



MEMBER EASE

Created by Evangeline Services in conjunction with FunnWare Development;
based on the DOS Points Management System created by FunnWare Development.

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Introduction

THE EASY WAY TO MANAGE YOUR HORSE ASSOCIATION'S MEMBER INFORMATION AND REPORTS

Member Ease is the long awaited member and report management software for the equine industry. It provides easy member maintenance along with report generation according to your association's criteria. Evangeline Services will customize each report according to your association's needs.

Member Ease Reports:

- Member Renewal Forms
- Member Name Listing
- Life Member Information
- Member Information
- New Member Listing
- Membership Cards
- Member Standings 1 Column Format
- Member Standings 3 Column Format
- Individual Member Point Show Listing
- Member All Around Standings
- Member Mailing Labels
- Board Mailing Labels
- Awards Labels
- Amateur Names Listing
- Amateur Information
- New Amateur Members
- Amateur Mailing Labels
- Youth Information
- New Youth Members
- New 13 & Under Members
- 13 & Under Names
- 13 & Under Information
- New 14-18 Members
- 14-18 Names
- 14-18 Information
- Youth Mailing Labels

The points System is designed for use by Horse Association secretaries to tabulate points throughout a given year for current members and their horses. Points awarded are based on a maximum entries/points set by the Association. Points are calculated using the following formula.

If number shown in class is greater than maximum entries/points – points are maximum entries/points minus place plus one

If number shown in class is less than maximum entries/points – points are number shown in class minus place plus one

For example: Louisiana Quarter Horse Assoc. bases their awards on a 8 point system. The following points are awarded to their members for a class with 18 entries.

Place	Horse	Exhibitor	Points
1	Olee Sue Too	John Smith	8
3	Big Boy	Kim Dugas	6
8	Max	Bob Joe	1

These points are awarded to their members for a different class with only 3 entries:

Place	Horse	Exhibitor	Points
1	Olee Sue Too	John Smith	3
2	Big Boy	Kim Dugas	2
3	Max	Bob Joe	1

Points are indicated in the system by setting the proper constants within the Points Utilities Screen. Reports are awarded by horse and exhibitor (owner if open class) as a pair. The membership list must be current, since the system checks this to see if exhibitors and/or owners are a part of the Association. **Membership must be active to the date of the show and horses must be nominated to be awarded points.**



Getting Started

This program and documentation are to be used with some knowledge of the show results information yet not formal training of the program.

A. Installation

Insert the Member Ease CD in your CD Rom. Click Start and Run... Browse for your CD-Rom Drive, click on it then double click on the SETUP.exe file. Click on the Ok button. Installation will begin. Accept all defaults. DO NOT CHANGE THE SOFTWARE INSTALLATION DIRECTORY C:\Program Files\MemberEase. A message will appear saying the installation is complete.

If you have any problems installing Member Ease, please call 337-884-7974 or 614-348-4558 and someone will walk you through it.

B. Running Member Ease

Go to Start/Programs/Member Ease.

C. Backups

Because of the amount of data in the database you will not be able to back your data onto floppy disk. It is recommended that you have a zip drive or backup tape drive for your backups. The database file is located in **C:\Program Files\MemberEase\mem_data.mdb** it is recommended that you do frequent backups on this file and all other data files on your computer.

D. Initial Setup

1. Association point settings should be filled out correctly at the beginning of each show year. At the time of installation, these settings have default information input. Any modifications needed should be done before entering any show results.
2. Enter your association's membership. Member Ease requires a current membership listing in order for proper performance... The main screen/**Member Data Entry** is where all required information for each member is entered. **Note: On Member Data Entry screen Eligible for Points must be set to YES in order for that member to receive points.**
3. Verify all Classes you will be tracking are in the system.
4. If you are manually inputting results, be sure to enter the show information in the show screen.



Points Administration

A. Settings

Click on the Settings button to input your association information.

The screenshot shows the 'Member Ease - [ASSOCIATION MEMBER MANAGEMENT]' window. The 'Settings' dialog box is open, displaying the following information:

Field	Value
Organization Name	LOUISIANA QUARTER HORSE ASSOC
Address	603 RESWEBER ST.
City_State_Zip	ST. MARTINVILLE, LA 70582
Phone	(337) 394-7003
Year_Beg	01/01/2003
Year_End	12/31/2003
Bulk Mailing	<input type="checkbox"/>
Bulk Permit No.	
Bulk CITY, ST ZIP	

Buttons: OK, Cancel

Background interface elements:

- Member Data Entry: ID (914), ASSOC # (2120854), First Name (MARY MARTHA), Last Name (ABELL), Address 1 (2403 PARGOUD LAN), City (MONROE), State (LA), Zip (71201-), County, New Member
- Member Reports
- Member Ease Settings (dialog box)
- Exec. Board
- Board of Director
- Amateur Board
- Youth Board
- NOTES
- E-Mail
- Refresh Data
- Data Base Report
- Print Membership Card Xerox #3R5738

B. Utilities

This screen allows you to tailor the way that your program works. Several things may need to set be up initially upon using the system for the first time.

