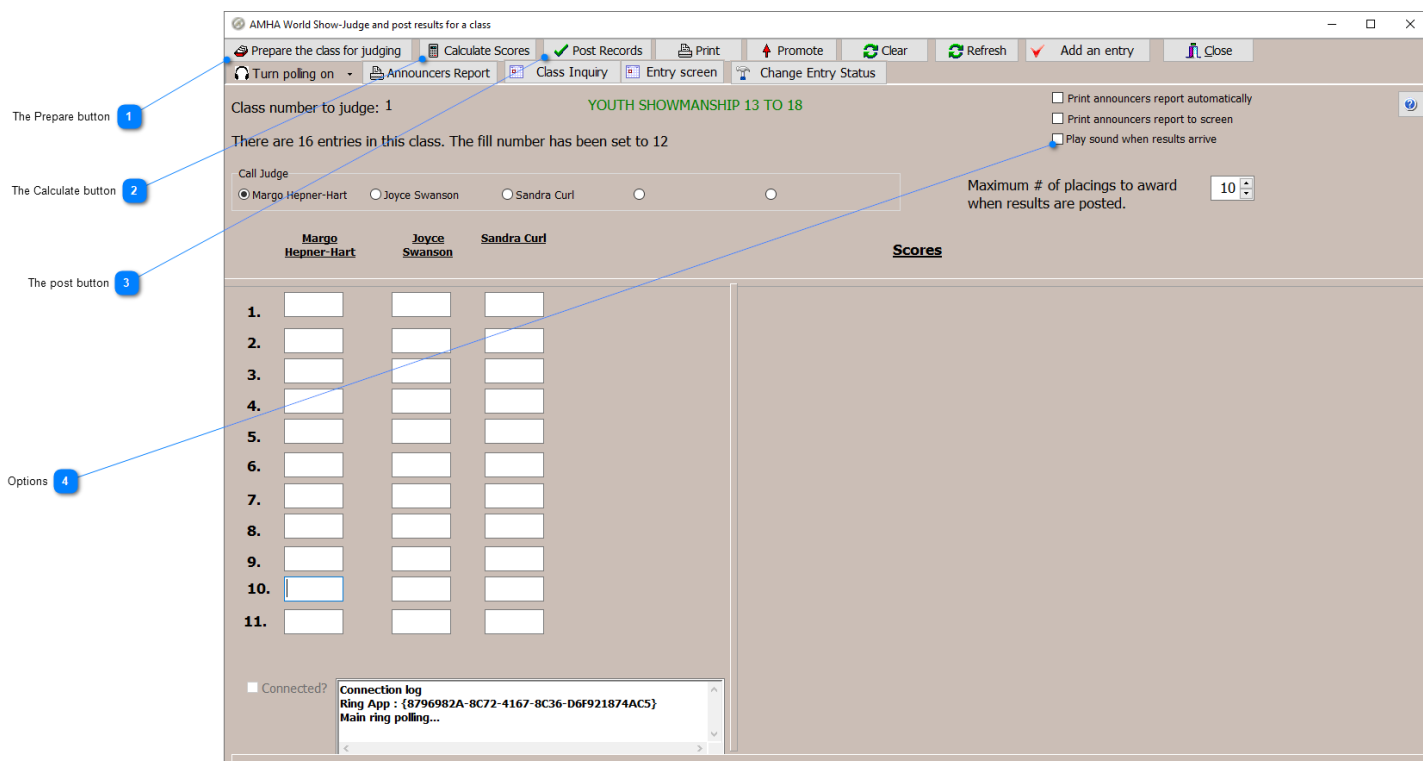
If all of the judges have scored the class identically, you can enter the results for judge 1, click this button, and then click the Post button. The system will automatically fill in the remaining judges scores for you.

☐ Duplicate results to all judges

## 7.4. Three Judge Average Score

This scoring method involves capturing the scores of three separate judges and combining their scores to determine the placings. The entry screen looks like this:





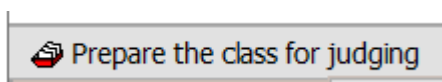
1

## The Prepare button

Before a class can be scored, it must be prepared. You do this by clicking the "Prepare this class for judging" button. The following screen will appear:

Enter your class number in the box, and click the "OK" button.

Caution: If when preparing your class, you receive a message indicating that the class has already been prepared, use caution. If you accidentally prepare a class after it's been judged, you will erase the judging records for that class.



2

## The Calculate button

Once all of your scores have been entered, you must calculate the placings. you do this by clicking this button. To see a sample of this screen, click [here](#).



Calculate Scores

3

### The post button

Clicking this button saves your results. It is the same as answering "Yes" to the prompt shown in the [screenshot](#) above.



Post Records

4

### Options

These options help to streamline the judging process. For example, at the World show, the ring announcer has a monitor which displays the announcers report which he/she uses to announce the winners. By clicking the top two options, the report will automatically appear on the screen after results are posted. If these options are not chosen, the ring secretary will have to manually print the announcers report.

- ☐ Print announcers report automatically
- ☐ Print announcers report to screen
- ☐ Play sound when results arrive

The scoring method used is as follows:

1st place - 10 points

2nd place - 9 points

.

.

5th place - 6 points

.

.

.

10th place - 1 point

## 7.4.1. Screen with scores

---

Before calculation:

AMHA World Show-Judge and post results for a class

Prepare the class for judging | Calculate Scores | Post Records | Print | Promote | Clear | Refresh | Add an entry | Close

Turn polling on | Announcers Report | Class Inquiry | Entry screen | Change Entry Status

Class number to judge: 1 **YOUTH SHOWMANSHIP 13 TO 18**

There are 16 entries in this class. The fill number has been set to 12

Call Judge  
☒ Margo Hepner-Hart ☐ Joyce Swanson ☐ Sandra Curl ☐ ☐

Maximum # of placings to award when results are posted. 10

☐ Print announcers report automatically  
☐ Print announcers report to screen  
☐ Play sound when results arrive

**Margo Hepner-Hart** **Joyce Swanson** **Sandra Curl** **Scores**

1.	347	771	721
2.	721	709	347
3.	763	726	360
4.	726	694	763
5.	771	763	709
6.	608	608	694
7.	360	360	119
8.	709	347	105
9.	119	105	608
10.	663	736	663
11.	105	119	771

