Administrative Guide for

KCI / Association / Producer Manager

Now with MEMBER CONTACT Individual and Group email services

KCI / Online Entry Services

RODEO SYNC for uploading results, downloading entries, and getting member data to producers

KCI / Rodeo Entry (ONLINE AND CALL CENTER)

KCI / High School / Jr Rodeo Entry

Association Members Web Services

KCI / Rodeo Central Entry

Now with Entered Contestant Contact Individual and Group email services for emailing draws, and special Event notices

ALL SERVICES ARE: Cloud based – reachable anywhere, anytime via web or mobile interfaces, High availability – to ensure the best availability for customers Load Balanced – for increased performance, 99.95% Uptime – High uptime for system reliability

A word from us:

As you will see in this guide, the KCI collection of software services covers a multitude of association/producer equine disciplines, including but not limited to Jr/High School Rodeo, Amateur Rodeo, Barrel Racing, Team Penning/Sorting, Gymkhanas.

The KCI suite provides the Association or Producer to have an effective affordable tool to manage the operation of both production and association activities, and provide integrated online components. The software services include an outward facing web interface for publishing draws, results, and standings by event, and all-round, by either points or money earned. It lets you provide a "member portal" for your member's personal performance records, which builds your brand, and enhances contestant loyalty to your venues. The suite allows you to <u>pick and choose</u> the components that you need, and all of the components are able to stand alone, or work with our KCI / Arena Management Software which has been used across the industry for over 16 years by associations and producers, large and small.

We hope you will find our services to be the most affordable, robust software for your production/association /club management needs.

If your discipline is not included in this guide, or you have specific issues unique to your discipline, please give us a call to let us answer your questions. KCI OFFICE/SUPPORT 509-826-3668

Table of Contents

Rodeo Sync   will replace the download/upload functions below as we move existing users to the cloud based management tools.

[Download to Arena Management Direct](#) / Use this if NOT using the KCI/Rodeo Central Entry system, this is typically used for non-priority draw rodeos, most Junior/High School Rodeo, and smaller 1 day open rodeos where a random priority draw is not required.

[Download to KCI/Rodeo Central Entry system](#) / Use this for using Central Entry V.1.23 – Note: Central Entry V1.23 is approaching End of life cycle, NEW USERS WILL use the RODEO CENTRAL ENTRY (PRIORITY DRAWS) Pages 63-70 Existing USERS will be transitioned to web/cloud based RODEO CENTRAL ENTRY (PRIORITY DRAWS) at an appropriate time for their schedule
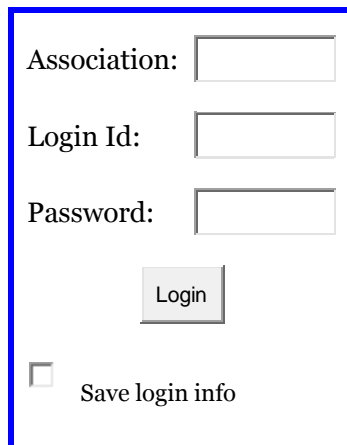Links for representative web display pages for:

[Results](#)   -   [High School Rodeo Entries](#) - [Jr Division Rodeo Entries](#)

[Online Rodeo Entries](#)   -   [Barrel Race Entries](#)

Setting up your Association Information

Log in to the administration site typically it will be www.kcranchweb.com/kciadmin

Already a user, sign in here...

Association: [　　　　]

Login Id: [　　　　]

Password: [　　　　]

[Login]

☐ Save login info

Enter the Assoc information, usually the initials of your association

Enter the LoginID, and the password. These were created by you when you purchased and setup your association account, or were assigned by KCI support, or your association administrator.

This will bring up the main menu bar.

KCI KC Ranch — Welcome KCRanch
KCI Association Manager — Period: None

Association   Members   Stock   Producers   Online Setup   Online Entry   Show Manager   Central Entry   Site Services   Reports   Config   Logout

Selecting Association will bring up a drop down of menu options

KCI KCI Association Manager **Association Member** Dashboard Account Detail Users Expenses Reports	**The Dashboard will present an overview of your basic Assoc / producer information** Member/contestant counts / Membership revenue/ Show Entry income

Account Displays the purchased options, allows to purchase add'l options and services, and allows an interface to pay your charges with a credit card.

Detail will display and allow for editing the information for your association

Name	KCI
Address 1	262 Johnson Creek Rd
Address 2	
City	Riverside
State	WA
Zip	98849
Contact Name	Jerry Kendrick
Phone 1	(509) 826-3668
Phone 2	(___) ___-____
Email	support@arenamanageme
Web Site	www.arenamanagementso
Association Key (for online shows)	KCI
Association Password (for online shows)	----------

Users

Allows administrator to add users and allow/limit access to various sections for individual users

Expenses

Allows for the entry of expenses for a Show/Rodeo, and a basic recap and total expenses of for the associations Shows/Rodeos

Reports

Memberships

Membership [All ▼]

Period   [All ▼]

Membership Income

Shows

Online Show Income

Online Show Expense

Memberships

Membership All ▼

Period   2014 ▼

Membership Income

Shows

Online Show Income

Online Show Expense

|◄ ◄ 1 of 1 ► ►| ⟳   100% ▼   [   ] Find | Next   🖫▼ 🛈 🖨

7/17/2014 11:01:50 AM

Membership Income

Family	$500.00
Gold Buckle	$0.00
Indiv	$13,100.00

Memberships

Membership All ▼

Period   All ▼

Membership Income

Shows

Online Show Income

Online Show Expense

|◄ ◄ 1 of 1 ► ►| ⟳   100% ▼   [   ] Find | Next   🖫▼ 🛈 🖨

■ Barrel Racing Productions

Show Income Report

Show Name	Amount	Date
■ EXTRAVAGANZA 2013 JULY	$■.00	07/18/2013
■ EXTRAVAGANZA 2013	$■00	11/14/2013
■ July 2014	$■.00	07/17/2014

CONFIG	The Config menu options will allow for the user to set reporting periods, Contact Configuration (email settings, build standard templates for communicating with your members), Establish member Regions, Establish Member Divisions, Show Regions, Show Series, Event Classes, Custom member fields, and Lay out for Membership Cards, for your association.
Config Members Reporting Periods Contact Config Member Regions Member Divisions Show Regions Show Series Event Classes Member Custom Fields Memberships Membership Card	

Reporting Periods

Config - Reporting Periods

		Name	Start Date	End Date	
Select	Edit	2015	01/01/2015	01/01/2016	Delete

Add New Period

Name [   ]

Start Date [   ] 📅

End Date [   ] 📅

Add

CONTACT CONFIG

Allows the user to setup and configure their email setting for using the email functions of the application. Allows the user to build and save template email forms for use in emailing the members/contestant in the database. The user writes the email , and copy /paste the Member or Association fields in to the template where they will be inserted into the individual emails that get sent. If you insert the [FirstName] in after your greeting of Hi, each email would go out with the 1st name of the recipient in the body of the email

This email would look like this when received by the recipient.

MEMBER Region Allows for making regions to assign **members** to for reporting purposes

- Association - Regions

	Region #	Region Name	
Edit	5	Western Australia	Delete
Edit	4	South Australia	Delete
Edit	1	Queensland	Delete
Edit	3	NSW	Delete
Edit	2	Northern Territory	Delete

Add New Region

Name [   ]

Number [   ]

[Add]

Divisions
Will be used to assign member/contestants to a "division" for points and earning reports

- Association - Divisions

	Division Name	
Edit	SR Girls	Delete
Edit	SR Boys	Delete
Edit	PW Girls	Delete
Edit	PW Boys	Delete
Edit	JR Girls	Delete
Edit	JR Boys	Delete

Add New Division

Name [   ]

[Add]

SHOW REGIONS

Allows for building regions to assign rodeos/shows to regions for reporting purposes

> Association > Show Regions

	Region #	Region Name	
Edit	2	South	Delete
Edit	1	North	Delete

Add New Region

Name [   ]

Number [   ]

[Add]

Series build "series" to assign "shows/rodeos to manage series points and earnings reports/standing. Are used to assign "Shows/Rodeos" to a series, to better able filter your earning and points reports for the association.

> Association > Series

	Series Name	
Edit	Pro Am	Delete
Edit	Junior West	Delete

Add New Series

Name [   ]

[Add]

Classes are used to assign events to , to better able filter your earning and points reports for the association. Typically you would assign the Bull Riding Event to the Bull Riding "Class" and that would allow you to develop a report that show all earnings, or points – or both, for "Bull Riding" for the year, or over a designated series.

> Association > Classes

	Class Name	
Edit	TieDown Roping	Delete
Edit	Team Roping	Delete
Edit	Steer Wrestling	Delete
Edit	Saddle Bronc	Delete
Edit	Bull Riding	Delete
Edit	Breakaway (Ladies)	Delete
Edit	Barrels	Delete
Edit	Bareback	Delete

Add New Class

Name [   ]

[Add]

Memberships

Allows user to build membership types and fees to apply to individual members

	Membership Name	Description	Amount	Year	Start Date	Expiration Date	
Edit	Family 14	Family (up to 3)	$100.00	2014	01/01/2014	12/31/2014	Delete
Edit	Indiv 14	Individual	$50.00	2014	01/01/2014	12/31/2014	Delete
Edit	Gold Buckle 14	All access and more	$250.00	2014	01/01/2014	12/31/2014	Delete

Add New Membership

Membership Title

Description
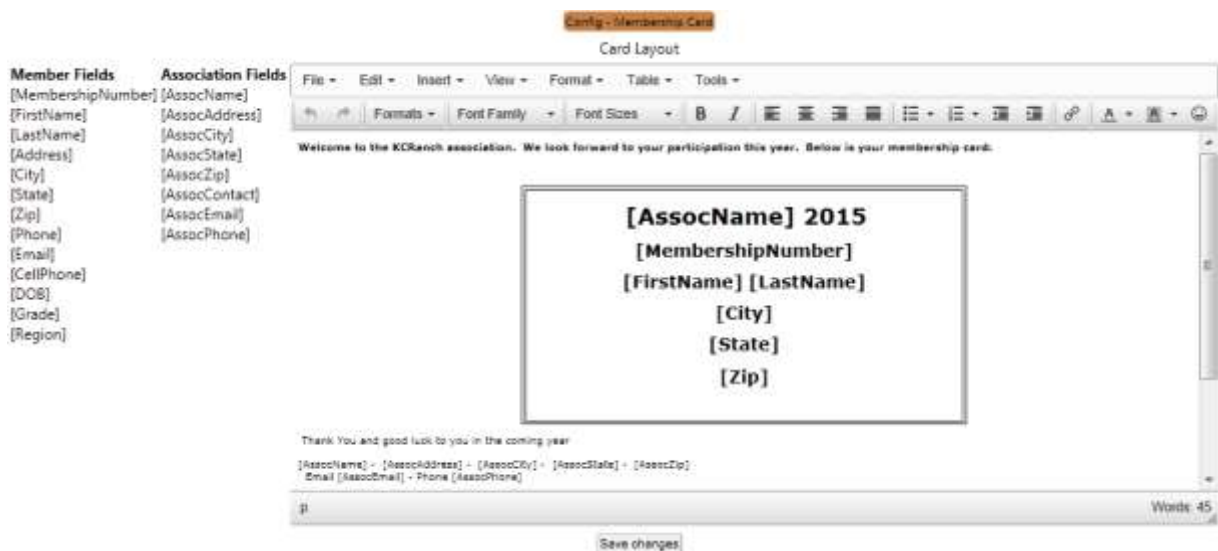
Amount

Year

Start Date

Expiration

Add

Membership Card Layout

Here you can lay out a template for issuing membership cards, next page will show what this layout would produce.