1. Maximum point allowed per class (ie. If there are 32 entries in a class, only the first 8 will be given points if this number is set to 8. Points will count down by place.)
2. Highest Placing awards points to only those who have placed this number or greater. This number is used for results upload.
3. Grand Additional points (points to be added to base point total).
4. Reserve Additional points (points to be added to base point total).
5. Reports may be set up to accumulate points by horse only or by a horse/exhibitor combination. A "Y" or "N" should be entered to set up the system to check for membership of exhibitors within each division. The order is Open, Amateur, Novice Amateur, Youth, Novice Youth.
6. Exhibitors will not need to be entered in the open classes if points added by horse only is checked.
7. Owners need not be members for some divisions. This is set up the same as exhibitors. The initial settings that come with the package are the most commonly used settings for associations.
8. Current Show Year start and end dates are changed each year. An End of the Year Results clears all point information and resets this information to the coming year.
9. Download file is the location the program will look for the SHWRSLT.TXT file when doing an upload.

	OPEN	AM	NOV AM	YTH	NOV YTH
Points added by horse Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibitor Must be eligible	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Owner Must be eligible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once these values are set they are saved and used throughout the life of the program unless you change them again.

C. Results

Upload Results

The show secretary should mail you hard copies of the show results along with a floppy disk containing a file named SHWRSLT.TXT. The SHWRSLT.TXT file can also be emailed along with text or PDF files of show results.

If results are on a floppy, put the floppy disk in you 3 1/2" drive A.

If results are from an email, make sure to save the file in the directory noted on the Points Utilities screen.

Click on the <Upload Show Results Button>

You will be asked if the show is double pointed (Note: if you choose yes all points for this show will be doubled)

When the upload is complete you will get a message stating that. After you click Ok, a report will appear with a list of results that were not uploaded along with any horse ownership changes. It is good practice to print this report in order for you to review and insert into the show file for future reference.

Be sure to scan through each line in this report to see if a member was not uploaded, then manually add their results.

SOME REASONS FOR INFORMATION SHOWING UP ON ERROR REPORT:

- ◆ You may have a new member without an association number and their results are showing up on this report.
- ◆ If the show secretary has incorrect association numbers that do not match the member or horse numbers in Member Ease, that result will be listed in this report and their results will not be uploaded.

Member Ease - [ASSOCIATION MEMBER MANAGEMENT]

Settings Points Utilities Results

Member Data Entry Member Reports Amateur Reports Youth Reports Horses Shows Classes

