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

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

#### Entry-Enter Contestants here

- 1. Page 12 Entry-Entries tab
  - a. Page 13 Entering draw pot contestants
  - b. Page 14 Steps to complete the draw pot
  - c. Page 15 Automatic duplication of a draw pot class
  - d. Page 16 <u>Round Robin classes</u>
  - e. Page 17 Entry screen alpha tab
- 2. Page 18 Entry-Fees & Payments tab
  - a. Page 19 Balance Detail tab
  - b. Page 20 Payment Detail tab
  - c. Page 21 Earnings Detail tab
- 3. Page 22 Entry-Entry Reports tab
- 4. Page 23 Entry-Entry Detail tab

#### Draws-Create your Draws

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

#### Run Event

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

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

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

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

1. Page 43 <u>Reports-Standings tab</u>

#### Team Penning/Ranch Sorting

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

#### Members-Manage your Members

- 1. Page 46 Members-Member Detail
  - a. Page 47 Members-Member Detail/Member History tab
  - b. Page 48 Members-Member Detail/Ratings & Divisions tab
  - c. Page 49 Members-Member Detail/Points & Earnings tab
  - d. Page 49 Members-Member Detail/Fees tab
  - e. Page 50 Members-Member Detail/Horses tab
- 2. Page 51 Members-Member Merge tab

#### Facility-Edit your Barns/Stalls

1. Page 52 Facility

### Config-Change your settings

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

#### Association-Manage your Assoc.

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

#### Help

Exit

Typical flow of an event:

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

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#### Creating a show and adding classes to that show.

Click "Create Show"

Give the show a name, date and location

Click "Create New Event"

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

Date of event

Std Format: Select penning for both penning and sorting events

Custom Format: Select Pen

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

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

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

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

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

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

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

Class: Select the class the points will be allocated. <u>A list of classes available in the drop down by adding them on the Config/Events tab.</u>

Sanctioned: Select which association in which to use the ratings. <u>The sanctioning association can be made available in the drop down by adding them on the</u> <u>Config/Events tab.</u>

Positions: Not used

#### Team Penning/Ranch Sorting

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Handicaps:

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

Show Fees:

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

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

## **Team Penning/Ranch Sorting**

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💝 Arena Manager for Unit	ed States Team Penning Ass	sociation		
Menu	An A	1	Show Setup	Kendrick & Craft In Ver: 4.1.98
Setup	Sho	ow(s)	Show Setup Show Fees	
Setup your Show(s)	Name	Date L	Name Joel Lesh November 2011 Name Amount	
	Joel Lesh November 2011	11/19/2011 Stillwa	1 USTPA Single Member  \$65.00	
Entry			Date: 11/19/2011 2 USTPA Family Member \$150.00	
Enter Contestants here			Location: Stillwater, OK 3 USTPA Youth Member \$35.00	
Drows			Starting Back # 0 4 USTPA Day Pass - \$0.00	
Create your Draws			5 Stall <u>▼</u> \$25.00	
Creare your Draws		1	Create Show Duplicate Show 6 Stall 2nd Nite • \$20.00	
Dun Event			7 HV • \$25.00 •	
Run Eveni			AddRemove	
Deculte			Event Setun	
RESUITS			Coveral D Cover Dett Bet   Indiana D Pt P   Connex   Durificato	
See your Results	Name	Date For	deneral Gos not a reli Judging Far Joponsol Duplicate	
	Open HC Pen	11/19/2011 16	Open HC Pen 1st Go	
Depente	open 2nd ag	11/19/2011 7	opennoren	
Reports	Open Finals	11/19/2011 5		
View and Print Reports	Open Average	11/19/2011 3	# of Go's to create: 0 Add Gos # of Averages 0 Add Averages	
Members	#13 Pen	11/19/2011 18	(210, 30, 40,) i to create: j o internoisgo	_
Manage your Members	#13 2nd Go	11/19/2011 7		-
Munuqe your members	#13 Finals	11/19/2011 3		
Facility	#11 Pen	11/19/2011 20		
Edit your Barns/Stalls	#11 2n Go	11/19/2011 10	None	
Config	#11 Finals	11/19/2011 5	and the second	
Change your cetting	#11 Average	11/19/2011 2	Auto Advance ON	
Chunge your serrings	#3 Fen #9 Ond Co	11/13/2011 20	Previous gos (E vents) to receive entries from:	
	#3 Zhu du #9 Einala	11/13/2011 0	Entry Status I UK V/T Event Name	
	#31 indis #9 Average	11/19/2011 5		
Accoriotion	#7 Pen	11/19/2011 18		
Association	#7 2nd Go	11/19/2011 8	For each entry Calid Time/Score Valid Time/Score	
Munage your ASSOC.	#7 Final	11/19/2011 3	COLIFOYCIR	
	#7 Average	11/19/2011 3	Automatically apply handicaps to this go. The handicaps	
	#5 Pen	11/19/2011 18	applied and the nanaledge instead in the instego.	
	#5 2nd Go	11/19/2011 6	Random Draw Drder Midbeet to Lowert (Rank)	
Help	#5 Final	11/19/2011 3		
, icip	•		🐨 Uriginal Draw Urder 🛛 🎲 Lowest to Highest (Rank)	
Evit	Create Man Frank		🐼 Reverse Draw Order	
LAIL		Hemove		
				-
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Database Official Database			And Dale Collectory File Marrier Marrier	
Database: C:\Users\Public\D	ocuments\Lazy J US I PA Nove	emper 2011 URIGINAL.Mdb U	iriput mam; L; vmogram mies verena Mahager	11

The go's tab is used to set parameters for the "Run Event" screen to automatically go to the next round when the class is finished. – UNLESS YOU ARE AN EXPERIENCED POWER USER, WE RECOMMEND THAT YOU DO NOT USE THIS FEATURE, AND BUILD YOU'RE YOUR GO'S AND AVERAGE MANUALLY.

## Team Penning/Ranch Sorting

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💝 Arena Manager for Unite	ed States Team Penning Ass	ociation				
Menu	An A		5	Show Setup		Kendrick & Craft In Ver: 4.1.98
Setup	Sho	w(s)		Show S	Setup Show Fees	
Setup your Show(s)	Name	Date L	Name	Joel Lesh November 2011	Name Amount A	
	Joel Lesh November 2011	11719720115tillwa	P. I.		1 USTPA Single Membe ▼ \$65.00	
Entry			Date:		2 USTPA Family Membe 🗸 \$150.00	
Enter Contestants here	5		Location:	Stillwater, OK	3 USTPA Youth Membe 💌 \$35.00	
Draws			Starting Back	< #: 0	4 USTPA Day Pass 💌 \$0.00	
Create your Draws					5 Stall <b>v</b> \$25.00	
Create your brans	•			Create Show Duplicate Show	6 Stall 2nd Nite - \$20.00	
Dun Event				Doloto Show	7 RV ▼ \$20.00 ▼	
Run Lveni				Delete Show	Add	
Results				Event S	etup	
See your Desulte		tt of ▲	General	Bot & Perf Judging	Definition P&P Sponsor Duplicate	
Jee your Results	Name	Date Entries	General			
	Open HC Pen	11/19/2011 16		notations		
Reports	open 2nd go	11/19/2011 7		Hotation Name	Max Entries	
Kepuris Viewed Drint Departs	Open Finals	11/19/2011 5		1 [Unassigned		
view and Print Reports	Open Average	11/19/2011 3				
Members	#13 Pen	11/19/2011 18				E
Manage your Members	#13 2nd Go	11/19/2011 7				
Eacility	#13 Finals	11/19/2011 3			Dn	
Facility	#11 Pen	11/19/2011 20				
Edit your Barns/Stalls	#11 2n Go #11 Emple	11/19/2011 10				
Config	#11 Finals #11 Aueroac	11/13/2011 0		Add Rotation	Remove Rotation	
Change your settings	#11 Average #9 Pen	11/19/2011 20				
L	#9 2nd Go	11/19/2011 8		Porfs		
	#9 Finals	11/19/2011 7				
	#9 Average	11/19/2011 5		Perrivame	Max Entries	
Association	#7 Pen	11/19/2011 18				
Manage your Assoc	#7 2nd Go	11/19/2011 8				
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	#7 Average	11/19/2011 3				
	#5 Pen	11/19/2011 18			→ Un	
10 10 10 10 10 10 10 10 10 10 10 10 10 1	#5 2nd Go	11/19/2011 6		Add Perf	Bemove Perf	
Help	#S Final	11/19/2011 3		Addition		
	•	•		Note: 0 denotes "unlimited er	ntries" Botations	
Fxit	Create New Event	Bemove		span a single go. Perfs	span all gos.	
						<b>.</b>
•				ш		F
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Distance of the series in the life the	realition and a provide and the move	neer corr ornance.mob	Support out. C. 1			

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

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Arena Manager for Onice	ed States Team Penning Ass	ociation		
Menu	An A	1	Show Setup	Kendrick & Craft In Ver: 4.1.98
Setup	Sho	w(s)	Show Setup Show Fees	
Setup your Show(s)	Name	Date L	Name Joel esh November 2011 Name Amount	
	Joel Lesh November 2011	TT/T9/2011Stillwa	1 USTPA Single Member \$65.00	
Entry			2 USTPA Family Member \$150.00	
ter Contestants here	x		Location: Stillwater, OK 3 USTPA Youth Membe 👻 \$35.00	
Draws			Starting Back # 0 4 USTPA Day Pass - \$0.00	
Create your Drows			5 Stall <u>▼</u> \$25.00	
creare your braws	4		Create Show Duplicate Show 5 Stall 2nd Nite 👻 \$20.00	
un Event		(1999)	Dalata Sharr	
sun Lveni			Add	
Deculte			Event Setup	
See your Deculte		# of [4]	General Gos Bot & Perf Judging P&P Sponsor Duplicate	
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	Open HC Pen	11/19/2011 16	No Characteria In	
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ew and Print Reports	Open Average	11/19/2011 3		
Members	#13 Pen	11/19/2011 18	Discard Top_Bottom n: 0	
anage your Members	#13 2nd Go	11/19/2011 7		
Essility	#13 Finals	11/19/2011 3		
racinty	#11 Pen	11/19/2011 20		
lit your Barns/Stalls	#11 2n Go	11/19/2011 10		
Config	#11 Finals	11/19/2011 5		
honge your settings	#11 Avelage #9 Pen	11/19/2011 20		
iningo / en eerinige j	#9.2nd Go	11/19/2011 8		
	#9 Finals	11/19/2011 7		
	#9 Average	11/19/2011 5		
Association	#7 Pen	11/19/2011 18		
Manage your Assoc	#7 2nd Go	11/19/2011 8		
	#7 Final	11/19/2011 3		
	#7 Average	11/19/2011 3		
	#5 Pen	11/19/2011 18		
CLEASED OF 1	#5 2nd Go	11/19/2011 6		
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Jourse, C. Waers & ublic (DC	comonita indegio 00 m A NOVE	and a corriging and a corriging of the	apart ann o a rogram nao serona manager	

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

#### **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

💝 Arena Manager for Unit	ed States Team Penning Association	
Menu	Show Setup	Kendrick & Craft In Ver: 4.1.98
Setup Setup your Show(s) Entry Enter Contestants here Draws Create your Draws Run Event Results See your Results	Show(s)     Show Setup     Show Fees       Name     Date     Int/19/2011     Int/19/2011     Int/19/2011       Image: Int/19/2011     Int/19/2011     Int/19/2011     Image: Int/19/2011     Image: Int/19/2011       Image: Int/19/2011     Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011       Image: Int/19/2011     Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011       Image: Int/19/2011     Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011       Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011       Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011       Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011       Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011       Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011       Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011     Image: Int/19/2011	
View and Print Reports Members Manage your Members Facility Edit your Barns/Stalls Config Change your settings	Open HC Pen Shott Round 11/19/2011       5         Open HC Pen Average       11/22/2011         #13 Pen 2nd Round       11/22/2011         #13 Pen Shott Round       11/22/2011         #13 Pen Average       11/22/2011         #13 Pen Average       11/22/2011         #11 Pen Shott Round       11/22/2011         #11 Pen       11/19/2011         #11 Pen Shott Round       11/19/2011         #11 Pen Shott Round       11/19/2011         #11 Pen Shott Round       11/19/2011         #11 Pen Average       11/2/2011         #11 Pen Average       11/19/2011	E,
Association Manage your Assoc. Help Exit	#30 Fen Average       11/22/2011       8         #7 Pen 2nd Round       11/19/2011       8         #7 Pen Short Round       11/19/2011       8         #7 Pen Average       11/2/2011       8         #7 Pen Average       11/2/2011       8         #7 Pen Average       11/19/2011       8         #5 Pen       11/19/2011       8         #5 Pen 2nd Round       11/19/2011       8         #5 Pen 2nd Round       11/19/2011       8         #5 Pen 2nd Round       11/19/2011       6         #6       #7       #7       8         #7       #7       #7       8         #10 Pen 2nd Round       11/19/2011       8         #11/19/2011       #7       8         #11/19/2011       #7       8         <	
↓ Database: C:\Users\Public\De	III Scuments\Lazy J USTPA November 2011 FOR WEB.mdb Output Path: C:\Program Files\Arena Manager	,

Payouts and points can be applied in two different areas of the program. This is one, that is used for Rodeo, and larger events where there is a predetermined payoff.

The other place will be covered later.