☐ Connected? Main ring polling...  
 Data stream copied at 10/22/2022 3:36:14 PM to C:\2022 World  
 Data stream copied at 10/22/2022 3:36:17 PM to C:\2022 World

After clicking the "calculate scores" button:

AMHA World Show-Judge and post results for a class

Prepare the class for judging | Calculate Scores | Post Records | Print | Promote | Clear | Refresh | Add an entry | Close

Turn polling on | Announcers Report | Class Inquiry | Entry screen | Change Entry Status

Class number to judge: 1 **YOUTH SHOWMANSHIP 13 TO 18**

There are 16 entries in this class. The fill number has been set to 12

Call Judge  
☒ Margo Hepner-Hart ☐ Joyce Swanson ☐ Sandra Curl ☐ ☐

Maximum # of placings to award when results are posted. 10

☐ Print announcers report automatically  
☐ Print announcers report to screen  
☐ Play sound when results arrive

**Margo Hepner-Hart** **Joyce Swanson** **Sandra Curl** **Scores**

Placing	Back #	Total Points Awarded	Judge 1 Points	Judge 2 Points	Judge 3 Points
1	347	22	10	3	9
2	721	16	8	6	7
3	763	10	9	0	10
4	726	12	3	9	6
5	771	6	6	10	0
6	608	16	4	4	8
7	726	15	7	8	0
8	608	12	5	5	2
9	694	12	0	7	5
10	119	6	2	0	4
11	105	5	0	2	3
99	107	0	0	0	0

☐ Connected? Main ring polling...  
 Data stream copied at 10/22/2022 3:36:14 PM to C:\2022 World  
 Data stream copied at 10/22/2022 3:36:17 PM to C:\2022 World

Confirm  
 Do you want to post these results?  
 Yes  No

You can see the scores on the right hand side of the screen. The system automatically prompts you to save your results. Unless you see a problem, click "Yes"