SHOWS

SHOW_ID 87024

SHOW_NAME ALL AMATEUR & YOUTH CLASSIC #1

LOCATION PU

START_DATE 09/01/2001

END_DATE 09/01/2001

DOUBLE POINTS

JUDGE REYNOLDS GARY

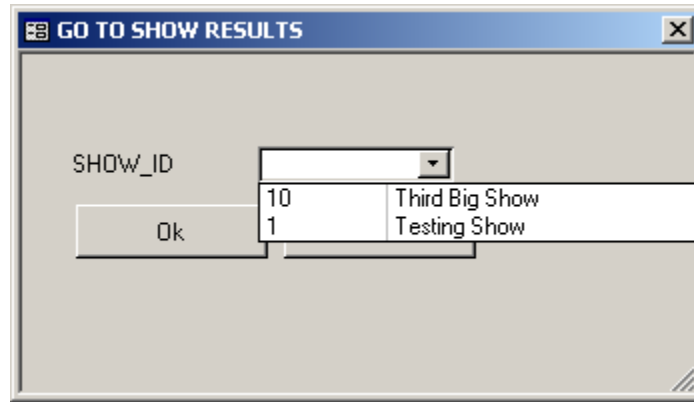
Find Show Add Show Delete Show

Preview Results

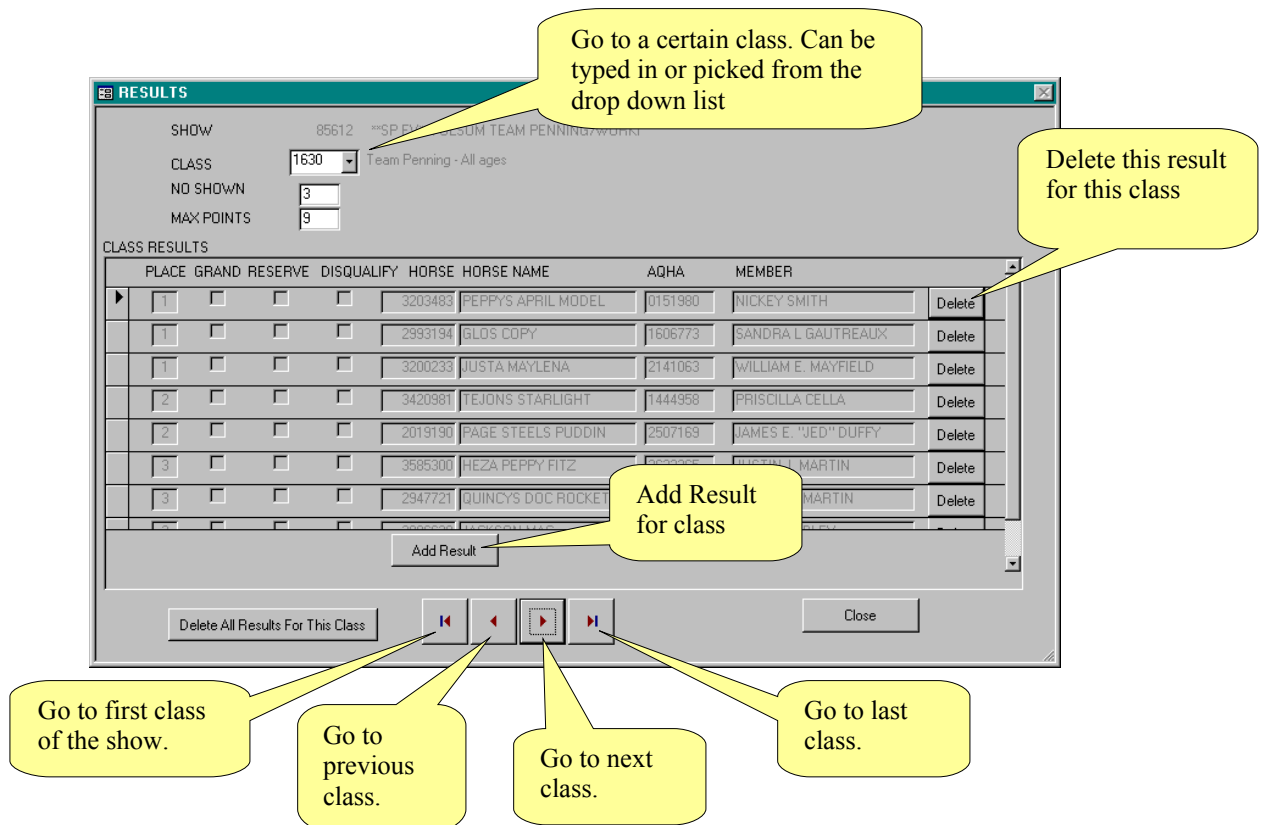
To view all results uploaded for the show you can go to the Shows screen and click on the Preview Results button.

Manual Entry of Show Results

If you are manually entering a show from scratch, you must first select the Shows tab and add the show. Once you have added the show or if you have uploaded a show and need to modify or add new results, click on the <Results> Button. Pick the correct show when prompted to do so.



If this is the first class entered for the show you will be prompted for a class number. Otherwise, you will be shown the first class in the show.



Go to a certain class. Can be typed in or picked from the drop down list

Delete this result for this class

Add Result for class

Go to first class of the show.

Go to previous class.

Go to next class.

Go to last class.

From this Results screen you can Add Results for this class, Delete results, or go to another class for the show. Once all class results are entered click on the close button and your results are stored and points are already calculated. To view the

points standings go to the **Member Reports** tab and click on the **Preview Member Standings** button.

To manually add results for a class just click on the <Add Results> button. You can type in or pick the Horse ID or Horse Name from the drop down list. Then enter the placing. If you are in a youth or amateur class the exhibitor ID and Name will need to be filled in the same as horse information. Click on the <Ok> button when finished. This result will be listed in the class on the results screen.

ADD CLASS RESULTS

SHOW 98980 SHOWN 5

CLASS 1340

HORSE ID HORSE NAME

0309918	MISS BEAR TRAP
0960052	SPORT MODEL MAKER
0976357	JACKSON FIVE
1064238	SUWANEE JOHN
1114477	SOLANDS SPYDER
1234567	LINE CREEK AZORE
1248148	SCOTCHETTA LEE
1248607	SKIPA SHOWA SEAL

PLACE

Ok Cancel



Member Data Entry

Member Ease - [ASSOCIATION MEMBER MANAGEMENT]

Settings Points Utilities Results

Member Data Entry Member Reports Amateur Reports Youth Reports Horses Shows Classes

ELIGIBLE FOR

Points Open Amateur Novice Youth

Exec. Board Board of Director Amateur Board Youth Board

NOTES

ID: 914 Region: 0
 ASSOC #: 2120854 Phone 1: (318) 387-0863
 First Name: MARY MARTHA Phone 2: (318) 332-3408
 Last Name: ABELL Fax:
 Address 1: 2403 PARGOUD LANDING Social Sec.: 437-73-1358
 Address 2:
 City: MONROE Birthdate: 09/06/1985
 State: LA Join Date: 01/01/1997
 Zip: 71201- Amount Pd: \$25.00
 County: Date Paid: 12/31/1997
 New Member Check Ilo: 3114

Member Life Member 13_Under Yth 14-18 Yth

Subscribe Year Joined:

E-Mail: Parents:

Refresh Data Data Base Report

Print Membership Card Xerox #3R5738

View All Records

Print Membership Card

First Record

Find Record

Next Record

Prev. Record

Last Record

New Record

Delete Record

Undo Changes

Print Membership Card

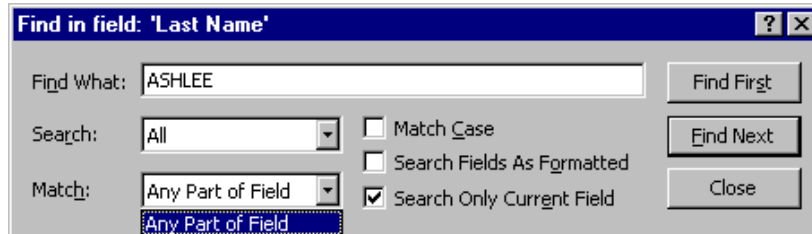
View All Records

d
R
e
c

Member Ease's main screen is the easy way to view, edit, and maintain member information. With the click of a button you can find a record, go to: first record, previous record, next record, last record, and new record. You can undo changes made to a record, and delete the current record. Each button has a help label which pops up for easy button recognition.

A. Finding Records

The find record an easy tool to use to find any type of data. For instance, if you want to search for Ashlee Smith; click in the First Name field and then click on the Binoculars (the Find Record button). When the pop up screen appears type



ASHL in the Find What: area. Then in the Match:

box pick Any Part of Field (this is good to use if you do not type in the whole word). Be sure to check the Search Only Current Field. Then click on the <Find Next> button until you reach the correct record with Ashlee Smith. Use this search method on the other screens in Member Ease to find whatever information you need.

D. Membership Information

Your member list should be the first thing that you work with if this is your first time using the system. **Without a current member list, your resulting point totals will be useless.**

The records contained in this file may be owners, exhibitors or both. This menu choice gives you the ability to maintain information such as type of membership, points eligibility date, address changes, etc. This screen is a single-record screen with the ability to find, add, change, or delete records. You may not delete members if they are referred to by any other record.

Note: Evangeline Service can convert and import your existing member data at an additional cost. This will save you the time of hand adding each one of your members to the Member Ease database.

There are two lines for the address, not counting the city, state and zip fields. If there is only one line of address for the member, place it in the first field, and skip the second.

Several edits are performed on the member record. The association number may be blank but if you are planning to use the Upload Results functionality, this field should be filled with the correct association number for that person.

NOTE: The Join date must be filled in for the person to remain a member.

Membership type indicates restrictions on points recorded for certain classes. The eligibility type allows eligibility for only that division of class. For example; if a person has a youth membership, they can show in the open performance classes as well as youth classes.

The Exp date may remain empty if the membership expires at the end of the show year. You can fill it in if you desire. The field is useful if a member pays for more than one year. When a new show year is set in Settings screen the Join date will be reset to the beginning of the new show year if the Exp. Date is greater than the new show year. The Exp. Date is also use for Subscribers only which have no join date (see below for more information)

The **Subscription** flag enables you to eliminate members from your mailing list. This is also useful when several people from one family are members and you do not wish to duplicate subscription mailing to the same household. When you want a non member to be a subscriber be sure to enter an expiration date that is greater than the show year begin in order for them to be a current subscriber.

If entering a life member be sure to set Life Member to yes in the screen and the Join date to the beginning of the show year. Once this person is set as a life member the system is automatically reset the Join Date when a new show year begins.

IMPORTANT: The following fields MUST be filled in to use all the functionality of the Points system:

FIRST NAME

LAST NAME

ASSOC #

ELAGIBLE FOR POINTS

JOIN DATE

BIRTHDATE (If showing in YOUTH classes)

Divisional membership type (Open, Novice, Amateur, Youth)



Member Reports

Member Ease - [ASSOCIATION MEMBER MANAGEMENT]

