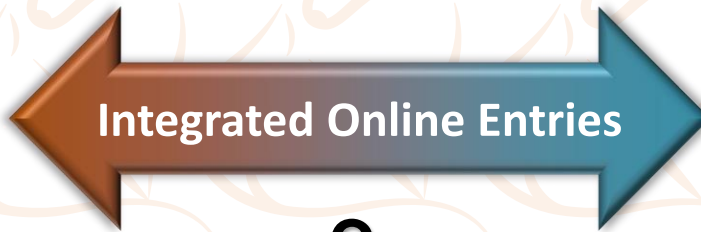


USER MANUAL

Fox Village Dressage Show Management Software

2023 Update 1.0.2.

Includes Integrated Online Entries via Equestrian Entries



DESKTOP & ONLINE
DRESSAGE SHOW MANAGEMENT
SOFTWARE

DESKTOP & ONLINE
DRESSAGE SHOW ENTRIES
SOFTWARE

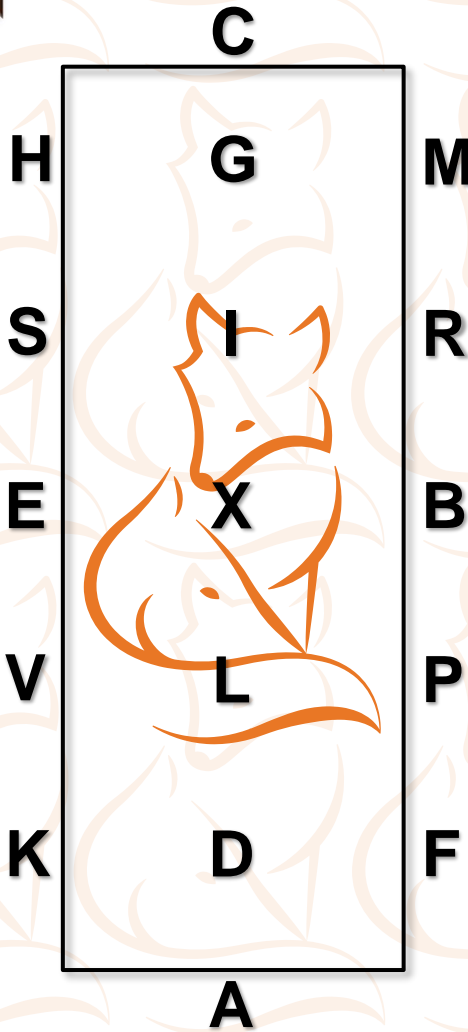


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FIRST THINGS FIRST



Copyright, New Features, Support Resources and User Manuals

Fox Village Dressage is produced by Fox Village Software®

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Fox Village Software

2020 A St. SE, #101

Auburn, WA 98002

The **Fox Village Dressage** (FVD) software program is a fully functional dressage show management, online entry and scoring application. It makes dressage show management and scoring simple. The FVD staff designed this all-inclusive software package with the experience and know-how of some of the top show secretaries, managers, and organizers in the United States and Canada. Now you can manage your competitions from beginning to end, from a schooling show or pony club rally to an international FEI CDI with wireless instant scoring capabilities in the judges' booths. This software makes it easy.

New Features and Types:

- **Pay-as-You-Go Pricing:** This is pricing for the basic show software - what is needed to run a non-CDI show. In the past users purchased an annual license; now users buy a license for each show or a package of shows. See [Purchase Fox Village Dressage](#) in this manual and [click here](#) for information on the FVD website.
- **Fox Village Dressage Cloud Server Edition (FVDCS):** An add-on feature (additional cost) to store your show files on the FVD cloud server. Requires FVD and fast internet connections for show computer devices. See [Networking Computers](#) in this manual and [click here](#) for information on the FVD website.
- **Fox Village Dressage Paperless Scoring (FVDPS):** An add-on feature (additional cost) for paperless scoring and digital test sheets. Requires use of FVD and FVDCS. [Click here](#) for information on the FVD website.
- **Fox Village Dressage for CDI Shows (FVDCDI):** A type of FVD needed to run CDI (international) shows; it is not specifically covered in this manual. Contact FVD via helpdesk@foxvillage for information.

Support Resources:

- **Discussion Board Support** (via Facebook):
<https://www.facebook.com/profile.php?id=100057278425568>.
- **Direct Email Support:** helpdesk@foxvillage.com.
- **Telephone Support:** FVD staff offer 30-minute phone support for \$25. If you need to set up a telephone support session, first purchase a support ticket ([click here](#)), then contact FVD by e-mail at helpdesk@foxvillage.com to schedule a telephone support session. They will reply to your e-mail as soon as possible to confirm your appointment.

User Manuals:

- **Quick Start User Manual:** [Click here](#).
- **Comprehensive User Manual** (this manual): [Click here](#).
- **Comprehensive DSHB User Manual:** [Click here](#).
- **Equestrian Entries Online Entries Guides:** [Click here](#).

Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.

About the FVD User Manual

- The **FVD User Manual** was prepared by Leslie Raulin, a volunteer and a FVD user, with the assistance of the FVD developers (Pete Jorgensen and Ron Nitzinger) and Equestrian Entries staff (Georges Schneider). It was expanded from the original Handy Book written by Lothar Pinkers.
- This manual concentrates on **USEF licensed / USDF Recognized** (USEF/USDF) national (US) dressage shows. FVD and EE can also be used for Equine Canada, CDIs, schooling dressage shows, and dressage shows for other disciplines.
- The **FVD User Manual** assumes the user is familiar with the MS Windows operating system and its basic features and operation. **The manual was written using Windows 10 and Office 365. If you use different versions, your screens and procedures will be somewhat different.**
- The **FVD User Manual** is a comprehensive companion document to the **FVD Quick Start**. You may want to begin with the **FVD Quick Start**. If you need help or further information, refer to the **FVD User Manual**. The **FVD Quick Start** chapter numbers match the **FVD User Manual** chapter numbers; therefore, if you are having difficulty in a particular **FVD Quick Start** chapter, go to the same chapter in the **FVD User Manual** for more details.
- Do not let the size of the **FVD User Manual** concern you – the FVD program is easy to use! However, the **FVD User Manual** is meant to be very comprehensive with step-by-step instructions, thus its size.
- Although you may print the **FVD User Manual**, we recommend that you download and save it on your computer so you can readily use the PDF **Bookmarks** (the hyperlinked “Table of Contents” on the left-hand margin), the **Search** to readily find information you may need, and to use links built into the document (internet access required). Also, since the **FVD User Manual** is comprehensive (= large), having it on your computer will be much easier than lugging around a big notebook!
- The **FVD User Manual** has the following basic organization:
 - **Sections I-IV.** – sequential steps to install and use the FVD program to run a dressage show.
 - **Section V. Backup and Restore** – information to backup and restore your program files.
 - **Section VI Appendices** – additional information to assist in running your show with FVD.
 - **Section VII Networking Computers** – covers local networks and FVD Cloud Server.
 - **Section VIII. Program Functions** – explanation of each program function.
 - **Section IX (Tips & Tricks)** – additional ideas to help you run your show.
- Additional information for Breed Shows is in the companion manual, the **FVD DSHB User Manual**.
- **DISCLAIMER:** Every effort is made to make the **FVD Quick Start**, **FVD User Manual**, and the **FVD DSHB User Manual** accurate and current; however, errors can occur, and rules change frequently. **It is your responsibility to always check the FEI, USEF, and USDF web sites for updated rules and guidance.**
- For suggestions and comments about the **FVD Program** and to report errors or provide suggestions for the **FVD Quick Start**, **FVD User Manual**, or **FVD DSHB User Manual**, please refer to the online FVD Support page ([click here](#)) and the FVD Facebook page ([click here](#)).
- **Manual Conventions:**

NOTES: Comments about the current procedure being explained. Notes are in peach-colored boxes with burnt orange outlines.

USEF Rules: When specific USEF rules apply to a FVD procedure, the rule is quoted in a yellow box with a gold outline. It is recommended that you consult the online USEF rulebook to ensure the information is current.

- Red number and red bold text such as **5 Rider**: A reference to a feature demonstrated on an adjacent graphic.
- Black bold text such as **Rider**: A reference to a specific FVD element or other key term without a specific reference to an adjacent graphic.
- Royal blue underlined [click here](#) is a hyperlink to a web site/page, online document, or email address.
- Royal blue underlined text is a hyperlink to a topic in this document, such as [Integration Between FVD and EE](#).

Integration Between Fox Village Dressage and Equestrian Entries



Fox Village Dressage (FVD)

<https://www.foxvillage.com>



Equestrian Entries (EE)

<https://www.eqentries.com>

Fox Village Dressage (FVD) is a **show management desktop and online software program** used by many **dressage shows** in the US, Canada and elsewhere. The program has many features that allow the management of dressage show data, including People (Riders, Owners, Trainers, Coaches) and Horse data, show classes, stabling, entries, financial data, scheduling, scoring, show results, etc. FVD data is easily sent electronically to USEF and USDF for their official show records. It also provides online tools for people to view the status of a show real-time, sorted by Class or Rider, as well as rides available due to scratches.

Equestrian Entries (EE) consists of **online tools** used by **show participants to enter dressage shows that use Fox Village Dressage for show management**. The EE online tools are used by People (Riders, Owners, Trainers, Coaches) to enter their data and their Horse data, including USEF and USDF People and Horses membership numbers. The users also upload documents required by shows such as signed USEF/USDF forms, Coggins, proof of vaccination, proof of SafeSport training, and other documents. When notified of a new entry, the Show Secretary downloads the data into FVD.

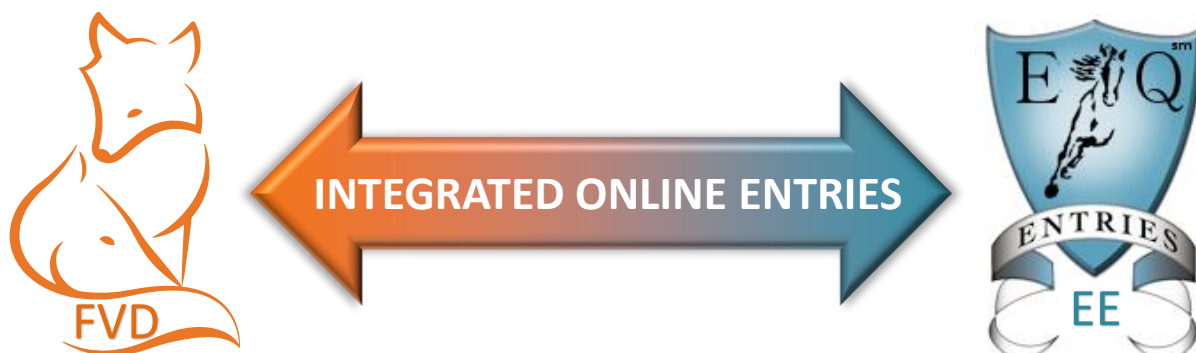
The fact that FVD and EE integrate with each other simplifies data entry while ensuring more accurate data, which is critical for correct USEF and USDF official show records.



**Show Secretary Using FVD
To Manage Show**



**Show Entrant Using EE
to Submit an Entry**

Integration Between Fox Village Dressage and Equestrian Entries, Cont'd.

- **For Show Managers:**

- Show Managers using FVD sign up their shows with EE, after which show participants can use EE to enter and pay for a show entry online. The data is then easily downloaded into the show's FVD database. No more typing entries!
- Cost - Accepting entries through EE costs show management NOTHING.
- Save Time
 - Correct, legible entries.
 - Direct feed into FVD; no more data entry.
 - ALL required entry info included, or problems are noted.
 - All people and horse memberships verified directly with USEF/USDF.
 - All fees automatically calculated (including non-member fees).
 - Each entry checked against USEF/USDF rules for correctness.
 - Refunds done online while the show is open.
- Customer Service
 - Easy online entries.
 - Accept credit card payments at NO COST to show/event owner.
 - Easily get important updates/messages to competitors.
 - Easily extend/shorten entry dates.
 - Paid entries get to you in seconds, not days.

- **For Show Participants:**

- For a nominal fee, show participants can enter a show, provide all required documents (memberships, Coggins, proof of vaccination, USEF Waiver, USEF Entry Agreement, proof of eligibility, etc.), and pay, all in one easy procedure.
- No more rushing to the post office to mail last-minute information or documents as EE reminds the user of missing information, thereby ensuring all required information is provided or providing reminders that additional information is needed.

Integration Between Fox Village Dressage and Equestrian Entries, Cont'd.



<http://www.foxvillage.com> <http://www.equestrianentries.com>

INTRODUCTION:

- FVD integrates with Equestrian Entries (EE) to provide online entries. This partnership between FVD and EE provides show management with (hopefully complete) entries and payment through EE.
- EE provides online entries for FVD-based shows, featuring:
 - **Simple Interface for Show Management:**
 - Create show with FVD then upload to EE (step-by-step guided instructions are provided).
 - EE can be required or optional for entrants.
 - After competitors enter your show via EE, import the EE entry data to FVD – no more hand data entry!
 - You then you review the entries.
 - Receive payment (at your chosen interval/time frame or when show closes) from EE for entries submitted and paid online.
 - **Easy Guided Entries for Competitors:**
 - Enter Rider/Owner/Trainer/Coach/Horse information once.
 - Choose show.
 - Choose Rider/Owner/Trainer/Coach/Horse.
 - Choose Classes/Stabling/Shavings/Party Tickets, etc.
 - Submit and pay online or print and mail to show management with check (if allowed by show).
- Open the EE web site ([click here](#)), particularly the FAQ ([click here](#)), to learn about EE and how it can provide an easy entry process for your competitors and a simpler data collection and payment process for your show.
- For show secretaries to use EE online entries, they need to:
 - On the EE web site, establish an EE **User Name** and **Password** (see below).
 - In FVD, [REGISTER A SHOW WITH FVD](#).
 - In FVD, [PUBLISH A SHOW WITH EE](#).
 - In FVD, [Import Entry into FVD](#).

OBTAIN AN EE USERNAME AND PASSWORD:

- Log on to EE ([click here](#)).
- To learn more about EE, click the **VIEW DEMO** tab.
- Click the **SHOW MANAGERS** tab and read the information on the screen.
- Click the **JOIN NOW!** tab.
- The EE **User Registration** window opens.
- Fill in the boxes (**Username, Password, Confirm Password, Email**).
- You have three membership options – click the appropriate radial button:
 - **Show Manager Account:** You are part of show management but do not compete.
 - **Entrant Account:** You compete in shows but are not part of show management.
 - **Combination Account:** You are both part of show management and a competitor.
- Click **Register**. You are now a registered member of EE. Remember your username and password!

Some Notes About Database Programs

TERMINOLOGY:

- FVD is a database program based on Microsoft Access.
- Databases are arranged in related tables. Each **Table** is composed of **Fields**, **Records**, and **Data**:

Fields (Columns) = specific types of data (such as names, addresses, & cities).

Records (Rows)

= entities (such as horses and people) about which / whom data are collected.

First Name	Last Name	Address	City	State	Zip
Mary	Smith	123 Main St.	San Jose	CA	12345
John	Doe	456 Maple Rd.	Boyds	MD	40671
Susan	Brown	385 Green Ave.	Boston	MA	49672

Data (Cells) = each individual piece of information in the light blue boxes.

FORMS VS REPORTS:

- **Forms** are input to an information system. They are formalized presentations of a record that can be edited. Some FVD forms can be printed.
- **Reports** are output from an information system. They are formalized presentations of more than one record. Reports cannot be edited; they can be saved as a file and printed.

SAVE:

- Unlike word processing and spreadsheet programs, database programs do not have a **Save** button.
- In most word processors and spreadsheets, if autosave is not turned on, you must click **Save** in order to save your changes.
- In database programs, the program automatically saves each and every entry when you move to a new data box on the screen and/or a new function. This means you are less likely to lose data; however, it also means almost everything you enter is saved, whether or not that is your plan.

CHECK BOXES:

- Check boxes are used to indicate a **YES/NO** response.
- If the box is checked (☑), the answer is **YES**; if the box is not checked (☐), the answer is **NO**.
- Some FVD examples:
 - ☑ **Need Coggins**: If the Need Coggins box is checked, then YES you need to get the Coggins report as part of the show entry packet.
 - ☐ **Need Coggins**: If the Need Coggins box is NOT checked, then NO you do not need to get the Coggins report as part of the show entry packet.
 - ☑ **Coggins**: If the Coggins box is checked, then YES you received the Coggins report.
 - ☐ **Coggins**: If the Coggins box is NOT checked, then NO you did not receive the Coggins report.
 - ☑ **For Sale**: If the For Sale box is checked, then YES the horse is for sale.
 - ☐ **For Sale**: If the For Sale box is NOT checked, then NO the horse is not for sale.
 - ☑ **Volunteer**: If the volunteer box is checked, then YES the person is a volunteer.
 - ☐ **Volunteer**: If the volunteer box is NOT checked, then NO the person is not a volunteer.
 - ☑ **Need Owner’s Signature**: If the Need Owner’s Signature box is checked, then YES you need to get the original owner’s signature on the original entry form because it was not provided.
 - ☐ **Need Owner’s Signature**: If the Need Owner’s Signature box is NOT checked, then NO you do not need to get the original owner’s signature on the original entry form because it was provided.
 - Etc.

Computer Equipment

COMPUTER(S):

- One or more computer(s) – preferably a laptop that you use prior to, during, and after the show.
- If you use FVD Cloud Server, you can also use a tablet for scribing at the judge stand. Tablet keyboard and mouse are highly recommended.
- If you plan to network computers, you will also need networking equipment (modem, router, bridge, etc.) and cables (see [CONNECTING COMPUTERS](#)).
- Backup drive(s) (external hard drive, thumb drive, and/or the cloud).



PRINTER(S):

- Multi-function (print, scan, copy) laser printer recommended. Monochrome is preferred as you only need one replacement toner cartridge. In my experience, ink jet printers do not travel well.
- Brother has reasonably-priced monochrome multi-function laser printers.
- Extra printer laser cartridge(s).



This item Brother Monochrome Laser Printer, Compact All-in One Printer, Multifunction Printer, MFCL2710DW, Wireless Networking and Duplex Printing, Amazon Dash Replenishment Ready

Brother MFCL2750DW Monochrome All-in-One Wireless Laser Printer, Duplex Copy & Scan, Refresh Subscription and Amazon Dash Replenishment Ready

Brother Premium MFC-L2690DW Compact Monochrome All-in-One Laser Printer

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Customer Rating	★★★★☆ (8292)	★★★★☆ (3325)	★★★★☆ (748)
Price	\$229 ⁰⁰	\$299 ⁹⁸	\$190 ⁰¹
Sold By	Hott Tech Geek	Amazon.com	Trading Post Wares LLC
Color	Black/Grey	Black	—
Connectivity Technology	Wi-Fi	Wi-Fi	Wi-Fi, USB
Duplex	Automatic	Automatic	Automatic
Item Dimensions	16.1 x 15.7 x 12.5 inches	16.1 x 15.7 x 12.5 inches	21 x 15.8 x 19.8 inches
Item Weight	26.00 lbs	26.50 lbs	—
Maximum Print Speed (Black and White)	32 pages per minute	36 pages per minute	26.00 pages per minute
Maximum Media Size	8.5 x 14 inch	8.5 x 14 inch	—
Operating System	Windows, Mac, Linux	Windows, Mac, Linux	—
Print media	Envelopes, Card stock, Paper (plain)	Paper (plain)	Card stock, Envelopes
Printer Output	Monochrome	Monochrome	Monochrome
Printer Technology	Laser	Laser	Laser
Special Features	Auto-Duplex, Network-Ready	Network-Ready	Compact

OTHER:

- Uninterruptable power supply with surge protector.
- Many heavy-duty extension cords.
- Any other office equipment of your choice.



Supplies to Have on Hand

FILING SUPPLIES:

- Two large hanging file boxes (one for entry documents unless you use digital documents, one for rider packets).
- Hanging files with alphabetical tabs, extra hanging files.

ENVELOPES:

- 9" x 12" Kraft envelopes (or clear document protectors) for entry packets (or three ring binders and hole punch, if that is your cataloging method). Not needed if you use digital documents.
- 9" x 12" (or smaller size) white envelopes for rider packets.

WHITE LABELS AND INDEX CARDS:

Size	Use	Resources
1" x 2-5/8" shipping labels	<ul style="list-style-type: none"> • Prize List Mailing Labels • Horse Stall Labels • Tack Stall Labels • Owner Mailing Labels 	Avery 5260 (AM) Or generic versions
1-1/3" x 4" address labels	<ul style="list-style-type: none"> • Dressage Test Sheets (small labels) 	Avery 5962 (AM) Or generic versions
2" x 4" shipping labels	<ul style="list-style-type: none"> • Dressage Test Sheets • Packet Labels (Standard) 	Avery 5163 (AM) Or generic versions
3-1/2" x 5" shipping labels	<ul style="list-style-type: none"> • Packet Labels (Detail) 	Avery 5168 (AM) Or generic versions
3" x 5" laser index cards	<ul style="list-style-type: none"> • Horse Stall Cards • Tack Stall Cards 	Avery 5388 (AM)

NOTE: Traditionally, the TD reviewed paper copies of the entry documents. COVID has changed all that as TD entry reviews were halted as a safety precaution. When TD entry reviews resume, digital entries will be acceptable, provided they are easy to use and have all required documentation. If you plan to use a digital method, check with your TD to ensure your method is acceptable. If you use a digital review method, many of these supplies are no longer needed – this saves money and trees! See [TIPS & TRICKS 2. ENTRY REVIEW AND MANAGEMENT SUGGESTIONS - DIGITAL ENTRY PACKETS](#) for a method to create digital entry packets.

PAPER SUPPLIES:

- Reams of 8½ x 11 white paper and 8½ x 14 white paper.
- Legal-sized colored paper of the colors used on USEF tests (white paper is now the standard; however, optional colored paper helps the scoring section track tests):
 - Introductory - white (can be purchased anywhere!).
 - Training – pink ([click here](#))
 - First – blue ([click here](#))
 - Second – yellow ([click here](#))
 - Third – lavender ([click here](#) Staples)
 - Fourth – green ([click here](#))
 - FEI – ivory ([click here](#) Direct Supply)
 - Eventing – gray ([click here](#)) or other color
- Sufficient 5 ½ x 8 ½ paper for instant scoring (you can also use 8½ x 11 paper).
- Deficiency slips (if to be used).

NOTE: Colored paper is often out of stock. If that happens with one of these links, try an internet search for another source.

NOTE: Dressage tests often change; therefore, it is best to print a supply just before a show using the online links.

OTHER SUPPLIES:

- Paper clips – both jumbo and regular.
- Stapler and staples.
- Sticky pads.
- Calculators for scoring.
- Pens, pencils, highlighters.
- Any other office supplies of your choice.

Computer Connections for File Sharing

- FVD can be run in one of three methods:
 - One stand-alone computer w/ or w/o internet.
 - Two or more computers connected via a traditional local network.
 - Two or more computers and tablets connected via FVD Cloud Server (recommended approach).

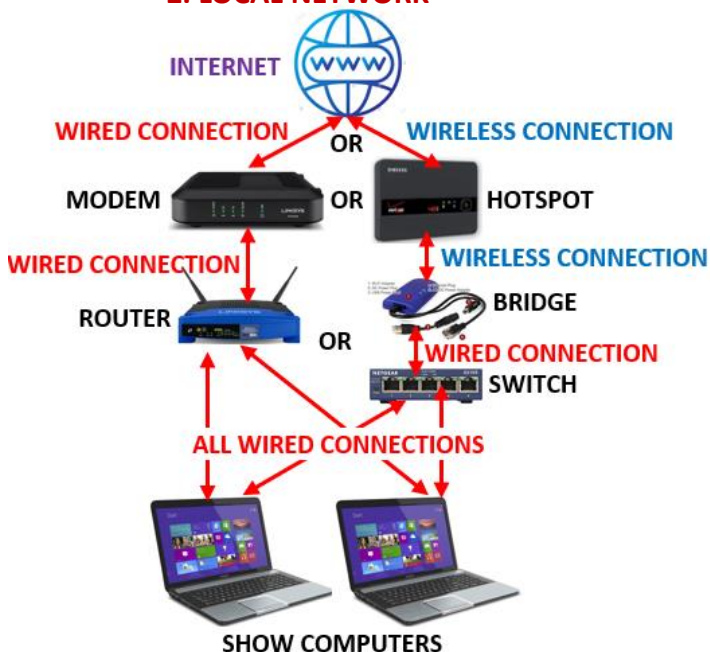
NOTE: See [Local Network vs. FVD Cloud Server > Comparison Chart](#) for a comparison of these three methods.

- Small shows (1-2 rings) can operate with one computer at the show. All on-site show secretary duties and entry of scores is done on one computer. This double-duty often does not work well.
- Shows with two or more competition arenas usually need at least two computers – one for the show secretary and one for scoring.
- Shows with two or more competition arenas that have scribes enter scores at the judge stands usually need four or more computers (with FVDCS, tablets may be used for scoring in the judge stands) – one for the show secretary, one for scoring/results (place classes, print results sheets, etc.), and one for each scribe/arena.
- When two or more computers are used at the show, they must be connected to each other to share files (see next page for details of FVD files). File sharing is accomplished by using a **Local Network** or by using **FVD Cloud Server**, which uses the FVD Cloud Server (see [LOCAL NETWORK VS. FVD CLOUD SERVER](#)).

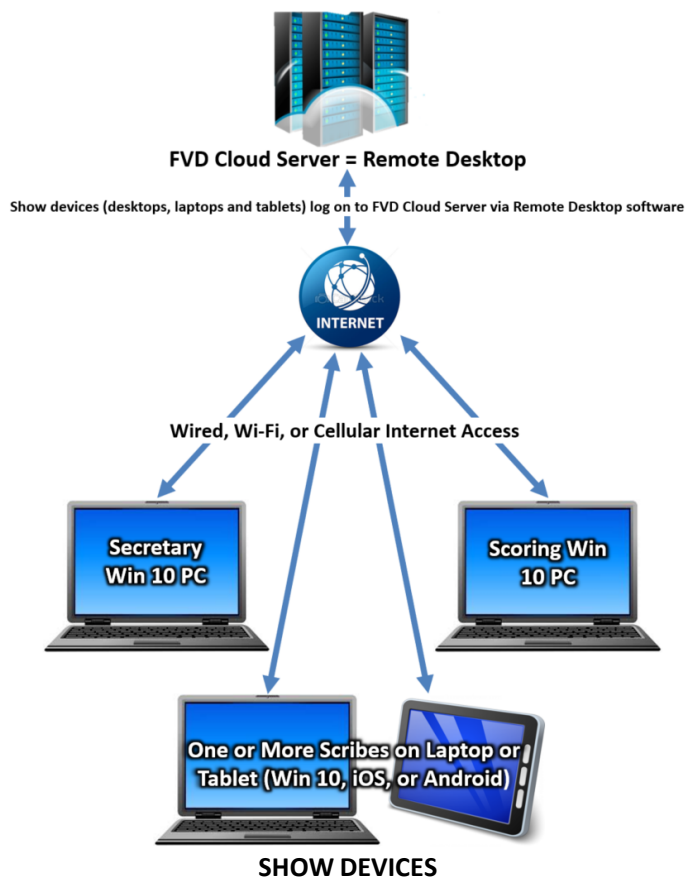
1. ONE STAND-ALONE COMPUTER



2. LOCAL NETWORK



3. FVD CLOUD SERVER



System Requirements, Software Requirements, Additional Software

SYSTEM REQUIREMENTS:

- Stand-alone or networked computers: Must have specific features to run MS Windows and MS Office with the below requirements. [Click here](#) for more information from the Microsoft web site.
- FVD Cloud Server: Windows, MAC and/or tablet (Win, iOS, or Android) with fast internet access and ability to run Remote Desktop software.

SOFTWARE REQUIREMENTS:

- Stand-alone or networked computers:
 - **MS Windows**:
 - It is recommended that you run the most current version of Windows 10. Set Windows 10 to automatically update and you should have the most current version.
 - Stand-alone or networked computers: FVD does not run on Apple products as Access does not run on them.
 - FVD Cloud Server: Win 10 PCs, MACs, and tablets (Win, iOS, and Android) may be used.
 - **MS Access**:
 - Stand-alone or networked computers:
 - FVD 2020 requires the **32-bit version** of **MS Access 2013, 2016, 2019 or 365** or **MS Access 2013, 2016 or 2019 Runtime Version**
 - **FVD** is **not** compatible with the 64-bit version or earlier versions of MS Access.
 - If you do not have MS Access 2013, 2016, 2019 or 365, download the Runtime version, which is free ([click here](#)).
 - FVD Cloud Server: Win, iOS, and Android operating systems may be used.
 - **MS Excel, MS Word**:
 - Needed to view and edit exported data.
 - It is recommended that you have Office 365. It is a \$99.99 annual subscription for 5 computers. It provides Word, Excel, PowerPoint, Outlook, OneDrive, Publisher, Access and Skype. Updates are automatically installed (unless you turn it off) so you will always have updated software.
- FVD Cloud Server: Specific software not required except that associated with setting up **Remote Desktop** (see [FVD Cloud Server](#)) but Win 10 PC recommended for secretary computer.

NOTE: You cannot simultaneously run a 32-bit version and a 64-bit version of MS Office, including MS Access. If your computer has 64-bit Office, you must uninstall 64-bit Office then install 32-bit Office. [Click here](#) for information and instructions from Microsoft (for Office 365 users).

ADDITIONAL SOFTWARE RECOMMENDATIONS:

- PDF Maker Program: For exporting to PDF files. Most computers now have the software required for this. If you do not have this capability, or if you want more PDF features, recommended are the for-purchase expensive Adobe Acrobat ([click here](#)), moderately priced Nitro Pro 10 ([click here](#)), Foxit PhantomPDF ([click here](#)), or the free download Pdf995 ([click here](#)).

FVD File Locations, File Structure

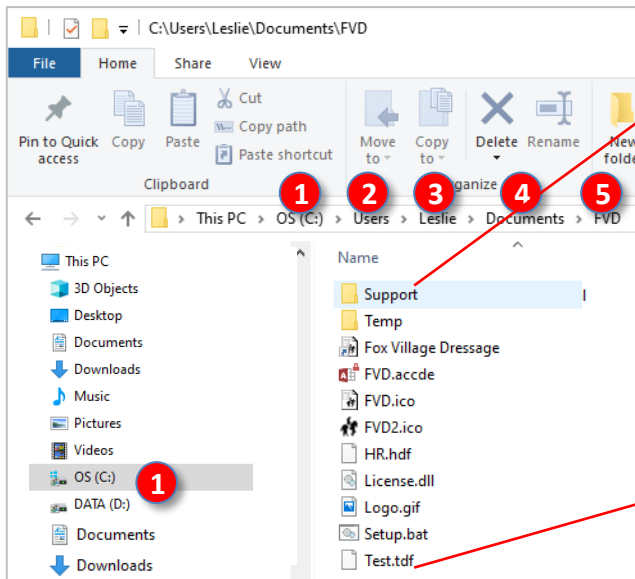
FVD FILE LOCATIONS: Your FVD files must be located in one of two folders:

- Stand-alone or networked computers: C: > Users > [UserName] > Documents > FVD (**Local C: FVD Folder**).
- FVD Cloud Server: You will be assigned a dedicated folder on the FVD Cloud Server E: drive (**Server E: FVD Folder**).

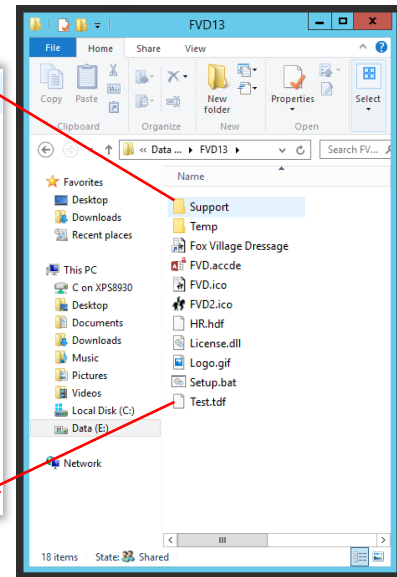
NOTE: In this manual, when procedures are the same for the **Local C: Folder** and the **Server E: Folder**, the term **Your FVD Folder** is used. If procedures are different for the **Local C: Folder** and the **Server E: Folder**, the procedures for each are described. The figures show the **Local C: Folder** unless they are different for the **Server E: Folder**.

FVD FILE STRUCTURE:

- When FVD is installed on the local C: drive or the server E: drive, it will have the following files:



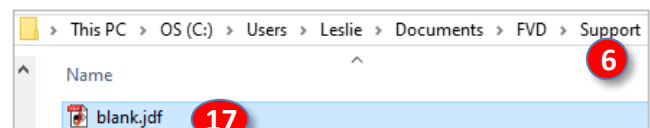
LOCAL C: FVD FOLDER



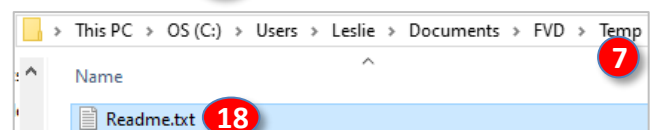
SERVER E: FVD FOLDER

- 6 Support** (folder) – Folder where FVD support files are located, including template files.
- 7 Temp** (folder) – Folder where FVD temporary folders are located. Do not store files in this folder.
- 8 Fox Village Dressage** Shortcut – send to the Desktop to have a shortcut to open the FVD program.
- 9 FVD.accde** – Microsoft Access file that is the FVD program.
- 10 FVD.ico** – Icon file that can be used to create shortcuts on the Desktop.
- 11 FVD2.ico** – Icon file that can be used to create shortcuts on the Desktop.
- 12 HR.hdf** – Horse and Rider file; contains all the data related to horses and people.
- 13 License.dll** – The license file that allows you to use FVD after paying for it. You receive your version of the file after you purchase the program.
- 14 Logo.gif** – Image file of the FVD logo. This or another image file can be used in reports.
- 15 Setup.bat** – Batch file that was used to install the program.
- 16 Test.tdf** – FVD test file. The file is updated by FVD when new dressage tests are released. You can edit the file within the FVD program to add additional tests.

17 Blank.jdf – Located in the **6 Support** folder; a blank show template from which FVD creates shows. See next pages for more information...






18 Readme.txt – Located in the **7 Temp** folder. Do not store files in this folder. See next pages for more information...



FVD Files, Suggestions for Filenames

FVD FILES:

File Name	Description
fvd.accede	Fox Village Dressage Program File (a Microsoft Access file). This is the application file. Better known as the front-end, as opposed to the back-end where the data is stored.
*.sdf	Fox Village Dressage Show Data Files. Each show has a separate *.sdf file. The "*" represents the name you give your show file.
hr.hdf	Fox Village Dressage Blank Horse & Rider File. This is a blank horse & rider file. This file is used to store the horse and people (riders, owners, trainers, and coaches) information and is used from show to show.
.kdf	Fox Village Dressage Template File. This is a file you create <u>before</u> creating a show file. It stores information you will use in multiple shows with the same tests, stabling, fees, etc., thereby avoiding the re-entry of standard information for each of your shows. The "" represents the name you give your template file.
test.tdf	Fox Village Dressage Test File. This file is used to store the tests information and is used from show to show.
license.dll	File provided when you first install and license the program – required to run the full program. Must be located on the same directory (folder) as the Fox Village Dressage Program File (fvd.accede). Must be updated on an annual basis.
fvd.ico	Fox Village Dressage Short-cut Icon. 
fvd2.ico	Fox Village Dressage Program Icon . 
logo.gif	Sample logo. 
blank.jdf	Fox Village Dressage Blank Show Template. This is the blank show template that is automatically used by the FVD Program to create new shows or a new show template. It does not contain any data, only the show file structure. When you create a new blank show or a new show template, the program makes a copy of this file to create the new blank show or show template.
Readme.txt	The folder this file resides in, "\Temp", is for compacting and repairing database files and other internal operations. It is advised that you not store files in this folder.

SUGGESTIONS FOR *HR.hdf (HORSE AND RIDER) AND *Test.tdf (TEST) FILE FILENAMES:

NOTE: The HR.hdf and Test.tdf files can retain the original file names. However, if you are the secretary for a variety of shows with different people, different horses, and requiring different test durations, you can copy the original files and name the copies for the specific show type or show name. In this manner you are only working with the data that you need. For example, if you are the secretary for licensed shows and for schooling shows, you might want to have the following files:

- Licensed-HR.hdf
- Licensed-Test.tdf
- Schooling-HR.hdf
- Schooling-Test.tdf

SUGGESTIONS FOR *.sdf (SHOW) FILE FILENAMES:

NOTE: You will have a different *.sdf file for each show. It is recommended that you use file names that will clearly differentiate your different shows. For example, if your **organization** is ABC and you give three shows every **year** called **Spring, Summer, and Fall**, you may want a file naming standard similar to:

Method to sort by year then show name:

- 2015ABC_1SpringDressageShow.sdf
- 2015ABC_2SummerDressageShow.sdf
- 2015ABC_3FallDressageShow.sdf
- 2016ABC_1SpringDressageShow.sdf
- 2016ABC_2SummerDressageShow.sdf
- 2016ABC_3FallDressageShow.sdf

Method to sort by show name then year:

- ABC_1SpringDressageShow2015.sdf
- ABC_2SummerDressageShow2015.sdf
- ABC_3FallDressageShow2015.sdf
- ABC_1SpringDressageShow2016.sdf
- ABC_2SummerDressageShow2016.sdf
- ABC_3FallDressageShow2016.sdf

SECTION I. GETTING STARTED



CHAPTER I.1. PURCHASE FVD





NOTE: The title “RENEW” is a misnomer. It is actually a page to purchase Fox Village Dressage Cloud Server (FVDCS).

PURCHASE FVD > INTRODUCTION:

- **Basic FVD Program (FVD):**
 - In previous years you purchased a one-year license for use with any number of shows. Now the basic FVD program is purchased with a pay-as-you-go license. As of this writing, there are packages for one, three and five shows.
 - [Click here](#) for information on the FVD website.
 - FVD is all you need to run a non-CDI show. You may also purchase additional features, as follows.
- **FVD Cloud Server (FVDCS):**
 - A FVD add-on.
 - For an additional annual fee, users may store their show files on the FVD cloud server. Since the files are in the cloud, they can be accessed anywhere using a Windows or Apple PC or laptop and an IOS or Android tablet. The show secretary and scribes use the cloud-stored files during a show with different devices. The files are automatically backed-up.
 - FVDCS requires FVD.
 - [Click here](#) for information on the FVD website.
- **FVD Paperless Scoring (FVDPS):**
 - A FVD add-on.
 - For an additional per show fee, FVD offers paperless dressage test scoring whereby a scribe enters POINTS, ERRORS and judge comments into a computer/laptop/tablet, after which electronic dressage tests are generated.
 - FVDPS requires FVD and FVDCS.
 - [Click here](#) for information on the FVD website.
- **FVD for CDI Shows (FVDCDI):**
 - A FVD add-on.
 - For an additional fee, users may receive FVDCDI.
 - Contact FVD for information.

NOTE:

- FVD is purchased online – [click here](#).
- To purchase FVDCS, FVDPS and FVD for CDI shows, contact FVD at helpdesk@foxvillage.com.

Purchase FVD > SOFTWARE Link

PURCHASE FVD > SOFTWARE LINK:

- Click the **1 SOFTWARE** link.
- The **2 SOFTWARE** page opens.
- This page introduces FVD and shows some of the screens.
- Read the text and look at the screen examples.
- To purchase a FVD license for one, three or five shows, hover your cursor over **1 SOFTWARE** and click **3 PURCHASE**.

SOFTWARE

Fox Village Dressage is a fully functional dressage show management & scoring application. It has been designed with the experience and know-how of some of the top show secretaries, managers, and organizers in the United States and Canada. Now you can manage your competitions from beginning to end. From a schooling show or pony club rally to an International FEI CDI*** with instant scoring capabilities in the judges' booths. Our goal is for this program to make your life easier, organized and more fun!

FEATURES INCLUDE:

Main Menu
CDI 2* JR YR CH U-25 AM
 Show Office | Scoring | Reports | Breed Show Reports
 Welcome to the Show Office
 Show Information
 Show Preferences
 Show Fees
 Payment Types
 Credit Card Types
 Stalls
 Stall Groups
 Classes
 Teams
 Entries
 Horses
 People
 Test Durations
 Test Order
 Scheduling
 Income
 Expenses
 Check List
 Your license renewal date is 11/10/2018.

Fox Village Dressage Online Tools (Free)
 Register Show | Upload Confirmations | Upload Ride Times | Upload Results | Facebook
 EquineDirect Entries Integrated Online Tools (Free)
 Publish Show | Import Online Entries | Close Show

Entry # 60
Roosevelt / Katherine Mathews
 Summary | Horse / Owner | Rider / Trainer | Coach / Team | Class Entries | Stabling Fees | Other Fees / Payments
 Horse (lookup) [lookup] For Sale
 Owner [lookup] NEED Owner's Signature
 Rider (lookup) [lookup] NEED Rider's Signature
 DOB [8/13/2003] Age 14 NEED Parent's Signature
 Trainer (lookup) [lookup] NEED Trainer's Signature
 Coach (lookup) [lookup] NEED Coach's Signature
 Other Post Marked Confirmation Mailed *
 Balance 0.00
 Entry Memo
 EE Tracking # * If you are updating a rejected confirmation, clear the Confirmation Mailed box and upload again. An update email will be sent to the entrant(s). Also make sure you have either the rider or owner's email address entered. Entries that do not have either email address will not be uploaded.
 Entry (lookup) [lookup] [cancel] [refresh] [print] [upload confirmations] [close]

Scoring - C
CDI 2* JR YR CH U-25 AM
FEI Prix St. Georges 2017

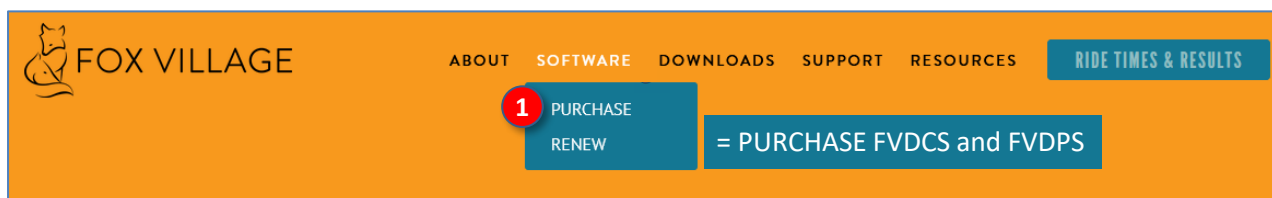
Standard Marks				Class	
1	8.0	8.0	20	7.0	14.0
2	7.5	7.5	21	7.0	2.0
3	7.0	7.0	22	7.0	7.0
4	7.0	7.0	23	7.5	2.5
5	7.0	14.0	24	7.0	2.0
6	7.0	7.0	25	8.5	6.5
7	7.0	7.0	26	8.0	8.0
8	7.5	7.5			
9	7.5	7.5			
10	8.0	16.0			
11	6.0	6.0			
12	6.0	6.0			
13	6.0	12.0			
14	6.5	13.0			
15	7.0	7.0			
16	6.5	6.5			
17	7.5	7.5			
18	7.0	14.0			
19	6.5	6.5			

 Class: **1**
 Name: CDI Prix St. Georges
 Judge: Jeanne McDonald
 Entry # **63**
 Horse: Chopin II
 Rider: Akiko Yamazaki
 Time: 8:00:50 AM

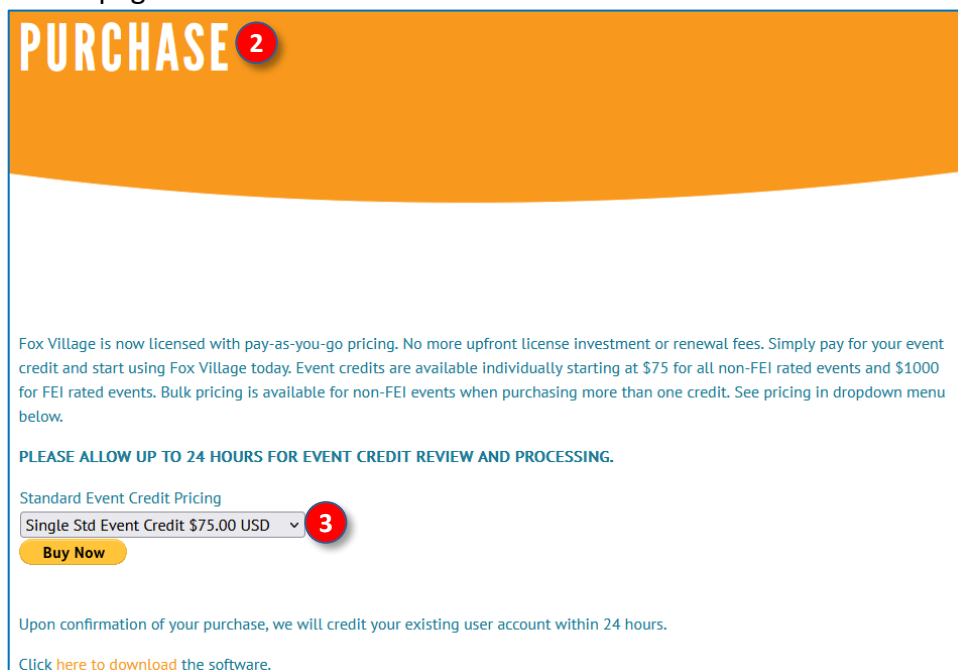
Collective Marks		Errors	
1	7.0	7.0	2.0
2	7.0	7.0	2.0
3	7.0	14.0	0
4	7.0	14.0	0

 Term Reason: Confirmed
Score Results
 Final Score: **266.0** Percentage: **70.000%** Total Possible: 380
 Entry (lookup) [lookup] [cancel] [refresh] [print] [close]

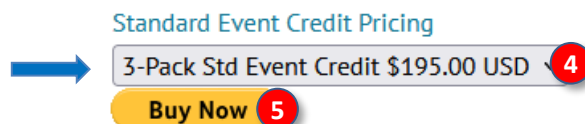
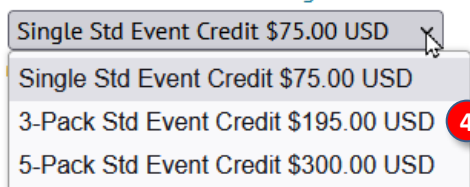
COST:
 Fox Village is now licensed with pay-as-you-go pricing. No more upfront license investment or renewal fees. Simply pay for your event credit and start using Fox Village today. Event credits are available individually starting at \$75 for all non-FEI rated events. Upon confirmation of your purchase, we will email you an activation key within 48 hours.

Purchase FVD > PURCHASE Link**PURCHASE FVD > PURCHASE LINK:**

- Click the **1 PURCHASE** link.
- The **2 PURCHASE** page opens.
- Read the text on the page.



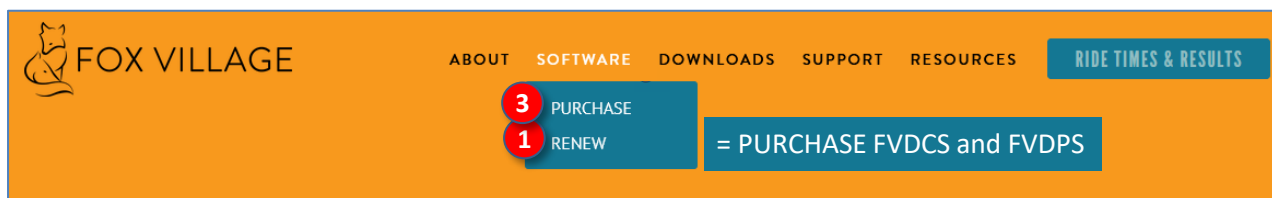
- To purchase a FVD license for one, three or five shows, click the **3 down arrow**.
- Click the package you desire; for example, **4 3-Pack Std Event Credit \$195**.

Standard Event Credit Pricing

- Click **5 Buy Now**.
- You will be taken to PayPal, through which you purchase the chosen license.

NOTE: Prices are subject to change at any time.

Purchase FVD > RENEW Link [Purchase FVDCS and FVDPS]



NOTE: The title “RENEW” for this page is a misnomer. It is actually a page to purchase Fox Village Dressage Cloud Server (FVDCS) and Fox Village Dressage Paperless Scoring (FVDPS).

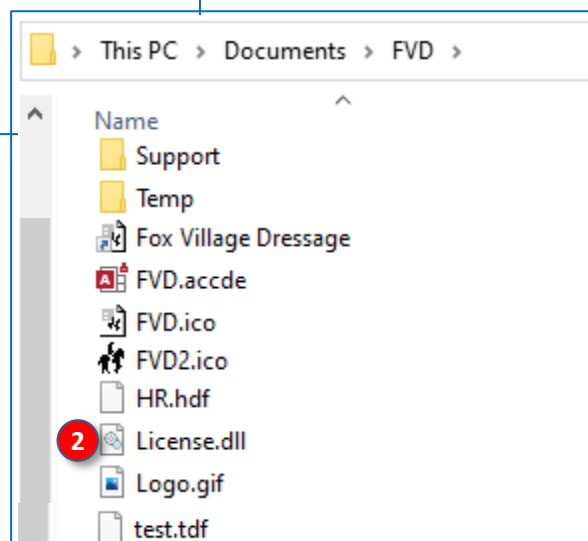
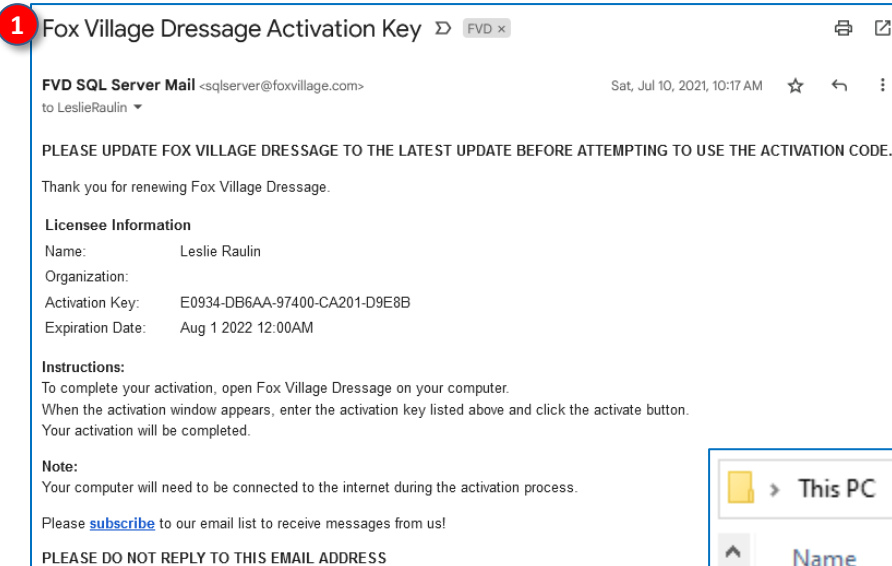
PURCHASE FVD > RENEW LINK [PURCHASE FVDCS AND FVDPS]:

- Click the **1 RENEW** link.
- The **2 LICENSE RENEWAL** page opens.
- The first paragraph refers you to the **3 PURCHASE** page through which you may purchase one or more FVD licenses.
- The other paragraphs discuss FVD Cloud Server (FVDCS) and FVD Paperless Scoring (FVDPS).
- **FVD Cloud Server License (Annual):**
 - First contact FVD at helpdesk@foxvillage.com so you can be set up with user accounts.
 - After you have the FVDCS user accounts, click **4 Subscribe**.
 - A PayPal screen opens through which you purchase an annual FVDCS license.

- **FVD Paperless Scoring (FVDPS) License (per Show):**
 - Contact FVD at helpdesk@foxvillage.com.
 - They will guide you in the process to purchase FVDPS.
- **FVD for CDI Shows (FVDCDI) License:**
 - Contact FVD at helpdesk@foxvillage.com.

Purchase FVD > Activation Key, License.dll, and Show Token**PURCHASE FVD > Activation Key, License.dll, and Show Token**

- When you purchase and install FVD for a show, you will receive;
 - **1 Activation Key** – a series of numbers that you enter when you open FVD for the first time or for annual renewals (your FVD license spans a calendar year). You will receive this number via an email from FVD.
 - **2 License.dll** – a file that is automatically installed on your FVD folder when you download and install FVD.
 - **Token** for a show – a FVD internal item that allows you to use FVD for that show. A token is generated when you purchase FVD for use for a show.
- The above are obtained one of two ways:
 - Download, install and request an activation key but wait to purchase show tokens. The user is free to setup show templates, etc.
 - Download, install, request an activation key, and immediately purchase show credits. The user will get a license key and the show token.
- When the user is ready to use a show file, they purchase show tokens or use previously purchased tokens and register the show file.



CHAPTER 1.2. INSTALL FVD FOR THE **FIRST** TIME



Install FVD for the **FIRST Time** > Local C: FVD Folder Server vs. E: FVD Cloud Server Folder, New Installation on Your Local C: FVD Folder

SERVER E: FOLDER VS LOCAL C: FOLDER:

- **Local C: Folder:** After you purchase FVD for the first time, if you want the FVD files on your **Local C: FVD Folder**, you must download the installation file and install the program.
- **Server E: Folder:** After you purchase FVD for the first time, the FVD files will be loaded on your **Server E: FVD Folder** by FVD staff. You do not need to perform an installation.
- The following instructions cover installation onto your **Local C: FVD Folder**.

NEW INSTALLATION ON YOUR LOCAL C: FVD FOLDER:

VERY VERY VERY IMPORTANT: These instructions assume you have not previously used Fox Village Dressage (FVD) and therefore do not yet have a **license.dll** (FVD license) file nor do you have a previously used **HR.hdf** (Horse & Rider) and **Test.tdf** (Test) files with data. If you have these files and install the program using the following instructions, you will over-write the files and lose your license and your data. If previous FVD files but you want to use this method of installation, first move your files to another folder (not FVD) (or temporarily rename them). After the installation, move your license.dll and HR.hdf files back to the FVD folder to overwrite the newly installed files and keep your data (or change the names back to the original file names).

- Open the FVD web site (www.foxvillage.com).
- Click **1 Downloads**.

FOX VILLAGE

ABOUT SOFTWARE **1** DOWNLOADS SUPPORT RESOURCES RIDE TIMES & RESULTS

WELCOME TO FOX VILLAGE

We provide easy-to-use, accurate, reliable software to both manage an entire dressage show and post scores in real time.

The new results page defaults to TODAY. To see more, choose the YEAR, then STATE, then FILTER.

SEE WHAT'S NEW

SHOW MANAGEMENT & SCORING

Fox Village makes dressage show management and scoring simple. We designed this all-inclusive software package with the experience and know-how of some of the top show secretaries, managers, and organizers in the United States and Canada.

Now you can manage your competitions from beginning to end, from a schooling show or pony club rally to an international FEI CDI** with instant scoring capabilities in the judges' booths. This software makes it easy.

PURCHASE

RENEW

Continued on next page...

- Click **2** **Fox Village Dressage 202# NEW USER Installation Package.**

Welcome to Fox Village! Your shows are about to get a whole lot easier.

Click on the appropriate link below. You will then be taken to the detail page for that particular file type.

INSTALLATION PACKAGES

2 [Fox Village Dressage 202# New User Installation Package](#)

See below if you are updating an existing installation

2022 FILE UPDATES

- [Fox Village Dressage](#)
- [Blank Show Template](#)
- [Blank Horse & Rider File](#)
- [Test File](#)

USER MANUALS

- [Quick Start](#)
- [User Manual](#)
- [User Manual \(DSHB\)](#)
- [Online Entries Guides](#)

MISCELLANEOUS

- [Microsoft Access 2013 32-bit Runtime](#)
- [Barcode Download and Instructional Site](#)
- [Equine Canada Electronic Results](#)

Continued on next page...

Install FVD for the FIRST Time > New Installation on Your Local C: FVD Folder, Cont'd.

- Read everything on this screen.
- Click the **3 Download Link**.



FOX VILLAGE

[ABOUT](#) [SOFTWARE](#) [DOWNLOADS](#) [SUPPORT](#) [RESOURCES](#)
[RIDE TIMES & RESULTS](#)

NEW USER PACKAGE

Overview

Fox Village Dressage 2022 is developed in Microsoft Access 2013. If you do not have Microsoft Access 2013 or later, you will need to download and install the **32-bit version** of Microsoft Access 2013 Runtime before you will be able to use Fox Village Dressage. (Don't worry, it's free.)

Once you purchase the program, we will e-mail you an activation key that will allow you to use the program.

End-User License Agreement

By downloading the files below, you are stating that you have read and accept the terms of the [License Agreement](#).

Warning: If you are reinstalling over an existing installation of Fox Village Dressage, your HR.hdf and license files will be overwritten. You will lose all your horse and rider data and your license will revert to unlicensed mode.

System Requirements

Microsoft Windows 10 or 11.

Additional Platforms Needed: Microsoft Access 2013 32-bit or Microsoft Access 2013 Runtime 32-bit. (64-bit is not supported)

Instructions

1. Click the Download link to start the download.
2. Click Save or Save this file to disk.
3. Save the file in "Documents". (Do not save the file inside another folder inside "Documents" or to any other location.)
4. Go to "Documents" and open the file.
5. Click OK to install the program.

3

Download Link: [Download \(.exe\)](#) / [Download \(.zip\)](#)

File Name: FVD_202#, Install_###.exe / FVD_202#, Install_###.zip

Download Size: #,## MB

Date Published: MM/DD/YYYY

Version: 202# - ###

Install FVD for the **FIRST Time** > New Installation on Your Local C: FVD Folder, Cont'd.

NOMENCLATURE NOTE: FVD versions are numbered by the **year** and the **version number**, such as **2023 Update 1.0.0**. This manual uses **YYYY** for the year and **###** as the versions change faster than the manual.

- Depending on your computer set-up, you get a 1) dialog box or 2) the file is automatically saved in C: > Users > [UserName] > Downloads.

1) DIALOG BOX:

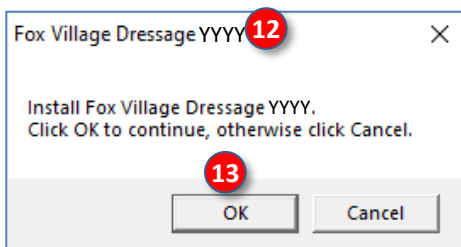
- The **4** **Opening FVD_YYYY_Install.exe** form opens.
- Click the **5** **Save File** box.
- Save the file in your **8** **C: > Users > [UserName] > Documents** folder.

2) USER DOWNLOADS FOLDER:

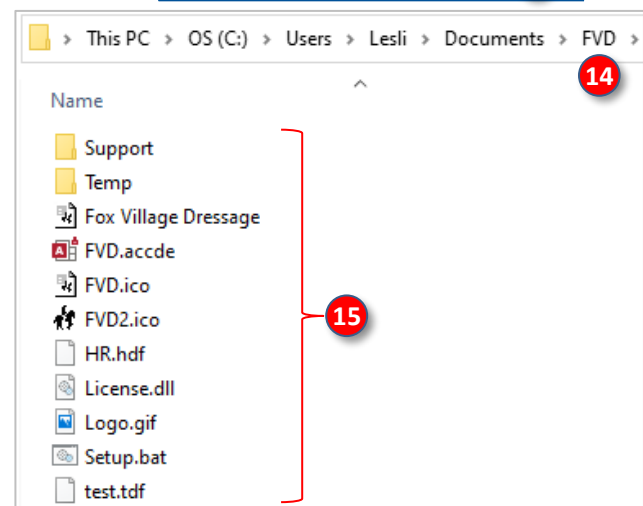
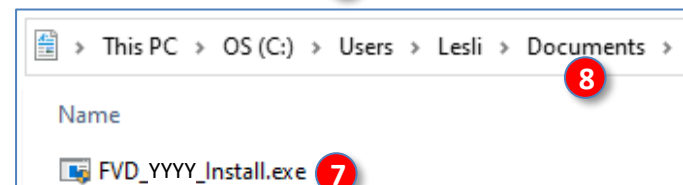
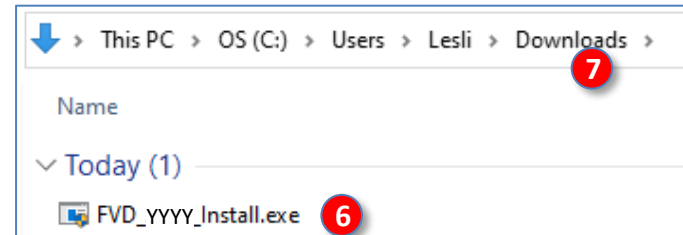
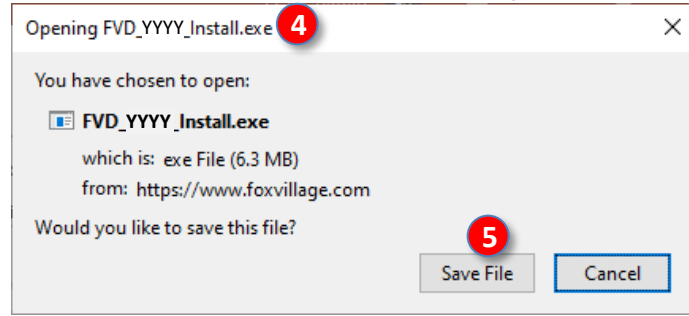
- If the **6** **FVD_YYYY_Install.exe** file was saved in the **7** **C: > Users > [UserName] > Downloads** folder, use cut/paste to move the file to **8** **C: > Users > [UserName] > Documents** folder.

- Double click **7** **FVD_YYYY_Install.exe**.
- If a **9** **Windows protected your PC** window opens, click **10** **More info**. (The window may have a different appearance.)
- Click **11** **Run anyway**.

- The **12** **Fox Village Dressage YYYY** form opens.
- Click **13** **OK** to install the program for the **first time**. If you have a previous installation of the program, do not click OK. Go to the next chapter.



- A **14** **FVD Folder** is created and the **15** **FVD** folders and files are placed in it.



CHAPTER 1.3. UPDATE FVD OVER AN EXISTING INSTALLATION



Update FVD Over an **EXISTING** Installation > Introduction

VERY VERY VERY IMPORTANT: These instructions assume you have previously used Fox Village Dressage (FVD) and previously used **HR.hdf** (Horse & Rider) and **Test.tdf** (Test) files with data. If you want to install FVD for the first time, go to the previous chapter.

- **HR.hdf File:** Do not install a new HR.hdf file as it will overwrite your file; to avoid this, you can rename your existing HR.hdf file before you download a new HR.hdf file.
- **Test.tdf File:** Install a new Test.tdf file that has new tests. If your current Test.tdf file has custom tests in it, these tests will be overwritten if you download a new Test.tdf file. If needed, save your original Test.tdf file with a new file name then download the new Test.tdf file, after which you enter the custom tests in the new file.

INTRODUCTION:

- When FVD has an update to the program, you will get a message when you open the program.
- You will need to install the update on your **Local C: ... FVD** folder or your **Server E: FVD** folder.
- You initiate an update of your program in one of two methods:
 - A. Update While Opening FVD File
 - B. Update via FVD Downloads
- You will be performing one, two, three or four separate installations:
 - **STEP 1: FVD YYYY Update** – mandatory – new program files. You will download a *.exe (executable) or *.zip (compressed) file then extract it to the following uncompressed files:
 - FVD.accde (FVD application)
 - Support/Blank.tdf (blank show template)
 - Temp/Readme.txt (readme file)
 - Setup.bat (batch file to copy desktop shortcut to desktop)
 - Fox Village Dressage.Ink (desktop shortcut)
 - FVD.ico (icon for desktop shortcut)
 - FVD2.ico (icon for internal forms and reports)
 - **STEP 2: Blank.tdf** – optional – blank template file. This file is automatically updated with step 1; however, you can use this step if you need to update the file on your computer.
 - **STEP 3: Test.tdf** – if needed – test files. If any tests have changed, you will need to download the new test file to the FVD folder. The new file will replace your old file so any changes you have made to tests (such as durations, addition of additional tests, etc.) will be lost.
 - **STEP 4: HR.hdf** – optional – Horse and Rider file. **Optionally**, you can also download a new HR.hdf file, but this will overwrite your file (if it is still named HR.hdf) so you would lose all your horse and rider data. If you renamed your HR.hdf file, it would not overwrite that file.

NOTE: If you receive an **Error3265** message while using FVD, the accde.exe file may be corrupted. If this occurs, reinstall the program using these instructions.



Update FVD Over an **EXISTING** Installation > Update While Opening FVD File**A. UPDATE WHILE OPENING FVD FILE:**

- When you click the FVD *.accde file to open it, if a newer version is available, you get the following window.
- Click **1 Update Now**.

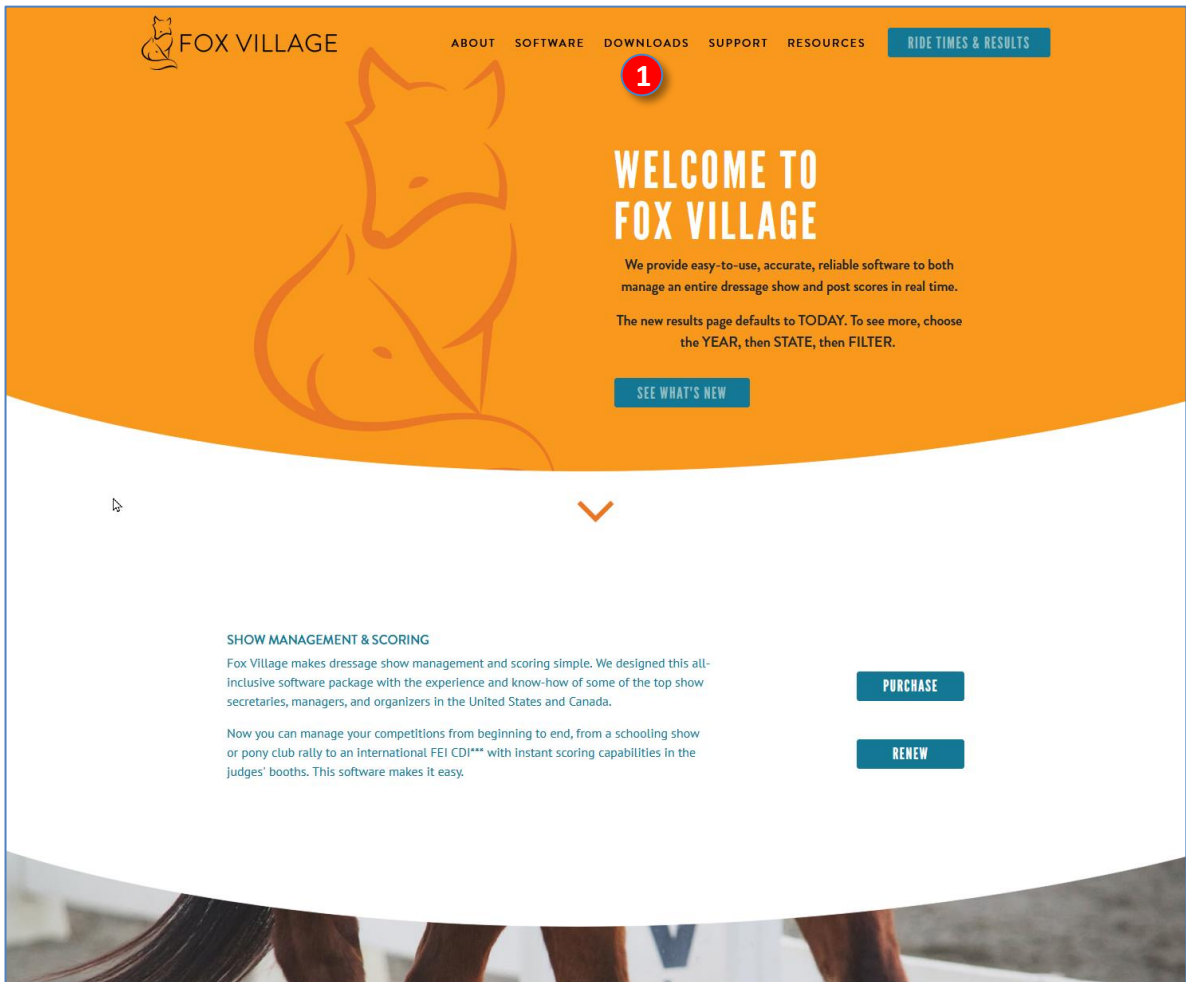


- The **2 FVD UPDATE FILES** window opens. See the next method for use of this window.

Continued on next page...

Update FVD Over an **EXISTING** Installation > Update via Downloads**B. UPDATE VIA DOWNLOADS:****STEP 1 – DOWNLOAD UPDATE FILE (*.exe):**

- Open the FVD web site ([click here](#)).
- From the home screen, click **1** Downloads.



Continued on next page...



Update FVD Over an *EXISTING* Installation > Update via Downloads, Cont'd.

- The **2** **DOWNLOADS** window opens.
- Click **3** **YYYY FILE UPDATES > Fox Village Dressage**.

2 **DOWNLOADS**

Welcome to Fox Village! Your shows are about to get a whole lot easier.

Click on the appropriate link below. You will then be taken to the detail page for that particular file type.

INSTALLATION PACKAGES

[Fox Village Dressage 2021 NEW USER Installation Package](#)

See below if you are updating an existing installation

3 **YYYY FILE UPDATES**

- [Fox Village Dressage](#)
- [Blank Show Template](#)
- [Blank Horse & Rider File](#)
- [Test File](#)

USER MANUALS

- [Quick Start](#)
- [User Manual](#)
- [User Manual \(DSHB\)](#)
- [Online Entries Guides](#)

MISCELLANEOUS

- [Microsoft Access 2013 32-bit Runtime](#)
- [Barcode Download and Instructional Site](#)
- [Equine Canada Electronic Results](#)

Continued on next page...



Update FVD Over an **EXISTING** Installation > Step 1. Download/Install Update File

- The **4** **FVD UPDATE FILES** page opens.
- Read everything on the page.
- Click **5** **Download** for the ***.exe file** or the ***.zip file**

FOX VILLAGE ABOUT SOFTWARE DOWNLOADS SUPPORT RESOURCES RIDE TIMES & RESULTS

4 FVD UPDATE FILES

Overview

This is the application file. Better known as the front-end, as opposed to the back-end where the data is stored. Most updates will involve this file only.

End-User License Agreement

By downloading the file below, you are stating that you have read and accept the terms of the License Agreement.

Details

Includes update to USEF's overhauled API for access to membership lookups and verifications. Version 1.0.1 now allows you to store your software key between application use. You will need to re-enter your USEF software key when moving between event files. You may also want to download the latest test file containing updated 2022 tests, if you have not already done so.

Instructions

Important: You will also need to update your blank.jdf file.

1. Click the **Download** link to start the download.
2. **Save the file to the FVD directory. This should be "Documents\FVD".**
3. Double-click and **Run** the FVDUpdate.exe file.
4. Open the program as usual and **Repair All Links**.

Note: If you are having trouble following the above instructions, paid support is available.

Click here to view a video example of the download and update process. [Video example](#)

Fox Village Dressage YYYY Update ##.#

Download Link: **5** [Download \(.exe\)](#) / **5** [Download \(ZIP\)](#)

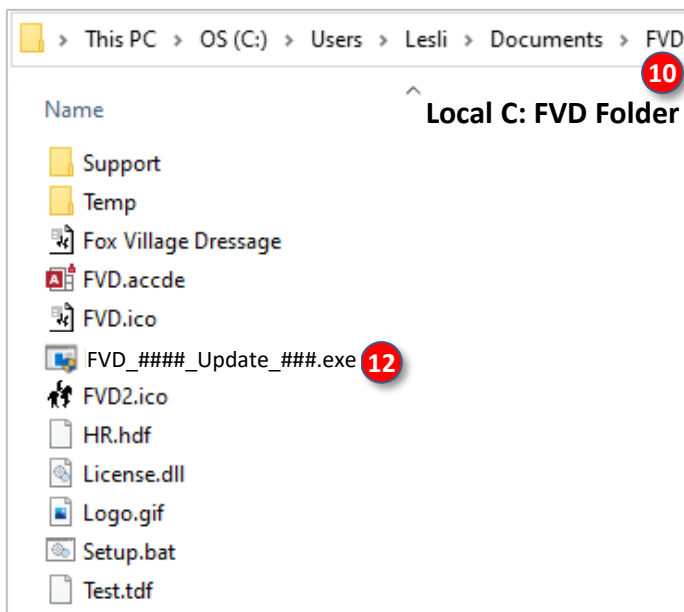
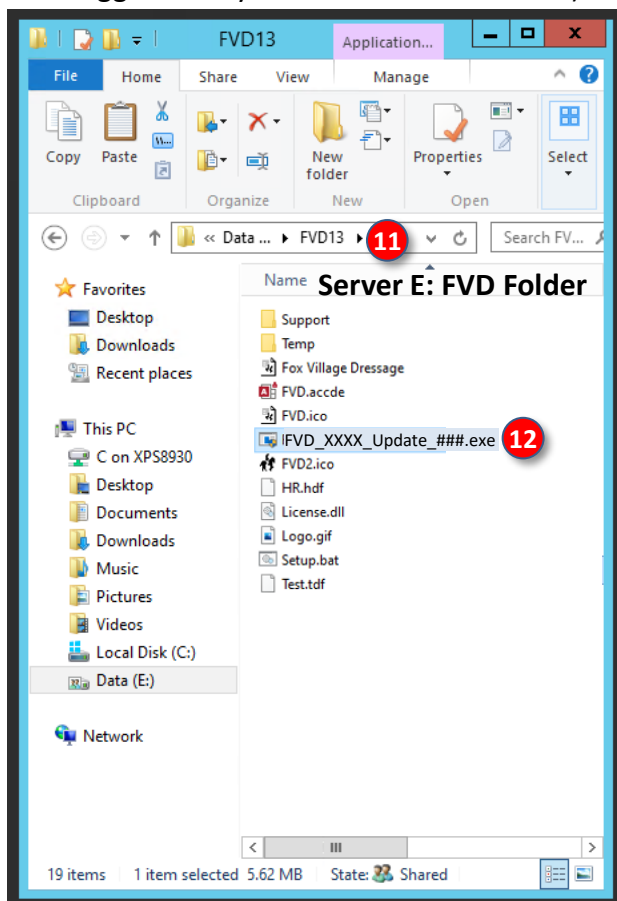
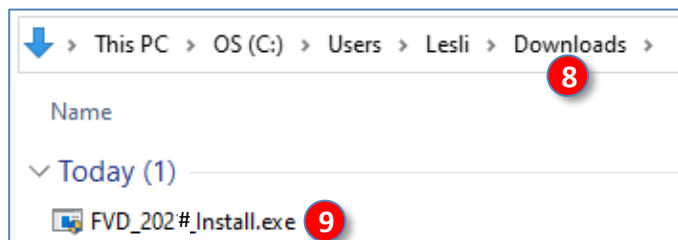
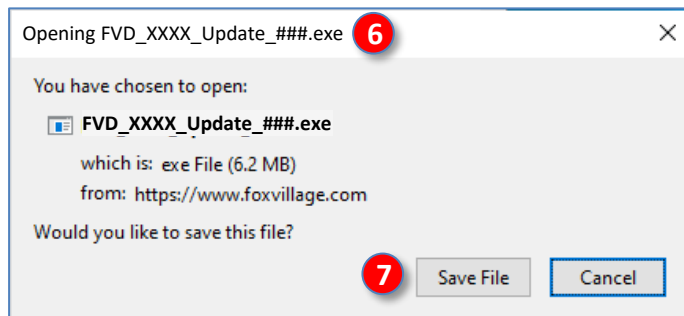
- File Name: FVD_YYYY_Update_###.exe (contains FVD.accde, Blank.jdf)
- Download Size: 6.65 MB
- Date Published: MM/DD/YYYY
- Version: .YYYY' - ##.##

Continued on next page...



Update FVD Over an **EXISTING** Installation > Step 1. Download/Install Update File, Cont'd.

- The **6** Opening **FVD_####_Update_###.exe** form opens.
- Click **7** **Save File**.
- Where is the file saved?
 - Browsers may be configured to automatically save downloaded files in the **8** **C > Users > [Username] > Downloads** folder.
 - Browsers may be configured to let you choose where the file is saved. If you have a choice and you are updating files in your **Local C: FVD** folder, choose that folder.
- If the **9** **FVD_####_Update_###.exe** file is saved in the **8** **C: > Users > [UserName] > Downloads** folder, using cut/paste, move the **9** **FVD_####_Update_###.exe** file to:
 - Your **10** **Local C: FVD** folder
 - OR
 - Your **11** **Server E: FVD** folder (you must first be logged onto your **Server E: FVD Folder**).



- Double click **12** **FVD_####_Update_###.exe**.

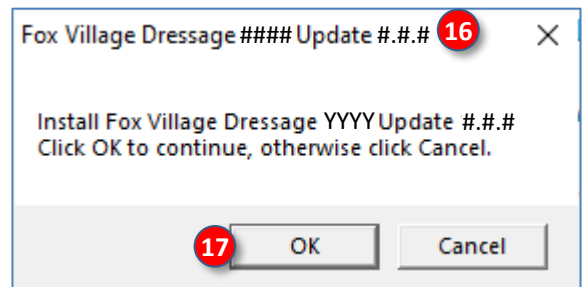
Continued on next page...

Update FVD Over an **EXISTING** Installation > Step 1. Download/Install Update File, Cont'd.

- If a **13** **Windows protected your PC** window opens, click **14** **More info**. (The window may have a different appearance.)
- Click **15** **Run anyway**.



- The **16** **Install Fox Village Dressage #### Update #.#.#** form opens.
- Click **17** **OK**.



- The updated files are installed in your **Local C: FVD Folder** or your **Server E: FVD Folder**. The new files **OVERWRITE** your previous files.
- If this is the only file you need to update, open the program as usual and repair all links (see [REPAIR ALL LINKS](#)).
- If you need to update additional file, go to the next section.

Update FVD Over an **EXISTING** Installation > Step 2. Download Blank Show Template (Optional)

STEP 2 – DOWNLOAD BLANK SHOW TEMPLATE (Blank.jdf) (OPTIONAL).

- This file is downloaded with Fox Village Dressage ##### Update. If needed, you can update it separately.
- As in STEP 1, click **Downloads**.
- The **1 DOWNLOADS** page opens.
- Click **2 Blank Show Template**.

FOX VILLAGE

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1 DOWNLOADS

Welcome to Fox Village! Your shows are about to get a whole lot easier.

Click on the appropriate link below. You will then be taken to the detail page for that particular file type.

INSTALLATION PACKAGES

[Fox Village Dressage 2022 New User Installation Package](#)

See below if you are updating an existing installation

YYYYFILE UPDATES

2

- [Fox Village Dressage](#)
- [Blank Show Template](#)
- [Blank Horse & Rider File](#)
- [Test File](#)

USER MANUALS

- [Quick Start](#)
- [User Manual](#)
- [User Manual \(DSHB\)](#)
- [Online Entries Guides](#)

MISCELLANEOUS

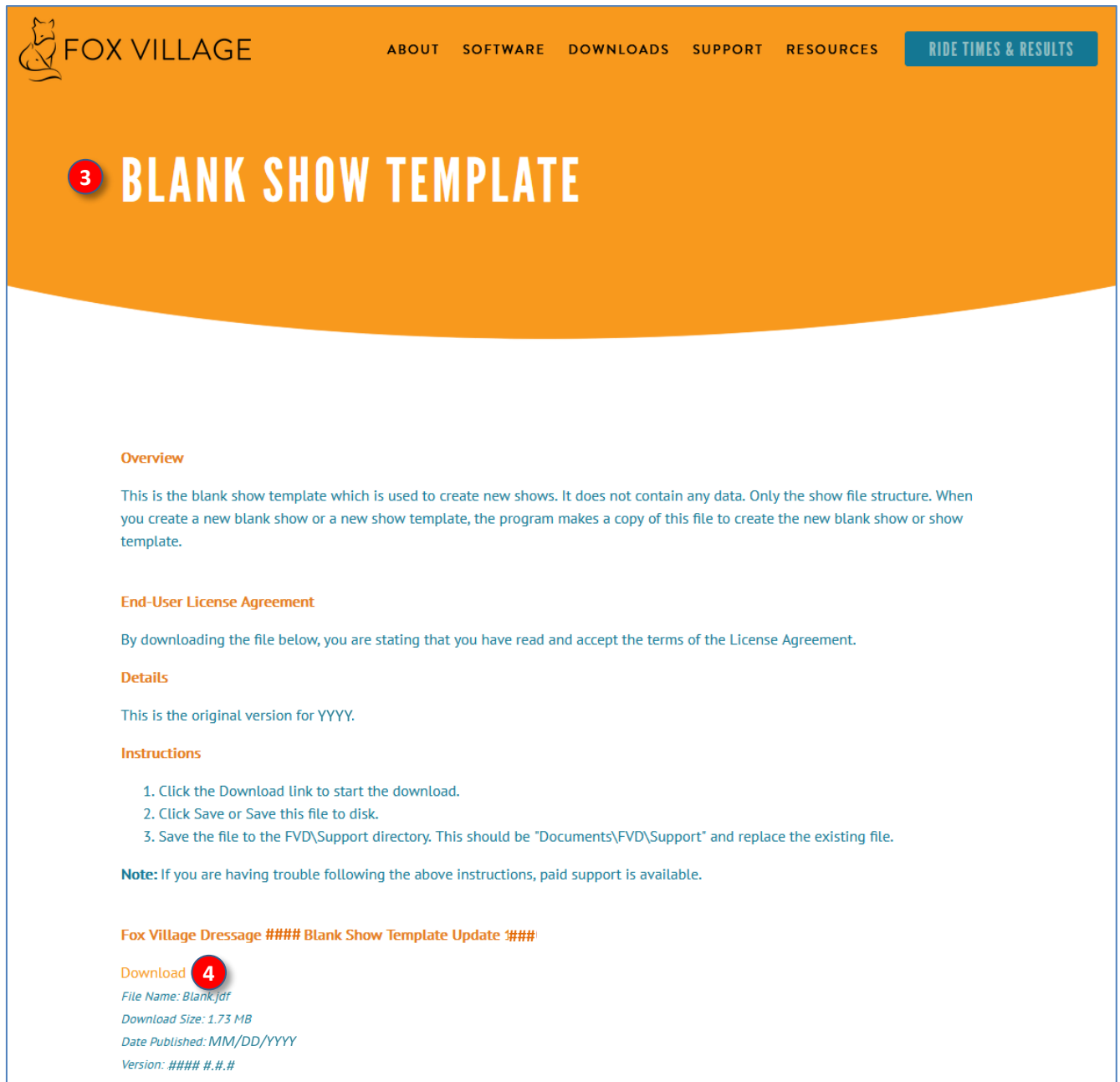
- [Microsoft Access 2013 32-bit Runtime](#)
- [Barcode Download and Instructional Site](#)
- [Equine Canada Electronic Results](#)

Continued on next page...



Update FVD Over an **EXISTING** Installation > Step 2. Download Blank Show Template (Optional), Cont'd.

- The **3** **BLANK SHOW TEMPLATE** page opens.
- Read everything on the page.
- Click **4** **Download**.



FOX VILLAGE ABOUT SOFTWARE DOWNLOADS SUPPORT RESOURCES [RIDE TIMES & RESULTS](#)

3 BLANK SHOW TEMPLATE

Overview

This is the blank show template which is used to create new shows. It does not contain any data. Only the show file structure. When you create a new blank show or a new show template, the program makes a copy of this file to create the new blank show or show template.

End-User License Agreement

By downloading the file below, you are stating that you have read and accept the terms of the License Agreement.

Details

This is the original version for YYYY.

Instructions

1. Click the Download link to start the download.
2. Click Save or Save this file to disk.
3. Save the file to the FVD\Support directory. This should be "Documents\FVD\Support" and replace the existing file.

Note: If you are having trouble following the above instructions, paid support is available.

Fox Village Dressage ##### Blank Show Template Update #####

Download 4

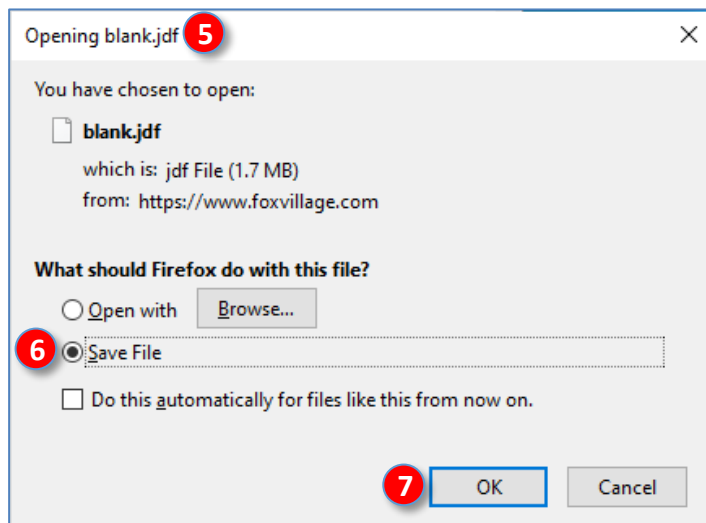
File Name: Blank.jdf
 Download Size: 1.73 MB
 Date Published: MM/DD/YYYY
 Version: #####.##.#

Continued on next page...

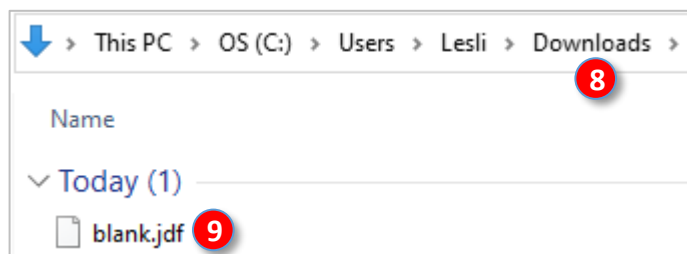


Update FVD Over an **EXISTING** Installation > Step 2. Download Blank Show Template (Optional), Cont'd.

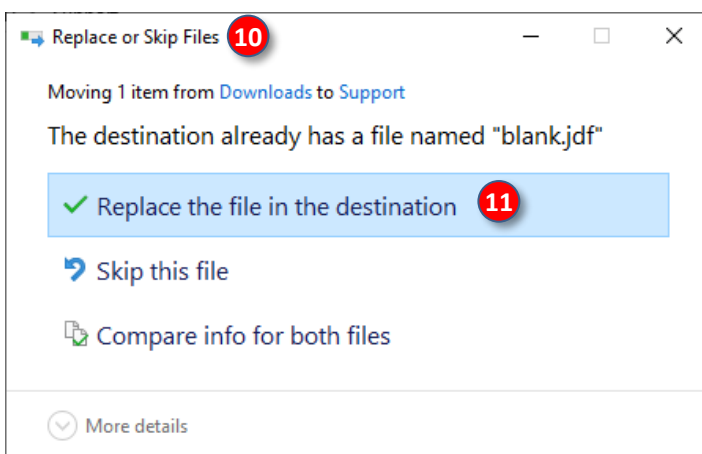
- The **5** **Opening blank.jdf** form opens.
- Click the **6** **Save File** radial button.
- Click **7** **OK**.
- Where is the file saved?
 - Browsers may be configured to automatically save downloaded files in the **8** **C > Users > [Username] > Downloads** folder.
 - Browsers may be configured to let you choose where the file is saved. If you have a choice and you are updating files in your **Local C: FVD Folder > Support** folder, choose that folder.



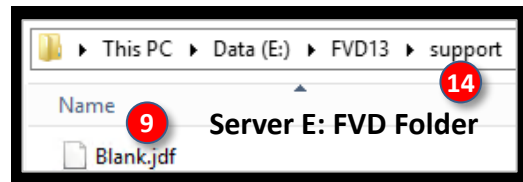
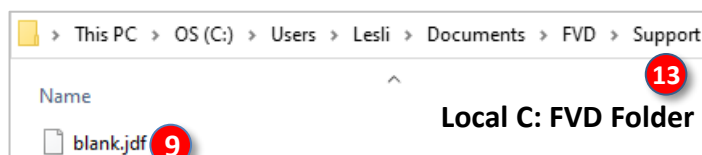
- If the **9** **blank.jdf** file is saved in the **8** **C: > Users > [UserName] > Downloads** folder, using cut/paste, move the **9** **blank.jdf** file to:
 - Your **Local C: FVD** folder > **Support** folder
OR
 - Your **Server E: FVD** folder > **Support** folder (you must first be logged onto your **Server E: FVD Folder**).



- A Windows **10** **Replace or Skip Files** window opens.
- Since you are replacing the old Blank.jdf file, click **11** **Replace the file in the destination**.



- The **9** **Blank.jdf** file is now in:
 - Your **13** **Local C: FVD Folder > Support**
OR
 - Your **14** **Server E: FVD Folder > Support**



STEP 3 – DOWNLOAD TEST FILE (Test.tdf).

- Download this file if it has been updated by FVD (occurs when any test(s) is/are updated). **If you have not renamed your Test.tdf file, this download will overwrite you existing file and you will lose any editing you have previously done to your file.**
- As in STEP 1, click **Downloads**.
- The **1 DOWNLOADS** page opens.
- Click **2 Test File**.

FOX VILLAGE

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1 DOWNLOADS

Welcome to Fox Village! Your shows are about to get a whole lot easier.

Click on the appropriate link below. You will then be taken to the detail page for that particular file type.

INSTALLATION PACKAGES

[Fox Village Dressage YYYY NEW USER Installation Package](#)

See below if you are updating an existing installation

YYYY FILE UPDATES

- [Fox Village Dressage](#)
- [Blank Show Template](#)
- [Blank Horse & Rider File](#)
- [Test File](#) **2**

USER MANUALS

- [Quick Start](#)
- [User Manual](#)
- [User Manual \(DSHB\)](#)
- [Online Entries Guides](#)

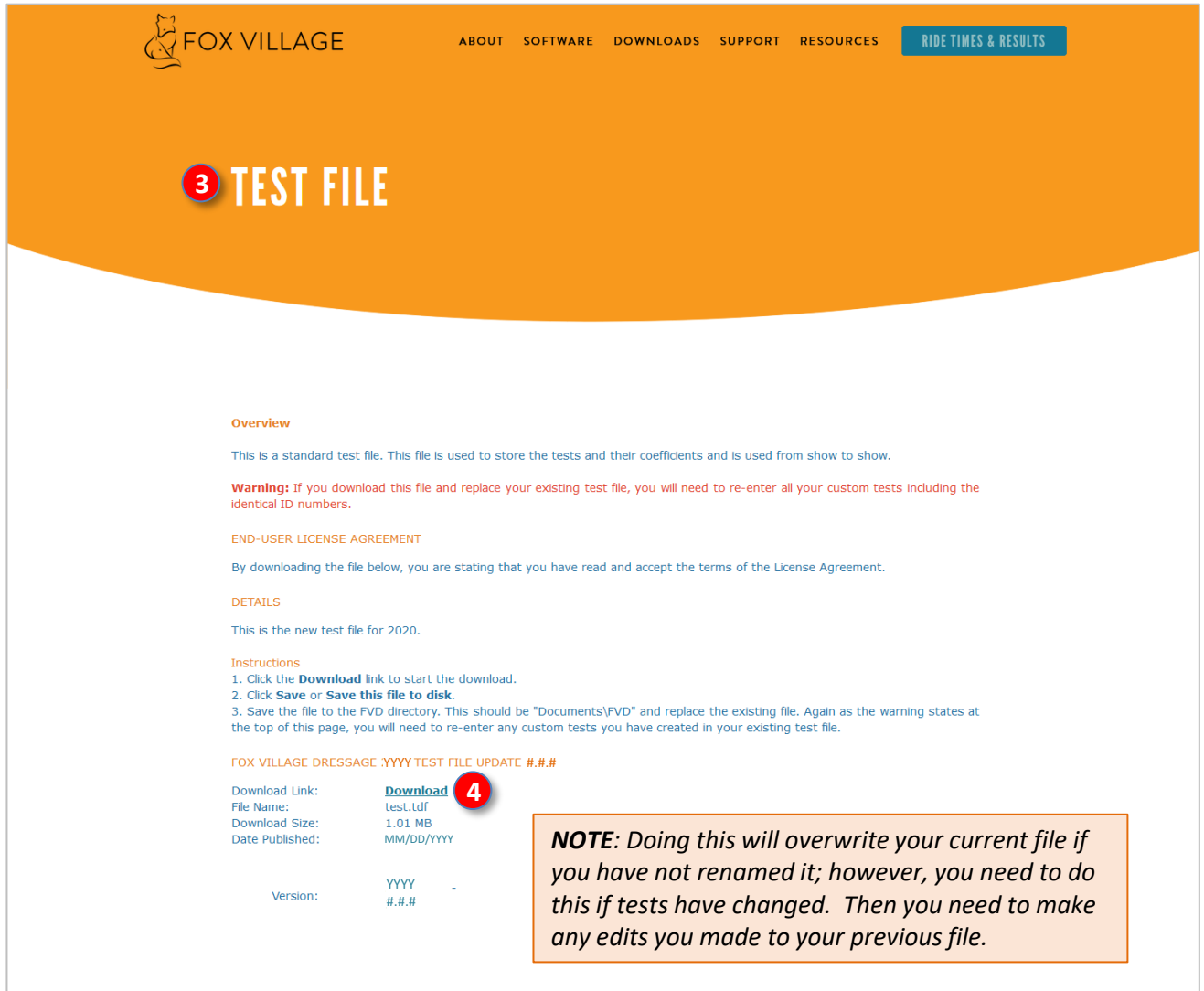
MISCELLANEOUS

- [Microsoft Access 2013 32-bit Runtime](#)
- [Barcode Download and Instructional Site](#)
- [Equine Canada Electronic Results](#)

Continued on next page...

Update FVD Over an *EXISTING* Installation > Step 3. Download Test File, Cont'd.

- The **3 TEST FILE** page opens.
- Read everything on the screen.
- If you want to download the new Test.tdf file, click **4 Download**.



3 TEST FILE

Overview

This is a standard test file. This file is used to store the tests and their coefficients and is used from show to show.

Warning: If you download this file and replace your existing test file, you will need to re-enter all your custom tests including the identical ID numbers.

END-USER LICENSE AGREEMENT

By downloading the file below, you are stating that you have read and accept the terms of the License Agreement.

DETAILS

This is the new test file for 2020.

Instructions

1. Click the **Download** link to start the download.
2. Click **Save** or **Save this file to disk**.
3. Save the file to the FVD directory. This should be "Documents\FVD" and replace the existing file. Again as the warning states at the top of this page, you will need to re-enter any custom tests you have created in your existing test file.

FOX VILLAGE DRESSAGE .YYYY TEST FILE UPDATE #.#.#

Download Link:	Download 4
File Name:	test.tdf
Download Size:	1.01 MB
Date Published:	MM/DD/YYYY
Version:	YYYY #.#.#

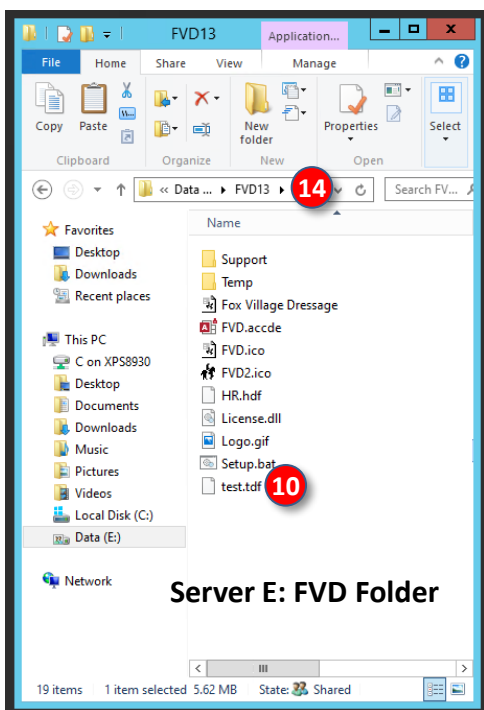
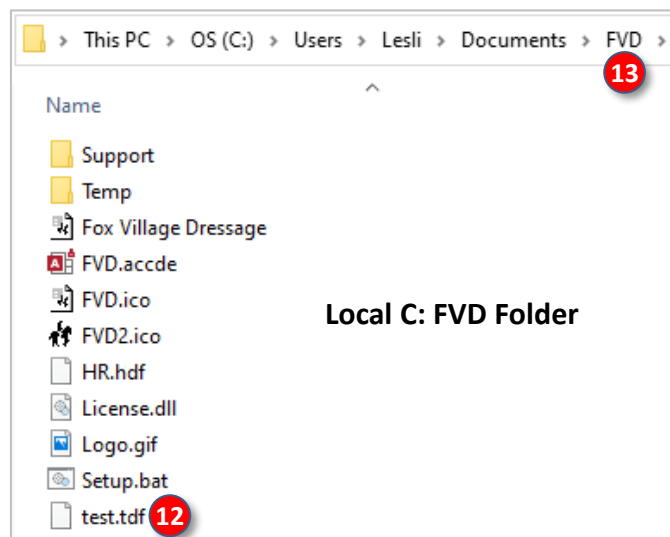
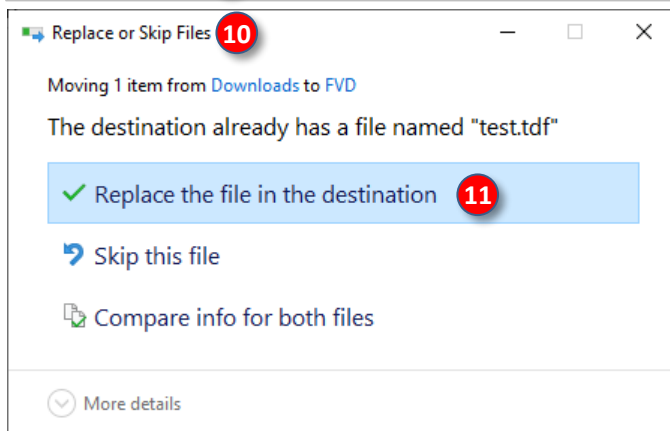
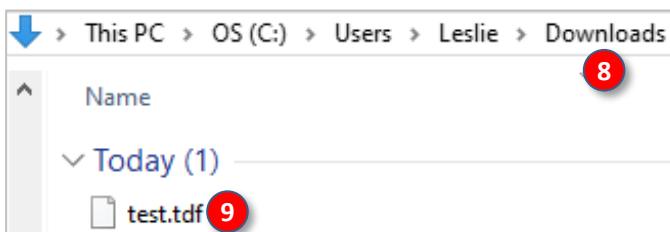
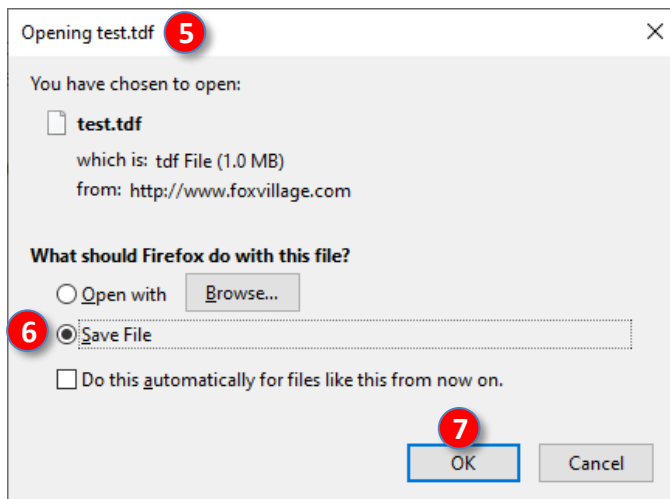
NOTE: Doing this will overwrite your current file if you have not renamed it; however, you need to do this if tests have changed. Then you need to make any edits you made to your previous file.

Continued on next page...



Update FVD Over an EXISTING Installation > Step 3. Download Test File, Cont'd.

- The **5** Opening test.tdf form opens.
- Click the **6** Save File radial button.
- Click **7** OK.
- Where is the file saved?
 - Browsers may be configured to automatically save downloaded files in the **8** C > Users > [Username] > Downloads folder.
 - Browsers may be configured to let you choose where the file is saved. If you have a choice and you are updating files in your **Local C: FVD Folder**, choose that folder.
- If the **9** Test.tdf file is saved in the **8** C: > Users > [UserName] > Downloads folder, using cut/paste, move the **9** Test.tdf file to:
 - Your **Local C: FVD Folder**
OR
 - Your **Server E: FVD Folder** (you must first be logged onto your **Server E: FVD Folder**).
- A Windows **10** Replace or Skip Files window opens.
- Since you are replacing the old test.tdf file, click **11** Replace the file in the destination.
- The new **12** Test.tdf file is now in:
 - Your **13** Local C: FVD Folder
OR
 - Your **14** Server E: FVD Folder



Local C: FVD Folder

Server E: FVD Folder

Update FVD Over an **EXISTING** Installation > Step 4. Download Horse & Rider File (HR.hdf) (Optional)

STEP 4 – DOWNLOAD HORSE AND RIDER FILE (HR.hdf) (Optional)

WARNING!!!! Do this step only if you want a new blank horse and rider file. If you download a new HR.hdf file, and if you have not moved or renamed your HR.hdf file, **YOU WILL LOSE ALL THE DATA IN YOUR HR.HDF FILE.** This means you will lose all the people and horse data you previously entered.

Follow the same steps as in **STEP 3**, except download the **1** HR.hdf file.

FOX VILLAGE

ABOUT SOFTWARE DOWNLOADS SUPPORT RESOURCES RIDE TIMES & RESULTS

DOWNLOADS

Welcome to Fox Village! Your shows are about to get a whole lot easier.

Click on the appropriate link below. You will then be taken to the detail page for that particular file type.

INSTALLATION PACKAGES

[Fox Village Dressage YYYY NEW USER Installation Package](#)

See below if you are updating an existing installation

YYYY FILE UPDATES

- [Fox Village Dressage](#)
- [Blank Show Template](#)
- [Blank Horse & Rider File](#) **1**
- [Test File](#)

USER MANUALS

- [Quick Start](#)
- [User Manual](#)
- [User Manual \(DSHB\)](#)
- [Online Entries Guides](#)

MISCELLANEOUS

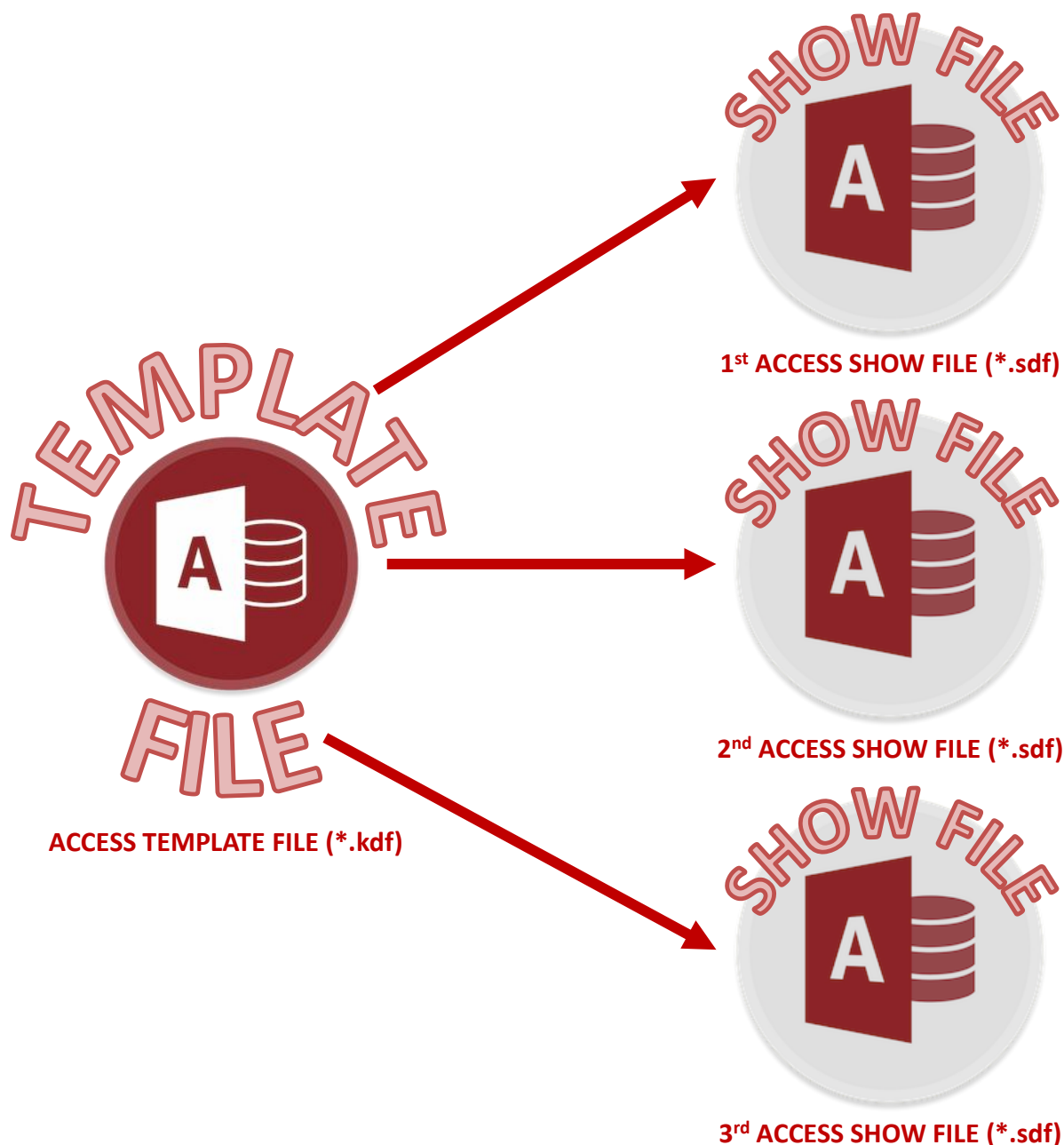
- [Microsoft Access 2013 32-bit Runtime](#)
- [Barcode Download and Instructional Site](#)
- [Equine Canada Electronic Results](#)

CHAPTER I.4. START FVD & CREATE FIRST SHOW TEMPLATE



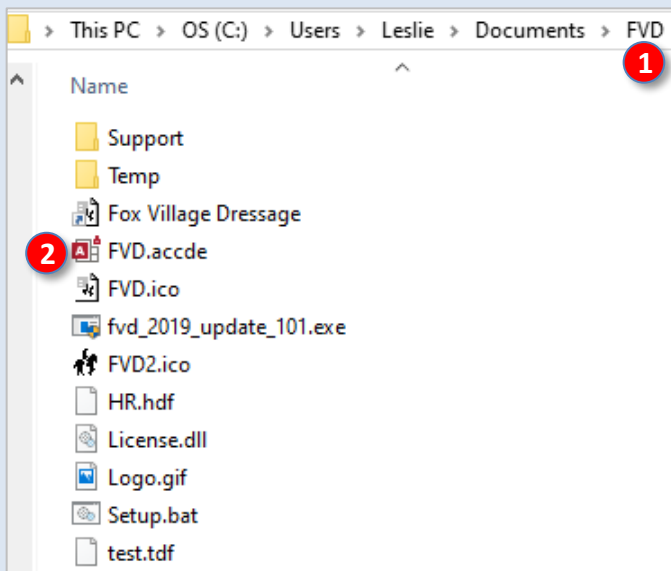
*Start the FVD Program & Create First Template > What is a Show Template?***WHAT IS A SHOW TEMPLATE?:**

- To use FVD, you must first create a **Show Template** file. You then use the **Show Template** file to create the **Show** file(s).
- The **Show Template** file contains information that is shared by multiple shows.
- By using a **Show Template** file, you avoid re-entering recurring information such as classes, stalls, etc.

**ETC.**

Start the FVD Program & Create First Template > Click FVD.accde or FVD Icon**CLICK FVD.accde or FVD ICON:****Local C: FVD Folder**

- On your local computer, there are two easy methods to open the FVD program:
 - In your **1 Local C: FVD Folder**, double-click the **2 FVD.accde** icon.

OR

- Double click the **3 Fox Village Dressage** icon on your desktop. This is created during the installation. (The icon is not on the FVD Cloud Server)

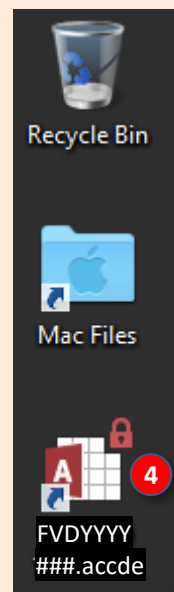


- The FVD program will open.

NOTE: You can also use one of the many navigation tools available to Window users.

Server E: FVD Folder

- On the FVD Cloud Server, double-click the **4 FVD** icon on the top right of the screen:



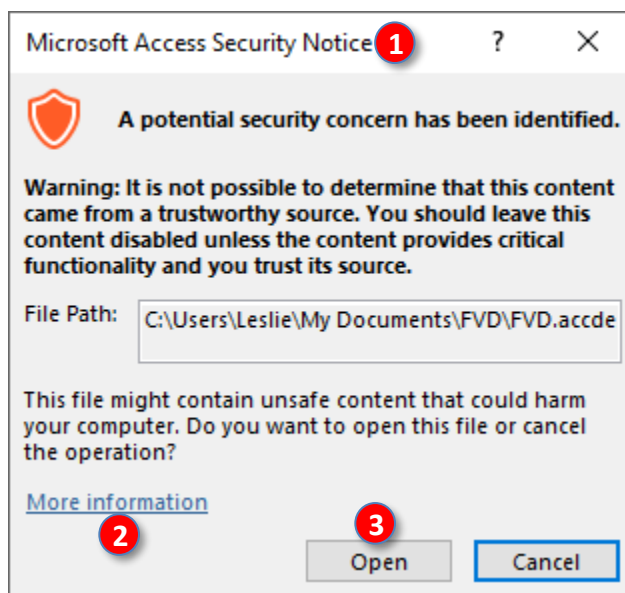
- The FVD program will open.

Start the FVD Program & Create First Template > Microsoft Access Security Notice

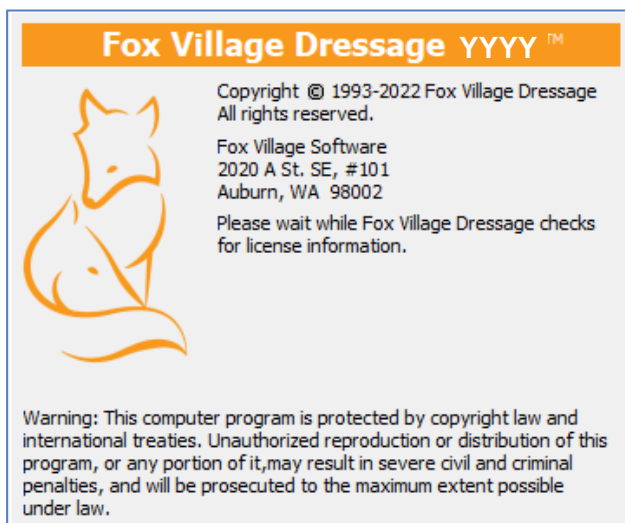
MICROSOFT SECURITY NOTICE:

Depending upon your version of Microsoft Windows and the level of security you have set on your computer, when opening FVD, you might get the following warning notice.

- A **1 Microsoft Office Access Security Notice** opens.
- Click **2 More information** if you want more information.
- Click **3 Open**.



- Wait while FVD verifies that you have a current license.



FVD CREATE NEW TEMPLATE FORM:

- A **1** Fox Village Dressage XXXX information box opens.
- There is a pause as FVD verifies your license.
- A **2** Fox Village Dressage form opens with the question “Would you like to create a new template?”
- Since you are creating a new template for the first time, click **3** Yes.
- [If you have already created a template or show, it usually opens automatically. If not, click **4** No.]

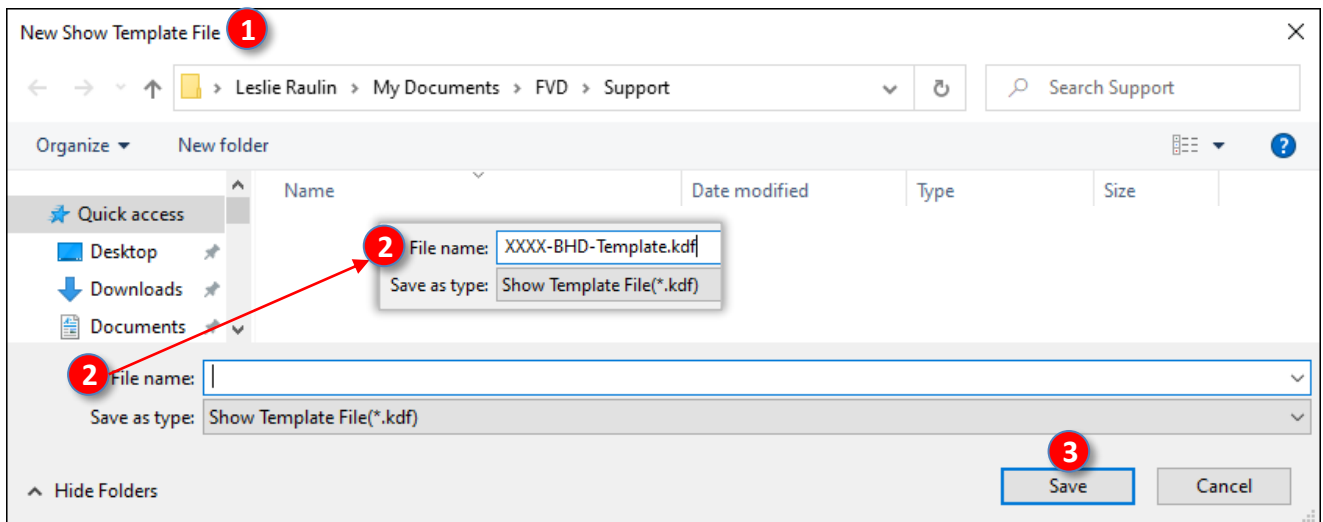


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Start the FVD Program & Create First Template > Name Template File (*.kdf)

NAME TEMPLATE FILE (*.kdf):

- The **1 New Show Template File** form opens.
- In the **2 File name** box, type in a name for your template file. In this example, **XXXX-BHD-Template** was entered: (See the **NOTE** below for show filename suggestions.)
 - **XXXX** = placeholder for year or date when you create a show from the template.
 - **BHD** = abbreviation for the specific type of show (in this example, Blue Horse Dressage)
 - **Template** = used to clearly demonstrate it is a template file.
- FVD automatically gives templates the **kdf** extension. Click **3 Save**.



SUGGESTIONS FOR SHOW FILENAMES:

NOTE: You will have a different show file (*.sdf) for each show. It is recommended that you use file names that will clearly differentiate your different shows. For example, if your **organization** is ABC and you give three shows every **year** called **Spring**, **Summer**, and **Fall**, you may want a file naming standard similar to:

Method to sort by year then show name:

- 2020ABC_1SpringDressageShow.sdf
- 2020ABC_2SummerDressageShow.sdf
- 2020ABC_3FallDressageShow.sdf
- 2021ABC_1SpringDressageShow.sdf
- 2021ABC_2SummerDressageShow.sdf
- 2021ABC_3FallDressageShow.sdf

Method to sort by show name then year:

- ABC_1SpringDressageShow2020.sdf
- ABC_2SummerDressageShow2020.sdf
- ABC_3FallDressageShow2020.sdf
- ABC_1SpringDressageShow2021.sdf
- ABC_2SummerDressageShow2021.sdf
- ABC_3FallDressageShow2021.sdf

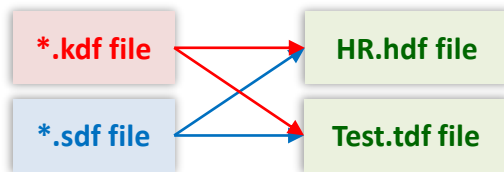
Continued on next page...

SECTION I. GETTING STARTED

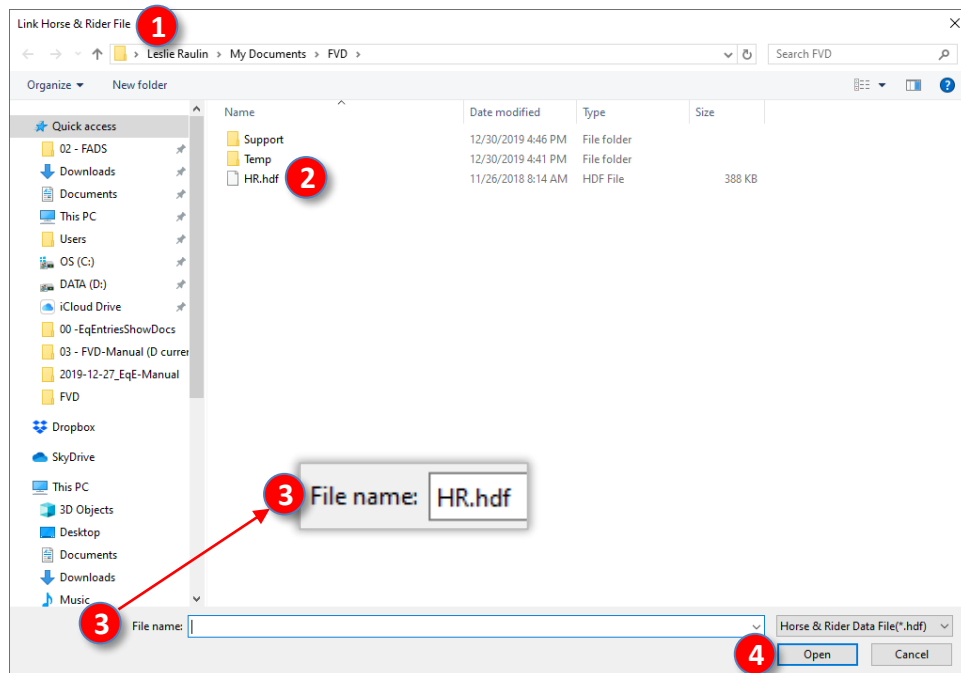
Start the FVD Program & Create First Template > Link Files

LINK HR.hdf AND Test.tdf FILES:

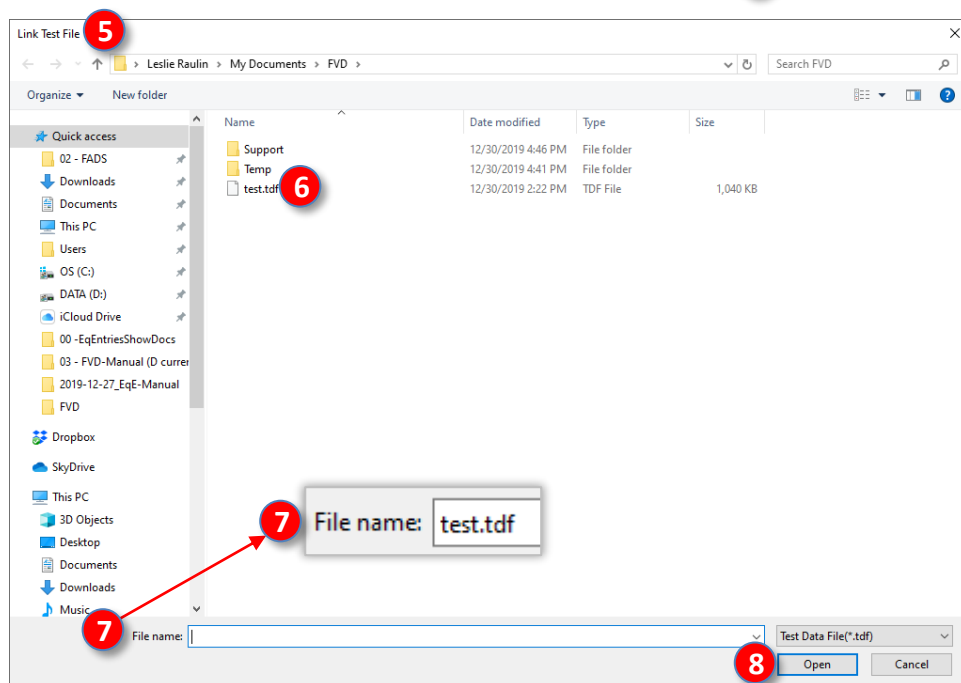
- The ***.sdf (Show)** and ***.kdf (Template)** files must be “linked” with the **HR.hdf (Horse & Rider)** and **Test.tdf (Test)** files so they can work together. The linking procedure starts automatically after you create a new template or show. (You may also need to do the links manually; see [REPAIR ALL LINKS](#) for more information.)



- The **1 Link Horse & Rider File** form opens. This lets you designate the HR.hdf for this show.
- For this example, click **2 HR.hdf**.
- The file name appears in the **3 File name** box.
- Click **4 Open**.



- The **5 Link Test File** form opens. This lets you designate the Test.tdf file for this show.
- Click **6 Test.tdf**.
- The file name appears in the **7 File name** box.
- Click **8 Open**.



CHAPTER I.5. FVD INTERFACE

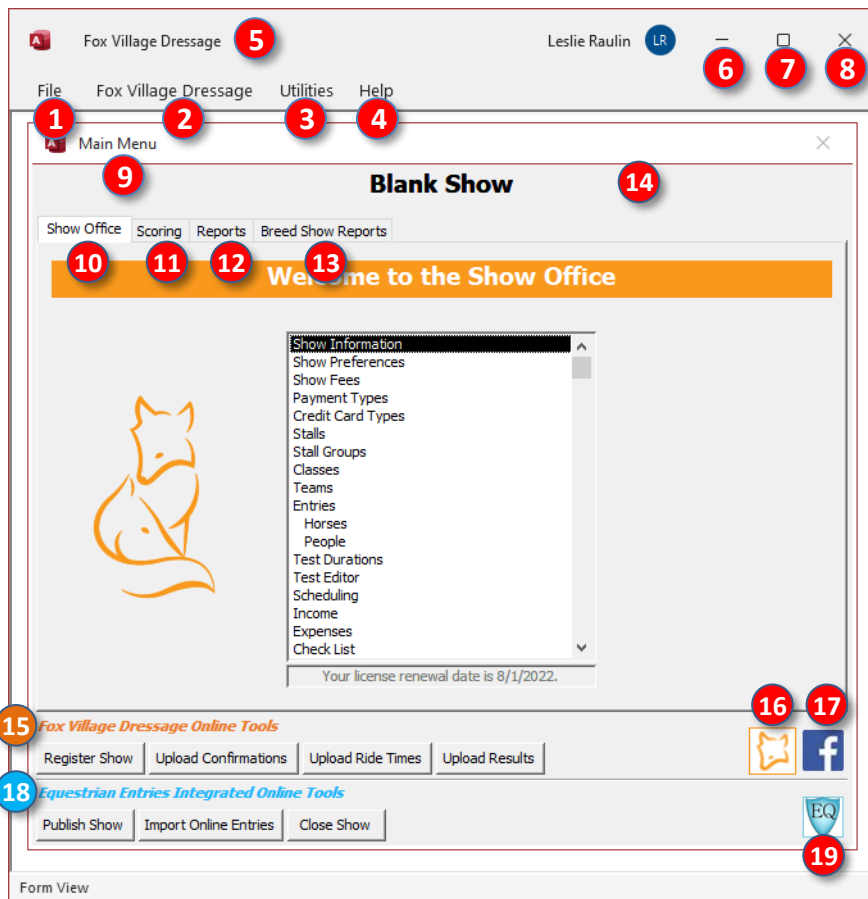


FVD Interface > FVD Ribbon, FVD & EE Tools

FVD RIBBON:

The FVD main form is very simple. It has the following major components:

- **1 File** – Feedback [to Microsoft, Exit]
- **2 Fox Village Dressage** – Opens a Ribbon with many FVD features.
- **3 Utilities** – Opens a ribbon with FVD utilities (Compact, Backup/Restore).
- **4 Help** – Opens a ribbon with links to manuals and other support features.
- **5** The program name – **Fox Village Dressage**.
- **6 Minimize** button – click to minimize the program.
- **7 Maximize** button – click to maximize the program on your monitor.
- **8 Close** button – click to close the FVD program.
- **9 Main Menu** - The area from which you will perform most of your work. The Main Menu has four tabs:
 - **10 Show Office** – Click for many of the functions to set-up and manage your show.
 - **11 Scoring** – Click for the functions for scoring dressage tests.
 - **12 Reports** – Click for a wide variety of reports ranging from test labels, to stall assignments, to show results.
 - **13 Breed Show Reports** – Click for special reports that pertain to breed shows.
- **14 Show Name** – Right now it is **Blank Show**. You will name it shortly.



FVD & EE TOOLS:

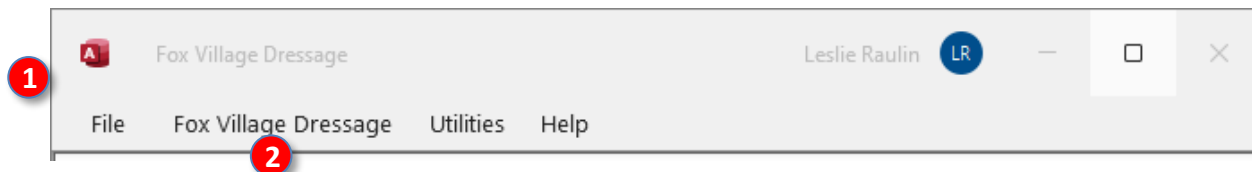
- **15 Fox Village Dressage Online Tools** – links to the FVD online reporting.
- **16** Link to the **Fox Village Dressage** web site.
- **17** Link to the **Fox Village Dressage Facebook page**.
- **18 Equestrian Entries Integrated Online Tools** – allow you to use entry data from Equestrian Entries (EE).
- **19 Link to Equestrian Entries** web site.

NOTE: The FVD forms are of variable sizes and positions. If using a laptop or PC with a smaller monitor, it is recommended that you run the program “maximized” by clicking the **7 Maximize** button, which causes the FVD program to fill the entire monitor screen. This is not necessary if you have a very large monitor.

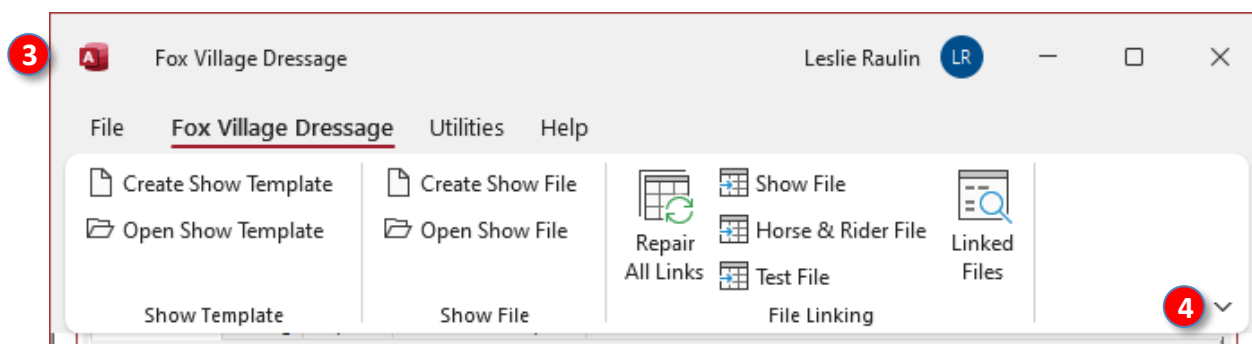
NOTE: To save space, the **15 Fox Village Dressage Online Tools** and **18 Equestrian Entries Integrated Online Tools** section of the main form are not depicted in many of the graphics in this manual.

COLLAPSE AND EXPAND THE RIBBON:

- The FVD ribbon contains program and file management features.
- The ribbon can be collapsed or expanded to give you more or less working space.
- The program first opens with the menu **1** collapsed so menu items cannot be seen.
- Click any ribbon item. In this example, click **2** **Fox Village Dressage**.



- The **3** **Fox Village Dressage** ribbon list expands (opens).
- The ribbon list collapses (closes) when you click anywhere on the window.
- To permanently expand (open) the ribbon, click the **4** pushpin then click **5** **Always show ribbon**.

**Show Ribbon**

Full-screen mode

Show tabs only

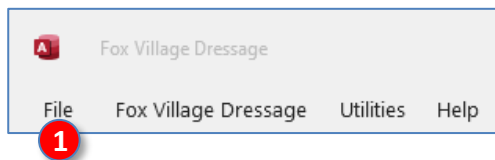
5 ✓ Always show Ribbon

Show Quick Access Toolbar

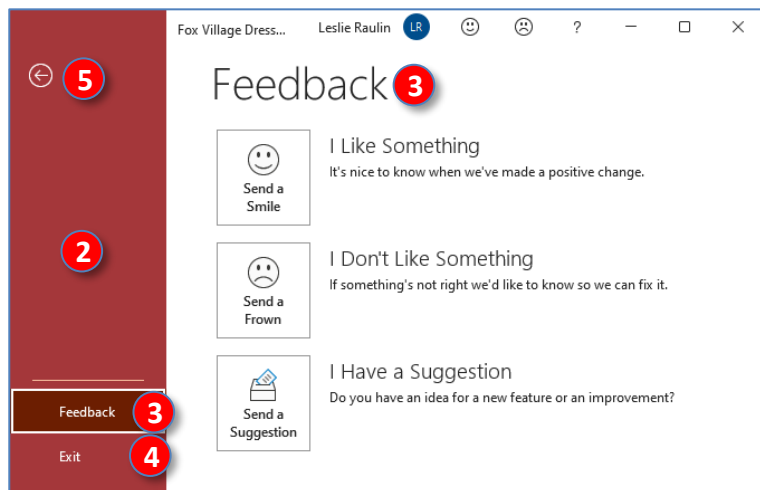
FVD Interface > File Menu, Fox Village Dressage Ribbon

FILE MENU:

- Click **1** **File**.

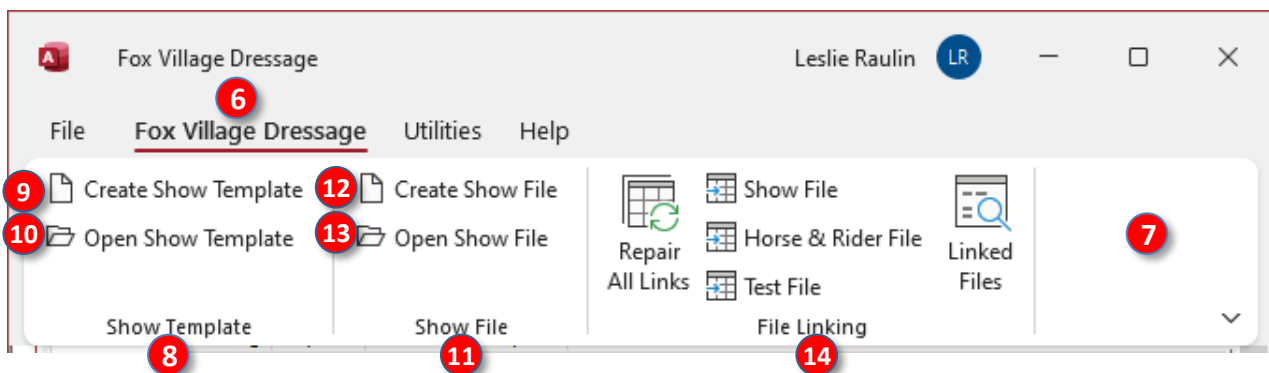


- The **2** **File** menu opens.
- This lets you:
 - Provide **3** **Feedback** to Microsoft.
 - 4** **Exit** FVD.
- Click the **5** left arrow to return to FVD.



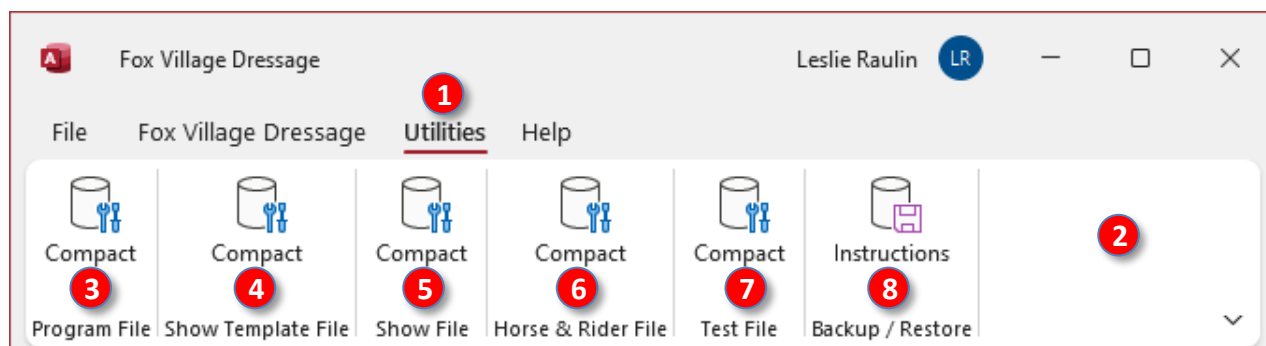
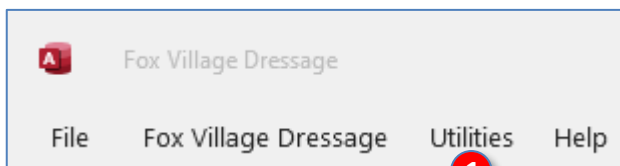
FOX VILLAGE DRESSAGE RIBBON:

- Click **6** **Fox Village Dressage**.
- The **7** Fox Village Dressage ribbon opens.
- It has three sections:
 - 8 Show Template:**
 - 9 Create Show Template:** Used to create a show template. Must be done before creating a show.
 - 10 Open Show Template:** Used to open a previously created show template to edit the template.
 - 11 Show File:**
 - 12 Create Show File:** Used to open a previously created show template to use it to create a show.
 - 13 Open Show File:** Used to open a show file that was previously created.
 - 14 File Linking:** Used to link the *.sdf, HR.hdf, and Test.tdf files you are using for a show. This allows the files to work together (see [REPAIR ALL LINKS](#)).



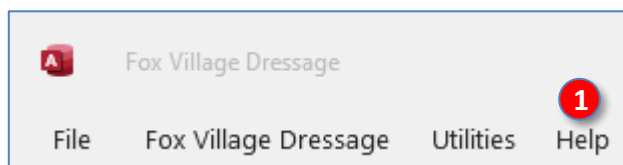
UTILITIES RIBBON:

- Click **1 Utilities**.
- The **2 Utilities** ribbon opens.
- The ribbon has six sections:
 - 3 Program File > Compact**: Used to compact a **Program File** (FVD.acdde) to make it a smaller file.
 - 4 Show Template File > Compact**: Used to compact a **Template File** (*.kdf) to make it a smaller file.
 - 5 Show File > Compact**: Used to compact the **Show File** (*.sdf) to make it a smaller file.
 - 6 Horse & Rider File > Compact**: Used to compact the **Horse & Rider File** (FHR.hdf) to make it a smaller file.
 - 7 Test File > Compact**: Used to compact the **Test File** (Test.tdf) to make it a smaller file.
 - 8 Back / Restore > Instructions**: Previous versions of FVD had a Backup and Restore utility. Starting with version 2020, that utility has been removed. Instructions show users how to use files created with the legacy utility.
- Each of these utilities will be explained later in this manual.



HELP RIBBON:

- Click **1 Help**.
- The **2 Help** ribbon opens.
- The ribbon has four sections:
 1. **3 Online Manuals:**
 - **4 Quick Start:** A short manual that provides the FVD basics.
 - **5 User Manual:** This manual, which is a detailed step-by-step manual for using FVD.
 - **6 User Manual (DSHB):** Companion manual for using FVD for breed shows.
 2. **7 Support:**
 - **8 GoToAssist:**
 - **9 GoToMeeting:** An online meeting and web conferencing tool that enables businesses to collaborated with customers via the internet in real time.
 3. **10 License > 11 Activate:** Used to activate a FVD license.
 4. **12 About:**
 - **13 About Fox Village Dressage:** Opens a window that provides information about the FVD company and the license you are using.
 - **14 Check for Updates:** Opens a window that advises you if a new version of FVD is available.

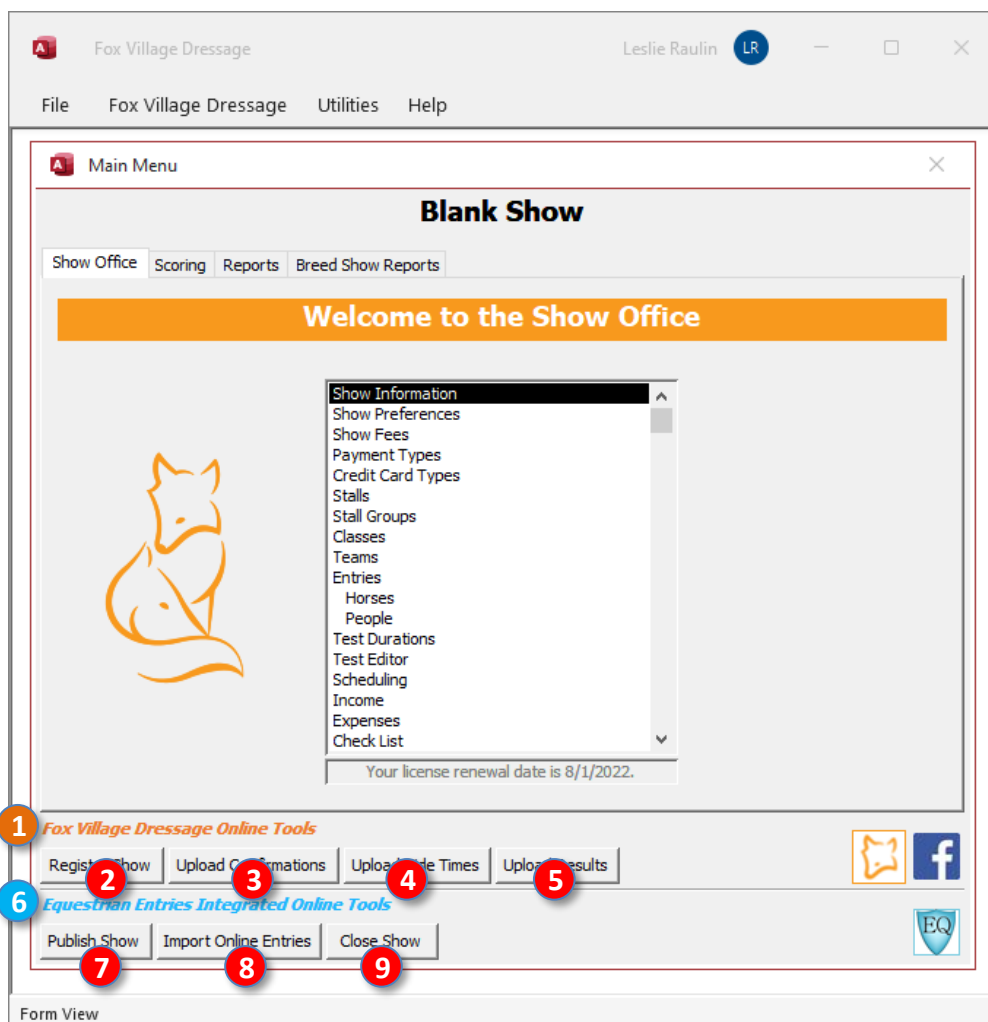


FOX VILLAGE DRESSAGE ONLINE TOOLS:

- There are four **1** Fox Village Dressage Online Tools:
 1. **2 Register Show**: Registers your show with FVD so select show data is available to users. Used after your show is completely and correctly set up.
 2. **3 Upload Confirmations**: Used to email entrants with the status of their entry.
 3. **4 Upload Ride Times**: Used to send ride times to FVD so they are available online.
 4. **5 Upload Results**: Used to upload show results. Can be uploaded “live” so entrants can obtain their scores as soon as the show office posts them in FVD.

EE INTEGRATED ONLINE TOOLS:

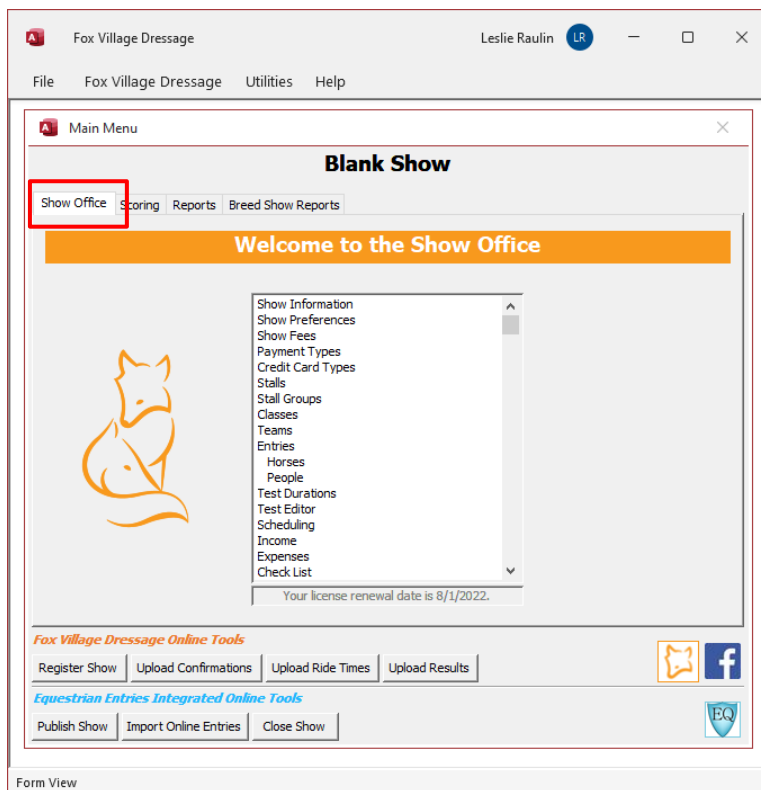
- There are three **6** Equestrian Entries Integrated Online Tools:
 1. **7 Publish Show**: Used to send your show information to EE, which makes it available to entrants so they can enter your show online using EE.
 2. **8 Import Online Entries**: Used to import your show entries that have been created through EE.
 3. **9 Close Show**: Closes your show so entrants can no longer create entries through EE.



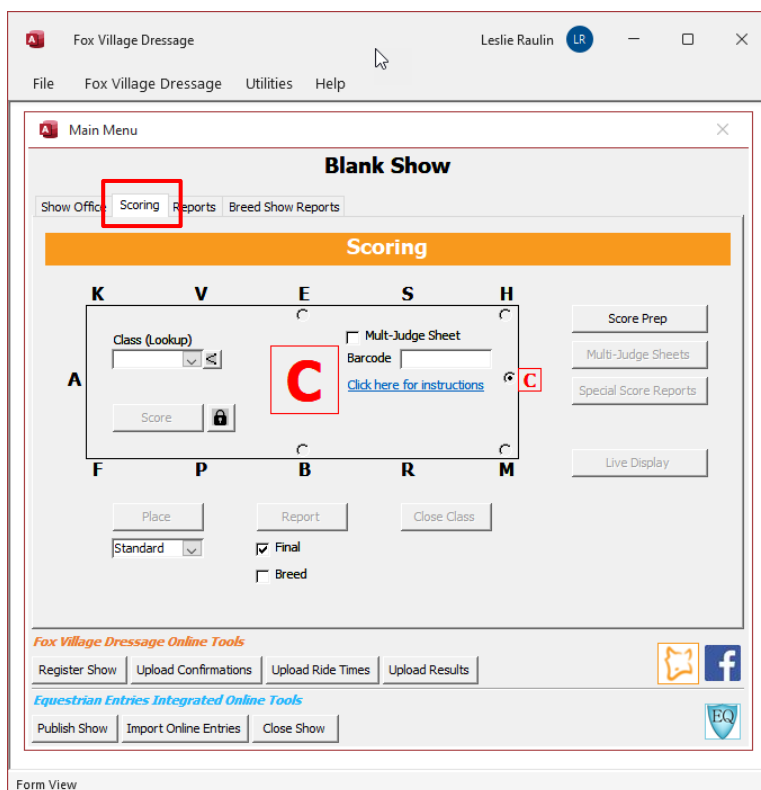
MAIN MENU TABS:

Each **Main Menu** tab has a different function and displays different program features.

Show Office: Used to set up and run a show.



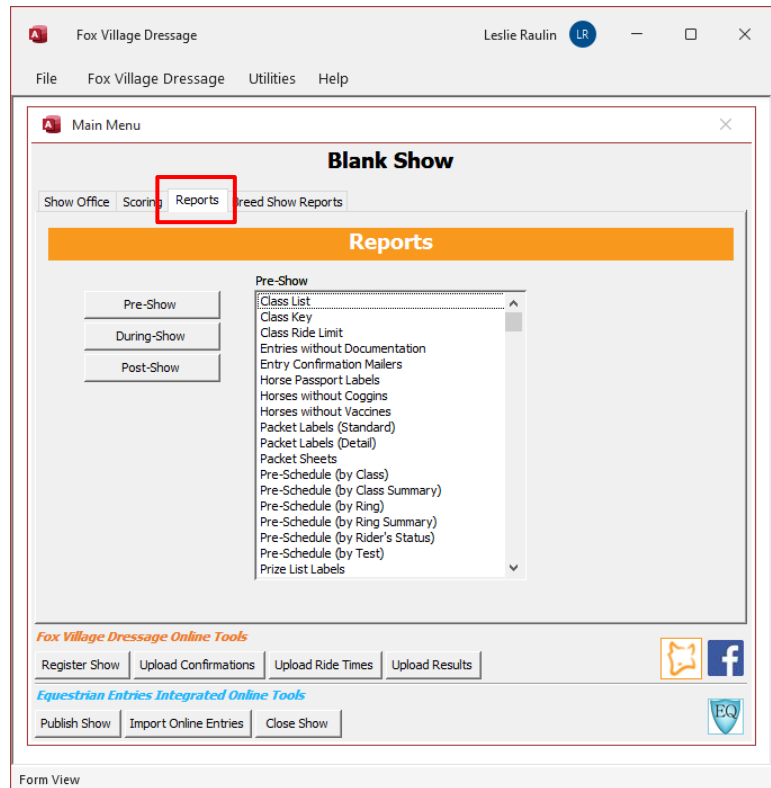
Scoring: Used to record scores and place classes.



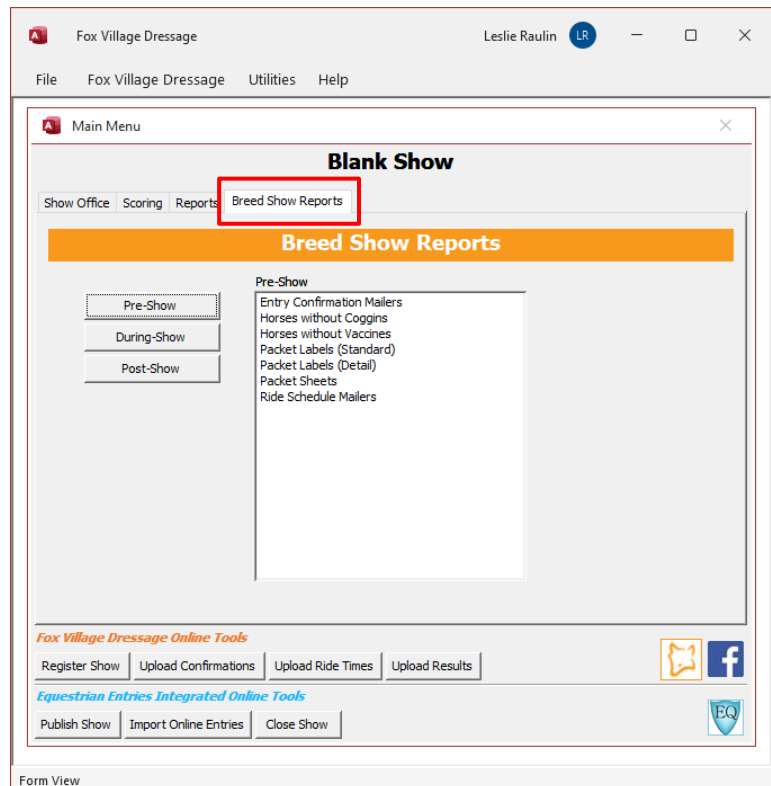
MAIN MENU TABS:

Each **Main Menu** tab has a different function and displays different program features.

Reports: Used to create reports (documents) needed **Pre-Show**, **During-Show**, and **Post-Show**.



Breed Show Reports: Used to create reports (documents) for breed shows.



SECTION II. BEFORE THE SHOW



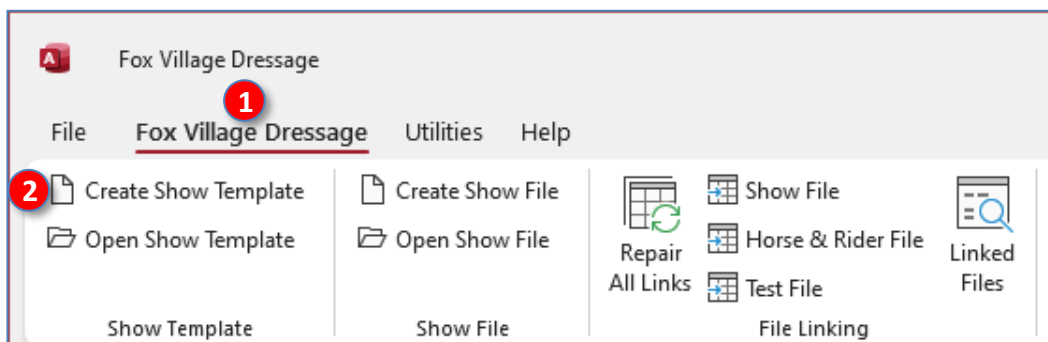
CHAPTER II.1. CREATE A SHOW TEMPLATE & OPEN A SHOW TEMPLATE



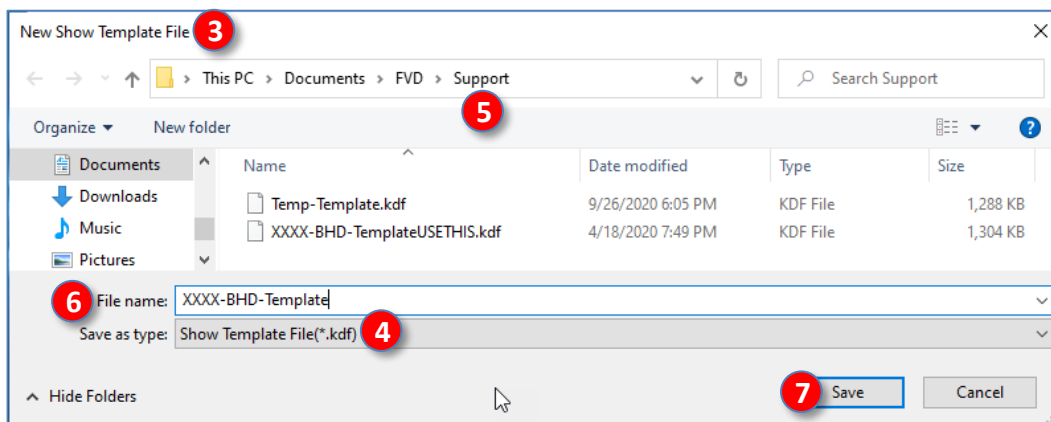
Create a Show Template & Open a Show Template > Create a Show Template

CREATE A SHOW TEMPLATE:

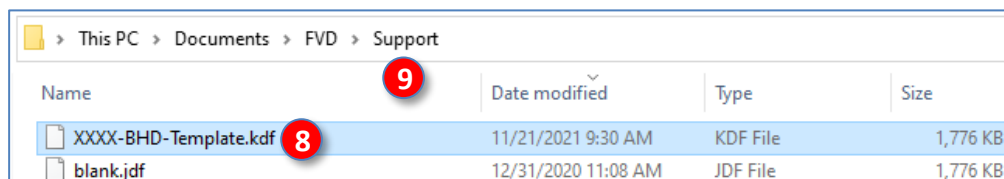
- Before you create a show, you must create a template; the template can then be used for the current and subsequent similar shows. This section shows you how to create a new show template file.
- From the **1** Fox Village Dressage ribbon list, click **2** Create Show Template.



- The **3** New Show Template File form opens.
- Template files have a **4** *.kdf extension. By default, they are stored in **5** Your FVD Folder > Support folder.
- In the **6** File name box, type in a file name that will remind you the file is a *template* that is associated to a *particular recurring show*. For example, if you have an annual show called Blue Horse Dressage (BHD), you may want to call the file **XXXX-BHD-Template.kdf**, where **XXXX** represents the year (or the date) that will be typed in each year (or show date) when you create the show from the template.
- Click **7** Save.