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

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

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

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	An An		5	Show Set	qu			Kendrick & Cra Ver: 4.1.98
Setup	Show(	s)			Show Set	up Show Fees	0	
etup vour Show(s)	Name	Date	L Name	Joel Lesh Novemb	er 2011	Name	Amount 🔺	
<b>F</b> 1	Joe Lesn November 2011	11/13/2011 50		11/10/2011	-	1 USTPA Single Membe 👻	\$65.00	
Entry			Date:	11/13/2011	<u></u>	2 USTPA Family Membe 👻	\$150.00	
r Contestants here			Location:	Stillwater, OK		3 USTPA Youth Membe 👻	\$35.00	
Draws	1		Starting Back	. #: 0		4 USTPA Day Pass 👻	\$0.00	
reate your Draws				-		5 Stall	\$25.00	
	1		a	Create Show	Duplicate Show	7 RV	\$20.00	
un Event			sili.	Delete Show		Add	Bemeure	
un cvenn	J				1	A00	nemove	
Results					Event Set	up		
See your Results	1	tt of	General	Gos F	lot & Perf Judaina	P&P Sponsor	Duplicate	
bee your Results	Name	Date Entries		1 400 1 1	or a roll of adding		D upilouto	
	Open HC Pen	11/19/2011 16						
Reports	Open HC Pen 2nd Round	11/19/2011 7						
COPUTIO	Open HC Pen Short Round	11/19/2011 5						
and Print Reports	Open HC Pen Average	11/22/2011 7						
Aembers	#13 Pen	11/19/2011 18			Place Points Fam	ings		
age your Members	#13 Pen 2nd Round	11/22/2011 7		1		00.00		
Facility	#13 Pen Short Round	11/22/2011 3			4.00 \$14	88.00		
lucinity	#13 Pen Average	11/10/2011 20		2	2 3.00 \$5	190.00		
r your Barns/Stalls	#11 Pen 2nd Bound	11/19/2011 10		3	3 2.00	\$0.00		
Config	#11 Pen Short Bound	11/19/2011 5 -	4	4	4 1.00	\$0.00		
ange your settings	#11 Pen Average	11/22/2011 10						
	#9 Pen	11/19/2011 20						
	#9 Pen 2nd Round	11/19/2011 8						
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ssociation	#9 Pen Average	11/22/2011 8						
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	#7 Pen Average	11/22/2011 8		0.	Add Dave Dal D			
	#5 Pen	11/19/2011 18				10//		
L L - L -	#5 Pen 2nd Round	11/19/2011 6						
Help		1	-					
1								
EXIT	Create New Event	Remove						
			2					

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

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

💝 Arena Manager for Unite	ed States Team Penning Assoc	ciation							
Menu	An An			S	how Set	up			Kendrick & Craft In Ver: 4.1.98
Setup	Show(	s)				Show	Show E	299	
Setup your Show(s)	Name	Dat	e l	Name	Joel Lesh Novem	per 2011	Name	Amount 🔺	T I I I I I I I I I I I I I I I I I I I
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Entry				Date:	11719/2011		2 USTPA Family Mer	nbe 🔻 \$150.00	
Enter Contestants here				Location:	Stillwater, OK		3 USTPA Youth Mer	nbe 🔻 \$35.00	
Draws				Starting Back \$	‡: 0		4 USTPA Day Pass	▼ \$0.00	
Create your Draws					-		5 Stall	\$25.00	1
	•				Create Show	Duplicate Show	5 Stall 2nd Nite	▼ \$20.00	
Run Event	Jacoband				Delete Show		Add	• \$20.00 •	
Run Lvenn							Add	- nemove	
Results						Event	Setup		
See your Results		1 -	# of ▲	General	Gos	Rot & Perf 🔵 Judgi	ng P&P Spons	or Duplicate	
	Name	Date	Entries						
	Open HC Pen	11/19/2011	16						
Reports	Open HC Pen 2nd Round	11/19/2011	7	Sponsor:					
View and Print Reports	Open HC Pen Short Round	11/19/2011	5						
	Open HC Pen Average	11/22/2011	7						
Members	#13 Pen	11/19/2011	18						E
Manage your Members	#13 Pen 2nd Hound #12 Pen Short Pound	11/22/2011	2						
Facility	#13 Pen Average	11/22/2011	7						
Edit your Borns/Stalls	#11 Pen	11/19/2011	20						
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Contig	#11 Pen Short Round	11/19/2011	5 -						
Change your settings	#11 Pen Average	11/22/2011	10						
	#9 Pen	11/19/2011	20						
	#9 Pen 2nd Round	11/19/2011	8						
	#9 Pen Short Round	11/19/2011	7						
Association	#3 Pen Average	11/19/2011	10						
Manage your Assoc.	#7 Pen 2nd Bound	11/19/2011	8						
	#7 Pen Short Round	11/19/2011	3						
	#7 Pen Average	11/22/2011	8						
	#5 Pen	11/19/2011	18						
Help	#5 Pen 2nd Round	11/19/2011	6 🗸						
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			heimove						
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	Journer is sudzy a tra interesting	Der ZUTT FUR	web.mob	Supur an. C. Th	ogram nies verena M	anayo			11

The Sponsor tab allows you to have the event sponsor's name appear on various reports.

## **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

😵 Arena Manager for Unit	ted States Team Penning Association	
Menu	Show Setup	Kendrick & Craft In Ver: 4.1.98
Setup Setup your Show(s) Entry Enter Contestants here Draws Create your Draws Run Event	Show(s)     Show Setup     Show Fees       Name     Date     I       10el Lesh December 2011     12/5/2011     I       New Show     12/5/2011     I       12/5/2011     12/5/2011     I       Date:     12/10/2011     I       Location:     Stillwater, DK       Starting Back #     0       Image: Show     Image: Show       Image: Show	
Kesults See your Results Reports View and Print Reports Members Manage your Members Facility Edit your Barns/Stalls Config Change your settings Association Manage your Assoc. Help Exit	Name       Date       #t of Entrites         Open HC Pen       12/10/2011       0         H11 Pen       12/10/2011       0         H3 Pen       12/10/2011       0         H3 Pen       12/10/2011       0         H3 Pen       12/10/2011       0         H3 Sort       12/10/2011       0         H4 Sort       12/10/2011       0         H5 Event Kevent       Make Event Copy         Make Event Copy       Make Event Copy         Make Event Copy       Make Event Copy	
<ul> <li>✓ □</li> <li>Database: C:\Users\Public\D</li> </ul>	TIT	, •

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

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

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

💝 Arena Manager for Unit	ed States Team Per	ining Association			h,d		- Fit				161		<u></u>			-) (0) (X
Menu	-Alter	1 de la			Sh	ow	Entry								Ken	drick & Craft In Ver: 4.1.98
Setup		Entries	)		Fees &	Payme	nts		E	ntry Reports		)		Er	ntry Detail	
Setup your Show(s)	Loel Lesh Decemb	Show		IF	R IR Cap		Contestant	Amount	Posit	ion Tea	m #of Entries	# Draw Entries	Max Entries	Paid		
Enter Contestants here	poder Ecsil Decenie	-	لت	1 2	0 7.0	Abney	, Bill	\$63.50		None	2	0	4			
Draws	I	Events		2 2	0 7.0	Abney.	, Julie	\$63.50			2	0	4			
Create your Draws	Nam	ne Entries		3	7.0	uneva	llier, Kay	\$63.50	NUNE	None	U	U	4			
Run Event	Open HC Pen #11 Pen	1		Team R	ating	5.0	Carry Over								l.	
Desults	#9 Pen #5 Pen	0		Team C	ар	21.0								1		
See your Results	#3 Pen	0			# of (	entries	1						Add <u>E</u> n	itry		
	#9 Sort #6 Sort	0										0.0				
Reports	#3 Sort	0			<u>U</u> pdate		<u>R</u> emove	Print Entry	List	Draw Pot	1				View Po	sition Count
View and Print Reports							<u> </u>		Op	en HC Per	I - All					
Members				Entry	Draw	Pick	Contestant		Ind	Team Te	am Sto	ck Hand	ic Fee		Fee Desc	Paid
Manage your Members				ld	#	Draw	Abney Bill	1	Rate 2.00	Rate None	ann #	ap 0	1 CC	3 50	ee Desc	
Edit your Barns/Stalls				1	UA	Ρ	Abney, Julie		2.00	7.00 None		0	\$E	63.50		
Config							Goyer, Danielle Abney, Bill		2.00	None None		0	\$E \$E	53.50 53.50		
Change your settings				2	UA	Ρ	Abney, Julie Chaualliar, Ed		2.00	0.00 None		0	\$E	53.50 53.50		
					· · · · ·	-	Crievaller, Eu		2.00	None		0	фC	55.50		
Association																
( Manage your House, )	1															
			•													
Help	# of Contestants	3														
Exit	Amount	\$63.50														
	Association Sanctioned	USTPA Pen														
		Assign Back #'s														-
•				4 4	• • •	All / A	lpha/ III		_		•	_				► <del>•</del>
Database: C:\Users\Public\D	ocuments\Lazy J US1	TPA December 2011.mdb Outo	ut Path: C:	\Program	Files\An	ena Ma	nager									
		Comb.			CONTRACTOR OF	elentroles	1255531									1.

This screen is for entering teams.

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

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

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

💝 Arena Manager for Unite	ed States Team Pen	ning Association												[	
Menu	Alter	<b>Å</b> E			Sh	ow	Entry							Ke	ndrick & Craft In Ver: 4.1.98
Setup		Entries			Fees & I	<sup>D</sup> aymei	nts )		E	Entry Reports		Ì		Entry Detail	
Setup your Show(s)		Show		16	R IR Cap		Contestant	Amount	Posi	ition Team	# of Entries	# Draw Entries	Max Pa Entries	id ]	
Enter Contestants here	Jone Cest Decemb	Evente	Ľ	1 6	0 7.0	Rainey	ı, David	\$63.50		None	1	0	4		
Draws Create your Draws	Nam	e #of		3	7.0			\$63.50			18	0	4 L 4 L		
Run Event	Open HC Pen #11 Pen	11		Team F	ating		Carru Over							_	
Results See your Results	#11101 #9 Pen #5 Pen #3 Pen #9 Sort #6 Sort	0 0 0 0 0		Team C	ap 2 #ofe	21.0 ntries	1			1			Add <u>E</u> ntry		
Reports	#3 Sort	0			<u>U</u> pdate		<u>R</u> emove	Print Entry	List	Draw Pot				View P	osition Count
View and Print Reports									Op	pen HC Pen - A	.0				
Manage your Members				Entry Id	Draw #	Pick Draw	Contestant		Ind Rate	Team Rate Team	Stoc #	k Handi ap	Fees	Fee Desc	Paid _
Facility Edit your Barns/Stalls				1	UA	Ρ	Abney, Bill Abney, Julie		2.00	7.00 None		0	\$63.50 \$63.50		
Config Change your settings				2	UA	P	Abney, Bill Abney, Julie Chevallier, Ed		3.00	None	_	0	\$63.50 \$63.50 \$63.50 \$63.50		
				3	UA	Ρ	Buckner, Brian	1 [	Po Inassig	osition # ned 15	<b>▲</b>	0	\$63.50 \$63.50 \$63.50		
ASSOCIATION Manage your Assoc.				4	UA	Ρ	Buckner, Sonya ,			-	•	0 0 0	\$63.50 \$63.50 \$63.50		
[]			•	5	UA	Ρ	Goyer, Danielle		3.00 0.00 0.00	3.00 None None None		0 0 0	\$63.50 \$63.50 \$63.50		
Help	# of Contestants Amount	3 \$63.50		6	UA	Ρ	Wells, Jake		3.00 0.00 0.00	3.00 None None None		0 0 0	\$63.50 \$63.50 \$63.50		
	Association Sanctioned	USTPA Pen		7	UA	Ρ	Lesh, Jared		7.00 0.00 0.00	7.00 None None None		0	\$63.50 \$63.50 \$63.50		
		Assign Back #'s		<b>II I</b>	H H		l auto Causto Ipha		7.00	klau a	•	0	#00 E0		<u>+</u>
Database: C:\Users\Public\Do	ocuments\Lazy J UST	PA December 2011.mdb Output	Path: C:	Program	Files\Are	na Ma	nager		_						•

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

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

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

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com



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

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

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

## **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

💝 Arena Manager for Unit	ed States Team Penning Association		
Menu	An A	Show Setup	Kendrick & Craft In Ver: 4.1.98
Setup Setup your Show(s) Entry Enter Contestants here Draws Create your Draws Run Event	Show(s) Name Dat Joel Lesh December 2011 12/10/ New Show 12/5/2	Show Setup     Show Fees       Name     Joel Lesh December 2011       Date:     12/10/2011       Location:     Stillwater, 0K.       Starting Back #     0       Create Show     Duplicate Show       Add     Remove	
Results See your Results	Name Date	Event Setup           # of ▲         General         Gos         Rot & Perf         Judging         P & P         Sponsor         Duplicate           Entries	
Reports View and Print Reports Manage your Members Facility Edit your Barns/Stalls Config Change your settings Association Manage your Assoc.	Open HC Pen         12/10/2011           #11 Pen         12/10/2011           #9 Pen         12/10/2011           #5 Pen         12/10/2011           #3 Sot         12/10/2011           #9 Sot         12/10/2011           #5 Sot         12/10/2011           #5 Sot         12/10/2011           Boen HC Pen DrawPot Backup         12/6/2011	5       Name:       Open HC Pen DrawPot Backup       Allow these handicaps to be available on the run event screen         0       Date:       12/6/2011       Allow these handicaps to be available on the run event screen         0       Date:       12/6/2011       Allow these handicaps to be available on the run event screen         0       Std Formats:       Penning       Image: Case of the screen       Image: Case of the screen         0       Class Cap:       21.0       Image: Case of the screen       Image: Case of the screen         11       3.00       3.00       4.00       4.00       4.00       4.00         11       3.00       3.00       4.00       4.00       4.00       4.00         11       Image: Case of the screen         11       Image: Case of the screen         11       Image: Case of the screen       Ima	E
Help E×it Alabase: C:\Users\Public\D	Create New Event	Add Remove Allow Draw #'s to be set on Entry Screen	, ,

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

Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

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Menu	An A				S	how	Entry							Kendric Ver	:k & Craft   : 4.1.98
Setup	Entries		1		Fees	& Paym	ents		Entry R	eports		)		Entry Detail	
Setup your Show(s)	Show				un IF	3	Carlanta	A	Devillen	Taria	# of	# Draw	Max neta	TI	
Entry	2011 USTPA World Championship		-	]	In Ca	ip 🛛	Contestant	Amount	Position	ream	Entries	Entries	Entries		
ter Contestants here	Evente			1	7	.0		\$157.0	)				4 🗆		
Draws	Evenus			2	7	.0		\$157.0	)				4 🗖		
Create your Draws	Name	# or Entries	-	3	7	.0		\$157.0	)				4		
	Open HC Pen	54											a - 14	1	
un Event	Open HC Pen 2nd Round	27	1	Tear	Bating	0.0	Carry Over					_			
	Open HC Pen 3rd Round	19	1	Tear	n Cap	21.0			3			1		1	
Results	Upen HC Pen Short Round	10			, 40°C	21.0	<b>I</b>						Add Entry		
See your Results	Upen HL Pen Average	10	1		++ (	or entries	1								
	#13 Pen 2nd Bound	33	2									-		-	
	#13 Pen 3rd Bound	20	2		Unda	ate	Bemove	Print Entr	ulist D	)raw Pot	1			View Positis	on Cour
Reports	#13 Pen Short Round	10	2	-	opor			Linkering		num oc	5			view Posicio	uncoun
w and Print Reports	#13 Pen Average	10	2						Open H	IC Pen - A	AII (				
Aamband	1 #11 Pen	101			Entry	Draw	Cautastant					Indv	D-1	Devi	E
vienders	#11 Pen 2nd Round	51	11		bl	#	Contestant			WIGT		Rating	nut	ren	ree
inage your Members	#11 Pen 3rd Round	20		- 1	16	19	Albritton, Jud		Bell, Steven Be	ell, Lisa		2	Unassigned	Unassigned	157
Facility	#11 Pen Short Round	10	11	2	41	50	Albritton, Jud		Underwood, Gi	rady Buckner,	Sonya	2	Unassigned	Unassigned	15
t your Barns/Stalls	#11 Pen Average	10	.11	3	22	41	Anderson, Stephen		Borgia, Nick Hi	unt, Marsha		3	Unassigned	Unassigned	15
Carefia	#11 Masters Pen	52	-	4	10	20	Anderson, Stephen		Hunt, Scot Hur	nt, Marsha		3	Unassigned	Unassigned	10
Contig	#11 Masters Pen 2rd Round #11 Masters Pen 2rd Round	12	3	5	10	13	Dell, Lisa Roll Lion		King David Rid	ontton, Jud		2	Unassigned	Unassigned	15
hange your settings	#11 Masters Pen Short Bound	12	3	7	23	11	Bell Steven		Codu Thomas	Gibbs Tonu		2	Unassigned	Unassigned	15
	#11 Masters Pen Average	10	3	8	16	19	Bell Steven		Bell Lisa Albritt	on Jud		3	Unassigned	Unassigned	15
	#9/#7 Inc Pen	214		9	12	39	Blackman, Brvan		Gibbs. Tony Gi	bbs. London		4	Unassigned	Unassigned	15
	1 #9/#7 Inc Pen 2nd Round	107	4	10	44	28	Blackman, Bryan		Lesh, Joel Gibb	os, London		4	Unassigned	Unassigned	15
ssociation	#9/#7 Inc Pen 3rd Round	20	4	11	13	1	Borgia, Nick		Bross, Tom Kin	ig, David		2	Unassigned	Unassigned	15
anage your Assoc.	#9/#7 Inc Pen Short Round	10	4	12	1	31	Borgia, Nick		Keith, Larry Ma	riage, David		2	Unassigned	Unassigned	15
	#9/#7 Inc Pen Average	10	4	13	22	41	Borgia, Nick		Anderson, Step	ohen Hunt, Ma	arsha	2	Unassigned	Unassigned	15
	#7 Inc of #9 Pen	6	4	14	37	18	Borgia, Nick		Olson, Steven	Gibbs, Londor	n	2	Unassigned	Unassigned	15
	# of Contestants 3			15	45	26	Brooks, Colette		Cody, Thomas	Myers, Gary		2	Unassigned	Unassigned	15
L L L	Amount \$157.00	_		16	51	12	Brooks, Colette		Lesh, Sarah Ke	eith, Larry		2	Unassigned	Unassigned	15
Help	Amount provide			17	8	49	Brooks, Terry		Heywood, TJ J	ohnson, Frank	<	1	Unassigned	Unassigned	15
	Association USTPA Per	É.		18	32	35	Brooks, Lerry		Keith, Lanner M	veison, Alex		1	Unassigned	Unassigned	15
EXIT				19	33	48	Dross, I OM		Neiler, Jerr Wal	isn, Megan at Maralaa		5	Unassigned	Unassigned	15/
	Assign Bac	k #'s		20	J J		Diuss, Lom Alpha		munt, scot Hul	n, Marsha		9	unassigned	Unassigned	10
						250	THE R & A 1/1								construction of the