## 8. How Do I Manage Things After A Show?

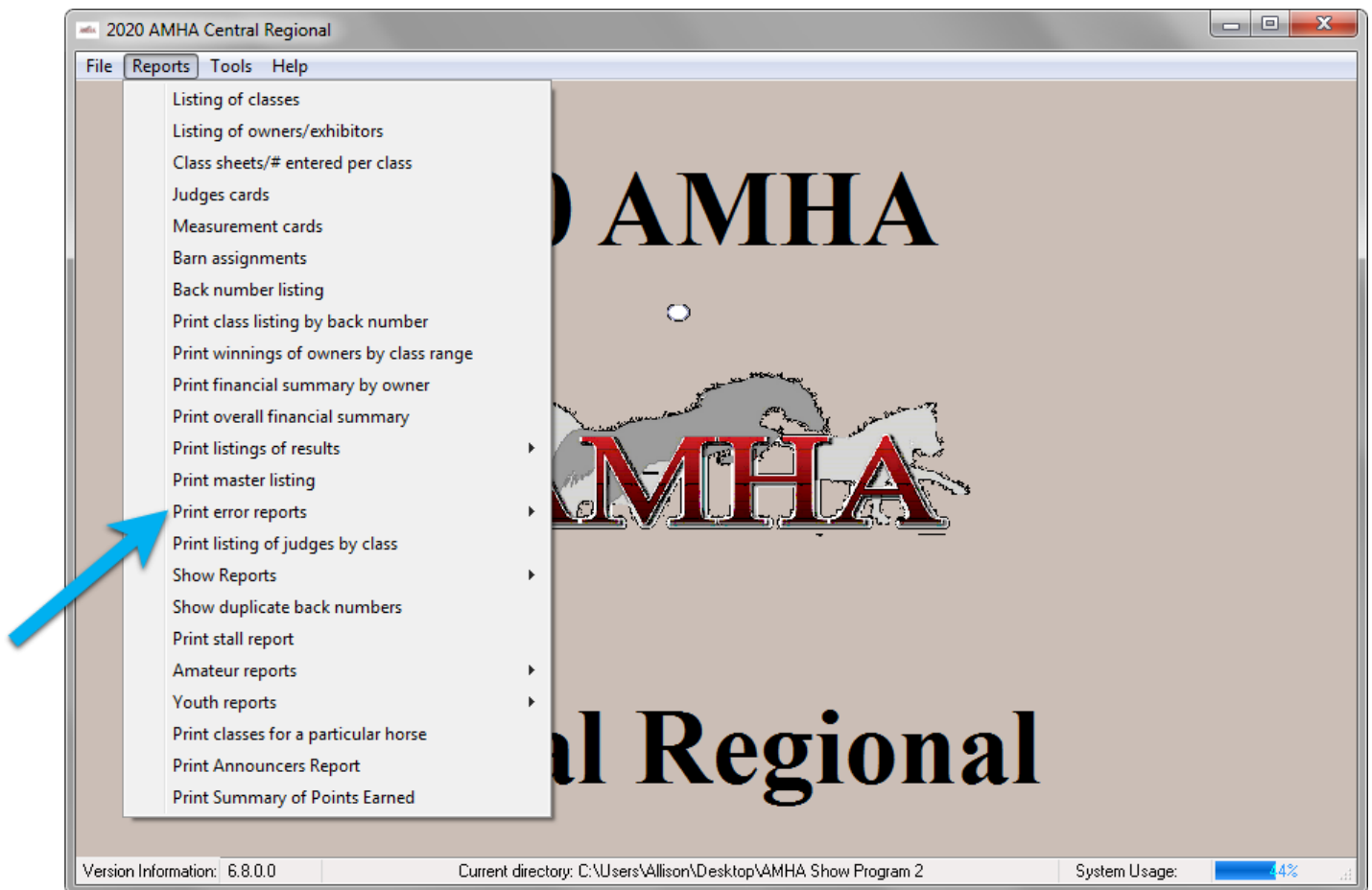
---

1. Check the results
2. [Error listings](#)
3. [Prepare and send results to the office](#)
4. [High points](#)

### 8.1. Error Listings

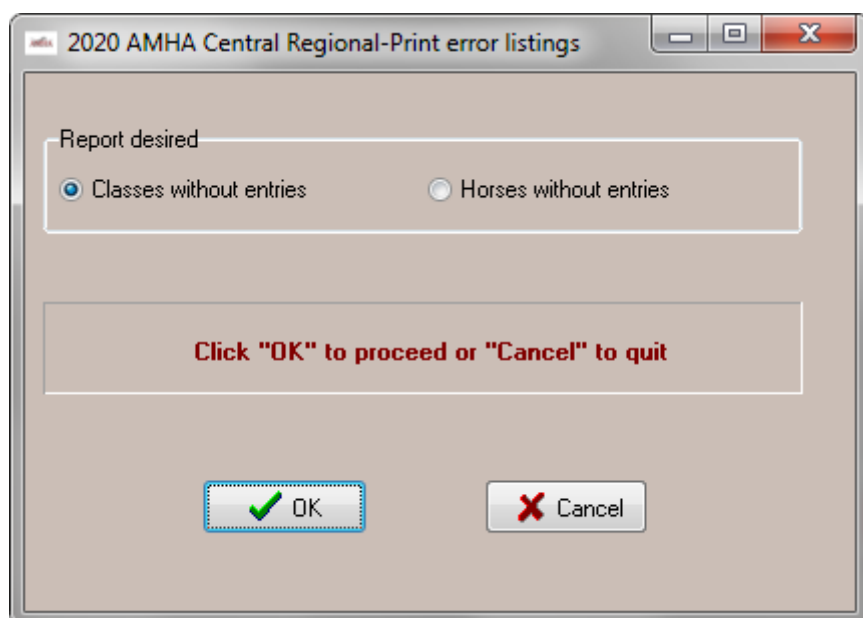
---

Go to "Print error reports" under the "Reports" tab:

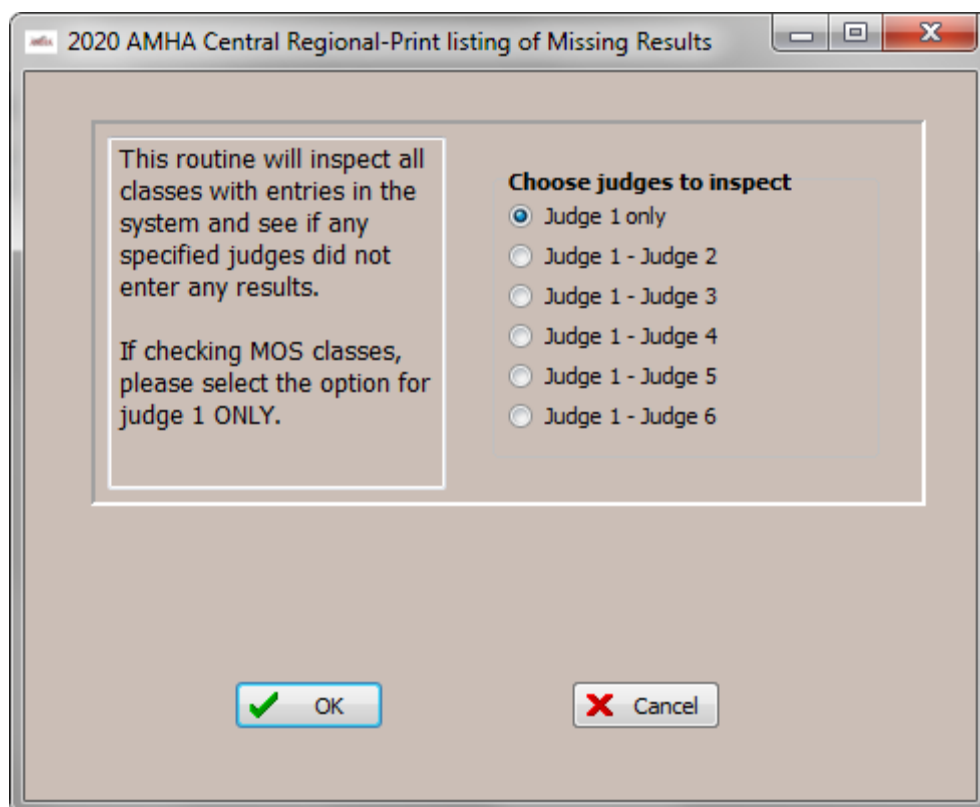


There are 3 possible error reports:

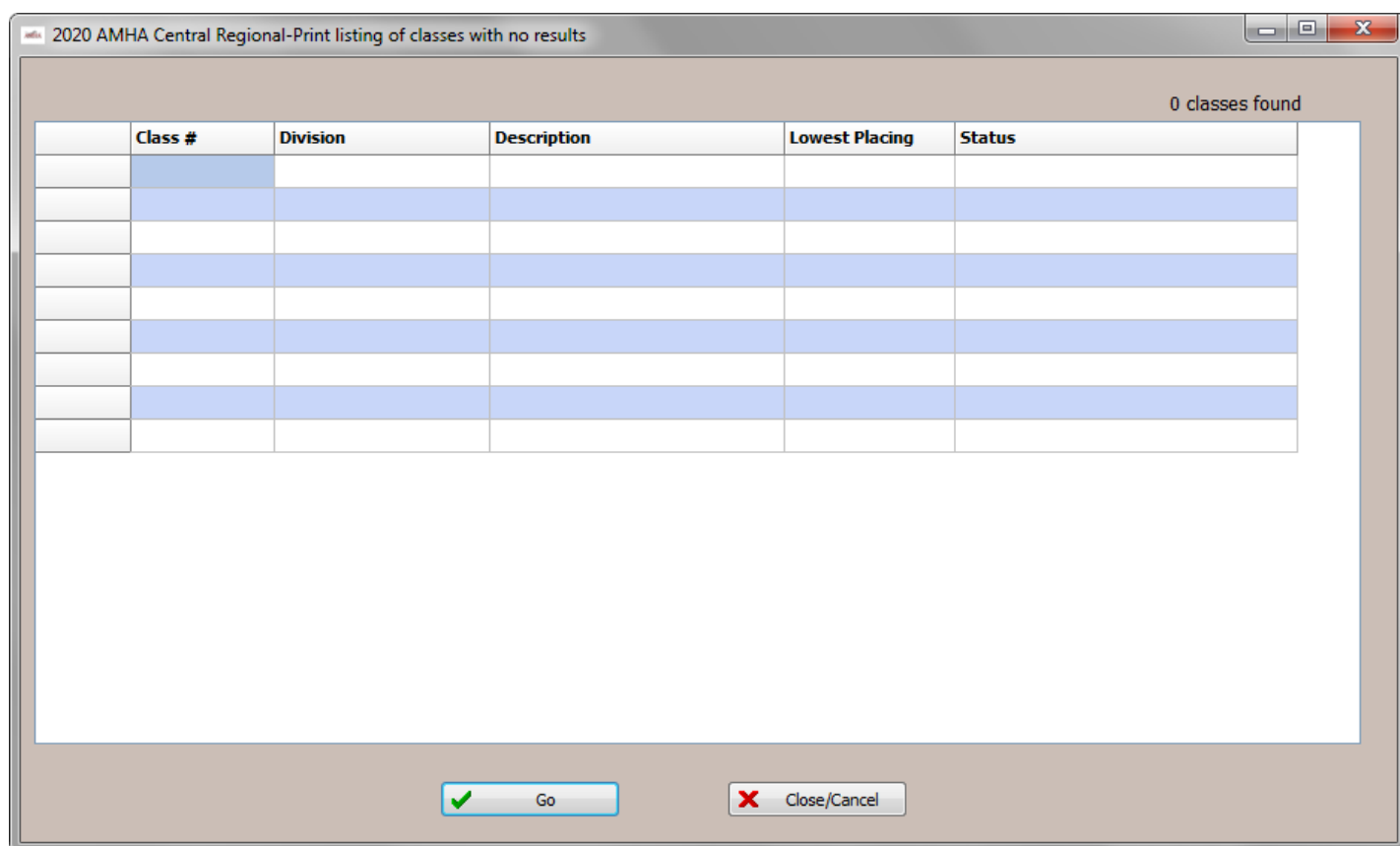
1. Print classes/horses with no entries



## 2. Print judges with no results

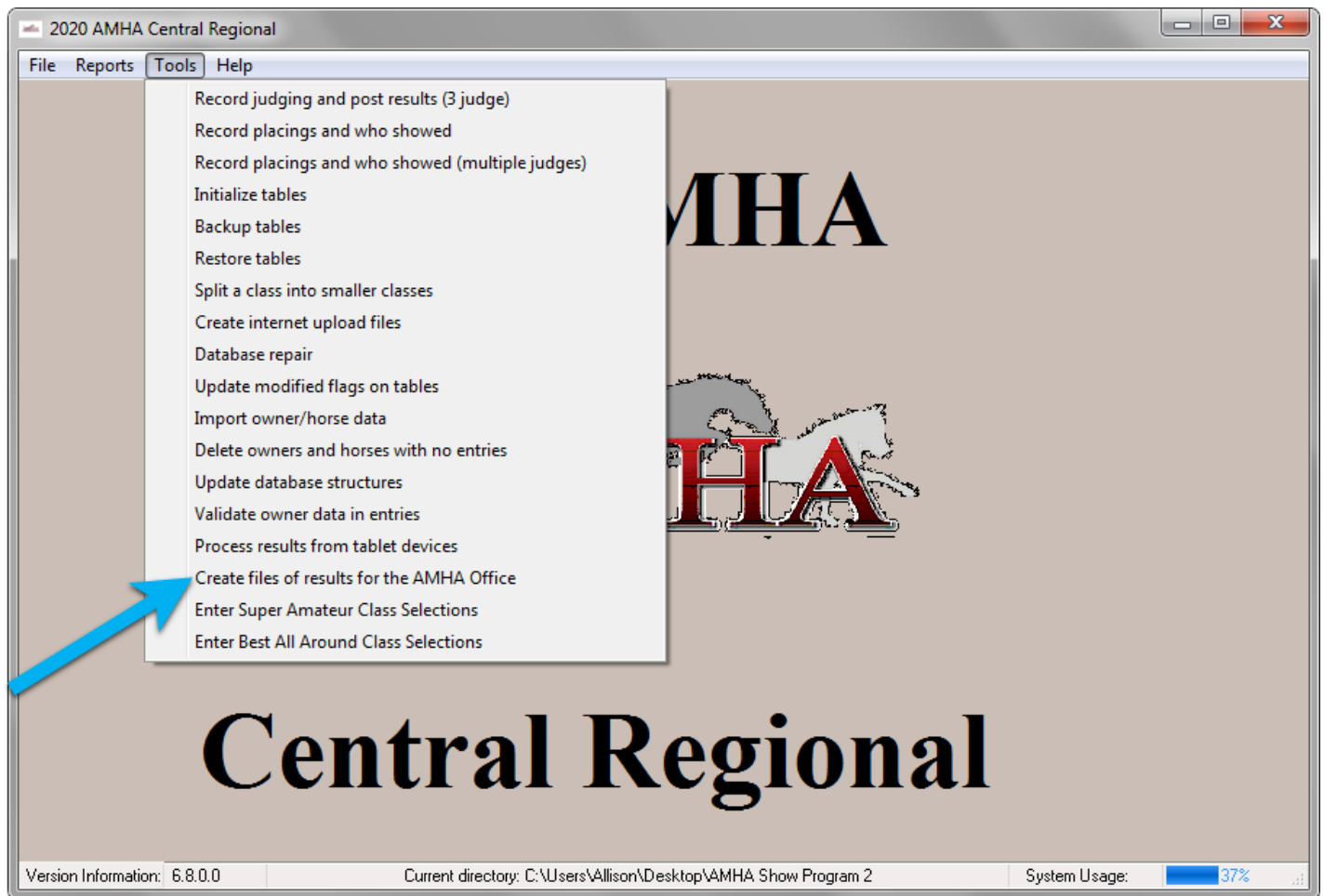


## 3. Print classes with no results

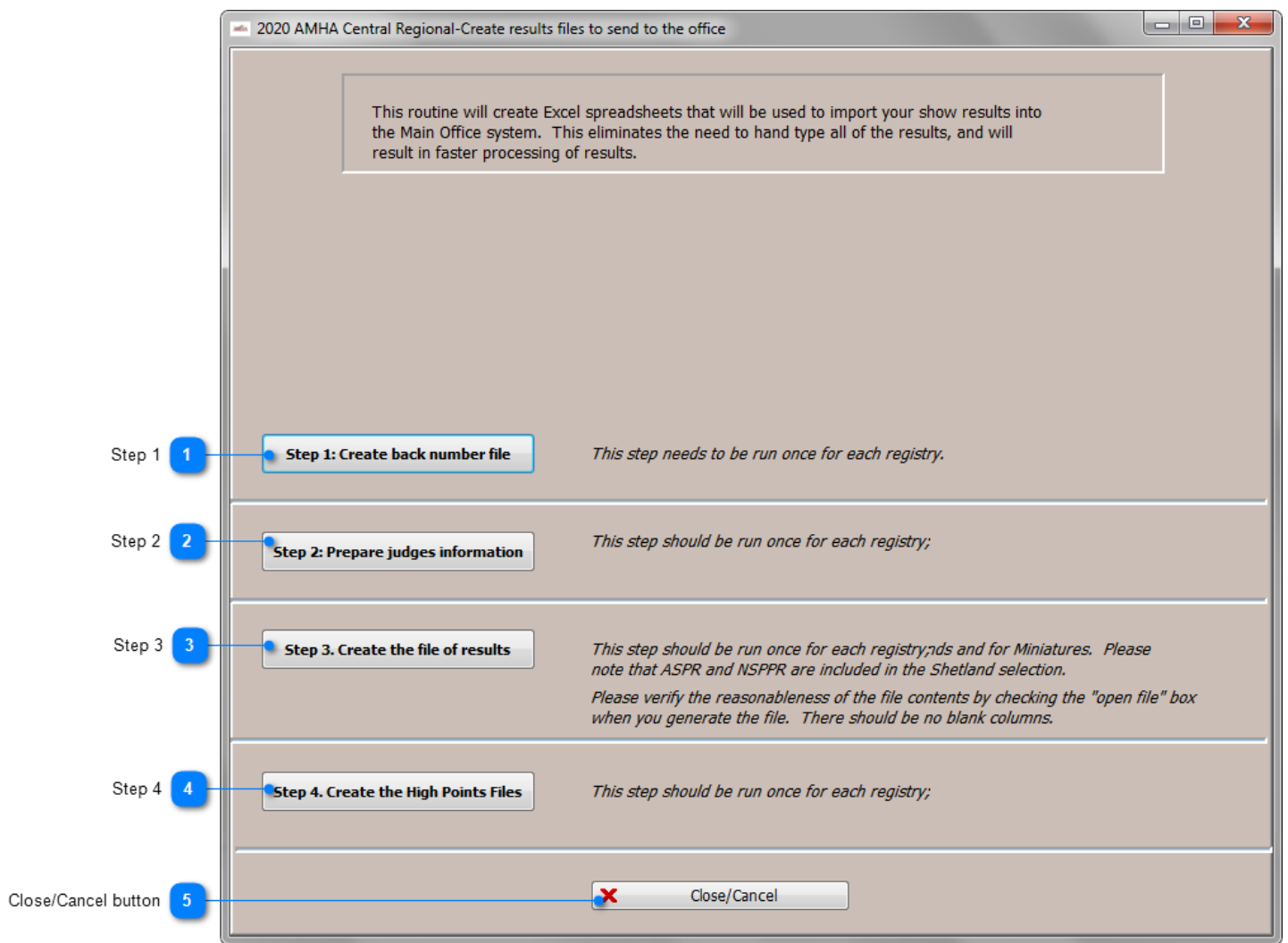


## 8.2. Preparing And Sending Results To The Office

Show results can now be sent as spreadsheets to the office. Doing so allows the office staff to import the files directly into the Pedigree system without having to manually enter them. To create these spreadsheets, go to the "Tools" menu and choose the option "Create files of results for the AMHA office".



You will see the following screen:



## 1 Step 1

Click this first. This creates a file of back numbers.