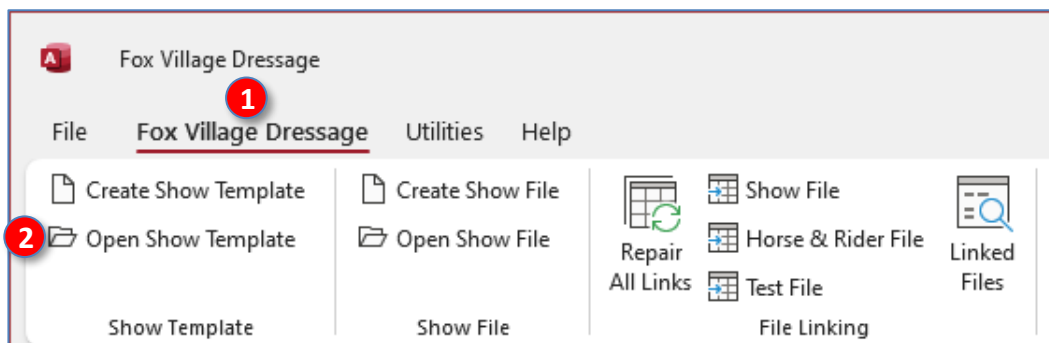
- The file **8** XXXX-BHD-Template.kdf has been saved in the **9** Your FVD Folder > Support folder.



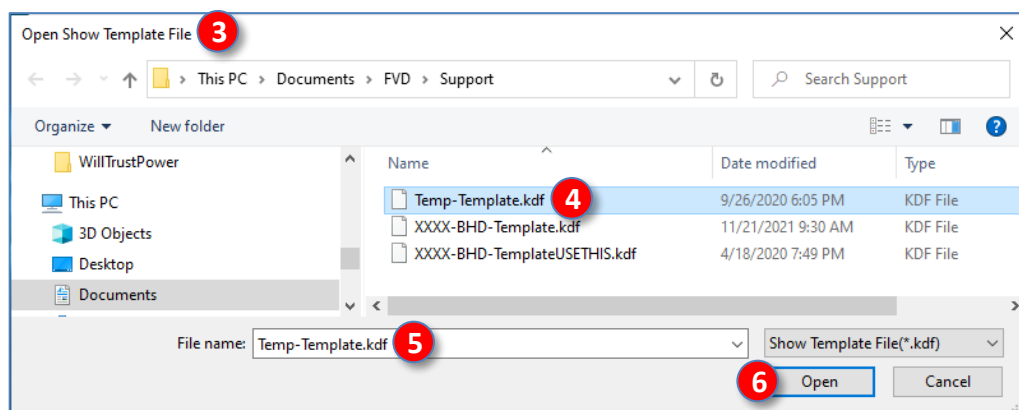
Create a Show Template & Open a Show Template > Open a Show Template

OPEN A SHOW TEMPLATE:

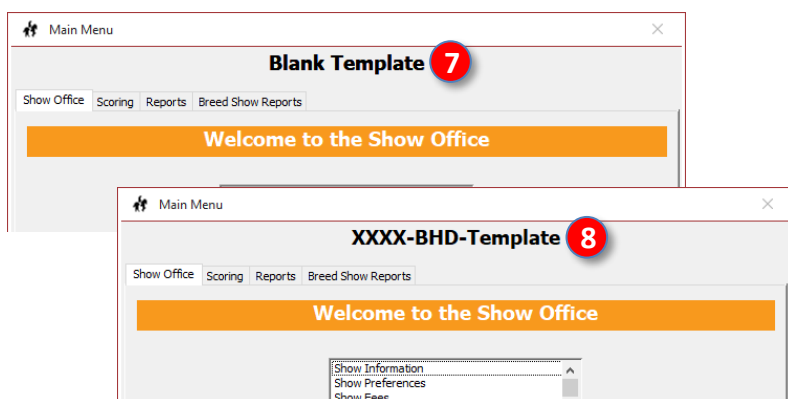
- If you want to edit a show template file, you first need to open the file.
- From the **1** Fox Village Dressage ribbon, click **2** Open Show Template.



- The **3** Open Show Template File form opens.
- Click the **4** file name of the template you want to open.
- The file name appears in the **5** File name box.
- Click **6** Open.
- Alternately, double click on the file name.



- If you have not yet entered the show template name, a **7** Blank Template opens.
- If you previously entered the show template name, the **8** name of the template is seen.



CHAPTER II.2.

REPAIR ALL

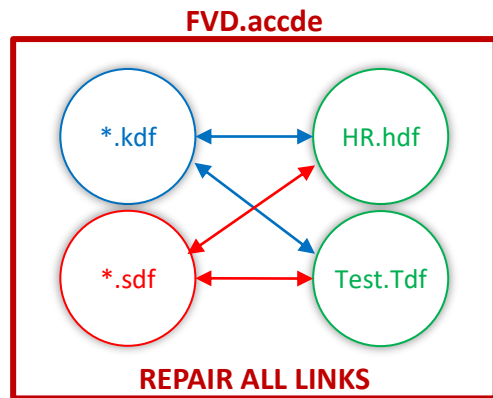
LINKS



Repair All Links > What is Linking?, Select Show File or Template File

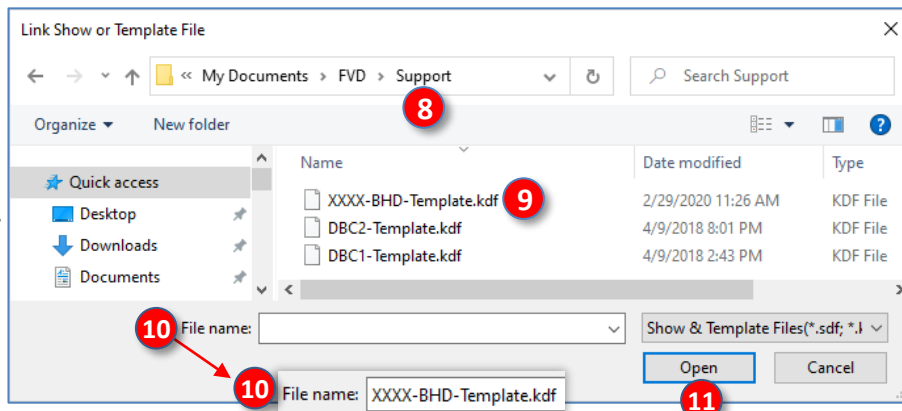
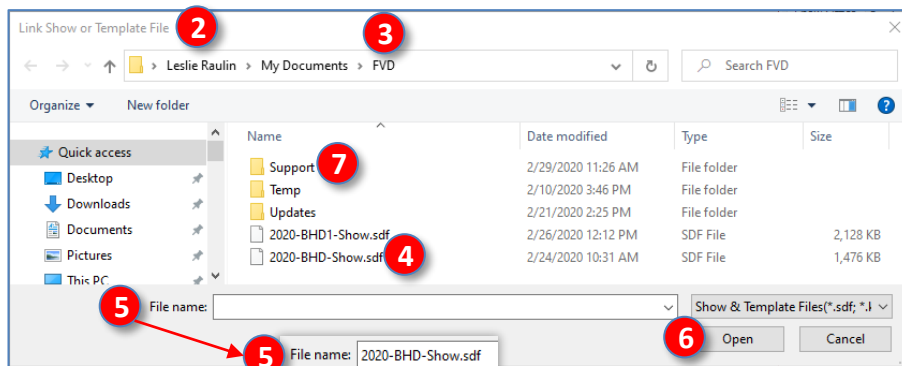
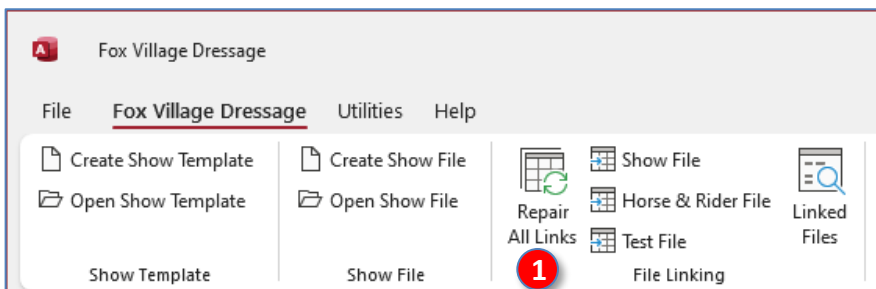
WHAT IS LINKING?:

- In addition to the **fvd.accde** program file, FVD consists of three files that work with each other:
 1. Template file (***.kdf**) or Show file (***.sdf**)
 2. Horse & Rider file (**HR.hdf**)
 3. Test file (**Test.tdf**).
- Before they can work together, they need to be **linked**.
- Each time you update the FVD program file, create a new template, create a new show, backup and restore the files, move the files to another computer, etc., the files need to be **linked**.
- This procedure links the files.



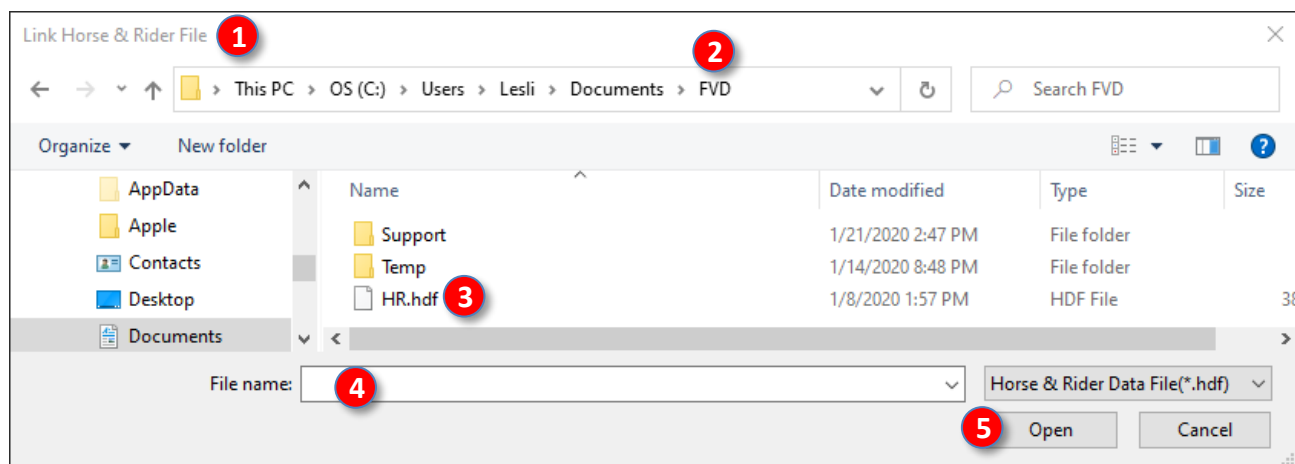
SELECT SHOW OR TEMPLATE FILE:

- Click **1 Repair All Links**.
- The **2 Link Show or Template File** form opens in **3 Your FVD Folder**.
- Only *.sdf files will be seen.
- To link a **show** file:
 - Click on the **4** name of the show you wish to link (in this example, the name of the show file is **2020-BHD-Show.sdf**).
 - The name of the show appears in the **5 File name** box.
 - Select **6 Open**.
 - Alternately, you can double click the **4** show file name.
- To link a **template** file:
 - Double click on the **7 Support** folder.
 - The **8 Support** folder opens.
 - Click on the **9** name of the template you wish to link.
 - The name of the template appears in the **10 File name** box.
 - Select **11 Open**.
 - Alternately, you can double click the **9** template file name.

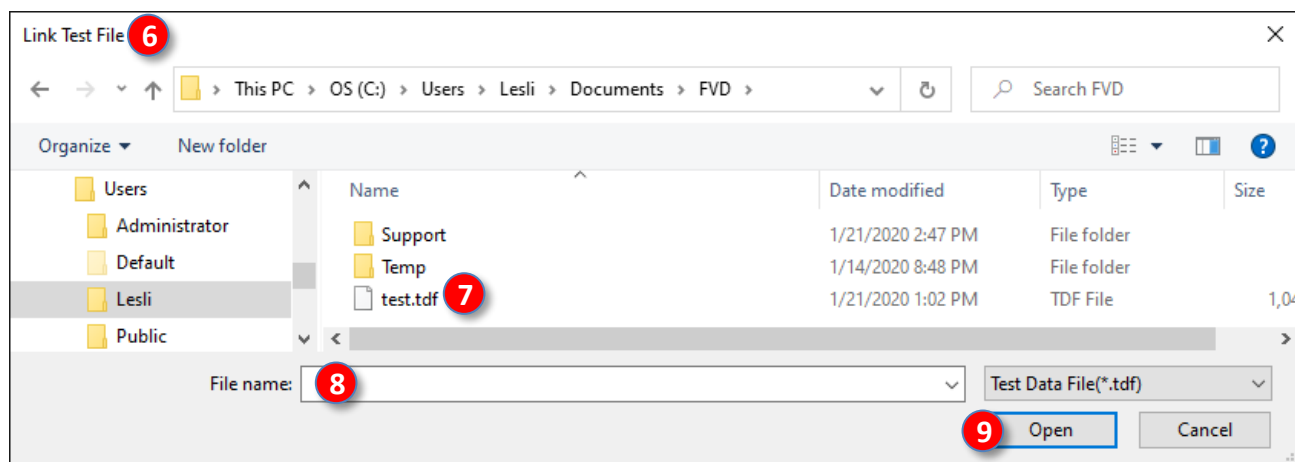


Repair All Links > Link Horse & Rider File, Link Test File**LINK HORSE & RIDER FILE:**

- The **1 Link Horse & Rider File** form opens in **2 Your FVD Folder**, which displays your list of Horse & Rider files(*.hdf).
- Only *.hdf files will be seen.
- Select your *.hdf file. This is usually **3 HR.hdf**, unless you renamed the file.
- The filename will appear in the **4 File name** box.
- Click **5 Open**.
- Alternately, double click the *.hdf file.

**LINK TEST FILE:**

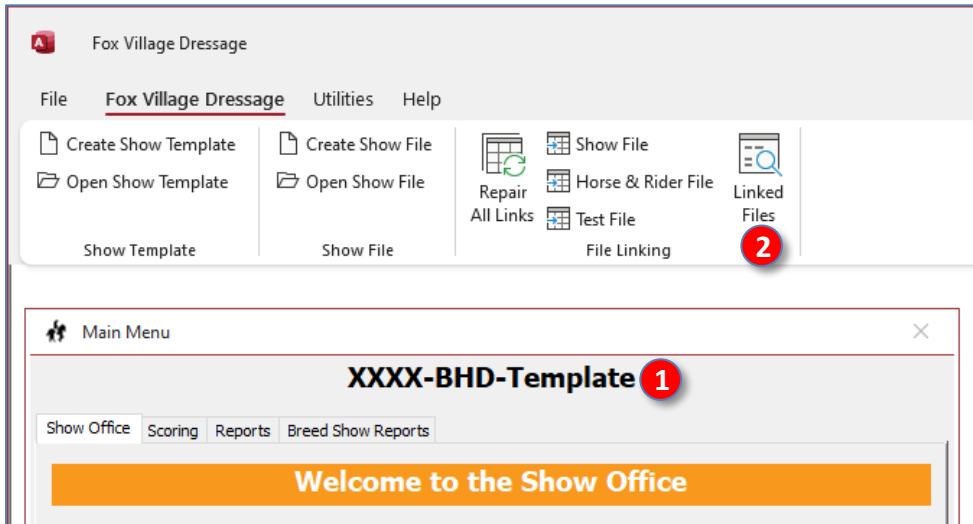
- The **6 Link Test File** form opens.
- Only files with the **tdf** extension will be seen.
- Select your *.tdf file. This is usually **7 Test.tdf** unless you renamed the file.
- The filename will appear in the **8 File name** box.
- Click **9 Open**.
- Alternately, double click the *.tdf file



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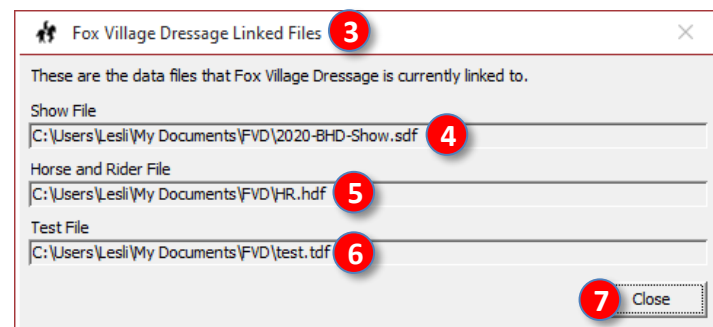
CHECK THE LINKS:

- You are brought back to your **1** show or template.
- Repeat this sequence each time you update the FVD program file, create a new template, create a new show, backup and restore the files, move the files to another computer, etc.



IMPORTANT NOTE: Use the **Repair All Links** sequence whenever you install a FVD update, copy a file from another computer, or get a “can’t find . . . file” error message. If in doubt, link!

- If desired, click **2** **Linked Files** to see a list of the linked files.
- The **3** **Fox Village Dressage Link Files** form opens.
- You see the path and filename of the linked **4** **Show File or Template File**, **5** **Horse & Rider File**, and **6** **Test File**.
- Click **7** **Close** to close the form.



CHAPTER II.3. EDIT A SHOW TEMPLATE



*Edit a Show Template > Introduction***INTRODUCTION:**

- You will next enter all the recurring show details, which includes the following:
 - 1 Show Information
 - 2 Show Preferences
 - 3 Show Fees
 - 4 Payment Types
 - 5 Credit Card Types
 - 6 Stalls [Numbers]
 - 7 Stall Groups (if you have recurring stall groups).
 - 8 Classes
 - 9 Test Durations (if you want to change them for your recurring shows)
 - 10 Test Editor (if you need to add new tests for your recurring shows)
- This includes EVERYTHING for ALL of your recurring shows that will be based on this template. You can add dates and other differences later in the show file that is created from the template.
- Since this is a template file, the FVD Program will not let you enter any entries or other items that would be specific to one particular show. The key for templates is to think about what you want pre-entered for you every time you start a new show – this will save you time from re-entering standard information.
- You will now have a template file that you can use to get a head start on every recurring show you create.

NOTES:

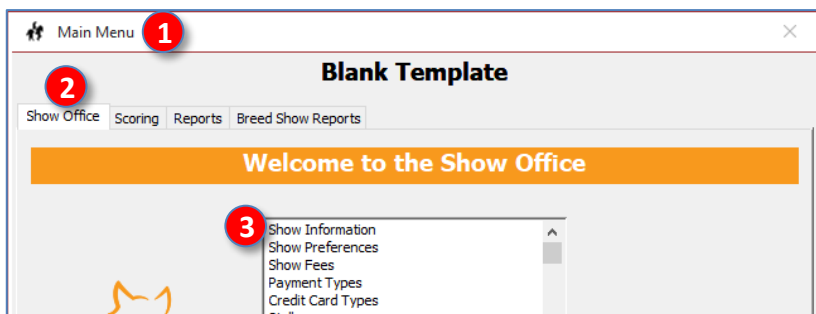
- After you create a template you can go back and edit it if information changes. However, the edits do not apply to shows that have already been created by using the template.
- After you create a show file from a template, you can edit anything in the show that may be different from the template. If these changes will apply to future shows, also edit the appropriate template.

The screenshot shows the 'Blank Template' window of the Fox Village Dressage Online Tools. At the top, there's a 'Main Menu' title bar. Below it, the window is titled 'Blank Template'. A navigation bar contains 'Show Office', 'Scoring', 'Reports', and 'Breed Show Reports'. A large orange banner reads 'Welcome to the Show Office'. On the left is a stylized orange fox logo. A central list contains 10 numbered items: 1 Show Information, 2 Show Preferences, 3 Show Fees, 4 Payment Types, 5 Credit Card Types, 6 Stalls, 7 Stall Groups, 8 Classes, 9 Test Durations, and 10 Test Editor. Below the list, it says 'Your license renewal date is 8/1/2022.' At the bottom, there are two sections of buttons: 'Fox Village Dressage Online Tools' with 'Register Show', 'Upload Confirmations', 'Upload Ride Times', and 'Upload Results'; and 'Equestrian Entries Integrated Online Tools' with 'Publish Show', 'Import Online Entries', and 'Close Show'. Social media icons for Facebook and EQ are on the right.

Edit a Show Template > 1. Show Information > General Tab

1. SHOW INFORMATION > GENERAL TAB:

- Select **1 Main Menu** > **2 Show Office** > **3 Show Information**.



- The **4 Show Information** form opens.
- **5 General Tab:**
 - In the **6 Show [Template] Name** box, enter a name that will identify the template while you are editing it. I usually use the same name as the template filename; therefore, in this example the name **7 XXXX-BHD-Template** is used since it is also the name of the template file.
 - Fill in as many of the boxes as possible at this time.
 - Since this is a template, the **8 Date(s)** and **9 Technical Delegate** boxes are left blank (they are completed in the show file).
 - If your **10 Show Manager** and/or **11 Show Secretary** vary from show-to-show, leave this information blank.
 - Boxes with a * are required for registering the show for EE online tools.
 - You may return to this screen at any time to complete/update the data for this show template.

Show Information **4**

5 General Additional

Show Name * **6** XXXX-BHD-Template **7**

Show Grounds Information

Name * Blue Horse Farm

Address * 1234 Main Street

City/State/Zip * Anytown ST 12345

Country * USA [Click here for a list of alpha-3 codes](#)

Date(s) * **8**

USEF # * 123456

USDF # * 123456

FEI # *

Other # *

Othr2 # *

Othr3 # *

Show Manager Information **10**

Name * Mary Manager

Address * 5678 Green Street

City/State/Zip * Anytown ST 12345

Phone * 123-456-7890

Email * MaryManager@email.com

Show Secretary Information **11**

Name * Suzy Secretary

Address * 3967 Red Street

City/State/Zip * Anytown ST 12345

Phone * 123045607890

Email * SuzySecretary@email.com

Technical Delegate **9**

* Required for registering show for online tools

Close

Edit a Show Template > 1. Show Information > Additional Tab

1. SHOW INFORMATION > ADDITIONAL TAB:

- **1 Additional Tab:**
 - Fill in as many of the boxes as possible at this time.
 - If the **2 Global Memo**, **3 Prize List URL**, and/or **4 Show URL** will be the same for all shows based on this template, complete the boxes. Otherwise, leave them blank (they will be completed in the show file).
 - You may return to this screen at any time to complete/update the data for this show template.
- When you are finished, click **5 Close**.

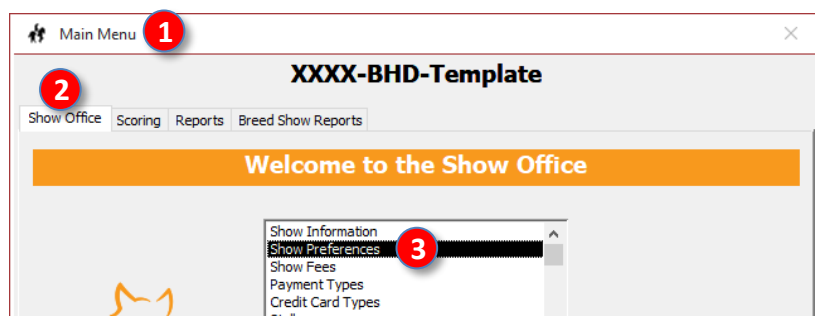
- The **6** show template name will now appear at the top of the Main Menu.

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Edit a Show Template > 2. Show Preferences > General Tab

2. SHOW PREFERENCES > GENERAL TAB:

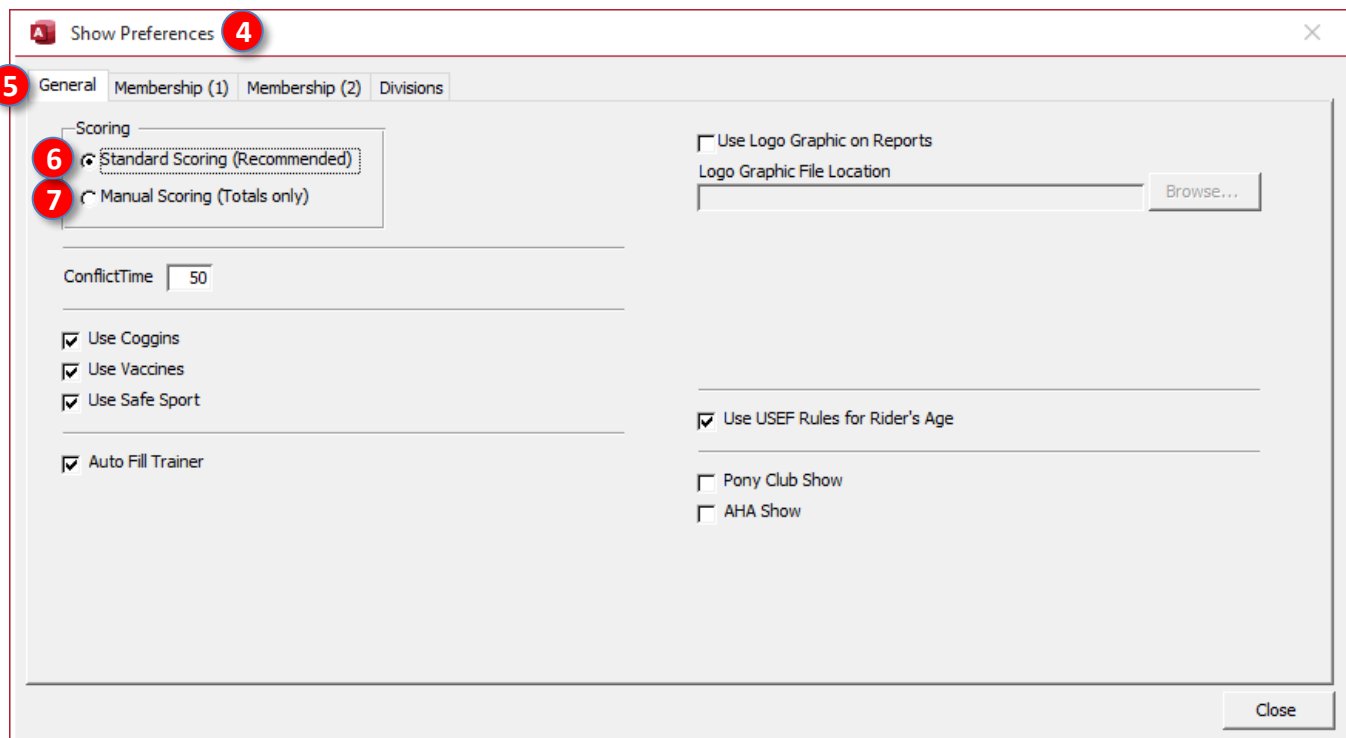
- Select **1 Main Menu** > **2 Show Office** > **3 Show Preferences**.



- The **4 Show Preferences** form opens.
- Click on the **5 General Tab**.

o Scoring:

- 6 Standard Scoring (Recommended)**: The scoring computer operators enter movement-by-movement scores for each judge using the test score sheet(s). The program calculates the Final Score and the Percent. This method is appropriate for shows that have sufficient scoring staff and equipment to enter and check all the scores.
- 7 Manual Scoring (Totals only)**: The scores for each movement are not entered in the computer; instead, the scoring computer operator enters each judge score and the program calculates the Final Score and the Percent. This method is appropriate for shows that do not have sufficient scoring staff to enter and check all the scores.
- This decision is usually made by show management based upon available computer equipment, scoreboard equipment, and personnel. See [SCORING](#) for detailed scoring information.

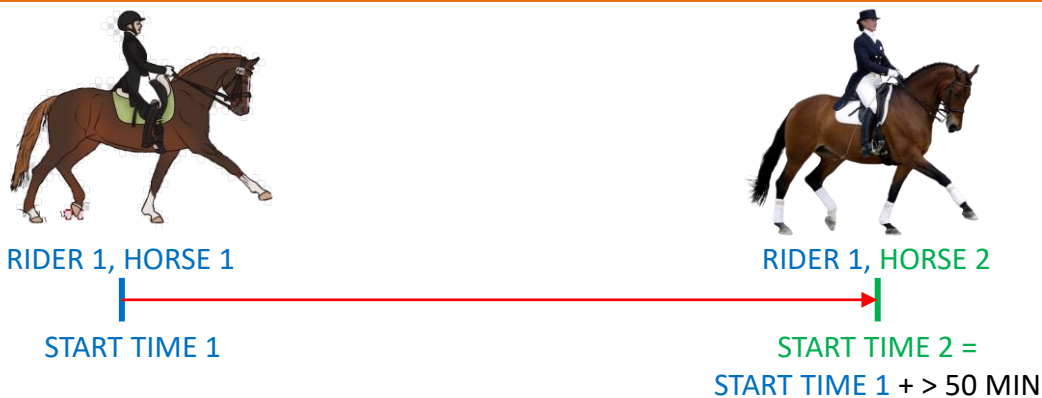


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Edit a Show Template > 2. Show Preferences > General Tab, cont'd.

- **8 Conflict Time:**
 - A rider competing more than one horse needs time to warm-up each horse before their class time. USEF rule DR126.1.b(5) requires at least **50 minutes** between the start time of rides for the same rider on different horses. If there is insufficient time, there is a **conflict**.
 - The FVD program can flag conflicts during show scheduling. This is only a flag – you must make ride time adjustments. See [Conflict Resolution](#) for the procedure.
 - To set the conflict time, ensure 50 minutes (the default) is in the **9 Conflict Time** box.

USEF rule DR126.1.b(5): At least 50 minutes must be scheduled between start times for a rider's tests on different horses unless he/she has agreed, in writing, to a shorter interval between tests.



Show Preferences
✕

General
Membership (1)
Membership (2)
Divisions

Scoring

Standard Scoring (Recommended)

Manual Scoring (Totals only)

Use Logo Graphic on Reports

Logo Graphic File Location

8 ConflictTime **9**

Use Coggins

Use Vaccines

Use Safe Sport

Auto Fill Trainer

Use USEF Rules for Rider's Age

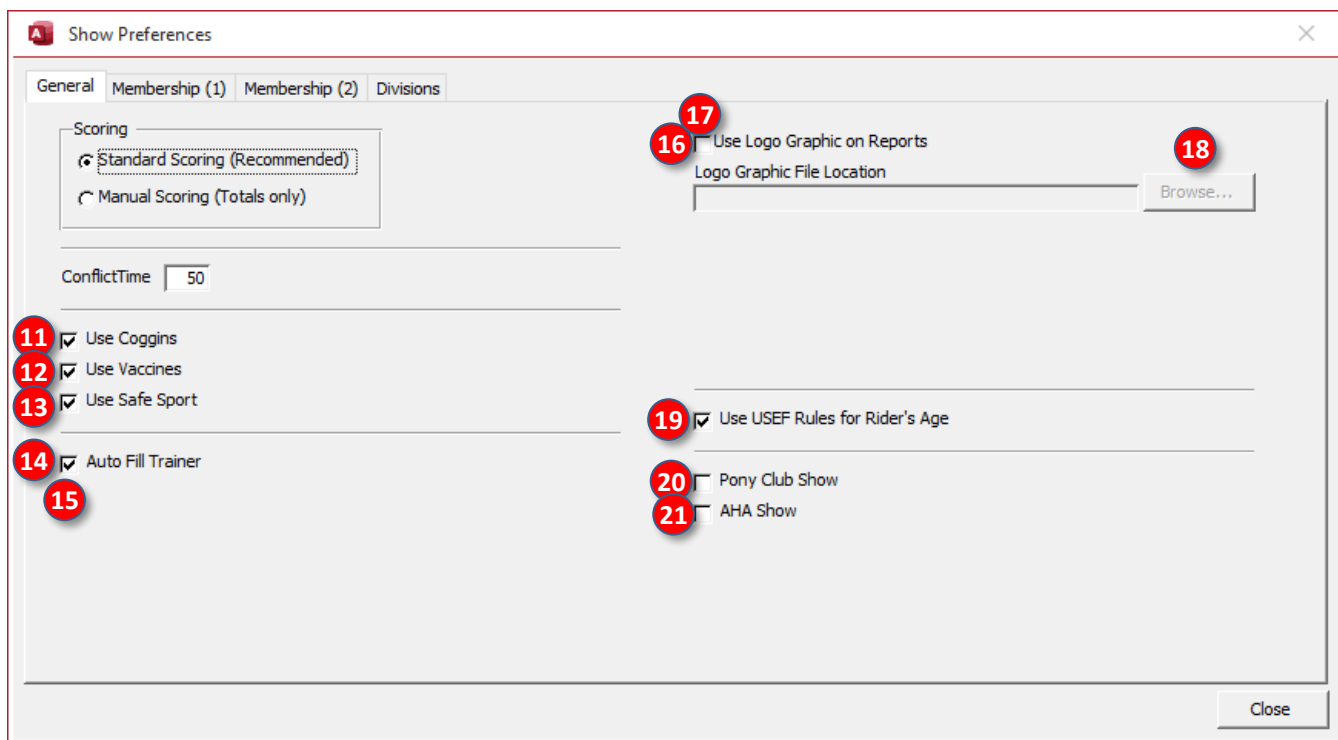
Pony Club Show

AHA Show

Continued on next page...

Edit a Show Template > 2. Show Preferences > General Tab, cont'd.

- **11 Use Coggins:**
 - If your show requires a current copy of the Coggins report, check the box.
 - If a Coggins test is not required, do not check this box.
- **12 Use Vaccines:**
 - If your show packet entries require a current proof of vaccination IAW USEF GR845, check the box. ([Click here](#) for USEF GR845.)
 - If a proof of vaccination is not required, do not check this box.
- **13 Use SafeSport:**
 - If your show requires proof of current SafeSport training for USEF adult member participants, check the box. ([Click here](#) for USEF SafeSport information.)
 - If SafeSport training is not required, do not check this box.
- **14 Auto Fill Trainer:**
 - Check the **15 Auto Fill Trainer** box if you want FVD to automatically fill the trainer box when an entry is input by hand. In the show file, the rider is automatically filled in as the trainer (it can be edited).
 - Uncheck the box if you do not want this done.
- **16 Use Logo Graphic on Reports:**
 - If you wish to use a logo on the show reports, check the **17 Use Logo Graphic on Reports** box.
 - Use the **18 Browse** button to designate the logo file.
 - The logo must be in **Your FVD Folder** or on another folder on the hard drive. This location may need to be changed if you move your show to another computer.
- **19 Use USEF Rules for Rider's Age:** If your show will use USEF rules for the age of riders, check the box.
- **20 Pony Club Show:** If your show is a Pony Club show, check the box.
- **21 AHA Show:** If this is an Arabian Horse Association show, click the box.



Edit a Show Template > 2. Show Preferences > Membership (1) Tab

2. SHOW PREFERENCES > MEMBERSHIP (1) TAB:

- Click the **1 Membership (1)** tab.
- The **2 Membership (1)** tab opens. It covers National (USEF or EC), Discipline (USDF), and International (FEI) membership rules.
- **3 National Level (USEF or EC):**
 - **Check Box:**
 - USEF is the default. USEF licensed shows require USEF competing membership for riders, owners and trainers (non-members may pay a show pass fee and people participating in only exempt classes pay no fee – more later). Therefore, ensure the USEF check box is checked.
 - Change label to EC (Equine Canada) if your show follows Canadian membership rules.
 - **Date:**
 - USEF annual membership can now start at any time and end one year later; therefore, there is no universal membership expiration date. However, many members still renew their membership as previously; therefore, enter November 30 of the competition year.
 - EC: Enter the EC membership expiration date for the competition year.
- **4 USDF:**
 - **Check Box:** USDF recognized shows require USDF participating or group membership for riders and owners (non-members may pay a non-member fee and people participating in only exempt classes pay no fee – more later). Therefore, ensure the USDF check box is checked.
 - **Date:** USDF annual membership begins on December 1 of a year and ends November 30 of the following year. Therefore, enter November 30 of the competition year.
- **5 FEI:** Used for FEI shows, which are not covered in this manual.

NOTE: For Equine Canada (EC) shows, the National Level must be EC. When EC is entered in the **USEF Label** box, FVD changes the **National Level** to **Use EC** and applies EC rules, section codes, etc.

IMPORTANT NOTE: For **Show Preferences > Membership Tab** instructions from **EE**, [click here](#) and look at page 2. These additional instructions are important to optimally setup your show so it can be published to **EE** and enable the entries created on **EE** to be imported back into **FVD**.

Edit a Show Template > 2. Show Preferences > Membership (2) Tab

2. SHOW PREFERENCES > MEMBERSHIP (2) TAB:

- Click the **1 Membership (2)** tab.
- The **2 Membership (2)** tab opens. It covers local organization membership rules.
 - There is a **3 FVD Section** and an **4 EE Section**.
 - Each **5 row** represents FVD and EE data for each local organization.
- 6 Local 1 Level:**
 - 7 FVD Section:**
 - Check Box:** Check the box if your show complies with local organization membership rules.
 - Date:** Enter the local membership expiration date for the current competition year.
 - Label:** Enter a label that represents the local organization.
 - 8 EE Section:**
 - Non-member Fee Type:** Click the drop-down arrow and select one:
 - No:** no non-member fee (default).
 - Per Show:** non-member fee per show.
 - Per Class - Non-exempt:** non-member fee for each non-exempt class.
 - Per Class - All:** non-member fee for all classes.
 - Fee for:** Check each applicable box if there is a membership requirement or a non-member fee for the Horse, Owner, Rider, Trainer and/or Coach.
 - Organization Partner:** GMOs that have an agreement whereby a membership in one GMO affords membership benefits in a second GMO. Applies to non-member fees in non-USEF/USDF GMO shows.
 - Edit Show Fees:** Click the box to open the Show Fees form so you can enter the local fees (see [Show Fees](#)).
- 9 Local 2 Level and Local 3 Level:** Complete as for Local 1 Level if your show follows additional local organization membership rules.

IMPORTANT NOTE: Local membership fees are not allowed for USEF licensed / USDF recognized shows. (See note below.) Therefore, Membership (2) is mainly for non-USEF/USDF shows.

NOTE: USEF GR1210.12 prohibits the collection of mandatory membership fees or non-member fees from local organizations, as concisely explained in an October 22, 2019 USEF letter: "No organization, other than the USEF and its Recognized Breed and Discipline Affiliates, may require mandatory membership or a non-member fee as a condition of participation in a USEF Licensed Competition. (See GR1210.13 for further information regarding the collection of mandatory participation fees at USEF licensed competitions)." Therefore, the fees on this tab do not apply to USEF licensed / USDF recognized shows; they may apply to schooling shows, Western shows, etc.

1

2

3 FVD Section

4 EE Section

5 Row of Data

6

7

8

9

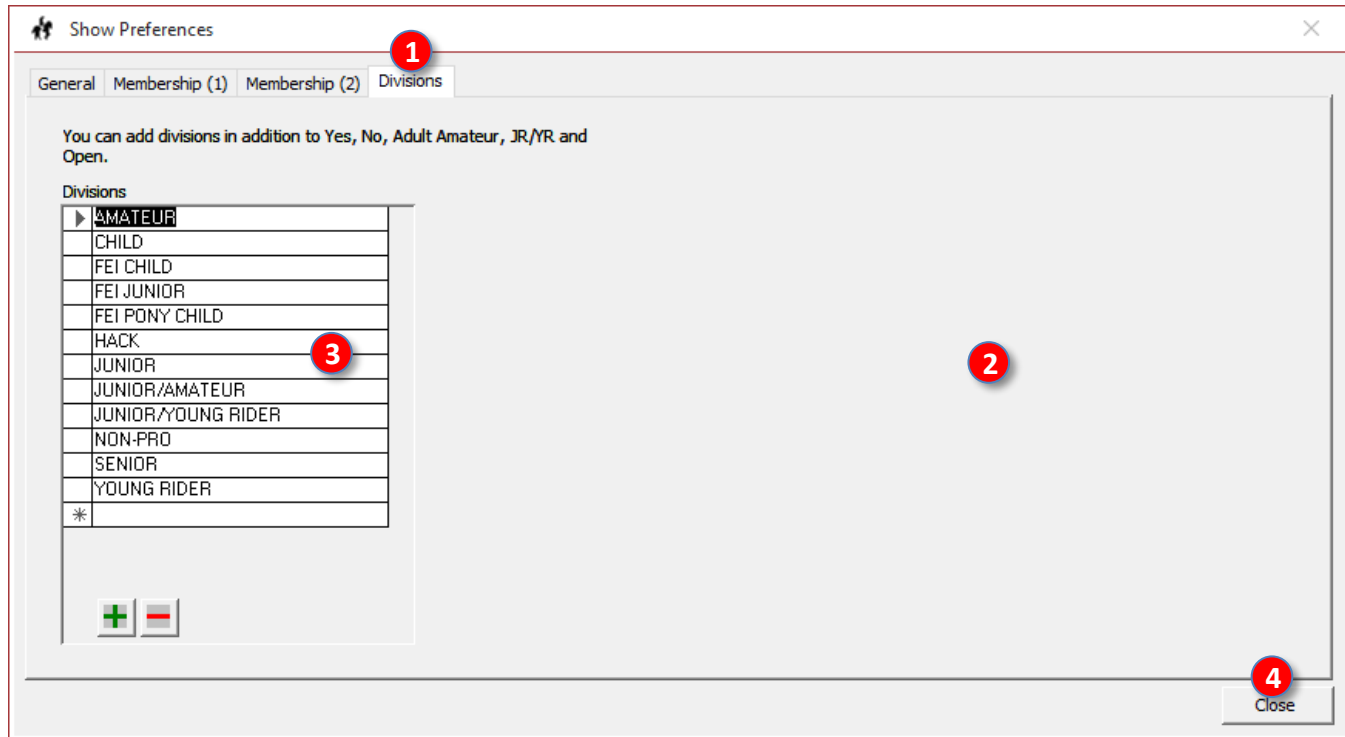
9

9

Close

2. SHOW PREFERENCES > DIVISIONS TAB:

- Click the **1** Divisions tab.
- The **2** Divisions tab opens.
- The default divisions (Yes, No, Adult Amateur, JR/YR and Open) are specifically used for, and to identify, GAIG qualifying rides. See [Class Entries > Qualifying Status for GAIG Regional Championships](#) for information on entering the GAIG divisions.
- If your show has special divisions, enter the division name(s) in the **3** Divisions box. As examples, your show may have separate JR and YR divisions, an AJY (Amateur, Junior, Young rider) division, a Vintage division, etc. You are limited to 13 characters and spaces. If you use a special division for a ride, it cannot simultaneously be entered as a GAIG Q ride.
- Click **4** Close to save your Show Preferences data.

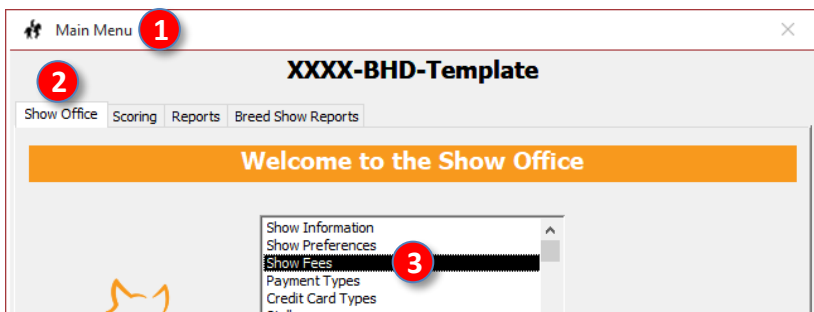


Edit a Show Template > 3. Show Fees > Introduction

3. SHOW FEES > INTRODUCTION:

IMPORTANT NOTE: For **Show Fees** instructions from **EE**, [click here](#). These additional instructions are important to optimally set up your show so it can be published to **EE** and enable the entries created on **EE** to be imported back into **FVD**.

- Select **1 Main Menu** > **2 Show Office** > **3 Show Fees**.
- The **4 Show Fees** form opens.
- The show fees table has two sections and multiple rows of data:
 - **5 FVD Section** – highlighted in orange below. This fee information is integral to the FVD program and is reflected in the program reports, etc.
 - **6 EE Section** – highlighted in blue below. This fee information is an expansion of the FVD section and provides additional information required for uploading the fee information to **EE** and for downloading entries from **EE** into the **FVD** program. If a show is not using **EE**, this information can be disregarded.
 - **7 Rows of Data** - Each complete row in the table (a row is outlined in red below) represents one fee. For example, the FVD Daily Stabling = **EE** Day Stall.



NOTE: *USDF and USEF fees change often; therefore, the default FVD value is \$0.00. Enter the USEF and USDF fees in force at the time you create the template (or the show). Check the fees before each show to ensure you are charging riders the correct fees. Update the fees in the template as they change.*

The screenshot shows the 'Show Fees' window with two tabs: 'System Fees' and 'Custom Fees'. The 'Custom Fees' tab is active, displaying two sections: the '5 FVD Section' (orange border) and the '6 EE Section' (blue border). A red box highlights a '7 Row of Data' in the FVD section, which corresponds to the 'Daily Stabling' row. The table below shows the data for the FVD section.

Description	Rate	Type	A
▶ Additional Stabling	0.00	SO	<input type="checkbox"/>
Bedding/Shavings	0.00	SB	<input type="checkbox"/>
Daily Stabling	0.00	SS	<input type="checkbox"/>
Daily Tackstall	0.00	ST	<input type="checkbox"/>
Donations	0.00	OF	<input type="checkbox"/>
Drug/Horse USEF	0.00	OF	<input type="checkbox"/>
Entry Charge	0.00	OF	<input type="checkbox"/>
Haul In Fee	0.00	SO	<input type="checkbox"/>
Horse Recording Application	0.00	OF	<input type="checkbox"/>
Membership Recording Application	0.00	OF	<input type="checkbox"/>
Package A Stabling	0.00	SS	<input type="checkbox"/>
Package A Tackstall	0.00	ST	<input type="checkbox"/>
Package B Stabling	0.00	SS	<input type="checkbox"/>
Package B Tackstall	0.00	ST	<input type="checkbox"/>
Processing Fee	0.00	OF	<input type="checkbox"/>
RV Hookup	0.00	OF	<input type="checkbox"/>
USDF Non-member	0.00	OF	<input type="checkbox"/>
USEF Show Pass	0.00	OF	<input type="checkbox"/>

At the bottom of the form, there is a summary table:

Qualifying Class Entry Fee	15.00
----------------------------	-------

Below the summary table, there is a warning: **Warning: If you have previously published this show, do not delete any of the show fees.**

Legend:

- A - Automatic
- OE - Publish with online entry submission
- * - Applies to online entry submission only

Buttons: +, -, Close

Edit a Show Template > 3. Show Fees > System Fees & Custom Fees

3. SHOW FEES > SYSTEM FEES & CUSTOM FEES:

- The FVD program has two sets of fees, each with a separate tab:
 - ① **System Fees** are built into the program and some FVD features cannot be edited.
 - ② **Custom Fees** are entered by show management and all FVD and EE features can be edited.
- For both **System Fees** and **Custom Fees**, there are specific **FVD** and **EE** fee data headings:

③ Description	FVD description of the fee. This will also be seen by entrants using the EE system.
④ Rate	Cost of one unit of the fee. For example, \$8 for one bag (one unit) of bedding. This is the fee that will be charged in FVD and EE.
⑤ [FVD Fee] Type	FVD fee type. See Show Fees > Custom Fees > Options for the options.
⑥ A (Automatic)	<ul style="list-style-type: none"> If the A box is <u>checked</u>, the FVD program automatically enters this fee for all hand-typed entries for which the user clicks the Add Auto Fees button (see Stabling > Fees and Other Fees, item 2). The fee is automatically entered for EE entries if OE is also checked. If the A box is <u>not</u> checked, for hand-typed entries the fee must be entered. For EE entries, the entrant must select each fee that applies to that particular entry.
⑦ OE* (Online Entry)	<ul style="list-style-type: none"> If the OE box is checked, the fee is uploaded to the EE web site. If the OE box is <u>not</u> checked, the fee is <u>not</u> uploaded to the EE web site so riders cannot select the fee.
⑧ OE Fee Type*	EE fee type. See Show Fees > Options for the options.
⑨ OE Occurrence*	Frequency the fee is paid. See Show Fees > Options for the options.

Show Fees
✕

System Fees

Custom Fees

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
▶ Additional Stabling	0.00	SO	<input type="checkbox"/>	<input type="checkbox"/>	Grooming Stall	per Day
Bedding/Shavings	0.00	SB	<input type="checkbox"/>	<input type="checkbox"/>	Shavings/Bedding	Yes
Daily Stabling	0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Day Stall	per Day
Daily Tackstall	0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Day
Donations	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Drug/Horse USEF	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	USEF Drug & Medication Fee	per Show
Entry Charge	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Haul In Fee	0.00	SO	<input type="checkbox"/>	<input type="checkbox"/>	Grounds/Haul-In Fee	per Show
Horse Recording Application	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Membership Recording Application	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Package A Stabling	0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Package A Tackstall	0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Package B Stabling	0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Package B Tackstall	0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Processing Fee	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
RV Hookup	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	RV (hook up) Fee	per Show
USDF Non-member	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	USDF Non-Member Fee	per Show
USEF Show Pass	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	USEF Non-Member Fee	per Show

Qualifying Class Entry Fee

15.00

A - Automatic
 OE - Publish with online entry submission
 * - Applies to online entry submission only

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Close

Warning: If you have previously published this show, do not delete any of the show fees.

Edit a Show Template > 3. Show Fees > System Fees

3. SHOW FEES > SYSTEM FEES:

- IMPORTANT NOTE:** EE instructions recommend using **System Fees** only for the most basic fees. This includes **Drug/Horse USEF, Haul In Fee, RV Hookup, and USDF Non-member fee**, using the settings below. [Click here](#) for more information from the EE web site.

- In the **1 Show Fees** form, select the **2 System Fees** tab.
- In the **System Fees** table new fees cannot be added.
- 3 Description** – Cannot be edited in System Fees.
- 4 Rate** – Can be edited. For the fees you want to use, enter the costs per unit for the current competition.
- 5 [FVD Fee] Type** – Cannot be edited in System Fees.
- 6 [FVD] A (Automatic)** – Can be edited. Check the **A** box for fees that apply to all entries. The FVD program automatically enters the fees for all entries for which the user clicks the **Add Auto Fees** button (see [Stabling Fees](#) and [Other Fees/Payments](#), item 2).
- 7 OE*** (Online Entry) – Check the box for all fees that you want to have uploaded to the EE system so riders can select the fees when entering the show.
- 8 OE Fee Type*** - Using the drop-down arrow, select the fee type that corresponds to the fee. See [Show Fees > Options](#) for the options.
- 9 OE Occurrence*** – Using the drop-down arrow, select the occurrence that applies to the fee. See [Show Fees > Options](#) for the options.
- 10 Qualifying Class Entry Fee** – Enter the current fee for GAIG qualification. For 2021 it is \$15 additional for each qualifying ride. This fee must be paid **BEFORE** the ride.

Show Fees **1**
✕

System Fees **2**
Custom Fees **3**

Description	Rate 4	Type 5	A 6	OE 7	OE Fee Type* 8	OE Occurrence* 9
▶ Additional Stabling	0.00	SO	<input type="checkbox"/>	<input type="checkbox"/>	Grooming Stall	per Day
Bedding/Shavings	0.00	SB	<input type="checkbox"/>	<input type="checkbox"/>	Shavings/Bedding	Yes
Daily Stabling	0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Day Stall	per Day
Daily Tackstall	0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Day
Donations	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Drug/Horse USEF [See NOTE 2]	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	USEF Drug & Medication Fee	per Show
Entry Charge	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Haul In Fee	0.00	SO	<input type="checkbox"/>	<input type="checkbox"/>	Grounds/Haul-In Fee	per Show
Horse Recording Application	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Membership Recording Application	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Package A Stabling	0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Package A Tackstall	0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Package B Stabling	0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Package B Tackstall	0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Processing Fee	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
RV Hookup	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	RV (hook up) Fee	per Show
USDF Non-member [See NOTE]	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	USDF Non-Member Fee	per Show
USEF Show Pass	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	USEF Non Member Fee	per Show

= **System Fees** and settings recommended by EE. [Click here](#) for more information.

10 Qualifying Class Entry Fee 15.00

Warning: If you have previously published this show, do not delete any of the show fees.

A - Automatic
 OE - Publish with online entry submission
 * - Applies to online entry submission only

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Close

Edit a Show Template > 3. Show Fees > Custom Fees

3. SHOW FEES > CUSTOM FEES:

IMPORTANT NOTE: EE instructions recommend most fees be listed in the **Custom Fees** tab. [Click here](#) for more information from the EE web site (downloads a PDF file).

- In the **1 Show Fees** form, select the **2 Custom Fees** tab. All cells in the custom fees table can be edited.
- **3 [FVD] Description** - Type in nomenclature for the fee. This is what the competitor sees on the entry so be very clear. For example, enter **Competitor Party (\$30)** if you are having a party.
- **4 [FVD] Rate** - Enter the cost of the custom fee. For example, if your party fee is \$30, enter **\$30**.
- **5 [FVD] Type** - Using the drop-down arrow, select the fee type. See [Show Fees > Options](#) for the options. This example is **OF** (Other Fee).
- **6 [FVD] A** (Automatic) - The FVD program enters this fee for all entries for which the user clicks the **Add Auto Fees** button (see [Stabling Fees](#) and [Other Fees/Payments](#)). In this example, the party is optional, so the **A** box is not checked.
- **7 OE*** (Online Entry) - Check the boxes for all fees that you want to be uploaded to the EE system so riders can select them when entering yours show. You want riders to go to the party, so the **OE** box is checked.
- **8 OE Fee Type*** - Using the drop-down arrow, select the **OE Fee Type**. See [Show Fees > Options](#) for the options. Leave blank for all fees for which OE is not checked. This example is a **Custom fee**.
- **9 OE Occurrence*** - Using the drop-down arrow, select the frequency by which the fee is applied. Leave blank for all fees for which OE is not checked. See [Show Fees > Options](#) for the options. This example is a **Yes**.
- When you are finished entering your custom fees, click **10 Close**.

1 Show Fees
✕

System Fees
2 Custom Fees

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
	0.00		<input type="checkbox"/>	<input type="checkbox"/>		
Competitor Party (\$30)	30.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fee	Yes
*	0.00		<input type="checkbox"/>	<input type="checkbox"/>		

NOTE: See next page for examples of Custom Fees.

Qualifying Class Entry Fee 15.00
Warning: If you have previously published this show, do not delete any of the show fees.

A - Automatic
 OE - Publish with online entry submission
 * - Applies to online entry submission only

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10
Close

3. SHOW FEES > CUSTOM FEES > EXAMPLES:

- Example of completed Custom Fees:

Show Fees
✕

System Fees
Custom Fees

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
Change Fee (\$10)	10.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fee	Yes
Competitor Party (\$30)	30.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fee	Yes
Day Horse Stall (\$80/day)	80.00	SS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Day Stall	per Day
Day Tack Stall (\$80/day)	80.00	ST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tack Stall	per Day
GMO Non-Member Fee (\$10)	10.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local 1 Level	per Show
Late Fee (\$50/entry)	50.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Late Fee - per Entry (if applicable)	per Show
Mailed Entry Fee (\$15)	15.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fee	Yes
Night Watch (\$15/entry) (mandatory)	15.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mandatory	No
Non-Compete Horse (\$40/horse)	40.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fee	Yes
Office Fee (\$30/entry)	30.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Office Fee	per Show
Shavings (\$10/bale)	10.00	SB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Shavings/Bedding	No
Show Horse Stall (\$160/show)	160.00	SS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overnight Stabling	per Show
Show Tack Stall (\$160/show)	160.00	ST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tack Stall	per Show
USDF 1 YR Participating Memb (\$90)	90.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
USDF HID Appl (\$35)	35.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
USDF Lifetime Reg (\$115)	115.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
USEF 1 YR Senior Memb (\$80)	80.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
USEF Annual Horse Rec (\$95)	95.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
USEF Lifetime Horse Rec (\$300)	300.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
	0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Qualifying Class Entry Fee 15.00

A - Automatic
 OE - Publish with online entry submission
 * - Applies to online entry submission only

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Close

Warning: If you have previously published this show, do not delete any of the show fees.

= Custom Fees and settings recommended by EE. There are many variations and explanations. [Click here](#) for more information.

Edit a Show Template > 3. Show Fees > Custom Fees > Options

5 [FVD Fee] Type

SS	Stabling - Stall	Fee for a horse stall.
ST	Stabling - Tack	Fee for a tack stall.
SB	Stabling - Bedding	Fee for stall bedding, per bale.
SO	Stabling - Other	Fee for any other stall item.
OF	Other Fees	Fee for all other items.

8 OE* Fee Type

USEF Drug & Medication Fee	Per horse fee required by USEF to cover drug testing. Some exemptions.
USEF Discipline Fee	Fee charged by an equestrian discipline. There is no dressage fee.
USDF HID Fee	HID = USDF horse identification number. Required by USDF for horses in non-exempt classes. A one-time fee, not annual.
USDF Non-Member Fee	Per person fee charged by USDF for non-member non-exempt people.
Grounds/Haul-In Fee	Per horse fee to use the show grounds. Can be a daily fee or a show fee.
Late Fee – per Entry (if applicable)	Fee for acceptance of a late entry, per entry.
Late Fee – per Class (if applicable)	Fee for acceptance of a late entry, per class.
RV (hook-up) Fee	Fee for a recreational vehicle hook-up, usually to electricity.
RV/Camping Fee (no hook-up)	Fee for a recreational vehicle without a hook-up.
Overnight Stabling	Fee for an overnight horse stall. Can be a Per Night or a Per Show fee.
Day Stall	Fee for a day horse stall. Usually a Per Day fee. Horse cannot stay overnight.
Tack Stall	Fee for a tack stall. Can be a daily, nightly, or show fee.
Grooming Stall	Fee for a grooming stall. Can be a daily, nightly, or show fee.
Non-Compete Horse Stall	Fee for a horse stall for a non-competing horse. Daily, nightly, or show fee.
Local 1 Level	Fee for first local organization.
Local 2 Level	Fee for second local organization.
Local 3 Level	Fee for third local organization.
Custom Fee	Any other type of fee without a quantity.
Custom Fee w/ Quantity	Any other type of fee with a quantity. Example: Party ticket(s).
Office Fee	Fee for show office activities. Usually a show fee charged per entry.
Shavings/Bedding	Fee for stall bedding, per bale.
Mandatory	A fee that is required (mandatory) for all entries.

9 OE* Occurrence

Per Day	Charged to entries for each DAY the item is used. For example, stall that is charged for each DAY the stall is used. Example: Fee of \$80/day for Fri & Sat = \$160.
Per Night	Charged to entries for each NIGHT the item is used. For example, stall that is charged for each NIGHT the stall is used. Example: Fee of \$80/night for Fri & Sat = \$160 (it is used Fri night).
Per Show	Charged to entries one time per SHOW. For example, stall that is charged one time for the entire SHOW. The stall is used the entire show.
Yes	The fee is charged if the competitor selects the applicable fee. The fee is also used for mandatory fees.
No	The fee is charged if the competitor does <u>not</u> select the fee. See next page for more information on Yes/No.

3. SHOW FEES > CUSTOM FEES > OPTIONS (YES/NO):**Additional information for OE Occurrence Yes/No (provided by EE)**

- **OE OCCURRENCE Yes/No for Custom Fees:**
 - Entrants have a box they can check for each fee if they want what that fee is offering. Sometimes this box also comes with a pull down list of numbers for quantity. Other times they can check YES or NO.
 - **Yes:**
 - If the box for the fee is **checked**, the fee will be charged.
 - If the box for the fee is **not checked**, the fee will not be charged.
 - **Yes** examples:
 - Would you like an extra bag of shavings (\$8) – if they check the box, then **yes** they get charged the \$8.
 - Would you like extra tickets to the party (\$10 each) – if they check the box, then **yes** they get charged the \$10; if they choose more than the default of 1 they will be charged \$10 for each ticket.
 - **No:**
 - If the box for the fee is **checked**, the fee will **not** be charged.
 - If the box for the fee is **not checked**, the fee will be charged. (No is rarely used but is available if needed.)
 - **No** example:
 - Are you a resident of XYZ County? (If not, there is a \$10 fee). If they check the box, they are saying yes, they are a resident of XYZ County and they are **not** charged the fee. If they do NOT check the box, they are saying no they are not a resident of XYZ County and they get charged \$10.
- **OE Occurrence Yes for Mandatory Fees:**
 - A **Yes** OE Occurrence for a mandatory fee means every entry will be charged the fee.
 - Example: XYZ Agriculture Ministry Fee (\$5) – all entries are charged the fee whether or not they check the box.

Edit a Show Template > 3. Show Fees > Custom Fees > USEF & USDF**3. SHOW FEES > CUSTOM FEES > USEF & USDF:**

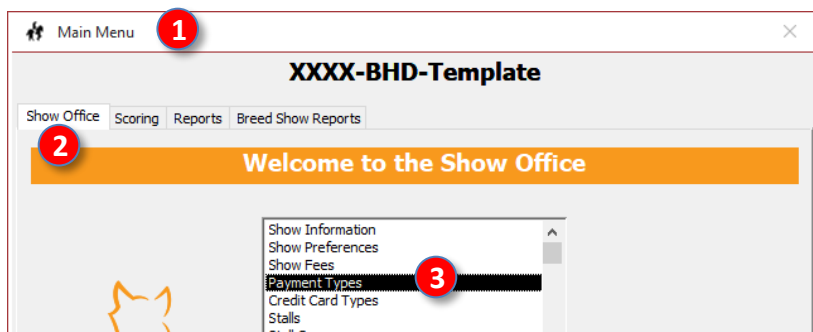
- During your show, some participants may want to become USEF and/or USDF members and/or may want to USEF record and/or USDF register a horse (the Show Office should have the required forms). The associated fees must be entered in the FVD program and submitted, in full, to USEF or USDF at the end of the show. It is much easier if these fees are paid by a separate check made out to USEF or USDF, which keeps these funds separate from the show funds. However, some participants may want to pay in cash or the fee may be included in the same check/credit card payment submitted for the show. Regardless of the type of payment, you must track the fees to ensure they are sent to USEF or USDF, by including them in or with your USEF or USDF payment.
- To ensure tracking of these USEF and USDF fees, you can enter any of the following as **Custom Fees** if they are paid to the show by a competitor. The fees are tracked using the [Reports > Post-Show > Profit \(Loss\) Statement](#). It will be easier for you if you enter these fees BEFORE the show so they will already be available to you if you need to use them.
- As you do not need these fees in EE, do not use the EE Section of the Custom Fees table.


Description	Type	Auto
USEF Membership – 3-year Active – expires three years from start	OF (Other Fee)	<input type="checkbox"/>
USEF Membership – 1-year Active – expires one year from start	OF (Other Fee)	<input type="checkbox"/>
USEF Membership – Life Member	OF (Other Fee)	<input type="checkbox"/>
USEF Membership – Subscriber – expires one year from start	OF (Other Fee)	<input type="checkbox"/>
USEF Lifetime Horse Recording – Birth to December 31 st of birth year	OF (Other Fee)	<input type="checkbox"/>
USEF Lifetime Horse Recording – One year of age (from Jan 1 st to Dec 31 st of first year after foaling) and older	OF (Other Fee)	<input type="checkbox"/>
USEF Annual Horse Recording – expires Nov 30 th	OF (Other Fee)	<input type="checkbox"/>
USDF Membership – 1-year Participating Membership – expires Nov 30 th	OF (Other Fee)	<input type="checkbox"/>
USDF Membership – 1-year Youth Participating Membership – expires Nov 30 th	OF (Other Fee)	<input type="checkbox"/>
USDF Membership – 5-year Participating Membership – expires Nov 30 th	OF (Other Fee)	<input type="checkbox"/>
USDF Membership – Lifetime Participating Membership – expires Nov 30 th	OF (Other Fee)	<input type="checkbox"/>
USDF Membership – Business – expires Nov 30 th	OF (Other Fee)	<input type="checkbox"/>
USDF Lifetime Horse Registration (LHR)	OF (Other Fee)	<input type="checkbox"/>
USDF Upgrade from HID to Lifetime Horse Registration	OF (Other Fee)	<input type="checkbox"/>
USDF Horse Identification Number (HID)	OF (Other Fee)	<input type="checkbox"/>

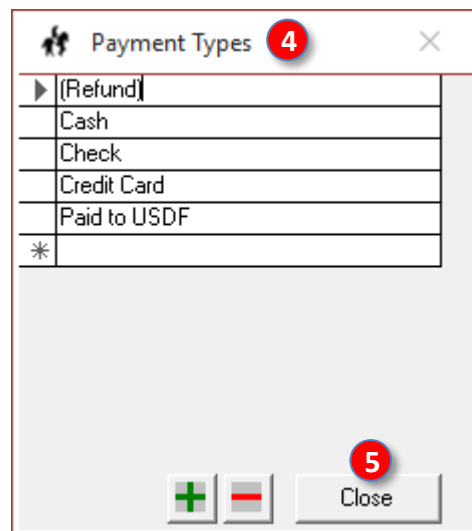
NOTE: Requirements and fees may change year-to-year. For the online information and fees, go to:
 USEF People Memberships – [Click here](#).
 USEF Horse Recording – [Click here](#).
 USDF Human/Business Memberships – [Click here](#).
 USDF Horse Registration – [Click here](#).

4. PAYMENT TYPES:

- Select **1 Main Menu** > **2 Show Office** > **3 Payment Types**.



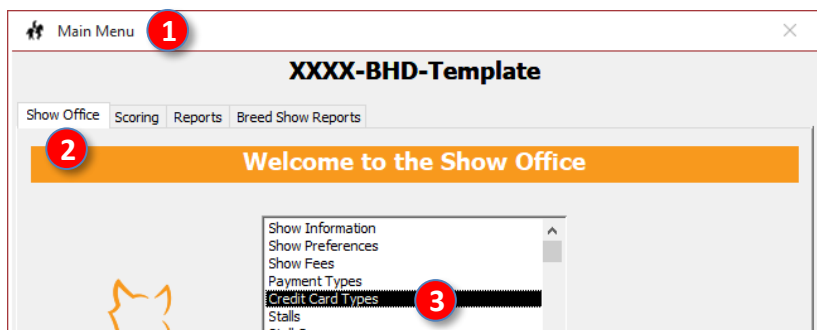
- The **4 Payment Types** form opens.
- Make additions, if needed. For example, if you accept payment via PayPal, add PayPal to the list by typing **PayPal** into the blank row adjacent to the *.
- Make deletions, if needed/desired. For example, if you do not accept cash, delete Cash by clicking the small box corresponding to the Cash row, then click the  button.
- Click **5 Close** to save the changes.



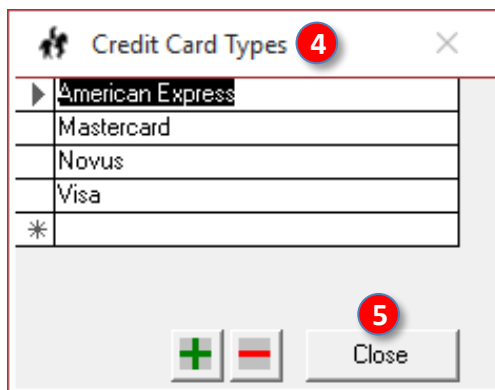
5. CREDIT CARD TYPES:

- This step is required only if you accept credit cards.

- Select **1 Main Menu** > **2 Show Office** > **3 Credit Card Types**.



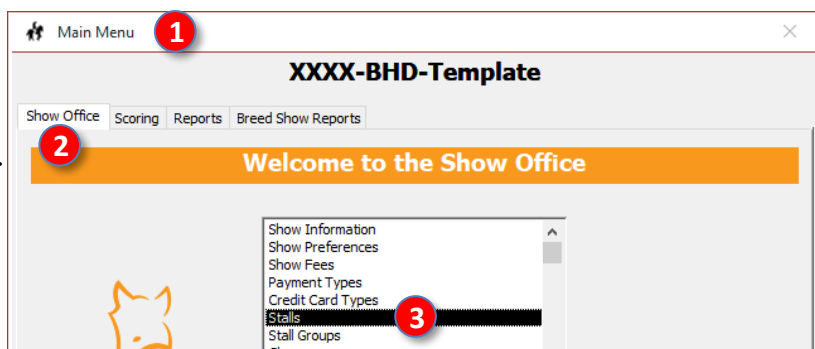
- The **4 Credit Card Types** form opens.
- Make additions or deletions, if needed.
- Click **5 Close** to save the changes.



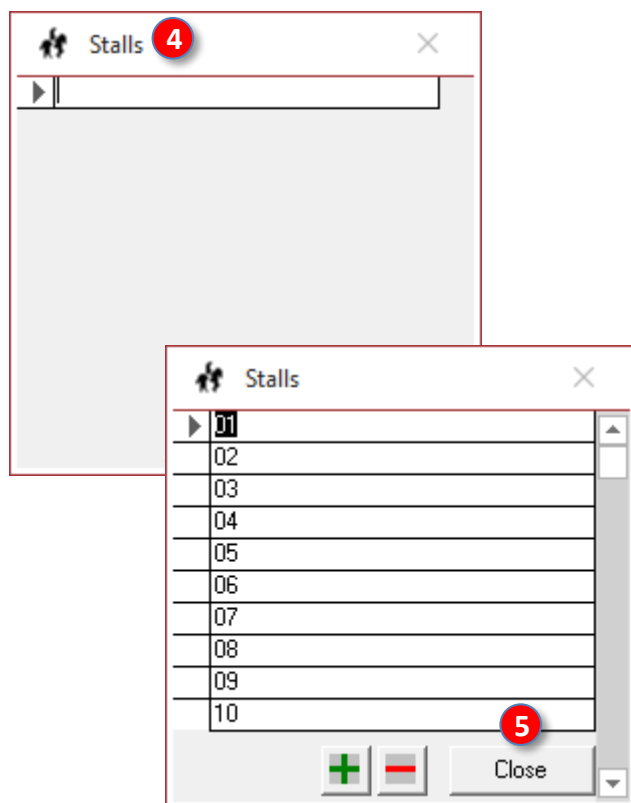
6. STALLS:

- This step is required if you have stalls and you want to assign stalls via FVD.

- Select **1 Main Menu** > **2 Show Office** > **3 Stalls**.



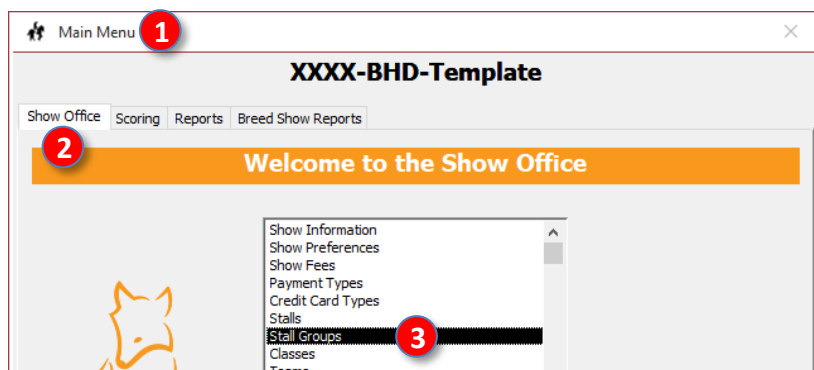
- The **4 Stalls** form opens.
- The values are alpha/numeric, which means you can enter letters and numbers.
- You can enter up to 10 letters and numbers; however, to fit on forms, short nomenclature is recommended.
- Enter your stall numbers. Use a system that is easy for you and understandable by show participants.
 - If you have 1-99 stalls, start with 01, 02, 03, 04, ..., 10, 11, 12, 13 This results in the numbers sorting numerically.
 - If you have 1-100+ stalls, start with 001, 002, 003, 004, ..., 010, 011, 012, 013, 014, ..., 100, 101, 102, This results in the numbers sorting numerically.
 - If you have stalls in different barns, for example Barn A and Barn B, you could enter something like A-01, A-02, ..., B-01, B-02, etc.
- Click **5 Close** to save the changes.



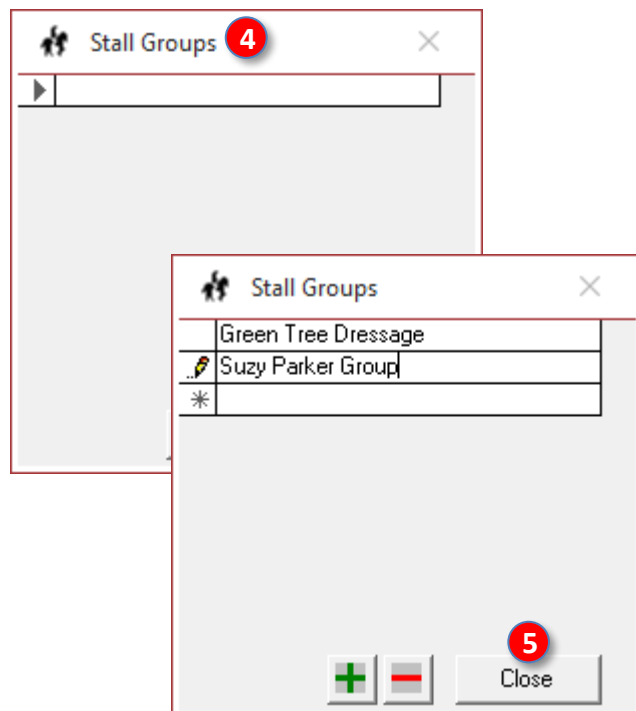
7. STALL GROUPS:

- This step is required if you have stalls and want to use FVD to track groups of people that want to be stalled together.
- A **Stall Group** is a name declared by a group of people who want to stable together. For example, you might have Green Tree Dressage or Suzy Parker Group.
- Stall Group names are only entered in a template if you have recurring Stall Group names.
- For most shows, Stall Group names are entered in the show file as you receive entries.

- Select **1 Main Menu > 2 Show Office > 3 Stall Groups**.



- The **4 Stall Groups** form opens.
- Enter the names of Stall Groups that participate in many of your shows that will be based on this template.
- Click **5 Close** when you are done.
- Additional Stall Groups can be added to the template later, or can be added in the show file.

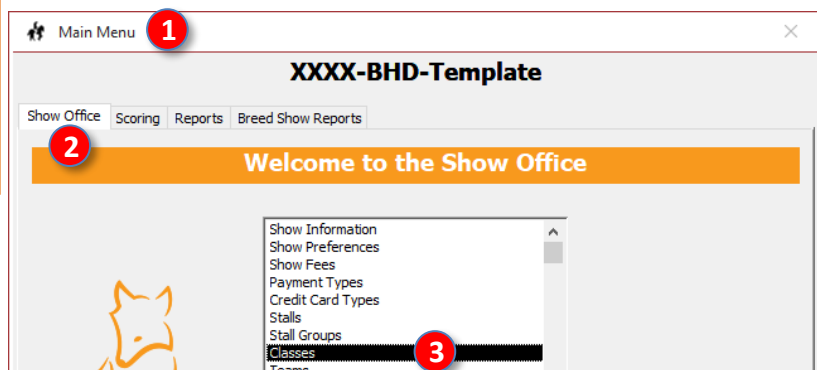


Edit a Show Template > 8. Classes

8. CLASSES:

IMPORTANT NOTE: For **Classes** instructions from **EE**, [click here](#) and look at page 4. These additional instructions are important to optimally set up your show so it can be published to **EE** and enable the entries created on **EE** to be imported back into **FVD**.

- Select **1 Main Menu** > **2 Show Office** > **3 Classes**.



- The **4 Class** form opens.
- **5 Class Number:** Each class must have a unique class number. Enter the class number, which should match the number in the Prize List. You can only use numbers; one decimal is allowed. See [RECOMMENDED DRESSAGE CLASS NUMBERS](#) for recommendations on a convenient (but not required) method to number classes.
- **6 Text:** Each class must have a unique class text. Enter text applicable to the Class; for example, Class # plus O, AA, JYR, AJY, etc. Up to ten letters, numbers, punctuations, and spaces may be entered.
- **7 Closed:** Check the box if the class is filled and therefore closed to additional entries.
- **8 Class Name:** Enter the name of the class. If the class is Open, AA, JYR, or AJY, include these terms in the name. If the class is a GAIG qualifier, include GAIG in the name. If it is a championship class, indicate that. Etc. Up to 50 letters, numbers, punctuations, and spaces may be entered.

NOTE 1: **5** Class numbers may not contain letters but may contain a decimal to one place (for example, 103.3 but not 103 AJY and not 103.31).

NOTE 2: It will be easier for you if you use a standard **5** class numbers method. Although NOT required, the following is suggested:

- **Open Class: 103.0** (0 = Open = all rider statuses may ride in the class; USEF non-members must be in open classes)
- **AA Class: 103.1** (1 = one status of rider = AA)
- **JYR Class: 103.2** (2 = 2 statuses of rider = JR and YR)
- **AJY Class: 103.3** (3 = 3 statuses of rider = AA, JR, and YR)

Continued on next page...

Edit a Show Template > 8. Classes, cont'd.

- **9 Default Test:** Using the drop-down arrow, select the test for this class. Alternately, start to type the test and the similar text will be seen. For EE, if it is a TOC class, select **Online Test Place Holder**. See [DRESSAGE AND OTHER TESTS BUILT INTO FVD](#) for a list of Default Tests built into FVD. See [Edit a Show Template > Test Editor](#), [Set Up a New Show > 12. Test Editor](#) and [Show Office > Test Editor](#) for the procedure to edit tests and add new tests.
- **10 USEF Code (or EC Code):** For submission to the USEF or EC. Using the **USEF Codes** drop-down arrow (or **EC Codes** drop-down arrow), select the correct Dressage USEF or EC Section Code. See [USEF DRESSAGE SECTION CODES](#) for the USEF codes list, which is a bit different from the FVD list (USEF no longer separates out Open, AA, and JYR classes; they are all Open). See [EQUINE CANADA \(EC\) SECTION CODES](#) for the EC codes.
- **11 AHA Code:** For submission to the Arabian Horse Association (AHA). Click the **Edit AHA Codes** button and type in the code and description in the boxes. [Click here](#) to open the AHA codes list (PDF file from the AHA web site). Leave blank if your show is not an AHA show.
- **12 Date:** Since this is a template file, leave this box blank.
- **13 Ring:** Since this is a template file, leave this box blank.

NOTE: EC Codes show only if EC was selected as the National Level in Show Preferences. See [Show Preferences > Membership \(1\) Tab](#). See [EQUINE CANADA \(EC\) SECTION CODES](#) for a list of the EC Section Codes.

Continued on next page...

Edit a Show Template > 8. Classes, cont'd.

- **14 Standard Fee:** Enter the standard fee for the class. This should match the fee in the Prize List. [For EE, if the fee is not entered the rider will not be charged for the class!](#)
- **15 Qualifying Fee:** The **Qualifying Class Entry Fee** is entered in [Show Fees](#). FVD automatically adds the **Qualifying Class Entry Fee** to the **Standard [Class] Fee**, to determine the total **Qualifying Fee**, even if it is not a qualifying class.
- **16 Prize:** Enter the prize only if it is the same for all of your shows that will be based on this template.
- **17 Sponsor:** Enter the sponsor only if it is the same for all of your shows that will be based on this template.
- **18 Report Style:** The program's default is **Standard and Breed**. For freestyle and quadrille tests, use the drop-down menu and change to **USDF Freestyle and Quadrille** or **FEI Freestyle**.
- **19 Max Ribbons:** Enter the maximum number of places for the class. This is usually 6 (the FVD default); however, there may be more places for championship classes.
- **20 Exclude from eScores:** Check the box if the class should not be reported to USEF and USDF. Examples are Introductory and Eventing classes. Opportunity classes are reportable.
- **21 Split for Awards - USEF eScores Only:** If you will split a class for awards by rider status divisions, use the drop-down to select the appropriate divisions for the split. This only affects the USEF eScores report (*.dat file); it does not actually split the class for placing, media report, etc. If you use this FVD feature, see [Create the FVD eScores \(*.dat\) File](#) for correct set-up of the USEF eScores report.
- **22 Judge:** Since this is a template, leave this portion blank.

Class

Class Number: 103.0 Text: 103.0 Closed

Class Name: USEF Training Level Test 3 Open GAIG

Default Test: USEF Training Level, Test 3 2023

USEF Code: 1502

AHA Code:

Date: Thursday, June 20, 2222

Ring: 1XXXXXXXXXX

14 Standard Fee: 40.00 **15** Qualifying Fee: 55.00

16 Prize:

17 Sponsor: Class Sponsor

18 Report Style: Standard and Breed

19 Max Ribbons: 6 **20** Exclude from eScores

21 Split for Awards: O/AJY USEF eScores Only

22 Judge:

Judge at E:

Judge at H:

Judge at C: Bxxxx (S, ST), Sxxx

Judge at M:

Judge at B:

Online Entries (Equestrian Entries)

Level Type: Training

Test of Choice:

Qualify: Q Allowed

Open AA JR/YR Other

FEI eScores Information

Standard and Breed

USDF/USAE/IPEC Freestyle and Quadrille

FEI Freestyle

O/AJY

O/AA/JY

Class (Lookup)

Close

Continued on next page...

Edit a Show Template > 8. Classes, cont'd.

- **23 Level Type:** Using the drop-down arrow, select the appropriate class level type.
 - **Exempt All:** All people and horses are exempt from USEF/USDF/GMO memberships and USEF Drug & Drug fees. Example: Opportunity classes.
 - **Exempt Non-Members Only:** All people and horses are exempt from USEF/USDF/GMO membership requirements but will still be charged USEF Drug fees for USEF/USDF shows. Example: Introductory classes.
 - **Exempt USDF Only:** All people and horses in this class are exempt from USDF memberships.
 - **FEI:** FEI class at a USEF/USDF show; USEF & USDF people and horse membership rules apply.
 - **Training:** Class has USEF/USDF training level tests; USEF & USDF people and horse membership rules apply.
 - **First:** Class has USEF/USDF first level tests; USEF & USDF people and horse membership rules apply.
 - **Second:** Class has USEF/USDF second level tests; USEF & USDF people and horse membership rules apply.
 - **Third:** Class has USEF/USDF third level tests; USEF & USDF people and horse membership rules apply.
 - **Fourth:** Class has USEF/USDF fourth level tests; USEF & USDF people and horse membership rules apply.
 - **CDI:** FEI class at a CDI show; FEI people and horse membership rules apply.
 - **USDF Sporthorse Breeding:** Class is a DSHB class and DSHB membership rules apply.
 - **Other:** Class does not fall under any of the above.
- **24 Test of Choice:** Check the box if the class is a **Test of Choice** class. The entrant chooses a test from a range defined in the prize list. For example: FEI TOC would allow any FEI test, FEI GP TOC would allow GP and GP Special. For EE entries, the test is displayed as **Place Holder**; the show secretary must manually enter the chosen test.
- **25 Qualify:** Pertains to GAIG qualification. Using the drop-down arrow, make the appropriate selection.
 - **No Q:** Rides in this class may not qualify for GAIG.
 - **Q Allowed:** Rides in this class may qualify for GAIG if the GAIG fee is paid before the class.
 - **Q Required:** Rides in this class must qualify for GAIG. All entrants must pay the GAIG fee before the class.

Class

Class Number: 103.0 Text: 103.0 Closed

Class Name: USEF Training Level Test 3 Open GAIG

Default Test: USEF Training Level, Test 3 2023

USEF Code: 1502

AHA Code:

Date: Thursday, June 20, 2222

Ring: 1XXXXXXXXXX

Standard Fee: 40.00 Qualifying Fee: 55.00

Prize:

Sponsor: Class Sponsor

Report Style: Standard and Breed

Max Ribbons: 6 Exclude from eScores

Split for Awards: O/AJY USEF eScores Only

Judge at E:

Judge at H:

Judge at C: Bxxxxx (S, ST), Sxxx

Judge at M:

Judge at B:

Online Entries (Equestrian Entries)

23 Level Type: Training

24 Test of Choice:

25 Qualify: Q Allowed

Open AA JR/YR Other

FEI eScores Information

Exempt All

Exempt Non-Members Only

Exempt USDF Only

FEI

Training

First

Second

Third

Fourth

CDI

USDF Sporthorse Breeding

Other

No Q

Q Allowed

Q Required

Class (Lookup)

Close

Continued on next page...

Edit a Show Template > 8. Classes, cont'd.

- **26 Rider Status:** Check the box appropriate for the class.
 - **Open:** All riders may enter the class. Professionals and USEF non-members must enter this class.
 - **AA:** Only Adult Amateur riders may enter the class.
 - **JR/YR:** Only Junior Riders and Young Riders may enter the class.
 - **Other:** Used for another division for your show. For example, a Vintage Division for 55+ year old riders.
- **27 Class Navigation:**
 - **28 Previous Class:** Click to view the previous class.
 - **29 Class (Lookup):** Use the drop-down arrow and select the class from the list.
 - **30 Next Class:** Click to view the next class.
 - **31 Add Class:** Click to open a blank class that is used to add a new class to the template/show.
 - **32 Delete Class:** Click to delete the class currently being viewed.
 - **33 View Class Copy:** Used to copy a class; used with class splitting (see [Split Classes](#)).
 - **34 View Class Splitter:** Used with Class Splitting (see [Split Classes](#)).
 - **35 View Wait List:** Used to view a wait list for the class (see [WAIT LIST](#)).

Class

Class Number: 103.0 Text: 103.0 Closed

Class Name: USEF Training Level Test 3 Open GAIG

Default Test: USEF Training Level, Test 3 2023

USEF Code: 1502

AHA Code:

Date: Thursday, June 20, 2222

Ring: 1XXXXXXXXXX

Standard Fee: 40.00 Qualifying Fee: 55.00

Prize:

Sponsor: Class Sponsor

Report Style: Standard and Breed

Max Ribbons: 6 Exclude from eScores

Split for Awards: O/AJY USEF eScores Only

Online Entries (Equestrian Entries)

Level Type: Training

Test of Choice:

Qualify: Q Allowed

Open AA JR/YR Other

FEI eScores Information

Class #	Class Text	Class Name
101.00	101 O	Training 1 O
102.00	102 O	Training 2 O
103.00	103 O	Training 3 O/GAIG

Class (Lookup)

Close

- To set up another class, click **31 Add Class** and repeat steps **5** through **26** above.
- When you are finished, click **36 Close**.
- When additional information is available, go back and enter the new information.

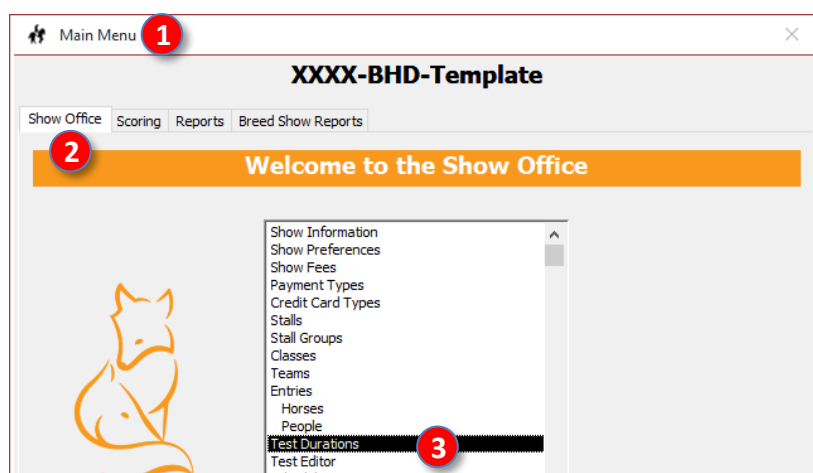
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9. TEST DURATIONS:

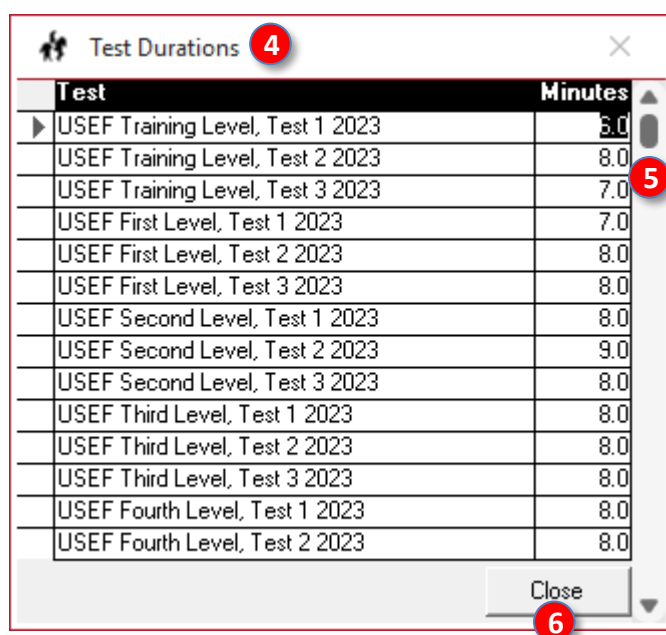
- **Test Durations** are the time, in minutes, allowed for a dressage test from the ringing of the bell to the end of the time used by the judge to complete the dressage test sheet.
- FVD has built in Test Durations that are ideal for USEF/USDF shows.
- If you want more or less time, you may edit the Test Durations. This is not recommended for USEF/USDF shows; however, it may be beneficial for schooling shows during which a judge may speak to the rider for 1-2 minutes after the ride. It may also be beneficial for dressage shows held by other disciplines.

NOTE: If you hold both USEF/USDF shows and dressage schooling shows, or another type of show, if you edit Test Durations in FVD, the Test.tdf file is edited and your changes apply to all shows linked to this file. You may want to copy your Test.tdf file so you have two files. One is named for licensed shows (perhaps Lic-Test.tdf) and another for schooling shows (perhaps Sch-Test.tdf). You then edit the test durations in the test file used for the particular show/template.

- Click **1 Main Menu** > **2 Show Office** > **3 Test Durations**.



- The **4 Test Durations** form opens.
- Use the **5** scroll bar until you see the test whose duration you want to edit.
- Select the test by clicking on it.
- Edit the time duration. You can use decimals with one decimal place; however, it only makes sense to have #.0 and #.5.
- Click **6 Close** when you are finished.



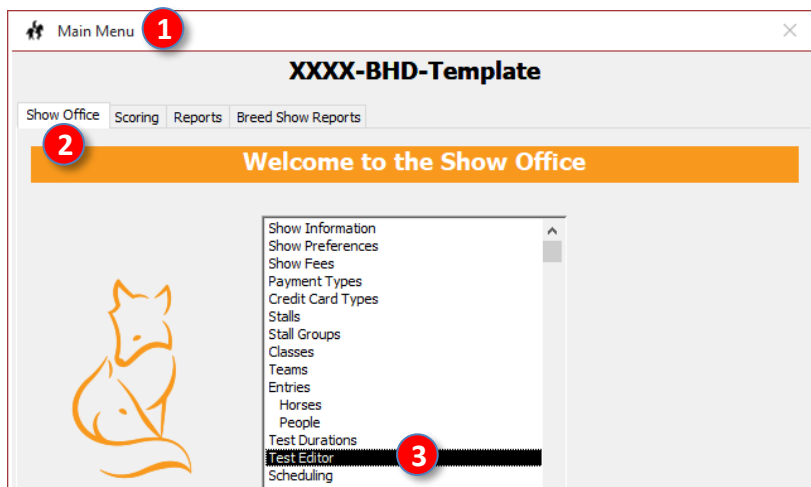
Edit a Show Template > 10. Test Editor

10. TEST EDITOR:

- FVD has MANY built in dressage tests including USEF/USDF tests, FEI tests, USEA tests, Western tests, and Cowboy tests. See [DRESSAGE AND OTHER TESTS BUILT INTO FVD](#) for the list.
- You use the Test Editor if you need to add a test that is not built-in or if you want to delete a test. This would rarely be done in a USEF/USDF test; however, a local test may be needed for a schooling show or your show may need a test written by another discipline.

- Click **1 Main Menu** > **2 Show Office** > **3 Test Durations**.

NOTE: If you hold both USEF/USDF shows and dressage schooling shows, or another type of show, if you edit Tests in FVD, the Test.tdf file is edited and your changes apply to all shows linked to this file. You may want to copy your Test.tdf file so you have two files. One is named for licensed shows (perhaps Lic-Test.tdf) and another for schooling shows (perhaps Sch-Test.tdf). You then edit/add/delete the tests in the test file used for the particular show/template.



- The **4 Test Editor** form opens.
- Go to the next page...

The screenshot shows the 'Test Editor' form. At the top, there is a 'Test Editor' button with a red circle '4' next to it. The form is divided into three main sections: 'Standard Marks', 'Test Information', and 'Collective Marks'. The 'Test Information' section is currently active, showing fields for Test ID Number, Test Name, Test Short Name, Duration (min.), Report Style, Decimal (0-2), Group (Level), Standard Count, Collective Count, and Possible Score. The 'Collective Marks' section shows a table with 7 rows and 2 columns. The 'Standard Marks' section shows a table with 19 rows and 3 columns. At the bottom, there is a 'Test (Lookup)' field and a 'Close' button. A red warning message is displayed in the bottom right corner: 'WARNING: Edit tests at your own risk. We recommend that you verify all custom tests as well as all standard tests that you create or edit for accuracy. You are responsible for making sure the tests are correct. This editor is provided for your convenience only.'

Standard Marks		
1	1	20
2	2	21
3	1	22
4	1	23
5	2	24
6	2	25
7	2	26
8	1	27
9	2	28
10	1	29
11	1	30
12	2	31
13	1	32
14	0	33
15	0	34
16	0	35
17	0	36
18	0	37
19	0	38

Collective Marks	
1	1
2	2
3	2
4	1
5	1
6	0
7	0

Continued on next page...

Edit a Show Template > 10. Test Editor, cont'd.

- **5 Standard Marks numbers** are the numbers of the test movements for the test (1, 2, 3, etc.).
- **6 Standard Marks boxes** contain the coefficients for each test movement.
 - 0 = There is no such movement in the test.
 - 1 = There is no coefficient for the movement in the test.
 - 2 = There is a coefficient of 2 for the movement in the test.
- **7 Collective Marks numbers** are the numbers of the collective marks for the test (1, 2, 3, etc.).
- **8 Collective Marks boxes** contain the coefficients for each collective mark.
 - 0 = There is no such collective mark in the test.
 - 1 = There is no coefficient for the collective mark in the test.
 - 2 = There is a coefficient of 2 for the collective mark in the test.
- **9 Test ID Number** is automatically entered by the FVD Program.
- **10 Test Name** is the test name.
- **11 Test Short Name** is a short name that you can give a test. Each test short name must be unique – it can only be given to one test.
- **12 Duration (min.)** is the time provided to for the test (time to enter + ride time + administrative time).
- **13 Report Style:** Use the drop-down arrow and select the appropriate style.
- **14 Decimal (0-2)** is the number of decimal points in the score. 0.1 decimals are allowed in freestyles, young horse tests, and others. 0.5 decimals are allowed in USEF/USDF tests and FEI tests.

Standard and Breed
 USDF/USEF/IPEC Freestyle and Quadrille
 FEI Freestyle

- **15 Group (Level)** is the grouping for high score reports sorted by level.
- **16 Standard Count** is the number of standard marks (movements) in the test.
- **17 Collective Count** is the number of collective marks in the test.
- **18 Possible Score** is the maximum possible score for the test.
- **19 Descriptions** provide a short description of each movement.
- Use the **20** drop-down arrow or the **21 Previous Test** and **22 Next Test** icons to select a test.
- Use the **23 Add Test** button to open a blank test that can be edited and saved.
- Use the **24 Delete Test** button to delete a test.
- Click **25 Close** to save your edits and close the form.

Test Editor

Standard Marks			
1	1	20	0
2	2	21	0
3	1	22	0
4	1	23	0
5	2	24	0
6	2	25	0
7	2	26	0
8	1	27	0
9	2	28	0
10	1	29	0
11	1	30	0
12	2	31	0
13	1	32	0
14	0	33	0
15	0	34	0
16	0	35	0
17	0	36	0
18	0	37	0
19	0	38	0

Test Information	
Test ID Number	9
Test Name	USEF Training Level, Test 1
Test Short Name	T-1
Duration (min.)	6.0
Report Style	Standard and Breed
Decimal (0-2)	1
Group (Level)	1
Standard Count	13
Collective Count	5
Possible Score	260

Collective Marks	
1	1
2	2
3	2
4	1
5	1
6	0
7	0

Descriptions

WARNING: Edit tests at your own risk. We recommend that you verify all custom tests as well as all standard tests that you create or edit for accuracy. You are responsible for making sure the tests are correct. This editor is provided for your convenience only.

Test (Lookup) [20] [21] [22] [23] [24] [25] Close

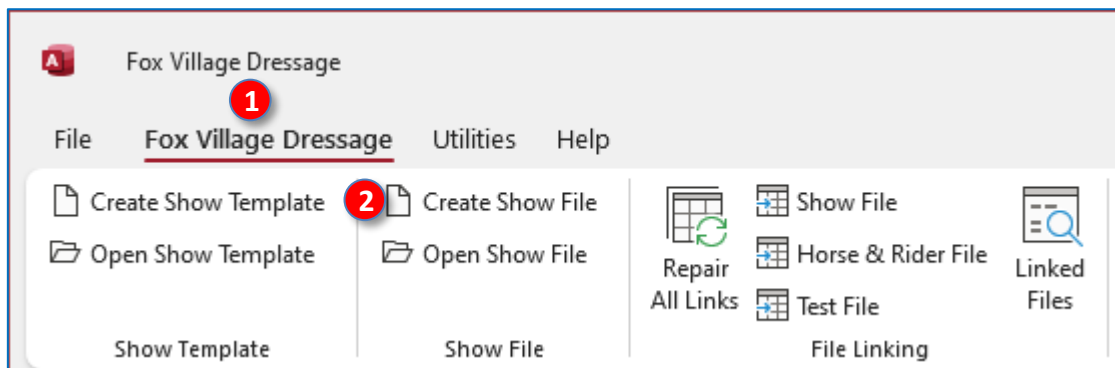
CHAPTER II.4. CREATE A SHOW FILE FROM A SHOW TEMPLATE FILE



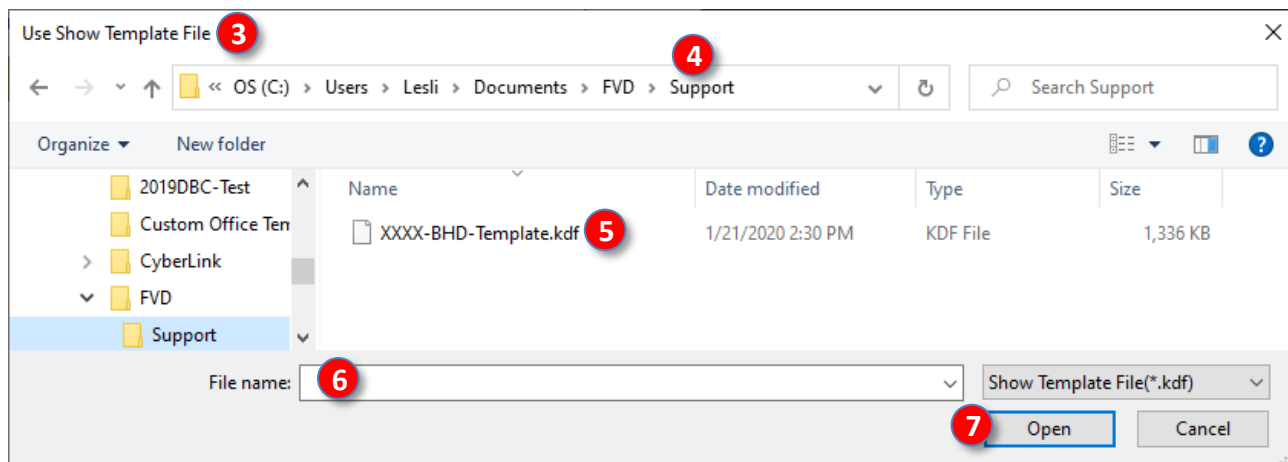
Create a Show File from a Show Template File

CREATE A SHOW FILE FROM A SHOW TEMPLATE FILE:

- From the **1 Fox Village Dressage** ribbon, click **2 Create Show File**.



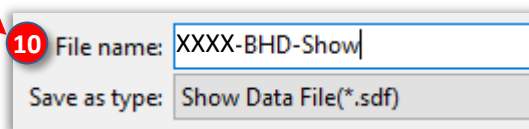
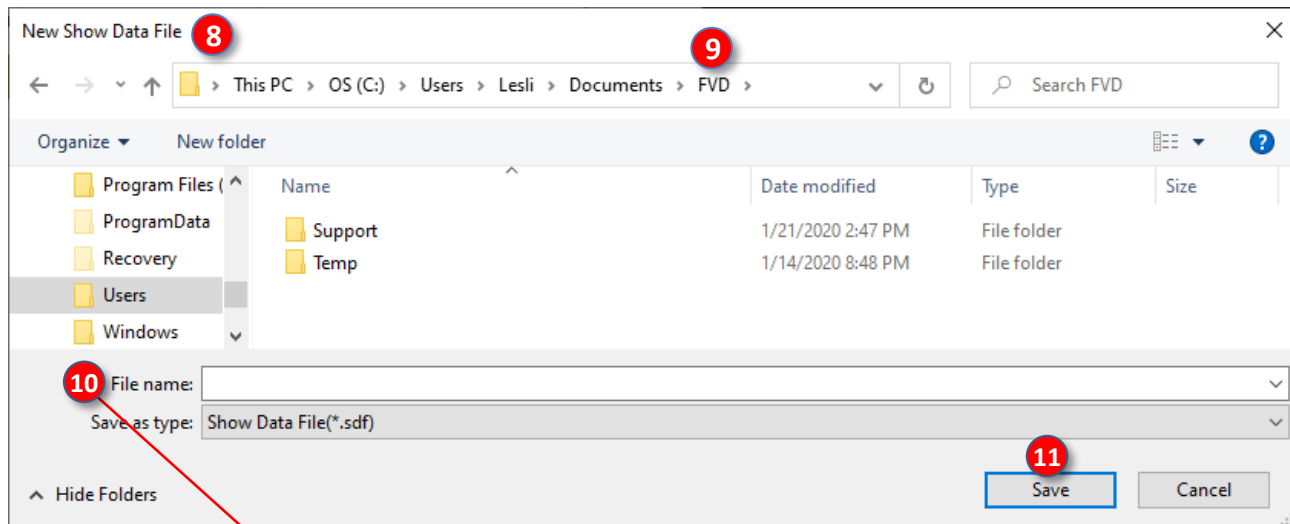
- The **3 Use Show Template File** form opens in **4 Your FVD Folder > Support** folder.
- Select the appropriate template file by single clicking on the **5 File name** (it will have the *.kdf extension). The file name will appear in the **6 File name** box. Then click **7 Open**.
- Alternately, double-click the **5 File name** and the file opens. The **7 Open** button is not used.



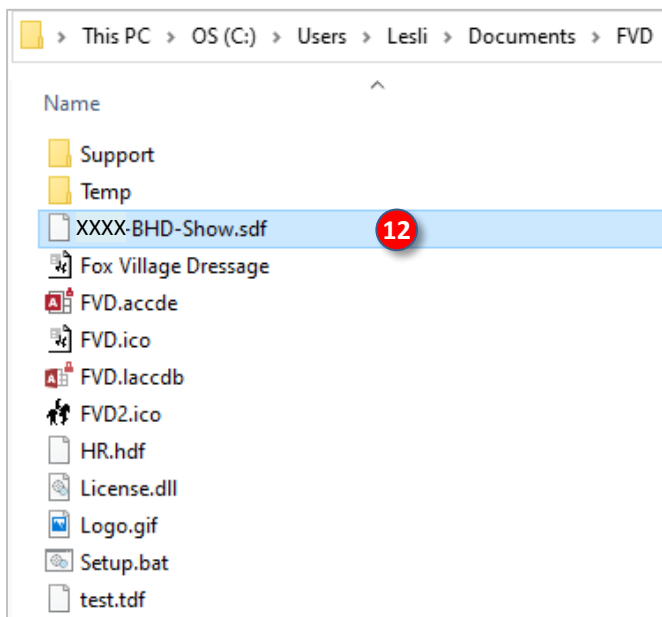
Continued on next page...

Create a Show File from a Show Template File, cont'd.

- The **8 New Show Data File** form opens in **9 Your FVD Folder**.
- In the **10 File name** box, type the name of your show file. In this example, it will be **XXXX-BHD-Show**. For your show, it is suggested you use the year (YYYY) or date (YYYY-MM-DD).
- Click **11 Save**.



- If you open **Your FVD Folder**, you will see the new show file **12 XXXX-BHD-Show.sdf**. FVD has automatically saved it as a *.sdf file.
- Congratulations, you have created a show file from a template file.

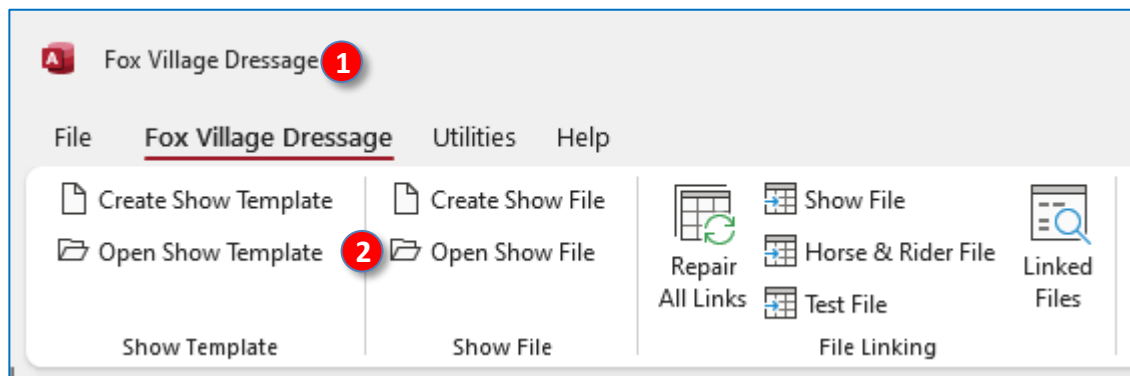


CHAPTER II.5. OPEN A SHOW FILE

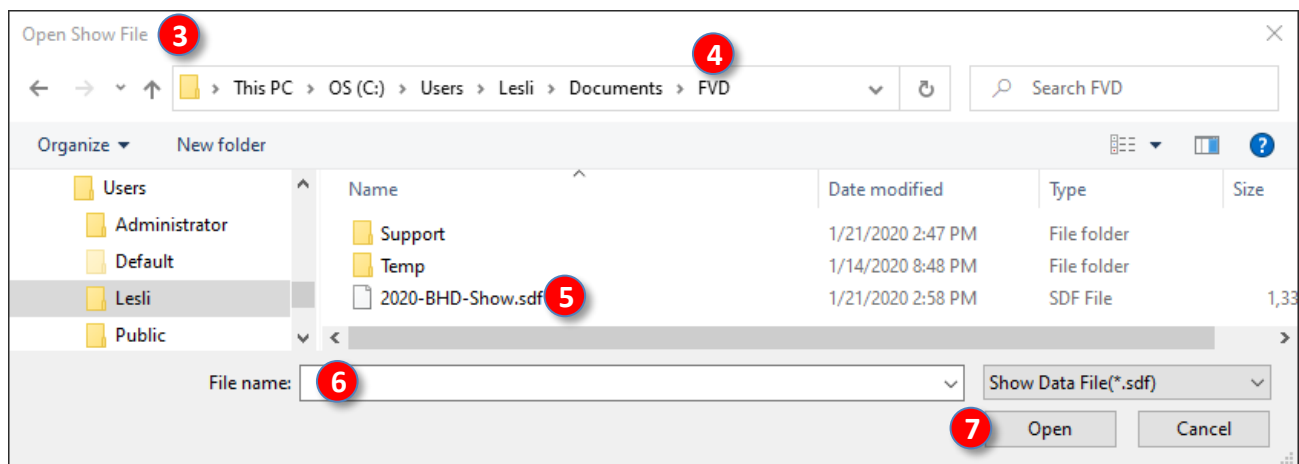


Open a Show File

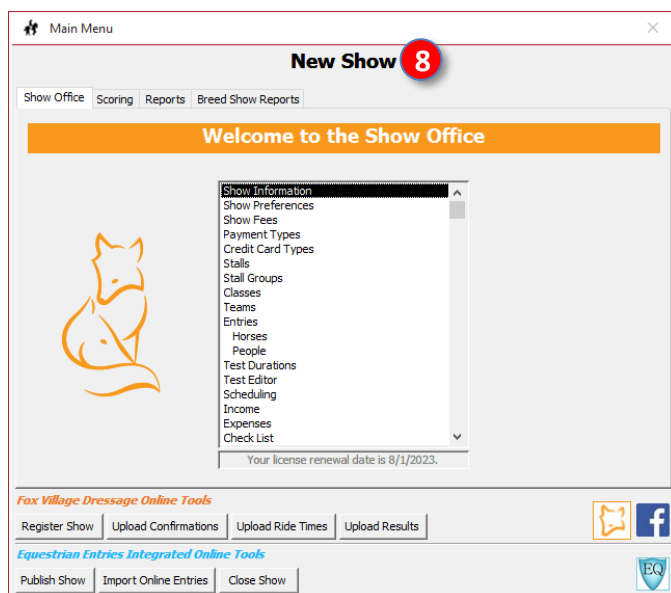
- From the **1 Fox Village Dressage** ribbon, click **2 Open Show File**.



- The **3 Open Show File** form opens in **4 Your FVD Folder**.
- Select the appropriate show file by single clicking on the **5 File name** (it will have the *.sdf extension). The file name will appear in the **6 File name** box. Then click **7 Open**.
- Alternately, double-click the **5 File name** and the file opens. The **7 Open** button is not used.



- The **8 New Show** opens and is ready for you to link and set up.



- Link the show file with your HR.hdf and Test.tdf files – see [CHAPTER II.2. REPAIR ALL LINKS](#).

CHAPTER II.6. SET UP A NEW SHOW



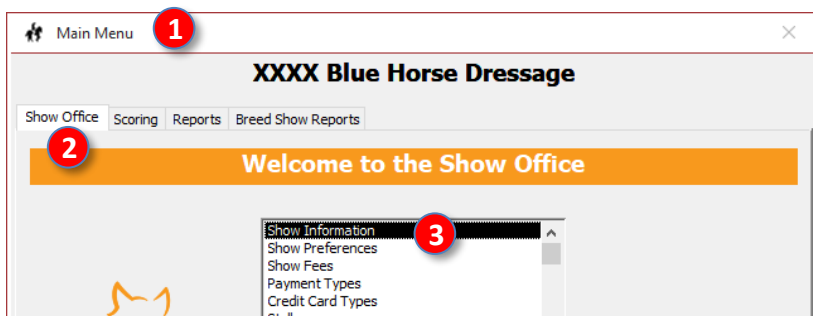
Set Up a New Show > 1. Show Information > General Tab

1. SHOW INFORMATION > GENERAL TAB:

- The next step is to edit your show file to provide show specific information that is not in the template.
- If not already open, open your show (see [OPEN A SHOW FILE](#)).

IMPORTANT NOTE: For **Show Information** instructions from EE, [click here](#) and look at page 3. These additional instructions are important to optimally set up your show so it can be published to EE and enable the entries created on EE to be imported back into FVD.

- Click **1 Main Menu** > **2 Show Office** > **3 Show Information**.



- The **4 Show Information** form opens.
- Complete the empty boxes in the General tab, including:
 - The official **5 Show Name**. In this example it is **XXXX Blue Horse Dressage Show** where XXXX is nomenclature to specify the particular show. For example, the year as YYYY or the date as YYYY-MM-DD). If you have multiple shows per season (perhaps Spring, Summer and Fall), the name could be something like **XXXX Spring Blue Horse Dressage Show**. This should be a formal show name as it will appear on many of your show documents.
 - The name of the **6 Technical Delegate**. Include the level and the state; for example, Terry Technical (rTD,ST).
 - Any other information not provided by the template.
- Information marked with a * is required for registering the show with EE for online entries.

Show Information **4**

General Additional

Show Name * **5** XXXX Blue Horse Dressage

Show Grounds Information

Name * Blue Horse Farm

Address * 1234 Main Street

City/State/Zip * Anytown ST 12345

Country * USA [Click here for a list of alpha-3 codes](#)

Date(s) * June 20, 2020

USEF # * 123456

USDF # * 123456

FEI # *

L1 # *

L2 # *

L3 # *

Show Manager Information

Name * Mary Manager

Address * 5678 Green Street

City/State/Zip * Anytown ST 12345

Phone * 123-456-7890

Email * MaryManager@email.com

Show Secretary Information

Name * Suzy Secretary

Address * 3967 Red Street

City/State/Zip * Anytown ST 12345

Phone * 123-456-7890

Email * SuzySecretary@email.com

Technical Delegate **6** Terri Technical (rTD, ST)

* Required for registering show for online tools **7** Close

Set Up a New Show > 1. Show Information > Additional Tab

1. SHOW INFORMATION > ADDITIONAL TAB:

- Complete or update empty boxes in the Additional tab, including:
 - The **1 Global Memo** if it was not in the template.
 - The **2 Prize List URL** if it was not in the template.
 - The **3 Show URL** if it was not in the template.
 - Any other information not provided by the template.
- Click **4 Close**.

Show Information

General Additional

Online Entries (Equestrian Entries)

FEI eScores Information

Show Payment Information

Payee Blue Horse Farm

Address 1234 Main Street

City/State/Zip Anytown ST 12345

Phone 123-456-7890

Payment Email BlueHorseFarm@email.com

Currency USD

Global Memo **1** This is a message that entrants see when they enter your show online. It can be entered now or later.

Prize List URL **2** Include http:// or https:// for URLs
Enter the prize list URL if it will be the same for all shows that use this template. Otherwise leave it blank.

Show URL **3** Enter the show URL if it will be the same for all shows that use this template. Otherwise leave it blank.

*Required for registering show for online tools

4 Close

- The **5 Show Name** is now on the Main Menu.

Main Menu

5 XXXX Blue Horse Dressage

Show Office Scoring Reports Breed Show Reports

Welcome to the Show Office

Show Information
Show Preferences
Show Fees
Payment Types
Credit Card Types
Stalls
Stall Groups
Classes
Teams
Entries
Horses
People
Test Durations
Test Editor
Scheduling
Income
Expenses
Check List

Your license renewal date is 8/1/2022.

Fox Village Dressage Online Tools

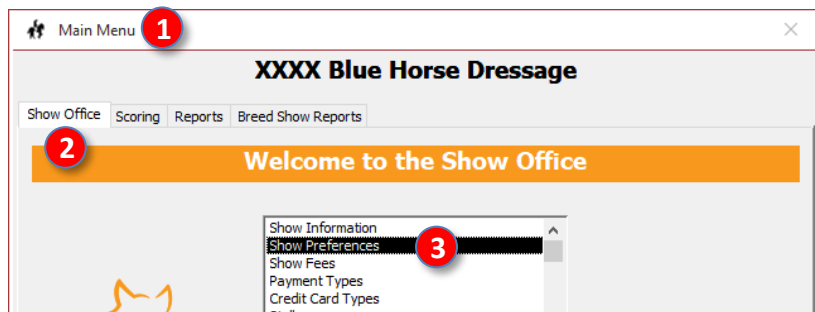
Register Show Upload Confirmations Upload Ride Times Upload Results

Equestrian Entries Integrated Online Tools

Publish Show Import Online Entries Close Show

2. SHOW PREFERENCES > GENERAL TAB:

- Click **1** Main Menu > **2** Show Office > **3** Show Preferences.



- The **4** Show Preferences form opens.
- In the **5** General tab, provide any missing or new information.

Show Preferences **4**

General Membership (1) Membership (2) Divisions

Scoring

Standard Scoring (Recommended)

Manual Scoring (Totals only)

Display Prep Utility: Use only after you have scheduled your show.

Default Backup Storage Device

ConflictTime

Use Coggins

Use Vaccines

Use Safe Sport

Auto Fill Trainer

Use Logo Graphic on Reports

Logo Graphic File Location

Use USEF Rules for Rider's Age

Pony Club Show

Set Up a New Show > 2. Show Preferences > Membership (1) Tab, Membership (2) Tab

2. SHOW PREFERENCES > MEMBERSHIPS (1) TAB:

- Click the **1 Memberships (1)** tab.
- Complete or update any needed information. For example, enter the date USEF and USDF memberships would expire.

Show Preferences

General **Membership (1)** Membership (2) Divisions

National Level

Use USEF USEF Label
 Default USEF Expiration Date
 For purposes of electronic submission of results, National Membership must always be the first in the list. (USE USEF or EC)

Discipline Level

Use USDF USDF Label
 Default USDF Expiration Date

International Level

Use FEI FEI Label
 Default FEI Expiration Date

Close

2. SHOW PREFERENCES > MEMBERSHIPS (2) TAB:

- Click the **2 Memberships (2)** tab.
- Complete or update any needed information.

Show Preferences

General Membership (1) **Membership (2)** Divisions

Local 1 Level

Use L1 L1 Label
 Default L1 Expiration Date

Local 2 Level

Use L2 L2 Label
 Default L2 Expiration Date

Local 3 Level

Use L3 L3 Label
 Default L3 Expiration Date

* Applies to online entries only. [USDF GMO Codes](#)

Online Entries (Equestrian Entries)

Non-member Fee Type *

Fee for: * Horse Owner Rider Trainer Coach
 Organization Partner *

Non-member Fee Type *

Fee for: * Horse Owner Rider Trainer Coach
 Organization Partner *

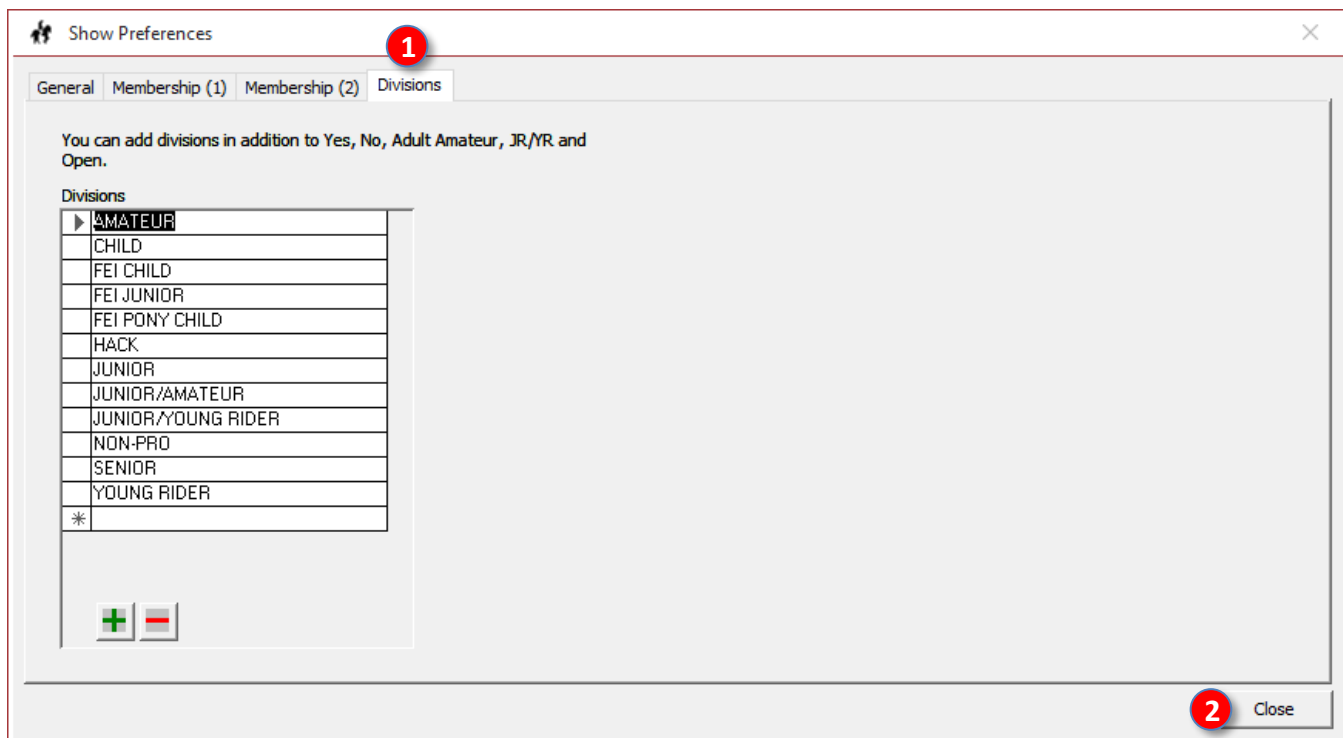
Non-member Fee Type *

Fee for: * Horse Owner Rider Trainer Coach
 Organization Partner *

Close

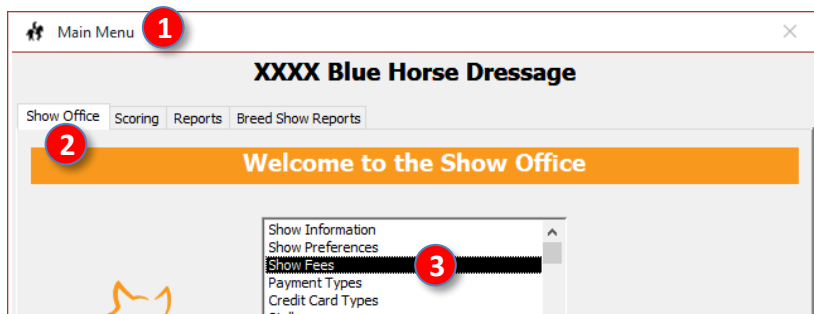
2. SHOW PREFERENCES > DIVISIONS TAB:

- Click the **1** Divisions tab.
- Complete or update any needed information.
- Click **2** Close when you are finished.



3. SHOW FEES > SYSTEM FEES:

- Click **1 Main Menu** > **2 Show Office** > **3 Show Fees**.



- The **4 Show Fees** form opens.
- Complete or update any information in the **5 System Fees** tab.

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
▶ Additional Stabling	0.00	SO	<input type="checkbox"/>	<input type="checkbox"/>	Grooming Stall	per Day
Bedding/Shavings	0.00	SB	<input type="checkbox"/>	<input type="checkbox"/>	Shavings/Bedding	Yes
Daily Stabling	0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Day Stall	per Day
Daily Tackstall	0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Day
Donations	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Drug/Horse USEF	23.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	USEF Drug & Medication Fee	per Show
Entry Charge	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Haul In Fee	0.00	SO	<input type="checkbox"/>	<input type="checkbox"/>	Grounds/Haul-In Fee	per Show
Horse Recording Application	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Membership Recording Application	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Package A Stabling	0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Package A Tackstall	0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Package B Stabling	0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Package B Tackstall	0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Processing Fee	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
RV Hookup	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	RV (hook up) Fee	per Show
USDF Non-member	35.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	USDF Non-Member Fee	per Show
USEF Show Pass	45.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	USEF Non-Member Fee	per Show

Qualifying Class Entry Fee 15.00

Warning: If you have previously published this show, do not delete any of the show fees.

A - Automatic
 OE - Publish with online entry submission
 * - Applies to online entry submission only

Continued on next page...

3. SHOW FEES > CUSTOM FEES:

- Click the **1** Custom Fees tab.
- Complete or update any needed information.
- Click **2** Close when you are finished.

Show Fees
✕

System Fees

1 Custom Fees

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
▶ Bedding \$10/bag (at show only)	0.00	SB	<input type="checkbox"/>	<input type="checkbox"/>	Shavings/Bedding	No
Change Fee \$10	10.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Late Fee \$50	50.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Late Fee - per Entry (if applicable)	per Show
Non-Compete Horse \$10	10.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fee	Yes
Office Fee \$30	30.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Office Fee	per Show
Returned Check Fee \$30	30.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Stall Clean Deposit \$50 (refundable)	50.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Stall H1: Horse Fri-Sat5 or Sat5 \$85	85.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Stall H2: Horse Sat6-Sun or Sun \$85	85.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Stall H3: Horse Fri-Sun or Sat-Sun \$170	170.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Stall H4: Horse Thurs night \$85	85.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Stall H5: Horse Sun night \$85	85.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Stall T1: Tack Fri-Sat5 or Sat5 \$80	80.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Stall T2: Tack Sat6-Sun or Sun \$80	80.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Stall T3: Tack Fri-Sun or Sat-Sun \$160	160.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Stall T4: Tack Thurs night \$80	80.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Stall T5: Tack Sun night \$80	80.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
USEF Active Membership	80.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
USEF Active Membership, 3-Year	225.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
USEF Annual Horse Recording	95.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
USEF Life Horse Recording	300.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		

Qualifying Class Entry Fee	15.00
----------------------------	-------

Warning: If you have previously published this show, do not delete any of the show fees.

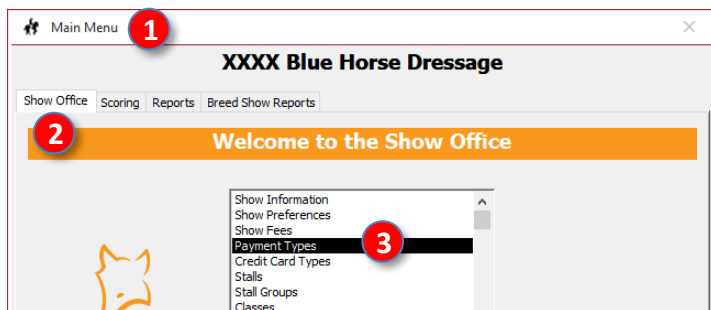
A - Automatic
OE - Publish with online entry submission
* - Applies to online entry submission only

+
-
2 Close

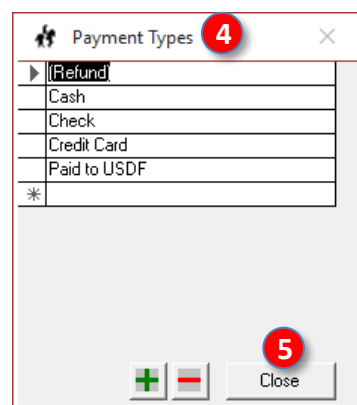
Set Up a New Show > 4. Payment Types, 5. Credit Card Types

4. PAYMENT TYPES:

- Click **1** Main Menu > **2** Show Office > **3** Payment Types.

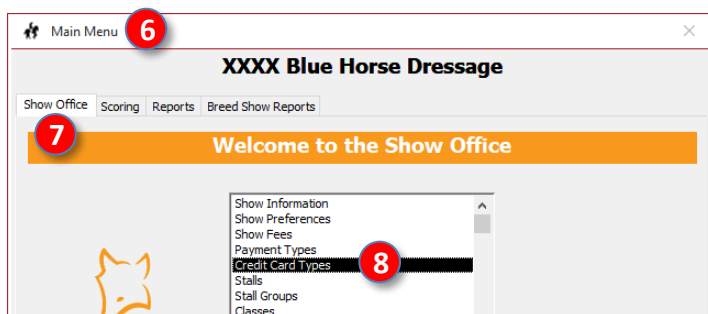


- The **4** Payment Types form opens.
- Complete or update any needed information.
- Click **5** Close when you are finished.

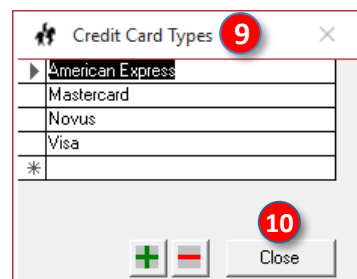


5. CREDIT CARD TYPES:

- Click **6** Main Menu > **7** Show Office > **8** Credit Card Types.



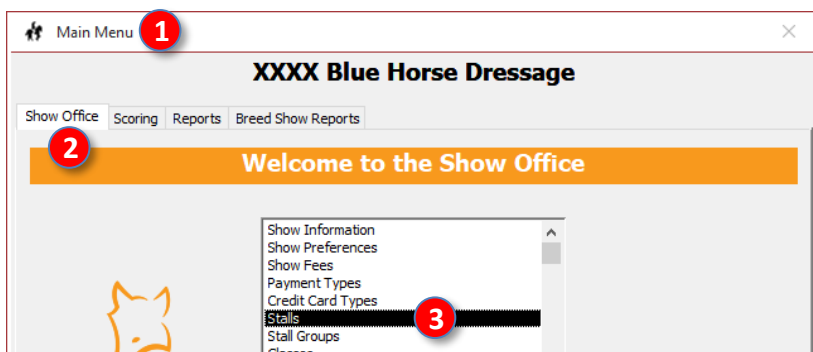
- The **9** Credit Card Types form opens.
- Complete or update any needed information.
- Click **10** Close when you are finished.



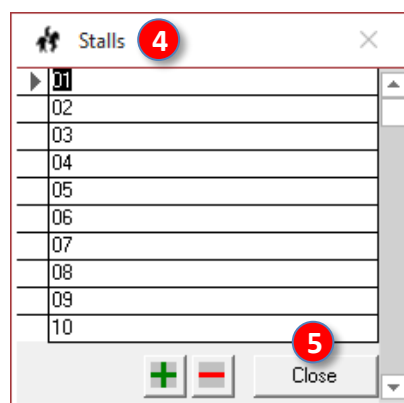
Set Up a New Show > 6. Stalls, 7. Stall Groups

6. STALLS:

- Click **1 Main Menu** > **2 Show Office** > **3 Stalls**.

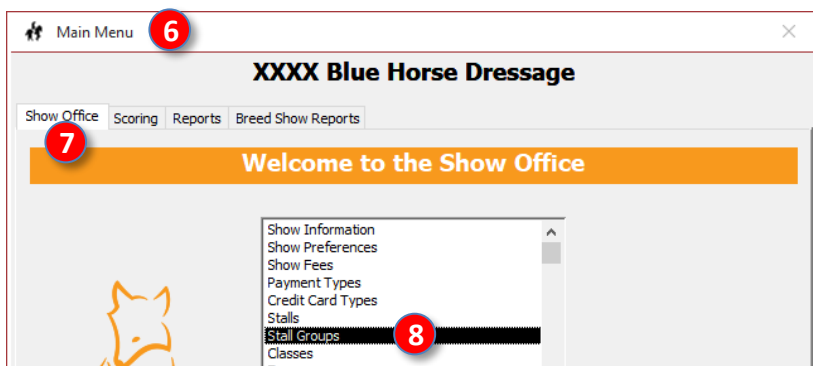


- The **4 Stalls** form opens.
- Complete or update any needed information.
- Click **5 Close** when you are finished.

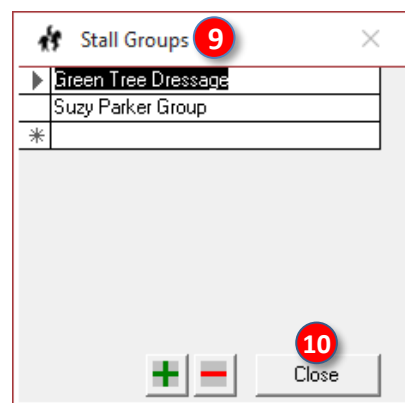


7. STALL GROUPS:

- Click **6 Main Menu** > **7 Show Office** > **8 Stall Groups**.



- The **9 Stall Groups** form opens.
- Complete or update any needed information.
- Click **10 Close** when you are finished.

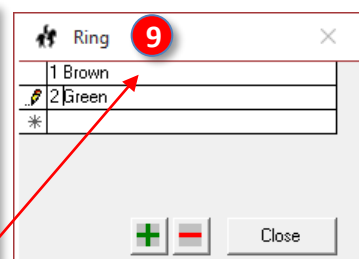
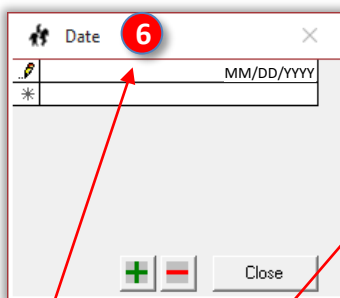
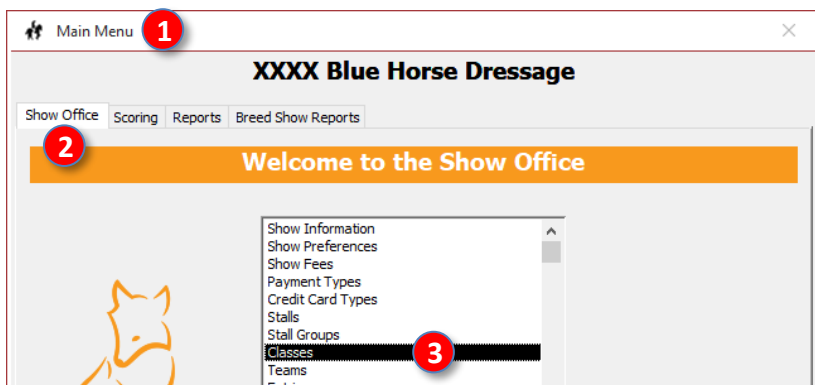


NOTE: Stall groups are usually added as you process entries.

Set Up a New Show > 8. Classes

8. CLASSES:

- Click **1 Main Menu** > **2 Show Office** > **3 Classes**.
- The **4 Class** form opens.
- For each class, complete or update any needed information, including:
 - 5 Date:**
 - Click the **6 Edit Dates** button and enter your show date(s) (MM/DD/YYYY) then click **Close**.
 - For each class, use the date **7** drop-down arrow to select the class date.
 - 8 Ring:**
 - Click the **9 Edit Rings** button and enter your show's rings (# and letters). Keep the name short as there is limited space on reports.
 - After scheduling, for each class, use the ring **10** drop-down arrow to select the ring.
 - 11 Prize:** Enter the class prize, if there is one.
 - 12 Sponsor:** Enter the class sponsor, if there is one.



 A screenshot of the 'Class' form. The title bar says 'Class' with a red circle '4'. The form contains several fields:

- Class Number: 103.0, Text: 103.0, Closed checkbox.
- Class Name: USEF Training Level Test 3 Open GAIG
- Default Test: USEF Training Level, Test 3 2023
- USEF Code: 1502
- AHA Code: [dropdown]
- Date: Thursday, June 20, 2222 (with a red circle '5' and a date selector icon with a red circle '7')
- Ring: 1XXXXXXXXXX (with a red circle '8' and a ring selector icon with a red circle '10')
- Standard Fee: 40.00, Qualifying Fee: 55.00 (with a red circle '9' next to the fee field)
- Prize: [empty field]
- Sponsor: Class Sponsor (with a red circle '11' next to the field)
- Report Style: Standard and Breed
- Max Ribbons: 6, Exclude from eScores checkbox.
- Split for Awards: O/AJY, USEF eScores Only checkbox.

 At the bottom, there's a section for Judge information with a grid of dropdowns for Judge at E, H, C, M, B, R, P, F, A, and K.

Continued on next page...

Set Up a New Show > 8. Classes, cont'd.

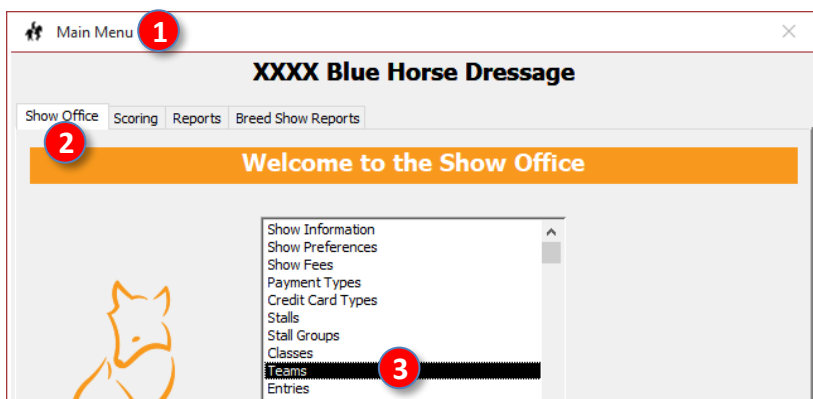
- **13 Judge:**
 - Enter the judge names:
 - Click the **14 Edit Judges** button.
 - The **15 Judge** form opens.
 - Enter the judge's **16 First Name**.
 - Enter the judge's **17 Last Name** followed by the **rating** and the **state** (such as Mary Smith (S,VA)).
 - Click the form's **18 Close** button.
 - After scheduling, select the judge(s) for the class:
 - For each dressage letter where you have a judge (E, H, C, M, B), use the **19** drop-down arrow to select the judge(s) for the class.
- Continue until you have entered the information for all classes.
- You can return and edit this information at any time.
- Click **20 Close** when you are finished.

19
Paul (R,PA), Peter
Smith (S,VA), Mary

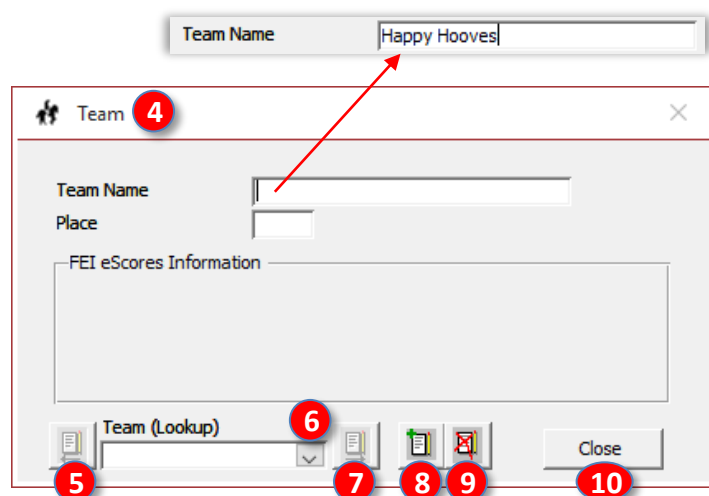
9. TEAMS:

NOTE: For details on managing teams, see [MANAGING TEAMS](#).

- Click **1 Main Menu** > **2 Show Office** > **3 Teams**.



- The **4 Team** form opens.
- If your show has teams, enter the names of the teams.
 - Click the **5 Previous Team** button to view the previous team.
 - Use the **6 Team (Lookup)** drop-down arrow to open a list of teams, then select the team you need to edit.
 - Click the **7 Add Team** button to add a line for a team.
 - Click the **8 Delete Team** button to delete the open team.
- During the show, use the **9 Place** box to enter each team's place in the competition.
- Click **10 Close** when you are finished.

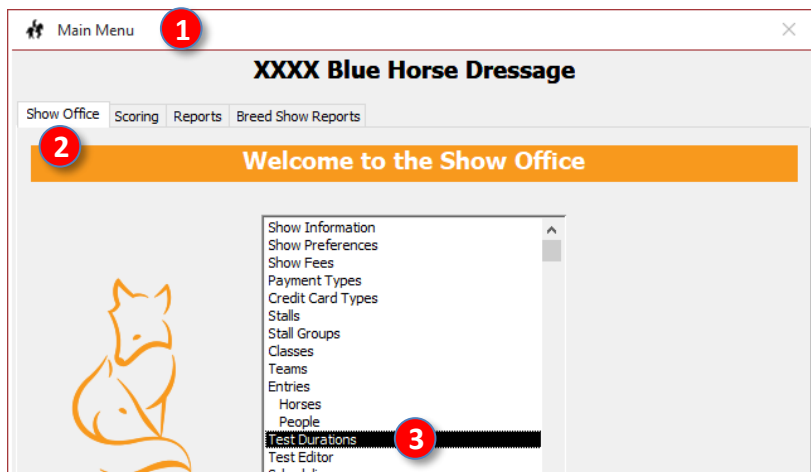


NOTE: The following special characters cannot be in a team name:

- < (less than)
- > (greater than)
- & (ampersand)
- ' (apostrophe or single quote)
- " (double quote)

10. TEST DURATIONS:

- Click **1** Main Menu > **2** Show Office > **3** Test Durations.



- The **4** Test Durations form opens.
- As in the templates chapter, make any needed changes.
- Click **5** Close when you are finished.

Test	Minutes
USEF Training Level, Test 1 2023	5.0
USEF Training Level, Test 2 2023	8.0
USEF Training Level, Test 3 2023	7.0
USEF First Level, Test 1 2023	7.0
USEF First Level, Test 2 2023	8.0
USEF First Level, Test 3 2023	8.0
USEF Second Level, Test 1 2023	8.0
USEF Second Level, Test 2 2023	9.0
USEF Second Level, Test 3 2023	8.0
USEF Third Level, Test 1 2023	8.0
USEF Third Level, Test 2 2023	8.0
USEF Third Level, Test 3 2023	8.0
USEF Fourth Level, Test 1 2023	8.0
USEF Fourth Level, Test 2 2023	8.0

Set Up a New Show > 11. Test Editor

11. TEST EDITOR:

- Used to edit tests in FVD (not recommended) or add tests to FVD.
- FVD has MANY built in dressage tests including USEF/USDF tests, FEI tests, USEA tests, Western tests, and Cowboy tests. See [DRESSAGE AND OTHER TESTS BUILT INTO FVD](#) for the list.

- Click **1** Main Menu > **2** Show Office > **3** Test Editor.



- The **4** Test Editor form opens.
- See [Test Editor](#) for the test editing procedure.
- Click **5** Close when you are finished.

Standard Marks

1	1	20	0
2	2	21	0
3	1	22	0
4	1	23	0
5	2	24	0
6	2	25	0
7	2	26	0
8	1	27	0
9	2	28	0
10	1	29	0
11	1	30	0
12	2	31	0
13	1	32	0
14	0	33	0
15	0	34	0
16	0	35	0
17	0	36	0
18	0	37	0
19	0	38	0

Test Information

Test ID Number:

Test Name:

Test Short Name: Must be unique

Duration (min.):

Report Style:

Decimal (0-2): Mark precision, i.e. Freestyles, etc.

Group (Level): Grouping for high score reports.

Standard Count: Number of standard marks for test.

Collective Count: Number of Collective marks for test.

Possible Score:

Collective Marks

1	1
2	2
3	2
4	1
5	1
6	0
7	0

Descriptions

WARNING: Edit tests at your own risk. We recommend that you verify all custom tests as well as all standard tests that you create or edit for accuracy. You are responsible for making sure the tests are correct. This editor is provided for your convenience only.

Test (Lookup):

Close

CHAPTER II.7. REGISTER A SHOW WITH FVD



Register a Show with FVD



- After your show has been setup, you need to:

- **1 Register** it with FVD. When you **Register** a show with FVD:
 - It is entered in FVD's database.
 - Your show is on the **FVD Online Entries, Ride Times and Results** page ([click here](#)) which lets people look up information about your show.
 - You can use the **FVD Entry Confirmation** system, which lets you communicate with your entrants regarding their entry.
- **2 Publish** it with EE. When you **Publish** a show with EE:
 - It is entered in EE's database.
 - Puts the show on their online show calendar ([click here](#)) so people can enter your show online using EE.

Main Menu
✕

XXXX Blue Horse Dressage

Show Office
Scoring
Reports
Breed Show Reports

Welcome to the Show Office

- Show Information
- Show Preferences
- Show Fees
- Payment Types
- Credit Card Types
- Stalls
- Stall Groups
- Classes
- Teams
- Entries
 - Horses
 - People
- Test Durations
- Test Editor
- Scheduling
- Income
- Expenses
- Check List

Your license renewal date is 8/1/2022.

1 Fox Village Dressage Online Tools

Register Show
Upload Confirmations
Upload Ride Times
Upload Results

2 Equestrian Entries Integrated Online Tools

Publish Show
Import Online Entries
Close Show

- This chapter covers registering a show with FVD.



REGISTER A SHOW WITH FVD:

NOTE: All the previous steps may be performed before purchasing a FVD show token. Before you register your show with FVD, you must purchase a token for the show. See [CHAPTER I.1 PURCHASE FVD](#) for purchase instructions.

- Click **1** Main Menu / **2** Register Show.

- The **3** Show Registration form opens.
- If any required information is missing, you get a **4** message.
 - Use the **5** scroll bar to see all the information and find the missing information. In this example, the **6** discipline (USDF) show number is missing.
 - To correct this error, click **7** Edit Show Information button.

Continued on next page...



Register Show with FVD, Cont'd.

- The **8 Show Information** form opens.
 - Enter the missing information. In this example the **9** USDF show number is entered.
 - Click **10 Close**.

NOTE: In the past, USEF and USDF had different show numbers for the same show. There is now one show number used by both organizations. Yay!

Show Information

General Additional

Show Name * 2020 Blue Horse Dressage Show

Show Grounds Information

Name * Blue Horse Farm

Address * 1234 Main Street

City/State/Zip * Anytown ST 12345

Country * USA [Click here for a list of alpha-3 codes](#)

Date(s) * January 1 - 2, 2020

USEF # * 123456

USDF # * **9**

FEI # *

L1 # * USEF # * 123456

L2 # * USDF # * 12345 **9**

L3 # *

Show Manager Information

Name * Mary Manager

Address * 5678 Green Street

City/State/Zip * Anytown ST 12345

Phone * 123-456-7890

Email * MaryManager@email.com

Show Secretary Information

Name * Suzy Secretary

Address * 3967 Red Street

City/State/Zip * Anytown ST 12345

Phone * 123045607890

Email * SuzySecretary@email.com

Technical Delegate Derry Delegate (R,ST)

* Required for registering show for online tools

10 Close

- You are returned to the **11 Show Registration** form.
- The **12 Validate** button is now red so you can validate your change. Click the **12 Validate** button. (If there are other errors, the Validate button does not turn red; if that occurs, go back and look for additional error(s).)
- Some types of information are not required at this time; for example, the name of the Technical Delegate. Scroll through the information one last time to ensure no available information is missing.

Show Registration 11

Welcome to the Show Registration Process.

Warning: Do not close Fox Village Dressage or shut down your computer during the show registration process.

Not all required show information has been entered.

Click 'Edit Show Information' to enter the required show information.

Use of short date format required (mm/dd/yyyy). (Control Panel > Regional)

Review Show Information (use scroll bar to view all information)

Show Name: 2020 Blue Horse Dressage Show

Show Grounds Information

Name: Blue Horse Farm

Address: 1234 Main Street

City/State/Zip: Anytown, ST 12345

Country: USA

Show Manager Information

Name: Mary Manager

Address: 5678 Green Street

City/State/Zip: Anytown, ST 12345

Phone: 123-456-7890

E-mail: MaryManager@email.com

Show Secretary Information

Name: Suzy Secretary

Address: 3967 Red Street

12 Validate Edit Show Information Register Cancel

Continued on next page...

Register Show with FVD, Cont'd.



- The completed information will look similar to the following:

Show Registration

Welcome to the Show Registration Process.

Warning: Do not close Fox Village Dressage or shut down your computer during the show registration process.

Review your show information to be sure it is correct.

Pay special attention to your show dates, as these cannot be changed once you initially register your show.

Use of short date format required (mm/dd/yyyy). (Control Panel > Regional)

Review Show Information (use scroll bar to view all information)

Show Name: 2020 Blue Horse Dressage Show

Show Grounds Information
Name: Blue Horse Farm
Address: 1234 Main Street
City/State/Zip: Anytown, ST 12345
Country: USA

Show Manager Information
Name: Mary Manager
Address: 5678 Green Street
City/State/Zip: Anytown, ST 12345
Phone: 123-456-7890
E-mail: MaryManager@email.com

Show Secretary Information
Name: Suzy Secretary
Address: 3967 Red Street
City/State/Zip: Anytown, ST 12345
Phone: 123045607890
E-mail: SuzySecretary@email.com

National: USEF : 123456
Discipline: USDF : 12345

Prize List URL: Enter the prize list URL if it will be the same for all shows that use this template. Otherwise leave it blank.

Show URL: Enter the show URL if it will be the same for all shows that use this template. Otherwise leave it blank.

Technical Delegate: Derry Delegate (R,ST)

Global Memo:
This is a message that entrants see when they enter your show online. It can be entered now or later.

Start Date: 1/1/2020
End Date: 1/2/2020

Buttons: Validate, Edit Show Information

- You are now ready to register your show.
- Click the **13 Register** button.
- You receive a **14 Fox Village Dressage** form indicating your show has been registered.
- Click **18 OK**.

Fox Village Dressage 14

i Your show has been successfully registered.

15 OK

Show Registration

Welcome to the Show Registration Process.

Warning: Do not close Fox Village Dressage or shut down your computer during the show registration process.

Review your show information to be sure it is correct.

Pay special attention to your show dates, as these cannot be changed once you initially register your show.

Use of short date format required (mm/dd/yyyy). (Control Panel > Regional)

Review Show Information (use scroll bar to view all information)

Show Name: 2020 Blue Horse Dressage Show

Show Grounds Information
Name: Blue Horse Farm
Address: 1234 Main Street
City/State/Zip: Anytown, ST 12345
Country: USA

Show Manager Information
Name: Mary Manager
Address: 5678 Green Street
City/State/Zip: Anytown, ST 12345
Phone: 123-456-7890
E-mail: MaryManager@email.com

Show Secretary Information
Name: Suzy Secretary
Address: 3967 Red Street

Buttons: Validate, Edit Show Information, **13 Register**, Cancel

CHAPTER II.8. PUBLISH A SHOW WITH EE



SECTION II. BEFORE THE SHOW



Publish a Show with EE



- After your show has been setup, you need to:
 - **1 Register** it with FVD. When you **Register** a show with FVD:
 - It is entered in FVD's database.
 - Your show is on the **FVD Online Entries, Ride Times and Results** page ([click here](#)) which lets people look up information about your show.
 - You can use the **FVD Entry Confirmation** system, which lets you communicate with your entrants regarding their entry.
 - **2 Publish** it with EE. When you **Publish** a show with EE:
 - It is entered in EE's database.
 - Puts the show on their online show calendar ([click here](#)) so people can enter your show online using EE.

The screenshot shows a web application interface for a show office. At the top, it says 'Main Menu' with a close button. Below that is the show title 'XXXX Blue Horse Dressage'. There are tabs for 'Show Office', 'Scoring', 'Reports', and 'Breed Show Reports'. A large orange banner says 'Welcome to the Show Office'. On the left is the Fox Village logo. On the right is a scrollable menu with the following items: Show Information, Show Preferences, Show Fees, Payment Types, Credit Card Types, Stalls, Stall Groups, Classes, Teams, Entries (with sub-items Horses and People), Test Durations, Test Editor, Scheduling, Income, Expenses, and Check List. At the bottom of the menu, it says 'Your license renewal date is 8/1/2022.' Below the menu are two sections of buttons. The first section, 'Fox Village Dressage Online Tools', includes 'Register Show', 'Upload Confirmations', 'Upload Ride Times', and 'Upload Results'. The second section, 'Equestrian Entries Integrated Online Tools', includes 'Publish Show', 'Import Online Entries', and 'Close Show'. There are also social media icons for Fox Village and Facebook, and an 'EQ' logo.

- This chapter covers publishing a show with EE.



PUBLISH A SHOW WITH EE:

IMPORTANT NOTE: For **Publish Show** instructions from **EE**, [click here](#). These additional instructions are important to optimally prepare your show so it can be published to **EE** and enable the entries created on **EE** to be imported back into **FVD**.

- The next step is to enter and verify information so your show can be published with **EE**.
- Click **1 Main Menu** > **2 Publish Show**.



3 Publish Show

Welcome to the Publish Show Process.

Warning: Do not close Fox Village Dressage or shut down your computer during the publish show process.

Prize List URL **4** Enter the prize list URL.

Show URL **5** Enter the show URL.

Online Entries Only **6** Select if you require 100% online entries

Stabling included in entry fee **7**

Stabling Open Date * **8** 1/31/2019

Stabling Close Date * **9** 1/2/2020

Entries Open Date * **10** 11/1/2019

Entries Close Date * **11** 12/15/2019

Entries Close Time * **12** 11:59:59 PM

Entries Close Time Zone * **13** Eastern

Do you accept late entries? If yes, you must create a late entry fee

Late Entries Close Date * 12/20/2019

Late Entries Close Time * 11:59:59 PM

Late Entries Close Time Zone * Eastern

Custom message to entrants for the entry page where they choose "Horse, Owner, Rider, Trainer and Coach"

Custom message to entrants for the entry page where they choose "Show Classes"

Custom message to entrants for the entry page where they choose "Stabling"

Custom message to entrants for the entry page where they choose "Custom Fees"

Custom message to entrants for the entry page where they attach entry documents (Signature Page, Coggins etc.)

Review Show Information (Required to publish show)

Class Report

Show Fee Report

Judge Report

Test Report

* Required to publish show

By checking this check box, you agree that the information in the reports is correct.