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

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

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	An An	Show	w Entry			Kendrick & Craft In Ver: 4.1.98
Setup	Entries	Fees & Pay	iments	Entry Reports	)	Entry Detail
Setup your Show(s)	Contestant Entries & Fe	es Balance D	etail 🔪	Payment Detail	)	Earnings Detail
Entry Enter Contestants here Draws Create your Draws Run Event Results See your Results Reports View and Print Reports Members Manage your Members Facility Edit your Barns/Stalls Config Change your settings Association Manage your Assoc. Help Exit	Event Riding with 1 Open HC Pen Unassigne with Gover 2 Open HC Pen Unassigne with Cheva 1 Open HC Pen Drawf Unassigne with Cheva 2 Open HC Pen Drawf Unassigne with Abney with Cheva 4	Abney, Bill ents h Draw Stock/Name Amount t 2 Stock/Name Amount t 1 2 Stock/Name Amoun	Other           Desc         Amount         Qt           USTPA Single Men         \$55.00         0           USTPA Family Merr         \$150.00         0           USTPA Youth Merr         \$35.00         0           USTPA Day Pass         \$0.00         0	Contesta     Source     Sour	nt Balance \$127.00 \$0.00 \$127.00 \$0.00 \$127.00 Receipt ies 1 tf \$0.00 Apply Earnings	
2			III			1.1

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

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

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

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

### **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

Menu			Sho	w Entry	1		Kendrick & Ver: 4.1
Setup	Entries	Ì	Fees & Pag	yments		Entry Reports	Entry Detail
up your Show(s)	Contestant Entries & Fees	)	Balance D	etail	1	Payment Detail	Earnings Detail
Entry		51/					
Contestants here	Name	Fees	Payments	Applied Earnings	Balance	Calc	
Draws	1 Belter, Mike	\$1,247.00	\$1,247.00	\$0.00	\$0.00		
ate your Draws	2 Bolin, Pat	\$1,535,50	\$219.50	\$823.00	\$493.80	Di t D L Print Palan	
	3 Brooks, Terry	\$2,534,50	\$511.50	\$2023.00	\$0.00	Detail Beport	2
n Event	4 Estes, Garv D	\$448.50	\$275.50	\$173.00	\$0.00		
	5 Garrison, Mike	\$390.00	\$260.00	\$130.00	\$0.00	Print All Beceints	
esults	6 Gipson, Heather	\$100.50	\$100.50	\$0.00	\$0.00		
your Deculte	7 Hale, Garv	\$423.50	\$37,50	\$386.00	\$0.00		
your Results	8 Heidelberg, Hoppy	\$132.00	\$132.00	\$0.00	\$0.00		
	9 Heidelberg, Houston	\$1,190.00	\$534.00	\$662.00	(\$6.00)	Total # of Contestants entered:	34
ananta	10 Hoch, April	\$733.00	\$433.00	\$300.00	\$0.00	Total # of Contestants with balances:	10
eports	11 Istre, Joev	\$748.00	\$748.00	\$0.00	\$0.00		
nd Print Reports	12 Kapp, Sara	\$333.00	\$333.00	\$0.00	\$0.00	Total Balance due: \$3,53	3.00
mbond	13 Krouse, Chervl	\$2,421,50	\$0.00	\$1759.00	\$662.50	1	
empers	14 Kumfer, Michael	\$550.50	\$247.50	\$303.00	\$0.00		
e your Members	15 Lawless, Bill	\$1,761,50	\$1,761,50	\$0.00	\$0.00		
acility	16 Lawless, Suzie	\$1.062.50	\$606.50	\$456.00	\$0.00		
Contra la	17 Lesh Jared	\$845.00	\$0.00	\$424.00	\$4,21,00		
our Barns/Stalls	18 Lesh Joel	\$1,415,50	\$0.00	\$1872.00	(\$456.50)		
onfia	19 Lesh Jordan	\$533.00	\$0.00	\$1050.00	(\$517.00)		
e vour settings	20 Lesh Sarah	\$1,175.00	\$0.00	\$223.00	3952.00		
o /our oorringo j	21 Miller John	\$540.00	\$310.00	\$230.00	\$0.00		
	22 Minnich John	\$120.00	\$120.00	\$0.00	\$0.00		
	23 Olson, Donnie	\$849.50	\$566.50	\$283.00	\$0.00		
	24 Olson Steven	\$1,105.00	\$385.00	\$720.00	\$0.00		
sociation	25 Ovler, Kelsi	\$167.50	\$59.50	\$108.00	\$0.00		
ige your Assoc.	26 Bainey, Hannah	\$668.50	\$4.50	\$664.00	\$0.00 -		
	27 Raper Johnny	\$358.00	\$99.00	\$259.00	\$0.00		
	28 Bice Carther	\$1,856,00	(\$263.00)	\$1626.00	\$493.00	Apply Earnings	
	29 Bichard Billy	\$630.50	\$500.50	\$130.00	\$0.00	to All	
2 2 2 2 2	30 Bichard Joyce	\$814.00	\$620.00	\$194.00	\$0.00	-	
Help	4	4011.00	4020.00	\$101.00	40.00	Remove Applied	
xit	Holds-	\$31,188.00	\$11,209.00	\$16446.00	\$3,533.00	Earnings	

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

Print Balance Report – prints a balance report

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

Applied Earnings- removes any applied earnings

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

Team Penning/Ranch Sorting http://www.arenamanagementsoftware.com

Arena Manager for United States Team Penning Association - 9 X All m Kendrick & Craft In Ver: 4.1.98 Menu Show Entry Setup Fees & Payments Entry Reports Entry Detail Entries Setup your Show(s) Contestant Entries & Fees Earnings Detail Balance Detail Payment Detail Entry Last Name First Name Amount Trans Date \$1,247.00 11/20/2011 \$1,247.00 Trans Date Type Check Enter Contestants here Mike Ch#3413 Calc Belter 1 Draws Create your Draws \$219.50 11/20/2011 Credit 4 Bolin Pat Print \$493.00 11/22/2011 redit - Earning #9 Sort Average Run Event 5 \$330.00 11/22/2011 redit - Earning Open HC Pen Average 6 7 \$1,042.50 Results 8 See your Results Brooks \$557.00 11/22/2011 redit - Earning Open Sort Average Terry 9 10 \$259.00 11/22/2011 redit - Earning #7 Pen Average 11 \$288.00 11/22/2011 redit - Earning #9 Pen Average Reports \$293.00 11/22/2011 redit - Earning #11 Pen Average 12 13 View and Print Reports \$496.00 11/22/2011 redit - Earning Open HC Pen Average \$511.50 11/20/2011 Check ch#3858 14 15 16 17 Members \$130.00 11/22/2011 redit - Earning #3 Sort Average \$2,534.50 Manage your Member Facility 18 Estes 19 Gary D \$173.00 11/22/2011 redit - Earning #7 Pen Average Edit your Barns/Stalls \$275.50 11/19/2011 Check Ch# 1178 20 \$448.50 Config 21 22 Change your setting: \$130.00 11/22/2011 redit - Earning #5 Pen Average Mike Garrison 23 \$260.00 11/20/2011 Check ch#1548 24 \$390.00 25 Association 26 27 Gipson Heather \$100.50 11/19/2011 Cash Manage your Assoc \$100.50 28 29 Hale Gary \$192.00 11/22/2011 redit - Earning #9 Pen Average 30 31 \$194.00 11/22/2011 redit - Earning #3 Sort Average \$37.50 11/20/2011 Check ch#9888 Ĵ \$423 50 Help \$27,655.00 Exit N All Drograms Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb Output Path: C:\Program Files\Arena Manager

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

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

## Team Penning/Ranch Sorting

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Menu	An A	<b>1</b>	Show Er	try						Kendrick Ver:	(& C 4.1.)
Setup	Entr	ies	Fees & Payments	)		Entry Rep	ports		)	Entry Detail	_
tup your Show(s)	Contestant Er	ntries & Fees	Balance Detail	1		Payment De	etail		Ì	Earnings Detail	
Entry Contestants here Draws	Calc	Print				ect Unprinted Select All Jnselect All	Starting Ch	eck # [	Print Checks		
ate your Draws	Last Name	First Name	Memo	Amount	Print Check	Print Date	Check Number	Туре	Nc.		
nEvent	1 Bolin	Pat	Open HC Pen Average Rank:	\$330.00				S			
esults	2 3		#9 Sort Average Rank:	\$493.00 \$823.00				S			
your results	4 E Prooke	Tom	#2 Sort Austrage Park:	¢120.00	-			c			
	6	Teny	#7 Pen Average Bank:	\$259.00	F			S			
eports	7		#9 Pen Average Rank:	\$288.00	F			S			
nd Print Reports	8		#11 Pen Average Rank:	\$293.00				S			
a trade a trade	9		Open HC Pen Average Rank:	\$496.00				S			
embers	10		Open Sort Average Rank:	\$557.00				S			
e your Members	11			\$2,023.00							
acility	12	C D	#20 A 0 I	A1 70 00				0			
our Barns/Stalls	13 Estes	Gary D	#7 Pen Average Hank:	\$173.00				5			
C :	14			\$175.00	<u> </u>						
ontig	16 Garrison	Mike	#5 Pen Average Bank:	\$130.00	-			S			
ge your settings	17			\$130.00				-			
	18		CANADALIT TAK SHOT DA								
	19 Hale	Gary	#9 Pen Average Rank:	\$192.00				S			
	20		#3 Sort Average Rank:	\$194.00			_	S			
sociation	21			\$386.00							
age your Assoc.	22	Develop	#7.D	¢170.00	-						
	23 Heldelberg	Houston	#7 Pen Average Hank: #6 Set Auerage Paper:	\$173.00				5			
	24		#0 Solt Average Bank: #7 Pen Average Bank:	\$259.00				S			
	25		#rr of Avoiage frank.	\$662.00				3			
Halp	27				1		-				
rieip	4	3				Ť.		1. il	► E		
Exit				\$16,446.00							

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

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

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

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu		gr.	1 Alexandre			Show Ent	ry			Kendrick & C Ver: 4.1.
Setup			Entries			Fees & Payments	Ì	Entry Reports	1	Entry Detail
tup your Show(s)		Entry Li	st Entries B	Position	1					Print
Entry		ID	D. # N.	Datio						
· Contestants here		Entry ID	Urawis Iname	Hatin alin 2	g Position Li	JEvent CUEntry ID				
Draws	2	_	4 Wallace, Kerlin	7	NONE					
eate your Draws	3		Lesh Joel	7	NONE					
	4			1						
in Event	5	2	5 Westfall, Paige	4						
III CVCIII	6		Lesh, Jared	7						
Deculte	7		Rice, Carther	2						
Courto Deculto	8									
e your Results	9	3	9 Lawless, Bill	5						
	10		Bolin, Pat	4	NONE					
anante	11		Lesh, Sarah	7	NONE					
eports	12				-					
and Print Reports	13	4	10 Rainey, Hanna	n 6						
embers	14		Krouse, Cheryl	2	NUNE					
a your Membere	15		Belter, Mike	ь	NUNE					
	15	E	14 Look lared	7	NONE					
acility	1/	0	14 Lesri, Jaleu Bice, Carther	2	NONE					
our Barns/Stalls	10		Krouse Cherol	2	NONE					
Config	20		Riodsc, cholyr	-	Inone.					
coning	21	6	8 Lesh, Jared	7	NONE					
ige your settings	22		Rice, Carther	2	NONE					
	23		Olson, Donnie	4	NONE					
	24									
and a standing of	25	7	15 Wallace, Kenn	eth 3						
sociation	26		Lawless, Bill	5	NONE					
age your Assoc.	27		Bolin, Pat	4	NONE					
	28	-								
	29	8	1 Wallace, Kenn	eth 3	NUNE					
	30		Westrall, Paige	4	NONE					
Halp	31		Krouse, Cheryl	2	NUNE					
Help	32	0	12 Wallson Kenn	46 2	NONE					
	24	2	Westfall Paine		NONE					
EXIT	24		01 Ct		NONE					1755
	•	_								
1										
All Programs					-918					