Sample membership card

Welcome to the KCRanch association. We look forward to your participation this year. Below is your membership card:

KC Ranch 2015

55

Jody Young

WESTDALE

NSW

2340
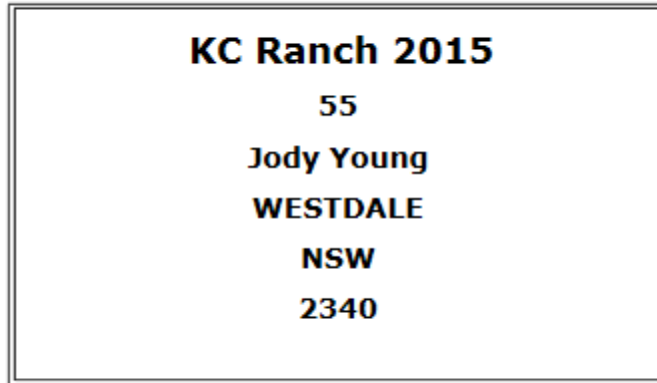
Thank You and good luck to you in the coming year

KC Ranch - 350 Pease Rd - Cle Elum - Wa - 98922
Email kcranch@inlandnet.com - Phone (555) 555-5555

Members (Main INDEX TAB)

Summary is basic recap of member information

Member List Allows for exporting, displaying basic member information,

To find members enter all or part of a last name, or a member number, and click refresh. To edit a members information, click the select option on left side of the list

Member Master/Detail tab and a new screen will display with the selected members information.

Here you can add, update, and remove members from eligibility to enter events. Review memberships, rating numbers, and the performance history of the selected member. This report also includes Horses/Stock that the member has competed on. The application will check for duplicate member numbers and block it from happening. Where most HSRA associations re-use the member numbers, after a member has left the association. Go in and edit/remove the member number and login and password for the exiting member. Then add a new member and then use the original number again. This will leave the historical results displays intact, displaying the retired member's name. Review memberships, rating numbers, and the performance history of the selected member. This report also includes Horses/Stock that the member has competed on. *__We recommend that members numbers are NEVER published on a public facing association website, this is the core of any entry system whether an online based system or a locally managed phone in system.__*

The 6 tabs above the selected member allows the user to Print Card a pre formatted letter and member card, for punch out tri-fold forms, that many of our previous Assoc managers are using.

Assign Ratings,

Here you can add ratings for roping positions (header/heeler) and divisions for the selected member for future use in the reporting functions.

NOTE: The tabs at top allow for moving to other common membership function and stays focused on the selected member, or allows return to the member master/detail, remaining on the selected member.

Assign Memberships

On this screen you can review members for the selected member, and edit, delete, add to the membership record of the member.

Stock

This screen allows you to review the horses that have been "assigned" to the selected member, here you can add, edit, delete horse details for the member.

Contact Direct email to the selected member

This email would be received looking like this;

ADD NEW MEMBER

Will clear the member detail for the current selected member, and allow the user to add a NEW member

Member Contact

Allows the association to send individual or bulk group email messages to member/contestants. The user can either build a one off email to the selected member, or a group of members by using the filters.

This works like mail merge in MS Office, the merge fields MUST include the brackets [ ] at both ends of the fields you wish to include in your message. The resulting email message your members receive would look like this email.

Member Reports

All of these reports export out to Excel, PDF, or Word formats with 1 click.

Even more detailed reports are available from the **REPORTS** Tab

All of the selectors on the left side of this page allow the user to develop different reports based on the selections made. If for Gender /F (Female) was selected the report would only include females. If WA was selected as well, only Females from WA would be included.

STOCK

Assign Horses

This screen allows you to review the horses that have been "assigned" to the selected member, here you can add, edit, delete horse details for the member.

Reports

The Reports from the Members Tab control, allow for points /earnings or Name based reports to be filtered for all round, individual "classes", by individual rodeo/show, or all year or for a date range for a series report, these reports are exportable in one click to Word, PDF, or Excel formats.

Import

The Member Import function allows the user to compile their data in a KCI formatted excel workbook, and import the list of members to the web services.

YOU MUST USE OUR TEMPLATE TO UPLOAD

This upload can include members that have already been added to the server, and will check against Member number, First Name, Last Name, City, and State, to avoid duplicating members on the server. Any entries in the list that have different attributes than those listed above will be added to your Members.

Horses

Horse / Stock List

Produces a list of all horses/Stock entered in the system, with detailed information, on breed, age, owner, etc.
Allows user to enter new Horses/Stock into the system.

Reports

This tab will generate several user defined lists of horses entered in the system, all are 1 click exportable to the Word, PDF, or Excel formats.

Summary

Report of number of registered horses, and earnings

Total number of Horses 4

Total Earnings 109

Producers

Here you will register your producers, and secretaries to facilitate the uploading of show/rodeo results using **RODEO SYNC,** and if you chose to do so allow your producers to download current member information from your association member list, to the local copy of Arena Management. The Association administrator has control of what any individual producer can download, for instance if you have regions set up, and only want a producer to download members in that region, you can set it up to filter the download, other filters include, by State/Province.

Online Setup
Show List

Select the Show list to select an existing Show/Rodeo, or duplicate an existing show or rodeo. This also where you can set the entry system to send and email confirmation of entry(receipt) to the entering member if there is an email in the database for the member or if non-member entering show/rodeo and they enter their email in the entry process. The email can also be configured to send a copy of the confirmation email that was sent to your administrators , or entry supervisors email. This is a good tool to stay ahead of entries that are out of the norm.

Details

On the Details screen, you enter the general information for the show/rodeo, the Show Name is an internal name, and is not seen by your entering contestants, the Show/Rodeo Name that will be on the web page will be setup, and formatted on the Headings tab. Also City, State/Province, Dates (both internal, and for display),. The logo graphic image for the top of the entry page can be selected from your computer, and it will be sent to the server. The entry page background color can also be selected from the color palette, or entered as code. The password will be set by default. The login and password are set when you build the show/rodeo, and are unique for each show/rodeo but may be changed. You may want to click the **Preview** tab, to get a look at the status of the page at this point.

Contestant

The Contestant screen allows you to select the information that will be displayed and required to be completed by the entering contestant/member. There are also 3 options at the bottom that are used depending on the entry format required for the show. A bit of discussion to clarify this contestant portion of the setup. Typically on a Sanctioned rodeo entry, the members do not pay at the time of entry, but are required to be a member, have a card number, and be eligible to enter under the rules of the association. In this scenario, we would check the Member # and Allow Member Lookup , we would only select the First Name, Last Name, and email boxes and that is all that would display on the entry page. There is no point in displaying any more information as the association already has the Member's information on file in the system. The only field that is editable by the entering contestant is the email address, to facilitate getting the receipt to the correct address. All other contestant information can only be edited by the administrator, or their designated users. (staff)

Contestant discussion (continued on next page)

Contestant discussion (continued)

For a show (Open Barrel Races, Open Rodeos, and the like) where the entriesare not "Member" based, and payment is required to complete the entry, we would check most of the boxes and require them to be completed to process the entry, as we would not have the information in the system for the entering person. In this scenario we would <u>NOT</u> have the Member # or the Lookup boxes checked.

We also have the occasional show that is produced by an Association, but has events that a non-member can enter, and events that ONLY members can enter. In those rare instances, we leave the Member # and lookup checked, and check <mark>"Make First and Last name fields Read-only"</mark>. You will probably want to consult with KCI support for the best way to handle this type of show.

You may want to click the **Preview** tab, to get a look at the status of the page after saving the settings, and go back to **Contestant** tab to make any required changes.

Events

On this tab you can create new events, duplicate or delete existing events, and move up or down the order in which the events will display. We will expand on this in the following discussion. When this page 1st loads you will see on the left side a list of the events if already existing. If no events are listed you can start building new events either from scratch, or using the "Quick Create" feature which allows you to build standard events in the typical format.

Formats (sub-tab)

Buddy Groups. Set this value to greater than 0 to have the entries made as buddy groups. It will enable member lookup for each row of events.	Enter events as a Buddy Group	Buddy Group size

Formats (sub-tab)

Event Repeat. Set this value to greater than 1 to indicate the number of times (rows) to repeat the events created above. This will layout the events horizontally, in order to display the number of rows specified. Must be set to minimum of 1.	Repeat the events (creates rows of all events above)	# of rows to create

Same Contestant. This allows for using entering member to make entering easier for the user. If this box is checked the entering member will be used.	Use the same Contestant Name for all events in a row	☐

Same Horse. This allows a user to enter a horse once per row of events to make entering events easier for the user.	Use the same Horse for all events in a row	☐

Layout (sub-tab)

○ Display Events horizontally - wrap events to fit screen

○ Display Events horizontally - no event wrapping, use **scroll** bars as needed

○ Display Events vertically

Submit

Events Continued from page 24

After you build a new or event or select an existing event, on the right side of the screen is the Edit Event section. This is the module that allows for the extreme flexibility of the KCI entry

Edit Event

Event Name	Barrels
Contestant for this event	⦿ Use Entering Member - no ability to enter a contestant name, uses entering member info ○ Use Free Form - Allows free form text for a contestant name ○ Use Membership lookup - Requires a membership # lookup
# of Contestants	1 **For Contestants 2 or more: name entry choice:** Contestant Description ⦿ Use Free Form - Allows free form text for a contestant name ○ Use Membership lookup - Requires a membership # lookup
Check Box Select	☑
Event Fee	25.00
Event Count	1
Format	⦿ Time ○ Score
CarryOvers	No Carryover Events Assign Carryover events Name Barrels ▾ Add Carryover
Use Stock	☐ Name: Stock
Use Perf	☐
Event Positions	No Positions Position Description [_____] Add Position
Event Description	
Background Color	FFFFFF 🙂
Pick/Draw	☐
Use as Carryover Only	☐
Max Entries	0
Membership enabled only	☐ (Enabled only for Members via membership lookup)
	Save Changes
	Duplicate Event

system.

In the 1st section, **"Contestants for this event"** - select one of the 3 options, typically "Use Entering Member" is for Open Shows (no membership required, such as Divisional Barrel Racing, Gymkhana, Open Roping) and payment is required to complete entry. The "Use Membership lookup" is used for Association Sanctioned events where entry fees will be paid at the venue.