Equestrian Entries Login

User Name

NOTE: Date format is MM/DD/YYYY

- The **3 Publish Show** form opens.
- **4 Prize List URL:** Enter the web address of the prize list.
- **5 Show URL:** Enter the web address for the show.
- **6 Online Entries Only:** Check this box if you will only accept online entries.
- **7 Stabling included in entry fee:** Check this box if your stabling fee is included in your entry fee.
- **8 Stabling Open Date*:** Enter the first date stalls can be used.
- **9 Stabling Close Date*:** Enter the last date stalls can be used.
- **10 Entries Open Date*:** Enter the first date entries can be submitted.
- **11 Entries Close Date*:** Enter the last date entries can be submitted.
- **12 Entries Close Time*:** Enter the time entries closes.
- **13 Entries Close Time Zone*:** Using the drop-down arrow, select the time zone.

* = Required to publish show.

Continued on next page...



Publish a Show with EE, Cont'd.

14 Do you accept late entries?

Check the box if you accept late entries. If you check the box, the text below can be edited.

Type in the following:

- o 15 Late Entries Close Date: Enter the closing date for late entries.
- o 16 Late Entries Close Time: Enter the closing time for late entries.
- o 17 Late Entries Close Time Zone: Using the drop-down arrow, select the time zone.
- o Click the 18 Edit Show Fees button to open the 19 Show Fees form.
 - Click the 20 Custom Fees tab.
 - If not already done, enter a late fee using the procedures in Show Fees.
 - Click 21 Close to return to the Publish Show form.

Publish Show

Welcome to the Publish Show Process.

Warning: Do not close Fox Village Dressage or shut down your computer during the publish show process.

Prize List URL
Show URL
Online Entries Only
Stabling included in
Stabling Open Date
Stabling Close Date
Entries Open Date * 11/1/2019
Entries Close Date * 12/15/2019
Entries Close Time * 11:59:59 PM
Entries Close Time Zone * Eastern
Do you accept late entries? If yes, you must create a late entry fee
Late Entries Close Date * 12/20/2019
Late Entries Close Time * 11:59:59 PM
Late Entries Close Time Zone * Eastern

NOTE: If you click the 14 Late Entries Close Date box, entrants may enter the show with EE through the late closing date. If you do not click this box, entrants must enter the show through the official 11 Entries Close Date.

Class Report
Show Fee Report
Judge Report
Test Report

Custom message to entrants for the entry page where they choose "Horse, Owner, Rider, Trainer and Coach"
Custom message to entrants for the entry page where they choose "Show Classes"
Custom message to entrants for the entry page where they choose "Stabling"
Custom message to entrants for the entry page where they choose "Custom Fees"
Custom message to entrants for the entry page where they attach entry documents (Signature Page, Coggins, etc.)

Type in customized message here regarding Horse, Owner, Rider, Trainer and Coach. If desired, give contact information on who to contact if the entrant has any difficulties.
Type in customized message here regarding Show Classes.
Type in customized message here regarding Stabling and Coach. If desired, give contact information on who to contact if the entrant has any difficulties.
Type in customized message here regarding Custom Fees. If desired, give contact information on who to contact if the entrant has any difficulties.
Type in customized message here regarding documents (Release Form, Coggins, Proof of Vaccination, etc.). If desired, give contact information on who to contact if the entrant has any difficulties.

NOTE: After you have published your show:

- DO NOT CHANGE CLASS NUMBERS
- DO NOT DELETE ANY FEES.

Show Fees

System Fees Custom Fees

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
Change Fee (\$10)	10.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fee	Yes
Competitor Party (\$30)	30.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fee	Yes
Day Horse Stall (\$80/day)	80.00	SS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Day Stall	per Day
Day Tack Stall (\$80/day)	80.00	ST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tack Stall	per Day
GMO Non-Member Fee (\$10)	10.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local 1 Level	per Show
Late Fee (\$50/entry)	50.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Late Fee - per Entry (if applicable)	per Show
Mailed Entry Fee (\$15)	15.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fee	Yes
Night Watch (\$15/entry) (mandatory)	15.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mandatory	No
Non-Compete Horse (\$40/horse)	40.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Fee	Yes
Office Fee (\$30/entry)	30.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Office Fee	per Show
Shavings (\$10/bale)	10.00	SB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Shavings/Bedding	No
Show Horse Stall (\$160/show)	160.00	SS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overnight Stabling	per Show
Show Tack Stall (\$160/show)	160.00	ST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tack Stall	per Show
USDF 1 YR Participating Memb (\$90)	90.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
USDF HID Appl (\$35)	35.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
USDF Lifetime Reg (\$115)	115.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
USEF 1 YR Senior Memb (\$80)	80.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
USEF Annual Horse Rec (\$95)	95.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
USEF Lifetime Horse Rec (\$300)	300.00	OF	<input type="checkbox"/>	<input type="checkbox"/>		
*	0.00		<input type="checkbox"/>	<input type="checkbox"/>		

Qualifying Class Entry Fee 15.00

Warning: If you have previously published this show, do not delete any of the show fees.

A - Automatic
OE - Publish with online entry submission
* - Applies to online entry submission only

Close

- Atlantic
- Eastern
- Central
- Mountain
- Pacific
- Alaska
- Hawaii

Publish a Show with EE, Cont'd.

- **22 Custom message to entrants for the entry page where they choose "Horse, Owner, Rider, Trainer and Coach":** Type in a message, if desired.
- **23 Custom message to entrants for the entry page where they choose "Show Classes":** Type in a message, if desired.
- **24 Custom message to entrants for the entry page where they chose "Stabling":** Type in a message, if desired.
- **25 Custom message to entrants for the entry page where they choose "Custom Fees":** Type in a message, if desired.
- **26 Custom message to entrants for the entry page where they attach entry documents (Signature Page, Coggins, etc.):** Type in a message, if desired.
- **27 Class Report:** Click the button. The FVD **Class Report** opens. Review the report and make any corrections. Close the report. The check box is automatically checked.
- **28 Show Fee Report:** Click the button. The FVD **Show Fee Report** opens. Review the report and make any corrections. Close the report. The check box is automatically checked.
- **29 Judge Report:** Click the button. The FVD **Judge Report** opens. Review the report and make any corrections. Close the report. The check box is automatically checked.
- **30 Test Report:** Click the button. The FVD **Test Report** opens. Review the report and make any corrections. Close the report. The check box is automatically checked.
- For 27-30 above, if any required information is missing, a **31 Fox Village Dressage** message opens. If a message opens, first click **32 OK** then close **Publish Show** by clicking **33 Cancel** and enter the needed information in FVD. If the message does not open, all required information has been entered but you still need to check for accuracy.

Welcome to the Publish Show Process.

Warning: Do not close Fox Village Dressage or shut down your computer during the publish show process.

Prize List URL: Enter the prize list URL.

Show URL: Enter the show URL.

Online Entries Only: Select if you require 100% online entries

Stabling included in entry fee:

Stabling Open Date *: 1/31/2019

Stabling Close Date *: 1/2/2020

Entries Open Date *: 11/1/2019

Entries Close Date *: 12/15/2019

Entries Close Time *: 11:59:59 PM

Entries Close Time Zone *: Eastern

Do you accept late entries?: If yes, you must create a late entry fee

Late Entries Close Date *: 12/20/2019

Late Entries Close Time *: 11:59:59 PM

Late Entries Close Time Zone *: Eastern

Custom message to entrants for the entry page where they choose "Horse, Owner, Rider, Trainer and Coach": Type in customized message here regarding Horse, Owner, Rider, Trainer and Coach. If desired, give contact information on who to contact if the entrant has any difficulties. **22**

Custom message to entrants for the entry page where they choose "Show Classes": Type in customized message here regarding Stabling. If desired, give contact information on who to contact if the entrant has any difficulties. **23**

Custom message to entrants for the entry page where they choose "Stabling": Type in customized message here regarding Horse, Owner, Rider, Trainer and Coach. If desired, give contact information on who to contact if the entrant has any difficulties. **24**

Custom message to entrants for the entry page where they choose "Custom Fees": Type in customized message here regarding Custom Fees. If desired, give contact information on who to contact if the entrant has any difficulties. **25**

Custom message to entrants for the entry page where they attach entry documents (Signature Page, Coggins etc.): Type in customized message here regarding documents (Release Form, Coggins, Proof of Vaccination, etc.). If desired, give contact information on who to contact if the entrant has any difficulties. **26**

Buttons: **27** Class Report, **28** Show Fee Report, **29** Judge Report, **30** Test Report

Buttons: Validate, Edit Show Information, Edit Show Preferences

* Required to publish show

By checking this check box, you agree that the information in the reports is correct.

Equestrian Entries L: Fox Village Dressage **31**

User Name: []

Buttons: Publish, **33** Cancel

Dialog Box: Fox Village Dressage **32** There is no data for this report. Report canceled. OK

Continued on next page...

Publish a Show with EE, Cont'd.

- If you need to change show information, click **34** **Edit Show Information**.
- If you need to change show preferences, click **35** **Edit Show Preferences**.
- After entering all the required information, click the **36** **Validate** button. The button text turns red after all the forms have been opened and viewed.



- The **Validate** button no longer has red text, indicating the information has been validated.
- **37** By checking this check box, you agree that the information in the reports is now in black.

- **38** Check the box.
- Enter your **39** **Equestrian Entries Login User Name**.
- Click **40** **Publish**.

- A **41** **Fox Village Dressage** form opens letting you know the show was uploaded successfully.
- Click **42** **OK**.
- You will receive an email called "Publish Show – Your Show Name" informing you that the show was published. You will receive a rejection email if EE finds an error.

Publish Show
✕

Welcome to the Publish Show Process.

Warning: Do not close Fox Village Dressage or shut down your computer during the publish show process.

Prize List URL	<input type="text" value="Enter the prize list URL."/>	
Show URL	<input type="text" value="Enter the show URL."/>	
Online Entries Only	<input type="checkbox"/> Select if you require 100% online entries	
Stabling included in entry fee	<input type="checkbox"/>	
Stabling Open Date *	<input type="text" value="1/31/2019"/>	Review Show Information (Required to publish show) <input type="checkbox"/> Class Report <input type="checkbox"/> Show Fee Report <input type="checkbox"/> Judge Report <input type="checkbox"/> Test Report
Stabling Close Date *	<input type="text" value="1/2/2020"/>	
Entries Open Date *	<input type="text" value="11/1/2019"/>	
Entries Close Date *	<input type="text" value="12/15/2019"/>	
Entries Close Time *	<input type="text" value="11:59:59 PM"/>	
Entries Close Time Zone *	<input type="text" value="Eastern"/>	
Do you accept late entries?	<input checked="" type="checkbox"/> If yes, you must create a late entry fee	
Late Entries Close Date *	<input type="text" value="12/20/2019"/>	<input type="button" value="Edit Show Fees"/>
Late Entries Close Time *	<input type="text" value="11:59:59 PM"/>	
Late Entries Close Time Zone *	<input type="text" value="Eastern"/>	
Custom message to entrants for the entry page where they choose "Horse, Owner, Rider, Trainer and Coach"	<input type="text" value="Type in customized message here regarding Horse, Owner, Rider, Trainer and Coach. If desired, give contact information on who to contact if the entrant has any difficulties."/>	
Custom message to entrants for the entry page where they choose "Show Classes"	<input type="text" value="Type in customized message here regarding Stabling. If desired, give contact information on who to contact if the entrant has any difficulties."/>	
Custom message to entrants for the entry page where they choose "Stabling"	<input type="text" value="Type in customized message here regarding Horse, Owner, Rider, Trainer and Coach. If desired, give contact information on who to contact if the entrant has any difficulties."/>	
Custom message to entrants for the entry page where they choose "Custom Fees"	<input type="text" value="Type in customized message here regarding Custom Fees. If desired, give contact information on who to contact if the entrant has any difficulties."/>	
Custom message to entrants for the entry page where they attach entry documents (Sign Page, Coggins)	<input type="text" value="Type in customized message here regarding documents (Release Form, Coggins, Proof of Vaccination, etc.). If desired, give contact information on who to contact if the entrant has any difficulties."/>	

* Required to publish show

By checking this check box, you agree that the information in the reports is correct.

* Required to publish show

By checking this check box, you agree that the information in the reports is correct.

Equestrian Entries Login

User Name

* Required to publish show

By checking this check box, you agree that the information in the reports is correct.

Equestrian Entries Login

User Name

Fox Village Dressage
✕

Show uploaded successfully.

Publish a Show with EE, Cont'd.

Publish Show Reports

XXXX Blue Horse Dressage Show
Publish Show (Class)

Class #	Class Text	Class Name Level Type	Date	Fee Qualify	Q Fee	Prize Open	AA	Sponsor JR/YR	Other	Test Name (Default) Test Of Choice
101.0	101 O	Training 1 O Training	1/1/2020	40.00 No Q	55.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training Level, Test 1 2019 <input type="checkbox"/>
102.0	102 O	Training 2 O Training	1/1/2020	40.00 No Q	55.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training Level, Test 2 2019 <input type="checkbox"/>
103.0	103 O	Training 3 O/GAIG Training	1/1/2020	40.00 Q Allowed	55.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training Level, Test 3 2019 <input type="checkbox"/>

XXXX Blue Horse Dressage Show
Publish Show (Show Fee)

ID	Description	Rate	Type	Auto Fee	OE Fee Type	Occurrence
31	Competitor Party (\$30)	30.00	OF	<input type="checkbox"/>	Custom Fee	Yes
32	Change Fee (\$10)	10.00	OF	<input type="checkbox"/>	Custom Fee	Yes
33	GMO Non-Member Fee (\$10)	10.00	OF	<input type="checkbox"/>	Local 1 Level	per Show
34	Late Fee (\$50/entry)	50.00	OF	<input type="checkbox"/>	Late Fee - per Entry (if applicable)	per Show
35	Mailed Entry Fee (\$15)	15.00	OF	<input type="checkbox"/>	Custom Fee	Yes
36	Night Watch (\$15/entry) (mandatory)	15.00	OF	<input checked="" type="checkbox"/>	Mandatory	No
37	Non-Compete Horse (\$40/horse)	40.00	OF	<input type="checkbox"/>	Custom Fee	Yes
38	Office Fee (\$30/entry)	30.00	OF	<input checked="" type="checkbox"/>	Office Fee	per Show
39	Shavings (\$10/bale)	10.00	SB	<input type="checkbox"/>	Shavings/Bedding	No
40	Day Horse Stall (\$80/day)	80.00	SS	<input type="checkbox"/>	Day Stall	per Day
41	Show Horse Stall (\$160/show)	160.00	SS	<input type="checkbox"/>	Overnight Stabling	per Show
42	Day Tack Stall (\$80/day)	80.00	ST	<input type="checkbox"/>	Tack Stall	per Day
43	Show Tack Stall (\$160/show)	160.00	ST	<input type="checkbox"/>	Tack Stall	per Show

XXXX Blue Horse Dressage Show
Publish Show (Judge)

Judge Name	Country
Paul (R,PA), Peter	
Smith (S,VA), Mary	

XXXX Blue Horse Dressage Show
Publish Show (Test)

ID	Test Name
1	Training Level, Test 1 2019
2	Training Level, Test 2 2019
3	Training Level, Test 3 2019
5	First Level, Test 1 2019
6	First Level, Test 2 2019
7	First Level, Test 3 2019
9	Second Level, Test 1 2019
10	Second Level, Test 2 2019
11	Second Level, Test 3 2019

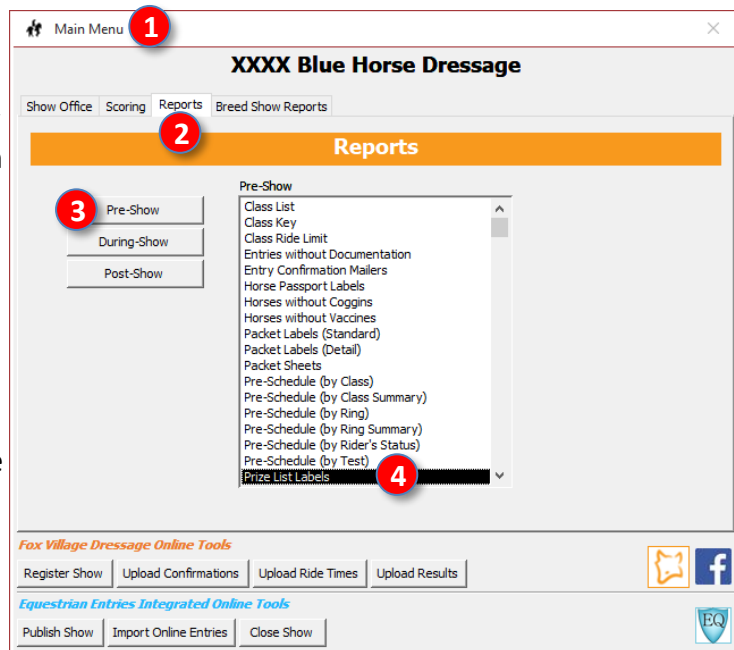
CHAPTER II.9. SNAIL MAIL AND EMAIL PRIZE LIST



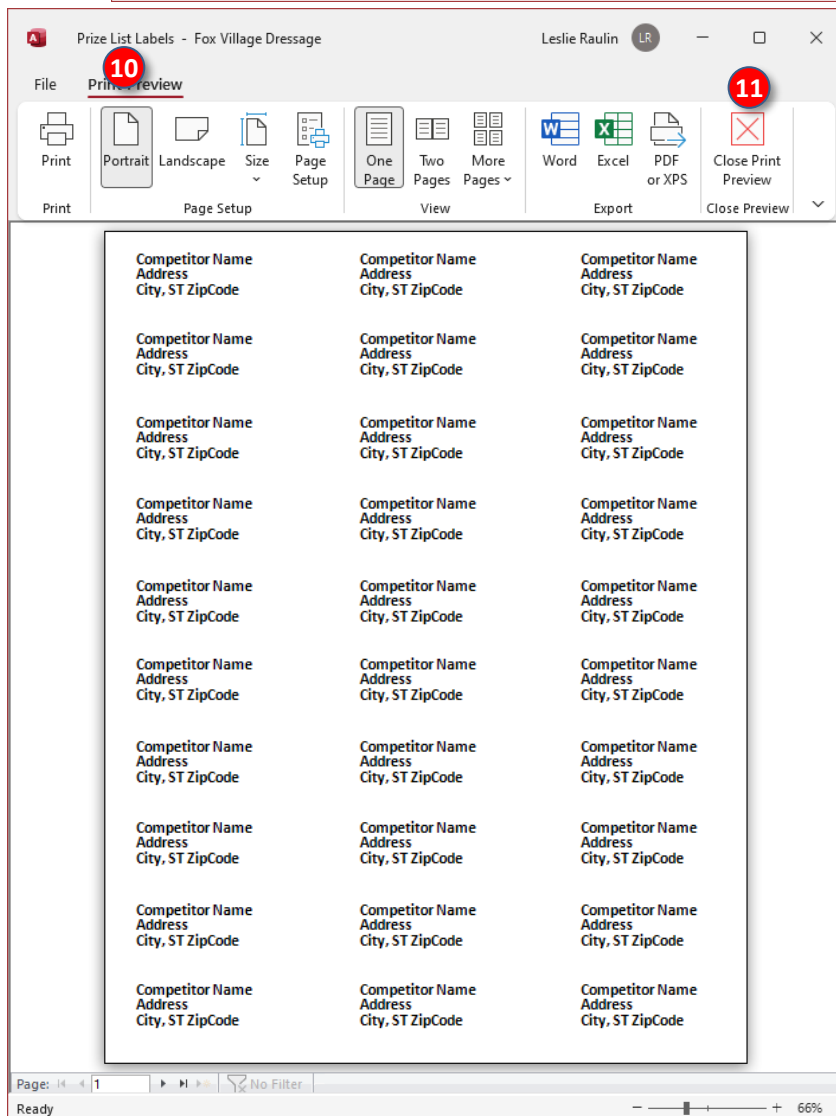
Snail Mail and Email Prize List > Snail Mail Prize List

SNAIL MAIL PRIZE LIST:

- Now that you have set up a show, if you have names and addresses from previous shows (they are in your HR.hdf file), you can easily send them the prize list via snail mail using mailing labels.
- Select **1 Main Menu > 2 Reports > 3 Pre-Show > 4 Prize List Labels**.
- The **5 Prize List Labels** report opens.
- Enter the **6 Last Show Date** that you would like included; use the date format MM/DD/YYYY.
- Check either **7 Last Name, First Name** sort order or **8 Zip Code, Last Name, First Name** sort order.
- Click **9 OK**.



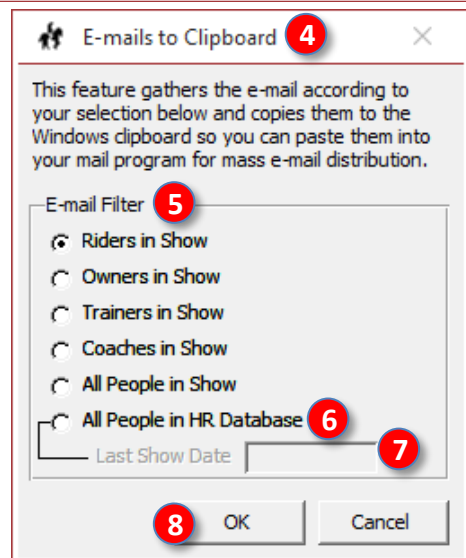
- The **10 Prize List Labels** form opens.
- Check the labels to ensure they are the ones you intend to print.
- See [PRINT LABELS AND INDEX CARDS](#) for the procedure to print labels and index cards.
- Click **11 Close Print Preview** to close the report.



Snail Mail and Email Prize List > Email Prize List

EMAIL PRIZE LIST:

- It is a lot easier, and cheaper, to email your prize list!
- First you copy the email addresses to your clipboard, then you email the prize list (or a link to the prize list) using the copied email addresses.
- Select **1 Main Menu > 2 Show Office > 3 E-mails to Clipboard.**
- The **4 E-mails to Clipboard** form opens.
- The **5 E-mail Filter** lets you select
 - Riders in Show
 - Owners in Show
 - Trainers in Show
 - Coaches in Show
 - All People in Show
 - All People in HR Database
- To copy the email addresses of all People in your HR.hdf file to the clipboard:
 - Click the radial button of **6 All People in HR Database** to get a list of all people in the database.
 - If you only want people that participated in a show since a particular date, enter the date in **7 Last Show Date.**
 - Click **8 OK.**
 - The email addresses are now in your clipboard.
- Compose and send the email:
 - Open your default email program.
 - In the **TO:** box, enter your email address (so you get the email).
 - Place your cursor in the **BCC:** box (IMPORTANT: using BCC – blind carbon copy – ensures you are not broadcasting the email addresses to everyone) and select **Paste** (or keyboard **Ctrl V**). The email addresses in your clipboard are pasted into the **BCC:** box.
 - Compose your email with a **Subject** that clearly indicates the message is about the show.
 - Type in any message you want to provide.
 - Include your prize list in the email using one of two methods:
 - Attach the prize list file to the email. This may not be a good method if it is a large file.
 - Include the URL (web address) to the prize list that you have already posted on your web site. This is the better method as it does not clog email systems with attachments.



CHAPTER II.10. HORSE & RIDER (HR.hdf) DATABASE MANAGEMENT



Horse & Rider Database Management

HORSE & RIDER DATABASE MANAGEMENT:

- The **HR.hdf** file (**Horse & Rider** data file) contains information (data) for horses and people (riders/handlers, owners, trainers, and coaches). The file can be used for multiple shows and multiple years, making repeated entries unnecessary. However, some of the data can get very old and the file can very get large. After a while, it is therefore necessary perform **Horse & Rider Database Management** and to check the data before adding entries for your show.
- When you created the show on which you are working, you linked the Show Data file (*.sdf), the Horse & Rider data file (HR.hdf) and the Test file (Test.tdf) (see [File Linking](#)).

- If not already open, open the FVD program
- If not already open, open the show file on which you wish to work (see [Open the Show File](#)).
- Select **1 Main Menu** > **2 Show Office** > **3 Horses & Rider Database Management** (scroll down to find this).



Continued on next page...

Horse & Rider Database Management, Cont'd.

- The **4** Horse and Rider Database Management form opens.

- Click the **5** Last Show Date tab.
- Use the default selections.

- Click the **6** Purge Records tab.
- Each **record** is the data for an individual **person** or **horse**. When a record is purged (deleted), that person or horse is no longer in your HR.hdf file. FVD helps you purge old records, so the file does not get too large or inaccurate due to old data.
- Enter a date for which people and horse data that have not been use since that date will be purged. Date format is MM/DD/YYYY.
- Click **7** OK.
- This deletes old, inactive people and horses.

- Click the **8** Clear Check Boxes tab.
- This step clears check boxes that were checked in previous shows. This lets you verify all the data as newly entered/verified.
- For **9** Clear All, select all that apply. The most common selections are USEF Cards, USDF Cards, Coggins, and Vaccines.
- Click **10** OK to save your selections.
- Click **11** Close.

NOTE: The **Clear Check Boxes** feature allows a show secretary to manage verifications over a season (membership year) – you can clear the verifications once a year or for each show, depending upon how you want to track the information.

CHAPTER II.11. ENTER EE ONLINE ENTRIES



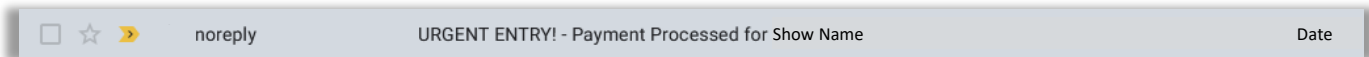
INTRODUCTION: *Enter EE Online Entries > Introduction, EE Email*

- You will receive entries in one of three methods:
 - Entries imported electronically via EE. You receive this entry via email notification.
 - Entries prepared with EE, then printed and snail mailed. When you receive this entry, you download the entry data, less supporting documents, via the EE web site.
 - Entries that did not use EE, are usually handwritten, and are snail mailed.
- The first two methods allow download of entry information directly into FVD.
- The third method requires you to hand-enter the entry information. Some shows charge a fee for this type of entry and some shows do not allow handwritten entries.
- We will start with method 1.

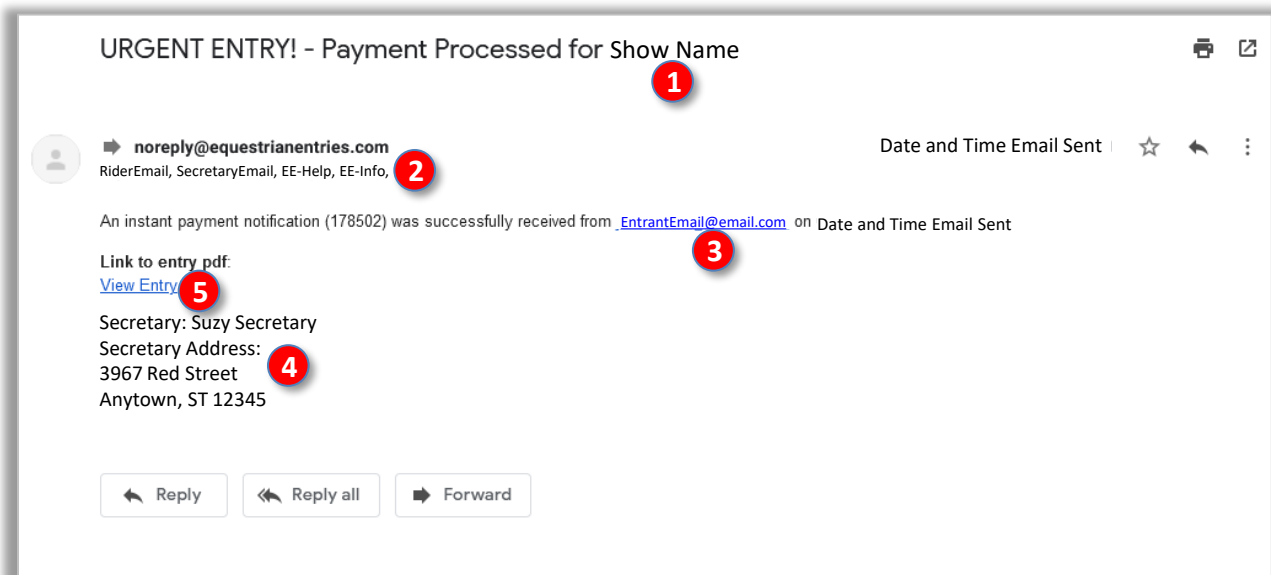
NOTE: [Click here](#) for EE instructions on importing online entries.

EE EMAIL:

- When EE receives an entry and payment for your show, you will receive an email from EE similar to the following (the appearance will vary, depending upon your default email program):



- Open the email.



- The email has:
 - 1 **Show Name.**
 - 2 **Rider Email, Secretary Email, EE Help Email, EE Info Email.**
 - Verification of online payment, including the 3 **Entrant Email** (email of person who submitted entry).
 - 4 **Secretary** name and address.
 - 5 **Link to entry pdf:** [View Entry](#)
- Click 5 **View Entry.**
 - You are prompted to login to EE. Enter your EE **username** and **password** and click **Login**.
 - The entry opens as a **PDF file**.
 - If you will use paper entries for the TD, **Print** the entry (do not use duplex as you may need to replace pages later on).
 - If you will use digital entries for the TD, **save the PDF file**. The file's EE number is the filename. You may want to rename the file. I use **RiderLast-HorseName-Bridle#.pdf** so the file is easy to find (you can also get the file from the EE web site any time you need it).
- The pages of an EE entry PDF are on the next pages...

EE ENTRY PAGES > EE COVER PAGE:

PAID! This entry has been submitted to show management. To cancel, change or add documents to your entry please contact show management directly.

Created by EquestrianEntries.com at Date and Time Email Sent

"Adult Amateur"**Show Name****Show Location**

MM/DD/YYYY – MM/DD/YYYY

Fname2 Lname2 on "Horse1"Classes

01/11/2020: 1-2 USEF First Level Test 2 Sat
 01/12/2020: 1-2Sun USEF First Level Test 2 Sun
 01/11/2020: 1-3(Q) USEF First Level Test 3 Qualifying Sat
 01/12/2020: 1-3Sun(Q) USEF First Level Test 3 Qualifying Sun

Memberships

	Rider	Card	Horse	Card	Owner	Card	Trainer	Card	Coach	Card
USEF:	12345	✔	11111	⊖	55555	⊖	12345	✔	55555	⊖
USDF:	1234567	⊖	22222	⊖	666666	⊖	N/A	N/A	N/A	N/A

Stabling**1**

Group Name: Pine Tree Dressage


Package A Stabling
Fri 1/10 Sat 1/11 Sun 1/12


Special Instructions

Type text here.

Total Calculated Fees: \$611.00

NOTE 1:

- If any of the Card columns has a **1** , the Show Secretary is graphically informed that Rider, Horse, Owner, Trainer, and/or Coach membership information is problematic. The Show Secretary is immediately aware of a membership problem that will need correction prior to the show. If the Entrant does not correct the membership issues, s/he may not be allowed to participate in the show or may be required to pay the USDF non-member fees or, for riders and owners, get a USEF Show Pass.
- Some Shows charge a fee for each correction.
- Some shows do not refund overpayments due to missing items in an entry.

NOTE 2: Even if there are no , the show secretary must check memberships as there may still be problems.

EE ENTRY PAGES > EE ENTRY PAGE:

Created by EquestrianEntries.com at 3:10 PM December 24 [#259328]

Competition Name: Show Name

Competition Dates: MM/DD/YYYY – MM/DD/YYYY

Name of Horse		Previous Name (If Any)		For Sale?	Breed/Breed Initials		Sex
Horse1				NO	KWPN		Mare
Height	Color	Coggins Date (Enclosed Copy)			Sire	Dam	
17.1	Bay	2019-03-21 00:00:00			Sire Name	Dam Name	
Dam's Sire		Country of Birth	Date of Birth	Breeder	Passport #	Groom	
			2004				
Horse	Rider/Handler	Owner	Trainer	Coach			
USEF # 11111	USEF # 12345	USEF # 55555	USEF # 12345	USEF # 55555			
USDF # 22222	USDF # 1234567	USDF # 666666	Please enclose copies of all membership cards and registrations.				
Class No.4	Division	Class Name	Qualifying Y/N	Fees			
		(See classes page)					

1 Owner: Lname3, Fname3
 Address: 123 Main Street
 City/State/Zip: City Name GA 56789
 Country: usa
 Phone: 333-444-5555
 Willing to Volunteer? N
 Email Address: EmailAddress@email.com
 Owner Citizenship (if not USA): usa

Subtotal Class Fees	\$0
Entry Charge	\$46
Owner: USDF Non-Member Fee	\$35
Owner: USEF Non-Member Fee	\$45
Package A Stabling(\$135 for show)	\$135
Rider: USDF Non-Member Fee	\$35
Rider: USEF Non-Member Fee	\$45
Shavings Fees(\$8.25 x (QTY: 4))	\$33
USEF Drug & Medication Fee	\$23
Total Fees	\$611

2 Rider/Handler: Lname2, Fname2
 Address: Address
 City/State/Zip: City MD 12345
 Country: usa
 Day Phone: 111-222-3333
 Evening Phone: 111-222-3333
 Email Address: EmailAddress@email.com
 Rider Citizenship (if not USA): usa
 JR/Young Rider Birthday: 01/01/2001
 Willing to Volunteer? N
 Rider Status: Adult Amateur

3 Trainer: Lname2, Fname2
 Address: Address
 City/State/Zip: City MD 12345
 Country: usa
 Phone: 111-222-3333
 Willing to Volunteer? N
 Email Address: EmailAddress@email.com
 Trainer Citizenship (if not USA): usa

4 Coach: Lname3, Fname3
 Address: 123 Main Street
 City/State/Zip: City Name GA 56789
 Country: usa
 Phone: 333-444-5555
 Email Address: EmailAddress@email.com
 Coach Citizenship (if not USA): usa

NOTE: The Show Secretary reviews this page to:

- Verify the **1** Owner, **2** Rider, **3** Trainer, and **4** Coach (if entered). These must be the same people who sign the USEF Waiver and Entry Agreement Forms in their pertinent roles.
- Verify that all **5** show fees have been paid.
- Determine, if GAIG Q is requested, that **6** GAIG Q membership requirements have been met.

RIDER EMERGENCY CONTACT INFORMATION	
NAME OF CONTACT: MARY SMITH	PHONE: 111-222-3333

EE ENTRY PAGES > EE STABLING PAGE:

Created by EquestrianEntries.com at 3:10 PM December 24 [#259328]

Competition Name: Show Name

Competition Dates: 01/11/2020 - 01/12/2020

Rider Name: Fname2 Lname2

Rider Phone: 111-222-3333

Stable With: Pine Tree Dressage **2**

(Please use one unique name for your group. Show management will do their best to match up individual names).

Special Needs/Requests: 0

Please complete all sections below. Place check marks in appropriate box indicating the nights stabling is needed.											
Stable	Horse Name	Stallion/Mare/Gelding	HT	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Package A Stabling	Horse1	Mare 1	17.1					1/10	1/11	1/12	
Need a Tack Stall? NO											

Approximate Time of Arrival: 01/10/2020 3:00 PM

Rider Staying At: Nearby Hotel

Rider Phone: 111-222-3333

RV/Camper Hook-ups (If available): NO

Transport is: small trailer

Number of Shavings: 4

Night Stalls	\$135
Total	\$135

NOTE: The Show Secretary reviews this page:

- To verify the stabling information was entered correctly.
- To verify a horse **1** gender is provided to assist with stall assignments.
- To ensure a usable **2** stall group name is provided, if applicable.

Continued on next page...

EE ENTRY PAGES > EE MEMBERSHIPS PAGE:

Submitted through EquestrianEntries.com at Time Date (EE Number)

2 Rider Cards

1 RIDER VERIFICATION

USEF #: #####
 Name: Rider Name
 Membership: Active Amateur
 Effective Date: Date
 Expiration Date: Date

1 RIDER VERIFICATION

USDF Number#: #####
 Name: Rider Name
 Membership: Group Member
 Effective Date: Date
 Expiration Date: Date
 Date Printed: Date

2 Owner Cards

1 RIDER VERIFICATION

USEF #: #####
 Name: Owner Name **3**
 Membership: Active Amateur
 Effective Date: Date
 Expiration Date: Date

1 RIDER VERIFICATION

USDF Number#: #####
 Name: Owner Name **3**
 Membership: Group Member
 Effective Date: Date
 Expiration Date: Date
 Date Printed: Date

NOTE: USEF requires Trainer membership. USDF does not require Trainer membership.

2 Trainer Cards

1 RIDER VERIFICATION

USEF #: #####
 Name: Trainer Name
 Membership: Active Amateur
 Effective Date: Date
 Expiration Date: Date

1 RIDER VERIFICATION

USDF Number#: #####
 Name: Trainer Name
 Membership: Group Member
 Effective Date: Date
 Expiration Date: Date
 Date Printed: Date

Horse Cards

HORSE VERIFICATION

USEF #: #####
 Horse: Horse Name
 Owner: Owner Name **3**
 Membership: Life
 Foal Date: Date

HORSE VERIFICATION

USDF Number#: #####
 Horse: Horse Name
 Owner: Owner Name **3**
 Membership: Life
 Effective Date: Date
 Date Printed: Date

NOTE: Except for the horse, ignore the **1** text with the gray background as they all say **RIDER VERIFICATION**. Instead, look at the **2** heading above each people card section.

Equestrian Entries verifies EVERY USEF, USEA, USDF AND CDS membership directly with those organi

NOTE:

- EE pulls this data from the USEF and USDF databases.
- If the information is confusing, use any of the following to assist you:
 - www.EqVerification.org
 - [USDF Print Horse Card](#)
 - [USDF Print Membership Card](#)
 - [USEF Horse Search](#)
 - [USEF People Search](#)
 - [FVD USEF Information](#)

NOTE:

- The Show Secretary reviews this page to verify the people (Rider, Owner, Trainer, and Coach) and Horse have the correct and current USEF and USDF memberships required to participate in the show and qualify for championships/awards, if applicable.
- If a **person membership** is missing, EE will automatically apply the USDF non-member fee(s).
- A **Horse** must have, as a minimum, a USDF Horse Identification Number (USDF HID), which can be applied to the USEF requirement.

NOTE: The horse **3** Owner must be the same person for USEF and USDF! If they are not the same and cannot be corrected before the show (recent purchase, etc.), if possible, ensure FVD has the actual owner listed. If USEF and/or USDF have a different person listed and that person is not a USEF and/or USDF member, collect the non-member fee.

NOTE: If the horse is leased, the owner listed must be the lessee's name. If the legal owner is listed, the show results will not be counted by USEF/USDF.

Continued on next page...

EE ENTRY PAGES > EE WAIVER FORM:



**WAIVER AND RELEASE OF LIABILITY,
ASSUMPTION OF RISK AND INDEMNITY AGREEMENT**

For and in consideration of United States Equestrian Federation, Inc. dba US Equestrian ("USEF") allowing me, my capacity (including as a rider, driver, handler, vaulter, longeur, lessee, owner, agent, coach, official, trainer or volunteer) to participate in any USEF Event, including but not limited to equestrian clinics, practices, shows, competitions and related or incidental activities and USEF Events ("USEF Event" or "USEF Events"); I, for myself, and on behalf of myself and any legal and personal representatives, executors, administrators, successors, and assigns, hereby agree to be bound by the terms and conditions of this Agreement (the "Agreement"):

A. RULES AND REGULATIONS: I hereby agree that I have read, understand, and agree to be bound by all applicable rules and regulations, including the USEF Safe Sport Policy and Minor Athlete Abuse Prevention Policies (MAAPP) as published at www.usfequestrian.org.

B. ACKNOWLEDGMENT OF RISK: I knowingly, willingly, and voluntarily acknowledge the inherent risks associated with horseback riding and related equestrian activities are inherently dangerous, and that participation in any USEF Event, including but not limited to equestrian clinics, practices, shows, competitions and related or incidental activities and USEF Events, carries with it the potential for serious bodily injury (including broken bones, head or neck injuries), sickness and trauma, pain & suffering, permanent disability, paralysis and death; loss of or damage to personal property (including but not limited to horses, saddles, boots, helmets, etc.); unpredictable behavior of horses; exposure to extreme conditions and circumstances; accidents involving other participants; contact or collision with other participants and horses, natural or manmade objects; adverse weather conditions; failure of protective equipment (including helmets); inadequate safety measures; participants of varying skill levels; the USEF Event organizers and competition management; and other undefined, not readily foreseeable and present risks.

EQUINE ACTIVITY LIABILITY ACT WARNING:

CAUTION: HORSEBACK RIDING AND EQUINE ACTIVITIES CAN BE DANGEROUS. RIDE AT YOUR OWN RISK. Under the laws of most States, an equine activity sponsor or equine professional is not liable for any injuries resulting from the inherent risks of equine activities.

C. ASSUMPTION OF RISK: I understand that the aforementioned Risks may be caused in whole or in part or result from my own actions or inactions, the actions or inactions of others participating in the USEF Events, or the negligence of others. I hereby voluntarily and knowingly assume all such Risks and responsibility for any damages incurred as a result of my participation in any USEF Events. I also agree to be responsible for any injury or damages to myself or others under my direction and control at any USEF Event.

D. WAIVER AND RELEASE OF LIABILITY, HOLD HARMLESS AND INDEMNITY: In conjunction with my participation in any USEF Event, I hereby release, waive, defend and hold harmless each of the Released Parties and covenant not to sue, and further agree to indemnify, defend and hold harmless the following parties: US Equestrian Federation, Inc. (US Equestrian), United States Olympic & Paralympic Committee (USOPC), USEF clubs, members, Event participants (including but not limited to riders, drivers, handlers, vaulters, longeurs, lessees, owners, agents, coaches, officials, trainers or volunteers, and other personnel), the Event owner, licensee, and competition managers; the promoters, sponsors, charity or other beneficiary which may benefit from the USEF Event; the owners, managers, or lessors of any facility used for the Event; and all directors, officers, employees, agents, contractors, and volunteers of any of the aforementioned "Released Parties" or "Event Organizers", with respect to any liability, claim(s), demand(s), cause(s) of action, or court costs and reasonable attorney fees) of any kind or nature ("Liability") which may arise out of, result from, or be caused in whole or in part by the negligent acts or omissions of any of the Released Parties.

E. COMPLETE AGREEMENT AND SEVERABILITY CLAUSE: This Agreement represents the complete understanding and no oral representations, statements or inducements have been made apart from this Agreement. If any provision of this Agreement is held to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and the enforceability of any remaining provisions.

I HAVE CAREFULLY READ THIS DOCUMENT IN ITS ENTIRETY, UNDERSTAND ALL OF ITS TERMS AND CONDITIONS, AND I AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT, INCLUDING THE ASSUMPTION OF RISK, RELEASE AND WAIVER FROM LIABILITY, AS WELL AS A HOLD HARMLESS AND INDEMNIFICATION OBLIGATION.

By signing below, I (as the participant or as the Parent/Legal Guardian of the minor identified below) hereby agree to be bound by the terms and conditions of this Agreement in connection with my (or the minor's) participation in any USEF Event. If, despite this Agreement, I (or the minor) make a claim for Liability against any of the Released Parties, I will indemnify, defend and hold harmless each of the Released Parties from any such Liabilities as the result of such claim.

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

RIDER/DRIVER/HANDLER/VAULTER/LONGEUR OWNER TRAINER OFFICIAL STAFF

Signature: Person First Name Rider Last Name Date: MM/DD/YYYY

Print Name: Person First Name Rider Last Name

Parent/Guardian Signature: (Required if Rider/Driver/Handler/Vaulter/Longeur is a minor) _____ Date: _____

Print Parent/Guardian Name: _____ Emergency Contact Phone No. 123-456-7890

6.17.20

UNITED STATES EQUESTRIAN FEDERATION : 4001 WING COMMANDER WAY : LEXINGTON, KY 40511 : 859.258.2472 : FAX 859.231.6662 : USEF.ORG

NOTE: The entrant uploads this page while entering the show online via EE. If the entrant did not upload the document, it will be missing from the EE entry. The show secretary must then get the document from the entrant, preferably before the show.

- NOTE:**
- This page is important as it is the legal document releasing USEF from liability.
 - A separate form must be submitted for the Rider, Owner, Trainer, and Coach (if applicable). The Rider or Trainer may not sign for the Owner.
 - The applicable Rider, Owner, Trainer, and/or Coach boxes must be checked by the person.
 - The Owner, Rider, Trainer, and Coach names must match the Owner, Rider, Trainer, and Coach names submitted in the entry.

- NOTE:**
- The Trainer is the person legally responsible for the horse while the horse is on the show grounds. This may or may not be the at-home trainer.
 - The Coach is the person paid to coach the Rider while on the show grounds. Listing a Coach is optional unless the Coach will ride the horse on the show grounds.

NOTE: This form is updated periodically without a new date on the form. The secretary must ensure the current form is provided as previous forms may not be used.

Continued on next page...

EE ENTRY PAGES > EE USEF ENTRY AGREEMENT FORM:



FEDERATION ENTRY AGREEMENT

By entering a Federation-licensed Competition and signing this entry blank as the Owner, Lessee, Trainer, Manager, Agent, Coach, Driver, Rider, Handler, Vaultor or Longeur and on behalf of myself and my principals, representatives, employees and agents, I agree that I am subject to the Bylaws and Rules of The United States Equestrian Federation, Inc. (the "Federation") and the local rules of USEF Events (Competition). I agree to be bound by the Bylaws and Rules of the Federation and of the competition. I will accept as final the decision of the Hearing Committee on any question arising under the Rules, and agree to release and hold harmless the competition, the Federation, their officials, directors and employees for any action taken under the Rules. I represent that I am eligible to enter and/or participate under the Rules, and every horse I am entering is eligible as entered. I also agree that as a condition of and in consideration of acceptance of entry, the Federation and/or the Competition may use or assign photographs, videos, audios, cable - casts, broadcasts, internet, film, new media or other likenesses of me and my horse taken during the course of the competition for the promotion, coverage or benefit of the competition, sport, or the Federation. Those likenesses shall not be used to advertise a product and they may not be used in such a way as to jeopardize amateur status. I hereby expressly and irrevocably waive and release any rights in connection with such use, including any claim to compensation, invasion of privacy, right of publicity, or to misappropriation. The construction and application of Federation rules are governed by the laws of the State of New York, and any action instituted against the Federation must be filed in New York State. See GR908.4.

BY SIGNING BELOW, I AGREE that I have read, understand, and agree to be bound by all applicable Federation Bylaws, rules, and policies including the USEF Safe Sport Policy and Minor Athlete Abuse Prevention Policies (MAAPP) as published at www.usef.org, as amended from time to time, as well as all terms and provisions of this Prize List. If I am signing and submitting this Agreement electronically, I acknowledge that my electronic signature shall have the same validity, force and effect as if I affixed my signature by my own hand.

RIDER/DRIVER/HANDLER/VAULTER/LONGEUR (mandatory)

 Signature: Rider First Name Rider Last Name

 Print Name: Rider First Name Rider Last Name
TRAINER (mandatory)

 Signature: Trainer First Name Trainer Last Name

 Print Name: Trainer First Name Trainer Last Name
OWNER/AGENT (mandatory)

 Signature: Owner First Name Owner Last Name

 Print Name: Owner First Name Owner Last Name
COACH (if applicable)

 Signature: Coach First Name Coach Last Name

 Print Name: Coach First Name Coach Last Name

Parent/Guardian Signature: (Required if Rider/Driver/Handler/Vaultor/Longeur is a minor) _____

 Print Parent//Guardian Name: _____ Emergency Contact Phone No. 123-456-7890

 Is Rider/Driver/Vaultor a U.S. Citizen: Yes No

NOTE: The entrant uploads this page while entering the show online via EE. If the entrant did not upload the document, it will be missing from the EE entry. The show secretary must then get the document from the entrant, preferably before the show.

NOTE:

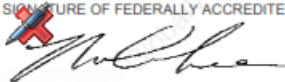
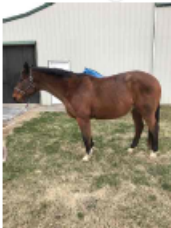
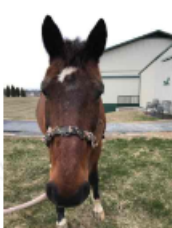


- The Coach is optional unless the Coach will ride the horse while on the show grounds or the entrant prefers to include a Coach.
- The Rider or Trainer may sign for the Owner.
- The Owner, Rider, Trainer, and Coach names must match the Owner, Rider, Trainer, and Coach names submitted in the entry.

NOTE: This form is updated periodically without a new date on the form. The secretary must ensure the current form is provided as previous forms may not be used.

SECTION II. BEFORE THE SHOW

[Enter EE Online Entries](#) > [EE Entry Pages](#) > [EE Coggins Page](#)

EE ENTRY PAGES > EE COGGINS PAGE:

GlobalVetLINK - EQUINE INFECTIOUS ANEMIA LABORATORY TEST		EIA-14373401	
GlobalVetLINK's eEIA test form contains all data fields as found on federal form VS 10-11. Forms Without Adequate Descriptions Of The Horse and Complete Addresses Including Zip Codes, and Telephone Numbers Will Not Be Processed.			
SERIAL NUMBER EIA-14373401	DATE SIGNED 2019-03-20	LAB/ACCESSION NUMBER 326762-17	COUNTY
NAME & ADDRESS OF OWNER Owner Name ADDRESS CITY, ST ZIP PHONE		NAME & ADDRESS OF VETERINARIAN Vet Name ADDRESS CITY, ST ZIP PHONE	
NAME & ADDRESS OF STABLE/MARKET Stable Name ADDRESS CITY, ST ZIP PHONE		REASON FOR TESTING Annual	
NATIONAL ACCREDITATION NUMBER NAN 003054		TEST TYPE AGID	
CERTIFICATION OF FEDERALLY ACCREDITED VETERINARIAN I certify the specimen submitted with this form was drawn by me from the horse described below on the day indicated below.			
SIGNATURE OF FEDERALLY ACCREDITED VETERINARIAN  Mia Lee DVM 2019-03-20 09:39:37 -05:00		DATE BLOOD DRAWN 2 MM/DD/YYYY	
CERTIFICATION OF OWNER OR OWNER'S AGENT I certify that I have examined this form and, to the best of my knowledge and belief, this form is true, correct and complete			
SIGNATURE OF OWNER OR OWNER'S AGENT		SIGNATURE NAME Leslie A. Raulin	SIGNATURE DATE 2019-03-15
NAME OF HORSE 1 Horse Name	ID1	ID2	ID3
COLOR Bay	AGE OR DOB 1995-03-26	BREED Hanoverian Horse	GENDER Female
			
			
OTHER MARKS AND BRANDS: None / Breed left flank			
NECK AND BODY: None			
RIGHT FORELIMB: Pastern			
RIGHT HINDLIMB: Sock			
TECHNICIAN		DATE RECEIVED YYYY-MM-DD	DATE REPORTED YYYY-MM-DD
TUBE NUMBER		TEST RESULTS Negative 3	
SIGNATURE OF TECHNICIAN  Name Date Time			
ment with the state of animal origin, issuing veterinarian, via GlobalVetLINK.com veterinarian's office.			

NOTE: The entrant uploads this page while entering the show online via EE. If the entrant did not upload the document, it will be missing from the EE entry. The show secretary must then get the document from the entrant, preferably before the show.

NOTE: The Show Secretary reviews the Coggins to ensure:

- The **1** horse name on the Coggins matches the horse name in the entry, etc..
- The **2** date blood drawn is within one year of the show date(s). The Coggins expires 365 days from the date blood drawn; for example, a Coggins with blood drawn on 2021-03-19 expires after 2022-03-18.
- The test result is **3** negative.

Continued on next page...

EE ENTRY PAGES > EE VACCINATIONS PAGE:

Page 1 of 2

Vet Name
ADDRESS
CITY, ST ZIP

INVOICE

Invoice No.	Invoice Date
14698	MM/DD/YYYY

Owner Name
ADDRESS
CITY, ST ZIP

Date	Procedure	Units	Rate	Own%	Total	Vet
2	Horse Name					
MM/DD/YYYY	Wellness Examination		N/C			ML
	Temperature, Pulse, and Respiratory rate is within the normal limits. New shoes yesterday with outside bar set wider to give more support, good roll put shoe to allow breakover to the outside as previous. Reported to be feeling frisky in field. Hair coat is dull- try adding a omega fat supplement.					
MM/DD/YYYY	Rabies/PHF Vaccine					
MM/DD/YYYY	Prestige V + WNV- EWV/Rhino/Flu/WNV Vaccine		1			
	9185A006B					
MM/DD/YYYY	Coggins test- high volume discount					
MM/DD/YYYY	Fecal Parasite exam					
	No eggs seen					
MM/DD/YYYY	Farm Call Fee - Area A					

NOTE: Proof of vaccination may be a USEF form, letter from the vet, etc.

NOTE: USEF GR844 ([click here](#)) requires a proof of flu/rhino must be presented if requested by show management or the TD while the horse is on the show grounds. Some shows require proof of vaccination with the show entry.

NOTE: The entrant uploads this page while entering the show online via EE. If the entrant did not upload the document, it will be missing from the EE entry. The show secretary must then get the document from the entrant, preferably before the show.

NOTE: The Show Secretary reviews the Proof of Vaccination to ensure:

- The document conforms with the requirements of **USEF GR844**.
- The vaccination is for **1 flu/rhino**.
- The **2 horse name** on the document matches the horse name in the entry, Coggins, etc.
- The **3 date of administration** is within six months of the show date(s). For example, a vaccination administered on 3/20/2020 expires after 9/19/2020.

Continued on next page...

Enter EE Online Entries > EE Entry Pages > EE SafeSport Page(s)

EE ENTRY PAGES > EE SAFESPORT PAGE(S):

- The Show Secretary ensures there is a current proof of SafeSport training for each USEF adult member (age 18 and over) involved in the entry (Rider, Owner, Trainer, Coach).
- EE now includes this information on the **1 EE Memberships Page** “cards” for each person in the entry. If the information is not present, the secretary needs to obtain the information from the entrant or online.
- If the SafeSport training is recent, the entrant should upload proof of the training while entering the show online via EE. If the entrant did not upload the document(s), it/they will be missing from the EE entry. The show secretary must then get the document(s) from the entrant or look up the person’s **2 USEF membership card** after the training is posted by USEF.

Owner Cards **1**

RIDER VERIFICATION

USEF #: #####

Name: Fname Lname

Membership: Active Professional

Effective Date: MM/DD/YYYY

Expiration Date: MM/DD/YYYY

USEF Safe Sport Exp. Date: MM/DD/YYYY

2

COACH

USEF - Active Amateur (12/01/2019 - 11/30/2020)
Safe Sport Training (9/3/2019 - 9/2/2020)
Over 18 yrs old

TRAINER

USEF - Active Amateur (12/01/2019 - 11/30/2020)
Safe Sport Training (9/3/2019 - 9/2/2020)
Over 18 yrs old

OWNER

USEF - Active Amateur (12/01/2019 - 11/30/2020)
Safe Sport Training (9/3/2019 - 9/2/2020)
Over 18 yrs old

RIDER

USEF - Active Amateur (12/01/2019 - 11/30/2020)
Safe Sport Training (9/3/2019 - 9/2/2020)
Over 18 yrs old

The most recent this card is a copy there of to prove your eligibility to participate as a rider, owner, driver, handler, trainer, agent, & other, coach, or judge at USEF licensed competitions.
PROVIDER COMPLIANCE: Please accept this in accordance with 18138.5 a)(2) as proof of membership.

EE ENTRY PAGES > EE OTHER DOCUMENTS

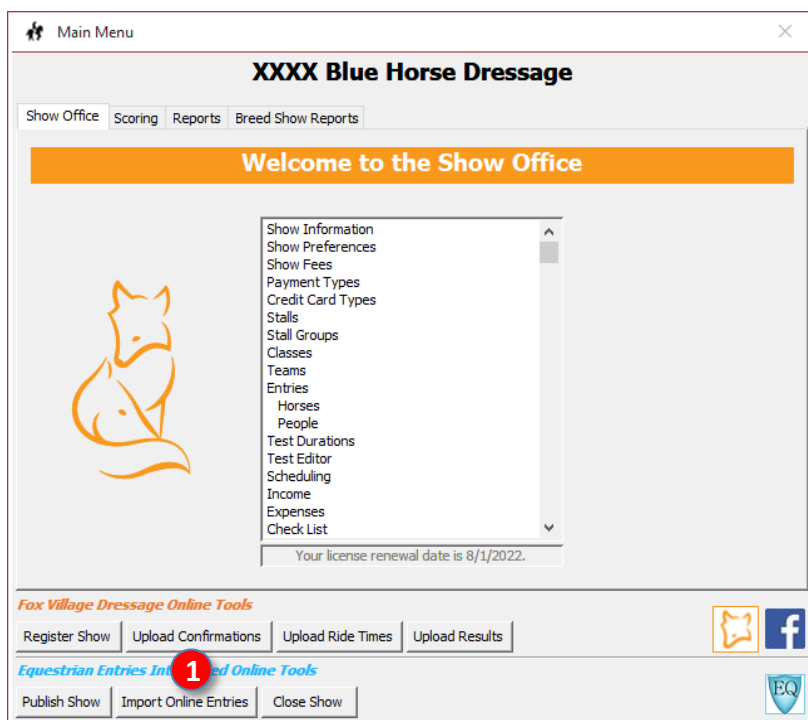
- If your show requires additional documents, such as horse passport, proof of qualification to ride a musical freestyle, etc., they will (should) be part of the EE entry.

NOTE: *The entrant uploads other document(s) while entering the show online via EE. If the entrant did not upload the document(s), it/they will be missing from the EE entry. The show secretary must then get the document(s) from the entrant, preferably before the show.*

IMPORT ENTRY INTO FVD > IMPORT ONLINE ENTRIES LOGIN:

- Review and annotate the preceding pages for missing or inaccurate information, as in [SCREEN SHOW ENTRIES](#).

- Click **1** **Import Online Entries**.



- If you are not currently logged into EE, an **2** **Import Online Entries** form opens.
- Enter your **3** **EE User Name**.
- Click **4** **OK**.



Enter EE Online Entries > Import Entry into FVD > Online Entry Processing

IMPORT ENTRY INTO FVD > ONLINE ENTRY PROCESSING:

- The **1 Online Entry Processing** form opens with an entry displayed.
 - Click the **2 Previous Entry** button to select the previous entry.
 - Use the **3 Entry (Lookup)** drop-down arrow to select a different entry from the list.
 - Click the **4 Switch To** button to change the sort of the entry list.
 - Click the **5 Next Entry** button to select the next entry.
- **6 EE Tracking #** is the number used by EE to track the entry. If you have a question about an entry, EE staff will need this number.
- **7 Submitted / Paid Online** lets you know the entry was paid online and submitted by the entrant. It takes a little while for the payment information to enter into EE; therefore, ensure a bit of time has passed before you process the entry.
- **8 Entry #** is where you enter your show's entry # (the same as the bridle #). **This is required before you import.**
- **9 Ready for Import** lets you know the entry is ready for you to import into your FVD show file after you use the Add and Merge features (see below).
- Click the **10 Help** button for hints on importing entries.
- The **11 LEFT** group of data is entry data in the EE database. You do not edit this data.
- The **12 RIGHT** group of data is entry data to be entered into your show.
 - If there is already data in the right box, the person/horse is already in your HR.hdf file. If there is no data in the box, the person/horse is not already in your HR.hdf.
 - Use the **13** right arrow to add the horse or person to the right group of data. Add the Owner first, then the Horse, Rider, Trainer and Coach (if provided).
 - If the **14 Merge** button is checked, the data in the EE entry will import into your show and will overwrite any data already in your HR.hdf. **IMPORTANT - Uncheck the merge button if you know your FVD HR.hdf data is correct (perhaps from a previous entry in this show), so you do not want to overwrite existing data.**

Continued on next page...

SECTION II. BEFORE THE SHOW

Enter EE Online Entries > Import Entry into FVD > Online Entry Processing, cont'd.

- The **15 Import** button is used to import the entry you are viewing.
- The **16 Entries** button opens the Entries form of FVD. Use this to view the entries already in your show.
- **17 Filter by Ready for Import** – if the box is checked, you will only see entries that are ready for import. Uncheck to box to see all entries, including those that are not ready to import.
- **18 Filter by Paid Online** – if the box is checked, you will only see entries that have paid online.
- If you need to login to EE (you can only stay logged in for a short time), enter your information in the **19 Username** and **20 Password** boxes and click **21 Login**.
- Click **22 Close** to close the Online Entry Processing form.

Online Entry Processing

EE Tracking # Submitted / Paid Online

Entry # Ready for Import

Help

	Add	Merge	
Horse	<input type="button" value="→"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Owner	<input type="button" value="→"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Rider	<input type="button" value="→"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Trainer	<input type="button" value="→"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Coach	<input type="button" value="→"/>	<input checked="" type="checkbox"/>	<input type="text"/>

Missing

Missing

Missing

Missing

Missing

Entry (Lookup)

Import **15** Entries **16** Filter by Ready for Import **17** Paid Online **18** Close **22**

Username: **19** Password: **20** Login **21**

Forgot Username/Password?

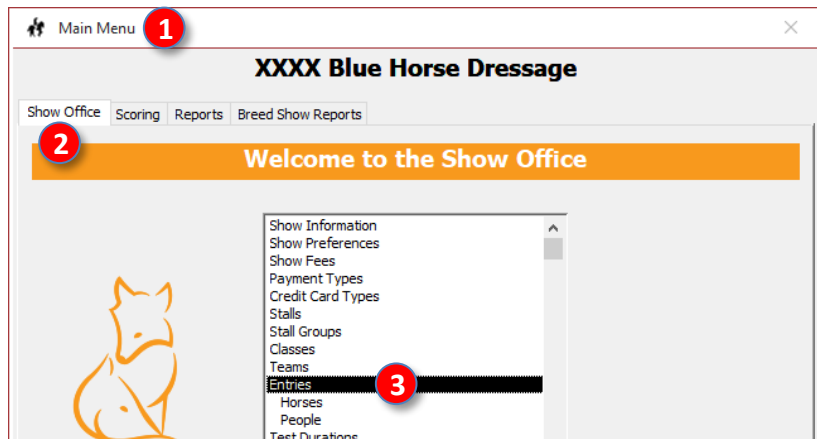
VIEW DEMO JOIN NOW!

Home Calendar EqClassifieds Advertise with us! Help

Enter EE Online Entries > Review the Imported Entry, Send Confirmation

REVIEW THE IMPORTED ENTRY:

- Click **1 Main Menu** > **2 Show Office** > **3 Entries**.



- The **4 Entry** form opens with the **5 Summary** tab open.
- Using the **6 Entry (Lookup)** drop-down arrow, scroll down to the last entry on the list. This is the entry you just imported.
- To open the entry, click on it.
- Screen the entry (see [SCREEN SHOW ENTRIES](#) and [ENTRY REVIEW AND MANAGEMENT SUGGESTIONS](#)).
- Update the entry as needed.
- Using the **7 Entry Memo** box, annotate if the entry is complete, if there is a deficiency, etc.

SEND CONFIRMATION:

- To notify the entrant of the status of the entry, use **8 Upload Confirmations** (see [ENTRY CONFIRMATION NOTIFICATION](#)).
- The **9 Confirmation Mailed** box will automatically be checked.

- Congratulations. You have just completed importing an entry!
- Repeat for the next entry you want to import.
- Next you will screen and assemble your show entries.

CHAPTER II.12. ENTER SNAIL MAILED SHOW ENTRIES CREATED WITH EE



Enter Snail Mailed Entries Created with EE

ENTER SNAIL MAILED ENTRIES CREATED WITH EE:

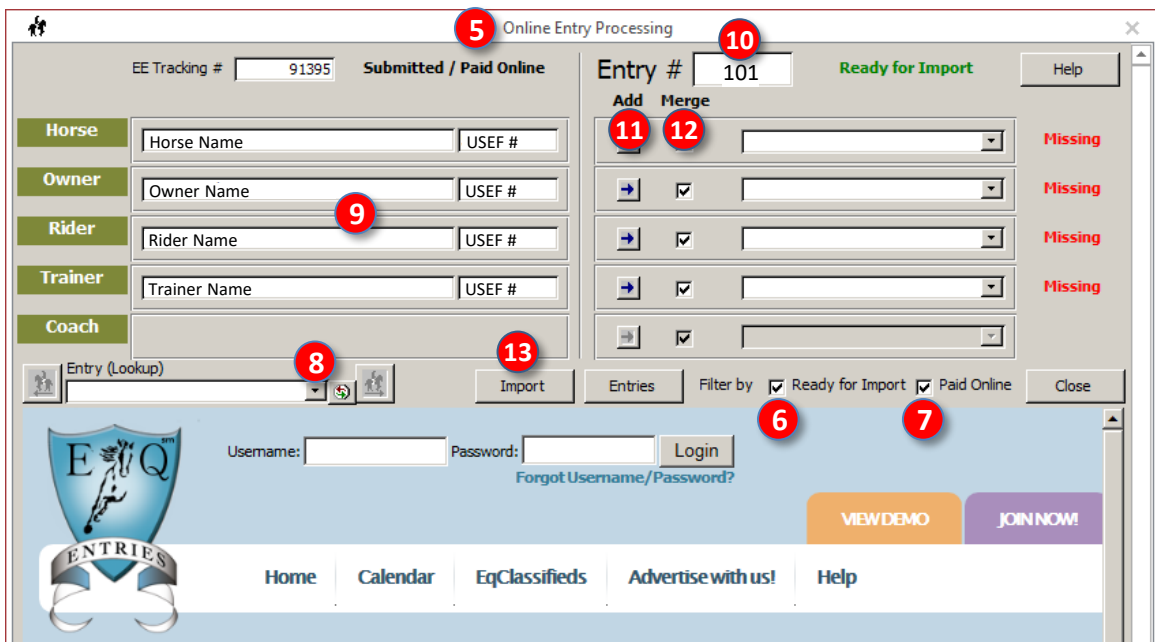
- Some entrants create an entry on EE but do not pay online; instead, they print the entry and mail it to you with a payment check and (hopefully) entry documents (Coggins, waiver form, etc.).
- When you receive such an entry, you can download the entry data into FVD, so you do not have to type it in. Whew!
- Click **1 Import Online Entries**.
- If you are not currently logged into EE, an **2 Import Online Entries** form opens.
- Enter your **3 EE User Name**.
- Click **4 OK**.



- The **5 Online Entry Processing** form opens.
- Click the **6 Filter by Ready for Import** and **7 Filter by Paid Online** check boxes so they are both unchecked.
- Use the **8 Entry (Lookup)** drop-down arrow and click on the entry you want to download.
- The **9** entry data will appear on the left column of information.
- Enter the **10 Entry #** (bridle #).
- Using the **11 Add** arrow and **12 Merge** box, as needed, populate the entry data on the right column of information.



- Click **13 Import**.
- The data will import into FVD in the usual manner.



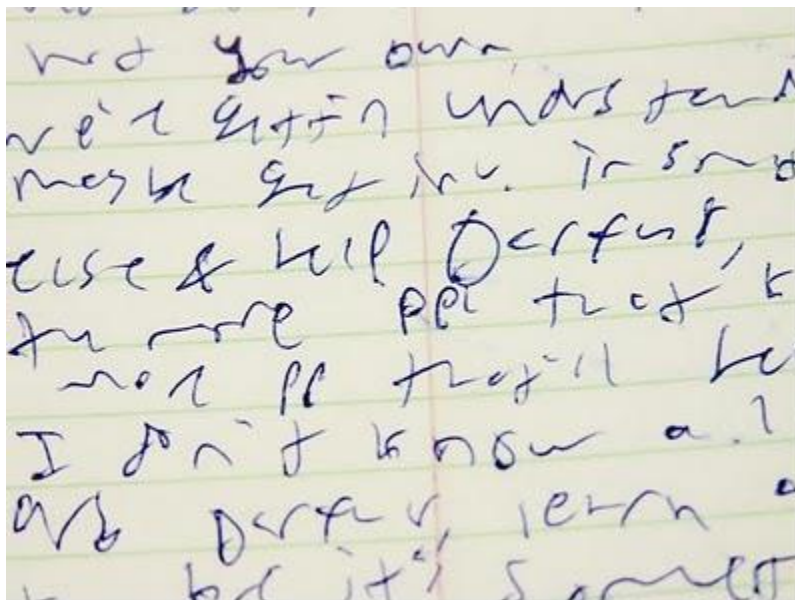
CHAPTER II.13. ENTER SNAIL MAILED HAND- WRITTEN SHOW ENTRIES



Enter Snail Mailed Hand-Written Show Entries

ENTER SNAIL MAILED HAND-WRITTEN SHOW ENTRIES:

- Before we had FVD and EE, dressage show entries were completed by hand by the entrant and snail mailed with a check and supporting documents (Coggins, release form, etc.).
- When received by the show secretary, s/he then had to interpret handwriting and avoid typographical errors while hand typing in ALL the information. This was a very labor-intensive and error-prone exercise.
- Even though we now have FVD and EE, a few entrants continue to submit handwritten snail mailed entries.
 - Some shows avoid this by requiring the use of EE for all their entries.
 - Some shows minimize handwritten entries by charging an extra fee for them.
 - Some shows just allow handwritten entries without any penalty.
- The process for handwritten entries is similar to that for EE entries, except for entering the data by hand and taking a LOT of extra time.



Typical handwriting on a handwritten show entry!!!!



Typical Show Secretary entering a handwritten show entry!!!!

CHAPTER II.14. SCREEN AND ASSEMBLE SHOW ENTRIES



Screen and Assemble Show Entries > Introduction, Screening Entries, Assembling Entries, Resources

NOTE: Due to COVID, TD entry review was suspended. As of this writing, it has not been resumed.

INTRODUCTION:

- While you review/input/correct/update show entries, you are also (1) screening them for the **MANY** show entry requirements and (2) assembling them for review by the TD. Chapters II.14 – II-15, and supporting appendices, are an overview of the screening and assembling of show entries.

SCREENING ENTRIES:

- Each entry must be screened for completeness. If it is incomplete, the entrant may not be allowed to participate in the show. Additionally, show management may be charged uncollected fees and/or fined by USEF and/or USDF; therefore, be meticulous with this step.
- If the packet was prepared with EE then submitted electronically or snail mailed, it will be electronically pre-screened by EE; however, you still need to review the packet to ensure everything is included and is correct.
- If the packet was handwritten and snail mailed to you, it is not pre-screened – you must both screen and type in the information.

ASSEMBLING ENTRIES:

- As you screen each entry, you must also assemble it for review by the TD, who verifies each entry is complete and the Horse/Rider/Owner/Trainer/Coach are qualified to participate in the show. This can be done via a paper packet or digital file(s).
- Whatever the method, it must be easy to use by the TD.
- Two methods to screen and assemble the entries for TD review are suggested in Tips & Tricks:
 - Paper Method: [ENTRY REVIEW AND MANAGEMENT SUGGESTIONS – PAPER METHOD](#)
 - Digital Method: [ENTRY REVIEW AND MANAGEMENT SUGGESTIONS – DIGITAL METHOD](#)

RESOURCES:

- The following USDF references will assist you:
 - **USDF Entry Checklist** – [Click here](#) (downloads a PDF file).
 - **USDF Membership Information/Requirements** – [Click here](#) (downloads a PDF file).
 - **USDF Generic Competition Entry Form** – [Click here](#) (downloads a PDF file).
 - **USDF Membership Exception List** – [Click here](#) (downloads a PDF file).
 - **USDF Acceptable Proof of Membership** – [Click here](#) (downloads a PDF file).
- The following materials are provided in this manual to assist you:
 - [USEF and USDF Membership Requirements for Non-Qualifying Classes.](#)
 - [USEF and USDF Membership Requirements for GAIG Qualifying and Championship Classes.](#)
- Other unofficial resources:
 - Summary of USEF/USDF Show Entry Requirements (web page): [Click here.](#)
 - Details on How to Enter a USEF/USDF Show (PDF file): [Click here.](#)
- The following are sources for people USEF & USDF memberships and horse USEF recordings & USDF registrations:
 - www.EqVerification.org
 - [USDF Print Horse Card](#)
 - [USDF Print Membership Card](#)
 - [USEF Horse Search](#)
 - [USEF People Search](#)
 - [FVD USEF Information](#)
 - FVD Main Menu > Show Office > USDF Membership Verification (see FVD User Manual)
 - FVD Main Menu > Show Office > USEF Membership & SafeSport Verification (see FVD User Manual)

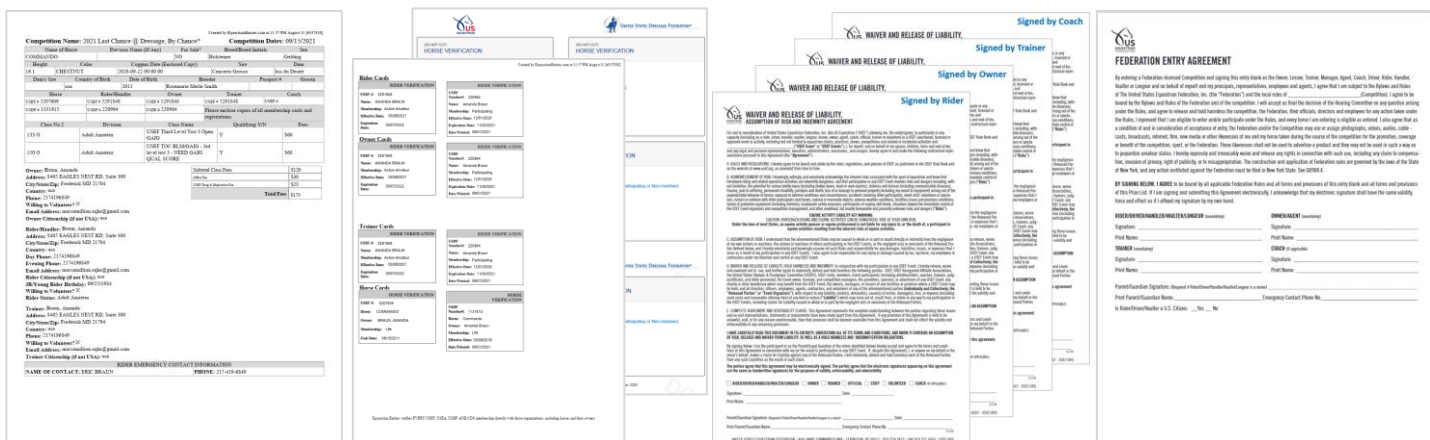
NOTE: Make your TD very happy: When you have completed an entry, include the **FVD Entry Confirmation Report** (see [Confirmation Notification](#)) and include it to the front of the entry packet documents or digital file. You can use it to track receipt of originally missing information and the TD can use it to understand the entry and help verify that it is complete.

SECTION II. BEFORE THE SHOW

Screen and Assemble Show Entries > Graphical Summary of Entry Requirements

GRAPHICAL SUMMARY OF ENTRY REQUIREMENTS:

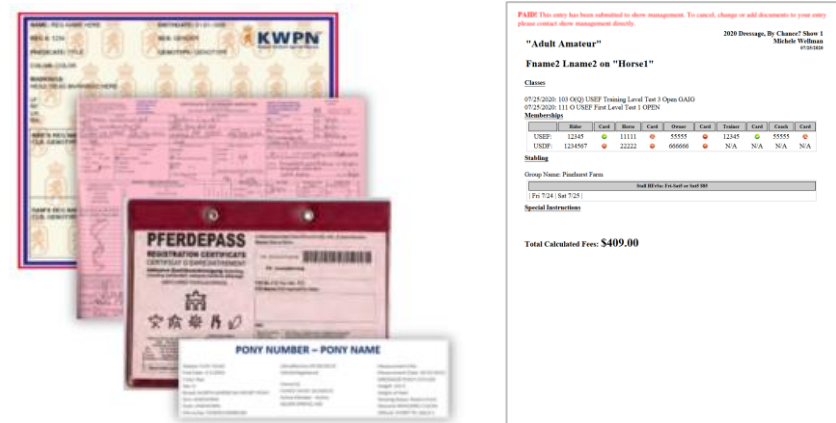
- [Click here](#) to open a webpage that is a quick summary of entry requirements, as depicted in this graphic.



1. Entry form created by EE.
2. Membership Cards provided by EE, supplemented by EqVerification if needed.
3. USEF Waiver. One form for each person in the entry (rider, owner, trainer, coach).
4. USEF Entry Agreement. One form signed by each person in the entry (multiple forms ok).



5. Proof of current SafeSport training for each adult USEF member in the entry (rider, owner, trainer, coach).
6. Proof of current Coggins with same horse name as on the entry.
7. If required by the show, proof of current vaccination IAW USEF GR845 with same horse name as on the entry.
8. If a MFS ride is in the entry, proof of Q for the ride.



9. Any other documents required by the particular show.
10. Payment via EE (verified on EE first page and on (1) entry form).

SECTION II. BEFORE THE SHOW

Screen and Assemble Show Entries > Example of an Entry Screening Check Sheet

EXAMPLE OF AN ENTRY SCREENING CHECK SHEET:

The following is the check sheet the author uses to screen entries. See [ENTRY REVIEW AND MANAGEMENT SUGGESTIONS – DIGITAL ENTRY PACKETS](#) for further information.

CHECK SHEET		<input type="checkbox"/> COMPLETE		<input type="checkbox"/> INCOMPLETE		R = O = T = C =		
RIDER LAST NAME				HORSE NAME				
RIDER FIRST NAME				BRIDLE NUMBER				
ITEM	OK	ENTRY STATUS						FIX
Rider Status	<input type="checkbox"/>	<input type="checkbox"/> AA	<input type="checkbox"/> JYR	JYR AGE:	<input type="checkbox"/> PRO	<input type="checkbox"/> OPEN USEF NM	<input type="checkbox"/>	
GAIG Q	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO/NA	<input type="checkbox"/> YES BUT FIX			<input type="checkbox"/>	
Complete Payment	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO				<input type="checkbox"/>	
Owe \$:	<input type="checkbox"/>	<input type="checkbox"/> NO	<input type="checkbox"/> BALANCE PAID		<input type="checkbox"/> OWE MONEY		<input type="checkbox"/>	
Refund \$	<input type="checkbox"/>	<input type="checkbox"/> NO	<input type="checkbox"/> REFUND DONE		<input type="checkbox"/> REFUND Due		<input type="checkbox"/>	
USEF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USEF ACTIVE	<input type="checkbox"/> R USEF SHOW PASS		<input type="checkbox"/> R USEF EXEMPT	<input type="checkbox"/> R USEF NEED SHOW PASS	<input type="checkbox"/>	
USDF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USDF PM	<input type="checkbox"/> R USDF GM	<input type="checkbox"/> R USDF NM PAID	<input type="checkbox"/> R USDF EXEMPT	<input type="checkbox"/> R USDF NM NOT PAID	<input type="checkbox"/>	
USEF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USEF ACTIVE	<input type="checkbox"/> O USEF SHOW PASS		<input type="checkbox"/> O USEF EXEMPT	<input type="checkbox"/> O USEF NEED SHOW PASS	<input type="checkbox"/>	
USDF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USDF PM	<input type="checkbox"/> O USDF GM	<input type="checkbox"/> O USDF NM PAID	<input type="checkbox"/> O USDF EXEMPT	<input type="checkbox"/> O USDF NM NOT PAID	<input type="checkbox"/>	
USEF Member Trainer	<input type="checkbox"/>	<input type="checkbox"/> T USEF ACTIVE			<input type="checkbox"/> T USEF EXEMPT	<input type="checkbox"/> T USEF NEEDED	<input type="checkbox"/>	
USEF Member Coach	<input type="checkbox"/>	<input type="checkbox"/> C USEF ACTIVE	<input type="checkbox"/> NO COACH		<input type="checkbox"/> C USEF EXEMPT	<input type="checkbox"/> C USEF NEEDED	<input type="checkbox"/>	
USEF Horse Recording	<input type="checkbox"/>	<input type="checkbox"/> H USEF LIFE/ANN	<input type="checkbox"/> H USDF #	<input type="checkbox"/> H USEF HID	<input type="checkbox"/> H USEF EXEMPT	<input type="checkbox"/> H USEF NEEDED	<input type="checkbox"/>	
USDF Horse Registration	<input type="checkbox"/>	<input type="checkbox"/> H USDF LIFE			<input type="checkbox"/> H USDF HID	<input type="checkbox"/> H USDF EXEMPT	<input type="checkbox"/>	
USEF Entry Ag Rider	<input type="checkbox"/>	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/> NEED R ENTRY AG		<input type="checkbox"/>	
USEF Entry Ag Owner	<input type="checkbox"/>	<input type="checkbox"/> O ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/> NEED O ENTRY AG		<input type="checkbox"/>	
USEF Entry Ag Trainer	<input type="checkbox"/>	<input type="checkbox"/> T ENTRY AG YES				<input type="checkbox"/> NEED T ENTRY AG	<input type="checkbox"/>	
USEF Entry Ag Coach	<input type="checkbox"/>	<input type="checkbox"/> C ENTRY AG YES	<input type="checkbox"/> NO COACH		<input type="checkbox"/> NEED C ENTRY AG		<input type="checkbox"/>	
USEF Waiver Rider	<input type="checkbox"/>	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/> NEED R WAIVER		<input type="checkbox"/>	
USEF Waiver Owner	<input type="checkbox"/>	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/> NEED O WAIVER		<input type="checkbox"/>	
USEF Waiver Trainer	<input type="checkbox"/>	<input type="checkbox"/> T WAIVER YES				<input type="checkbox"/> NEED T WAIVER	<input type="checkbox"/>	
USEF Waiver Coach	<input type="checkbox"/>	<input type="checkbox"/> C WAIVER YES	<input type="checkbox"/> NO COACH		<input type="checkbox"/> NEED C WAIVER		<input type="checkbox"/>	
Coggins	<input type="checkbox"/>	<input type="checkbox"/> COGGINS YES	<input type="checkbox"/> COG WRONG HORSE NAME		<input type="checkbox"/> NEED COGGINS W/IN 1 YR		<input type="checkbox"/>	
Proof of Vaccination	<input type="checkbox"/>	<input type="checkbox"/> VACS YES	<input type="checkbox"/> VAC WRONG HORSE NAME		<input type="checkbox"/> NEED VAC W/IN 6 MOS		<input type="checkbox"/>	
SafeSport Rider	<input type="checkbox"/>	<input type="checkbox"/> R SS YES	<input type="checkbox"/> R SS EX USEF NM		<input type="checkbox"/> R SS EX AGE	<input type="checkbox"/> NEED R PROOF OF SS	<input type="checkbox"/>	
SafeSport Owner	<input type="checkbox"/>	<input type="checkbox"/> O SS YES	<input type="checkbox"/> O SS EX BUSINESS	<input type="checkbox"/> O SS EX USEF NM	<input type="checkbox"/> O SS EX AGE	<input type="checkbox"/> NEED O PROOF OF SS	<input type="checkbox"/>	
SafeSport Trainer	<input type="checkbox"/>	<input type="checkbox"/> T SS YES	<input type="checkbox"/> T SS EX USEF NM		<input type="checkbox"/> T SS EX PARENT	<input type="checkbox"/> NEED T PROOF OF SS	<input type="checkbox"/>	
SafeSport Coach	<input type="checkbox"/>	<input type="checkbox"/> C SS YES	<input type="checkbox"/> NO COACH		<input type="checkbox"/> C SS EX USEF NM	<input type="checkbox"/> C SS EX AGE	<input type="checkbox"/> NEED C PROOF OF SS	
Horse Stall	<input type="checkbox"/>	<input type="checkbox"/> NO H STALL	<input type="checkbox"/> H-FrSa	<input type="checkbox"/> H-FrSaSu	<input type="checkbox"/> H-SaSu		<input type="checkbox"/>	
Tack Stall	<input type="checkbox"/>	<input type="checkbox"/> NO T STALL	<input type="checkbox"/> T-FrSa	<input type="checkbox"/> T-FrSaSu	<input type="checkbox"/> H-SaSu		<input type="checkbox"/>	
MFS Q Test	<input type="checkbox"/>	<input type="checkbox"/> MFS NA	<input type="checkbox"/> MFS Q YES		<input type="checkbox"/> NEED PROOF OF MFS Q		<input type="checkbox"/>	

Screen and Assemble Show Entries > Key Items to be Screened

KEY ITEMS TO BE SCREENED:

- **Entry Numbers:** Assign a unique number that will be the bridle number and entry number. This number is entered in EE and uploaded to FVD and is written on the entry packet.
- **USEF and USDF Membership Requirements:**
 - The USEF and USDF membership requirements are explained in [USEF AND USDF PEOPLE & HORSE MEMBERSHIP REQUIREMENTS & EXEMPTIONS](#).
 - **GAIG NO:** If the entry has NOT requested ANY GAIG qualifying classes:
 - **Horse USEF #:** Must have USEF Lifetime Recording, USEF Annual Recording, USDF Lifetime Horse Registration (LHR), or USDF Life or Horse Identification Number (HID).
 - **People USEF #:** Owner and rider must be a current USEF Competing Member or each must purchase a USEF Show Pass from USEF one week before the show (one fee per show per person, not one fee per entry). Trainers, Coaches and Parent/Guardian signing as a trainer and/or coach must be USEF members.
 - **Horse USDF #:** Must have USDF Lifetime Horse Registration (LHR) or USDF Horse Identification Number (HID).
 - **People USDF #:** Owner must be a current USDF Participating Member, USDF Business Member, or USDF Group Member, or must pay the USDF non-member fee (one fee per show per person, not one fee per entry). Rider must be a current USDF Participating Member, USDF Group Member, or must pay the USDF non-member fee (one fee per show per person, not one fee per entry).
 - **GAIG YES:** If the entry HAS requested ANY GAIG qualifying classes:
 - **Horse USEF #:** Must have USEF Lifetime Recording or USEF Annual Recording.
 - **People USEF #:** Owner, rider, trainer and coach (if applicable) must be current USEF Competing Members.
 - **Horse USDF #:** Must have USDF Lifetime Horse Registration (LHR).
 - **People USDF #:** Owner must be a current USDF Participating Member(s) or Business Member. Rider must be a current USDF Participating Member.
 - **Membership Exemptions:**
 - Riders/owners/trainers/coaches participating only in USDF Introductory Level and/or Opportunity classes are exempt from USDF and USEF memberships (and the USEF show pass and USDF non-member fees). Horses entered only in these classes are exempt from USEF horse registration and USDF horse recording.
 - The trainer parent of a minor is exempt from USEF & USDF memberships.
 - Other exemptions: [Click here](#) for the USDF exceptions (exemptions) document.
 - Entries should include verification of the above. If information is missing, use the following sources:
 - www.EqVerification.org (first method to use)
 - [USEF Horse Search](#) (use if EqVerification report is confusing)
 - [USEF People Search](#) (use if EqVerification report is confusing)
 - [USDF Print Horse Card](#) (use if EqVerification report is confusing)
 - [USDF Print Membership Card](#) (use if EqVerification report is confusing)
 - [FVD USEF Information](#) (FVD pulls information from USEF database)
- **Owner, Rider/Handler, and Trainer Contact Information:** Check that all lines are completed. If an owner, rider/handler, and/or trainer are the same person, use of the word “same” is allowed. Note the blank areas so they can be completed prior to the show or during registration.
- **Stabling:** Check the stabling requests to determine the stall group with whom an entry wants to be stabled. Note stallions as they require special stabling arrangements (strong stalls and not near mares).

Screen and Assemble Show Entries > Key Items to be Screened, Cont'd.

- **USEF Waiver Form** ([click here](#)): Examine the USEF Waiver Form(s) for correct signatures. Each person (Rider, Owner, Trainer & Coach, if applicable) in the entry must submit a separate form with the appropriate boxes checked, signature and printed name. A Coach form is optional unless the coach will ride the horse on the show grounds. Entries with riders under age 18 need both the Rider's signature and a Parent's/Guardian's signature. Parents/Guardians who sign for their children in the Trainer box are required to have USEF memberships but not USDF memberships. Copies and electronic signatures are allowed.
- **USEF Entry Agreement** ([click here](#)): One form signed by Rider, Owner, Trainer and Coach, if applicable. If Rider = Owner = Trainer, each section still must be signed.
- **Freestyle Classes**: Entries for freestyle classes in non-championship shows must include a copy of the highest test of the freestyle level or any test of the next highest level that shows a minimum score of 63% for USEF/USDF tests and 60% for FEI tests. Examples: To ride a second level freestyle, a copy of the score sheet face sheet with the name of the USEF/USDF show, the rider, the horse, the class, the test score and the name of the judge from either second level test 3, or any higher level test, must be submitted. To ride a Grand Prix MFS a GP test sheet with a score of 60% or higher must be provided. [Click here](#) for musical freestyle information on the USDF web site.
- **Entry Fees**: Check to ensure the correct entry fees have been provided. Add the fees to ensure the addition is correct (EE and FVD also do the math for you). Ensure that the USEF D&M fee has been included, that the non-member fees have been included. Note any fee still due or any amount that must be refunded. If one check with payment for two or more entries has been submitted, in FVD you will enter the check number and the amount included for each entry.
- **Coggins**: In most regions, a legible current Coggins (blood drawn within one year of the show date(s) with the same horse name as the name of the horse in the show entry) is required for all entries. Ensure the Coggins form was included. NOTE: THE HORSE IS NOT ALLOWED OFF THE HORSE TRAILER UNTIL A LEGIBLE COPY OF A CURRENT COGGINS IS PRESENTED TO THE SHOW SECRETARY.
- **Proof of Vaccination**: If your show requires this document in the show entry, check to ensure it complies with USEF GR844, has the correct horse name, and is dated within six months of the show.
- **Other Requirements**: Check for fulfillment of other requirements specific to your competition.

NOTE 1: *Incomplete entries are my pet peeve. Unfortunately, they are VERY common – in my experience they comprise over three-quarters of all entries received for a show. Also unfortunately, either the show secretary must work very hard to have complete entries, time and effort that are not necessary, or many entrants could be denied participation on show day. However, entrants are accustomed to providing incomplete entries then bringing information to the show. This takes time in the show office and the chance of an incomplete entry if documents are not adequate or forgotten. I encourage ALL shows to request complete entries before the show so this problem would disappear. One approach is to only enter complete entries into the show.*

NOTE 2: *The show secretary needs to determine when they want to obtain missing entry information. Some entry/show secretaries inform competitors of deficiencies and ask them to bring documents/money to the show. Other entry/show secretaries try to have packets completed prior to the show; this is the author's preference as it provides a smoother running of the show. Use the FVD Entry Confirmations system and separate email to inform competitors of deficiencies and, as needed, remind them to submit the information/money/etc. prior to the show. The show may want to consider a surcharge for entries that are not complete prior to the beginning of the show; however, this MUST be written in the prize list.*

NOTE 3: What is a late entry? *For most shows, an entry RECEIVED by the show secretary AFTER MIDNIGHT OF THE CLOSING DATE is LATE. The definition of late for your show should be included in the prize list.*

CHAPTER II.15. DETAILS OF FVD ENTRIES



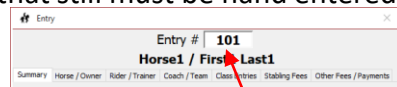
Details of FVD Entries > Introduction

Some show secretaries screen and assemble an entry before working on the entry in FVD, others do this at the same time. The following provides some background information on the FVD program then goes into detail of the FVD entry form tabs.

INTRODUCTION:

- **EE and Handwritten Entries:**

- Even if you only accept EE entries, in FVD there are some data points that still must be hand entered or checked by the show secretary.
- Therefore, the secretary must review each section of all entries.



- **Unique Entry #:** For each show, each entry (horse and rider combination) must have a **unique** entry #. For example, once you use entry #101, that number cannot be used again. This unique entry # is used for:

- Entry # entered when importing EE entries. It is imported into FVD.
- Entry # hand typed in FVD when recording handwritten entries.
- Bridle # worn during the competition.

- **People and Horses:**

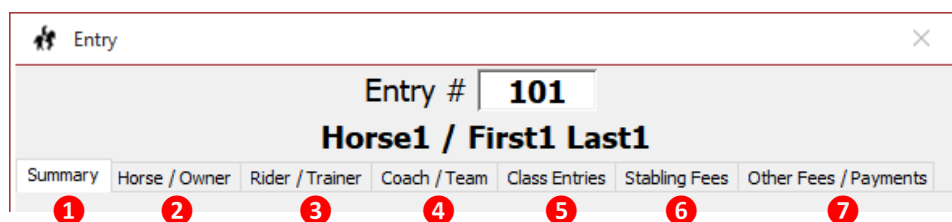
- In FVD, each **person** is listed once in the Horse & Rider file (HR.hdf). If a person is in another role in the same entry, or is in another entry, the person's information and membership verifications do not have to be entered again.
- In FVD, each **horse** is listed once in the Horse & Rider file (HR.hdf). If a horse is in another entry, the horse's information and recordation/registration verifications do not have to be entered again.

- **Duplicate People and Horse Names:**

- FVD allows **duplicate** people and horse names.
- For example, you are allowed to enter the name **Susan Smith** more than once because there may be more than one person with this name. You can also enter the horse name **Black Beauty** more than once because there may be more than one horse with this name.
- However, this also allows you to accidentally enter a person or horse multiple times or select the wrong person or horse for an entry.
- You need to be judicious when you add and/or edit new people and horses – you need to ensure you have selected the correct person or horse. The best way to check this is to look at the USEF and USDF numbers.

- **Overwriting the HR.hdf File:** For an EE entry, for a person or horse already in your HR.hdf file, you have the option to overwrite the person's or horse's data in your HR.hdf, or not to overwrite it. If you know the HR.hdf file is accurate, do not overwrite it. See [EE Online Entries > Import Entry into FVD > Online Entry Processing](#) for details.

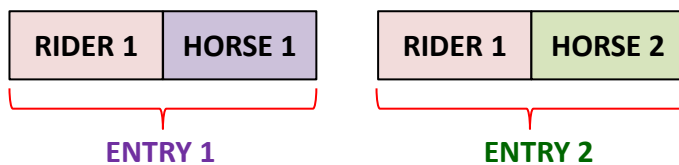
- **Saving Data:** The **FVD Entry** screen has seven tabs. As you enter FVD entry data, it will not be saved until you click a different tab.



Details of FVD Entries > What is an Entry?, FVD Entry Tabs

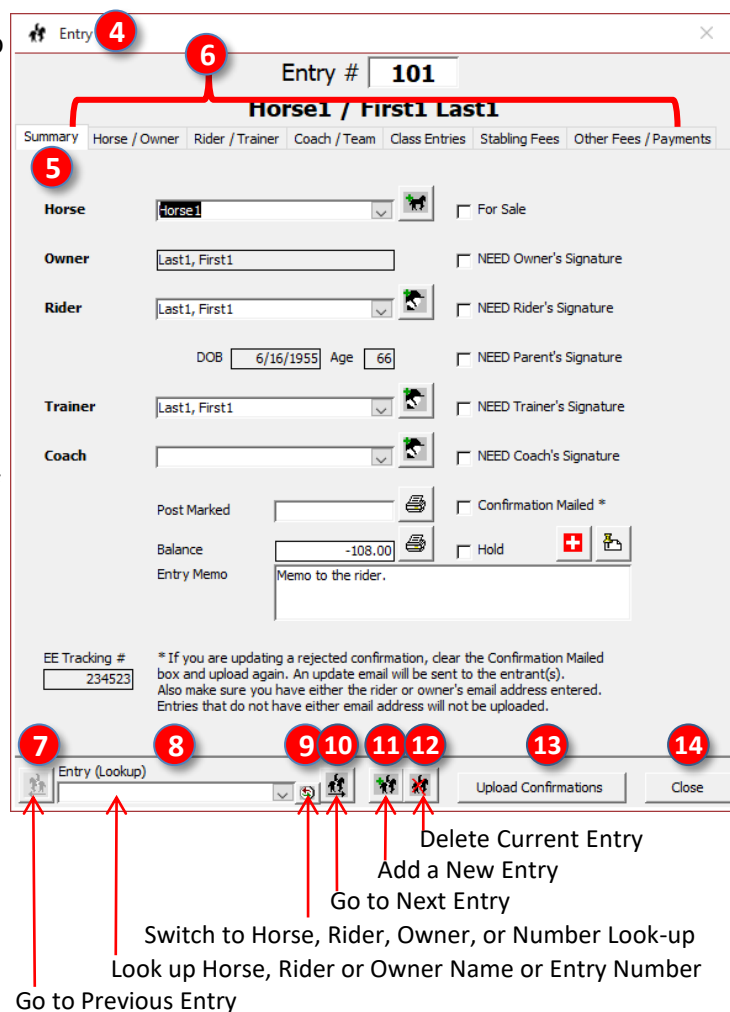
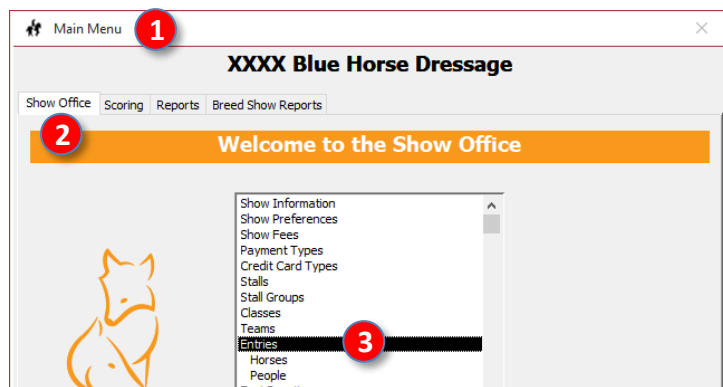
WHAT IS AN ENTRY?:

- Dressage shows have **Entries** – horse and rider combinations – that ride dressage tests.
- Each horse/rider combination in the show is a separate entry. If Rider 1 rides both Horse 1 and Horse 2, **Rider 1 / Horse 1** is one entry and **Rider 1 / Horse 2** is a second separate entry.
- Each **Entry** must be entered separately into the FVD program. **Entry** information includes details about the horse, the people [rider, owner(s), trainer, coach (optional)], team (if your show has teams), classes, stabling and associated fees, other fees, and payments.
- The **Entries** function of the FVD program is where you enter this information.



FVD ENTRY TABS:

- Select **1 Main Menu** > **2 Show Office** > **3 Entries**.
- The **4 Entry** form > **5 Summary** tab opens.
- There are **6** seven tabs to move you from form to form as you enter/review/update **Entry** information:
 - a. Summary
 - b. Horse / Owner
 - c. Rider / Trainer
 - d. Coach / Team
 - e. Class Entries
 - f. Stabling Fees
 - g. Other Fees / Payments
- You will proceed in this order as you enter/review/update entry information.
- At the bottom of the **Entry** form there is a series of tools:
 - o **7 Previous Entry**: Go to the previous entry
 - o **8 Entry (Lookup)**: Enter text to search for a horse, rider, owner, or entry number
 - o **9 Switch to ...** button: Click the button to switch the look up field for the **Entry (Lookup)** box between Horse, Rider, Owner, or Entry number. See below for details.
 - o **10 Next Entry**: Go to the next entry
 - o **11 Add Entry**: Add a new entry
 - o **12 Delete Entry**: Delete current entry
 - o **13 Upload Confirmations**: Upload entry confirmation to the entrant.
 - o **14 Close**: Close the form.



Details of FVD Entries > Search for Entry #, Rider, Horse, or Owner

SEARCH FOR ENTRY #, RIDER, HORSE, OR OWNER:

- The **Entry** forms are also used to search for already entered entries. When you open the **Entry** window, the default **Lookup** is **1 Entry (Lookup)**. This lets you use the entry # to find the entry.

The screenshot shows the 'Entry' window for entry # 101. The title is 'Horse1 / First1 Last1'. There are tabs for 'Summary', 'Horse / Owner', 'Rider / Trainer', 'Coach / Team', 'Class Entries', 'Stabling Fees', and 'Other Fees / Payments'. The 'Summary' tab is active. Fields include:

- Horse: Horse1
- Owner: Last1, First1
- Rider: Last1, First1
- Trainer: Last1, First1
- Coach: (empty)
- DOB: 6/16/1955, Age: 66
- Balance: -108.00
- Entry Memo: Memo to the rider.

 Checkboxes include 'For Sale', 'NEED Owner's Signature', 'NEED Rider's Signature', 'NEED Parent's Signature', 'NEED Trainer's Signature', 'NEED Coach's Signature', and 'Confirmation Mailed *'. There are also buttons for 'Upload Confirmations' and 'Close'. A red circle '1' is placed over the 'Entry (Lookup)' dropdown menu.

- Using the **2 Switch to ...** button, you can search your entries by selecting the following and using their drop-down arrow:

- o **3 Entry # (Lookup)**
- o **4 Rider (Lookup)**
- o **5 Horse (Lookup)**
- o **6 Owner (Lookup)**

This block contains four sequential screenshots of the 'Switch to ...' button and its dropdown menu. Each screenshot has a red circle with a number:

- 1: 'Entry (Lookup)' dropdown menu.
- 2: 'Rider (Lookup)' dropdown menu.
- 3: 'Horse (Lookup)' dropdown menu.
- 4: 'Owner (Lookup)' dropdown menu.

- For example, if you want to look up an entry for which you know the Rider name but not the Entry #, using the **2 Switch to ...** button, select **4 Rider (Lookup)** then, using the drop-down arrow, select the Rider from the list or type the name in the box and press **Return**.

The screenshot shows the 'Rider (Lookup)' dropdown menu open. It displays a list of riders and their entry numbers. A red circle '4' is placed over the dropdown arrow. The list is as follows:

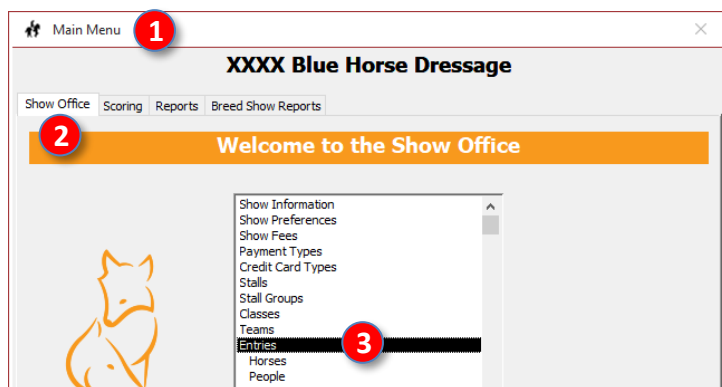
Rider	Horse	Entry
Axxxx, Lxxx	Fxxxxx	143
Axxxx, Exxxxxxxx	Axxxx	109
Axxxx, Lxxxx	Exxxxxx	127
Axxxx, Lxxxx	Dxxxx	140
Axxxxxx, Bxx	Gxxxxxx	155
Axxxxxx, Bxx	Fxxxxxx	154
Axxxxxx, Bxx	Sxxxx Sxxxxxx	144
Axxxxxx, Sxx	Dx Dxxx	187
Bxxx, Lxxxx	Mxx Wxxx	106
Bxxx, Lxxxx	Wxxxxx	110
Bxxx, Axxxx	Cxxxxxx	170
Bxxx, Sxxxx	Wxxxxxxxx	133
Bxxxx, Lxxx	Wxxxx-X	129
Bxxxx, Jxxx	Axxxxxxxx	186
Bxxxx, Lxxx	Bxxxx TX	183

Details of FVD Entries > Open Entries, Add Entry & Entry

NOTE: In this section of the manual, information for *EE entries* will be in blue and information for *hand-typed entries* will be in green. Information that applies to both types of entry will be in black.

OPEN ENTRIES:

- Select **1** Main Menu > **2** Show Office > **3** Entries.



ENTRY & ENTRY #:

- The **4** Entry form opens with the **5** Summary tab displayed.
- The entry form opens with the first entry in the show.

EE entry:

- Use the **6** Entry (Lookup) drop-down arrow and select the desired entry. The most recently downloaded entry will be at the bottom of the list.
- Many of the boxes will be populated with data that you now need to review, verify, and update, as needed. Other boxes need to be completed by you.

Handwritten entry:

- To add a new entry, click **7** Add Entry.
- For the new entry, in the **8** Entry #, enter the **9** unique entry/bridle number that you wish to use (1, 101, 1003, etc.).

- The **8** entry number is now in the box.

Details of FVD Entries > Summary Tab > Horses > Name in HR.hdf > Select Horse

SUMMARY TAB > HORSES > NAME ALREADY IN HR.hdf > SELECT HORSE:

EE entry:

- The horse's name will already be entered.
- Check capitalization; sometimes **MSJ** Happy Horse is entered as **Mjs** Happy Horse. Correct this capitalization.

Handwritten entry:

- A horse may or may not already be in the HR.hdf database. You have two options to determine this.

- Using the **1 Horse (Lookup)** drop-down arrow and the **2** scroll bar, look for the **3** name of the horse.
 - If the name is on the list, select it.
 - If the name is NOT on the list, go to **4** on the [next page](#).

Entry # 555 /

Summary Horse / Owner Rider / Trainer Coach / Team Class Entries Stabling Fees Other Fees / Payments

Horse [dropdown] For Sale

Owner [dropdown] NEED Owner's Signature

Rider [dropdown] NEED Rider's Signature

Trainer [dropdown] NEED Trainer's Signature

Coach [dropdown] NEED Coach's Signature

Post Marked [checkbox] Confirmation Mailed *

Balance 0.00 Hold

Entry Memo

- Alternately, start typing the horse name in the **4 Horse (Lookup)** box.
 - If the horse's name is in the HR.hdf file, as you type, the name of the horse will appear. In this example, **Ex** was typed and the program provided **x**, for the name **Exx**.
 - When the complete correct horse name appears in the box, press **Enter**.

Entry # 555 /

Summary Horse / Owner Rider / Trainer Coach / Team Class Entries Stabling Fees Other Fees / Payments

Horse Exx For Sale

Owner [empty] NEED Owner's Signature

Rider [dropdown] NEED Rider's Signature

DOB [] Age [] NEED Parent's Signature

Trainer [dropdown] NEED Trainer's Signature

Coach [dropdown] NEED Coach's Signature

Post Marked [checkbox] Confirmation Mailed *

Balance 0.00 Hold

Entry Memo

- The **5 Horse** name and the **6 Owner** name are then entered (FVD automatically enters the Owner).
- This method can be hazardous if the HR.hdf has two (or more) horses with the same name. Because of this, using the drop-down arrow may be a safer method.

Entry # 555 /

Summary Horse / Owner Rider / Trainer Coach / Team Class Entries Stabling Fees Other Fees / Payments

Horse Exx For Sale

Owner Sxxxxxx, Nxxxx NEED Owner's Signature

Details of FVD Entries > Summary Tab > Horses > Name in NOT HR.hdf > Add Horse

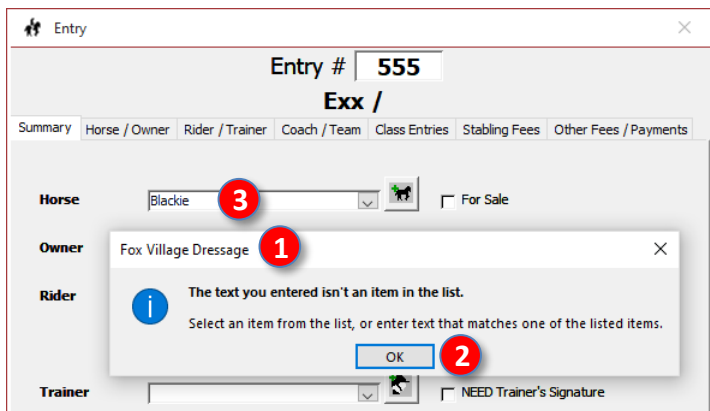
SUMMARY TAB > HORSES > NAME NOT IN HR.hdf > ADD HORSE:

EE entry:

- The EE import enters the horse information.
- Use the instructions for a handwritten entry to add/review/correct/update the horse information, including membership verification, which is NOT entered by EE.

Handwritten entry:

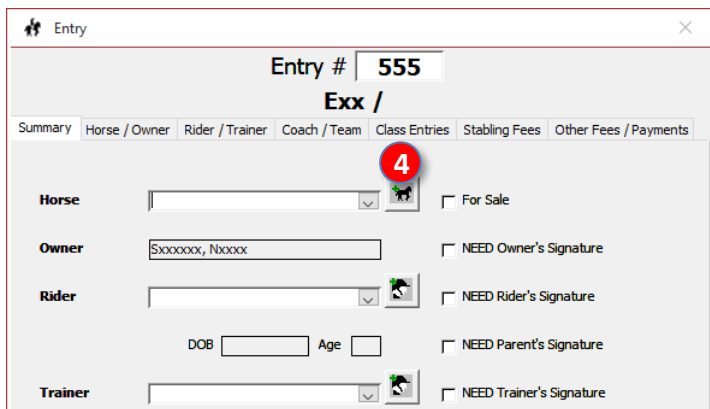
- If the horse's name is not on the list (is not in the HR.hdf file), you will get a **1** Fox Village Dressage message telling you so.
- Click **2** OK.
- Press the **Esc** key to clear the typing in the **3** Horse (Lookup) box.
- Sometimes FVD will not let you go forward from here. If that happens, close and reopen the program, then go to step **4**.



NOTE: Do not perform **Step 4** unless you are positive that you want to enter a new horse into the program. Once you click the Add Horse button, you cannot cancel the action – you are required to enter a horse. If needed, enter the name of a fictitious horse (use AAAA so it is easy to find) then delete it later as in [Delete a Horse](#).

- Click on the **4** Add Horse button.


Continued on next page...



NOTE: You can also enter a horse by clicking **Main Menu > Show Office > Horses**.



Details of FVD Entries > Summary Tab > Horses > Name in NOT HR.hdf > Add Horse, cont'd.

- The **5** Horse / Owner form opens.
- **6** Name: Type in the horse's name.
- **7** Breed: (optional) Enter the horse's breed (up to 30 characters; however, abbreviations are better as they fit better on FVD reports):
 - First use the **7** Breed drop-down arrow and select from the list.
 - If the breed you typed in is NOT on the list:
 - You get a **8** Fox Village Dressage information message.
 - Click **9** OK.
 - Press **Esc** to delete your typing.
 - Click the **10** Edit Breeds button.
 - The **11** Breed form opens.
 - Click the **12**  icon.
 - Enter the new breed in the **13** blank line.
 - Click **14** Close.
 - You can now select the Breed using the **7** Breed drop-down arrow.
- **15** Sex: Use the **15** Sex drop-down arrow to select the horse's gender. Ensure you have completed this step for each horse so you can identify stallions and mares and arrange your stabling to keep them separated.
- **16** Color: (optional) Enter the horse's color. Proceed as for breed but enter horse colors.
- **17** Height: (optional) Using the drop-down arrow, enter the horse's height.

The screenshot displays the 'Horse / Owner' form with the following fields and actions:

- 5** Horse / Owner form title.
- 6** Name field.
- 7** Breed dropdown menu.
- 8** Fox Village Dressage error message: "The text you entered isn't an item in the list. Select an item from the list, or enter text that matches one of the listed items. OK".
- 9** OK button on the error message.
- 10** Edit Breeds button.
- 11** Breed form showing a list of breeds: Hanoverian, KWPN, and QH.
- 12** Plus icon (+) to add a new breed.
- 13** QH (new breed) entry in the Breed form.
- 14** Close button on the Breed form.
- 15** Sex dropdown menu.
- 16** Color field.
- 17** Height dropdown menu.

Continued on next page...

Details of FVD Entries > Summary Tab > Horses > Name in NOT HR.hdf > Add Horse, cont'd.

- **18 Sire:** (optional) Type in the name of the sire.
- **19 Dam:** (optional) Type in the name of the dam.
- **20 Dam's Sire:** (optional) Type in the name of the dam's sire.
- **21 Country of Birth:** (optional) Type in the country where the horse was born.
- **22 Breeder:** (optional) Type in the name of the breeder.
- **23 Year of Birth:** (optional) Type in the horse's year of birth.
- **24 Passport #:** (required for CDI shows) Type in the passport #.
- **25 Coggins:**
 - If your show requires it and you received a copy of the current Coggins with the correct horse name:
 - Click the Coggins check box to place a check in the box (= yes, you received a current Coggins).
 - (optional) Enter the date the Coggins expires as MM/DD/YYYY.
 - If you did not receive a copy of the Coggins, leave the box empty so you will later be prompted by the FVD program to collect this required form (= no, you did not receive a copy of the current Coggins).
- **26 Vaccines:**
 - If your show requires it and you received a copy of the current proof of vaccination with the correct horse name:
 - Click the Vaccines check box to place a check in the box (= yes, you received a current proof of vaccination).
 - (optional) Enter the date the vaccination report expires as MM/DD/YYYY.
 - If you did not receive a copy of the vaccination report and it is required by your show, leave the box empty so you will later be prompted by the FVD program to collect this required form (= no, you did not receive a copy of the current vaccination report).
- **27 Notes:** (optional) Type in notes about the HORSE, if desired.

The screenshot shows a web form titled "Horse / Owner" with two tabs: "Page 1" and "Page 2". The form contains the following fields and callouts:

- 18** Sire
- 19** Dam
- 20** Dam's Sire
- 21** Country of Birth
- 22** Breeder
- 23** Year of Birth
- 24** Passport #
- 25** Coggins (check box)
- 26** Vaccines (check box)
- 27** Notes

Additional fields include Name (Blackie), Breed (QH), Sex (Gelding), Color (Dark bay), Height (15.2), and a "Cards Verified" section with USEF, USDF, and FEI membership numbers and expiration dates. There is also an "Owner (Lookup)" field and a "Microchip #" field.

NOTE 1: In states where a copy of the horse's current Coggins test is required, the **horse should NOT be allowed off the trailer** until the current copy has been presented to and approved by the show secretary.

NOTE 2: The name of the horse on the Coggins and Proof of Vaccination must match the name of the horse on the competition entry form and the USEF & USDF memberships.

NOTE 3:

- A Coggins report expires one year after the blood was drawn. So if the blood was drawn on 03/20/2022, the report expires after 03/19/2023.
- A Proof of Vaccination expires six months after the date of vaccination. So if flu/rhino vaccinations were given 03/20/2022, the proof expires after 09/19/2022.

Details of FVD Entries > Summary Tab > Horses > USEF Horse Recording

- For USEF, a current USEF Life or Annual recording or a USDF Life or HID recording is required for all non-exempt horses.
- See [USEF AND USDF PEOPLE & HORSE MEMBERSHIP REQUIREMENTS & EXEMPTIONS](#) for an explanation of USEF Horse Recording requirements, exemptions, etc.

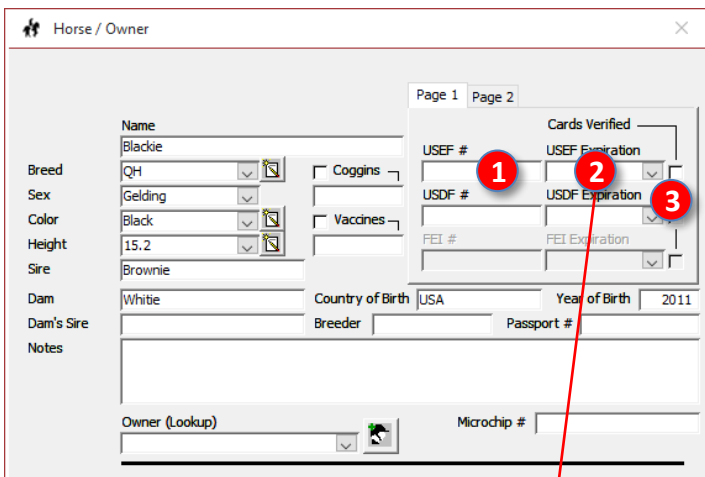
SUMMARY TAB > HORSES > USEF HORSE RECORDING:

EE Entry:

- The data was entered with the EE upload.
- Use the EE Memberships Page and/or an EqVerification.org page to verify:
 - 1 USEF #.**
 - 2 USEF Expiration:** If needed, use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the **3 Cards Verified** box.

Handwritten Entry:

- The data is hand entered by you.
- Use the EE Memberships Page and/or an EqVerification.org page to verify and enter:
 - 1 USEF #.**
 - 2 USEF Expiration:** Use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the **3 Cards Verified** box.



1 USEF #	2 USEF Expiration	Explanation	3 Verification
USEF #	11/30/2022	Current USEF <u>Annual</u> Recording. Expires November 30, 2022 or date on card.	<input checked="" type="checkbox"/>
Blank or USEF #	APPL	<u>APPL</u> ied before the show. No USEF recording or no USDF registration (blank), or USEF recording has <u>expired</u> (enter USEF #). <u>APPL</u> ied for USEF Horse Recording or renewal, or USDF registration, before the show and <u>verification provided</u> . Keep a copy of the verification.	<input checked="" type="checkbox"/>
USEF # or USDF #	HID	USEF and/or USDF <u>H</u> orse <u>I</u> dentification #. Enter the USEF # or the USDF #. Does not expire. Cannot qualify for championships or awards.	<input checked="" type="checkbox"/>
Blank or USEF #	JAS	<u>J</u> oined <u>a</u> t the <u>S</u> how. No USEF recording or no USDF registration (blank), or USEF recording has <u>expired</u> (enter USEF #). The USEF Horse Application or renewal (or USDF Horse Application) was completed, and the fee paid, at the show and you have them to submit to USEF or USDF.	<input checked="" type="checkbox"/>
USEF #	Lifetime	USEF <u>L</u> ife Recording. Does not expire.	<input checked="" type="checkbox"/>
Blank or USEF #	Exempt*	No USEF recording or no USDF registration (blank), or USEF recording has <u>expired</u> (enter USEF #). The horse is <u>only</u> being ridden in exempt classes. Type in <u>Exempt</u> .	<input checked="" type="checkbox"/>
Blank	Blank	You cannot verify the USEF # (or USDF #) and the USEF Expiration. Leave 1 and 2 and 3 blank. FVD will report a deficiency to be corrected <u>before the show or the first ride</u> . Update FVD when the deficiency is corrected.	<input type="checkbox"/>

USEF # = USEF horse recording number, whether current or expired.
USDF # = USDF horse registration number.

* Not on the FVD drop-down list. Type in the selection if it applies.

SECTION II. BEFORE THE SHOW

Details of FVD Entries > Summary Tab > Horses > USDF Horse Registration

- For USDF, a USDF Life or HID horse registration is required for all non-exempt horses.
- See [USEF AND USDF PEOPLE & HORSE MEMBERSHIP REQUIREMENTS & EXEMPTIONS](#) for an explanation of USEF Horse Recording requirements, exemptions, etc.

SUMMARY TAB > HORSES > USDF HORSE REGISTRATION:

EE Entry:

- The data was entered with the EE upload.
- Use the EE Memberships Page and/or an EqVerification.org page to verify:
 - **1 USDF #.**
 - **2 USDF Expiration:** If needed, use the drop-down arrow to make the correct selection, as in the chart. Do not use the date as USDF does not have an annual horse registration.
- When verified, click the **3 Cards Verified** box.
- Enter the horse's **4 Microchip #** if required for the show.

NOTE: Do not use the *date* as USDF does not have annual horse registration.

Handwritten Entry:

- The data is hand entered by you.
- Use the EE Memberships Page and/or an EqVerification.org page to verify and enter:
 - **1 USDF #.**
 - **2 USDF Expiration:** Use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the **3 Cards Verified** box.
- Enter the horse's **4 Microchip #** if required for the show.

1	2		3
USDF #	USDF Expiration	Explanation	Verification
USDF #	HID	Horse has a USDF H orse I dentification #. Does not expire. Use for non-exempt and exempt classes, when applicable. Cannot qualify for championships or awards.	☑
USDF #	Lifetime	USDF Life Registration. Does not expire. Use for non-exempt and exempt classes, when applicable.	☑
Blank	APPL*	APPL ied before the show. No USDF registration # or no USDF HID # (blank). APPL ied for USDF horse registration or USDF HID before the show and <u>verification provided</u> . Keep a copy of the verification.	☑
Blank	JAS*	<u>Join</u> ed <u>at</u> the <u>Sh</u> ow. No USDF horse registration #. The USDF Horse Application was completed, and the fee paid, at the show and you have them to submit to USDF.	☑
Blank	Exempt*	The horse is not USDF registered and is <u>only</u> being ridden in exempt classes. Type in Exempt .	☑
Blank	Blank	You cannot verify the USDF # and USDF Expiration. Leave 1 USDF # and 2 USDF Expiration blank. Also leave the Cards Verified box blank. FVD will report a deficiency to be corrected <u>before the show or the first ride</u> . Update FVD when the deficiency is corrected.	☐

USDF # = USDF horse registration or HID number.

* Not on the FVD drop-down list. Type in the selection if it applies.

SUMMARY TAB > HORSES > LOCAL ORGANIZATION HORSE REGISTRATION:EE Entry:

- If you will be reporting scores to local organization(s), and if you entered the organization(s) in [Show Preferences > Membership \(2\)](#) and when you set up your show for EE, click the **1 Page 2** tab.
- You will see the data for local organization(s) that was entered with the EE import.
- Review/correct/update the information.
- If verified, click the **2 Cards Verified** box.

Handwritten entry:

- If you will be reporting scores to local organization(s), and if you entered the organization(s) in [Show Preferences > Membership \(2\)](#), click the **1 Page 2** tab.
- Enter the applicable information for the organization(s).
- If verified, click the **2 Cards Verified** box.

The screenshot shows a web form titled "Horse / Owner" with a close button in the top right. The form is divided into two tabs: "Page 1" and "Page 2". The "Page 2" tab is active and contains a section titled "Cards Verified" with three rows of input fields: "L1 #", "L1 Expiration", "L2 #", "L2 Expiration", "L3 #", and "L3 Expiration". A red circle with the number "1" is placed over the "Page 2" tab, and another red circle with the number "2" is placed over the "Cards Verified" section. The form also includes fields for "Name" (Blackie), "Breed" (QH), "Sex" (Gelding), "Color" (Black), "Height" (15.2), "Sire" (Brownie), "Dam" (White), "Country of Birth" (USA), "Year of Birth" (2011), "Dam's Sire", "Breeder", "Passport #", "Owner (Lookup)", and "Microchip #". There are also checkboxes for "Coggins" and "Vaccines".

Details of FVD Entries > Summary Tab > Horses > Horse Owner

SUMMARY TAB > HORSES > HORSE OWNER:

EE Entry:

- The **1** Owner data was entered with the EE upload.
- Using the EE Entry Page, EE Memberships Page, and EqVerification page (if needed), review/correct/update the Owner's information.
- If the **2** USEF and/or **3** USDF membership information is verified, check the **4** Cards Verified boxes.
- If the **2** USEF and/or **3** USDF membership information is missing or cannot be verified, do NOT check the **4** Cards Verified boxes.

Handwritten entry:

- The **5** Owner data is hand entered.
- If the Owner is already in the HR.hdf file:
 - Using the **6** Owner (Lookup) drop-down arrow and select the owner.
 - Using the entry documents, review/correct/update the Owner's information.
- If the Owner is NOT already in the HR.hdf file:
 - Click the **7** Add Owner button.
 - The **8** Owner form opens.

Continued on next page...

Details of FVD Entries > Summary Tab > Horses > Horse Owner > Contact Data

SUMMARY TAB > HORSES > HORSE OWNER > OWNER CONTACT DATA:

- The information needed to complete the Owner data boxes should be in the competition entry packet.
- 1 First Name:** Type in the person's first name. If the owner is a business, type in **Business**.
- 2 Last Name:** Type in the person's last name. If the owner is a business, type in the **name of the business**.
- 3 Entity Type:** Use the drop-down arrow and select the appropriate owner type.
 - Individual:** The horse owner is an individual.
 - Organization:** The horse owner is a non-farm business organization.
 - Farm:** The horse owner is a farm business.
- 4 Address:** Type in the person's street address.
- 5 City/State/Zip:** Type in the person's City, State (2-letter abbreviation), and Zip Code (you can enter the Zip+4).
- 6 Country:** Type in the person's country of residence, if needed for your show.
- 7 Telephone:** Type in the person's telephone number.
- 8 Email:** Type in the person's email address.
- 9 Volunteer:** If the person is also a volunteer at your show and you want to track this using FVD, click the check box to place a check in it.
- 10 SafeSport:** If you have proof of the Owner's SafeSport training, check the box and enter the date. If you do not have proof, leave the box unchecked. The training must be renewed annually. (If not in the entry, you can obtain proof on the Horse/Owner and Rider/Trainer tabs after the USEF # is entered).
- 11 TIN:** If your show provides monetary or other prizes that must be declared for tax purposes, enter their **Tax Identification Number**.
- 12 Notes:** Type in any other information you want to record about the person. This information is not sent to the entrant.

The screenshot shows the 'Owner' contact data form. The form is titled 'Owner' and has a close button (X) in the top right corner. It is divided into two pages: 'Page 1' and 'Page 2'. The form contains the following fields and controls:

- Entity Type:** A drop-down menu with options: Individual, Organization, and Farm. A red arrow points to this field from callout 3.
- First Name:** A text input field with callout 1.
- Last Name:** A text input field with callout 2.
- Volunteer:** A checkbox with callout 9.
- Address:** A text input field with callout 4.
- City/State/Zip:** A text input field with callout 5.
- Country:** A text input field with callout 6.
- Telephone:** A text input field with callout 7.
- E-mail:** A text input field with callout 8.
- Safe Sport:** A checkbox with callout 10.
- USEF #:** A text input field with callout 1.
- USEF Expiration:** A date picker with callout 1.
- USDF #:** A text input field with callout 1.
- USDF Expiration:** A date picker with callout 1.
- FEI #:** A text input field with callout 1.
- FEI Expiration:** A date picker with callout 1.
- TIN:** A text input field with callout 11.
- Notes:** A large text area with callout 12.

At the bottom of the form, there is an 'Owner (Lookup)' field with a search icon, a 'Safe Sport' checkbox, and an 'OK' button.

Details of FVD Entries > Summary Tab > Horses > Horse Owner > USEF

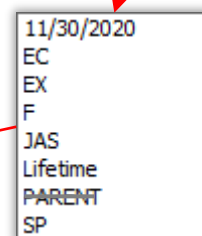
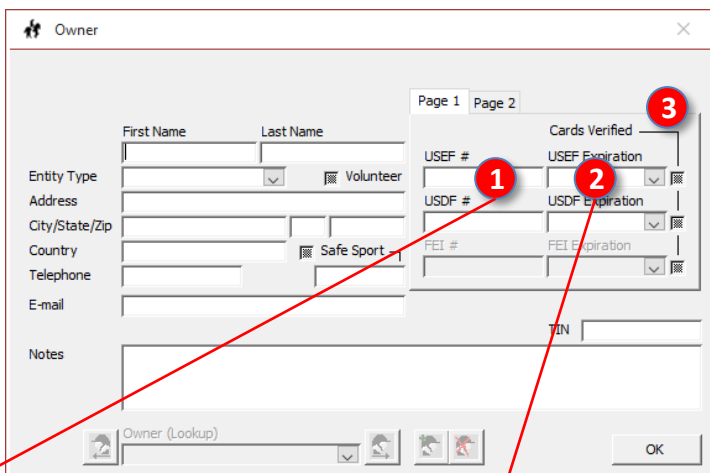
SUMMARY TAB > HORSES > OWNER > OWNER USEF:

EE Entry:

- The data was entered with the EE upload.
- Use the EE Memberships Page and/or an EqVerification.org page to verify:
 - 1 USEF #.**
 - 2 USEF Expiration:** If needed, use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the **3 Cards Verified** box.

Handwritten Entry:

- The data is hand entered.
- Use the EE Memberships Page and/or an EqVerification.org page to verify and enter:
 - 1 USEF #.**
 - 2 USEF Expiration:** Use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the **3 Cards Verified** box.



USEF #	USEF Exp	Explanation	Verif
USEF #	MM/DD/YYYY	Current USEF member. You can edit the date, if needed.	<input checked="" type="checkbox"/>
Blank	EC	Equine Canada member; <u>provided EC verification</u> . Equine Canada member in a USEF show. USEF non-member but USEF fee not required. Keep a copy of the verification.	<input checked="" type="checkbox"/>
Blank or USEF #	EX	USEF <u>EX</u> empt. USEF #: USEF never-member (blank) or USEF membership has <u>expired</u> (enter USEF #). Only participating in exempt classes (Pas de Deux, Quadrille, Intro and Opportunity, etc.). USEF non-member fee not required.	<input checked="" type="checkbox"/>
Blank	F	<u>F</u> oreign Rider License. USEF non-member. Person has a Foreign Rider License, <u>provided verification</u> , and is <u>only</u> riding in FEI Championships and in CDI classes. USEF non-member fee not required. Keep a copy of the verification.	<input checked="" type="checkbox"/>
Blank or USEF #	JAS	<u>J</u> oined <u>a</u> t <u>S</u> how. USEF never-member (blank) or USEF membership <u>expired</u> (enter USEF #). Joined or renewed USEF at the Show. You have the USEF Membership Application and fee (send to USEF after the show). USEF non-member fee not required.	<input checked="" type="checkbox"/>
USEF #	Lifetime	USEF Life Member. Does not expire.	<input checked="" type="checkbox"/>
--	PARENT	Do not use as a PARENT owner must be a USEF active member or get a USEF Show Pass, the same as any other owner.	--
Blank or USEF #	SP	A horse owner must be either a USEF active member or must purchase a USEF Show Pass from USEF. Enter SP if the owner will use a show pass. Do not check the box until the SP fee is paid to USEF; check the box after the SP fee is paid to USEF.	<input checked="" type="checkbox"/> if fee paid <input type="checkbox"/> if fee not paid
Blank or USEF #	APPL*	AP PLIED for USEF membership or renewal before the show and <u>verification provided</u> ; USEF never-member (blank) or USEF membership has <u>expired</u> (enter USEF #). Keep a copy of the verification.	<input checked="" type="checkbox"/>

* = not in the drop-down menu.

Continued on next page...

Details of FVD Entries > Summary Tab > Horses > Horse Owner > USDF

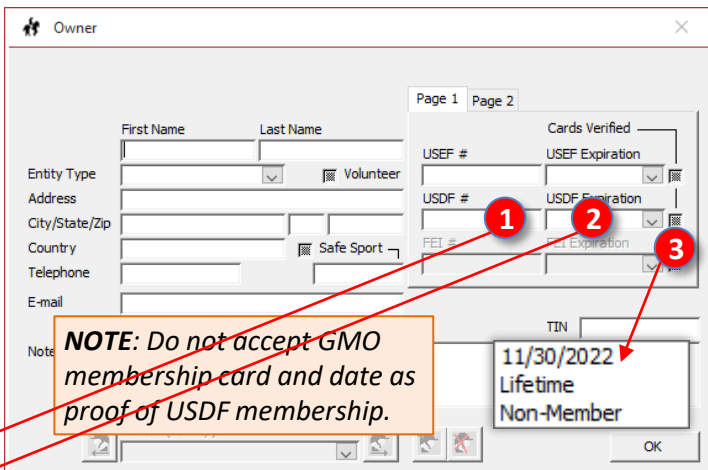
SUMMARY TAB > HORSES > OWNER > OWNER USDF:

EE Entry:

- The data was entered with the EE import.
- Use the EE Memberships Page and/or an EqVerification.org page to verify:
 - 1 USDF #.
 - 2 USDF Expiration: If needed, use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the 3 Cards Verified box.

Handwritten Entry:

- The data is hand entered by you.
- Use the entry documents to correct/update/verify:
 - 1 USDF #.
 - 2 USDF Expiration: Use the drop-down arrow to make the correct selection, as in the chart.
- When verified, click the 3 Cards Verified box.



USDF #	USDF Exp	Explanation	Verif
USDF #	MM/DD/YYYY	Current USDF member. You can edit the date, if desired, for 5-year members.	<input checked="" type="checkbox"/>
USDF #	Lifetime	USDF Life Member. Does not expire.	<input checked="" type="checkbox"/>
Blank or USDF #	Non-Member	USDF Non-Member ; USDF fee is required. If in doubt, classify the person as a Non-Member and collect the fee. Person is participating in non-exempt classes so is not exempt . USDF never-member (blank) or USDF membership has <u>expired</u> (enter USDF #). <input checked="" type="checkbox"/> if fee is paid, <input type="checkbox"/> if fee is not paid (you must collect the fee!). It is important to use Non-Member as this is how the FVD program tracks USDF non-members for the USDF Non-members Report , which helps you determine the money you owe USDF.	<input checked="" type="checkbox"/> if fee paid <input type="checkbox"/> if fee not paid
Blank or USDF #	EX*	EX empt from USDF membership; USDF fee not required. USDF never-member (blank) or USDF membership has <u>expired</u> (enter USDF #). Only participating in Pas de Deux, Quadrille, Intro and Opportunity, etc.).	<input checked="" type="checkbox"/>
Blank or USDF #	JAS*	<u>J</u> oined <u>a</u> t <u>S</u> how; USDF non-member fee not required. <u>USDF #</u> : USDF never-member (blank) or USDF membership <u>expired</u> (enter USDF #). You have the USDF Membership Application and fee (send to USDF after the show.	<input checked="" type="checkbox"/>
Blank or USDF #	APPL*	APPL ied for USDF membership or renewal <u>before</u> the show and <u>verification provided</u> ; USDF non-member fee not required. <u>USDF #</u> : USDF never-member (blank) or USDF membership has <u>expired</u> (enter USDF #). Keep a copy of the verification.	<input checked="" type="checkbox"/>

* Not on the FVD drop-down list. Type in the selection if it applies.

USDF GM MEMBERSHIP - DO NOT USE GM NUMBER AND GM EXPIRATION: People that are USDF Group Member (GM) members may participate in USEF/USDF shows and do not pay USDF non-member fee; however, they cannot qualify for GAIG or national awards. USDF GM members receive a USDF membership number and card with a USDF expiration date; this USDF information must be used to verify membership. The GM number and GM expiration date cannot be used as a proof of USDF membership.

USDF NON-MEMBER - IF IN DOUBT, COLLECT THE FEE: If a person cannot prove to you that s/he is a current USDF member, assume the person is a non-member and collect the non-member fee. If s/he can later prove s/he was a member before the first ride, you can issue a refund, depending upon your prize list refunds policy. It is much more difficult to collect a non-member fee after the show! If USDF determines the person was a non-member, they will expect the show to pay the fee.

Details of FVD Entries > Summary Tab > Rider

SUMMARY TAB > RIDER:

EE Entries:

- The EE import enters the rider information.
- Use the information for a handwritten entry to review/correct/update the rider information, including [membership verification](#), which is NOT entered by EE.

Handwritten Entry:

- As with horses and owners, a rider could be a person already in the HR.hdf file or not already in the hr.hdf file.
- If the rider is already in the HR.hdf file, select the name using the ① drop-down arrow or by typing the name in the ② **Rider (Lookup)** box, as for the horse and owner.
- If the rider is NOT on the list (not already in the HR.hdf file), click the ③ **Add Rider** button.
- The ④ **Rider** form opens.
 - Enter the rider information as for the Owner.
 - If not already entered, use the ⑤ **Rider Status** drop-down arrow and select the correct status.
 - If not already entered, enter the ⑥ **DOB**.
 - Click ⑦ **OK**.

- You are returned to the ⑧ **Summary** tab.
- The rider name is below the ⑨ **Entry #**.
- The rider name is in the ⑩ **Rider (Lookup)** box.
- If you checked the Auto Fill Trainer box in **Main Menu > Show Office > Show Preferences > General** tab, the ⑪ **Trainer** is automatically entered as the same person as the rider. If this is incorrect, change to the correct person, as in the next section.
- Enter the ⑫ **Coach**, as for the Rider.
- If the horse is for sale, check the ⑬ **For Sale** box.
- If a signature is missing, check the applicable ⑭ **Need XXX** box(es).
- When you are done with this entry, click the ⑮ **Close** icon.

NOTE: If the **Rider** was previously entered as an **Owner**, ensure you have recorded the **Rider Status** and **DOB**.

Entry # 555
Blackie /

Summary Horse / Owner Rider / Trainer Coach / Team Class Entries Stabling Fees Other Fees / Payments

Horse: Blackie For Sale

Owner: Axxxx, Lxxx NEED Owner's Signature

Rider: NEED Rider's Signature

DOB: Age: NEED Parent's Signature

Trainer: NEED Trainer's Signature

Coach: NEED Coach's Signature

Rider ④

Page 1 Page 2

First Name: Last Name: Volunteer

USEF #: USEF Expiration: Cards Verified:

USDF #: USDF Expiration:

FEI #: FEI Expiration:

Safe Sport

E-mail: DOB: Age:

Citizenship: Rider Status: ⑤

Notes:

Open Adult Amateur JR/YR Vintage

Rider (L) ⑦ OK

Entry # 555
Blackie / Jxxxxxxx Bxxx ⑨

Summary Horse / Owner Rider / Trainer Coach / Team Class Entries Stabling Fees Other Fees / Payments

Horse: Blackie For Sale ⑬

Owner: Axxxx, Lxxx NEED Owner's Signature

Rider: Bxxx, Jxxxxxxx ⑩ NEED Rider's Signature

DOB: 10/19/1951 Age: 70 NEED Parent's Signature

Trainer: Bxxx, Jxxxxxxx ⑪ NEED Trainer's Signature

Coach: ⑫ NEED Coach's Signature

Post Marked: Confirmation Mailed *

Balance: 0.00 Hold

Entry Memo:

EE Tracking #:

* If you are updating a rejected confirmation, clear the Confirmation Mailed box and upload again. An update email will be sent to the entrant(s). Also make sure you have either the rider or owner's email address entered. Entries that do not have either email address will not be uploaded.

Entry (Lookup) Upload Confirmations Close ⑮

SECTION II. BEFORE THE SHOW

[Details of FVD Entries](#) > [Summary Tab](#) > [Trainer and Coach](#) > [USEF Rules, Entry Information](#)

SUMMARY TAB > TRAINER AND COACH > USEF RULES:

USEF Rule GR148. Trainer

1. Any adult, or adults, who has the responsibility for the care, training, custody or performance of a horse.
2. Said person must sign the entry blank of any Licensed Competition whether said person be an owner, rider, agent and/or coach, as well as trainer.
3. Where a minor exhibitor has no trainer, a parent or guardian must sign and assume responsibility of trainer.
4. The name of the trainer must be designated as such on the entry blank. See also GR404.

Interpretation: For show purposes, the trainer is not necessarily the person that is normally paid to train the horse or the rider. For show purposes, the trainer is the **adult person responsible for the horse while the horse is on the show grounds**. The trainer may be the same person as the rider and/or owner. The trainer must sign the competition entry form and must be a USEF member.

NOTES:

- If the rider/owner is a minor, the PARENT must sign as the TRAINER. In this capacity, the PARENT is required to be a USEF member.
- The trainer must be on the show grounds while the horse is on the show grounds.

USEF Rule GR108 Coach.

For purposes of these rules, a coach is defined as any adult or adults who receives remuneration for having or sharing the responsibility for instructing, teaching, schooling, or advising a rider, driver, handler or vaulter in equestrian skills. See also GR906.4 and GR908.

Interpretation: The coach is the person who is paid to coach the rider/handler during the competition. This may or may not be the rider's coach at home. The coach may be the owner, trainer, or someone else. A coach is not required for the competition and a coach signature is optional. If the coach may ride the horse while it is on the show grounds, the coach must be included in the entry.

TRAINER AND COACH > ENTRY INFORMATION:

- Enter/review/correct/update the **Trainer** and the (optional) **Coach** as for the **Owner** and **Rider** except the Trainer and Coach must be USEF active members. See [Owner](#) and previous page.



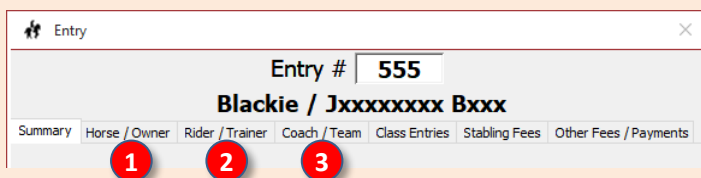
TRAINER = Adult person responsible for the horse while on the show grounds. Trainer must be on the show grounds. Must be a USEF member.



COACH = Person who coaches the rider, for money, while on the show grounds. Coach is optional unless the coach will ride the horse. If a coach is declared, must be a USEF member.

NOTE: Now that you have entered the Horse, Owner, Rider, Trainer and Coach (if applicable), you can view/edit their information using the Entry tabs **1**

Horse/Owner, **2** **Rider/Trainer**, and **3** **Coach/Team**.



Entry # 555
Blackie / Jxxxxxxxx Bxxx

Summary	Horse / Owner	Rider / Trainer	Coach / Team	Class Entries	Stabling Fees	Other Fees / Payments
		1	2			

NOTE: See [MANAGING TEAMS](#) for information on Teams.

Details of FVD Entries > Summary Tab > Check Boxes

SUMMARY CHECK BOXES:

Click to check the appropriate boxes:

- **1 For Sale:** If the horse is for sale, check the box (= yes the horse is for sale). This will be annotated in the show program. (optional)
- **Signatures:** FVD helps you track missing signatures.
 - **2 Owner, Rider, Parent** (if applicable), **Trainer**, and **Coach** (if applicable) **Signatures** are **required** on the USEF Waiver and the USEF Entry Agreement forms. They can be copies, a FAX, a printed email attachment, or as part of the online entry. If the box is checked, it will appear as a deficiency on FVD reports.
 - Check the appropriate box:
 - = you NEED the signature.
 - = you have the signature.
- **3 Confirmation Mailed:**
 - When you click the **4 Upload Confirmations** button and send a FVD Confirmation to the entrants, this box is **automatically** checked () , letting you know an electronic confirmation was sent.
 - If you have an update to the entry so you want to send another entry confirmation:
 - Uncheck the **3 Confirmation Mailed** box.
 - Click another tab to save the uncheck.
 - Click the **5 Summary** tab. The check will remain gone.
 - You can now use **4 Upload Confirmations** again.

NOTE: See [Some Notes About Database Programs](#) for an explanation of check boxes.

Entry # **555**
Blackie / Jxxxxxxx Bxxx

Summary | Horse / Owner | Rider / Trainer | Coach / Team | Class Entries | Stabling Fees | Other Fees / Payments

5

Horse Blackie For Sale **1**

Owner Axxxx, Lxxx NEED Owner's Signature

Rider Bxxx, Jxxxxxxx NEED Rider's Signature

DOB 10/19/1951 Age 70 NEED Parent's Signature

Trainer Bxxx, Jxxxxxxx NEED Trainer's Signature

Coach NEED Coach's Signature

Post Marked Confirmation Mailed **3**

Balance 18.00 Hold

Entry Memo

EE Tracking # * If you are updating a rejected confirmation, clear the Confirmation Mailed box and upload again. An update email will be sent to the entrant(s). Also make sure you have either the rider or owner's email address entered. Entries that do not have either email address will not be uploaded.

Entry (Lookup) **4**

POST MARKED: (optional)

- If you want to track the date you received an EE entry or the postmark date of a snail mailed entry, enter the date in the **1 Post Marked** box (MM/DD/YYYY format). (optional)

BALANCE: (auto-calculation)

- The **2 Balance** will be automatically calculated and entered by FVD after the classes and fees are entered (see [Class Entries](#), [Stabling > Fees](#) and [Other Fees, Payments](#)) are entered.

ENTRY MEMO: (optional)

- Enter any **3 Entry Memo** necessary for this entry. For example, you may want to enter "Complete" if the entry is complete. If it is missing something, you may want to type the information here, as a reminder for you and the entrant. This text is included on the **Entry Confirmation Report** that is sent to the rider. (optional)

HOLD: (optional)

- When you click the **4 Hold** check box, it is checked. An annotation is on the Reports > During-Show > Show Ring Steward's report and the Reports > During-Show > Day Sheets Scoring report. Its use indicates something must be settled in the show office before the ride or before the test and ribbon are provided.

The screenshot shows the 'Entry' form for entry # 555, titled 'Blackie / Jxxxxxxx Bxxx'. The form is divided into several sections: Horse, Owner, Rider, Trainer, Coach, Post Marked, Balance, and Entry Memo. Each section has a dropdown menu and a checkbox. The 'Post Marked' field is highlighted with a red circle 1. The 'Balance' field is highlighted with a red circle 2 and contains the value '18.00'. The 'Entry Memo' field is highlighted with a red circle 3. The 'Hold' checkbox is highlighted with a red circle 4. The form also includes a 'Confirmation Mailed' checkbox and a 'Hold' checkbox. At the bottom, there is an 'EE Tracking #' field and a note: '* If you are updating a rejected confirmation, clear the Confirmation Mailed box and upload again. An update email will be sent to the entrant(s). Also make sure you have either the rider or owner's email address entered. Entries that do not have either email address will not be uploaded.'

Details of FVD Entries > Summary Tab > Emergency Information

EMERGENCY INFORMATION: (optional)

- After you have entered/reviewed/corrected/verified the entry information, go back to the **1 Summary** tab.
- Click the **2 Edit Emergency Contact** button.

Entry # 555
Blackie / Jxxxxxxx Bxxx

Summary | Horse / Owner | Rider / Trainer | Coach / Team | Class Entries | Stabling Fees | Other Fees / Payments

1

Horse: Blackie For Sale

Owner: Axxxx, Lxxx NEED Owner's Signature

Rider: Bxxx, Jxxxxxxx NEED Rider's Signature

DOB: 10/19/1951 Age: 70 NEED Parent's Signature

Trainer: Bxxx, Jxxxxxxx NEED Trainer's Signature

Coach: NEED Coach's Signature

Post Marked: Confirmation Mailed *

Balance: 18.00 Hold **2**

Entry Memo

EE Tracking #

* If you are updating a rejected confirmation, clear the Confirmation Mailed box and upload again. An update email will be sent to the entrant(s). Also make sure you have either the rider or owner's email address entered. Entries that do not have either email address will not be uploaded.

Entry (Lookup) Upload Confirmations Close

- The **2 Emergency Contact** form opens.
- Enter the information, which is provided on the EE (but not downloaded to FVD) and handwritten entry form.
- Click **3 Close**.

Emergency Contact **2**

Name: Bob Jones

Telephone: 123-456-7890

Relationship: Friend

3 Close

NOTE: For EE entries, emergency information is collected in EE; however, the data does not upload into FVD. If you want this information in FVD, you need to enter it by hand.

Details of FVD Entries > Summary Tab > Need List

NEED LIST: (optional)

- Open **Main Menu > Entries > Summary** tab.
- Click the **1 Edit Need List** button.

- The **2 Need List** form opens.
- Use the **3** drop-down arrow to see the list of built-in items. Select the appropriate item if it is on the list.
- If the appropriate item is not on the list, click the **4 Edit Need List Category** button.
 - Click the **5 Add Need List Category** button.
 - Type in the **6** item you want to add to the list.
 - Click **7 Close**.
- Use the **8** drop-down arrow to select the item for this entry.

Entry # 555
Blackie / Jxxxxxxx Bxxx

Summary Horse / Owner Rider / Trainer Coach / Team Class Entries Stabling Fees Other Fees / Payments

Horse: Blackie For Sale

Owner: Axxxx, Lxxx NEED Owner's Signature

Rider: Bxxx, Jxxxxxxx NEED Rider's Signature

DOB: 10/19/1951 Age: 70 NEED Parent's Signature

Trainer: Bxxx, Jxxxxxxx NEED Trainer's Signature

Coach: NEED Coach's Signature

Post Marked: Confirmation Mailed *

Balance: 18.00 Hold

Entry Memo

Need List

- Need Coach's Foreign License
- Need Coach's Non-Member Affidavit
- Need Owner's Foreign License
- Need Owner's Non-Member Affidavit
- Need Rider's Foreign License
- Need Rider's Non-Member Affidavit
- Need Rider's Qualifying Test Copies
- Need Trainer's Foreign License
- Need Trainer's Non-Member Affidavit

Need List Category

Coggins

+ - Close

Need List

Coggins

+ - Close

XXXX Blue Horse Dressage Packet Sheet			
Entry #	Rider	Horse	Amount Due
555	Jxxxxxxx Bxxx	Blackie	18.00
		Need Owner Signature	Coggins
		Need Horse USEP Card	
		Need Horse USEP Card	
		Need Horse Coggins	Need Horse Vaccines
		Need Rider USEP Card	
		Need Trainer USEP Card	

NOTE: The **Need List** appears on the **Reports > Pre-Show > Packet Sheets** report (not on Packet Labels) and the **Online Entry Confirmations**. It is another way to let entrants know of items missing in their show entry.

Details of FVD Entries > Horse/Owner, Rider/Trainer, and Coach/Team Tabs; Teams

HORSE/OWNER, RIDER/TRAINER, COACH/TEAM TABS:

Now that you have entered the Horse, Owner, Rider, Trainer and Coach (if applicable), you can view/edit their information using the Entry tabs **1** Horse/Owner, **2** Rider/Trainer, and **3** Coach/Team.

Entry # 555
Blackie / Jxxxxxxx Bxxx

Summary Horse / Owner **1** Rider / Trainer Coach / Team Class Entries Stabling Fees Other Fees / Payments

Horse USEF Information Page 1 Page 2

Name: Blackie Cards Verified: [dropdown]
 Breed: QH Coggins: [dropdown]
 Sex: Gelding USEF #: 12345 USEF Expiration: Lifetime
 Color: Black USDF #: 789012 USDF Expiration: Lifetime
 Height: 15.2 FEI #: [dropdown] FEI Expiration: [dropdown]
 Sire: Brownie
 Dam: White Country of Birth: USA Year of Birth: 2011
 Dam's Sire: [dropdown] Breeder: [dropdown] Passport #: [dropdown]
 Owner (Lookup): Axxxx, Lxxx Microchip #: [dropdown]

Owner USEF Information Page 1 Page 2

First Name: Lxxx Last Name: Axxxx Cards Verified: [dropdown]
 Entity Type: [dropdown] Volunteer: [checkbox]
 Address: 113 Txxxx Sxxxx
 City/State/Zip: Sxxxx Sxxxx MD 12345
 Country: usa Safe Sport: [checkbox]
 Telephone: ###-###-####
 E-mail *: xxxxx@email.com DOB: 1/20/1968 Age: 53
 Citizenship: usa Rider Status: Adult Amateur TIN: [dropdown]

Entry (Lookup) [dropdown] [icons] Upload Confirmations Close

Entry # 555
Blackie / Jxxxxxxx Bxxx

Summary Horse / Owner Rider / Trainer **2** Coach / Team Class Entries Stabling Fees Other Fees / Payments

Rider USEF Information Page 1 Page 2

First Name: Jxxxxxxx Last Name: Bxxx Cards Verified: [dropdown]
 Entity Type: Individual Volunteer: [checkbox]
 Address: 6801 Dxxxxxx Lxxxxx
 City/State/Zip: Wxxxxxx XX 12345
 Country: usa Safe Sport: [checkbox]
 Telephone: 111-222-3333
 E-mail *: xxxxxx@email.com DOB: 10/19/1951 Age: 69
 Citizenship: usa Rider Status: Adult Amateur TIN: [dropdown]

Trainer USEF Information Page 1 Page 2

First Name: Jxxxxxxx Last Name: Bxxx Cards Verified: [dropdown]
 Entity Type: Individual Volunteer: [checkbox]
 Address: 6801 Dxxxxxx Lxxxxx
 City/State/Zip: Wxxxxxx XX 12345
 Country: usa Safe Sport: [checkbox]
 Telephone: 111-222-3333
 E-mail: xxxxxx@email.com DOB: 10/19/1951 Age: 70
 Citizenship: usa Rider Status: Adult Amateur TIN: [dropdown]

Entry (Lookup) [dropdown] [icons] Upload Confirmations Close

Entry # 555
Blackie / Jxxxxxxx Bxxx

Summary Horse / Owner Rider / Trainer Coach / Team **3** Class Entries Stabling Fees Other Fees / Payments

Team **4**

Team: Team A [dropdown]

Entry (Lookup) [dropdown] [icons] Upload Confirmations Close

TEAMS:

See **4** [MANAGING TEAMS](#) for information on Teams.

Details of FVD Entries > Horse/Owner, Rider/Trainer, and Coach/Team Tabs > USEF Information Button > Introduction, Horse

USEF INFORMATION BUTTON > INFORMATION:

- Now that you have entered the Horse, Owner, Rider, Trainer and Coach (if applicable), you can verify their USEF information by clicking the **1** **USEF Information** report for each.
- The information is directly from the USEF database and can be used to verify/update entry data.

USEF INFORMATION BUTTON > HORSE:

- Click the **2** **USEF Information** button for the horse.
- The **3** **USEF API** form opens.
- Read the information on the form
- Click **4** **Click here to generate your unique key.**

- A **5** USEF web page opens that contains your **6** **Software Key.**
- Save the Software Key as you will use it for this and future shows.
- The key only works on a current show.

In an effort to further safeguard Federation member data, USEF now requires (as of August 1, 2022) a unique software key in order to access their databases for membership verifications. Your unique software key is available on the USEF website when logged into a competition licensee account.