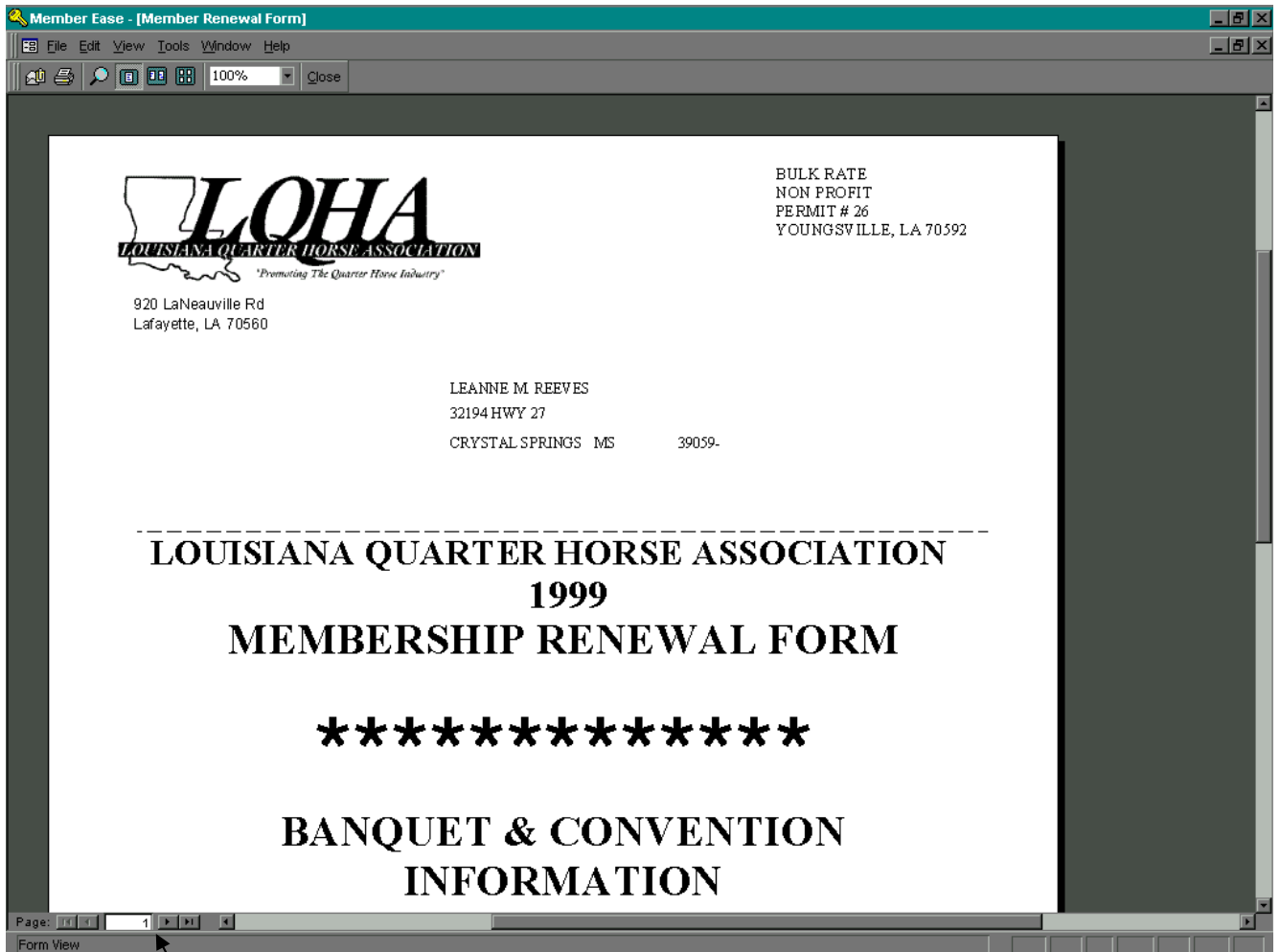
Member Reports

Reports can be generated by Name, AQHA Number or Association Number

Click on this button to update the Membership Card letter body.

Just by the click of a button you can generate over 30 different types of reports. Putting your association's information in the settings screen, the reports automatically reflects your association's name, address, etc on reports as needed.

For all reports previews you can print single page, multiple, or every member's sheet just by clicking one button.



With the page selectors you can click through each page.

A. Member Renewal Form:

Nearing the end of the year the secretary has the task of updating the dates of the renewal forms and figuring out how to generate renewal forms either from the previous secretary or because it is not done often. Just remembering how to do it is a task. Click on the **Member Renewal Form** button and fill in the proper information ...your work is done, all the member info is on the form for mailing and for member to fill out and send back.

The screenshot shows the 'Member Ease' software interface. A dialog box titled 'Member Ease' is open, displaying the following fields:

- Renewal Year: 2003
- Current Members Only:
- Non Members Only:
- Members and Non Members:
- Joined From: 12/31/2002
- Joined To: 12/31/2002
- Region: All

Buttons for 'OK' and 'Cancel' are visible at the bottom of the dialog box.

Below the dialog box, a printed membership renewal form is shown. The form is for the Louisiana Quarter Horse Association (LQHA) and includes the following information:

LOHA
 110 Dickson Drive
 Belle Chasse, LA 70007

BULK RATE
 NON PROFIT
 PERMIT # 36
 YOUNGSVILLE, LA 70197

LEANNIE M. FEEVES
 32104 HWY 27
 CRYSTAL SPRINGS MS 39056

**LOUISIANA QUARTER HORSE ASSOCIATION
 2000
 MEMBERSHIP RENEWAL FORM**

**BANQUET & CONVENTION
 INFORMATION**

CUT ALONG THIS LINE. RETURN TO: 110 Dickson Drive • Belle Chasse, LA 70007

PLEASE COMPLETE ALL BLANKS

3000 RENEWAL FORM: LQHA # 949

NAME: LEANNIE M. FEEVES AQHA # 1922531
 ADDRESS: 32104 HWY 27 S.S. # 420-61-0823
 CITY/ST: CRYSTAL SPRINGS MS 39059
 PHONE: DAY (601) 892-1287 PHONE: NIGHT

YOUTH INFORMATION

DATE OF BIRTH: 4/22/80 PARENTS: _____

DIVISION: AMATEUR/OPEN \$85.00 YOUTH/OPEN \$25.00
 ARE YOU A 2000 NOVICE? YES NO
 AMOUNT ENCLOSED: _____ DATE PAID: _____

E. Mailing Labels

Mailing labels can be generated for all members.