**Step 1: Create back number file**

## 2 Step 2

Click this after Step 1 is completed. This prepares judges information. While this step does not create a file, it performs some functions needed in the next step.

**Step 2: Prepare judges information**

## 3 Step 3

Click this after Step 2 is completed. This creates a file of results.

**Step 3. Create the file of results**

## 4 Step 4

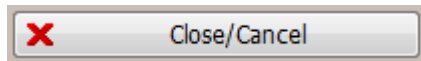
Click this after Step 3 is completed. This creates the youth and amateur high points spreadsheets.

**Step 4. Create the High Points Files**

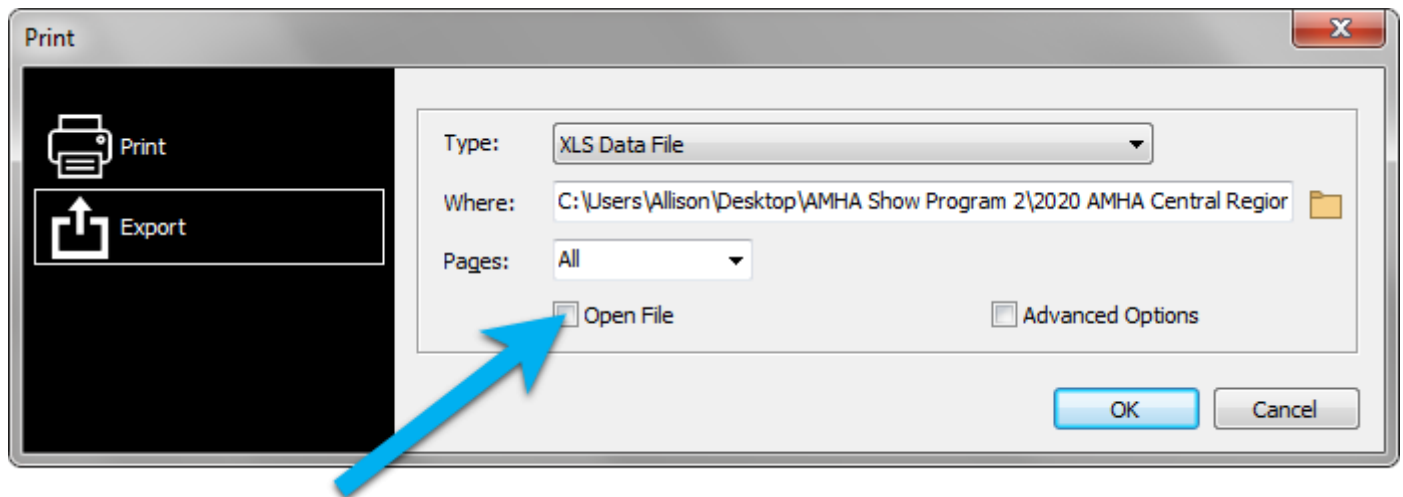
## 5 Close/Cancel button



Use this button to exit the screen.