Contestant for this event	⦿ Use Entering Member - no ability to enter a contestant name, uses entering member info
	○ Use Free Form - Allows free form text for a contestant name
	○ Use Membership lookup - Requires a membership # lookup

The second section **" # of Contestants "** is for setting the number of contestants in the event.
Examples –Barrel Racing = 1 , Team Roping =2 , Ranch Rodeo events will run from 1 to as many contestants as required for the event. Team Penning would typically be 3. The Contestant Description is free form – for a roping event it would typically be **"Partner"**, in Wild Cow Milking could be Mugger
Ribbon Roping would be **"Runner"** . The Use Free Form and Use Membership Lookup selections would depend on the show (members/non-members allowed) setup.

	1
	For Contestants 2 or more: name entry choice:
# of Contestants	Contestant Description
	⦿ Use Free Form - Allows free form text for a contestant name
	○ Use Membership lookup - Requires a membership # lookup

Checkbox select
Will always be checked

Check Box Select	☑

Event Fee
Is used to set the entry fee for the selected event, on team events is the total team entry fee. On events like divisional barrel racing it will be "per entry" so the fee will get charged for EACH horse entered.

Event Fee	25.00

Event Count
Is used to control how many times the event will show up on the entry page, is typically used on divisional barrel races where contestants are permitted to enter multiple times on different horses, or team events where members of the team will change on each entry in the event.

Event Count	1 ⌄

Format
Is used to set as timed or scored event, team penning and sorting formats will be set in Arena Management after download from the server.

Format	⦿ Time ○ Score

CarryOvers

Is used to set events that can carry over **FROM** this event to another event, this is typically used in barrel racing venues that have an Open Barrels, and also have a youth event and a senior event, and the producer wants to either **REQUIRE** that entries in the Youth and SR be CarryOvers, (no run) or want to give the option to the contestant to either run in the event or carry over the Open run time to the Youth or Sr event. This function is very flexible, a contestant could enter 3 horses in the Open Barrels and choose to carryover the open time on 2 horses, and make a run on the 3rd. It is even possible to cascade the events and have multiple carryover events all coming out of the primary event.

CarryOvers

No Carryover Events

Assign Carryover events

Name Barrels ▼

Add Carryover

Use Stock

Used primarily for events where multiple entries are allowed using different horses for each entry, check the box and type in the label you want for the text box on the entry form.

Use Stock   □ Name: Horse

Event Positions

Used primarily for events where positions are a part of the entry, this graphic shows a typical setup for team roping event.

Event Positions
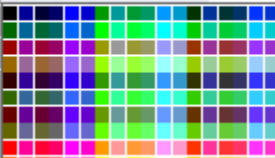
Position	
Header	Edit Remove
Heeler	Edit Remove

Position Description [   ]   Add Position

Background Color

Is used to set event section color on the entry page, improves the navigation experience for the entering contestant. On Rodeos where Jr Events are included it is normal to make the Jr events a color that is different from the prime events. On Multi-day Barrel races is common to make events for EACH day a different color. The colors may be set by selecting a color from the dropdown palette, or if you know the color code you want, just type it in

Background Color   FFFFFF

Use as Carryover Only

Check this box if the event can **ONLY** be used as a carry over, not direct entry will be allowed, will only appear as an entry option in the primary event(s) that the carry over is attached to.

Use as Carryover Only ☐

Max Entries

Is used to cap the number of entries for **THIS** selected event. **VERY RARELY USED**

Max Entries 0

Membership enabled only

Earlier we covered "Shows" of a hybrid nature - *We also have the occasional show that is produced by an Association, but has events that a non-member can enter, and events that ONLY members can enter. In those rare instances, we leave the Member # and lookup checked, and check* "Make First and Last name fields Read-only". This section will control the entry for the selected events so that **ONLY** eligible members can enter.

Membership enabled only ☐ (Enabled only for Members via membership lookup)

Fees

Check the boxes for the Stalls, RVs, enter the label you wish to have on the entry form. There are standard Stall and RV sections at top, when you enter the Max, the entry system will not allow the items to be over sold. There is **NO** limit on other custom fees, processing, event T-shirts, etc. by using the "Other" fees section, a fee can be made mandatory by filling in the default quantity value to 1 or more, and check the enabled. This is also a handy tool to enforce a "Late Fee" when the normal entry period expires , and you wish to continue taking entries with a mandatory late fee, pre build the "Late Fee" leave it disabled, and when you wish to enforce it , just set it to enabled, and the web page will be instantly updated.

The calculated fees allow the producer to use a wide range of parameters for charging the processing fees (if any), you can use a % of the total entry fees and "other" fees to calculate a credit card processing fee, or a processing fee based on the total number of unique events entered. Example: **Open Barrel Race** – producer wishes to only charge a processing fee for the 1st entry in the Open race and **NO CHARGE** for any additional horses entered in the same event.

Selected Show: **Rodeo Buddy Show Sample**

Stalls

Select Day	Name	Max Allowed	Amount
☐ Monday		0	0.0
☐ Tuesday		0	0.0
☐ Wednesday		0	0.0
☑ Thursday	Thur	100	25.00
☑ Friday	Fri	100	25.00
☑ Saturday	Sat	100	25.00
☐ Sunday		0	0.0

[Save]

RV

Select Day	Name	Max Allowed	Amount
☐ Monday		0	0.0
☐ Tuesday		0	0.0
☐ Wednesday		0	0.0
☑ Thursday	Thur	50	15.00
☑ Friday	Fri	50	15.00
☑ Saturday	Sat	50	15.00
☐ Sunday		0	0.0

[Save]

Other

Name	Max Qty	Amount	Default Qty	Enabled	Order	
Processing	9999	$10.00	1	No	1	Edit Remove

Name	Max Allowed	Amount	Default Qty	Enabled
			0	○ Enabled ○ Disabled

[Save]

Calculated Fees

No Other Fees

Item	Operation Value
Entry Total $ ▾	+ −

Entry Total $
Stall Total $
Rv Total $
Grand Total $
Unique Event Count

[Save]

Headings

Here you will build custom text for the actual web entry page sections.

The sections are:

HEADER (at top of entry page, usually has Show / Rodeo Name, Dates, and City/State information. Can be used to show directions to a fair grounds or any special information that might be appropriate for the entry page.

INDEMNIFICATION - is the bottom of the form, that contestant must check box to agree to terms, to proceed to complete the entry.

CONTESTANT HEADER – is located just above the area where the contestant information is displayed if a member lookup show, or above the area where the entering contestant fills in the required boxes. This is a good place to put in any special entry instructions.

ENTRY HEADER – located just above the available events to enter - another good place to put special instructions for entry if required.

FEE HEADER – located at top of fee section – a good place to explain the fee policies of the production. Example: If facility requires a some special onetime fee, add it to your fees, and explain in this section.

The edit section has a host of standard edit features for the entry web page, you can change fonts, colors, insert pictures, build links to other web locations, highlight sections, etc.

Custom

This section is used to gather custom information from your entering contestants. It is used for a multitude of reasons. For Rodeo Central Entry users, if the Association uses a weighted priority number system, it allows for the entering contestant to enter a value for the entry or the buddy group, that is downloaded for use in establishing the priority list. For other productions, sometimes a producer needs to provide information on where the contestants are staying (Hotels, Horse Trailer, RV park, etc.) This custom section is limited only by your imagination. EXAMPLE OF RODEO USE

> Online Setup > **Custom**

Selected Show: **Rodeo Buddy Show Sample**

No Custom

Add New Item

Name

Description

Display Text

Default Value

Add

EXAMPLE OF RODEO USE

5 point rodeos are: BCRA BCRA Permit holders 4 pts. 3 point rodeos are: PWRA, CPRA, PRCA, NPRA, WIREA (open rodeos) 2 point rodeos are: BCHSRA, BCLBRA, WIREA (all Indian), JR/SR College rodeos 1 point rodeos are: BCBRA, BCTRA, ACTRA, CSPRA, If your entire buddy group is not entered in the same rodeos, the person with the lowest priority will determine the priority points of the whole buddy group

Your calculated Priority Number

Other Assoc Rodeos or Events entered type in here

Rodeos you are attending

Performances

In this section (primarily for rodeo Central Entry) the available performances are created, the number preference requests allowed, and the labels for the preference request boxes. On a typical 2 performance rodeo, with slack, one would allow 3 preference requests, to allow for an "OUT" 2nd or 3rd preference request if the contestant must be up at a certain time, and does not draw up well in the priority draw, does not get 1st or 2nd Preference, the system would draw them out of the rodeo. The sanctioning association rules determine how this is used.

Selected Show: **Ashcroft & District Stampede**

	Name	Max		
Edit Delete	Sunday	0	Move Up	Move Dn
Edit Delete	Slack	0	Move Up	Move Dn
Edit Delete	Saturday	0	Move Up	Move Dn
Edit Delete	OUT	0	Move Up	Move Dn

Add New Performance

Name

Max Available

Add Performance

Max # of Performances allowed to request: 3

Pref #1 Title 1st pref   Pref #2 Title 2nd   Pref #3 Title 3rd   Pref #4 Title

Save

Preference request display on entry page

Buddy Group

Buddy Group Member Search - Membership #:   Add to Buddy Group

1st pref: Saturday ▾   2nd: Saturday ▾   3rd: Saturday ▾

Saturday
Sunday
Slack
OUT

Billing

This tab allows the user to select if the entry fees are required to be paid at time of entry, if required to enter the necessary information to process the Credit Card through their Credit Card Portal. We have the 3 options that are most used in the basic system. Most other Credit Card processors have some type of an Authorize.net emulator. If you are not using one of these standard processors, KCI support will assist you with this process. We will need information that will not be displayed on your administration site for security purposes.

Selected Show: **Ashcroft & District Stampede**

Skip CC Processing   ☑

Processing company   ◉ Authnet   ○ Paypal Pro   ○ ePay

Authorize.net

Auth Login

Auth Code

Paypal Pro

User

Password

Vendor

ePay

Hash

[Save]

Preview

Clicking on the preview tab will bring up a preview of your entry page, so you can quickly check it, and make changes while staying in the Web Services site.

Online Show/General Entry Setup

Used for barrel race production, open rodeos, and other event formats, where "membership" is NOT required for entry, and typically payment is required at time of entry.

DETAILS

Enter Show Name, Show City, Show State, and Show date these items are for internal administration purposes. Enter Show Date Description, Show Location , select the LOGO/BANNER for the top of the entry page from your computer, select the background color for the page from the palette, or enter the color code.

DETALES

Select (check) the fields that you need to display on the entry form, do NOT select any of the last 3 items, as we are building an OPEN entry format. All items selected will be required to be filled in before entry can be processed.

> Online Setup > Contestant

Selected Show: **KCI DIVISIONAL BARREL RACE ONLINE ENTRY DEMO**

Select the contestant fields you want to display on the entry form

☑ First Name
☑ Last Name
☑ Mailing Address
☑ Street Address
☑ City
☑ State/Province
☑ Zip/Postal Code
☐ Work Phone
☑ Home Phone
☑ Cell Phone
☑ Date of Birth
☑ Email
☐ Grade
☐ Member #
☐ Allow member lookup via membership number
☐ Require member lookup to also require password
☐ Make First and Last name fields Read-only (used with member lookup)

Save

The "Events" tab screen on the next page covers a multitude of options, that are required to accommodate the wide range of event formats that exist in the equine production business. The usual basic formatted event are available to you on the quick create section on the upper left, select the event from the dropdown list and click the quick create button, the newly created event will appear at the bottom of the list with the new event already selected and ready for further editing.

