

## *Usage of HSW for a POAC Show*

We pulled out different parts of the manual to give more concise instruction on basic usage of Horse Show for Windows for a POAC show. This booklet provides some step-by step instructions on setting up and running a show but further use of the manual (sections included in parenthesis) will show more specific information for each of those functions needed.

As a generic horse show management system, HSW has many features that not all show managers will use. Required information for POAC will be noted but using some of the additional functionality is encouraged and could benefit your overall show and management.

Entries and placings of the POAC approved classes are the only thing that is sent to POAC in the end. All entries should be put into the show and are reported to POAC regardless of placing or if the rider/owner is a POAC member. The national office will verify membership and award points only to those who are valid at the time of the show. This may include entrants who purchased membership at your show.

POAC does not receive any information on fees or points. Using HSW to run the financials or calculate hi-points is optional. They also do not receive anything from OPEN classes.

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### **Quick Entry Using the Keyboard and/or Mouse**

Horse Show for Windows can be operated with a combination of keyboard and mouse or only the keyboard.

1. Any menu choice or button can be accessed by pressing the Alt key and the underlined letter that is on the option you want to use.
2. To move through fields on a screen, you can use the **Enter** or **Tab** key. Pressing the **Shift and the Tab key** simultaneously will take you back to the previous field.
3. As you progress through an editable screen, you 'set focus' to each edit control. Check boxes can be 'checked' by pressing the space bar while it is focused. Radio buttons are selected by using the arrow keys through their panel. Grids are accessed with the arrow keys (to move up and down) and the Enter key (to select the highlighted record).
4. **F6 is a 'hot key'** F6 can be used anywhere in the system to pull up a separate menu for many functions that are used regularly.
5. The **Escape key (Esc)** in the top left corner of all keyboards is used to exit different areas of a screen or to exit a screen all together. It basically clicks the Exit button on any screen.

6. **Check boxes** - these boxes can be checked or unchecked by entering to the field pressing the space bar or clicking on them with the mouse.
7. **Radio buttons** - these can be toggled between by using the arrow keys on the keyboard or by using the mouse and clicking on them.
8. **Lookup boxes** - any fields with an ellipse button (...) or a down arrow key beside the field is a lookup box. To delete information out of these have the field highlighted, then hit the backspace button (not delete).
9. **F2** is an edit key that can be used when you are in a horse or person name field. Pressing this key will take you to the Horse or People Information screen to change any information on the horse/person you are working with. This saves time on data entry, so you don't have to exit out of one area to go to another.
10. **F3** is an add key that can be used when you are in a horse or person name field. Pressing this key will take you to the Horse or People Information screen to add a new horse/person.
11. **F6** is a 'hot key'. F6 can be used anywhere in the system to pull up a separate menu for many functions that are used regularly

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## Entering and Searching for People

All fields that may contain people names are 'flipname' fields. In order to facilitate finding names and sorting by last name, you should enter all names with the last name first, followed by a semicolon (;), followed by the first name and middle name or initial. When printing reports or displaying information on the screen, the name will be 'flipped' around the semicolon and displayed as first middle last.

Company or farm names should be entered normally.

As you type a name into a field, the software automatically 'finds' the person you are entering. You will see personal information come up in the drop down box of the field. If this information matches the person you are looking for, press Enter to complete their name. If there is not a match, continue typing the letters until you find the correct person or are prompted to add a new one in the system.

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## Searching for Horses

### **By Name**

Type the horse's name and you will be given all horses in the system that match what you are typing.

### **By Association Number**

First type the @ sign and then the registration number of the horse and the system will search by license number.

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## Things to do before creating your show

### **Verify that all Fee Types used in your shows are included in the database.**

1. Fees are NOT sent to POAC and this option is not required.
2. If you plan to use the software to track your financials, feetypes are necessary.
  - a. Modify existing fee types, if needed. (Financial | FeeTypes)
  - b. Add new fee types, if needed. (Financial | FeeTypes)

### **Verify that all classes used in your shows are included in the database.**

1. All approved classed for POAC are included in the database.
  - a. View the class codes (Classes) or print a list (Reports | Listing of Class Codes) to note the ones your show will be using.
2. If you plan to use the software to track all your entries and do hi-points, any classes are not approved by POAC should be set up under the OPEN association.
  - a. View (Classes) or print a list (Reports | Listing of Class Codes) to see what OPEN classes are already set up.
  - b. Add new OPEN classes, if needed. (Classes)