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

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	-						S	how	Ent	ry						Kendrick Ver:	< & Cra 4.1.98
Setup		· · · · ·	Entries		)		Fee	s & Paymer	nts			Entry Reports	Ì		E	intry Detail	
Setup your Show(s)		Expa	and All							Refresh	1						
Entry	-			Deem	+ T 4	H Calua ID	Challen	T		Eulor Data (T)		New York and Street at	Contratent	Dation	Distant		D
ter Contestants here	- F	Open HC B	Pen (16 entries)	Draw	# Team 4	H Entry ID	Status	I Ime/Sco	ore # ren	Entry Date/ H	me	workstation User Id	Contestant	hating	Position	U.	п
Draws		openner	E Open HC P		1.1		-	-				1		10-0			
Create view Decision	-	1		1	2	1	N/T	60.01	0	11/19/2011 11:11	-24 AM	PC2	Wallace Kenneth	3	-	Lawless Bill	5.1
reate your Draws				2	1	2	N/T	60.01	ñ	11/19/2011 11:11	-25 AM	PC2	Lesh Joel	7		Walsh Megan	6
F			<b></b>	3	12	3	пк	38.05	3	11/19/2011 11:11	25 AM	PC2	Bice Carther	2	NONE	Walsh Megan	6
un Event	-	-	<b></b>	4	6	4	пк	52.71	3	11/19/2011 11:11	25 AM	PC2	Bainey Hannah	6		Krouse Cherul	2
	-		Г	5	9	5	OK	44.3	3	11/19/2011 11:11	:25 AM	PC2	Lesh, Joel	7		Rainev, Hannah	6
Results	-		Г	6	7	6	OK	53.51	2	11/19/2011 11:11	:25 AM	PC2	Westfall, Paige	4		Lesh, Jared	7
ee your Results	-		Γ	7	14	7	OK	35.81	3	11/19/2011 11:11	:26 AM	PC2	Bolin, Pat	4	NONE	Olson, Steven	3
	1		1 Open HC P		1.1.1.1	10		1000040700	1			1999 S.C.		1000			1.1
	Ŧ	#13 Pen (1	8 entries)		1							17. 		1			1.1
Reports			1 #13 Pen 2n		1							1		1			1.19
and Print Deporte			🖭 #13 Pen Sh	i i													
and Frint Reports	÷	#11 Pen (2	20 entries)														
lembers			11 #11 Pen 2n														111
one your Members			🕀 🛛 #11 Pen Sh	l I													111
	÷	#9 Pen (20	) entries)														111
racility			🗉 #9 Pen 2nd														111
your Barns/Stalls			🗄 🛛 #9 Pen Sho	)										1			
Confin	÷	#7 Pen (18	3 entries)											1			
Config			🗉 🛛 #7 Pen 2nd											1			
inge your settings			🗄 🛛 #7 Pen Sho														
	Ŧ	#5 Pen (18	8 entries)														1.1
			🗄 #5 Pen 2nd														111
			🗉 🛛 #5 Pen Sho											1			
ssociation	Ŧ	#3 Pen (6	entries)														
inage your Assoc.			1 #3 Pen 2nd						_								111
	+	Open Sort	(24 entries)														
			E Open Sort 2	-					_								
			E Open Sort 9	)					_								
1	÷	#9 Sort (27	<sup>7</sup> entries)														
Help						1								1			_
1.0.P			⊞ #9 Sort Sho	)													_
Evit	±	#6 Sort (16	i entries)														
			H #6 Sort 2nd		_				_								
	4																•
				-										_			1
All Drograms									m.c							7/	1

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

#### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	- An				Edit/View Dra	aw(s	)								Kendrick & Craft Ver: 4.1.98
Setup			9	how	Joel Lesh November	2011		]							
Entry	Event	# of A	P.		Draws	1			Draw Re	ports			1	Time Sheet	s & Draw Slips
ter Contestants here	Open HC Pen	16				4	Open	HC P	en						Entry Status
Draws	Open HC Pen 2nd Round	7				10			te lavres						
Create your Draws	Open HC Pen Short Round	5					+	All							Vet
in care year or and	Upen HL Pen Average	10	Draw	Team	Contestant	Pen	Penaltu	Timer	Final	Status	Indv	Team	Team	Stoc_	
un Event	#13 Pen #13 Den 2nd Dennd	18	#	#			1 on any	Time	Time	oració	Rating	Rating		#	Turn Out
un cveni	#13 Pen 2nd Round #13 Day Chash Days d				Wallace, Kenneth	0					3	1	None		-
Dedulta	#13 Pen Short Hound	3		5 M	Westfall, Paige	0	0.00	60.010	60.010	N/T	4	9	None		OK
Results	#15 Pen Average			-	Krouse, Cheryl	0		_	-		2		None		
See your Results	#11 Pen 2nd Permd	20			Lesh, Joel	0					7		None	_	Bemove
	#11 Pen 2nd Round	10	2	2	Walsh, Megan	0	0.00	25.240	24.240	N/T	6	19	None		
	#11 Pen Short Hound	5		-	Rainey, Hannah	0					6		None		
Reports	#11 Pen Average	10			Bolin, Pat	3					4		None		Move a contestant
and Print Deporte	#9 Pen	20	3	3	Olson, Steven	3	0.00	35.210	30.210	OK	3	11	None		move a concestant
and min Reports	#9 Pen 2nd Hound	8			Olson, Donnie	3					4		None		
<b>Aembers</b>	#9 Pen Short Round				Wallace, Kenneth	0					3		None		Move Up
ana your Mambard	#9 Pen Average	8	4	4	Lesh, Sarah	0	0.00	23.840	21.840	N/T	7	17	None		
iuge your members	#7 Pen	18			Lesh, Joel	0					7		None		New Davis
Facility	#7 Pen 2nd Round	8			Westfall, Paige	3					4		None		Move Down
t your Barns/Stalls	#7 Pen Short Round	3	5	5	Lesh, Jared	3	0.00	44.060	40.060	OK	7	13	None		
0 1	#7 Pen Average	8			Rice, Carther	3					2		None		Swap
Contig	#5 Pen	18			Lesh, Joel	3					7		None	-	From To
ange your settings	#5 Pen 2nd Round	6	6	6	Rainey, Hannah	3	0.00	53.670	51.670	OK	6	17	None		
	#5 Pen Short Round	3			Bolin, Pat	3					4		None		
	#5 Pen Average	6			Walsh, Megan	0					6		None		Cuine
	#3 Pen	6	7	7	Lesh, Sarah	0	0.00	50.060	49.060	N/T	7	19	None		Swap
acaciation	#3 Pen 2nd Round	3			Belter, Mike	0					6		None		
ssociation	#3 Pen Average	3			Lesh, Jared	0					7		None		Goto
anage your Assoc.	Open Sort	24	8	8	Rice, Carther	0	0.00	19.080	15.080	N/T	2	13	None		and the second s
	Open Sort 2nd Round	10	197	66	Olson, Donnie	0	124.537	100.000.00	00020055	N90308-000	4	1 19120	None		Go
	Open Sort Short Round	6			Lawless, Bill	0					5		None		
	Open Sort Average	10	9	9	Bolin. Pat	n n	0.00	38,970	36,470	N/T	4	16	None		
1.1.1	#9 Sort	27		5%	Lesh, Sarah	ň	0.000	0.000000	10.0000000	57555555	7	1 1467	None		Go's
Help	#9 Sort 2nd Round	8			Bainey Hannah	3					6		None		-
	#9 Sort Short Round	4	14 4	E E							1				Drint
Fxit	#9 Sort Average	8	1						01.20		121-11		~		FILL
	#6 Sort	16 🕶	D	raw #':	: Team #'s	Se	ets	1 9	Sep/Rot		Up	odate	Rot	& Perfs	Run Order
			Ass	ign Dra All	v To	to Rot o	Reverse O Unassign Iraws	rder			Go				Run Label Summary Run Label Detail
					m										

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

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

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

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

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

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

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

# Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	the the				Edit/View Dra	w(s	)								Kendrick & Craft Ver: 4.1.98
Setup			S	Show	Joel Lesh November	2011	Ŀ	-							
Entry	Event	# of ▲	1		Draws	1			Draw Re	ports			١	Time Sheel	ts & Draw Slips
er Contestants here	Open HC Pen	16					Open	HC P	en						Entry Status
Draws	Open HC Pen 2nd Round	7	-					AII	and and						14.1
Create your Draws	Open HC Pen Short Hound	7	-	1.20	1	77 77		-50	farst-factories			1.2	1		¥ei
1	#13 Pen	19	Draw	Team	Contestant	Pen	Penalty	Timer	Final	Status	Indv	Team	Team	Stoc_	
un Event	#13 Pen 2nd Bound	7	Ħ	Ħ		0		Time	Time		Hating	Hating			Turn Out
un Lvenn	#13 Pen Short Pound	2			Wallace, Kenneth	0	0.00	00.010	00.010		3		None	_	1
Deculte	#13 Pen Average	7		5	Westrall, Paige	0	0.00	60.010	60.010	INZ I	4	9	None		OK
Results	#131 en Avelage	20			Krouse, Cheryl	0			-		2		None		
See your Results	#11 Pen 2nd Derma	10			Lesh, Joel	0							None		Remove
	#11 Per Chest David		2	2	Walsh, Megan	U	0.00	25.240	24.240	NZI	6	19	None		
	#11 Pen Short Hound	10		_	Rainey, Hannah	0					6		None		
Reports	#11 Pen Average	10			Bolin, Pat	3					4		None		Move a contestant
u and Print Deporte	#3 Pen	20	3	3	Olson, Steven	3	0.00	35.210	30.210	OK	3	11	None		move a concordine
v and rrint keports	#9 Pen 2nd Round	8			Olson, Donnie	3					4		None		
<b>Aembers</b>	#9 Pen Short Round				Wallace, Kenneth	0					3		None		Move Up
ana your Mambare	#9 Pen Average	8	4	4	Lesh, Sarah	0	0.00	23.840	21.840	N/T	7	17	None		
nuge your members	#7 Pen	18			Lesh, Joel	0					7		None		
Facility	#7 Pen 2nd Round	8			Westfall, Paige	3					4		None		Move Down
t your Barns/Stalls	#7 Pen Short Round	3	5	5	Lesh, Jared	3	0.00	44.060	40.060	OK	7	13	None		1
r jour burnsr orans	#7 Pen Average	8			Rice, Carther	3					2		None		Swap
Contig	#5 Pen	18			Lesh, Joel	3					7		None		From To
ange your settings	#5 Pen 2nd Round	6	6	6	Bainey Hannah	3	0.00	53.670	51.670	OK	6	17	None		
	#5 Pen Short Round	3	1.0		Bolin Pat	3	218.7	20030000	0.200.000	3078050	4		None		
	#5 Pen Average	6			Walsh Megan	0					6		None		
	#3 Pen	6	7	7	Lesh Sarah	ň	0.00	50.060	49.060	N/T	7	19	None		Swap
10000 AL 24 0	#3 Pen 2nd Bound	3	1	65	Baltar Mika	0	0.00	30.000	43.000	1001	c	15	None		( <u>)</u>
ssociation	#3 Pen Average	3		-	Lesh Ived	0					7		None		Golo
anage your Assoc.	Open Sort	24	0	0	Disa Cathar	0	0.00	10.000	15 000	MOT	2	12	Mone	_	4010
	Open Sort 2nd Bound	10	8	0	nice, califier	0	0.00	13.000	13.000	DIV.I	4	13	NUNE	_	60
	Open Soft Short Bound	- 01		-	Uison, Donnie	0					4		None		
	Open Soft Aueroge	10		~	Lawless, Bill	0	0.00	00.070	00.170		5		None		
	H9 Cash	27	9	9	Bolin, Pat	0	0.00	38.970	36.470	NZI	4	16	None		Go's
Help	#0 Cash Oad Davied				Lesh, Sarah	U		_	-		1		None		
rieip	#3 Solt 2nd Hound	^	and the second se		Rainey, Hannah	3					6		None	-	
<b>—</b>	#9 Soft Short Hound	4	H 4	► H	All /				4						Print
EXIT	#9 Soft Average	8	D		Team tt's	S.	ate	) (	Sep/Bot	1	He	odata	) Br	t & Perfs	
	#6 20lt	16 💌	U			50	~~		seprinde		0F	Judio	1 10	A G I G I S	Run Order
			Ass	ign Dra All	W To A Random	(3) (3)	Reverse C Unassign	Irder			Go				Run Label Summary
					👻 🔛 Align All draw	to Rot o	traws								Run Label Detail
															3

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

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

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

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

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

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	An A				Edit/View Di	raw(s	;)								Kendric Ver:	k & Cral 4.1.98
Setup			ę	Show	Joel Lesh Novemb	er 2011		-								
Entry	Event	# of ▲ Entries			Draws	1			Draw Re	ports			Ì	Time Sheet	ts & Draw Slips	
er Contestants here	Open HC Pen	16					Open	HC P	en						Entry St	tatus
Draws	Open HC Pen 2nd Round	7						4.11	asterit.						54 1997	
reate your Draws	Open HC Pen Short Round	5						All							Vet	ě.
reare year brans	Upen HC Pen Average	/ 10	Draw	Team	Contestant	Pen	Penaltu	Timer	Final	Status	Indv	Team	Team	Stoc 🔺		
un Event	#13 Pen #12 Pen 2nd Permd	10	#	#			. orrany	Time	Time	o latao	Rating	Rating		#	Turn (	Jut
un Lveni	#13 Pen Short Round	· · · ·			Wallace, Kenneth	0	0.00	00.010	00.010		3		None	-		
Doculta	#13 Pen Average	7		1	Westfall, Paige		0.00	60.010	60.010	NZT	4	9	None		OK	Č.
RESUITS	#101 en Average	20		-	Krouse, Cheryl	0					2		None	_		
ee your Results	#11 Pen 2nd Pound	10			Lesh, Joel	U		05.040			1		None		Remo	ve
	#11 Pen Short Bound	5	2	2	Walsh, Megan	U	0.00	25.240	24.240	NZT	6	19	None			103552
	#11 Pen Aueroge	10		-	Hainey, Hannan	0					ь		None			
Reports	#11 FenAvelage	20			Bolin, Pat	3					4		None		Move a cor	ntestar
and Print Reports	#9 Pop 2nd Pound	20	3	3	Ulson, Steven	3	0.00	35.210	30.210	UK	3	н	None			
	#9 Pap Short Pound	7		_	Ulson, Donnie	3			-		4	-	None			
lembers	#9 Pen Average	6			Wallace, Kenneth	0			~ ~ ~ ~		3		None		Move	Up
age your Members	#31 en Average	10	4	4	Lesh, Sarah		0.00	23.840	21.840	NZI	1	14	None			
Facility	#7 Pen 2nd Pound	10		-	Lesh, Joel	U	-				1		None		Move D	own
гасшту	#7 Pen 2nd Hound #7 Pen Shert Pound	 		-	Westfall, Paige	-3					4		None			1912-191
your Barns/Stalls	#7 Pen Short Hound	3	5	5	Lesh, Jared	3	0.00	44.060	40.060	UK	1	13	None		Swan	
Config	#7 FerrAverage	10		_	Rice, Carther	3	-				2		None	_	From	To
coning	#S Des Ord Desaid	10			Lesh, Joel				_		(		None			1990
ange your settings	#5 Fen Zha Hound	0	6	6	Rainey, Hannah	3	0.00	53.670	51.670	UK	6	17	None			
	#5 Pen Short Hound				Bolin, Pat	3					4		None		1 1	
	#3 Peri Average	0		2	Walsh, Megan	0					6		None		Swap	p
	#3 Fen #3 Pag 2nd Paged			6	Lesh, Sarah	0	0.00	50.060	49.060	NZI		19	None	_		5
ssociation	#3 Pen Zriu Houriu	3		-	Belter, Mike	0			-		6	-	None		-	
anage your Assoc.	#3 PeriAverage	3			Lesh, Jared	0					1		None		Gio to	
	Open Solt	24	8	8	Hice, Carther	1	0.00	19.080	15.080	NZI	2	13	None		7	
	Open Soft 2nd Round	10			Olson, Donnie	0					4		None		- 35	60
	Open Soft Short Hound	10			Lawless, Bill	0	-				5		None	_		
	Upen Soft Average	10	9	9	Bolin, Pat	<u>ः</u>	0.00	38.970	36.470	N/T	4	16	None	_	60'	e
Help	#0.0 - + 2	2/		_	Lesh, Sarah	0	-				7		None			С
rieip	#3 Solt 2nd Hound	°		10.00	Rainey, Hannah	3			Carrie an		6		None	-		
The state	#3 Solt Short Hound		14 4	H H	All /				4					•	Print	
EXIT	#3 SOIL AVerage	10	C	Iraw #'s	Team #'s	S	ets	) 9	Sep/Bot	ì	Ur	ndate	Bot	& Perfs		
	#6 500	10.*	1					4. 32		245			1		Hun Un	der
			Drav 0	<u>~ #</u>	Team # 0 Assign Team #			Reset	Team #'	s to Una	ssigned				Run Label S	ummai
							L	Rese	t Team #	's to Dra	w #'s				Run Label	Detail