[Click here to generate your unique key.](#) **3**

Fox Village does not have access to your unique software key. Please contact USEF directly if you are having difficulties accessing a competition licensee account. After you have generated your software key, you will need to copy this value into the field labeled "Software Key" in Fox Village. Then click OK. USEF will validate the data listed in your Show Information window (USEF Competition #, Show Dates, and Software Key) to authorize access to the verification tools.

For security reasons, we do not store the software key in the show data file. This means that when moving between shows, you will need to re-enter your software key to maintain access to the verification service. Access to the USEF databases and their verification services are governed by USEF. Fox Village is not responsible for availability to the USEF API or issues arising from their platform. Contact USEF directly for questions or concerns.



Software Key

To improve security measures, we have released a series of new API calls which now require a unique security key. This software key applies to all licensed competitions under your management and will not change from year to year. Competition software providers have been notified of these new calls and the transition must be complete by 8/1/2022. If you have any questions about this process, please reach out to John Waldrop at jwaldrop@usef.org.

Software Key	Generated Date
#####	March 12, 2023

[BACK](#)

Continued on next page...

SECTION II. BEFORE THE SHOW

Details of FVD Entries > Horse/Owner, Rider/Trainer, and Coach/Team Tabs > USEF Information Button > Horse, Cont'd.

- Click the **2** USEF Information button for the horse again.

The screenshot shows the 'Entry' window for entry # 108. The horse section is highlighted with a red circle containing the number 2, pointing to the 'USEF Information' button. The horse's name is 'Sxxxxx Hxxxxx Lxxxxx / Cxxxxxxxx Exxxxxxxx'. The owner section is also visible, showing 'USEF Information' and 'Cards Verified' tabs.

- The **7** USEF Horse Information report opens. It is prepopulated with data from USEF.
- On the **8** General tab, you see specific information for the horse.

The screenshot shows the 'USEF Horse Information' window. The title bar has a red circle with the number 7. The 'General' tab is selected, and a red circle with the number 8 highlights the 'General' tab label. The window displays various fields for horse information, including search date, USEF number, name, foal date, age verified, color, gender, height, heel, breed, breeder, country of origin, markings, microchip number, microchip status, and passport number. It also includes fields for FEI registration, DNA case number, USEF status, start and end dates, suspension status, and dam/sire information.

Continued on next page...

SECTION II. BEFORE THE SHOW

Details of FVD Entries > Horse/Owner, Rider/Trainer, and Coach/Team Tabs > USEF Information Button > Horse, Cont'd.

- Next click the **9 Memberships/Owners** tab. Horse membership(s) and owner info will be shown here.

USEF Horse Information

This information is pulled in real time from USEF's database. You can compare this information to the information you have in your database. It is based on the horse's USEF number.

General Memberships / Owners Measurement Cards

Memberships Note: USEF and FEI membership information is on the General tab.

Horse Number	Organization Name	Membership Type	Start Date	End Date
#####	UNITED STATES DRESSAGE FEDERATION			

Owners

USEF Number	Entity Type Name	Start Date	End Date	Leasee
#####	I OWNER LAST, FIRST NAME	3/29/2013		<input type="checkbox"/>

Print Close

- Next click the **10 Measurement Card** tab. Pony measurement will be shown here.

USEF Horse Information

This information is pulled in real time from USEF's database. You can compare this information to the information you have in your database. It is based on the horse's USEF number.

General Memberships / Owners Measurement Cards

Measurement Cards

Card Type	Date	Height	Left Heel	Right Heel

Print Close

- If desired, click **11 Print** to print the report.
- Click **12 Close** to close the report.

SECTION II. BEFORE THE SHOW

Details of FVD Entries > Horse/Owner, Rider/Trainer, and Coach/Team Tabs > USEF Information Button > Owner

USEF INFORMATION BUTTON > OWNER:

- Click the **1 USEF Information** button for the owner.

The screenshot shows the 'Entry' window for entry # 108. The 'Horse' tab is selected, and the 'USEF Information' button is highlighted with a red circle and the number 1. The 'Owner' tab is also visible, and the 'USEF Information' button is highlighted with a red circle and the number 1. The 'Horse' tab shows fields for Name, Breed, Sex, Color, Height, Sire, Dam, Dam's Sire, and Owner (Lookup). The 'Owner' tab shows fields for First Name, Last Name, Entity Type, Address, City/State/Zip, Country, Telephone, E-mail, Citizenship, Rider Status, and TIN. The 'USEF Information' section includes fields for USEF #, USDF #, FEI #, and their respective expiration dates.

- The **2 USEF Individual/Organization Information** report opens. It is prepopulated with data from USEF.
- On the **3 General** tab, you see specific information for the owner.

The screenshot shows the 'USEF Individual/Organization Information' window. The 'General' tab is selected, and the 'USEF Information' button is highlighted with a red circle and the number 2. The 'General' tab shows fields for Search Date, USEF Number, Entity Type, Prefix, First Name, Middle Name, Last Name, Suffix, Name, Date of Birth, USEF Age, Gender, Amateur Pro Status, US Citizen, Suspension Status, Suspension Details, Breed Discipline, FEI Registration Number, FEI Registration Status, Email Address, Address 1, Address 2, City, State, Zip, Country, Safe Sport Training Expires, and Background Check Expires.

Continued on next page...

Details of FVD Entries > Horse/Owner, Rider/Trainer, and Coach/Team Tabs > USEF Information Button > Owner, Cont'd.

- Next click the **4 Memberships/Phones** tab. The owner membership(s) and phone # will be shown.

USEF Individual/Organization Information

This information is pulled in real time from USEF's database. You can compare this information to the information you have in your database. It is based on the individual/organization's USEF number.

General Memberships / Phones

Memberships Note: FEI membership information is on the General tab.

Member Number	Organization Name	Membership Type	Start Date	End Date	Last Membership Type	Status	Start Date	End Date
#####	AMHA	Competing	3/13/2021	12/31/2021		ACTIVE		
#####	USEF	Active	12/1/2021	11/30/2022		ACTIVE		
	USHJA	INACTIVE				CHARGE SHOW PASS FEE		

Phones

Type	Number
DayTime	(###) ###-####
Cell Phone	(###) ###-####

Print Close

- Using the Rider/Trainer and Coach/Team tabs, repeat for the rider, trainer and coach (if applicable).
- You can use these reports to verify/update the people data.
- If desired, click **5 Print** to print the report.
- Click **6 Close** to close the report.

Details of FVD Entries > Class Entries Tab > Enter Classes

CLASS ENTRIES > ENTER CLASSES:

The next step is to enter the class(es) requested by the entrant.

- Open the **Entries** form and the **Entry #** on which you are working.
- Select the **1 Class Entries** tab.
- The **2 Class Entries** tab opens.

EE Entry:

- The EE import enters the classes requested.
- Review the handwritten entry instructions for class details.
- Using the entry form, verify that the correct classes are listed.
- **GAIG Q:** If the entry requested GAIG Q, ensure it is a GAIG Q class and ensure the people and horse in the entry have the correct USEF and USDF memberships.
- **TOC:** If the entrant requested a Test of Choice (TOC) class, the test will be listed as **Place Holder**. **Select the correct test.**
- **MFS:** If the entrant requested a MFS class, ensure the entrant is qualified to ride the MFS test. Also, MFS classes are often TOC; therefore, you need to follow the TOC instructions above.

Handwritten Entry:

- Click the **3 Class** drop-down arrow and click on the **4 Class Text / Class Name** corresponding to the first class in which the entry is to be entered. You can also type in the class number and press return. In this example, class 102.0 is selected. The **5 class and test** are now in the box. If it is a TOC class, you see Online Test Place Holder in the **6 test** box. using the **7 test** drop-down arrow, select the requested test.
- If a second class was requested, select that class. Etc.

NOTE: USEF rule DR 119.2. states: "Horses ... are limited to a **maximum of three Dressage rides per day at Fourth Level and below or two Dressage rides per day above Fourth Level.** Horses competing at both Fourth Level and Prix St. Georges, or their equivalents, are limited to **two Dressage rides per day.** ..."

Details of FVD Entries > Class Entries Tab > Class with One Test

CLASS ENTRIES > CLASS WITH ONE TEST:

- If the class has a single test (it is not a Test of Choice class), the **1** Test name will automatically be entered in the test box (you set this up in [Select Classes](#)) and the **2** Fee will automatically be entered in the fee box.

Entry # **101**
Horse1 / First1 Last1

Summary Horse / Owner Rider / Trainer Coach / Team **Class Entries** Stabling Fees Other Fees / Payments

Class Entries

Class	Class Name Test	Qual/Div FS Verify	Fee
102.0	USEF Training Level Test 2 Open CBLM	No	2 40.00
1	USEF Training Level, Test 2 2023	<input type="checkbox"/>	
103.0	USEF Training Level Test 3 Open GAIG	No	40.00
	USEF Training Level, Test 3 2023	<input type="checkbox"/>	
*			

USDF Freestyle Eligibility View

Total Class Entry Fees **40.00**

Entry (Lookup)

Details of FVD Entries > Class Entries Tab > Test of Choice Class, MFS Class

CLASS ENTRIES > TEST OF CHOICE CLASS:

- If this is a **1 Test-of-Choice (TOC)** class, the automatic test is **2 Online Test Place Holder** (you set this up in [Select Classes](#)). Use the **3 Test** drop-down arrow to select the **4** test requested on the entry form. Ensure the requested/selected test is appropriate for the TOC class. For example, if it is a FEI TOC class, a USEF test may not be selected.

CLASS ENTRIES > MFS CLASS:

- If this is a MFS class and the required copy of the appropriate qualifying test was received, check the **5 FS Verify** box. If the test was not received, do not check the box (FVD will report it as a deficiency on the confirmation report).

Entry # **101**
Horse1 / First1 Last1

Summary | Horse / Owner | Rider / Trainer | Coach / Team | **Class Entries** | Stabling Fees | Other Fees / Payments

Class Entries

Class	Class Name	Test	Qual/Div	Fee
162.0	MFS FEI Levels TOC Open CBLM GAIG	Online Test Place Holder (2)	No (3)	60.00
*				

Entry # **101**
Horse1 / First1 Last1

Summary | Horse / Owner | Rider / Trainer | Coach / Team | **Class Entries** | Stabling Fees | Other Fees / Payments

Class Entries

Class	Class Name	Test	Qual/Div	Fee
162.0	MFS FEI Levels TOC Open CBLM GAIG	FEI Freestyle, Intermediate I 2017 (4)	No (3)	60.00
*				

Details of FVD Entries > Class Entries Tab > Qualifying Status for GAIG Regional Championships

CLASS ENTRIES > QUALIFYING STATUS FOR GAIG REGIONAL CHAMPIONSHIPS:

NOTE : Ensure you have set up the qualification fee before you perform this step. See [Show Fees > System Fees](#).

- If a rider wants an opportunity to qualify for the GAIG Regional Championships, the test must be a qualifying test and the rider must pay the qualifying fee BEFORE the ride. The Yes/No for Qual/Div must be entered. If it is not a qualifying ride, the default **No** does not need to be changed.
- By default, the **1 Qual/Div** (Qualification / Division = Rider Status) box has a **2 No** in the box (not a GAIG qualifying ride).
- If the entry has requested a GAIG qualifying ride in a GAIG qualifying class, use the **3 Qual/Div** drop-down arrow to select **4 Yes**.

NOTE: Click [here](#) for GAIG information on the USDF web site.

Class	Class Name	Qual/Div	Fee
162.0	MFS FEI Levels TOC Open CBLM GAIG	No	60.00
*	Online Test Place Holder	AMATEUR	
		CHILD	
		FEI CHILD	
		FEI JUNIOR	
		FEI PONY CHIL	
		HACK	
		JR/YR	
		JUNIOR	
		JUNIOR/AMAT	
		JUNIOR/YOUN	
		No	
		NON-PRO	
		Open	
		SENIOR	
		Yes	
		YOUNG RIDER	

NOTE: You may use other options on the list; however, when another option is selected, the ride cannot be listed as a GAIG Q ride.

- Yes is now in the GAIG Q **5 Qual/Div** box.
- The qualifying **6 Fee** will automatically be added to the fee amount (in this example \$60 class fee + \$15 qualifying fee = \$75 total fee).

Class	Class Name	Qual/Div	Fee
162.0	MFS FEI Levels TOC Open CBLM GAIG	Yes	75.00
*	Online Test Place Holder		

Details of FVD Entries > Stabling Tab > Fees, Stall

NOTE: Ensure you have set up the stabling types and fees first. See [Show Fees](#) for the procedure.

STABLING > FEES:

EE Entry:

- The EE import provides stabling data.
- Using the Handwritten information as a guide, review/correct/update the stabling information.

Handwritten Entry:

- Click the **1 Stabling Fees** tab.
- If, in **Show Fees > Custom Fees** you selected stabling fees to be automatically entered for all entries, click the **2 Add Auto Fees** button. The fees are automatically entered.
- If you did not use automatic stabling fees or there are additional fees, use the **3 Description** drop-down arrow to see the list of available fees. The list includes the **4 System Fees** that are built into FVD (they cannot be deleted) and any **5 Custom Fees** you may have entered in **Show Fees > Custom Fees**. Each item is a separate line. Select the stabling requested in the entry.
- Enter the **6 Qty** (number of items, the default is 1).
- The **7 Rate** (= cost) is entered automatically. The **8 Extension** (Qty x Rate) will automatically be entered by FVD.
- For **9 Stabling** items, enter the horse stall and tack stall as separate lines, if both were requested.
 - If you used **Day Stabling**: Under **Qty**, enter the number of days for the horse stall and the number of days for the tack stall.
 - If you used **Show Stabling**: Under **Qty**, enter 1 for a horse stall and 1 for a tack stall (if requested).
- If the entrant did not request stabling, include the **10 Haul In Fee** (daily grounds fee), if applicable (this is a System Fee). Enter the **Qty** (number of days the person will be hauling in).
- If the person has requested **11 Shavings**, include this on the list and the **Qty** (number of bales requested).
- The **12 Total Stable Fees** box is automatically calculated and entered by the FVD program.

Entry # 555
Blackie / Jxxxxxxx Bxxx

Summary Horse / Owner Rider / Trainer Coach / Team Class Entries **Stabling Fees** Other Fees / Payments

Description	Stall #	Qty	Rate	Extension
Additional Stabling	13	1		
Bedding \$10/bag (at show)				
Bedding/Shavings				
Daily Stabling				
Daily Tackstall				
Haul In Fee				
Package A Stabling				
Package A Tackstall				
Package B Stabling				
Package B Tackstall				
Stall H1: Horse Fri-Sat5 or Sa				
Stall H2: Horse Sat5-Sun or				
Stall H3: Horse Fri-Sun or Sa				
Stall H4: Horse Thurs night \$				
Stall H5: Horse Sun night \$8				
Stall T1: Tack Fri-Sat5 or Sa				

Total Stable Fees 0.00

Custom Fees

Stabling Fees

1 2 3 4 System Fees 5 Custom Fees 6 7 8 9 10 11 12 13

Description	Stall #	Qty	Rate	Extension
Bedding/Shavings		2	10.00	20.00
Stall H1: Horse Fri-Sat5 or Sa		1	85.00	85.00
*		1	7	8

Total Stable Fees 105.00

12

STABLING > STALL #:

- Using the **13 Stall #** drop-down, select the stall number for this horse (see [Stalls](#) for instructions to enter stalls).

Details of FVD Entries > Stabling Tab > Stabling Days, Stall Groups, Stable Comments

STABLING > STABLING DAYS:

- Check the **1 Days** that the horse will be in the stall. **This check mark is important as it determines the correct stall counts on the stabling reports.**

NOTE: For a **show stall**, the horse will use the stall on the days checked, and the intervening nights. For example, if Friday and Saturday are checked, the horse will arrive Friday, stay in the stall Friday night, and depart on Saturday. If Friday, Saturday, and Sunday are checked, the horse will arrive on Friday, stay in the stall Friday and Saturday nights, and depart on Sunday. For a **day stall**, the horse may only be in the stall during the checked days, not overnight.

STABLING > STALL GROUPS:

- Explanation:** If a rider requests to be stabled with a particular person/farm/group, this is recorded via the **2 Stall Group** box. You will need to create **Stall Group** names that represent groups of people who want to stable together. This may be difficult to track because *Susie* may ask to be stabled with *Ann*, but *Ann* may ask to be stabled with *XYZ Farm*. It is up to you to figure out what they want. It is best to use the name of the most prominent trainer or farm in the group.
- Create a Stall Group:** For each new **Stall Group**, the first entry received requesting a particular person/barn/ group will require you to enter a Stall Group name in the Stall Group list:
 - Click on the **3 Edit Stall Groups** button.
 - The **4 Stall Group** form opens.
 - To enter a new stall group, click the **5 Add Stall Group** button.
 - Enter the group name on the blank line.
 - Use one unique term for each stall group.
 - Click **6 Close**.
- Use a Stall Group:**
 - Click on the **7 Stall Group** drop-down arrow.
 - The **8 Stall Group** list opens.
 - Select the requested **9 Stall Group** name by clicking it.
 - The **10 Stall Group** name is entered in the **Stall Group** box.

STABLING > STABLE COMMENTS:

- If there are any special stabling comments, enter them in the **11 Stable Comments** box.

NOTE: Comments made by entrants when using EE also appear in this box.

The screenshot shows the 'Entry' form for 'Blackie / Jxxxxxxx Bxxx' with the following details:

- Entry #:** 555
- Stabling Fees Table:**

Description	Stall #	Qty	Rate	Extension
Bedding/Shavings		2	10.00	20.00
Stall H1: Horse Fri-Sat5 or Se		1	85.00	85.00
*		1		
- Total Stable Fees:** 105.00
- Stable Comments:** Request a shed row stall.
- Stall Groups List:**
 - ABC Dressage
 - Green Acres Farm
 - Suzy Smith
 - Smith Dressage
 - *

NOTE: If possible, in the Prize List or on the show web site, encourage competitors to standardize the name of their stall groups. For example, **12 Suzy Smith** and **13 Smith Dressage** are the same group; you will need to figure this out and put all in the group under the same stall group name. If they all input Smith Dressage, it would make the job easier for you.

Stall Group
ABC Dressage
Green Acres Farm
Suzy Smith
Smith Dressage
*

Details of FVD Entries > Other Fees / Payments Tab

- Select the **1 Other Fees / Payments** tab.

EE Entry:

- The EE upload provides the Other Fees and Payments data.
- Use the information for a Handwritten Entry to review/correct/update/verify the data.

Handwritten Entry:

2 OTHER FEES:

- If you want the auto fees to apply to this entry, click the **3 Add Auto Fees** button.
- Using the **4 Description** drop-down arrow, add any other fees that are applicable to this entry.

5 PAYMENTS / CREDITS:

- Using the **6 Payment Type** drop-down arrow, select the payment type (Check, Credit Card, Cash, etc.) used by this entry.
- Credit Card Payment (leave blank if CC not used):

- Using the **7 Credit Card** drop-down arrow, select the type of credit card (MasterCard, etc.).
- Using the **8 CC#/CK#** box, enter the credit card number (or the check # if applicable).
- Using the **9 Exp** box, enter the expiration date of the credit card (MM/YY).

Check Payment:

- Using the **8 CC#/CK#** box, enter the check number.

Amount:

- Using the **10 Amount** box, enter the amount of the payment.

Total Payments:

- The amount paid will automatically be entered in the **11 Total Payments** box.

Balance:

- Any *balance due* will automatically be calculated and entered in the **12 Balance** box.
- Any *overpayment* will automatically be calculated and entered (with a -) in the **12 Balance** box.
- The **13 Balance** is also automatically entered in the **14 Summary** tab.

- If you want to print an invoice, click the **15 Print Invoice** button.

- Click **16 Close** to close the form.

NOTE: Ensure you have set up [Show Fees](#), [Payment Types](#), and [Credit Card Types](#) before you perform this step.

Entry # 555
Blackie / Jxxxxxxx Bxxx

Summary Horse / Owner Rider / Trainer Coach / Team Class Entries Stabling Fees Other Fees / Payments

Other Fees

Description	Qty	Rate	Extension
Office Fee \$30	1	30.00	30.00
Drug/Horse USEF	1	23.00	23.00
*	1		

Payments / Credits

Payment Type	Credit Card	CC# / CK#	Exp.	Amount
Paypal				200.00

Total Other Fees 53.00

Total Payments 200.00

Balance 18.00

EE Tracking #

Entry (Lookup) Upload Confirmations Close

Entry # 555
Blackie / Jxxxxxxx Bxxx

Summary Horse / Owner Rider / Trainer Coach / Team Class Entries Stabling Fees Other Fees / Payments

14

Horse: Blackie For Sale

Owner: Axxxx, Lxxx NEED Owner's Signature

Rider: Bxxx, Jxxxxxxx NEED Rider's Signature

DOB: 10/19/1951 Age: 70 NEED Parent's Signature

Trainer: Bxxx, Jxxxxxxx NEED Trainer's Signature

Coach: NEED Coach's Signature

Post Marked Confirmation Mailed *

Balance 18.00 Hold

Entry Memo

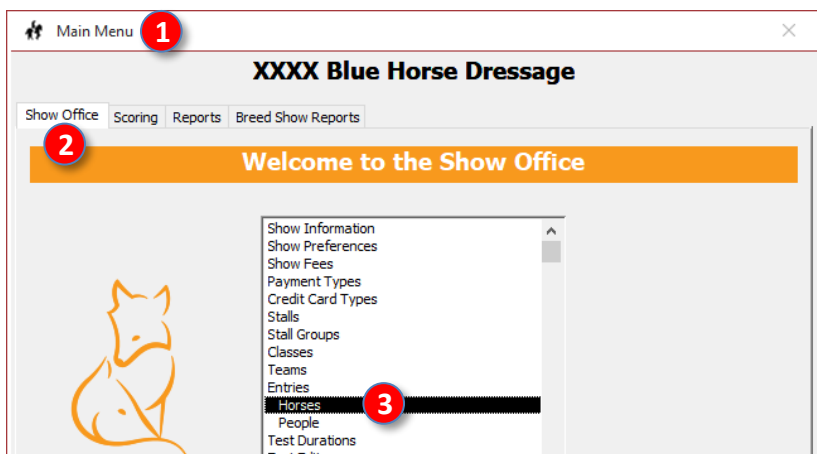
SECTION II. BEFORE THE SHOW

Details of FVD Entries > Delete a Horse

DELETE A HORSE:

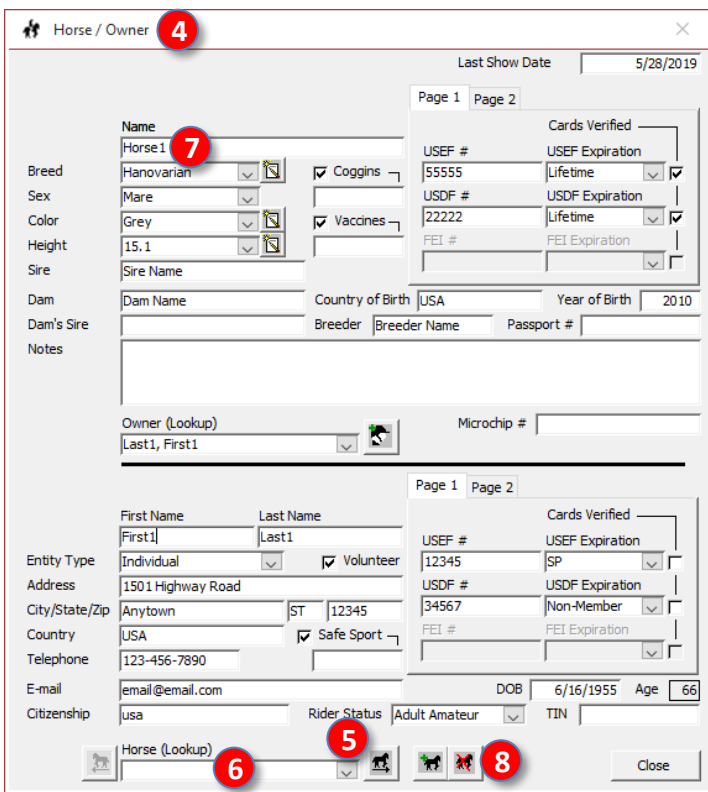
NOTE: If a Horse is part of an entry in this show, s/he cannot be deleted.

- Select **1 Main Menu** > **2 Show Office** > **3 Horses**.

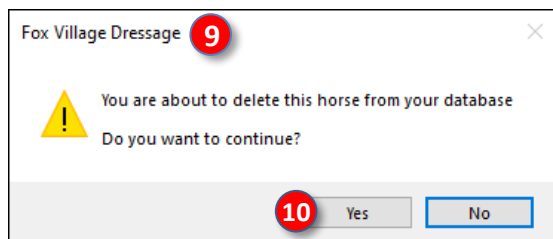


NOTE: You can also use this form to add or edit a Horse.

- The **4 Horse/Owner** form opens.
- Select the horse by using the **5 Horse (Lookup)** drop-down arrow or by typing the horse's name in the **6 Horse (Lookup)**.
- The horse's name will appear in the **7 Name** box.
- Click the **8 Delete Horse** button.



- A **9 Fox Village Dressage** warning message opens.
- Click **10 Yes**.
- The horse will no longer be in the HR.hdf file.
- The Owner is NOT deleted.



SECTION II. BEFORE THE SHOW

Details of FVD Entries > Delete a Person (Owner, Rider, Trainer, Coach)

DELETE A PERSON (OWNER, RIDER, TRAINER, COACH):

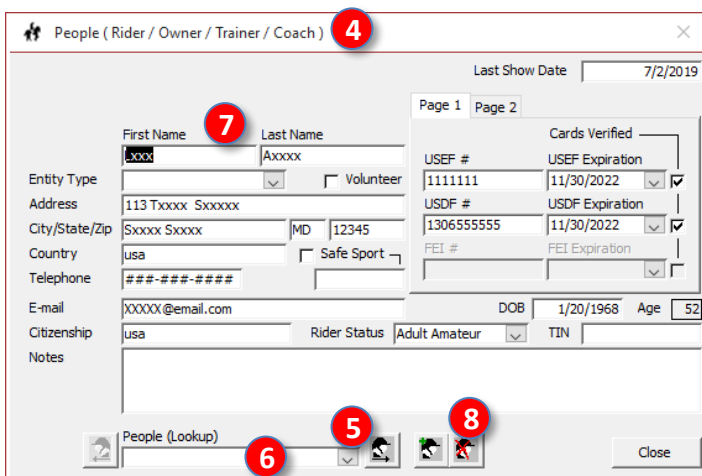
NOTE: If a Person (Owner, Rider, Trainer or Coach) is part of an entry in this show, s/he cannot be deleted.

- Select **1 Main Menu** > **2 Show Office** > **3 People**.

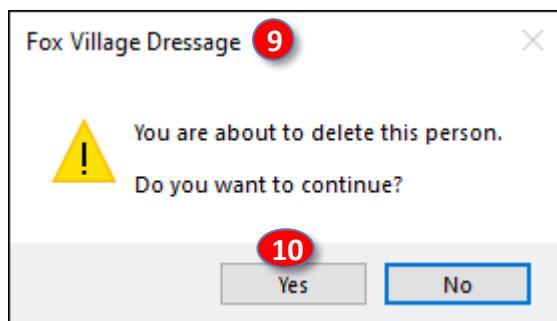


NOTE: You can also use this form to add or edit a Person.

- The **4 People** form opens.
- Select the person by using the **5 People (Lookup)** drop-down arrow or by typing the person's name in the **6 People (Lookup)** box (people can be the Owner, Rider/Handler, Trainer, or Coach).
- The person's name will appear in the **7 Name** boxes.
- Click the **8 Delete Person** button.



- A **9 Fox Village Dressage** warning message opens.
- Click **10 Yes**.
- The person will no longer be in the HR.hdf file.



CHAPTER II.16.

FVD

CONFIRMATIONS

(e)MAIL



FVD Confirmations > FVD Upload Confirmations > Open FVD Upload Confirmations

You need to inform the entrant that the entry has been received in a timely manner (or not) and also inform the entrant of any entry deficiencies that must be corrected before participation in the show. The entrant may be notified via any one or more of the following:

- A. FVD Upload Confirmations web service
- B. [Snail] Mail
- C. Email from you.



OPEN FVD UPLOAD CONFIRMATIONS

The FVD Upload Confirmations service sends an email to the rider, owner, trainer, and coach. The email contains a link that opens a web page with all the entry information, including annotation of any deficiencies (missing Coggins, missing signature, etc.). The people respond to the show secretary, via the web page, that the entry is correct (Accept) or that the entry needs correction(s) (Reject) and use a notes section to communicate with the show secretary. The show secretary tracks the confirmation responses on the web site, updates the entry, and sends updated information.

You can Upload Confirmations via one of two methods:

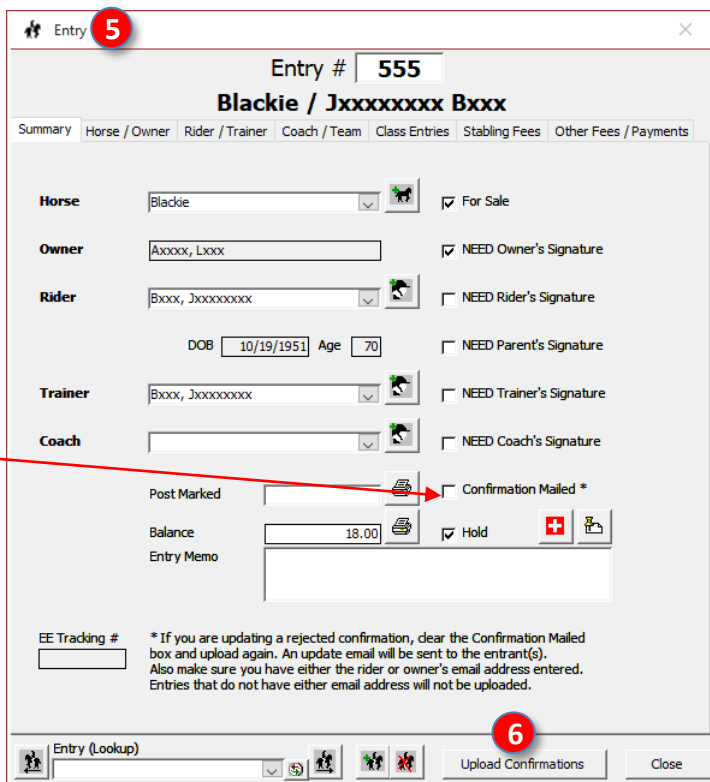
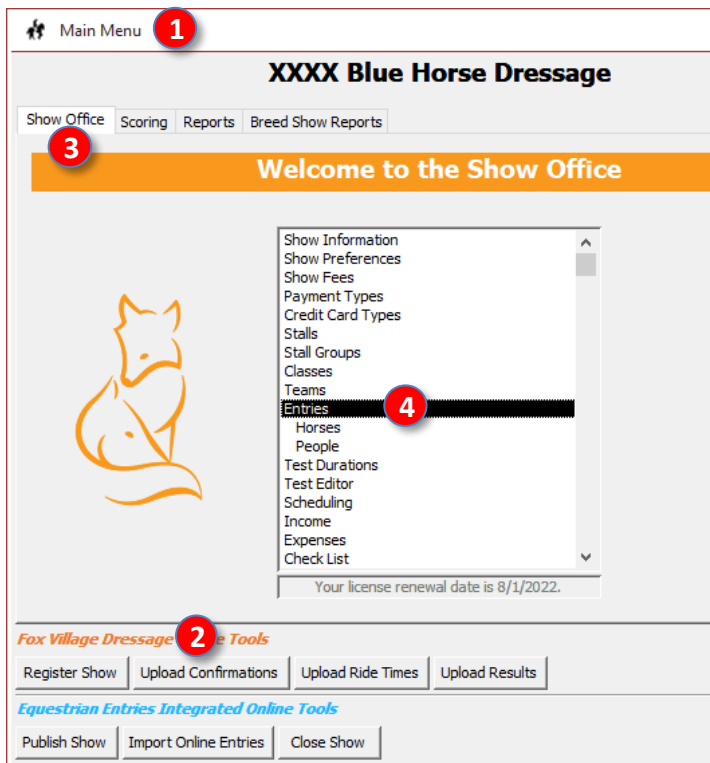
1. From the 1 Main Menu, click 2 Upload Confirmations.
- OR
2. Select 1 Main Menu > 3 Show Office > 4 Entries. The 5 Entry form opens. Click 6 Upload Confirmations.

NOTE: Upload Confirmations only uploads/updates entries for which the Confirmation Mailed check box is NOT checked.

= Upload confirmations will not upload/update an entry.

= Upload confirmations will upload/update an entry.

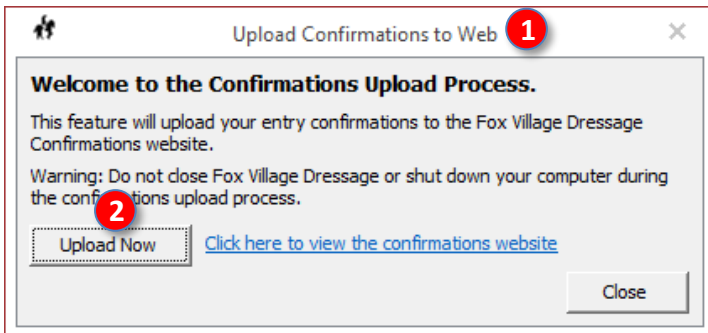
NOTE: After an entry is uploaded, the Confirmation Mailed check box is automatically checked. You will need to uncheck it if you want to resend a confirmation after updating an entry.



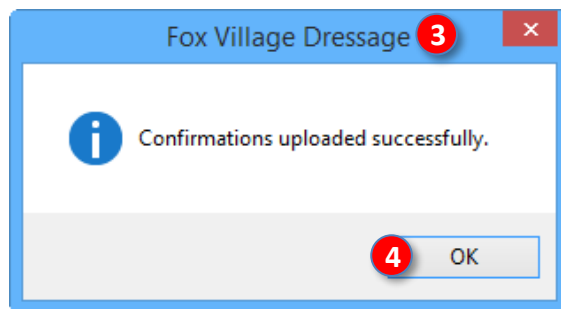
* If you are updating a rejected confirmation, clear the Confirmation Mailed box and upload again. An update email will be sent to the entrant(s). Also make sure you have either the rider or owner's email address entered. Entries that do not have either email address will not be uploaded.

FVD UPLOAD CONFIRMATIONS > SEND FVD CONFIRMATIONS [e]MAIL:

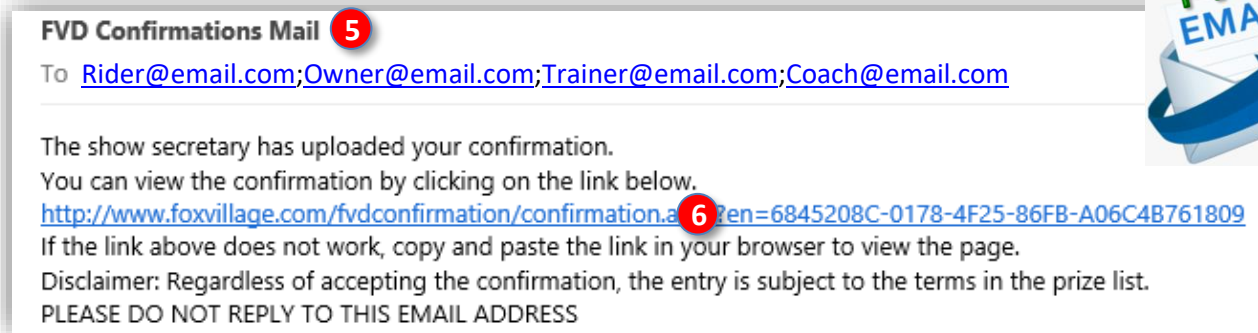
- The FVD **1 Upload Confirmations to Web** form opens.
- Click **2 Upload Now**.



- A **3 Fox Village Dressage** form verifies the confirmations were uploaded.
- Click **4 OK** to close the form.



- The people (rider/handler, owner, trainer, and coach) receive a **5 FVD Confirmations [e]Mail**.
- They click on the **6 link**.





FVD UPLOAD CONFIRMATIONS > ENTRANT VIEWS ENTRY INFORMATION:

NOTE: Unfortunately, not all entrants view the Confirmations Email. Hopefully, over time, entrants will become accustomed to opening, reading, and responding to the email. If an entry has deficiencies, I also send a separate email from me with a clear Subject that the email is for the show.

2015 Blue Horse Dressage Show
June 6, 2015
Entry # 102
Entry Confirmation - Please review the following information and confirm below.
Suzy Secretary - 123-456-7890

Horse Information		
Name: HorseName	Height: 16.3	Birth Country: BirthCountry
Breed: Hanoverian	Sire: SireName	Year of Birth:
Sex: Gelding	Dam: DamName	Breeder: BreederName
Color: Bay	Dams Sire: DamSireName	Passport #: Passport #

Information	Horse	Rider	Owner	Trainer	Coach
Name:		FirstName LastName	FirstName LastName	FirstName LastName	FirstName LastName
Address:		1234 Street Address	1234 Street Address	1234 Street Address	1234 Street Address
City/ST/Zip:		City, ST ZipCode	City, ST ZipCode	City, ST ZipCode	City, ST ZipCode
Country:		USA	USA	USA	USA
Telephone:		### ### ###	### ### ###	### ### ###	### ### ###
E-mail:		Rider@email.com	Rider@email.com	Rider@email.com	Rider@email.com
Citizenship:		USA	USA		
Rider Status:		Adult Amateur			
	Horse USEF #	12345	12345	12345	12345
	Horse USDF #	67890	67890	67890	67890
Need Signature:		No	No	No	No
Need Coggins:	No				
Need Parent Signature:				No	
StallGroup:					

Class	Day	Class Name	Test Name	Qual/Div	Need FS Doc	Amount
132 O	Saturday	USEF Third Level Test 2 O/BLM	Third Level, Test 2 2015	No	No	\$45.00
133 O	Saturday	USEF Third Level Test 3 O/GAIG	Third Level, Test 3 2015	Adult Amateur	No	\$55.00

Stabling Fees	Rate	Qty	Amount
Shavings - \$8/bale		\$8.00 4	\$32.00
Stabling Horse for Show - \$120/show		\$120.00 1	\$120.00
Stabling Tack for Show - \$120/show		\$120.00 1	\$120.00

Other Fees	Rate	Qty	Amount
Drug/Horse USEF		\$16.00 1	\$16.00
Night Watch - \$15/entry (mandatory)		\$15.00 1	\$15.00
Office Fee - \$30/entry		\$30.00 1	\$30.00

Class Fees	Stable Fees	Other Fees	Total Fees	Payments	Amount Due
\$100.00	\$272.00	\$61.00	\$433.00	\$0.00	\$433.00

Global Memo
 This memo appears in entry confirmations sent to riders.

Confirmation Log
 Secretary | 12/6/2014 12:08:48 PM | UPLOADED:

Confirmation

1 Accept (Everything is perfect)

2 Reject (No, I want to change something or something is not correct)

3 Your Name

4 Notes to Secretary (If you are rejecting the entry, please describe briefly and explicitly as possible the reason why)

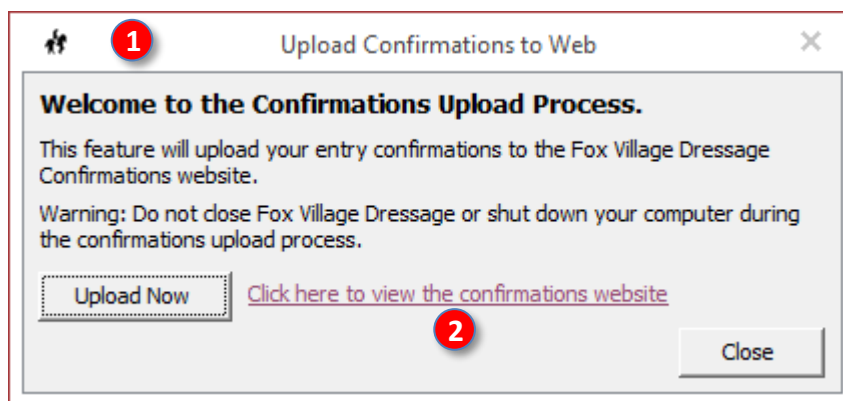
5

Disclaimer: Regardless of accepting the confirmation, the entry is subject to the terms in the prize list.

- After clicking the link, the entrants see a web page similar to the figure.
- The entrants review the information, then click:
 - 1 **Accept:** Yes, everything is correct and complete.
 - 2 **Reject:** No, I want to change something, something is not correct, or another problem.
- The entrants can then:
 - Enter 3 **Your Name** (the entrant's name) and
 - Write 4 **Notes to the Secretary ...**
- They then click 5 **Submit** to send an email to the show secretary.

FVD UPLOAD CONFIRMATIONS > SECRETARY VIEWS CONFIRMATION STATUS:

- The show secretary receives an email with a link to view the entrant's response.
- The show secretary can also view a list of all show confirmations and their status. Open the **1 Upload Confirmations** (see [Upload FVD Confirmations > Open the Service](#)) then click **2 Click here to view the confirmations website**.



- The **3 Fox Village Dressage Confirmation Manager Service** web site opens with a list of entry confirmations that have uploaded.
- Click on the **4 Entry #** to view/respond to the entrant.



FVD Confirmations > FVD Upload Confirmations > Secretary Views Confirmations Status > Accepted Entry

FVD UPLOAD CONFIRMATIONS > SECRETARY VIEWS CONFIRMATION STATUS > ACCEPTED ENTRY:

- If the entrant accepted the confirmation, under **1 Confirmation**, the secretary sees **2 The entry has been accepted and is now closed to changes.**
- The secretary can send another **3 Notes to Entrant**, if desired.



2015 Blue Horse Dressage Show
June 6, 2015
Entry # 102
Return to List

Entry Confirmation - Please review the following information and confirm below.
Suzy Secretary - 123-456-7890

Horse Information		
Name: HorseName	Height: 16.3	Birth Country: BirthCountry
Breed: Hanoverian	Sire: SireName	Year of Birth:
Sex: Gelding	Dam: DamName	Breeder: BreederName
Color: Bay	Dams Sire: DamSireName	Passport #: Passport #

Information	Horse	Rider	Owner	Trainer	Coach
Name:		FirstName LastName	FirstName LastName	FirstName LastName	FirstName LastName
Address:		1234 Street Address	1234 Street Address	1234 Street Address	1234 Street Address
City/ST/Zip:		City, ST ZipCode	City, ST ZipCode	City, ST ZipCode	City, ST ZipCode
Country:		USA	USA	USA	USA
Telephone:		### ### ####	### ### ####	### ### ####	### ### ####
E-mail:		RAULINL@yahoo.com	RAULINL@yahoo.com	RAULINL@yahoo.com	RAULINL@yahoo.com
Citizenship:		USA	USA		
Rider Status:		Adult Amateur			
	Horse USEF #	12345	12345	12345	12345
	Horse USDF #	67890	67890	67890	67890
Need Signature:		No	No	No	No
Need Coggins:	No				
Need Parent Signature:				No	
StallGroup:					

Additional Need List

Class	Day	Class Name	Test Name	Qual/Div	Need FS Doc	Amount
132 O	Saturday	USEF Third Level Test 2 O/BLM	Third Level, Test 2 2015	No	No	\$45.00
133 O	Saturday	USEF Third Level Test 3 O/GAIG	Third Level, Test 3 2015	Adult Amateur	No	\$55.00

Stabling Fees	Rate	Qty	Amount
Shavings - \$8/bale	\$8.00	4	\$32.00
Stabling Horse for Show - \$120/show	\$120.00	1	\$120.00
Stabling Tack for Show - \$120/show	\$120.00	1	\$120.00

Other Fees	Rate	Qty	Amount
Drug/Horse USEF	\$16.00	1	\$16.00
Night Watch - \$15/entry (mandatory)	\$15.00	1	\$15.00
Office Fee - \$30/entry	\$30.00	1	\$30.00

Payments	Amount
Class Fees	\$100.00
Stable Fees	\$272.00
Other Fees	\$61.00
Total Fees	\$433.00
Payments	\$0.00
Amount Due	\$433.00

Global Memo
This memo appears in entry confirmations sent to riders.

Confirmation Log		
Secretary	12/6/2014 12:08:48 PM	UPLOADED:
Entrant	12/6/2014 12:33:49 PM	ACCEPTED: RiderName - Thank you!

1 Confirmation
The entry has been accepted and is now closed to changes. **2**

Notes to Entrant
3

Submit

Disclaimer: Regardless of accepting the confirmation, the entry is subject to the terms in the prize list.

FVD Confirmations > FVD Upload Confirmations > Secretary Views Confirmations Status > Rejected Entry

FVD UPLOAD CONFIRMATIONS > SECRETARY VIEWS CONFIRMATION STATUS > REJECTED ENTRY:

- If an entrant rejected the confirmation [clicked **1** **Reject (No, I want to change something or something is not correct)**] and requested a change to the entry in the **2** **Notes to Secretary (if you are rejecting the entry, please describe briefly and explicitly as possible the reason why)** box, the show secretary should update the entry in FVD then send a new confirmation to the entrant, which will show the change and verify that it was done.

Global Memo
This memo appears in entry confirmations sent to riders.

Confirmation Log		
Secretary	12/6/2014 12:08:48 PM	UPLOADED.

Confirmation

Accept (Everything is perfect)

1 **Reject (No, I want to change something or something is not correct)**

Your Name

2 Notes to Secretary (If you are rejecting the entry, please describe briefly and explicitly as possible the reason why)

- If an entrant requested a change that cannot be done, or if there is another needed communication, the show secretary should send a reply to the confirmation response sent by the person, indicating in the **3** **Notes to Entrant** box that the request cannot be done, and why.

Notes to Entrant

3

Submit

Disclaimer: Regardless of accepting the confirmation, the entry is subject to the terms in the prize list.



CHAPTER II.17. SNAIL MAIL CONFIRMATIONS



Snail Mail Confirmations > Snail Mail Confirmation Notification

If you do not want to use the web service, or the entrant does not have an email address, you can print and snail mail entry confirmations to entrants.

SNAIL MAIL CONFIRMATION NOTIFICATION:

- To print a confirmation mailer for one entry that you just completed, click the **1 Print Confirmation** button.

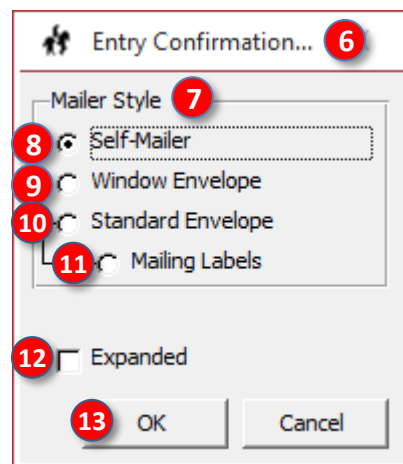
OR

- To print confirmation mailers for a group of entries, perhaps from a day's work, select **2 Main Menu > 3 Reports > 4 Pre-Show > 5 Entry Confirmation Mailers**.

Continued on next page...

Snail Mail Confirmations > **Snail Mail Confirmation Notification, cont'd.**

- The **6 Entry Confirmation Mailer** form opens.
- For **7 Mailer Style**, select the type of mailer you want to use:
 - If you wish to use a **8 Self-Mailer** (a printed piece of paper that you fold into thirds, secure with tape, and mail), click this radial button. This is the easiest method for mailing.
 - If you wish to use a **9 Window Envelope** (a printed piece of paper that you fold and put into a window envelope), click this radial button.
 - If you wish to use a **10 Standard Envelope** (requires you to also print mailing labels), click this radial button.
 - Click **11 Mailing Labels** if you want to print mailing labels to be used with the Standard Envelope style.
- Click **12 Expanded** if you want to print the report in an expanded version on legal sized paper.
- Click **13 OK**.



NOTE: This report should not be posted on a public web site as it contains personal information (addresses, phone numbers, and email addresses).

Snail Mail Confirmations > Snail Mail Confirmation Notification > Self-Mailer

SNAIL MAIL CONFIRMATION NOTIFICATION > SELF-MAILER:

- The **1** **Entry Confirmation Mailer (Standard)** report opens.
- Click the **2** **Last Page** button to display the total number of entries that have been entered.
- Alternately, click the **3** **Previous Page** or **4** **Next Page** icons until you see the report you want to print.
- This is a good time to review your work for errors. For example, you might have forgotten to check the **5** **Coggins** box indicating you received a copy of the Coggins. Review the information for each and every entry. If you find an error, correct it on the **Entries** form.
- If a **6** check box is checked () , the information is **missing** and needs to be submitted by the entrant.

1

Entry Confirmation Mailer (Standard) - Fox Village Dressage Leslie Raulin LR

File **Print Preview**

Print Portrait Landscape Size Page Setup One Page Two Pages More Pages Word Excel PDF or XPS Close Print Preview

Print Page Setup View Export Close Preview

Entry # 101

XXXX Blue Horse Dressage

June 20, 2020

Entry Confirmation - Please review the following information
Contact: suzy_secretary at suzysecretary@email.com or 123-456-7890

Horse Information		Height	15.1	Birth Country	USA
Name	Horse1	Height	15.1	Birth Country	USA
Breed	Hanoverian	Sex	Male	Year of Birth	2010
Sex	Male	Dam	Dam Name	Breeder	Breeder Name
Color	Grey	Dam's Size		Passport #	

Information	Horse	Rider	Owner	T rainer	Coach
Name	First Last1	First Last1	First Last1	First Last1	
Address	1501 Highway Road	1501 Highway Road	1501 Highway Road	1501 Highway Road	
City/State/Zip	Anytown, ST 12345	Anytown, ST 12345	Anytown, ST 12345	Anytown, ST 12345	
Country	USA	USA	USA	USA	
Telephone	123-456-7890	123-456-7890	123-456-7890	123-456-7890	
E-mail	email@email.com	email@email.com	email@email.com	email@email.com	
Citizenship	usa				
Rider's State	Adult Amateur				
USEF #	55555	12345	12345	12345	
USDF #	22222	34567	34567	34567	

Need USEF Need USDF Need Safe Sport Need Signature Need Coggins Need Validated Ball Group Need Parent's Signature

5

Class: 40.00 Stable: 0.00 Other: 30.00 Total: 70.00 Payment: 178.00 Amount Due: -108.00

This memo appears on entry confirmations and other mailings sent to riders.
Memo to the rider:

Class	Day	Class Name	Test Name	Qual/Div	Need FS Doc
307	Saturday	Sport Horse Prospect Yearling Files	USDF Prospects In-Hand 2019	No	<input type="checkbox"/>

www.foxvillage.com - Licensed to Leslie Raulin

XXXX Blue Horse Dressage
3967 Red Street
Anytown, ST 12345

First Last1
1501 Highway Road
Anytown, ST 12345
USA

Confirmation

3 **4**

Page: 1 of 1 No Filter

Ready **2** 66%

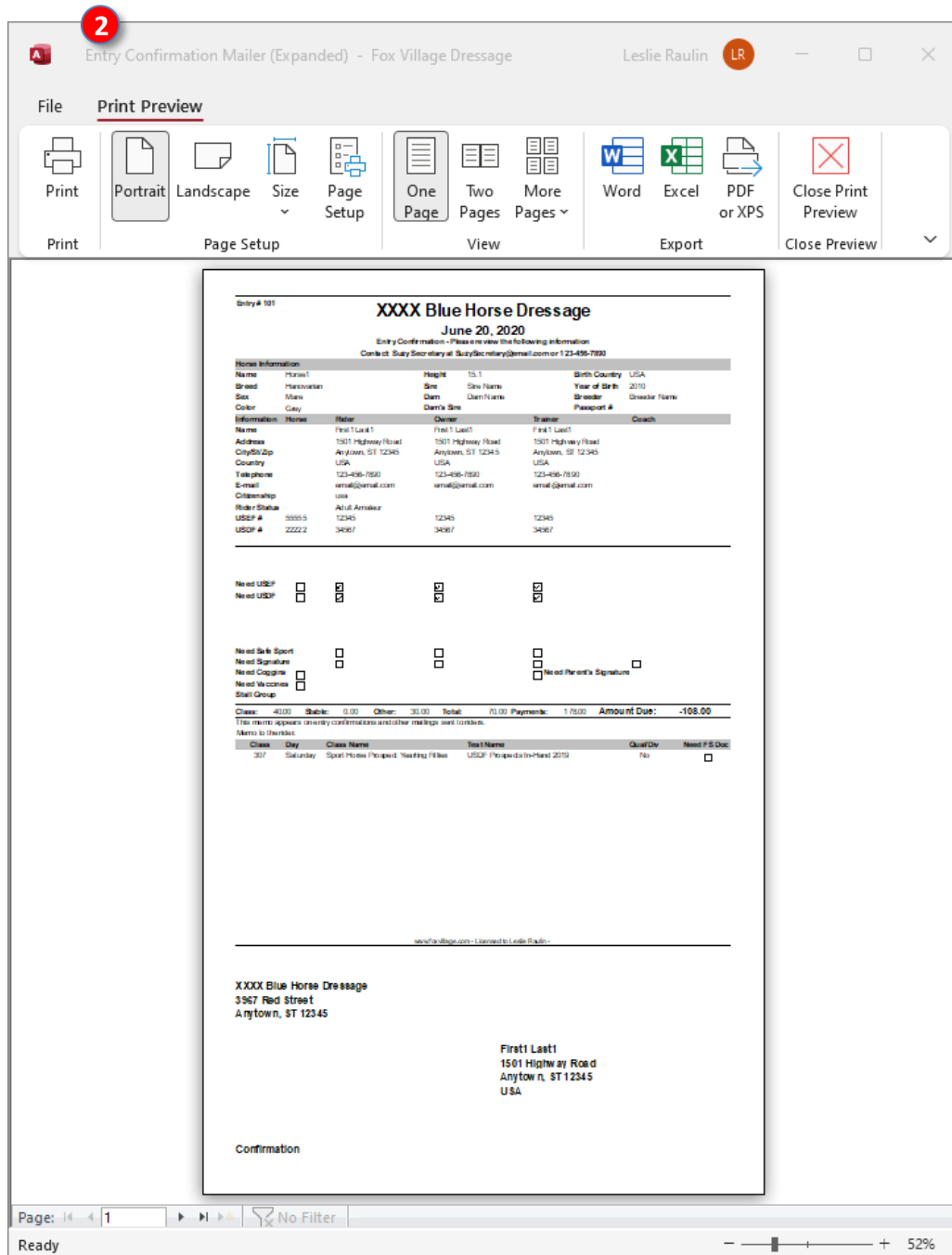
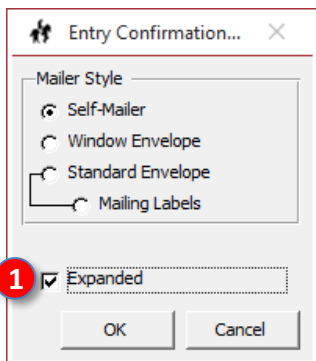
RECOMMENDATION:

Print (or screen capture) this report and include it in the entry packet as the first page of the packet. This report covers most items of the entry; it serves as an excellent entry summary and as an excellent document as it is automatically updated as deficiencies are corrected.

Snail Mail Confirmations > Snail Mail Confirmation Notification > Expanded Mailer

SNAIL MAIL CONFIRMATION NOTIFICATION > EXPANDED [LEGAL-SIZED] SELF-MAILER:

- In **Mail Confirmation Notifications > Mailer Style**, if you checked the **1 Expanded** box, the **2 Entry Confirmation Mailer (Expanded)** report opens. It is the same information as the Standard report but prints on legal-sized paper.
- Review the information for each and every entry.
- If a check box is checked () , the information is missing and needs to be submitted by the rider. You may want to emphasize the missing information with a colored highlighter.



Snail Mail Confirmations > Snail Mail Confirmation Notification > Print Report, Check Confirmation Mailed

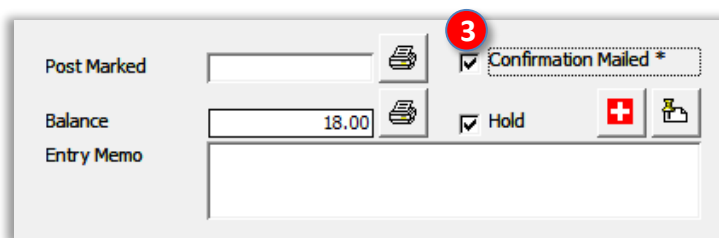
MAILED CONFIRMATION NOTIFICATION > PRINT REPORT:

- To print the report, click the **1 Print** icon. Also see [PRINT PREVIEW](#).
- To close the report window, click **2 Close Print Preview**.



MAILED CONFIRMATION NOTIFICATION > CHECK THE CONFIRMATION MAILED CHECK BOX :

- Select **Main Menu > Entries**.
- Check the **3 Confirmation Mailed** check box.
- The next time you print the **Confirmation Mailer Report**, only the newest entries will print.



- The **Self-Mailer / Entry Confirmation Report (Standard)** has been designed as a tri-fold to be mailed without an envelope. Fold the paper in thirds, ensuring the address is on the outside. Tape the bottom edge to keep it closed. Place a stamp and mail it.

NOTE: To help you track the status/updates of your entries and to make your TD **VERY** happy, print the **Entry Confirmation Report** and attach it to the entry packet. You can annotate changes on the paper document, which helps you track updates/changes (the computer does not track changes/updates), and the TD can review the paper document during the show – this helps the TD get oriented while reviewing each entry packet.

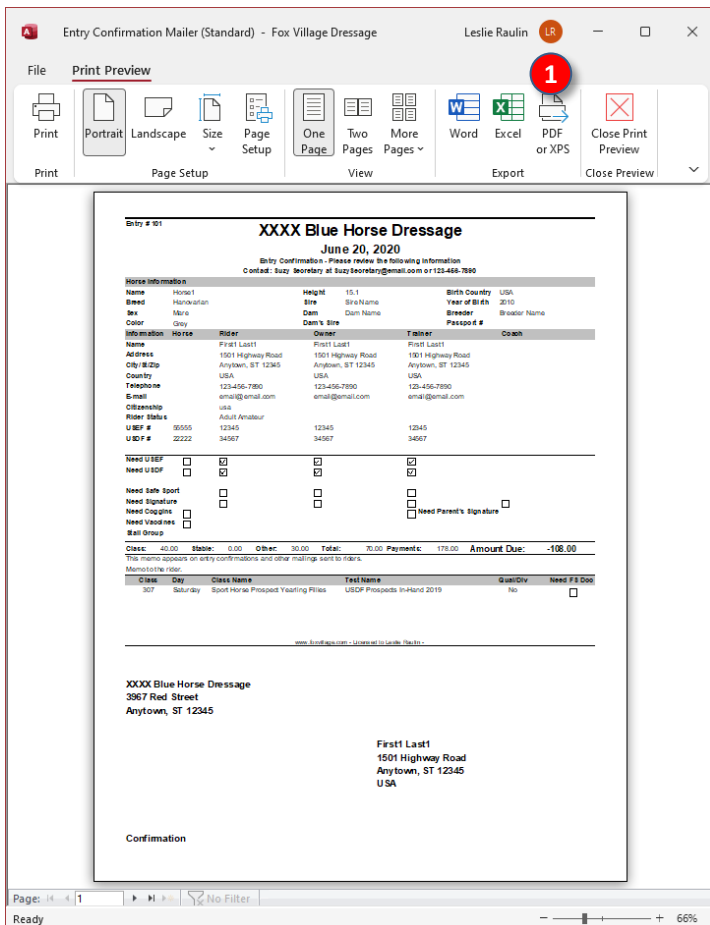
CHAPTER II.18. SECRETARY EMAIL CONFIRMATIONS



Secretary Email Confirmations

SECRETARY EMAIL CONFIRMATIONS

- Unfortunately, I have found that less than half of show entrants respond to the FVD Confirmations (e)Mail. Therefore, at this point, it may not be the most effective method to inform entrants of incomplete entries.
- Using the FVD Entry Confirmation Report to confirm an entry:
 - Open the **Entry Confirmation Report** as on previous pages.
 - Save the report as a **1 PDF** file (see [Print Preview > Export > PDF or XPS](#)).
 - Email the entrants with the PDF file as an attachment (see [Email One Person](#)).



- Using a method with digital entry packets:
 - For complete entries, I use FVD Confirmations (e)Mail.
 - For incomplete entries, I send a personal email to notify the entrants of the missing items. The email has an embedded graphic that indicates the missing items.
 - See [DIGITAL ENTRIES PACKETS](#) for this method of checking, assembling, and notification for digital entries.

CHECK SHEET		COMPLETE		INCOMPLETE		R = O = T	
RIDER LAST NAME	HORSE NAME						R =
RIDER FIRST NAME	BRIDLE NUMBER						O =
ITEM	OK	ENTRY STATUS				FIX	T =
Rider Status	<input type="checkbox"/> AA	<input type="checkbox"/> JYR	JYR AGE:	<input type="checkbox"/> PRO	<input type="checkbox"/> OPEN USEF NM	<input type="checkbox"/>	C =
GAIG Q	<input type="checkbox"/> YES	NO/NA		<input type="checkbox"/> YES BUT FIX	<input type="checkbox"/>		
Complete Payment	<input type="checkbox"/> YES	NO		<input type="checkbox"/> BALANCE PAID	<input type="checkbox"/> OWNE MONEY		
Owe \$:	<input type="checkbox"/> NO			<input type="checkbox"/> REFUND DONE	<input type="checkbox"/> REFUND Due		
Refund \$	<input type="checkbox"/> NO			<input type="checkbox"/> R USEF ACTIVE	<input type="checkbox"/> R USEF SHOW PASS	<input type="checkbox"/> R USEF EXEMPT	
USEF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USEF PM	<input type="checkbox"/> R USDF GM	<input type="checkbox"/> R USEF NM PAID	<input type="checkbox"/> R USDF EXEMPT	<input type="checkbox"/> R USDF NM NOT PAID	
USEF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USEF ACTIVE	<input type="checkbox"/> O USEF SHOW PASS	<input type="checkbox"/> O USEF EXEMPT	<input type="checkbox"/> O USEF NEED SHOW PASS	<input type="checkbox"/> O USEF NM NOT PAID	
USEF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USEF PM	<input type="checkbox"/> O USDF GM	<input type="checkbox"/> O USDF NM PAID	<input type="checkbox"/> O USDF EXEMPT	<input type="checkbox"/> O USDF NM NOT PAID	
USEF Member Trainer	<input type="checkbox"/>	<input type="checkbox"/> T USEF ACTIVE	<input type="checkbox"/>	<input type="checkbox"/> T USEF EXEMPT	<input type="checkbox"/> T USEF NEEDED	<input type="checkbox"/>	
USEF Member Coach	<input type="checkbox"/>	<input type="checkbox"/> C USEF ACTIVE	<input type="checkbox"/> NO COACH	<input type="checkbox"/> C USEF EXEMPT	<input type="checkbox"/> C USEF NEEDED	<input type="checkbox"/>	
USEF Horse Recording	<input type="checkbox"/>	<input type="checkbox"/> H USEF LIFE/ANN	<input type="checkbox"/> H USDF #	<input type="checkbox"/> H USEF HID	<input type="checkbox"/> H USEF EXEMPT	<input type="checkbox"/> H USEF NEEDED	
USEF Horse Registration	<input type="checkbox"/>	<input type="checkbox"/> H USDF LIFE	<input type="checkbox"/>	<input type="checkbox"/> H USDF HID	<input type="checkbox"/> H USDF EXEMPT	<input type="checkbox"/> H USDF NEEDED	
USEF Entry Ag Rider	<input type="checkbox"/>	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/> NEED R ENTRY AG	
USEF Entry Ag Owner	<input type="checkbox"/>	<input type="checkbox"/> O ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/> NEED O ENTRY AG	
USEF Entry Ag Trainer	<input type="checkbox"/>	<input type="checkbox"/> T ENTRY AG YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NEED T ENTRY AG	
USEF Entry Ag Coach	<input type="checkbox"/>	<input type="checkbox"/> C ENTRY AG YES	<input type="checkbox"/> NO COACH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NEED C ENTRY AG	
USEF Waiver Rider	<input type="checkbox"/>	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/> NEED R WAIVER	
USEF Waiver Owner	<input type="checkbox"/>	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/> NEED O WAIVER	
USEF Waiver Trainer	<input type="checkbox"/>	<input type="checkbox"/> T WAIVER YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NEED T WAIVER	
USEF Waiver Coach	<input type="checkbox"/>	<input type="checkbox"/> C WAIVER YES	<input type="checkbox"/> NO COACH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NEED C WAIVER	
Coggins	<input type="checkbox"/>	<input type="checkbox"/> COGGINS YES	<input type="checkbox"/>	<input type="checkbox"/> COG WRONG HORSE NAME	<input type="checkbox"/>	<input type="checkbox"/> NEED COGGINS W/IN 1 YR	
Proof of Vaccination	<input type="checkbox"/>	<input type="checkbox"/> VACS YES	<input type="checkbox"/>	<input type="checkbox"/> VAC WRONG HORSE NAME	<input type="checkbox"/>	<input type="checkbox"/> NEED VAC W/IN 6 MOS	
SafeSport Rider	<input type="checkbox"/>	<input type="checkbox"/> R SS YES	<input type="checkbox"/>	<input type="checkbox"/> R SS EX USEF NM	<input type="checkbox"/> R SS EX AGE	<input type="checkbox"/> NEED R PROOF OF SS	
SafeSport Owner	<input type="checkbox"/>	<input type="checkbox"/> O SS YES	<input type="checkbox"/> O SS EX BUSINESS	<input type="checkbox"/> O SS EX USEF NM	<input type="checkbox"/> O SS EX AGE	<input type="checkbox"/> NEED O PROOF OF SS	
SafeSport Trainer	<input type="checkbox"/>	<input type="checkbox"/> T SS YES	<input type="checkbox"/>	<input type="checkbox"/> T SS EX USEF NM	<input type="checkbox"/> T SS EX PARENT	<input type="checkbox"/> NEED T PROOF OF SS	
SafeSport Coach	<input type="checkbox"/>	<input type="checkbox"/> C SS YES	<input type="checkbox"/> NO COACH	<input type="checkbox"/> C SS EX USEF NM	<input type="checkbox"/> C SS EX AGE	<input type="checkbox"/> NEED C PROOF OF SS	
Horse Stall	<input type="checkbox"/>	<input type="checkbox"/> NO H STALL	<input type="checkbox"/> T-FrSa	<input type="checkbox"/> H-FrSaSu	<input type="checkbox"/> H-SaSu	<input type="checkbox"/>	
Tack Stall	<input type="checkbox"/>	<input type="checkbox"/> NO T STALL	<input type="checkbox"/> T-FrSa	<input type="checkbox"/> T-FrSaSu	<input type="checkbox"/> H-SaSu	<input type="checkbox"/>	
MFS Q Test	<input type="checkbox"/>	<input type="checkbox"/> MFS NA	<input type="checkbox"/>	<input type="checkbox"/> MFS Q YES	<input type="checkbox"/>	<input type="checkbox"/> NEED PROOF OF MFS Q	

CHAPTER II.19. SCRATCHES RECEIVED BEFORE SCHEDULING



Scratches Received BEFORE Scheduling > Introduction

Horses and riders can get injured or ill, which prevents them from participating in the show; therefore, their entry may be **scratched** before scheduling of the show or after scheduling of the show. This chapter covers scratches that occur BEFORE scheduling. See [SCRATCHES AFTER SCHEDULING AND FILL SCRATCHED RIDES](#) for procedures for AFTER-scheduling scratches.

USEF GR911. Cancellation and Withdrawal of Entries.

1. A Licensed Competition may adopt its own policy covering the refunding of fees to an exhibitor who cancels his entries after the official closing date and prior to the competition's beginning. If a Licensed Competition does not specify its refund policy in the prize list, refunds are required to be made for entries cancelled before the competition begins, upon written request by the exhibitor within 30 days of the competition.
2. A Licensed Competition can set the penalty governing an exhibitor who is permitted to cancel his entries or withdraw from the competition. Such penalty applies only at the competition in question. See GR1305.
3. Competition management must refund any entry fees, (stabling and processing fees exempted) paid in advance by an exhibitor for any horse(s) which is subsequently named to an official US team, participation on which will prevent him/her from competing in that competition.
4. After the competition starts, if a rider is unable to compete due to illness or injury, class fees will be refunded upon presentation of a doctor's certificate unless otherwise stated in prize list. Stall fees and office fees need not be refunded.

CHAPTER 4 DRUGS AND MEDICATIONS**USEF GR407. Management Procedures.**

- 1.i. ...Within 10 days after a competition, competition management must forward to the Federation a sum representing the above fee times the number of horses and/or ponies entered in the nonexempt classes of the competition **plus the number of horses and/or ponies scratched where the fee is not refunded**, ...
3. It is a violation for a Licensee to withhold from the Federation **any or all of the drug fees collected in accordance with GR407.1**, for any purpose, including to defray the expenses incurred providing stalls, passes, and other items to the Federation drug testing personnel, as required by GR407.4 and .5.

INTERPRETATION:

- In the **Prize List**, show management must publish its policies regarding scratches and the refund (or not) of fees.
- If an entry is scratched from the competition prior to competing, show management must either refund the collected **USEF and Drug Fee** to the entrant, or they must submit the fee to the USEF.

The FVD program has procedures for full and partial fee refunds BEFORE scheduling:

1. **Full Refund before Entry in the FVD Program**
2. **Full Refund after Entry in the FVD Program but before Scheduling**
3. **Partial Refund after Entry in the FVD Program but before Scheduling**

NOTE: Each show should have a refund policy that is stated in the prize list. For most shows, a scratch BEFORE the closing date is refunded, less the office fee; some shows give a full refund. Many shows do not provide any refunds AFTER the closing date; other shows will provide refunds AFTER the closing. Whatever your policy, ensure it is clearly stated in the prize list.

Scratches Received BEFORE Scheduling > FULL Refund BEFORE Entry in the FVD Program

FULL REFUND BEFORE ENTRY IN THE FVD PROGRAM:

- If the entry has not been entered into the FVD program and the Prize List provides for a full refund:
 - EE Online Entries: Process a full refund through EE. Destroy or file the entry, if it was printed.
 - Mailed Entries: Return the entry, including the check, to the submitter. Alternately, advise the competitor that you will shred the check and recycle the entry packet.
- Since there is no data in the FVD program, you do not need to edit the program.



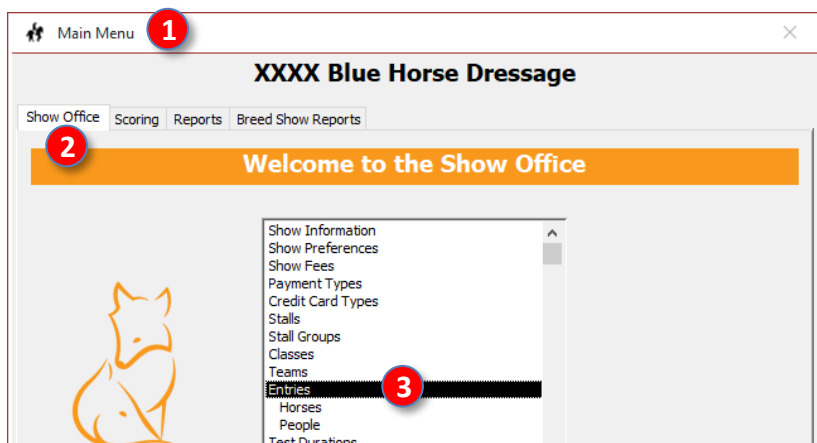
Scratches Received BEFORE Scheduling > FULL Refund AFTER Entry in the FVD Program

IMPORTANT NOTE: Do not perform this procedure after SCHEDULING YOUR SHOW as it will delete rides on your schedule. For most shows, ride fees are not refunded after closing/scheduling of the show. See [SCRATCHES AFTER SCHEDULING AND FILL SCRATCHED RIDES](#) for the procedure to scratch rides after the show is scheduled.

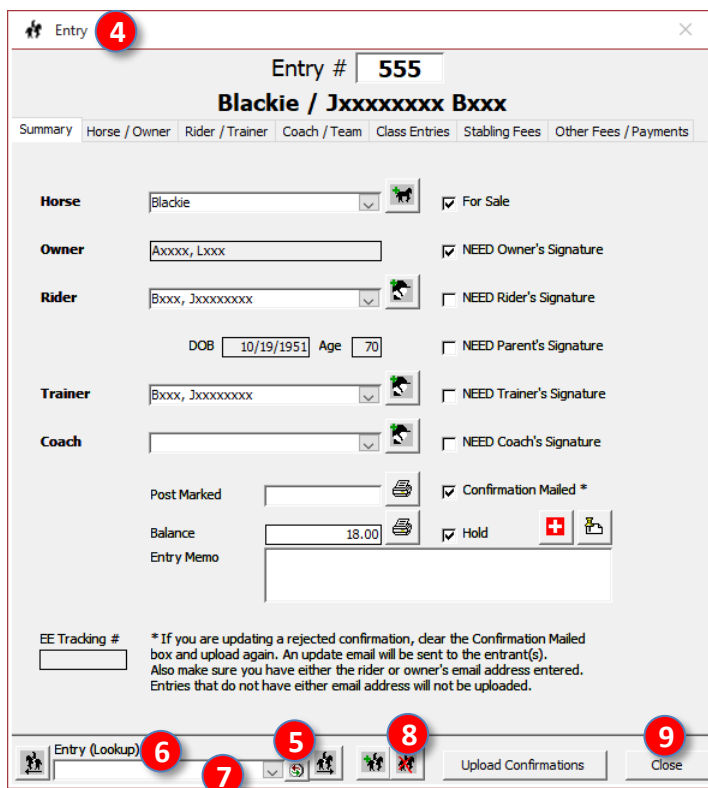
FULL REFUND AFTER ENTRY IN THE FVD PROGRAM:

- If the entry has been entered into the FVD program and the Prize List provides for a FULL refund before scheduling:
 - EE Entries: Request a full refund via EE.
 - Snail Mailed Entries: Return the entry, including the check, to the submitter. Alternately, advise the competitor that you will shred the check and recycle the entry packet.
 - All Entries: Since there is data in the FVD program, you must edit the program as follows.

- Select **1 Main Menu** > **2 Show Office** > **3 Entries**.



- The **4 Entry** form opens.
- If needed, use the **5 Switch To...** button to switch to **6 Entry (Lookup)**.
- To open the entry you want to delete, in the **7 Entry (Lookup)** box, type in the entry number and press the **Enter** key.
- Click on the **8 Delete Entry** button.
- This removes the entry and all associated data, including classes and fees paid under all categories.
- Click **9 Close** to return to the **Main Menu**.

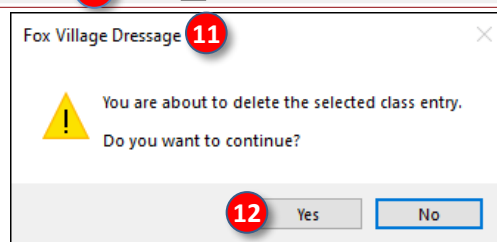
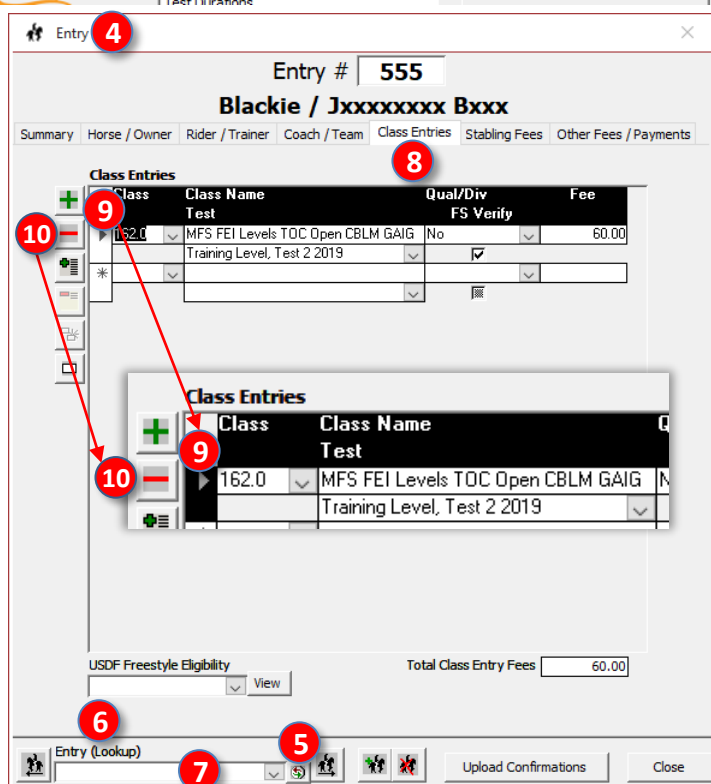
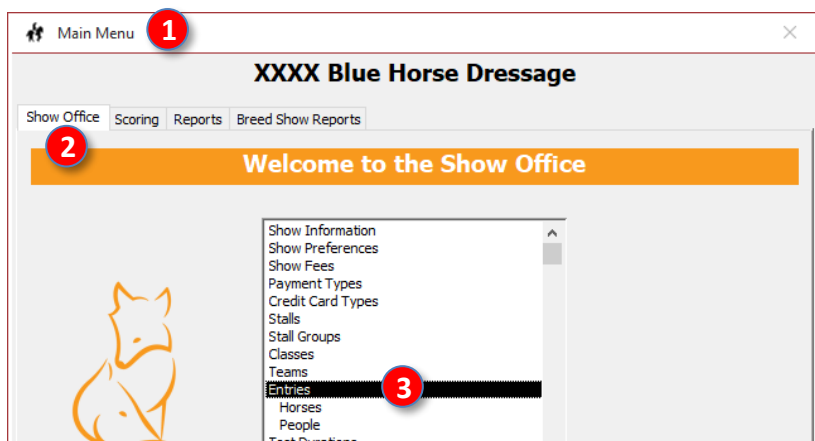


Scratches Received BEFORE Scheduling > PARTIAL Refund AFTER Entry in the FVD Program > Delete Rides

IMPORTANT NOTE: Do not perform this procedure after **SCHEDULING YOUR SHOW** as it will delete rides on your schedule. For most shows, ride fees are not refunded after closing/scheduling of the show. See [SCRATCHES AFTER SCHEDULING AND FILL SCRATCHED RIDES](#) for the procedure to scratch rides after the show is scheduled.

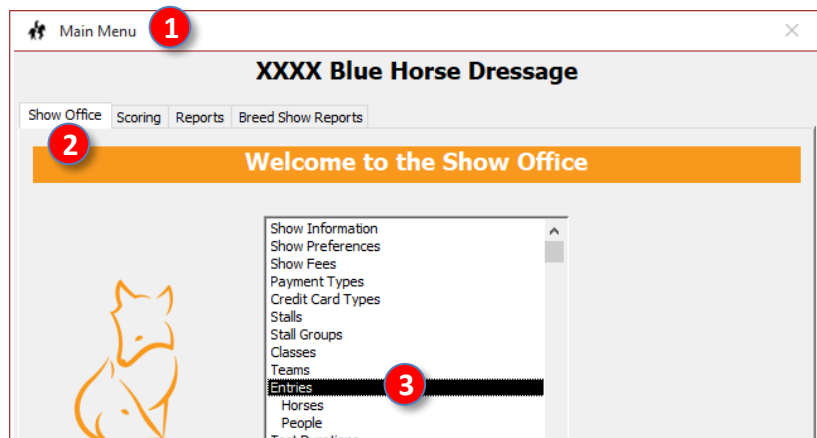
PARTIAL REFUND AFTER ENTRY IN THE FVD PROGRAM > DELETE RIDES:

- If the entry has been entered into the FVD program and the Prize List provides for a PARTIAL refund before scheduling:
 - EE Entries: Request a partial refund via EE.
 - Snail Mailed Entries: Return or recycle the entry. Do a partial refund to the submitter. Shred or return the original check.
 - All Entries: Since there is data in the FVD program, you must edit the program as follows.
- Select **1 Main Menu** > **2 Show Office** > **3 Entries**.
- The **4 Entry** form opens.
- If needed, use the **5 Switch To...** button to switch to **6 Entry (Lookup)**.
- In the **7 Entry (Lookup)** box, type in the entry number.
- Select the **8 Class Entries** tab.
- To select a class/ride to be deleted, click the **9** box/arrow to the left of the class #. The box turns black.
- Click the **10 Delete Class Entry** button to delete the ride from that class.
- A **11 Fox Village Dressage** form opens to verify that you wish to delete the entry [ride].
- Click **12 Yes**.
- Repeat steps **9-12** for each of the entry's class/rides that must be removed.

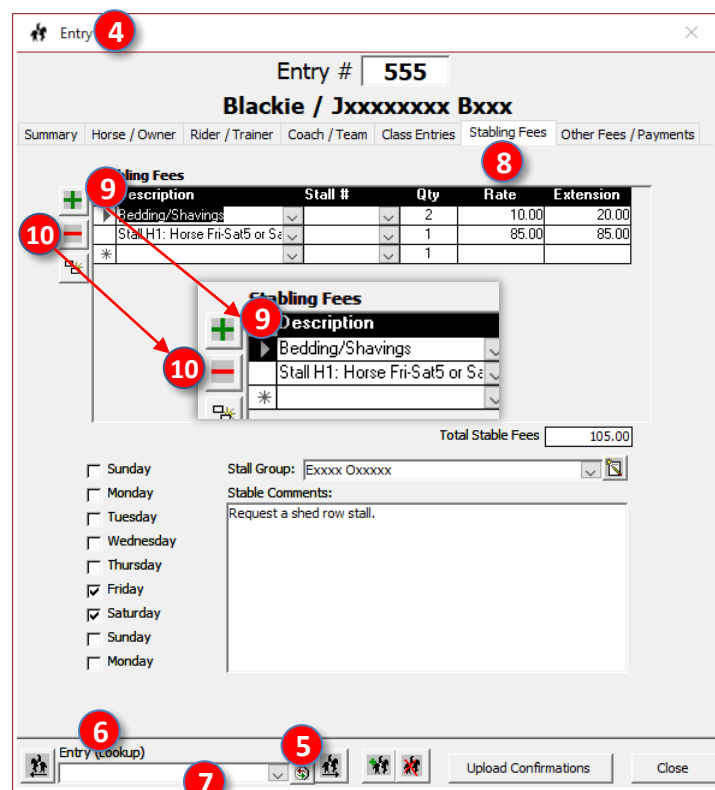


Scratches Received BEFORE Scheduling > PARTIAL Refund AFTER Entry in the FVD Program > Delete Stabling

PARTIAL REFUND AFTER ENTRY IN THE FVD PROGRAM > DELETE STABLING:

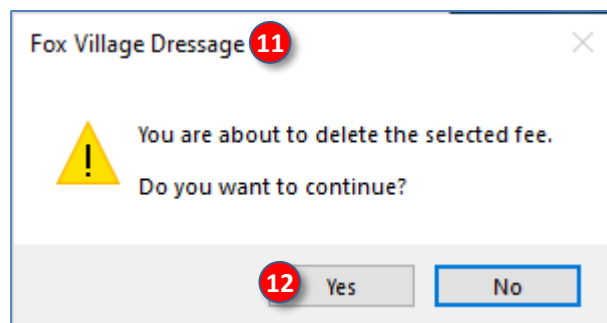


- If your **Prize List** states that stabling fees will be refunded, perform this step.
- Select **1 Main Menu** > **2 Show Office** > **3 Entries**.



- The **4 Entry** form opens.
- If needed, use the **5 Switch To...** button to switch to **6 Entry (Lookup)**.
- In the **7 Entry (Lookup)** box, type in the entry number.
- Select the **8 Stabling Fees** tab.
- For each stabling item that will be refunded, click on the **9** white box/arrow to the left of the **Description**. The white box will turn black.
- Click the **10 Delete Fee** button.

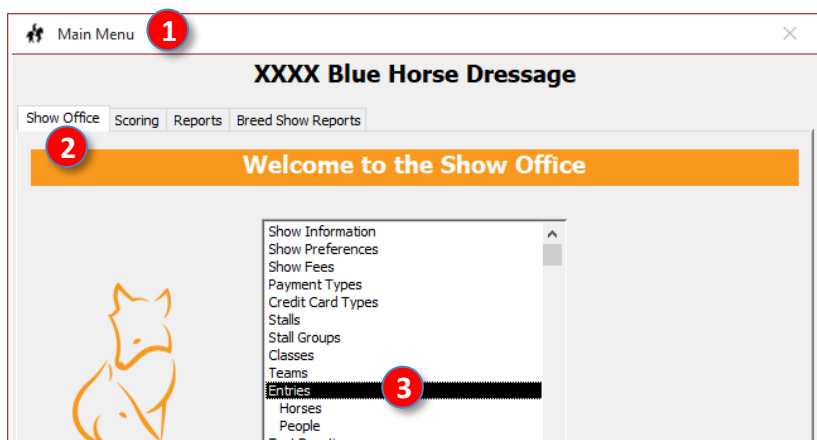
- A **11 Fox Village Dressage** form opens to verify that you wish to delete the fee.
- Click **12 Yes**.
- Repeat steps **9-12** for any other stabling fees you want to refund.



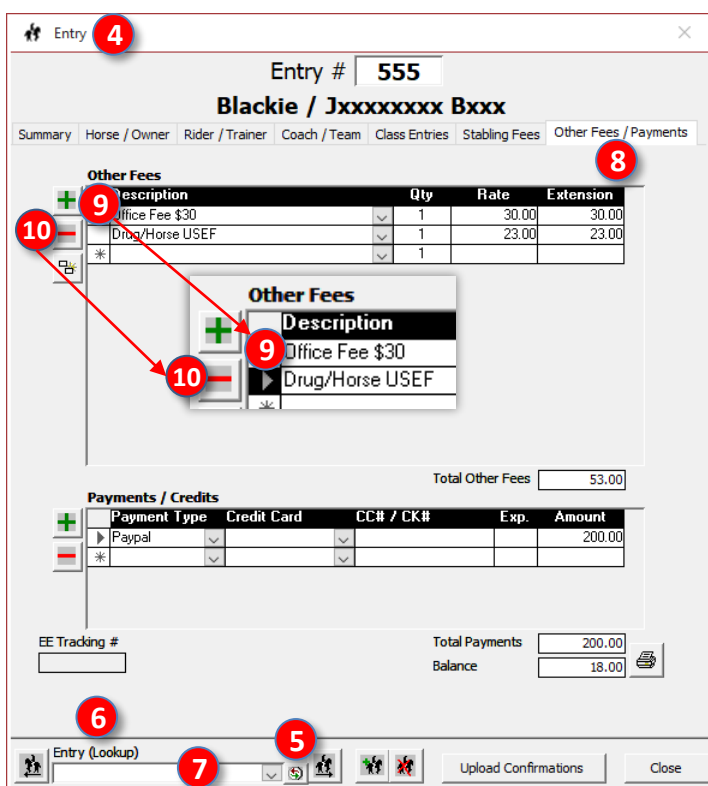
Scratches Received BEFORE Scheduling > PARTIAL Refund AFTER Entry in the FVD Program > Delete Other Fees

PARTIAL REFUND AFTER ENTRY IN THE FVD PROGRAM > DELETE OTHER FEES:

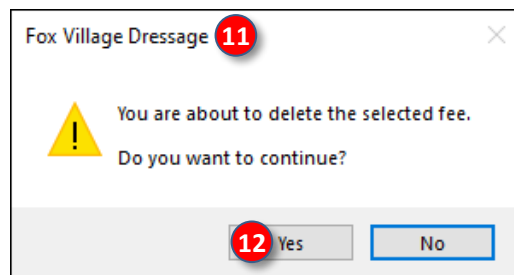
- If your **Prize List** states that other fees will be refunded, perform this step, deleting only those fees that are to be refunded.
- For example, the **USEF Drug/Horse** fee may need to be refunded. (If this fee is not refunded for cancellations/scratches, it must be paid to USEF.)
- Select **1 Main Menu** > **2 Show Office** > **3 Entries**.



- The **4 Entry** form opens.
- If needed, use the **5 Switch To...** button to switch to **6 Entry (Lookup)**.
- In the **7 Entry (Lookup)** box, type in the entry number.
- Next select the **8 Other Fees / Payments** tab.
- Select the white box to the left of the **9 Description**. A black arrow appears.
- Click on the **10 Delete Fee** button.



- A **11 Fox Village Dressage** warning form opens to verify that you wish to delete the fee.
- Click **12 Yes**.
- Repeat steps **9 -12** for any other fees you want to refund.



Scratches Received BEFORE Scheduling > PARTIAL Refund AFTER Entry in the FVD Program > Determine Refund Amount

PARTIAL REFUND AFTER ENTRY IN THE FVD PROGRAM > DETERMINE REFUND AMOUNT:

The following example is for a show that refunded all fees except the \$30 office fee, as in the previous steps.

- In this example, after deleting the rides, stabling fees, and other fees, FVD shows a **1 Balance** of \$188. This is the amount due to the entrant.

- To check this amount due:

	In this Example
Original Payment(s)	\$218
Non-refunded Fee (Office Fee) = \$30	\$30
Balance = Deleted Fees = Refund Due	-\$188

- Send the refund to the entrant via EE (EE entries only), check credit card refund, PayPal refund, etc.

Entry # 555
Blackie / Jxxxxxxxx Bxxx

Other Fees			
Description	Qty	Rate	Extension
Office Fee \$30	1	30.00	30.00

Total Other Fees 30.00

Payments / Credits				
Payment Type	Credit Card	CC# / CK#	Exp.	Amount
Paypal				218.00

Total Payments 218.00
Balance -188.00

- To ensure accurate accounting in FVD, under **2 Payments/Credits**, enter the **3 (Refund)**. Enter the refund value as a negative number (-188.00 in this example).

- The **4 Balance** on this entry is now **5 0**.

- If you wish to print an invoice for the entrant, click the **6 Print Invoice** button.

- If you send a FVD Entry Confirmation to the entrant, the refund amount and the balance amount will be provided.

Entry # 555
Blackie / Jxxxxxxxx Bxxx

Other Fees			
Description	Qty	Rate	Extension
Office Fee \$30	1	30.00	30.00

Total Other Fees 30.00

Payments / Credits				
Payment Type	Credit Card	CC# / CK#	Exp.	Amount
Paypal				218.00
(Refund)				-188.00

Total Payments 30.00
Balance 0.00

CHAPTER II.20. CLOSE SHOW IN EE



Close Show in EE

Close Show is used to close your show so no more entries will be accepted online through EE. Also, after you close your show, you can no longer process refunds through EE unless you contact them for special arrangements.

- You used [PUBLISH A SHOW WITH EE](#) for the initial show set up, including the initial show close dates and times.
- If you want your show to close on the initial date and time, you do not need to do anything as the show will automatically close.
- Use **Close Show** in EE if your show fills and needs to be closed early, or if it does not fill and you need to extend the closing date.

- Click **1** [Equestrian Entries Integrated Online Tools](#) > **2** [Close Show](#) button.

- The **3** [Publish Show](#) form opens.
- Edit the **4** [Entries Close Date, Time and Time Zone](#) to reflect the new show close date and time.
- If needed, edit the **5** [Late Entries Close Date, Time and Time Zone](#).

The screenshot shows the 'XXXX Blue Horse Dressage' Show Office interface. At the top, there is a 'Main Menu' and a 'Welcome to the Show Office' banner. Below the banner is a list of menu items including 'Show Information', 'Show Preferences', 'Show Fees', 'Payment Types', 'Credit Card Types', 'Stalls', 'Stall Groups', 'Classes', 'Teams', 'Entries', 'Horses', 'People', 'Test Durations', 'Test Editor', 'Scheduling', 'Income', 'Expenses', and 'Check List'. At the bottom of the interface, there are several buttons: 'Register Show', 'Upload Confirmations', 'Upload Ride Times', 'Upload Results', 'Publish Show', 'Import Online Entries', and 'Close Show'. The 'Close Show' button is highlighted with a red circle and the number 2. The 'Equestrian Entries Integrated Online Tools' section is highlighted with a red circle and the number 1.

The screenshot shows the 'Publish Show' form. At the top, there is a 'Publish Show' button highlighted with a red circle and the number 3. Below the button is a 'Welcome to the Publish Show Process.' section with a warning: 'Warning: Do not close Fox Village Dressage or shut down your computer during the publish show process.' The form contains several fields and checkboxes: 'Prize List URL' (www.BlueHorseFarm.com), 'Show URL' (www.BlueHorseFarm.com), 'Online Entries Only' (checkbox), 'Stabling included in entry fee' (checkbox), 'Stabling Open Date' (MM/DD/YYYY), 'Stabling Close Date' (MM/DD/YYYY), 'Entries Open Date' (MM/DD/YYYY), 'Entries Close Date' (5/6/2015), 'Entries Close Time' (12:00:00 PM), 'Entries Close Time Zone' (Eastern), 'Do you accept late entries?' (checkbox), 'Late Entries Close Date' (5/20/2015), 'Late Entries Close Time' (12:00:00 PM), 'Late Entries Close Time Zone' (Eastern), and 'If yes, you must create a late entry fee' (checkbox). There are also several report buttons: 'Class Report', 'Show Fee Report', 'Judge Report', and 'Test Report'. At the bottom, there are 'Validate', 'Edit Show Information', and 'Edit Show Preferences' buttons, and a 'Publish' button. The 'Entries Close Date' field is highlighted with a red circle and the number 4. The 'Late Entries Close Date' field is highlighted with a red circle and the number 5.

CHAPTER II.21. SCHEDULING



NOTE: Perform scheduling AFTER the closing date and AFTER all your entries have been entered in the FVD program.

SCHEDULING CONSIDERATIONS > INTRODUCTION:

- Scheduling is the process by which you determine the sequence of classes in each ring (blocking the rings) and the sequence of rides within each class. Specific USEF rules must be followed. The person scheduling the show often needs to be creative to fit all riders' rides in a manner that will follow the rules and create an organized and pleasant show.
- Some of the scheduling steps cannot be accomplished by a computer – they require human input. Scheduling is therefore more of an art than a science.
- For USEF/USDF shows, the tests in each class must be run as a contiguous block. For example, all the Class 101 rides must be scheduled together, all the Class 113 rides must be scheduled together, etc. FVD helps you schedule in this manner.
- The only exception to contiguous rides in a class is for a rider that has multiple rides on different horses or a rider in two classes that conflict with each other (avoid this if you can). For example, a class may have four rides and two of the rides involve one rider on two horses. To provide adequate time between the rides (USEF rule is 50 minutes between one rider's start time for two rides on different horses), one ride will have to be scheduled out of sequence. This will be explained in [Conflict Resolution](#) and [Temporary Rider Conflict \(RC\) Class](#).

SCHEDULING CONSIDERATIONS > JUDGE HOURS:

USEF Rule DR126.2.d.

d. Judges and Technical Delegates.

*(1) No judge shall be required to officiate longer than **8 hours** in one day, unless the judge has agreed in writing, and cannot be required to be on the competition grounds longer than **10 hours**.*

*(2) Judges must be given at least a **45-minute lunch break** and at least a **10 minute break every 2 hours**.*

INTERPRETATION:

- A **judge** may officiate (judge) **8 hours** in a day, exclusive of breaks and lunch. You may ask a judge if s/he will continue beyond their 8 hours of officiating. Some will agree, some will agree but will charge punitive overtime fees, and some will not agree. Get this in writing (an email is fine). Check with the judges early enough so you can hire a part-time judge, if necessary.
- Judges must have a **break or lunch every 2 hours**.
- **Breaks** should be **10 to 15 minutes**. [15 minutes is expected unless additional breaks are provided to optimize the schedule]
- **Lunch** should be **45 to 60 minutes**. [60 minutes is expected]

[The **show** may operate **16 hours** in a day, including breaks, but additional judges are required.]

BLOCK YOUR RINGS TO ACCOMMODATE THESE RULES.

Scheduling > Scheduling Considerations > Which Judges Can Judge Which Classes?

S All Levels	R Tr, 1 st , 2 nd , 3 rd , 4 th	r Tr, 1 st , 2 nd	L Accompany Other Judge
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USEF General Rules, Chapter 10 – Licensed Officials, Sub-Chapter 10-C – Classification – Judges
GR1007 General.

Judges shall be licensed by the Federation as Senior, Registered, Recorded, Special, or Guest. A judge will not be licensed in more than 12 national divisions

GR1008 Senior Judge. [S]

Senior judge classification (S) applies to Dressage Senior Dressage judges may officiate in all Federation and FEI Level Dressage classes at Federation Licensed Competitions. ...

GR1009 Registered Judge. [R]

1. A Registered judge ('R') may officiate alone at any competition in the divisions in which s/he is Registered.
2. Registered Dressage judges may officiate in classes at Fourth Level and below except for FEI Dressage Tests for 5 and 6-year-old horses. Registered Dressage judges may officiate in FEI Junior Tests, FEI Pony Tests, FEI Childrens Tests, FEI Para-Equestrian Dressage Tests, FEI and USEF Dressage Tests for 4-yearold horses, and USEF and FEI Eventing Dressage Tests at all levels. ...

GR1010 Recorded Judge. [r]

A Recorded Dressage judge may officiate at Second Level and below, in Eventing tests equivalent to Second Level or below, and in Eventing Competitions at the Intermediate Level or below. Recorded Dressage judges are not permitted to officiate at the Third Level and above, in FEI or USEF Dressage Tests for 4 and 5-year-old horses, FEI Childrens Tests, FEI Pony Tests, or FEI Para-Equestrian tests.

GR1006 Apprentice [Learner Judge. [L]]

An Apprentice shall be a **Federation Competing Member** who is at least 21 years of age. Information on apprenticing procedure for each license is located on the Federation website. An Apprentice shall request approval prior to apprenticing from the Licensed Competition first followed by approval by the licensed official(s) with whom s/he will be apprenticing. [See the rule for more information.]

INTERPRETATION – Which Judges Can Judge Which Classes:

- **Senior (S) Judges:** Can judge all dressage tests at USEF/USDF shows.
- **Registered (R) Judges:**
 - Can judge Intro, Training, Second, Third and Fourth Levels.
 - May judge FEI Junior Tests, FEI Pony Tests, FEI Children's Tests, FEI Para-Equestrian Dressage Tests, FEI and USEF Dressage Tests for 4 year old horses, and USEF and FEI Eventing Dressage Tests at all levels.
 - Cannot judge FEI Dressage Tests for 5- and 6-year-old horses.
- **Recorded (r) Judges:**
 - Can judge Intro, Training, First, and Second level classes.
 - May judge FEI Para-Equestrian Dressage Tests equivalent to Second Level or below.
 - May officiate in Eventing Competitions at the Intermediate Level or below.
 - Cannot judge Third Level and above.
 - Cannot judge FEI or USEF Dressage Tests for 4 and 5year old horses or in FEI Pony Tests.
- **Learner (L) "Judges":** Cannot judge in USEF licensed / USDF recognized shows but may accompany a judge if formally requested and approved.

BLOCK YOUR RINGS TO ACCOMMODATE THESE RULES

SCHEDULING CONSIDERATIONS > OTHER CONSIDERATIONS:

- **Judge Locations:** A judge may be moved to another ring if necessary, but it is smarter to keep them in a ring for 2-3 classes. If you need to move a judge, allocate time in the schedule.
- **Class Variety:** If possible, give each judge a variety of class levels – this makes their day more interesting.
- **Judge Variety:** If possible, schedule classes of the same level with different judges so riders can have a variety of judges (and more easily qualify for regional championships). For example, if you have a two-day show, schedule Test 3 with judge 1 on day 1 and with judge 2 on day 2.
- **Class Day:** The show prize list specifies which classes will be held on which days. If at all possible, do not change the day on which a class is held. If management changes the day a class is held and a rider is consequently unable to ride in the class, management is required to refund the entrant's fees. If the day on which a class is held is changed, in the FVD program you must go back to class setup and enter the change. If the show was already scheduled, you need to revise your scheduling.
- **Upper Level Classes:** If needed, schedule the upper level classes in the morning, which will usually have better weather conditions for these strenuous tests.
- **Musical Freestyles:** Schedule all musical freestyles together, preferably in an indoor arena. This makes it easier to manage the sound system and makes it less likely the music will bother other rides. Ensure the music does not hinder any other rings (this may require closing one arena while the MFS are run). Also ensure the schedule allows time for equipment set-up and testing.
- **Timing/Sequence of Tests of the Same Level:** Riders often ride two sequential tests of the same level. Therefore, if possible, sequence the tests to allow these rides without a long span of time between rides. For example, don't schedule First Level Test 1 early in the morning and First Level Test 2 late in the afternoon. If possible, schedule First Level 1 before First Level 2 so riders can ride a progression of tests.
- **Warm-Up:** Consider the levels that will be in the warm-up at the same time. Lower level horses/riders can be intimidated by upper level horses/riders and upper level riders may be annoyed by lower level riders.
- **Small Arena:** Para-equestrian Grade I and II tests must be in a small arena. Introductory Level A, B and C tests should be in a small arena. All Training Level tests can be in a small arena but avoid a small arena for Training Level Test 3. Schedule small arena classes together and time them for minimal disruption to other arenas during rearrangement of the arena. Provide time in the schedule for ring work.
- **Harrow Break:** If you have one or more adjacent show rings, do not schedule a harrow break in one arena while the other arena has rides – schedule the rings so harrowing can be done in both rings during a similarly scheduled lunch.

Scheduling > Introduction, Step 1. Pre-Schedule (by Class) > Open the Report

INTRODUCTION:

- Scheduling your show is less difficult IF... you have been very accurate in your entries and IF you have set the class times properly.
- If something does not look right, it is probably a data entry error:
 - This is usually an entrant or secretary error such as using an incorrect class number, etc.
 - Show entry errors are usually mis-entries in the class entry section, such as selecting the wrong test in the test column. In these cases, the “test” doesn’t match the class specifications or the rider’s intention in Test-Of-Choice classes.
- You must fix these problems, or you will have a very bad show day.
- Scheduling involves the following steps, in sequence:
 1. Pre-schedule (by Class)
 2. Split Classes (if Needed)
 3. Block the Classes in the Show
 4. Enter Rings and Assign Rings to Each Class
 5. Enter Judges and Assign Judge(s) to Each Class
 6. Assign Ride Times
 7. Add Breaks/Lunch
 8. Conflict Resolution
 9. Check Judge Hours
 10. Review Day Sheets Report

STEP 1. REVIEW PRE-SCHEDULE (BY CLASS)
> OPEN THE REPORT:

- Select **1** Main Menu > **2** Reports > **3** Pre-Show > **4** Pre-Schedule Report (by Class).

NOTE: Show days must have been assigned to each class, as described in [Classes](#), before you can use this report.

The screenshot displays the 'XXXX Blue Horse Dressage' interface. At the top left, there is a 'Main Menu' button (1). Below it, the 'Reports' tab is selected (2). On the left side, there are three buttons: 'Pre-Show' (3), 'During-Show', and 'Post-Show'. The 'Pre-Show' button is active, and a dropdown menu is open, showing a list of reports. The 'Pre-Schedule (by Class)' report is highlighted (4). The dropdown menu includes the following items: Class List, Class Key, Class Ride Limit, Entries without Documentation, Entry Confirmation Mailers, Horse Passport Labels, Horses without Coggins, Horses without Vaccines, Packet Labels (Standard), Packet Labels (Detail), Packet Sheets, Pre-Schedule (by Class), Pre-Schedule (by Class Summary), Pre-Schedule (by Ring), Pre-Schedule (by Ring Summary), Pre-Schedule (by Rider's Status), Pre-Schedule (by Test), and Prize List Labels. At the bottom of the interface, there are two rows of buttons: 'Register Show', 'Upload Confirmations', 'Upload Ride Times', and 'Upload Results' in the first row; and 'Publish Show', 'Import Online Entries', and 'Close Show' in the second row. Social media icons for Facebook and a logo are also visible.

Scheduling > Step 1. Pre-Schedule (by Class) > View the Report

STEP 1. REVIEW PRINT PRE-SCHEDULE (BY CLASS) > VIEW THE REPORT:

- The **1** Pre-Schedule (by Class) report opens.
 - This report shows the **2** day, **3** classes, **4** total [number of] rides in a class, and **5** class duration.
 - The last page has the **6** Total Rides and the **7** Total hours and minutes for the day.
 - Look at the number of rides in each class. **If a non-championship class has more than 25 rides, the class must be split. This must be done before you block the show.** See [Reports > Pre-Show > Class Ride Limit Report](#) for a report of classes with more than 25 rides. See [Split Classes](#) for the procedure to split classes.

XXXX Blue Horse Dressage		
Pre-Schedule (by Class) 1		
2 Saturday, June 20, 2020		
Entry # Rider	Horse	Time
3 Class: 1 - USDF Introductory Level Test A Open NR Ring:		
145 K...	Lxxx Dk Fxxx	6.0
Total Rides: 1 4	Total minutes for Class: 1 - USDF Introductory Level Test A Open NR	6.0 5
Class 2.0 - USDF Introductory Level Test B Open NR Ring:		
145 K...	Lxxx Dk Fxxx	6.0
Total Rides: 1	Total minutes for Class: 2.0 - USDF Introductory Level Test B Open NR	6.0
Class 3.0 - USDF Introductory Level Test C Open NR Ring:		
187 Sk...	Dx Dxx	6.0
Total Rides: 1	Total minutes for Class: 3.0 - USDF Introductory Level Test C Open NR	6.0
Class 101.0 - USEF Training Level Test 1 Open Ring:		
151 Mxxxx Wxxxx	Gxxxx Rxxx	7.0
187 Sk...	Dx Dxx	7.0
Total Rides: 2	Total minutes for Class: 101.0 - USEF Training Level Test 1 Open	14.0
Class 102.0 - USEF Training Level Test 2 Open CBLM Ring:		
113 Dxxxxx Cxxxx	Kxxxx	7.5
116 Nxxxx Sxxxxx	Txxxx Dxxxxx	7.5
167 Mxxxx Txxxxx	Cxxxx	7.5
Total Rides: 3	Total minutes for Class: 102.0 - USEF Training Level Test 2 Open CBLM	22.5
Class 103.0 - USEF Training Level Test 3 Open GAIG Ring:		
116 Nxxxx Sxxxxx	Txxxx Dxxxxx	7.0
117 Axxxx Rxxx	Sxxx	7.0
186 Jxxx Bxxxx	Axxxxx	7.0
195 Lxxxx Sxxx	Cxxxx	7.0
Total Rides: 4	Total minutes for Class: 103.0 - USEF Training Level Test 3 Open GAIG	28.0
Class 111.0 - USEF First Level Test 1 Open Ring:		
127 Lxxxx Axxxx	Exxxx	7.0
162 Cxxxx Yxxxx	Bxxxx Sxxxxx	7.0
164 Jxxx Rxxx	Vxxxx	7.0
168 Rxxxx Nxxx	Mx Pxxxxxxx	7.0
182 Nxx Txxxxx	Rxxxxx	7.0
184 Exxx Kxxxx	Wxxxxx Rxx	7.0
Total Rides: 6	Total minutes for Class: 111.0 - USEF First Level Test 1 Open	42.0

Thursday, November 25, 2021 5:44 PM

Page 1 of 5

Last Page

Total Rides: 120
Total Rides: 120

6

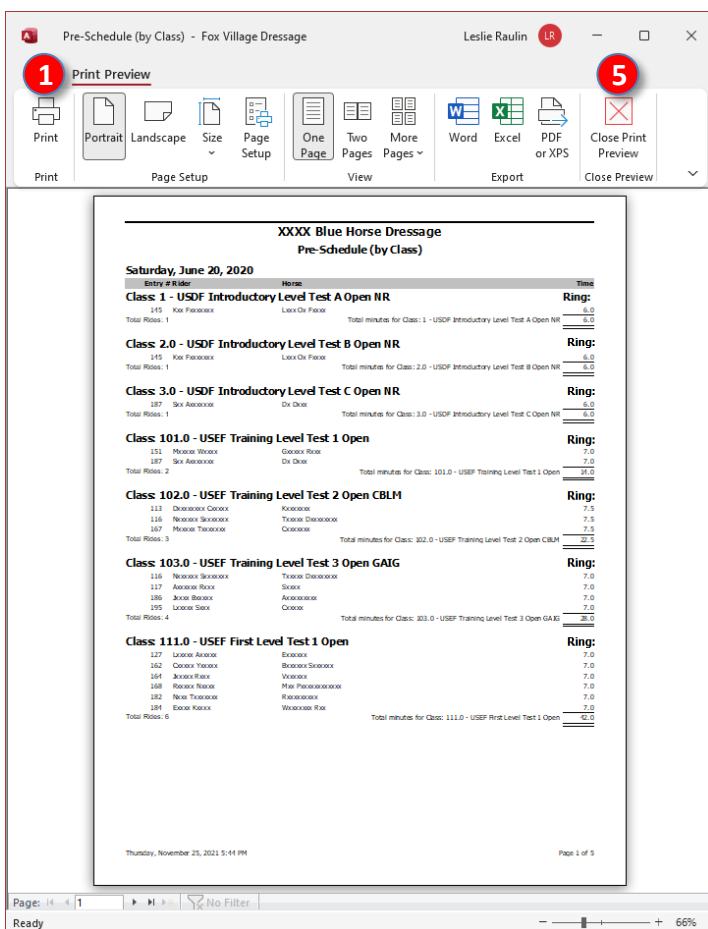
Total minutes for Saturday, June 20, 2020: 16 Hrs 3 Mins

7

Scheduling > Step 1. Pre-Schedule (by Class) > Print the Report

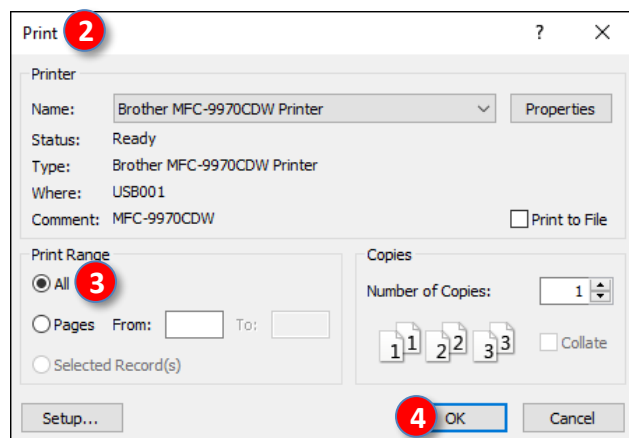
STEP 1. PRE-SCHEDULE (BY CLASS) > PRINT THE REPORT:

- If desired, print this report so you have it for continuous reference as you prepare to block the show.
- To print the report, click **1 Print**.



- The **2 Print** report form opens.
- Click the **3 All** radial button.
- Click **4 OK**.
- All the pages of the report will print.

NOTE: The appearance of this form is dependent on your printer type.



- Click **5 Close Print Preview** to close the form and return to the **Main Menu**.

Scheduling > Step 2. Split Classes (if Needed) > USEF Rules, Helpful Hints

NOTE: See [Reports > Pre-Show > Class Ride Limit Report](#) for a report of classes with > 25 rides.

STEP 2. SPLIT CLASSES (IF NEEDED) > USEF RULES

- **Splitting Classes** is the process of splitting (dividing) a large class into two or more smaller classes.

USEF DR126 Requirements for Dressage Competition Management.

2. The following requirements apply to all Levels 1-5 of Dressage Competitions, except where noted. Specific requirements for specific levels of competitions are listed under .2, below.
 - a. Competition Levels, Divisions and Classes.
 1. The competition Level and all classes must be listed in the prize list.
 2. When permitted by the rules or special criteria, classes may be divided into separate divisions or sections based on qualifications, age or other eligibility of horses or riders.
 3. Divisions or sections of a class are considered to be a separate “class” only if listed as such in the prize list. Divisions or sections of a class may be held in different rings and judged by different judges. When divisions or sections are held under different conditions (i.e, different ring or judges), separate awards must be given.
 4. Where more than 25 entries are accepted for a particular class the class must be divided into separate divisions for awards purposes. USEF/USDF championship classes and USEF High Performance Championships, qualifying and selection trials, and observation classes cannot be split.
 5. When entries warrant competitions are encouraged to split classes into separate divisions, and to provide separate awards, for Open riders, Adult Amateurs and Junior/ Young Riders. Horses may be ridden only once in any class, including separate divisions or sections of the same class. See DR119.1.

INTERPRETATION:

- Except for championship classes, **classes with more than 25 horse/rider pairs must be split** (divided into two or more classes).
- Championship classes are not split, even if they are very large.
- Competitions are encouraged to split classes into **Open** (open to all riders; Professionals and USEF non-members must ride in open classes), **Adult Amateur**, and **Junior/Young Rider** classes.

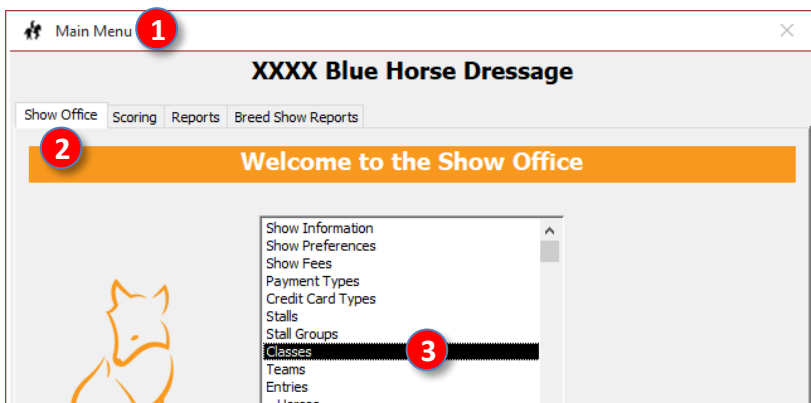
STEP 2. SPLIT CLASSES (IF NEEDED) > HELPFUL HINTS

- Except for the 25 rides rule, you can split a class before or after the class is held. If you split after the class is run, you have more scheduling flexibility in the case of scratches, etc.
- You can combine or split by **Rider Status**; for example, you can have an Open class and a separate AA/JR/YR class at the same level. If you have enough riders, you can have separate Open (= Professional & USEF NM), AA, and JR/YR classes at the same level. Etc.
- If you plan to split by **Rider Status** (Open, AA, JR/YR), you must have previously entered the **Rider Status** when entering rider information. See [Rider](#).
- Example:
 - Class **103.0** is too big – there are **15 Open**, **10 AA**, and **10 JR/YR** riders, for a total of **35 riders**.
 - You decide to have a class for Open riders (**15 riders**) and a separate class for AA/JR/YR riders (**20 riders**).
 - Your Class **103.0** will remain as the **Open** class; the new Class **103.3** will be the **AA/JR/YR** class.
- To help you track classes, you may want to keep your **Open** classes as the original number (**102.0**, etc.) and number your **AA/JR/YR**, **AA**, **JR/YR**, etc. classes as your derivative number classes (**102.1**, **102.2**, etc.). See [RECOMMENDED DRESSAGE CLASS NUMBERS](#) for recommendations on numbering classes.
- Some shows prefer smaller classes so more riders can have the pleasure of taking a ribbon home. For example, **Class 103.0 Open** has 20 riders – 7 Open, 6 AA, and 7 JR/YR. You are not required by USEF to split this class. But you can split the class to **Class 103.0 Open** (7 riders), **Class 103.1 AA** (6 riders), and **Class 103.2 JYR** (7 riders). With this split, most of the riders will take home a ribbon as a reward for their hard work. They will also be very happy with show management!

Scheduling > Step 2. Split Classes (if Needed) > Open the Class, Copy the Class

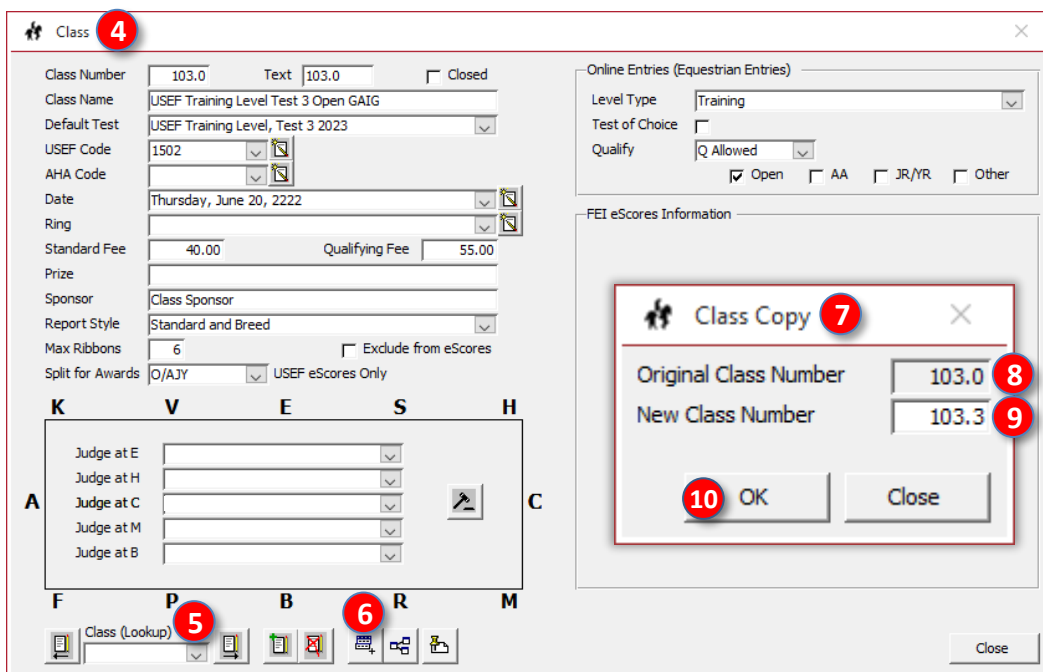
STEP 2. SPLIT CLASSES > OPEN THE CLASS:

- Select **1 Main Menu** > **2 Show Office** > **3 Classes**.



STEP 2. SPLIT CLASSES > COPY THE CLASS:

- The **4 Class** form opens.
- Using the **5 Class (Lookup)** drop-down arrow or type-in box, select the class you want to split (in this example, Class 103.0).
- Click the **6 View Class Copy** button.
- The **7 Class Copy** form opens.
- Your original class number, 103.0 in this example, is automatically entered in the **8 Original Class Number** box.
- Type your new class number, 103.3 in this example, in the **9 New Class Number** box.
- Click on **10 OK**.



NOTE 1: Class Numbers may not contain letters but may contain a decimal to one place (for example, 103.3 but not 103 AJY and not 103.31). Class Text may contain letters (for example 103 AJY).

NOTE 2: It will be easier for you if you use a standard numbering method. Although NOT required, the following is suggested:

- **Open Class: 103.0** (0 = Open = all rider statuses may ride in the class; PROs and USEF non-members must be in open classes)
- **AA Class: 103.1** (1 = one status of rider = AA)
- **JR/YR Class: 103.2** (2 = 2 statuses of rider = JR and YR)
- **AA/JR/YR Class: 103.3** (3 = 3 statuses of rider = AA, JR, and YR)

Scheduling > Step 2. Split Classes (if Needed) > Edit Original Class, Edit New Class

STEP 2. SPLIT CLASSES > EDIT ORIGINAL CLASS:

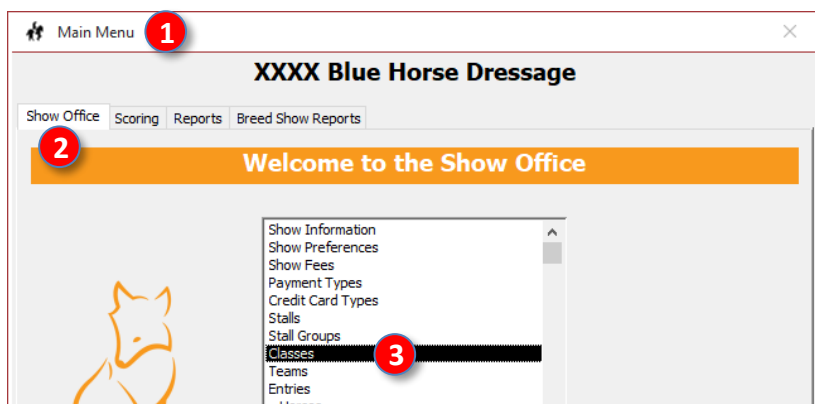
- Using the **1** **Class (Lookup)** box or drop-down arrow, open the **2** **(Original) Class Number** (in this example, 103.0).
- Edit **3** **Text** to reflect the difference between the classes. In this case for this class, the text remains the same.
- Edit **4** **Class Name** to reflect the difference between the classes. In this example, for this class, the class name remains the same.
- Edit **5** **USEF Code**. Unchanged for this class.
- Edit **6** **Qualify**. Unchanged for this class.
- Edit **7** **Division**. Unchanged for this class.
- Edit any other data that may be needed.

Step 2. SPLIT CLASSES > EDIT NEW CLASS:

- Using the **8** **Class (Lookup)** box or drop-down arrow, open the **9** **(New) Class Number** (in this example, 103.3).
- Edit **10** **Text** to reflect the difference between the classes. In this case, the text is now **103.3** as this class will have Adult Amateur (**AA**) and Junior/Young Rider (**JYR**) riders = **AJY**. It could also be **103 AJY**.
- Edit **11** **Class Name** to reflect the difference between the classes. In this case, the class name was changed from **Open** to **AJY**.
- Edit **12** **USEF Code**. In this case, it is unchanged.
- Edit **13** **Qualify**. In this case, it is unchanged.
- Edit **14** **Division**. It is changed from Open to AA & JR/YR for this class.
- Edit any other data that may be needed.
- Click **15** **Close** to save the changes.

STEP 2. SPLIT CLASSES > OPEN CLASS SPLITTER:

- If needed, select **1 Main Menu** > **2 Show Office** > **3 Classes**



- The **4 Class** form opens.
- Using the **5 Class (Lookup)** drop-down arrow, select the original class that you are splitting. In this example, it is **6 103.0**.
- Click the **7 Class Splitter** button.

Scheduling > Step 2. Split Classes (if Needed) > Open Both Classes in Class Splitter

STEP 2. SPLIT CLASSES > OPEN BOTH CLASSES IN CLASS SPLITTER:

- The **1** Class Splitter form opens.

Class Splitter **1**

Class (Lookup) 103.0

Entry #	Rider	Rider Status
▶ 116	Nxxxxx Sxxxxxx	
	T-3	Open
117	Axxxxxx Rxxxx	
	T-3	JR/YR
186	Jxxxx Bxxxx	
	T-3	Adult Amateur
195	Lxxxx Sxxx	
	T-3	Adult Amateur

Class (Lookup)

Entry #	Rider	Rider Status

Close

- If the original class was not previously selected, using the left **2** Class (Lookup) drop-down arrow or type-in box, select the **3** original class text (in this example, 103.0 Open).

Class Splitter

Class (Lookup) 103.0

Class (Lookup)

Class Text Class Name

1	USDF Introductory Level Test A Open NR
2.0	USDF Introductory Level Test B Open NR
3.0	USDF Introductory Level Test C Open NR
11.0	OPPORTUNITY USEF Training Level Test 1 Op
12.0	OPPORTUNITY USEF Training Level Test 2 Op
101.0	USEF Training Level Test 1 Open
102.0	USEF Training Level Test 2 Open CBLM
102.1	USEF Training Level Test 2 AJY CBLM
103.0	USEF Training Level Test 3 Open GAIG
103.1	USEF Training Level Test 3 AJY GAIG
103.3	USEF Training Level Test 3 AJY GAIG
111.0	USEF First Level Test 1 Open
112.0	USEF First Level Test 2 Open CBLM
113.0	USEF First Level Test 3 Open GAIG
121.0	USEF Second Level Test 1 Open

▶ Entry # Rider Rider Status

Test Rider Status

Close

- Using the right **4** Class (Lookup) drop-down arrow or type-in box, select the **5** new class (in this example, 103.3 AJY).

Class Splitter

Class (Lookup) 103.0

Class (Lookup) 103.3

Class Text Class Name

1	USDF Introductory Level Test A Op
2.0	USDF Introductory Level Test B Op
3.0	USDF Introductory Level Test C Op
11.0	OPPORTUNITY USEF Training Leve
12.0	OPPORTUNITY USEF Training Leve
101.0	USEF Training Level Test 1 Open
102.0	USEF Training Level Test 2 Open C
102.1	USEF Training Level Test 2 AJY CBL
103.0	USEF Training Level Test 3 Open G
103.1	USEF Training Level Test 3 AJY GA
103.3	USEF Training Level Test 3 AJY GA
111.0	USEF First Level Test 1 Open
112.0	USEF First Level Test 2 Open CBLM
113.0	USEF First Level Test 3 Open GAIG
121.0	USEF Second Level Test 1 Open

▶ Entry # Rider Rider Status

Test Rider Status

Close

- You can now view entries in both classes in the **6** Class Splitter form. [You will see entries in class 103.3 when you move entries to it. See below.]

Class Splitter **6**

Class (Lookup) 103.0

Entry #	Rider	Rider Status
▶ 116	Nxxxxx Sxxxxxx	
	T-3	Open
117	Axxxxxx Rxxxx	
	T-3	JR/YR
186	Jxxxx Bxxxx	
	T-3	Adult Amateur
195	Lxxxx Sxxx	
	T-3	Adult Amateur

Class (Lookup) 103.3

Entry #	Rider	Rider Status

Close

Scheduling > Step 2. Split Classes (if Needed) > Move Riders to New Class

STEP 2. SPLIT CLASSES > MOVE RIDERS TO NEW CLASS:

- To move an AA rider from **103.0 Open** to **103.3 AJY**, click on the **1 empty white box** to the left of the first AA rider's name (the white box turns black with a white arrow) and click the **2 right arrow**.

Class Splitter

Class (Lookup) 103.0

Entry #	Rider	Rider Status
116	Nxxxxx Sxxxxxx	Open
117	Axxxxx Rxxx	JR/YR
▶ 186	Jxxxx Bxxxx	Adult Amateur
195	Lxxxx Sxxx	Adult Amateur

Class (Lookup) 103.3

Entry #	Rider	Rider Status
---------	-------	--------------

Close

- This **3** moves the selected horse/rider to the new class.
- If you accidentally move the incorrect rider to the new class, use the **4 left arrow** to move them back to the Open class.

Class Splitter

Class (Lookup) 103.0

Entry #	Rider	Rider Status
▶ 116	Nxxxxx Sxxxxxx	Open
117	Axxxxx Rxxx	JR/YR
195	Lxxxx Sxxx	Adult Amateur

Class (Lookup) 103.3

Entry #	Rider	Rider Status
▶ 186	Jxxxx Bxxxx	Adult Amateur

Close

- Repeat for all other horse/rider pairs to be moved to the new class.
- You have now split the classes with only **5 Open** riders in Class **103.0** and **6 AJY** riders in Class **103.3**.

Class Splitter

Class (Lookup) 103.0

Entry #	Rider	Rider Status
▶ 116	Nxxxxx Sxxxxxx	Open

Class (Lookup) 103.3

Entry #	Rider	Rider Status
▶ 117	Axxxxx Rxxx	JR/YR
186	Jxxxx Bxxxx	Adult Amateur
195	Lxxxx Sxxx	Adult Amateur

Close

- Click **7 Close** to return to the **Class** form.
- Close the Class form.

- Congratulations! You have split one class into two classes. Repeat for any other class(es) you want to split.

Scheduling > *Step 3. Block Classes in the Show* > *Brown Paper Method* >
Materials, Prepare Paper

STEP 3. BLOCK CLASSES IN THE SHOW > BROWN PAPER METHOD > MATERIALS > PREPARE PAPER

Now that your entries are finished, with all the riders/horses entered in their classes, you need to “block” the show. Blocking the show refers to arranging each **class** (each **block of rides**) into a show ring and time frame that abides by USEF rules and distributes the classes in a manner best suited for the judges, the riders/horses, and the show in general. After you block the show, you schedule the ride times, which determines your show schedule.

The computer program can only do so much to help you block your show. Unfortunately, a little bit of human brain power is necessary for this task. Two blocking methods are described – the **Brown Paper Method** and the **Scheduling Sheets Method**.

STEP 3. BLOCK CLASSES IN THE SHOW > BROWN PAPER METHOD > MATERIALS:

- Large piece of **brown wrapping paper** or a similar product. Alternately, a **magnetic bulletin board** and some magnetic strips that can be cut and taped to the back of paper (to hold them in place).
- **Construction paper in various colors, colored dots.**
 - Chose a paper color for each type of class (for example, yellow for JR classes, green for YR classes, blue for AA classes, and pink for Open classes),
or
 - Choose a paper color for each level,
or
 - Choose a paper color for each level with dots of different colors for JR/YR, AA, and Open classes,
or
 - Chose a paper color for each judge type,
or
 - Any other method you may choose.

STEP 3. BLOCK CLASSES IN THE SHOW > BROWN PAPER METHOD > PREPARE PAPER:

- Draw **1 vertical lines** every 2 inches to make one column per ring per day.
- Draw **2 horizontal lines** every 2 inches to make rows for each hour of the show day, plus 1 hour before and 1 hour after. This provides ½ inch for each 15 minutes.
- Add 10-15-minute **3 breaks** every two show hours and a minimum of 45 minutes for **4 lunch**. This will remind you to include breaks and lunch.

2"
Day 1

	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5
7:00 START	1	1	1	1	1
8:00	2				
9:00	2				
10:00	2		3	BREAK	
11:00	2				
12:00	2			LUNCH 4	
1:00	2				
2:00	2				
3:00	2		3	BREAK	
4:00	2				
5:00 END	2				
6:00	2				

Scheduling > Step 3. Block Classes in the Show > Brown Paper Method > Block the Classes

STEP 3. BLOCK CLASSES IN THE SHOW > BROWN PAPER METHOD > BLOCK THE CLASSES:

- Select the construction paper colored for the first class and cut it into two-inch strips.
- Using the printed **Pre-Schedule Report (by Test)** as a guide, check how long the first class is and cut the strip to match. For example:
 - A 2-hour, 15-minute class would be a 2 1/4" long strip.
 - A 42-minute class would be about 3/4 inch.
- Label the strip and set it into place on the brown paper. To balance days, classes, and judges, you always have to shift paper strips, which makes something else shift, etc. Therefore, using a “movable” method of adhering the paper strips on the brown paper is advisable:
 - Scotch tape is not the best choice.
 - Thumbtacks on cork.
 - Magnetic strips (the most mobile).
- Ensuring you follow the rules and considerations in [Scheduling Considerations](#), repeat for each class.
- When the classes do not fit, you must shift around until you get an appropriate schedule.
- Continue until you have each class “blocked.”
- Now that you have it arranged, FASTEN IT DOWN SO IT WILL NOT SHIFT!

	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5
7:00					
8:00	Teal	Blue	Light Blue	Dark Red	
9:00					
10:00					
11:00	Yellow	Purple		Purple	
12:00	Dark Red	Yellow	Yellow	Yellow	
1:00	Dark Red	Orange	Purple	Teal	
2:00	Blue	Orange			
3:00		Light Blue			
4:00	Blue		Grey	Grey	
5:00					
6:00					

NOTE: Judges are not assigned until the classes are set; however, since some classes will require an S judge; some classes can have an S or an R judge; and some class can have an S, R or r judge; you may want to designate an **S ring(s)** and put FEI classes in that ring(s); designate an **R ring(s)** and put TR, 1st, 2nd, 3rd, and 4th classes in that ring(s); and designate an **r ring(s)** and put TR, 1st, and 2nd level classes in that ring(s). This ensures you will not have to move your judges around too much, if at all. This will need to be balanced as you block the classes, so judges get variety in levels and riders get variety in judges.

Scheduling > **Step 3. Block Classes in the Show** > **Scheduling Sheets Method** >
Prepare Class Strips and Scheduling Sheets

STEP 3. BLOCK CLASSES IN THE SHOW > SCHEDULING SHEETS METHOD > PREPARE CLASS STRIPS:

- Print two copies of the [Pre-Schedule \(by Class\)](#) report – one will be used as a reference and the other will be used for scheduling blocks.
- Cut the classes on one **Pre-Schedule (by Class)** report into horizontal **strips** corresponding to each class. Include the **1 Total Rides** and the **2 Total Minutes for Class** in the strip. A cut strip will look similar to the figure.

Pre-Schedule (by Class) Report Class Strip

3 Class: 112.0 - USEF First Level Test 2 Open CBLM			Ring:
119	Mooooooooo Fxxx	Kooooooooo Booooooooo	7.5
123	Moooooo Tooooooooo	Roooooooooooooo	7.5
127	Looooo Aooooo	Eooooo	7.5
129	Dooo Booooo	Woooo-X	7.5
130	Kooooo Toooo	Txxx Oo Noo Txxx	7.5
138	Kooooo Eooooooooooooooooo	Fooooooooo	7.5
139	Sooo Rooooooooo	Dooooooooo	7.5
142	Tooooo Hooooo	Sooooo Wooo	7.5
149	Nooooo Nooooooooo	Eooooooooo Aoooo	7.5
153	Eooooo Oooooo	Cooooo	7.5
155	Boo Aooooo	Gooooo	7.5
168	Rooooo Noooo	Moo Pooooooooooooo	7.5
181	Doooo Mooooo	Cooooo	7.5
182	Nooo Tooooooooo	Rooooooooo	7.5
Total Rides: 14		Total minutes for Class: 112.0 - USEF First Level Test 2 Open CBLM	105.0

4 S, R, r

Traditional level colors are:
Intro: White
Training: Pink
First: Blue
Second: Yellow
Third: Lilac
Fourth: Green
FEI: Off-white

- If desired, using different colored **3** highlighters, highlight each level with a different color, and/or highlight each division (Open, AA, JR/YR) with a different color.
- If desired, write the **4** judge type(s) (S, R, r) allowed for the class.

STEP 3. BLOCK THE SHOW > SCHEDULING SHEETS METHOD > SCHEDULING SHEETS:

- The **Scheduling Sheets** are located in the **Appendices**. There are six sheets as follows:
 - [Class Scheduling Sheet > 2-152 Minutes](#).
 - [Class Scheduling Sheet > 154-304 Minutes](#).
 - [Class Scheduling Sheet > 306-456 Minutes](#).
 - [Lunch Scheduling Sheet > 45- and 60-Minutes](#).
 - [Break Scheduling Sheet > 15- and 10-Minute](#).
 - [Show Scheduling Sheet](#).
- Determine the **2 Total minutes for Class** for the first class. In the above example, the class has **105** minutes.
 - If the class has ≤ 152 minutes, print [Class Scheduling Sheet > 2-152 Minutes](#).
 - If the class has > 152 minutes but ≤ 304 minutes, also print [Class Scheduling Sheet > 154-304 Minutes](#).
 - Etc.
- Cut the **Scheduling Sheets** to correspond to the number of minutes for the class. If more than one sheet is needed, tape the sheets together.
- Tape the **Pre-Schedule (by Test) Report Class Strip** to the corresponding prepared **Scheduling Sheet(s)**, to create a **Strip/Sheet** combination (see diagram on next page).
- Repeat for all classes for the day so each class has a **Strip/Sheet** combination.

SECTION II. BEFORE THE SHOW

Scheduling > Step 3. Block Classes in the Show > Scheduling Sheets Method > Diagram, Blocking Classes

STEP 3. BLOCK CLASSES IN THE SHOW > SCHEDULING SHEETS METHOD > DIAGRAM:

Class: 112.0 - USEF First Level Test 2 Open CBLM

Ride	Duration	Ring
119	7.5	7.5
123	7.5	7.5
127	7.5	7.5
129	7.5	7.5
130	7.5	7.5
138	7.5	7.5
139	7.5	7.5
142	7.5	7.5
149	7.5	7.5
153	7.5	7.5
155	7.5	7.5
168	7.5	7.5
181	7.5	7.5
182	7.5	7.5
Total Rides: 14		Total minutes for Class: 112.0 - USEF First Level Test 2 Open CBLM 105.0

105 min

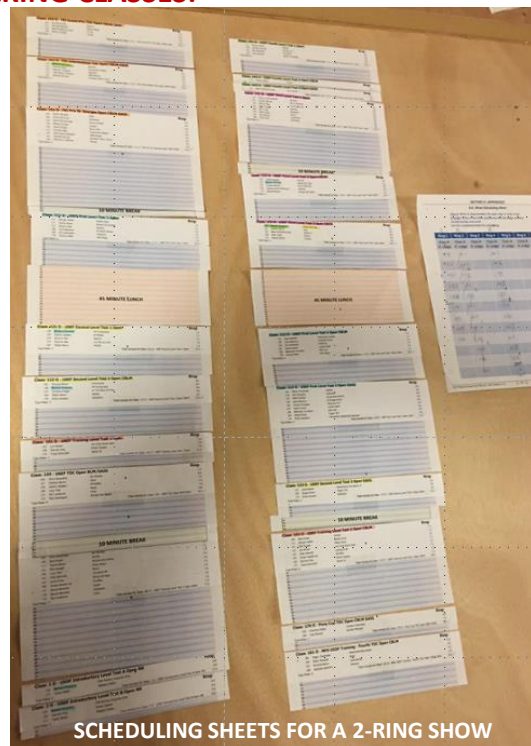
Pre-Schedule Report (by Class) Class Strip taped to the Show Scheduling Sheet

Class Scheduling Sheet > 2-152 Minutes
Cut to 105 Minutes

Strip/Sheet for First Class

STEP 3. BLOCK THE SHOW > SCHEDULING SHEETS METHOD > BLOCKING CLASSES:

- Using a large table or floor, arrange the prepared **Strips/Sheets** by ring. If you have two rings, you will have two columns. If you have three rings, you will have three columns. Etc.
- Print [Lunch Scheduling Sheet > 45- and 60-Minutes](#) and [Break Scheduling Sheet > 15- and 10-Minute](#).
- Cut out the time blocks for lunch and breaks and include in your blocking process to ensure you have appropriate lunch and break time blocks.
- To balance time allowed, classes, breaks, lunch, and appropriate judges, you always have to shift **Strips/Sheets**, which makes something else shift, etc.
- When the classes do not fit, you have to move the Strips/Sheets around until you get an acceptable mix of classes, breaks, and lunches in the rings.
- Continue until you have each class into the “block.”
- Now that you have it arranged, **TAPE IT DOWN SO IT WILL NOT SHIFT!**



SECTION II. BEFORE THE SHOW

Scheduling > Step 3. Block Classes in the Show > Scheduling Sheets Method > Show Scheduling Sheet

STEP 3. BLOCK CLASSES IN THE SHOW > SCHEDULING SHEETS METHOD > SHOW SCHEDULING SHEET:

- Now you will use the printed [Show Scheduling Sheet](#).
- Using the Strips/Sheets, write in the judge(s), class numbers, breaks and lunch for each ring, in sequence. You will use this sheet as a guide to assign the ride times and schedule the rings.

Show Scheduling Sheet						
Class #: Write in class numbers for each ring, in order of go. X: Judge: Write in the letter position(s) and the judge name(s). Include breaks and lunch. Use the completed sheet for scheduling.						
S Judge		R Judge		R Judge		r Judge
Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7
Class #	Class #	Class #	Class #	Class #	Class #	Class #
X: Judge	X: Judge	X: Judge	X: Judge	X: Judge	X: Judge	X: Judge
153	131	141	101	111		
152	142	132	112	102		
BREAK	BREAK	BREAK	BREAK	BREAK		
151	133	143	103	113		
			121			
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH		
162				122		
			123			
BREAK	BREAK	BREAK	BREAK	BREAK		

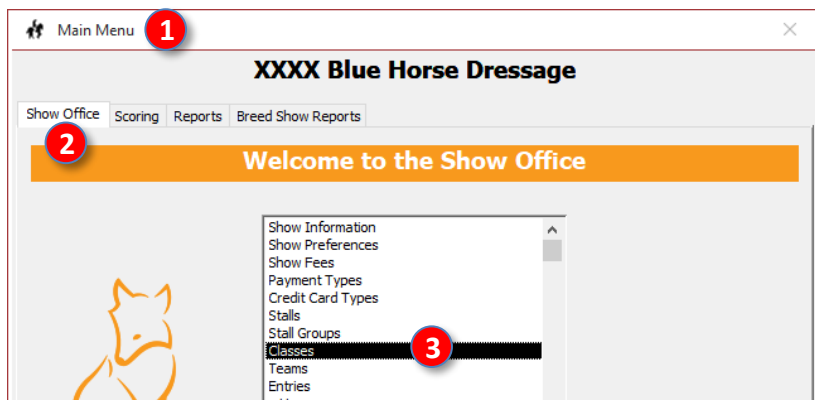
ETC.

Total time for each column should be no more than **8 hours** of judging (exclusive of breaks and lunch), and **no more than 10 hours** on the show grounds (including breaks and lunch). There should be a 10-15-minute break or 45-60-minute lunch at least every 2 hours.

STEP 4. RINGS > ENTER RINGS IN FVD

Now that you have blocked your show, you know the rings for each class. You need to add this information for each class in your show.

- Select **1 Main Menu** > **2 Show Office** > **3 Classes**.



- The **4 Class** form opens.
- Click the **5 Edit Rings** button.
- The **6 Ring** form opens.
- Enter the **7** names for each ring (example: 1, Indoor, 1 Indoor, etc.). Do not enter **Ring 1**, etc. as the word **Ring** is already on the reports.
- Click **8 Close**.

NOTE: If your rings have formal names or sponsors that you want to use, it is recommended that you also use ring numbers. This will make it much easier for the competitors to determine/locate their rings on the show grounds.

Scheduling > Step 4. Rings > Assign Rings to Each Class

STEP 4. RINGS > ASSIGN RINGS TO EACH CLASS:

- You are returned to the **1** Class form.
- Use the **2** Class (Lookup) drop-down arrow or type-in box, select the class for which you want to assign a ring.
- Using the **3** Ring box drop-down arrow, select the **4** ring number and/or name for the class, as determined during the **Blocking the Show** procedures.

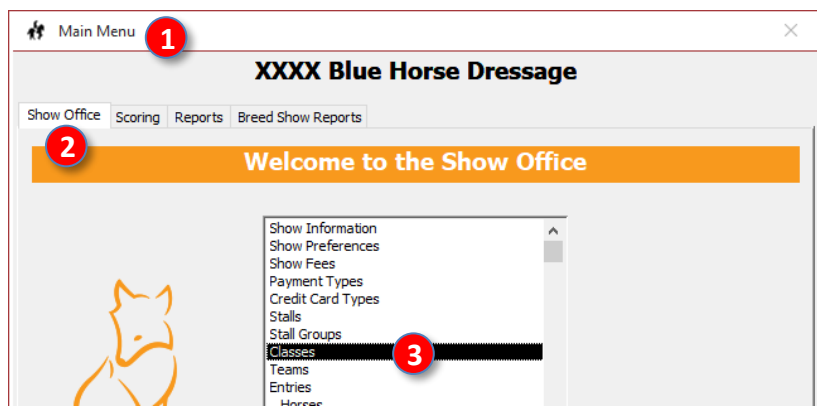
- The **Ring #** is now entered in the **5** Ring box.
- To schedule the ring for the next class, use the **2** Class (Lookup) drop-down arrow, or click the **6** Next Class button, or type the class number in the **7** Class (Lookup) box, then assign the ring.
- Continue assigning the rings until all classes are assigned a ring.
- Click **8** Close to return to the **Main Menu**.

Scheduling > Step 5. Judges > Enter Judges' Names

STEP 5. JUDGES > ENTER JUDGES' NAMES:

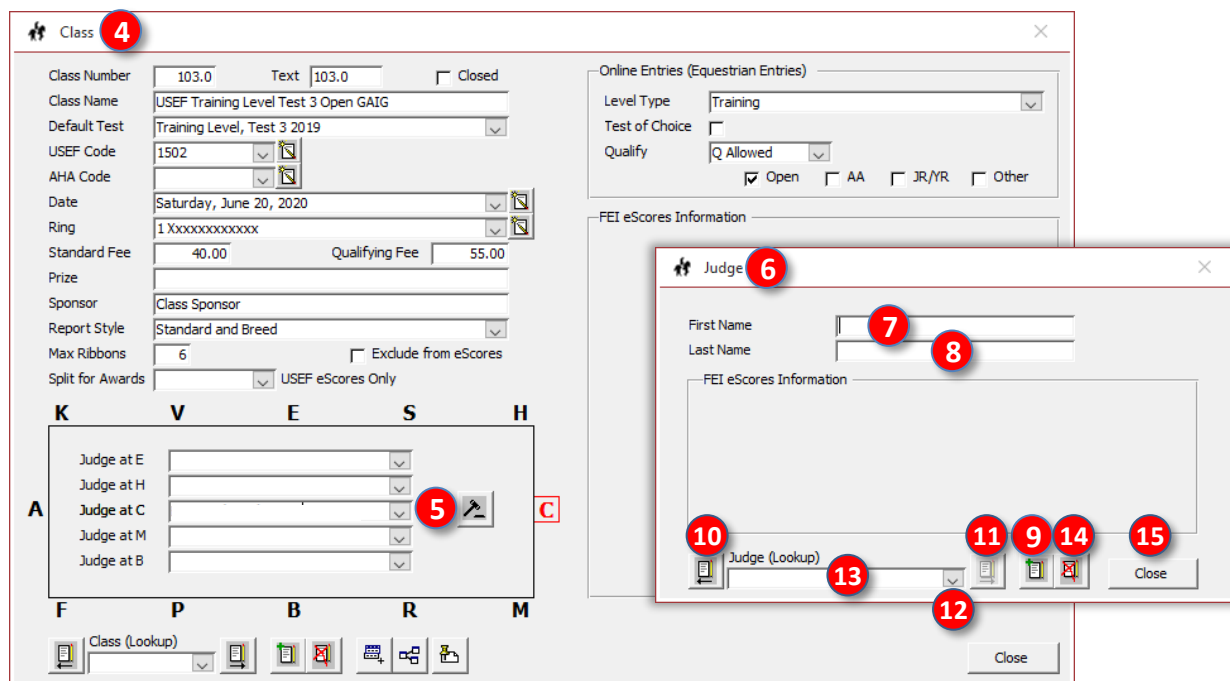
Now that you have blocked your show, you know the judge(s) for each class. You need to add this information to each classes in FVD that is in your show.

- If needed, select **1 Main Menu** > **2 Show Office** > **3 Classes**.



- The **4 Class** form opens.
- Click on the **5 Edit Judges** button.
- The **6 Judge** form opens.
- Enter the judge, including:
 - **7 First Name**, for example **Suzy**.
 - **8 Last Name (Rating, State)**, for example **Smith (S,VA)**.
- To add a judge, click on the **9 Add Judge** button.
- To delete a judge:
 - To select the judge, use the **10 Previous Judge** or **11 Next Judge**, or the **12 Judge (Lookup)** drop-down arrow, or type the last name of the judge in the **13 Judge (Lookup)** box.
 - Then click the **14 Delete Judge** button.
- When all judges are added or deleted, click **15 Close**.

NOTE: It is important to enter a judge's last name as Lname (X,ST) (X = S, R, or r; ST = state) as USEF requires this information on show reports.



Scheduling > Step 5. Judges > Assign Judge(s) to Each Class

STEP 5. JUDGES > ASSIGN JUDGE(S) TO EACH CLASS:

- You are returned to the **1 Class** form.
- If you need to select the class for which you want to assign a judge, click the **2 Class (Lookup)** down-arrow and select the Class # or type in the Class # in the **3 Class (Lookup)** box.
- To select the Judge at C, click the **4 Judge at C** drop-down arrow and click the judge's name, as determined during the **Blocking the Show** procedures.
- The name is now in the **5 Judge at C** box.
- If applicable, repeat for judges at E, H, M, and B.
- To move to the next class, click the **6 Next Class** button or type in the Class # in the **3 Class (Lookup)** box
- Enter the judge(s) for that class, as above.
- Continue until all classes have been assigned a judge in all positions.
- Click **7 Close** to return to the **Main Menu**.

1 Class

Class Number: 103.0 Text: 103.0 Closed

Class Name: USEF Training Level Test 3 Open GAIG

Default Test: Training Level, Test 3 2019

USEF Code: 1502

AHA Code:

Date: Saturday, June 20, 2020

Ring: 1XXXXXXXXXX

Standard Fee: 40.00 Qualifying Fee: 55.00

Prize:

Sponsor: Class Sponsor

Report Style: Standard and Breed

Max Ribbons: 6 Exclude from eScores

Split for Awards: USEF eScores Only

Online Entries (Equestrian Entries)

Level Type: Training

Test of Choice:

Qualify: Q Allowed

Open AA JR/YR Other

FEI eScores Information

K V E S H

A Judge at E:

Judge at H:

Judge at C: Bxxxxx (S, ST), Sxxx **5** **4** **C**

Judge at M:

Judge at B:

F P B R M

Class (Lookup) **2** **3** **6**

7 Close

4 Bxxxxx (S, ST), Sxxx
Exxxxx (S, ST), Bxxxxxx
Vxxxx (R, ST), Nxxxx

Scheduling > Step 6. Assign Ride Times > Open Scheduling, Select Classes to Schedule

STEP 6. ASSIGN RIDE TIMES > OPEN SCHEDULING

NOTE 1: Show days must have been assigned to each class, as described in [Classes](#), before you can assign ride times.

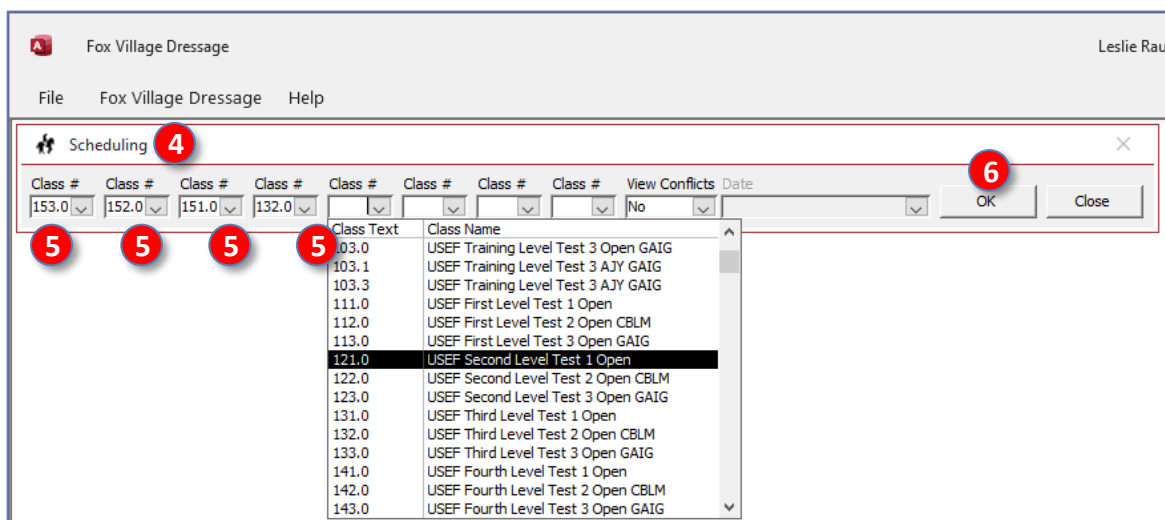
- Select **1 Main Menu** > **2 Show Office** > **3 Scheduling**.

NOTE 2: See [OPEN TWO COPIES OF ONE SHOW FOR SCHEDULING](#) for a method to schedule more than eight classes at a time.



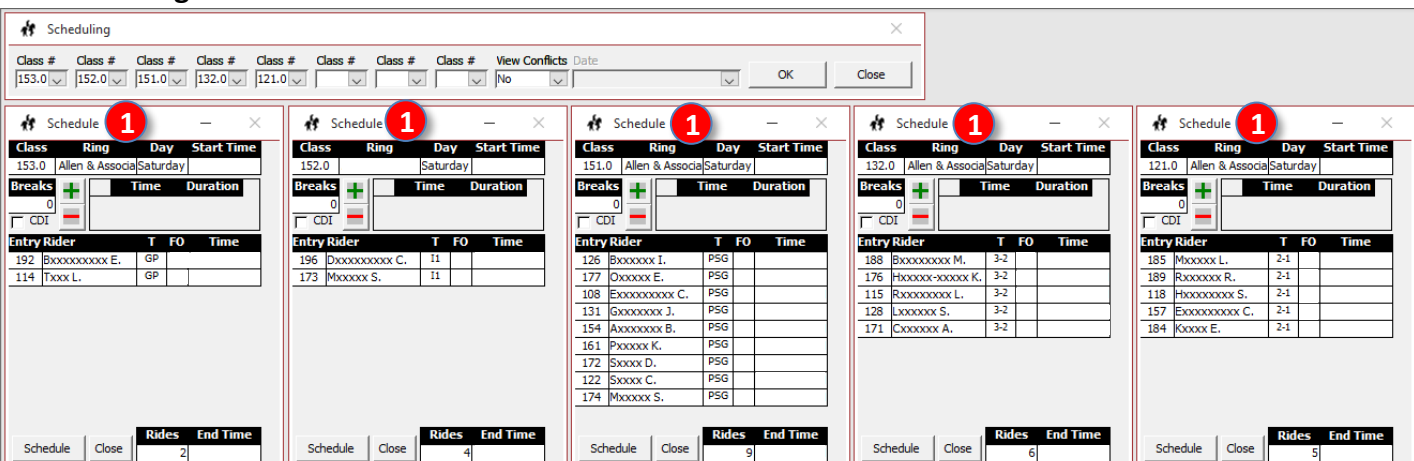
STEP 6. ASSIGN RIDE TIMES > SELECT CLASSES TO SCHEDULE:

- The **4 Scheduling** form opens, on which you choose the class numbers for the classes you want to schedule.
- You can schedule up to eight classes at a time. A separate form opens for each class; therefore, the number of classes you can schedule at one time depends upon the size and resolution of your computer monitor:
 - Smaller monitor / lower resolution = fewer classes
 - Larger monitor / higher resolution = more classes.
- Using the sequence entered on your **Show Scheduling Sheet**, and the **5 Class #** drop-down arrows or type-in boxes, enter the first group of class numbers, in order, on which you wish to work. These should be the first classes in the first ring.
- Click **6 OK**.