### **Setup any customized Points models for Hi-Point/Circuit Awards**

1. Points are NOT sent to POAC.
2. If you plan to use the software to calculate hi-points for your shows, decide whether to use the national point models or your own points.
  - a. Using national points:
    - i. The correct models are automatically connected to the POAC classes based on the show type that your show is set to.
    - ii. OPEN classes need to have the correct points model connected as HSW does not connect any points models to those classes automatically.
  - b. Using your own points:
    - i. Add new model(s), as needed. (Models | Points Models)
    - ii. Connect the new model(s) to POAC and OPEN classes.

### **Setup any customized Payout models for paybacks**

1. The payout functionality is NOT included in the license that POAC has purchased for each of their affiliates.
2. If your shows payout money and you want the program to calculate payouts, your affiliate will need to purchase the Business Package.

### **Update System Preferences to allow for your particular usage during your shows**

1. Set default information to start with (Utilities | Maintain System Preferences – top section).
2. Set program usage preferences (Utilities | Maintain System Preferences – checkboxes in middle/left section).

### **Set up Pre-set Lists for High Points and Year End Awards**

1. To calculate high points (either for shows or year-end), you'll need to setup the groups of classes that you are tracking for points. (Awards | Circuit/Hi-Point Awards | Pre-set lists)
2. New information has been added to this section to allow restrictions on rider and pony age, sex, and height.
  - a. For restrictions to work properly, complete information should be a part of each person or pony record. Valid birthdates and sex of the rider, foal year, height and sex of pony need to be included.
3. At the Show:
  - a. All shows connected together in the circuit are included.
  - b. If you have subsidiary shows connected to a master show, it uses the subsidiary shows and NOT the master show.
  - c. Currently the 'Horse only' option is not yet working – if you have pony only awards you will need to add points together under all the back#s that that pony uses.
4. At Year-End:
  - a. Use the 'Select Shows' button to select all the shows during the season that you will be rolling up for year-end awards.
  - b. Currently the 'Horse only' option is not yet working – if you have pony only awards you will need to add points together under all the back#s that that pony uses.

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## **Create show(s)**

All shows are created from Shows | Show Information. There is a wizard to guide you through the process.

### **Master Show/Subsidiary Show Definition**

A **master show** is considered the 'overall' show that is being held regardless of the amount of days it is spread over and/or how many judges are in the ring. It combines all judge's ranks/scores while allowing individual judge information to cross into subsidiary shows, if needed. Every time you hold a slate of classes (a show), you will create a master show.

When you hold shows where more than one judge is in the ring at a time, a **subsidiary show** is created under the master show for each judge. Subsidiary shows generally have all the same classes as their master. Entries, fees, and results are done at the master show level but individual judges are entered for each class and the program automatically distributes the correct information under each judge for reporting.

**Examples:** For a single judged show, your master show ID would be the same as the approving associations show ID. In a double judged show, the master show would be a 'dummy' show that is set up first and the subsidiaries pull in the classes but have the single judge's show ID and the 'dummy' master show ID.

### **A Few Basics Before Setting Up a Show**

The subsidiary shows draw only from classes entered into the master show so every class that will be held in the show **MUST** be entered into the master.

To hold Grand/Reserve classes, enter each class as a separate one into your show. If your showbill does not have a separate number, put them at the end of the list of classes. Each Grand/Reserve class has its own approving association code and is noted as such by checking the 'Is Grand/Reserve' box in the Classes area. Each class that feeds into those Grand/Reserve classes has the proper class codes in the 'Grand class' and 'Reserve class'. After all results are entered for the classes that feed into the Grand/Reserve classes, the program automatically brings over the entries that qualify (1<sup>st</sup> and 2<sup>nd</sup> place winners from the feeder classes). Then results can be entered.

### **Types of Shows**

#### **1. Single Judged Show**

- A. Only one master show is needed.
  - i. The Show ID and Mastershow # should be the same. While the system requires show IDs, POAC does not provide them. Feel free to use

whatever numbers that you find useful; date of the show, # of show during the season, etc.