The screenshot displays the 'Member Ease - [ASSOCIATION MEMBER MANAGEMENT]' application. The main menu includes 'Member Data Entry', 'Member Reports', 'Amateur Reports', 'Youth Reports', 'Horses', 'Shows', and 'Classes'. A secondary menu contains 'Settings', 'Points Utilities', and 'Results'. The central area features several buttons for member management, including 'Life Member Information', 'Member Renewal Form', 'Member's Names', 'Member Information', 'New Members', 'Membership Cards', and 'Edit letter Body for Membership Card'. On the right, there are buttons for 'Open Member Information', 'Preview Standings 1 Column', 'Preview Standings 3 Columns', and 'All Around Open'. Below these are options for 'Member Mailing Labels w/ Duplicate Address 1" X 2 5/8"', 'Member Mailing Labels w/o Duplicate Address 1" X 2 5/8"', and 'Awards Labels Avery 8663'. At the bottom left, there are options for 'Executive Board Mailing Labels 1" X 2 5/8"', 'Board Mailing Labels 1" X 2 5/8"', and 'Subscriber Information'. A 'Subscriber Mailing Labels 1" X 2 5/8"' button is also present, along with a 'Member Counts' button.

The bottom window, titled 'Member Ease - [Labels Member By Zip With Dup : Report]', shows a preview of the mailing labels. The labels are organized in a grid by zip code. The visible labels include:

Member Name	Address	Member Name	Address	Member Name	Address
LEAH W. REEVES	1308 HWY 27 CRYSTAL SPRING MS 39269	CAROLE E. PICKERING	827 MARSH FICHELL RD PCAYUNE MS 3946	CHRISTY JACKSON	231 BRICKFIELD PATERSON MS 39475
CAROLYN WILSON	407 WY 31 S SANDY HOOK MS 39470	HARRY WILSON	407 WY 31 S SANDY HOOK MS 39470	NANCY RUSSE	P.O. BOX 762 PEARLINGTON, MS 39272
CHARLES RUSSE	P.O. BOX 762 PEARLINGTON MS 39272	DR. HUGH V. EDDGETT, JR.	P.O. BOX 901 BROOKHURST, MS 39061-1401	DEBRA R. MOFFIC-K	971 BOX 2074 MEADWILLE MS 39643
LARRY MILLER	382 PROBLEME DRIVE # F 2A METARIE LA 70002	JUDY MILLER	382 PROBLEME DRIVE METARIE LA 70002	TERENCE HULL	207 VINCENT AVE METARIE LA 70005
HENRIETTA HALL	25 VINCENT AVE METARIE LA 70005	AMANDA O. EBER	548 PRISCOVILLE AVE JONES LA 70032	JO HIEBER	548 PRISCOVILLE AVE JONES LA 70032
JACQUES GAGOUET	P.O. BOX 220 BELLE CHASSE LA 70037	JAMES F. GAGOUET	P.O. BOX 220 BELLE CHASSE LA 70037	DAVID J. DAHOS	18 DECOCH DRIVE BELLE CHASSE LA 70037
CHRISTY WEDMANN	18 DECOCH DRIVE BELLE CHASSE LA 70037	JOE GAGOUET	P.O. BOX 220 BELLE CHASSE LA 70037	SHAWN ANN STUPFF	43 ELWOOD DRIVE DESTRICH LA 70047
DANA RAE STUPFF	43 ELWOOD DRIVE DESTRICH LA 70047	STEPHEN F. STUPFF	43 ELWOOD DRIVE DESTRICH LA 70047	AMY JO DUNN	262 WEST 5TH ST LA PLACE LA 70668
JUANITA THOMAS	326 HWY 46 BEREVE LA 70066	CURT HILDEBRAND	404 MAGNOLIA ST NEW ORLEANS LA 70116	BECKY R. TRAMAN	100 HURVIEW DRIVE BERNICK LA 70421
JOSE PA. TRAMAN	100 HURVIEW DRIVE BERNICK LA 70421	TONY OULBEAU	700 ROOSEWOOD DRIVE GOLDEN MEADOW LA 70057	LUCAS OULBEAU	700 ROOSEWOOD DRIVE GOLDEN MEADOW LA 70057

F. Awards Labels

One of the most time consuming time is awards distribution. Member Ease automatically generates awards labels for you to tag on all awards based on your association's distribution criteria.