By the Numbers on the picture

1 If you selected **Barrels,** an event named **Barrels** will be created, you will probably want to rename it to fit your format **(OPEN 3D, 5D OPEN, etc.)**

2 - Contestant for this event -

○ Use Entering Member - no ability to enter a contestant name, uses entering member info – *This selection will use the information that was entered by the contestant, the entries will be made for THAT person as they check the select boxes on the form. This option is used most of the time.*

○ Use Free Form - Allows free form text for a contestant name - *Rarely used on most entry formats*

○ Use Membership lookup - Requires a membership # lookup *This selection is used only when a look up is required to enter somebody else other than the entering contestant – rarely used.*

3 - # of Contestants-

[   ] *Will be 1 , unless a team event, Team Roping would be 2, Team Penning would be 3, Ranch Rodeo would be the number required to be in the event*
For Contestants 2 or more: name entry choice:

Contestant Description [   ] *Will typically be Partner*

○ Use Free Form - Allows free form text for a contestant name *Use this to allow a partners name to be entered free form, low risk option is requiring payment at time of entry, as the entering contestant will be paying for partner regardless of accuracy.*

○ Use Membership lookup - Requires a membership # lookup *Use this if rules require the partner to be a "member" of the sanctioning association*

4 - Check Box Select

| Check Box Select ☐ |

Will always be selected

5 - Event Fee

| Event Fee | | |

Enter the entry Fee for the selected event, if a team event , enter the TEAM ENTRY FEE, the program will divide the entry fee by the number of contestants and apply the result to EACH contestant (Team Roping - $100 TEAM entry fee divided by 2 = $50 – EACH ROPER would be charged $50)

6 - Event Count

Event Count | _____ |

Enter the number of times that you want the entry opportunities to repeat on the form. If you were to enter 1 – it will only show the event 1 time, if you enter 4, the selected event would repeat 4 times. This is used on Divisional Barrel Races where the contestant may need to enter multiple times on different horses, or a team roping where ropers may enter an events multiple times with different partners, or switch ends.

7 - Format –

Format ○ Time ○ Score

This doesn't have any effect on the entry process, but we need to know so that the information comes in to Arena Management on the download

8 - CarryOvers –

Name	Amount	
SR BARRELS 3D	$30.00	Edit Remove
YOUTH BARRELS 3D	$30.00	Edit Remove

CarryOvers

Assign Carryover events

Name [▼]

Submit

This section allows you to make carryover entries out of a prime event to other events, if you use this option, select the event(s) you want to make available from the dropdown list and click "add carryover. The entry page will look like the example below.

Selected Show: **KCI DIVISIONAL BARREL RACE ONLINE ENTRY DEMO**

http://www.kcranchweb.com/KCI/entry/std/Entryform.aspx?Association=KCI&Show=KCI201435

Entries Information on Show/Event formats here, Example : "you may enter either as a carry over or as a run in both the SR and Youth events, if you want to run enter in that event section, if you want to carry your time over from the open, check the carry over selection in the Open Race

☐

Barrels
$50.00

Entry 1

Horse	Carryover
	☐ SR BARRELS 3D $30.00 ‖ ☐ YOUTH BARRELS 3D$30.00

Entry 2

Horse	Carryover
	☐ SR BARRELS 3D $30.00 ‖ ☐ YOUTH BARRELS 3D$30.00

Entry 3

Horse	Carryover
	☐ SR BARRELS 3D $30.00 ‖ ☐ YOUTH BARRELS 3D$30.00

Entry 4

Horse	Carryover
	☐ SR BARRELS 3D $30.00 ‖ ☐ YOUTH BARRELS 3D$30.00

The contestant would Check the Barrels for $50, and enter horse on the entry 1 line, and if wanting to carryover to either the SR or Youth event. The contestant could also enter another horse on the Entry 2 line, and opt not to enter the carry over event, and so on...

9 - Use Stock –

Use Stock ☐ Name: ☐

This used on ALL divisional format barrel races, and is the prime component of making entries in the divisional format. It is also widely used in any event where multiple entries in an event are permitted using different horses. It is common to use in Futurities, Derbies, and any association or producer that needs to have the "Horses" information to keep records for season standing by horse.

10 - Use Perf –

Use Perf ☐

Use this option if you allow your entering contestants to "pick" what sections of an event they would like to be in. Example: you have a barrel race that you anticipate having 400 entries, and would like to break the day into 2 section early and late. You set your sections/perfs up in the Performances *tab in this setup section.*

Using this selection your entry form will now look like this. You have the ability to 'cap' the number of entries that may be made choosing a section. For example if you wanted to limit entries in the early section to 200, after the section has received 200 entries, the option to select that section would go away, and only leave the late section.

11 - Event Positions –

Event Positions	No Positions	
	Position Description [ ]	Submit

This section allows you to label the partners position (header/heeler for team roping) on a events with 2 or more contestants – automatic if you select the team roping quick create option.

12 - Background Color –

Background Color	CCCCCC	🎨

Select the color for background on the event section, by either picking a color from the palette, or by entering the color code in the text box if you know it.

13 - Use as Carryover Only –

Use as Carryover Only	☐

Check the box if you only want this event to be available as a carryover event, NO primary entry in this selected event, it will only be available as a carryover option in the events you choose.

14 - Max Entries -

Max Entries		

This control allows you to "Cap" the number of entries in the selected event. This works in conjuction with the Sections Early/ Late entries cap.

15 - Membership enabled only -

Membership enabled only	☐ (Enabled only for Members via membership lookup)

*This control allow us to build a hybrid membership required/and open entries in the same show. The show is built using the member lookup on the "Contestant" control, "*Allow member lookup via membership number", and then mark the selected events to only be available for members here.

Show Manager

The Results Tab from the earlier versions of the software has been removed and replaced by the Show Manager Tab; this Tab has become the center piece of program. The Online Entry, and Rodeo Central Entry, both eventually get sent to this Show Manager to finish the process. The Show manager also allows a user to build shows/rodeos, make entries, do the draws (run order) , enter times/scores, placing, earnings and points for events for users that are not using KCI On Line Entry, or Rodeo Central Entry services

Show Manager Cen
Show List
Setup
Fees & Payments
Entries
Draws
Run Event
Results
Entries Reports
Contestant Contact
Draw Reports
Results Reports
Entries from Online Shows
Import

The Arena Management Software users that have signed up for KCI Web services will use RODEO SYNC to upload their draws/results to Web Services. After the upload, you will go to this screen, decide if you want it published as a Draw if prior to the event, or as Results if after the event. There are more options that we will discuss in depth in the following sections.

Show List

This screen displays the Shows/Rodeos that have been either uploaded from Arena Management, brought in from KCI Online Entry System, or from the Rodeo Central Entry application. It will display the Show/Rodeo Name / Date / and if it has been published as a draw or as results.

- Show Manager - Show List

Show	Producer	Date	Draw Published	Results Published
Jerry and Eds Rodeo	kcranch	02/23/15	No	No

Setup

Producer kcranch ▾

Show List				Show Detail	

Show List

	Show	Date	
Select	Jerry and Eds Rodeo	02/23/15	Delete

Show Name [   ] Add

Show Detail

Name	Jerry and Eds Rodeo
Date	2/23/2015 📅
Region	Unassigned ▾
Series	No Series Assigned Available Series: [▾] Add
Perfs	**Name** Edit Friday Delete Edit Saturday Delete Perf Name [ ] Add New
Publish Draws	☐
Publish Results	☐
Download Key	1
Download Password	1

Save

Set all Events to display points   Update to show Points

Set all Events to display earnings   Update to show Earnings

Events

Event List

- Barrels
- Team Roping
- Broncs
- Bulls
- Pole Bending

Add Event [   ] Add

Remove selected event   Remove

Event Detail

Group	Assign to New [ ] Assign to Existing None ▾
Name	[ ]
Format	Time ▾
Amount	[ ]
# of Contestants	1
Class	[ ]
Sanctioning Association	[ ]
Show Fields	☐ Show Stock ☐ Show Rating ☐ Show Position ☐ Show Earnings ☐ Show Points ☐ Show Other 1 ☐ Show Other 2 ☐ Show On

Save

The Show Manager setup allows control of the Show/Rodeo and Event formats for display on the Events Results Web Services. The Publish Draws/Results let you choose if you want the show to show up under the Draws or Results tabs on the Web Results pages for consumption by your members and users. This screen will allow editing for all shows/rodeos whether uploaded by an enrolled producer, built from scratch in the Admin, or imported from an online entry show/rodeo, or Central Entry.

Fees/Payments

Provides contant fees and payments detail by contestant

Entries

From this screen you can edit , delete, or add new entries to your events.

To make a new entry click the Add New Entry

You actually get the same expanded view when you select "Edit" on a preexisting entry, allowing you to change all details about the entry. If you type in a last name ot a portion of a last name and "Search" a list of members that are already in the database will appear.

Select the appropriate Member from the list, the same process for the "Stock/Horse selection, select the Performance (if any) and assign a draw number, or wait till all of your entries are in and let the program do the random draws for your events. If the Contestant Name you need to enter is NOT in the current database, you can type in the First Name, Last Name boxes, click ADD, and the new member contestant will be added to the membership database. But will be marked as ineligible for online entries, the person managing the membership details will need to go into the membership

Reports

A raw data (searchable) report, that is also 1 click exportable to Word, PDF, and Excel.

Shows: Idaho Junior High Finals 2014 ▼ Events: Chute Dogging ▼

|◀ ◀ 1 of 1 ▶ ▶| ◈ 100% ▼ _____ Find | Next 📇

Results for Chute Dogging

Name	Timer Time	Penalty Time	Finaltime	Time Status
Tolle, Briggs	29.68	0	29.68	OK
York, Sylais	24.97	0	24.97	OK
Garland, Cole	19.19	0	19.19	OK
Beasley, Colton	18.86	0	18.86	OK
Bradshaw, Pete	18.24	0	18.24	OK
Howard, Connor	15.09	0	15.09	OK

Online Entry FOR RODEO

Show List

Select the Show / Rodeo you want to work with, and then proceed to the appropriate tab.