- ii. Enter Manager, Show Name, Dates, and Location (location is optional).
- iii. First Show in Circuit field is **ALWAYS** the Mastershow # of the show held first. If you have more than one show being held during the weekend, EACH show should have the same mastershow in this field.
- iv. Add Circuit Points model only if all classes within the show are pointed the same way. If using POAC national points, this field can be left blank.
- v. Enter POAC as the Approving Association.
- vi. Choosing the correct Show type is important as it ties back to the model that the program will use to calculate points.
- vii. Fee multiplier will most likely be 1 as all fees will be singly charged.
- viii. Start adding classes under show.
  1. Showbill numbers will be generated automatically but can be overwritten.
  2. Include Approving Association of the class being entered.
  3. Enter the class code from approving association.
- ix. Enter the Go under each class.
  1. Default of first Go (1) will always come up. Every class **MUST** have at least one Go.
  2. The date noted here is used as check box during entry process. The default date is the starting date of the show but it can be changed, if needed.
  3. Generally all the information that comes up can be left as default.
- x. Add judge information.
  1. After **ALL** the classes have been set up, you can assign the same judge to each of them by selecting any class and double clicking on the Go.
  2. Choose Add Judge and you will be prompted for the name of the judge. Once you have the judge listed and click Ok, you will be

asked if you want to apply this judge to ALL the classes in this show, and clicking Yes will do so.

B. No subsidiary shows are created for a single judged show.

**2. Multiply Judged Show (where results from each judge are split out individually)**

- a. All entries, results, and reports are done at the master show level with no moving back and forth from show to show in a multiply judged show.
- b. Horse Show for Windows will automatically split out the individual results under each judge when entered from the same Results/Scoring screen.
- c. Create the master show.
  - i. The Show ID and Mastershow # should be the same. While the system requires show IDs, POAC does not provide them. Feel free to use whatever numbers that you find useful; date of the show, # of show during the season, etc.
  - ii. Enter Manager, Show Name, Dates, and Location (location is optional).
  - iii. First Show in Circuit field is **ALWAYS** the Mastershow # of the show held first. If you have more than one show being held during the weekend, EACH show should have the same mastershow in this field.
  - iv. Add Circuit Points model only if all classes within the show are pointed the same way. If using POAC national points, this field can be left blank.
  - v. Enter POAC as the Approving Association.
  - vi. Choosing the correct Show type is important as it ties back to the model that the program will use to calculate points.
  - vii. Fee multiplier will generally be the number of judges in the ring if classes are charged for each judge.
  - viii. Set up classes and Gos as for any show (see 1.A.vii and 1.A.viii) for more information on adding classes and Gos).
  - ix. When adding judges, include ALL the judges that will be in the ring for the master.
- d. One subsidiary show will be created for each judge in the ring.
  - i. Show ID is another number that you make up and the Mastershow # is the number created in the first main show.

- ii. Everything else is as above to create the show header.
- iii. Choosing the correct Show type is necessary as it is sometimes different from the master show and ties back to the model that the program will use to calculate points.
- iv. You'll get a box to include classes from the Mastershow automatically.
- v. Add ONLY one judge to each subsidiary in the same fashion that judges are added to a master show.

**3. Duplicate Classes function creates multiple shows with the same showbill.**

- a. Create the header of the show.
- b. When you get to the section where classes would be added, cancel out of the Shows area.
- c. From the Utilities menu, choose Duplicate Classes and follow the steps.

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## Take entries

1. By back number (Entries | Back Number Mode) is easiest if having pre-entries or taking entries one at a time during the course of the show and entry cards/sheets are used for each entry.
  - a. Set up the Back#:
    - i. Connect the pony;
    - ii. Connect the responsible party (person in charge of paying fees);
    - iii. Connect the rider.
  - b. Connect classes to the Back#
    - i. Click Add; select Class;
    - ii. Enter showbill number;
    - iii. Allow payee to fill in (payee is a required field but it will automatically populate with the owner of the pony);
    - iv. Check the box (press spacebar while it's highlighted) for the day this entry will be going in – multiple days may be checked if you already know that this entry will be in more than one day.



- v. Click Ok to save the entry and start again for another class.
- c. Charges button shows all the fees that have been connected to the back#
  - i. Class and show/horse fees are automatically added
  - ii. Any other charges
2. By class (Entries | Class Mode) is easiest if adding entries after class is run and all back numbers, ponies, and exhibitors are known.