Scheduling > Step 6. Assign Ride Times > Schedule Windows, Enter Start Time, Schedule the Class
STEP 6. ASSIGN RIDE TIMES > SCHEDULE WINDOWS:

- 1 **Schedule** windows open for all selected classes, in the sequence in which you entered them in the Scheduling form.



NOTE: For large classes, these windows can be enlarged, allowing you to see the entire class list. Place your cursor over the bottom band – a double arrow appears. Left click and drag down until you can see all the riders in the class. The form will now be longer. You can also move the Schedule windows around in case you want to change a class sequence

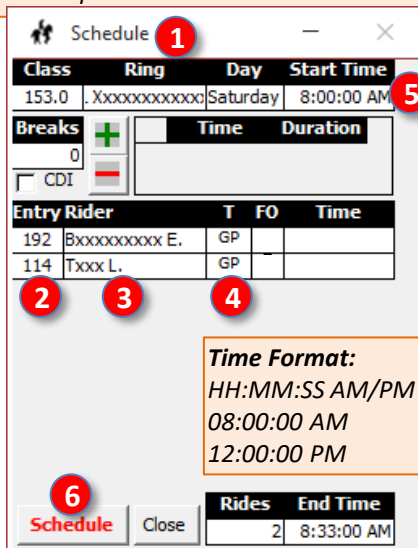
STEP 6. ASSIGN RIDE TIMES > ENTER START TIME:

- The FVD program lists the 2 **Entry** numbers, 3 **Rider** names, and 4 **Test** abbreviation.
- Enter the 5 **Start Time** of the first class using **hour, minute, seconds**, and **AM or PM**.
 - For hours less than two digits, enter a 0 then the correct number; for example, 08:00:00 AM is 8 o'clock in the morning.
 - You must enter **AM** or **PM** or some riders may be riding after dark!

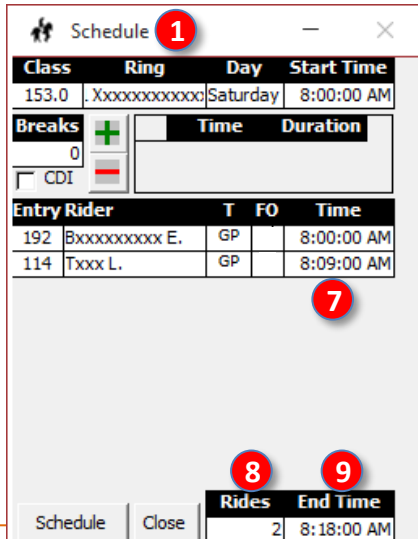
NOTE: When the **Schedule** button is red, it must be clicked before you leave the form. Clicking **Schedule** causes a recalculation of the ride times in the class after you have made some changes. If you do not click the red **Schedule**, your changes will not take effect. This is also important when you add or delete breaks.

STEP 6. ASSIGN RIDE TIMES > SCHEDULE THE CLASS:

- When you change data in a Schedule form, the 6 **Schedule** button text turns red. Click the red 6 **Schedule** button (the text will turn from red to black).
- The FVD program will fill in the 7 **Time** that each ride will start, based on the test durations in the FVD program (see [Show Office > Test Durations](#) and [USEF/USDF/FEI TEST DURATIONS AND FVD TEST DURATIONS](#)).
- The 8 **# of Rides** and 9 **End Time** for the class is automatically entered.
- If needed/desired, enter a break or lunch, as explained later in [Break/Lunch > Add a Break/Lunch](#). It is recommended you do this now as, if you wait until you schedule an entire ring, you will have to go back and adjust all the times.



Time Format:
 HH:MM:SS AM/PM
 08:00:00 AM
 12:00:00 PM



Scheduling > Step 6. Assign Ride Times > Next Start Times and Schedule, Close

STEP 6. ASSIGN RIDE TIMES > NEXT START TIMES AND SCHEDULE:

- Now go to the next **1 Schedule** form for the next class in your sequence.
- Type in the **End Time** from the previous class in the **2 Start Time** box.
- Click the **3 Schedule** box (the text will turn from red to black). This will fill in the **4** [ride] times that each rider is to ride.
- The **5 # of Rides** and **6 End Time** for the class is automatically entered.

The first screenshot shows the 'Schedule' form with the following data:

Class	Ring	Day	Start Time
152.0	.XXXXXXXXXXXX	Saturday	8:18:00 AM

The second screenshot shows the 'Schedule' form with the following data:

Class	Ring	Day	Start Time
XXXXXXXXXX	C.	I1	8:18:00 AM
XXXXXXXXXX	S.	I1	8:27:00 AM

- If needed/desired, enter a break or lunch, as explained later in [Break/Lunch](#). It is recommended you do this now as, if you wait until you schedule an entire ring, you will have to go back and adjust all the times.
- Repeat the sequence **1** - **6** until the ride times for all selected classes have been assigned.
- Repeat, using the next group of classes you want to schedule in a ring.
- When the classes in Ring 1 have been scheduled, schedule Ring 2.
- Etc.
- Repeat until all classes in all rings are preliminarily scheduled.

STEP 6. ASSIGN RIDE TIMES > CLOSE:

- When you are finished scheduling, click **7 Close** on the **8 Scheduling** form. This closes all the windows and returns you to the **Main Menu**.

The 'Scheduling' form shows a table with the following data:

Class #	Class #	Class #	Class #	Class #	Class #	Class #	Class #	View Conflicts	Date
153.0	152.0	151.0	132.0	121.0				No	

NOTE:

- To close one **1 Schedule** form, click its **9 Close** button.
- To close all the open **1 Schedule** windows and the **8 Scheduling** form, on the **8 Scheduling** form, click **7 Close**.

NOTE: FVD only lets you schedule eight classes at a time. If you have a large monitor,

Scheduling > Step 7. Break/Lunch > Add a Break/Lunch > USEF Rules, Break/Lunch WITHIN a Class

STEP 7. BREAK/LUNCH > ADD A BREAK/LUNCH > USEF RULES:

DR126.2.d. Requirements for Dressage Competition Management.

d. Judges and Technical Delegates.

1. No judge shall be required to officiate longer than **8 hours** in one day, unless the judge has agreed in writing, and cannot be required to be on the competition grounds longer than **10 hours**.
2. Judges must be given at least a **45-minute lunch break** and at least a **10-minute break every 2 hours**.

INTERPRETATION: Judges must be given at least a 45-minute lunch break and at least a 10-minute break every 2 hours. This means they judge for **2 hrs** (or less), have a 10-15 min break, judge for **2 hrs** (or less), have a 45-60 min lunch, judge for **2 hrs** (or less), have a 10-15 min break, judge for **2 hrs** (or less), then the day is done. This gives them no more than **8 hrs** of judging and 65 to 90 min of break/lunch, for a 9 hr 5 min to 9 hr 30 min day.

STEP 7. BREAK/LUNCH > ADD A BREAK/LUNCH > BREAK/LUNCH WITHIN A CLASS:

- Breaks and lunch must be scheduled “by hand.” They can be scheduled within a class or between classes, depending upon the schedule that you are developing.
- First schedule the class.
- Decide before which ride in the class you wish to add a break and note that time. For example, if the judge started judging at 8:00 AM, you need a break that starts no later than 10:00 AM. In this example we will schedule a break within a class at most 1.5 hrs from the start, or by 9:30 AM. Looking at the schedule, the closest time before 9:30 AM is 9:30 AM. This is the time the break will start.
- Click the **1 Add Break** button.
- The **2 Add Break** form opens.
- Enter the **3 Time** the break should start. In this example, it is 9:30:00 AM.
- In the **4 Duration** box, enter the duration of the break in minutes (at least 10 minutes for a break and at least 45 minutes for lunch). In this example, it is 10 min.
- In the **5 Description** box, type a short description of the break, such as 10 MIN BREAK, 15 MIN BREAK, 45 MIN LUNCH, etc. I use capital letters and the minutes so the break and time are obvious on reports.
- Click **6 OK**.
- The **Add Break** form will close and the break has been added.

The screenshot shows the 'Schedule' window with a table of classes and a 'Breaks' section. A red circle '1' highlights the '+' button in the 'Breaks' section. Below the table, there are buttons for 'Schedule' and 'Close', and a 'Rides' section showing '9' rides and an 'End Time' of '9:57:00 AM'.

Class	Ring	Day	Start Time
151.0	Xxxxxxxxxxxx	Saturday	8:36:00 AM

Breaks	Time	Duration
0		

Entry	Rider	T	FO	Time
126	Bxxxxxx I.	PSG		8:36:00 AM
177	Oxxxxxx E.	PSG		8:45:00 AM
108	Exxxxxxxx C.	PSG		8:54:00 AM
131	Gxxxxxx J.	PSG		9:03:00 AM
154	Axxxxxx B.	PSG	5	9:12:00 AM
161	Pxxxxxx K.	PSG		9:21:00 AM
172	Sxxxx D.	PSG		9:30:00 AM
122	Sxxxx C.	PSG		9:39:00 AM
174	Mxxxxxx S.	PSG	9	9:48:00 AM

The screenshot shows the 'Add Break' dialog box with a table for entering break details. Red circles '2' through '6' highlight the 'Add Break' button, the 'Time' field, the 'Duration' field, the 'Description' field, the 'OK' button, and the 'Cancel' button respectively.

Time	Duration	Description
9:30:00 AM	10.0	10 MIN BREAK

NOTE 1: Whenever possible, schedule a break after a class so a class is not interrupted by a break. However, this is usually not possible.

NOTE 2: In a perfect world, a lunch would not occur within a class because it introduces a long wait for riders to get final class results. To avoid this, if the show duration allows, you may want to schedule two 10-minute breaks in the AM, instead of one 15-minute break. This will often let you schedule lunch between classes.

Continued on next page...

SECTION II. BEFORE THE SHOW

Scheduling > Step 7. Break/Lunch > Add a Break/Lunch > Break/Lunch WITHIN a Class, Cont'd.

- The **7** Break has been added at 9:30 AM.
- Click on **8** Schedule.
- This will **9** reschedule the rides after the new BREAK and calculate a new class **10** End Time.

Class	Ring	Day	Start Time
151.0	.XXXXXXXXXXXX	Saturday	8:36:00 AM

Breaks	Time	Duration
1	9:30:00 AM	10.0

Entry Rider	T	FO	Time
126	Bxxxxxx I.	PSG	8:36:00 AM
177	Oxxxxxx E.	PSG	8:45:00 AM
108	Exxxxxxxx C.	PSG	8:54:00 AM
131	Gxxxxxx J.	PSG	9:03:00 AM
154	Axxxxxx B.	PSG 5	9:12:00 AM
161	Pxxxxxx K.	PSG	9:21:00 AM
172	Sxxxx D.	PSG	9:30:00 AM
7	10 MIN BREAK		9:30:00 AM
122	Sxxxx C.	PSG	9:39:00 AM
174	Mxxxxxx S.	PSG 9	9:48:00 AM

Rides	End Time
9	9:57:00 AM

Class	Ring	Day	Start Time
151.0	.XXXXXXXXXXXX	Saturday	8:36:00 AM

Breaks	Time	Duration
1	9:30:00 AM	10.0

Entry Rider	T	FO	Time
126	Bxxxxxx I.	PSG	8:36:00 AM
177	Oxxxxxx E.	PSG	8:45:00 AM
108	Exxxxxxxx C.	PSG	8:54:00 AM
131	Gxxxxxx J.	PSG	9:03:00 AM
154	Axxxxxx B.	PSG 5	9:12:00 AM
161	Pxxxxxx K.	PSG	9:21:00 AM
	10 MIN BREAK		9:30:00 AM
172	Sxxxx D.	PSG	9:40:00 AM
122	Sxxxx C.	PSG	9:49:00 AM
174	Mxxxxxx S.	PSG 9	9:58:00 AM

Rides	End Time
9	10:07:00 AM

VERY VERY VERY IMPORTANT: The times of the subsequent classes/rides (in the subsequent Schedule forms) do not automatically adjust; therefore, if you have already scheduled subsequent classes/rides, you must sequentially enter the new Start Time(s) for the next class(es), thereby rescheduling each ride in each class following the class that you just rescheduled.

- For the next class, edit the **11** OLD START TIME to the **12** NEW CLASS TIME.
- Click **13** Schedule.
- A new class **14** End Time is calculated.
- Repeat for the subsequent classes if they were previously scheduled, adding the lunch and afternoon breaks.

Class	Ring	Day	Start Time
132.0	.XXXXXXXXXXXX	Saturday	9:57:00 AM

Entry Rider	T	FO	Time
188	Bxxxxxxxx M.	3-2	9:57:00 AM
176	Hxxxxx-xxxxx K.	3-2	10:05:00 AM
115	Rxxxxxxxx L.	3-2	10:13:00 AM
128	Lxxxxxx S.	3-2	10:21:00 AM
171	Cxxxxxx A.	3-2	10:29:00 AM

Rides	End Time
5	10:37:00 AM

Class	Ring	Day	Start Time
132.0	.XXXXXXXXXXXX	Saturday	10:07:00 AM

Entry Rider	T	FO	Time
188	Bxxxxxxxx M.	3-2	10:07:00 AM
176	Hxxxxx-xxxxx K.	3-2	10:15:00 AM
115	Rxxxxxxxx L.	3-2	10:23:00 AM
128	Lxxxxxx S.	3-2	10:31:00 AM
171	Cxxxxxx A.	3-2	10:39:00 AM

Rides	End Time
5	10:47:00 AM

NOTE: During the **Blocking the Show** procedure you predetermined when you want your breaks and lunch; therefore, as you schedule each class, you can also add the breaks/lunch, thereby avoiding the need to reschedule each previously scheduled class as you add breaks/lunch.

Scheduling > Step 7. Break/Lunch > Add a Break/Lunch > Break/Lunch BETWEEN Classes

STEP 7. BREAK/LUNCH > ADD A BREAK/LUNCH > BREAK/LUNCH BETWEEN CLASSES:

- First schedule the class after which you want to schedule a break or lunch.
- Note the **1 End Time** of the class. In this example, it is 9:57:00 AM. This is a good time for a break between classes as the ring's start time was 8:00:00 AM.
- Click the **2 Add Break** button.
- The **3 Add Break** form opens.
- Enter the **4 Time** the break should start. In this example, it is 9:57:00 AM (enter all the digits and AM).
- Click in **5 Duration** box and enter the duration of the break in minutes (at least 10 minutes for a break and at least 45 minutes for lunch). The example has a 60-minute lunch break.
- Click in the **6 Description** box and type in the type of break. In this example, it is **LUNCH**.
- Click **7 OK**.

Time	Duration	Description
9:57:00 AM	10.0	BREAK 10 MIN

Buttons: OK, Cancel

- The **Add Break** form will close, **8 BREAK 10 MIN** is added at the end of the class at 9:57:00 AM, and **9 Schedule** turns red. However, the **10 End Time** has not yet been updated.
- Click **9 Schedule**.
- The **8 Break** has now been scheduled and a new **11 End Time** is automatically entered. Use this new end time to start your next class.
- If later classes have already been scheduled, reschedule them to reflect this new End Time.

Schedule

Class	Ring	Day	Start Time
151.0	.XXXXXXXXXX	Saturday	8:36:00 AM

Breaks	+	Time	Duration
0			

Entry Rider	T	FO	Time
126	Bxxxxxx I.	PSG	8:36:00 AM
177	Oxxxxx E.	PSG	8:45:00 AM
108	Exxxxxxxx C.	PSG	8:54:00 AM
131	Gxxxxxxx J.	PSG	9:03:00 AM
154	Axxxxxxx B.	PSG	9:12:00 AM
161	Pxxxxxx K.	PSG	9:21:00 AM
172	Sxxxx D.	PSG	9:30:00 AM
122	Sxxxx C.	PSG	9:39:00 AM
174	Mxxxxxx S.	PSG	9:48:00 AM

Rides	End Time
9	9:57:00 AM

Rides	End Time
9	9:57:00 AM
8	BREAK 10 MIN

Rides	End Time
9	10:07:00 AM

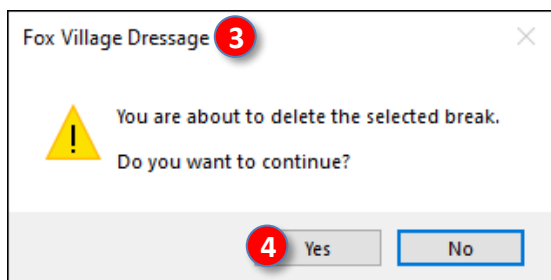
NOTE: You can also schedule breaks/lunch between classes by starting the next class 10-15 min (break) or 45-60 minutes (lunch) later than the end of the previous class. However, with this technique, *****Break***** does not appear on the **Day Sheets** and the break/lunch times are not included on the **Judge Schedule Report** or the **Harrow Report**. Therefore, this technique is not recommended.

Scheduling > Step 7. Break/Lunch > Delete a Break/Lunch

STEP 7. BREAK/LUNCH > DELETE A BREAK/LUNCH:

You may need to delete a break if you must change your schedule due to excess judging time, rider conflicts, etc.

- Click on the **1** white box w black arrow to the left of the break that you want to delete. The box will turn black and the arrow will turn white.
- Click on the **2** Delete Break button.
- A **3** Fox Village Dressage warning form opens.
- Click on **4** Yes.



- The **5** BREAK is now gone and the **6** Schedule button is now red; however, the **7** End Time has not yet updated.
- Click on **6** Schedule (the text will change from red to black).
- The **8** End Time has now changed. Use this as the new start time for the next class.
- If later classes have already been scheduled, reschedule them to reflect this break deletion.
- When you are finished click the **Close** button at the right of the scheduling form; this returns you to the **Main Menu**.

Screenshot 1: The 'Breaks' table shows a break at 9:57:00 AM with a duration of 10.0. A red circle '1' is over the selection box to the left of the break.

Screenshot 2: The 'Delete Break' button is highlighted. A red circle '2' is over the button.

Screenshot 3: The 'Fox Village Dressage' warning dialog box is open. A red circle '3' is over the dialog title.

Screenshot 4: The 'Yes' button in the dialog box is highlighted. A red circle '4' is over the button.

Screenshot 5: The break has been removed from the 'Breaks' table. The 'Schedule' button is now red. A red circle '5' is over the 'Schedule' button.

Screenshot 6: The 'Schedule' button is now black. A red circle '6' is over the button.

Screenshot 7: The 'End Time' in the 'Rides' table is still 10:07:00 AM. A red circle '7' is over the 'End Time' field.

Screenshot 8: The 'End Time' in the 'Rides' table has updated to 9:57:00 AM. A red circle '8' is over the 'End Time' field.

NOTE: A frustrating aspect of scheduling occurs when lunch must be scheduled when there are only a few rides remaining in a class. Riders, who are usually not aware of USEF judge scheduling rules, usually complain. If your show schedule allows, you may want to schedule two 10-minute breaks in the morning, which lets you schedule lunch after the class ends. This will give you happy judges and happy riders. As an alternative, you can contact the judge and ask permission to schedule the lunch a bit late; however, this should only be done as a last resort.

SECTION II. BEFORE THE SHOW

Scheduling > Step 8. Conflict Resolution > USEF Rule, View Rider Conflicts

STEP 8. CONFLICT RESOLUTION > USEF RULE:

USEF Rules DR126.2.b. Requirements for Dressage Competition Management.

b. Competition Schedule.

5. At least **50 minutes** must be scheduled between **start times** for a rider's tests on different horses unless he/she has agreed, in writing, to a shorter interval between tests. ...

Interpretation: If a rider has less than **50 minutes** between the start of two rides on different horses, there is a **conflict**. FVD conflict resolution works to resolve these conflicts.

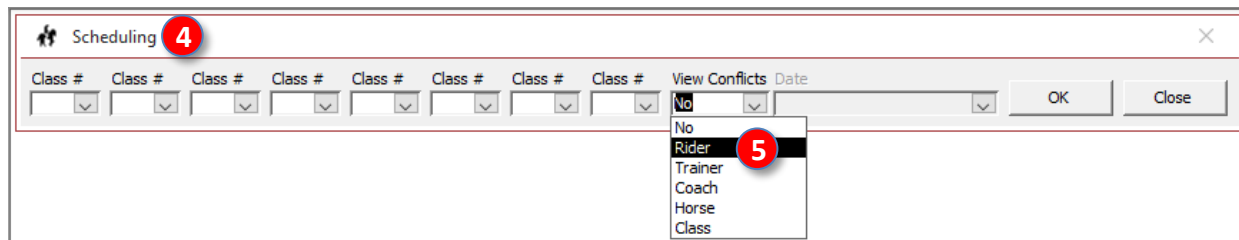
NOTES:

- The procedure to set the conflict resolution time is in [Show Preferences](#). Ensure this time is set to 50 minutes before you perform the following procedures.
- Conflict resolution cannot be performed until ALL rides in ALL classes for the show DAY have been scheduled.
- An email from the rider is sufficient as a written agreement to a conflict. Add the email to the entry packet.

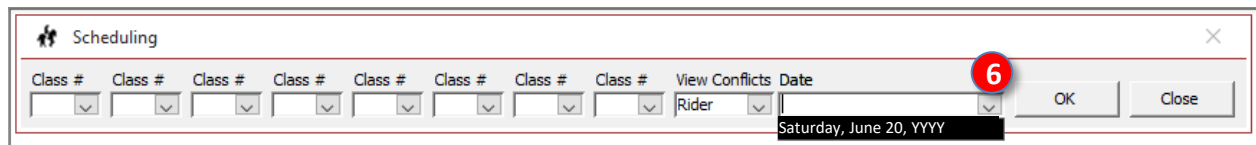
STEP 8. CONFLICT RESOLUTION > VIEW RIDER CONFLICTS:

- Select **1 Main Menu** > **2 Show Office** > **3 Scheduling**.

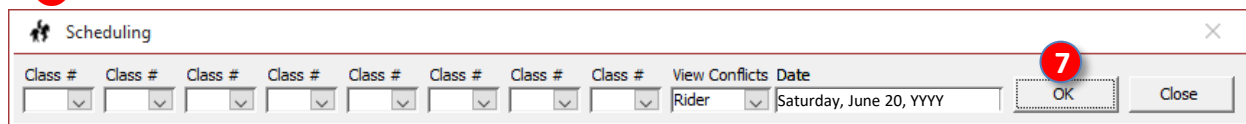
- The **4 Scheduling** form opens.
- To view Rider conflicts, using the **5 View Conflicts** drop-down arrow, select **Rider**.



- Using the **6 Date** drop-down arrow, select a date to review. Start with the first day of the show. If the show has only one day, skip this step.



- Click **7 OK**.



Scheduling > Step 8. Conflict Resolution > View Rider Conflicts, Cont'd.

NOTE 1: Rider Conflict Resolution indicates a conflict for the rider; it does not indicate whether the conflict is on one horse or two horses.

NOTE 2: Rider conflict with two horses: For USEF, you need to resolve conflicts of less than 50 minutes with one rider on two horses.

NOTE 2: Rider conflict on one horse: There is no USEF rule for conflicts with two rides by one rider on one horse. I attempt to have no less than about 30 minutes for two rides on the same horse.

NOTE 3: Both types of conflict are managed the same way.

- The **8 Rider Conflicts** form opens, which lists the **9 Rider name**, **10 Entry #**, **11 Class #**, **12 Class Name**, **13 Ring**, **14 Day**, **15 Time**, **16 Conflict** (= conflict), and **17 Elapsed Minutes**. Riders with conflicts (less than 50 minutes between two rides) will have a check mark in the **16 Conflict** column.
- To only view the riders with conflicts, click **18 Filter Conflicts**.

Rider	Entry #	Class	Class Name	Ring	Day	Time	Conflict	Elapsed Min.
LastName02, FirstNan	102	112 O	USEF First Level Test 2 O/BLM	2 West Arena	Saturday	9:02:00 AM	<input type="checkbox"/>	
LastName02, FirstNan	102	111 O	USEF First Level Test 1 O	2 West Arena	Saturday	4:43:00 PM	<input type="checkbox"/>	461.0
LastName03, FirstNan	103	123 O	USEF Second Level Test 3 O/A	2 West Arena	Saturday	10:43:00 AM	<input checked="" type="checkbox"/>	
LastName03, FirstNan	103	122 O	USEF Second Level Test 2 O/A	2 West Arena	Saturday	11:01:00 AM	<input checked="" type="checkbox"/>	18.0
LastName04, FirstNan	104	132 O	USEF Third Level Test 2 O/BL	2 West Arena	Saturday	8:08:00 AM	<input type="checkbox"/>	
LastName04, FirstNan	104	133 O	USEF Third Level Test 3 O/GA	2 West Arena	Saturday	11:41:00 AM	<input type="checkbox"/>	213.0
LastName05, FirstNan	105	142 O	USEF Fourth Level Test 2 O/B	2 West Arena	Saturday	10:11:00 AM	<input type="checkbox"/>	
LastName05, FirstNan	105	141 O	USEF Fourth Level Test 1 O	2 West Arena	Saturday	3:42:00 PM	<input type="checkbox"/>	331.0
LastName06, FirstNan	106	150 O	FEI Prix St. Georges O/BLM/G	2 West Arena	Saturday	8:32:00 AM	<input type="checkbox"/>	
LastName07, FirstNan	107	3 O	USDF Introductory Level Test	2 West Arena	Saturday	1:27:00 PM	<input type="checkbox"/>	
LastName07, FirstNan	107	2 O	USDF Introductory Level Test	2 West Arena	Saturday	4:37:00 PM	<input type="checkbox"/>	190.0
LastName08, FirstNan	108	158 O	FEI Grand Prix TOC O/BLM/GA	2 West Arena	Saturday	4:07:00 PM	<input type="checkbox"/>	
LastName09, FirstNan	109	112 O	USEF First Level Test 2 O/BLM	2 West Arena	Saturday	9:32:00 AM	<input type="checkbox"/>	
LastName09, FirstNan	109	113 O	USEF First Level Test 3 O/GAJ	2 West Arena	Saturday	1:13:00 PM	<input type="checkbox"/>	221.0
LastName10, FirstNan	110	142 O	USEF Fourth Level Test 2 O/B	2 West Arena	Saturday	9:39:00 AM	<input type="checkbox"/>	
LastName10, FirstNan	110	141 O	USEF Fourth Level Test 1 O	2 West Arena	Saturday	3:34:00 PM	<input type="checkbox"/>	355.0
LastName11, FirstNan	111	103 O	USEF Training Level Test 3 O/A	2 West Arena	Saturday	8:41:00 AM	<input type="checkbox"/>	
LastName11, FirstNan	111	102 O	USEF Training Level Test 2 O/A	2 West Arena	Saturday	8:04:00 PM	<input type="checkbox"/>	383.0

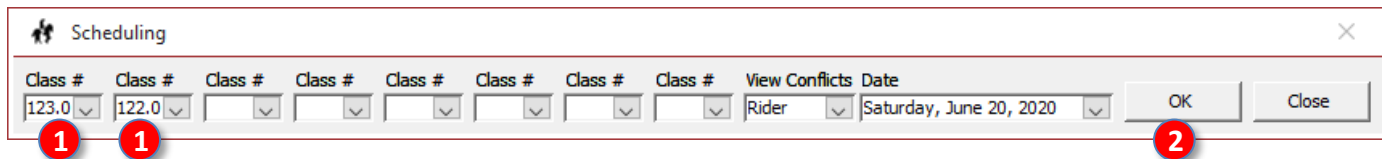
- Look at the first **19 Entry #** and the two **20 Class** numbers that share the conflict. In this example, **Entry # 103** has a conflict between **Class 123 O** and **Class 122 O** with an elapsed time of only **21 18 minutes**. This is usually not enough time for two rides on the same horse.

Rider	Entry #	Class	Class Name	Ring	Day	Time	Conflict	Elapsed Min.
LastName03, FirstNan	103	123 O	USEF Second Level Test 3 O/A	2 West Arena	Saturday	10:43:00 AM	<input checked="" type="checkbox"/>	
LastName03, FirstNan	103	122 O	USEF Second Level Test 2 O/A	2 West Arena	Saturday	11:01:00 AM	<input checked="" type="checkbox"/>	18.0
LastName13, FirstNan	113	123 O	USEF Second Level Test 3 O/A	2 West Arena	Saturday	10:35:00 AM	<input checked="" type="checkbox"/>	
LastName13, FirstNan	113	122 O	USEF Second Level Test 2 O/A	2 West Arena	Saturday	11:09:00 AM	<input checked="" type="checkbox"/>	34.0
LastName13, FirstNan	113	133 O	USEF Third Level Test 3 O/GA	2 West Arena	Saturday	11:33:00 AM	<input checked="" type="checkbox"/>	24.0
LastName25, FirstNan	125	103.1 AA	USEF Training Level Test 3 AA	2 West Arena	Saturday	1:46:00 PM	<input checked="" type="checkbox"/>	
LastName25, FirstNan	125	102 O	USEF Training Level Test 2 O/A	2 West Arena	Saturday	2:23:00 PM	<input checked="" type="checkbox"/>	37.0
LastName30, FirstNan	130	103.1 AA	USEF Training Level Test 3 AA	2 West Arena	Saturday	2:00:00 PM	<input checked="" type="checkbox"/>	
LastName30, FirstNan	130	102 O	USEF Training Level Test 2 O/A	2 West Arena	Saturday	2:30:30 PM	<input checked="" type="checkbox"/>	30.5

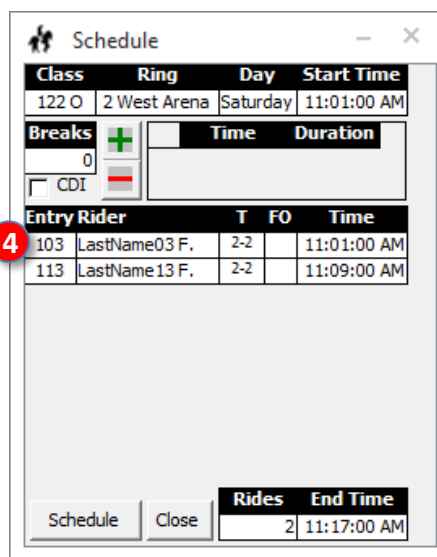
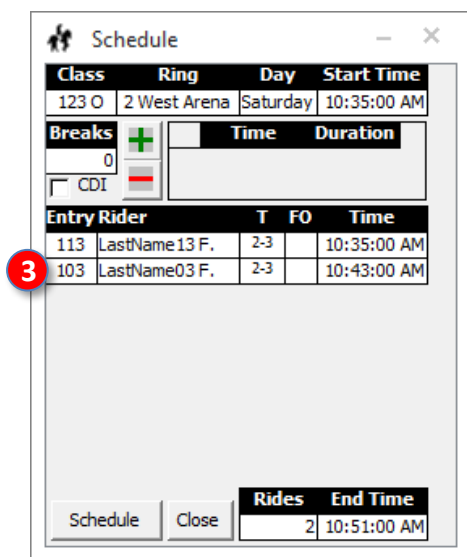
Scheduling > Step 8. Conflict Resolution > Fix Rider Conflicts

STEP 8. CONFLICT RESOLUTION > FIX RIDER CONFLICTS:

- Select the conflicted class numbers in the 1 Scheduling > Class # boxes.
- Click 2 OK.



- View the 3 rider's position in each class.
- In this example, the rider is the 3 2nd rider for Class #123 O and is the 4 1st rider for Class #122 O.



Continued on next page...

Scheduling > Step 8. Conflict Resolution > Fix Rider Conflicts, Cont'd.

- If possible, select an earlier ride time in the earlier class and/or a later ride time in the later class.

- In the earlier class (in this example, Class #123 O), place the earlier class position number (earlier ride time) in the conflicted rider's **5** FO (Forced Order) box (in this example, enter a 1 in the FO box).
- Click the **6** Schedule button (the text will change from red to black).

Class	Ring	Day	Start Time
123 O	2 West Arena	Saturday	10:35:00 AM

Entry Rider	T	FO	Time
113 LastName13 F.	2-3		10:35:00 AM
103 LastName03 F.	2-3	1	10:43:00 AM

Rides	End Time
2	10:51:00 AM

- The rider with a conflict is now in **7** position 1.

Class	Ring	Day	Start Time
123 O	2 West Arena	Saturday	10:35:00 AM

Entry Rider	T	FO	Time
103 LastName03 F.	2-3	1	10:35:00 AM
113 LastName13 F.	2-3		10:43:00 AM

Rides	End Time
2	10:51:00 AM

- If needed, repeat with the second class to move the rider **8** later in that class.

- Click **9** Close to close both Schedule windows.

Class	Ring	Day	Start Time
122 O	2 West Arena	Saturday	11:01:00 AM

Entry Rider	T	FO	Time
113 LastName13 F.	2-2		11:01:00 AM
103 LastName03 F.	2-2	2	11:09:30 AM

Rides	End Time
2	11:18:00 AM

Scheduling > Step 8. Conflict Resolution > Check for Resolution of the Conflict

STEP 8. CONFLICT RESOLUTION > CHECK FOR RESOLUTION OF THE CONFLICT:

- If needed, open the view rider conflicts: open the **1 Scheduling** form and click **2 OK**.

Scheduling **1**

Class # Class # Class # Class # Class # Class # Class # Class # View Conflicts Date

123.0 122.0 [] [] [] [] [] [] Rider Saturday, June 20, 2020 **2** OK Close

- If the rider conflicts form was still open, on the **3 Rider Conflicts** form, click **4 Refresh**.
- The form “refreshes” to include the change you just made.
- Scroll down to the rider in question (or click **5 Filter Conflicts** to only view riders with conflicts) and see if the conflict has been resolved (unchecked).

Rider Conflicts **3**

Rider	Entry #	Class	Class Name	Ring	Day	Time	Conflict	Elapsed Min.
LastName02, FirstNan	102	112 O	USEF First Level Test 2 O/BLM	2 West Arena	Saturday	9:02:00 AM	<input type="checkbox"/>	
LastName02, FirstNan	102	111 O	USEF First Level Test 1 O	2 West Arena	Saturday	4:43:00 PM	<input type="checkbox"/>	461.0
LastName03, FirstNan	103	123 O	USEF Second Level Test 3 O/A	2 West Arena	Saturday	10:35:00 AM	<input checked="" type="checkbox"/>	
LastName03, FirstNan	103	122 O	USEF Second Level Test 2 O/A	2 West Arena	Saturday	11:09:30 AM	<input checked="" type="checkbox"/>	34.5
LastName04, FirstNan	104	132 O	USEF Third Level Test 2 O/B	2 West Arena	Saturday	8:08:00 AM	<input type="checkbox"/>	
LastName04, FirstNan	104	133 O	USEF Third Level Test 3 O/G	2 West Arena	Saturday	11:41:00 AM	<input type="checkbox"/>	213.0
LastName05, FirstNan	105	142 O	USEF Fourth Level Test 2 O/B	2 West Arena	Saturday	10:11:00 AM	<input type="checkbox"/>	
LastName05, FirstNan	105	141 O	USEF Fourth Level Test 1 O	2 West Arena	Saturday	3:42:00 PM	<input type="checkbox"/>	331.0
LastName06, FirstNan	106	150 O	FEI Prix St. Georges O/BLM/G	2 West Arena	Saturday	8:32:00 AM	<input type="checkbox"/>	
LastName07, FirstNan	107	3 O	USDF Introductory Level Test	2 West Arena	Saturday	1:27:00 PM	<input type="checkbox"/>	
LastName07, FirstNan	107	2 O	USDF Introductory Level Test	2 West Arena	Saturday	4:37:00 PM	<input type="checkbox"/>	190.0
LastName08, FirstNan	108	158 O	FEI Grand Prix TOC O/BLM/G	2 West Arena	Saturday	9:07:00 PM	<input type="checkbox"/>	

Filter Conflicts Refresh Close

In this example, the conflict for entry **6** # 103 has changed from 18 minutes to **7** 34.5 minutes. This is sufficient for one rider on one horse but is not sufficient for one rider on two horses, which is why the **8 Conflict** boxes are still checked (FVD automatically checks boxes if the Elapsed Time is ≤ 50 minutes).

Rider Conflicts

Rider	Entry #	Class	Class Name	Ring	Day	Time	Conflict	Elapsed Min.
LastName03, FirstNan	103	123 O	USEF Second Level Test 3 O/A	2 West Arena	Saturday	10:35:00 AM	<input checked="" type="checkbox"/>	
LastName03, FirstNan	103	122 O	USEF Second Level Test 2 O/A	2 West Arena	Saturday	11:09:30 AM	<input checked="" type="checkbox"/>	34.5
LastName13, FirstNan	113	123 O	USEF Second Level Test 3 O/A	2 West Arena	Saturday	10:43:00 AM	<input type="checkbox"/>	
LastName13, FirstNan	113	122 O	USEF Second Level Test 2 O/A	2 West Arena	Saturday	11:01:00 AM	<input checked="" type="checkbox"/>	18.0
LastName13, FirstNan	113	133 O	USEF Third Level Test 3 O/G	2 West Arena	Saturday	11:33:00 AM	<input type="checkbox"/>	32.0
LastName25, FirstNan	125	103.1 AA	USEF Training Level Test 3 A	2 West Arena	Saturday	1:46:00 PM	<input type="checkbox"/>	
LastName25, FirstNan	125	102 O	USEF Training Level Test 2 O	2 West Arena	Saturday	2:23:00 PM	<input type="checkbox"/>	37.0
LastName30, FirstNan	130	103.1 AA	USEF Training Level Test 3 A	2 West Arena	Saturday	2:00:00 PM	<input type="checkbox"/>	
LastName30, FirstNan	130	102 O	USEF Training Level Test 2 O	2 West Arena	Saturday	2:30:30 PM	<input type="checkbox"/>	30.5

View All Refresh Close

- If not resolved, repeat the conflict resolution process to widen the spread between ride times.
- If it cannot be resolved by changing ride times, you have two options:
 - Reschedule your show.
 - Create a Rider Conflict class (see [Temporary Rider Conflict \(RC\) Class](#)).
 - Contact the rider to see if the conflict time is ok. This can be done via email, text, or phone call. Email or text is preferable as the rider’s return message is your written confirmation.
- Proceed down the list to the next rider with a checked conflict box.
- Open classes in conflict for the new rider.
- Repeat these steps for each rider with check marks in the conflict boxes.

NOTES:

- Some riders may simply be too close or classes too small to permit conflict resolution. Under unusual circumstances, to accommodate riders with a conflict, a ride may be scheduled out-of-sequence with the balance of the class. See [Temporary Rider Conflict \(RC\) Class](#) for the procedure.
- For small shows, the show secretary may want to communicate with riders when there are not enough rides to accommodate the 50-minute rule. Many riders will be happy to ride lower level tests with less than 50 minutes between tests. Many professional riders do not need more than 30 minutes for a warm-up and are happy to accommodate a tighter schedule. However, you must get written permission (an email or text will work).
- Championship classes must be run in their entirety before another class may start; however, you can add extra breaks or longer breaks to give more time, if necessary.
- You can also use the Rider Conflicts form to view riders with a long time between rides (they are not marked with a check). Although not required, you may want to adjust ride times to lessen the time between rides.

Scheduling > Step 8. Conflict Resolution > Other Conflicts

STEP 8. CONFLICT RESOLUTION > OTHER CONFLICTS:

- Conflict Resolution is also used to determine conflicts for:
 - 1 Trainer:** Displays conflicts for a trainer who may need to be with two or more horses.
 - 2 Coach:** Displays conflicts for a trainer who may need to be with two or more riders.
 - 3 Horse:** Displays conflicts for a horse that may have more than one rider.
 - 4 Class:** Displays conflicts (scheduling errors) whereby two classes overlap in one ring or there is a lapse of time between two classes in one ring.

The screenshot shows the 'Scheduling' window with a 'View Conflicts' dropdown menu open. The menu options are: No, Rider, Trainer, Coach, Horse, and Class. Red circles with numbers 1 through 4 are placed next to the Trainer, Coach, Horse, and Class options respectively.

- When finished with the first day, in the **5 Scheduling** form, click **6 Close**.

The screenshot shows the 'Scheduling' window with the 'Close' button highlighted by a red circle with the number 6.

- Re-select scheduling, proceed with conflict resolution for the next day(s) and repeat all steps above.
- If you had to move any classes during Conflict Resolution, if desired, go back to your blocking sheet and make the changes made during the conflict resolution process.

Scheduling > Step 8. Conflict Resolution > Temporary Rider Conflict (RC) Class

STEP 8. CONFLICT RESOLUTION > TEMPORARY RIDER CONFLICT (RC) CLASS:

- There will be times when you cannot resolve a rider's conflict with the previous techniques. An example is a class with only three or four rides, and one rider has two rides on two horses in the class. To fix this type of conflict, you create a **Temporary Rider Conflict Class (RC Class)** that lets you schedule one ride out of sequence with the balance of the class.
- In this example, we have a Training 2 class with four rides. One rider has two horses in the class. Since training 2 provides 7.5 minutes per ride, if the rider is the first and last rides in the class, the second ride will start 22.5 minutes after the start of the first ride. This is not enough time to change horses, much less warm-up the second horse.
- Procedure:
 - Using the **1 View Class Copy** button, create a new class that is a copy of the USEF Training Level Test 2 class. It might be named **Training Test 2 RC**, where the RC indicates it is a **Temporary Rider Conflict Class**.
 - Using the **2 View Class Splitter** button, move the conflicted rider into the RC class.
 - Schedule your show as usual. Ideally, **schedule the RC class BEFORE the balance of the class**. For example, the RC ride might be at 8:00:00 AM and the balance of the class might start at 10:00:00 AM. In this manner, the other riders do not have to wait for the conflicted ride to be completed.
 - The morning of the show, AFTER Day Sheets have been printed and BEFORE the original class is scored and placed, using the **1 View Class Splitter** button, move the conflicted ride back into the original class.
 - Score and place the original class in the usual manner.
 - Finally, if desired, delete the RC class; however, this is not required as it is now an empty class so is not seen on most reports.

NOTE: Notify the scoring section of an RC class. Otherwise, they may view the RC class as a separate class with one rider.

STEP 9. CHECK JUDGE HOURS > USEF RULES:

USEF Rule DR126.2.d. Requirements for Dressage Competition Management.*d. Judges and Technical Delegates.*

*(1) No judge shall be required to officiate longer than **8 hours** in one day, unless the judge has agreed in writing, and cannot be required to be on the competition grounds longer than 10 hours.*

*(2) Judges must be given at least a **45-minute lunch break** and at least a **10-minute break** every **2 hours**.*

INTERPRETATION

- *A judge may not be on the show grounds in an official capacity longer than **10 hours**.*
- *A judge may officiate **8 hours** in a day, exclusive of breaks and lunch. You may ask a judge if s/he will continue beyond their 8 hours of officiating. Some will agree, some will agree but will charge punitive overtime fees, and some will refuse. Check with the judges early enough so you can hire a part-time judge, if necessary.*
- *Judges must have a **break or lunch every 2 hours**.*
- ***Breaks** must be at least **10 minutes**; 15-minute breaks are appreciated.*
- ***Lunch** must be at least **45 minutes**; 60-minute lunches are appreciated.*

STEP 9. CHECK JUDGE HOURS > AVOID FINES:

- Show management is responsible for complying with USEF rules and may be fined if the rules are not followed.

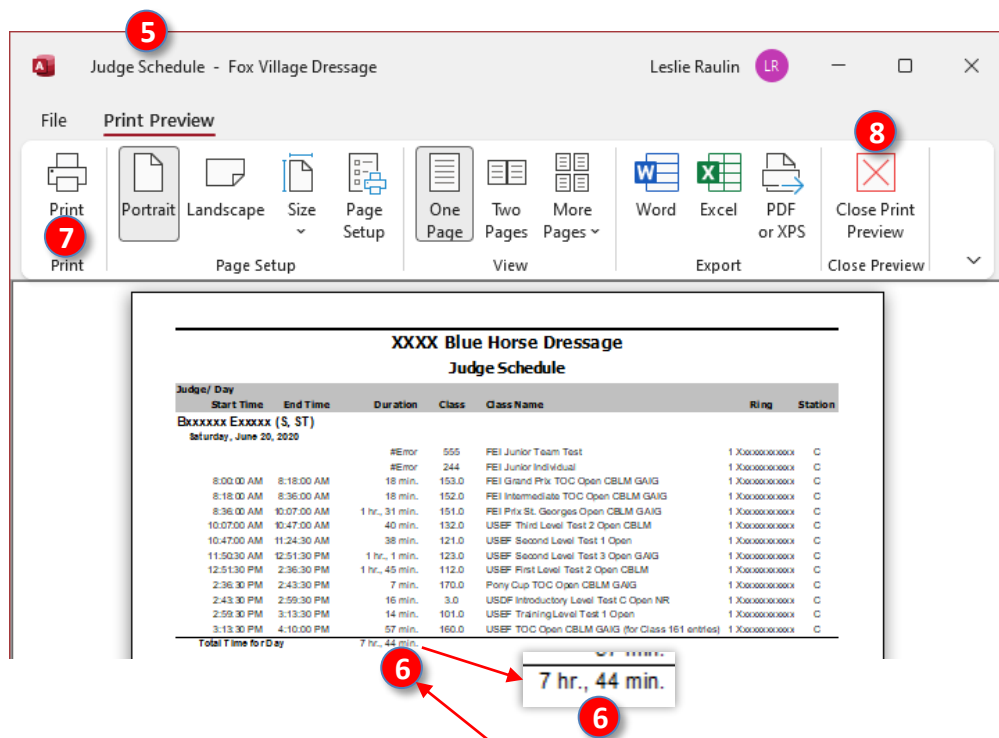
Scheduling > Step 9. Check Judge Hours > Judge Schedule Report

STEP 9. CHECK JUDGE HOURS > JUDGE SCHEDULE REPORT:

- You need to look at how many hours you have scheduled for each judge (if you have too many hours you will need to reschedule, get permission from the judge, or hire a second judge for the ring).
- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Judge Schedule**.



- The **5 Judge Schedule** report opens.
- This report counts **6 Total Time for Day**, including breaks/lunch that are listed on the **Day Sheets** but not breaks/lunch that are not listed on the **Day Sheets** as (see [Break/Lunch between Classes](#)). Therefore, if you used this latter technique, you would need to add time for these breaks/lunch.
- Click **7 Print** to print the report.
- Click **8 Close Print Preview** to close the report.



Includes judging time and breaks/lunch included in the schedule. This cannot have more than 8 hrs of judging and cannot be more than 10 hours.

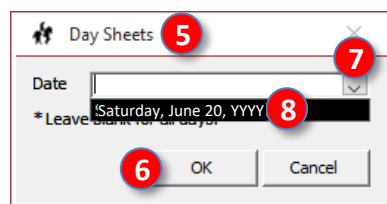
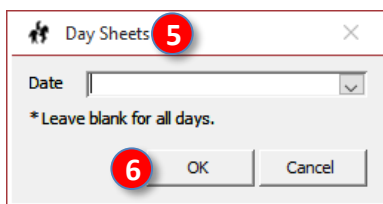
Scheduling > Step 9. Check Judge Hours > Day Sheets Standard Report

STEP 9. CHECK JUDGE HOURS > DAY SHEETS STANDARD REPORT:

- Next, click **1** Main Menu > **2** Reports > **3** During-Show > **4** Day Sheets Standard report.



- The **5** Day Sheets report opens.
- If you want a report for all show days, click **6** OK.
- If you want a report for one day, click the **7** Date drop-down arrow, select the **8** Date you want to examine first. We will look at **Saturday**.
- Click **6** OK.



- The **9** Day Sheets (Standard) report opens.
- We will look at judge **10** Bxxxxxxx Exxxxxx on **11** Saturday and compare it to the Judge Schedule Report.

2020 Blue Horse Dressage 1

Day Sheets **9** **11**

Saturday, June 20, 2020

Ring: 1 J Allen & Associates

Time	Entry/Rider	Horse	Test	Star/Div	Q	Term	E	H	C	H	B	Total	%
Class: 153.0 FEI Grand Prix TOC Open CBLM GAIG Sponsored by: Steel Horse Farm													
Judge at: _____													
8:00 AM	192	Bxxxx Bxxxxxxx	Nxxxx Q	GP	Open	Q							
8:09 AM	114	Lxxxx Txxxx	Bxxxx HB	GP	Adult Amateur	Q							
Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponsored by: Steel Horse Farm													
Judge at: _____													
8:18 AM	196	Oxxxxx Dxxxxxxx	Axxxx ##	I1	Open								
8:27 AM	111	Axxxx Hxxxxxx	Fxxxxxx	I2	Adult Amateur	Q	Scratch						
8:38 AM	173	Sxxxx Mxxxxxx	Rxxxx Cxx	I1	Open	Q							
8:45 AM	1000	SCRATCH SCRATCH	SCRATCH	I2	Q	Scratch							
Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponsored by: Steel Horse Farm													
Judge at: _____													
8:54 AM	126	Bxxxxxx Bxxxxxx	Vxxxxxx	PSG	JY/YR								
9:03 AM	177	Bxxxx Qxxxxxx	Hxxxxxx Txxx	PSG	Open	Q							
9:12 AM	108	Oxxxxxxx Exxxxxxx	Sxxxxx Hxxxxx Lxxxxx	PSG	Open								
9:21 AM	131	Jxxxxx Gxxxxxx	Vxxxxxx	PSG	Adult Amateur	Q							
9:30 AM	154	Bxx Axxxxxxx	Fxxxxxx	PSG	Open	Q							
9:39 AM	161	Kxxxxxx Pxxxxxx	Lxxxx Jxxxxxx	PSG	Open	Q							
9:48 AM	172	Dxxxx Sxxxx	Dxxxx	PSG	Open								
9:57 AM	122	Oxxxxxx Sxxxx	Sxx Sxxx Rxxx	PSG	Open								
10:06 AM	174	Sxxxx Mxxxxxx	Bxxxxx Gxxx	PSG	Open	Q							
Class: 132.0 USEF Third Level Test 2 Open CBLM Sponsored by: Exalt Farm													
Judge at: _____													
10:25 AM	188	Mxxxxxx Bxxxxxxx	Sxxxxx	3-2	Adult Amateur								
10:33 AM	176	Kxxxx Hxxxx-xxxxxx	Bxxxxxxx X	3-2	Adult Amateur								
10:41 AM	115	Lxxxx Rxxxxxxx	Rxxxxxxx Mx	3-2	Adult Amateur								
10:49 AM	128	Sxxxx Lxxxxxx	Wxxxxxxx	3-2	Adult Amateur								
10:57 AM	171	Axx Cxxxxxx	Axxxxxx	3-2	Open								
11:05 AM	183	Lxxxx Bxxxxxx	Bxxxx TX	3-2	Open	Scratch							
Class: 121.0 USEF Second Level Test 1 Open Sponsored by: Stablemates													
Judge at: _____													
11:13 AM	185	Lxxxxxxx Mxxxxxx	Sxxxxxx Sxxxxxx	2-1	Open								
11:20 AM	189	Rxxxx Rxxxxxx	Cxxx Ex Txxx Sxxxx	2-1	Adult Amateur								
11:28 AM	118	Sxxxx Hxxxxxxx	Lxxxx	2-1	Adult Amateur								
11:35 AM	157	Oxxxxxx Exxxxxxx	Sxxxx Hxxxxx Axxxxx	2-1	Open								
11:43 AM	184	Bxxxx Kxxxx	Wxxxxxxx Rxx	2-1	Open								
Class: 123.0 USEF Second Level Test 3 Open GAIG Sponsored by: Stablemates													
Judge at: _____													
11:50 AM	179	Rxxxxxx Lxxx	Sxxxxxxx	2-3	Adult Amateur								
11:58 AM	175	Axxxx Cxxx	Sxxxxxxx Gxxx	2-3	JY/YR	Q							
12:06 PM		LUNCH 45 MIN	***Break***	"Break"									

Page 1 of 5

Scheduling > Step 9. Check Judge Hours > Compare Judge Schedule Report & Day Sheets Standard Report

STEP 9. CHECK JUDGE HOURS > COMPARE JUDGE SCHEDULE REPORT & DAY SHEETS STANDARD REPORT:

1 Judge Schedule - Fox Village Dressage Leslie Raulin LR

File Print Preview

Print Portrait Landscape Size Page Setup One Page Two Pages More Pages Word Excel PDF or XPS Close Print Preview

Print Page Setup View Export Close Preview

XXXX Blue Horse Dressage
Judge Schedule

Judge/ Day	Start Time	End Time	Duration	Class	Class Name	Ring	Station
Bxxxxxx Exxxxx (\$, ST)							
Saturday, June 20, 2020							
			#Error	555	FEI Junior Team Test	1	Xxxxxxxxxx C
			#Error	244	FEI Junior Individual	1	Xxxxxxxxxx C
8:00:00 AM	8:18:00 AM	18 min.	153.0		FEI Grand Prix TOC Open CBLM GAIG	1	Xxxxxxxxxx C
8:18:00 AM	8:36:00 AM	18 min.	152.0		FEI Intermediate TOC Open CBLM GAIG	1	Xxxxxxxxxx C
8:36:00 AM	10:07:00 AM	1 hr., 31 min.	151.0		FEI Prix St. Georges Open CBLM GAIG	1	Xxxxxxxxxx C
10:07:00 AM	10:47:00 AM	40 min.	132.0		USEF Third Level Test 2 Open CBLM	1	Xxxxxxxxxx C
10:47:00 AM	11:24:30 AM	38 min.	121.0		USEF Second Level Test 1 Open	1	Xxxxxxxxxx C
11:50:30 AM	12:51:30 PM	1 hr., 1 min.	123.0		USEF Second Level Test 3 Open GAIG	1	Xxxxxxxxxx C
12:51:30 PM	2:36:30 PM	1 hr., 45 min.	112.0		USEF First Level Test 2 Open CBLM	1	Xxxxxxxxxx C
2:36:30 PM	2:43:30 PM	7 min.	170.0		Pony Cup TOC Open CBLM GAIG	1	Xxxxxxxxxx C
2:43:30 PM	2:59:30 PM	16 min.	3.0		USDF Introductory Level Test C Open NR	1	Xxxxxxxxxx C
2:59:30 PM	3:13:30 PM	14 min.	101.0		USEF Training Level Test 1 Open	1	Xxxxxxxxxx C
3:13:30 PM	4:10:00 PM	57 min.	0		USEF TOC Open CBLM GAIG (for Class 161 entries)	1	Xxxxxxxxxx C
Total Time for Day			7 hr., 44 min.				

2

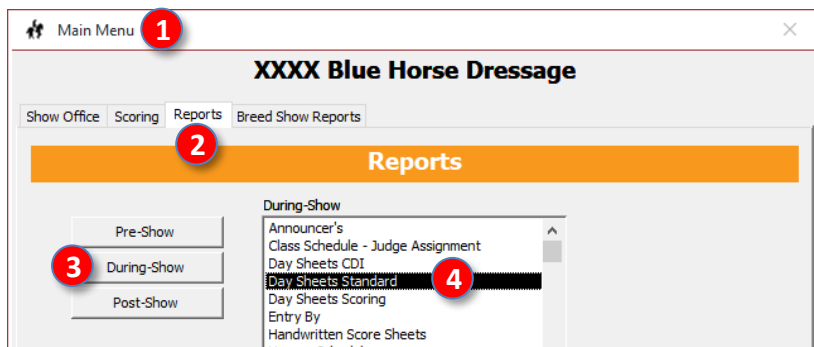
3	9:57 AM	BREAK 10 MIN	4	***Break***	4Break*
	12:08 PM	LUNCH 45 MIN	5	***Break***	4Break*
	2:49 PM	BREAK 10 MIN	6	***Break***	4Break*

- The **1 Judge Schedule Report** shows the **2 Total Time for Day** is **7 hr., 44 min.** *This complies with the USEF maximum of 10 hours on the show grounds.*
- The **3 Day Sheets (Standard)** report shows **4 BREAK 10 MIN**, **5 LUNCH 45 MIN** and **6 BREAK 10 MIN**, for a total breaks/lunch of **1 hr, 5 min.** *This complies with the USEF requirements for breaks (at least 10 min) & lunch (at least 45 min) every 2 hours.*
- The total judging time is (7 hr, 44 min) – (1 hr, 5 min) = **6 hr, 39 min.** *This complies with the USEF maximum judging time of 8 hours.*
- Repeat this comparison for all judges in all rings for each day to ensure you have complied by the USEF rules. If not, you will need to adjust your schedule; otherwise, you could be fined by USEF.

Scheduling > Step 10. Review Day Sheets

STEP 10. REVIEW DAY SHEETS:

- The last step of scheduling is to review the Day Sheets Report (CDI or Standard).
- Click **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Day Sheets Standard** (or **Day Sheets CDI**).







- The **5 Day Sheets** report opens.
- Methodically go through each class, in succession, to ensure no scheduling errors have been made.
- Take a lot of time with this to ensure you find any possible errors.

The screenshot shows a detailed report titled 'XXXX Blue Horse Dressage Day Sheets' for 'Saturday, June 20, 2020'. The report is organized into several sections, each representing a different class. A red circle '5' is placed above the title. The report includes columns for 'Time', 'Entry/Rider', 'Horse', 'Test', 'Stat/Div', 'Q', 'Term', 'E', 'H', 'C', 'M', 'B', 'Total', and '%'. The classes listed include 'FEI Grand Prix TOC Open CBLM GAIG', 'FEI Intermediate TOC Open CBLM GAIG', 'FEI Prix St. Georges Open CBLM GAIG', 'USEF Third Level Test 2 Open CBLM', 'USEF Second Level Test 1 Open', and 'USEF Second Level Test 3 Open GAIG'. Each class entry includes a judge at, a list of riders and horses, and their respective scores and terms. The report ends with a footer indicating 'Saturday, November 27, 2021 11:05 AM' and 'Page 1 of 6'.

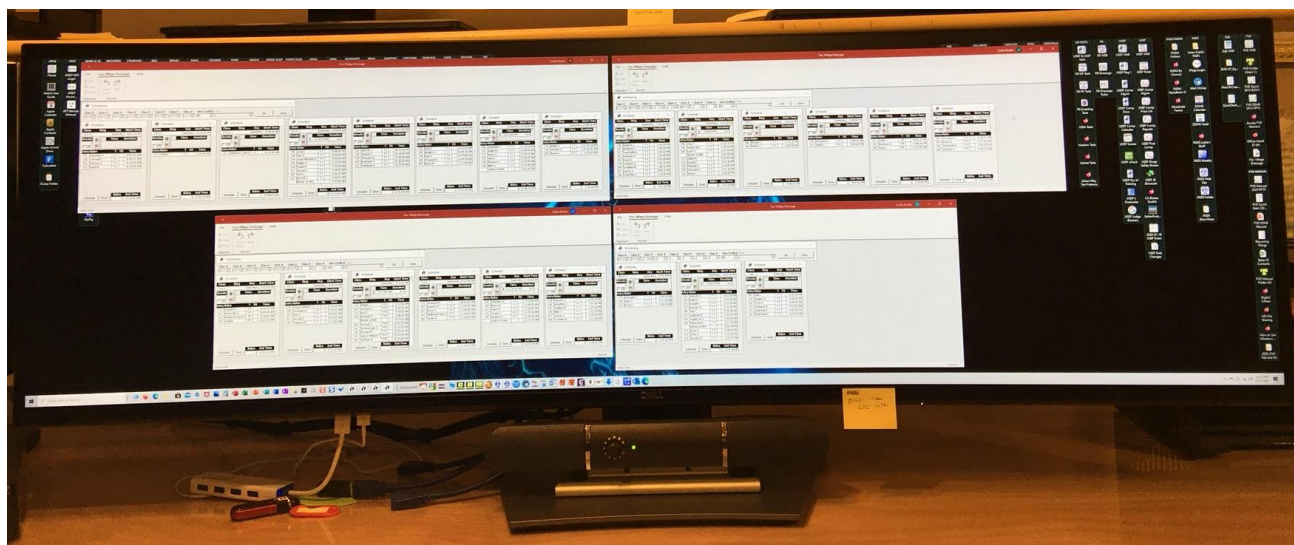
*Scheduling > Use Multiple Copies of FVD with a Large Monitor***USE MULTIPLE COPIES OF FVD WITH A LARGE MONITOR:**

- FVD only lets you schedule eight classes in one ring at a time. It would be nice to see more rings and more classes. This can be done with a large monitor and multiple copies of FVD.acdde.
- Example for a two-ring show:
 - Copy your FVD.acdde file, giving each a different name. You will probably need 2 copies for each arena. For a show with two arenas, you will need four copies of FVD.acdde.

 FVD-1a.acdde
 FVD-1p.acdde
 FVD-2a.acdde
 FVD-2p.acdde



- Perform Repair All Links so each copy of FVD.acdde is running your *.sdf, HR.hdf, and Test.tdf files.
- Open all copies of FVD.acdde and arrange as in the diagram.
- Open scheduling in each copy:
 - For FVD-1a.acdde, select the classes in ring 1 AM.
 - For FVD-1p.acdde, select the classes in ring 1 PM.
 - For FVD-2a.acdde, select the classes in ring 2 AM.
 - For FVD-2p.acdde, select the classes in ring 2 PM.
- Now you can see your entire show and perform scheduling. You will need to make adjustments for which classes are in which ring and time range, etc.
- This is what it looks like on my Dell UltraSharp 49" Curved Monitor U4919DW:



CHAPTER II.22. SCRATCHES RECEIVED AFTER SCHEDULING



Scratches Received AFTER Scheduling > Scratch Ride(s)**SCRATCH RIDE(S):**

There are always horses or riders that come up with something just before or during a show, requiring them to scratch (cancel) a ride in a class, or an entire show.

NOTE: This procedure is performed AFTER scheduling your show. For scratches received BEFORE scheduling your show, see [REFUNDS FOR SCRATCHES RECEIVED BEFORE SCHEDULING](#).

- Select **1 Main Menu** > **2 Show Office** > **3 Entries**.



- The **4 Entry** form opens.
- Using the **5 Entry (Lookup)** box, type in the **Entry #** and press the **Enter** key, **OR**
- Use the **6 Entry (Lookup)** drop-down arrow to select the **Entry #**.

Scratches Received AFTER Scheduling > Scratch Ride(s), Cont'd.

- Ensure you have the correct **7** Entry #.
- Click the **8** Class Entries tab.

Entry # **107** **7**

Fxx Sxxxxxxxx / Exxxx Gxxxxxxxx

Summary Horse / Owner Rider / Trainer Coach / Team **Class Entries** Stabling Fees Other Fees / Payments

Horse Fxx Sxxxxxxxx For Sale

Owner Txxxx, Txxxx NEED Owner's Signature

Rider Gxxxxxxxx, Exxxx NEED Rider's Signature

DOB 3/27/1993 Age 28 NEED Parent's Signature

Trainer Gxxxxxxxx, Exxxx NEED Trainer's Signature

Coach NEED Coach's Signature

Post Marked Confirmation Mailed *

Balance 0.00 Hold

Entry Memo Entry is complete. Thanks! SCRATCHED ENTRY 22 Jul.

EE Tracking # 236625 * If you are updating a rejected confirmation, clear the Confirmation Mailed box and upload again. An update email will be sent to the entrant(s). Also make sure you have either the rider or owner's email address entered. Entries that do not have either email address will not be uploaded.

Entry (Lookup) Upload Confirmations Close

- Click on the **9** Expand button to expand the class selection (for all classes, this shows three lines of information instead of the standard two lines).

Entry # **107**

Fxx Sxxxxxxxx / Exxxx Gxxxxxxxx

Summary Horse / Owner Rider / Trainer Coach / Team **Class Entries** Stabling Fees Other Fees / Payments

Class	Class Name	Qual/Div	Fee
112.0	USEF First Level Test 2 Open CBLM First Level, Test 2 2019	No	40.00
113.0	USEF First Level Test 3 Open GAIG First Level, Test 3 2019	No	40.00
*			

USDF Freestyle Eligibility View Total Class Entry Fees 80.00

Entry (Lookup) Upload Confirmations Close

Entry # **107**

Fxx Sxxxxxxxx / Exxxx Gxxxxxxxx

Summary Horse / Owner Rider / Trainer Coach / Team **Class Entries** Stabling Fees Other Fees / Payments

Class	Class Name	Qual/Div	Fee
112.0	USEF First Level Test 2 Open CBLM First Level, Test 2 2019 Thursday 1:21:30 PM 1 Xxxxxxxxxxxxx	No	40.00
113.0	USEF First Level Test 3 Open GAIG First Level, Test 3 2019 Thursday 1:55:30 PM 2 Xxxxxxxxxxxxx	No	40.00
*			

USDF Freestyle Eligibility View Total Class Entry Fees 80.00

Entry (Lookup) Upload Confirmations Close

Scratches Received AFTER Scheduling > Scratch Ride(s), Cont'd.

- Click on the **10 Term Reason** drop-down arrow in the third row of the class/ride to be scratched.
- Select **11 Scratch**.

- Verify that **12 Scratch** is in the box.
- Repeat for each class in the entry to be scratched.
- The scratched rides will be annotated on the new Day Sheets, score sheets, and other FVD reports.
- Click **13 Close** to close the form and return to the Main Menu.

Entry # 107
Fxx Sxxxxxxxx / Exxxx Gxxxxxxxx

Class	Class Name	Qual/Div	Fee			
Test	Day	Time	Ring	FS Verify	Subbed	Term Reason
112.0	USEF First Level Test 2 Open CBLM	No	40.00			Scratch
	First Level, Test 2 2019					
	Thursday	1:21:30 PM	1	XXXXXXXXXX		
113.0	USEF First Level Test 3 Open GAIG	No	40.00			Eliminated
	First Level, Test 3 2019					HC
	Thursday	1:55:30 PM	2	XXXXXXXXXX		No Show
*						Retired
						Scratch
						Vet Out
						Withdraw

USDF Freestyle Eligibility View Total Class Entry Fees 80.00

Entry (Lookup) Upload Confirmations Close

Entry # 107
Fxx Sxxxxxxxx / Exxxx Gxxxxxxxx

Class	Class Name	Qual/Div	Fee			
Test	Day	Time	Ring	FS Verify	Subbed	Term Reason
112.0	USEF First Level Test 2 Open CBLM	No	40.00			Scratch
	First Level, Test 2 2019					
	Thursday	1:21:30 PM	1	XXXXXXXXXX		
113.0	USEF First Level Test 3 Open GAIG	No	40.00			Scratch
	First Level, Test 3 2019					
	Thursday	1:55:30 PM	2	XXXXXXXXXX		
*						

USDF Freestyle Eligibility View Total Class Entry Fees 80.00

Entry (Lookup) Upload Confirmations Close

- If the ring dressage test packets have not already been distributed, write “scratch” on the test label. Keep the test in the packet as it will be used by the judge if you fill the scratch.
- As scratches often occur after the test packets are distributed to the rings, you may want to use a **14 Schedule Changes** form (this is not a FVD report). It is a quadricate (4 sheets) carbonless form that can be ordered from a printing company. The form is completed by the show participant, the data is entered in the computer, and runners take copies to the scorers (white), judge (yellow), steward (pink), and announcer (goldenrod).
- IMPORTANT:** After you enter a scratch, use **Upload Ride Times** to list the scratch(es) on the FVD web site so other riders may request the scratch(es). See [UPLOAD RIDE TIMES TO FVD WEB SITE](#).

14 SCHEDULE CHANGES

SCRATCH	Time	Bridle #	Class #	Arena #
Rider			Horse	

ADD RIDE	Time	Bridle #	Class #	Arena #
Rider			Horse	

CHANGE TIME	Bridle #	Class #	Arena #
OLD Time		NEW Time	
Rider		Horse	

CHANGE RIDER AND/OR HORSE	Time	Class #	Arena #
OLD	Bridle #	Rider	Horse
NEW	Bridle #	Rider	Horse

WHITE – Scoring YELLOW – Judge PINK – Steward GOLDENROD – Announcer

CHAPTER II.23. FILL SCRATCHED RIDES



Fill Scratched Rides > Scratches Not Subbed Report

SCRATCHES NOT SUBBED REPORT:

- Before and during a show, riders may want to fill a scratched ride.
- Use the **Scratches Not Subbed Report** to keep track of scratched rides that are available to other riders. (Scratches that have not been **substituted** to another entry.)
- Select **1 Main Menu > 2 Reports > 3 During-Show > 4 Scratches Not Subbed** report.
- The **5 Scratches Not Subbed** report opens.
- This report lists rides that have been scratched and are therefore available to other riders. It is sorted by day and then by ride time.
- When a scratched ride is filled in the FVD program, the ride is automatically removed from the **Scratches Not Subbed Report**.

NOTE: If you have a long Scratches Not Subbed Report (many scratches), it may be easier to open the day sheet and look up the particular class for which a rider is looking for a ride. Available rides will have the word "scratch" in the term column corresponding to available ride times.

- To print a paper copy of the **Scratches Not Subbed Report**, click **6 Print**. As time passes, be careful with the printed report as the computer may have more up-to-date information.
- Click **7 Close Print Preview** to close the report and return to the **Main Menu**.

The screenshot shows the software interface for 'XXXX Blue Horse Dressage'. The path to the report is: Main Menu (1) > Reports (2) > During-Show (3) > Scratches Not Subbed (4). The report opens in a window titled 'Scratches Not Subbed - Fox Village Dressage' by Leslie Raulin (LR). The window shows a 'Print Preview' dialog with options for Print (6), Page Setup, View, and Export. The print preview shows a table of scratches for 'XXXX Blue Horse Dressage'.

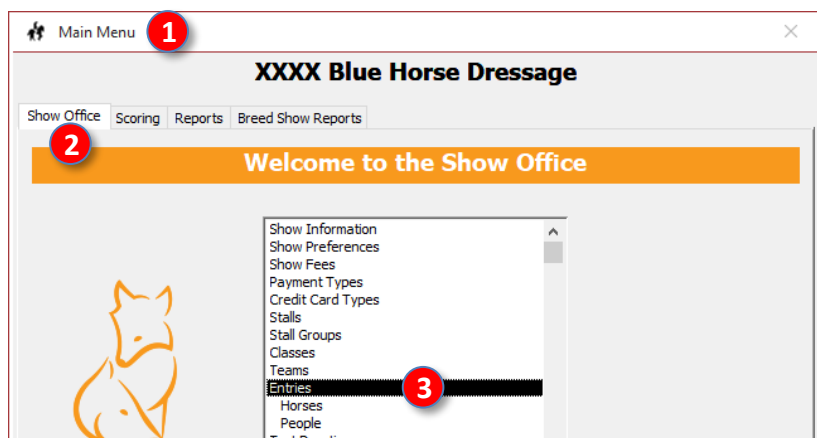
Day	Time	Class	Class Name	Test	Ring
Thursday	8:27.00 AM	152.0	FBI Intermediate TOC Open CBLM GA	FBI Intermediate II 2018	1 Xxxxxxxxxx
	8:45.00 AM	152.0	FBI Intermediate TOC Open CBLM GA	FBI Intermediate II 2018	1 Xxxxxxxxxx
	10:34.00 AM	133.0	USEF Third Level Test 3 Open GAIG	Third Level, Test 3 2019	2 Xxxxxxxxxx
	10:58.00 AM	133.0	USEF Third Level Test 3 Open GAIG	Third Level, Test 3 2019	2 Xxxxxxxxxx
	11:05.00 AM	132.0	USEF Third Level Test 2 Open CBLM	Third Level, Test 2 2019	1 Xxxxxxxxxx
	1:55.30 PM	113.0	USEF First Level Test 3 Open GAIG	First Level, Test 3 2019	2 Xxxxxxxxxx
	2:27.30 PM	113.0	USEF First Level Test 3 Open GAIG	First Level, Test 3 2019	2 Xxxxxxxxxx
	2:59.30 PM	101.0	USEF Training Level Test 1 Open	Training Level, Test 1 2019	1 Xxxxxxxxxx

Page 1 of 1

Fill Scratched Rides > Open the Entry that Will Fill the Ride

OPEN THE ENTRY THAT WILL FILL THE RIDE:

- Select **1 Main Menu** > **2 Show Office** > **3 Entries**.



- The **4 Entry** form opens.
- Use the **5 Entry (Lookup)** drop-down arrow or **6** type-in box to select the **Entry #** of the horse/rider pair that will fill the scratch.

Fill Scratched Rides > Expand Class, View Scratches to Sub

EXPAND CLASS:

- Look at the **1** **Entry #** to verify that the correct entry has been selected.
- Click the **2** **Class Entries** tab.
- The entry's current class/rides are displayed (there are no rides in this example).
- Click the **3** **Expand** button to display the class/ride details.

Entry # **555** **1**

Blackie / Jxxxxxxxx Bxxx

Summary | Horse / Owner | Rider / Trainer | Coach / Team | **Class Entries** | Stabling Fees | Other Fees / Payments

Class Entries **2**

Class	Class Name	Qual/Div	Fee
Test		FS Verify	


3

USDF Freestyle Eligibility View

Total Class Entry Fees

Entry (Lookup) Upload Confirmations Close

VIEW SCRATCHES TO SUB:

- If the entrant is already in other classes/rides, you will now see the **4** **Day** and **Time** for each class/ride. In this example, this is a new entrant without any classes/rides.
- Click the **5** **View Scratches to Sub** button. 

Entry # **555**

Blackie / Jxxxxxxxx Bxxx

Summary | Horse / Owner | Rider / Trainer | Coach / Team | **Class Entries** | Stabling Fees | Other Fees / Payments

Class Entries

Class	Class Name	Qual/Div	Fee
Test		FS Verify	
	Day	Time	Ring
		Term	Reason

4

5

USDF Freestyle Eligibility View

Total Class Entry Fees

Entry (Lookup) Upload Confirmations Close

Continued on next page...

Fill Scratched Rides > Select Scratch, Correct Qual

SELECT SCRATCH:

- The **6** Scratch - Sub form opens.
- Using the **7** scroll bar, find the class you want to fill. In this example, it is a ride in Class 113.

Class #	Class Name	Qual/Div	Fee
101.0	USEF Training Level Test 1 Open	No	40.00
	Training Level, Test 1 2019		
	Thursday 2:59:30 PM 1XXXXXXXXXX		Scratch
113.0	USEF First Level Test 3 Open GAIG	No	40.00
	First Level, Test 3 2019		
	Thursday 1:55:30 PM 2XXXXXXXXXX		Scratch

- Select the scratch to be filled by clicking the **8** white box (it will turn black).
- Click **9** Sub.

Class #	Class Name	Qual/Div	Fee
101.0	USEF Training Level Test 1 Open	No	40.00
	Training Level, Test 1 2019		
	Thursday 2:59:30 PM 1XXXXXXXXXX		Scratch
113.0	USEF First Level Test 3 Open GAIG	No	40.00
	First Level, Test 3 2019		
	Thursday 1:55:30 PM 2XXXXXXXXXX		Scratch

- A **10** Fox Village Dressage warning form opens.
- Click **11** Yes to fill the scratch with this horse/rider pair ("sub this class entry" in FVD terminology).
- The **12** added class is now listed for this entry.

CORRECT QUAL:

- VERY VERY VERY VERY IMPORTANT:**
 - If this is a GAIG Q class for which the qualifying fee was paid by both riders, you do not need to do anything.
 - If the previous rider did not request a GAIG Q ride (as in this example) but the new rider wants a GAIG Q ride (and has paid the fee), click the **13** Qual/Div drop-down arrow (or use the type-in box) and select **14** Yes.
 - If the previous rider had a GAIG Q ride but the new rider does not want a GAIG Q ride, click the **15** Qual/Div drop-down arrow (or use the type-in box) and select **16** No.
 - If you do not edit Qual/Div, the Qual/Div status of the PREVIOUS rider carries over to the NEW rider, which could result in confusing errors!

Class	Class Name	Qual/Div	Fee
113.0	USEF First Level Test 3 Open GAIG	No	40.00
	First Level, Test 3 2019		
	Thursday 1:55:30 PM 2XXXXXXXXXX		

Fill Scratched Rides > Test Sheet Label for a Filled Scratch

TEST SHEET LABEL FOR A FILLED SCRATCH:

- If you want to print a label for the test, click the **1** white box adjacent to the new class entry (the box turns black).
- Click the **2** **Single Test Labels** button.
- The **3** **Test Labels** form opens.
- Select the **4** letter corresponding to the arena position/judge for which you desire a label (this is usually letter C).
- Click **5** **OK**.

- The **6** **Test Labels (Standard)** report opens.
- See [PRINT LABELS AND INDEX CARDS](#) for the procedure to print labels and index.
- Pull the correct test, label the test, and put it/them into the appropriate scribe packet or send it to the judge's stand if the tests have already been distributed.
- As scratches often occur after the test packets are distributed to the rings, you may want to use a **7** **Schedule Changes** form (this is not a FVD report). It is a quadricate (4 sheets) carbonless form that can be ordered from a printing company. The form is completed by the show participant, the data is entered in the computer, and runners take copies to the scorers (white), judge (yellow), steward (pink), and announcer (goldenrod).

CHAPTER II.24. OTHER ENTRY CHANGES (RIDER, HORSE, OR LATE ENTRY)



Entry Changes > Rider Substitution for an Already Entered Rider > Change Rider

After the scheduling and during the show, the following entry changes may be needed:

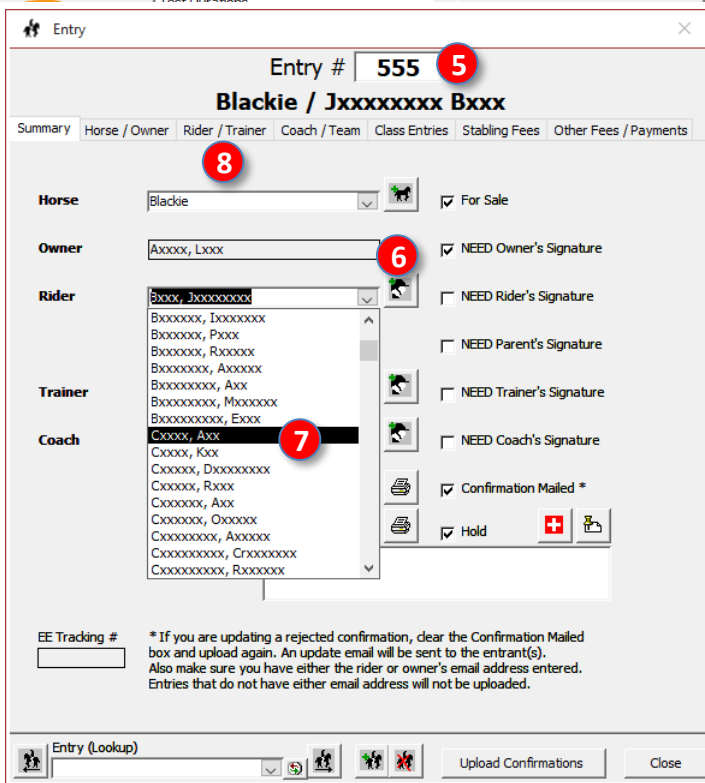
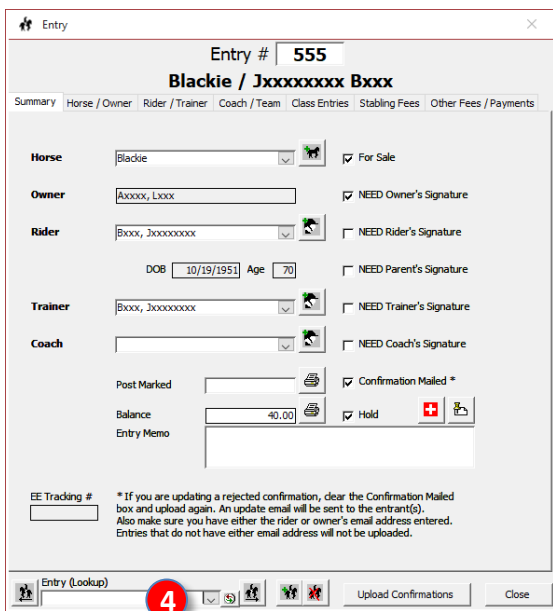
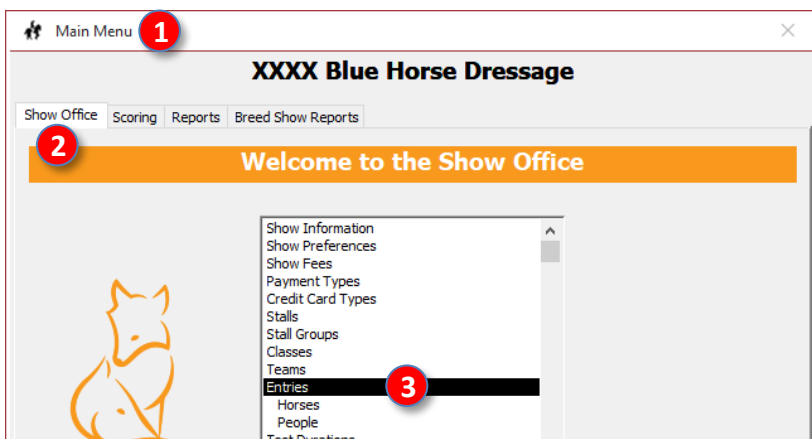
1. Rider substitution for an already entered horse/rider combination.
2. Horse substitution for an already entered horse/rider combination.
3. Late entry for a new horse/rider combination.

NOTE: Some show secretaries treat #1 and #2 as new entries with new entry fees, etc. Your show can determine its own policy. #3 is a new entry.

RIDER SUBSTITUTION FOR AN ALREADY ENTERED RIDER > CHANGE RIDER:

NOTE: A rider substitution occurs when rider2 is taking ALL the rides of rider1 on horse1. The Entry # for rider1/horse1 can be used for rider2/horse1. If rider2 is only taking one/some of the rides of rider1 on horse1, then the rider2/horse1 combination is considered a new entry that requires a new Entry #, new fees, etc. If the new entry is made after the show closing date, it may be considered a late entry.

- Select **1 Main Menu > 2 Show Office > 3 Entries.**
- Using the **4 Entry (Lookup)** drop-down arrow or type-in box, select the **Entry #.**

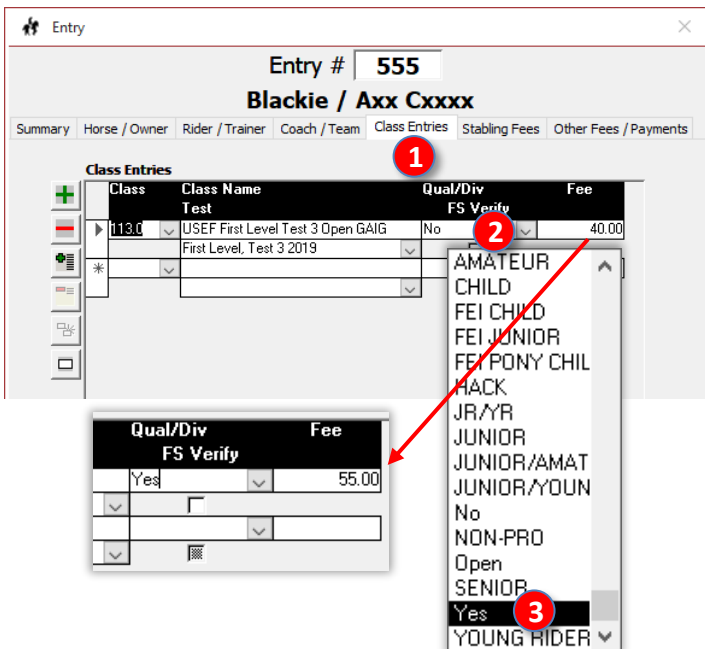


- Ensure you have the correct **5 Entry #.**
- If the sub rider is NOT already in your FVD database, click the **6 Add Rider** button and follow the instructions in [Rider](#).
- Using the **7 Rider (Lookup)** drop-down arrow or type-in box, select the name of the sub rider.
- Select the **8 Rider / Trainer** tab and ensure the sub rider's information is complete and current.
- Ensure you have the sub rider's proof of memberships, USEF waiver, entry agreement and Show Pass (if needed).

Entry Changes > Rider Substitution for an Already Entered Rider > Update Classes & Fees

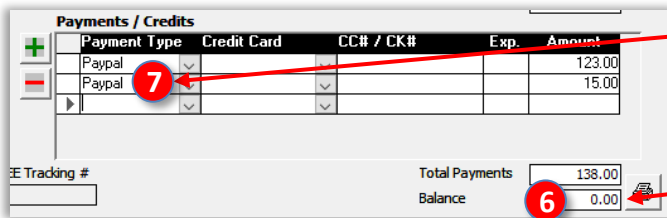
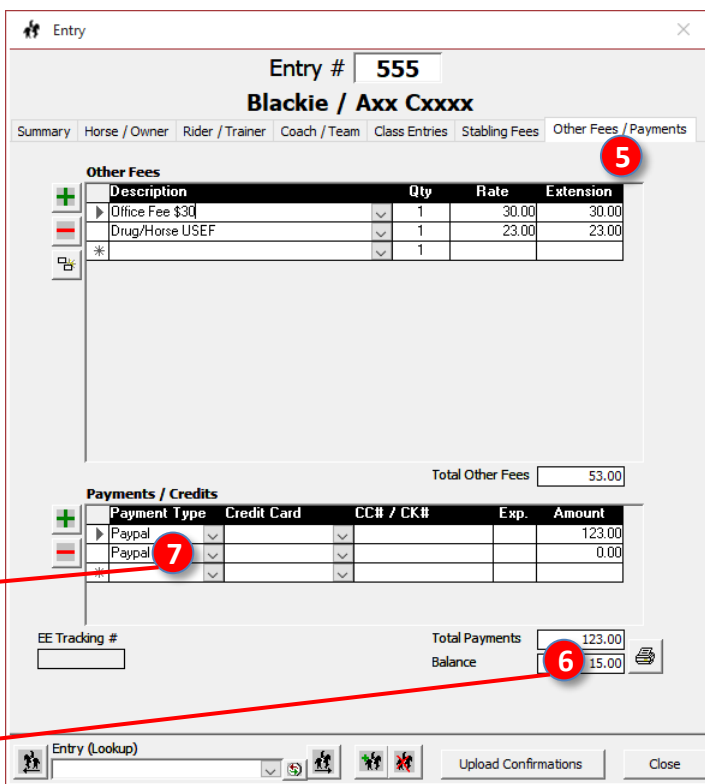
RIDER SUBSTITUTION FOR AN ALREADY ENTERED RIDER > UPDATE CLASSES:

- Select the **1 Class Entries** tab.
- Review the class entries and make any necessary changes for the new rider:
 - For example, for GAIG Q rides, rider1 may have NOT requested a GAIG Q ride (No) but rider2 may request a GAIG Q ride (Yes).
 - In this example, Rider1 did not request a GAIG Q ride but Rider2 has requested a GAIG Q ride. Using the **2 Div** drop-down arrow, **No** must be changed to **3 Yes**.
 - The **4 \$15 Q** fee is automatically added.



RIDER SUBSTITUTION FOR AN ALREADY ENTERED RIDER > UPDATE FEES/PAYMENTS:

- To update fees, select the **5 Other Fees > Payments** tab.
- Make necessary changes. Examples of new fees may be USDF non-member fee, entry **Change Fee** (not all shows charge this fee), etc.
- Check the new balance in the **6 Balance** box. In this example, Rider2 owes the \$15 Q fee.
- Collect and enter any new **7 Payments / Credits**, after which the balance should be \$0.00 again.



- See [Test Sheet Label for a Filled Scratch](#), for the procedure to print a new label. A hand-written label may be used, or you can cross out the name of the original rider and hand-write in the name of the new rider.
- Use the tests prepared for Rider1/Horse1 but change the rider name to reflect the new rider. If the tests have already been distributed, the scribe enters the new rider name.

SECTION II. BEFORE THE SHOW

Entry Changes > [Horse Substitution for an Already Entered Horse](#) > [Change Horse, Data](#)

NOTE: A horse substitution occurs when horse2 is substituted for ALL the rides of rider1 on horse1. The **Entry #** for rider1/horse1 may be used for rider1/horse2. If horse2 is only being substituted for one/some of the rides of rider1 on horse1, then the rider1/horse2 pair are considered a new entry that requires a new **Entry #**, new fees, etc. If the new entry is made after the show closing date, it may be considered a late entry.

HORSE SUBSTITUTION FOR AN ALREADY ENTERED HORSE > CHANGE HORSE:

- Proceed as for [Rider Substitution for an Already Entered Rider](#), except for the horse.

HORSE SUBSTITUTION FOR AN ALREADY ENTERED HORSE > CHANGE HORSE DATA:

- Select the **1** **Horse / Owner** tab and ensure the new horse and owner information is complete, current and in the entry packet.

Entry Changes > Horse Substitution for an Already Entered Horse and Rider > Update Classes & Fees/Payments

UPDATE CLASSES:

- Select the **5** **Class Entries** tab.
- Review the **6** class entries and make any necessary changes for the new horse (an example is adding or deleting qualification status).

Entry # 555

Bxxx Axx Wxxxx Rxxxx / Jxxxxxxxx Bxxx

Summary Horse / Owner Rider / Trainer Coach / Team **Class Entries** Stabling Fees Other Fees / Payments

Class Entries

Class	Class Name	Qual/Div	Fee
113.0	USEF First Level Test 3 Open GAIG	Yes	55.00
*	First Level, Test 3 2019		

USDF Freestyle Eligibility View

Total Class Entry Fees 55.00

Entry (Lookup) Upload Confirmations Close

UPDATE FEES / PAYMENTS:

- To update fees, select the **7** **Other Fees / Payments** tab.
- Make any necessary changes. Examples of new fees may be USEF and/or USDF non-member fees, entry Change Fee (not all shows charge this fee), etc.
- Check the new balance in the **8** **Balance** box.
- Collect and enter any new **9** **Payments / Credits**, after which the balance should be \$0.00 again.

Entry # 555

Bxxx Axx Wxxxx Rxxxx / Jxxxxxxxx Bxxx

Summary Horse / Owner Rider / Trainer Coach / Team Class Entries Stabling Fees **Other Fees / Payments**

Other Fees

Description	Qty	Rate	Extension
Office Fee \$30	1	30.00	30.00
Drug/Horse USEF	1	23.00	23.00

Total Other Fees 53.00

Payments / Credits

Payment Type	Credit Card	CC# / CK#	Exp.	Amount
Paypal				123.00
Paypal				15.00

EE Tracking #

Total Payments 138.00

8 Balance \$10.00

Entry (Lookup) Upload Confirmations Close

- See [Test Sheet Label for a Filled Scratch](#) for the procedure to print a new label. A hand-written label may be used or you can cross out the name of the original rider and hand-write in the name of the new horse.
- Use the tests prepared for Rider1/Horse1 but change the horse name to reflect the new horse. If the test has already been distributed, the scribe enters the new horse name.

LATE ENTRIES:

NOTE 1: A late entry occurs when a new horse/rider pair are entered in the show after the closing date (and presumably after scheduling). This could be a completely new entry (new horse and new rider) that show management has allowed into the show. It could also be a rider or horse substitution where the new rider/horse pair does not take all the rides of the original rider/horse pair. For example, rider1/horse1 are scheduled for Training 2 and Training 3. After the show closes, a change is requested so rider1/horse1 are riding in the Training 2 class and rider2/horse1 are riding in the Training 3 class. Since rider2/horse1 are not taking all the rides of rider1/horse1, rider2/horse1 are a new (late) entry. They are entered as a completely new entry with a new **Entry #**. They are NOT charged the USEF horse/drug fee, stabling/grounds fee, etc. as that was already paid with the original entry.

NOTE 2: After you have scheduled your show, it would be very difficult to add new ride times for a new entry; therefore, it is best if the new entry is only allowed to fill scratches. An exception could be an RC ride scheduled before the original first ride or after the original last ride.

NOTE 3: Many shows charge a late fee for late entries. The fee is typically \$50. This is a show management decision that must be stated in the prize list.

- Late entries are entered the same as regular entries, except you are usually filling scratched rides.
- Print a new label. A hand-written label may be used, or you can cross out the name of the original horse & rider and hand-write in the name of the new horse & rider.
- Use the tests prepared for the original (scratched) entry but change the entry #, horse name, rider name, rider status, and Q status to reflect the new entry. If the test has already been distributed, the scribe enters the new information.

CHAPTER II.25. WAIT LIST



Wait List > Introduction, Place an Entry on the Wait List**INTRODUCTION:**

- Before and/or during a show, you may receive late entries, riders may want to change classes and/or ride in additional classes for which you have no openings, etc.; therefore, you may want to put them on a **Wait List** for each requested class to more easily fill scratches.
- The **FVD Wait List** is for specified entry/class combinations.
- A Wait List may be handled a number of different ways, including the following:
 1. Paper or Digital File: For entries not yet in the show, keep a paper or digital file of the wait listed entries and put them in the show if you get an appropriate scratch. Ensure you have a method to track these entries.
 2. FVD Check List: For entries not yet in the show, you can use [Check List](#) feature to create a list in FVD; file the entries and pull the entries if you get an appropriate scratch. Refer to this list whenever you get a scratch. Notify entrants they are on a waiting list. This method is a little bit better than #1 as you have a master list of waiting entries. See NOTE.

NOTE 1: *Check List* is designed as a check list for show preparation steps, such as ordering ribbons and emailing the prize list. Using it as a Wait List is an alternate purpose.

Due Date	Description	Finished
4/5/2222	Jane Doe - 103 - JaneDoe@email.com	<input type="checkbox"/>
4/6/2222	John Smith - 212 - JohnSmith@email.com	<input checked="" type="checkbox"/>
*		<input type="checkbox"/>

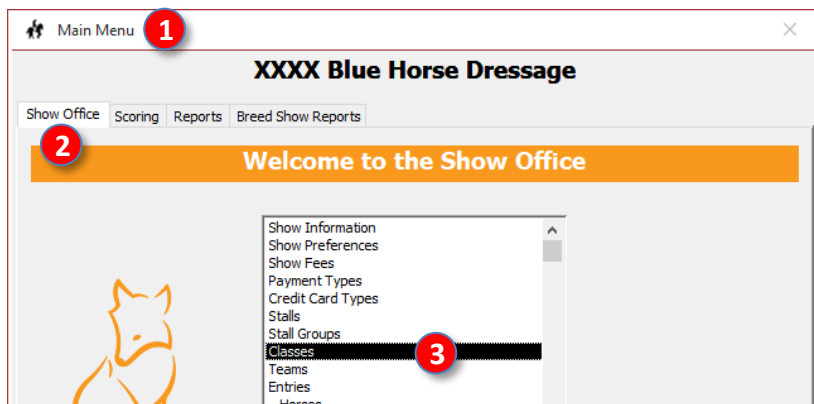
3. FVD View Wait List: For entries already in the show, use the **FVD View Wait List** form and **Wait List** report, as discussed below.

PLACE AN ENTRY ON THE WAIT LIST:

- The following covers method #3.
- If not already entered in FVD, enter the entry as in [EE ONLINE ENTRIES](#), [SNAIL MAILED SHOW ENTRIES CREATED WITH EE](#), [SNAIL MAILED SHOW ENTRIES](#), and [DETAILS OF A FVD ENTRY](#).

- Select **1 Main Menu** > **2 Show Office** > **3 Classes**.

NOTE: Notify entrants if they are on a waiting list.



Continued on next page...

Wait List > Place an Entry on the Wait List, Cont'd.

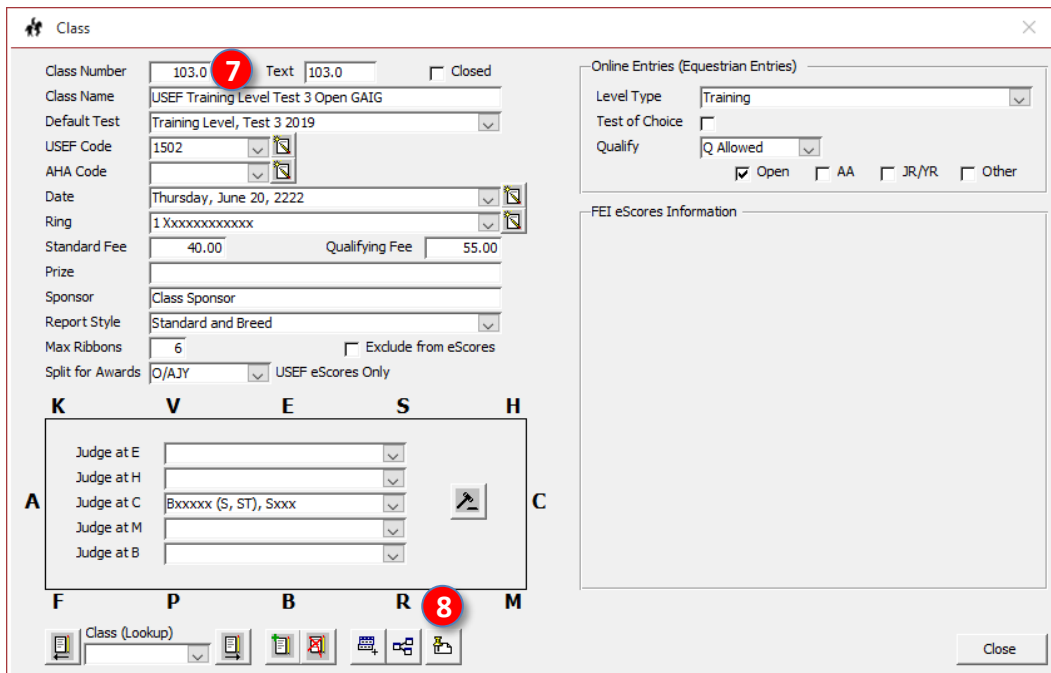
- The **4** Class form opens.

- Using the **5** Class (Lookup) drop-down or type-in box, select the **6** class for which you want to put an entrant on a waiting list. In this example it is Training 3.

Continued on next page...

Wait List > Place an Entry on the Wait List, Cont'd.

- Verify that the correct **7** Class # is displayed.
- Click the **8** View Wait List button. 



Class

Class Number 103.0 Text 103.0 Closed

Class Name USEF Training Level Test 3 Open GAIG

Default Test Training Level, Test 3 2019

USEF Code 1502

AHA Code

Date Thursday, June 20, 2222

Ring 1XXXXXXXXXX

Standard Fee 40.00 Qualifying Fee 55.00

Prize

Sponsor Class Sponsor

Report Style Standard and Breed

Max Ribbons 6 Exclude from eScores

Split for Awards O/AJY USEF eScores Only

Online Entries (Equestrian Entries)

Level Type Training

Test of Choice

Qualify Q Allowed

Open AA JR/YR Other

FEI eScores Information

Judge at E

Judge at H

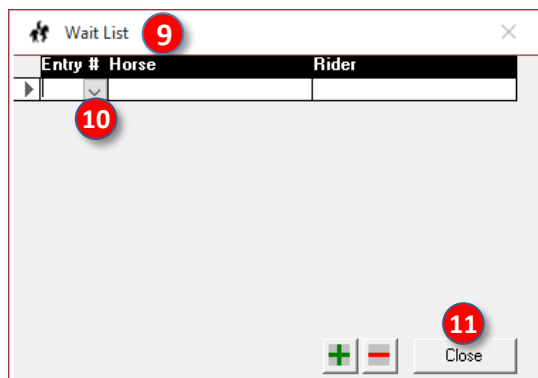
Judge at C Bxxxx (S, ST), Sxxx

Judge at M

Judge at B

Class (Lookup)

- The **9** Wait List form opens.

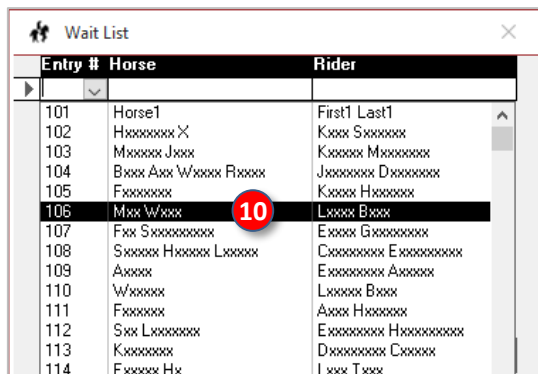


Wait List

Entry #	Horse	Rider

+ - Close

- Use the **10** Entry # drop-down or type-in box to select the entry you want to put on the wait list for the class. In this example, it is Entry # 106.
- Click **11** Close.



Wait List

Entry #	Horse	Rider
101	Horse1	First1 Last1
102	Hxxxxxx X	Kxxxx Sxxxx
103	Mxxxxxx Jxxx	Kxxxx Mxxxxxx
104	Vxxx Axx Wxxxx Rxxx	Jxxxxxx Dxxxxxx
105	Fxxxxxx	Kxxxx Hxxxxxx
106	Mxx Wxxx	Lxxxx Bxxx
107	Fxx Sxxxxxx	Exxxx Gxxxxxx
108	Sxxxx Hxxxx Lxxxx	Sxxxxxx Exxxxxx
109	Axxxx	Exxxxxx Axxxx
110	Wxxxx	Lxxxx Vxxx
111	Fxxxxxx	Axxx Hxxxxxx
112	Sxx Lxxxxxx	Exxxxxx Hxxxxxx
113	Kxxxxxx	Dxxxxxx Sxxxx
114	Exxxx Hx	Lxxx Txxx

Wait List > View the Wait List Report

VIEW WAIT LIST REPORT:

The **Wait List Report** gives you a report of all classes for which entries are on the **Wait List**.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Wait List Report**.



- The **5 Wait List** report opens.
- The report contains:
 - **6 Day**
 - **7 Class #** and **Class** name
 - **8 Entry #**
 - **9 Horse** name
 - **10 Rider** name
- The report is sorted by **Day**, **Class #**, then by **Entry #**.
- If you have a scratch in a class that has riders on the Wait List, you can refer to the list to fill the scratch (see [Fill Scratched Rides](#)).

The screenshot shows the 'XXXX Blue Horse Dressage' application window with the 'Wait List' report open. The report is sorted by Day, Class #, and Entry #. It shows two classes on Thursday: 'USDF Introductory Level Test A Open NR' and 'USEF Training Level Test 3 Open GAIG'. The first class has one rider, and the second class has two riders. The columns are Day, Class, Entry #, Horse, and Rider.

Day	Class	Entry #	Horse	Rider
Thursday	1 USDF Introductory Level Test A Open NR	103	Mxxxx Jxxx	Kxxxx Mxxxx
	103.0 USEF Training Level Test 3 Open GAIG	107	Fxx Sxxxxxxx	Exxxx Gxxxxxxx

Thursdays, December 16, 2021 5:45 PM

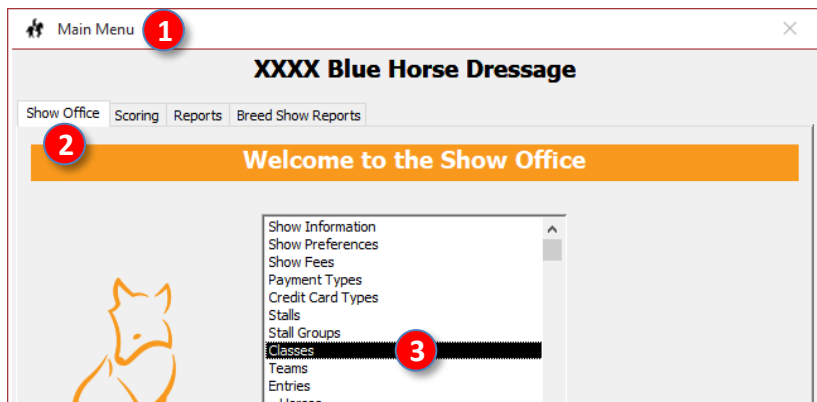
Page 1 of 1

NOTE: The **Wait List** does not show the day/time the wait status was entered in the program. If you want to give priority based on the day/time it was entered in the program, make a handwritten annotation. Alternately, if you are assigning entry numbers in order of sequence, the entry with the lower entry # would get priority over an entry with a higher number.

Wait List > Delete Entry from the Wait List**DELETE ENTRY FROM THE WAIT LIST:**

After an entry is entered in the requested class, or if the entry withdraws the request, the entry must be manually removed from the wait list.

- Select **1 Main Menu** > **2 Show Office** > **3 Classes**.



- The **4 Class** form opens.

Continued on next page...

Wait List > Delete Entry from the Wait List, Cont'd.

- Using the **5 Class (Lookup)** drop-down or type-in box, select the **6 Class** from which you want to delete an entry from the Wait List. The example is Training 3.

The screenshot shows the 'Class' dialog box with the following fields and options:

- Class Number: 103.0
- Class Name: USEF Training Level Test 3 Open GAIG
- Default Test: Training Level, Test 3 2019
- USEF Code: 1502
- AHA Code: [Empty]
- Date: Thursday, June 20, 2222
- Ring: 1XXXXXXXXXX
- Standard Fee: 40.00, Qualifying Fee: 55.00
- Prize: [Empty]
- Sponsor: Class Sponsor
- Report Style: Standard and Breed
- Max Ribbons: 6
- Split for Awards: O/AJY
- USEF eScores Only: [Checked]

The 'Class (Lookup)' button is highlighted with a red circle and the number 5. Below it, a list of classes is shown, with the class '103.0 USEF Training Level Test 3 Open GAIG' highlighted with a red circle and the number 6.

Class #	Class Text	Class Name
1.00	1	USDF Introductory Level Test A Open NR
2.00	2.0	USDF Introductory Level Test B Open NR
3.00	3.0	USDF Introductory Level Test C Open NR
11.00	11.0	OPPORTUNITY USEF Training Level Test 1 Op
12.00	12.0	OPPORTUNITY USEF Training Level Test 2 Op
101.00	101.0	USEF Training Level Test 1 Open
102.00	102.0	USEF Training Level Test 2 Open CBLM
102.10	102.1	USEF Training Level Test 2 AJY CBLM
103.00	103.0	USEF Training Level Test 3 Open GAIG
103.10	103.1	USEF Training Level Test 3 AJY GAIG

- Verify that the correct **7 Class #** is displayed.
- Click the **8 View Wait List** button.

The screenshot shows the 'Class' dialog box with the following fields and options:

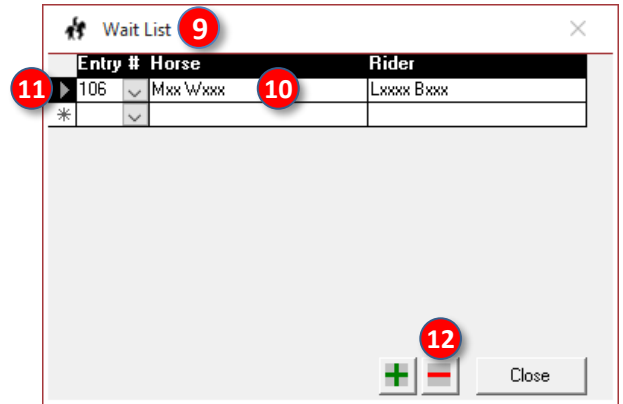
- Class Number: 103.0
- Class Name: USEF Training Level Test 3 Open GAIG
- Default Test: Training Level, Test 3 2019
- USEF Code: 1502
- AHA Code: [Empty]
- Date: Thursday, June 20, 2222
- Ring: 1XXXXXXXXXX
- Standard Fee: 40.00, Qualifying Fee: 55.00
- Prize: [Empty]
- Sponsor: Class Sponsor
- Report Style: Standard and Breed
- Max Ribbons: 6
- Split for Awards: O/AJY
- USEF eScores Only: [Checked]

The 'Class (Lookup)' button is highlighted with a red circle and the number 8.

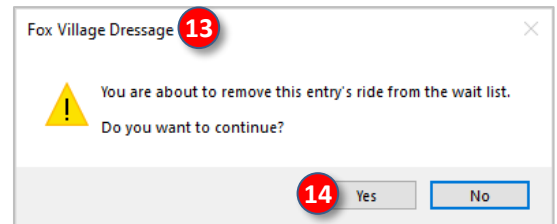
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Wait List > Delete Entry from the Wait List, Cont'd.

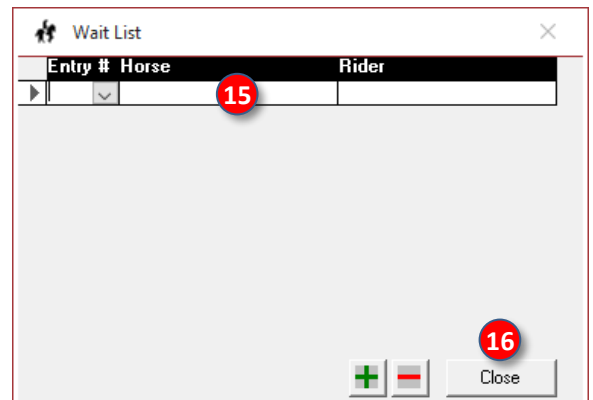
- The **9 Wait List** form opens and the **10** wait listed entries (in this example, #106) is/are listed.
- To select the entry you want to delete, click the **11** white box adjacent to the entry number. The box is now black and the arrow is gray.
- Click the **12 Delete Entry** button.



- A **13 Fox Village Dressage** warning message opens.
- Click **14 Yes**.



- The **15** entry is no longer on the Wait List for this class.
- Click **16 Close**.



CHAPTER II.26. RIDE TIME NOTIFICATION



Ride Time Notification > USEF Rules, Methods, Upload Ride Times to the FVD Web Site

RIDE TIME NOTIFICATION > USEF RULES:

USEF Rule DR126.2. Requirements for Dressage Competition Management.*b. Competition Schedule.*

2. Organizers must prepare a time schedule including all rides. If possible, competitors should be notified of their riding times prior to arrival at the competition.

NOTE: By convention (but not USEF rule), riders should know their ride times **about a week before the first class begins on the first day of the show.**

RIDE TIME NOTIFICATION > METHODS:

- Once you have established your show's ride times, you can provide them to the competitors in up to four methods:
 1. **FVD Web Site:** Post ride times using the **FVD Upload Ride Times and & Results to Web** service (see below).
 2. **Your Web Site:** Save ride times as PDF file(s) and post on your web site.
 3. **Email:** Save ride times as PDF file(s) and email to competitors. Ensure you use BCC for the competitor emails so you are not broadcasting them to everyone.
 4. **Snail Mail:** Print ride times and snail mail to competitors.

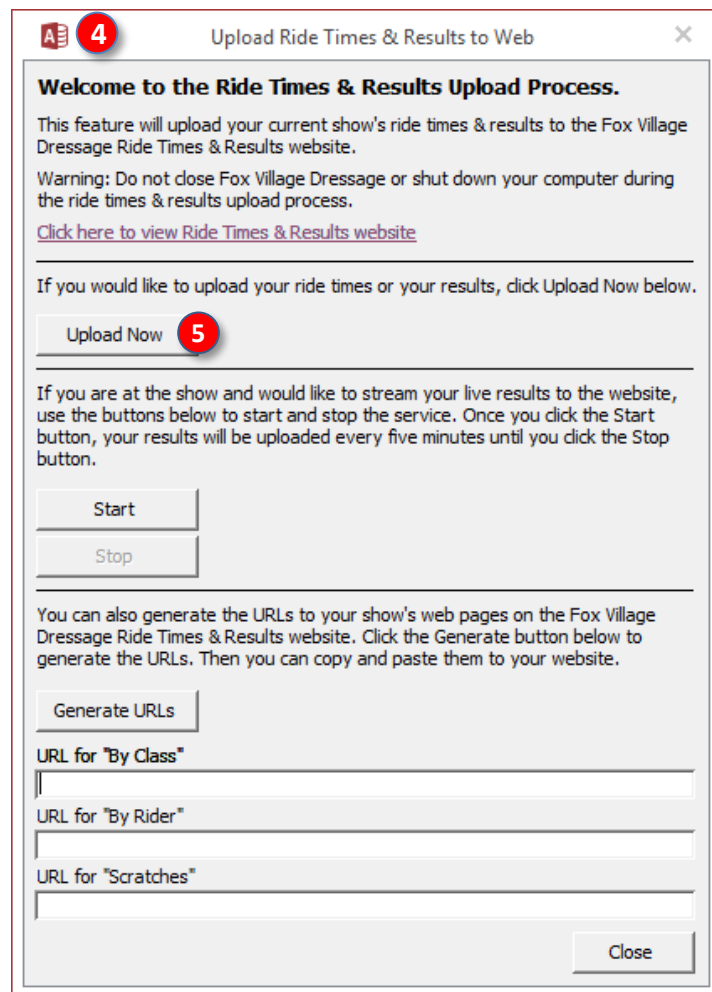
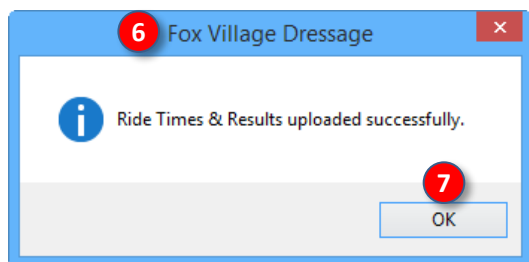
RIDE TIME NOTIFICATION > UPLOAD RIDE TIMES TO FVD WEB SITE:

- You must first register your show with FVD. See [REGISTER A SHOW WITH FVD](#).
- You must have purchased a show token before you can do this. See [PURCHASE FVD](#).
- Click **1 Main Menu > 2 Fox Village Dressage Online Tools > 3 Upload Ride Times**.

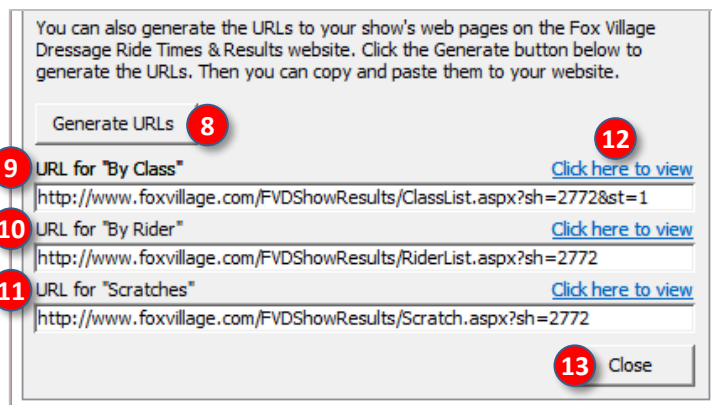
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Ride Time Notification > Upload Ride Times to the FVD Web Site, Cont'd.

- The **4 Upload Ride Times & Results to Web** form opens.
- Click **5 Upload Now** to upload your ride times.
- A **6 Fox Village Dressage** information form opens to let you know your ride times have been uploaded.
- Click **7 OK**.



- To generate URLs to post links to the information on your web site and in emails, click **8 Generate URLs**.
- The URLs for your results **9 By Class**, **10 By Rider** and **11 Scratches** are inserted into the boxes.
- Click each **12 Click here to view** to see the information linked by the URL.
- Copy and paste each URL to your web site to provide links to the information on the FVD web site.
- Alternatively, email the links to all the riders.



- Click **13 Close** to return to the main menu.

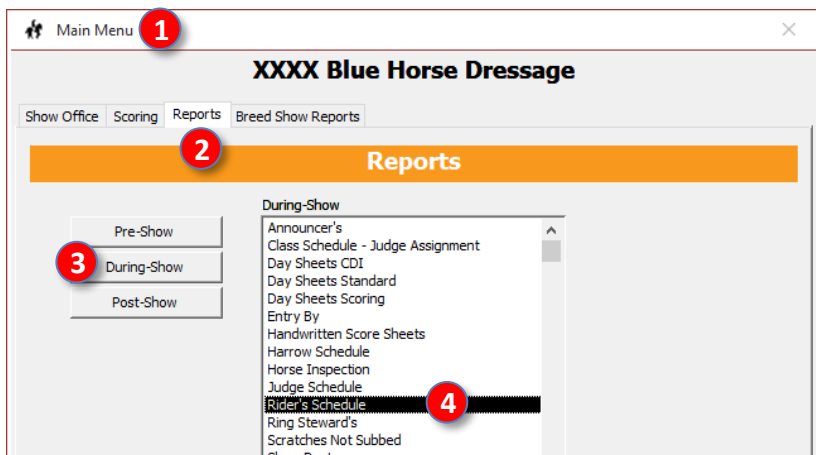
See [UPLOAD SHOW RESULTS TO THE WEB](#) for information on streaming live results during the show.

Ride Time Notification > FVD Rider's Schedule Report

- There are two FVD reports commonly used to provide ride times to competitors as PDF files:
 - Rider's Schedule Report
 - Day Sheets Standard Report

RIDE TIME NOTIFICATION > FVD RIDER'S SCHEDULE REPORT:

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Rider's Schedule**.



- The **5 Rider's Schedule** report opens.
- The report is an alphabetical listing (by rider last name) of all riders that provides:
 - **6 FirstName LastName** (rider)
 - **7 Day**
 - **8 Ride Time**
 - **9 Ring**
 - **10 Entry #**
 - **11 Horse** (name)
 - **12 Class** (#)
 - **13 Test Name**
 - **14 Qual/Div** (Yes, No)
 - **15 Judge** names/locations

XXXX Blue Horse Dressage
Rider's Schedule (5)

Day	Ride Time	Ring	Entry #	Horse	Class	Test Name	Qual/Div	
Judge at E		Judge at H		Judge at C		Judge at M	Judge at B	
Lxxxx Axxxx								
Saturday	3:36 PM	1	Xxxxxxxxxx	143	Fxxxx	Bxxxxx Exxxx (S, ST)	160.0 Second Level, Test 2 2019	No
Saturday	5:18 PM	1	Xxxxxxxxxx	143	Fxxxx	Sxxx Bxxxx (S, ST)	161.0 USDF Freestyle, First Level 2019	No
Lxxxx Axxxx								
Saturday	9:52 AM	2	Xxxxxxxxxx	140	Dxxxx	Nxxxx Vxxxx (R, ST)	143.0 Fourth Level, Test 3 2019	No
Saturday	10:34 AM	2	Xxxxxxxxxx	140	Dxxxx	Nxxxx Vxxxx (R, ST)	133.0 Third Level, Test 3 2019	No
Saturday	12:41 PM	2	Xxxxxxxxxx	10	Exxxx	Sxxx Bxxxx (S, ST)	111.0 First Level, Test 1 2019	No
Saturday	1:14 PM	1	Xxxxxxxxxx	127	Exxxx	Bxxxxx Exxxx (S, ST)	112.0 First Level, Test 2 2019	No
Bxx Axxxxxxxx								
Saturday	8:07 AM	2	Xxxxxxxxxx	144	Sxxxx Sxxxx	Nxxxx Vxxxx (R, ST)	141.0 Fourth Level, Test 1 2019	No
Saturday	9:12 AM	1	Xxxxxxxxxx	154	Fxxxx	Bxxxxx Exxxx (S, ST)	FBI Prix St. Georges 2018	Yes
Saturday	9:36 AM	2	Xxxxxxxxxx	144	Sxxxx Sxxxx	Nxxxx Vxxxx (R, ST)	142.0 Fourth Level, Test 2 2019	No
Saturday	1:36 PM	1	Xxxxxxxxxx	155	Gxxxx	Bxxxxx Exxxx (S, ST)	112.0 First Level, Test 2 2019	No
Saturday	2:11 PM	2	Xxxxxxxxxx	155	Gxxxx	Sxxx Bxxxx (S, ST)	113.0 First Level, Test 3 2019	Yes
Sxx Axxxxxxxx								
Saturday	2:43 PM	1	Xxxxxxxxxx	187	Dx Dxxx	Bxxxxx Exxxx (S, ST)	3.0 Introductory Walk-Trot Test C 2019	No
Saturday	3:06 PM	1	Xxxxxxxxxx	187	Dx Dxxx	Bxxxxx Exxxx (S, ST)	101.0 Training Level, Test 1 2019	No
Lxxxx Bxxx								
Saturday	5:27 PM	1	Xxxxxxxxxx	106	Mxx Wxxx	Sxxx Bxxxx (S, ST)	161.0 USDF Freestyle, First Level 2019	Yes
Lxxxx Bxxx								
Saturday	8:39 AM	2	Xxxxxxxxxx	110	Wxxxx	Nxxxx Vxxxx (R, ST)	131.0 Third Level, Test 1 2019	No
Axxxx Bxxxx								
Saturday	3:21 PM	1	Xxxxxxxxxx	170	Cxxxx	Bxxxxx Exxxx (S, ST)	160.0 Training Level, Test 2 2019	No
Saturday	5:36 PM	1	Xxxxxxxxxx	170	Cxxxx	Sxxx Bxxxx (S, ST)	161.0 USDF Freestyle, First Level 2019	Yes
Sxxxxx Bxxxx								
Saturday	7:07 PM	1	Xxxxxxxxxx	133	Wxxxx	Sxxx Bxxxx (S, ST)	162.0 FBI Freestyle, Intermediate I 2017	Yes
lxxx Bxxxx								
Saturday	1:44 PM	1	Xxxxxxxxxx	129	Wxxx-X	Bxxxxx Exxxx (S, ST)	112.0 First Level, Test 2 2019	No

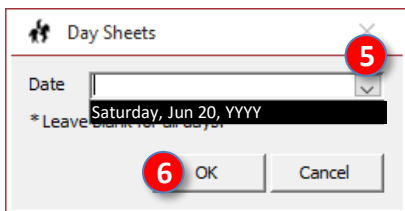
Saturday, November 27, 2021 11:23 AM Page 1 of 8

Ride Time Notification > FVD Day Sheets Standard Report

- There are two FVD reports commonly used to provide ride times to competitors as PDF files:
 - Rider’s Schedule Report
 - Day Sheets Standard Report (or CDI Report)

RIDE TIME NOTIFICATION > FVD DAY SHEETS STANDARD REPORT:

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Day Sheets Standard Report** (or **Day Sheets CDI Report**).
- Select the **5 Date**.
- Click **6 OK**.



XXXX Blue Horse Dressage

Day Sheets

Ring: 1 Xxxxxxxxxxxx Saturday, June 20, 2020

Time	Entry	Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B	Total	%
Class: 153.0 FEI Grand Prix TOC Open CBLM GAIG Sponsored by: Xxxxxxxxxxxx														
Judge at														
8:00 AM	192	Exxxx	Bxxxxxxx	Nxxxx Q		Open	q							
8:09 AM	114	Lxxxx	Txxxx	Exxxx Hx		Adult Amateur	q							
Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponsored by: Xxxxxxxxxxxx														
Judge at														
8:18 AM	196	Cxxxx	Dxxxxxxx	Axxxx ###		11	Open							
8:27 AM		Sxxxx	Mxxxx	Rxxxx Cxx		11	Open	q						
8:27 AM		Sxxxx	Hxxxxxxx	Fxxxx		12	Adult Amateur	q						
8:45 AM	1000	SCRATCH	SCRATCH	SCRATCH		12	q	Scratch						
Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponsored by: Xxxxxxxxxxxx														
Judge at														
8:36 AM	126	Ixxxx	Bxxxxxxx	Vxxxx		11	Open							
8:45 AM	177	Exxxx		Hxxxx Txx		11	Open	q						
8:54 AM	108	Cxxxx	Bxxxxxxx	Sxxxx Lxxxx		12	Adult Amateur	q						
9:03 AM	131	Jxxxx	Gxxxxxxx	Vxxxx		PSG	Adult Amateur							
9:12 AM	151	Bxx	Axxxxxxx	Fxxxx		PSG	Open	q						
9:21 AM	161	Kxxxx	Pxxxx	Lxxxx Ixxxx		PSG	Open	q						
9:30 AM	172	Dxxxx	Sxxxx	Dxxxx		PSG	Open							
9:39 AM	122	Cxxxx	Sxxxx	Sxx Sxxx Rxx		PSG	Open							
9:48 AM	174	Sxxxx	Mxxxx	Bxxxx Gxxx		PSG	Open	q						
9:57 AM		BREAK	10 MIN	***Break***		**Break**								
Class: 132.0 USEF Third Level Test 2 Open CBLM Sponsored by: Xxxxxxxxxxxx														
Judge at														
10:07 AM	188	Mxxxx	Bxxxxxxx	Sxxxx		3-2	Adult Amateur							
10:15 AM	176	Kxxxx	Hxxxxxxx	Exxxxxxx X		3-2	Adult Amateur							
10:23 AM	115	Lxxxx	Rxxxxxxx	Rxxxxxxx Mx		3-2	Adult Amateur							
10:31 AM	128	Sxxxx	Lxxxxxxx	Wxxxxxxx		3-2	Adult Amateur							
10:39 AM	171	Axx	Cxxxxxxx	Axxxx		3-2	Open							
11:05 AM	183	Lxxxx	Bxxxx	Bxxxx TX		3-2	Open	Scratch						
Class: 121.0 USEF Second Level Test 1 Open Sponsored by: Stablemates														
Judge at														
10:47 AM	185	Lxxxxxxx	Mxxxx	Sxxxxxxx		2-1	Open							
10:54 AM	189	Rxxxx	Rxxxx	Cxxx Ix Txx Sxxxx		2-1	Adult Amateur							
11:02 AM	118	Sxxxx	Hxxxxxxx	Lxxxx		2-1	Adult Amateur							
11:09 AM	157	Cxxxxxxx	Exxxxxxx	Sxxxx Hxxxxxxx		2-1	Open							
11:17 AM	184	Exxxx	Kxxxx	Wxxxxxxx Rxx		2-1	Open							
Class: 123.0 USEF Second Level Test 3 Open GAIG Sponsored by: Stablemates														
Judge at														
11:50 AM	179	Rxxxx	Lxxx	Sxxxxxxx		2-3	Adult Amateur							
11:58 AM	175	Axxxx	Cxxx	Sxxxxxxx Gxxx		2-3	1A/YR	q						
12:06 PM		LUNCH	45 MIN	***Break***		**Break**								

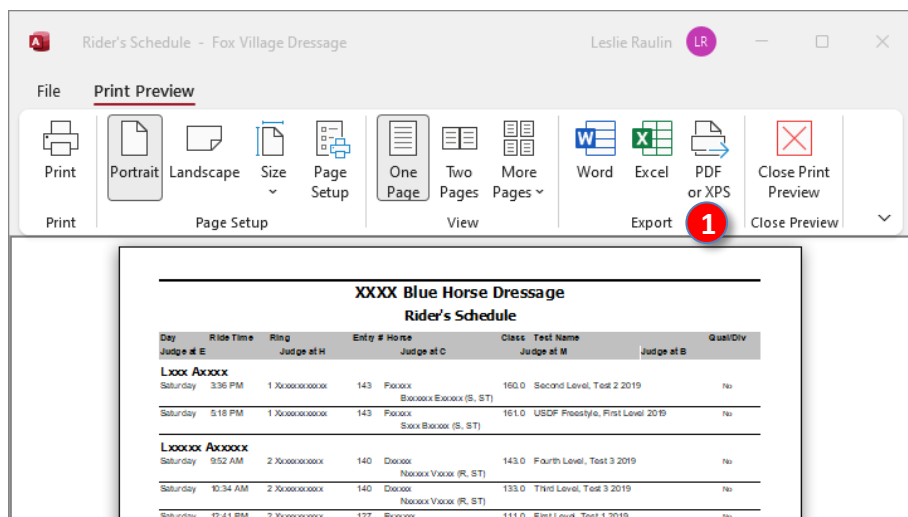
Saturday, November 27, 2021 11:26 AM Page 1 of 6

- The **7 Day Sheets** (Standard) report opens.
- This report lets competitors see the overall schedule of the show, how many riders are in each class, etc.
- The report is chronological listing (by ride time) of all rides that provides:
 - **8 Ring**
 - **9 Day**
 - **10 Class** (# and name)
 - **11 Judge**
 - **12 Time**
 - **13 Entry** (#)
 - **14 Rider Name** (First, Last)
 - **15 Horse Name**
 - **16 Test** (abbreviation)
 - **17 Status/Div**
 - **18 Q** (if GAIG Qual ride)
 - **19 Term** (terminated, usually scratch)

Ride Time Notification > **Save a FVD Report, Post the FVD PDF Reports****RIDE TIME NOTIFICATION > SAVE A FVD REPORT:**

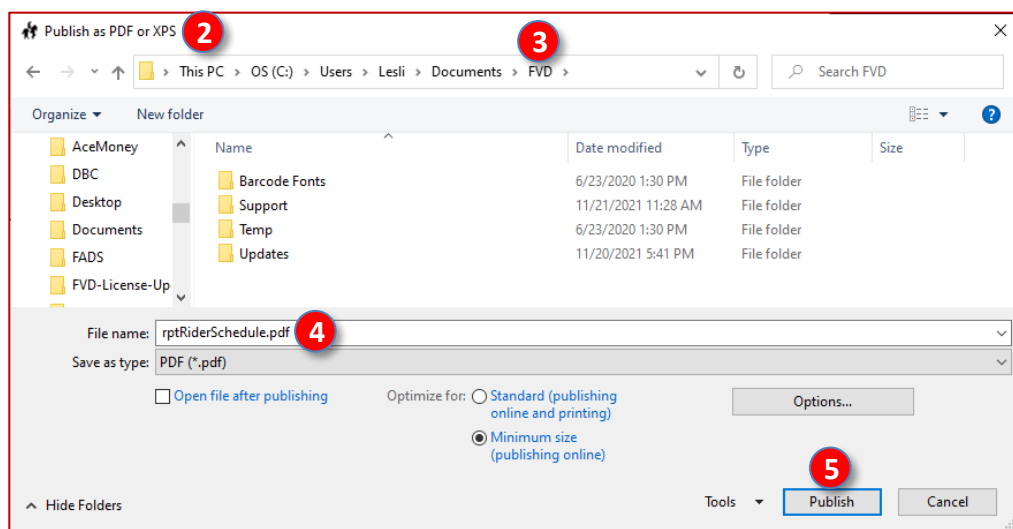
NOTE: In the past, in order to create PDF files, you needed a PDF-Maker program installed on your computer. Fortunately, newer versions of Microsoft Office programs contain this utility. Now it is very easy to create PDF files from FVD.

- This example will save the **Rider's Schedule** report.
- If not already open, open the report as on the previous page.



- Click **1 Export > PDF or XPS**.

- The **2 Publish as PDF or XPS** form opens.
- Navigate to **3 Your FVD Folder** (or the folder of your choice).
- The default file name is **4 rptRiderSchedule.pdf**. If desired, change the file name to more closely reflect the nature of the file, such as **YYYY-BHD-rptRiderSchedule.pdf**.
- Click **5 Publish**.
- The file is saved.



- Using these procedures, save the **Day Sheets Standard Report** as a PDF file.

RIDE TIME NOTIFICATION > POST THE FVD PDF REPORTS:

- In your usual manner, post the saved **Rider's Schedule** report and the **Day Sheets Standard** report to your organization's web site or your show's website.
- If desired, you can also email the files as attachments to the show participants (see next pages).

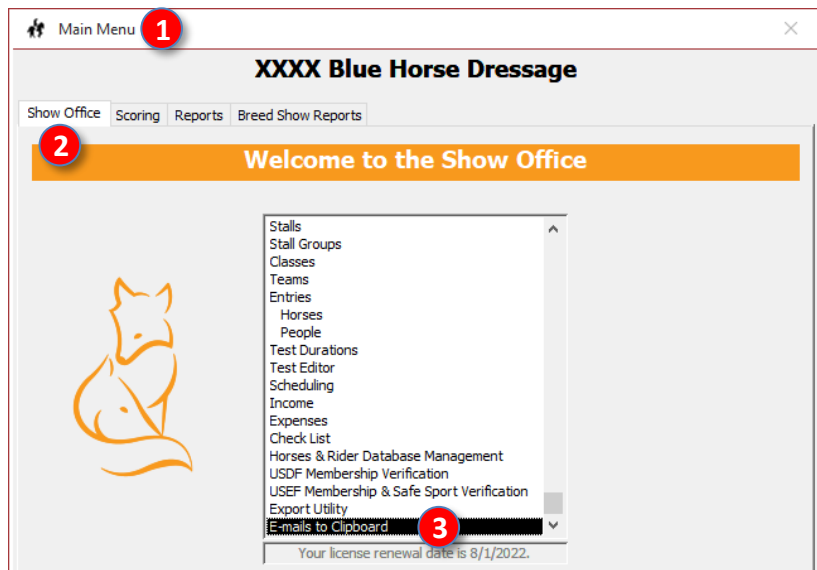
Ride Time Notification > Email Ride Times Reports > Email Addresses

RIDE TIME NOTIFICATION > EMAIL RIDE TIMES REPORTS > EMAIL ADDRESSES:

Now that you have posted your ride times on a web site, you need to inform your riders that they are available. You can do this via email message. Alternatively, you can email the ride times as attachments. FVD has a utility for pasting rider, owner, trainer, and coach emails into the clipboard so you can easily email all of them in one message.

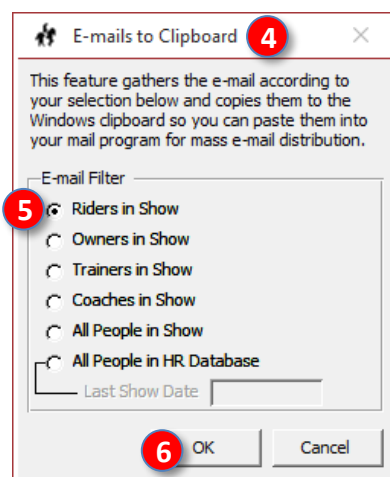
- To place the email addresses of all riders in your clipboard, select **1 Main Menu** > **2 Show Office** > **3 E-mails to Clipboard**

NOTE: Scroll to the bottom of the Show Office list to find *E-mails to Clipboard*.

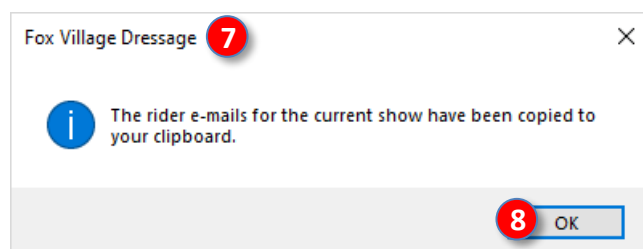


- The **4 E-mails to Clipboard** form opens.
- Click the **5 Riders in Show** radial button – it fills with a black dot.
- If you want to email to owners, trainers, etc., click the corresponding radial button(s).
- Click **6 OK**.

NOTE: If you want the email to go to more or other show participants, select the appropriate radial button.



- A **7 Fox Village Dressage** message opens, informing you that the rider e-mails for the current show have been copied to your clipboard.
- Click **8 OK**.

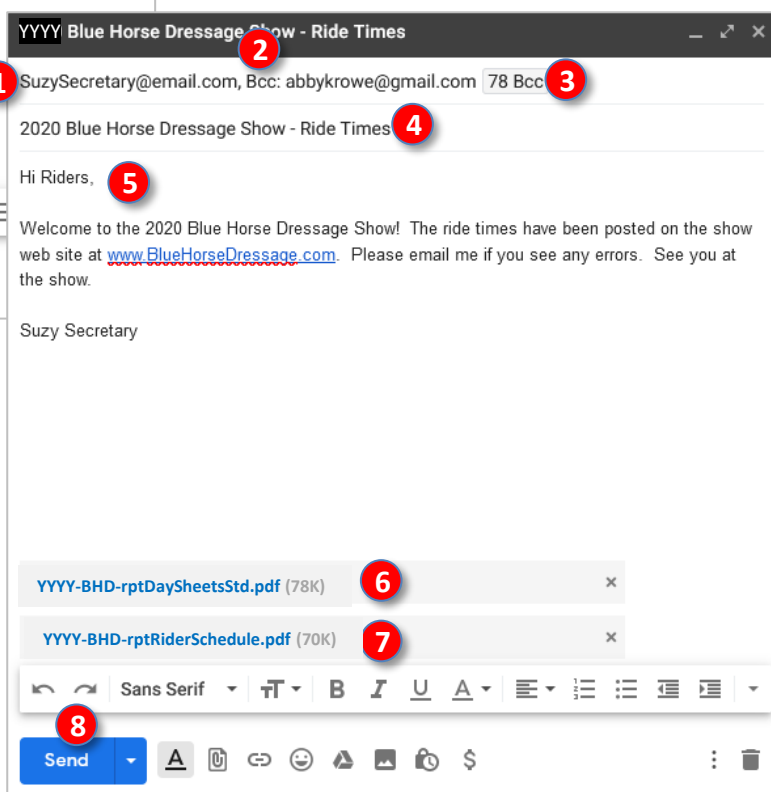
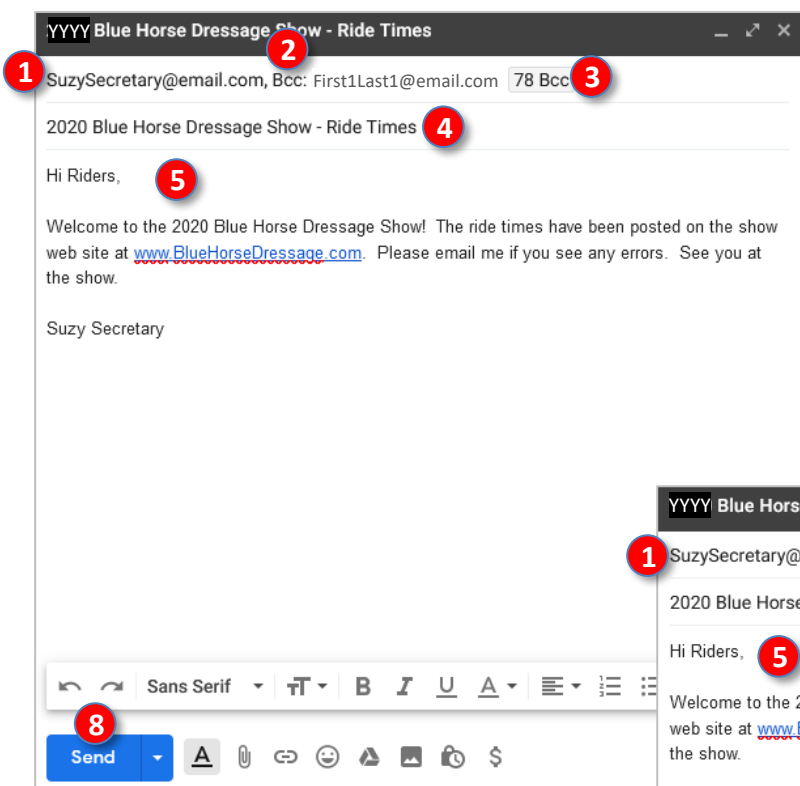


Ride Time Notification > Email Ride Times Reports > Send Email

RIDE TIME NOTIFICATION > EMAIL RIDE TIMES REPORTS > SEND EMAIL:

- Open your default email program in the usual manner.
- Place your cursor in the **1 To:** box and type your email address.
- Place your cursor in the **2 BCC:** (Blind Carbon Copy) and keyboard **Ctrl V** (keyboard shortcut for **Paste**). Using BCC prevents the disclosure of rider emails to other riders.
- The **3 rider email addresses** are pasted into the **BCC:** box.
- Type in a **4 Subject** that will let the recipients know it is a legitimate email regarding the show.
- Type a **5 message** to the riders.
- If you want/need to send attachments, attach the **6 Day Sheet Report** and the **7 Rider's Schedule Report**.
- Click **8 Send**.
- The ride times have been sent to the riders!

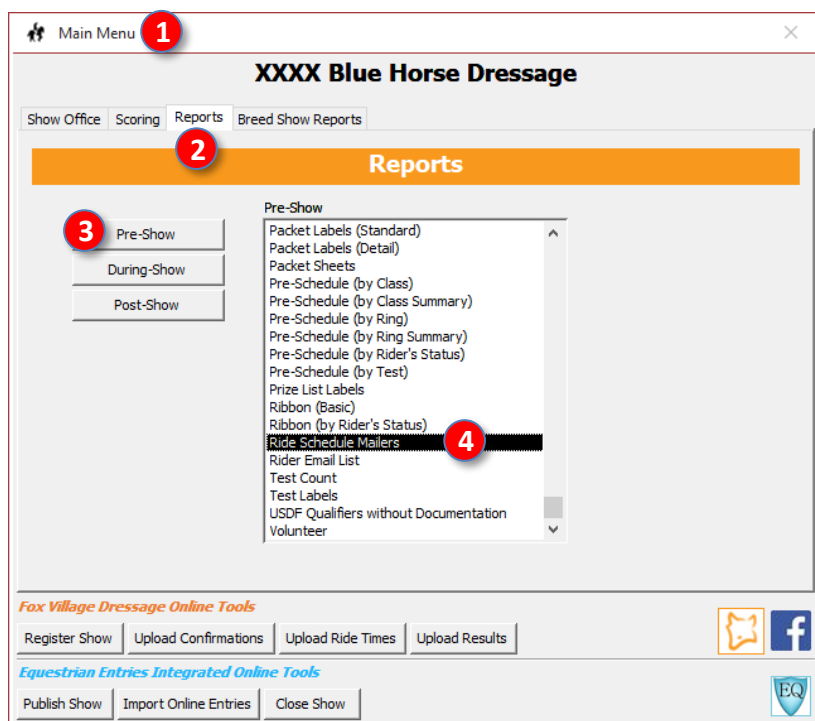
NOTE: Ensure you use BCC for the show participant email addresses so you do not broadcast all the emails to everyone.



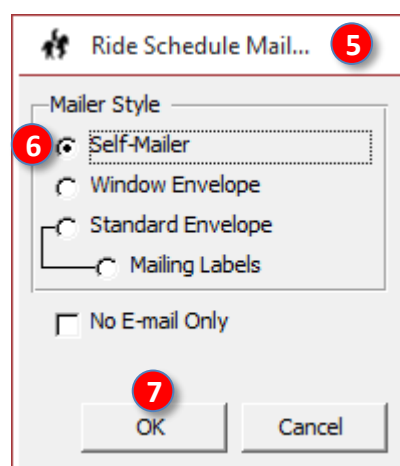
RIDE TIME NOTIFICATION > SNAIL MAIL RIDE TIMES > RIDE SCHEDULE MAILERS:

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Ride Schedule Mailers**.

NOTE: Scroll to the bottom of the Reports > Pre-Show list to find Emails to Clipboard.



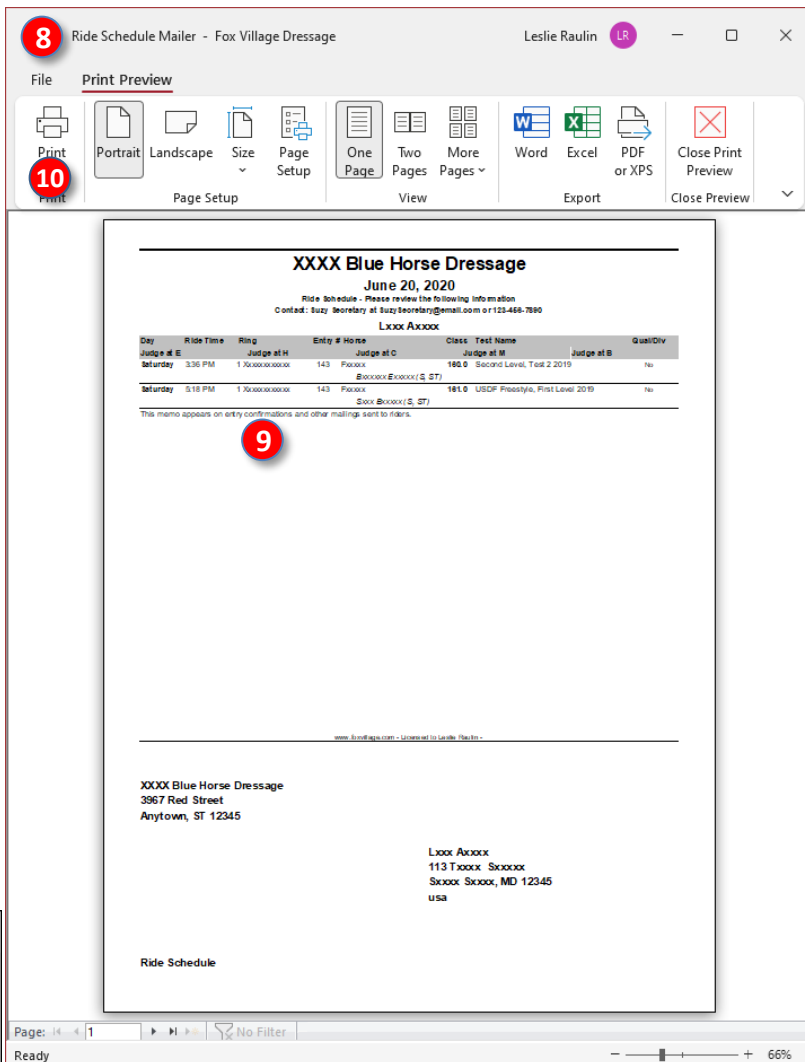
- The **5 Ride Schedule Mailers** form opens.
- Decide what **6 Mailer Style** you want to use (**Self Mailer**, **Window Envelope**, or **Standard Envelope**) by clicking the corresponding radial button. (Self Mailer is the easiest and cheapest method as labels and envelopes are not required.)
- Click **7 OK**.



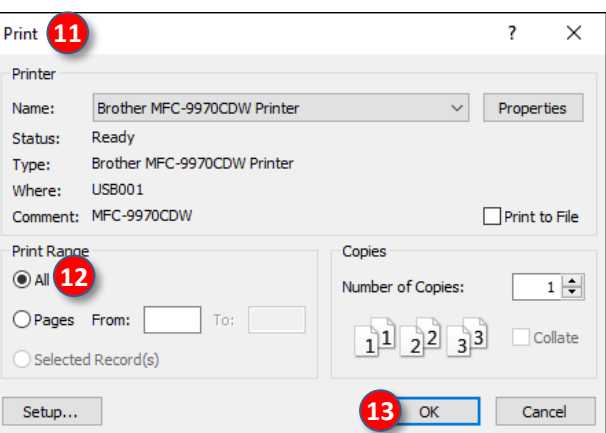
Continued on next page...

Ride Time Notification > Snail Mail Ride Times > Ride Schedule Mailers, Cont'd.

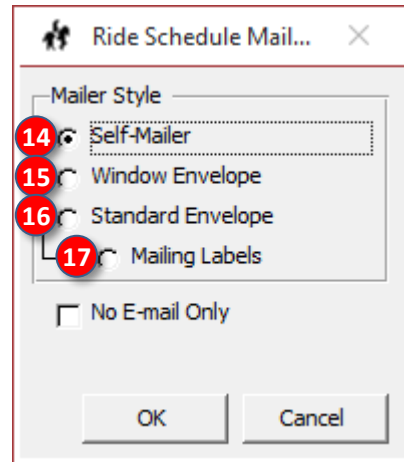
- The **8 Ride Schedule Mailer** report opens, showing information for each entry on a separate page. The **9 Global Memo** is on each rider's page.
- Review each entry's page to ensure it is correct.
- Click the **10 Print** button
 - The **11 Print** form opens.
 - To print all the pages, click the **12 Print Range > All** radial button.
 - Click **13 OK**.
 - All the pages will print.
 - To print one or a range of pages, click **14 Print Range > Pages**.
 - In the **15 From: [] To: []** boxes, fill in the page number or page number range that you want to print.
 - Click **13 OK**.
 - The selected page(s) will print.



NOTE: This form is printer dependent; therefore, your form will look different.



- For **14 Self Mailer**, fold each sheet in thirds, tape, stamp, and mail.
- For **15 Window Envelope**, fold the sheet in thirds and place in a window envelope, stamp, and mail.
- For **16 Standard Envelope**, fold the sheet in thirds and place in a standard envelope. Create rider mailing labels using **17 Mailing Labels**. Print then affix the labels to the envelopes, stamp, and mail.



CHAPTER II.27. PREPARE DRESSAGE TEST SHEETS



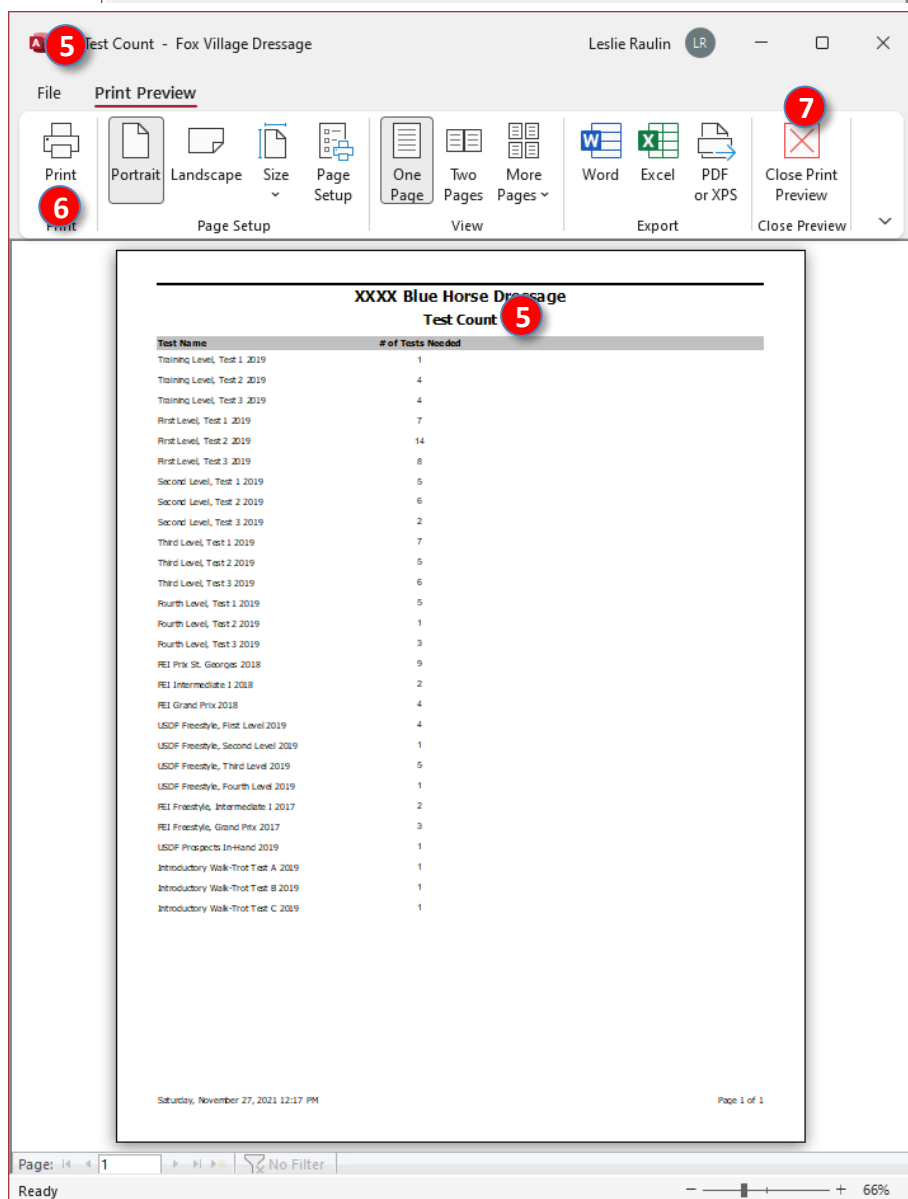
Prepare Dressage Tests Sheets > Test Count Report

TEST COUNT REPORT:

The **Test Count Report** lets you know how many of each dressage test you need for your show.

NOTE: If you are using **FVD Paperless Scoring**, you do not need to print the test sheets. [Click here](#) for information on the FVD web site.

- Select **1 Main Menu > 2 Reports > 3 Pre-Show > 4 Test Count Report.**



- The **5 Test Count** report opens.
- Click **6 Print** to print the report.
- If desired, click **7 Close Print Preview** to close the report.
- Using the **Test Count Report**, determine how many copies of each test you need.
- Increase the count by at least 10% to have extra tests on hand for last minute changes, reference copies for the judges, etc.