The screenshot displays the Member Ease software interface. A dialog box titled 'Member Ease' is open, showing 'Awards Distributed to:' and 'Min Points to Rec Award:'. A callout bubble points to the dialog with the text: 'Your association distributes 2 placings, and 5 point are the minimum points required to receive an award.' Below the dialog, a preview of the generated labels is shown in a separate window titled 'Member Ease - [Labels Class Awards : Report]'. The labels are arranged in a grid, showing the following information for each award:

Placing	Award Class	Participant Name
1	Team Penning - All ages	LARRY McMILLEN LITTLE MISS BOT TOMS
2	Team Penning - All ages	WILLIAM E. MAYFIELD JUSTA STROKIN
2	Team Penning - All ages	LARRY McMILLEN PAGES COWBOY
1	Amateur Working Cow Horse - All Ages	EDWARD BOOKER CODY NINES DIKE
1	Amateur Team Penning - All Ages	WILLIAM E. MAYFIELD DOC'S PEPPY FITZ
2	Amateur Team Penning - All Ages	WILLIAM E. MAYFIELD CHICO'S LOOKIN' BLUE
2	Amateur Team Penning - All Ages	MIKE WILLIAMS STORMY SUGAR FITZ
1	Youth Working Cow Horse - All Ages	MAGGIE SIBLEY MISTIC SHADOW
2	Youth Working Cow Horse - All Ages	MAGGIE SIBLEY LADY DOC LEO
2	Youth Working Cow Horse - All Ages	DAWN ROMERO NOEL BAR

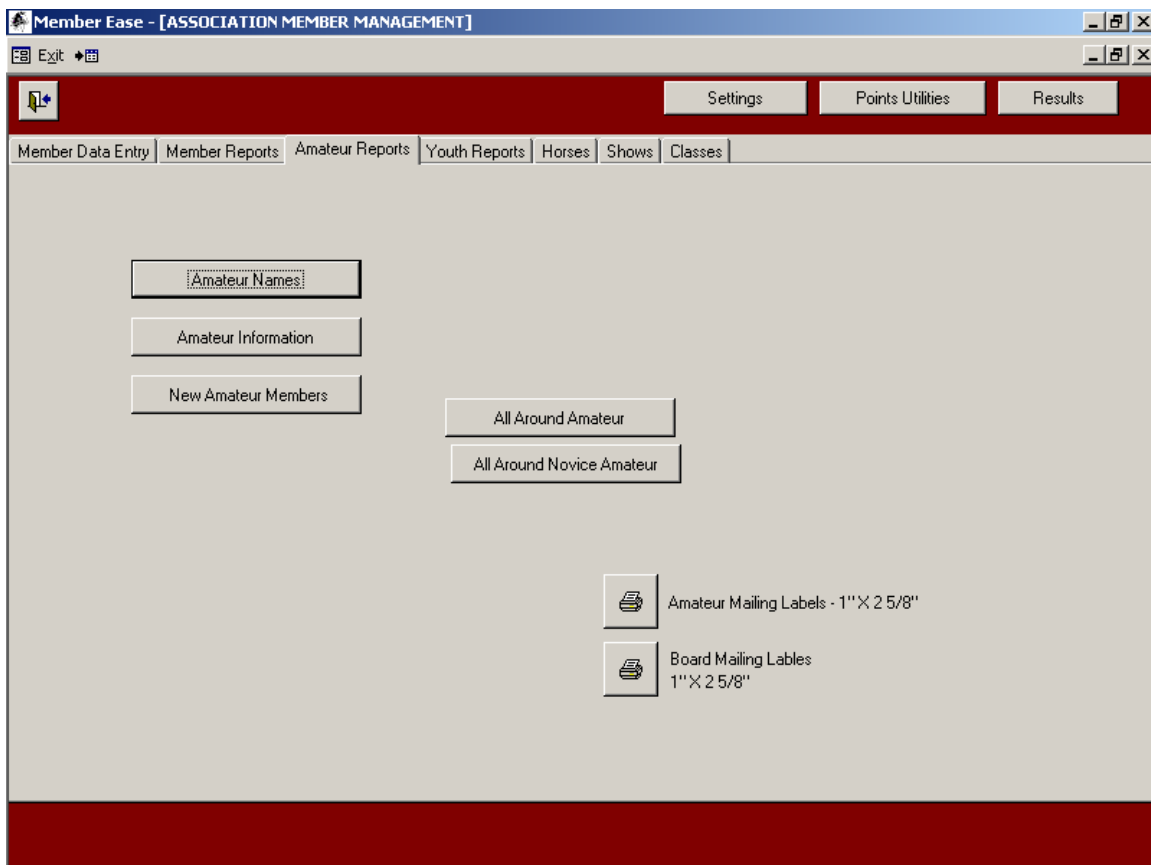


Amateur Reports

Reports for Amateurs include:

- Amateur Names Listing
- Amateur Information
- New Amateur Members
- All Around Amateur
- All Around Novice Amateur
- Amateur Mailing Labels
- Board Member Labels

All reports can be generated by Name, AQHA number, or Association number.





Youth Reports

These reports are generated for all youths and split up for 13 & Under and 14 Thru 18 groups. All Around information is also included.