1. Click the button labeled "Step 1". This creates a file of back numbers.
2. Click the button labeled "Step 2". While this step does not create a file, it performs some functions needed in the next step.
3. Click the button labeled "Step 3". When this step completes, you will see the following screen:



This screen gives you the opportunity to review your spreadsheet of results before you email it. Simply check the box that says "Open file" and then click "OK".

4. Click on the "Step 4" button. This creates the youth and amateur high points spreadsheets.
5. Email the spreadsheets created (found in your show folder) to the office.

## 8.3. High Points (local shows)

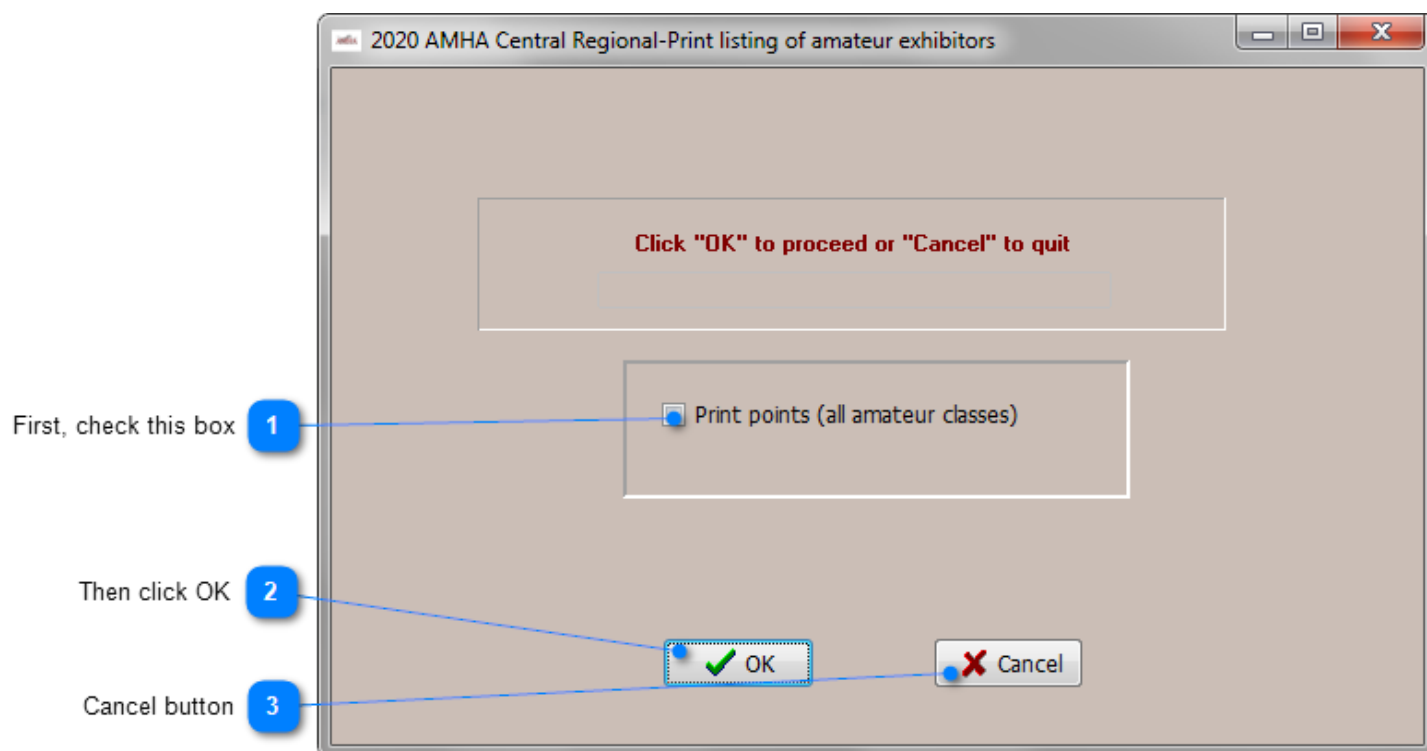
---

Access high points reports by going to "Amateur Reports" and "Youth Reports" under the "Reports" tab:



You will then have the choice of listing amateur/youth exhibitors with points by name or by handler/horse.

For example, in listing amateur exhibitors with points by name, you will get the following screen:



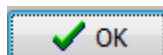
## 1 First, check this box

Click here first.

☐ Print points (all amateur classes)

## 2 Then click OK

Click here to proceed to the print preview.



## 3 Cancel button

Click here to exit the screen.



Click [here](#) for a sample high points report.

### 8.3.1. Sample High Points Report

4/16/2021

#### 2020 AMHA Central Regional Miniature High Points Tabulation Report Amateur Exhibitors

Page 1 of 1

##### LIMONCELLI, MONICA

113995

<u>Class</u>	<u>Judge 1 Points</u>	<u>Judge 2 Points</u>	<u>Judge 3 Points</u>	<u>Judge 4 Points</u>	<u>Judge 5 Points</u>	<u>Judge 6 Points</u>	<u>Total for class</u>
32	0.50	0.50	0.00	0.00	0.00	0.00	1.00
							=====
<b>Total points awarded:</b>							1