#### Draws-Team#'s tab

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

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

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

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	A A				Edit/View Dr	aw(:	5)								Kendrick & Cr Ver: 4.1.9
Setup			Ş	Show	Joel Lesh Novemb	er 2011	-	·							
Entro (s)	Event	# of 🔺			Draws	ì		2	Draw Re	ports		52	)	Time Shee	ts & Draw Slips
Criffy	Open HC Pen	Entries 16				-	Opon		00					[	Entry Chabus
ci comestums nere	Open HC Pen 2nd Bound	7	1.00				open	HC F	en						Entry Status
Draws	Open HC Pen Short Round	5					1	All							Vet
reate your Draws	Open HC Pen Average	7	Draw	Term		1.00	1	Timer	Final	44	Indu	Teem		Char A	
	#13 Pen	18	#	team #	Contestant	Pen	Penalty	Time	Time	Status	Rating	Rating	Team	#	Turn Out
un Event	#13 Pen 2nd Round	7			Wallace Kenneth	6					3	, runnig	None		
	#13 Pen Short Round	3	1	1	Westfall, Paige	0	0.00	60.010	60.010	N/T	4	9	None		OF
Results	#13 Pen Average	7			Krouse Cherul	1					2	-	None		UK
ee your Results	#11 Pen	20			Lesh. Joel	ſ		-			7		None		
ee your results	#11 Pen 2nd Round	10	2	2	Walsh Megan	- C	0.00	25 240	24 240	N/T	6	19	None		Remove
	#11 Pen Short Round	5	-	2	Baineu Hannah	- i	0.00	20.240	24.240	iner:	6	13	None		
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and Print Reports	#9 Pen 2nd Bound	8			Olson, Dennie		0.00	33.210	30.210	UK	4		Mana		
	#9 Pen Short Bound	7	-	-	Uson, Donnie						4		None		
lembers	#9 Pen Average	8	100	18.	Wallace, Kenneth		0.00	22.040	21.040	NUT	3	17	None		Move Up
age your Members	#7 Pan	19	<u>्</u> सः	:4:0	Lesh, Saran		0.00	23.840	21.840	NZT		He.	None		
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your Barns/Stalls	#7 Pon Auerogo		5	5	Lesh, Jared		0.00	44.060	40.060	UK		13	None		Swan
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connig	#Jren #E Day Ord Dayad	10	1201	1000	Lesh, Joel				1000000000	1000		0.503	None		
ange your settings	#5 Pen Zha Houna #E Dan Chast Davied		ь	ь	Hainey, Hannah		0.00	53.670	51.670	UK	Б	1V	None		
		2			Bolin, Pat		}				4		None		18
	#o Pen Average	b		1 1225	Walsh, Megan	0					6		None		Swap
	#3 Pen	6	7	7	Lesh, Sarah	0	0.00	50.060	49.060	N/T	7	19	None		
ssociation	#3 Pen 2nd Round	3			Belter, Mike	0					6		None		
indoe your Assoc.	#3 Pen Average	3			Lesh, Jared	0					7		None		Goto
	Upen Sort	24	8	8	Rice, Carther	0	0.00	19.080	15.080	N/T	2	13	None		7 -
	Upen Sort 2nd Round	10			Olson, Donnie	0					4		None		r Ge
	Upen Sort Short Round	6			Lawless, Bill	0					5		None		
	Open Sort Average	10	9	9	Bolin, Pat	(	0.00	38.970	36.470	N/T	4	16	None		C-h
Lala	#9 Sort	27			Lesh, Sarah	0	l i				7		None		60.8
Help	#9 Sort 2nd Round	8	1		Rainey, Hannah	3					6		None	+	
-	1 #9 Sort Short Round	4	14 4	+ H	All				•					•	Print
Exit	#9 Sort Average	8			)	-		1	с. ID :	1		1.1	1	P ( )	1920 and 192
	#6 Sort	16 👻	L	raw #'s	leam#s	5	ets	1 3	sep/Hot		Up	juate	Hot 8	rens	Run Order
			S	et Size	Resolve Set	Conflicts	Ch	eck Se	t Conflic	cts					Run Label Summa
															Run Label Detai
					III										

Sets tab

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

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

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com



#### Draws - Sep/Rot tab

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

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

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

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com



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

**Check Set Conflicts** 

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

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

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

http://www.arenamanagementsoftware.com

Page: 1		Run O On 12	rder for 2/15/2011	Open HC Per 11:47:02 PM	L				
Team	Name	1st Go Time	#	2nd Go Time	#	Short Go Time	#	Total Time	
1 1	Bross, Tom R: 5 King, David R: 5 Borzia Nick R: 2								
Team Rating: 12									
2 2 Team Rating: 12	Heywood, TJ R: 2 Johnson, Dustin R: 7 Cody, Thomas R: 3								
3 3 Team Rating: 11	May, John R: 5 Gibbs, Tony R: 4 Westbrook, Chris R: 2			-					
4 4 Team Rating: 11	Nelson, Brent R: 4 Nelson, Alex R: 3 Lyons, Andrew R: 4	 c 67						10	
5 5 Team Rating: 21	Lesh, Jared R: 7 Saggione III, Louie R: 7 Buckner, Brian R: 7			3					
6 6 Team Rating: 11	Sullivan, Chris R: 5 Shelton, P D R: 3 Shelton, Phillip R: 3								
7 7 Team Rating: 9	Mariage, David R: 4 Keith, Connor R: 2 Keith, Tanner R: 3								
8 8 Team Rating: 19	Lesh, Joel R: 7 Walsh, Megan R: 5 Buckner, Sonya R: 7			0				10	
9 9 Team Rating: 9	Richter, Todd R: 5 Richter, Dena R: 2 Nelson, Laurel R: 2			1					
10 10 Team Rating: 12	Hunt, Scot R: 4 Hunt, Marsha R: 3 Bross, Tom R: 5								

#### Print – Run Order

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

http://www.arenamanagementsoftware.com

Е

1	2	3
Bross, Tom	Heywood, TJ	Heywood, TJ
King, David	Johnson, Dustin	Johnson, Dustin
Borgia, Nick	Cody, Thomas	Cody, Thomas
4	5	6
Nelson, Brent	Lesh, Jared	Lesh, Jared
Nelson, Alex	Saggione III, Louie	Saggione III, Louie
Lyons, Andrew	Buckner, Brian	Buckner, Brian
7	8	0
Mariage David	Lech Ioel	Lash Ioal
Kaith Connor	Walch Magan	Walch Magan
Keith Tannar	Duelmer Sentre	Dualmar Samua
Ketth, Tanner	Buckner, Sonya	Buckner, Sonya
10	11	12
Hunt, Scot	Bell, Steven	Bell, Steven
Hunt, Marsha	Cody. Thomas	Cody. Thomas
Bross Tom	Gibbs Tony	Gibbs Tony
Diver, 10m	Globs, Iony	01005, 10Hy
13	14	15
Johnson, Dustin	May, John	May, John
Buckner, Brian	Sullivan, Charlene	Sullivan, Charlene
Dean, Carrie	Lyons, Andrew	Lyons, Andrew
16	17	19
Marian David	Commenter III Louis	10
Mariage, David	Saggione III, Louie	Saggione III, Louie
Lesh, Jared	Underwood, Grady	Underwood, Grady
west, Paul	Underwood, Justin	Underwood, Justin
19	20	21
Bell. Steven	Hunt, Scot	Hunt, Scot
Bell Lisa	Hunt Marsha	Hunt Marsha
Albritton, Jud	Anderson, Stephen	Anderson, Stephen
		20
22	23	24
King, David	Keith, Larry	Keith, Larry
Westbrook, Chris	Keith, Tanner	Keith, Tanner
Sullivan, Charlene	Keith, Connor	Keith, Connor
25	26	27
Saggione III Louie	Brooks Colette	Brooks Colette
Lash Jared	Cody Thomas	Cody Thomas
Lesn, Jaieu Lesh, Sanch	Cody, Inomas	Marine Com
Lesn, Saran	Myers, Gary	Myers, Gary
28	29	30
Lesh, Joel	Hunt, Marsha	Hunt, Marsha
Gibbs London	Shelton PD	Shelton PD
Blackman Bryan	Underwood Justin	Underwood Justin
Diachinan, Diyan	o nace woodd, Justin	onucryout, Justin

Print – Run Label Summary

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

http://www.arenamanagementsoftware.com

1	2	3
5 Bross Tom	2 Heywood, TI	5 May John
5 King David	7 Johnson Dustin	4 Gibbs Tony
2 Borgia Nick	3 Cody Thomas	2 Westbrook Chris
2 Bolgia, Nick	5 Cody, Thomas	2 Westorook, Chills
4	5	6
1 Nalcon Brent	7 Lech Jored	5 Sullivan Chric
2 Malaan Alaa	7 Coming TIL Louis	2 Challen DD
5 INEISOII, AIEX	7 Saggione III, Louie	2 Chattan Dhillin
4 Lyons, Andrew	7 Buckher, Bhan	5 Shelton, Phillip
7	8	0
1 Mariage David	7 Lech Toel	5 Richter Todd
2 Kaith Connor	5 Walsh Magan	2 Righter Dong
2 Keini, Comio	7 Walsh, Wegan	2 Kichiel, Della
3 Keim, Tanner	/ Buckner, Sonya	2 Nelson, Laurei
10	11	12
4 Hupt Scot	3 Ball Stavan	7 Lech Sarah
2 Hant March	2 Code Thomas	7 Lesin, Baran
5 Flunt, Marsha	5 Cody, Thomas	5 Kein, Larry
5 Bross, 10m	4 Gibbs, Tony	2 Brooks, Colette
13	14	15
7 Johnson Dustin	5 May John	7 Lech Jordan
7 Joinson, Dusin	4 Sellinger Charlese	2 Keith Teans
/ Buckner, Brian	4 Sullivan, Charlene	3 Keith, Tanner
4 Dean, Carrie	4 Lyons, Andrew	2 Myers, Gary
16	17	18
1 Mariago David	7 Saggiona III, Louis	2 Olson Starion
7 Lock Javid	7 Saggione III, Louie	2 Cibbs Leader
/ Lesh, Jared	7 Underwood, Grady	2 Globs, London
5 West, Paul	7 Underwood, Justin	2 Borgia, Nick
10	20	21
2 Ball Starran	4 Hunt Seat	4 Nalson Brent
D Dell, Sieven	4 Hun, Scot	2 Notice Alexandre
2 Bell, Lisa	3 Flunt, Marsha	5 Nelson, Alex
2 Alonnon, Jud	3 Anderson, Stephen	5 Kichter, 10dd
22	23	24
5 King David	5 Voith Lorry	5 Walch Magan
2 Waathaa ale Chuis	2 Keith Tannan	2 Malsan, Depend
2 Westbrook, Chris	5 Keith, Tanner	2 Nelson, Laurel
4 Sullivan, Charlene	2 Keith, Connor	/ Lesh, Jordan
25	26	27
7 Saggiona III. Louia	2 Brooks Colette	7 Underwood, Crady
7 Saggione III, Louie	2 Drooks, Colette	5 West Magne
7 Lesn, Jared	5 Cody, Thomas	5 west, Morgan
/ Lesh, Sarah	2 Myers, Gary	2 Johnson, Frank
28	20	30
7 Lerh Toel	3 Hunt Marcha	S Bross Tom
7 Lesii, Joei 2 Cibbs Jandan	2 Chathan DD	5 Suffrage Chain
2 Giuus, London	5 Shehon, PD	5 Sumvan, Chris
4 Biackman, Bryan	/ Underwood, Justin	5 King, David

#### Print – Run Label Detail

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

#### **Back to Index**

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com



#### **Draw Reports**

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

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

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	A M		Edit/View	Draw(s	;)			Kendrick Ver:
Setup Setup your Show(s)			Show Joel Lesh Nove	ember 2011	•			
Entry	Event	# of A	Draws	)		Draw Reports	)	Time Sheets & Draw Slips
ter Contestants here	Open HC Pen	1 16	Time Sheets	Generati	e Slips			r
Discuss	Open HC Pen 2nd Round	7		-			-	Print
Draws	Open HC Pen Short Round	5	# of Gos 0		💌 All 🛛 🚫	Pages 0	To 0	
Create your Draws	Open HC Pen Average	7	Draw #	Name	Bating	Handican	Total Time	F
	#13 Pen	18				паписар		
Run Event	#13 Pen 2nd Round	7	Open HC Pen	Cattle	Number		lime	# Cattle Penned
	#13 Pen Short Round	3						
Results	#13 Pen Average	7	Team Contestants	1st Go	2nd Go	3rd Go	1st Go	1st Go
See your Deculto	#11 Pen	20	-					
See your Results	#11 Pen 2nd Round	10						
	#11 Pen Short Round	5			-	0.	0.10	
Description	#11 Pen Average	10	3 Wallace, Kenneth				2nd Go	2nd Go
Reports	#9 Pen	20						
ew and Print Reports	#9 Pen 2nd Bound	8	20 2000000 1000 To 2000 10					
A.A	#9 Pen Short Bound	7	4 Westfall, Paige				Total 1 at 8 2nd	Total 1st 9, Opd
Members	#9 Pen Average	8	2 Known Chand				Total TSL& Zhu	Total TSt & Zhu
lanage your Members	#7 Pop	10	Z Nrouse, Cheryi					
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dit your Barns/Stalls	#7 Peri Srioit Nouria						ord do	010 00
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	#5 Pen Short Round	3						
	#5 Pen Average	6						
	#3 Pen	6			_			
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Manage your Assoc	#3 Pen Average	3						
Manage your Assoc.	Open Sort	24	Team Contestants	1st Go	2nd Go	3rd Go	1st Go	1st Go
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	Open Sort Short Round	6	2					
	Open Sort Average	10						
1.1.1	1 #9 Sort	27	7 Lesh loel				2nd Go	2nd Go
Help	#9 Sort 2nd Round	8	r Lesti, over					
	#9 Sort Short Round	4	6 Walsh, Megan					
Exit	#9 Sort Average	8	6 Dainey Hannah					
	#6 Sort	16 🕶	o Hainey, Hainan				Total 1st & 2nd	Total 1st & 2nd
						117	Mi -	
All Drograms								