Selected Show: **Ashcroft & District Stampede**

Name	Date	Payments	Confirmations	Entries	Status	Select
Bella Coola Rodeo 2	06/29/14	$1,712.00	31	109	Inactive	Select
Bella Coola Rodeo 1	06/28/14	$1,006.00	31	110	Inactive	Select
Ashcroft & District Stampede	06/14/14	$3,181.00	120	286	Inactive	Select
Kispiox Valley Rodeo	05/31/14	$1,811.00	59	162	Inactive	Select
BCRA CLINTON MAY BALL RODEO	05/24/14	$5,337.00	113	296	Inactive	Select
BCRA KEREMEOS ELKS RODEO	05/18/14	$3,128.00	70	142	Inactive	Select
BCRA 100 MILE HOUSE RODEO	05/18/14	$2,676.00	85	204	Inactive	Select
BCRA Louis Estates Rodeo	05/10/14	$2,789.00	65	148	Inactive	Select
BCRA PRINCETON RODEO	05/10/14	$5,735.00	85	198	Inactive	Select
NECHAKO VALLEY RODEO	04/26/14	$4,403.00	81	199	Inactive	Select

1 2

Detail

This tab will display the event counts for each event in the rodeo, nothing to edit on this screen, informational only. Is handy for keeping Rodeo Committees and Stock Contractors informed.

Selected Show: **Ashcroft & District Stampede**

Status	InActive
Confirmations	120
Entries	286
Billable Amt	$3,181.00
Recorded Pymts	$0.00

Change

Events

Event Name	Count	Amount	C/O count	Amount	Total Count	Total
BB	3	$150.00	0	$0.00	3	$150.00
SB	9	$450.00	0	$0.00	9	$450.00
BR $50+$26	21	$1,596.00	0	$0.00	21	$1,596.00
TDR $50+$5	21	$1,155.00	0	$0.00	21	$1,155.00
SW $50+$5	17	$935.00	0	$0.00	17	$935.00
OBrk $50+$5	26	$1,430.00	0	$0.00	26	$1,430.00
LB $50+$1	59	$3,009.00	0	$0.00	59	$3,009.00
JR S R	24	$480.00	0	$0.00	24	$480.00
Jr Barrels $20+$1	19	$399.00	0	$0.00	19	$399.00
Jr Bar $20+$5	9	$225.00	0	$0.00	9	$225.00
P W Barrels	23	$230.00	0	$0.00	23	$230.00
T R $100/tm	55	$3,025.00	0	$0.00	55	$3,025.00

Fees

No Fee Counts

Card Errors

No Card Errors

Confirmations

This screen will show ALL entry confirmations in the selected rodeo/show, this list can be sorted by date enter, filtered by alphabet, or brought up by alphabetical groups. When you select a "Confirmation" it will take you to the Entry Screen with that entry information already loaded, and ready for review, or editing for changes as required.

Selected Show: **Ashcroft & District Stampede**

Select to view or enter confirmation # to find:

By Last Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

All or by Date Entered or by Pay Source

Confirmation #: [   ] [Find]

☐ Show update detail

Entries List

Confirmation	Name	City	State	Amount	Entry Type	Date Entered	Date Updated	
MY32221N49640	MYERS, TY	Hanceville	BC		Other	6/5/2014 8:20:23 AM		Remove
MO84621N49624	MORRISSEY, SARAH	Deer Park	AL		Other	6/4/2014 6:18:51 PM		Remove
BR65676N49623	BRUISEDHEAD, WYNN	Mount Currie	BC		Other	6/4/2014 6:13:40 PM		Remove
DE34581N49622	DEROSE, TYRELL	Kamloops	BC		Other	6/4/2014 5:52:24 PM		Remove
WI45901N49621	WILSON, WILLIAM	Cache Creek	BC		Other	6/4/2014 5:51:30 PM		Remove
HA91327N49620	HANCOCK, JOHN	Quesnel	BC		Other	6/4/2014 5:47:54 PM		Remove
HA29292N49619	HAIGHT, ZAK	Savona	BC		Other	6/4/2014 5:42:21 PM		Remove
MA29474N49618	MACDONALD, JESSICA	150 Mile House	BC		Other	6/4/2014 5:40:21 PM		Remove
SI68601N49617	SIMONIN, LUKE	Naramata	BC		Other	6/4/2014 5:38:42 PM		Remove
LU60561N49616	LULUA, KAITLYN	Williams Lake	BC		Other	6/4/2014 5:37:38 PM		Remove

Admin Entry

This section allows the entry administrator to enter member numbers for entry, build buddy groups from member numbers, select multiple preferences, enter weighted priority numbers if applicable, and all other functions required to make entries.

Admin Entry (Continued)
Contestant Entry Section

In this section the "member search" allows the entry administrator to enter either the Membership # or part or most of a last name to bring up the member if matching from member #, or list of name close to the letters inputted in the Last Name search, if you type in smi, you would get a list of ALL members that have a name starting with SMI, if you typed SMITH, you would get all names that have or start with SMITH., You would also get Smithson. Select the appropriate member from the list; it will drop in to the entry section

Exactly the same process when adding members to the buddy group.

Other ADMIN ENTRY Functions

On left side of the page you will see this menu of available administration functions.

The 1ˢᵗ **BALANCE & PAYMENTS** will show the balance for the selected entry, and if you click on that line will allow you to process or record payments to apply to the selected entry.

The 2ⁿᵈ - Receipt – will present a button to display a receipt showing entries , balance and payments, and allow you to email to recipient or print.

Receipt

Click for Receipt [View Receipt]

Selected Show: **Ashcroft & District Stampede**

Print	Email
[Printable Version]	From: entries@centralentry.com
	To: x_____
	[Send]

Entry for:	Mikkelsen , Keri	6/20/2014
Confirmation #:	MI55829N49615	
Date of Birth:		
Mailing Address:	████████████	
Street Address:		
City:	██████	
State/Province:	BC	
Zip/Postal Code:	V0E 2P0	
Work Phone:		
Home Phone:	████████	
Cell Phone:		
Email:	████████████	

Preferences

Preference #1 Sunday
Preference #2 Sunday
Preference #3 Slack

Entries

OBrk $50+$5 @ $55.00
   Keri Mikkelsen
LB $50+$1 @ $51.00
   Keri Mikkelsen
T R $100/tm @ $55.00
   Keri Mikkelsen as Header
   Colin Mikkelsen as Heeler
TDR $50+$5 @ $55.00
   Cole Churchill
SW $50+$5 @ $55.00
   Cole Churchill
T R $100/tm @ $55.00
   Cole Churchill as Heeler
   Keri Mikkelsen as Header
LB $50+$1 @ $51.00
   Krystie Vipond
P W Barrels @ $10.00
   Kate Mikkelsen
P W Barrels @ $10.00
   Claire Mikkelsen

Total Entries	$397.00

Fees

Fee Qty Amount Total	
Total Fees	$0.00
Total Due:	$397.00

Other

PriorityNumber 4
Rodeos

Payments

Type Amount	
Total Payments	$0.00
Balance	$397.00

The 3rd – NOTES – allows the user to make notation about the selected entry

Save Entry | Update | MI55829N49615

Balance & Payments	Balance Due $397.00

Receipt

Notes

Notes [   ]

The 4th – Override – allows for the entry administrator to override the charges for an entry, for comps, or other considerations

Save Entry | Update | MI55829N49615

Balance & Payments	Balance Due $397.00

Receipt

Notes

Override

Override Amount: $0.00   ☐ Use Override

Add in New Show

Find Confirmation

Show Counts

The 5th – Add in New Show – Allow the entry administrator to make the SAME entry, or Buddy Group entry in another active rodeo/show. For this option to work, the EVENTS in the other rodeo/show MUST be identical, and the members of the buddy group identical.

Save Entry [Update]   HU21521N49298

Balance & Payments	**Balance Due $111.00**
Receipt	
Notes	
Override	
Add in New Show	

Enter in additional show

[▼]

1st Preference   [▼]
2nd Preference   [▼]
3rd Preference   [▼]
4th Preference   [▼]

Availability

[Add]

Find Confirmation	
Show Counts	

The 6th – Find Confirmation- Allows for quick search by Member Number if the contestant cannot remember their confirmation number.

Save [Update]	HU21521N49298
Entry	

Balance & Payments	Balance Due $111.00

Receipt

Notes

Override

Add in New Show

Find Confirmation

Search by Membership…Membership No:

[ ]

[Search]

Show Counts

The last button – Show Counts – displays a series of lists, to assist the entry administrator in answering questions with real time numbers, the counts on the board for 1st preference requests by event , by day.

Show Counts

1st Preference Count

Count	Event	Preference
5	BB	Saturday
1	TDR $70+$5	Saturday
2	SB	Saturday
15	LB $70+$1	Saturday
2	SW $70+$5	Saturday

And the total entries in the rodeo/show, please click the refresh to get the most current numbers from the server.

Events Count

Name	Count
BB	6
SB	2
BR $70+$26	19
TDR $70+$5	5
SW $70+$5	9

1 2 3

Refresh

AND an alphabetical list of contestants that are entered in the rodeo, with the confirmation number of the entry.

Entered Members

Member #	Name	Confirmation
▮▮▮▮▮	Antoine, Gracie	EV06307N49280
▮▮▮▮▮	Antoine, Harley	EV06307N49280
▮▮▮▮	Aspell, Andre	DA83933N49275
1▮▮▮▮	Attrill, Charlie	AT15733N49265
▮▮▮▮	Attrill, Charlotte	AT15733N49265

1 2 3 4 5 6 7 8 9 10 …

Expenses

Allows the administrator to enter Association Expenses directly attributable to the selected rodeo/show, any entered expenses will display on the right side of this screen with a calculated total.

Selected Show: **Kispiox Valley Rodeo**

Expense

		Total Expenses: $0.00
Name		
Description		No Expenses
Date		
Amount		
Category		
Payment To		
Payment Type (CC, Cash, Check)		
Payment Address		
Payment City		
Payment State		
Payment Zip		
Payment Contact		
Payment Phone		
Payment Date		

Add

Reports

Fees Report

Selected Show: **Kispiox Valley Rodeo**

All Fees
Stalls
RVs
Other
Entries by Event
Entries by Contestants

| | of 5 | | | 100% | ▼ | Find | Next | | | |

Fee List

SPIERS, WAYNE	Judge fee	$5.00	1	$5.00
SPIERS, WAYNE	Bces fee	$5.00	1	$5.00
STEVENS, ABBY	Final surchge	$5.00	1	$5.00
STEVENS, ABBY	Judge fee	$5.00	1	$5.00
STEVENS, ABBY	Bces fee	$5.00	1	$5.00
STOWELL, LAUNI	Final surchge	$5.00	1	$5.00
STOWELL, LAUNI	Judge fee	$5.00	1	$5.00
STOWELL, LAUNI	Bces fee	$5.00	1	$5.00
STEWART, LILA	Final surchge	$5.00	1	$5.00
STEWART, LILA	Judge fee	$5.00	1	$5.00
STEWART, LILA	Bces fee	$5.00	1	$5.00
STEINKE, KASSIDY	Final surchge	$5.00	1	$5.00
STEINKE, KASSIDY	Judge fee	$5.00	1	$5.00
STEINKE, KASSIDY	Bces fee	$5.00	1	$5.00
THOMAS, BRADY	Final surchge	$5.00	1	$5.00
THOMAS, BRADY	Judge fee	$5.00	1	$5.00