##### WALSH, JAMES

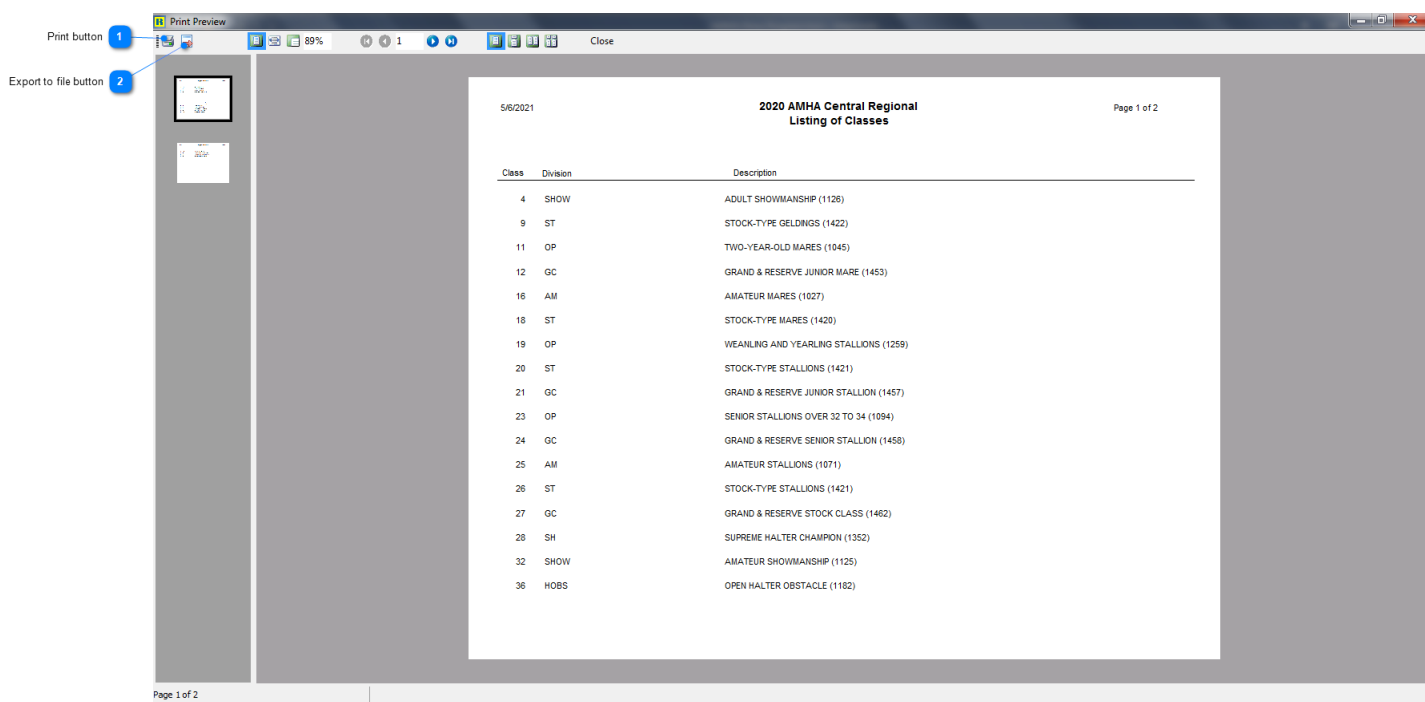
49538

<u>Class</u>	<u>Judge 1 Points</u>	<u>Judge 2 Points</u>	<u>Judge 3 Points</u>	<u>Judge 4 Points</u>	<u>Judge 5 Points</u>	<u>Judge 6 Points</u>	<u>Total for class</u>
16	0.50	0.50	0.00	0.00	0.00	0.00	1.00
25	0.50	0.50	0.00	0.00	0.00	0.00	1.00
							=====
<b>Total points awarded:</b>							2

--- End of Report ---

## 9. How Do I Print Listings?

Whenever a report is printed, it is usually sent to a screen preview window so the report may be viewed before printing. This allows for the review of the report for accuracy as well as for selectively printing only certain pages of the report. When you are ready to print, you can find the "print" button at the top left corner of the screen. Use the "export to file" button to the right if you wish to export the information to a file instead of physically printing. It is possible to export to file by using the "print" button as well. See below for more information.



1

### Print button

Click this button to go to the print dialog box. You can still export to file by clicking this button, please see below.