Draws - Time Sheets & Draw Slips tab

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

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

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

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Arena Manager for Unite	ed States	Team	P children and a chil													
Menu	-	ter.					Run	Ev	ent							Kendrick & Cra Ver: 4.1.9
Setup	Show	20'	11 USTPA World Champi	onship					-	1		65 e	ntries complete	out of 65		
Setup your Show(s)	-		#13 Pan	2.97			1						Lead Time (al	Gos)		
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er Contestants here			🧇 Jr Youth Pen Short Rour	nd		the f Cou	stoot 🗖	2				Running	38			
Draws		<u></u>	🐜 Jr Youth Pen Average			+ 01 CO	nest	3				Num	Brooks Terry			
reate your Draws			Sr Youth Pen			Herd Cł	ange	10	Сар	13	3	Name	Lesh, Joel			
			🧇 Sr Youth Pen 2nd Round	-							_	ę –	Walsh, Megan			
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Jonanta			1	13 P	en - A	1						Go Info	All Go's 16	35.080	3	
reports	Draw	Team				Timer	Final		Indy	Team			Handicap	0.000	0	
and Print Reports	#	#	Contestant	Pen	Penalty	Time	Time	Status	Rating	Rating	-		Prev Go's 0	0.000	0	
lembers			Brooks, Terry						1	1	1		This Go 16	35.080	3	
Active Mambane	38	38	Lesh, Joel	3	0.00	35.080	35.080	OK	7	13	1					1
ade your members			Walsh, Megan						5		1					
-acility			Buckner, Sonya						7		1	Time	0.000			
your Barns/Stalls	39	39	Haselip, Amber	0	0.00	31.770	31.770	N/T	4	13	1		0.000	N/T		
Canfie			Hosea, Kevin						2		1	# Penned	0	199.1		
Contig			King, David						5		1	1000				
ange your settings	40	40	Anderson, Stephen	0	0.00	23.620	23.620	N/T	3	13	1	Penalty	0	OK	1	
	-		Kuyper, Larry						5		1		0.000			
			Hake						-	-	_	Final Time	0.000			
	41		Lesh, Sarah		0.00	40.100	40.100	or		10	-				1	
ssociation	41	41	Cynon, Whitney Gouer, Danielle	- 3	0.00	40.130	40.130	UK	4	13	-			Next	up	
inage your Assoc.	-		Sullivan Chris						5			Die	Audit On	15		
	42	42	Sullivan Charlene	3	0.00	48 590	48 590	ПК	4	12	i					
			Ham Jimmy	-	0.00	10.000	10.000	0	3		i	Blanchard, (	ОК		-	
			Richter, Todd	1					5		i					
1.1.1	43	43	Nelson, Alex	3	0.00	50.260	50.260	OK	3	11	Ť	Stillwater, Ol	K			
Help	5.02		Cody, Thomas						3		1-1	Marrison O				
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	-		A construction of the second sec						1					-	in the second	1

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

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

#### Cutoff Times:

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

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

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

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

ờ Arena Manager for Unite	ed States Team Penning Association													
Menu	An A			R	un E	ent								Kendrick & Craft Ir Ver: 4.1.98
Setup	Show	Selected	Count	# Pau	Time	Contestan	it	# of Entries	Rating	Team	-	Selection-		
Setup your Show(s)	2011 USTPA world Championship		1	ren		Nelson Brent		(Unj	4		-	🖉 🖓 Top n		
Entry	Events	V	1	3	24.82	Nelson, Alex		1	3	27		C Top n %		
Enter Contestants here	(Select the events for the go)	2000				Lyons, Andrew		201	4	11200				
Drowc	Selected Event Fror A	1000				Bryant, Jesse		_	1			22	2	
Cruthur David	₩ #13 Pen		2	3	24.83	Walsh, Megan		1	5	23		1 33		
Create your Draws	Jr Youth Pen					Lesn, Saran			/ E					
Dun Event	Jr Youth Pen 2nd F (Jr Youth F		3	3	25.98	West Paul			5	35				
Run Eveni	Jr Youth Pen Short (Jr Youth F	1.000	×.	100	20.00	Baker, Mike			3					
Deculte	Sr Youth Pen 2nd LISr Youth					Johnson, Dustin			7					
Seaver Deculto	St Youth Pen Shor (St Youth		4	3	27.75	Baker, Mike		1	3	19			1	
Jee your Results	QuickDraw Pen	1	1. 1.	7.245		Ham, Jimmy		1	3	MO		Load		
	🔲 🗌 QuickDraw Pen 2r (QuickDra	100	_			Richter, Dena		_	2			1.	_	
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Repuirs	QuickDraw Pen 4tl (QuickDra	4				Underwood, Ius	has				+	Excel		
view and Print Reports	QuickDraw Pen Sł (QuickDra	Notes in									1 1			
Members	Den HC Pen	GoNam	e  #13 F	Pen 2nd	dRound				12/6/2	2011				
Manage your Members	Upen HL Pen 2nd (Upen HL	Assign G	io Local	tion				10			10	201	-	
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T deniry	#11 Pen	Gowi	ll be ass	igned h	iere >>>	#13 Pen		#13 Pen 2n	d Round	1				
Edit your Barns/Stalls	#11 Pen 2nd Rour (#11 Pen)	-3	-	11		Jr Youth Pen		Jr Youth Per	n 2nd Ro	ound	Jr Youth Pen S	hort Round	4	
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Association		3	V	/est M	ordan	5		1				St to Lowest		
Manage your Assoc.	🖂 Only entries with valid Time or Score		41.64 R	ondy, J	ames	4	64				Lowe	st to Highest		
	(No N/T's or T/D's)		B	londy, F	Rochelle	4	Service				Origin	al Draw Order		
	Only entries in each event	3	L	esh, Ja	red	7		1			Bever	se Draw Order		
	i only onlines in oddin event		31.28 L	ynch, V	Vhitney	4	63				Inchie	le "ON" in Order	S	
Lala	Include Team # in grouping		G	oyer, D	anielle	2		-			- Minister			
Help		3	N	aughto	n, Gary	3	62	1				Create Go		
Estit	Load Contestants		33.15 U	ody, Th	nomas		62	-			-			
CXIT	Load Contestants	4										Return		
1				_		11								- F
Database College Debision	www.www.2011UCTD4.1/celd Championship with					Anna anna 1								
Database, C. VUSers (PUDIIC/DO	Cumerits 2011 UST PA world Championship.mdb Uut	uurath: C	. \riogra	an riles	velena	ranayer								

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

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

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

## **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

💝 Arena Manager for Unite	ed States Team Penning	g Association			- • ×
Menu	- A	尧	Run Event		Kendrick & Craft In Ver: 4.1.98
Setup Setup your Show(s) Entry Enter Contestants here Draws Create your Draws Run Event Results	Show 2011 USTF Events #13 Pen Jr Youth S Sr Youth S S Sr Youth S S Sr Youth S S S S S S S S S S S S S S S S S S S	PA World Championship n Pen Jr Youth Pen 2nd Round Jr Youth Pen Short Round Jr Youth Pen Average h Pen Sr Youth Pen 2nd Round Sr Youth Pen Short Round Sr Youth Pen Average STPA World Champio	Date 10/31/2011 Format Pen # of Contest 3 Herd Change 10 Cap 13 Pen 0 Cutoff 0 Time 0.000 Donship : #13 Pen 10/31/2011	Lead Time (all Gos) 24.820 Running Name Cutoff Time 0.000 (All gos)	
Reports View and Print Reports	Re Name Nelson, Brent Nelson, Alex	Iesults Dial Total Rank Time Tot Handicap Per 1 24.820 0 3	Ranking #13 Pen n To 1st OK Runs Rank Time Pen Status Dr. 0.000 1 1 24.820 3 OK :	Cutoff Time         0.000           (All gos)         Rank         Time         Pen           Go Info         All Go's         0.000         0           Handicap         0.000         0         0           Prev Go's         0.000         0         0           This Go         0.000         0         0	E
Manage your Members Facility Edit your Barns/Stalls	Lyons, Andrew Bryant, Jesse Walsh, Megan Lesh, Sarah West, Morgan	2 24.830 0 3 3 25.980 0 3	-0.010 1 2 24.830 3 OK : -1.160 1 3 25.980 3 OK :	Time 0.000 //T	
CONTIG Change your settings	West, Paul Baker, Mike Johnson, Dustin Baker, Mike Ham, Jimmy	4 27.750 0 3	-2.930 1 4 27.750 3 DK	Penalty 0 OK Final Time 0.000	
Association Manage your Assoc.	Richter, Dena Haselip, Dwayne Underwood, Justin	5 29.780 0 3	-4.960 1 5 29.780 3 OK :	Next up Bio Audit On	
Help	Blackman, Bryan Cid Sampaio, Jorge Luis Lesh, Jordan	is 7 30.080 0 3	-5.260 1 7 30.080 3 OK		
Exit		Prin	nt	View Results Set Go's	
Database: C:\Users\Public\Do	ocuments\2011 USTPA W	World Championship.mdb Output F	Path: C:\Program Files\Arena Manager		li.

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

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

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

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com



#### Results/Results tab

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

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

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	- An			Re	sult	s							Kendrick & Cr Ver: 4.1.9
Setup	Results		)				Average	5	Ì		Rou	ind Robin	
etup your Show(s)	Shows												
Cuture	2011 USTPA World Championship			Results			1		Pavouts & Points	1		Payoffs	
Entry							-						
r Contestants here			TODO	to all a		All	2.542	Harris		100 - 200 A	86.19		
Draws		Rank	Faminos	Faminos	Points	Around	Score	member #	Contestant	Position	Stock	Fees	1
eate your Draws			Laningo	e animgo		Points							
cure frui or une j	1		\$5859.00	\$1953.00	5.00	0.00	178.180	430	Underwood, Grady			\$0.00	
In Event				\$1953.00	5.00	0.00		10058	Walsh, Megan			\$0.00	
in Lveni		2	A0510.00	\$1953.00	5.00	0.00	100 100	4071	Richter, I odd			\$0.00	
Doculta	Events	2	\$3516.00	\$1172.00	4.00	0.00	180.490	001	Hoberson, Lommy			\$0.00	
Results	🚊 💮 🌩 QuickDraw Pen 3 🔺		_	\$1172.00	4.00	0.00	_	881	Lesh, Joel	-		\$0.00	
ee your Results	🔷 🔷 🚸 QuickDraw Pen 4	2	40040.00	\$1172.00	4.00	0.00	101.000	9422	Johnson, Dustin			\$0.00	
	🔷 🔶 QuickDraw Pen S	3	\$2343.00	\$781.00	3.00	0.00	194.300	10058	Walsh, Megan			\$0.00	
	🔶 🔶 QuickDraw Pen A		_	\$781.00	3.00	0.00		1059	Underwood, Justin			\$0.00	
Reports	🚊 🛁 🔞 Open HC Pen		40.00	\$781.00	3.00	0.00	000 750	6621	Saggione III, Louie			\$0.00	
and Print Reports	🖌 💮 👾 🌚 Gos	4	\$0.00	\$0.00	2.00	0.00	202.750	100	Bross, I om			\$0.00	
	🖻 💮 🔞 #11 Pen		_	\$0.00	2.00	0.00	_	188	Buckner, Sonya			\$0.00	
embers	🔆 💮 🎬 🏎 🍟 Gos	-	40.00	\$0.00	2.00	0.00	000 100	3507	Duncan, Sammy			\$0.00	
age your Members	🖻 💮 🔞 #11 Masters Pen	5	\$0.00	\$0.00	1.00	0.00	222.480	430	Underwood, Grady			\$0.00	
Facility	🗄 👾 🌚 Gos		_	\$0.00	1.00	0.00	_	0007	May, John			\$0.00	
acinity	🖻 🛁 🔞 #9/#7 Inc Pen 🔤		*0.00	\$0.00	1.00	0.00	107.070	9887	Buckner, Brian			\$0.00	
your Barns/Stalls	🗄 👾 🍪 Gos	6	\$0.00	\$0.00	0.00	0.00	127.070	1 44	Rainey, David			\$0.00	
Confin	🖻 — 🔕 #5/#3 Inc Pen			\$0.00	0.00	0.00		12031	Sullivan, Chris			\$0.00	
coning	🗄 👋 Gos		*0.00	\$0.00	0.00	0.00	100 500	430	Underwood, Grady			\$0.00	
nge your settings	🖻 — 🔕 #3 Pen	6	\$0.00	\$0.00	0.00	0.00	133.500	881	Lesh, Joel			\$0.00	
	🗄 👋 Gos 🖉			\$0.00	0.00	0.00		6448	Hainey, Hannah			\$0.00	
	🚊 🛁 🔕 Open/#8 Inc Sort 👘			\$0.00	0.00	0.00		6210	King, David			\$0.00	
	🗄 🦇 Gos	8	\$0.00	\$0.00	0.00	0.00	139.660	188	Buckner, Sonya			\$0.00	
ssociation	🖻 — 🚱 Jr Youth Sort			\$0.00	0.00	0.00		0474	May, John			\$0.00	
nage your Assoc.	🗄 🛶 🦦 Gos		40.00	\$0.00	0.00	0.00	1 10 570	84/4	West, Paul			\$0.00	-
	E 🚱 Sr Youth Sort	9	\$0.00	\$0.00	0.00	0.00	143.570	6448	Rainey, Hannah			\$0.00	
	🗄 🛶 🦦 Gos			\$0.00	0.00	0.00		107	Hoberson, Lommy			\$0.00	
	😑 🛶 💊 #9 Sort 👘	10	#0.00	\$0.00	0.00	0.00	150 550	1300	Lesn, Jordan			\$0.00	
	🗄 🛶 🦦 Gos	10	\$0.00	\$0.00	0.00	0.00	100.050	0448	nainey, Hannan	-		\$0.00	
Help	🖶 🐳 #6 Sort 👻	•								W 31			<b> </b> ▶[
Exit	[		Print					Apply	Points & Payouts			Exp	oort Payouts
					m								

#### Results/Payouts & Points tab

This screen is used to apply payouts & points. Payouts & Points can be applied two different ways from this screen. An average event has to be created prior to executing either way. <u>Creating an averaged event</u>.