Entries by event

Selected Show: **Kispiox Valley Rodeo**

All Fees
Stalls
RVs
Other
Entries by Event
Entries by Contestants

| | of 2 ? | | | 100% | ▼ | Find | Next | | | |

Entries by Event

Event Name	Name	Confirmation
BB	Hohmann, Steve	HO28964N49266
BB	Kemer, Cash	KE79621N49239
BB	Marshall, Jared	MA12261N49249
BB	Thomas, Brady	TH49012N49257
BB	Vipond, Landon	VI77382N49253
BB	Zimmerlee, Justin	ZI63222N49297
BR $70+$26	Attrill, Charlie	AT15733N49265
BR $70+$26	Davis, Justin	BR88907N49245
BR $70+$26	Charleyboy, Cody	CH21963N49238
BR $70+$26	Dick, Henly	CH21963N49238
BR $70+$26	Wright, Darrell	HA29912N49276
BR $70+$26	Hamill, Tyler	HA05321N49259
BR $70+$26	Hohmann, Steve	HO28964N49266

Entries by Contestant

Selected Show: **Kispiox Valley Rodeo**

All Fees
Stalls
RVs
Other
Entries by Event
Entries by Contestants

|◄ ◄ 1 of 27 ► ►│ ◊ 100% ▼ Find | Next 🖫 ▾ 🌐 🖨

Entries by Contestant

Contestant	Event Name	Confirmation
Attrill, Charlie	BR $70+$26	AT15733N49265
Attrill, Charlotte	LB $70+$1	AT15733N49265
Attrill, Charlotte	OBrk $70+$5	AT15733N49265
Attrill, Charlie	SW $70+$5	AT15733N49265
Bartlett, Kaitlyn	Jr Barrels $20+$1	BA71743N49286
Bartlett, Megan	Jr Barrels $20+$1	BA71743N49286
Bartlett, Jordan	LB $70+$1	BA71743N49286
Bell, Deanna	OBrk $70+$5	BE39454N49284
Bell, Deanna	T R $140/tm	BE39454N49284
Wardrop, Colton	T R $140/tm	BE39454N49284
Wardrop, Colton	T R $140/tm	BE39454N49284
Bell, Deanna	T R $140/tm	BE39454N49284
Wardrop, Ian	T R $140/tm	BE39454N49284
Bell, Deanna	T R $140/tm	BE39454N49284
Bell, Kyle	T R $140/tm	BE53882N49274

RODEO SYNC

This application is used to download/Upload   ALL SHOWS, from Online Entry, Rodeo CE / and Shows that were built and run in Arena management, and need to be uploaded to the web services Enter the Assoc Key – Show Download Key, and Download Password , select the Arena Management database file
Make sure the Service Connection is correct – that will be provided by KCI support.
Click the Retrieve Show button, and you will see the download progressing in the bottom display bar. This screen shows the Download tab display.
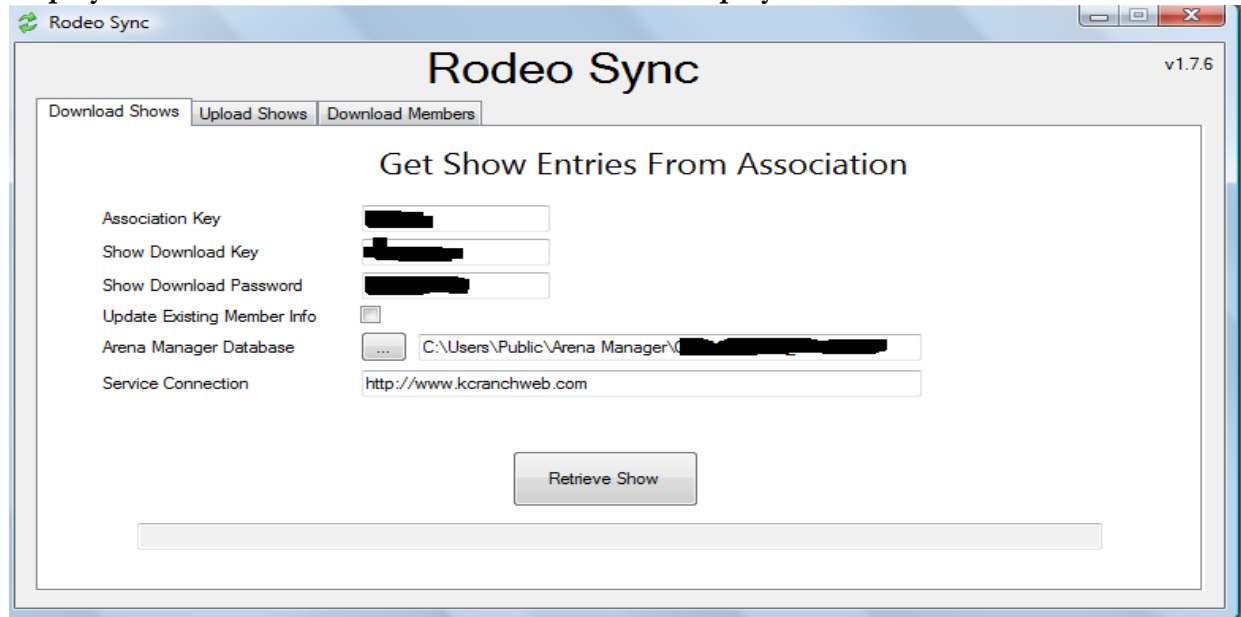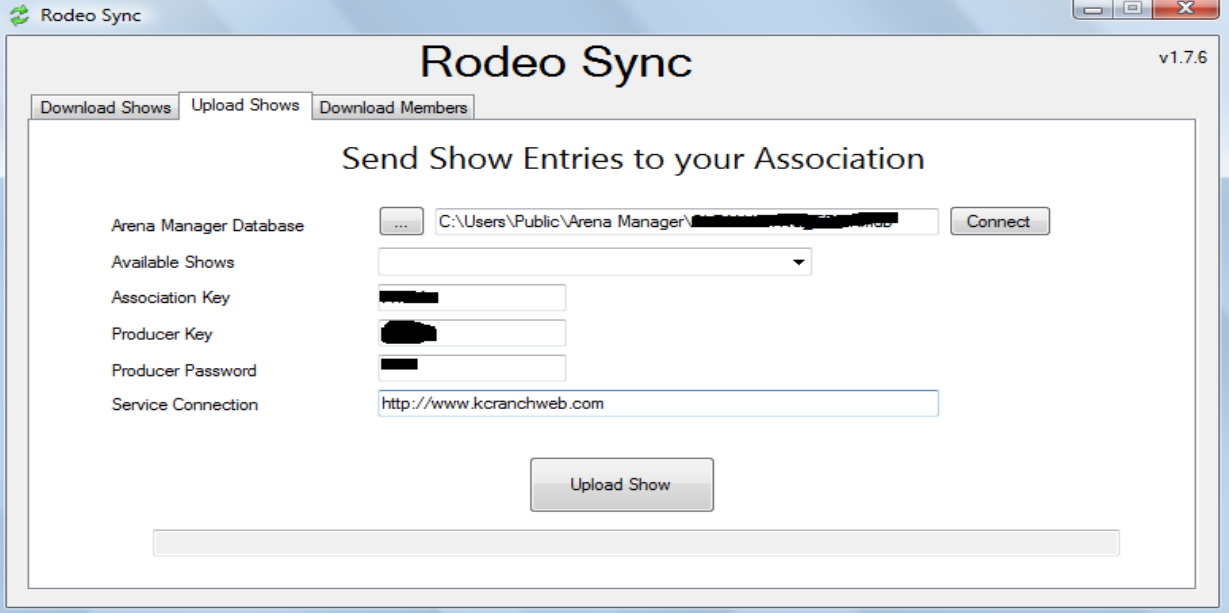
After it has completed open your Arena Manager program you will see the newly downloaded Show/Rodeo. With events/performances/draw positions, and everything you need to manage your Show/Rodeo.
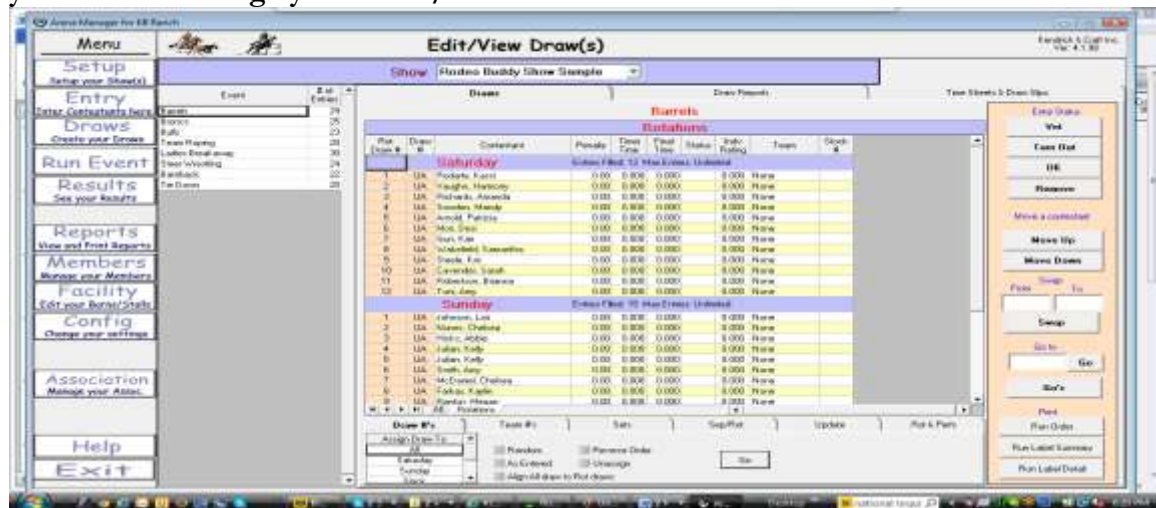
After your Show/ Rodeo is complete (with payouts and points applied, if applicable) you will upload your results to your Association/Producer web services site using the Rodeo Sync application.

Select the database you are using in Arena Manager, then select the Show/Rodeo that you want to upload. Enter the Association Key for the Association, then the Producer Key and Producer Password assigned to you, the service connection address supplied by either your Assoc Management staff, or KCI

After the upload it will be available to publish to the web, using the **Show Manager**, and all of your points/earnings and member reports will be updated with fresh data.

Download Members from Web Services

Show Manager

Setup

This screen allows you to edit the Show/ Rodeo parameters after it has been uploaded, such as being part of a "series" and event parameters. It also allows you to control what is visible on the public facing results web page, and make corrections to results that were made in error in the field.

In the case of an Association receiving show results uploaded by approved producers, the producer may be using "classes" to do points/earnings reports that are different from the "Classes" that are used by the association. The administrator, can check, change if required, and then Publish as Results., the administrator, can choose to display , or not display a number of fields, so the web display reflects what the association is doing.

Entries

Draws

Run Event

Results

Draw Reports

Entries from Online Shows

CONTESTANT CONTACT

This Contestant Contact will send emails to contestants/members that are entered in the selected rodeo/show; you can select specific events, or ALL for the mail list,

The Contestant Contact will email what is entered in the body of the email, plus PERF, DRAW, AND STOCK information for all events entered by the receiving contestant.