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### **One to two classes before the start of a class**

1. Run Draw, if needed (Utilities | Working Order Draw OR F6 | Working Order Draw).
2. Print as many Announcer's Reports (Reports | Announcer/Ring Steward Report OR F6 | Announcer/Ring Steward Report) as needed.
  - a. If reports don't directly print to those who need them, run reports to the Announcer and the Ring Steward.
3. Split/Combine classes as needed

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### **As Back#s enter the ring**

1. Update classes as needed
  - a. If more/less entries are in the ring than on listing (Entries | Back Number Mode OR Class Mode)
  - b. If exhibitor listed is incorrect (Entries | Class Mode)
2. Reprint Announcer's Report, if needed, and run it to those who need it.

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### **At the end of each class**

1. Delete/Scratch no-shows from Entries | Class Mode.
2. Enter placings from Results/Scoring (from Main menu or Class Mode).
3. Calculate paybacks, if needed (Paybacks | Actual from the Results/Scoring menu)
4. Print Results sheets (multiple, if needed for posting).

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### **Periodically throughout the show**

1. Run the error checking report (Reports | Entries Reports).

2. Have any owners/exhibitors return to the show office to gather missing information.
3. Verify inputted results to judges cards
4. Print results reports to post for exhibitors (Reports | Information for Publication)
5. Run awards reports to keep exhibitors updated on where they stand (Awards | Circuit/Hi-Point Awards)

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## Awards

1. While POAC does NOT receive points from your show, you can use the program to calculate your own high points.
2. See **Set up Pre-set Lists for High Points and Year End Awards** above.

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## Responsible Party Checkout

1. Verify that all classes on the entry card/sheet are in the system (Entries | Back Number Mode).
2. View the statement (Financial | Maintain Charges or Entries | Back Number Mode [Charges button]) and verify that all charges are included.
3. Enter payment information.
4. Print a statement to give to the Responsible Party as a receipt; two can be printed to keep one for your records.

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## End of show

1. If doing financials:
  - a. View open accounts (Financial | Statements or Financial | Outstanding Balance Report) and go to each of the Responsible Party's charges (Financial | Maintain Charges) to close their accounts.
  - b. Run report (Financial | Earnings/Payments by Type) to verify that all money is accounted for.
2. Gather information to send to POAC:
  - a. Print reports to mail with judge's cards
    - i. POAC master sheet (Reports | Back Number List) in POAC format.
      1. Verify all information is included – adjust and reprint as necessary.

- ii. Print results (Reports | Information for Publication)
  1. If double-judged show, select Subsidiary shows ONLY.
  2. Verify all judge(s) cards to inputted results – adjust and reprint as necessary.
- b. Create disk for the national association (Utilities | Association Disk Creation).
  - i. Email to [showdept@poac.org](mailto:showdept@poac.org)

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## Useful Reports

### Entries Reports

Entry/Stall Count Report

Class Entry Count Status

Can be printed to show exhibitors a snapshot of entry count in all classes

### Cross Reference Reports for Current Show

Exhibitor/Responsible Party Listing

Owner/SSN/Responsible Party Listing

Responsible Party/Stalled With Listing

Horse/Owner/Exhibitor

### Shows Validation/Classes Held

### Judges Cards

Using the generic option, you can print labels to put on your judges cards that includes the show and class information and name of the judge.

### Announcer/Ring Steward Report

### Back Number List

Selecting POAC format will include the rider's name and information as needed by POAC.

### Results by Class

### Results for One Back Number

List of back#s and all the classes they are entered in with their results.

#### Roster for One Show

List of back#s and all the classes they are entered in.

#### Information for Publication

#### Back Number Labels/Cards

Labels that include the back#, pony name, rider name, and all showbill numbers the entry is in. Usually stuck on the back of back#s that are being picked up in the show office.

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## Useful Utilities

#### Association Disk Creation

#### Duplicate Classes/Entries

#### Working Order Draw

Used to create a draw order in classes that are run individually.

#### Switching Entries by Responsible Party, Exhibitor, or Horse

Used to fix errors where the incorrect back # was connected to an entry, when an incorrect rider was connected to an entry, one responsible party needs to be switched out for another.

#### Reset All Charges

#### Re-sync Entry Count

#### Recalculate Points

#### Swap Judge for Working or All Shows

#### Manual Override of Points

Used to zero out or update points if program calculation is incorrect so that hi-points calculate correctly.