Prepare Dressage Tests Sheets > Online Dressage Test Computer Files

ONLINE DRESSAGE TEST COMPUTER FILES:

- Computer files for the dressage tests are available from the USDF, USEF, and FEI (including Para-Equestrian Dressage Tests) web sites. [Eventing tests must be purchased via the USEA web site.]
- Show Management prints the tests for show purposes.
- The tests are rewritten every few years and updated/corrected frequently, so it is best to **use the files posted on the web sites** every time you print dressage tests.
- **USEF/USDF Dressage Tests** (see [Dressage Tests > USEF/USDF](#)):
 - [Click here](#) to obtain the 2023 USEF/USDF tests via the USDF web site.
 - Fees (as of March 2023):
 - After the show, **USEF** charges a **Dressage Ride Fee** of \$0.45 per Training through Fourth Level ride and a **Competition Fee** of \$1.50 per horse in the show ([click here](#) for links to the **2023 USEF Post Competition Report** online).
 - After the show, **USDF** charges a **Dressage Ride Fee** of \$15.00 per GAIG Q ride and \$.45 for each Introductory and Freestyle ride ([click here](#) to download the 2023 USDF Report of Fees).
 - For schooling shows, the tests may be used free of charge.
- **FEI Dressage Tests** (see [Dressage Tests > FEI](#)):
 - [Click here](#) to obtain the FEI tests via the FEI web site.
 - There is no cost per ride for USEF/USDF shows.
- **FEI Para Equestrian Dressage Tests** (see [Dressage Tests > FEI Para-Equestrian](#)):
 - [Click here](#) to obtain the FEI PE tests via the FEI web site.
 - There is no cost per ride for USEF/USDF shows.

2023 USEF TRAINING LEVEL TEST 3

PURPOSE
To confirm that the horse demonstrates correct basics, by showing suppleness both laterally and longitudinally, moving freely forward in a clear rhythm with a steady tempo, and readily accepting contact with the bit. Correct gait and lines of travel should be shown.

All test work may be ridden sitting or rising, unless otherwise stated.
Hulls may be through the walk.

READER PLEASE NOTE: Anything in parentheses should not be read.

TEST	DIRECTIVES	POINTS	COEF	TOTAL	REMARKS
1. A X	Enter working trot Halt, salute Proceed working trot	Regularly and quality of trot; willing, calm transitions; straightness; alertness; immobility (min. 3 seconds)			
2. C H-X-K	Track left Slightly after H begin a single loop to X returning to the track slightly before K	Regularly and quality of trot, bend and balance in turn; shape and size of loop; changes of bend; balance	2		
3. Between A & F	Working canter left lead	Willing, calm transition; regularly and quality of gait; bend in corner; straightness			
4. B	Circle left 20m	Regularly and quality of canter; shape and size of circle; bend; balance			
5. H-X-F X	Change rein Working trot	Regularly and quality of gait; willing, calm transition; straightness; bend in corner			
6. A	Medium walk	Willing, calm transition; regularly, quality	2		
7. H-X-H H	Free walk Medium walk	Regularly and quality of walk; reach, overtrack, and ground cover of free walk allowing complete freedom to stretch the neck forward and downward; straightness; willing, calm transitions	2		
8. C M-X-F	Working Trot Slightly after M begin a single loop to X returning to the track slightly before F	Regularly and quality of trot; shape and size of loop; changes of bend and balance	2		
9. Between A & K	Working canter right lead	Willing, calm transition; regularly and quality of gait; bend and balance in corner; straightness			
10. E	Circle right 20m	Regularly and quality of canter; shape and size of circle; bend; balance			
11. C	Working trot	Willing, calm transition; regularly and quality of trot			
12. B Before B B	Circle right 20m in rising trot allowing the horse to stretch forward and downward Shorten the reins Working trot	Forward and downward stretch over the back into a light contact, maintaining balance and quality of trot; bend; shape and size of circle; willing, calm transitions	2		
13. A X	Down centerline Halt, salute	Bend and balance in turn; regularly and quality of trot; willing, calm transition; straight; attentive halt; immobility (min. 3 seconds)			

Leave arena at A in Free walk.

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2023 USEF TRAINING LEVEL TEST 3

COLLECTIVE MARKS

MARK	DESCRIPTION	1	2	3	4	5
Gaits (Freedom and regularity)						
Impulsion (Desire to move forward; elasticity of the steps; suppleness of the back; engagement of the hindquarters)						
Submission (Willing cooperation; harmony; attention and confidence; acceptance of bit and aids; straightness; lightness of forehand and ease of movements)						
RIDER'S POSITION AND SEAT (Alignment, posture, stability; weight placement; following mechanics of the gait)						
RIDER'S CORRECT AND EFFECTIVE USE OF AIDS (Clarity; subtlety; independence; accuracy of test)						

FURTHER REMARKS:

To be deducted:
Errors of the course and omissions are penalized

Subtotal:
Errors: ()

Total Points: (Max Points: 250)

1st Time = 2 points
2nd Time = 4 points
3rd Time = Elimination

United States Equestrian Federation, Inc.
2023 USEF TRAINING LEVEL TEST 3

Signature of Judge: _____
Name of Judge: _____
Name of Rider: _____
Name and Number of Horse: _____
Date of Competition: _____
Final Score: _____
Maximum T.S. 250

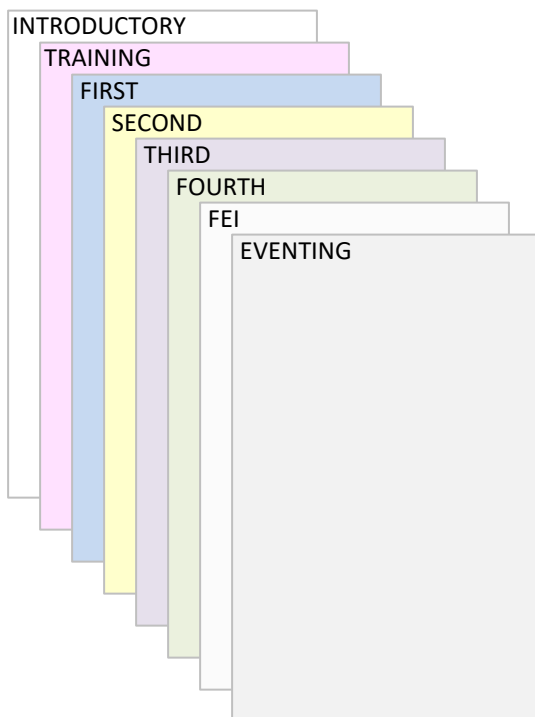
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Prepare Dressage Tests Sheets > Paper Size and Colors

PAPER SIZE AND COLORS:

- In the USA, dressage tests are printed on 8 ½ x 14 paper.
- Although no longer required, printing different test levels/types on different colored paper makes finding tests easier, particularly while in the scoring section. The following are the standard colors with links to Amazon.com:
 - **Introductory** - white (can be purchased anywhere!)
 - **Training** – pink ([click here](#))
 - **First** – blue ([click here](#))
 - **Second** – yellow ([click here](#))
 - **Third** – lavender ([click here](#))
 - **Fourth** – green ([click here](#))
 - **FEI** – ivory ([click here](#))
 - **Eventing** – gray ([click here](#))

NOTE: These come in and out of stock. Search the internet for other sources and perhaps better prices.

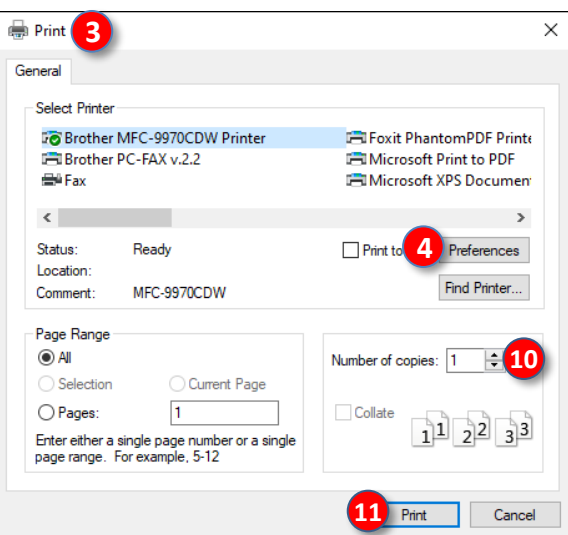
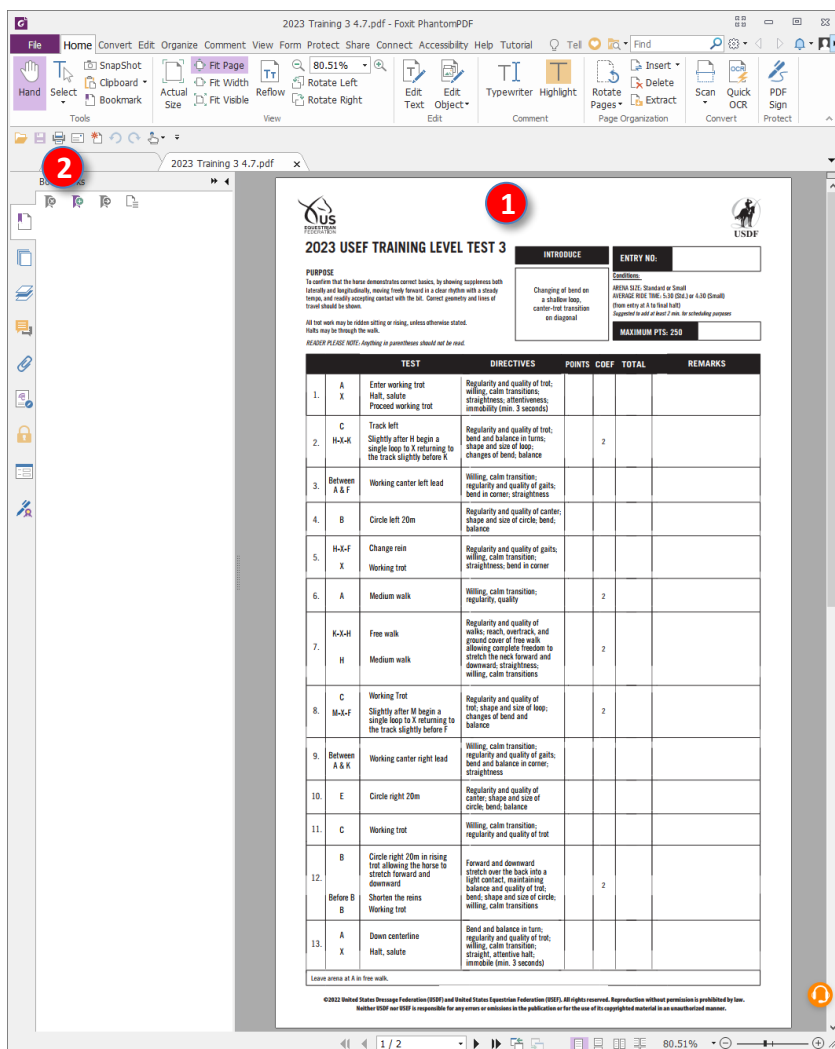


Prepare Dressage Tests Sheets > Print Dressage Tests

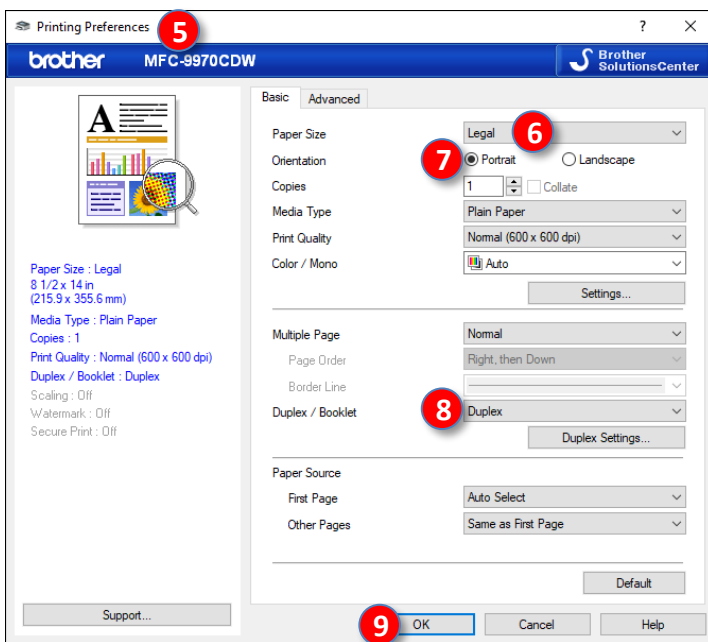
PRINT DRESSAGE TESTS:

NOTE: Each PDF program and printer will have different screens.

- Open the test you want to print (see [Online Test Computer Files](#) or [USEF/USDF AND FEI DRESSAGE TESTS](#)). The **1** PDF file will look similar to the diagram.
- Click the **2** Print button.
- The **3** Print form opens.
- Click **4** Preferences (or Properties).



- The **5** Preferences form specific to your printer opens. The appearance is different for each printer type.
- **IMPORTANT:** Using the **6** Paper Size drop-down arrow, select **Legal**. If you do not do this, the image will print as 8 ½ x **11** instead of 8 ½ x **14**. Also ensure the **7** Orientation is **Portrait**.
- If your printer has a duplex feature (prints on both sides of the paper; a printer with this feature is HIGHLY recommended as it will save you lots of time and hassle), using the **8** Duplex / Booklet drop-down arrow, select **Duplex**.
- Click **9** OK.
- You are returned to the **3** Print form.
- Using the [Test Count Report](#), select the number of **10** Copies you want to print.
- Click **11** OK.
- The dressage tests sheets will print.

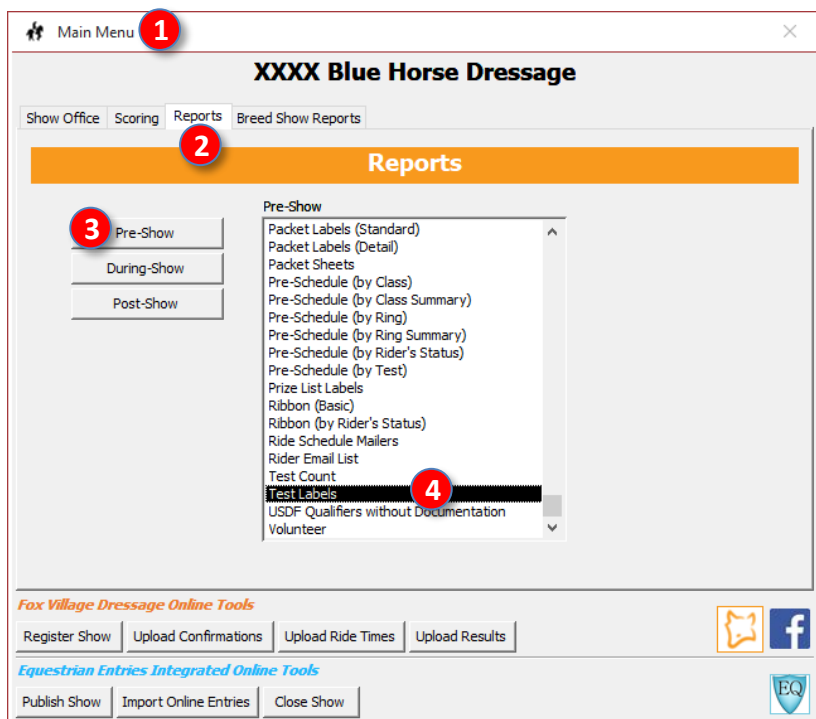


Prepare Dressage Tests Sheets > Open Dressage Test Sheet Labels Report

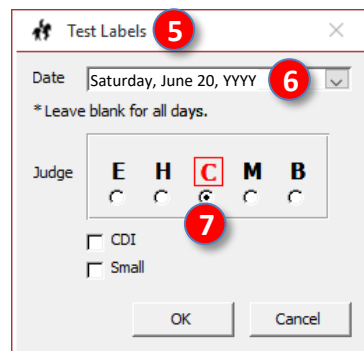
OPEN DRESSAGE TEST SHEET LABELS:

FVD has a utility to print labels for the dressage tests.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Test Labels**. (You will need to scroll down the list of options.)



- The **5 Test Labels** form opens.
- Using the drop-down, select the **6 Date** for which you want to print the labels. If you leave this blank you will print labels for all show days.
- The form gives you the choice of judge location to be printed. First select the **7 Judge at C**. (After printing out this set of labels, repeat for judges at other locations, if applicable.)



Continued on next page...

Prepare Dressage Tests Sheets > Open Dressage Test Sheet Labels Report, Cont'd.

- You have four options for dressage test labels:
 - Standard Label / Standard Size (4" x 2") – sorted by Date / Ring / Ride Time.
 - Standard Label / Small Label (4" x 1-1/3") – sorted by Date / Ring / Ride Time.
 - CDI Label / Standard Size (4" x 2") – sorted by Date / Class / Entry # as ride times are assigned later.
 - CDI Label / Small Size (4" x 1-1/3") – sorted by Date / Class / Entry # as ride times are assigned later.

Standard Label / Standard Size (4" x 2")

Do not check
 8 CDI or
 9 Small

NOTE: This is the most used size.

Standard Label / Small Size (4" x 1-1/3")

Check
 9 Small

CDI Label / Standard Size (4" x 2")

Check
 8 CDI

CDI Label / Small Size (4" x 1-1/3")

Check both
 8 CDI and
 9 Small

Prepare Dressage Tests Sheets > Print Dressage Test Sheet Labels

PRINT DRESSAGE TEST SHEET LABELS:

- In this example, we will use Standard Labels / Standard Size.
- Do not check **1** CDI or **2** Small.
- Click **3** OK.

- The **4** Test Labels (Standard) report opens for standard labels.
- Check the labels to ensure everything is correct.
- See [PRINT LABELS AND INDEX CARDS](#) for the procedure to print labels and index cards.

- The labels print in order of go for each ring, as show by the red arrows in the diagram; therefore, it is important to keep the original order when you put the labels on the tests.
- Place each label in the appropriate position on the appropriate test. **Be very careful to place the correct label on the correct test.** Do not cover the judge's signature space or the scoring lines.
- For shows with classes that have two or more judges, print the additional labels needed with the second, third, etc. judge's position by selecting the **5** Judge position and repeat.

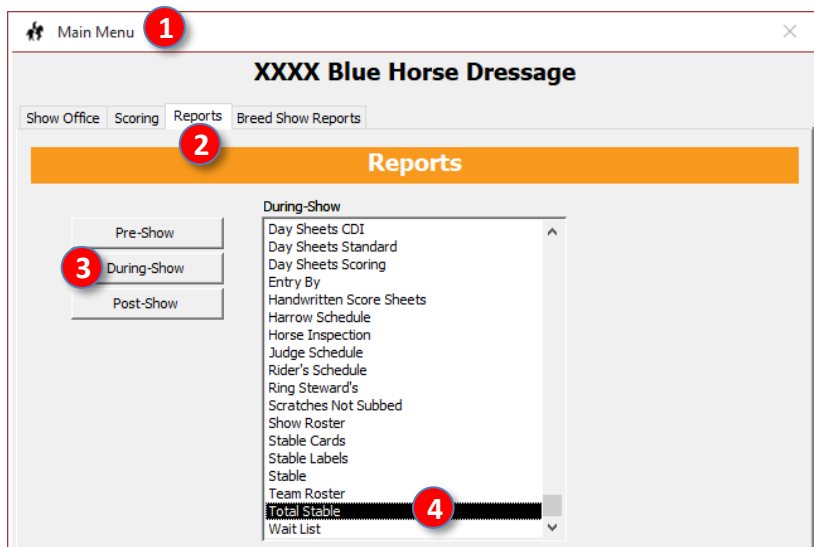
CHAPTER II.28. STABLING



Stabling > Total Stable Report

TOTAL STABLE REPORT:

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Total Stable** report. (you will need to scroll down.)
- The **5 Total Stable** report opens. It is sorted by **Stall Group** (entries with no Stall Group are first) then by **Rider Last Name**. For each horse/rider combination, it provides:
 - **6 Horse Name**
 - **7 Rider Name**
 - **8 Stall Group** (if entered)
 - **9 Horse Sex** (needed for stall assignments – separate stallions and mares)
 - **10 Entry #**
 - **11** Space where the **Stall #** will be located after entry into the FVD program
 - **12 Stable Comments** (if entered)
 - **13 Horse (Stable)** or **Tack Stall** and on which days (a check indicates the horse will stay that day and night for show stalls).
 - **14 Bedding** requested (# of bales)
- The last page of the report provides **15 total # of stalls for each day** and **16 total # of bales of bedding** (assume more bedding will be requested during the show)
- Using a Stall Layout Plan for the facility (you will need to get the specific stall numbers and location from the facility owner/operator or from past shows), make a tentative stall assignment sheet by hand.
- Ensure you:
 - Keep requested **Stall Groups** together.
 - Place **stallions** in stallion proof stalls.
 - **Mares** and **stallions** should not be in adjacent stalls.
 - Do not use stalls that need repair, etc.



2020 Blue Horse Dressage 1
Total Stable **5**

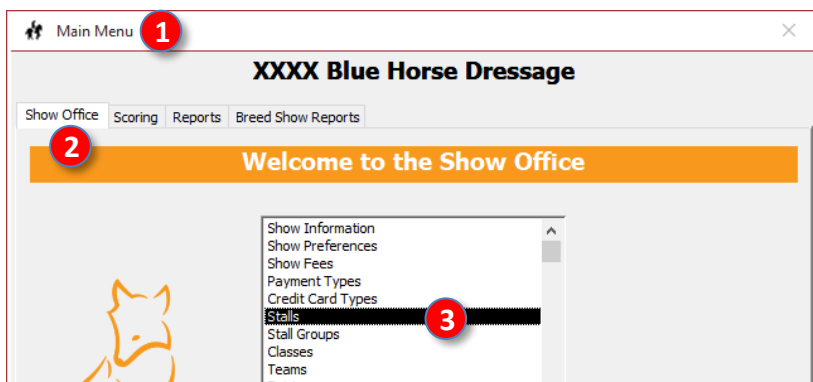
Horse Rider Stall Group	Sex Entry Stall #	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Bedding Type
Vxxxxxxx Jxxxxx Gxxxxxx	Gelding #131	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 Stable
Wxxxxxxx Sxxxxx Bxxxxx	Gelding #131 H1 stall Sat FEI MFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 Stable
Fxxxxx Txxxx Vxxxxxx Mxxxxx	Mare #156 H3 stall, F-S-S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Stable
Wxxxx-XXX Axxxxx Pxxxx Axx Pxxx	Mare #148 H3 stall, T3 tack, F-S-S, FEI MFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tackstall
Wxxxx-XXX Axxxxx Pxxxx Axx Pxxx	Mare #148 H3 stall, T3 tack, F-S-S, FEI MFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
Bxxxxx Sxxxxx Cxxxxx Yxxxxx Axx Pxxx	Gelding #182 H3 Stall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
Lxxxx-XXX Cxxxxx Yxxxxx Axx Pxxx	Gelding #183 H3 stall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
Fxxxxx Kxxxx Hxxxxx Axxxxx Dxxxxx	Gelding #105 H3 stall, T3 tack, F-S-S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tackstall
Fxxxxx Kxxxx Hxxxxx Axxxxx Dxxxxx	Gelding #105 H3 stall, T3 tack, F-S-S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
Fxxxxx Bxx Axxxxx Axxxxx Dxxxxx	Gelding #154 H3 stall, F-S-S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
Gxxxxx Bxx Axxxxx Axxxxx Dxxxxx	Gelding #155 H3 stall, F-S-S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
Wxxxxx Rxxxx Bxxxxx Hxxxx Mxxxx Hxxxx	Gelding #132 H3 stall F-S-S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Stable
Dx Dxxx Sxx Axxxxx Hxxxx Mxxxx Hxxxx	Mare #187 He stall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Stable
Dxxxx Vxxxx Sxx vxx dxx Lxxxx Hxxxx Mxxxx Hxxxx	Gelding #194 H3 non-complete horse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
Axxxx Txxxx Hxxxxx Hxxxxx	Gelding #141 H3 stall S-S USDF MFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
Saturday, March 21, 2020 11:38 AM											
Page 1 of 2											
Total		0	0	0	0	0	19	25	22	0	11

Stabling > Enter Stall Numbers in FVD**ENTER STALL NUMBERS IN FVD:****NOTES:**

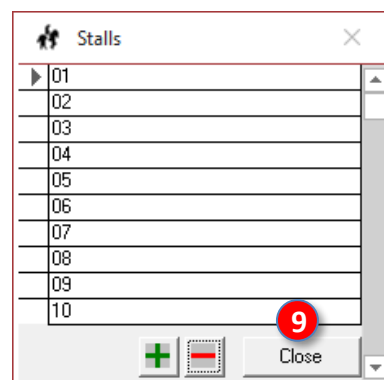
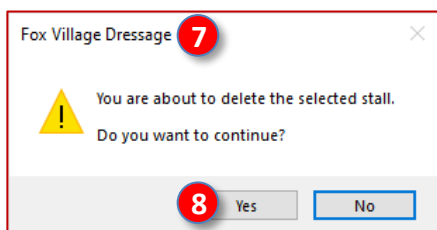
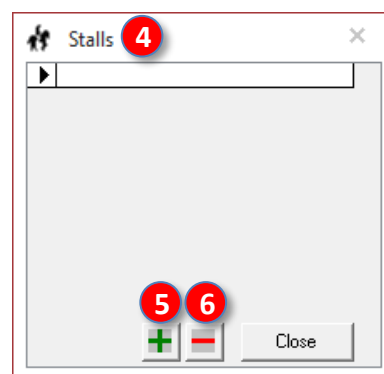
- If you are using a **Show Template**, the stall numbers may already be entered.
- For stall numbers **1-9**, enter them as **01-09** as this facilitates sequential sorting in the FVD program. If the facility has more than 99 numbered stalls, number the stalls 001, 002, 003, ..., 010, 011, ..., 099, 100, etc. [For computer nerds: this is required as stall number is a text field, not a number field.]
- You may want to enter both the barn name/number and the stall number. In the example we will use, **Barn 1** is the barn number and **01, 10, 11**, etc. are the stall numbers. You are allowed a maximum of 10 letters and numbers so you may need to use abbreviations for barn names.
- Some stalls at some facilities may be in disrepair, in use by another event, etc. Therefore, before you assign stalls, go to the facility and inspect the stalls.

- You need to enter the stall number for each of the stalls you may use at the show facility. This can be done during [Edit a Show Template > Stalls](#), during [Set Up a New Show > Stalls](#), or after the stalls have been assigned by hand.

- Select **1 Main Menu > 2 Show Office > 3 Stalls**.



- The **4 Stalls** form opens.
- Using the **5 Add Stall** button, enter the numbers of all the stalls.
- To ensure the stall numbers sort numerically, for stall 1-9, enter them as 01-09 (if you have over 99 stalls, use 001-099).
- To delete a stall, click the white box next to the stall number (the box turns black) then click the **6 Delete Stall** button.
- A **7 Fox Village Dressage** warning message opens.
- To delete the selected stall number, click **8 Yes**.

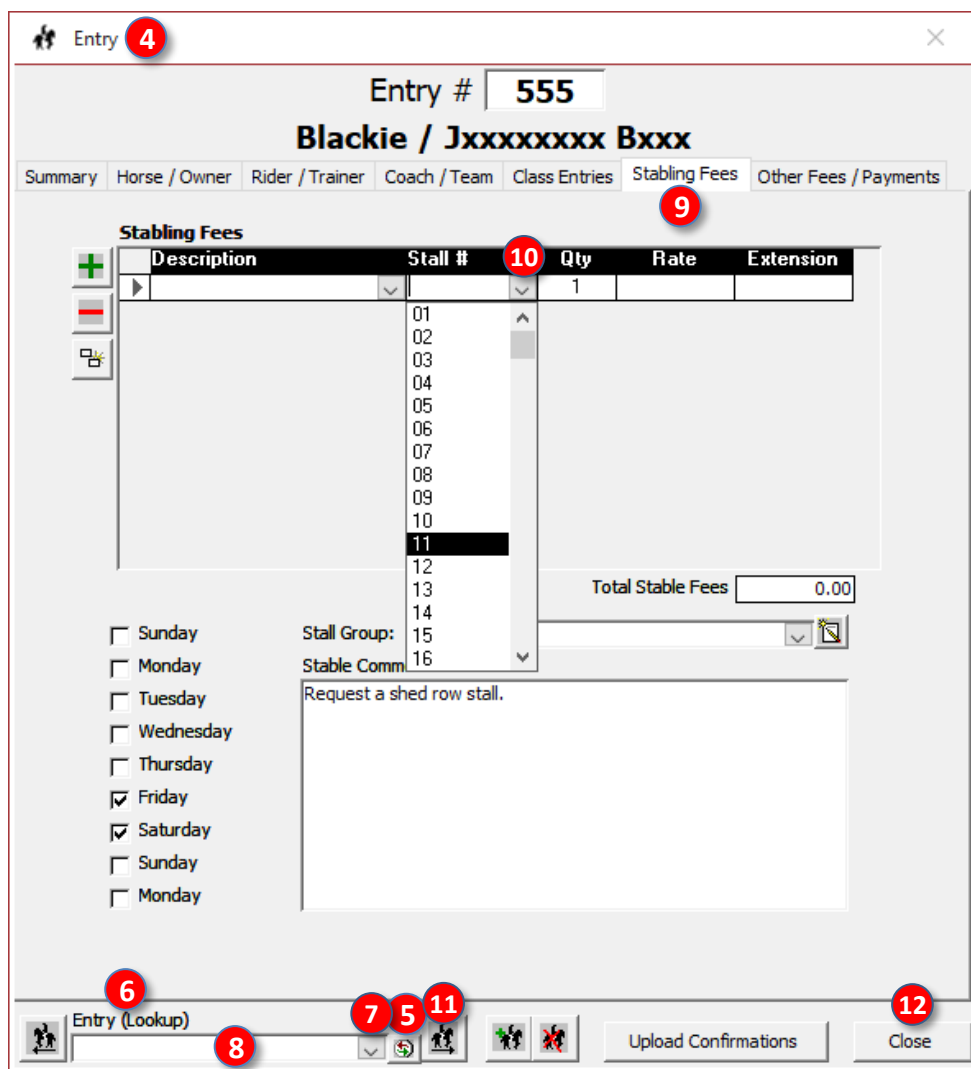
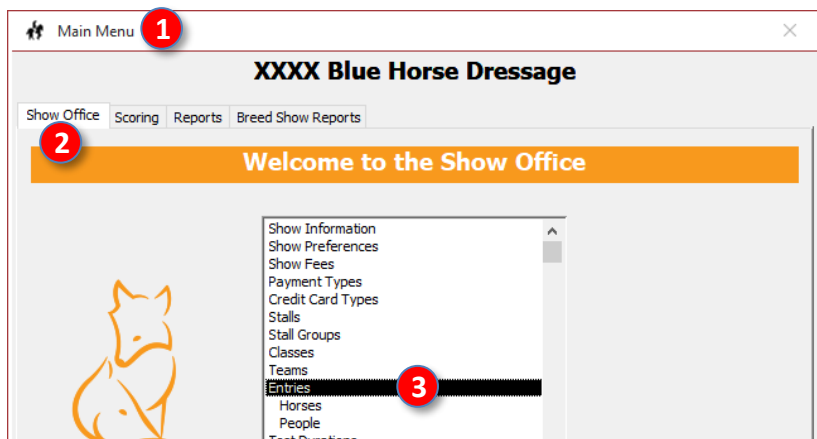


- Click **9 Close** when you have entered all the stalls.

Stabling > Assign Stall Numbers

ASSIGN STALL NUMBERS:

- Next you need to enter the assigned stall number for each horse (stable) and tack stall.
- Select **1 Main Menu** > **2 Show Office** > **3 Entries**.
- The **4 Entry** form opens with the first **Entry #** displayed.
- If not already displayed, use the **5 Switch to ...** button to switch to **6 Entry (Lookup)**.
- To select the **Entry #** for which you want to enter stall numbers, use the **7 Entry (Lookup)** drop-down arrow or type the **Entry #** in the **8 Entry (Lookup)** box.
- Click on the **9 Stabling Fees** tab.
- Using the **10 Stall #** drop-down arrow, select the assigned horse Stall # (and the tack stall #, if requested).
- Use the **11 Next Entry** button to move to the next entry.
- Repeat steps 10 - 11 until all entries that have requested stalls (horse stalls and tack stalls) have them assigned in the FVD program.
- Click **12 Close** to return to the **Main Menu**.
- Open the [Total Stable Report](#) to check your assignments.



NOTE: FVD does not prevent inadvertent assignment of a stall more than once. Ensure you do not do this!

NOTE: See [MAKE A STALL LIST FROM DATA EXPORTED TO EXCEL](#) for information on using MS Excel to make a stall list that you can sort by stall number, rider name, and horse name, and distribute to competitors, post on your web site, etc.

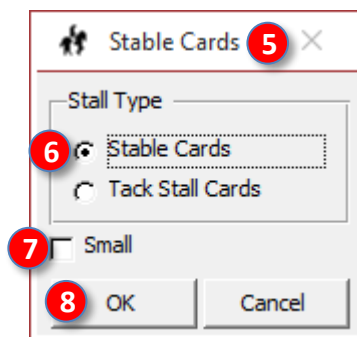
Stabling > *Print Stable Cards and Tack Stall Cards***PRINT STABLE CARDS AND TACK STALL CARDS:**

After you have assigned the stall and tack stall numbers in the FVD program, you can print the **3" x 5" Stable / Stabling Cards** or **2" x 4" Stable / Stabling Labels**. They are fastened to the stalls so riders know they are using the correct stall.

- Select **1 Main Menu** > **2 Reports** > **3 During Show** > **4 Stable Cards**.



- The **5 Stable Cards** form opens.
- First select **6 Stabling Cards** to create cards for horse stalls.
- If you want small cards, click **7 Small**.
- Click **8 OK**.



Stabling > Print Stable Cards and Tack Stall Cards, Cont'd.

- The **9 Stabling Cards** report opens.
- Examine the report for errors, etc.
- The standard size is printed onto 3" x 5" laser index cards. See [PRINT LABELS AND INDEX CARDS](#) for the procedure to print labels and index cards.
- The small size is printed onto 2" x 4" shipping labels. See [PRINT LABELS AND INDEX CARDS](#) for the procedure to print labels and index cards.

STANDARD SIZE – 3" x 5" LASER INDEX CARDS

SMALL SIZE – 2" x 4" SHIPPING LABELS

9

XXXX Blue Horse Dressage

Jxxxx Gxxxxx
Vxxxxxx **Entry #131**
 Description: Gelding Kwpn Bay 16.1
 EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 0
 Stall # : Bam 3 Sat

XXXX Blue Horse Dressage

Sxxxx Bxxxx
Wxxxxxxx **Entry #133**
 Description: Gelding Hanoverian Black 17
 EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 0
 Stall # : Bam 2 Sat

XXXX Blue Horse Dressage

Vxxxx Mxxxx
Fxxxx Txxxx **Entry #156**
 Description: Mare Rpl Bay 15.3
 EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 0
 Stall # : Bam 3 Sat

XXXX Blue Horse Dressage

Sxxxx Bxxxx
Xxxxxx Sxxxx **Entry #162**
 Description: Gelding Ireland bay sport hc Bay 16.2
 EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 0
 Stall # : 02

XXXX Blue Horse Dressage

Kxxxx Hxxxx Axxxx Dxxxx
Fxxxxxx **Entry #105**
 Description: Gelding Oldenburg Black 17.1
 EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 0
 Stall # : 11

XXXX Blue Horse Dressage

Bxxxx Axxxx Axxxx Dxxxx
Gxxxx **Entry #155**
 Description: Gelding Kwpn Bay 16.1
 EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 1
 Stall # : 19

9

XXXX Blue Horse Dressage

Sxxxx Bxxxx
Vxxxxxx **Entry #131**
 Description: Gelding Hanoverian Black 16.1
 EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 0
 Stall # : Bam 3 Sat

XXXX Blue Horse Dressage

Axxxx Pxxxx Axxxx Pxxxx
Wxxxx-XXX **Entry #148**
 Description: Mare Friesian Black 16.3
 EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 0
 Stall # : 04

XXXX Blue Horse Dressage

Cxxxx Yxxxx Axxxx Pxxxx
Bxxxxx Sxxxx **Entry #162**
 Description: Gelding Mare Oldenburg Bay 16.2
 EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 0
 Stall # : 02

XXXX Blue Horse Dressage

Bxxxx Axxxx Axxxx Dxxxx
Fxxxxxx **Entry #154**
 Description: Gelding Westfalen Bay 17.3
 EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 0
 Stall # : 01

XXXX Blue Horse Dressage

Bxxxx Bxxxx Hxxxx Mxxxx Hxxxx
Gxxxx **Entry #132**
 Description: Gelding Rpl Bay 16.3
 EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 0
 Stall # : 12

XXXX Blue Horse Dressage

Bxxxx Axxxx Axxxx Dxxxx
Gxxxx **Entry #132**
 Description: Gelding Rpl Bay 16.3
 EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 2
 Stall # : 04

- To print the **Tack Stall Cards**, repeat **Steps 1-9** above, selecting **Tack Stall Cards** in **Step 6**.
- The cards/labels are sorted by Stall Group. Resort the horse and tack stall cards according to your stall list.
- **Prior to arrival of horses at the show**, apply stall cards to stalls. Depending upon the facility, they can be affixed with tape, stapler gun, or using a facility-supplied clip or holder.
- Print several of your stall lists and post them in convenient places. It is helpful to get them laminated or put them in document protectors.
- If desired, send the stall assignments out with the ride times or post on your web page. (Some shows do not provide stall assignments until horses arrive at the show. This helps prevent the unloading of horses prior to submission of the Coggins and vaccinations reports.)

NOTE: The FVD program also provides **Stable Labels** that can be used in lieu of the **Stable Cards** and can also be placed on show packets. See [During Show > Stable Labels](#) for further information.

CHAPTER II.29. RIDER PACKET LABELS/SHEETS



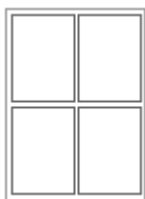
Rider Packet Labels/Sheets > Types of FVD Rider Packet Labels/Sheets

TYPES OF FVD RIDER PACKET LABELS/SHEETS:

- When they check-in with the show office, riders may receive a packet containing their bridle number, show program, and other inserts determined by show management. The FVD program creates labels or sheets for the rider packets.
- You have a choice of three types of **Rider Packet Labels**:
 - A. Packet Labels (Detail):** Label that details entry deficiencies that must be corrected.
 - B. Packet Labels (Standard):** Label that has just the Entry #, rider name, and horse name.
 - C. Packet Sheets:** Half sheet of paper with entry deficiency information; the paper is either inserted in the envelope or stapled to the front of the envelope.

A. Packet Label (Detail)

3½" X 5" Label
(Avery 5168)



XXXX Blue Horse Dressage
June 20, 2222
JXXXXXXXX Bxxx
Entry # 555
Blackie

Need Owner Signature 0.00

Need Additional

Need Horse USEF Card
Need Horse USDF Card

Need Horse Coggins Need Horse Vaccines

Need Rider USDF Card **1**

Need Trainer USDF Card

B. Packet Label (Standard)

4" X 2" Label
(Avery 5163)

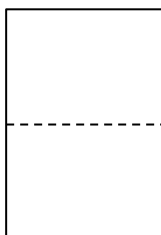


XXXX Blue Horse Dressage
June 20, 2222

Lxxx Axxxx
Entry # 143
Fxxxxx

C. Packet Sheet

8 ½" x 5 ½" Paper
(Prints 2 per 8 ½" x 11"
Sheet of Paper)



XXXX Blue Horse Dressage
Packet Sheet

Entry #	Rider	Horse	Amount Due
555	JXXXXXXXX Bxxx	Blackie	0.00
	Need Owner Signature	Coggins	
	Need Horse USEF Card		
	Need Horse USDF Card		
	Need Horse Coggins	Need Horse Vaccines	
	Need Rider USDF Card		
	Need Trainer USDF Card		

1

NOTE: The **Packet Label (Detail)** and the **Packet Sheet** list **1** deficiencies noted within the entry and on the [Need List](#).

- Obtain a sufficient number of envelopes for the number of riders. Most shows use a 9" x 12" envelope. Many colors are available. A smaller sized envelope may be used if you do not have any large handouts.

Rider Packet Labels/Sheets > Rider Packet Labels (Standard) – 4" x 2" Label

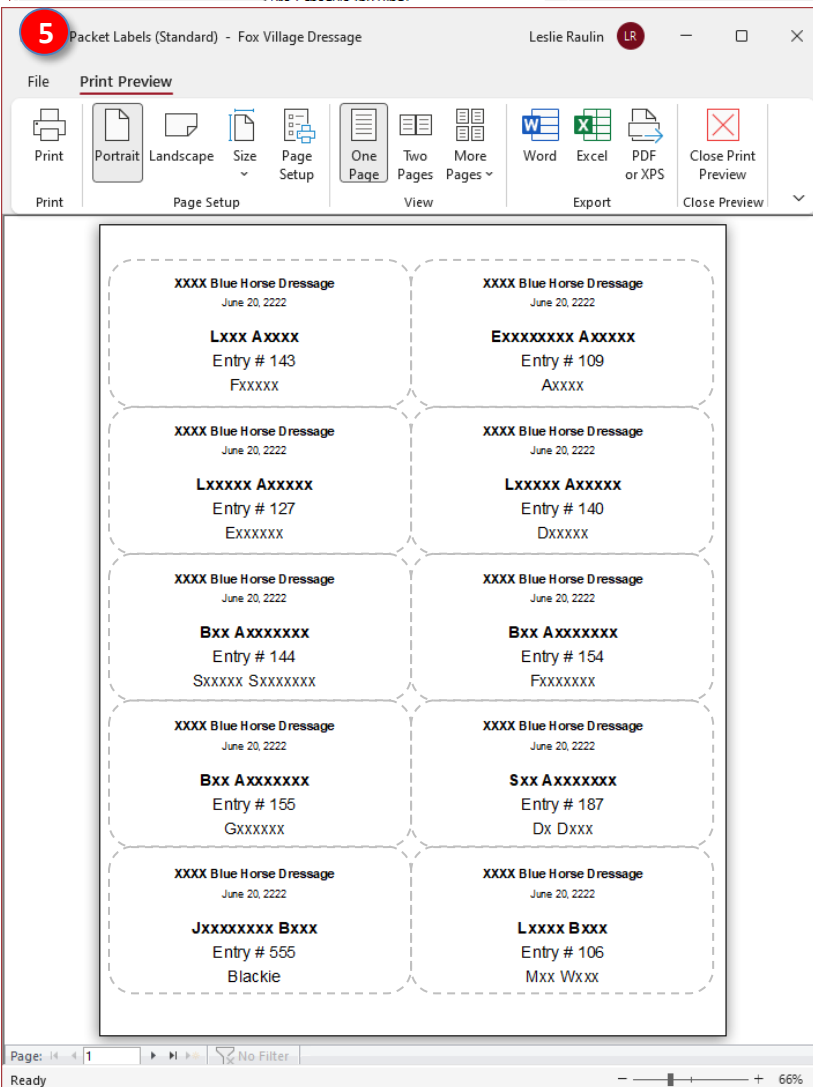
RIDER PACKET LABELS (STANDARD):

This label has just the Entry #, rider name, and horse name. It does not list entry deficiencies.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Packet Labels (Standard)**.



RECOMMENDATION: Use this label for Rider Packets and use the [Create Custom Entry Packet Labels](#) for Entry Packets.



- The **5 Packet Labels (Standard)** report opens.
- See [PRINT LABELS AND INDEX CARDS](#) for the procedure to print labels and index cards.

NOTE: Some shows do not use envelopes. They affix the Packet Labels to the bridle numbers.

- Apply labels to rider packet envelopes and load with bridle number, show program, and other items for the riders.
- Store in alphabetical order, by rider last name, at the show office check-in desk.

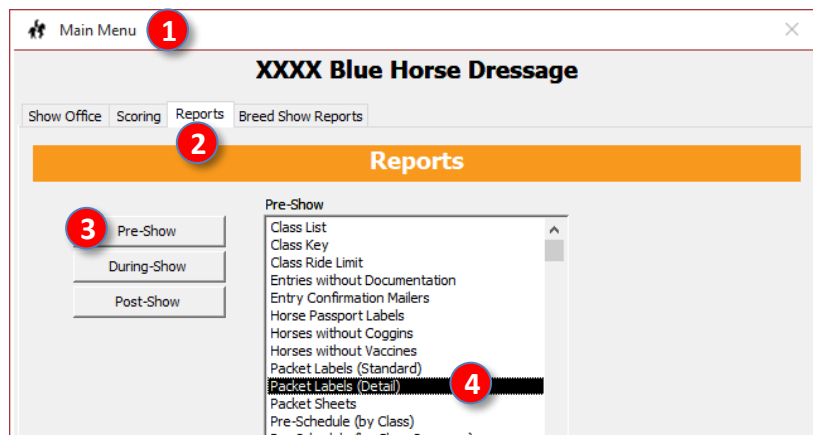
NOTE: The **Rider Packet Labels (Standard)** do not include the stall number. To include the stall number on the rider packet, also use [Stable Labels](#) that can be attached to the **Rider Packets**.

Rider Packet Labels/Sheets > Rider Packet Labels (Detail) – 3½" x 5" Labels

RIDER PACKET LABELS (DETAIL):

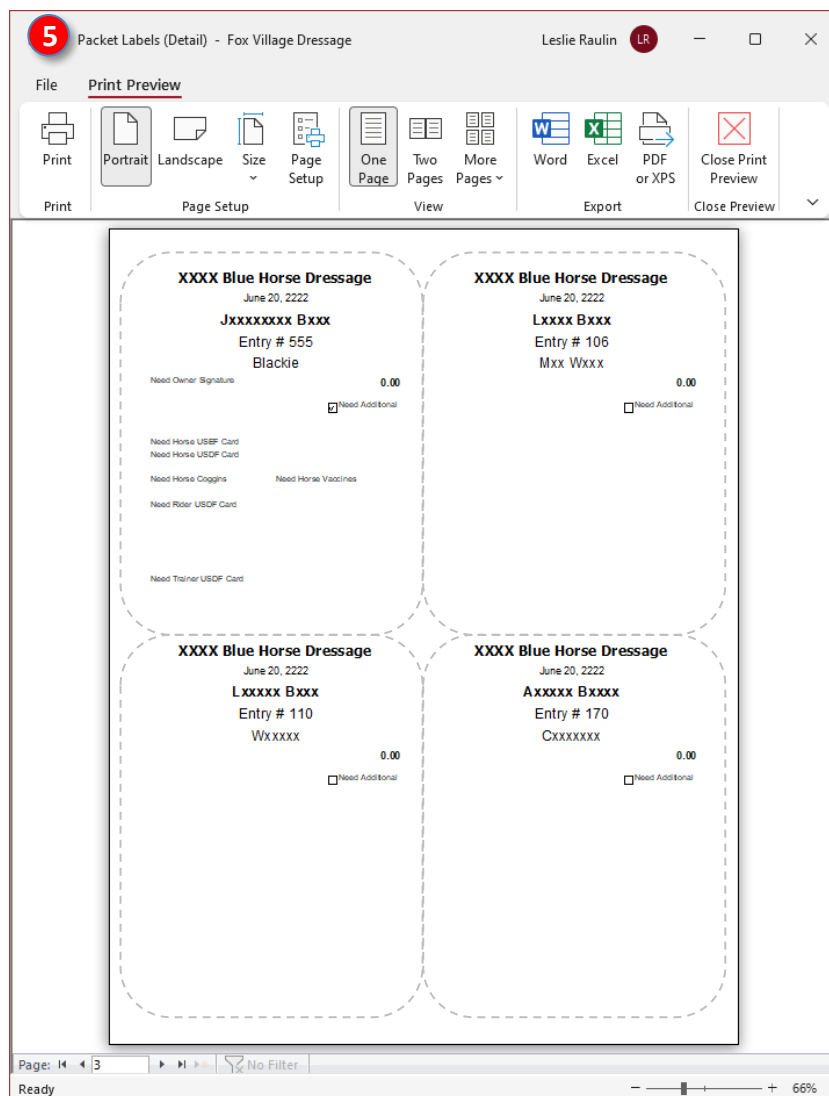
This label details entry deficiencies that must be corrected.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Packet Labels (Detail)**.



RECOMMENDATION: Use this label for Rider Packets and use the [Create Custom Entry Packet Labels](#) for Entry Packets.

- The **5 Packet Labels (Detail)** report opens.
- See [PRINT LABELS AND INDEX CARDS](#) for the procedure to print labels and index cards.



- Apply labels to rider packet envelopes & load with bridle number, program, & other items for the riders.
- Store the rider packets in alphabetical order, by rider last name, at the show office check-in desk.

NOTE: The **Rider Packet Labels (Detail)** do not include the stall number. To include the stall number on the rider packet, use [Stable Labels \(Small\)](#) that can also be attached to the **Rider Packets**.

Rider Packet Labels/Sheets > Rider Packet Sheets – 8½” x 5½” Sheets

RIDER PACKET SHEETS:

Half sheet of paper with entry deficiency information; the paper is either inserted in the envelope or stapled to the front of the envelope.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Packet Sheets**.

RECOMMENDATION: Use this label for Rider Packets and use the [Create Custom Entry Packet Labels](#) for Entry Packets.

- The **5 Packet Labels** report opens.
- Use 8½” x 11” paper.
- Prints two to an 8 ½ x 11 page.
- To print the sheets, click the **6 Print** button.
- Cut each sheet in half and affix to the rider packets via staple, tape or paper clip.

The screenshot shows the software interface for 'XXXX Blue Horse Dressage'. The navigation path is: Main Menu (1) > Reports (2) > Pre-Show (3) > Packet Sheets (4). The 'Packet Sheets' report is selected, and the 'Print' button (6) is highlighted. The preview shows two pages of 'XXXX Blue Horse Dressage Packet Sheet' with entry information and a list of items to be checked off.

Entry #	Rider	Horse	Amount Due
555	Jxxxxxxxx Bxxx	Blackie	0.00
Need Owner Signature			
Coggins			
Need Horse USEF Card			
Need Horse USDF Card			
Need Horse Coggins			
Need Horse Vaccines			
Need Rider USDF Card			
Need Trainer USDF Card			

Entry #	Rider	Horse	Amount Due
106	Lxxxx Bxxx	Max Waxx	0.00

- Cut the sheets in half and tape or staple to rider packet envelopes.
- Load the envelopes with bridle number, show program, and other items for the riders.
- Store in alphabetical order, by rider last name, at the show office check-in desk.

NOTE: The **Rider Packet Sheets** do not include the stall number. To include the stall number on the rider packet, also use [Stable Labels](#) that can be attached to the Rider Packets.

SECTION III. DURING THE SHOW



CHAPTER III.1. DAY SHEETS REPORTS



Day Sheets Reports > Introduction

INTRODUCTION:

FVD provides three Day Sheets Reports that are key reports for running your show.

- 1 **Day Sheets CDI** Report: Used for CDIs; may be used for non-CDIs. Provides more detail than the other reports.
- 2 **Day Sheets Standard** Report: Used for non-CDI shows.
- 3 **Day Sheets Scoring** Report: Similar to Day Sheets Standard Report but has a 4 **Finished** column to indicate the scoring is completed (put a check or the final score in the column) and has a 5 **Hold** column so the scoring department and/or awards department knows to not release a test or ribbon until cleared by the show office. See [Hold](#) for information about hold.

- Who needs copies of a **Day Sheet Report**?
 - **Show Secretary.** Will need a copy for pre-show work.
 - **Show Program Committee.** The report is usually in the Show Program).
 - At the beginning of each show day (or late the evening before), new updated copies that reflect any changes will be needed for:

- **Show Office.** Posted at the show office.
- **Show Secretary.**
- **Scribe(s).** As a minimum, provide Day Sheets for the classes appearing before their judge; however, since judges often want to see Day Sheets for the entire show, provide a full set. The scribe Day Sheets should be provided with the packet of tests for the day.
- **Technical Delegate(s).**
- **Announcer.** Or use Announcer's Report.
- **Warm-up Ring Steward(s).** Or use Ring Stewards' Report)
- **Show Ring Steward(s).** Or use Ring Stewards' Report.
- **Scoring Office.** Or use Day Sheets Scoring Report.
- **Awards Manager.** Or use Day Sheets Scoring Report.
- **Photographer.**
- **Videographer.**
- **Media.**
- **Others.**

XXXX Blue Horse Dressage
1 **CDI Day Sheets**

Thursday, June 20, 2222

Time	Entry/Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B	Total	%
Class: 153.0 FEI Grand Prix TOC Open CBLM GAIG Sponorsed by: XXXXXXXXXX													
Judge at: C: Bxxxxx Bxxxxx (S, S)													
8:00 AM	192	Esxx Bxxxxxxx	Nxxxx Q										
8:09 AM	114	Lxxx Txxx	Bxxxx Hx	GP	Adult Amateur	Q							
Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponorsed by: XXXXXXXXXX													
Judge at: C: Bxxxxx Bxxxxx (S, S)													
8:18 AM	196	Cxxxxx Dxxxxxxx	Axxxx #x#										
8:27 AM	173	Sxxxx Mxxxx	Rxxx Cxx										
8:27 AM	111	Axxxx Hxxxxx	Fxxxxx										
8:45 AM	1000	SCRATCH SCRATCH	SCRATCH										
Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponorsed by: XXXXXXXXXX													
Judge at: C: Bxxxxx Bxxxxx (S, S)													
8:36 AM	126	Ixxxxxxx Bxxxxx	Vxxxxxxx	PSG	JA/VR								
8:45 AM	177	Exxxx Cxxxxx	Hxxxxxxx Txx	PSG	Open	Q							
8:54 AM	108	Cxxxxxxx Exxxxxxx	Sxxxxx Hxxxxx Lxxxxx	PSG	Open								
9:03 AM	131	Jxxxx Gxxxxxxx	Vxxxxxxx	PSG	Adult Amateur	Q							
9:12 AM	154	Bxx Axxxxxxx	Fxxxxxxx	PSG	Open	Q							
9:21 AM	161	Kxxxxx Pxxxxx	Lxxxx Lxxxxx	PSG	Open	Q							
9:30 AM	172	Dxxxx Sxxxx	Dxxxxx	PSG	Open								
9:39 AM	122	Cxxxxxxx Sxxxx	Sxx Sxxxx Rxxx	PSG	Open								
9:48 AM	174	Sxxxx Mxxxx	Bxxxx Gxxx	PSG	Open	Q							

XXXX Blue Horse Dressage
2 **Day Sheets**

Thursday, June 20, 2222

Time	Entry/Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B	Total	%
Class: 153.0 FEI Grand Prix TOC Open CBLM GAIG Sponorsed by: XXXXXXXXXX													
Judge at: C: Bxxxxx Bxxxxx (S, S)													
8:00 AM	192	Esxx Bxxxxxxx	Nxxxx Q										
8:09 AM	114	Lxxx Txxx	Bxxxx Hx	GP	Adult Amateur	Q							
Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponorsed by: XXXXXXXXXX													
Judge at: C: Bxxxxx Bxxxxx (S, S)													
8:18 AM	196	Cxxxxx Dxxxxxxx	Axxxx #x#										
8:27 AM	173	Sxxxx Mxxxx	Rxxx Cxx										
8:27 AM	111	Axxxx Hxxxxx	Fxxxxx										
8:45 AM	1000	SCRATCH SCRATCH	SCRATCH										
Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponorsed by: XXXXXXXXXX													
Judge at: C: Bxxxxx Bxxxxx (S, S)													
8:36 AM	126	Ixxxxxxx Bxxxxx	Vxxxxxxx	PSG	JA/VR								
8:45 AM	177	Exxxx Cxxxxx	Hxxxxxxx Txx	PSG	Open	Q							
8:54 AM	108	Cxxxxxxx Exxxxxxx	Sxxxxx Hxxxxx Lxxxxx	PSG	Open								
9:03 AM	131	Jxxxx Gxxxxxxx	Vxxxxxxx	PSG	Adult Amateur	Q							
9:12 AM	154	Bxx Axxxxxxx	Fxxxxxxx	PSG	Open	Q							
9:21 AM	161	Kxxxxx Pxxxxx	Lxxxx Lxxxxx	PSG	Open	Q							
9:30 AM	172	Dxxxx Sxxxx	Dxxxxx	PSG	Open								
9:39 AM	122	Cxxxxxxx Sxxxx	Sxx Sxxxx Rxxx	PSG	Open								
9:48 AM	174	Sxxxx Mxxxx	Bxxxx Gxxx	PSG	Open	Q							

XXXX Blue Horse Dressage
3 **Day Sheets (Scoring)**

Thursday, June 20, 2222

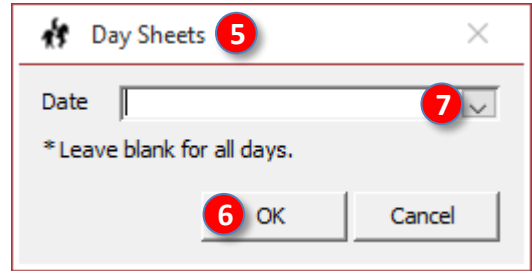
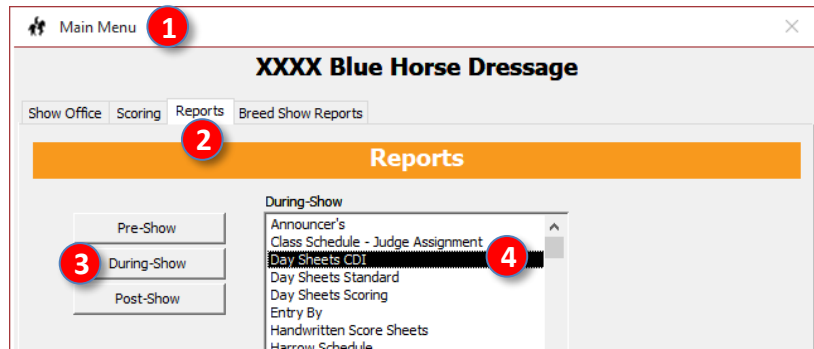
Time	Entry/Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B	Total	%
Class: 153.0 FEI Grand Prix TOC Open CBLM GAIG Sponorsed by: XXXXXXXXXX													
Judge at: C: Bxxxxx Bxxxxx (S, S)													
8:00 AM	192	Esxx Bxxxxxxx	Nxxxx Q										
8:09 AM	114	Lxxx Txxx	Bxxxx Hx	GP	Adult Amateur	Q							
Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponorsed by: XXXXXXXXXX													
Judge at: C: Bxxxxx Bxxxxx (S, S)													
8:18 AM	196	Cxxxxx Dxxxxxxx	Axxxx #x#										
8:27 AM	173	Sxxxx Mxxxx	Rxxx Cxx										
8:27 AM	111	Axxxx Hxxxxx	Fxxxxx										
8:45 AM	1000	SCRATCH SCRATCH	SCRATCH										
Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponorsed by: XXXXXXXXXX													
Judge at: C: Bxxxxx Bxxxxx (S, S)													
8:36 AM	126	Ixxxxxxx Bxxxxx	Vxxxxxxx	PSG	JA/VR								
8:45 AM	177	Exxxx Cxxxxx	Hxxxxxxx Txx	PSG	Open	Q							
8:54 AM	108	Cxxxxxxx Exxxxxxx	Sxxxxx Hxxxxx Lxxxxx	PSG	Open								
9:03 AM	131	Jxxxx Gxxxxxxx	Vxxxxxxx	PSG	Adult Amateur	Q							
9:12 AM	154	Bxx Axxxxxxx	Fxxxxxxx	PSG	Open	Q							
9:21 AM	161	Kxxxxx Pxxxxx	Lxxxx Lxxxxx	PSG	Open	Q							
9:30 AM	172	Dxxxx Sxxxx	Dxxxxx	PSG	Open								
9:39 AM	122	Cxxxxxxx Sxxxx	Sxx Sxxxx Rxxx	PSG	Open								
9:48 AM	174	Sxxxx Mxxxx	Bxxxx Gxxx	PSG	Open	Q							

Day Sheets Reports > Day Sheets CDI Report

DAY SHEETS CDI REPORT:

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Day Sheets CDI**.

- The **5 Day Sheets** form opens.
- If you want to open all days of the show, click **6 OK**.
- If you want to print one day, using the **7 Date** drop-down arrow, select the date for which you want to print Day Sheets.
- Click **6 OK**.



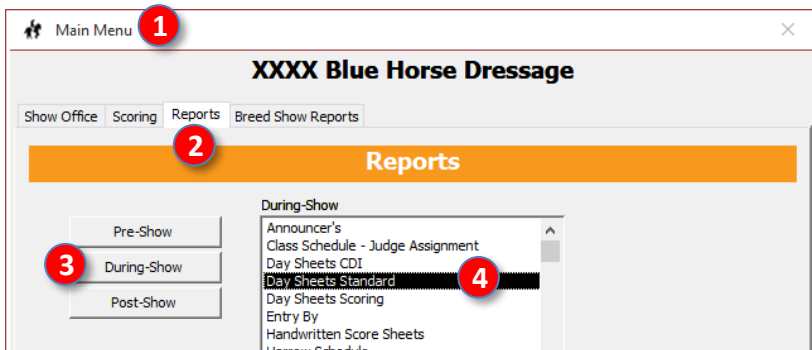
- The **8 CDI Day Sheets** report opens, which shows the sequence of rides by **9 Ring number**, **10 Class**, and **11 Times**, which are listed by the order of go.

XXXX Blue Horse Dressage												
8 CDI Day Sheets												
9 Ring: 1 XXXXXXXXXXXXX												
Thursday, June 20, 2222												
Time	Entry	Rider	Czn	Horse	Owner	Birth	Breed	Sex	Age	Sire	Dam's Sire	Term
10 Class: 153.0 FEI Grand Prix TOC Open CBLM GAIG Sponsored by: XXXXXXXXXXXX												
C: BXXXXXXXXXXXX EXXXXX (S)												
B: SXXXX BXXXXX (S, S)												
11 Judge at												
8:00 AM	192	Exxxx Bxxxxxxxxxxx	usa	Nxxxx Q	Exxxx Bxxxxxxxxxxx	nan	Hanoverian	Gelding	15	Nodumo		
8:09 AM	114	Lxxxx Txxxx	usa	Exxxx Hk	Lxxxx Txxxx	nan	Kejn	Gelding	12	Johnson		Sydney
Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponsored by: XXXXXXXXXXXX												
C: BXXXXXXXXXXXX EXXXXX (S)												
Judge at												
8:18 AM	196	Cxxxxx Dxxxxxxxxxxx	usa	Axxxx ###	Cxxxxx Dxxxxxxxxxxx	nan	Hanoverian	Gelding	15	Florento		Scratch
8:27 AM	111	Axxxx Hxxxxx	usa	Fxxxxx	Axxxx Hxxxxx	nan	Hanoverian	Gelding	15	Florento		Scratch
8:27 AM	173	Sxxxx Mxxxxx	usa	Rxxxx Gxx	Business Rxxxxxxxxxxxx							
8:45 AM	1000	SCRATCH SCRATCH		SCRATCH	SCRATCH SCRATCH							Scratch
Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponsored by: XXXXXXXXXXXX												
C: BXXXXXXXXXXXX EXXXXX (S)												
Judge at												
8:36 AM	126	Dxxxxxxxx Bxxxxx	usa	Vxxxxx	Hxxxxx Lxxxxx		Dutch warm	Stallion	19	Freestyle		
8:45 AM	177	Exxxx Qxxxx	usa	Hxxxxx Txx	Exxxx Qxxxx		OTTB-TIP	Gelding	16			
8:54 AM	108	Cxxxxxxxx Exxxxxxxxxxx	usa	Sxxxx Hxxxxx Lxxxxx	Cxxxxxxxx Wxxxxx		Morgan	Gelding	16	Statesman silhouette		Patchett Hill
9:03 AM	131	Jxxxxx Gxxxxx	usa	Vxxxxx	Jxxxxx Gxxxxx	nan	Kejn	Gelding	19	Hors l'olli		Sandro
9:12 AM	154	Bxx Axxxxxxxx	ukrno	Fxxxxx	Txxxx Mxxxxx		Westfalen	Gelding	14	Furst piccolo		
9:21 AM	161	Kxxxxx Pxxxxx	usa	Lxxxx Jxxxxx	Kxxxxx Pxxxxx	usa	Irish sport h	Gelding	16	Mine lord prince		
9:30 AM	172	Dxxxx Sxxxx	usa	Dxxxx	Dxxxx Sxxxx	usa	Hanoverian	Gelding	18	De niro		
9:39 AM	122	Cxxxxxxxx Sxxxx	usa	Sxxxx Sxxxx Rxxxx	Cxxxxxxxx Sxxxx	usa	Friesian/app	Gelding	16	Biense		
9:48 AM	174	Sxxxx Mxxxxx	usa	Bxxxx Gxxxx	Company Name Pxxxxxx	ger	Odenburg	Gelding	10	Bellisimo m		
9:57 AM		BREAK 10 MIN		***Break***	***Break***							
Class: 132.0 USEF Third Level Test 2 Open CBLM Sponsored by: XXXXXXXXXXXX												
C: BXXXXXXXXXXXX EXXXXX (S)												
Judge at												
10:07 AM	188	Mxxxxxx Bxxxxxxxxxxx	usa	Sxxxxx	Mxxxxxx Bxxxxxxxxxxx	usa	Swb	Gelding	15	La ball'scundance		Tender teddy
10:15 AM	176	Kxxxx Hxxxxx-xxxxx	usa	Exxxxxxxx X	Kxxxx Hxxxxx-xxxxx	usa	Hanoverian	Mare	15	Eslerdb		Guarnter
10:23 AM	115	Lxxxx Rxxxxxxxx	usa	Rxxxxxxxx Mx	Lxxxx Rxxxxxxxx	usa	Hanoverian	Mare	13	Royal prince		De niro
10:31 AM	128	Sxxxx Lxxxxx	usa	Wxxxxxxxx	Sxxxx Lxxxxx		Hanoverian	Mare	22	Wallstreet kid		
10:39 AM	171	Axx Gxxxxx	usa	Axxxxxxxx	Mxxxxxx Fxxxxx		Half andalus	Gelding	14	Mensajero xxvii		Smockey joke
11:05 AM	183	Lxxxx Bxxxxx	usa	Bxxxx TX	Lxxxx Bxxxxx	usa	Hanoverian	Gelding	10	Bellisimo m		Rhodes scholar

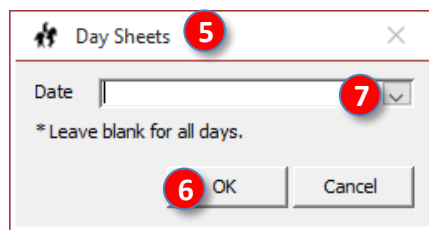
Day Sheets Reports > Day Sheets Standard Report

DAY SHEETS STANDARD REPORT:

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Day Sheets Standard** report.



- The **5 Day Sheets** form opens.
- If you want to open all days of the show, click **6 OK**.
- If you want to print one day, using the **7 Date** drop-down arrow, select the date for which you want to print Day Sheets.
- Click **6 OK**.



- The **8 Day Sheets** report opens, which shows the sequence of rides by **9 Ring** number, **10 Class**, and **11 Times**, which are listed by the order of go.

XXXX Blue Horse Dressage
Day Sheets 8

Thursday, June 20, 2222

9 Ring: 1XXXXXXXXXXXX

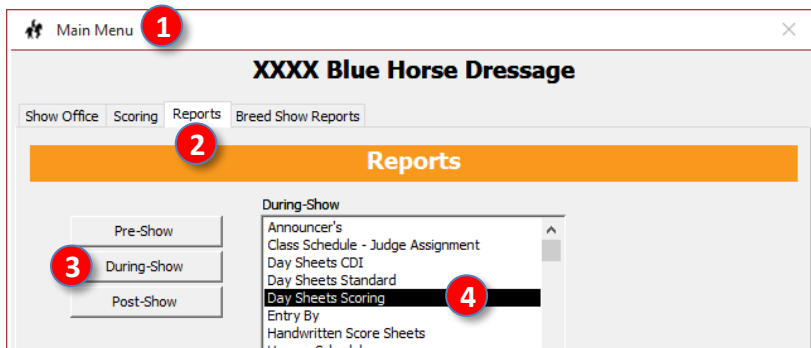
Time	Entry Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B	Total	%
10 Class: 153.0 FEI Grand Prix TOC Open CBLM GAIG Sponsored by: XXXXXXXXX													
Judge at: C: XXXXXX E:XXXX (S, S) B: S:XXX E:XXXX (S, ST)													
8:00 AM	192	EXXX XXXXXXXXX	N:XXX Q	GP	Open	q							
8:09 AM	114	L:XXX T:XXX	E:XXXX Hx	GP	Adult A/mstar	q							
Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponsored by: XXXXXXXXX													
Judge at: C: XXXXXX E:XXXX (S, S)													
8:18 AM	196	C:XXXX D:XXXXXXXX	A:XXX ##	11	Open								
8:27 AM	173	S:XXX M:XXXX	R:XXX C:XX	11	Open	q							
8:27 AM	111	A:XXX H:XXXX	F:XXXX	12	Adult A/mstar	q							
8:45 AM	1000	SCRATCH SCRATCH	SCRATCH	12	q	Scratch							
Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponsored by: XXXXXXXXX													
Judge at: C: XXXXXX E:XXXX (S, S) J:Y/R													
8:36 AM	126	I:XXXX B:XXXX	V:XXXX	PSG	Open	q							
8:45 AM	177	E:XXX C:XXXX	H:XXXX T:XX	PSG	Open	q							
8:54 AM	108	C:XXXX E:XXXXXXXX	S:XXX H:XXXX L:XXXX	PSG	Open								
9:03 AM	131	J:XXX G:XXXX	V:XXXX	PSG	Adult A/mstar								
9:12 AM	154	B:XX A:XXXX	F:XXXX	PSG	Open	q							
9:21 AM	161	K:XXXX P:XXXX	L:XX D:XXXX	PSG	Open	q							
9:30 AM	172	D:XXX S:XXX	D:XXX	PSG	Open								
9:39 AM	122	C:XXXX S:XXX	S:XX S:XX R:XX	PSG	Open								
9:48 AM	174	S:XXX M:XXX	B:XXX G:XX	PSG	Open	q							
9:57 AM		BREAK 10 MIN	***Break***	**Break**									
Class: 132.0 USEF Third Level Test 2 Open CBLM Sponsored by: XXXXXXXXX													
Judge at: C: XXXXXX E:XXXX (S, S)													
10:07 AM	188	M:XXXX B:XXXXXXXX	S:XXXX	3-2	Adult A/mstar								
10:15 AM	176	K:XXX H:XXXX-XXXX	E:XXXXXX	3-2	Adult A/mstar								
10:23 AM	115	L:XXX R:XXXX	R:XXXX Mx	3-2	Adult A/mstar								
10:31 AM	128	S:XXX L:XXXX	W:XXXXXX	3-2	Adult A/mstar								
10:39 AM	171	A:XX C:XXXX	A:XXXX	3-2	Open								
11:05 AM	183	L:XXX B:XXX	B:XXX TX	3-2	Open	Scratch							
Class: 121.0 USEF Second Level Test 1 Open Sponsored by: Stablemates													
Judge at: C: XXXXXX E:XXXX (S, S)													
10:47 AM	185	L:XXXXXX M:XXX	S:XXXX S:XXXX	2-1	Open								
10:54 AM	189	R:XXX R:XXXX	C:XX T:XX S:XXX	2-1	Adult A/mstar								
11:02 AM	118	S:XXX H:XXXX	L:XXX	2-1	Adult A/mstar								
11:09 AM	157	C:XXXX E:XXXXXXXX	S:XXX H:XXXX A:XXXX	2-1	Open								
11:17 AM	184	E:XXX K:XX	W:XXXX R:XX	2-1	Open								
Class: 123.0 USEF Second Level Test 3 Open GAIG Sponsored by: Stablemates													
Judge at: C: XXXXXX E:XXXX (S, S) J:Y/R													
11:50 AM	179	R:XXXX L:XX	S:XXXX	2-3	Adult A/mstar								
11:58 AM	175	A:XXX C:XX	S:XXXX G:XX	2-3	J:Y/R	q							
12:06 PM		LUNCH 45 MIN	***Break***	**Break**									

Sunday, November 28, 2021 6:12 PM Page 1 of 6

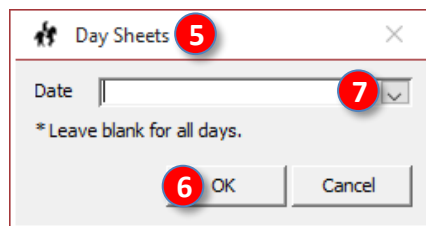
Day Sheets Reports > Day Sheets Scoring Report

DAY SHEETS SCORING REPORT:

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Day Sheets Scoring** report.



- The **5 Day Sheets** form opens.
- If you want to open all days of the show, click **6 OK**.
- If you want to print one day, using the **7 Date** drop-down arrow, select the date for which you want to print Day Sheets.
- Click **6 OK**.



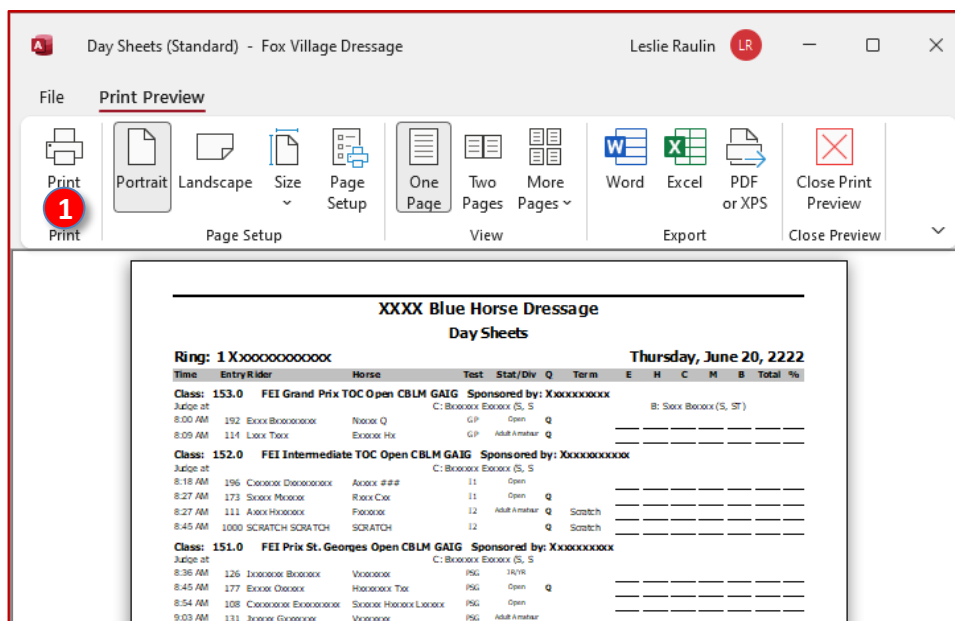
- The **8 Day Sheets (Scoring)** report opens, which shows the sequence of rides by **9 Ring number**, **10 Class**, and **11 Times**, which are listed by the order of go.
- This report is provided to the scoring department and the awards department.
 - They use the **12 Finished** column to indicate the ride has been scored or the test sheet has been received (awards).
 - They refer to the **13 Hold** column to determine if tests and ribbons need to be withheld until cleared by the show secretary. See [Hold](#) for information on hold.

XXXX Blue Horse Dressage														
8 Day Sheets (Scoring)											Thursday, June 20, 2222			
9 Ring: 1 Xxxxxxxxxxxxx														
Time	Finished	Entry	Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B	Hold
10 Class: 153.0 FEI Grand Prix TOC Open CBLM GAIG Sponsored by: Xxxxxxxxxxxx														
Judge at				C: Bxxxxx Bxxxxx (S, S)				B: Sxxx Bxxxxx (S, S*)						13
8:00 AM	12	192	Bxxxx Bxxxxxxx	Bxxxx Q	GP	Open	Q							
8:09 AM	11	114	Lxxxx Txxxx	Bxxxx Hx	GP	Adult Amateur	Q							
11 Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponsored by: Xxxxxxxxxxxx														
Judge at				C: Bxxxxx Bxxxxx (S, S)										
8:18 AM		196	Oxxxxx Dxxxxxxx	Axxxx # # #	I1	Open								
8:27 AM		173	Sxxxx Mxxxx	Rxxx Cxx	I1	Open	Q							
8:27 AM		111	Axxxx Hxxxx	Rxxxx	I2	Adult Amateur	Q	Scratch						
8:45 AM		1000	SCRATCH SCRATCH	SCRATCH	I2	Q	Scratch							
12 Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponsored by: Xxxxxxxxxxxx														
Judge at				C: Bxxxxx Bxxxxx (S, S)										
8:36 AM		126	Ixxxxx Bxxxx	Vxxxxx	PSG	3/YR								
8:45 AM		177	Bxxxx Oxxxx	Hxxxxx Txx	PSG	Open	Q							
8:54 AM		108	Oxxxxxx Exxxxxxx	Sxxxx Hxxxx Lxxxx	PSG	Open								
9:03 AM		131	Jxxxxx Oxxxxx	Vxxxxx	PSG	Adult Amateur								
9:12 AM		154	Bxx Axxxxxx	Rxxxxx	PSG	Open	Q							
9:21 AM		161	Kxxxxx Pxxxx	Lxxx Ixxxx	PSG	Open	Q							
9:30 AM		172	Dxxxx Sxxxx	Dxxxx	PSG	Open								
9:39 AM		122	Oxxxxxx Sxxxx	Sxx Sxxx Rxx	PSG	Open								
9:48 AM		174	Sxxxx Mxxxx	Bxxxx Gxxx	PSG	Open	Q							
9:57 AM			BREAK 10 MIN	**Break**	**Break**									
13 Class: 132.0 USEF Third Level Test 2 Open CBLM Sponsored by: Xxxxxxxxxxxx														
Judge at				C: Bxxxxx Bxxxxx (S, S)										
10:07 AM		188	Mxxxxx Bxxxxxx	Sxxxx	3-2	Adult Amateur								
10:15 AM		176	Kxxxx Hxxxxxxx	Bxxxxxx X	3-2	Adult Amateur								
10:23 AM		115	Lxxxx Rxxxxxx	Rxxxxxx Mx	3-2	Adult Amateur								
10:31 AM		128	Sxxxx Lxxxx	Wxxxxxxx	3-2	Adult Amateur								
10:39 AM		171	Axx Cxxxxx	Axxxxxx	3-2	Open								
11:05 AM		183	Lxxxx Bxxxx	Bxxxx TX	3-2	Open	Scratch							
14 Class: 121.0 USEF Second Level Test 1 Open Sponsored by: Stablesmates														
Judge at				C: Bxxxxx Bxxxxx (S, S)										
10:47 AM		185	Lxxxxxx Mxxxx	Sxxxx Sxxxx	2-1	Open								
10:54 AM		189	Rxxxx Rxxxx	Cxxx Ix Txx Sxxxx	2-1	Adult Amateur								
11:02 AM		118	Sxxxx Hxxxxxx	Lxxxx	2-1	Adult Amateur								
11:09 AM		157	Oxxxxxx Exxxxxxx	Sxxxx Hxxxx Axxxx	2-1	Open								
11:17 AM		184	Bxxxx Kxxxx	Wxxxxxx Rxx	2-1	Open								
15 Class: 123.0 USEF Second Level Test 3 Open GAIG Sponsored by: Stablesmates														
Judge at				C: Bxxxxx Bxxxxx (S, S)										
11:50 AM		179	Rxxxxx Lxxx	Sxxxxxxx	2-3	Adult Amateur								
11:58 AM		175	Axxxx Oxxx	Sxxxxxx Gxxx	2-3	3/YR	Q							
12:06 PM			LUNCH 45 MIN	**Break**	**Break**									

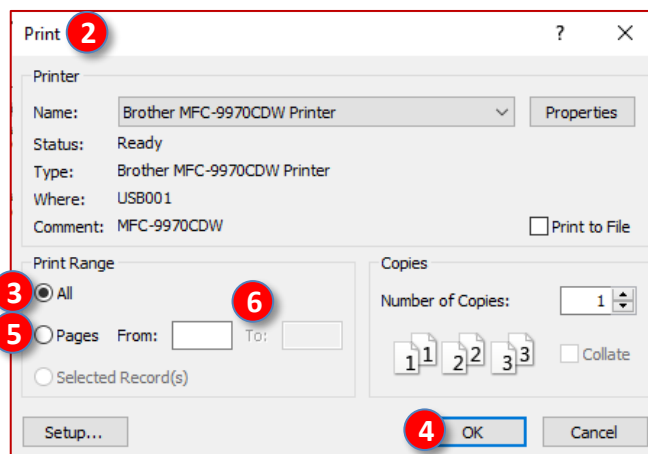
Day Sheets Reports > Print a Day Sheets Report

PRINT A DAY SHEETS REPORT:

- Open the **Day Sheet** report you want to print.
- Click the **1 Print** button



- The **2 Print** form opens.
- To print all the pages, click the **3 Print Range / All** radial button.
- Click **4 OK**.
- All the pages will print.
- To print one or a range of pages, click **5 Print Range / Pages**.
- In the **6 From: □ To: □** boxes, fill in the page number or page number range that you want to print.
- Click **4 OK**.
- The selected page(s) will print.



CHAPTER III.2.

SCRIBING



Scribing > Introduction

NOTE: See [TERMINOLOGY IN THIS MANUAL](#) for scribing/scoring nomenclature used in this manual.

INTRODUCTION:

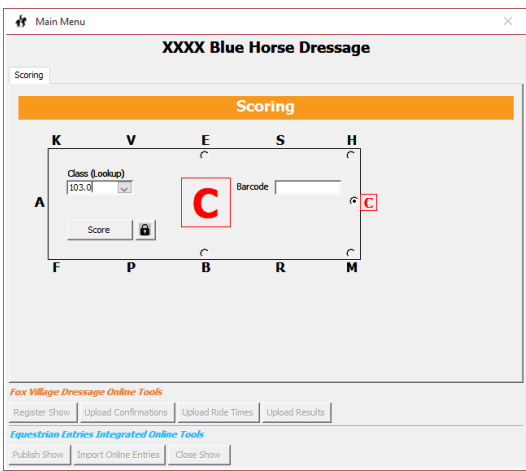
- Scribing is the process by which movement **POINTS**, collective **POINTS**, and **ERRORS** are recorded on a dressage score sheet. Traditionally, one scribe sitting with a judge in a judge booth records the judge **POINTS**, **ERRORS** and remarks by hand on a paper score sheet. Today, there are also digital methods of scribing.
- FVD provides the following scribing methods:
 - Traditional Paper Score Sheets:** One scribe in the judge booth writes **POINTS** and **ERRORS** on traditional paper score sheets. Runners take the paper score sheets to the scoring section personnel, who calculate **FINAL POINTS** and **FINAL PERCENTS**.
 - FVD eScribe Mode:** Two scribes are in the judge booth. One scribe records judge **POINTS**, **ERRORS** and remarks on a traditional paper scoresheet that is taken to the scoring section, which calculates **FINAL POINTS** and **FINAL PERCENT**. A second scribe in the judge booth records **POINTS** and **ERRORS** (but not judge remarks) on a wired network computer/laptop using the eScribe mode of FVD (see next pages). The eScore **POINTS** may be displayed on a large ring-side monitor (and elsewhere) for instant results. The traditional paper score sheet **POINTS** and **ERRORS** are usually the official results. The scoring section compares digital **POINTS** and **ERRORS** and paper score sheet **POINTS** and **ERRORS** then determines **FINAL POINTS** and **FINAL PERCENTS**. The class is then placed. The rider gets the paper score sheet.
 - FVD Cloud Server (FVDCS)** (annual fee-based FVD add-on) and **FVD Paperless Scoring (FVDPS)** (per show fee-based FVD add-on): An easy method to wirelessly network a variety of show devices (PC and MAC computers, laptops, tablets, smart phones, etc.) that requires a fast internet connection for all devices. One scribe in the judge booth enters **POINTS** and **ERRORS** in any show device connected to FVDCS. Paper copies of test sheets are not used; entrants receive a digital score sheet. [Click here](#) for **Paperless Show Setup** on the FVD web site.

2019 USEF TRAINING LEVEL TEST 3

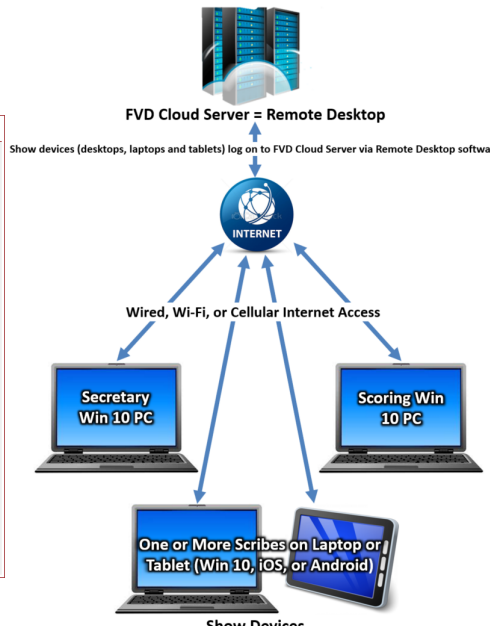
TEST	DIRECTIONS	POINTS	COMMENTS	TOTAL	REMARKS
1. A	Enter working trot. Trot, walk. Proceed working trot.	6.0		6.0	
2. B-E	Walk test. Change rein.	6.5		6.5	
3. A-C	Execute 3 equal basic walks of the arena.	6.0		12	
4. Berman C & W	Working canter right lead.	4.0		4.0	
5. B	Circle right 20m.	6.5		6.5	
6. A	Walking trot.	6.0		12	
7. Berman A & Z	Medium walk. Medium walk.	6.5		13	
8. E & W	Change rein, free walk. Medium walk.	7.0		14	
9. C	Walking trot.	6.5		6.5	
10. C-A	Execute 3 equal basic walks of the arena.	6.0		12	
11. Berman A & Z	Working canter left lead.	6.0		6.0	
12. B	Circle left 20m.	6.0		6.0	
13. C	Walking trot.	6.5		13	
14. A	Circle left 20m in place, trot, allowing horse to stretch forward and depress, with accompanying circle, walk, canter movements.	6.0		12	
15. B & Z	Open canterfile. Trot, walk.	7.0		7.0	

136.5

1. Traditional Paper Score Sheet



2. FVD eScribe Mode



3. FVD Cloud Server and FVD Paperless Scoring



NOTE: eScribe mode only works with **Standard Scoring**; it does not work with **Manual Scoring**.

eSCRIBE MODE:

- Ensure you are using **Standard Scoring**.
- Click **1 Main Menu** > **2 Scoring**.
- Click the **3 padlock** button.

The screenshot shows the 'XXXX Blue Horse Dressage' Scoring interface. The 'Main Menu' button is highlighted with a red circle and the number 1. The 'Scoring' tab is highlighted with a red circle and the number 2. The 'Score' button with a padlock icon is highlighted with a red circle and the number 3. The interface also includes a 'Class (Lookup)' dropdown, a 'Barcode' field, and a 'Mult-Judge Sheet' checkbox. The interface is surrounded by a grid of letters (K, V, E, S, H, A, F, P, B, R, M).

- An **4 eScribe Mode** form opens.
- Follow the instructions on the box.
- Click **5 OK**.

The screenshot shows the 'eScribe Mode' dialog box. The dialog box contains instructions on how to use eScribe Mode, a text box for the Security Code, and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red circle and the number 5.

Continued on next page...



- **6** The screen now has this appearance.
- The computer user only has access to the scoring features of FVD.

- Before a class starts, select the class using **7 Class (Lookup)** then click **8 Score**.

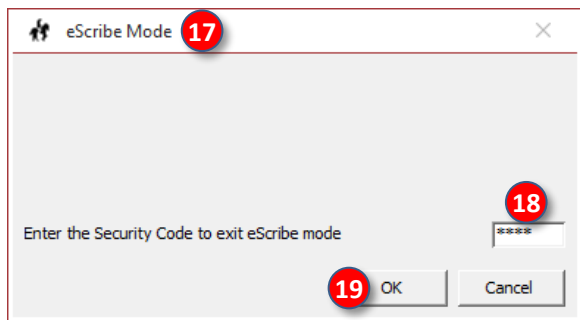
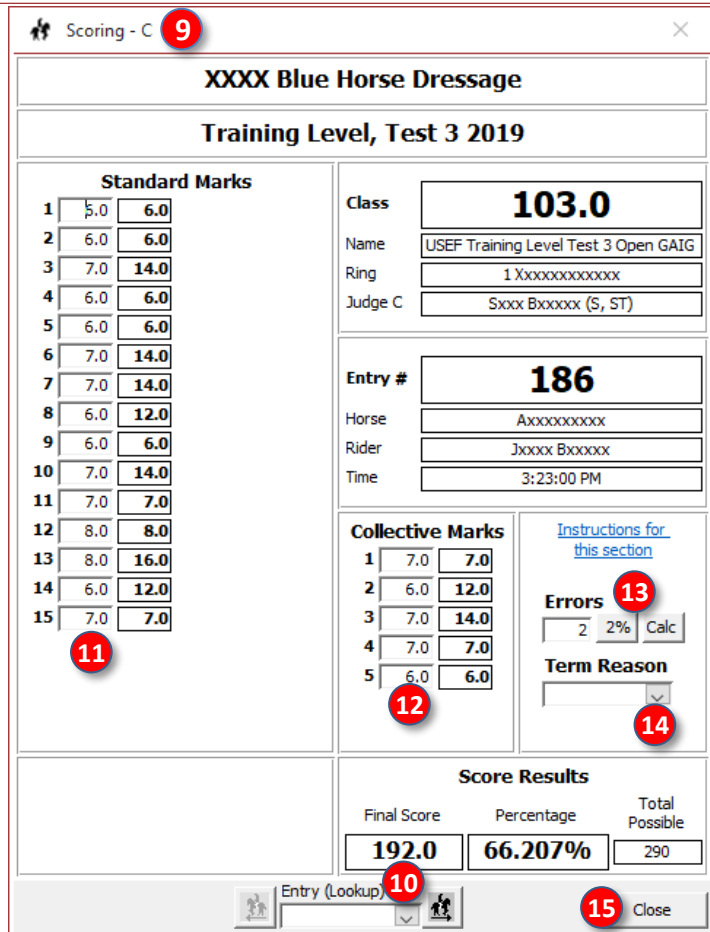
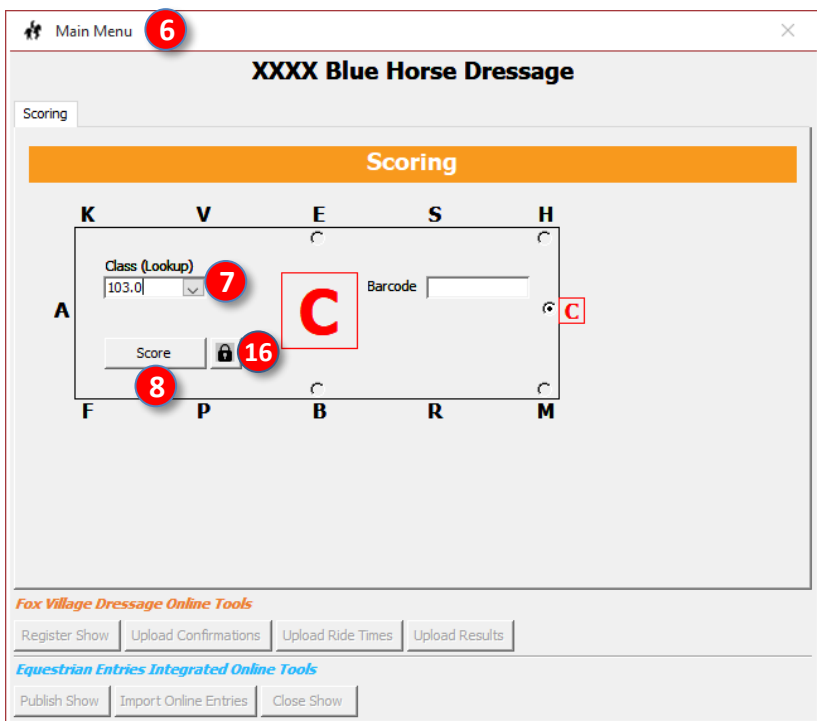
- The **9 Scoring - C** (or other judge position letter) screen opens.
- Before a ride starts, select the entry using **10 Entry (Lookup)**.
- Enter the movement **11 POINTS** for each movement as they are called out by the judge.
- Enter the collective **12 POINTS** as they are called out by the judge.
- Enter **13 Errors**, if needed.
- Enter **14 Term Reason**, if needed.

- Before the following ride starts, repeat starting at **10 Entry (Lookup)**.

- When a class is completed, click **15 Close**.

- For the following class, repeat starting at **7 Class (Lookup)**.

- When eScribing is finished:
 - Click the **16 padlock** icon.
 - The **17 eScribe Mode** form opens.
 - Enter the **18** 4-digit code.
 - Click **19 OK** to close eScribe Mode.





FVD CLOUD SERVER SHOW DEVICES

NOTE: When you use a tablet, it is easier if you also use a compatible keyboard and mouse.

FVD CLOUD SERVER (FVDCS) and FVD PAPERLESS SCORING (FVDPS):

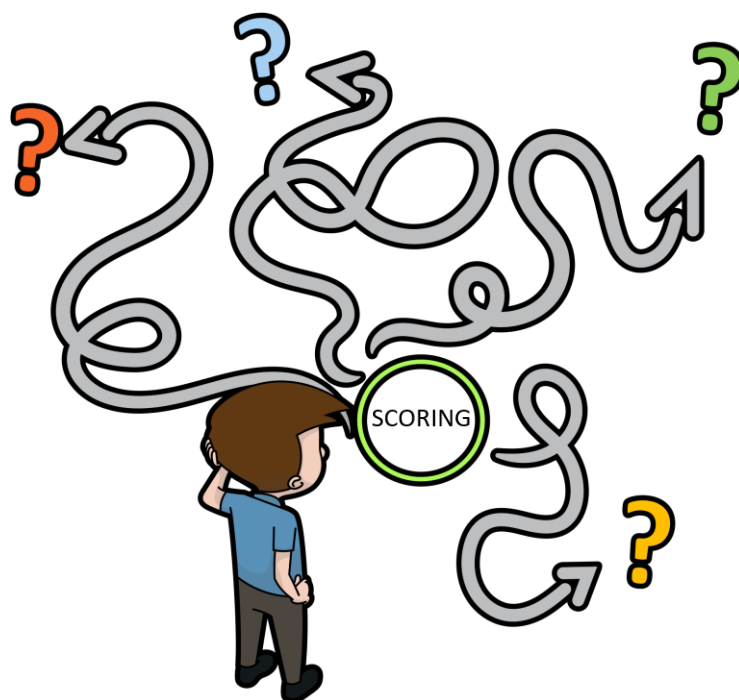
- FVD Cloud Server (FVDCS):
 - A FVD add-on with an annual fee.
 - An easy method to connect show devices for file sharing.
 - All FVD files are on the server.
 - Users may use a desktop or laptop (Windows or MacOS) or tablet (Windows, Android or iOS) with a fast internet connection to access the files.
 - Show devices no longer require a wired connection between them; however, each requires its own fast wired, Wi-Fi or cellular internet connection.
 - See [FVD CLOUD SERVER](#) in this manual for details.
 - Contact helpdesk@foxvillage.com if you want to use FVDCS.
- FVD Paperless Scoring (FVDPS):
 - A FVD add-on with a per show fee.
 - Requires FVDCS.
 - A paperless scribing method that does not require paper score sheets.
 - Using a show device connected to FVDCS, scribes enter **POINTS**, **ERRORS** and judge comments. The scribe can be near the or at a remote location. A talking communication method between judge and scribe is necessary for a remote location.
 - The **POINTS**, **ERRORS** and judge comments input by the scribe are on the FVD Cloud Server.
 - The show office uses the scores on the FVD Cloud Server to place classes and post results.
 - Show participants receive a digital score sheet.
 - The paperless method is a safer method of scoring in this day of infectious diseases as a dressage test sheet does not have to pass from secretary > scribe > judge > runner > scoring > awards. Instead, the competitor obtains their test sheet online.
 - [Click here](#) for details on the FVD web site.
 - Contact helpdesk@foxvillage.com if you want to use FVDPS.

CHAPTER III.3. SCORING



INTRODUCTION:

- Prior to 2016 scoring was reasonably simple. It was the process of (1) multiplying movement and collective **POINTS** by coefficients to give the **TOTAL POINTS**, (2) adding the **TOTAL POINTS** to determine **SUBTOTAL POINTS**, (3) deducting for **ERRORS** to determine the (4) **FINAL POINTS**, and ultimately calculating the (5) **FINAL PERCENT** that determines the class placing.
- Since then, scoring has become more complex:
 - The calculations for USEF/USDF tests have not changed.
 - FEI now has (1) **OTHER ERRORS** (points subtracted from the subtotal points) AND (2) **ERRORS OF COURSE** (percent subtracted from calculated percent). This is much more complicated and requires a lot of extra math.
- The following pages will hopefully explain the rules and the math.
- Before discussing FVD scoring methods, this manual will cover USEF/USDF and FEI error rules; scoring terminology on USEF/USDF and FEI test sheets and FVD, error management, terminology used in this manual, and examples of calculations.
- FVD performs many of the calculations for you; however, you still need to know what you are doing!
- This chapter covers basic scoring procedures. For additional procedures, see [SCORING](#).



USEF DR122.5. Execution and Judging of Tests > Errors.

- a. When a competitor makes an “**error of the course**” or **error of test/execution** (takes the wrong turn, omits a movement, etc.) the President of the Jury warns them by sounding the bell. The President shows the competitor, if necessary, the point at which they must take up the test again and the next movement to be executed then leaves the competitor to continue by themselves. However, in some cases when, although the competitor makes an “error of the course” or error of test/execution, the sounding of the bell would unnecessarily impede the fluency of the performance, for instance if the competitor makes a transition from medium trot to collected walk at V instead of at K or cantering up the center line from A makes a pirouette at D instead of at L, it is up to the President to decide whether to sound the bell or not. However, if the bell is not sounded at an error of course or error of test/execution in which the movement, or a requirement of the movement, is repeated and the error occurs again, only one error is recorded. If a rider performs in a rising trot when a sitting trot is required, or vice versa, the bell must be sounded and the rider warned that this is an error that accumulates if repeated, leading to elimination at the third occurrence. Exception: The bell is not sounded for errors in Freestyles.
- b. In [National \[USDF/USEF\] tests](#), every “**error of the course**” or **error of test/execution**, whether the bell is sounded or not, must be penalized, except as noted above:
1. The **first time** by **2 points**.
 2. The **second time** by **4 points**; **[6 points total]**.
 3. The **third time** the competitor is **eliminated**. However, at the discretion of the judge, the rider may continue to finish the test. If the competitor’s continued presence in the ring is about to interfere with the start of the next scheduled ride, then the judge must excuse him/her from the ring.
- c. In [FEI tests \[FEI YR thru GP\]](#) (except those listed under “c.3” and “d” below), every “**error of the course**” or error of test/execution whether the bell is sounded or not, must be penalized, except as noted above:
1. The **first time** by 2 percentage points from the total score received;
 2. The **second time** by elimination; However, at the discretion of the judge, the rider may continue to finish the test. If the competitor’s continued presence in the ring is about to interfere with the start of the next scheduled ride, then the judge must excuse him/her from the ring.
 3. For FEI Para-Equestrian tests, refer to the test sheets for the calculation of errors. See also DR309.2.
- d. For [USEF and FEI Young Horse tests, and FEI Children, Pony Riders and Junior tests](#), the deduction for an error of course or error of test/execution shall be:
1. **First error: -0.5%** (1/2 percentage point) from total score received.
 2. **Second error: -1.0%** (one percentage point) from total score received.
 3. **Third error: Elimination.**
- e. For [FEI Level and USDF Freestyle tests](#), **two points will be deducted for each error**; however, they are not cumulative and will not result in elimination.
- f. When the competitor makes an “error of the test/execution” (trots rising instead of sitting; at the salute does not take the reins in one hand, etc.) they must be penalized as for an “error of the course.” In principle, a competitor is not allowed to repeat a movement of the test unless the President of the Jury decided on an error of course or error of test/execution (rings the bell). If, however, the rider has started the execution of a movement and attempts to do the same movement again, the judge(s) must consider the first movement shown only and, at the same time, penalize for an error of course.
- g. If the Jury has not noted an error the competitor has the benefit of the doubt.
- h. The decision as to whether or not an error of course or error of test/execution has been made will be that of the judge at C. The other judges’ scores will be adapted accordingly upon approval of the judge at C.
- i. The penalty points are deducted on each judge’s sheet from the total points obtained by the competitor.
- j. [Other Penalties \(Technical Faults\)](#). For designated USEF High Performance classes all of the following are considered (technical faults), and 0.5% (zero point five percentage points) will be deducted per (fault) by each judge. These deductions are not cumulative and will not result in elimination (including for Freestyle tests) except as noted below. It is the responsibility of the Judge at C to decide whether a penalty should be applied and the other judges’ sheets should be marked accordingly to ensure consistency.
1. Entering the space around the arena with a whip or with boots/bandages on the horse’s legs or with discrepancy in dress (e.g. lack of gloves);
 2. Entering the dressage arena with whip or with boots/bandages on the horse’s legs or with discrepancy in dress (e.g. lack of gloves). will entail elimination;
 1. Not entering the arena within forty-five 45 seconds; entering more than ninety (90) seconds after the bell entails elimination;;
 2. Entering the arena before the sound of the bell;
 3. For Freestyle classes, entering the arena after more than thirty (30) seconds of music but within ninety (90) seconds;
 4. If the Freestyle test is longer or shorter than stipulated on the test sheet, zero point five percentage points (0.5%) will be deducted from the total artistic score; for other technical faults 0.5% (zero point five percentage points) will be deducted per fault from the technical score.
 5. Using voice or clicking the tongue repeatedly;
 6. Athletes not taking the reins in one (1) hand at the salute.
- k. Judges may not mark or deduct points for an error for any reason other than as described in DR122.5; i.e. dress code violations (DR120) cannot be penalized by an error.

1st Time = 2 points
 2nd Time = 4 points [6 points total]
 3rd Time = Elimination

To be deducted / penalty points
 Errors of course are penalised
 1st error = 2 percentage points
 2nd error = Elimination
 Other Penalties - Technical faults: 0.5% (percentage points) to be deducted per fault.

ARTICLE 424. PENALTIES – ERROR - ELIMINATION**1. Error of course.**

- a. 1.1. When an Athlete makes an “error of course” (takes the wrong turn, omits a movement, etc.) the Judge at C warns them, by sounding the bell. The Judge at C shows the Athlete, if necessary, the point at which they must take up the test again and the next movement to be executed, then leaves them to continue on their own. However, in some cases when, although the Athlete makes an “error of course”, the sounding of the bell would unnecessarily impede the fluency of the performance - for instance if the Athlete makes a transition from medium trot to collected walk at V instead of at K, or, cantering up the centre line from A, makes a pirouette at D instead of at L - it is up to the Judge at C to decide whether to sound the bell or not. However, if the bell is not sounded at an error of course and the test requires the same movement to be repeated and the Athlete again makes the same error, the Athlete is only penalised once.
- b. 1.2. The decision as to whether or not an error of course has been made will be at the sole discretion of the Judge at C. The other Judges’ scores will be adapted accordingly.

2. Error of test/execution.

- a. 2.1. When an Athlete makes an “error of the execution of the test” (trots rising instead of sitting, etc.) they must be penalized as for an “error of course”. In principle an Athlete is not allowed to repeat a movement of the test unless the Judge at C decides on an error of course (sounds the bell). If, however, the Athlete has started the execution of a movement and attempts to do the same movement again, the Judges must consider the first movement shown only and at the same time, penalise for an error of course.

3. Unnoticed error.

- a. 3.1. If the Ground Jury has not noted an error, the Athlete has the benefit of the doubt and will therefore not be penalised for the error.

4. Penalties**a. 4.1. “Error of Course” and error of test/execution.**

- i. 4.1.1. Every “error of course” or error of test/execution, whether the bell is sounded or not, must be penalised, except as noted above.

First Error	Two (2%) percentage points from the total score [percent] (per Judge).
Second Error	Elimination

- ii. For *Young Horses tests, Children, Pony and Junior tests*, the deduction for the first error is zero point five percentage points (0.5%) from the total score, for the second error one percentage point (1%) and for the third error, Elimination.

First Error	Zero point five (0.05%) percentage points from the total score [percent] (per Judge).
Second Error	One (1%) percentage point from the total score [percent]
Third Error	Elimination.

b. 4.2. Other Penalties – Technical faults.

- i. 4.2.1. It is the responsibility of the Judge at C to decide whether a penalty should be applied and the other judges’ sheets should be marked accordingly to ensure consistency.
- ii. 4.2.2. All of the following are considered technical faults, and zero point five percentage points (0.5%) will be deducted per fault by each Judge, but these deductions are not cumulative and will not result in Elimination (including for Freestyle tests):

- Entering the space around the arena with a whip or with boots/bandages on the Horse’s legs or with discrepancy in dress (e.g. lack of gloves). If the test has already started before the discrepancy has been noticed, the Judge at C stops the Athlete and if needed and possible, an assistant may enter the arena to remove the item(s). The Athlete then continues the test from the movement where they were stopped. The marks given before they were stopped are not changed.
- Entering the arena before the sound of the bell.
- Not entering the arena within forty-five (45) seconds after the bell, but within ninety (90) seconds.
- For Freestyle tests, entering the arena after more than thirty (30) seconds of music.
- Using voice or clicking the tongue repeatedly.
- Athletes not taking the reins in one (1) hand at the salute.

- iii. 4.2.3. If the Freestyle test is longer or shorter than stipulated on the test sheet, zero-point five percentage points (0.5%) will be deducted from the total artistic score, for other technical faults zero-point five percentage points (0.5%) will be deducted per fault from the technical score.

c. 4.3. Penalty Percentage Points.

The penalty percentage points are deducted on each Judge's sheet from the total [percentage] points obtained by the Athlete. In Children classes and classes for 7 yo Horses, penalty percentage points have to be deducted from both judging procedures (technical judges and quality judges).

Scoring > Errors > FEI Rules, cont'd.

I find the previous pages to be very confusing. The following is my summary based on the dressage tests:

TEST	ERROR POINTS OR PERCENTAGES
USEF/USDF Intro - 4 th Level USEF/USDF Dev Horse PSG USEF/USDF Dev Horse GP	<ul style="list-style-type: none"> • 1st Error = Minus two (2) points • 2nd Error = Minus an additional four (4) points, for a total of minus six (6) points. • 3rd Error = Elimination
USEF/USDF 4-Year-Old	Errors not mentioned on the test sheet.
USEF/USDF Freestyle	Minus two (2) points for each error.
USEF/USDF Quadrille	Tests have box to enter errors, but errors are not explained on the test sheets.
FEI Prix St-Georges FEI Intermediate I FEI Intermediate A FEI Intermediate B FEI Intermediate II FEI Short Grand Prix FEI Grand Prix FEI Grand Prix Special FEI Grand Prix 16-25 FEI Young Rider FEI Regional Games	<p>Errors of Course:</p> <ul style="list-style-type: none"> • 1st Error = Minus two percentage points (-2%) • 2nd Error = Elimination <p>Other Penalties / Technical Faults:</p> <ul style="list-style-type: none"> • Minus zero-point five percent (0.5%) to be deducted per fault.
FEI Young Horse FEI Children FEI Pony FEI Junior Rider	<p>Errors of Course:</p> <ul style="list-style-type: none"> • 1st Error = Minus zero-point five percentage point (-0.5%) • 2nd Error = Minus one percentage point (-1%), for a total of -1.5%. • 3rd Error = Elimination <p>Other Penalties / Technical Faults:</p> <ul style="list-style-type: none"> • Minus zero-point five percent (0.5%) to be deducted per fault.
FEI Freestyle	<p>Errors not mentioned on the tests but previous page has errors listed:</p> <ul style="list-style-type: none"> • Entering the arena after more than thirty (30) seconds of music - 0.5%. • If the Freestyle test is longer or shorter than stipulated on the test sheet, zero-point five percentage points (0.5%) will be deducted from the total artistic score. • For other technical faults zero-point five percent (0.5%) will be deducted per fault from the technical score.

In all cases, refer to the test sheet.

Scoring > Test Sheet and FVD Terminology > Most USEF/USDF Tests

USDF/USEF TEST SHEET	FVD STANDARD SCORING
1 POINTS: Score given to each dressage movement or collective.	FVD does not have a term for POINTS. The points for each movement is entered in the 1 Standard Marks left hand column..
2 COEFFICIENT: Important dressage movements have a coefficient of 2 or 3. For such movements, the points/mark earned are multiplied by the coefficient.	Coefficients are not listed on the FVD form. Multiplication by coefficients is done in the background to produce the Standard Marks right-hand column.
3 TOTAL: Points x Coefficient for each movement/collective.	3 Standard Marks and Collective Marks right hand column. Points/Marks x Coefficient. Automatically calculated by FVD and entered in the right (black bold text) box.
4 SUBTOTAL: Sum of TOTAL before errors are subtracted.	The subtotal is not on the FVD form.
5 ERRORS: Points lost due to errors (-2 or -6 points).	5 Errors: The Calc button is used for USEF/USDF tests. Enter the points to be deducted.
6 TOTAL POINTS = Final Score > Points: 4 SUBTOTAL minus 5 ERROR points	6 Score Results > Final Score: Automatically calculated by FVD. Total of all Standard Marks plus Collective Marks right hand columns minus any Errors (-2 or -6).
7 Final Score > Percent = (6 TOTAL POINTS / Max Points) * 100	7 Score Results > Percentage Automatically calculated by FVD. (Final Score / max marks) x 100.

EXTRACTS FROM USEF DRESSAGE TEST SHEET

FVD STANDARD SCORING FORM

2023 USEF TRAINING LEVEL TEST 3

PURPOSE
To confirm that the horse demonstrates correct basics, by showing suppleness both laterally and longitudinally, moving freely forward in a clear rhythm with a steady tempo, and readily accepting contact with the bit. Correct geometry and lines of travel should be shown.

All trot work may be ridden sitting or rising, unless otherwise stated. Halts may be through the walk.

READER PLEASE NOTE: Anything in parentheses should not be read.

TEST	DIRECTIVES	POINTS	COEF	TOTAL	REMARKS	
1. A X	Enter working trot Halt, salute Proceed working trot	Regularity and quality of trot; willing, calm transitions; straightness; attentiveness; immobility (min. 3 seconds)	1	2	3	
2. C H-X-K	Track left Slightly after H begin a single loop to X returning to the track slightly before K	Regularity and quality of trot; bend and balance in turns; shape and size of loop; changes of bend; balance		2		
3. Between A & F	Working canter left lead	Willing, calm transition; regularity and quality of gaits; bend in corner; straightness				
4. B	Circle left 20m	Regularity and quality of canter; shape and size of circle; bend				

Scoring - C

XXXX Blue Horse Dressage

USEF Training Level, Test 3 2023

Standard Marks	
1	5.0 6.0
2	6.0 12.0
3	7.0 7.0
4	6.0 6.0
5	6.0 6.0
6	7.0 14.0
7	7.0 14.0
8	6.0 12.0
9	6.0 6.0
10	7.0 7.0
11	7.0 7.0
12	8.0 16.0
13	8.0 8.0

Class **103.0**

Name: USEF Training Level Test 3 Open GAIG
Ring: _____
Judge C: Nxxxx Vxxxx (R, ST)

Entry # **186**

Horse: Axxxxxxxxx
Rider: Jxxxx Bxxxxx
Time: 3:23:00 PM

Collective Marks	
1	7.0 7.0
2	6.0 12.0
3	7.0 14.0
4	7.0 7.0
5	6.0 6.0

Errors **5**

Term Reason: _____

Confirmed

Score Results

Final Score	Percentage	Total Possible
165.0	66.000%	250

To be deducted
Errors of the course and omissions are penalized

1st Time = 2 points
2nd Time = 4 points
3rd Time = Elimination

Movements #2 and #8

4 SUBTOTAL: _____

5 ERRORS: (- _____)

6 TOTAL POINTS: (Max Points: 250)

Final Score
Maximum Pts: 250

6

Points

7

Percent



Scoring > Test Sheet and FVD Terminology > FEI YH, Children, Pony & Junior Tests

FEI JUNIOR INDIVIDUAL TEST	FVD STANDARD SCORING
1 Mark and Collective Mark Each movement/collective earns a mark from 0 - 10 with 0.5 decimal increments.	The mark for each movement and collective is entered in the 1 left (red text) box.
2 Coefficient: Important dressage movements have a coefficient of 2 or 3. For such movements, the points/mark earned are multiplied by the coefficient.	Coefficients are not listed on the FVD form.
3 Final Mark: Mark or Collective Mark x Coefficient	3 Standard Marks / Collective Marks right hand column.. Marks x Coefficient. Automatically calculated by FVD and entered in the right (black bold text) box.
4 [Sub] Total: Sum of Final Marks (movement marks and collective marks) before errors are subtracted. This is actually a subtotal since errors have not yet been subtracted.	The [Sub] Total is not on the FVD form.
5 Calculate preliminary percent: (4 [Sub]Total / max points) * 100	The preliminary percent is not on the FVD form.
6 To be deducted / penalty points: Percent lost due to errors. A total of Errors of Course and Other Errors.	6 Errors: Use Calc and enter the percent deducted. See below for instructions on how this is calculated.
7 TOTAL SCORE in % [FINAL PERCENT]: 5 Preliminary percent - 6 Error Percent.	7 Score Results > Percentage: Automatically calculated by FVD. Preliminary percent minus error percent.
8 TOTAL [FINAL POINTS]: (7 [FINAL] Percent * max points) / 100	8 Score Results > Final Score Automatically calculated by FVD. (Final Percent / max marks) x 100.

EXTRACTS FROM FEI JUNIOR INDIVIDUAL TEST

JUNIORS INDIVIDUAL **FEI DRESSAGE**

Event : _____ Date : _____ Judge : _____ Position

Competitor No : _____ Name : _____ NF : _____ Horse : _____

Time 5'15" (for information only) **1 2 3** Minimum age of horse : 6 years

	Test	Marks	Mark	Coefficient	Final mark	Directive ideas	Remarks
1.	AX X XC Enter in collected canter Halt - immobility - salute Proceed in collected trot Collected trot	10				Quality of paces, halt, and transitions, Straightness, Contact and poll.	
2.	C HXF Track to the left Medium trot	10				Regularity, elasticity, balance, engagement of hindquarters.	

Collective mark:

1. **General Impression** (harmonious presentation of the rider/horse combination; rider's position and seat, discreet and effective influence of the aids)

10	1	2	3
340	Subtotal marks before errors.		4

4 Total

To be deducted / penalty points

Errors of course are penalised Preliminary percent before errors. **5**

1st error = 0.5 percentage point

2nd error = 1 percentage point

3rd error = Elimination

Other Penalties – Technical faults: 0.5% (percentage points) to be deducted per fault. **6**

8 Total

7 TOTAL SCORE in %:

FVD STANDARD SCORING FORM

Scoring - C

XXXX Blue Horse Dressage

FEI Junior, Team 2021

Standard Marks			Class
1	0.0	0.0	555
2	0.0	0.0	Name
3	0.0	0.0	FEI Junior Team Test
4	0.0	0.0	Ring
5	0.0	0.0	1XXXXXXXXXX
6	0.0	0.0	Judge C
7	0.0	0.0	BXXXXXX EXXXXX (S, ST)
8	0.0	0.0	Entry #
9	0.0	0.0	101
10	0.0	0.0	Horse
11	0.0	0.0	Horse1
12	0.0	0.0	Rider
13	0.0	0.0	First1Last1
14	0.0	0.0	Time
15	0.0	0.0	Collective Marks
16	0.0	0.0	1 0.0 0.0
17	0.0	0.0	1 3
18	0.0	0.0	Instructions for this section
19	0.0	0.0	6
			Errors
			0 2% Calc
			Term Reason
			Confirmed
			Score Results
			Final Score Percentage Total Possible
			0.0 0.000% 330
			Entry (Lookup) 8
			7

NOTE: See [EXAMPLE CALCULATIONS > FEI YH, CHILDREN, PONY & JUNIOR TESTS](#) for details.

Scoring > Test Sheet and FVD Terminology > FEI Young Rider Through Grand Prix Tests

FEI GRAND PRIX TEST	FVD STANDARD SCORING
1 Mark and Collective Mark Each movement/collective earns a mark from 0 - 10 with 0.5 decimal increments.	The marks earned for each movement and collective are entered in the 1 left (black text) box under Standard Marks and Collective Marks.
2 Coefficient: Important dressage movements have a coefficient of 2 or 3. For such movements, the points/mark earned are multiplied by the coefficient.	Coefficients are not included on the FVD form; they are used in the background for calculations.
3 Final Mark: Movement Mark or Collective Mark x Coefficient	3 Marks x Coefficient for each movement and collective are automatically calculated by FVD and entered in the right (black bold text) box under Standard Marks and Collective Marks.
4 [Sub] Total: Sum of 3 Final Marks before errors are subtracted.	The [Sub]Total is not on the FVD form.
5 Calculate preliminary percent: (4 [Sub]Total / max points) * 100	The preliminary percent is not on the FVD form.
6 To be deducted / penalty points: Percent lost due to errors (errors of course and other errors).	6 Errors: Use the 2% if the error is only 2%. Use the Calc box if the total error % is not 2%. See below for instructions.
7 TOTAL SCORE in % (FINAL PERCENT): 5 Preliminary % - 6 error %	7 Score Results > [Final] Percentage: Automatically calculated by FVD. Total of all Preliminary Percent minus Errors %.
8 TOTAL [FINAL POINTS]: (7 FINAL PERCENT * max points) / 100	8 Score Results > Final Score: Automatically calculated by FVD. (Final % / max marks) x 100.

EXTRACTS FROM FEI GRAND PRIX TEST SHEET

GRAND PRIX **FEI DRESSAGE**

Event : _____ Date : _____ Judge : _____ Position

Competitor No : _____ Name : _____ NF : _____ Horse : _____

Time 6'30" (for information only) **1 2 3** Minimum age of horse : 8 years

	Test	Marks	Mark	Coefficient	Final mark	Directive ideas	Remarks
1.	A X XC Enter in collected canter Halt - immobility - salute Proceed in collected trot Collected trot	10				Quality of paces, halt, and transitions. Straightness. Contact and poll.	
2.	C HXF FAK Track to the left Extended trot Collected trot	10				Regularity, elasticity, balance, energy of hindquarters, overtrack. Lengthening of frame. Both transitions.	
3.	KB Half-pass to the right	10		2		Regularity and quality of trot, uniform bend, collection, balance, fluency.	

Collective mark:

1. **General Impression** (harmonious presentation of the rider/horse combination; rider's position and seat, discreet and effective influence of the aids)

Marks	10		
Total	460		

2 3 4 Subtotal marks before errors.

5 Preliminary percent before errors.

6 Error % to be deducted.

8 TOTAL SCORE in %: **7**

To be deducted / penalty points
 Errors of course are penalised
 1st error = 2 percentage points
 2nd error = Elimination
 Other Penalties - Technical faults: 0.5% (percentage points) to be deducted per fault.

TOTAL

Signature of Judge : _____

FVD STANDARD SCORING FORM

Scoring - C

XXXX Blue Horse Dressage

FEI Grand Prix 2022

Standard Marks					
1	5.0	5.0	20	6.0	6.0
2	7.0	7.0	21	5.0	5.0
3	3.0	6.0	22	5.0	10.0
4	6.0	12.0	23	5.0	10.0
5	6.0	6.0	24	5.0	10.0
6	6.0	6.0	25	6.5	6.5
7	6.0	6.0	26	6.5	13.0
8	6.0	12.0	27	7.0	7.0
9	6.0	6.0	28	8.0	8.0
10	7.0	7.0	29	6.0	6.0
11	7.0	14.0	30	6.0	12.0
12	7.0	14.0	31	6.0	6.0
13	6.0	6.0	32	6.0	6.0
14	6.0	6.0	33	6.0	6.0
15	6.0	12.0			
16	8.0	8.0			
17	6.0	6.0			
18	6.5	6.5			
19	6.5	6.5			

Class **153.0**

Name: FEI Grand Prix TOC Open CBLM GAIG

Ring: 1XXXXXXXXXXXX

Judge C: BXXXXX EXXXX (S, ST)

Entry # **192**

Horse: NXXXX Q

Rider: EXXXXXXXXXXXX

Time: 8:00:00 AM

Collective Marks

1	5.0	10.0
---	-----	------

1 3 6

Instructions for this section

Error: 2%

Term Reason

Confirmed

Score Results

Final Score	Percentage	Total Possible
264.3	57.457%	460

1 3 7 8

Entry (Lookup)

Close

NOTE: See [EXAMPLE CALCULATIONS > YOUNG RIDERS THROUGH GRAND PRIX](#) for details.

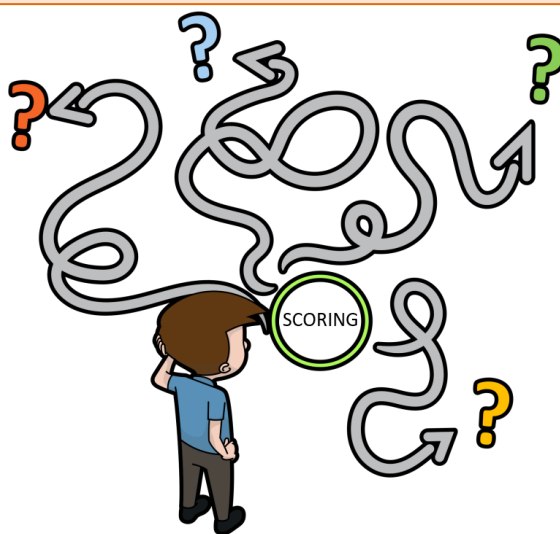
TERMINOLOGY USED IN THIS MANUAL:

USEF/USDF TESTS	FEI TESTS	DESCRIPTION
POINTS	POINTS	Each number awarded by the judge for <u>each movement and collective</u>
TOTAL POINTS	TOTAL POINTS	POINTS x Collective (if applicable) for each movement/collective
① SUBTOTAL POINTS	① SUBTOTAL POINTS	Sum of all TOTAL POINTS
② PRELIM POINTS	② PRELIM POINTS	SUBTOTAL POINTS minus ERROR POINTS .
	③ PRELIM PERCENT	(PRELIMINARY POINTS / Max Points) x 100.
ERROR POINTS		Number subtracted due to errors (USEF/USDF)
⑦ FINAL POINTS		USEF/USDF: ② PRELIM POINTS - ERROR POINTS
⑥ FINAL PERCENT		USEF/USDF: (⑦ FINAL POINTS / MAX POINTS) / 100
	④ ERROR OF COURSE % ⑤ OTHER ERRORS %	FEI: Error percent subtracted from PRELIM PERCENT , as defined by FEI for the particular test.
	⑥ FINAL PERCENT	FEI: PRELIMINARY PERCENT minus SUM ERROR %
	⑦ FINAL POINTS	FEI: (FINAL PERCENT * Max Points) / 100

For multiple judges (multiple test sheets):

- Mean of **USEF/USDF FINAL PERCENT** or **FEI FINAL PERCENT** = **MEAN FINAL PERCENT**.
- Mean of **USEF/USDF FINAL POINTS** or **FEI FINAL POINTS** = **MEAN FINAL POINTS**.

NOTE: Test sheets and FVD do not use the above nomenclature. It is being used by this author for this manual in an attempt to clearly describe scoring and error calculations for the **MANY** test types.





EXAMPLE CALCULATIONS > USEF/USDF:

POINTS	COEFFICIENT	TOTAL POINTS
6		6
7	2	14
etc	etc	etc
		Sum = SUBTOTAL POINTS

SUBTOTAL POINTS 1
- ERROR POINTS
FINAL POINTS 7
/ Max Points
* 100
FINAL PERCENT 6

EXAMPLE CALCULATIONS > USEF/USDF:

1st Error: -2 points
 2nd Error: -4 points (-6 points total)
 3rd Error: Elimination

TR3 TEST / MAX POINTS = 250 / No Error

SUBTOTAL POINTS	175 1
- ERROR POINTS	0
FINAL POINTS	175 7
/ Max Points:	0.70000
x 100	70.000
FINAL PERCENT	70.000% 6

TR3 TEST / MAX POINTS = 250 / One Error

SUBTOTAL POINTS	175 1
- ERROR POINTS	-2
FINAL POINTS	173 7
/ Max Points:	0.69200
x 100	69.200
FINAL PERCENT	69.200% 6

TR3 TEST / MAX POINTS = 250 / Two Errors

SUBTOTAL POINTS	175 1
- ERROR POINTS	-6
FINAL POINTS	169 7
/ Max Points:	0.67600
x 100	67.600
FINAL PERCENT	67.500% 6

For multiple judges (multiple test sheets):

- Mean of **FINAL POINTS** = **MEAN FINAL POINTS**
- Mean of **FINAL PERCENT** = **MEAN FINAL PERCENT**

SECTION III. DURING THE SHOW

Scoring > Example Calculations > FEI YH, Children, Pony & Junior Tests

EXAMPLE CALCULATIONS > FEI YH, CHILDREN, PONY & JUNIOR TESTS:



To be deducted / penalty points:

1. **ERRORS OF COURSE:**
 - 1st Error: 0.5% deducted
 - 2nd Error: 1% deducted (1.5% total deducted)
 - 3rd Error: Elimination
2. **OTHER ERRORS:** 0.5% deducted for each other error.

JR INDIV TEST / Max Points = 340 / No Error

SUBTOTAL POINTS = FINAL POINTS	1 220 7
/ Max Points	64706
x 100	64.706
FINAL PERCENT:	6 64.706% 6

JR INDIV TEST / Max Points = 340 / 1 Error of Course Only

SUBTOTAL POINTS = PRELIM POINTS	1 2 220
/ Max Points:	0.64706
X 100	64.706
PRELIM PERCENT	3 64.706%
- ERROR OF COURSE PERCENT	4 0.5%
- OTHER ERROR PERCENT	5 0
FINAL PERCENT	6 64.206%
x Max Points	218300
/100	218.3
FINAL POINTS	7 218.3

JR INDIV TEST / Max Points = 340 / 1 Other Error Only

SUBTOTAL POINTS = PRELIM POINTS	1 2 220
/ Max Points:	0.64706
X 100	64.706
PRELIM PERCENT	3 64.706%
- ERROR OF COURSE PERCENT	4 0
- OTHER ERROR PERCENT	5 -0.5%
FINAL PERCENT	6 64.206%
x Max Points	218300
/100	NA
FINAL POINTS	7 218.3

JR INDIV TEST / Max Points = 340 / 1 Ea of Both Types of Error

SUBTOTAL POINTS = PRELIM POINTS	1 2 220
/ Max Points:	0.64706
X 100	64.706
PRELIM PERCENT	3 64.706%
- ERROR OF COURSE PERCENT	4 0.5%
- OTHER ERROR PERCENT	5 0.5%
FINAL PERCENT	6 63.706%
x Max Points	21660.04
/100	216.600
FINAL POINTS	7 216.6

For multiple judges (multiple test sheets):

- Mean of **FINAL PERCENT** = **MEAN FINAL PERCENT**.
- Mean of **FINAL POINTS** = **MEAN FINAL POINTS**.

SECTION III. DURING THE SHOW

Scoring > Example Calculations > FEI Young Rider Through Grand Prix Tests



EXAMPLE CALCULATIONS > FEI YR THRU GP:

To be deducted / penalty points:

1. ERRORS OF COURSE:
 - 1st Error: 2% deducted
 - 2nd Error: Elimination
2. OTHER ERRORS: 0.5% deducted for each other error.

GP TEST / Max Points = 460 / No Error(s)

SUBTOTAL POINTS = FINAL POINTS	1	300	7
/ Max Points		0.65217	
x 100		65.217	
FINAL PERCENT:		65.217%	6

GP TEST / Max Points = 460 / 1 Error of Course Only

SUBTOTAL POINTS = PRELIM POINTS	1	2	300
/ Max Points:			0.65217
X 100			65.217
PRELIMINARY PERCENT		3	65.217
- ERROR OF COURSE PERCENT		4	-2%
- OTHER ERROR PERCENT		5	0
FINAL PERCENT		6	63.217%
x Max Points			29079.82
/100			290.798
FINAL POINTS		7	290.798

GP TEST / Max Points = 460 / 1 Other Error Only

SUBTOTAL POINTS = PRELIM POINTS	1	2	300
/ Max Points:			0.65217
X 100			65.217
PRELIMINARY PERCENT		3	65.217
- ERROR OF COURSE PERCENT		4	0
- OTHER ERROR PERCENT		5	-0.5%
FINAL PERCENT		6	64.717%
x Max Points			29769.82
/100			297.70
FINAL POINTS		7	297.70

GP TEST / Max Points = 460 / Both Error Types

SUBTOTAL POINTS = PRELIM POINTS	1	2	300
/ Max Points:			0.65217
X 100			65.217
PRELIMINARY PERCENT		3	65.217%
- ERROR OF COURSE PERCENT		4	-2%
- OTHER ERROR PERCENT		5	-0.5%
FINAL PERCENT		6	62.717%
x Max Points			28849.82
/100			288.50
FINAL POINTS		7	288.50

For multiple judges (multiple test sheets):

- Mean of **FINAL PERCENT** = **MEAN FINAL PERCENT**.
- Mean of **FINAL POINTS** = **MEAN FINAL POINTS**.

Scoring > FVD Scoring Reports > Day Sheets Scoring Report

FVD SCORING REPORTS > DAY SHEETS SCORING REPORT:

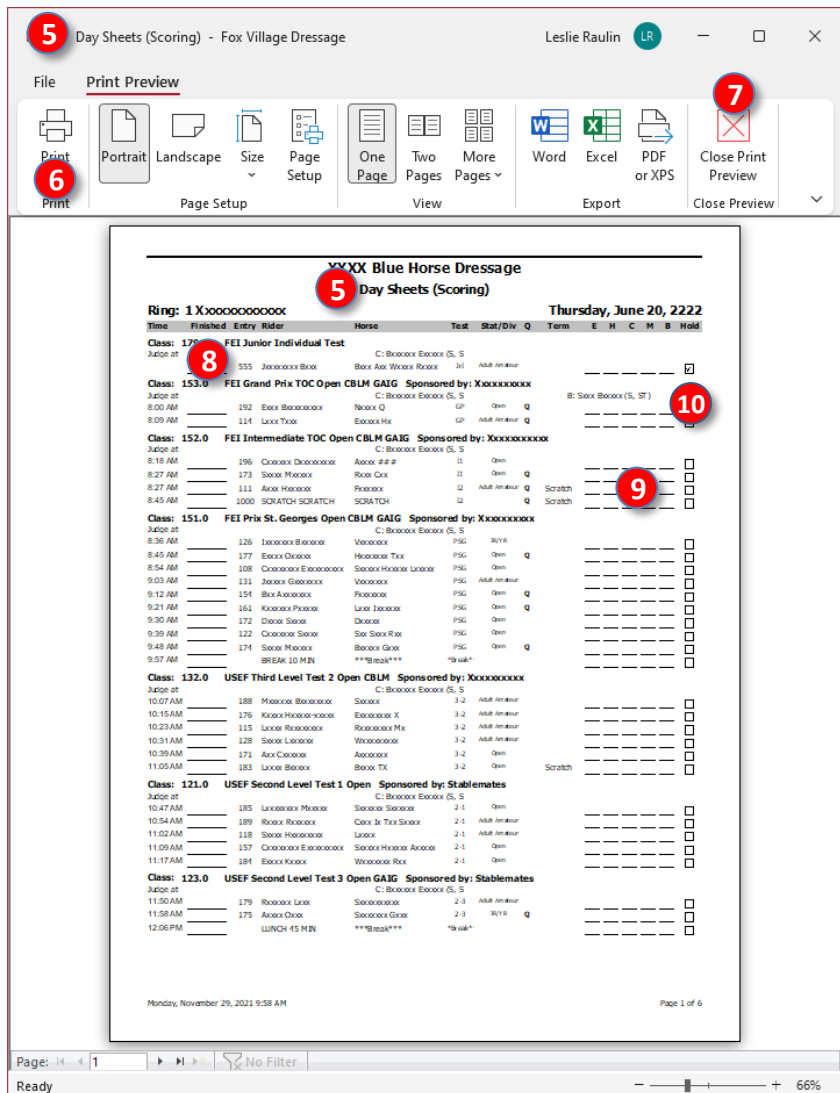
- Computers crash! Therefore, it is a good idea to have a paper back-up for scores. FVD provides two reports that may be used for this purpose:

- Day Sheets Scoring report
- Handwritten Scoring report



- The Day Sheets Scoring report may be used by the scoring section as it is a guide to classes with information that is useful to scorers.
- Select **1 Main Menu** > **2 Reports** > **3 During Show** > **4 Day Sheets Scoring**.

- The **5 Day Sheets Scoring** report opens. For each ring, the report contains the class information and an area on which scorers write in the scores, percentages, and placings by hand.
- Click the **6 Print** button to print all the sheets.
- Click **7 Close Print Preview** to close the report.



NOTE: This is a good report for the scoring department as:

- The **8 Finished** column is used to indicate the test has been scored and posted.
- The **9 E H C M B** columns can be used to record the scores from each judge. If there is a single judge at C, you can use this area to record the **final points and final percent**.
- The **10 Hold** column has a check if the test and ribbon must be held until the entry is cleared by the Show Secretary.

NOTE: Print the Day Sheets Scoring at the last possible moment before they are used. This ensures the scorers have the most current show information.

Scoring > FVD Scoring Reports > Handwritten Score Sheets Report

FVD SCORING REPORTS > HANDWRITTEN SCORE SHEETS REPORT:

- Computers crash! Therefore, it is a good idea to have a paper back-up for scores. FVD provides two reports that may be used for this purpose:

- Day Sheets Scoring report
- Handwritten Scoring Sheets report



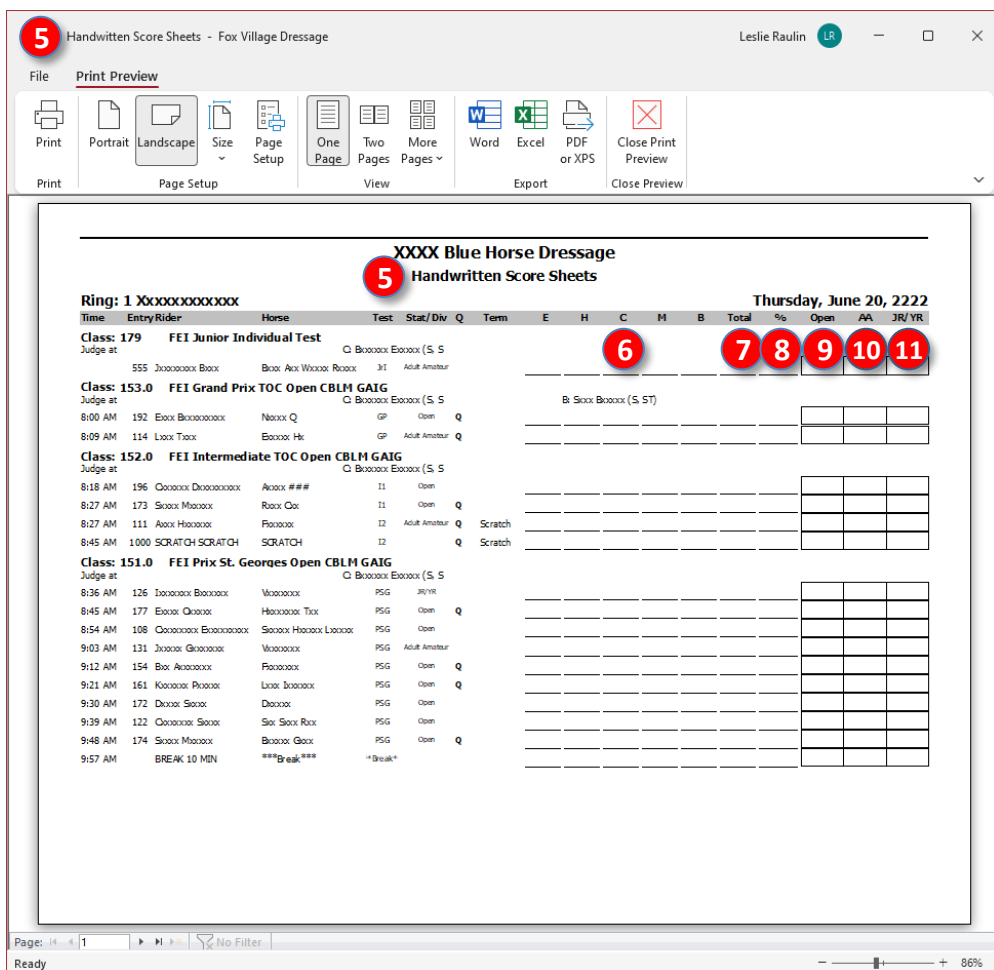
- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Handwritten Score Sheets**.
- The **5 Handwritten Score Sheets** report opens.
- Print the report as for [Day Sheets Scoring](#).

- The **6 E H C M B** columns are used to record the FINAL POINTS from each judge. Alternately, with one judge, they can be used to record FINAL POINTS, FINAL PERCENT, and PLACE.

- The **7 Total** column is used for the FINAL POINTS (one judge) or the MEAN FINAL POINTS (multiple judges).

- The **8 %** column is used for the FINAL PERCENT (one judge) or the MEAN FINAL PERCENT (multiple judges).

- The **9 Open**, **10 AA** and **11 JR/YR** columns can be used for division scores.



NOTE: Disadvantages of this report:

- There is no **Finished** column to indicate the test has been scored and posted.
- There is no **Hold** column to check if the test and ribbon must be held until the entry is cleared by the Show Secretary.

Scoring > FVD Manual Scoring and Standard Scoring**FVD MANUAL AND STANDARD SCORING:**

- FVD provides three approaches to scoring:

1. <u>No Computer Use During the Show</u>	<u>FVD Manual Scoring</u>	Enter <u>SUBTOTAL POINTS</u> only <u>after</u> show
2. <u>Computer Use During the Show</u>	<u>FVD Manual Scoring</u>	Enter <u>SUBTOTAL POINTS</u> only <u>during</u> show
3. <u>Computer Use During the Show</u>	<u>FVD Standard Scoring</u>	Enter <u>MOVEMENT-BY-MOVEMENT POINTS</u> <u>during</u> show

MANUAL SCORING FORM

NOTE: A paper printout of the calculation is no longer required; however, it can be useful when looking for the source of a discrepancy between the scorers and a discrepancy between the computer and the scorers.

STANDARD SCORING FORM

- Manual Scoring:** The scorers hand calculate the scores and percentages and use their calculations to annotate the tests, place the class, and make awards. The FINAL POINTS (but not the movement-by-movement scores from the judges' test sheets) are entered in the computer during or after the show. FVD calculates the FINAL PERCENTS.
- Standard Scoring: CDI shows must use this method.**
 - The scorers hand calculate the FINAL POINTS and FINAL PERCENT and use their calculations to annotate the tests. A computer operator enters movement-by-movement POINTS and ERRORS from the judges' test sheets. FVD automatically calculates the FINAL POINTS and FINAL PERCENT. The FVD result is compared to the hand calculation performed by scoring. The computer is used to place the classes.
 - Alternately, with **FVD Cloud Server** (see [FVD CLOUD SERVER](#)), at the judge's stand the scribe enters the POINTS, ERROR POINTS, and ERROR PERCENT into a FVD device. FVD calculates the FINAL POINTS and the FINAL PERCENT. There is no separate scoring section!
- Show management decides which approach to use. The decision is usually based on available equipment and staff/volunteers. The decision must be made before the show starts.

NOTE: The FVD authors prefer that you use **Standard Scoring** as it gives you more data and lets you use other services such as Competitor Tent (iOS app). However, **Standard Scoring** requires numerous scorers and computers, and it entails more work and time. Smaller shows with less staff and minimal equipment may therefore find it easier to use **Manual Scoring**. **Standard Scoring is required for CDIs and for FVD Cloud Server.**



MANUAL SCORING



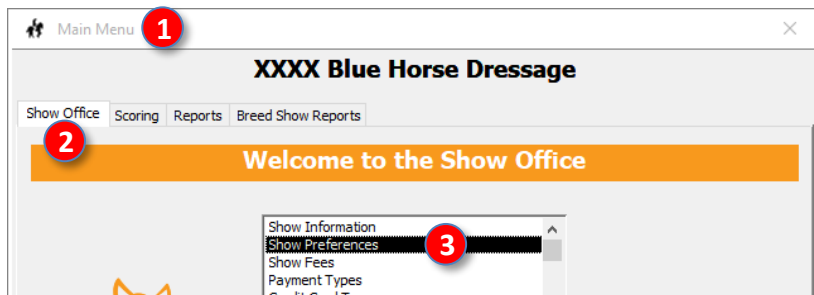
NOTE: Most USEF/USDF shows use computers during the show. However, very small USEF/USDF shows, and many schooling shows, may not have the staff and equipment to use computers during the show. Therefore, this section is included for these shows.



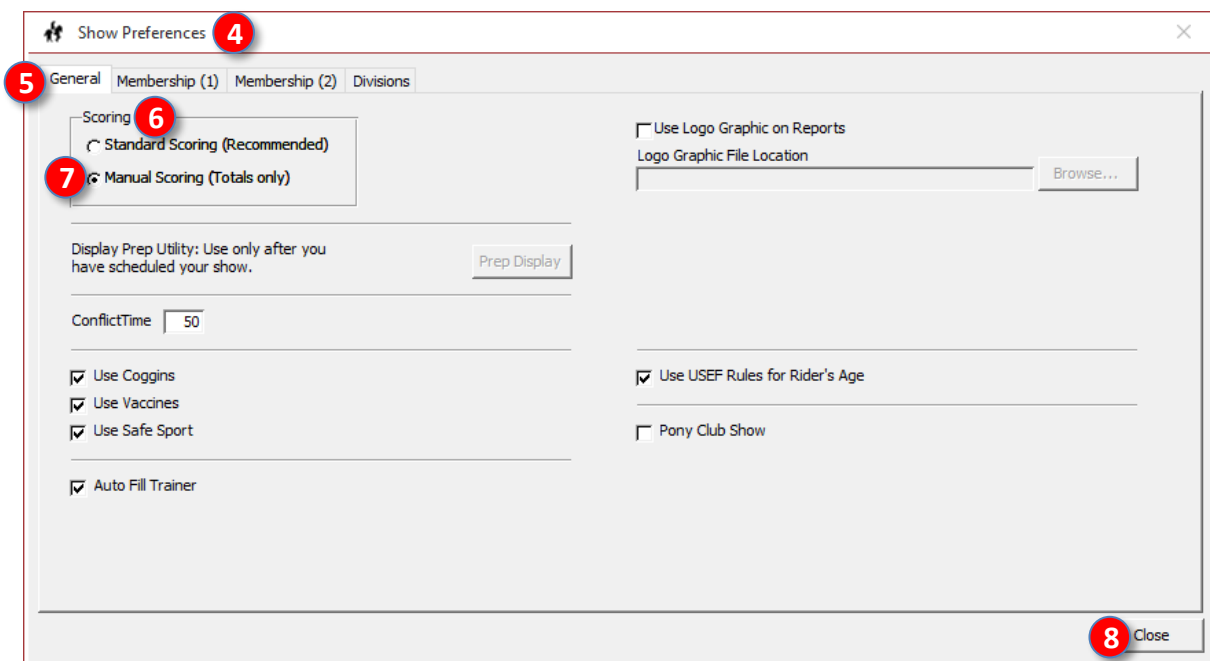
Scoring > FVD Manual Scoring & No Computer Use During the Show > Set Up Manual Scoring

FVD MANUAL SCORING & NO COMPUTER USE DURING THE SHOW > SET UP MANUAL SCORING:

- To set up **Manual Scoring**, select **1 Main Menu** > **2 Show Office** > **3 Show Preferences**.



- The **4 Show Preferences** form opens.
- On the **5 General** tab > **6 Scoring**, select **7 Manual Scoring** by clicking the radial button so it is filled with a black dot.
- Click **8 Close** to return to the **Main Menu**.





Scoring > FVD Manual Scoring & No Computer Use During the Show > Most Test Types > No Errors



FVD MANUAL SCORING & NO COMPUTER USE DURING THE SHOW > MOST TEST TYPES > NO ERRORS:

- If you are not using a computer during your show, all scoring procedures are done by hand.
- One Judge:**
 - First Scorer:**
 - Calculate the **a** MOVEMENT TOTAL POINTS and **b** COLLECTIVE TOTAL POINTS
 - 1** SUBTOTAL POINTS = **a** MOVEMENT TOTAL POINTS plus **b** COLLECTIVE TOTAL POINTS.
 - Since this example has no errors, enter 0 (zero) or nothing in the **ERROR POINTS** box.
 - 7** FINAL POINTS = **1** SUBTOTAL POINTS minus **ERROR POINTS**.
 - 6** FINAL PERCENT = (**5** FINAL POINTS divided by **6** MAX POINTS) x 100.
 - Write **6** FINAL PERCENT near the **7** FINAL POINTS.
 - Second Scorer:**
 - Proceed as for the First Scorer except, if the calculations match, write the **7** FINAL POINTS on the **Final Score > Points** line and write the **6** FINAL PERCENT on the **Final Score > Percent** line.
 - If the calculations do not match, repeat calculations until they match.
- Multiple Judges:**
 - For each judge/sheet, repeat as for one judge.
 - Calculate the mean of all **7** FINAL POINTS to determine the **MEAN FINAL POINTS**.
 - Calculate the mean of all **6** FINAL PERCENT to determine the **MEAN FINAL PERCENT**.
 - Ensure the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT** are entered on a separate sheet as the final scores.
- AFTER THE SHOW:** Enter the **7** FINAL POINTS or **MEAN FINAL POINTS** in FVD. FVD calculates the **6** FINAL PERCENT or **MEAN FINAL PERCENT**.

TRAINING LEVEL TEST 3

TEST	DIRECTIVES	POINTS	COEF	TOTAL	REMARKS
enter working trot halt, salute recessed working trot	Regularity and quality of trot, willing, calm transitions; straightness; attentiveness; immobility (min. 3 seconds)	8.0		8.0	OK halt
rack left slightly after H begin a single loop to X returning to the track slightly before X	Regularity and quality of trot, bend and balance in turns, shape and size of loop, changes of bend, balance	6.0	2	12.0	Adequate
working canter left lead	Willing, calm transition; regularity and quality of gaits; bend in corner, straightness	5.0		5.0	On FH
circle left 20m	Regularity and quality of canter, shape and size of circle, bend, balance	4.0		4.0	Broke to trot
change rein working trot	Regularity and quality of gaits; willing, calm transition; straightness; bend in corner	5.0		5.0	Trans on FH
medium walk	Willing, calm transition; regularity, quality	7.0	2	14.0	
free walk medium walk	Regularity and quality of walks; reach, overtrack, and ground cover of free walk allowing complete freedom to stretch the neck forward and downward; straightness; willing, calm transitions	6.5	2	13.0	Allow more stretch
working trot slightly after H begin a single loop to X returning to the track slightly before X	Regularity and quality of trot, shape and size of loop, changes of bend and balance	7.0	2	14.0	Good bend Good geometry
working canter right lead	Willing, calm transition; regularity and quality of gaits; bend and balance in corner, straightness	4.0		4.0	Back @ depart
circle right 20m	Regularity and quality of canter; shape and size of circle; bend, balance	6.0		6.0	off course -2 error
working trot	Willing, calm transition; regularity and quality of trot	7.5		7.5	Good trans, obedient
circle right 20m in rising trot allowing the horse to stretch forward and downward burden the reins working trot	Forward and downward stretch over the back into a light contact; maintaining balance and quality of trot, bend, shape and size of circle; willing, calm transitions	7.0	2	14.00	Good stretch
down centerline halt, salute work	Bend and balance in turns; regularity and quality of trot, willing, calm transition; straight, attentive halt; immobile (min. 3 seconds)	4.0		4.0	Backed up

2023 USEF TRAINING LEVEL TEST 3

COLLECTIVE MARKS	POINTS	COEF	TOTAL	
GAITS (Freedom and regularity)	7.0	1	7.0	
IMPULSION (Desire to move forward; elasticity of the steps; suppleness of the back; engagement of the hindquarters)	6.0	2	12.0	
SUBMISSION (Willing cooperation; harmony; attention and confidence; acceptance of hand aids; straightness; lightness of forehand and ease of movements)	5.5	2	11.0	Often @ bit
RIDER'S POSITION AND SEAT (Alignment; posture; stability; weight placement; following mechanics of the gaits)	6.0	1	6.0	
RIDER'S CORRECT AND EFFECTIVE USE OF AIDS (Clarity; subtlety; independence; accuracy of test)	6.0	1	6.0	

FURTHER REMARKS: Good pair. Work on suppleness.

Subtotal: 152.5

Errors: 0

Total Points: 152.5

Final Score: 152.5

Final Percent: 61.000%

United States Equestrian Federation, Inc.
2023 USEF TRAINING LEVEL TEST 3
Bike Horse Farm Show
20 Jan 2023
Name of Competition: 111
Name of Rider: Mary Smith
Name and Address of Rider: Susan Jones
Signature of Rider: [Signature]

TR3 TEST / MAX POINTS = 250 / One Error

SUBTOTAL POINTS 1	152.5
- ERROR POINTS	0
FINAL POINTS 5	152.5
/ Max Points:	0.61000
x 100	61.000
FINAL PERCENT 7	61.000%



Scoring > FVD Manual Scoring & No Computer Use During the Show >

Most USEF/USDF Tests > Errors

FVD MANUAL SCORING & NO COMPUTER USE DURING THE SHOW > MOST USEF/USDF TESTS > ERRORS:

USEF DR122.5.b. Errors

- b. In National [USDF/USEF] tests, every **error of the course** whether the bell is sounded or not, must be penalized, ...:
 1. The **first time** by 2 points;
 2. The **second time** by 4 points [total of 6 points];
 3. The **third time** the competitor is eliminated. However, at the discretion of the judge, the rider may continue to finish the test. If the competitor's continued presence in the ring is about to interfere with the start of the next scheduled ride, then the judge must excuse him/her from the ring.

USEF DR117.6. The Position and Aids of the Rider

- 6. The **use of the voice** in any way whatsoever or clicking the tongue once or repeatedly is a fault involving the deduction of 2 marks from those that would otherwise have been awarded for the movement where this occurred.

- What does this mean?
 - Errors for most USEF/USDF tests are **error of course** and **use of voice**. They are deducted the same.
 - **First Error**: -2 points deducted from the SUBTOTAL POINTS.
 - **Second Error**: -4 additional points (for a total of -6 points) are deducted from the SUBTOTAL POINTS.
 - **Third Error**: **Elimination**.



- 4 1st Error: -2 points
- 4 2nd Error: -4 points (-6 points total)
- 3rd Error: Elimination

TR3 TEST / MAX POINTS = 290 / One Error

SUBTOTAL POINTS	1	178.5
- ERROR POINTS	4	-2
FINAL POINTS	7	176.5
/ Max Points		0.60862
x 100		60.862
FINAL PERCENT	6	60.862%

ONE ERROR

SUBTOTAL:	178.5	1
ERRORS:	(- 2)	4
TOTAL POINTS: (Max Points: 290)	176.5	7

6 FINAL PERCENT = (176.5/290)x100 = 60.862%

TWO ERRORS

SUBTOTAL:	178.5	1
ERRORS:	(- 6)	4
TOTAL POINTS: (Max Points: 290)	172.5	7

6 FINAL PERCENT = (172.5/290)x100 = 59.483%

THREE ERRORS

SUBTOTAL:		
ERRORS:	Eliminated	
TOTAL POINTS: (Max Points: 290)	Eliminated	

6 NO SCORE

- **One Judge:**
 - 7 FINAL POINTS = 1 SUBTOTAL POINTS minus 4 ERROR POINTS.
 - 6 FINAL PERCENT = (7 FINAL POINTS divided by MAX POINTS) x 100.
- **Multiple Judges:**
 - For each judge/sheet, repeat as for one judge.
 - Calculate the mean of all 7 FINAL POINTS to determine the MEAN FINAL POINTS.
 - Calculate the mean of all 6 FINAL PERCENT to determine the MEAN FINAL PERCENT.
 - Ensure the MEAN FINAL POINTS and the MEAN FINAL PERCENT are entered on a separate sheet as the final scores.
- **AFTER THE SHOW:** Enter the 7 FINAL POINTS or MEAN FINAL POINTS in FVD. FVD calculates the 6 FINAL PERCENT or the MEAN FINAL PERCENT.