Public Facing Web services

Welcome to the KCI Demo Association

This can be YOUR site, simple to update and manage. upload show results, upcoming events , STANDINGS, right out of your Arena Management Software, provide ONLINE ENTRY SERVICES for your events.

Standings

All Around

○ Earnings   ○ Points

Nelson, Jodi	$125.00
Downey, Quincy	$119.00
Kendrick, Diane	$115.00
Streeter, Kelsey	$58.00
Sullivan, Amy	$55.00
Jensen, Lacey	$44.00
Nelson, Amy	$38.00
Predoehl, Tracy	$31.00
Streeter, Shelby	$29.00

Show/Rodeo Results

Results

Producers Office
Shows Jackpot 7/1/2014
Events ■ Open 4D

Open 4D

Draw #	Contestant				Time	Penalty	Tot Time	Status	Divsion	Placing
3	Kelsey Streeter	Stock Roxy	Points 0	Earnings $58.00	15.931	0.000	15.931	OK	1D	1
17	Amy Nelson	Stock Pardick	Points 0	Earnings $38.00	16.007	0.000	16.007	OK	1D	2
13	Sabrina Lay	Stock Chuckles	Points 0	Earnings $0.00	16.173	0.000	16.173	OK	1D	3
6	Amber Hagerup	Stock Reno	Points 0	Earnings $0.00	16.274	0.000	16.274	OK	1D	4
		Stock	Points	Earnings						

Individual Contestant site for association activity (Trailer)

Diane Kendrick
Membership #: 333

Ratings

No Ratings Assigned

Rating History

No Ratings History

Memberships

Membership Name	Description	Amount	Year	Expiration
Indiv 14	Individual	$50.00	2014	12/31/2014

Stock

Name
Cowboy
Itchi

Total Earnings

$115.00

Total Points

0

Show Results

Show	Event	Draw #	Stock	Time/Score	Penalty	Final Time/Score	Status	Earnings	Points
Jackpot 7/1/2014	Open 4D	14	Itchi	16.67	0	16.67	OK	$52.00	0
Jackpot 7/1/2014	Open 4D	5	Cowboy	17.341	0	17.341	OK	$0.00	0
Jackpot 7/8/2014	Open 4D	6	Itchi	16.615	0	16.615	OK	$63.00	0

RODEO Central Entry
Entries from Online Shows

Central Entry steps to process your rodeo

1. Select the Rodeo from the available "Online Shows", and
2. click the "Create Show" button

Setup

The screen will allow you to edit information for the show and set the limits (caps) for each perf by event rodeo.
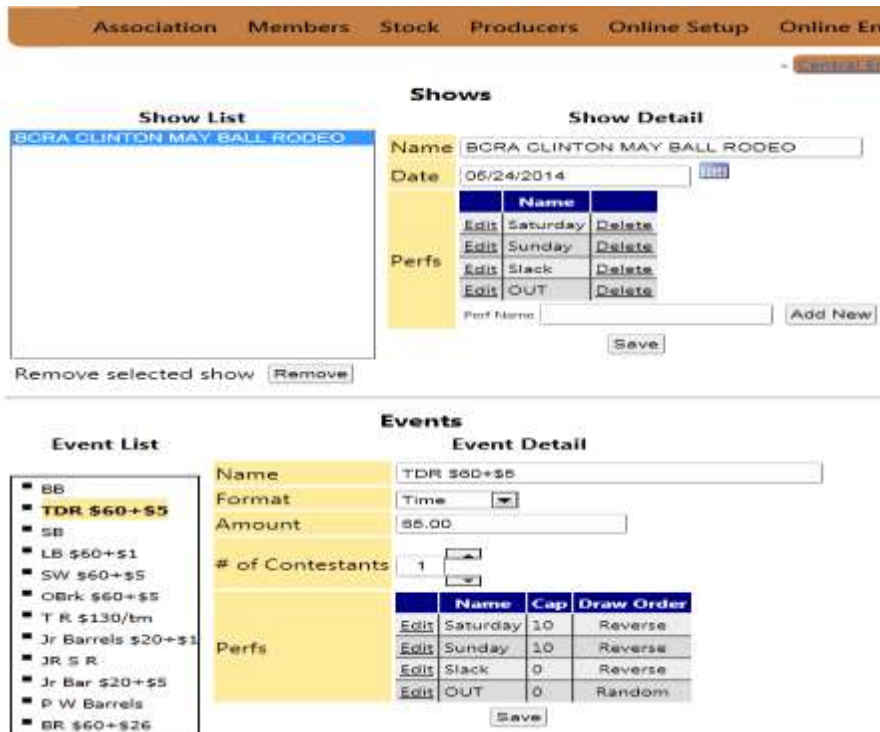
Draw Config

Select the control options for the way you want the groups to be handled on the "Priority Draw" function.

Available options in current Central Entry are:

1. Preferences requested (performs a RANDOM draw of all entries in the rodeo that made any preference request.

2. No Preference requested (rarely used, but if a rodeo is set up not asking for preferences, RANDOM draw of all entries in the rodeo.

3. Has Membership - RANDOM draw of all entries in the rodeo that have a Membership 1st . and then a RANDOM draw of all entries in the rodeo that are not Members, ALL Members would receive a higher Priority Draw than NON-MEMBERS

4. Previous Shows – user can select previous shows/rodeos and have the CE give entries that were in the selected show/rodeo(s) a higher priority than those that were not entered in the selected shows.   (rarely used) as the buddy group entries from all the selected shows must be identical for ALL selected shows.

5. Shows Entered – Allows for selecting other rodeo(s) scheduled on the same weekend or time frame to allow for identical entries to be pushed to the top of the priority draw, increasing the opportunity for entries to get their preferences and make more rodeos with less conflicts. This assumes that the entering contestant enters their preference requests for all the rodeo(s) correctly.

6. Priority Draw – Allows the entering contestant to assign his or his buddy group based on rules promulgated by the sanctioning association

   > 5 point rodeos are: BCRA BCRA Permit holders 4 pts. 3 point rodeos are: PWRA, CPRA, PRCA, NPRA, WIREA (open rodeos) 2 point rodeos are: BCHSRA, BCLBRA, WIREA (all Indian), JR/SR College rodeos 1 point rodeos are: BCBRA, BCTRA, ACTRA, CSPRA, If your entire buddy group is not entered in the same rodeos, the person with the lowest priority will determine the priority points of the whole buddy group
   >
   > Your calculated Priority Number 4
   >
   > Other Assoc Rodeos or Events entered type in here
   >
   > Rodeos you are attending

   These numbers are then assigned to the Priority Draw with highest numbers at the top of the draw. The effect is if there were 12 entries that had a priority number of 7, and 10 that had a priority number of 6, and so on the entries with the 7 would be the top 12 in the CE Priority draw, the CE program will perform a random draw on those 12 entries and assign them Priority Draw 1 through 12, then would would take the next 10 (the

6's) and run a Random Draw on those entries, assigning them Priority Draw numbers 13 through 22, and so on.

The selections can be nested if appropriate

The Random Priority Draw will be performed in the order they are listed

Group Draw

The Group Draw screen allows the user to perform the Random (or weighted priority draw) for the selected rodeo.

The upper left side of the shows the buddy groups that were entered in the rodeo, displaying the entering contestant and the CE entry number, to assist the user in looking up entry information.

Show BCRA CLINTON MAY BALL RODEO ▼

Groups

Confirmation	Name	City	State	Zip
Ca439970	Cally Allison	Clinton	BC	
Ge615630	Gerry Allison	Clinton	BC	
Ha389890	Harley Antoine	Cache Creek	BC	V0K 1H0
Ne741220	Neal Antoine	Cache Creek	BC	V0K 1H0
Rh612660	Rhoda Antoine	Cache Creek	BC	V0K 1H0
Ty534180	Tyler Antoine	Clinton	BC	V0K 1K0
Rh386920	Rhoda Antoine	Cache Creek	BC	V0K 1H0
Ch885510	Charlotte Attrill	150 Mile House	BC	V0K 2G0
As631360	Ashley Bauman	Williams Lake	BC	
Kr807020	Kristin Bell	Houston	BC	V0J 1Z1

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ...

The lower left display allows the operator to perform the CE draw and select the fill option if appropriate, after the draw is performed, the display will show the result of the draw in order of draw.

Total Avail Groups: 113

Group Draw

Create Draw

Draw	Confirmation	Name	City	State	Zip	Entry Confirm #
1	Cl936590	Waterhouse, Clay	Quesnel	BC	V2J 7E5	WA68801N49094
2	To522430	Seitz, Tosha	Savona	BC	V0K 2J0	SE62462N49074
3	Ty534180	Antoine, Tyler	Clinton	BC	V0K 1K0	AN33451N49052
4	Rh386920	Antoine, Rhoda	Cache Creek	BC	V0K 1H0	AN65612N49120
5	Tr277060	Brackman, Tristan	Louis Creek	BC	V0E 2B0	BR10862N49035
6	Ca449750	Chevallier, Candace	Peachland	BC		CH58894N49060
7	La371270	Cork, Lane	Quesnel	BC	V2J 3J8	CO12672N49106
8	Ch885510	Attrill, Charlotte	150 Mile House	BC	V0K 2G0	AT19093N49115
9	Su932610	Blele, Sue	Chase	BC	V0E 1M1	BL50051N49019
10	Ne741220	Antoine, Neal	Cache Creek	BC	V0K 1H0	AN11630N49015

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ...

Total In Draw: 113

The center section displays the rodeo, by event, by drawn position in the performances. The report is exportable to excel, to assist the secretary in filling in day sheet templates. If not using the Show Manager functions, it also displays the original entry confirmation, and the call back confirmation number.