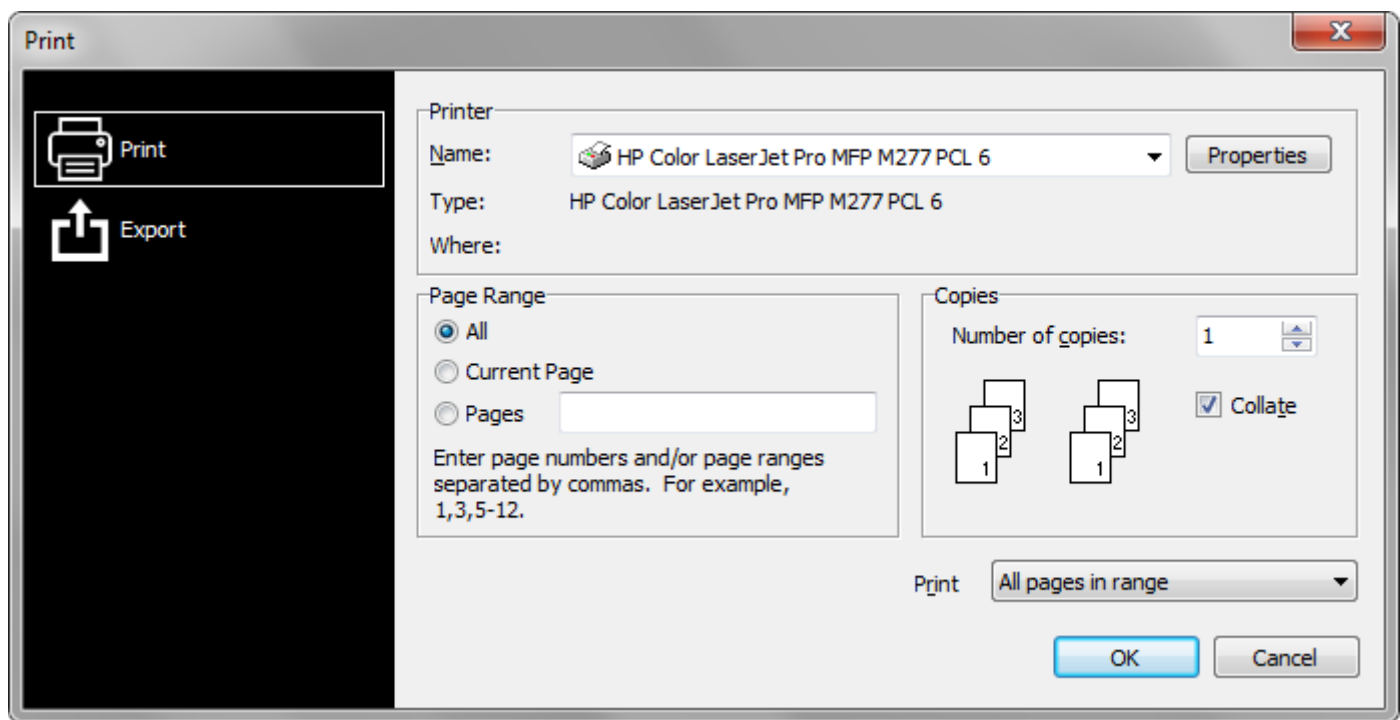
2

### Export to file button

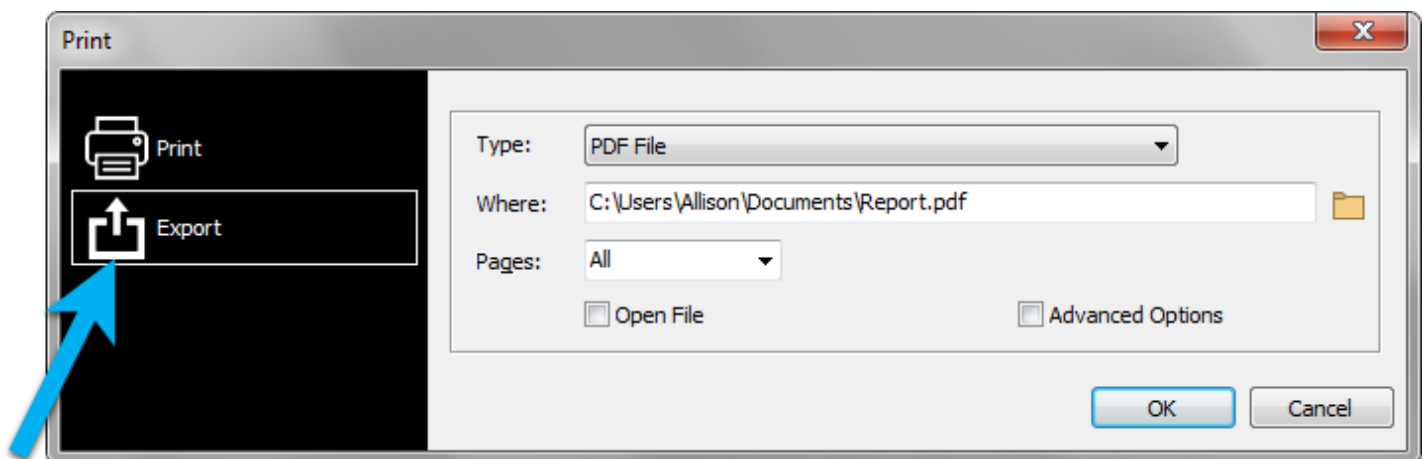
Clicking here will allow you to save and export to a file instead of physically printing. See below for more information.



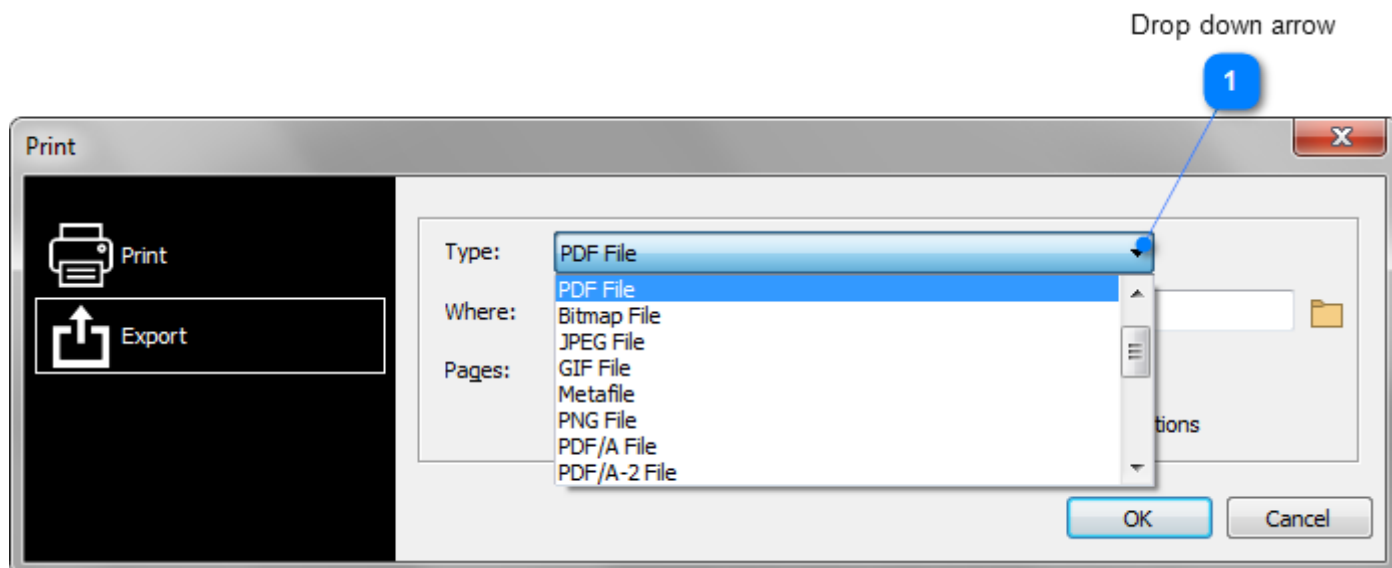
You will see a dialog box like this when you click the print button:



To save your output to a file, click on the "Export" button. This is the same thing you will see if you click the "Export to file" button:



Clicking on the drop down arrow by "Type" will give you the choices of file types:



## 1 Drop down arrow

Clicking here will give you the choices of different file types.



Choose the file type you want, enter the file name (you can click on the browse button to the right of the file name field to browse to a particular folder), and click "OK" to print to file.

## 10. Usage Restrictions

This program has been purchased by the American Miniature Horse Association for its use and the use of its members in conducting AMHA horse shows. This software may not be given, sold, or transferred to anyone else, nor can an AMHA member utilize this software to run other shows without the express permission of W. Mark Anderson Computer Consulting.

## 11. I Need Help

If you still need help, please contact me. I will be glad to walk through things with you over the phone, through zoom, or depending on distance, in person.

You can get my contact information from the AMHA office.