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

## **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

Menu	- An			Resu	lts							Kendrick & Craft Ver: 4.1.98
Setup	Chows	Results	L			Average		)		Ro	und Robin	
Entry	Joël Lesh November 2011		1	Results		1	Payouts & P	oints	)		Payof	fs
er Contestants here	5											
Create your Draws		It Te	ame/Entrine	7								
Deres Deres and	·	Paub	ack %	0%		\$0.00	Fee ner team			-		
run Event		Entru	Fees	\$0.00		\$0.00	Net back to Pu	192				
Deculha		Adde	d Money	\$0.00		40.00						
Results	Events	Total	Purse	\$0.00								
See your Results	🕞 🍪 Open HC Pen											
	🗄 — 😜 Gos	#	of Go's	Go's	Final	Average	Total					
D	• • • • • • •	en HC Pen 2nd R	0	0%	0%	0%	0%					
Reports	0p	en HC Pen Short F		\$0.00	\$0.00	\$0.00						
ew and Print Reports		en HL Pen Averag Place	es to Pay	[0	0	0		Each Go	Finals	Average		
Mambane	#ISFen		1st	0%	0%	0%	1st	\$0.00	\$0.00	\$0.00		
Member 3	H Gus		2nd	0%	0%	0%	2nd	\$0.00	\$0.00	\$0.00		
anage your Members	Gos		310	0%	0%	0%	3rd	\$0.00	\$0.00	\$0.00		
Facility	1 9 Pen		4(n 5th	0%	0%	0%	40	\$0.00	\$0.00	\$0.00		
it your Barns/Stalls	Gos		5th	0%	0%	0%	Sth	\$0.00	\$0.00	\$0.00		
Caufia	🗄 — 💊 #7 Pen		Zth	0%	0%	0%	7th	\$0.00	\$0.00	\$0.00		
Config	🗄 👋 Gos		8th	0%	0%	0%	8th	\$0.00	\$0.00	\$0.00		
hange your settings	🖻 — 💊 #5 Pen		9th	0%	0%	0%	9th	\$0.00	\$0.00	\$0.00		
	🗄 👋 Gos		10th	0%	0%	0%	10th	\$0.00	\$0.00	\$0.00		
	📮 🛶 🚱 #3 Pen		Totals	0%	0%	0%	Totals	\$0.00	\$0.00	\$0.00	\$0.00	
	🗄 👋 Gos											
Association	Dpen Sort											
hanage your Assoc.	E Sos	1										
	HI Sort											
	HO SUIT											
1.1.1	# #3 Sort											
Help	E Bos											
1												
Exit												
	1 • La											
				п								

#### Results/Payoffs tab

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

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	-				Re	esu	lts								Kendrick & C Ver: 4.1.3
Setup		Result	3	)				Average			1			Round Robin	
etup your Show(s)		Show		Selected	Count	<b>#</b>	Time	Contestant	# of Entries	Rating	Handica	Total Fi	nal	<b>_</b>	Selection
Entry	Joel Lesh N	ovember 2011	-		1	Pen	10.00	Disc. C. al.	(Un)	-	applied	Lime			Top n
r Contestants here		Evente			1.1		100.000	Hice, Carther	-	2		100.0	c .		C Top n %
Discust	Selected	Event	From Events		1	9	120.300	Brooks Terru		2	0.00	103.3			
Draws		Open HC Pen	TION Events	-				Lesh Joel		7		-			
eate your Draws		Open HC Pen 2nd	(Open HC Pen)		2	9	128 940	Bainey Hannah	3	6	-4	124.9	4		7
-		Open HC Pen Sho	(Open HC Pen, Oper	21623.0	12768	253	120.010	Bolin. Pat	- 252	4	32		8		
in Event		#13 Pen						Bainey, Hannah		6					L
		#13 Pen 2nd Rour	(#13 Pen)		3	9	139.530	Krouse, Chervl	3	2	-7	132.5	3		Land
Results		#13 Pen Short Ro	(#13 Pen, #13 Pen 2	1050000				Belter, Mike	10000	6		1250.055	10 A		Load
ee your Results		#13 Pen Average	0					Bolin, Pat		4					
		#11 Pen		1	4	6	66.020	Olson, Steven	2	3	-5	61.02	2		
		#11 Pen 2nd Rour	(#11 Pen)	CAN SELCON				Olson, Donnie		4		2036370			Export
enorts		#11 Pen Short Ro	(#11 Pen, #11 Pen 2					Westfall, Paige		4					
and Print Donauto		#11 Pen Average	0		5	5	93.570	Lesh, Jared	2	7	-4	89.57		-	
and Frint Reports		#9 Pen								1 22 1				14	
lembers		#9 Pen 2nd Round	: (#9 Pen)	Name		Ope	n HC Pen	Average					[	Date 12/5/2011	
age your Members		#9 Pen Short Rou	(#9 Pen, #9 Pen 2nc					A	P		1	C		DE	
E a a i l i da a		#9 Pen Average	0	1	Ave be			Open HC Pen	Open HC Pen	2nd Bour	d Onen H	C Pen Shor	Bound	DE	чнізк
-acility		#7 Pen		-	Ave ner 2	6777	8	#13 Pen	#13 Pen 2nd E	lound	#13 Pe	Short Bou	nd #11	3 Pen Average	
your Barns/Stalls		#7 Pen 2nd Round	(#7 Pen)	-	3			#11 Pen 1	#11 Pen 2nd F	lound	#11 Pe	Short Bou	nd #11	1 Pen Average	
Config		#/ Pen Short Rou	(#7 Pen, #7 Pen 2nc	-	4			#9 Pen	#9 Pen 2nd Ro	ound	#9 Pen	Short Roun	d #9	Pen Average	
coning		#/ Pen Average	<u>U</u>		5	_		#7 Pen 1	#7 Pen 2nd Ro	ound	#7 Pen	Short Roun	d #7	Pen Average	
nge your settings		#Dren #E Day 2nd Day	(#E Daw)	4											
		#5 Feri Zriu Nouriu #6 Den Chert Deu	(#5 Pen #5 Pen 2ne	#				and the second			Team ‡	of Entries	Applied	Total Final	
		#5 Pen Short Hou	n (#3 Fen, #3 Fen Zhu	Pen	lime		Lo	ntestant	Position	Hating	#	(On)	Handicap	Time	
	1. H	#31 en Avelage	<u> </u>	9		Rie	ce, Carthe	er		2					
	4		► E		120.96	50 W	alsh, Meg	an		6		3	-11	109.96	
sociation	1 percent and the second se					D.	2011 W 201 T			2				-	
sociation nage your Assoc.		Include in Grouping	]	-		DI	ooks, Lerr	У							
sociation nage your Assoc.		Include in Grouping	)	9		Le	ooks, Terr sh, Joel	у		7					
sociation nage your Assoc.	Stoc	Include in Grouping k 🛛 🗖 Position	) Team #	9	128.94	Le IO Ra	ooks, Terr sh, Joel iney, Har	y mah		7		3	-4	124.94	
ssociation nage your Assoc.		Include in Grouping k 🗖 Position	g ┌── Team #	9	128.94	Le IO Ra Bo	ooks, Terr sh, Joel iney, Han lin, Pat	y Inah		7 6 4		3	-4	124.94	
ssociation nage your Assoc.	☐ Stoc.	Include in Grouping k	Team #	9	128.94	Le Le Bo Ra	ooks, Terr sh, Joel iney, Han lin, Pat iney, Han	y inah inah		7 6 4 6		3	-4	124.94	
ssociation mage your Assoc. Help	Stoc	Include in Grouping k	3 ☐ Team # pre (No N/T's or T/O's)	9	128.94 139.53	Le IO Ra Bo Ra 80 Krd	ooks, Terr sh, Joel liney, Han lin, Pat liney, Han ouse, Che	y Inah Inah Inyl		7 6 4 6 2		3	-4 -7	124.94	
Help	C Only ent	Include in Grouping k Position ries with valid Time or Sco ries with valid Time or Sco	g Team # ore (No N/T's or T/O's) ore in each event	9	128.94 139.53	Le lo Ra Bo Ra Bo Kri Be	ooks, Terr sh, Joel lin, Pat lin, Pat liney, Han ouse, Che lter, Mike	y inah inah inyi		7 6 4 6 2 6		3	-4 -7	124.94	
ssociation Inage your Assoc. Help Exit	☐ Stoc	Include in Grouping k Position ries with valid Time or Sco tries with valid Time or Sco	g ☐ Team # xre (NoN/T's or T/D's) pre in each event	9	128.94 139.53	Le IO Ra Bo Ra Bo Kri Be Bo	iney, Herr sh, Joel lin, Pat lin, Pat liney, Har buse, Che lter, Mike lin, Pat	y inah inah iyi		7 6 4 6 2 6 4		3	-4 -7	124.94	
Help	☐ Stoc ☐ Only en ☐ Only en	Include in Grouping k	Team # re (No N/T's or T/D's) ore in each event raged	9 9 6	128.94	IO Ra Bo Ra Bo Bo Bo	ooks, Terr sh, Joel iney, Han iney, Han ouse, Che Iter, Mike lin, Pat	y inah inah inyl	Cr	7 6 4 2 6 4 8 4	eraged E	3 3 vent	-4 -7	124.94 132.53	

Results/Average tab

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

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

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

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	Association		Results		Kendrick & Craft In Ver 41.98
Menu Setup your Show(s) Entry Entry Enter Contestants here Draws Create your Draws Run Event Results See your Results See your Results See your Results Neeports View and Print Reports	Results	Shows Events Positions New Event Name	Results Average Joel Lesh November 2011  #7 Pen 2nd Round  [fpCombo3  Create	Round Robin	Kendrick & Craft In Ver: 4.1.98
Manage your Members Manage your Members Facility Edit your Barns/Stalls Config Change your settings Association Manage your Assoc.			Create		1.
Help Exit					

Results/Round Robin tab

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

http://www.arenamanagementsoftware.com

Menu	- Star			Reports					Kendrick & Cr Ver: 4.1.9
Setup	St	andings	Standard	) Fe	ses	Team	Ì		ndividual
Setup your Show(s)		Filter			⊖ ⊕ 100 % →	A D 1/10	O Red	Ennung	4
Entry	Top n Points	0						e e renvare	
er Contestants here	Top n Earnings	0		to real and a real a					
Draws	Association	USTPA Pen							
reate your Draws	Year	2011	-						
F	Shows	2011 USTPA World C	hampions 💌			St	andings of	12/6/2	011
un Event	Class	Aggregate of all class	es 💌 🗄			Moet	nointe in ner	ning_all (	laceoe
Results	Rating	All	<b>_</b>	Look Marrie	Circl Manuel	Delete		Detia -	103363
ee your Results	Division	All		Last Name	First Name	Points	Carnings	Raung	
_	Position	All	<b>I</b>	Dean	Carrie	65	\$3,724.00	4	
Penante	State			Walsh	Megan	64	\$5,824.00	5	
and Print Penarts	Team		<u> </u>	Underwood	Grady	61	\$4,943.00	7	
	1	Sort		Ham	Jimmy	60	\$5,332.00	3	
lember's	@ Points	C Eamin	gs -	Goyer	Danielle	60	\$1,062.00	2	
E o cilita	C All Around F	Points C Name		Brooks	Terry	59	\$4,467.00	1	
Facility				Lesh	Joel	58	\$4,968.00	7	
Cour Burns/ Stails	4	Display		Lesh	Jordan	56	\$5,558.00	7	
Contig	City	Name		Savage	Eddie	54	\$3,335.00	2	
ange your serrings	State Member #	Points Earnings	3	Byrd	Jordan	52	\$681.00	2	
	Position	Rating		Heywood	ТJ	51	\$3,134.00	2	
	AllPoints			Westfall	Paige	49	\$5,622.00	3	
ssociation		Custom Header		Allred	Cody	49	\$5,091.00	1	
anage your Assoc.	Most points in pe	nning-all classes	4	Savage	Bobby	49	\$2,408.00	2	
				Savage	Leila	48	\$3,564.00	2	
		Calendary		Gulley	Buck	47	\$2,758.00	1	
Help		Calculate		Potts	Kris	45	\$5 332 00	2	
Exit	Working. Please	Wait/		💓 Excel (Standings.xls)	💓 Html (Standings.htm	nl) (l	Export		
	1								

#### Reports/Standings tab

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

Filter Options - set the parameters for your report

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

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

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

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

Click the "Calculate" button to generate the report.

## **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

Menu	An Ma	Rei	oorts				Kendrick & Craft In Ver: 4.1.98
Setup	Standings	Standard	Fees	)	Team	Ì	Individual
Setup your Show(s)	1. Select a Report	🔳 🌢 Erint   🛍   🚧	🔲 🖽 🛛 🗨 🔍 100 %	• •	G Back	Forward	
Entry Inter Contestants here Draws Create your Draws Run Event Results See your Results Reports	Shows Draws by Member Earnings by Member Draws Results Members		1 1 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1				•
liew and Print Reports Members Manage your Members Facility Edit your Barns/Stalls Config Change your settings	2. Select a Show (if enabled) Show Joel Lesh November 2011 Select an Event (if enabled)	2					
Association Manage your Assoc. Help Exit	4. Press Go to generate report						¥ *
r [  atabase: C:\Users\Public\D	ocuments\Lazy J USTPA November 2011 OF	IGINAL.mdb Output Path: C:\Program Fil	™ ss\Arena Manager				, ,

Reports/Standard tab

Reports/Team tab

Reports/Individual tab

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

# Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu			Reports				Kendri Ve	ck & Craft I sr: 4.1.98
Setup	Standings	Standard	Ì	Fees	Tea	m )	Individual	
Entry Entry ter Contestants here Draws Create your Draws	Show Joel Lesh November 2011 Fees USTPA Single Membership USTPA Family Membership		Name Belter, Mike	USTPA Single Amount \$65.00	Membership Quantity 1	Total \$65.00	Total \$65.00	*
Run Event	USTPA Youth Membership USTPA Day Pass Stall	-	Bolin, Pat Brooks, Terry	\$65.00 \$65.00	1	\$65.00 \$65.00	\$65.00 \$65.00	
Results See your Results	Stall 2nd Nite	•	Heidelberg, Hoppy Istre, Joey	\$65.00	1	\$65.00 \$65.00	\$65.00 \$65.00	
Reports	Fee Report		Kapp, Sara Krouse, Cheryl	\$65.00	1	\$65.00 \$65.00	\$65.00 \$65.00	
Nembers			Lawless, Suzie Lawless, Suzie	\$65.00	1	\$65.00 \$65.00	\$65.00 \$65.00	
Facility tyour Barns/Stalls			Lesh, Jordan Miller, John	\$65.00 \$65.00	1	\$65.00 \$65.00	\$65.00 \$65.00	
ange your settings			Rice, Carther Richard, Billy	\$65.00 \$65.00	1	\$65.00 \$65.00	\$65.00 \$65.00	
ssociation anage your Assoc.			Richard, Joyce Victorian, Paul	\$65.00	1	\$65.00 \$65.00	\$65.00 \$65.00	
			Walsh, Megan	\$65.00	1	\$1,105.00	\$1,105.00	
Help Exit	Print							Ŧ
			m					-

#### Reports/Fees tab

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

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

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	- Alter	1 al		View/(	Chang	e Me	mber	rs					Kendrick 8 Ver: 4
Setup		- 1	Member De	tail			Ĩ			Merr	ber Merge		
tup your Show(s)			Filter			<b></b>		Select M	embers				
Entry Contestants here	T All	Region     State	•		(	io	Lesh, Joel	Total # of M	lembers 3901		Create Nev	~	
Draws		And Andrewski Andrews	Last Name	esh		First Nam	e Joel	<u> </u>					
eate your Draws	Other Name	1	Education	6511	-	Mate		10191		L L 405 200 0	105		
in Event	Date of Birth					NULE	s 4 juc NF	lge test 11/30/0.	2. SW 12/10/03 r	aised from #6 to	425 Cell # 1 5 #7 per	-	
Results	SSN	-				blowk		1	Association	STPå Pen			
e your Results	Address					menic	Jeisnip 100	.14.11	Start Data	7/25/1994			
	Mail Address	Chillenster				Statu	s     •	Yes C No.	Benewal Date	12/31/2009		-	
enorte	Lity	Stilwater	7			Bio	Ist	lwater, OK	Tonoriare ato	Therein Losse			
and Print Reports	State		ZIP										
amband	Phone1				_								
embers	Phone2	1		Grade									
acility	Fax	-		Back No			1						
actiny	Region	10				Team	No	ne		-			
Config	Member	History	Ratings & Divi	sions	Points &	Earnings	T	Fees	Ì	Ho	orses		
ge your settings		Show Name	Event	Name	Date	Draw #	Time	# Penned	Stock	Earnings	Points		
	1 Joel Lesh	November 2011	Open HC Pen		11/19/2011	6	51.67	03	0.00000	\$0.00	0		
	3 Joel Lesh	November 2011	Open HC Pen		11/19/2011	2	24.24	0 0		\$0.00	0	- 11	
sociation	4 Joel Lesh	November 2011	Open HC Pen		11/19/2011	4	21.84	0 0		\$0.00	0		
age your Assoc.	5 Joel Lesh	November 2011	#13 Pen		11/19/2011	17	47.90	03		\$0.00	0	- 11	
	7 Joel Lesh	November 2011	#13 Pen		11/19/2011	2	38.67	0 3		\$0.00	0 0		
	8 Joel Lesh	November 2011	#13 Pen		11/19/2011	12	39.93	0 0		\$0.00	0	-	
	9 Joel Lesh	November 2011	#11 Pen		11/19/2011	20	41.92	0 3		\$0.00	U L	, Èl	
Help	Total # of Ever	nts 23		Total Ear	nings \$1,87	2.00			Total Ev	ent Fee \$1,2	280.50		
Exit	Print Member	List M	ember Labels	Fees/Earning Export	gs Print	Member D	etail I	Export Members (	o Excel	Remov	e Member		
				-						-			
	1												

Members/Member Detail tab

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

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

Member information can be entered in the middle section.