Scoring > FVD Manual Scoring & No Computer Use During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Rider Tests > Errors of Course Only



FVD MANUAL SCORING & NO COMPUTER USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR RIDER TESTS > ERRORS OF COURSE ONLY:

Total		340	214	① SUBTOTAL POINTS =
To be deducted / penalty points: 1. <u>ERRORS OF COURSE</u> : • 1 st Error: 0.5% deducted • 2 nd Error: 1% deducted (1.5% total deducted) • 3 rd Error: Elimination 2. <u>OTHER ERRORS</u> : 0.5% deducted for each other error.	MAX POINTS	62.941%	214	② PRELIM POINTS
		-0.5%		③ PRELIM PERCENT = (PRELIM POINTS / MAX POINTS) x 100
		or -1.5%		④ ERROR OF COURSE %
		0		⑤ OTHER ERROR %
Total		212.299		⑦ FINAL POINTS
			TOTAL SCORE in %:	62.441%
				⑥ FINAL PERCENT

One Judge:

- ① SUBTOTAL POINTS = ② PRELIM POINTS
- ③ PRELIM PERCENT = (② PRELIM POINTS / MAX POINTS) x 100.
- ⑦ FINAL PERCENT = ⑤ PRELIMINARY PERCENT - ⑥ ERROR OF COURSE %.
- ⑧ FINAL POINTS = (⑦ FINAL PERCENT x ④ MAX POINTS) / 100.

Multiple Judges:

- For each judge/sheet, repeat as for one judge.
- Calculate the mean of all ⑦ FINAL POINTS to get the MEAN FINAL POINTS.
- Calculate the mean of all ⑥ FINAL PERCENT to get the MEAN FINAL PERCENT.
- Ensure the MEAN FINAL POINTS and the MEAN FINAL PERCENT are entered on a separate sheet as the final scores.

After the Show:

- Enter the ⑦ FINAL POINTS or the MEAN FINAL POINTS in FVD.
- FVD will calculate the ⑥ FINAL PERCENT or the MEAN FINAL PERCENT.

JR INDIV TEST / Max Points = 340 / 1 Error of Course

SUBTOTAL POINTS = PRELIM POINTS	①	②	214
/ Max Points:			0.62941
X 100			62.941
PRELIM PERCENT	③		62.941%
- ERROR OF COURSE %	④		0.5%
- OTHER ERROR %	⑤		0%
FINAL PERCENT	⑥		62.441%
x Max Points			21229.94
/100			212.299
FINAL POINTS	⑦		212.299

JR INDIV TEST / Max Points = 340 / 2 Errors of Course

SUBTOTAL POINTS = PRELIM POINTS	①	②	214
/ Max Points:			0.62941
X 100			62.941
PRELIM PERCENT	③		62.941%
- ERROR OF COURSE %	④		1%
- OTHER ERROR %	⑤		0%
FINAL PERCENT	⑥		61.941%
x Max Points			21059.94
/100			210.599
FINAL POINTS	⑦		210.599



Scoring > FVD Manual Scoring & No Computer Use During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Rider Tests > Other Errors Only

FVD MANUAL SCORING & NO COMPUTER USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR RIDER TESTS > OTHER ERRORS ONLY:

- Since you are not using FVD at the show, because of the FEI scoring rules, you will need to do some math. Use the table below for formulas. If you have a non-FVD laptop or iPad, you may want to create an Excel spreadsheet to assist you.
- (If you use FVD at the show, FVD performs the calculations for you!)

To be deducted / penalty points: 1. <u>ERRORS OF COURSE:</u> • 1 st Error: 0.5% deducted • 2 nd Error: 1% deducted (1.5% total deducted) • 3 rd Error: Elimination 2. <u>OTHER ERRORS:</u> 0.5% deducted for each other error.	Total	340	214	1 SUBTOTAL POINTS = 2 PRELIM POINTS
	Total	MAX POINTS	62.941%	3 PRELIM PERCENT = (PRELIM POINTS / MAX POINTS) x 100 4 ERROR OF COURSE % 5 OTHER ERRORS %
			-0% -0.5%	
			212.299	7 FINAL POINTS
			TOTAL SCORE in %: 62.441%	6 FINAL PERCENT

One Judge:

- **1 SUBTOTAL POINTS = 2 PRELIM POINTS**
- **3 PRELIM PERCENT = (2 PRELIM POINTS / MAX POINTS) x 100.**
- **6 FINAL PERCENT = 3 PRELIM PERCENT - 5 OTHER ERROR %**
- **7 FINAL POINTS = (6 FINAL PERCENT x MAX POINTS) / 100**

Multiple Judges (multiple test sheets):

- For each judge/sheet, repeat as for one judge.
- Calculate the mean of all **7 FINAL POINTS** to determine the **MEAN FINAL POINTS**.
- Calculate the mean of all **6 FINAL PERCENT** to determine the **MEAN FINAL PERCENT**.
- Ensure the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT** are entered on a separate sheet as the final scores.

- **After the Show:** Enter **7 FINAL POINTS** or **MEAN FINAL POINTS** into FVD. FVD calculates the **6 FINAL PERCENT** or the **MEAN FINAL PERCENT**.

JR INDIV TEST / Max Points = 340 / 1 Other Error Only

SUBTOTAL POINTS = PRELIM POINTS	1	2	214
/ Max Points:			0.62941
X 100			62.941
PRELIMINARY PERCENT	3		62.941%
- ERROR OF COURSE %	4		0%
- OTHER ERROR %	5		0.5% (0.5% per other error)
FINAL PERCENT	6		62.441%
x Max Points			21229.94
/100			212.299
FINAL POINTS	7		212.299



Scoring > FVD Manual Scoring & No Computer Use During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Rider Tests > Both Error Types

FVD MANUAL SCORING & NO COMPUTER USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR RIDER TESTS > BOTH ERROR TYPES:

	340		214	
Total		MAX POINTS		
			62.941%	
			0.5%	
			or -	
			1.5%	
			-0.5	
Total			210.599	

1 SUBTOTAL POINTS = 214

2 PRELIM POINTS = 214

3 PRELIM PERCENT = (PRELIM POINTS / MAX POINTS) X 100 = 62.941%

4 ERROR OF COURSE % = 0.5%

5 OTHER ERRORS % = 0.5%

6 FINAL PERCENT = 61.941%

7 FINAL POINTS = 210.599

TOTAL SCORE in %: 61.941%

To be deducted / penalty points:

- ERRORS OF COURSE:**
 - 1st Error: 0.5% deducted
 - 2nd Error: 1% deducted (1.5% total deducted)
 - 3rd Error: Elimination
- OTHER ERRORS:** 0.5% deducted for each other error.

- One Judge:**
 - 1 SUBTOTAL POINTS = 2 PRELIM POINTS.**
 - 3 PRELIM PERCENT = (2 PRELIM POINTS / MAX POINTS) x 100.**
 - 7 FINAL PERCENT = 3 PRELIM PERCENT - 4 ERROR OF COURSE - 5 ERROR PERCENT.**
 - 8 FINAL POINTS = (7 FINAL PERCENT x MAX POINTS) / 100.**
- Multiple Judges:**
 - For each judge/sheet, repeat as for one judge.
 - Calculate the mean of all **7 FINAL PERCENT** to get the **MEAN FINAL PERCENT.**
 - Calculate the mean of all **8 FINAL POINTS** to get the **MEAN FINAL POINTS.**
 - Ensure the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT** are entered on a separate sheet as the final scores.
- After the Show:** Enter the **7 FINAL POINTS** or the **MEAN FINAL POINTS** in FVD. FVD will calculate the **6 FINAL PERCENT** or the **MEAN FINAL PERCENT.**

JR INDIV TEST / Max Points = Both Types of Error

SUBTOTAL POINTS = PRELIM POINTS	1 2	214
/ Max Points:		0.62941
x 100		62.941
PRELIMINARY PERCENT	3	62.941%
- ERROR OF COURSE %	4	0.5%
- OTHER ERROR %	5	0.5%
FINAL PERCENT	6	61.941%
x Max Points		21059.94
/100		210.599
FINAL POINTS	7	210.599



Scoring > FVD Manual Scoring & No Computer Use During the Show > FEI YR through GP Tests > Errors of Course Only



FVD MANUAL SCORING & NO COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > ERROR OF COURSE ONLY:

<p>To be deducted / penalty points:</p> <p>1. <u>ERRORS OF COURSE:</u></p> <ul style="list-style-type: none"> • 1st Error: 2% deducted • 2nd Error: Elimination <p>2. <u>OTHER ERRORS:</u> 0.5% deducted for each other error.</p>	460	MAX POINTS	314	<p>1 SUBTOTAL POINTS =</p> <p>2 PRELIM POINTS</p> <p>3 PRELIM PERCENT = (PRELIM POINTS / MAX POINTS) x 100</p> <p>4 ERROR OF COURSE %</p> <p>5 OTHER ERRORS %</p>
			65.217%	
			-2%	
			0	
			290.8	TOTAL SCORE in %: 63.217%
		7 FINAL POINTS	6 FINAL PERCENT	

- **One Judge:**
 - **1 SUBTOTAL POINTS = 2 PRELIM POINTS**
 - **3 PRELIM PERCENT = (2 PRELIM POINTS / MAX POINTS) x 100.**
 - **6 FINAL PERCENT = 3 PRELIM PERCENT - 4 ERROR OF COURSE %.**
 - **7 FINAL POINTS = (6 FINAL PERCENT x 4 MAX POINTS) / 100.**
- **Multiple Judges:**
 - For each judge/sheet, repeat as for one judge.
 - Calculate the mean of all **7 FINAL POINTS** to determine the **MEAN FINAL POINTS**.
 - Calculate the mean of all **6 FINAL PERCENT** to determine the **MEAN FINAL PERCENT**.
 - Ensure the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT** are entered on a separate sheet as the final scores.
- **After the Show:**
 - Enter **7 FINAL POINTS** or **MEAN TOTAL POINTS** into FVD.
 - FVD calculates the **6 FINAL PERCENT** or the **MEAN FINAL PERCENT**.

GP TEST / Max Points = 460 / 1 Error of Course Only

SUBTOTAL POINTS = PRELIM POINTS	1 2	300
/ Max Points:		0.65217
X 100		65.217
PRELIMINARY PERCENT	3	65.217%
- ERROR OF COURSE %	4	-2%
- OTHER ERROR %	5	0
FINAL PERCENT	6	63.217%
x Max Points		29079.999
/100		290.800
FINAL POINTS	7	290.8



Scoring > FVD Manual Scoring & No Computer Use During the Show > FEI YR through GP Tests > Other Errors Only

FVD MANUAL SCORING & NO COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > OTHER ERRORS ONLY:

To be deducted / penalty points: 1. <u>ERRORS OF COURSE:</u> • 1 st Error: 2% deducted • 2 nd Error: Elimination 2. <u>OTHER ERRORS:</u> 0.5% deducted for each other error. [-2 for each other error]	460 MAX POINTS	314	1 SUBTOTAL POINTS = 2 PRELIM POINTS
		65.217%	3 PRELIM PERCENT = (2 PRELIM POINTS / MAX POINTS) x 100
		-0	4 ERROR OF COURSE %
		-0.5%	5 OTHER ERRORS %
		297.699	7 FINAL POINTS
		TOTAL SCORE in %: 64.717%	6 FINAL PERCENT

- **One Judge:**
 - **1 SUBTOTAL POINTS = 2 PRELIM POINTS**
 - **3 PRELIM PERCENT = (2 PRELIM POINTS / MAX POINTS) x 100.**
 - **6 FINAL PERCENT = 3 PRELIM PERCENT - 5 OTHER ERROR %.**
 - **7 FINAL POINTS = (6 FINAL PERCENT x MAX POINTS) / 100.**
- **Multiple Judges:**
 - For each judge/sheet, repeat as for one judge.
 - Calculate the mean of all **7 FINAL POINTS** to determine the **MEAN FINAL POINTS.**
 - Calculate the mean of all **6 FINAL PERCENT** to determine the **MEAN FINAL PERCENT.**
 - Ensure the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT** are entered on a separate sheet as the final scores.
- **After the Show:**
 - Enter **7 FINAL POINTS** or **MEAN TOTAL POINTS** into FVD.
 - FVD calculates the **6 FINAL PERCENT** or the **MEAN FINAL PERCENT.**

GP TEST / Max Points = 460 / 1 Other Error Only

SUBTOTAL POINTS = PRELIM POINTS	1	2	300
/ Max Points:			0.65217
X 100			65.217
PRELIMINARY PERCENT	3		65.217%
- ERROR OF COURSE %	4		-0%
- OTHER ERROR %	5		-0.5%
FINAL PERCENT	6		64.717%
x Max Points			29769.82
/100			297.699
FINAL POINTS	7		297.699



Scoring > FVD Manual Scoring & No Computer Use During the Show > FEI YR through GP Tests > Both Error Types



FVD MANUAL SCORING & NO COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > BOTH ERROR TYPES:

To be deducted / penalty points:

1. ERRORS OF COURSE:
 - 1st Error: 2% deducted
 - 2nd Error: Elimination
2. OTHER ERRORS: 0.5% deducted for each other error.

460	314	1 SUBTOTAL POINTS =	2 PRELIM POINTS
MAX POINTS	65.217%	3 PRELIM PERCENT = (PRELIM POINTS / MAX POINTS) x 100	4 ERROR OF COURSE %
	-2%	5 OTHER ERROR %	
	-0.5%	6 FINAL PERCENT	
288.498	7 FINAL POINTS	7 FINAL POINTS	6 FINAL PERCENT
		TOTAL SCORE in %: 62.717%	

- **One Judge:**
 - **2** PRELIMINARY POINTS = **1** SUBTOTAL POINTS
 - **3** PRELIMINARY PERCENT = (**2** PRELIMINARY POINTS / MAX POINTS) x 100.
 - **6** FINAL PERCENT = **3** PRELIMINARY PERCENT - **4** ERROR OF COURSE % - **5** OTHER ERRORS %
 - **7** FINAL POINTS = (**6** FINAL PERCENT x Max Points) /100
- **Multiple Judges:**
 - For each judge/sheet, repeat as for one judge.
 - Calculate the mean of all **7** FINAL POINTS to determine the **MEAN FINAL POINTS**.
 - Calculate the mean of all **6** FINAL PERCENT to determine the **MEAN FINAL PERCENT**.
 - Ensure the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT** are entered on a separate sheet as the final scores.
- **After the Show:**
 - Enter the **7** FINAL POINTS or the **MEAN FINAL POINTS** in FVD.
 - FVD will calculate the **6** FINAL PERCENT or the **MEAN FINAL PERCENT**.

GP TEST / Max Points = 460 / Both Error Types

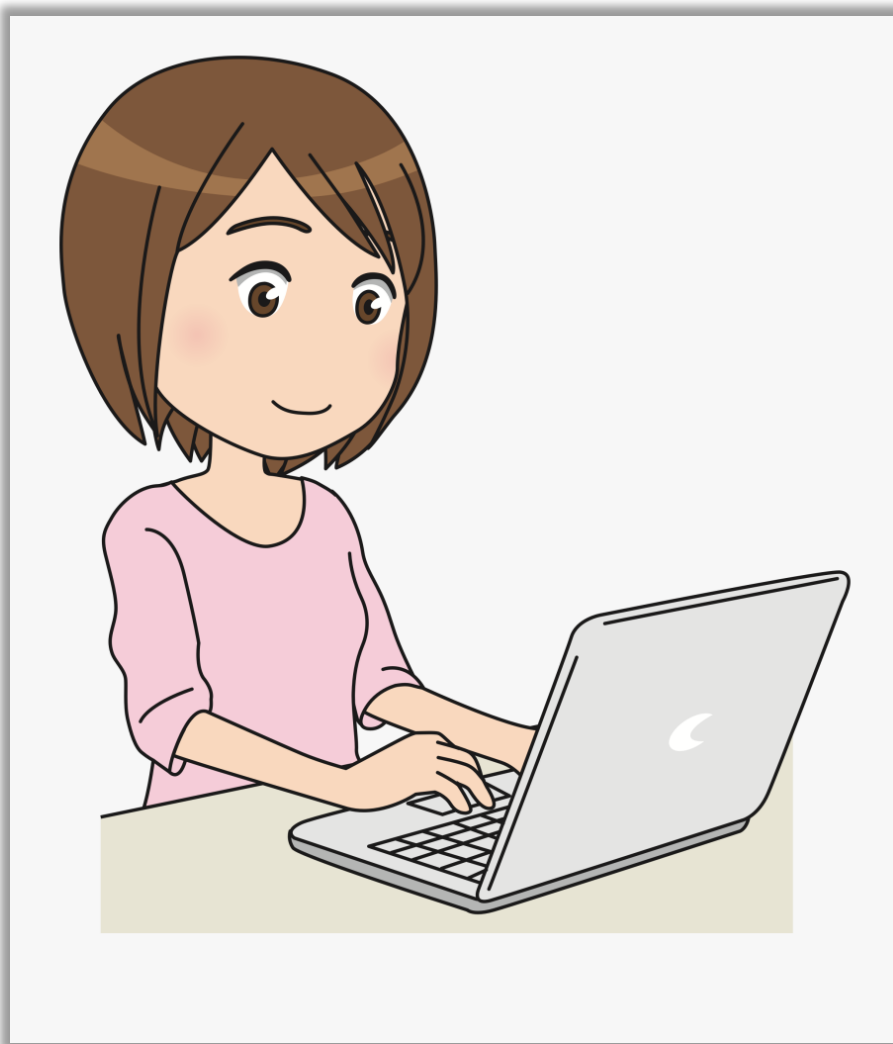
SUBTOTAL POINTS = PRELIM POINTS	1	2	300
/ Max Points:			0.65217
X 100			65.217
PRELIMINARY PERCENT	3		65.217%
- ERROR OF COURSE %	4		-2%
- OTHER ERROR %	5		-0.5%
FINAL PERCENT	6		62.717%
x Max Points			28849.82
/100			288.498
FINAL POINTS	7		288.498



Scoring > [FVD Manual Scoring & No Computer Use During the Show](#) >
[After the Show](#)

FVD MANUAL SCORING & NO COMPUTER USE DURING THE SHOW > AFTER THE SHOW:

- After the show, collect the **Days Sheets Scoring** report (or **Handwritten Score Sheets** report) or the **Score Posters**.
- Using the instructions in the next part of this chapter (Scoring > FVD Manual Scoring & Computer Use During the Show), enter the **FINAL POINTS** into FVD. FVD then calculates the **FINAL PERCENT**.
- Place each class (see [PLACE A CLASS](#)).
- Create the FVD USEF/USDF *.dat file (see [DATA FILE FOR USEF AND USDF](#)) and email to USEF and USDF.
- Create the **USEF Post Competition Report** (see [USEF POST COMPETITION REPORT FORM](#)) and snail-mail with any accompanying documents and payments.
- Create the **USDF Report of Fees** (see [USDF REPORT OF FEES](#)) and snail-mail or email them with any accompanying documents and payments.





MANUAL SCORING

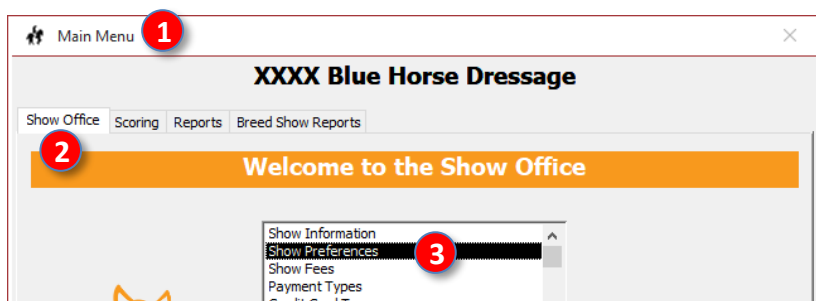




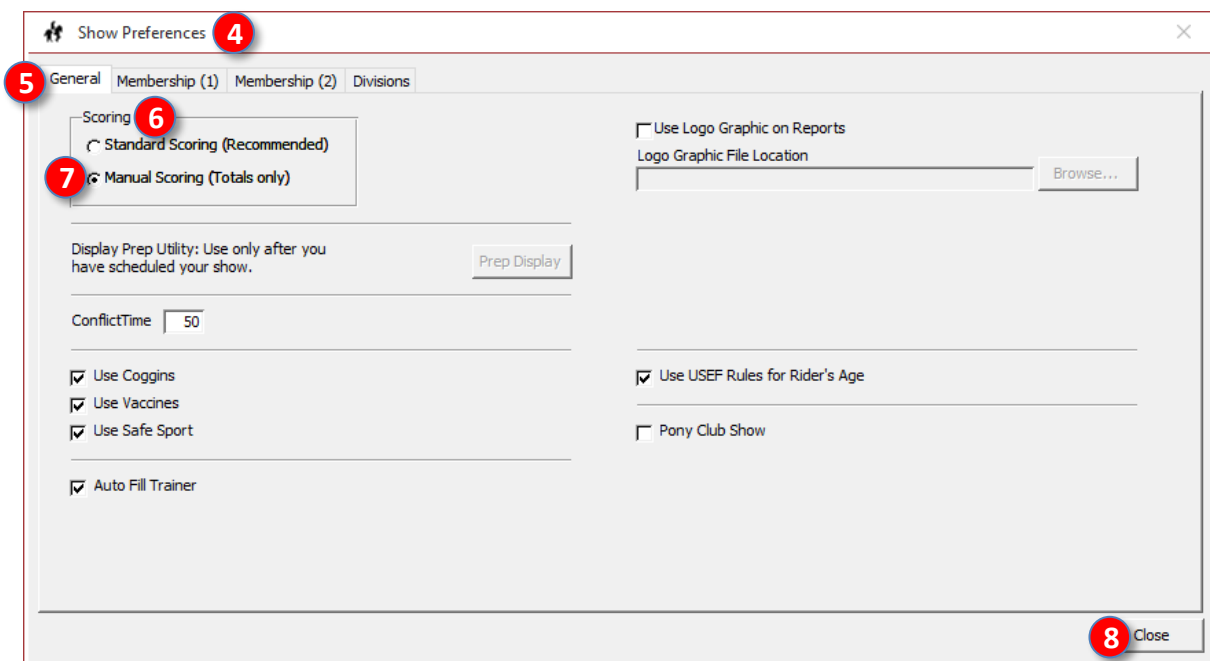
Scoring > FVD Manual Scoring & Computer Use During the Show > Set Up Manual Scoring

FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > SET UP MANUAL SCORING:

- To select **Manual Scoring**, select **1 Main Menu** > **2 Show Office** > **3 Show Preferences**



- The **4 Show Preferences** form opens.
- In the **5 General** tab > **6 Scoring**, select **7 Manual Scoring** by clicking the radial button so it is filled with a black dot.
- Click **8 Close** to return to the **Main Menu**.





Scoring > FVD Manual Scoring & Computer Use During the Show > Open Manual Score Sheet

FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > OPEN MANUAL SCORE SHEET:

- Select **1 Main Menu** > **2 Scoring**.
- Using the **3 Class (Lookup)** drop-down arrow or type-in box, select the **4 Class** to be scored.

The screenshot shows the 'Manual Scoring' window for 'XXXX Blue Horse Dressage'. The 'Scoring' tab is active. A dropdown menu for 'Class (Lookup)' is open, displaying a list of classes. The class '103.3 USEF Training Level Test 3 AJY GAIG' is selected and highlighted. Red circles with numbers 1 through 4 indicate the navigation steps: 1. Main Menu, 2. Scoring, 3. Class (Lookup) dropdown, and 4. Selected class.

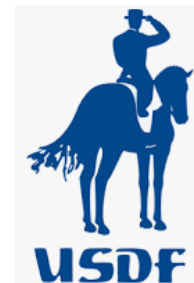
- Click the **5 Score** box.

The screenshot shows the 'Manual Scoring' window with the 'Score' box highlighted by a red circle with the number 5. The class '103.3' is still selected in the dropdown. The 'Score' box is empty. Below the score box are buttons for 'Place', 'Report', and 'Close Class', along with checkboxes for 'Final' and 'Breed'.

Continued on next page...



Scoring > FVD Manual Scoring & Computer Use During the Show > Most Test Types > No Errors



FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > NO ERRORS:

- The **Manual Score Sheet** form opens.
- If you have monitor space, you can increase the height of this form to show more rides.
- Enter the **1 SUBTOTAL POINTS** in the FVD **1 Judge Scores** box under the letter for the judge's position and press **Enter**.
- FVD automatically enters the **7 FINAL POINTS** in the **7 Final Score** box and the **6 FINAL PERCENT** in the **6 Percent** box.
- If there is more than one judge, repeat for other judge position(s).
- FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

Manual Score Sheet

Class: USEF Training Level Test 3 Open GAIG
1XXXXXXXXXXXX

Judge at E: [] Judge at H: [] Judge at C: Bxxxx (S, ST) Judge at M: [] Judge at B: []

Time	Entry #	Horse / Rider / Test	Judge Scores	Final Score	Percent	Place
3:23:00 PM	186	XXXXXXXXXX Jxxxx Bxxxx Training Level, Test 3 2019	C: 169.0	169.00	58.276%	3
3:30:00 PM	117	Sxxxx Axxxxxx Rxxx Training Level, Test 3 2019	C: 191.0	191.00	65.862%	1

TEST SHEET SCORING AREA

SUBTOTAL:	169.0
ERRORS:	(- 0)
TOTAL POINTS: (Max Points: 290)	169.0

1 SUBTOTAL POINTS

7 FINAL POINTS

6 FINAL PERCENT

58.276%

NOTE: Fortunately, errors during a test are infrequent. Therefore, for most tests, this is all you will need to do.



FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > USDF/USEF TESTS > ERRORS:

- With FVD, you have two entry options if there were errors (point deduction) in these tests:
 - Use the **FINAL POINTS** hand calculated by the scoring section.
 - Use FVD to calculate the **FINAL POINTS** and **FINAL PERCENT**.

- OPTION 1:** Enter the **7 FINAL POINTS** or **MEAN FINAL POINTS** calculated by the scoring section in the **1 Judge Scores** box. FVD will calculate the **6 FINAL PERCENT** or the **MEAN FINAL PERCENT**.

Judge Scores		Final Score	Percent
C:		7	6
1	167.0	7	167.00 57.586%

OPTION 2:

- Enter the **1 SUBTOTAL POINTS** = **2 PRELIM POINTS** in the **Judge Scores** box.
- FVD enters the **2 PRELIM POINTS** in the **Final Score** box and calculates the **3 PRELIM PERCENT**.
- Click the **8 Calc** button.
- The **9 Error Calculator** form opens.
- Enter the **ERROR POINTS** (2 or 6).
- Click **10 OK**.
- FVD automatically enters the **7 FINAL POINTS** in the Final Score box and the **6 FINAL PERCENT** in the Percent box.
- If there is more than one judge, repeat for other judge position(s).
- FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

ERROR POINTS

1st Error: -2 points
 2nd Error: -4 points (-6 points total)
 3rd Error: Elimination

Manual Score Sheet

Class: USEF Training Level Test 3 Open GAIG

Judge at C: Bxxxxx (S, ST)

Time	Entry #	Horse / Rider / Test	Judge Scores	Final Score	Percent	Place
3:23:00 PM	186	Training Level, Test 3 2019	C: 169.0	PRELIM 169.00	58.276%	

Final Score: 167.00, Percent: 57.586%

TEST SHEET SCORING AREA

SUBTOTAL:	169.0
ERRORS:	(- 2)
TOTAL POINTS: (Max Points: 290)	167.0
	57.586%

1 SUBTOTAL POINTS

ERROR POINTS

7 FINAL POINTS

6 FINAL PERCENT

Error Calculator 9

Percentage: 5.00%

Points: 0

OK Cancel

Error Calculator 9

Percentage: 0.00%

Points: 2

10 OK Cancel

ERROR POINTS

NOTE: If you make a mistake entering errors, reenter the **1 SUBTOTAL POINTS** in the **Judge Scores** box and start over.



Scoring > FVD Manual Scoring & Computer Use During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Tests > Errors of Course Only

FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR TESTS > ERRORS OF COURSE ONLY:

- With FVD, you have two entry options if there were errors of course only in these tests:
 - Use the **FINAL POINTS** hand calculated by the scoring section.
 - Use FVD to calculate the **FINAL POINTS** and **FINAL PERCENT**.
- OPTION 1:** Enter the **7 FINAL POINTS** or **MEAN FINAL POINTS** calculated by the scoring section in the **Judge Scores** box. FVD will calculate the **6 FINAL PERCENT** or the **MEAN FINAL PERCENT**.
- OPTION 2:**
 - Enter the **1 SUBTOTAL POINTS** = **2 PRELIM POINTS** in the **6 Judge Scores** box.
 - FVD automatically enters the **2 PRELIM POINTS** in the **Final Score** box and the **3 PRELIM %** in the **Percent** box.
 - Click the **9 Calc** button.
 - The **10 Error Calculator** form opens.
 - Enter the **4 ERROR OF COURSE %** in the **Percentage** box:
 - Click **12 OK**. FVD updates **11 0.005** (or 0.015) to **13 0.50%** (or 1.5%). Click **14 OK**.
 - FVD automatically completes the **7 FINAL POINTS** box and the **6 FINAL PERCENT** box.
 - If there is more than one judge, repeat for other judge position(s).
 - FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

• For a **0.5%** error, enter **0.005**
 • For a **1.5%** error, enter **0.015**

To be deducted / penalty points:

- ERRORS OF COURSE:**
 - 1st Error: 0.5% deducted
 - 2nd Error: 1% deducted (1.5% total deducted)
 - 3rd Error: Elimination
- OTHER ERRORS:** 0.5% deducted for each other error.

330	223.0	1 SUBTOTAL POINTS =
67.576%		2 PRELIM POINTS
0.5%		3 PRELIM % = (2 PRELIM POINTS / MAX POINTS) x 100
0		4 ERROR OF COURSE %
		5 OTHER ERRORS %
		6 FINAL PERCENT
Total	7 FINAL POINTS 221.350	TOTAL SCORE in %: 67.076%

Manual Score Sheet

Class: 555 FEI Junior Team Test

Judge at E: Judge at H: Judge at C: Exxxx (S, ST) Judge at:

Time	Entry #	Horse / Rider / Test	Judge Scores	Final Score	Percent	Place
	101	Horse1 First1 Last1 FEI Junior Team 2018	C: 223.0	PRELIM 223.00	67.576%	

Final Score Percent Place window: FINAL 221.35 67.076% 2% Calc

Error Calculator **10**

Percentage: 0.00%

Points: 0

OK Cancel

Error Calculator **10** or 0.015

Percentage: **11** 0.005%

Points: 0

12 OK Cancel

Error Calculator **10** or 1.5%

Percentage: **13** 0.50%

Points: 0

14 OK Cancel

NOTE: If you make a mistake entering errors, reenter the **1 SUBTOTAL POINTS** in the **Judge Scores** box and start over.



Scoring > FVD Manual Scoring & Computer Use During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Tests > Other Errors Only

FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR TESTS > OTHER ERRORS ONLY:

- With FVD, you have two entry options if there were other errors (points deduction) only in these tests:
 - Use the **FINAL POINTS** hand calculated by the scoring section.
 - Use FVD to calculate the **FINAL POINTS** and **FINAL PERCENT**.
- OPTION 1:** Enter the **7 FINAL POINTS** or **MEAN FINAL POINTS** calculated by the scoring section in the **Judge Scores (Points)** box. FVD will calculate the **6 Percent (FINAL PERCENT)** or the **MEAN FINAL PERCENT**.
- OPTION 2:**
 - Enter the **1 SUBTOTAL POINTS** = **2 PRELIM POINTS** in the **5 Judge Scores (Points)** box.
 - FVD automatically enters **2 PRELIM POINTS** in the Final Score box and **3 PRELIM %** in the Percent box.
 - Click the **8 Calc** button.
 - The **9 Error Calculator** form opens.
 - Enter the **5 OTHER ERROR %** in the Percentage box.
 - Click **10 OK**.
 - FVD automatically enters the **7 FINAL POINTS** and the **6 FINAL PERCENT**.
 - If there is more than one judge, repeat for other judge position(s).
 - FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

- For a **0.5%** error, enter **0.005**
- For a **1.0%** error, enter **0.01**
- For a **1.5%** error, enter **0.015**
- For a **2%** error, enter **0.02**

Total	330	223.0	1 SUBTOTAL POINTS = 2 PRELIM POINTS
		-0.7%	3 PRELIM % = (PRELIM POINTS / MAX POINTS) x 100
		-0.5%	4 ERROR OF COURSE %
			5 OTHER ERRORS %
			6 FINAL PERCENT
		221.0	7 FINAL POINTS
			TOTAL SCORE in %: 66.970%

To be deducted / penalty points:

- ERRORS OF COURSE:**
 - 1st Error: 0.5% deducted
 - 2nd Error: 1% deducted (1.5% total deducted)
 - 3rd Error: Elimination
- OTHER ERRORS:** 0.5% deducted for each other error.

Manual Score Sheet

Class: 555 FEI Junior Team Test

Judge at E: Judge at H: Judge at C: Judge at A:

Time	Entry #	Horse / Rider / Test	Judge Scores	Final Score	Percent	Place
	101	Horse 1 First1 Last1 FEI Junior Team 2018	C: 223.0	PRELIM 223.00	67.576%	

Final Score Percent Place: 221.00 66.970% 2%

7 6

8 Calc

Error Calculator **9**

Percentage: 0.00%

Points: 0

OK Cancel

Error Calculator **9**

Percentage: **5** .005

Points: 0

10 OK Cancel

NOTE: If you make a mistake entering errors, reenter the **1 SUBTOTAL POINTS** in the **Judge Scores** box and start over.



Scoring > FVD Manual Scoring & Computer Use During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Tests > Both Error Types

FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR TESTS > BOTH ERROR TYPES:

- With FVD, you have two entry options if there were both types of errors (points & percent deducted):
 - Use the final points hand calculated by the scoring section.
 - Use FVD to calculate the final points and final percent.
- OPTION 1:** Enter the **7 FINAL POINTS** or the **MEAN FINAL POINTS** calculated by the scoring section in the **Judge Scores** box. FVD will calculate the **6 FINAL PERCENT** or the **MEAN FINAL PERCENT**.
- OPTION 2:**
 - Enter the **1 SUBTOTAL POINTS** = **2 PRELIM POINTS** in the **Judge Scores** box.
 - Click the **7 Calc** button.
 - The **8 Error Calculator** form opens.
 - Enter the sum of the **4 / 5 ERROR PERCENTS** in the **Percentage** box:
 - Click **10 OK**.
 - FVD automatically enters the **7 FINAL POINTS** and the **6 FINAL PERCENT**.
 - If there is more than one judge, repeat for other judge position(s).
 - FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

- For a **0.5%** error, enter **0.005**
- For a **1.0%** error, enter **0.01**
- For a **1.5%** error, enter **0.015**
- For a **2%** error, enter **0.02**

Total	330	223.0	1 SUBTOTAL POINTS = 2 PRELIM POINTS
		67.576%	3 PRELIM % = (2 PRELIM POINTS / MAX POINTS) x 100
		-0.5%	4 ERROR OF COURSE %
		-0.5%	5 OTHER ERRORS %
Total		219.70	7 FINAL POINTS
			6 FINAL PERCENT

To be deducted / penalty points:

- ERRORS OF COURSE:**
 - 1st Error: 0.5% deducted
 - 2nd Error: 1% deducted (1.5% total deducted)
 - 3rd Error: Elimination
- OTHER ERRORS:** 0.5% deducted for each other error.

TOTAL SCORE in %: 66.576%

Manual Score Sheet

Class: 555, Class Name / Ring: FEI Junior Team Test, 1XXXXXXXXXX

Judge at E: [], Judge at H: [], Judge at C: Exxxx (S, ST), Judge at []: []

Time	Entry #	Horse / Rider / Test	Judge Scores	Final Score	Percent	Place
	101	Horse1 First1 Last1 FEI Junior Team 2018	C: 223.0	223.00	67.576%	

Final Score Percent Place window: 219.70, 66.576%, 2%, Calc

Error Calculator **8**

Percentage: 0.00%

Points: 0

OK Cancel

Error Calculator **8**

Percentage: 1%

Points: 0

10 OK Cancel

NOTE: If you make a mistake entering errors, reenter the **1 SUBTOTAL POINTS** in the **Judge Scores** box and start over.



Scoring > FVD Manual Scoring & Computer Use During the Show > FEI YR through GP Tests > Errors of Course Only

FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > ERRORS OF COURSE ONLY:

- With FVD, you have two entry options if there were errors of course (% deduction) only in these tests:
 - Use the final points hand calculated by the scoring section.
 - Use FVD to calculate the final points and final percent.
- OPTION 1:** Enter the **4 FINAL POINTS** or **MEAN FINAL POINTS** calculated by the scoring section in the **Judge Scores** box. FVD will calculate the **5 FINAL PERCENT** or the **MEAN FINAL PERCENT**.
- OPTION 2:**
 - Enter the **1 SUBTOTAL POINTS** in the **Judge Scores** box.
 - FVD automatically enters the **2 PRELIM POINTS** in the **Final Score** box and the **3 PRELIM PERCENT** in the **Percent** box.
 - Click the **4 2%** button (the **ERROR OF COURSE %**).
 - FVD subtracts 2% from the **3 PRELIM PERCENT** and enters the **6 FINAL PERCENT** and the **7 FINAL POINTS**.
 - If there is more than one judge, repeat for other judge position(s).
 - FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

Total	460	314	1 SUBTOTAL POINTS = 2 PRELIM POINTS
To be deducted / penalty points: 1. ERRORS OF COURSE: <ul style="list-style-type: none"> 1st Error: 0.5% deducted 2nd Error: 1% deducted (1.5% total deducted) 3rd Error: Elimination 2. OTHER ERRORS: 0.5% deducted for each other error.		68.261%	3 PRELIM % = (2 PRELIM POINTS / MAX POINTS) x 100
		-2%	4 ERROR OF COURSE %
		0%	5 OTHER ERRORS %
		304.801	7 FINAL POINTS
		TOTAL SCORE in %:	66.261%
			6 FINAL PERCENT



Scoring > FVD Manual Scoring & Computer Use During the Show > FEI YR through GP Tests > Other Errors Only

FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > OTHER ERRORS ONLY:

- With FVD, you have two entry options if there were other errors (points deducted) only in these tests:
 - Use the **FINAL POINTS** hand calculated by the scoring section.
 - Use FVD to calculate the **FINAL POINTS** and **FINAL PERCENT**.
- OPTION 1:** Enter the **7 FINAL POINTS** or the **MEAN FINAL POINTS** calculated by the scoring section in the **Judge Scores** box. FVD will calculate the **6 FINAL PERCENT** or the **MEAN FINAL PERCENT**.
- OPTION 2:**
 - Enter the **1 SUBTOTAL POINTS** in the **Judge Scores** box.
 - FVD automatically enters **2 PRELIM POINTS** in the **Final Score** box and **3 PRELIM PERCENT** in the **Percent** box.
 - Click the **8 Calc** button.
 - The **9 Error Calculator** form opens.
 - Enter the **5 OTHER ERROR %** in the **Points** box.
 - Click **10 OK**.
 - FVD automatically enters the **7 FINAL POINTS** and the **6 FINAL PERCENT**.
 - If there is more than one judge, repeat for other judge position(s).
 - FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

- For a **0.5%** error, enter **0.005**
- For a **1.0%** error, enter **0.01**
- For a **1.5%** error, enter **0.015**
- For a **2%** error, enter **0.02**

Total	460	314	1 SUBTOTAL POINTS = 2 PRELIM POINTS
		68.261%	3 PRELIM % = (2 PRELIM POINTS / MAX POINTS) x 100
		0	4 ERROR OF COURSE %
		-0.5%	5 OTHER ERRORS %
		312	7 FINAL POINTS
		TOTAL SCORE in %:	67.826%
			6 FINAL PERCENT

To be deducted / penalty points:

- ERRORS OF COURSE:
 - 1st Error: 2% deducted
 - 2nd Error: Elimination
- OTHER ERRORS: 0.5% deducted for each other error.

Manual Score Sheet

Class: 153.C FEI Grand Prix TOC Open CBLM GAIG

Judge Scores: C: 314.0

Final Score: 311.70 (7), Percent: 67.761% (6), Place: 1

PRELIM: 314.00 (2), 68.261% (3), Place: 1

8 Calc

Error Calculator **9**

Percentage: 5.00%

Points: 0

OK Cancel

Error Calculator **9**

Percentage: **5** 0.005

Points: 0

OK Cancel

Error Calculator **9**

Percentage: **5** 0.50%

Points: 0

10 OK Cancel

NOTE: If you make a mistake entering errors, reenter the **1 SUBTOTAL POINTS** in the **Judge Scores** box and start over.



Scoring > FVD Manual Scoring & Computer Use During the Show > FEI YR through GP Tests > Both Error Types

FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW FEI YR THROUGH GP TESTS > BOTH ERROR TYPES:

- With FVD, you have two entry options if there were both types of errors (points & percent deducted):
 - Use the final points hand calculated by the scoring section.
 - Use FVD to calculate the final points and final percent.
- OPTION 1:** Enter the **7 FINAL POINTS** or the **MEAN FINAL POINTS** calculated by the scoring section in the **Judge Scores** box. FVD will calculate the **6 FINAL PERCENT** or the **MEAN FINAL PERCENT**.
- OPTION 2:**
 - Enter the **1 SUBTOTAL POINTS** in the **Judge Scores** box.
 - FVD automatically enters the **2 PRELIM POINTS** in the **Final Score** box and the **3 PRELIM PERCENT** in the **Percent** box.
 - Click the **7 Calc** button.
 - The **8 Error Calculator** form opens.
 - In the percentage box, enter the sum of the **4 ERROR OF COURSE %** and the **5 OTHER ERRORS %**.
 - Click **10 OK**.
 - FVD automatically enters the **7 Final Score (FINAL POINTS)** box and the **6 Percent (FINAL PERCENT)**.
 - If there is more than one judge, repeat for other judge position(s).
 - FVD automatically calculates the **MEAN FINAL POINTS** and the **MEAN FINAL PERCENT**.

- For a **0.5%** error, enter **0.005**
- For a **1.0%** error, enter **0.01**
- For a **1.5%** error, enter **0.015**
- For a **2%** error, enter **0.02**
- For a **2.5%** error, enter **0.025**

To be deducted / penalty points:

- ERRORS OF COURSE:**
 - 1st Error: 2% deducted
 - 2nd Error: Elimination
- OTHER ERRORS:** 0.5% deducted for each other error.

	Total	460	314	1 SUBTOTAL POINTS = 2 PRELIM POINTS
			68.261%	3 PRELIM % = (2 PRELIM POINTS / MAX POINTS) x 100
			-2%	4 ERROR OF COURSE %
			-0.5%	5 OTHER ERRORS %
			300.200	7 FINAL POINTS
				6 FINAL PERCENT
				TOTAL SCORE in %: 65.261%

Manual Score Sheet

Class	Class Name / Ring		
153.0	FEI Grand Prix TOC Open CBLM GAIG		
	1XXXXXXXXXX		
Judge at E	Judge at H	Judge at C	Judge
		Exxxx (S, ST)	

Time	Entry #	Horse / Rider / Test	Judge Scores	Place
8:00:00 AM	192	Nxxxx Q Exxx Bxxxxxxxxx FEI Grand Prix 2018	C: 314.0	

Final Score	Percent	Place
300.20	65.261%	1

PRELIM	Percent	Place
314.00	68.261%	1

Error Calculator **8**

Percentage: 0.00%

Points: 0

OK Cancel

→

Error Calculator **8**

Percentage: 2.5% **4 + 5**

Points: 0

10 OK Cancel

NOTE: If you make a mistake entering errors, reenter the **1 SUBTOTAL POINTS** in the **Judge Scores** box and start over.



Scoring > FVD Manual Scoring & Computer Use During the Show > Term(ination)

FVD MANUAL SCORING & COMPUTER USE DURING THE SHOW > TERM(INATION):

- If there is no score for a ride, using the **1** Term drop-down, **2** select the reason for the termination of the ride:
 - **Eliminated:** The judge eliminated the rider. The horse/rider may compete in other classes.
 - **HC:** *Hors de Concours* – The rider rode w/o a recorded score. Show management must agree to an HC ride prior to the start of the class.
 - **No Show:** The competitor failed to notify the competition secretary of his/her intention to scratch.
 - **Retired:** The test was stopped and the rider/horse pair may no longer participate in the competition w/o permission from the competition management. [NOTE: This appears to be an eventing term.]
 - **Scratch:** The rider voluntarily withdrew prior to the beginning of the class.
 - **Withdrew:** The rider voluntarily stopped the ride and, with the permission of the judge, left the arena w/o completing the test. The horse/rider may compete in other classes in the show.
 - **Vet Out:** The rider withdrew at the recommendation of a veterinarian.
- When all scores for this recording session for this class are entered, click **3** Close.

NOTE: For results reports sent to USEF and USDF, if a ride has no score, a S (scratch), E (eliminated), R (retired), or VW (voluntarily withdrew) are required in the **Place** box. With FVD, you enter this information in the Term box. The FVD Program enters this information in the final report sent to USEF and USDF. How nice!



STANDARD SCORING





SCORING Scoring > FVD Standard Scoring & Computer Use During the Show > Flowchart

FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW > FLOWCHART:

- When the **1** dressage test sheets come in from the rings, the scoring department computes the **FINAL POINTS** and **FINAL PERCENT** using a hand calculator and records them on the test sheet. If a calculator printer tape is used, the tape is attached to the test sheet.
- The **FINAL POINTS** and **FINAL PERCENT** are verified by a second scorer.
- The scored test sheets are provided to the **2** Head Scorer / Computer Operator.
- Using the test sheets, the Head Scorer / Computer Operator:
 - Enters the scores, movement-by-movement, into **3 FVD**.
 - Verifies that the FVD calculation matches the hand calculation.
 - (Optional) Uses the **4 Day Sheets Scoring** report (or **Handwritten Score Sheet** report) as a method to:
 - Track scored tests.
 - Determine if the test and ribbon must be held until cleared by the show office.
 - (Optional) Writes the points and percentages on the **Day Sheets Scoring** report (or **Handwritten Score Sheet** report) as a back-up.
- When a class is finished, the Head Scorer / Computer Operator:
 - Using FVD, places the class.
 - Prints three copies of the **5 FVD** score report (for awards, announcer, and for posting).
 - Provides the test sheets to the **6** awards section.
- After the show, the computer operator **7** sends results to USEF and USDF.

DURING THE SHOW

FVD STANDARD SCORING FORM

3

4

DAY SHEETS SCORING

5

FVD SCORE REPORT

2

FVD RESULTS REPORTS

7

AFTER THE SHOW

1

DRESSAGE TEST SHEETS



AWARDS



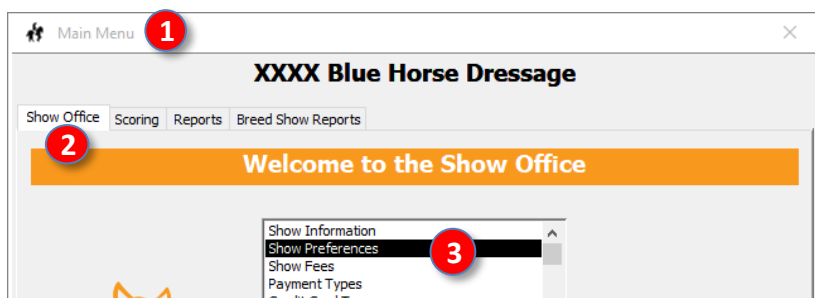
Scoring > **FVD Standard Scoring & Computer Use During the Show** >
Set Up Standard Scoring

FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW > SET UP STANDARD SCORING:

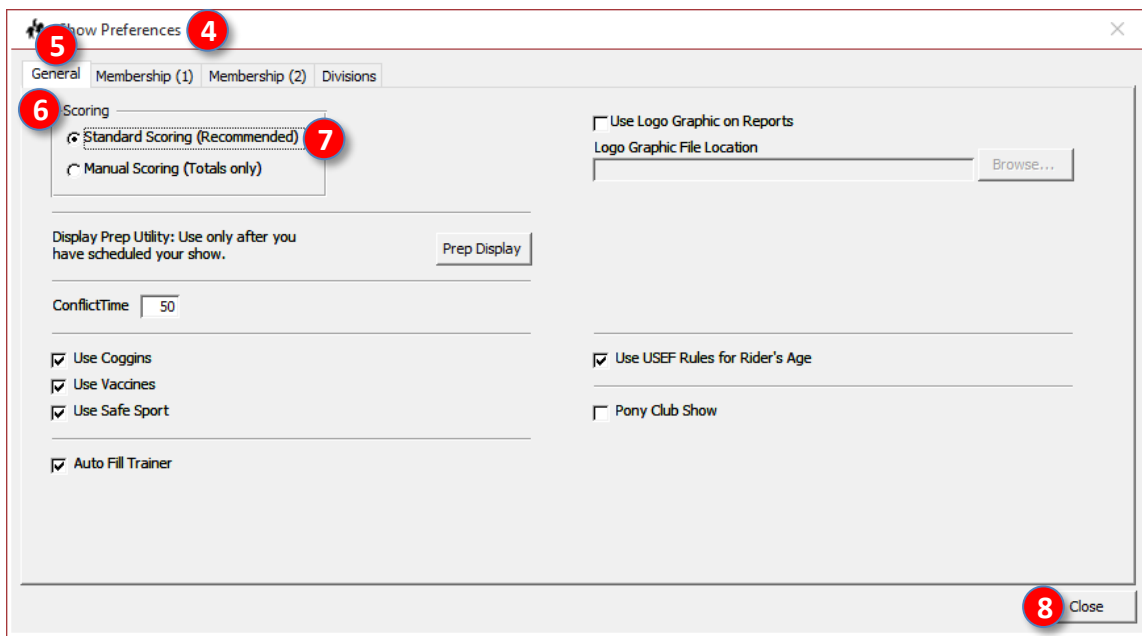
NOTES:

- Standard Scoring requires use of the FVD computer during the show.
- Standard Scoring is **NOT** required for USEF/USDF shows. It use is by preference of show management.
- Standard Scoring is required for CDI shows, using Fox Village Dressage CDI (FVDCDI)
- Standard Scoring is required for Fox Village Dressage Cloud Server (FVDCS).
- Standard Scoring is required for Fox Village Dressage Paperless Scoring (FVDPS).

- Select **1 Main Menu** > **2 Show Office**
> **3 Show Preferences**.



- The **4 Show Preferences** form opens.
- In the **5 General** tab > **6 Scoring**, select **7 Standard Scoring**.
- Click **8 Close** to return to the **Main Menu**.



NOTE: In previous versions of FVD, **Standard Scoring** was called **Instant Scoring**.



Scoring > FVD Standard Scoring & Computer Use During the Show >

Most Tests > No Errors

NOTE: You can also use barcodes to select the entry/test. See [Barcodes](#) for procedure.

FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW >
MOST TESTS > NO ERRORS:

- The **1 Scoring - C** (or another selected judge position) form opens.
- Ensure you have the correct Class and Judge Position; select Entry Number:
 - Ensure you have selected the correct **2 Class** and **3 Judge Position**. In this example, it is **Class 103, Judge at C**.
 - Using the **4 Entry (Lookup)** dropdown arrow, the text box, or using the **5 Previous Entry** and **6 Next Entry** icons, select the correct **7 Entry #**. In this example, it is Entry #116.
- Standard Marks:
 - Place the cursor in the movement **8 POINTS** box (left column with red text) and enter the POINTS for the first movement. Press **Enter**. The movement **9 TOTAL POINTS** is automatically calculated by the computer, using the coefficients if applicable, and entered in the right column box.
 - The cursor is automatically moved to the next **POINTS** box.
 - Continue entering movement **POINTS**, ensuring you have the correct movement points in the correct box.
- Collective Marks:
 - When you have finished entering the movement **POINTS**, the cursor automatically moves to the **10** collectives **POINTS** (left column).
 - Enter the POINTS for each collective mark. The collective **11 TOTAL POINTS** is automatically calculated by the computer, using the coefficients if applicable, and entered in the right column box.
- Score Results: FVD automatically calculates the **7 FINAL POINTS** (Score Results > Final Score) and the **6 FINAL PERCENT** (Score Results > Percentage).
- If there are multiple judges, repeat for the other judge position(s). See [Multi-Judge Sheets](#) for reporting scores from multiple judges.

Standard Marks				
8	1	6.0	6.0	9
	2	7.0	8.0	
	3	8.0	9.0	

Scoring - C **1**

XXXX Blue Horse Dressage

USEF Training Level, Test 3 2023

Standard Marks				
8	1	6.0	6.0	9
	2	6.0	12.0	
	3	7.0	7.0	
	4	6.0	6.0	
	5	6.0	6.0	
	6	7.0	14.0	
	7	7.0	14.0	
	8	6.0	12.0	
	9	6.0	6.0	
	10	7.0	7.0	
	11	7.0	7.0	
	12	8.0	16.0	
	13	8.0	8.0	

Class 2	103.0
Name	USEF Training Level Test 3 Open GAIG
Ring	
Judge C 3	Nxxxxx Vxxxx (R, ST)
Entry # 7	186
Horse	Axxxxxxxxx
Rider	Jxxxx Bxxxxx
Time	3:23:00 PM

Collective Marks				
10	1	7.0	7.0	11
	2	6.0	12.0	
	3	7.0	14.0	
	4	7.0	7.0	
	5	6.0	6.0	

[Instructions for this section](#)

Errors
 2%

Term Reason

 Confirmed

Score Results				
7	Final Score	6	Percentage	Total Possible
	165.0		66.000%	250

4 **5** **6**



NOTE: Errors during a test are infrequent; therefore, this is usually all you need to do to enter the scores for a ride. Error handling looks rather complicated, mainly for FEI tests. However, you will not need to do the following pages very often.

Scoring > FVD Standard Scoring & Computer Use During the Show >
USEF/USDF Intro through Fourth Levels > Errors



**FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW >
 USEF/USDF INTRO THROUGH FOURTH LEVELS > ERRORS:**

- After entering the movement and collective **POINTS**, FVD enters **1 SUBTOTAL POINTS** = **2 PRELIM POINTS** in the **Score Results > Final Score** box and **3 PRELIM PERCENT** in the **Score Results > Percentage** box.
- Click **3 Calc.**
- The **4 Error Calculator** box opens.
- Enter the **ERROR POINTS** in the **5 Points** box. In this example, there were **2 ERROR POINTS**.
- Click **6 OK.**
- FVD subtracts the **ERROR POINTS** from the **2 PRELIM POINTS** to determine the **7 FINAL POINTS** and calculates the **6 FINAL PERCENT**.
- If there are multiple judges, repeat for the other judge position(s). See [Multi-Judge Sheets](#) for reporting scores from multiple judges.

Scoring - C

XXXX Blue Horse Dressage

USEF Training Level, Test 3 2023

Standard Marks		
1	6.0	6.0
2	6.0	12.0
3	7.0	7.0
4	6.0	6.0
5	6.0	6.0
6	7.0	14.0
7	7.0	14.0
8	6.0	12.0
9	6.0	6.0
10	7.0	7.0
11	7.0	7.0
12	8.0	16.0
13	8.0	8.0

Class	103.0
Name	USEF Training Level Test 3 Open GAIG
Ring	
Judge C	Nxxxxx Vxxxx (R, ST)

Entry #	186
Horse	Axxxxxxxx
Rider	Jxxxx Bxxxx
Time	3:23:00 PM

Collective Marks		
1	7.0	7.0
2	6.0	12.0
3	7.0	14.0
4	7.0	7.0
5	6.0	6.0

[Instructions for this section](#)

Errors **3**

2 2% Calc

Term Reason

Confirmed

Score Results		
Final Score	Percentage	Total Possible
165.0	66.000%	250

Entry (Lookup) **2** **3** Close

1st Error: -2 points
 2nd Error: -4 points (-6 points total)
 3rd Error: Elimination

Error Calculator **4**

Percentage 0.00%

Points 0

OK Cancel

Error Calculator

Percentage 0.00%

Points **5** 2

6 OK Cancel

Score Results		
Final Score	Percentage	Total Possible
7 174.1	6 60.034%	290

FINAL



Scoring > FVD Standard Scoring & Computer Use During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Tests > Errors of Course Only

FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR TESTS > ERRORS OF COURSE ONLY:

- For FEI Errors of Course, a percent is deducted from the PRELIM PERCENT.
- After entering the Standard Marks and Collective Marks, FVD enters **2** PRELIM POINTS in the Score Results > Final Score box and **3** PRELIM PERCENT in the Score Results > Percentage box.
- Click **3** Calc.
- The **4** Error Calculator box opens.
- Enter the ERROR OF COURSE % in the **5** Percentage box.
- Click **6** OK.
- FVD subtracts **0.5% (or 1.5%)** from the **3** PRELIM PERCENT to determine the **6** FINAL PERCENT and calculates the **7** FINAL POINTS.
- If there are multiple judges, repeat for the other judge position(s). See [Multi-Judge Sheets](#) for reporting scores from multiple judges.

• For a **0.5%** error, enter **0.005**
• For a **1.5%** error, enter **0.015**

To be deducted / penalty points:

- ERRORS OF COURSE:**
 - 1st Error: 0.5% deducted
 - 2nd Error: 1% deducted (1.5% total deducted)
 - 3rd Error: Elimination
- OTHER ERRORS:** 0.5% deducted for each other error.

PRELIM

FINAL



Scoring > FVD Standard Scoring & Computer Use During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Tests > Other Errors Only



FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR TESTS > OTHER ERRORS ONLY:

- For FEI **Other Errors**, points are deducted from the **PRELIMINARY POINTS**.
- After entering the movement and collective **POINTS**, FVD enters **1 PRELIMINARY POINTS** (Score Results > Final Score) and **2 PRELIMINARY PERCENT** (Score Results > Percentage).
- Click **3 Calc.**
- The **4 Error Calculator** box opens.
- Enter the **OTHER ERRORS %** in the **5 Percentage** box.
- Click **6 OK.**
- FVD subtracts the **OTHER ERRORS %** from the **1 PRELIM PERCENT** to determine the **6 FINAL PERCENT** and calculates the **7 FINAL POINTS**.
- If there are multiple judges, repeat for the other judge position(s). See [Multi-Judge Sheets](#) for reporting scores from multiple judges.

- For a **0.5%** error, enter **0.005**
- For a **1.0%** error, enter **0.01**
- For a **1.5%** error, enter **0.015**
- For a **2%** error, enter **0.02**

To be deducted / penalty points:

- ERRORS OF COURSE:**
 - 1st Error: 0.5% deducted
 - 2nd Error: 1% deducted (1.5% total deducted)
 - 3rd Error: Elimination
- OTHER ERRORS:** 0.5% deducted for each other error.

PRELIM

FINAL



Scoring > FVD Standard Scoring & Computer Use During the Show > USEF & FEI YH, FEI Children, FEI Pony, FEI Junior Tests > Both Error Types

FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW > USEF & FEI YH, FEI CHILDREN, FEI PONY, FEI JUNIOR TESTS > BOTH ERROR TYPES:

- For **both** types of FEI errors, a **both** points and a percent are deducted.
- After entering the movement and collective **POINTS**, FVD enters **2 PRELIM POINTS** in the **Score Results > Final Score** box and **3 PRELIM PERCENT** in the **Score Results > Percent** box.
- Click **3 Calc.**
- The **4 Error Calculator** box opens.
- Enter the sum of the **ERROR OF COURSE %** and the **OTHER ERRORS %** in the **5 Percentage** box (in this example, 0.5% + 0.5% = 1%).
- Click **7 OK.**
- FVD performs the calculations to determine the **6 FINAL PERCENT** and the **7 FINAL POINTS**.
- If there are multiple judges, repeat for the other judge position(s). See [Multi-Judge Sheets](#) for reporting scores from multiple judges.

- For a **0.5%** error, enter **0.005**
- For a **1.0%** error, enter **0.01**
- For a **1.5%** error, enter **0.015**
- For a **2%** error, enter **0.02**
- For a **2.5%** error, enter **0.025**

To be deducted / penalty points:

- ERRORS OF COURSE:**
 - 1st Error: 0.5% deducted
 - 2nd Error: 1% deducted (1.5% total deducted)
 - 3rd Error: Elimination
- OTHER ERRORS:** 0.5% deducted for each other error.

PRELIM

FINAL



Scoring > FVD Standard Scoring & Computer Use During the Show > FEI
Young Rider through Grand Prix Tests > Errors of Course Only

FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > ERRORS OF COURSE ONLY:

- For FEI Errors of Course, 2% is deducted from the **3 PRELIM PERCENT**.
- After entering the movement and collective points, FVD enters **2 PRELIM POINTS** in the **Score Results > Final Score** box and **3 PRELIM PERCENT** in the **Score Results > Percentage** box.
- To deduct the **ERRORS OF COURSE %**, click **3 2%**.
- FVD subtracts **2%** from the **3 PRELIM PERCENT** to determine the **6 FINAL PERCENT** and calculates the **7 FINAL POINTS**.
- If there are multiple judges, repeat for the other judge position(s). See [Multi-Judge Sheets](#) for reporting scores from multiple judges.

To be deducted / penalty points:

1. **ERRORS OF COURSE:**
 - 1st Error: 2% deducted
 - 2nd Error: Elimination
2. **OTHER ERRORS:** 0.5% deducted for each other error.

Scoring - C

2020 Blue Horse Dressage 1

FEI Grand Prix 2018

Standard Marks					
1	5.0	5.0	20	6.0	6.0
2	7.0	7.0	21	5.0	5.0
3	3.0	6.0	22	5.0	10.0
4	6.0	12.0	23	5.0	10.0
5	6.0	6.0	24	5.0	10.0
6	6.0	6.0	25	6.5	6.5
7	6.0	6.0	26	6.5	13.0
8	6.0	12.0	27	7.0	7.0
9	6.0	6.0	28	8.0	8.0
10	7.0	7.0	29	6.0	6.0
11	7.0	14.0	30	6.0	12.0
12	7.0	14.0	31	6.0	6.0
13	6.0	6.0	32	6.0	6.0
14	6.0	6.0	33	6.0	6.0
15	6.0	12.0			
16	8.0	8.0			
17	6.0	6.0			
18	6.5	6.5			
19	6.5	6.5			

Class 153.0

Name: FEI Grand Prix TOC Open CBLM GAIG

Ring: 1XXXXXXXXXXXX

Judge C: BXXXXX EXXXX (S, ST)

Entry # 192

Horse: NXXXX Q

Rider: EXXX BXXXXXXXX

Time: 8:00:00 AM

Collective Marks

1 5.0 10.0

[* YH & Rider tests special instructions](#)

Error 3

Term Reason

Confirmed

Score Results		
Final Score	Percentage	Total Possible
273.5	59.457%	460

Entry (Lookup) 2 3 Close

PRELIM

Score Results		
Final Score	Percentage	Total Possible
264.3	57.457%	460

Entry (Lookup) 7 6 Close

FINAL



Scoring > FVD Standard Scoring & Computer Use During the Show > FEI
Young Rider through Grand Prix Tests > Other Errors Only

FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > OTHER ERRORS ONLY:

- For FEI **Other Errors**, a percent is deducted from the **3 PRELIM PERCENT**.
- After entering the movement and collective points, FVD enters **2 PRELIM POINTS** in the **Score Results > Final Score** box and **3 PRELIM PERCENT** in the **Score Results > Percentage** box.
- Click **3 Calc**.
- The **4 Error Calculator** box opens.
- Enter the **OTHER ERRORS %** in the **5 Percentage** box.
- Click **6 OK**.
- FVD subtracts the **5 OTHER ERRORS %** from the **3 PRELIM PERCENT** to determine the **6 FINAL PERCENT** and calculates the **7 FINAL POINTS**.
- If there are multiple judges, repeat for the other judge position(s). See [Multi-Judge Sheets](#) for reporting scores from multiple judges.

- For a **0.5%** error, enter **0.005**
- For a **1.0%** error, enter **0.01**
- For a **1.5%** error, enter **0.015**
- For a **2%** error, enter **0.02**
- For a **2.5%** error, enter **0.025**

To be deducted / penalty points:

- ERRORS OF COURSE:
 - 1st Error: 2% deducted
 - 2nd Error: Elimination
- OTHER ERRORS: 0.5% deducted for each other error.

PRELIM

FINAL



Scoring > FVD Standard Scoring & Computer Use During the Show > FEI
Young Rider through Grand Prix Tests > Both Error Types

FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW > FEI YR THROUGH GP TESTS > BOTH ERROR TYPES:

- For **both** types of FEI errors, a **both** points and a percent are deducted.
- After entering the movement and collective points, FVD enters **2 PRELIM POINTS** in the **Score Results > Final Score** box and **3 PRELIM PERCENT** in the **Score Results > Percentage** box.
- Click **3 Calc.**
- The **4 Error Calculator** box opens.
- Enter the sum of the **ERRORS OF COURSE %** and the **OTHER ERRORS %** in the **5 Percentage** box. (In this example, 2% + 0.5% = 2.5%.)
- Click **7 OK.**
- FVD performs the calculations to determine the **6 FINAL PERCENT** and the **7 FINAL POINTS**.
- If there are multiple judges, repeat for the other judge position(s). See [Multi-Judge Sheets](#) for reporting scores from multiple judges.

- For a **0.5%** error, enter **0.005**
- For a **1.0%** error, enter **0.01**
- For a **1.5%** error, enter **0.015**
- For a **2%** error, enter **0.02**
- For a **2.5%** error, enter **0.025**

To be deducted / penalty points:

- ERRORS OF COURSE:**
 - 1st Error: 2% deducted
 - 2nd Error: Elimination
- OTHER ERRORS:** 0.5% deducted for each other error.

PRELIM

FINAL

**Scoring > FVD Standard Scoring & Computer Use During the Show > Term(ination) Reason****FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW > TERM(INATION) REASON:**

- If the ride was terminated, use the **1 Term Reason** drop-down box and select the reason.

XXXX Blue Horse Dressage

USEF Training Level, Test 3 2023

Standard Marks

1	3.0	6.0
2	6.0	12.0
3	7.0	7.0
4	6.0	6.0
5	6.0	6.0
6	7.0	14.0
7	7.0	14.0
8	6.0	12.0
9	6.0	6.0
10	7.0	7.0
11	7.0	7.0
12	8.0	16.0
13	8.0	8.0

Class **103.0**

Name: USEF Training Level Test 3 Open GAIG

Ring: _____

Judge C: Nxxxxx Vxxxx (R, ST)

Entry # **186**

Horse: Axxxxxxxx

Rider: Jxxxx Bxxxx

Time: 3:23:00 PM

Collective Marks

1	7.0	7.0
2	6.0	12.0
3	7.0	14.0
4	7.0	7.0
5	6.0	6.0

[Instructions for this section](#)

Errors 2 2% Calc

Term Reason [Dropdown] **1**

Confirmed

Score Results

Final Score	Percentage	Total Possible
165.0	66.000%	250

2 Print **3** Close

Entry (Lookup) [Field]

Term Reason options: Eliminated, HC, No Show, Retired, Scratch, Vet Out, Withdrew

- Compare the computer input and results to the test sheet and scorer results. If any entries or calculations do not match, reenter/recalculate until they match.
- To print the score sheet (some shows include this printout with the test sheets), click the **2 Print** button.
- If desired, staple the test sheet, the printed score sheet, and the calculator tape together so they can be given to the rider.
- When finished with this task, click **3 Close**. You can reopen the class for additional entries as the test sheets arrive.
- Repeat for all the rides of the class as the test sheets are received.
- If multiple classes are coming to the scoring desk, they are scored then sorted into a class folder to hold until the class is finished and ready to be awarded.



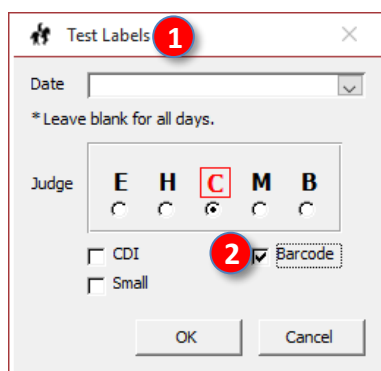
Scoring > FVD Standard Scoring & Computer Use During the Show > Barcodes > Introduction, Procedure

FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW > BARCODES > INTRODUCTION:

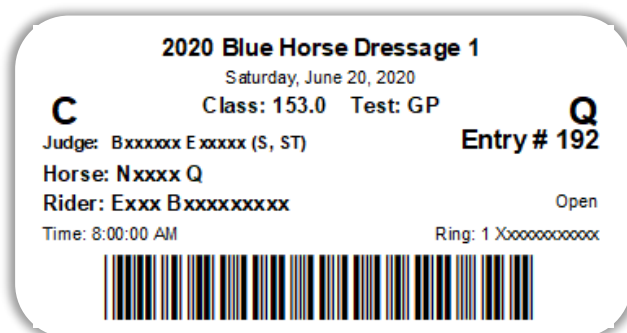
- When you are using Standard Scoring (but NOT Manual Scoring), you have the option to use FVD's barcodes feature.
- This feature includes barcodes on the test sheet labels. When scoring, the barcode is swiped and FVD automatically opens the correct entry/test to be scored.

FVD STANDARD SCORING & COMPUTER USE DURING THE SHOW > BARCODES > PROCEDURE:

- Use Standard Scoring (see [Set Up Standard Scoring](#)).
- Download and install the Barcode Font ([click here](#) for instructions on the FVD web site). Ensure you install both the Fre3of9x.ttf and free3of9.ttf files.
- When printing the **1 Test Labels** (see [Print Dressage Test Sheet Labels](#)), check the **2 Barcode** check box.



- The dressage test sheet labels will have barcodes on them.



- During the show, when scoring receives a test to be scored, the barcode is scanned ([click here](#) for suggested devices on the FVD web site) and FVD automatically opens the correct entry/test to be scored.



CHAPTER III.4. PLACE A CLASS



Place a Class > Introduction, Open Place/Rank Class Form

NOTE: This procedure is the same for Standard Scoring and Manual Scoring.

INTRODUCTION:

- Classes can be placed in one of three methods:
 - Standard:** (Default setting – no divisions) All riders are considered equally and are placed 1-n, based on their scores.
 - Rider Status:** Riders are first grouped as Open, Adult Amateur or Junior/Young Rider divisions, then each of these three divisions is sorted and placed separately 1-n.
 - Ride Status:** For GAIG qualifying rides (the entry paid the Q fee for a Q class), the rides are grouped by Q-Yes and Q-No divisions, then each of these divisions is sorted and is placed separately 1-n.
- These methods let you have ONE class with a mixture of riders or rides, but separate placings. ONE class rather than several classes split by division, all riding the same tests, can be easier to schedule and work with conflict resolution.

- See [Data File for USEF & USDF > Classes Awarded by Rider Status or Ride Status](#) for further information on reporting these divisions to USEF and USDF.

OPEN PLACE/RANK CLASS FORM:

- Select **1 Main Menu** > **2 Scoring**.
- Using the **3 Class (Lookup)** drop-down arrow or text box, select the class you want to place.
- To use the default (Standard), click **4 Place**.
- To select a different placing method, use the **5 Place** drop-down arrow and select **6 Rider Status** or **Ride Status**.
- Click **4 Place**.
- The **7 Place/Rank Class** form opens.
- Hand type the **8 placings** (see next page for examples).

		Judge E	Judge H	Judge C		Judge M	Judge B	Total								
				Bxxxx (S, ST)												
Entry #	Rider	Ctzn	Horse	Stat/Div	Term	%	Rk	%	Rk	%	Rk	%	Rk	%	PI	Prize
195	Lxxxxx Sxxxx		Cxxxxx	Adult Amateur	<input type="checkbox"/>	0.000		0.000		64.138		0.000		0.000	64.138	1
186	Jxxxx Bxxxx	usa	Axxxxxxxx	Adult Amateur	<input type="checkbox"/>	0.000		57.586		0.000		0.000		0.000	57.586	2
117	Axxxxxx Rxxxx	usa	Sxxxx	JR/YR	<input type="checkbox"/>	0.000		0.000		65.862		0.000		0.000	65.862	3
116	Nxxxxxx Sxxxxxx	usa	Txxxxx Dxxxxxxxx	Open	<input type="checkbox"/>	0.000		0.000		58.103		0.000		0.000	58.103	1

Place a Class > Placing Methods

PLACING METHODS:

• **STANDARD:**

- All rides are sorted by **1 Final Percent**, highest percent to lowest percent, without divisions.
- To place the class, hand type **2 1 - n**.

XXXX Blue Horse Dressage																	
Class: 103.0 - USEF Training Level Test 3 Open GAIG												Ring: 1 XXXXXXXXXXXXX					
		Judge E		Judge H		Judge C		Judge M		Judge B		Total					
				Bxxxx (S, ST)													
Entry #	Rider	Ctzn	Horse	Stat/Div	Term	%	Rk	%	Rk	%	Rk	%	Rk	%	PI	Prize	
117	Axxxxxx Rxxxx	usa	Sxxxx	JR/YR	<input type="checkbox"/>	0.000		0.000		65.862		0.000		0.000	65.862	1	
195	Lxxxxxx Sxxxx		Cxxxxx	Adult Amateur	<input type="checkbox"/>	0.000		0.000		64.138		0.000		0.000	64.138	2	
116	Nxxxxxx Sxxxxxxx	usa	Txxxxx Dxxxxxxx	Open	<input type="checkbox"/>	0.000		0.000		58.103		0.000		0.000	58.103	3	
186	Jxxxx Bxxxx	usa	Axxxxxxx	Adult Amateur	<input type="checkbox"/>	0.000		0.000		57.586		0.000		0.000	57.586	4	

NOTE 1: This is the default FVD selection.

• **RIDER STATUS:**

- All rides are sorted by **3 Rider Status** (AA, then JR/YR, then Open), then by **4 Final Percent**, highest percent to lowest percent.
- To place the class, hand type **5 1 - n** for each rider status.

XXXX Blue Horse Dressage																	
Class: 103.0 - USEF Training Level Test 3 Open GAIG												Ring: 1 XXXXXXXXXXXXX					
		Judge E		Judge H		Judge C		Judge M		Judge B		Total					
				Bxxxx (S, ST)													
Entry #	Rider	Ctzn	Horse	Stat/Div	Term	%	Rk	%	Rk	%	Rk	%	Rk	%	PI	Prize	
195	Lxxxxxx Sxxxx		Cxxxxx	Adult Amateur	<input type="checkbox"/>	0.000		0.000		64.138		0.000		0.000	64.138	1	
186	Jxxxx Bxxxx	usa	Axxxxxxx	Adult Amateur	<input type="checkbox"/>	0.000		0.000		57.586		0.000		0.000	57.586	2	
117	Axxxxxx Rxxxx	usa	Sxxxx	JR/YR	<input type="checkbox"/>	0.000		0.000		65.862		0.000		0.000	65.862	3	
116	Nxxxxxx Sxxxxxxx	usa	Txxxxx Dxxxxxxx	Open	<input type="checkbox"/>	0.000		0.000		58.103		0.000		0.000	58.103	4	

NOTE 2: FVD does not provide an option for awarding classes by O and AJY divisions. If this is how you award a class, use Place by Rider Status, then hand-place the AJY division.

• **RIDE STATUS:**

- All rides are sorted by **6 Ride Status** (GAIG No or Yes), then by **7 Final Percent**, highest percent to lowest percent.
- To place the class, hand type 1 - n for each ride status.

XXXX Blue Horse Dressage																	
Class: 103.0 - USEF Training Level Test 3 Open GAIG												Ring: 1 XXXXXXXXXXXXX					
		Judge E		Judge H		Judge C		Judge M		Judge B		Total					
				Bxxxx (S, ST)													
Entry #	Rider	Ctzn	Horse	Stat/Div	Term	%	Rk	%	Rk	%	Rk	%	Rk	%	PI	Prize	
186	Jxxxx Bxxxx	usa	Axxxxxxx	No	<input type="checkbox"/>	0.000		0.000		57.586		0.000		0.000	57.586	1	
117	Axxxxxx Rxxxx	usa	Sxxxx	Yes	<input type="checkbox"/>	0.000		0.000		65.862		0.000		0.000	65.862	2	
195	Lxxxxxx Sxxxx		Cxxxxx	Yes	<input type="checkbox"/>	0.000		0.000		64.138		0.000		0.000	64.138	3	
116	Nxxxxxx Sxxxxxxx	usa	Txxxxx Dxxxxxxx	Yes	<input type="checkbox"/>	0.000		0.000		58.103		0.000		0.000	58.103	4	

NOTE 3: See [Data File for USEF & USDF > Classes Awarded by Rider Status or Ride Status](#) for information on reporting these divisions to USEF and USDF.

- To print this form, click the **9 Print** button.

Place a Class > Ties, Ride with FINAL POINTS and FINAL PERCENT but no Place, Ride with No FINAL POINTS and No FINAL PERCENT

TIES:

USEF DR 123.3. Individual Classification: ... In case of equality of points [ties] the competitor with the highest marks received under General Impressions [Collective Marks] shall be declared the winner. When the scores for General Impressions [Collective Marks] are equal after coefficients have been applied, the horses must remain tied.

INTERPRETATION: If two horse/rider pairs in a class/division have the same **FINAL PERCENT** (a tie), the **sum (collective marks x coefficients)** determine the placings:

- If horse/rider pair 1 has a higher **sum (collective marks x coefficients)**, that pair receives the higher placing and horse/rider pair 2 receive the next placing.
- If horse/rider pair 1 and horse/rider pair 2 have the same **sum (collective marks x coefficients)**, they receive the same placing. The next placing is skipped, and horse/rider pair 3 receive the subsequent placing.

- Horse/rider pair 1 has higher sum (collective marks x coefficients) than horse/rider pair 2:

HORSE/RIDER PAIR	FINAL PERCENT	SUM (COLLECTIVE MARKS x COEFFICIENTS)	PLACE	EXAMPLE
Horse/Rider Pair 1	65.000%	46	<i>n</i>	2
Horse/Rider Pair 2	65.000%	43	<i>n+1</i>	3
Horse/Rider Pair 3	64.000%	NA	<i>n+2</i>	4

- Horse/rider pair 1 has the same sum (collective marks x coefficients) as horse/rider pair 2:

HORSE/RIDER PAIR	FINAL PERCENT	SUM (COLLECTIVE MARKS x COEFFICIENTS)	PLACE	EXAMPLE
Horse/Rider Pair 1	65.000%	46	<i>n</i>	2
Horse/Rider Pair 2	65.000%	46	<i>n</i>	2
Horse/Rider Pair 3	64.000%	NA	<i>n+2</i>	4

- FVD does not automatically sort for ties. The computer user must hand type the places.

RIDE WITH FINAL POINTS AND FINAL PERCENT BUT NO PLACE:

- If a ride has **FINAL POINTS** and **FINAL PERCENT** but did not place in the class, for the *.dat file FVD will automatically enter **0** in the place box.

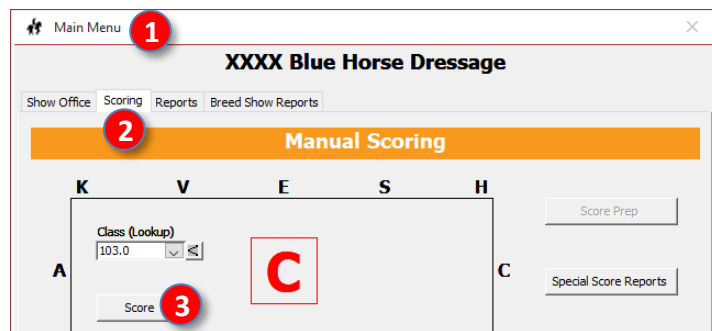
RIDE WITH NO FINAL POINTS AND NO FINAL PERCENT DUE TO A TERM:

- If a ride has no score, ensure the Term is entered (see [Term\(ination\)](#)). FVD will automatically enter **S** (scratch), **E** (eliminated), **R** (retired), or **VW** (voluntarily withdrew) in the place box for the *.dat file.

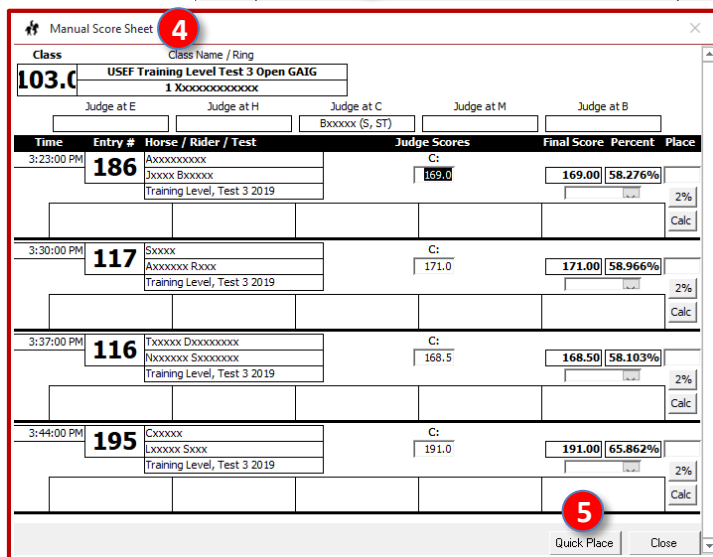
Place a Class > Manual Scoring Quick Place

MANUAL SCORING QUICK PLACE:

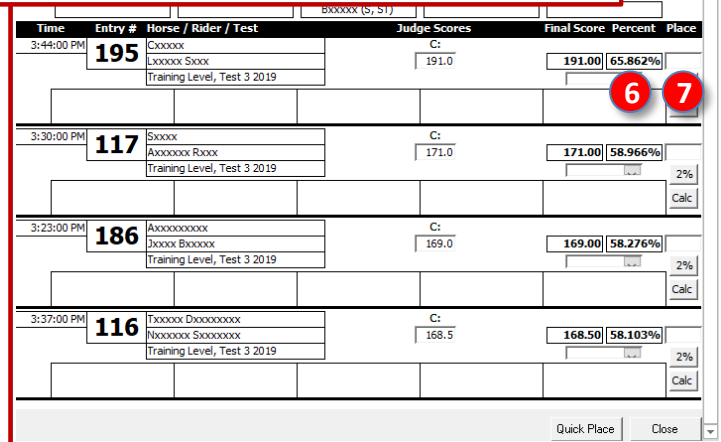
- If you are using Manual Scoring and will not award the class by divisions, you can use **Score > Quick Place**.
- When every score and term reason for the class have been entered, select **1 Main Menu > 2 Scoring > 3 Score**.



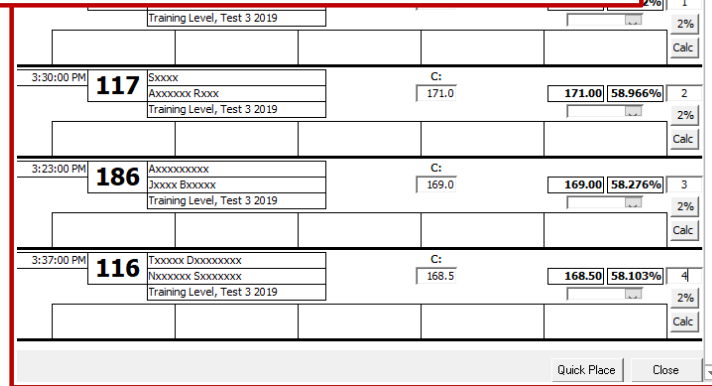
- The **4 Manual Score Sheet** opens.
- Click **5 Quick Place**.



- This **6** sorts all the rides in the class, with the highest percentage score first, etc., but does **NOT** enter the placing in the **7 Place** box.



- Type the place (1, 2, 3, 4, etc.) sequentially in the **7 Place** boxes.
- **Take care in placing ties as the FVD program does not sort ties by Collective Marks**; therefore, you may need to place 1, 2, 4, 3, ... or 1, 2, 3, 3, 5, ..., etc. depending upon the Collective Marks results.
- If the entry has a score but did not place, in the USEF/USDF *.dat file, FVD will automatically enter **0** in the place box, which is required.



CHAPTER III.5. PRINT A RESULTS REPORT



Print a Results Report > Preliminary Report

PRELIMINARY REPORT:

- If you have a large class, you may want to print preliminary report(s) during the day, which have scores for rides that have been completed. This makes some riders happy; however, others may be confused, thinking the results are complete.
- To print a preliminary score report for a completed class report, select **1 Main Menu** > **2 Scoring** > **3 Standard** > **4 Place**.

- The **5 Place / Rank Class** form opens.
- Note that the initial riders have **6** percents, but the latter riders do not because they have not yet ridden their tests or their tests have not yet been scored.
- Click the **7 Print** icon to print the form.
- Write **PRELIMINARY** on the printout and post it in the score reports area.

Entry #	Rider	Ctzn	Horse	Stat/Div	Term	Judge E		Judge H		Judge C		Judge M		Judge B		Total	PI	Prize
						%	Rk	%	Rk	%	Rk	%	Rk	%	Rk			
117	Axxxxxx Rxxxx	usa	Sxxxx	JR/YR		0.000	0.000	58.966	0.000	0.000	0.000	0.000	0.000	58.966				
186	Jxxxx Bxxxx	usa	Axxxxxxxx	Adult Amateur		0.000	0.000	58.276	0.000	0.000	0.000	0.000	0.000	58.276				
195	Lxxxx Sxxx		Cxxxx	Adult Amateur		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000				
116	Nxxxxx Sxxxxxx	usa	Txxxx Dxxxxxx	Open		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000				

PRELIMINARY

NOTE 1: Although printing a preliminary report is a good idea, some riders may be confused, thinking the class is complete and the final results posted. To avoid this confusion, you may want to hand write (in large bold, perhaps red, text) **PRELIMINARY** on the print-out.

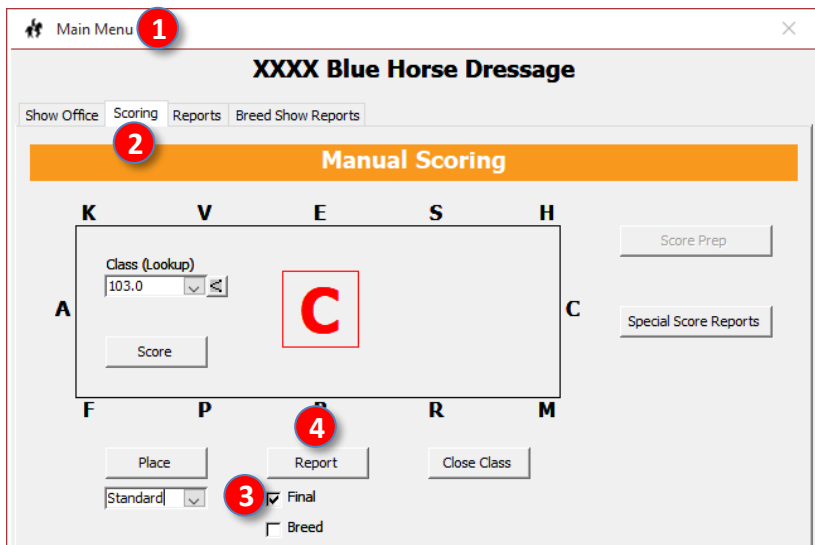
NOTE 2: Since results are now available "live" online, this preliminary report may no longer be necessary.

NOTE 3: Many shows use this printout to post class results as it is a small report. Before you do this, ask your TD as some of them require a Final Report (see [Print Score Report](#)) as it provides the points, time printed and the term reason.

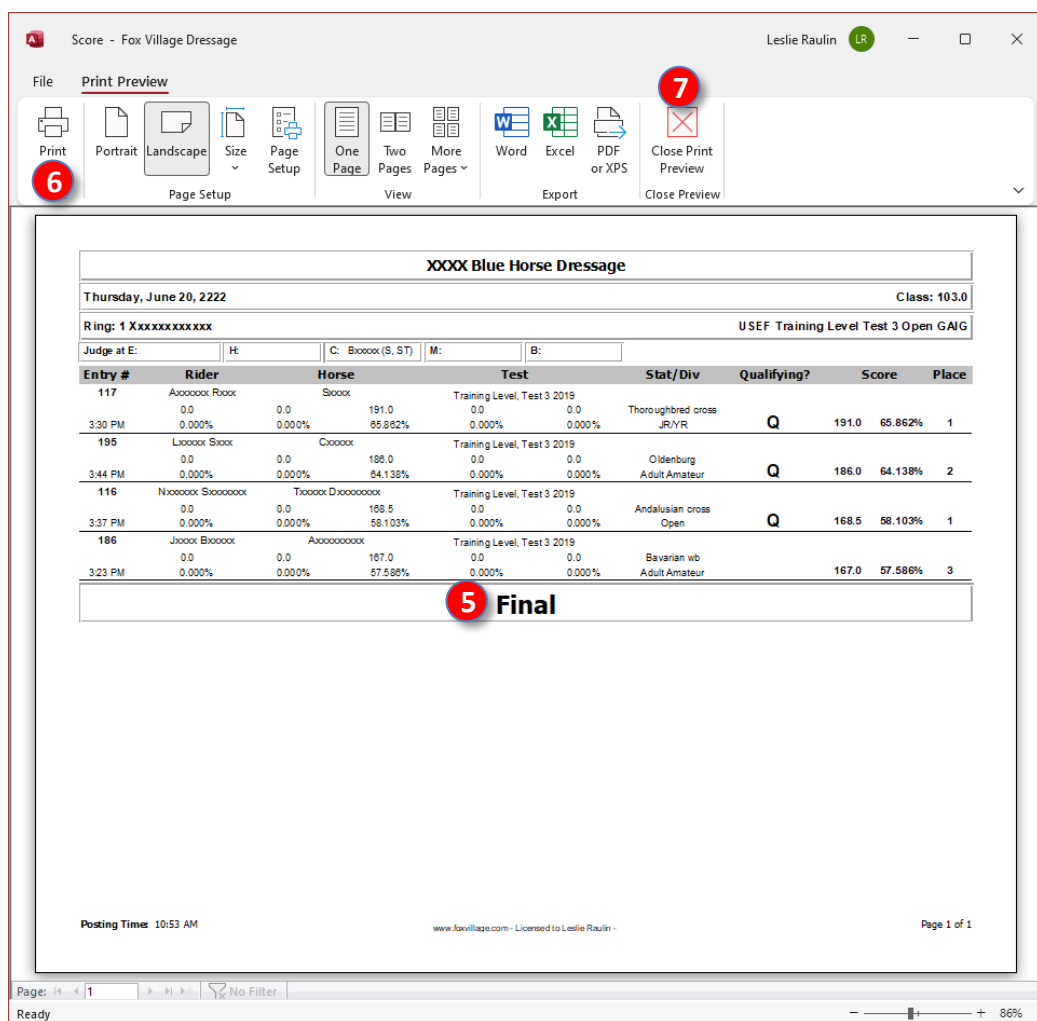
Print a Results Report > Final Report

FINAL REPORT:

- To print a final score report for a completed class report, select **1 Main Menu** > **2 Scoring**.
- Ensure that the **3 Final** box is checked (the default).
- Click **4 Report**.



- The **5 Final Score Report** opens.
- Check the report to ensure you are looking at the correct class and the results are correct.
- To print the report, click the **6 Print** icon.
- If the report is generated during the show and paper results are required:
 - Post the results at the designated area.
 - Supply a copy to:
 - Announcer.
 - Awards.
 - If you do not have a [Day Sheet Scoring](#) report, keep a copy for archiving.
- Click **7 Close Print Preview** to close the report.



NOTE: Some TDs require this Final Report as it provides the time printed, the score, percent, and the place. Ask your TD which report s/he requires.

CHAPTER III.6. CLOSE A CLASS





NOTE: DO NOT DO THE FOLLOWING UNTIL YOU ARE ABSOLUTELY SURE YOU WILL NOT NEED TO MAKE ANY CHANGES AS YOU WILL NOT BE ABLE TO DO SO!!! IN MOST CASES, DO NOT USE THIS FEATURE.

This procedure was created for large shows with multiple computer users. In this circumstance, after a class is placed and printed, it can be a good idea to close the class to avoid any accidental changes. Smaller shows with smaller staff may choose to not use this feature.

- Select **1 Main Menu** > **2 Scoring**.
- Using the **3 Class (Lookup)** drop-down arrow, select the number of the class you want to close.
- Click on **4 Close Class**.

The screenshot shows the 'XXXX Blue Horse Dressage' interface. At the top, there is a 'Main Menu' (1) and a 'Scoring' (2) tab. Below the 'Scoring' tab, there is a grid of class numbers (K, V, E, S, H, A, F, P, B, R, M). The 'Class (Lookup)' dropdown (3) is set to '103.0'. A red box highlights the 'Close Class' button (4). Other buttons include 'Place', 'Report', 'Close Class', 'Score', 'Barcode', 'Multi-Judge Sheet', 'Score Prep', 'Multi-Judge Sheets', 'Special Score Reports', and 'Live Display'. There are also checkboxes for 'Final' and 'Breed'.

- A **5 Fox Village Dressage** warning form opens.
- Click on **6 Yes** to prevent inadvertent changes.

The dialog box is titled 'Fox Village Dressage' (5) and contains a warning icon and the text: 'You are about to close this class for scoring. Do you want to continue?'. At the bottom, there are two buttons: 'Yes' (6) and 'No'.

CHAPTER III.7. UPLOAD SHOW RESULTS TO THE WEB



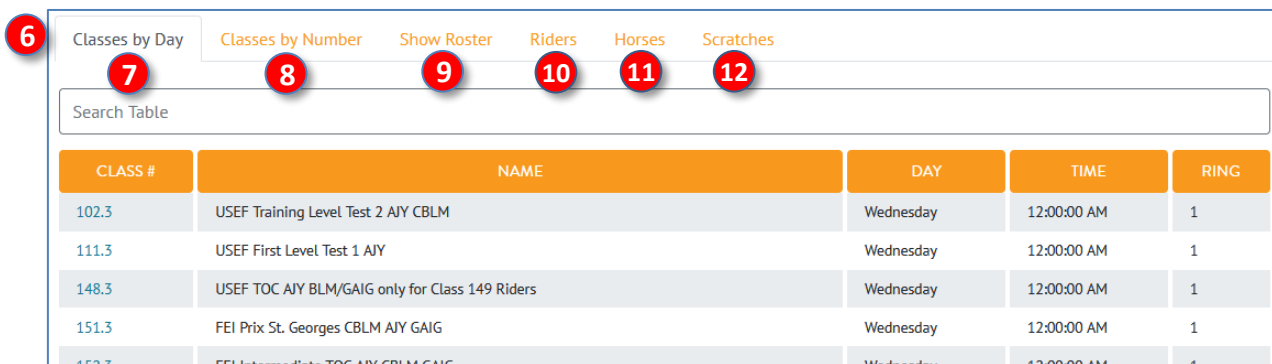
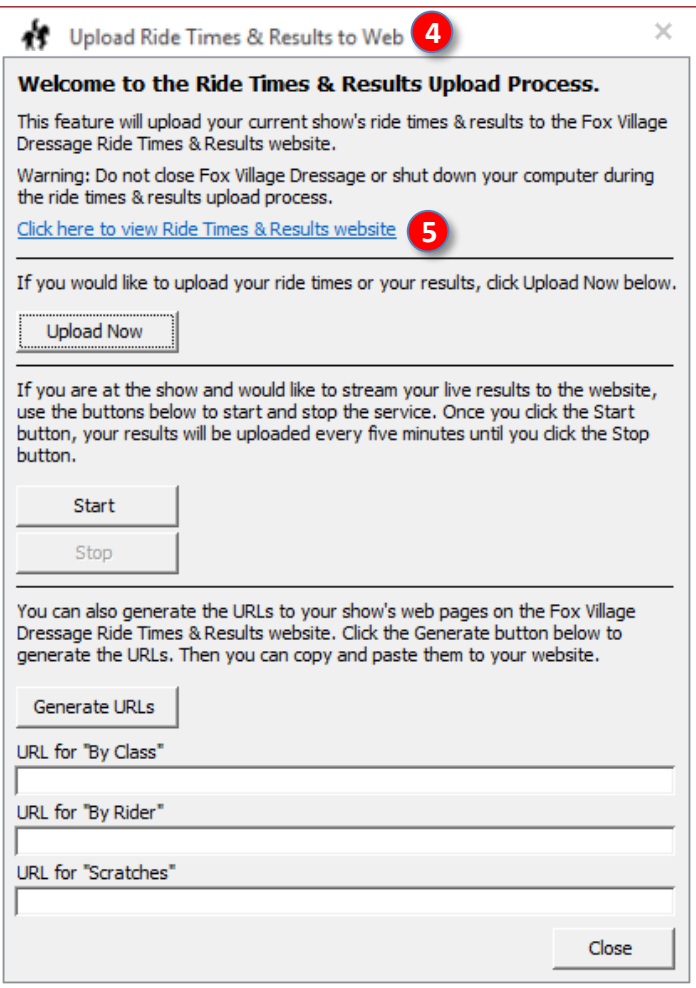
Upload Show Results to the Web > FVD Online Entries, Ride Times & Results Web Site

FVD ONLINE ENTRIES, RIDE TIMES & RESULTS WEB SITE:

- During and after the show you have options to upload your results to the FVD web site.
- Select **1 Main Menu > 2 Fox Village Dressage Online Tools > 3 Upload Results.**



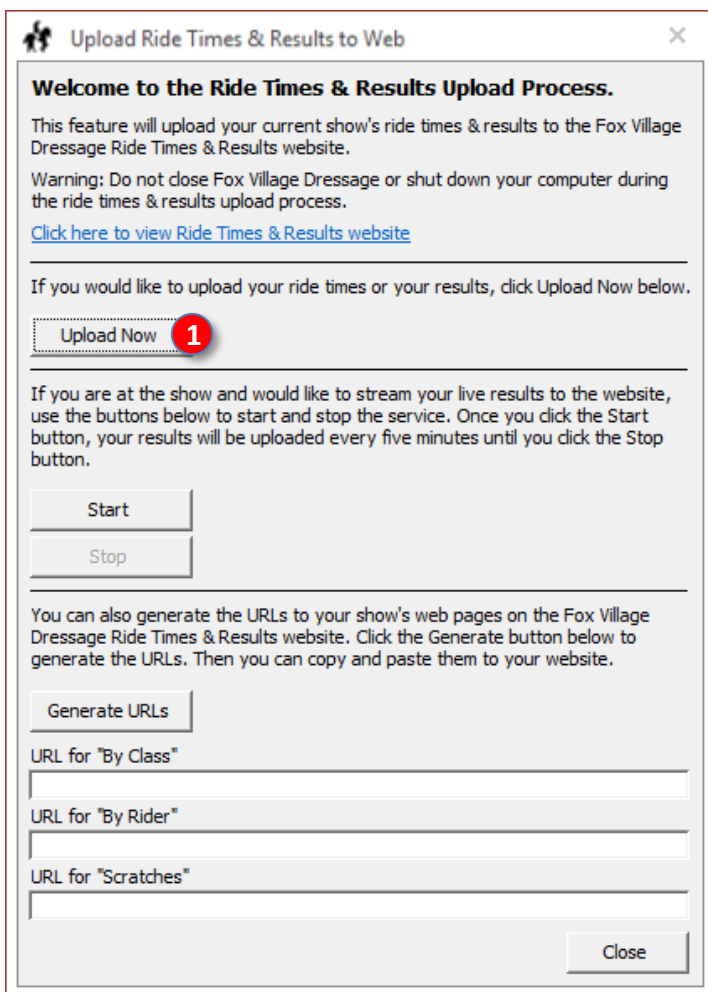
- The **4 Upload Ride Times & Results to Web** form opens.
- Click **5 Click here to view Ride Times & Results website.**
- The **6 Fox Village Dressage Online Entries, Ride Times and Results** web page for the show opens.
- Results can be displayed by **7 Classes by Day, 8 Classes by Number, 9 Show Roster, 10 Riders, 11 Horses, and 12 Scratches.** Navigate through this page to familiarize yourself with its features and functions.



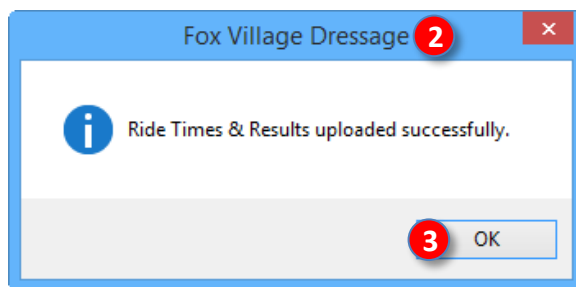
Upload Show Results to the Web > **FVD Online Entries, Ride Times & Results Web Site** > **Upload**

FVD ONLINE ENTRIES, RIDE TIMES & RESULTS WEB SITE > UPLOAD:

- To upload your show's results, click **1 Upload Now**.



- A **2 Fox Village Dressage** form opens advising you that the results have been uploaded.
- Click **3 OK**.



Upload Show Results to the Web > FVD Online Entries, Ride Times & Results Web Site > Stream Results Live to the FVD Web Site

FVD ONLINE ENTRIES, RIDE TIMES & RESULTS WEB SITE > STREAM RESULTS LIVE TO THE FVD WEB SITE:

Ride Time	Entry #	Rider	Club	Horse	Status
1:14:00 PM	320	Oikemus, Caitlin	USA	Rascalina LGF	Adult Amateur
1:14:00 AM	219	Matthews, Anna	USA	Red Red	Adult Amateur
3:23:00 PM	263	Kantor, Sandra	USA	Rosetta	Open
10:40:00 AM	430	Rauk, Leslie	USA	Wellington Q	Adult Amateur
11:00:00 AM	407	Lippa, Carol	USA	Phantastico	Adult Amateur
11:29:00 AM	338	Stewart, Helle		Conor	Adult Amateur
2:03:00 PM	225	Jacoby, Hannah		Rocket	Adult Amateur
3:02:00 PM	441	Morosan, Elizabeth		Scorcia TLM	Adult Amateur
2:27:00 PM	399	Sulek, Nancy		Range Rover LGF	Open
2:34:00 PM	397	Fiebrig, Danielle		Sandro's Touch	Adult Amateur
11:36:00 AM	433	Mitchel, Jocelyn		Kello	Adult Amateur
3:36:00 PM	368	Wood, Crystal	USA	W's Kazzini Enchanted	Open
2:45:00 PM	363	Wash, Sasha		Sir Chancellor	Adult Amateur
11:01:00 AM	308	Hoffman, Michael E.		Gambler's Choice	Adult Amateur
2:20:00 PM	375	Tokey, Kristen		Slippe Sheika	Adult Amateur

- If you are at the show, your computer has an internet connection, and you are entering scores in the computer, you can stream your results live to the FVD website.
- To activate this feature, click **1 Start**.
- The form now has a message **2 Your results are currently streaming**, informing you that your results are automatically loaded onto the FVD website every five minutes.

Welcome to the Ride Times & Results Upload Process.

This feature will upload your current show's ride times & results to the Fox Village Dressage Ride Times & Results website.

Warning: Do not close Fox Village Dressage or shut down your computer during the ride times & results upload process.

[Click here to view Ride Times & Results website](#)

If you would like to upload your ride times or your results, click Upload Now below.

Upload Now

If you are at the show and would like to stream your live results to the website, use the buttons below to start and stop the service. Once you click the Start button, your results will be uploaded every five minutes until you click the Stop button.

Start 1

Stop 3

You can also generate the URLs to your show's web pages on the Fox Village Dressage Ride Times & Results website. Click the Generate button below to generate the URLs. Then you can copy and paste them to your website.

Generate URLs

URL for "By Class"

URL for "By Rider"

URL for "Scratches"

Close

If you are at the show and would like to stream your live results to the website, use the buttons below to start and stop the service. Once you click the Start button, your results will be uploaded every five minutes until you click the stop button.

Start 2

Stop

Your results are currently streaming.

If you are at the show and would like to stream your live results to the website, use the buttons below to start and stop the service. Once you click the Start button, your results will be uploaded every five minutes until you click the Stop button.

Start

Stop 4

Your results have stopped streaming.

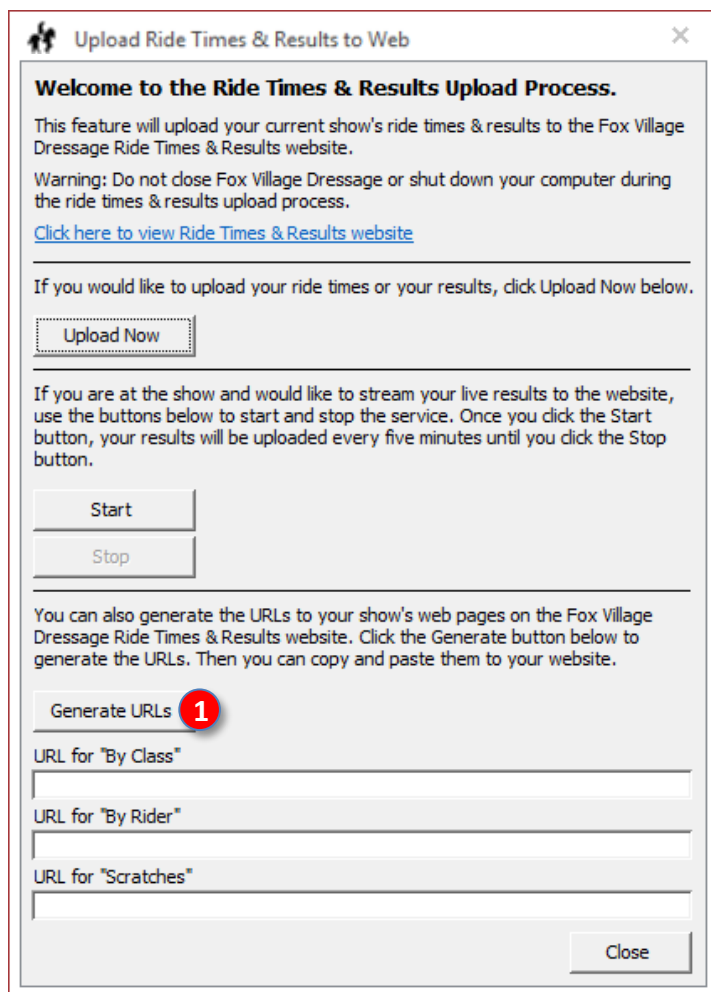
- To stop the streaming, click the **3 Stop** button.
- The form now has a message **4 Your results have stopped streaming**.

- The streamed results automatically upload class results as they are entered into your show computer or the FVD server. The screen displays results by class, by rider, by horse and scratch, with results sorted by percentages, showing the highest percentage first.
- This feature is very convenient for competitors and anyone interested in "real-time" show results. For example, after a rider completes a ride, s/he can use an internet-connected cell phone, tablet, etc. to log on to <http://www.foxvillage.com/fvdshowresults> to find their scores and how they placed in the class, in real time.

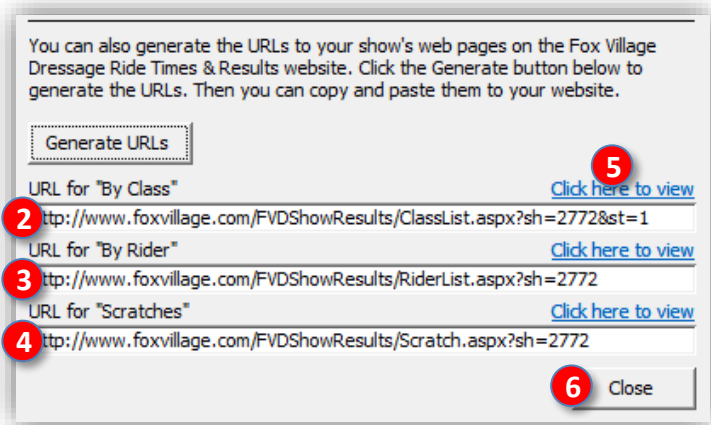
Upload Show Results to the Web > Generate URLs

GENERATE URLs:

- You can also generate URLs to your show's web pages on the FVD website.
- To activate this feature, click **1 Generate URLs**.



- The URLs for your results **2 By Class**, **3 By Rider**, and **4 Scratches** are inserted into the boxes.
- Click each **5 Click here to view** to see the information linked by the URL.
- Copy and paste each URL to your web site to provide links to the information on the FVD web site.
- Click **6 Close** to return to the **Main Menu**.



CHAPTER III.8. HIGH SCORE REPORTS



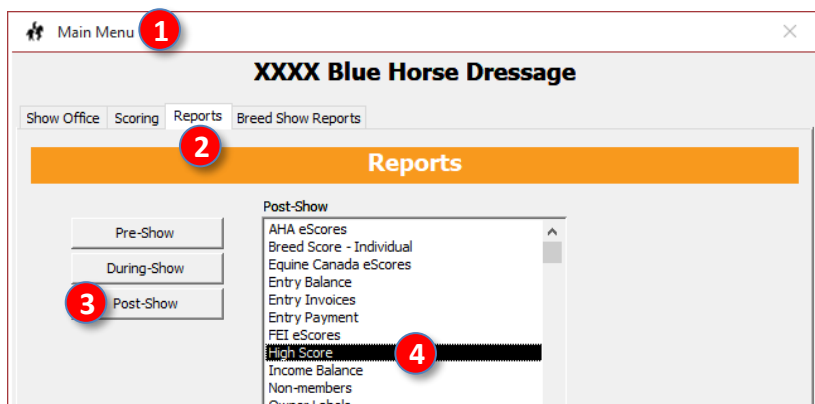
SECTION III. DURING THE SHOW

High Score Report > Introduction

- Many dressage shows provide awards to the horse/rider combination with the highest score of the show (**Overall High Score**) and the second highest score of the show (**Reserve High Score**). There may also be awards for the highest score at each level (**Training, First, Second, Third, Fourth, FEI, MFS**), as well as awards for the highest score for each rider status (**Open, Adult Amateur, Junior/Young Rider**). This report helps you determine the high score winners for your show. You must first enter all the scores for the show/level/status.
- Whenever possible, these reports are generated during the show so riders can receive their ribbons and accolades before they depart the show grounds.

NOTE : Overall, level, and rider status high score awards are usually only awarded to rides in Training, 1st, 2nd, 3rd, 4th, and FEI (PSG, Intermediate, and GP). Awards for freestyles, quadrilles, and Pas de Deux rides would be separate awards. However, this is a decision to be made by show management.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 High Score Report**.



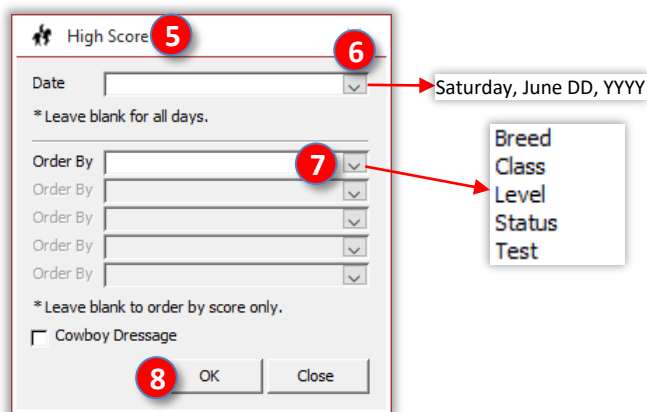
- The **5 High Score Report** form opens
- Click the **6 Date** drop-down arrow to select the date. If you want results for the entire show without other criteria, do not select a date.

- Using individual or successive **7 Order By** drop-down arrows, you can select the order by which the report data is sorted. You can choose up to five sort criteria:

1. Breed
2. Class
3. Level
4. Status [AA, JYR, Open]
5. Test

- If you click **8 OK** without making an **Order By** selection, the report lists every ride in the show, sorted from highest to lowest percentage score. Use this list to determine your show's overall high score and reserve high score winners.

- We will look at a sort by **Level** and then a separate sort by **[Rider] Status**. You can use different sorts, and combinations of sorts, depending upon the awards offered by your show.

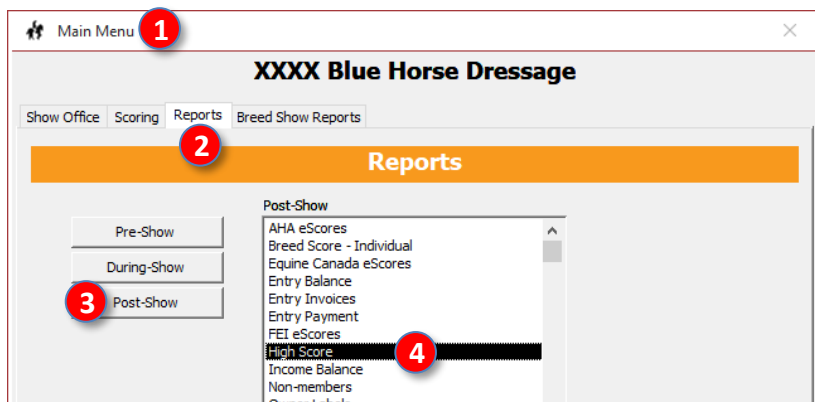


SECTION III. DURING THE SHOW

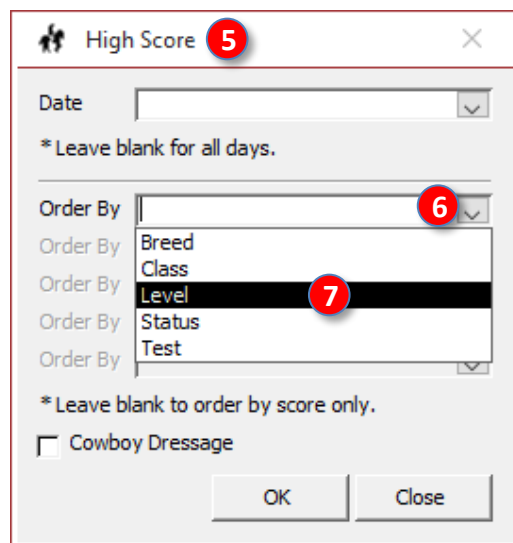
High Score Report > Sorted by Level > Select the Order By > Level

- Sorting the report by **Level** gives you the **highest score for each level** (Training, 1st, 2nd, 3rd, 4th, and FEI).

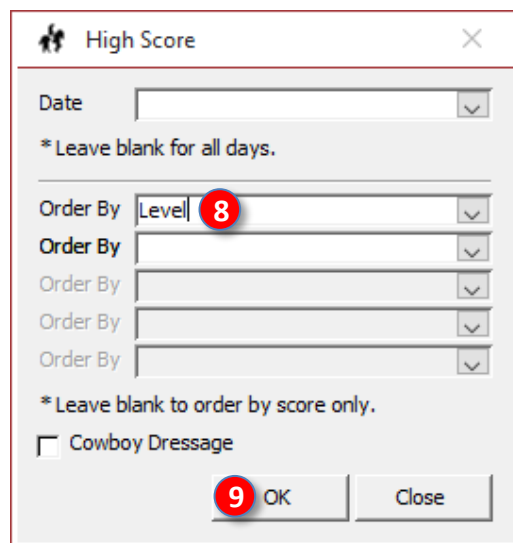
- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 High Score Report**.



- The **5 High Score** form opens.
- Using the first **6 Order By** drop down arrow, select **7 Level**.



- **8 Level** now appears in the first **Order By** box.
- If you want to include another **Order By**, use the second drop-down arrow to select your next criterion. In this example we will only sort by level.
- Click **9 OK**.



High Score Report > Sorted by Level > Determine High Scores by Level

SORTED BY LEVEL > VIEW BY LEVEL REPORT:

- The **1** [High] Score report opens, sorted by Level, which contains:
 - 2** Entry #
 - 3** Rider name
 - 4** Horse name
 - 5** Test
 - 6** Breed
 - 7** Class #
 - 8** Class [Name]
 - 9** [Rider] Status
 - 10** [Final] Score
 - 11** [Final] Percent
 - 12** Place
- If desired, click **13** Print to print the report.
- When you are ready to close the report, click **14** Close Print Preview.

XXXX Blue Horse Dressage
High Score

Entry #	Rider	Horse	Test	Breed	Class	Status	Score	Place
170	Axxxx Bxxxx	Cxxxxxxx	T-2	Holsteiner	160.0 USEF TOC Open CBLM GAIG (for	Adult Amateur	217.0	74.828%
187	Sxx Axxxxxxx	Dx Dxxx	1C	Hanoverian	3.0 USDF Introductory Level Test 1 C Op	Adult Amateur	148.0	74.000%
187	Sxx Axxxxxxx	Dx Dxxx	T-1	Hanoverian	101.0 USEF Training Level Test 1 Open	Adult Amateur	186.0	71.538%
105	Lxxxx Bxxx	Mxx Wxxx	FS1	Swedish Warmblood	101.0 MFS USDF Training - Fourth TOC	Adult Amateur	214.5	71.500%
131	Jxxxx Gxxxxxxx	Vxxxxxxx	FS4	Hanoverian	101.0 MFS USDF Training - Fourth TOC	Adult Amateur	209.3	69.767%
145	Kxx Fxxxxxxx	Lxxx Ox Fxxx	ILB	Warmblood	2.0 USDF Introductory Level Test 1 B Op	Adult Amateur	110.0	68.750%
136	Pxxxx Mxxxx	Rxx Rxxxx Rxx	FS3	Hanoverian	161.0 MFS USDF Training - Fourth TOC	Adult Amateur	205.7	68.567%
131	Jxxxx Gxxxxxxx	Vxxxxxxx	PSG	Kiypn	151.0 FEI Prix St. Georges Open CBLM	Adult Amateur	233.0	68.529%
129	Ixxx Bxxxx	Wxxxx-X	1-2	Hanoverian	112.0 USEF First Level Test 2 Open CBL	Adult Amateur	237.5	67.857%
193	Jxxxx Kxxx	Sxxx Pxxxxxxx Vx	FS3	PRE	161.0 MFS USDF Training - Fourth TOC	Adult Amateur	203.3	67.767%
104	Jxxxxxx Dxxxxxx	Bxxx Axx Wxxxx Rxxx	FSGP	Morgan	162.0 MFS FEI Levels TOC Open CBLM	Adult Amateur	268.0	67.000%
158	Kxxxx Hxxxxxx	Gxxxxxxx	FSGP	Hanoverian	162.0 MFS FEI Levels TOC Open CBLM	Adult Amateur	266.6	66.650%
170	Axxxx Bxxxx	Cxxxxxxx	FS1	Holsteiner	161.0 MFS USDF Training - Fourth TOC	Adult Amateur	198.2	66.067%
119	Mxxxxxx Fxxx	Kxxxxxxx Bxxxxxx	1-1	Connemara	170.0 Pony Cup TOC Open CBLM GAIG	Adult Amateur	191.5	66.034%
114	Lxxx Txxx	Exxxx Hx	GP	Kiypn	163.0 FEI Grand Prix TOC Open CBLM G	Adult Amateur	299.5	65.109%
179	Rxxxx Lxxx	Sxxxxxxx	2-3	Oldenburg	123.0 USEF Second Level Test 3 Open	Adult Amateur	272.5	64.881%
182	Nxxx Txxxxxx	Rxxxxxxx	1-1	Thoroughbred/hanoverian	111.0 USEF First Level Test 1 Open	Adult Amateur	187.5	64.655%
115	Lxxx Rxxxxxx	Rxxxxxxx Mx	3-2	Hanoverian	132.0 USEF Third Level Test 2 Open CB	Adult Amateur	245.0	64.474%
115	Lxxx Rxxxxxx	Rxxxxxxx Mx	3-1	Hanoverian	131.0 USEF Third Level Test 1 Open	Adult Amateur	237.5	64.189%
195	Lxxxx Sxxx	Cxxxx	T-3	Oldenburg	103.0 USEF Training Level Test 3 Open	Adult Amateur	186.0	64.138%
145	Kxx Fxxxxxxx	Lxxx Ox Fxxx	ILA	Warmblood	1.0 USDF Introductory Level Test 1 A Op	Adult Amateur	102.5	64.063%
119	Mxxxxxx Fxxx	Kxxxxxxx Bxxxxxx	1-2	Connemara	112.0 USEF First Level Test 2 Open CBL	Adult Amateur	222.5	63.571%
149	Nxxxx Hxxxxxx	Gxxxxxxx	1-2	Thoroughbred	112.0 USEF First Level Test 2 Open CBL	Adult Amateur	222.0	63.429%
132	Rxxxx Bxxxxxx	Wxxxxxxx	3-1	Rpsi	131.0 USEF Third Level Test 1 Open	Adult Amateur	234.5	63.378%
103	Kxxxx Hxxxxxx	Mxxxx Jxxx	FS1	Morgan	162.0 MFS FEI Levels TOC Open CBLM	Adult Amateur	252.4	63.100%
110	Lxxxx Bxxx	Wxxxx	3-1	Holtb	131.0 USEF Third Level Test 1 Open	Adult Amateur	232.5	62.838%
163	Cxxxx Yxxxx	Lxxxx - XXX	3-1	Oldenburg	131.0 USEF Third Level Test 1 Open	Adult Amateur	230.5	62.297%
146	Cxxxxxx Cxxxxxxx	Cxxxxxxx	4-1	Hanoverian	141.0 USEF Fourth Level Test 1 Open	Adult Amateur	241.0	61.795%
118	Sxxxx Hxxxxxx	Lxxx	2-1	Warmblood	121.0 USEF Second Level Test 1 Open	Adult Amateur	228.5	61.757%
132	Rxxxx Bxxxxxx	Wxxxxxxx	3-3	Rpsi	133.0 USEF Third Level Test 3 Open GAI	Adult Amateur	247.0	61.750%
149	Nxxxx Hxxxxxx	Exxxxxxx Axxx	1-3	Thoroughbred	113.0 USEF First Level Test 3 Open GAI	Adult Amateur	220.0	61.111%
143	Lxxx Axxx	Fxxxx	2-2	Hanoverian	160.0 USEF TOC Open CBLM GAIG (for	Adult Amateur	250.5	61.098%
189	Rxxx Rxxxxxx	Cxxx Ix Txxx Sxxx	2-1	Arabian cross	121.0 USEF Second Level Test 1 Open	Adult Amateur	225.0	60.811%
182	Nxxx Txxxxxx	Rxxxxxxx	1-2	Thoroughbred/hanoverian	112.0 USEF First Level Test 2 Open CBL	Adult Amateur	212.5	60.714%
139	Sxxx Rxxxxxx	Dxxxxxxx	1-2	Hanoverian	112.0 USEF First Level Test 2 Open CBL	Adult Amateur	212.0	60.571%
178	Cxxxxxx Fxxx	Ix Txx Mxxx Ox Txxx	2-2	Tb/gh	122.0 USEF Second Level Test 2 Open C	Adult Amateur	248.0	60.488%
105	Kxxx Hxxxxxx	Fxxxxxxx	1-3	Oldenburg	113.0 USEF First Level Test 3 Open GAI	Adult Amateur	214.5	59.583%

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Go to the next page for information on using the report.

High Score Report > Sorted by Level > Determine High Score Winner by Level

SORTED BY LEVEL > VIEW BY LEVEL REPORT > DETERMINE HIGH SCORE WINNER BY LEVEL:

- The report sorted by **Level** has the following sequence:
 - Training Level**, starting with the highest Training Level score and ending with the lowest Training Level score.
 - First Level**, starting with the highest First Level score and ending with the lowest First Level score.
 - Second Level**, starting with the highest Second Level score and ending with the lowest Second Level score.
 - Third Level**, starting with the highest Third Level score and ending with the lowest Third Level score.
 - Fourth Level**, starting with the highest Fourth Level score and ending with the lowest Fourth Level score.
 - FEI Levels**, starting with the highest FEI Level score and ending with the lowest FEI Level score.
 - Other tests not usually awarded high score awards, such as freestyles, etc.
 - Introductory Level**, starting with the highest Introductory Level score and ending with the lowest Introductory Level score.
- The first horse/rider on the list is the **Training Level High Score**, as seen on the previous page. If desired, highlight this ride.
- With a pen, draw a line between the last (lowest) Training Level score and the first (highest) First Level score. Repeat for First/Second, Second/Third, Third/Fourth, and Fourth/FEI.

XXXX Blue Horse Dressage
High Score

Entry #	Rider	Horse	Test	Breed	Class	Status	Score	Place
170	Axxxxx Bxxxx	Cxxxxxxx	T-2	Holsteiner	100.0 USEF TOC Open CBLM GAIG (for	Adult Amateur	217.0	74.828% 1
187	Sxxx Axxxxxxx	Dx Dxxx	T-1	Hanoverian	101.0 USEF Training Level Test 1 Open	Adult Amateur	186.0	71.538% 1
117	Axxxxxx Rxxx	Sxxxx	T-3	Thoroughbred cross	103.0 USEF Training Level Test 3 Open	JR/YR	191.0	65.862%
167	Mxxxxx Txxxxxxx	Cxxxxxxx	T-2	Holsteiner	102.0 USEF Training Level Test 2 Open	Open	187.0	64.483% 1
195	Lxxxx Sxxx	Cxxxx	T-3	Oldenburg	103.0 USEF Training Level Test 3 Open	Adult Amateur	186.0	64.138%
113	Dxxxxxxx Cxxxx	Kxxxxxx	T-2	Kvprn	102.0 USEF Training Level Test 2 Open	Open	181.5	62.586% 2
186	Jxxxx Bxxxx	Axxxxxxx	T-3	Bavarian wb	103.0 USEF Training Level Test 3 Open	Adult Amateur	169.0	58.276%
116	Nxxxxxx Sxxxxxx	Txxxx Dxxxxxxx	T-3	Andalusian cross	103.0 USEF Training Level Test 3 Open	Open	168.5	58.103%
116	Nxxxxxx Sxxxxxx	Txxxx Dxxxxxxx	T-2	Andalusian cross	102.0 USEF Training Level Test 2 Open	Open	166.0	57.241% 3 Lowest Training Level
153	Exxxx Cxxxx	Cxxxx	1-2	Oldenburg	112.0 USEF First Level Test 2 Open CBL	Open	264.5	75.571% 1 Highest First Level
155	Bxx Axxxxxxx	Gxxxx	1-3	Kvprn	113.0 USEF First Level Test 3 Open GAI	Open	269.5	74.861% 1
138	Kxxxxxx Exxxxxxx	Fxxxxxx	1-2	Oldenburg	112.0 USEF First Level Test 2 Open CBL	Open	249.0	71.143% 2
127	Lxxxx Axxxxx	Exxxx	1-2	Friesian heritage horse	112.0 USEF First Level Test 2 Open CBL	Open	248.0	70.857% 3

- The first horse/rider at each level is the high score winner for that level. You may want to highlight this horse/rider.
- The second horse/rider at each level is the reserve high score winner for that level. You may want to highlight this horse/rider.
- Record all of these winners. This is usually written on a separate piece of paper and/or hand-annotated on the **High Score Report** printout.

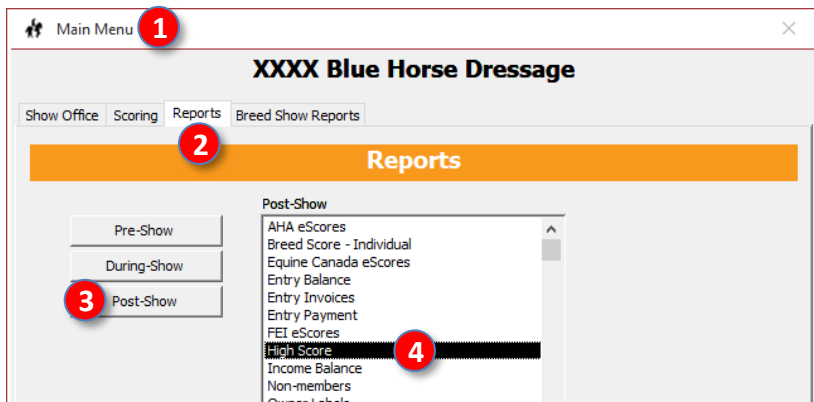
SECTION III. DURING THE SHOW

High Score Report > Sorted by Status > Select the Order By > [Rider] Status

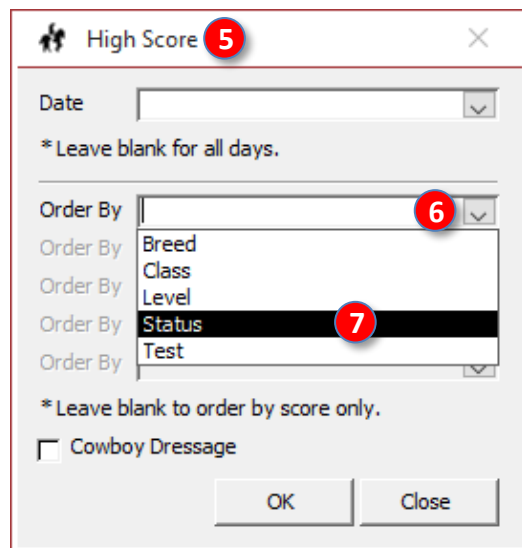
SORTED BY STATUS > SELECT THE ORDER BY > [RIDER] STATUS:

- Sorting the report by **[Rider] Status** gives you the highest score for each rider status (Adult Amateur, JR/YR, Open).

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 High Score Report**.



- The **5 High Score** form opens.
- Using the first **6 Order By** drop down arrow, select **7 Status**.



High Score **5**

Date

* Leave blank for all days.

Order By **6**

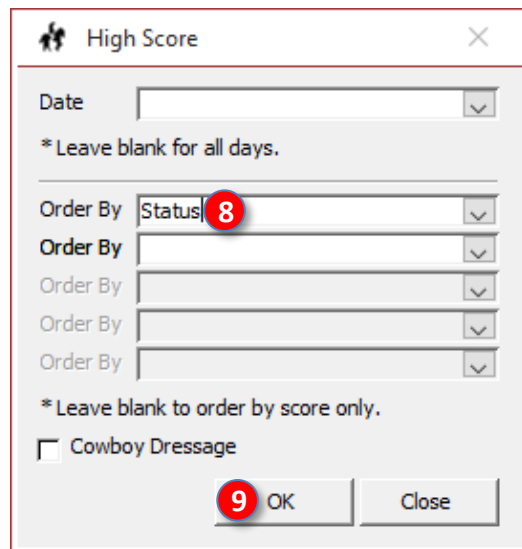
Order By
Breed
Class
Level
Status **7**
Test

* Leave blank to order by score only.

Cowboy Dressage

OK Close

- **8 Status** now appears in the **Order By** box.
- If you want to include another Order By, use the second drop-down arrow to select your next criterion. For example, you could first select Status and then select Level.
- In this example we will only sort by **8 Status**.
- Click **9 OK**.



High Score

Date

* Leave blank for all days.

Order By Status **8**

Order By

Order By

Order By

* Leave blank to order by score only.

Cowboy Dressage

9 OK Close

High Score Report > Sorted by Status > View Report by Status

- The **1 High Score** report opens, sorted by **Level**, which contains:
 - 2 Entry #**
 - 3 Rider name**
 - 4 Horse name**
 - 5 Test**
 - 6 Breed**
 - 7 Class #**
 - 8 Class [Name]**
 - 9 Status**
 - 10 Score**
 - 11 Percent**
 - 12 Place**
- If desired, click **13 Print** to print the report.
- When you are ready to close the report, click **14 Close Print Preview**.

XXXX Blue Horse Dressage
High Score

Entry #	Rider	Horse	Test	Breed	Class	Status	Score	Place
170	Axxxxx Bxxxx	Cxxxxxxxx	T-2	Holsteiner	160.0 USEF TOC Open CBLM GAIG (for	Adult Amateur	217.0	74.828% 1
187	Six Axxxxxxxx	Dx Dxxx	IC	Hanoverian	3.0 USDF Introductory Level Test C Op	Adult Amateur	148.0	74.000% 1
187	Six Axxxxxxxx	Dx Dxxx	T-1	Hanoverian	101.0 USEF Training Level Test 1 Open	Adult Amateur	186.0	71.538% 1
106	Lxxxx Bxxx	Mxx Wxxx	FS1	Swedish warmblood	161.0 MFS USDF Training - Fourth TOC	Adult Amateur	214.5	71.500% 1
143	Lxxx Axxxx	Fxxxx	FS1	Hanoverian	161.0 MFS USDF Training - Fourth TOC	Adult Amateur	213.4	71.133% 2
136	Pxxxx Mxxxx	Rxx Rxxxx Rxx	3-3	Hanoverian	160.0 USEF TOC Open CBLM GAIG (for	Adult Amateur	281.0	70.250% 2
131	Jxxxx Gxxxxxx	Vxxxxxxxx	FS4	Kw/pn	161.0 MFS USDF Training - Fourth TOC	Adult Amateur	205.3	69.757% 3
131	Jxxxx Gxxxxxx	Vxxxxxxxx	FS4	Kw/pn	161.0 MFS USDF Training - Fourth TOC	Adult Amateur	205.3	69.757% 3
131	Jxxxx Gxxxxxx	Vxxxxxxxx	FS4	Kw/pn	161.0 MFS USDF Training - Fourth TOC	Adult Amateur	205.3	69.757% 3
131	Jxxxx Gxxxxxx	Vxxxxxxxx	FS4	Kw/pn	161.0 MFS USDF Training - Fourth TOC	Adult Amateur	205.3	69.757% 3
131	Jxxxx Gxxxxxx	Vxxxxxxxx	FS4	Kw/pn	161.0 MFS USDF Training - Fourth TOC	Adult Amateur	205.3	69.757% 3
131	Jxxxx Gxxxxxx	Vxxxxxxxx	FS4	Kw/pn	161.0 MFS USDF Training - Fourth TOC	Adult Amateur	205.3	69.757% 3
129	Ixxx Bxxxx	Wxxxx-X	1-2	Hanoverian	112.0 USEF Firs tLevel Test 2 Open CBL	Adult Amateur	237.5	67.857% 1
193	Jxxxxxx Kxxx	Sxxx Pxxxxxx Vx	FS3	PRE	161.0 MFS USDF Training - Fourth TOC	Adult Amateur	203.3	67.767% 5
104	Jxxxxxx Dxxxxxx	Bxxx Axx Wxxxx Rxxx	FSGP	Morgan	162.0 MFS FEI Levels TOC Open CBLM	Adult Amateur	268.0	67.000% 2
158	Kxxxxxx Hxxxxxx	Gxxxxxx	FSGP	Hanoverian	162.0 MFS FEI Levels TOC Open CBLM	Adult Amateur	266.6	66.650% 3
170	Axxxx Bxxx	Cxxxxxxxx	FS1	Holsteiner	161.0 MFS USDF Training - Fourth TOC	Adult Amateur	198.2	66.067% 6
119	Mxxxxxx Fxxx	Kxxxxxx Bxxxxxx	1-1	Connemara	170.0 Pony Cup TOC Open CBLM GAIG	Adult Amateur	191.5	66.034% 1
114	Lxxx Txxx	Exxxx Hx	GP	Kw/pn	153.0 FEI Grand Prix TOC Open CBLM G	Adult Amateur	299.5	65.109% 1
179	Rxxxxxx Lxxx	Sxxxxxx	2-3	Oldenburg	123.0 USEF Second Level Test 3 Open	Adult Amateur	272.5	64.881% 1
182	Nxxx Txxxxxx	Rxxxxxx	1-1	Thoroughbred/hanoverian	111.0 USEF Firs tLevel Test 1 Open	Adult Amateur	187.5	64.655% 1
115	Lxxxx Rxxxxxx	Rxxxxxx Mx	3-2	Hanoverian	132.0 USEF Third Level Test 2 Open CB	Adult Amateur	245.0	64.474% 1
115	Lxxxx Rxxxxxx	Rxxxxxx Mx	3-1	Hanoverian	131.0 USEF Third Level Test 1 Open	Adult Amateur	237.5	64.189% 1
195	Lxxxx Sxxx	Cxxxx	T-3	Oldenburg	103.0 USEF Training Level Test 3 Open	Adult Amateur	186.0	64.138% 1
145	Kx Fxxxxxx	Lxxx Ox Fxxx	ILA	Warmblood	1.0 USDF Introductory Level Test A Op	Adult Amateur	102.5	64.063% 1
119	Mxxxxxx Fxxx	Kxxxxxx Bxxxxxx	1-2	Connemara	112.0 USEF Firs tLevel Test 2 Open CBL	Adult Amateur	222.5	63.571% 2
149	Nxxxx Nxxxxxx	Exxxxxx Axxxx	1-2	Thoroughbred	112.0 USEF Firs tLevel Test 2 Open CBL	Adult Amateur	222.0	63.429% 3
132	Rxxxx Bxxxx	Wxxxx	3-1	Rpsi	131.0 USEF Third Level Test 1 Open	Adult Amateur	234.5	63.378% 2
103	Kxxxx Mxxxxxx	Mxxxx Jxxx	FS1	Morgan	162.0 MFS FEI Levels TOC Open CBLM	Adult Amateur	252.4	63.100% 4
110	Lxxxx Bxxx	Wxxxx	3-1	Holtb	131.0 USEF Third Level Test 1 Open	Adult Amateur	232.5	62.838% 3
163	Cxxxxxx Yxxxx	Lxxxxxx - XXX	3-1	Oldenburg	131.0 USEF Third Level Test 1 Open	Adult Amateur	230.5	62.297% 4
146	Gxxxxxx Cxxxxxx	Cxxxxxx	4-1	Hanoverian	141.0 USEF Fourth Level Test 1 Open	Adult Amateur	241.0	61.795% 1
118	Sxxxx Hxxxxxx	Lxxx	2-1	Warmblood	121.0 USEF Second Level Test 1 Open	Adult Amateur	228.5	61.757% 1
132	Rxxxx Bxxxx	Wxxxx	3-3	Rpsi	133.0 USEF Third Level Test 3 Open GAI	Adult Amateur	247.0	61.750% 1
149	Nxxxx Nxxxxxx	Exxxxxx Axxxx	1-3	Thoroughbred	113.0 USEF Firs tLevel Test 3 Open GAI	Adult Amateur	220.0	61.111% 1
143	Lxxx Axxxx	Fxxxx	2-2	Hanoverian	160.0 USEF TOC Open CBLM GAIG (for	Adult Amateur	250.5	61.098% 4
189	Rxxxx Rxxxxxx	Cxxx Ix Tix Sxxxx	2-1	Arabian cross	121.0 USEF Second Level Test 1 Open	Adult Amateur	225.0	60.811% 2
182	Nxxx Txxxxxx	Rxxxxxx	1-2	Thoroughbred/hanoverian	112.0 USEF Firs tLevel Test 2 Open CBL	Adult Amateur	212.5	60.714% 4
139	Sxxx Rxxxxxx	Dxxxxxx	1-2	Hanoverian	112.0 USEF Firs tLevel Test 2 Open CBL	Adult Amateur	212.0	60.571% 5
178	Cxxxxxx Fxxx	Ix Tix Mxxx Ox Txxx	2-2	Tb/gh	122.0 USEF Second Level Test 2 Open C	Adult Amateur	248.0	60.488% 1
105	Kxxxx Hxxxx	Fxxxx	1-3	Oldenburg	113.0 USEF Firs tLevel Test 3 Open GAI	Adult Amateur	214.5	59.583% 2

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Go to the next page for information on using the report.

High Score Report > Sorted by Status > Determine High Scores by [Rider] Status

SORTED BY STATUS > DETERMINE HIGH SCORES BY [RIDER] STATUS:

- The report sorted by **[Rider] Status** has the following sequence:
 - Adult Amateur**, starting with the highest Adult Amateur score and ending with the lowest Adult Amateur score.
 - JR/YR**, starting with the highest JR/YR score and ending with the lowest JR/YR score.
 - Open** (Professional or USEF non-member), starting with the highest Open score and ending with the lowest Open score.
- The first horse/rider on the list is the **Adult Amateur High Score** (see previous page).
- With a pen, draw a line between the last (lowest) Adult Amateur score and the first (highest) JR/YR level score.
- Repeat for **JR/YR / Open**.
- Repeat for **Open**.

XXXX Blue Horse Dressage High Score									
Entry #	Rider	Horse	Test	Breed	Class	Status	Score	Place	
188	Mxxxxxx Bxxxxxxx	Sxxxxx	3-3	Swb	133.0 USEF Third Level Test 13 Open GAI	Adult Amateur	237.5	59.375%	2
120	Axxx Pxxxxx	Qxxxx Ox Sxxxxx	4-1	OTTB-TIP	141.0 USEF Fourth Level Test 1 Open	Adult Amateur	231.0	59.231%	2
186	Jxxxx Bxxxxx	Axxxxxxx	T-3	Bavarian wb	103.0 USEF Training Level Test 3 Open	Adult Amateur	169.0	58.276%	2
189	Rxxxx Rxxxxx	Cxxx Lx Txxx Sxxxx	2-2	Arabian cross	122.0 USEF Second Level Test 2 Open C	Adult Amateur	238.0	58.049%	2
156	Vxxxx Mxxxx	Fxxxx Txxxx	3-1	Rpsi	131.0 USEF Third Level Test 1 Open	Adult Amateur	213.5	57.703%	5
160	Gxxxxx Gxxxx	Rxx Dxxxxxxx	4-1		141.0 USEF Fourth Level Test 1 Open	Adult Amateur	224.5	57.564%	3
112	Exxxxxxx Hxxxxxxx	Sxx Lxxxxxxx	4-3	Hanoverian	143.0 USEF Fourth Level Test 3 Open G	Adult Amateur	207.0	57.500%	1
176	Kxxxx Hxxxxx xxxxx	Exxxxxxx X	3-2	Hanoverian	132.0 USEF Third Level Test 12 Open CB	Adult Amateur	216.0	56.842%	2
128	Sxxxx Lxxxxx	Wxxxxxxx	3-2	Hanoverian	132.0 USEF Third Level Test 12 Open CB	Adult Amateur	215.5	56.711%	3
188	Mxxxxxx Bxxxxxxx	Sxxxxx	3-2	Swb	132.0 USEF Third Level Test 12 Open CB	Adult Amateur	203.5	53.553%	4
105	Kxxxx Hxxxxx	Fxxxxxxx	JrI	Oldenburg	244 FBI Junior Individual	Adult Amateur			
126	Ixxxxxx Bxxxxxx	Vxxxxxxx	PSG	Dutch warmblood	151.0 FBI Prix St. Georges Open CBLM	JR/YR	225.5	66.324%	2
117	Axxxxx Rxxx	Sxxxxx	T-3	Thoroughbred cross	103.0 USEF Training Level Test 3 Open	JR/YR	191.0	65.862%	
175	Axxxx Oxxx	Sxxxxxx Gxxx	2-3	OTTB-TIP	123.0 USEF Second Level Test 3 Open	JR/YR	261.5	62.262%	2
168	Rxxxx Nxxxx	Mix Pxxxxxxx	1-1	OTTB-TIP	111.0 USEF First Level Test 1 Open	JR/YR	177.5	61.207%	2
168	Rxxxx Nxxxx	Mix Pxxxxxxx	1-2	OTTB-TIP	112.0 USEF First Level Test 2 Open CBL	JR/YR	209.0	59.714%	6
190	Axx Bxxxxxxx	Rxxxxxxx	3-3	Thoroughbred cross	133.0 USEF Third Level Test 3 Open GAI	JR/YR	236.0	59.000%	3
162	Cxxxx Yxxxx	Bxxxxx Sxxxxx	1-3	Cleveland bay sport horse	113.0 USEF First Level Test 3 Open GAI	JR/YR	204.5	56.806%	3
162	Cxxxx Yxxxx	Bxxxxx Sxxxxx	1-1	Cleveland bay sport horse	111.0 USEF First Level Test 1 Open	JR/YR	156.0	53.793%	3
153	Exxxx Oxxxx	Cxxxxx	1-2	Oldenburg	112.0 USEF First Level Test 2 Open CBL	Open	264.5	75.571%	1
173	Sxxxx Mxxxxx	Rxxx Cxx	I1		152.0 FBI Intermediate TOC Open CBLM	Open	256.5	75.441%	1
155	Bxx Axxxxxx	Gxxxxx	1-3	Kivpn	113.0 USEF First Level Test 3 Open GAI	Open	269.5	74.861%	1
159	Exxxx Hxxxxx	Sxxxxxxx	FS1	Anadalousian/arabian cross	161.0 MFS USDF Training - Fourth TOC	Open	218.9	72.967%	1
180	Dxxxx Mxxxxx	Dxx Pxxxxx	4-3	Kivpn	160.0 USEF TOC Open CBLM GAIG (for	Open	262.5	72.917%	1
174	Sxxxx Mxxxxx	Bxxxx Gxxx	PSG	Oldenburg	151.0 FBI Prix St. Georges Open CBLM	Open	242.0	71.176%	1
138	Kxxxxxx Exxxxxxx	Fxxxxxxx	1-2	Oldenburg	112.0 USEF First Level Test 2 Open CBL	Open	249.0	71.143%	2

Lowest Adult Amateur
Highest JR/YR
Lowest JR/YR
Highest Open

- Different shows have different rules on which classes are included in High Score Awards.
- Record all of these winners. This is usually written on a separate piece of paper and/or annotated on the **High Score** report printout.

SECTION IV. AFTER THE SHOW



CHAPTER IV.1. *.dat FILE FOR USEF AND USDF



*.dat File for USEF & USDF > Introduction, Classes Awarded by Rider Status

INTRODUCTION:

- Within 10 days of the show, your results must be emailed to USEF and USDF using a file (*.dat file) easily created by FVD.
- Before you create and email the *.dat file, you must ensure your results are in a format required by USEF and USDF:
 - **SITUATION 1:** If NONE of your classes were awarded by **O, AA & JYR** and/or **O & AJY** divisions, you are ready to create the *.dat file.
 - **SITUATION 2:** If your show had SEPARATE CLASSES for **O, AA & JYR** and/or **O & AJY** divisions, you are ready to create the *.dat file.
 - **SITUATION 3:** If, during the show, you had any classes that were awarded by **O, AA & JYR** and/or **O & AJY** divisions AND you later SPLIT THE CLASSES by rider status within the FVD software, you are ready to create the *.dat file. In this situation, you have one class that was split to multiple classes based on rider status. See [SPLIT CLASSES](#) for information on splitting classes.
 - **SITUATION 4:** If you had any classes that WERE awarded by **O, AA & JYR** or **O & AJY** divisions but NOT SPLIT by these divisions, **you need to prepare your results before you create the *.dat file.**

NOTE:

O = Open: Class may be entered by all riders. Professionals and USEF non-members must ride in Open classes.

AA = A = Adult Amateur: Class may be entered by riders that fall within the USEF definition of Adult Amateur. See USEF GR1306 and GR 1307.

JYR = JY = Junior/Young Rider: Class may be entered by riders that fall within the USEF definition of Junior Rider and/or Young Rider. See USEF GR128 Junior and GR150 Young Rider.

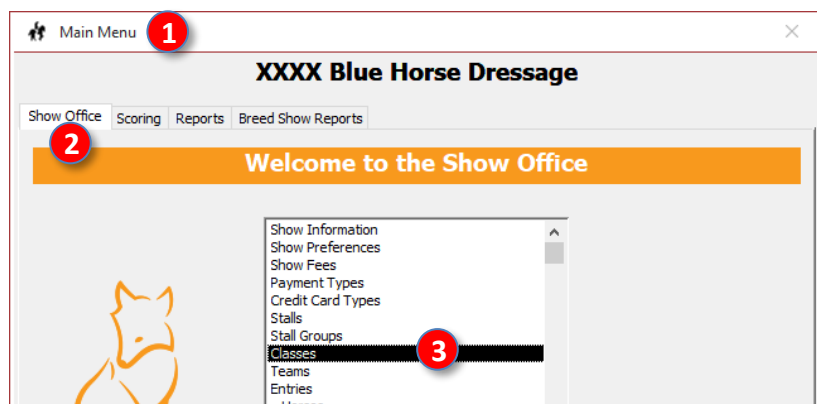
AJY = Adult Amateur, Junior Rider and Young Rider: Class may be entered by riders that fall within the USEF definition of Adult Amateur, Junior Rider, or Young Rider.

O/AA/JY: Class awarded by O, AA and JY divisions.

O/AJY: Class awarded by O and AJY divisions.

CLASSES AWARDED BY RIDER STATUS:

- Open **1 Main Menu** > **2 Show Office** > **3 Classes.**



Continued on next page...

*.dat File for USEF & USDF > Classes Awarded by Rider Status, Cont'd.

- The **4** Class form opens.
- Use **5** Class (Lookup) to select the class.
- Use the **6** Split for Awards drop-down arrow and select **7** O/AJY or **8** O/AA/JR, depending on how you awarded the class.

Class 4

Class Number: 103.0 Text 103.0 Closed

Class Name: USEF Training Level Test 3 Open GAIG

Default Test: Training Level, Test 3 2019

USEF Code: 1502

AHA Code:

Date: Thursday, June 20, 2222

Ring: 1XXXXXXXXXX

Standard Fee: 40.00 Qualifying Fee: 55.00

Prize:

Sponsor: Class Sponsor

Report Style: Standard and Breed

Max Ribbons: 6 Exclude from eScores

Split for Awards: **6** USEF eScores Only

7 O/AJY **8** O/AA/JY

Judge at E:

Judge at H:

Judge at C: Bxxxxx (S, ST), Sxxx

Judge at M:

Judge at B:

Class (Lookup) **5** **9**

- Repeat **5** - **8** for every class that was awarded by rider status.
- Click **9** Close to close the form.

- After all classes awarded by rider status have been annotated as above, open **10** Main Menu > **11** > Reports > **12** Post-Show > **13** USEF eScores.

Main Menu **10**

XXXX Blue Horse Dressage

Show Office Scoring Reports Breed Show Reports

11 Reports

Pre-Show

During-Show

12 Post-Show

Post-Show

High Score

Income Balance

Non-members

Owner Labels

Owner's Tax Information

Payment Type Summary

Profit(Loss) Statement

Ride Detail Summary

Rider Labels

Rider Score - Individual

Score - Final

Score - Media

Show Fee Summary

Total Qualifying Rides Down Centerline

Total Rides Down Centerline

13 USEF eScores

USDF Qualifying Ride Fees

USEF/USDF Post Competition

USEF eScores **14**

This feature will create an ASCII file formatted to USEF's 2019 specifications. After the file has been created, attach the .dat file to your email and send to results@usef.org. The .dat file will be created in your "Documents\FVD\" folder with your USEF show number as the file name and a .dat extension.

Chronicle of the Horse also accepts this ASCII file format. You can e-mail it to them at results@chronofhorse.com.

15 Split for Awards (USEF only)

Other eScores

If you select Other eScores above, the three other (local) membership numbers will be added to the file. After the file has been created, attach the .dat file to your email and send to your local organization. The .dat file will be created in your "My Documents\FVD\" folder with your first other (local) show number as the file name and a .dat extension.

NOTE: DO NOT SEND THIS FILE TO USEF.

Open e-mail program to send attachment.

- The **14** USEF eScores form opens.
- Check the **15** Split for Awards (USEF only) box.
- Proceed to [Create the FVD eScores \(*.dat\) File](#) to create the *.dat file.

NOTE 1: This procedure does not actually SPLIT the class. It simply informs USEF and USDF that you awarded the class by rider status divisions.

NOTE 2: Even though the nomenclature is USEF eScores, the report is also for USDF.

.dat File for USEF & USDF > Create the FVD eScores (*.dat) File*CREATE THE FVD eSCORES (*.DAT) FILE:**

NOTE 1: You must submit your results to USEF and USDF within 10 days of the show. This includes the *.dat file, the USEF Post Competition Report, and the USDF Report of Fees.

NOTE 2: When you create the USEF [/USDF] eScores (*.dat) file, the data is automatically (1) uploaded to the FVD site for updating and (2) synchronized with the Competitor Tent iOS app ([click here](#)). If any of your competitors have registered with Competitor Tent, they will be contacted by Competitor Tent. Therefore, **DO NOT DO A PRACTICE RUN** as your online show information will be changed.

NOTE 3: USEF and USDF accept the same eScores file (*.dat file). You can email the file to them with the same email by sending the file as an attachment to results@USEF.org and to results@USDF.org.

NOTE 4: USEF & USDF must be notified of classes that did not fill (classes for which there were no entries). FVD automatically creates this information and includes it in the USEF eScores file. How nice!

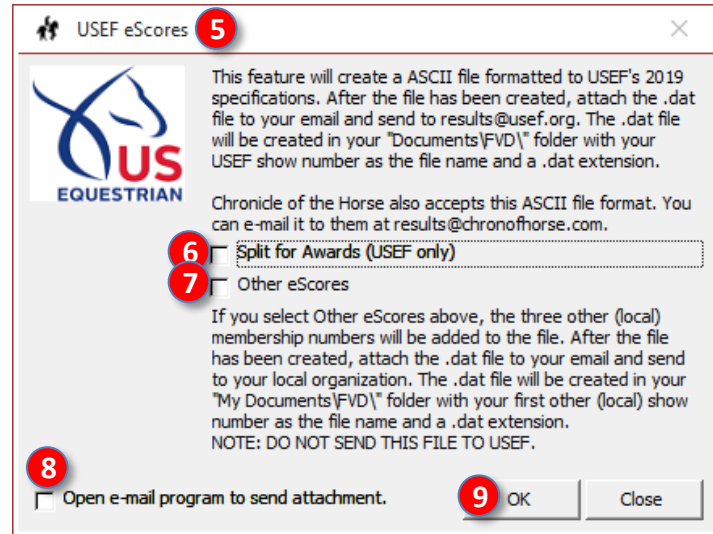
USEF has some rather complicated instructions and Excel templates for the required electronic submission of results ([click here](#)). Fortunately for the FVD user, FVD provides the information required by USEF (and USDF) when you submit the USEF eScores (*.dat) file generated by FVD.