Entries

Filter: Event _____ Name _____ Confirmation _____

Refresh   Export to Excel

Event	Perf	Name	Draw	Position	City	State	Confirmation	Priority	Entry Confirm #
BB	Saturday	Zimmerlee, Justin	1	None	Williams Lake	BC	Ju406630	4	ZI05682N49100
BB	Saturday	Thomas, Brady	2	None	Fort St. John	BC	Br312420	5	TH87442N49058
BB	Saturday	Klassen, Matt	3	None	Williams Lake	BC	Ma171090	5	KL14881N49088
BB	Saturday	Hohmann, Steve	4	None	Quesnel	BC	St754050	5	HO00234N49113
BB	Saturday	Derose, Denver	5	None	Kamloops	BC	De741290	5	DE77361N49112
BB	Slack	Hunlin, Tyrone	1	None	Williams Lake	BC	Ty302570	5	HU67205N49015
BR $60+$26	Saturday	Hohmann, Steve	1	None	Quesnel	BC	St754050	5	HO00234N49113
BR $60+$26	Saturday	Hetu, Erin	2	None	Kamloops	BC	Er451120	0	HE33221N49132
BR $60+$26	Saturday	Charleyboy, Cody	3	None	Alexis Creek	BC	Co901230	5	CH00973N49109
BR $60+$26	Saturday	Dick, Henly	4	None	Alexis Creek	BC	Co901230	5	CH00973N49109
BR $60+$26	Saturday	Smith, Nik	5	None	Williams Lake	BC	Ni121030	5	SM00411N49097
BR $60+$26	Saturday	Zimmerlee, Justin	6	None	Williams Lake	BC	Ju406630	4	ZI05682N49100
BR $60+$26	Saturday	Cardinal, Louis	7	None	Fort St. John	BC	Br312420	5	TH87442N49058
BR $60+$26	Saturday	King, Shane	8	None	Kamloops	BC	Sh895360	0	KI10181N49131
BR $60+$26	Saturday	Davis, Justin	9	None	Barriere	BC	Ju321190	5	DA39331N49096
BR $60+$26	Sunday	Andrew, Leslie	1	None	Mount Currie	BC	Co659840	5	FR22403N49049
BR $60+$26	Sunday	O'Flynn, Matt	2	None	Quesnel	BC	Ma378150	5	OF38741N49173
BR $60+$26	Sunday	Cork, Lane	3	None	Quesnel	BC	La371270	5	CO12672N49106
BR $60+$26	Sunday	Attrill, Charlie	4	None	Williams Lake	BC	Ch885510	5	AT19093N49115
BR $60+$26	Sunday	William, Justin	5	None	Williams Lake	BC	Ju955290	5	W645473N49070
BR $60+$26	Sunday	Lawlor, Levi	6	None	Quesnel	BC	La371270	5	CO12672N49106
BR $60+$26	Sunday	Daniel, Brandon	7	None	Cache Creek	BC	Li798180	5	KB69502N49104
BR $60+$26	Sunday	Harrill, Tyler	8	None	Kamloops	BC	Ty384020	5	HA33381N49064
BR $60+$26	Sunday	Frank, Colton	9	None	Mt. Currie	BC	Co659840	5	FR22403N49049
BR $60+$26	Sunday	Quilt, Steve	10	None	Williams Lake	BC	Ju955290	5	W645473N49070
BR $60+$26	Slack	Fuller, Evan	1	None	Riske Creek	BC	Br685340	4	MC68866N49117
BR $60+$26	Slack	Manuel, Colton	2	None	150 Mile House	BC	Co638240	5	MA57453N49081
BR $60+$26	Slack	Smith, Brady	3	None	Salmon Arm	BC	Br443950	5	SM40471N49078
BR $60+$26	Slack	McColl, Dakota	4	None	Clinton	BC	Da606860	0	MC71594N49130
BR $60+$26	OUT	Waneck, Jay	1	None	Armstrong	BC	Ja682440	5	WA83411N49108

|1|2|3|4|5|6|7|8|9|10|....

The panel has the ability to look up and display the data sifted by Event, Name, or Confirmation #

The right-hand side of the screen displays the "Audit" of the process of the random priority draw for the rodeo, the report shows the step process by event, performance, priority draw, where the entry fell in the process of filling performances, and the performances requested by the entry.

This report is also exportable to an excel workbook. This allows the rodeo secretary or the association secretary to either post the audit at the rodeo or make it available on the association website. This allows your contestants to see exactly what the draw was and the method used to fill the performances based on that draw.

Audit

Filter: Event [   ]   Name [   ]   Confirmation [   ]

[Refresh]   [Export to Excel]

Step	Event	Perf	Allowed	Used	Draw	Name	Confirmation	Preferences	Priority	Entry Confirm #
1	Jr Barrels $20+$1	Sunday	10	1	2	Seitz, Tosha	To522430	Sunday, Sunday, Sunday,	7	SB62462N49074
2	Jr Barrels $20+$1	Sunday	10	2	12	Antoine, Harley	Ha389890	Sunday, Saturday, Sunday,	5	AN04105N49014
3	Jr Barrels $20+$1	Saturday	10	1	14	Chatham, Rachel	Ra499830	Saturday, Sunday, Slack,	5	CH07051N49031
4	Jr Barrels $20+$1	Saturday	10	2	18	Holland, Katie	Ka352640	Saturday, Saturday, Saturday,	5	HO10504N49063
5	Jr Barrels $20+$1	Sunday	10	3	21	Call, Brooke	Ta851160	Sunday, Sunday, Sunday,	5	CH12884N49098
6	Jr Barrels $20+$1	Sunday	10	4	21	Cherry, Taylor	Ta851160	Sunday, Sunday, Sunday,	5	CH12884N49098
7	Jr Barrels $20+$1	Saturday	10	3	34	Glassford, Alexis	Ru609760	Saturday, Sunday, Saturday,	5	GL18458N49069
8	Jr Barrels $20+$1	Sunday	10	5	36	Langevin, Emma Jane	Jo559680	Saturday, Sunday, Slack,	5	HA53026N49048
9	Jr Barrels $20+$1	Saturday	10	4	43	Farmer, Elly	El641340	Saturday, Sunday, Saturday,	5	FA45772N49072
10	Jr Barrels $20+$1	Saturday	10	5	56	Hume, Amy	Ca801150	Saturday, Saturday, Saturday,	5	HU72912N49073
11	Jr Barrels $20+$1	Saturday	10	6	56	Hume, Callie Jo	Ca801150	Saturday, Saturday, Saturday,	5	HU72912N49073
12	Jr Barrels $20+$1	Saturday	10	7	60	LeNeve, Perri Lynn	Dy268210	Saturday, Sunday, Saturday,	5	LE91052N49013
13	Jr Barrels $20+$1	Saturday	10	8	87	Smith, Sofeya	So619610	Saturday, Saturday, Saturday,	5	SM82561N49047
14	Jr Barrels $20+$1	Saturday	10	9	107	Dube, Kailey	Ka192630	Saturday, Saturday, Saturday,	0	DU45102N49134
15	Jr Barrels $20+$1	Slack	-1	1	65	Macdonald, Brittany	Je412500	Saturday, Saturday, Saturday,	5	MA96415N49056
16	Jr Barrels $20+$1	Slack	-1	1	65	Macdonald, Jessica	Je412500	Saturday, Saturday, Saturday,	5	MA96415N49056
17	Jr Barrels $20+$1	Slack	-1	1	69	Myram, Jamie	Ja280970	Sunday, Sunday, Sunday,	5	MY79622N49050
18	Jr Barrels $20+$1	Slack	-1	1	78	Schuk, Jennifer	Al425250	Saturday, Saturday, Saturday,	5	SC93466N49079
19	Jr Barrels $20+$1	Slack	-1	1	50	Billy, Brianna	Ty302570	Saturday, Sunday, Slack,	5	HU67205N49015
20	JR S R	Sunday	10	1	1	Waterhouse, Clay	Cl936590	Sunday, Sunday, Sunday,	7	WA68801N49094
21	JR S R	Saturday	10	1	3	Antoine, Tyler	Ty534180	Saturday, Sunday, Sunday,	5	AN33451N49052
22	JR S R	Sunday	10	2	5	Brackman, Tristan	Tr277060	Sunday, Sunday, Sunday,	5	BR10862N49035
23	JR S R	Saturday	10	2	16	Charleyboy, Regan	Ca901230	Saturday, Saturday, Saturday,	5	CH00973N49109
24	JR S R	Saturday	10	3	18	Vesper, Trayton	Ka352640	Saturday, Saturday, Saturday,	5	HO10504N49063
25	JR S R	Saturday	10	4	18	Holland, Katie	Ka352640	Saturday, Saturday, Saturday,	5	HO10504N49063
26	JR S R	Sunday	10	3	27	Wallace, Kevin	Co659840	Sunday, Sunday, Sunday,	5	FR22403N49049
27	JR S R	Sunday	10	4	30	William, Wendel	Ju955290	Sunday, Sunday, Sunday,	5	WI45473N49070
28	JR S R	Sunday	10	5	31	Harris, Cole	Or979790	Sunday, Slack, Slack,	5	HA99294N49051
29	JR S R	Sunday	10	6	31	Harris, Justin	Or979790	Sunday, Slack, Slack,	5	HA99294N49051
30	JR S R	Sunday	10	7	36	Spiers, Denton	Jo559680	Saturday, Sunday, Slack,	5	HA53026N49048

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ...

Call Back RARELY USED any more but still in the system, The Show Manager functions have replaced the need for this

This screen is for the entry personnel to look up the entries for "Call Backs" for the selected rodeo, and again this report data is exportable to an excel workbook for posting on the association website if needed.

- Central Entry - Call Back

Show BCRA CLINTON MAY BALL RODEO ▼

Entries

Search: Event [   ] Name [   ] Confirmation [   ]

[Refresh] [Export to Excel]

Event	Perf	Name	Draw	Confirmation
BB	Saturday	Justin Zimmerlee	1	Ju406630
BB	Saturday	Brady Thomas	2	Br312420
BB	Saturday	Matt Klassen	3	Ma171030
BB	Saturday	Steve Hohmann	4	St754050
BB	Saturday	Denver Derose	5	De741290
BB	Slack	Tyrone Hunlin	1	Ty302570
TDR $60+$5	Saturday	Marty Maurice	1	Ma716720
TDR $60+$5	Saturday	Steve Lloyd	2	Ru609760
TDR $60+$5	Sunday	Travis Antoine	1	Ri858110
TDR $60+$5	Sunday	Derek Mobbs	2	De829630
TDR $60+$5	Sunday	Willee Twan	3	Wi986670
TDR $60+$5	Sunday	Joel Isnardy	4	Jo349670
TDR $60+$5	Sunday	Jonah Antoine	5	Jo349670
TDR $60+$5	Sunday	Glen Brown	6	Jo559680
TDR $60+$5	Slack	Cody Braaten	1	Ty365390

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ...

Event Counts

Search: Event [   ]

[Refresh] [Export to Excel]

Event	Perf	Entry Count
Jr Barrels $20+$1	Saturday	9
Jr Barrels $20+$1	Sunday	5
Jr Barrels $20+$1	Slack	5
Jr Barrels $20+$1	OUT	0
JR S R	Saturday	8
JR S R	Sunday	10
JR S R	Slack	8
JR S R	OUT	0
BR $60+$26	Saturday	9
BR $60+$26	Sunday	10
BR $60+$26	Slack	4
BR $60+$26	OUT	1
LB $60+$1	Saturday	10
LB $60+$1	Sunday	10
LB $60+$1	Slack	38

| 1 | 2 | 3 | 4

High School/ Jr Rodeo Setup and overview

The setup and function of the online entry for High School Rodeo / Jr Division Rodeos, and Junior Rodeo in general tracks almost identically to the other formats, with one special difference.

The format does require however the ability for a contestant to enter his/her events, including the team events (Team Roping and Ribbon Roping) with a partner. The system allows for the entry to be made, and then when the partner in the other event(s) logs into the entry system, the team event will already be shown as entered and display the "partner" for the event as well. The 2nd entering contestant can then continue on entering in the other events they wish to compete in.

The rodeos are special in that they do not include the concept of buddy groups, nor Preference requests, however with that said; the program still allows for performances/slack if that is the format of the rodeo.

[LINK TO SAMPLE HSRA ONLINE RODEO ENTRY PAGE](#)

This is an actual (closed) entry page for a 2 day MNHSRA rodeo.