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

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

Remove Member – clicking this button will remove a member Back

# Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

	1 Ale		View/	Chang	e Me	mber	s				
		Member D	etail			1			Mem	ber Merge	
w(s)		Filter					Select M	lembers			
here. C All	F Region F	- -			30	Lesh, Joel	Total # of f	Members 3901		Create Nev	~
aws		Last Name	.esh		First Nam	Joel					
0ther Nar Date of Bi	ne				Notes	s 4-3- judg NR(	10-LY-passed j je test 11/30/C C	judges test.  Gary )2. SW 12/10/03	Lesh 405-269-84 raised from #6 to	425 cell #   ) #7 per	*
S Address					Memb	ership 881		Association [	JSTPA Pen		
rs Mail Addre	ess				Statu	s 11.	4-11	Start Date	7/25/1994		
City	Stillwater					۲	Yes C No	Renewal Date	12/31/2009		
S State	ОК	Zip			Bio	Still	water, OK				
erts Email											
rs Phone1	1		Grade								
bers Phone2			Back	-							
Y Pax	10		No		Team	Nor	e		-		
talls	Jio Jiana J	Dations & Dis	iniana )	Deinte (	Environ	1	Fee	. )			
Mem	iber History	naungs « Di	ASIONS	Fornis a	x carnings	-	ree		nu Le i I	ises	
1 Joel	Show Name Lesh November 2011	Ever Open HC Pen	it Name	Date 11/19/2011	Draw #	1 ime 51.670	# Penned	Stock	Earnings \$0.00	Points	
2 Joel	Lesh November 2011	Open HC Pen		11/19/2011	13	46.060	3		\$0.00	0	
3 Joel	Lesh November 2011	Open HC Pen		11/19/2011	2	24.240	0		\$0.00	0	_
on 4 Joel	Lesh November 2011	#13 Pen		11/19/2011	4	21.840	3	1.	\$0.00	0	- 11
6 Joel	Lesh November 2011	#13 Pen		11/19/2011	8	29.030	0		\$0.00	0	
7 Joel	Lesh November 2011	#13 Pen		11/19/2011	2	38.670	3		\$0.00	0	
8 Joel	Lesh November 2011	#13 Pen		11/19/2011	12	39.930	0		\$0.00	0	
	Lesh November 2011	#11 Pen		11/19/2011	20	41.920	3		\$0.00	U	, <b>-</b>
Total # of	Events 23		Total Ea	arnings \$1,8	72.00			Total Ex	vent Fee \$1,2	80.50	
Print Mer	mber List	1ember Labels	Fees/Earnir Export	ngs Prin	t Member D	etail E:	port Members	to Excel	Remove	e Member	
				1100				-			
1											

Members/Members Detail/Member History tab

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

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	- Alter	View/	Change Members		Kendrick & Craft In Ver: 4.1.98
Setup		Member Detail	-	Member Merge	
Setup your Show(s) Entry er Contestants here	☐ All ☐ Renew	Filter  Region State	Go Select Members	3901 Create New	
Draws Create your braws Run Event Results See your Results Reports w and Print Reports Members anage your Members	Other Name Date of Birth SSN Address Mail Address City State Email Phone1 Phone2	Last Name Lesh	First Name Joel Notes 4:3:10:LY-passed judges tes judge test 11/30/02_SW 12 NRC Membership 881 Assoc Status 11:14:11 Start I © Yes C No Benev Bio Stillwater, DK	t. [Gary Lesh 405-269-8425 cell #1 /10/03 raised from #6 to #7 per iation [USTPA Pen Date 7/25/1994 val Date 12/31/2009	
Facility it your Barns/Stalls Config hange your settings Association hange your Assoc.	Fax Region Member H	I0 I0 History Ratings & Divisions Association 1 USTPA Pen V8 2 USTPA Sort V8	Team     None       Points & Earnings     Fees       Member #     Position     Rating       81     Unassigned     ▼       7.0     ▼	Horses	
Help E×it	Print Member L	.ist Member Labels Fees/Earn Export	ings Print Member Detail Export Members to Excel	Delete     Row     Remove Member	

Members/Member Detail/Ratings & Divisions tab

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

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

Steps to add a new member rating

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

# Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

💝 Arena Manager for Unite	ed States Team Pe	enning Association				X = -
Menu	- Alton	🔏 Vi	iew/Change Merr	bers		Kendrick & Craft In Ver: 4.1.98
Setup	4	Member Detail		)	Member Merge	
Setup your Show(s) Entry Enter Contestants here Draws	T All Renew	Filter Region State	Go	Select Members sh, Joel Total # of Members 394	Create New	
Create your Draws		Last Name Lesh	First Name	loel		
Run Event	Other Name Date of Birth SSN		Notes	4-3-10-LY-passed judges test.  Gary judge test 11/30/02. SW 12/10/03 NRC	Lesh 405-269-8425 cell #   raised from #6 to #7 per	
Results	Address	1419 W 80th St	Members	hip 881 Association U	STPA Pen	
See your Results	Mail Address	1419 W 80th St	Status	9-21-11 Start Date	7/25/1994	
Departe	City	Stillwater	Bio	Yes C No Renewal Date     Stillwater OK	12/31/2009	
View and Print Reports	State	UK Zip /4074		Stimula, bit		
Members	Phone1	(580)336-9952 Grad	de			Ħ
Manage your Members	Phone2	405-269-8425 cell Bac	k 🖂			
Facility Edit your Barns/Stalls	Fax Region	No 10	Team	None		
Config	Member	r History Ratings & Divisions	Points & Earnings	Fees	Horses	
Change your settings Association Manage your Assoc.		A 1 USTPA Pen 2 USTPA Sort	ssociation Year 2011 56 2011 22	Points Earnings ▲ \$4968.00 \$124.00		
Help						
EXIT	Print Member	r List Member Labels Fe	ese/Earnings Print Member Deta	Export Members to Excel	Remove Member	
						•
Database: L:\Users\Public\Do	ocuments\2011.UST	TPA world Championship.mdb Uutput Path: C:	Nerogram Files VArena Manager			

Members/Member Detail/Points & Earnings tab

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

The "Fees" tab is not used.

# Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	-	1 Alexandre	View/Change M	Nembers		Kendrick 8 Ver. 4.
Setup		Member Del	tail	)	Member Merge	5
p your Show(s) Entry Contestants here	☐ All ☐ Renew	Filter Region State	Go	Select Lesh, Sarah Total # c	Members	<b>3W</b>
Draws		Last Name	esh First I	Name Sarah		
n Event esults	Other Name Date of Birth SSN	2/19/1985	, , , , , , , , , , , , , , , , , , ,	lotes 1/22/10-LY-per	NRC 7/7.	*
your Results	Mail Address City	Whitesboro	S	itatus 11-14-11 • Yes C N Nio Whitesboro, TX	Start Date 1/25/2001 No Renewal Date 12/31/2009	3
ad Print Reports Embers e your Members	Email Phone1 Phone2 Fax		Grade Back			
acility our Barns/Stalls	Region	2	T	eam None	•	
sociation age your Assoc.	Membe	r History Ratings & Divis Name Rej nother Dualin Pep 497025 lighbrow Darlin 483336 ied Hot Alena 376825 lossie Floyd 395115	sions Points & Earnir gistration # Active 8	Add Horse	ees Horses	
xit	Print Membe	r List Member Labels	Fees/Earnings Export Print Memb	er Detail Export Membe	Remove Member	
	4					

Members/Member Detail/Horses tab

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

#### **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

Menu	An A	View/Chan	ge Members		Kendrick & Craft In Ver: 4.1.98
Setup	1	1/ember Detail	Ì	Member Merge	
Entry nter Contestants here	Load Members	•	Add Member 1	Add Member 2	
Draws Create your Draws Run Event	Abney, Bill	er #1	Abney, Billy	Member #2	
Results See your Results	Use selected Helena MT		Use selected		
Reports View and Print Reports	8 8				
Members Manage your Members	Entries			Entries	
Facility Edit your Barns/Stalls Config Change your settings	Show Event Date	Draw # Final Time/Score #F	Show Eve	ant Date Draw # Final Time/Score #F	
Association Manage your Assoc.	Fees         0         \$0.00           Pymts         0         \$0.00		Fees 0	\$0.00	
Help Exit	Select	dember ≇1 Abney, Bill		Merge Member #2 data into Member #1	
All Drograms			ш		•

Members/Member Merge tab

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

Steps required merging members:

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

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

A here saves       Buildings       Name       # of       Price Per Stalls       File       File         2 a       a
3       3       6       8       8       8       9       1       1       J       K       L         1
A     B     C     D     E     F     G     H     I     J     K     L       1     -     -     -     -     -     -     -     -     -       2     -     -     -     -     -     -     -     -     -       2     -     -     -     -     -     -     -     -     -       3     -     -     -     -     -     -     -     -     -       3     -     -     -     -     -     -     -     -     -       5     -     -     -     -     -     -     -     -     -       6     -     -     -     -     -     -     -     -     -       7     -     -     -     -     -     -     -     -     -       9     -     -     -     -     -     -     -     -     -       10     -     -     -     -     -     -     -     -     -       11     -     -     -     -     -     -     -     -       13     -     -
A       B       C       D       E       F       G       H       I       J       K       L       A         1       -

Facility

This page is not used

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	. Ar A	, E	Syste	m Configu	ration				Kendrick & Cra Ver: 4.1.98
Setup		Arena Nar	e United Stat	tes Team Pennin	g Association				
Entry	System	1	Events	)	General	1	Registration	) Im	port
Contestants here	e Year Start Date (MM/YY)	0							
Draws	Select Database	C:\Users\Public\Docur	nents\Lazy J USTPA	November 2011 ORIGI	NAL.mdb			Change Database	
un Event	Backup Database	Create Database Back	up						
		Port	Baud	Parity	Word	Stop Bits			
e vour Results	i mer Settings	COM 1	1200	C Even			Error		
e your results	-	C COM 2	C 2400	C Odd	· 7	· 1			
ananta	1	C COM 3	C Other		C 9	C 2			
eports	c l	C COM 4		None		×			
embers	4								
e vour Member	s								
acility	1								
our Barns/Stalls	s								
Config	1								
ge your settings									
	-								
Sociation									
uge your rissoc.	4								
CH 02 11221	-								
Help									
Evit	1								
- ~ ! !	4								

Config/System tab

Arena Name field - enter the arena or association name

Year Start Date - enter the start month and year

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

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

"Create Database Backup" – click this button to create a backup

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

#### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com



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

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

If you have problems with the current Farm Tek USB to Serial adapter it is probably do to some bad chips (counterfeit prolific chips) that were introduced during manufacturing in Asia. Your choices are 1. purchase a new USB to Serial adapter from a source other than Farm Tek, or click download the FarmTek Arena Manager instruction manual. <u>Arena Management FarmTek Timers.pdf</u> and the best driver we have been able to come up with to deal with the Prolific issues. Driver Link <u>Drivers for Prolific adapter</u>

http://www.arenamanagementsoftware.com

#### To change the assigned port

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

http://www.arenamanagementsoftware.com

Menu	- Ar	ł	Syste	m Confi	guration				Kendrick & Craf Ver: 4.1.98
5etup		Arena N	ame United Sta	tes Team Per	ning Association				
Entry	System	Ì	Events	1	General	1	Registration	Ì	Import
Contestants here	Classess:	Open Pen		✓ Add	Remove				
Draws	Events:	Open/#12 Inc Per		▼ Add	Remove				
ate your Draws	Fees:	USTPA Single Me	nbership	▼ Add	Remove				
n Event	Home Association:	USTPA Pen							
oculte	Sanctioning Association:	USTPA Sort		▼ Add	Remove				
vour Results	Ratings Positions:			▼ Add	Remove				
e your Members acility our Barns/Stalls Config ge your settings									
Sociation age your Assoc.									

Config/Events tab

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

# Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	the the		System Co	onfiguration				Kendrick & Craft Ver: 4.1.98	t In 🧖
Setup		Arena Name U	Inited States Tea	m Penning Associa	ion				=
Entry	System	) (	Events	General	1	Registration	)	Import	
Enter Contestants here Draws Create your Draws Run Event Results See your Results	Check Format Chec Nam Chec Amo Mer Deta Addi	Hu ne   ck Amount   no   ail   ress Block (Mail   ress Diuk State Zin	briz Pos in Inches 6.9 1.25 6.9 1.25 1.25 1.25 0.0 0.0	Vert Pos in Inches 0.8 1.1 1.05 1.61 2.4 0.0 0.0	Print Triplicate F Check #2 Offset Check #3 Offset	7 3.0 7.0	Test Print		
Reports View and Print Reports Members Manage your Members Facility Edit your Barns/Stalls Config Change your settings	Association Upload Email Address Teams	Team Name	Contact	Name Contact Phone	- -	Add Row	Output file director	y •	
Association Manage your Assoc. Help	Run Event Audit On 🔽 Mailing Address on Receipts				•   }	Delete Row	splash_hles - Lopy		
C X I I	ocuments\Lazy J USTPA November 2	2011 ORIGINAL.mdb Out	put Path: C:\Program File	™ ss\Arena Manager					•

Config/General tab

This page is for setting up to print checks.

Recommended for newer Voucher checks use 3.66 and 7.12 for the Check 2 & 3 offsets

http://www.arenamanagementsoftware.com

💝 Arena Manager for Unite	ed States Team Penning Association				
Menu	An A	Manage /	Association		Kendrick & Craft In Ver: 4.1.98
Setup	Producer Registration	Upload Show to Association	Download Members & Ratings	Download Online Entries	)
Setup your Show(s) Entry Enter Contestants here	Pro		Assoc		
Draws Create your Draws Run Event Results See your Results Reports View and Print Reports Members Manage your Members Facility Edit your Barns/Stalls Config Change your settings Association Manage your Assoc. Help	Producer ID     01       Name     None       Contact 1	Association ID USTPA	Contact Address P.O. Box 4170 City Fort Worth State TX Zip 76164 Email IIIIy.yarborough@ustpa.com Phone 1 817-378-8082 Phone 2 817-378-8078 FAX Web Site www.kcranchweb.com		E.
·					
	1		m		
Database: C:\Users\Public\Do	ocuments\Lazy J USTPA November 2011 (	RIGINAL.mdb Output Path: C:\Program File	es\Arena Manager		li

#### Association

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

- 1. Producer Registration tab
- 2. Upload Show to Association tab
- 3. Download Members & Ratings

This Page has been replaced by our Sync application, check with your Association for your account Log In information

Manual for Sync users -- RODEO\_SYNC MANUAL.pdf

Arena Management Software (AMS) User Manual – version 4.1.98
Team Penning/Ranch Sorting
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