The screenshot shows the 'Member Ease - [ASSOCIATION MEMBER MANAGEMENT]' application window. The interface has a red header bar with 'Settings', 'Points Utilities', and 'Results' buttons. Below the header is a navigation menu with 'Member Data Entry', 'Member Reports', 'Amateur Reports', 'Youth Reports', 'Horses', 'Shows', and 'Classes'. The 'Youth Reports' section is active, displaying two columns: '13 AND UNDER' and '14 THRU 18'. The '13 AND UNDER' column contains buttons for 'Youth Information', 'New Youth Members', '13 Under Names', and '13 Under Information'. The '14 THRU 18' column contains buttons for 'New 14-18 Members', '14-18 Names', and '14-18 Information'. At the bottom, there are buttons for 'Youth Mailing Labels - 1" X 2 5/8"', 'Board Mailing Lables 1" X 2 5/8"', and a vertical stack of 'All Around Youth' reports: 'All Around Youth', 'All Around 13_Under Youth', 'All Around 14-18 Youth', and 'All Around Novice Youth'.



Horses

You can manually add Horses through the Horse screen. **NOTE: Horses are automatically added to the database when uploading show disk. If the owner is a person in the data base the owner will be set to that person. If the owner is not a person in the data base the owner will be set as “Owner not on file”. If the horses owner is an actual member be sure to add a new owner and set to the member the horse deserves. Horse ownerships are change in Member Ease to match the show upload.**

To search for a horse. You can click on the Find Horse button. To Search for the horse. **NOTE: It is good practice to set the Match to Any Part of Field so you can type part of the name or ID you are searching for. If you keep it on Whole Field you must match the exact spelling and spacing in the whole name.**

Find in field: 'HORSE NAME' [?] [X]

Find What: OLEE SU [Find First]

Search: All [Match Case] [Find Next]

Match: Any Part of Field [Search Fields As Formatted] [Close]

Any Part of Field [Search Only Current Field]

The horse screen is a single-record with the only required edits being that each horse has a Name, Registration number, and Foal Year. The owner information is maintained in Member file but does not have to be a member. When you enter an owner, the information will be retrieved from the file or, if not found you will need to go to the Member Data Entry Screen and add the owner then come back to the horse and add him as the owner.

Foal year is used for determining which class to give points to when some classes are combined (ie. if only a small number of total entries are in the yearling mares and 2 year old mares classes, they are sometimes combined into 2 & under mares), and should be entered when available. The year should be entered as “19##” (ie, 1992, not 92).



Shows

Be sure to enter correct show information in the Shows screen.

The “**Double Points**” flag allows points for this show to be doubled at any time. In other words you can add all results with the double points set to no but later you see that the show needed to be double pointed. Just set the show to double points and all points for this show will be double pointed.

Member Ease - [ASSOCIATION MEMBER MANAGEMENT]

Member Data Entry | Member Reports | Amateur Reports | Youth Reports | Horses | Shows | Classes

Settings | Points Utilities | Results

SHOWS

SHOW_ID: 1

SHOW_NAME: Testing Show

LOCATION:

START_DATE: 01/01/2003

END_DATE: 01/01/2003

DOUBLE POINTS:

JUDGE: Fred Fish

Find Show | Add Show | Delete Show

Navigation: [Back] [Previous] [Next] [Forward] [Refresh]

Preview Results



Classes

Each class that will be used in the system needs to be identified through the Class screen. You may enter a class number that you use to identify the class as well as the association approved classes, although that is not required. In addition to the class numbers and name, you will need to enter the following fields:

Division

- H = open halter
- P = open performance
- A = amateur
- N = novice amateur
- B = both 13 & under and 14 – 18 youth
- U = 13 & under Youth
- O = 14 – 18 youth
- V = novice youth

Maximum Points

This number is the maximum points allowed for this class if it differs from the Max Points that you have set up under Points Utilities.

As shipped, the class file contains records for classes approved by AQHA. You will need to add any non-approved events that you run, or new events that are added by your organization. You may also delete any classes you don't wish to keep track of. You need to use numbers below 1000 or numbers above 9000 for your own class numbers (not AQHA numbers) **Note: Evangeline Services can set up your association's additional classes and split combined criteria at an additional cost to the purchase of the software.**

For any non-AQHA approved classes the association number should be left blank to ensure that it will be added to your reports.


Split Combine Classes

If your association exhibitors show in an all age class but points need to be distributed in the horses age group the Split Combine area is where you can set where you want the points to be distributed. In other words if shown in 1140 All Age Cutting, set the Low class to 1141 Jr. Cutting and High class to 1142 Sr. Cutting. So, if you enter the results in 1140 All Age Cutting because that is the class that the show offered, the point standings will show up in the appropriate Low or High class depending on the horses age.



Link to Member Data File

At the end of each show year before you enter any new memberships for the next show year it is good practice to make a copy of the mem_data.mdb file which is located in c:\Program Files\MemberEase directory. Once you make a copy you can rename that copy to example 2001mem_data.mdb. You can choose to keep that data file in the Member Ease directory or you can move to whichever directory you choose for storage. If at any time you need to go back to the previous year's data (2001mem_data.mdb) you can do so by using the Link

Database  button located on the top left bar of Member Ease. With this button you can link to which ever year's mem_data.mdb file that you choose. Be sure to keep your current show years data file as mem_data.mdb and you can copy and rename it at the end of this current show year as stated above.

By keeping copies of each years membership and points data you can easily go back and forth to which ever year you need to using the Link Database option.