- Select **1 Main Menu > 2 Reports > 3 Post-Show > 4 USEF eScores.**

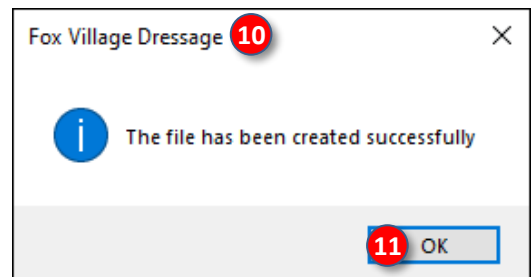


***.dat File for USEF & USDF > Create the FVD eScores (*.dat) File, Cont'd.**

- The **5 USEF eScores** form opens.
- If you awarded by rider status in any class, check the **6 Split for Awards (USEF only)** box. See [Classes Awarded by Rider Status](#) for information.
- If you also want a *.dat file for other (local) organizations, check the **7 Other eScores** box.
- If you want to automatically open your email program to email the *.date file, check the **8 Open e-mail program to send attachment** check box. This box is checked by default.
 - This will automatically save the *.dat file to **Your FVD Folder** and open an email with the *.dat as an attachment.
 - If you uncheck the box, the *.dat file is saved to **Your FVD Folder** but an email is not opened.
- Click **9 Ok**.

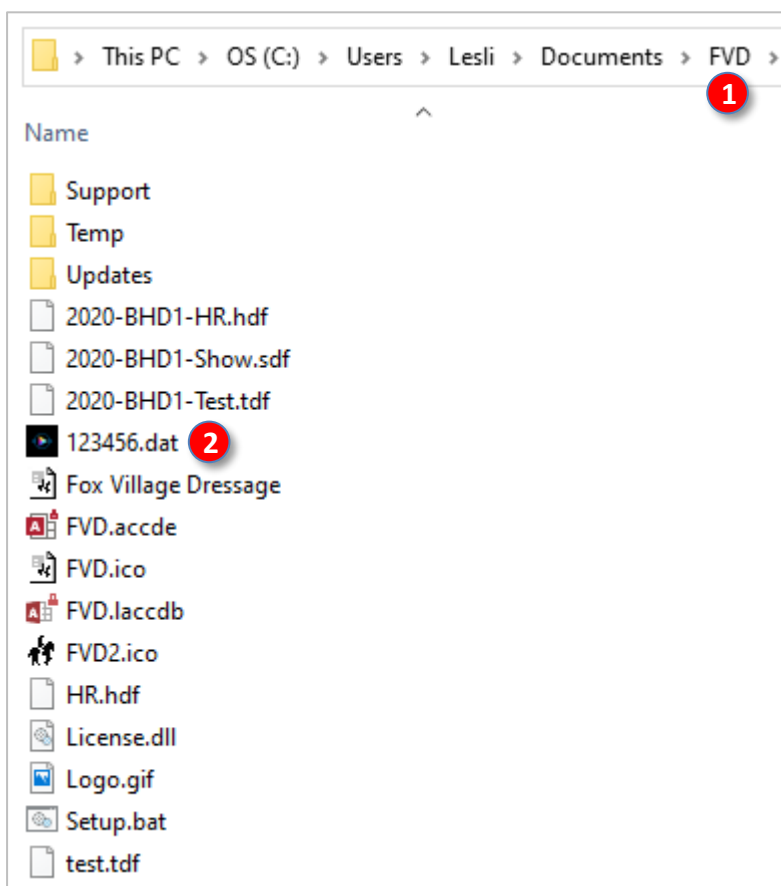


- A **10 Fox Village Dressage** information form opens to inform you that the file has been saved to **Your FVD Folder**.
- Click **11 OK** to return to the **Main Menu**.



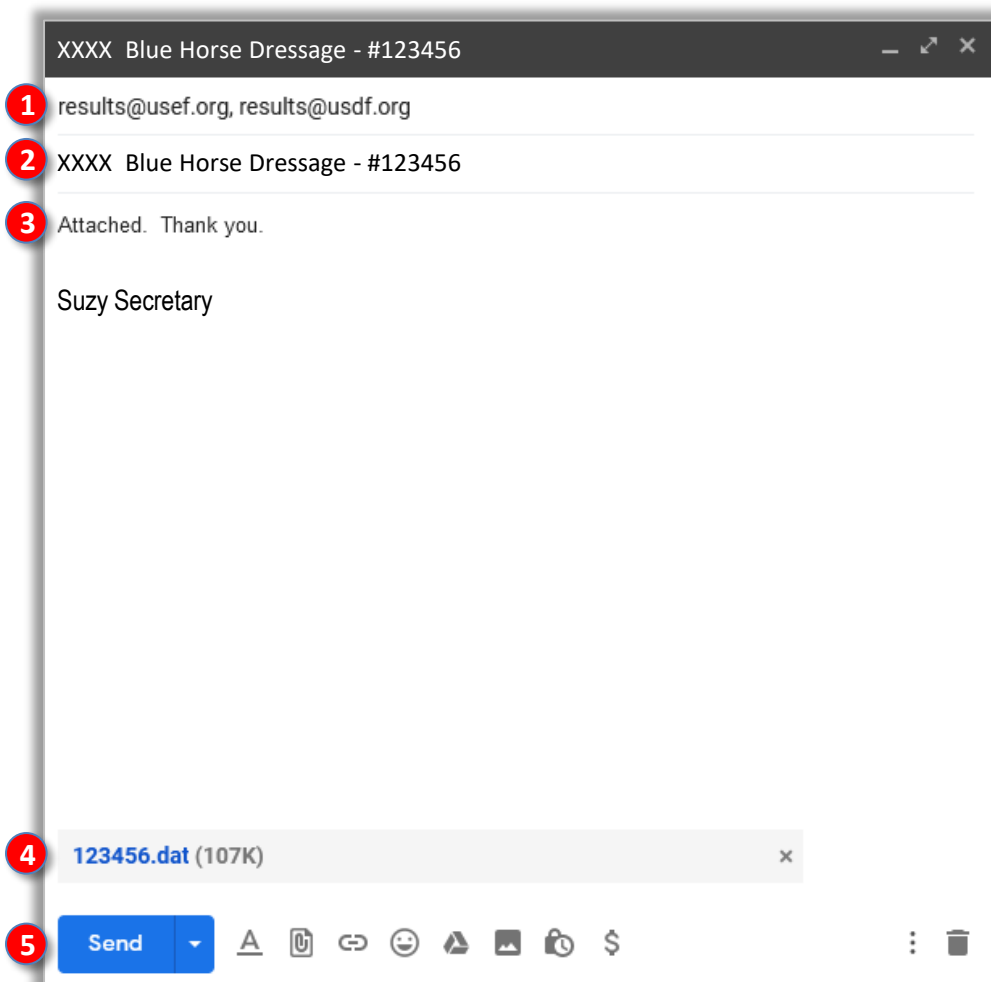
.dat File for USEF & USDF > Verify the eScores (*.dat) File Was Saved*VERIFY THE USEF eSCORES (*.dat) FILE WAS SAVED:**

- Navigate to **1 Your FVD Folder**.
- The file name of the file that you just saved will be your show's USEF/USDF number followed by the **dat** extension. In this example, the show's number is **123456**, so the file name is **2 123456.dat**. Do not change this file name as it is the file name required by USEF.
- Double check to ensure it is the correct show number – you entered this with **Main Menu > Show Office > Show Information** and a previous typo could cause you a big headache!



.dat File for USEF & USDF > Email *.dat File to USEF & USDF*EMAIL *.DAT FILE TO USEF & USDF:**

- In the usual manner, open your default email program and start a new email message.
- **To:** – In the **To...** box, enter **1** results@usef.org and results@usdf.org as these are the email addresses to which results are emailed to USEF and USDF.
- **Subject** – In the **Subject:** box, enter the **2** **Show Name – Show Number** (in this example, it is **#123456**).
- **Message** – A **3** **message** is not required.
- **Attach the File** – Using the method for your email program, attach the ***.dat** file (in this example, it is **123456.dat**). The file name is automatically entered in the **4** **Attachment** area (you do not type it in).
- **Send** – Click the **5** **Send** button.
- Your attachment is now on its way to USEF and USDF!



CHAPTER IV.2. USE POST COMPETITION REPORT FORM



INTRODUCTION:

- You have **VERY LITTLE TIME** to submit your results to **USEF**. Reports must be received by USEF within 10 working days. They may be electronically transmitted; this is easy to do with FVD. Consult the USEF guidelines (see links below) for details.
- Ensure all classes have been placed – even single ride classes must have been placed.
- If a ride had no score, ensure you used the **Term** box (see [Term\(ination\)](#)) so FVD will enter **S** (scratch), **E** (Eliminated), **R** (Retired), or **VW** (Withdrew) in the place box, which is required for the USEF and USDF *.dat file.

- **Two Reports must be sent to USEF:**
 - Snail Mail Report: USEF Post Competition Report Form and your payment(s).
 - Email Report: USEF Electronic Submission of Show Results (created with FVD).

- **USEF web forms and guidelines:**
 - USEF Post Competition Report Form: [Click here](#).
 - 2021 USEF Post Competition Report FAQ: [Click here](#).

- This chapter covers the steps to prepare and send this report to USEF. The following chapter covers the report for USDF.



USEF RESULTS RULES:

USEF Rule GR1214. Results.


1. All competition results and other data as specified by USEF in the license agreement must be **electronically transmitted to USEF within 10 days following a Licensed competition** including all corrections, changes and additions to the prize list. **All results must meet the criteria and format of the Federation result template** with all required fields as published by USEF and must be submitted as outlined in the license agreement. A fee will be assessed for any required data not received electronically. Full results include but are not limited to the names and Federation numbers of all horses, riders and owners in all classes, the number of entries, all placings, and money paid out. In the event of an entry under multiple ownership, only one owner need be a Member or pay a Show Pass fee. The competition is responsible for listing either the active member or the person that paid the Show Pass fee in the results. (Exception GR901.9).
 - b. **Dressage**
 1. Results for Dressage Competitions and Regular or Local competitions holding open Dressage or Dressage Sport Horse Breeding classes must include the Federation and USDF membership and identification/recording numbers for all owners, riders, handlers and horses for whom this information is required for the competition. This material is needed in order to include the winnings of exhibitors in the Federation's permanent records.
2. The secretary of each Federation Licensed Competition must, within 10 calendar days of the competition, send to the Federation, either electronically or by mail with proof of delivery, a list of judges, stewards, technical delegates and competition officials, as well as the full results with all required fields.
3. If the competition fails to file a full set of results postmarked within 10 calendar days of the closing of the competition, the Federation will levy a fine of \$250. If the fine is not paid, future competition dates might be retracted or not awarded. The competition has the right to request a waiver of this fine, provided they can show good cause.
4. If management disputes that the results were not timely filed or that the above fine is not properly owing, it may request a procedural review of these issues before the Co-Chairs of the Hearing Committee or their designees, provided that the request is made within 30 days of management's receipt of the Federation's notice of fine, specifying the grounds for the appeal. The Co-Chairs of the Hearing Committee or their designees may waive a part or all of the fine upon a finding of good cause why the application was not timely filed and/or a finding that extreme hardship results from the automatic penalty.
5. Within 30 days of the deadline for filing any report or paperwork required under the Rules, the Federation must notify the Official Competition Contact responsible for filing such report or paperwork in the event that it has not been received.
6. The Federation must be notified of any retirement ceremony held at any Licensed Competition. See GR812. *BOD*



USEF Post Competition Report Form > The USEF Form

THE FORM:

- Open the **2021 USEF Post Competition Report Form**:
 - Print and fill-in version: [Click here](#).
- This 3-page form is updated annually and sometimes within a year; therefore, each time you prepare the results of a show, download the document from the USEF website to ensure you have the most current version.
- You will complete this form by hand or on the computer, then print and mail it to USEF with your payment(s).
- The **STEP** annotations below refer to the procedures on the following pages and where to find the data in FVD.



POST COMPETITION REPORT

COMPETITION CONTACT/SECRETARIES
Please complete the applicable sections of this form and return it along with proper payment. The information included on this form will assist USEF to properly credit your account. USEF competition fees are to be postmarked or sent electronically within 10 calendar days of the close of the competition (GR1210.5). A fine of \$100 will be imposed on any Competition Manager who fails to pay the appropriate fees and submit the Post Competition Report by this deadline. Local Competitions are exempt from payment of Show Pass fees, but are required to pay USEF fees. This form can be submitted online at usef.org by logging in as the competition management.

FOR OFFICE USE ONLY

POSTMARK DATE: _____

COMPETITION TYPE: _____

COMP #: **STEP A** _____ COMPETITION NAME: _____

DATE: _____ LOCATION: _____

SECTION I (REQUIRED)

INTERNATIONAL HIGH PERFORMANCE FEES	_____ x \$35 =	\$ 0.00
USEF FEES (per horse) STEP B	_____ x \$23 =	\$ 0.00
<small>\$23 (includes \$15 Drug & Medications fee)</small>		
USEF FEES (per horse FEI sanctioned competition)	_____ x \$33 =	\$ 0.00
<small>\$33 (includes \$25 Drug & Medications fee)</small>		
EVENTING USEF HORSE FEES	_____ x \$8 =	\$ 0.00
<small>(Modified and above)</small>		
DRESSAGE RIDE FEES (per ride)	_____ x \$0.45 =	\$ 0.00
<small>USEF training - Fourth Level dressage classes (except Freestyle) STEP C</small>		
COMPETITION FEE (per horse)	_____ x \$1.50 =	\$ 0.00
<small>(Exception: Local Type Competitions) STEP D</small>		
SPECIAL/MEDAL CLASS ENTRIES		
Hunter Seat _____ Pony _____ Adult Eq. _____ Show Jumping Talent Search _____	TOTAL CLASS ENTRIES 0 x \$25 =	\$ 0.00
NCEA Medal _____	TOTAL CLASS ENTRIES _____ x \$25 =	\$ 0.00
Saddle Seat _____ Adult Saddle Seat _____	TOTAL CLASS ENTRIES _____ x \$15 =	\$ 0.00
Western Equitation AA Medal _____ Western Equitation JR Medal _____	TOTAL CLASS ENTRIES _____ x \$10 =	\$ 0.00
	SUB TOTAL =	\$ 0.00

SECTION II

PLEASE COMPLETE THIS SECTION IF YOU ARE INCLUDING APPLICATIONS IN YOUR POST COMPETITION PAYMENT - LIST ALL MEMBERSHIPS AND RECORDINGS ON THE SECOND PAGE

USEF MEMBERSHIPS INCLUDED IN PAYMENT

Active Membership	_____ x \$80 =	\$ 0.00
Active Membership, 3-Year	_____ x \$225 =	\$ 0.00
Life Membership	_____ x \$2500 =	\$ 0.00
Membership Go Green	_____ x \$25 =	\$ 0.00

USEF HORSE RECORDINGS INCLUDED IN PAYMENT

Annual Recording	_____ x \$95 =	\$ 0.00
Life Recording	_____ x \$300 =	\$ 0.00
Horse Go Green	_____ x \$25 =	\$ 0.00

FARM/BUSINESS RECORDINGS INCLUDED IN PAYMENT

Annual Recording	_____ x \$80 =	\$ 0.00
Life Recording	_____ x \$2500 =	\$ 0.00
Membership Go Green	_____ x \$25 =	\$ 0.00
	SUB TOTAL =	\$ 0.00

TOTAL NUMBER OF HORSES ENTERED **STEP G** _____ ESTIMATED SPECTATOR ATTENDANCE **STEP H** _____





SIGNATURE (Contact/Secretary) **STEP I** _____

Bringing the joy of horse sports to as many people as possible.

UNITED STATES EQUESTRIAN FEDERATION : 4001 WING COMMANDER WAY : LEXINGTON, KY 40511 : 859.810.8733 : FAX 859.721.1151 : USEF.ORG

PAYMENT INFORMATION

PAYMENT METHOD (DO NOT SEND CASH) Make Check Payable to: United States Equestrian Federation

CHECK # **STEP J** _____ We also accept    

Card Number: **STEP K** _____

Exp. Date: _____ Zip Code: _____

Card Holder's Name (Print) _____

Card Holder's Signature _____

Subtotal	\$ 0.00
Go Green	\$25.00
TOTAL	\$ 25.00

MEMBERSHIP APPLICATION FEES					
LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	USEF	Horse Go Green	
STEP E		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HORSE RECORDING FEES					
LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	ANNUAL	LIFE	HORSE GO GREEN
STEP F		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FARM/BUSINESS RECORDINGS					
LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	ANNUAL	LIFE	HORSE GO GREEN
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HORSE TRANSFER FEES					
LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	FREE	\$50	HORSE GO GREEN
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HORSE LEASE FEES					
LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	EXTENSION	\$50	HORSE GO GREEN
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AFFILIATED ASSOCIATION FEES COLLECTED AT COMPETITION			
NAME OF AFFILIATED ASSOCIATION	TYPE OF FEE COLLECTED	# OF FEES COLLECTED	TOTAL AMOUNT COLLECTED

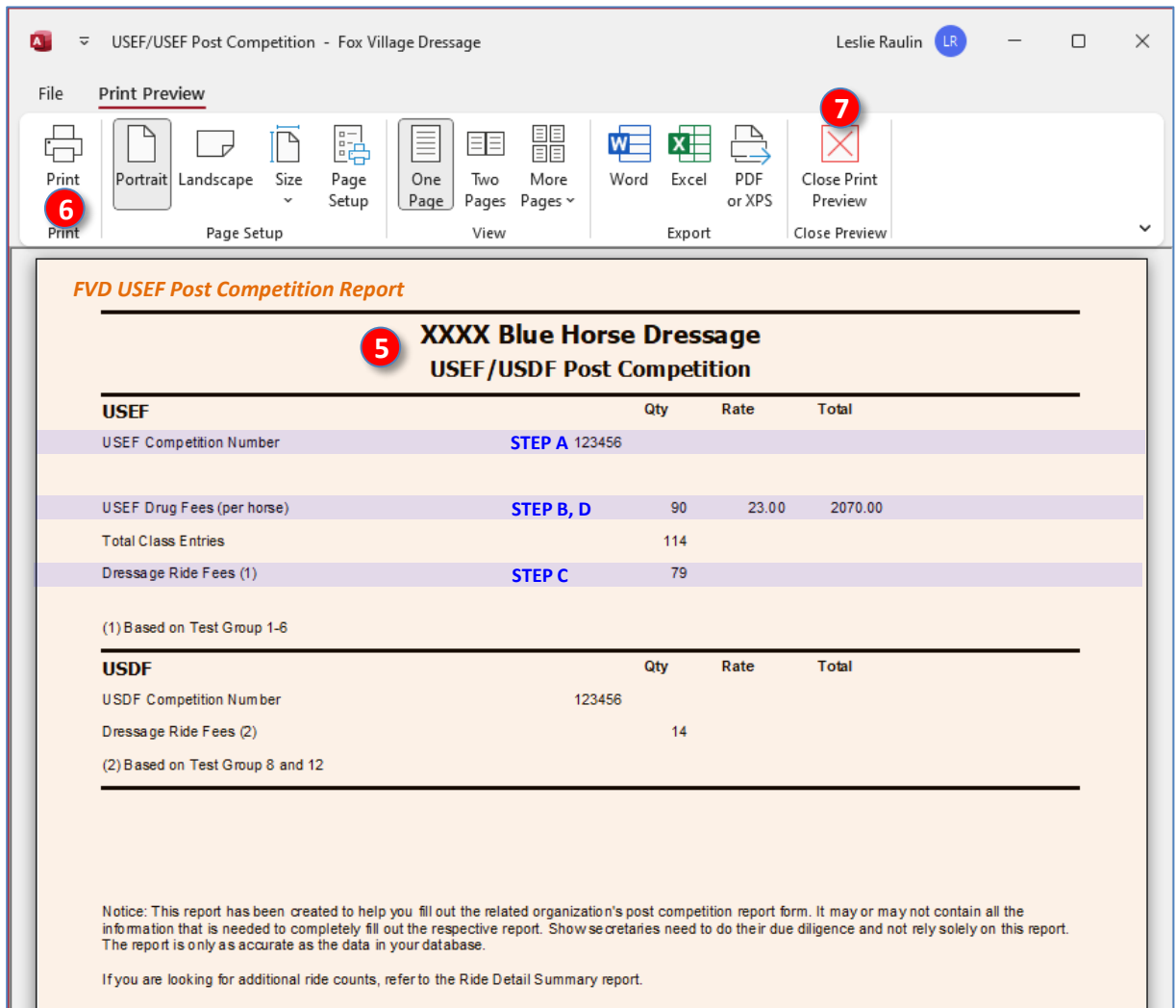
FOR FASTER PROCESSING PLEASE ENCOURAGE COMPETITORS TO SUBMIT APPLICATIONS ONLINE. PAPER APPLICATIONS RECEIVED BY THE FEDERATION ARE SUBJECT TO A \$25 NON-REFUNDABLE GO GREEN FEE.

USEF Post Competition Report Form >
FVD USEF/USDF Post Competition Report

FVD USEF/USDF POST COMPETITION REPORT:

The **FVD USEF/USDF Post Competition** report is the source of most of the information required for the **USEF Post Competition Report Form**.

- Select **1 Main Menu > 2 Reports > 3 Post-Show > 4 USEF/USDF Post Competition** report.
- The **5 USEF/USDF Post Competition** report opens. Information you will need to complete the **USEF Post Competition Report Form** is annotated below.
- If desired, click the **6 Print** icon to print the report.
- Click **7 Close** to close the report.




COMPLETING THE FORM > STEP A: COMPETITION INFORMATION:

- Write or type in:
 - **1** **COMP #** (Competition #)
 - **2** **COMPETITION NAME** (official name of your show)
 - **3** **DATE** [of the show]
 - **4** **LOCATION** [of the show]

FVD USEF Post Competition Report

XXXX Blue Horse Dressage USEF/USDF Post Competition			
USEF	Qty	Rate	Total
USEF Competition Number	123456		

USEF Post Competition Report Form, page 1



POST COMPETITION REPORT

COMPETITION CONTACT/SECRETARIES
Please complete the applicable sections of this form and return it along with proper payment. The information included on this form will assist USEF to properly credit your account. USEF competition fees are to be postmarked or sent electronically within 10 calendar days of the close of the competition (GR1210.5). A fine of \$100 will be imposed on any Competition Manager who fails to pay the appropriate fees and submit the Post Competition Report by this deadline. Local Competitions are exempt from payment of Show Pass fees, but are required to pay USEF fees. This form can be submitted online at usef.org by logging in as the competition management.

FOR OFFICE USE ONLY

POSTMARK DATE: _____

COMPETITION TYPE: _____

1 COMP #: 123456

3 DATE: June 20, YYYY

2 COMPETITION NAME: YYYY Blue Horse Dressage

4 LOCATION: Anytown, ST

COMPLETING THE FORM > STEP B: DRUG/HORSE USEF FEES:

- From the **FVD USEF/USDF Post Competition Report**, determine the **USEF Drug Fees (per horse)** collected. In this example, the fee was paid for **1** 90 horses. On the **Post Competition Report Form** **2** **USEF FEES** line, enter the **1** number. The form multiplies this number by \$23, the USEF Fee, and enters the **3** value on the **USEF Post Competition Report Form**. In this example, $90 \times \$23 = \2070 .

FVD USEF Post Competition Report

XXXX Blue Horse Dressage USEF/USDF Post Competition			
USEF	Qty	Rate	Total
USEF Competition Number	123456		
USEF Drug Fees (per horse)	1 90	23.00	2070.00 3

USEF Post Competition Report Form, page 1

POST COMPETITION REPORT

COMPETITION CONTACT/SECRETARIES
Please complete the applicable sections of this form and return it along with proper payment. The information included on this form will assist USEF to properly credit your account. USEF competition fees are to be postmarked or sent electronically within 10 calendar days of the close of the competition (GR1210.5). A fine of \$100 will be imposed on any Competition Manager who fails to pay the appropriate fees and submit the Post Competition Report by this deadline. Local Competitions are exempt from payment of Show Pass fees, but are required to pay USEF fees. This form can be submitted online at usef.org by logging in as the competition management.

COMP #: 123456 COMPETITION NAME: YYYY Blue Horse Dressage
DATE: June 20, YYYY LOCATION: Anytown, ST

FOR OFFICE USE ONLY

POSTMARK DATE: _____

COMPETITION TYPE: _____

SECTION I (REQUIRED)

INTERNATIONAL HIGH PERFORMANCE FEES	x \$35	=	\$ 0.00
2 USEF FEES (per horse)	1 90	x \$23	= \$ 2,070.00 3
\$23 (includes \$15 Drug & Medications fee)			

NOTE: The **3** value is included in the **TOTAL** box on page 1.

COMPLETING THE FORM > STEP C: DRESSAGE RIDE FEES:

- From the **FVD USEF/USDF Post Competition Report**, determine the number of **Dressage Ride Fees** (the number of **Training** through **Fourth** level rides = USEF tests) collected. In this example, there were **4** **79** Training through Fourth Level rides. On the **Post Competition Report Form** **5** **DRESSAGE RIDE FEES** line, enter the **4** number. The form multiplies this number by \$0.45, the USEF Dressage Rides Fee, and enters the **6** value on the **Post Competition Report Form**. In this example, $79 \times \$0.45 = \35.55 .

FVD USEF Post Competition Report

XXXX Blue Horse Dressage USEF/USDF Post Competition			
USEF	Qty	Rate	Total
USEF Competition Number	123456		
USEF Drug Fees (per horse)	90	23.00	2070.00
Total Class Entries	114		
Dressage Ride Fees (1)	4 79		

USEF Post Competition Report Form, page 1

POST COMPETITION REPORT

COMPETITION CONTACT/SECRETARIES
Please complete the applicable sections of this form and return it along with proper payment. The information included on this form will assist USEF to properly credit your account. USEF competition fees are to be postmarked or sent electronically within 10 calendar days of the close of the competition (GR1210.5). A fine of \$100 will be imposed on any Competition Manager who fails to pay the appropriate fees and submit the Post Competition Report by this deadline. Local Competitions are exempt from payment of Show Pass fees, but are required to pay USEF fees. This form can be submitted online at usef.org by logging in as the competition manager.

COMP #: 123456 COMPETITION NAME: YYYY Blue Horse Dressage
DATE: June 20, YYYY LOCATION: Anytown, ST

FOR OFFICE USE ONLY

POSTMARK DATE: _____

COMPETITION TYPE: _____

SECTION I (REQUIRED)

INTERNATIONAL HIGH PERFORMANCE FEES	x \$35 =	\$ 0.00
USEF FEES (per horse)	90 x \$23 =	\$ 2,070.00
\$23 (includes \$15 Drug & Medications fee) 426		
USEF FEES (per horse FEI sanctioned competition)	x \$33 =	\$ 0.00
\$33 (includes \$25 Drug & Medications fee)		
EVENTING USEF HORSE FEES	x \$8 =	\$ 0.00
(Modified and above)		
5 DRESSAGE RIDE FEES (per ride)	x \$0.45 =	\$ 35.55 6
USEF training - Fourth Level dressage classes (except Freestyle) 4 79		

NOTE: The **6** value is included in the **TOTAL** box on page 1.

COMPLETING THE FORM > STEP D: COMPETITION FEE:

- From the **FVD USEF/USDF Post Competition Report**, determine the number of **USEF Drug Fees (per horse)** collected = # of horses. In this example, the fee was paid for **7 90** horses.
- On the **USEF Post Competition Report Form**, type in this number to the right of **8 USEF Fees (per horse)**. This form multiplies this number by \$1.50, the USEF Competition Fee, to determine the **9** total amount due to USEF. In this example, **90 x \$1.50 = \$135.00**.

FVD USEF Post Competition Report

XXXX Blue Horse Dressage USEF/USDF Post Competition			
USEF	Qty	Rate	Total
USEF Competition Number	123456		
USEF Drug Fees (per horse)	7 90	23.00	2070.00

USEF Post Competition Report Form, page 1

POST COMPETITION REPORT

COMPETITION CONTACT/SECRETARIES
Please complete the applicable sections of this form and return it along with proper payment. The information included on this form will assist USEF to properly credit your account. USEF competition fees are to be postmarked or sent electronically within 10 calendar days of the close of the competition (GR1210.5). A fine of \$100 will be imposed on any Competition Manager who fails to pay the appropriate fees and submit the Post Competition Report by this deadline. Local Competitions are exempt from payment of Show Pass fees, but are required to pay USEF fees. This form can be submitted online at usef.org by logging in as the competition management.

COMP #: 123456 COMPETITION NAME: YYYY Blue Horse Dressage
DATE: June 20, YYYY LOCATION: Anytown, ST

FOR OFFICE USE ONLY

POSTMARK DATE: _____

COMPETITION TYPE: _____

SECTION I (REQUIRED)

INTERNATIONAL HIGH PERFORMANCE FEES	_____ x \$35 =	\$ 0.00
USEF FEES (per horse)	7 90 x \$23 =	\$ 2,070.00
\$23 (includes \$15 Drug & Medications fee)		
USEF FEES (per horse FEI sanctioned competition)	_____ x \$33 =	\$ 0.00
\$33 (includes \$25 Drug & Medications fee)		
EVENTING USEF HORSE FEES	_____ x \$8 =	\$ 0.00
(Modified and above)		
DRESSAGE RIDE FEES (per ride)		
USEF training - Fourth Level dressage classes (except Freestyle)	79 x \$0.45 =	\$ 35.55
8 COMPETITION FEE (per horse)	7 90 x \$1.50 =	9 \$ 135.00
(Exception: Local Type Competitions)		

NOTE: The **9** value is included in the **TOTAL AMOUNT ENCLOSED** boxes on page 1.

COMPLETING THE FORM > STEP E: USEF MEMBERSHIP APPLICATION FEES:

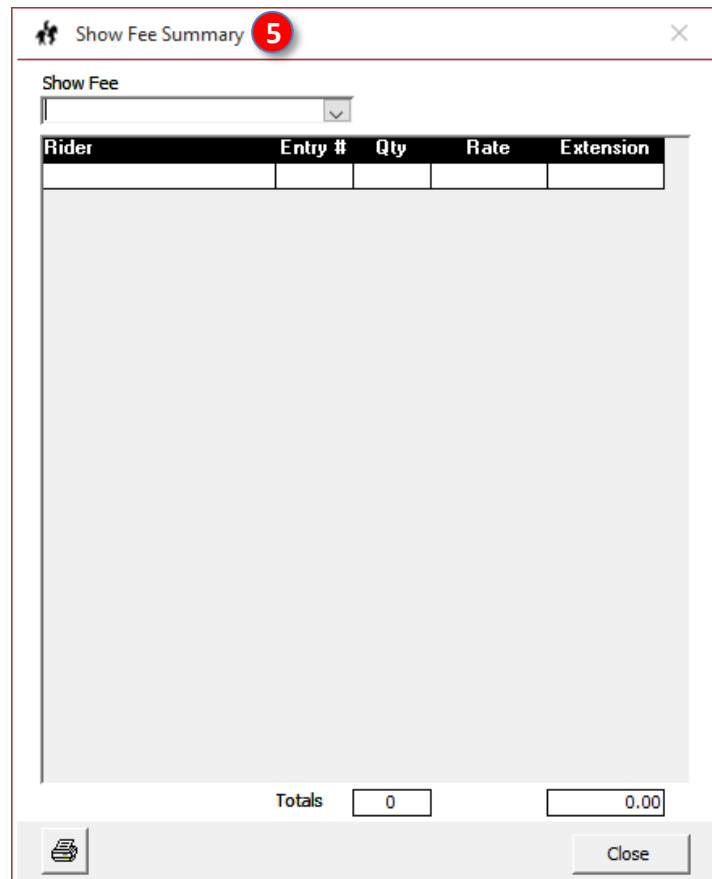
NOTE:

- If you included USEF membership application fees in your show funds, follow these instructions.
- It may be easier to accept separate payments that you could submit with your payment, if you use snail-mail.
- To make life easier for you, you might want to encourage riders/owners/trainers to record their horse(s) and send you verification before or during the show.

- Select **1 Main Menu** > **2 Reports** > **3 Post Show** > **4 Show Fee Summary**.



- The **5 Show Fee Summary** form opens.



Continued on next page...

- Using the **6** drop down arrow, select the **7** membership category you are seeking.
- The list content depends upon the show fees you established in [Show Fees](#) and the fees you collected for the show. This could include the System Fee **Membership Recording Application** or multiple Custom Fees you set up for the multiple categories of USEF membership. This example shows three **8** USEF Memberships Fees that were added in [Custom Fees](#).

Show Fee Summary

Show Fee

6

	Qty	Rate	Extension
Stall Clean Deposit \$50 (refundable)			
Stall H1: Horse Fri-Sat5 or Sat5 \$85			
Stall H2: Horse Sat6-Sun or Sun \$85			
Stall H3: Horse Fri-Sun or Sat-Sun \$			
Stall H4: Horse Thurs night \$85			
Stall H5: Horse Sun night \$85			
Stall T1: Tack Fri-Sat5 or Sat5 \$80			
Stall T2: Tack Sat6-Sun or Sun \$80			
Stall T3: Tack Fri-Sun or Sat-Sun \$11			
Stall T4: Tack Thurs night \$80			
Stall T5: Tack Sun night \$80			
USEF Non-member			
USEF Active Membership 7			
USEF Active Membership, 3-Year 8			
USEF Life Membership			
USEF Show Pass			

Totals 0 0.00

Close

- In this example, we have one **9** **USEF Active Membership**. The rider paid the **USEF Active Membership** fee of **10** \$80, for a total of **11** \$80 collected by the show office during the show.
- Repeat for **USEF Active Membership 3-Year** and/or **USEF Life Membership**, if applicable.
- Make a separate record of these **names** and **fees** as show management must record them on the [USEF Post Competition Report](#). The easiest method is to click the **12** **Print** icon.

Show Fee Summary

Show Fee

USEF Active Membership

Rider	Entry #	Qty	Rate	Extension
First1 Last1	101	1	80.00	80.00

Totals 1 80.00

12 Close

Continued on next page...



SECTION IV. AFTER THE SHOW

USEF Post Competition Report Form > Step E: USEF Membership Application Fees, Cont'd.

- From the FVD **Show Fee Summary**, you have determined the total number of USEF Active Membership fees paid (1 in this example), the names of the person/people who paid, and the total fee owed to USEF for Active Membership (\$80 in this example).
- On page 1 of the **USEF Post Competition Report Form**, on the appropriate **13 Membership** line, enter the total number of each type of USEF membership fees you collected at the show as part of your show's fees. In this example, there is **14 1 Active Membership**. The form multiplies this number by the applicable membership fee and enters the **15** total. In this example, it is $1 \times \$80 = \80 .

USEF Post Competition Report Form, page 1

SECTION II				
PLEASE COMPLETE THIS SECTION IF YOU ARE INCLUDING APPLICATIONS IN YOUR POST COMPETITION PAYMENT - LIST ALL MEMBERSHIPS AND RECORDINGS ON THE SECOND PAGE				
USEF MEMBERSHIPS INCLUDED IN PAYMENT				
13 Active Membership	14 1	x \$80	=	15 \$ 80.00
Active Membership, 3-Year		x \$225	=	\$ 0.00
Life Membership		x \$2500	=	\$ 0.00
Membership Go Green		x \$25	=	\$ 0.00

NOTE: The **15** value is included in the **TOTAL** box on page 1.

- On page 2 of the **USEF Post Competition Report Form**, under **16 MEMBERSHIP APPLICATION FEES**, for **ALL** membership fees collected, enter the **17 LIST NAMES** (riders, owners and trainers), the **18 AMOUNT PAID**, **19 SEPARATE PAYMENT ENCLOSED (YES / NO)**, and check the **20 USEF** box.

USEF Post Competition Report Form, page 2

16 MEMBERSHIP APPLICATION FEES				
LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	USEF	MB GO GREEN
17 FirstName LastName	18 80	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 19	<input checked="" type="checkbox"/> 20	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>

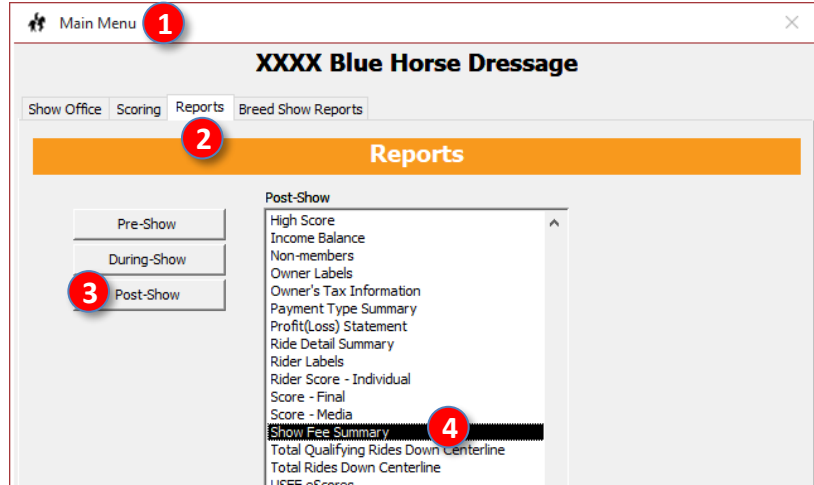
NOTE: List **ALL** people who paid a USEF membership fee, whether or not the fee is included in your show's fees or you will be submitting a separate payment, such as a check from the person.

COMPLETING THE FORM > STEP F: USEF HORSE RECORDING FEES:

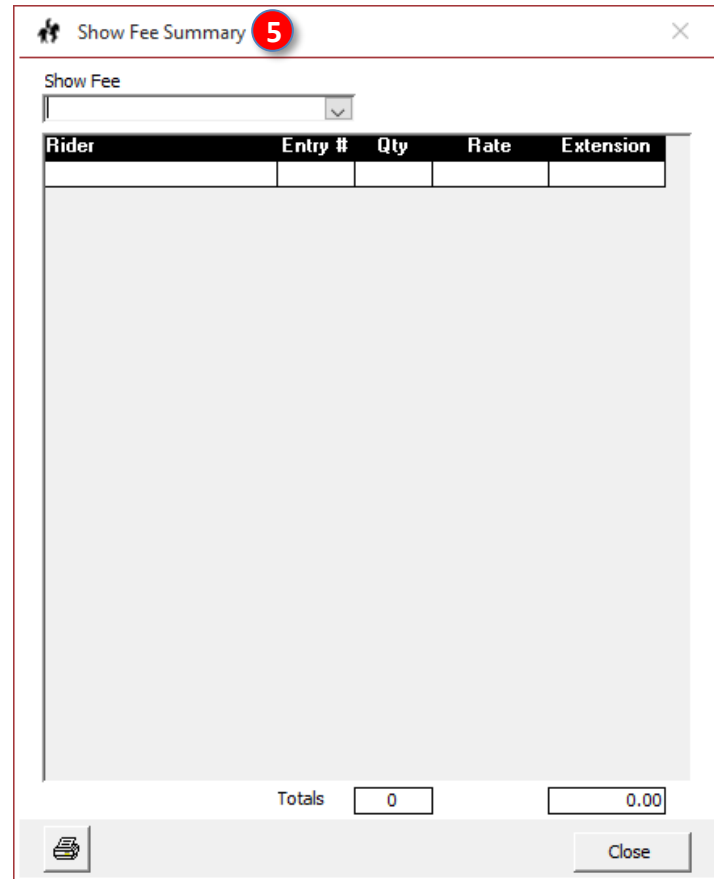
NOTE:

- If you included USEF horse recording fees in your show funds, follow these instructions.
- It may be easier to accept separate payments that you could submit with your show check, if you use snail-mail.
- To make life easier for you, you might want to encourage riders/owners/trainers to record their horse(s) and send you verification before or during the show.

- Select **1 Main Menu** > **2 Reports** > **3 Post Show** > **4 Show Fee Summary**.



- The **5 Show Fee Summary** form opens.



Continued on next page...

- Using the **6** drop down arrow, select the recording fee you are seeking.
- The list content depends upon the show fees you established in [Show Fees](#) and the fees you collected for the show.
- This could include the **System Fee Horse Recording Application** or Custom Fees such as **USEF Annual Horse Recording** and/or **USEF Lifetime Horse Recording**; these custom fees are on the [USEF Post Competition Report](#) so including them in your show fees is recommended.
- In this example, we select **7 USEF Annual Horse Recording**.

The screenshot shows the 'Show Fee Summary' window. A dropdown menu is open, listing various fees. The fee 'USEF Annual Horse Recording' is highlighted with a red box and a red circle labeled '7'. A red circle labeled '6' is next to the dropdown arrow. Below the list is a table with columns 'Qty', 'Rate', and 'Extension'. At the bottom, there are 'Totals' fields and a 'Close' button.

- For this show, we see that one rider paid the USEF Annual Horse Recording fee of **8 \$95**, for a total of **9 \$95** collected by the show office during the show as part of the show's fees. Show management must record the \$95 on the USEF Post Competition Report and include the \$95 in its payment to USEF.
- Repeat for **USEF Life Horse Recording**, if applicable.
- Make a separate record of these **names and fees** as show management must record them on the [USEF Post Competition Report p.2](#).

The screenshot shows the 'Show Fee Summary' window with 'USEF Annual Horse Recording' selected in the dropdown. A table is displayed with columns 'Rider', 'Entry #', 'Qty', 'Rate', and 'Extension'. One entry is shown: Rider 'First1 Last1', Entry # '101', Qty '1', Rate '95.00', and Extension '95.00'. A red circle labeled '8' is next to the '95.00' in the Extension column. At the bottom, the 'Totals' row shows '1' for Qty and '95.00' for Extension. A red circle labeled '9' is next to the '95.00' in the Totals row. A 'Close' button is at the bottom right.

Continued on next page...

- On page 1 of the **USEF Post Competition Report Form**, on the **10 Annual Recording** or **Life Recording** line, enter the total number of each type of USEF Horse Recording fees collected that are part of your show's fees. In this example, enter **11 1** for Annual Recording. The form multiplies the number by the applicable fee and enters the **12** value. In this example, it is $1 \times \$95 = \95 .

USEF Post Competition Report Form, page 1

SECTION II			
PLEASE COMPLETE THIS SECTION IF YOU ARE INCLUDING APPLICATIONS IN YOUR POST COMPETITION PAYMENT - LIST ALL MEMBERSHIPS AND RECORDINGS ON THE SECOND PAGE			
USEF MEMBERSHIPS INCLUDED IN PAYMENT			
Active Membership	<u>1</u>	x \$80 =	<u>\$ 80.00</u>
Active Membership, 3-Year	_____	x \$225 =	<u>\$ 0.00</u>
Life Membership	_____	x \$2500 =	<u>\$ 0.00</u>
Membership Go Green	_____	x \$25 =	<u>\$ 0.00</u>
USEF HORSE RECORDINGS INCLUDED IN PAYMENT			
10 Annual Recording	11 <u>1</u>	x \$95 =	12 <u>\$ 95.00</u>
Life Recording	_____	x \$300 =	<u>\$ 0.00</u>
Horse Go Green	_____	x \$25 =	<u>\$ 0.00</u>

NOTE: The **12** value is included in the **TOTAL AMOUNT ENCLOSED** boxes on page 1.

- On page 2 of the **USEF Post Competition Report Form**, under **13 HORSE APPLICATION FEES**, enter the **14 NAMES** (riders, owners and trainers), the **15 AMOUNT PAID**, **16 SEPARATE PAYMENT ENCLOSED (YES/NO)**, and check the **17 ANNUAL**.

USEF Post Competition Report Form, page 2

13 HORSE RECORDING FEES					
LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	ANNUAL	LIFE	HORSE GO GREEN
14 FirstName LastName	95 15	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 16	<input checked="" type="checkbox"/> 17	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: List ALL people who paid a USEF horse recording fee, whether or not the fee is included in your show's fees or you will be submitting a separate payment, such as a check from the person.

- If you also accepted **FARM/BUSINESS RECORDINGS**, complete the information as for a Horse Recording.
- On page 2 of the USEF Post Competition Report, enter information for **HORSE TRANSFER FEES**, **HORSE LEASE FEES**, and/or **AFFFFFIATED ASSOCIATION FEES COLLECTED AT COMPETITION**, if you collected these fees at your show.

USEF Post Competition Report Form > Step G: # of Horses, Step H: Number of Spectators, Step I: Signature

COMPLETING THE FORM > STEP G: TOTAL NUMBER OF HORSES:

- From the **FVD USEF Post Competition Report**, determine the total number of horses entered by using the number of **1 USEF Drug Fees** paid = # of horses. In this example, there were **2 90** USEF Drug Fees paid and therefore 90 horses entered in the show. On the **USEF Post Competition Report Form**, type in this number in the **2 TOTAL NUMBER OF HORSES ENTERED** line.

FVD USEF Post Competition Report

1 USEF Drug Fees (per horse)	2 90	23.00	2070.00
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COMPLETING THE FORM > STEP H: SPECTATOR ATTENDANCE:

- If you do not have a method to determine the number of spectators, this may be estimated as 2 times the number of rides (total class entries). Using the **FVD USEF Post Competition Report**, determine the **3 Total Class Entries** = number of rides. In this example there were **4 114** rides in the show; therefore, an estimate of the spectators is **228**. On the **USEF Post Competition Report Form**, type in this number in the **5 ESTIMATED SPECTATOR ATTENDANCE** line.

FVD USEF Post Competition Report

3 Total Class Entries	4 114
------------------------------	--------------

COMPLETING THE FORM > STEP I: SIGNATURE:

- The Contact/Secretary signs the printed **USEF Post Competition Report Form** in **6 SIGNATURE** line or uses a digital signature.

USEF Post Competition Report Form, page 1

TOTAL NUMBER OF HORSES ENTERED <u>90</u> 2	ESTIMATED SPECTATOR ATTENDANCE <u>228</u> 5						
SIGNATURE (Contact/Secretary) <u>Suzy Secretary</u> 6							
<i>Bringing the joy of horse sports to as many people as possible.</i>							
UNITED STATES EQUESTRIAN FEDERATION : 4001 WING COMMANDER WAY : LEXINGTON, KY 40511 : 859.810.8733 : FAX 859.721.1151 : USEF.ORG							
PAYMENT INFORMATION							
PAYMENT METHOD (DO NOT SEND CASH) Make Check Payable to: United States Equestrian Federation							
<input type="checkbox"/> CHECK # _____ We also accept	<table border="1"> <tr> <td>Subtotal</td> <td>\$ 2,415.55</td> </tr> <tr> <td>Go Green</td> <td>\$25.00</td> </tr> <tr> <td>TOTAL</td> <td>\$ 2,440.55</td> </tr> </table>	Subtotal	\$ 2,415.55	Go Green	\$25.00	TOTAL	\$ 2,440.55
Subtotal		\$ 2,415.55					
Go Green		\$25.00					
TOTAL		\$ 2,440.55					
Card Number: _____							
Exp. Date: _____ Zip Code: _____							
Card Holder's Name (Print) _____							
Card Holder's Signature _____							

USEF Post Competition Report Form > Step J: Total Due, Step K: Payment, Snail Mail to USEF

COMPLETING THE FORM > STEP J: TOTAL AMOUNT ENCLOSED:

- The **USEF Post Competition Report Form** automatically calculates the total amount due and enters the value on the **1 TOTAL** line.

COMPLETING THE FORM > STEP K: PAYMENT INFORMATION:

- If you pay by check, complete the **2** check information.
- If you pay by credit card, complete the **3** credit card information.

USEF Post Competition Report Form, page 1

PAYMENT METHOD (DO NOT SEND CASH) Make Check Payable to: United States Equestrian Federation

2 CHECK # _____ We also accept

3 Card Number: _____

Exp. Date: _____ Zip Code: _____

Card Holder's Name (Print) _____

Card Holder's Signature _____

Subtotal	\$ 2,415.55
Go Green	\$25.00
TOTAL	\$ 2,440.55 1

1

NOTE: Some of the fees, such as USEF Membership and USEF Horse Recording, may have been paid in competitor checks made out to USEF. Do not include these amounts in your payment; the competitor checks are instead mailed to USEF with the Post Competition Report.

COMPLETING THE FORM > SNAIL MAIL TO USEF:

- Snail Mail the following to USEF using the USEF address on the form:
 - **USEF Post Competition Report Form**
 - **Your check** (if not using a credit card)
 - **Competitor checks** made out to USEF
 - **Membership Application** forms collected during the show
 - **Horse Recording Application** forms collected during the show
- Do not collect or send **USEF Medication Report Forms** with this packet; they are completed by the competitor online.

MEMBERSHIP APPLICATION FEES

LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	USEF	NO GO GREEN
FirstName LastName	80	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>

HORSE RECORDING FEES

LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	ANNUAL	LIFE	HORSE GO GREEN
FirstName LastName	95	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FARM/BUSINESS RECORDINGS

LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	ANNUAL	LIFE	NO GO GREEN
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HORSE TRANSFER FEES

LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	FREE	\$50	HORSE GO GREEN
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HORSE LEASE FEES

LIST NAMES	AMOUNT PAID	SEPARATE PAYMENT ENCLOSED	EXTENSION	\$60	HORSE GO GREEN
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AFFILIATED ASSOCIATION FEES COLLECTED AT COMPETITION

NAME OF AFFILIATED ASSOCIATION	TYPE OF FEE COLLECTED	# OF FEES COLLECTED	TOTAL AMOUNT COLLECTED

FOR FASTER PROCESSING PLEASE ENCOURAGE COMPETITORS TO SUBMIT APPLICATIONS ONLINE. PAPER APPLICATIONS RECEIVED BY THE FEDERATION ARE SUBJECT TO A \$25 NON-REFUNDABLE GO GREEN FEE.

CHAPTER IV.3. USDF REPORT OF FEES





INTRODUCTION:

- You have **VERY LITTLE TIME** to submit your results to **USDF**. Reports must be received by USDF within 10 working days. They may be electronically transmitted; this is easy to do with FVD. Consult the USDF guidelines (see links below) for details.
- Ensure all classes have been placed – even single ride classes must have been placed.
- If a ride had no score, ensure you used the **Term** box (see [Term\(ination\)](#)) so FVD will enter **S** (scratch), **E** (Eliminated), **R** (Retired), or **VW** (Withdrew) in the place box, which is required for the USEF and USDF *.dat file.
- **Two Reports must be sent to USDF:**
 - USDF Report of Fees and your payment(s) – can be done online
 - USEF/USDF Electronic Submission of Show Results (the FVD *.dat file – sent via email).
- **USDF web forms and guidelines:**
 - 202# USDF Report of Fees: [Click here](#).
 - USDF Results, Fees, and Paperwork Submission Guidelines: [Click here](#).
- This chapter covers the steps to prepare and send these reports to USDF. The previous chapter covered reports for USEF.



USDF

USDF Report of Fees Page 1 > The USDF Form, Step A: Show Information

THE FORM:

- The **USDF Report of Fees** (fill-in) PDF form is downloaded and saved, filled-in and saved again:
 - You may then print it and snail mail it with check(s) covering the fees or credit card information due to USDF.
 - You may also email the report to USDF and pay online.
- These documents change at least annually; therefore, each time you send the results of a show, download the documents from the website to ensure you have the most current version.
- The form looks very daunting; however, don't despair – the FVD program takes the pain out of the reporting process!
- The **STEP** annotations below refer to the procedures on the following pages.

2023 REPORT OF FEES

Competition Name: STEP A
Competition Date: _____ USEF/USDF Competition # _____

- This form MUST be submitted with a valid form of payment and be postmarked via certified mail or sent electronically within 10 days after the final day of the competition. For competitions held during the last two weeks of September (including the last two weekends), the results, fees and paperwork must be received in the USDF office by the 3rd day after the last day of the USEF-licensed/USDF-recognized competition. Payment may be made via valid check, money order (payable to USDF), credit card, or online. Should you choose to pay with a credit card, please do not email your credit card information. **NOTE: If payment is submitted online, please provide your transaction ID number on this form.**
- All regional championship qualifying fees paid to show management must be submitted to USDF, including fees from riders that scratched, were eliminated, excused or did not show up for the class. Exceptions: Competition Refund policy clearly states that fees will be refunded to the competitor; or fees are reapplied to cover the indebtedness to the competition not paid by the competitor.
- Send this form with valid form of payment, or proof of payment to USDF: USDF, 4051 Iron Works Parkway, Lexington, KY 40511

LEVEL	# OF RIDES	COST PER RIDE	FEES
Training (test 3)	STEP B	X \$15.00 per ride	\$0
First (test 3)		X \$15.00 per ride	\$0
Second (test 3)		X \$15.00 per ride	\$0
Third (test 3)		X \$15.00 per ride	\$0
Fourth (test 3)		X \$15.00 per ride	\$0
FEI Junior Team		X \$15.00 per ride	\$0
FEI Young Rider Team		X \$15.00 per ride	\$0
Prix St. Georges		X \$15.00 per ride	\$0
Intermediate I		X \$15.00 per ride	\$0
Intermediate II		X \$15.00 per ride	\$0
Grand Prix		X \$15.00 per ride	\$0
First Level Freestyle		X \$15.00 per ride	\$0
Second Level Freestyle		X \$15.00 per ride	\$0
Third Level Freestyle		X \$15.00 per ride	\$0
Fourth Level Freestyle		X \$15.00 per ride	\$0
Intermediate I Freestyle		X \$15.00 per ride	\$0
Grand Prix Freestyle		X \$15.00 per ride	\$0
SUBTOTAL OF QUALIFYING RIDE FEES			\$0

CONTINUED ON BACK

Competitions 09/2022

SUBTOTAL OF FEES FROM FRONT OF FORM		STEP C
NUMBER		\$ 0.00
USDF Ride Fee	STEP D	
USDF Introductory Level Tests A, B & C (\$0.45 per ride)		TOTAL \$ 0.00
USDF Freestyles Training – Fourth Level (\$0.45 per ride)		TOTAL \$ 0.00
One Year Participating Membership (\$90 each)	STEP E	TOTAL \$ RECEIVED \$ 0
One Year Youth Participating Membership (\$72 each)		TOTAL \$ RECEIVED \$ 0
One Year Business Membership (\$240 each)		TOTAL \$ RECEIVED \$ 0
Five Year Participating Membership (\$360 each)		TOTAL \$ RECEIVED \$ 0
Lifetime Participating Membership (\$1800 each)		TOTAL \$ RECEIVED \$ 0
Lifetime Horse Registration (LHR) Fees (\$115 each)		TOTAL \$ RECEIVED \$ 0
Upgrade to LHR (\$80 each)		TOTAL \$ RECEIVED \$ 0
Horse Identification Number (HID) Application (\$35 each)		TOTAL \$ RECEIVED \$ 0
LHR Transfer or Name Change (\$35 each)		TOTAL \$ RECEIVED \$ 0
HID Registration Transfer or Name Change (\$15 each)		TOTAL \$ RECEIVED \$ 0
Lease Agreement Fee (\$35 each)		TOTAL \$ RECEIVED \$ 0
Affidavit Fees (\$5 per form)		TOTAL \$ RECEIVED \$ 0
*Non-Member Fees (\$35 each)		TOTAL \$ RECEIVED \$ 0
<small>*The USDF non-member form is no longer required, however, a list of names for which the non-member payment has been submitted must be provided below or attached.</small>		
Non-Member Names: _____		
STEP F		
GRAND TOTAL OF FEES ENCLOSED (Including Subtotal of Qualifying Rides from front)		\$ 0.00
STEP G	SUBTRACT TOTAL \$ PAID BY COMPETITORS (Personal Checks/Credit Cards) TO USDF	-\$ _____
TOTAL AMOUNT OWED BY SHOW TO USDF		\$ 0.00
Payment may be submitted online at http://www.usdf.org/online-services/fee-reports/compfees.asp		
CREDIT CARD INFORMATION		STEP H
<small>Please do not submit Credit Card information via email.</small>		
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	TOTAL AMOUNT TO CHARGE	\$ _____
Credit Card Number _____	Exp. Date _____ / _____	
Name on Card _____	CVV _____	
Address of Cardholder _____		
Signature _____		

Competitions 09/2022

STEP A: SHOW INFORMATION: Write/type in the **1** Competition Name, the **2** Competition Date, and the **3** USDF/USEF Competition #.

USDF Report of Fees, page 1

Competition Name: YYY Blue Horse Dressage 1	
Competition Date: June 20, YYYY 2	USEF/USDF Competition # 123456 3



USDF Report of Fees Page 1 > Step B: Qualifying Ride Fees > FVD USDF Qualifying Ride Fees Report

STEP B: QUALIFYING RIDE FEES > FVD USDF QUALIFYING RIDES REPORT:

The **FVD USDF Qualifying Ride Fees Report** is used to complete page 1 of the **USDF Report of Fees**, which reports the number of GAIG Q fees for each Q test.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 USDF Qualifying Ride Fees** report.

FVD USDF Qualifying Ride Fees Report

Test	# of Rides	Q Fee	Total Q Fee
Level, Test 3 2019	5	15.00	75.00
Level, Test 3 2019	5	15.00	75.00
Level, Test 3 2019	5	15.00	75.00
Third Level, Test 3 2019	3	15.00	45.00
Fourth Level, Test 3 2019	3	15.00	45.00
FEI Prix St. Georges 2018	4	15.00	60.00
FEI Intermediate I 2018	3	15.00	45.00
FEI Intermediate II 2018	2	15.00	30.00
FEI Grand Prix 2018	2	15.00	30.00
USDF Freestyle, First Level 2019	3	15.00	45.00
USDF Freestyle, Second Level 2019	1	15.00	15.00
USDF Freestyle, Third Level 2019	5	15.00	75.00
USDF Freestyle, Fourth Level 2019	1	15.00	15.00
FEI Freestyle, Intermediate I 2017	2	15.00	30.00
FEI Freestyle, Grand Prix 2017	2	15.00	30.00
Total of Qualifying Ride Fees			720.00

Note: per USDF rule changes for 2014, ALL qualifying fees collected must be submitted to the USDF regardless of scratches and no-shows.

Monday, May 8, 2023 3:38 PM Page 1 of 1

NOTE: FVD has two reports for GAIG Q. **Total Qualifying Rides Down Centerline** reports the actual GAIG Q **rides** that were completed. **USDF Qualifying Ride Fees** reports the GAIG Q **fees** paid for each test type. In the past, **rides** were reported; USDF did not receive fees paid for scratched or incomplete rides. Now **fees** are reported; USDF receives all GAIG Q fees paid, even if a ride was scratched or not completed.

- The **5 USDF Qualifying Rides Report** opens.
- The report contains:
 - 6 Test**
 - 7 # of Rides**
 - 8 Q Fee**
 - 9 Total Q Fee** for each Q test
 - 10 Total of Qualifying Ride Fees**
- If desired, click **11 Print** to print the report.
- Click **12 Close Print Preview** to close the report.

STEP B: QUALIFYING RIDE FEES > COMPLETE THE FORM:

- Look at the first qualifying test on the **FVD USDF Qualifying Ride Fees Report** (1 **Training Level Test 3**). In this example, the # of Rides (# of ride fees paid) is 2 **4**.
- On the **USDF Report of Fees**, in the 3 **# of Rides** (# of ride fees paid) box corresponding to **Training Level, Test 3 2019**, type 4 **4**. The form multiplies the number by \$15.00, the Qualifying Ride fee, and enters the 5 **value** in the Total Q Fee box. In the example $4 \times \$15.00 = \60.00 .
- Repeat for the next Q test, ...
- The form calculates the 6 **SUBTOTAL OF QUALIFYING RIDE FEES [PAID]**. In this example, it is 7 **\$720.00**.

FVD USDF Qualifying Ride Fees Report

Test	# of Rides	Q Fee	Total Q Fee
USEF Training Level, Test 3 2023 1	4 2	15.00	60.00
USEF First Level, Test 3 2023	10	15.00	150.00
USEF Second Level, Test 3 2023	1	15.00	15.00
USEF Third Level, Test 3 2023	5	15.00	75.00
USEF Fourth Level, Test 3 2023	3	15.00	45.00
FEI Prix St. Georges 2022	4	15.00	60.00
FEI Intermediate I 2022	3	15.00	45.00
FEI Intermediate II 2022	2	15.00	30.00
FEI Grand Prix 2022	2	15.00	30.00
USDF Freestyle, First Level 2023	3	15.00	45.00
USDF Freestyle, Second Level 2023	1	15.00	15.00
USDF Freestyle, Third Level 2023	5	15.00	75.00
USDF Freestyle, Fourth Level 2023	1	15.00	15.00
FEI Freestyle, Intermediate I 2017	2	15.00	30.00
FEI Freestyle, Grand Prix 2017	2	15.00	30.00
Total of Qualifying Ride Fees			720.00

Note: per USDF rule changes for 2014, ALL qualifying fees collected must be submitted to the USDF regardless of scratches and no-shows.

USDF Report of Fees, page 1

	LEVEL	3 # OF RIDES	COST PER RIDE	FEES
QUALIFYING RIDES	Training (test 3)	4 4	X \$15.00 per ride	\$60 5
	First (test 3)	10	X \$15.00 per ride	\$150
	Second (test 3)	1	X \$15.00 per ride	\$15
	Third (test 3)	5	X \$15.00 per ride	\$75
	Fourth (test 3)	3	X \$15.00 per ride	\$45
	FEI Junior Team		X \$15.00 per ride	\$0
	FEI Young Rider Team		X \$15.00 per ride	\$0
	Prix St. Georges	4	X \$15.00 per ride	\$60
	Intermediate I	3	X \$15.00 per ride	\$45
	Intermediate II	2	X \$15.00 per ride	\$30
	Grand Prix	2	X \$15.00 per ride	\$30
	First Level Freestyle	3	X \$15.00 per ride	\$45
	Second Level Freestyle	1	X \$15.00 per ride	\$15
	Third Level Freestyle	5	X \$15.00 per ride	\$75
	Fourth Level Freestyle	1	X \$15.00 per ride	\$15
	Intermediate I Freestyle	2	X \$15.00 per ride	\$30
	Grand Prix Freestyle	2	X \$15.00 per ride	\$30
		6 SUBTOTAL OF QUALIFYING RIDE FEES	\$720 7	

**STEP C: SUBTOTAL OF Q FEES:**

- On the top of page 2 of the [2020 USDF Report of Fees](#), the form automatically enters the **1** **SUBTOTAL OF FEES FROM FRONT OF FORM**, which is determined at the bottom of page 1 . In this example, it is **2** **\$720**.

USDF Report of Fees, page 2

1 SUBTOTAL OF FEES FROM FRONT OF FORM	\$ 720.00 2
--	--------------------



USDF Report of Fees Page 2 > Step C: Subtotal of Q Fees, Step D: USDF Ride Fee > FVD Total Rides Down Centerline Report

STEP C: SUBTOTAL OF Q FEES:

- On the top of page 2 of the **2020 USDF Report of Fees**, the form automatically enters the **1 SUBTOTAL OF FEES FROM FRONT OF FORM**, which is determined at the bottom of page 1. In this example, it is **2 \$720.** *USDF Report of Fees, page 2*

1	SUBTOTAL OF FEES FROM FRONT OF FORM	\$ 720.00	2
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STEP D: NEW USDF RIDE FEE > FVD TOTAL RIDES DOWN CENTERLINE REPORT:

The **FVD Total Rides Down Centerline Report** is used to complete the top pf page 2 of the **USDF Report of Fees**.

- Select **3 Main Menu > 4 Reports > 5 Post-Show > 6 Total Rides Down Centerline.**



FVD Total Rides Down Centerline Report

XXXX Blue Horse Dressage						
Total Rides Down Centerline						
Class	Class Name	Test	# of Rides	Total Time	Day	
1	USDF Introductory Level Test A Open NR	USDF Introductory Level, Test A 2023	1	6 min.	Thursday	12
2.0	USDF Introductory Level Test B Open NR	USDF Introductory Level, Test B 2023	1	6 min.	Thursday	
3.0	USDF Introductory Level Test C Open NR	USDF Introductory Level, Test C 2023	1	6 min.	Thursday	
101.0	USEF Training Level Test 1 Open	USEF Training Level, Test 1 2023	1	6 min.	Thursday	13
102.0	USEF Training Level Test 2 Open CBLM	USEF Training Level, Test 2 2023	3	24 min.	Thursday	
103.0	USEF Training Level Test 3 Open GAIG	USEF Training Level, Test 3 2023	4	28 min.	Thursday	
111.0	USEF First Level Test 1 Open	USEF First Level, Test 1 2023	6	42 min.	Thursday	
112.0	USEF First Level Test 2 Open CBLM	USEF First Level, Test 2 2023	14	112 min.	Thursday	
113.0	USEF First Level Test 3 Open GAIG	USEF First Level, Test 3 2023	7	56 min.	Thursday	
121.0	USEF Second Level Test 1 Open	USEF Second Level, Test 1 2023	5	40 min.	Thursday	
122.0	USEF Second Level Test 2 Open CBLM	USEF Second Level, Test 2 2023	4	36 min.	Thursday	
123.0	USEF Second Level Test 3 Open GAIG	USEF Second Level, Test 3 2023	2	16 min.	Thursday	
131.0	USEF Third Level Test 1 Open	USEF Third Level, Test 1 2023	7	56 min.	Thursday	
132.0	USEF Third Level Test 2 Open CBLM	USEF Third Level, Test 2 2023	5	40 min.	Thursday	
133.0	USEF Third Level Test 3 Open GAIG	USEF Third Level, Test 3 2023	5	40 min.	Thursday	
141.0	USEF Fourth Level Test 1 Open	USEF Fourth Level, Test 1 2023	5	40 min.	Thursday	
142.0	USEF Fourth Level Test 2 Open CBLM	USEF Fourth Level, Test 2 2023	1	8 min.	Thursday	
143.0	USEF Fourth Level Test 3 Open GAIG	USEF Fourth Level, Test 3 2023	1	9 min.	Thursday	
143.0	USEF Fourth Level Test 3 Open GAIG	USEF Fourth Level, Test 3 2023	2	18 min.	Thursday	
151.0	FEI Prix St. Georges Open CBLM GAIG	FEI Prix St. Georges 2022	9	81 min.	Thursday	
152.0	FEI Intermediate TOC Open CBLM GAIG	FEI Intermediate I 2022	2	18 min.	Thursday	
153.0	FEI Grand Prix TOC Open CBLM GAIG	FEI Grand Prix 2022	2	18 min.	Thursday	
160.0	USEF TOC Open CBLM GAIG (for Class 161 e	USEF First Level, Test 3 2023	1	8 min.	Thursday	
160.0	USEF TOC Open CBLM GAIG (for Class 161 e	USEF Fourth Level, Test 3 2023	1	9 min.	Thursday	
160.0	USEF TOC Open CBLM GAIG (for Class 161 e	USEF Second Level, Test 2 2023	2	18 min.	Thursday	
160.0	USEF TOC Open CBLM GAIG (for Class 161 e	USEF Third Level, Test 3 2023	1	8 min.	Thursday	
160.0	USEF TOC Open CBLM GAIG (for Class 161 e	USEF Training Level, Test 2 2023	1	8 min.	Thursday	
161.0	MFS USDF Training - Fourth TOC Open CBLM	USDF Freestyle, First Level 2023	4	36 min.	Thursday	
161.0	MFS USDF Training - Fourth TOC Open CBLM	USDF Freestyle, Fourth Level 2023	1	9 min.	Thursday	
161.0	MFS USDF Training - Fourth TOC Open CBLM	USDF Freestyle, Second Level 2023	1	9 min.	Thursday	
161.0	MFS USDF Training - Fourth TOC Open CBLM	USDF Freestyle, Third Level 2023	5	45 min.	Thursday	
162.0	MFS FEI Levels TOC Open CBLM GAIG	FEI Freestyle, Grand Prix 2017	3	27 min.	Thursday	
162.0	MFS FEI Levels TOC Open CBLM GAIG	FEI Freestyle, Intermediate I 2017	2	18 min.	Thursday	
162.0	MFS FEI Levels TOC Open CBLM GAIG	Online Test Place Holder	1	6 min.	Thursday	
170.0	Pony Cup TOC Open CBLM GAIG	USEF First Level, Test 1 2023	1	7 min.	Thursday	
179	FEI Junior Individual Test	FEI Junior, Individual 2021	1	9 min.	Thursday	
555	FEI Junior Team Test	FEI Junior, Team 2021	1	9 min.	Thursday	
Total Number of Rides:			114			

- The **7 Total Rides Down Centerline Report** opens.
- The report contains:
 - 8 Class (Number)**
 - 9 Class Name**
 - 10 Test**
 - 11 # of Rides**
- For the **USDF Report of Fees**, you need:
 - Total number of **12 Introductory Level Tests A, B & C**. In this example it is $1 + 1 + 1 = 3$.
 - Total number of **13 Freestyles (Training – Fourth Level)**. In this example it is $4 + 1 + 1 + 5 = 11$.

- Enter these numbers in the applicable boxes on the USDF report.
- The form calculates the **14** amounts due to USDF.

USDF Report of Fees, page 2

USDF Ride Fee		
USDF Introductory Level Tests A, B & C (\$0.45 per ride)	12 3	TOTAL \$1.35
USDF Freestyles Training – Fourth Level (\$0.45 per ride)	13 11	TOTAL \$4.95 14

USDF Report of Fees Page 2 > Step E: Additional Fees > FVD Profit(Loss) Statement Report

STEP E: ADDITIONAL FEES > FVD PROFIT(LOSS) STATEMENT REPORT:

The paid USDF fees are found in the **FVD Profit(Loss) Statement Report**.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Profit(Loss) Statement**.

The screenshot shows the USDF software interface for 'XXXX Blue Horse Dressage'. The navigation path is: Main Menu (1) > Reports (2) > Post-Show (3) > Profit(Loss) Statement (4). The 'Profit(Loss) Statement' option is highlighted in the 'Post-Show' menu.

FVD Profit(Loss) Statement Report

XXXX Blue Horse Dressage			
June 20, 2222			
5 Profit(Loss) Statement			
Revenue			
Class Entries	<i>(Qualifying Fees Included In Class Entries</i>	720.00	6955.00
Stable Fees			
Bedding/Shavings		110.00	
Haul In Fee		2010.00	
Stall H1: Horse Fri-Sat5 or Sat5 \$85		340.00	
Stall H3: Horse Fri-Sun or Sat-Sun \$170		3230.00	
Stall T3: Tack Fri-Sun or Sat-Sun \$160		480.00	
Total Stable Fees			6170.00
Other Fees			
Change Fee \$10		50.00	
Drug/Horse USEF		2070.00	
Non-Compete Horse \$10		10.00	
Office Fee \$30		2880.00	
USDF Non-member		245.00	
Total Other Fees			5255.00
Other Income			
Vendor Booth		100.00	
Total Other Income			100.00
Gross Income			18480.00
Expenses			
Bedding		1000.00	
Prize Money		1050.00	
Total Expenses			2050.00
Net Profit(Loss)			16430.00

- The **5 Profit / (Loss) Statement** report opens. This report lists the income (and expenses) for your show, including the **System Fees** and the **Custom Fees** you set up.

Continued on next page...



USDF Report of Fees Page 2 > Step E: Additional Fees > FVD Profit(Loss) Statement Report, Cont'd.

- Using the **6 Other Fees** figures on the **FVD Profit(Loss) Statement** report, complete the **7 USDF Report of Fees** / Additional Fees section. In this example, USDF non-member fees were the only reportable fees.
- The **FVD Profit(Loss) Statement** report does not provide the **8 Number**; therefore, you need to do some reverse math to determine the **Number**.
- Enter the **9 TOTAL \$ RECEIVED** from the **FVD Profit(Loss) Statement** report. In this example the only USDF other fee is Non-Member Fees $7 \times \$35 = 9 \245 .

FVD Profit(Loss) Statement Report

6 Other Fees		
Change Fee \$10		50.00
Drug/Horse USEF		2070.00
Non-Compete Horse \$10		10.00
Office Fee \$30	8	2880.00
→ USDF Non-member	$245 / \$35 = 7$ USDF Non-members	9 245.00

7 USDF Report of Fees, page 2

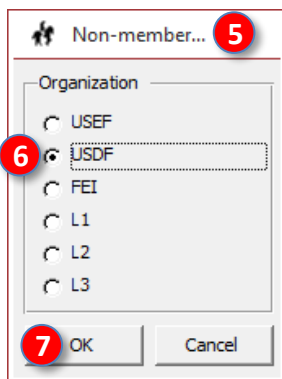
One Year Participating Membership (\$90 each)		TOTAL \$ RECEIVED \$ 0
One Year Youth Participating Membership (\$72 each)		TOTAL \$ RECEIVED \$ 0
One Year Business Membership (\$240 each)		TOTAL \$ RECEIVED \$ 0
Five Year Participating Membership (\$360 each)		TOTAL \$ RECEIVED \$ 0
Lifetime Participating Membership (\$1800 each)		TOTAL \$ RECEIVED \$ 0
Lifetime Horse Registration (LHR) Fees (\$115 each)		TOTAL \$ RECEIVED \$ 0
Upgrade to LHR (\$80 each)		TOTAL \$ RECEIVED \$ 0
Horse Identification Number (HID) Application (\$35 each)		TOTAL \$ RECEIVED \$ 0
LHR Transfer or Name Change (\$35 each)		TOTAL \$ RECEIVED \$ 0
HID Registration Transfer or Name Change (\$15 each)		TOTAL \$ RECEIVED \$ 0
Lease Agreement Fee (\$35 each)		TOTAL \$ RECEIVED \$ 0
Affidavit Fees (\$5 per form)		TOTAL \$ RECEIVED \$ 0
*Non-Member Fees (\$35 each)	7 8	TOTAL \$ RECEIVED \$ 245 9

NOTE: For the USDF **Non-Member Fees**, include *all fees collected*, including fees that will be part of your show payment and fees that were paid by a separate check to USDF. You will subtract this latter category further down on the form.

USDF Report of Fees Page 2 > Step F: USDF Non-Member Names & Fees > FVD Non-Members Report

STEP F: USDF NON-MEMBER NAMES & FEES > FVD NON-MEMBERS REPORT:

- For USDF non-member fees, you must also provide the names of the people (rider, owner) that participated in the show. This might take multiple steps.
- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Non-members**.
- The **5 Non-member** form opens.
- Click the **6 USDF** radial button.
- Click **7 OK**.



- The **8 USDF Non-members** report opens.
- The report lists all people in the show (Rider and/or Owner) that had **9 Non-Member** in the **10 USDF Expiration** box.
- In this example, there are 7 USDF Non-members listed, which matches the number already entered on the USDF Report of Fees form.

FVD USDF Non-members Report

XXXX Blue Horse Dressage	
8 USDF Non-members	
Name	
Axxxxxxx, Bxx	
Bxxx, Jxxxxxxx	
Bxxxxxxx, Axx	
Pxxxxx, Gxxxx	
Rxxx, Lxxxx	
Txxxx, Kxxxx	
Yxxxx, Cxxxx	
Total Number of USDF Non-members: 7	

USDF #	USDF Expiration
223344	Non-Member <input checked="" type="checkbox"/>

STEP F: USDF NON-MEMBER NAMES & FEES > FVD SHOW FEE SUMMARY REPORT:

- Next you need to verify that you collected these USDF Non-member fees. If a person did not pay the fee, USDF will expect the show to send the fee to USDF.
- Use the **FVD Show Fee Summary Report** to verify you received the appropriate number of USDF Non-member fees.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Show Fee Summary**.

XXXX Blue Horse Dressage

Show Office Scoring Reports Breed Show Reports

Reports

Pre-Show

During-Show

Post-Show

Post-Show

- High Score
- Income Balance
- Non-members
- Owner Labels
- Owner's Tax Information
- Payment Type Summary
- Profit(Loss) Statement
- Ride Detail Summary
- Rider Labels
- Rider Score - Individual
- Score - Final
- Score - Media
- Show Fee Summary**
- Total Qualifying Rides Down Centerline
- Total Rides Down Centerline
- USDF Score

- The **5 Show Fee Summary** form opens.
- Using the **6 Show Fee** drop-down arrow, select **7 USDF Non-member** (a System Fee).

Show Fee Summary

Show Fee

- Stall H2: Horse Sat6-Sun or Sun \$85
- Stall H3: Horse Fri-Sun or Sat-Sun \$
- Stall H4: Horse Thurs night \$85
- Stall H5: Horse Sun night \$85
- Stall T1: Tack Fri-Sat5 or Sat5 \$80
- Stall T2: Tack Sat6-Sun or Sun \$80
- Stall T3: Tack Fri-Sun or Sat-Sun \$11
- Stall T4: Tack Thurs night \$80
- Stall T5: Tack Sun night \$80
- USDF Non-member**
- USEF Active Membership
- USEF Active Membership, 3-Year
- USEF Annual Horse Recording
- USEF Life Horse Recording
- USEF Life Membership
- USEF Show Pass

	Qty	Rate	Extension
Totals	0		0.00

Close

Continued on next page...

USDF Report of Fees Page 2 > Step F: USDF Non-Member Names & Fees > FVD Show Fee Summary Report, Cont'd., Non-Member Names on USDF Form

- The **8** USDF Non-member form opens.
- In this example there are:
 - The **9** Quantity Totals = 7 (the show had 7 USDF Non-member fees paid). This matches the **FVD Other Fees**.
 - The **10** total amount received was **\$245**. This matches the **FVD Other Fees**.
- The report lists the RIDER in the ENTRY for which a USDF non-member fee was paid; it does NOT necessarily list the person in the entry who is the USDF non-member. If you want to verify the person, you must look at each **11** Entry #.
- Click **12** Close to close the form.

Rider	Entry #	Qty	Rate	Extension
Bxx Axxxxxx	155	1	35.00	35.00
Jxxxxxxx Bxxx	555	1	35.00	35.00
Axx Bxxxxxxx	190	1	35.00	35.00
Pxxxx Rxxxxx	189	1	35.00	35.00
Kxxxxx Txxxx	130	2	35.00	70.00
Cxxxxx Yxxxxx	162	1	35.00	35.00
Totals		7	245.00	

STEP G: USDF NON-MEMBER NAMES & FEES > NON-MEMBER NAMES ON USDF FORM:

- Now that you have verified that the required number of USDF Non-member fees have been paid, return to the list of non-members on the **FVD USDF Non-members Report**.

FVD USDF Non-members Report

Name
Axxxxxx, Bxx
Bxxx, Jxxxxxxx
Bxxxxxxx, Axx
Pxxxxx, Gxxxx
Rxxx, Lxxxx
Txxxx, Kxxxxx
Yxxxxx, Cxxxxx
Total Number of USDF Non-members: 7

- Now that the names of USDF Non-members are known and the number of USDF Non-member fees paid matches the number of non-members, the **13** names are listed on the **USDF Report of Fees**.

USDF Report of Fees, page 2

**The USDF non-member form is no longer required, however, a list of names for which the non-member payment has been submitted must be provided below or attached.*

Non-Member Names: Bxx Axxxxxx, Jxxxxxxx Bxxx, Axx Bxxxxxxx, Gxxxx Pxxxxx, Lxxxx Rxxx, Kxxxxx Txxxx, Cxxxxx Yxxxxx

13



USDF Report of Fees Page 2 > Step G: Totals, Step H: Online Payment Information, Step I: Credit Card Payment Information

STEP G: TOTALS:

- Using your previous entries, the **USDF Report of Fees** automatically calculates the **1 GRAND TOTAL OF FEES ENCLOSED**, which includes fees that will be part of your show's payment and fees paid directly to USDF.
- Add the total amount of any checks or credit card payments for USDF fees that were made out to USDF and write it in the **2 SUBTRACT TOTAL \$ PAID BY COMPETITORS (Personal Checks / Credit Cards) TO USDF** box. (Mail the checks made out to USDF to USDF.) Type the value in the box. In this example, there are \$0.
- The **USDF Report of Fees** automatically calculates the **3 TOTAL AMOUNT OWED BY SHOW TO USDF** and enters it in the box.

USDF Report of Fees, page 2

GRAND TOTAL OF FEES ENCLOSED (Including Subtotal of Qualifying Rides from front)	\$ 971.30	1
SUBTRACT TOTAL \$ PAID BY COMPETITORS (Personal Checks/Credit Cards) TO USDF	— \$	2
TOTAL AMOUNT OWED BY SHOW TO USDF	\$971.30	3

STEP H: ONLINE PAYMENT INFORMATION:

- You may pay **3 TOTAL AMOUNT OWED BY SHOW TO USDF** online ([click here](#)).
- After you pay online, you will receive a USDF **4 Online Transaction Identification Number**. Enter this in the **5 Online Transaction Identification Number** box.
- If you pay online, the USDF Report of Fees and related paperwork must be submitted under separate cover via email (results@usdf.org) or snail mail.

USDF Report of Fees, page 2

4 Online Transaction Identification Number	123456	5
---	--------	----------

STEP I: CREDIT CARD INFORMATION:

- If you are paying USDF using the **USDF Report of Fees** via credit card, complete this section.
- Sign the form electronically (it can then be emailed to USDF) or sign the printed form (it can then be snail mailed to USDF) or a scanned copy can be emailed to USDF.

USDF Report of Fees, page 2

CREDIT CARD INFORMATION		Online Transaction Identification Number
<i>Please do not submit Credit Card information via email.</i>		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	TOTAL AMOUNT TO CHARGE \$971.30
Credit Card Number 1234-1234-1234-1234	Exp. Date ____/____/____	
Name on Card Mary Manager	CVV	
Address of Cardholder 1234 Main Street, Anytown, ST 12345		
Signature <i>Mary Manager</i>		
Competitions 09/2022		



COMPLETED USDF REPORT OF FEES:

2023 REPORT OF FEES

Competition Name: YYY Blue Horse Dressage
Competition Date: June 20, YYYY
USEF/USDF Competition # 123456

- This form MUST be submitted with a valid form of payment and be postmarked via certified mail or sent electronically within 10 days after the final day of the competition. For competitions held during the last two weeks of September (including the last two weekends), the results, fees and paperwork must be received in the USDF office by the 3rd day after the last day of the USEF-licensed/USDF-recognized competition. Payment may be made via valid check, money order (payable to USDF), credit card, or online. Should you choose to pay with a credit card, please do not email your credit card information. **NOTE: If payment is submitted online, please provide your transaction ID number on this form.**
- All regional championship qualifying fees paid to show management must be submitted to USDF, including fees from riders that scratched, were eliminated, excused or did not show up for the class. Exceptions: Competition Refund policy clearly states that fees will be refunded to the competitor; or fees are reshipped to cover the indebtedness to the competition not paid by the competitor.
- Send this form with valid form of payment, or proof of payment to USDF: USDF, 4051 Iron Works Parkway, Lexington, KY 40511

	LEVEL	# OF RIDES	COST PER RIDE	FEES
QUALIFYING RIDES	Training (test 3)	4	X \$15.00 per ride	\$60
	First (test 3)	10	X \$15.00 per ride	\$150
	Second (test 3)	1	X \$15.00 per ride	\$15
	Third (test 3)	5	X \$15.00 per ride	\$75
	Fourth (test 3)	3	X \$15.00 per ride	\$45
	FEI Junior Team		X \$15.00 per ride	\$0
	FEI Young Rider Team		X \$15.00 per ride	\$0
	Prix St. Georges	4	X \$15.00 per ride	\$60
	Intermediate I	3	X \$15.00 per ride	\$45
	Intermediate II	2	X \$15.00 per ride	\$30
	Grand Prix	2	X \$15.00 per ride	\$30
	First Level Freestyle	3	X \$15.00 per ride	\$45
	Second Level Freestyle	1	X \$15.00 per ride	\$15
	Third Level Freestyle	5	X \$15.00 per ride	\$75
	Fourth Level Freestyle	1	X \$15.00 per ride	\$15
	Intermediate I Freestyle	2	X \$15.00 per ride	\$30
Grand Prix Freestyle	2	X \$15.00 per ride	\$30	
SUBTOTAL OF QUALIFYING RIDE FEES				\$720

CONTINUED ON BACK

Competitions 09/2022

SUBTOTAL OF FEES FROM FRONT OF FORM		\$	720.00
	NUMBER		
USDF Ride Fee			
USDF Introductory Level Tests A, B & C (\$0.45 per ride)	3	TOTAL \$	1.35
USDF Freestyles Training – Fourth Level (\$0.45 per ride)	11	TOTAL \$	4.95
One Year Participating Membership (\$90 each)		TOTAL \$ RECEIVED	\$0
One Year Youth Participating Membership (\$72 each)		TOTAL \$ RECEIVED	\$0
One Year Business Membership (\$240 each)		TOTAL \$ RECEIVED	\$0
Five Year Participating Membership (\$360 each)		TOTAL \$ RECEIVED	\$0
Lifetime Participating Membership (\$1800 each)		TOTAL \$ RECEIVED	\$0
Lifetime Horse Registration (LHR) Fees (\$115 each)		TOTAL \$ RECEIVED	\$0
Upgrade to LHR (\$80 each)		TOTAL \$ RECEIVED	\$0
Horse Identification Number (HID) Application (\$35 each)		TOTAL \$ RECEIVED	\$0
LHR Transfer or Name Change (\$35 each)		TOTAL \$ RECEIVED	\$0
HID Registration Transfer or Name Change (\$15 each)		TOTAL \$ RECEIVED	\$0
Lease Agreement Fee (\$35 each)		TOTAL \$ RECEIVED	\$0
Affidavit Fees (\$5 per form)		TOTAL \$ RECEIVED	\$0
*Non-Member Fees (\$35 each)	7	TOTAL \$ RECEIVED	\$245

*The USDF non-member form is no longer required, however, a list of names for which the non-member payment has been submitted must be provided below or attached.
Non-Member Names: Bxx Axxxxxx, Jxxxxxxx Bxxx, Axx Bxxxxxxx, Gxxxx Pxxxxxx, Lxxxx Rxxx, Kxxxxxx Txxxx, Cxxxxx Yxxxxxx

GRAND TOTAL OF FEES ENCLOSED (Including Subtotal of Qualifying Rides from front) \$ 971.30

SUBTRACT TOTAL \$ PAID BY COMPETITORS (Personal Checks/Credit Cards) TO USDF \$

TOTAL AMOUNT OWED BY SHOW TO USDF \$971.30

Payment may be submitted online at <http://www.usdf.org/online-services/fee-reports/complees.asp>

Online Transaction Identification Number

CREDIT CARD INFORMATION
Please do not submit Credit Card information via email.

VISA MASTERCARD TOTAL AMOUNT TO CHARGE \$971.30

Credit Card Number 1234-1234-1234-1234 Exp. Date / /

Name on Card Mary Manager CVV

Address of Cardholder 1234 Main Street, Anytown, ST 12345

Signature Mary Manager

Competitions 09/2022

WHAT TO SEND TO USDF:

- USDF Report of Fees form (email or snail mail)
- Your check (snail mail) (if you did not pay online or via credit card)
- Other checks made out to USDF (for people and horse memberships, USDF Affidavit, etc.) (snail mail)
- USDF Membership forms (snail mail)
- USDF Lifetime Horse Registration applications and fees (snail mail)
- USDF Upgrade to Lifetime Horse Registration forms and fees (snail mail)
- USDF Horse Identification Number applications (snail mail)
- USDF Affidavit forms (snail mail)

CHAPTER IV.4. MEDIA REPORTS



Media Reports > Options

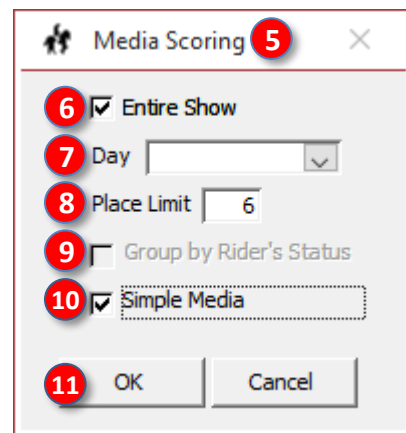
OPTIONS:

When your show is finished and after all recording, scoring, placing, etc. have been completed on the computer, you can create reports for the media, which you can include your web site, your organization's newsletter, local horse/dressage newsletters, The Chronicle of the Horse, etc.



- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Score - Media**.

- The **5 Media Scoring** reports form opens.
- Make the choices desired:
 - **6 Entire Show:** Check the box if you want the results for the entire show.
 - **7 Day:** Use the drop-down arrow to select one day of the show.
 - **8 Place Limit:**
 - Enter a number corresponding to the number of places in each class (this is usually 6; for championship classes it is often 10).
 - Alternately, if your targeted media only wants the top 3 places, enter 3.
 - Leave the box blank to get all results.
 - **9 Group by Rider's Status:** Check the box if you want the results sorted by rider status (AA / JYR / Open). Not an available selection with Simple Media Report.
 - **10 Simple Media Report:** Check the box if you want a report that includes only the:
 - Class Name
 - Judge(s) Name(s) and Location
 - Class Placing
 - Rider Name
 - Horse Name
 - Percentage.
 (If you do not check this box, you get a report with more information.)



- In this example, we have selected **Entire Show**, **Place Limit 6**, and **Simple Media**.
- Click **11 OK**.

Media Reports > Media Scoring - Simple > The Report

MEDIA SCORING - SIMPLE > THE REPORT:

- The **1** Media Scoring - Simple report, with the selected criteria, opens.
- If desired, click **2** Print to print the report.

1 Media Scoring - Simple - Fox Village Dressage Leslie Raulin

File Print Preview

Print Portrait Landscape Size Page Setup One Page Two Pages More Pages Word Excel PDF or XPS Close Print Preview

Page Setup View Export Close Preview

2

USDF Introductory Level Test A Open NR
(C) Exxxx (S, ST),
1 Kxx Fxxxxxx Lxxx Oxx Fxxxx 64.063%

USDF Introductory Level Test B Open NR
(C) Bxxxx (S, ST),
1 Kxx Fxxxxxx Lxxx Oxx Fxxxx 68.750%

USDF Introductory Level Test C Open NR
(C) Exxxx (S, ST),
1 Sxx Axxxxxx Dxx Dxxx 74.000%

USEF Training Level Test 1 Open
(C) Exxxx (S, ST),
1 Sxx Axxxxxx Dxx Dxxx 71.538%

USEF Training Level Test 2 Open CBLM
(C) Bxxxx (S, ST),
1 Mxxxx Txxxxxx Cxxxxxx 64.483%
2 Dxxxxxx Cxxxxxx Kxxxxxx 62.586%
3 Nxxxxxx Sxxxxxx Txxxxxx Dxxxxxx 57.241%

USEF Training Level Test 3 Open GAIG
(C) Vxxxx (R, ST),
1 Axxxxxx Rxxx Sxxxx 76.400%
2 Lxxxx Sxxx Cxxxx 74.400%
1 Nxxxxxx Sxxxxxx Txxxxxx Dxxxxxx 67.400%
3 Jxxxx Bxxxx Axxxxxx 66.300%

USEF First Level Test 1 Open
(C) Bxxxx (S, ST),
1 Nxxx Txxxxxx Rxxxxxx 69.444%
1 Jxxxx Rxxx Vxxxx 67.778%
2 Exxxx Kxxxx Wxxxxxx Rxx 67.222%
2 Rxxxx Nxxxx Mxx Pxxxxxx 65.741%
3 Lxxxx Axxxx Exxxx 64.259%
3 Cxxxx Yxxxx Bxxxxxx Sxxxxxx 57.778%

USEF First Level Test 2 Open CBLM
(C) Exxxx (S, ST),
1 Exxxx Oxxxx Cxxxx 80.152%
2 Kxxxxxx Exxxxxx Fxxxxxx 75.455%
3 Lxxxx Axxxx Exxxx 75.152%
4 Bxx Axxxxxx Gxxxxxx 73.788%
5 Txxxxxx Hxxxxxx Sxxxx Wxxx 73.636%
6 Dxxxx Mxxxx Cxxxxxx 73.485%
1 Ixx Bxxxx Wxxxx-X 71.970%
2 Mxxxxxx Fxxx Kxxxxxx Bxxxxxx 67.424%
3 Nxxxx Nxxxxxx Exxxxxx Axxxx 67.273%
4 Nxxx Txxxxxx Rxxxxxx 64.394%
5 Sxxx Rxxxxxx Dxxxxxx 64.242%
6 Rxxxx Nxxx Mxx Pxxxxxx 63.333%

USEF First Level Test 3 Open GAIG
(C) Bxxxx (S, ST),
1 Bxx Axxxxxx Gxxxxxx 74.861%
2 Kxxxxxx Exxxxxx Fxxxxxx 67.778%
3 Dxxxx Mxxxx Cxxxxxx 66.250%
4 Txxxxxx Hxxxxxx Sxxxx Wxxx 64.306%
1 Nxxxx Nxxxxxx Exxxxxx Axxxx 61.111%
2 Kxxxx Hxxxxxx Fxxxxxx 59.583%
3 Cxxxx Yxxxx Bxxxxxx Sxxxxxx 56.806%

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Page: 1 of 1 Filtered Ready Filtered 102%

Go to the next page for information on using the report...

Media Reports > Media Scoring - Simple > Save the Report as a *.pdf File, Email

MEDIA SCORING - SIMPLE > SAVE THE REPORT AS A *.PDF FILE:

- This report is often emailed, as a *.pdf file, to the press so they may report the results of your show.
- You may also want to post it on the show's web site, etc.
- To save this report as a *.pdf file, see [Print Preview > Export > PDF or XPS](#).
- Click **1 Close Print Preview** to close the report and return to the **Main Menu**.

USDF Introductory Level Test A Open NR
(C) Exxxx (S, ST),
1 Kxx Fxxxxxxx Lxxx Oxx Fxxxx 64.063%

USDF Introductory Level Test B Open NR
(C) Bxxxx (S, ST),
1 Kxx Fxxxxxxx Lxxx Oxx Fxxxx 68.750%

USDF Introductory Level Test C Open NR
(C) Exxxx (S, ST),
1 Sxx Axxxxxxx Dxx Dxxx 74.000%

USEF Training Level Test 1 Open
(C) Exxxx (S, ST),
1 Sxx Axxxxxxx Dxx Dxxx 71.538%

USEF Training Level Test 2 Open CBLM
(C) Bxxxx (S, ST),
1 Mxxxx Txxxxxxx Cxxxxxxx 64.483%
2 Dxxxxxxx Cxxxxxxx Kxxxxxxx 62.586%
3 Nxxxxxxx Sxxxxxxx Txxxxxxx Dxxxxxxx 57.241%

USEF Training Level Test 3 Open GAIG
(C) Vxxxx (R, ST),
1 Axxxxxxx Rxxx Sxxxx 76.400%
2 Lxxxxxxx Sxxx Cxxxx 74.400%
1 Nxxxxxxx Sxxxxxxx Txxxxxxx Dxxxxxxx 67.400%
3 Jxxxx Bxxxxxxx Axxxxxxx 66.300%

USEF First Level Test 1 Open
(C) Bxxxx (S, ST),
1 Nxxx Txxxxxxx Rxxxxxxx 69.444%
1 Jxxxx Rxxx Vxxxx 67.778%
2 Exxxx Kxxx Wxxxxxxx Rxx 67.222%
2 Rxxxx Nxxxx Mxx Pxxxxxxx 65.741%
3 Lxxxxxxx Axxxxxxx Exxxxxxx 64.259%
3 Cxxxxxxx Yxxxxxxx Bxxxxxxx Sxxxxxxx 57.778%

USEF First Level Test 2 Open CBLM
(C) Exxxx (S, ST),
1 Exxxx Oxxxxxxx Cxxxxxxx 80.152%
2 Kxxxxxxx Exxxxxxx Fxxxxxxx 75.455%
3 Lxxxxxxx Axxxxxxx Exxxxxxx 75.152%
4 Bxx Axxxxxxx Gxxxxxxx 73.788%
5 Txxxxxxx Hxxxxxxx Sxxxxxxx Wxxxx 73.636%
6 Dxxxx Mxxxxxxx Cxxxxxxx 73.485%
1 Ixxx Bxxxxxxx Wxxxxxxx 71.970%
2 Mxxxxxxx Fxxx Kxxxxxxx Bxxxxxxx 67.424%
3 Nxxxx Nxxxxxxx Exxxxxxx Axxxxxxx 67.273%
4 Nxxx Txxxxxxx Rxxxxxxx 64.394%
5 Sxxx Rxxxxxxx Dxxxxxxx 64.242%
6 Rxxxxxxx Nxxxxxxx Mxx Pxxxxxxx 63.333%

USEF First Level Test 3 Open GAIG
(C) Bxxxx (S, ST),
1 Bxx Axxxxxxx Gxxxxxxx 74.861%
2 Kxxxxxxx Exxxxxxx Fxxxxxxx 67.778%
3 Dxxxx Mxxxxxxx Cxxxxxxx 66.250%
4 Txxxxxxx Hxxxxxxx Sxxxxxxx Wxxxx 64.306%
1 Nxxxx Nxxxxxxx Exxxxxxx Axxxxxxx 61.111%
2 Kxxxx Hxxxxxxx Fxxxxxxx 59.583%
3 Cxxxxxxx Yxxxxxxx Bxxxxxxx Sxxxxxxx 56.806%

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SIMPLE SCORE REPORT FOR THE MEDIA > EMAIL:

- To email the report to the media, use your default email program and attach the report PDF.

MEDIA SCORING - SIMPLE > PLACE LIMIT:

- Some media centers require a report with all places, only 3 places, or another variation.
- To create these reports, repeat the previous steps, except in **1 Place Limit**, enter:
 - **2** Nothing for a report with all riders,
 - **3** 3 for a report listing only the first 3 places,
 - or another number, as needed.

The screenshot shows the 'Media Scoring' dialog box. The 'Entire Show' checkbox is checked. The 'Day' dropdown is empty. The 'Place Limit' field is empty, with a red circle '1' next to the label and a red circle '2' next to the field. The 'Group by Rider's Status' checkbox is unchecked. The 'Simple Media' checkbox is checked. 'OK' and 'Cancel' buttons are at the bottom.

All Places

The screenshot shows the 'Media Scoring' dialog box. The 'Entire Show' checkbox is checked. The 'Day' dropdown is empty. The 'Place Limit' field contains the number '3', with a red circle '1' next to the label and a red circle '3' next to the field. The 'Group by Rider's Status' checkbox is unchecked. The 'Simple Media' checkbox is checked. 'OK' and 'Cancel' buttons are at the bottom.

Places 1-3

MEDIA SCORING - SIMPLE > FILE NAMES:

- For an all-riders report, the file name could be similar to **YYYYBlueHorseDressage_ALL_ScoreReportMediaSimple.pdf**, which indicates the report has **ALL** places.
- For a Places 1-3 report, the file name could be similar to: **YYYYBlueHorseDressage_Places1-3_ScoreReportMediaSimple.pdf**, which indicates the report has **places 1-3**.
- Etc.

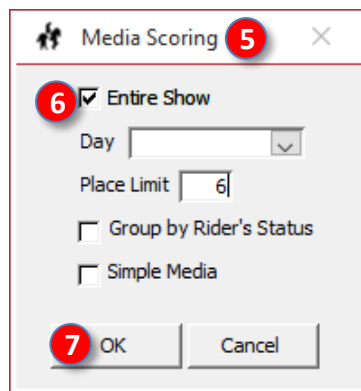
Media Reports > [Non] Simple Score Report for the Media

- If your media customers desire more show information, you can provide a [Non] Simple Media Report.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Score - Media**.



- The **5 Media Scoring Reports** form opens.
- Select the criteria you need but do not check the **6 Simple Media Report** check box.
- Click **7 OK**.



- The **8 Media Scoring** report opens.

This report includes:

- 9** Class Name
- 10** Judge Name(s) and location
- 11** Entry #
- 12** Rider Name
- 13** Horse Name
- 14** Dressage Test
- 15** Rider Status
- 16** Final Points
- 17** Final Percent
- 18** Class Placing

Class Name	Judge Name	Entry #	Rider Name	Horse Name	Dressage Test	Rider Status	Final Points	Final Percent	Class Placing
USDF Introductory Level Test A Open NR	(C) Eooooo (S, ST)	145	Koox Fooooo	Loox Oo Foooo	Introductory Walk-Trot Test A 2019	Adult Amateur	102.5	64.063%	1
USDF Introductory Level Test B Open NR	(C) Eooooo (S, ST)	145	Koox Fooooo	Loox Oo Foooo	Introductory Walk-Trot Test B 2019	Adult Amateur	110.0	68.750%	1
USDF Introductory Level Test C Open NR	(C) Eooooo (S, ST)	187	Soox Aoooooo	Dx Doox	Introductory Walk-Trot Test C 2019	Adult Amateur	148.0	74.000%	1
USEF Training Level Test 1 Open	(C) Eooooo (S, ST)	187	Soox Aoooooo	Dx Doox	Training Level, Test 1 2019	Adult Amateur	186.0	71.538%	1
USEF Training Level Test 2 Open CBLM	(C) Eooooo (S, ST)	167	Mooooo Toooooo	Coooooo	Training Level, Test 2 2019	Open	187.0	64.483%	1
		113	Doooooo Cooooo	Koooooo	Training Level, Test 2 2019	Open	181.5	62.588%	2
		116	Noooooo Soooooo	Tooooo Doooooo	Training Level, Test 2 2019	Open	166.0	57.241%	3
USEF First Level Test 1 Open	(C) Eooooo (S, ST)	182	Noox Toooooo	Roooooo	First Level, Test 1 2019	Adult Amateur	187.5	64.655%	1
		164	Jooooo Rooo	Vooooo	First Level, Test 1 2019	Open	183.0	63.103%	1
		184	Eooooo Koooo	Woooooo Roo	First Level, Test 1 2019	Open	181.5	62.588%	2
		168	Rooooo Noooo	Moo Poooooo	First Level, Test 1 2019	JR/YR	177.5	61.207%	2
		127	Looooo Aoooo	Eooooo	First Level, Test 1 2019	Open	173.5	59.828%	3
		162	Cooooo Yoooo	Eooooo Sooooo	First Level, Test 1 2019	JR/YR	156.0	53.793%	3
USEF First Level Test 2 Open CBLM	(C) Eooooo (S, ST)	163	Eooooo Ooooo	Cooooo	First Level, Test 2 2019	Open	264.5	75.571%	1
		138	Kooooo Eooooo	Foooooo	First Level, Test 2 2019	Open	249.0	71.143%	2
		127	Looooo Aoooo	Eooooo	First Level, Test 2 2019	Open	248.0	70.857%	3
		156	Boo Aoooooo	Gooooo	First Level, Test 2 2019	Open	243.5	69.571%	4
		142	Toooooo Hooooo	Sooooo Wooo	First Level, Test 2 2019	Open	243.0	69.429%	5
		181	Dooooo Moooo	Cooooo	First Level, Test 2 2019	Open	242.5	69.286%	6
		129	Ioox Boooo	Wooooo	First Level, Test 2 2019	Adult Amateur	237.5	67.857%	1
		119	Moooooo Fooo	Koooooo Eooooo	First Level, Test 2 2019	Adult Amateur	222.5	63.571%	2
		149	Nooooo Nooooo	Eoooooo Aoooo	First Level, Test 2 2019	Adult Amateur	222.0	63.429%	3
		182	Noox Toooooo	Roooooo	First Level, Test 2 2019	Adult Amateur	212.5	60.714%	4
		139	Soox Roooooo	Doooooo	First Level, Test 2 2019	Adult Amateur	212.0	60.571%	5
		168	Rooooo Noooo	Moo Poooooo	First Level, Test 2 2019	JR/YR	209.0	59.714%	6

SECTION V. EVERY DAY



CHAPTER V.1. BACKUP FILES



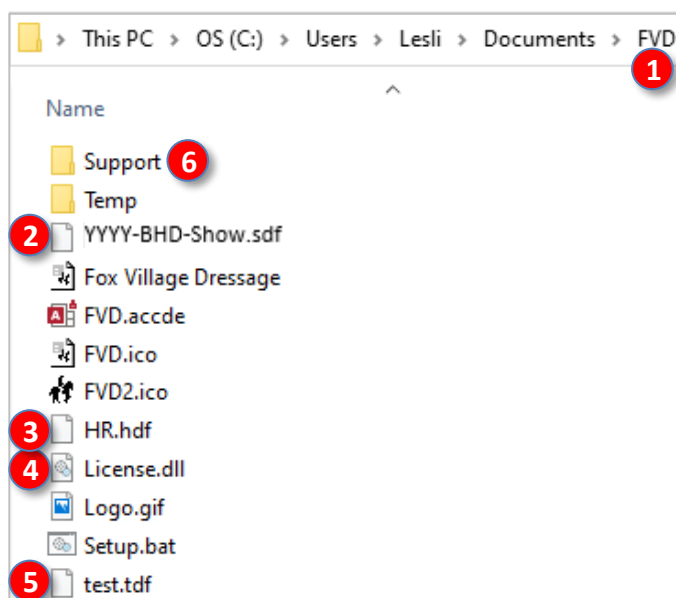
Backup Your Files > Introduction, Files to Backup**INTRODUCTION:**

- It is very important that you back up your FVD files FREQUENTLY. This is not automatically done for you in FVD. Any time you have made changes to your show, HR, test and template files, do back-ups.
- You use the Windows **copy** and **paste** functions to copy the show files from one drive to another drive.
- It is recommended that you copy the files to an external storage device such as the cloud (needs a fast internet connection as the files are large), an external hard drive, jump/thumb drive, memory card, etc. By doing this, if your computer crashes, your backup will be retrievable.
- Also, you can store the backup in a different room/building/city in case your computer's location suffers a natural or other disaster.

NOTE: Previous versions of FVD had **Backup** and **Restore** functions. They are no longer provided as it is easier to use the Windows copy and paste functions. If you have previous versions of back-up copies, in FVD, see **Utilities** > **Instructions Backup / Restore**.

FILES TO BACKUP:

- As a minimum, you need to frequently back-up the following files:
 - *.sdf (your Show File)
 - HR.hdf (your Horse & Rider File)
 - Test.tdf (your test file)
- Also backup:
 - **License.dll** (your license file – back it up whenever you update FVD.
 - *.kdf (template files) – back them up when you edit them.
- Navigate to the folder where your FVD files are saved. This is your **1 FVD** folder.
- You will see the subfolders and files in the FVD folder.
- In this example, we will first backup the **2 YYYY-BHD-Show.sdf**, **3 HR.hdf**, **4 License.dll** (if you recently updated FVD or have not yet saved it) and **5 Test.tdf** files.
- Then we will backup the template files (*.kdf), which are located at **6 FVD > Support** folder.

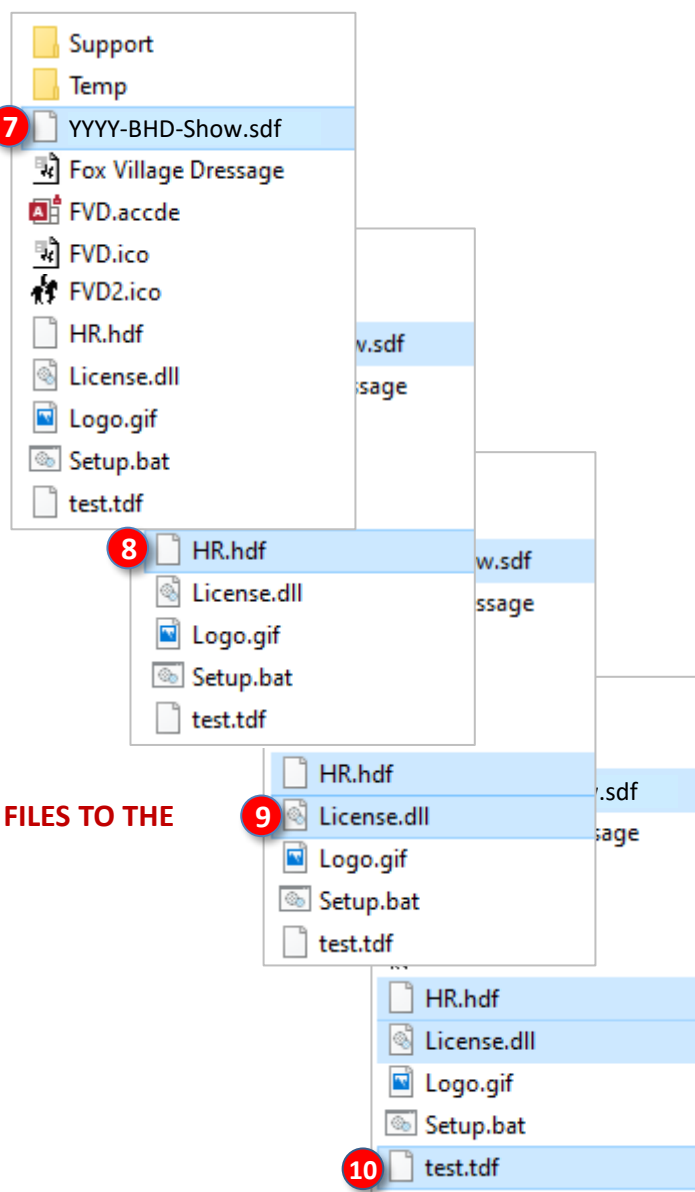


Continued on next page...

Backup Your Files > Select & Copy Files to the Clipboard > Select the Files, Copy the Files to the Clipboard

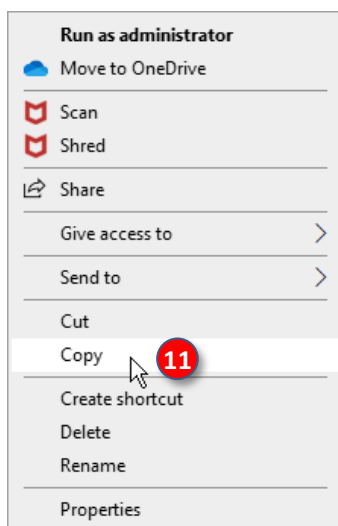
SELECT & COPY FILES TO THE CLIPBOARD > SELECT THE FILES:

- Point the cursor at the **7 2020-BHD-Show.sdf** file and left click. The background will turn blue.
- Depress the **Ctrl** key (do not release it until told to do so below).
- Then point the cursor at the **8 HR.hdf** file and left click. The background will turn blue.
- Without releasing the **Ctrl** key, point the cursor at the **9 License.dll** file (if you need to back it up now) and left click. The background will turn blue.
- Without releasing the **Ctrl** key, point the cursor at the **10 Test.tdf** file. The background will turn blue.
- Now all three (or four) files have been selected (they all have a blue background).
- Release the **Ctrl** key.



SELECT & COPY FILES TO THE CLIPBOARD > COPY THE FILES TO THE CLIPBOARD:

- With the cursor over the highlighted file names, right click and select **11 Copy**.



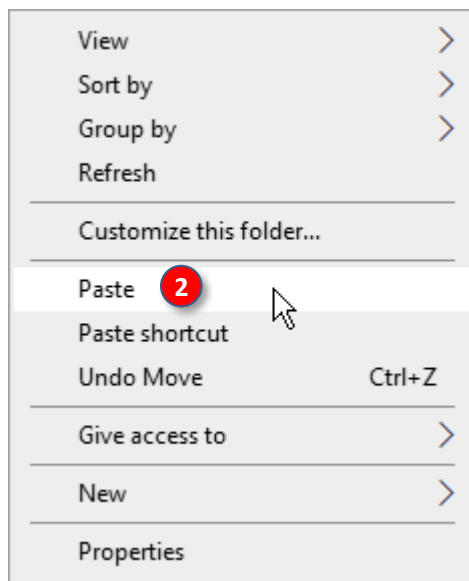
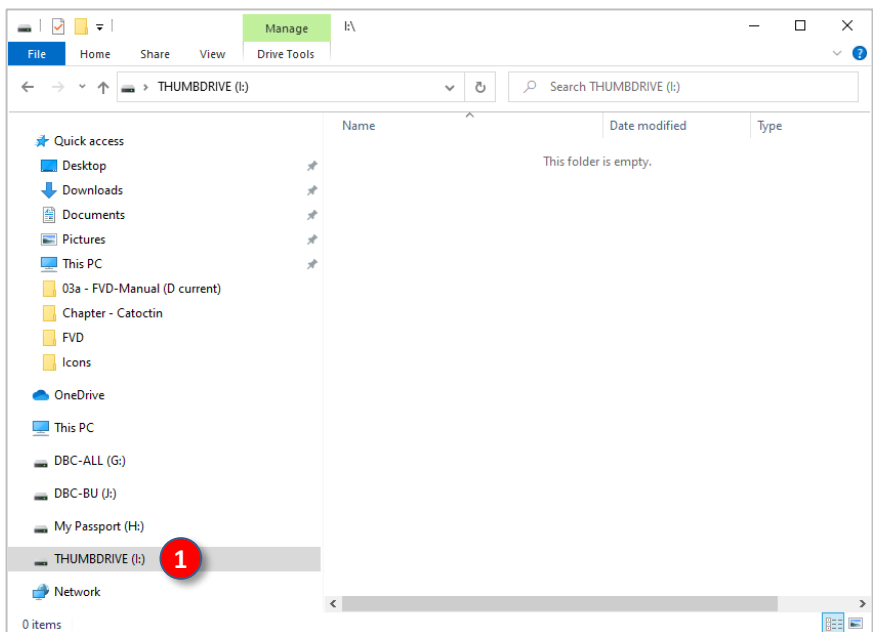
- The files are now in the windows clipboard.

Continued on next page...

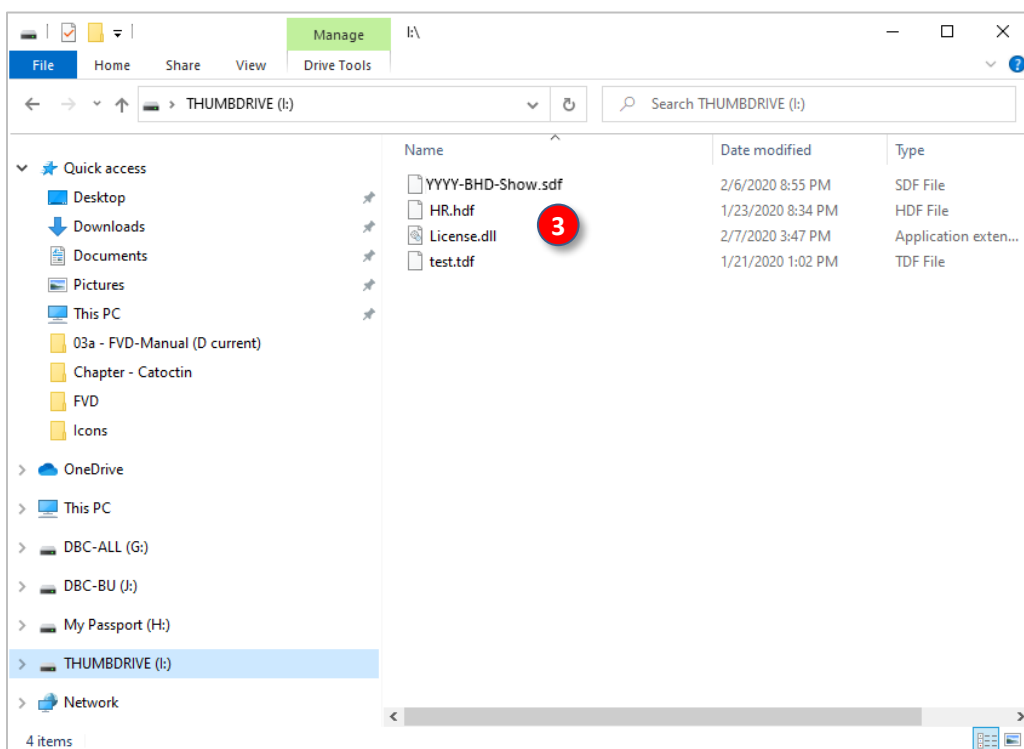
Backup Your Files > Paste Files to an External Storage Device

PASTE FILES TO AN EXTERNAL STORAGE DEVICE:

- First connect/insert the external storage device.
- Navigate to the external storage device. In this example, it is an external drive named **1 THUMBDRIVE(I:)**.
- With your cursor in the information area, right click and select **2 Paste**.



- The **3 FVD files** have been copied to the local disk.



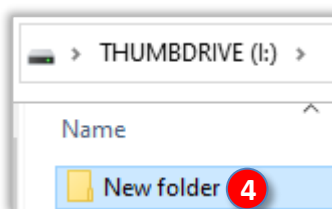
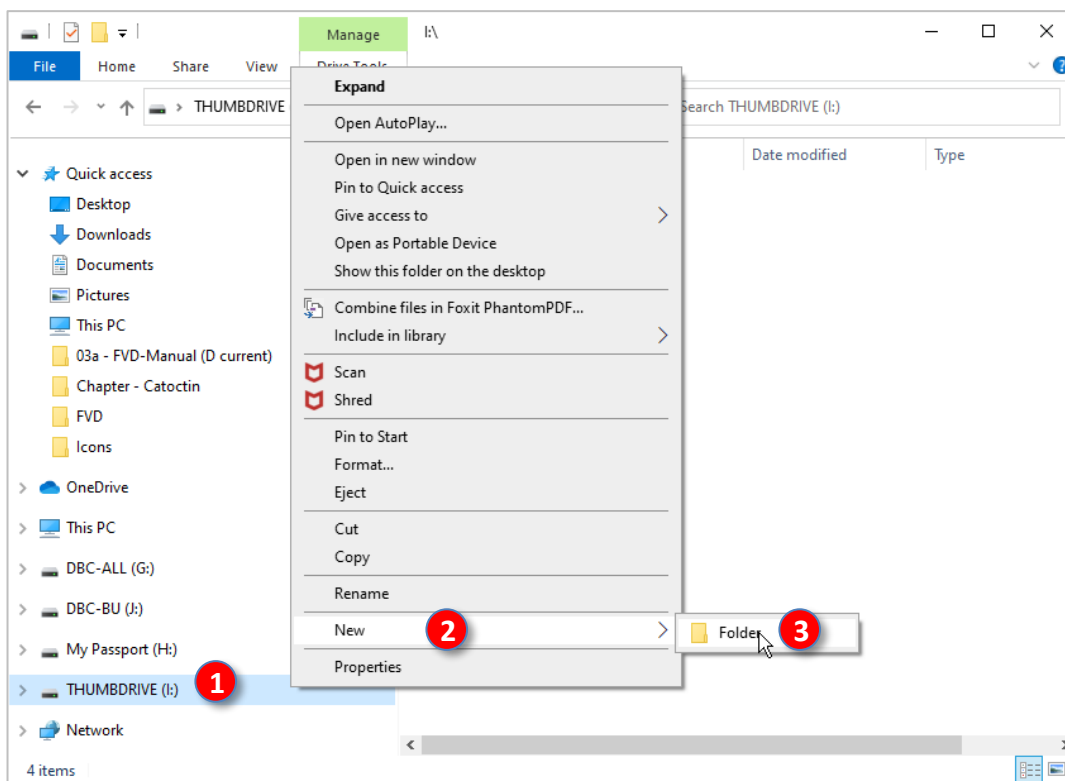
Backup Your Files > Backup Show Template File(s), Create a Folder or Subfolders for the Backup Files (Recommended)

BACKUP SHOW TEMPLATE FILE(S):

Using the above procedures, navigate to **FVD > Support** folder and copy then paste your template file(s) to the backup device.

CREATE A SUBFOLDER OR SUBFOLDERS FOR THE BACKUP FILES (RECOMMENDED):

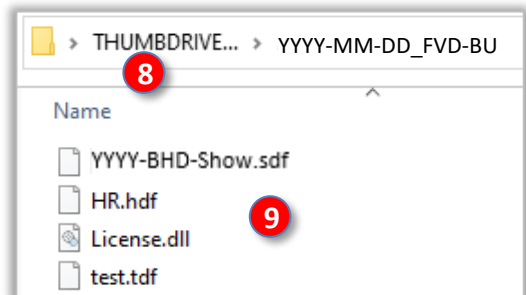
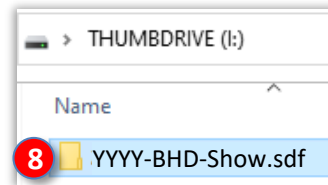
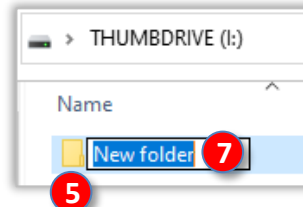
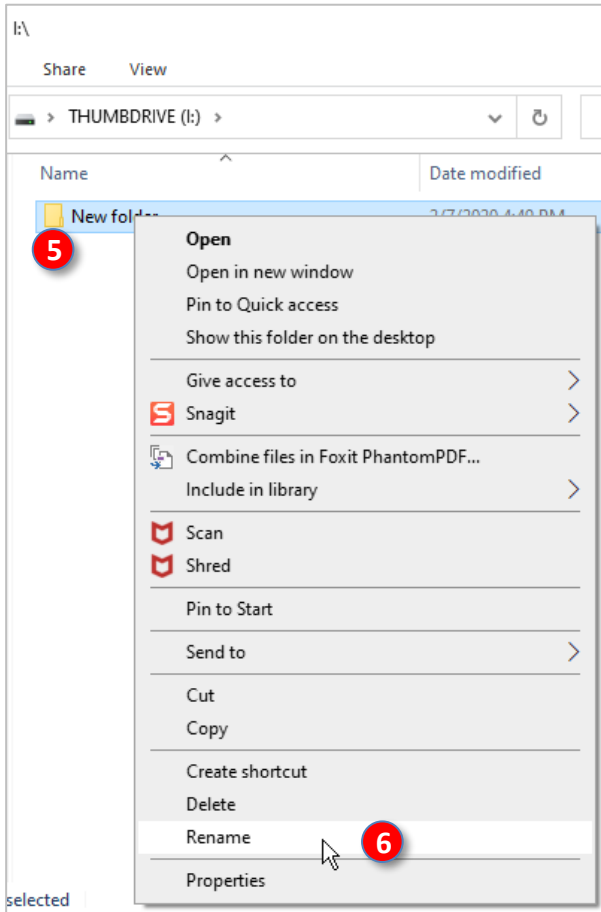
- If desired, create a subfolder on the external device that will contain your backup files. Or create multiple subfolders that will hold a series of backup files. In this example, we will create the **YYYY-MM-DD_FVD-Backup** folder.
 - Right click the external drive onto which you want to create a subfolder. In this example, right click **1 THUMBDRIVE (I)**.
 - In the form that opens, click **2 New**.
 - Click **3 Folder**.
 - A **4 New folder** is created.



Continued on next page...

Backup Your Files > **Create Subfolders for the Backup Files (Optional), Cont'd.**

- Next, rename **New folder** to describe the files in the folder.
 - Right click **5 New folder**.
 - In the form that opens, click **6 Rename**.
 - **5 New folder** now has a **7** dark blue background.
 - Type the folder name you desire. In this example, it will be **YYYY-MM-DD_FVD-BU** to indicate the date of the backup (**YYYY-MM-DD**) and the contents of the folder (**FVD-BU**).



- You now have a **8 YYYY-MM-DD_FVD-BU** folder on the external drive.
- Using the previous procedure, on this date copy your **9** FVD files onto this folder.
- If you backup files later the same day, create a folder similar to **YYYY-MM-DDb_FVD-BU**, where “b” lets you know it is the second backup of that day.
- If you backup files the next day, create a folder for the next date.
- Etc.
- This gives you a series of backups to which you can return in case your computer fails, your files gets corrupted, etc.

NOTE: Windows and many of the external hard drives now on the market include software that can be set up to automatically create backups. Consult the Windows and/or hard drive manuals for the procedure.

CHAPTER V.2. RESTORE FILES (WHEN NEEDED)



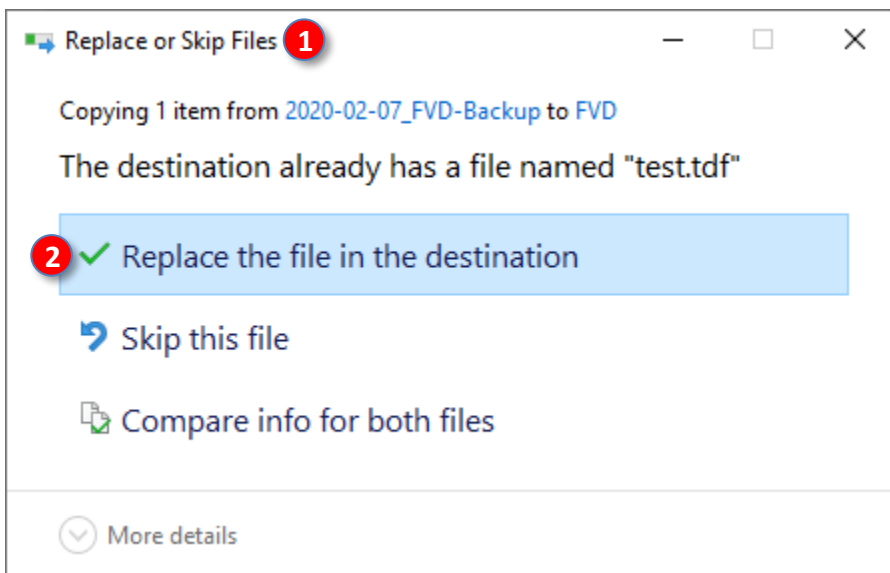
Restore Your Files > Copy and Paste Your Backup Files to Your FVD Folder

COPY AND PASTE YOUR BACKUP FILES TO YOUR FVD FOLDER:

- If you have a hard drive failure or other type of mishap, simply copy and paste your most recent backup to your **FVD** folder.
- This is performed exactly as in the previous steps, except the files are copied from the external device and are pasted to your computer's **FVD** folder (*.sdf, hr.hdf, test.tdf, License.dll (if needed), and *.kdf).



- If the old/corrupted files are still on your **FVD** folder, for each file you are restoring, the **1 Replace or Skip Files** form will open.
- Since you want to replace the old/corrupted file, click **2 Replace the file in the destination.**
- The backed-up file(s) will replace the old/corrupted files and you can get back to work.

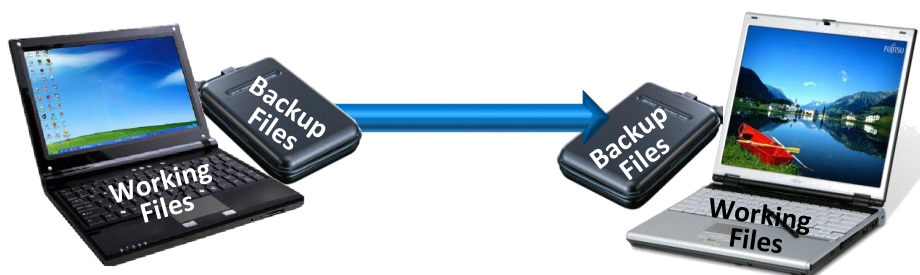


- Perform Repair All Links, as in [REPAIR ALL LINKS](#).

Restore Your Files > Copy and Paste Your Backup Files To Another Computer, Email Your Files to Another Person

COPY AND PASTE YOUR FILES TO ANOTHER COMPUTER:

- Make a backup of your most recent files to the external device, as previously described.
- If not already done, install FVD on the second computer.
- Insert/connect your external storage device to the second computer.
- Copy and paste your most recent backup to the FVD folder of the second computer. This is performed exactly as above, except the files are copied from the external device and are pasted into the FVD folder (*.sdf, hr.hdf, test.tdf and license.dll) or FVD > Support folder (*.kdf).
- This can also be accomplished by networking the two computers.
- After copying and pasting the files, [REPAIR ALL LINKS](#).



EMAIL YOUR FILES TO ANOTHER PERSON:

- Open your default email program and complete the **To:** box, **Subject:** box, and write a message.
- Attach the *.sdf, HR.hdf, Test.tdf, license.dll and *.kdf in the usual manner.
- Send the email.
- The recipient then saves the files to the appropriate folders on his/her FVD computer.
- After copying and pasting the files, [REPAIR ALL LINKS](#).
- In a pinch, you can email the files to yourself - this is another method of backing up the files!



SECTION VI. APPENDICES



APPENDIX A. USEF AND USDF PEOPLE & HORSE MEMBERSHIP REQUIREMENTS & EXEMPTIONS

NOTE: This appendix provides guidance regarding USEF and USDF membership requirements. **Rules change frequently;** therefore, **consult the USEF and USDF web sites for the most up-to-date and complete information.**



Memberships > [USEF People and Horse Membership Types](#)

NOTE: The links on this page are as of May 2023. The links may change year-to-year.

USEF PEOPLE AND HORSE MEMBERSHIP TYPES:

- In order to participate in USEF licensed shows, USEF has specific membership requirements for people (riders, owners, trainers, coaches, business owners) and horses (USEF Recording).
- The EqEntries memberships page has USEF and USDF membership status for all the people and horse in the entry. The data comes directly from the USEF and USDF databases. If there is a question or a change, the best way to verify memberships in a show entry is to use www.EqVerification.org, which provides a savable and printable report with the data in the USEF and USDF databases at that moment.

PEOPLE - USEF:**Types of USEF People Memberships:**○ **USEF People Active (Competing) Membership:**

- USEF 1-Year (effective 12 months from start date)
- USEF 3-Year (effective 36 months from start date)
- USEF Life Member (no expiration date)

○ **USEF People Non-member:** May participate if the person purchases a USEF Show Pass online no more than 14 days before the show. The person can only purchase one show pass per competition year. Cannot qualify for GAIG or many other national awards.○ **USEF Other Memberships:**

- USEF 1-year Subscriber (effective 12 months from start date). Must purchase USEF Show Pass to participate in USEF shows.

USEF Membership Applications – Paper and Online:

- USEF People Membership Application **before** the show: Paper [click here](#), online [click here](#).
- USEF People Membership Application **during** the show: [click here](#).

HORSES - USEF:**USEF Horse Recording Types:**

- USEF **Annual** Recording (effective 12 months from the start date). Becomes a USEF Horse Identification Number ([USEF HID](#)) after one year unless renewed.
- USEF **Lifetime** Recording (recording does not expire)

USEF Non-Recorded Horse: **USEF accepts USDF HID or Life Registration**, but the ride cannot qualify for GAIG or many other national awards.**USEF Horse Recording Applications:**

- USEF Horse Application used **before** the show: Paper [click here](#)
- USEF **Competition** Horse Application used **during** the show: [click here](#).

USEF NON-MEMBER: If a person does not appear to be a USEF member, ensure they purchase a USEF Show Pass no more than 14 days before the show. The show pass is only good for that show and the person can only purchase one show pass per competition year.

USEF HORSE OWNERSHIP: A horse's owner is the person on record with USEF (and USDF) as the owner on the day the horse is competed. If a horse has been sold and a USEF Horse Ownership Transfer Form ([click here](#)) has not yet been sent to USEF, the membership status of the original owner must be observed; if the original owner is not a USEF member, they must become a member or purchase a USEF Show Pass. Alternately, the show secretary may obtain proof that a USEF change of owner has been submitted to USEF; in this case, the new owner is on the entry.

LEASED HORSE: If a horse has been leased by a person, for show purposes that person is considered the horse owner, must be listed as the owner on the entry, and must fulfill all the USEF membership requirements of an owner. A USEF Lease Registration Form ([click here](#)) is used to verify the lease. If this is not done, the actual owner of the horse is considered the owner and must fulfill all the USEF membership requirements of an owner.

SUMMARY OF USEF SHOW PASS REQUIREMENTS:

- USEF significantly changed the rules for active (competing) membership and non-member Show Passes effective 1 December 2022.
- This page provides a summary.

PARTICIPANT	USEF MEMBERSHIP REQUIREMENTS
Rider (mandatory)	Current USEF Competing (Active) Member Or Purchase USEF Show Pass
Owner (mandatory)	At least one owner* must be: Current USEF Competing (Active) Member Or Purchase USEF Show Pass
Trainer (mandatory)	Current USEF Competing (Active) Member May not use a USEF Show Pass
Coach (optional)	Current USEF Competing (Active) Member May not use a USEF Show Pass

- WHO CAN PURCHASE A SHOW PASS: All **riders** and **owners** must be a USEF active (competing) member or must purchase a Show Pass.
- WHO CANNOT PURCHASE A SHOW PASS: All **trainers** and **coaches** must be a USEF active (competing) member; they may not purchase a Show Pass.
- SHOW PASS FEE: The Show Pass fee is \$45 (as of 2023).
- WHEN TO PURCHASE A SHOW PASS: A Show Pass is purchased online with USEF no more than 14 days before the show. A show pass may not be purchased from a show secretary or as part of the show entry. A show pass may be purchased online with USEF on the day of the show.
- ONLY ONE SHOW PASS: Only one Show Pass may be purchased per person per competition year. After using a show pass, if the person wants to participate in a subsequent show that competition year, the person must become a USEF active (competing) member.
- PARENTS/GUARDIANS: Parents/guardians listed as a trainer and/or coach on a show entry for a rider who is less than 18 years of age must be a USEF active (competing) member.
- EXEMPTIONS: Riders, owners, trainers and coaches only participating in introductory level and/or opportunity classes are not required to be USEF active (competing) members or purchase Show Passes.
- ADDITIONAL INFORMATION:
 - USEF Show Pass FAQ – [click here](#).
 - USEF online Show Pass purchase form: [Click here](#).
 - Equestrian Entries instructions for USEF Show Passes: [Click here](#).
 - USEF GR206 Show Pass Fee: [Click here](#).
- This USEF information does not apply to USDF memberships.

USEF MEMBERSHIP REQUIREMENTS AND EXCEPTIONS:

- USEF competition membership requirements are covered in USEF GR1308 ([click here](#) for GR13) and USEF GR901.9 ([click here](#) for GR9). The following is text related to dressage.

GR1308 Membership and Document Requirements (as of 9 May 2023)

1. To be eligible to participate as a rider, driver, owner, handler, vaulter, longeur, lessee or agent at Federation Licensed Competitions, persons must be Members of the Federation as provided in GR202 or if not a member, must pay a Show Pass fee as provided in GR206 (for exceptions see GR901.9). Exception: Applications for Federation Individual Membership and Horse Recordings submitted at Licensed Competitions:

a. For Dressage Competitions:

1. Applications are considered effective on the date the application and dues are received by the Competition Secretary provided the application is signed and dated by the Competition Secretary on that same day.

2. Applications completed online at the competition are effective the date the application is submitted.

c. Lessees are considered owners in connection with this membership requirement. When an entry is under multiple ownership, only one owner need be a Member or pay a Show Pass fee. *Effective 2/1/23*

2. Memberships completed at the competition must be forwarded to the Federation office within ten (10) days of the close of the competition as part of the full competition results, which are defined in GR1214. The member's copy of the application is valid for 45 days or until the membership card is received from the Federation.

a. The following credentials must be available to Competition Management and the Federation steward/technical delegate. Competitions may, at their discretion, confirm any of the below electronically with the Federation office:

1. Amateur Status.

2. Copies of Junior Hunter and pony measurement cards.

3. Federation membership cards or a copy thereof, Exception: Applications completed at the competition. The member will retain the pink copy of the membership application form which, when properly signed by the Competition Secretary, is valid for 45 days from the date signed.

4. Federation horse recordings for USEF/USDF qualifying classes for dressage championships (see DR127.2), and USEF/USDF Dressage Championships (see DR127.2).

5. ...

6. ...

7. Non-U.S. citizens (as defined by GR901.9) and Foreign Competitors (as defined by GR828.4) must provide proof, in English, of current membership in good standing in their respective National Federation, or hold current membership in good standing with the Federation.

8. ...

9. ...

b. If an exhibitor does not submit the proper membership documentation to the competition and the competition cannot verify such information, (with the exception of Federation measurement cards) the exhibitor will be responsible to pay a Show Pass fee which is non-refundable.

3. Participation of non-US citizens in non-breed-restricted national competitions in the US.

a. Non-US citizens who are not current members of the Federation as provided in GR202 must either provide proof, in English, of current membership in good standing in their own National Federation, or must pay a registration fee as provided for in GR206 (for exceptions see GR901.9.)

b. In any discipline, owners and trainers who are non-US citizens and who have a current letter of permission/good standing from their own federation, are exempt from Federation membership requirements per Art. III, Sect. 3. Under this rule, non-US citizens must provide proof to competition management of current permission/good standing from their own federation in order to be exempted from Federation membership requirements.

c. Foreign Competitors (non U.S. citizens) who participate in Federation amateur classes, in any discipline, must be in possession of a Federation Amateur Card and must be a Junior, Senior, or Life Competing Member of the Federation. (Exception: Equestrian Canada members in possession of current EC membership may sign for Federation Amateur status on a show by show basis at no cost). However, non U.S. citizens who are not competing in Federation amateur classes are not required to become Federation Members if they provide proof, in English, of membership in good standing in their own National Federation.

4. U.S. Competitors competing in their own country in an FEI-sanctioned event, not requiring an FEI Passport, must present a valid USA National Passport or a valid FEI Passport. ...

USDF GR901.9 Prize List Requirements (as of 9 May 2023)

9. The following statement must be published in BOLD TYPE for all Regular Competitions; Eventing Competitions at the Modified Level or above, Combined Driving Competitions, Dressage Competitions, Endurance Rides and Vaulting Competitions:

(See GR828.4 of the Federation rules).

Life, senior active and junior active members shall be eligible to participate in all classes at Regular Competitions, ..., Dressage, ... Rides. A non-member may participate as a handler, rider, ..., owner, lessee or agent at Regular Competitions, ..., Dressage Competitions, ... upon payment of a Show Pass fee. Participants in the following classes are exempted from the Requirements of this rule:

- 1) leadline;
- 2) exhibitions;
- 3) ...;
- 4) ...;
- 5) walk trot (...) and academy classes (academy classes are classes limited to horses used regularly in a lesson program);
- 6) USDF introductory level tests, pas de deux and quadrille classes;
- 7) ... ;
- 8) Opportunity classes;
- 9) citizens of other nations who have proof, in English, of current membership in good standing of their own National Federation,
- 10) ...; and
- 11) assistant handlers in Dressage Sport Horse Breeding classes. *Effective 2/1/23*

GR821 Opportunity Classes (as of 9 May 2023)

1. Opportunity Classes:

e. Dressage classes **may** be offered as Opportunity classes at Dressage Competitions ... as described below:

6. Horses, riders, owners, trainers, and coaches participating only in Opportunity classes are exempt from Federation and affiliate organization membership and Horse Identification (HID) requirements and non-member/Show Pass fees, but are required to list the Federation membership number if the participant is a member.

NOTE: Horses **ONLY** in non-opportunity introductory level classes are **NOT** exempt from the USEF & Drug fee.

NOTE: If a person and/or a horse is/are participating in an exempt class and a non-exempt class, the people must have USEF and USDF memberships or pay the non-member fees and the horse must have at least a USDF HID #.

Summary for Horses and People Participating in ONLY Introductory or Opportunity Classes

Fee	Introductory	Opportunity
Office Fee	Mgmt Decides	Mgmt Decides
Grounds Fee	Mgmt Decides	Mgmt Decides
USEF & Drug Fee	YES	Not Req
USDF Member	Not Req	Not Req
USEF Member	Not Req	Not Req
USDF Horse	Not Req	Not Req
USEF Horse	Not Req	Not Req

Memberships > USDF People and Horse Membership Types



USDF PEOPLE AND HORSE MEMBERSHIP TYPES:

- In order to participate in USDF recognized shows, USDF has specific membership requirements for people (riders, owners, and business owners) and horses (USDF Registration). USDF does NOT have membership requirements for trainers and coaches.

PEOPLE - USDF:

- **USDF People Membership Types:**
 - USDF 1-Year Participating (expires November 30 of the membership year).
 - USDF 1-Year Youth Participating (expires November 30 of the membership year).
 - USDF 5-Year Participating (expires November 30 at the end of the fifth membership year).
 - USDF Lifetime Participating (membership does not expire).
 - USDF Business (expires November 30 of the membership year) (business = farms and organizations).
 - USDF Group Member (GM) Membership (expires November 30 of the membership year) (see GM NOTE).
 - USDF Education Membership (expires November 30 of the membership year) (not for competitions).
- **USDF People Non-member:** May participate if USDF Non-member Fee is paid (one fee/person/show). Cannot qualify for GAIG or many national awards.
- **USDF People Membership Applications:**
 - USDF Membership Application form (to print and snail mail) used before the show: [click here](#)
 - USDF Membership Online Application form used before the show: [click here](#)
 - USDF Participating Membership • Business Membership Application during the show: [click here](#)

HORSES - USDF:

- **USDF Horse Registration (2015 - [click here](#)):**
 - USDF Horse Identification Number (HID) (does not expire) (cannot qualify for GAIG or national awards)
 - USDF Lifetime Horse Registration (does not expire)
 - NOTE: There is no USDF Annual Horse Registration
- **USDF Non-registered Horse:** May not participate in USEF/USDF shows. Must have at least a USDF HID. Cannot qualify for GAIG or national awards.
- **USDF Horse Registration Forms:**
 - USDF Horse paper Registration before the show: [click here](#)
 - USDF Horse Online Registration before the show: [click here](#)
 - USDF Horse Registration during the show: [click here](#)

NOTE 1: USDF has a different people membership application and horse registration application forms to be used before the show vs. during the show. Ensure you use the correct form.

NOTE 2: The links on this page are as of May 2023. The links may change year-to-year.

NOTE 3: [Click here](#) for USDF People and horse memberships information document.

NOTE 4: USDF people memberships and horse registrations can be completed and paid online. Acknowledgement can be counted as proof of membership or registration.

NOTE 5 - USDF GM MEMBERSHIP - DO NOT USE GM NUMBER AND EXPIRATION: People that are USDF Group Member (GM) members may participate in USEF/USDF shows. They cannot qualify for GAIG or many other national awards. USDF GM members receive a USDF membership number and expiration; this USDF information must be used to verify membership. The GM number and expiration cannot be used as a proof of USDF membership.

NOTE 6 - NON-MEMBER - IF IN DOUBT, COLLECT THE FEE: If a person cannot prove to you that s/he is a current USDF member, assume the person is a non-member and collect the USDF non-member fee. If s/he can later prove s/he was a member before the rides, you can issue a refund, pursuant to your show's refund rules. It is much more difficult to collect a non-member fee after the show! If USDF determines the person was a non-member, they will expect the show to pay the fee.

NOTE 7 - USDF HORSE OWNERSHIP: A horse's owner is the person on record with USDF as the owner on the day the horse is competed. If a horse has been sold and a USDF Transfer of Ownership Form ([click here](#)) has not yet been sent to USDF, the membership status of the original owner must be observed; if the person is not a USDF member, a USDF non-member fee must be paid for the USDF non-member owner. If a USDF Transfer of Ownership Form has been sent to USDF, get proof from new owner.

NOTE 8 - LEASED HORSE: If a horse has been leased by a person, for show purposes that person is considered the horse owner and must fulfill all the USDF membership requirements of an owner. A USDF Lease Recording Form ([click here](#)) is used to verify the lease. If this is not done, the actual owner of the horse is considered the owner and must fulfill all the USDF membership requirements of an owner. If a USDF Transfer of Ownership Form has been sent to USDF, get verification from lessee.

Memberships > USDF Membership Requirements Chart



USDF MEMBERSHIP REQUIREMENTS CHART:

This chart is from the USDF Membership and Horse Registration Requirements document ([click here](#)). It lists the USDF membership requirements to participate in USDF recognized shows. The people memberships are for riders and owners; trainers and coaches are not required to have USDF membership (but they must be USEF members!) The chart has been reorganized to run from the least restrictive types of membership/registration to the most restrictive types of membership/registration.

AWARD AND CHAMPIONSHIP PROGRAMS MEMBERSHIP REQUIREMENTS

	LHR	HID	PM	GM	NM [†]	
* Compete at USEF-licensed/USDF-recognized competitions	✓	✓	✓	✓	✓	Least restrictive – Riders and owners can be USDF non-members (but must pay the USDF non-member fee) and horses can have only a USDF HID).
Qualify for USDF Breeders Championship Series Finals	✓	✓	✓	✓	✓	
Compete at USDF Breeders Championship Finals	✓	✓	✓	✓	✓	
Qualify for USDF Breeders Championship Series Materiale Class	✓	✓	✓	✓*	✓*	Owner can be a GM or NM but rider must be a PM.
Compete in USDF Breeders Championship Finals Materiale Class	✓	✓	✓	✓*	✓*	
USDF Rider Awards	✓	✓	✓	✓		
Qualify for USDF Dressage Seat Medal Semi-Finals	✓	✓	✓	✓		
Compete at USDF Dressage Seat Medal Semi-Finals	✓	✓	✓			
* Qualify for GAIG/USDF Regional Dressage Championships	✓		✓			Most restrictive – Riders and owners must be USDF Participating Members and horses must be USDF Lifetime Registered.
Compete at GAIG/USDF Regional Dressage Championships	✓		✓			
Qualify for USDF Regional Adult Amateur Equitation Final	✓		✓			
Compete in a USDF Regional Adult Amateur Equitation Final	✓		✓			
Compete at US Dressage Finals	✓		✓			
Adequan [®] /USDF Year-End Awards	✓		✓			
USDF Horse Performance Certificates	✓		✓			

*Applies only to the owner membership requirement. Rider must have a PM at the time the horse's qualifying score is earned.

LHR = USDF Lifetime Horse Registration
 HID = USDF Horse Identification Number
 PM = Participating Membership
 GM = Group Membership
 NM = Non-member

[†]For the purposes of this chart EM members should refer to NM listing.

* Most common for USEF/USDF shows.

**USDF EXCEPTIONS:**

The USDF **Exception List** ([click here](#)) lists exemptions to USDF people membership and USDF horse registration requirements.

- **Minimum USDF competition requirements:**
 - The minimum requirement for **owners** and **riders** is payment of the **USDF non-member fee** (this is a per-competition fee). [Trainers and coaches are not required to be USDF members.]
 - The minimum requirement for the **horse** is the **USDF Horse Identification Number (HID)**. This is a one-time fee that allows scores to be entered but not counted towards many national awards.
- **Individuals and horses** competing only in the following are exempt from the USDF membership/non-member fee and horse registration requirements:
 - Handlers of horses competing in DSHB in-hand or group classes
 - Horses competing only in Individual Breed Classes (IBC) at DSHB competitions
 - Sires and dams of horses in DSHB group classes, where those sires or dams are not actually competing in the same competition.
 - Horses competing only in breed restricted dressage or DSHB classes at regular competitions (i.e. all Arabian, all Friesian, all Morgan classes, etc.)
 - USDF Introductory Level tests
 - Pas de deux
 - Quadrille
 - Opportunity classes
 - Horses ridden in leadline, exhibitions, games and races, classes for 4-H members, walk-trot, and academy classes.
- Riders, owners and horses in **exempt classes** and **regular classes** must meet the minimum USDF membership / horse registration requirements.
- **Foreign competitors** do not have to have a USDF membership, pay the non-member fee, or register their horse if participating in FEI Championships and in CDI classes.
- **Non-US citizens** participating in **USDF recognized competitions** are not exempt from USDF membership requirements.
- **Summary for USEF/USDF and Opportunity, Introductory, Pas de Deux, and Quadrille:**

For Horse and People <u>Only</u> in This Type of Class	USEF People*	USEF Horse Registration	USEF & Drug Fee	Can be USEF Drug Tested?	USDF People**	USDF Horse Recording
Opportunity	Exempt	Exempt	Exempt	YES	Exempt	Exempt
USDF Introductory	Exempt	Exempt	Not Exempt	YES	Exempt	Exempt
USDF Pas de Deux	Exempt	Exempt	Not Exempt	YES	Exempt	Exempt
USDF Quadrille	Exempt	Exempt	Not Exempt	YES	Exempt	Exempt

* USEF People = Rider, Owner, Trainer and Coach

** USDF People = Rider and Owner

NOTE: If a person and/or a horse is/are participating in an exempt class and a non-exempt class, the people must have USEF and USDF memberships or pay the non-member fees and the horse must have at least a USDF HID #.

NOTE: Previously para-equestrian riders, owners and horses were exempt from USDF memberships. Memberships are now required.

Memberships > USEF and USDF Membership Requirements for GAIG Non-Qualifying Rides

- The following are membership requirements to **participate** in a USEF/USDF dressage competition (a show that is not breed restricted) in a **non-GAIG-qualifying** status as an open, adult amateur, junior rider/young rider or non-member. **Items in red are the minimum requirements.** (See the next page for GAIG qualification requirements.)
- The requirements for local championships and other special categories of classes/awards may be more stringent. Consult the rules for the particular class(es)/award(s) for further information.
- The two easiest ways to provide/receive copies of membership cards with the show entry is through (1) use of EE for online show entries, and (2) the **USEF and Affiliates Membership Verification System** at www.eqverification.org. If you receive an entry with confusing/missing documentation, your simplest solution is to check the memberships on this system.

PARTICIPANT	USEF	USDF
Horse	Must have: 1) USEF Lifetime Recording, <u>or</u> 2) Current USEF Annual Recording, <u>or</u> 3) USDF HID or LHR	Must have: 1) USDF Lifetime Horse Registration (LHR) <u>or</u> 2) USDF Horse Identification Number (HID)
Rider (mandatory)	Must be: 1) Current active USEF Competing Member, <u>or</u> 2) Purchase USEF Show Pass. One show pass per competition year. <u>and</u> 3) For Adult Amateur classes – USEF Senior Amateur Member on USEF Membership Card or Non-Member Amateur Card, or on the verification print-out. If there is no proof of USEF amateur status, the rider must be in open classes.	Must be: 1) Current USDF Participating Member (PM), <u>or</u> 2) Current USDF Group Member Organization (GM) member, <u>or</u> 2) Pay USDF non-member fee. One fee/person/show.
Owner (mandatory)	At least one owner must be: 1) Current active USEF Competing Member, <u>or</u> 2) Purchase USEF Show Pass. One show pass per competition year	At least one owner must be: 1) Current USDF Participating Member (PM), <u>or</u> 2) Current USDF Group Member Organization (GMO) member, <u>or</u> 3) Pay USDF non-member fee. One fee/person/show
Trainer (USEF mandatory)	Must be: 1) Current active USEF Competing Member	No USDF membership required.
Coach (optional; if listed, USEF mandatory)	Must be: 1) Current active USEF Competing Member	No USDF membership required.

- NOTE 1:** The above does not apply to **exempt classes**, for which the rider, owner, trainer, coach and horse are exempt from membership requirements and non-member fees.
- NOTE 2:** The USEF Show Pass is purchased online via the USEF web site. A person may only use one show pass per competition year.
- NOTE 3:** USDF non-member fee changes every few years. Ensure the current fee is in the show entry.
- NOTE 4:** All adult (≥ 18 yo) USEF competing members (riders, owners, trainers, and coaches) must have current SafeSport Training. USEF non-members are not required to take the training.

Memberships > USEF and USDF Membership Requirements for GAIG Qualifying and Championship Rides

- The following are membership requirements to qualify in a **Great American Insurance Group (GAIG)/ USDF Regional Dressage Championship** qualifying or championship class (Open, Adult Amateur, or JYR division).
- The requirements for local championships and other special categories of classes/awards may be more or less stringent. Consult the rules for the particular class(es)/awards for further information.
- The two easiest ways to provide/receive copies of membership cards with the show entry is through (1) use of EE for online show entries, and (2) the **USEF and Affiliates Membership Verification System** at www.eqverification.org. If you receive an entry with confusing/missing documentation, your simplest solution is to check the memberships on this system.

PARTICIPANT	USEF	USDF
Horse	Must have: 1) USEF Lifetime Recording, <u>or</u> 2) Current USEF Annual Recording	Must have: USDF Lifetime Horse Registration (LHR)
Rider (mandatory)	Must be: 1) Current active USEF Competing Member 2) For Adult Amateur classes – USEF Senior Amateur Member	Must be: Current USDF Participating Member (PM)
Owner* (mandatory)	At least one owner* must be: Current active USEF Competing Member	At least one owner* must be: Current USDF Participating Member (PM)
<p>*NOTE: For a horse with more than one owner, at least one owner must be both an active USEF competing member and an active USDF participating member.</p>		
Trainer (mandatory)	Must be: 1) Current active USEF Competing Member, <u>or</u> 2) Pay USEF show pass (non-member) fee. One fee/person/show.	No USDF membership required.
Coach (optional)	Must be: 1) Current active USEF Competing Member, <u>or</u> 2) Pay USEF show pass (non-member) fee. One fee/person/show.	No USDF membership required.

NOTE: Non-members may ride in GAIG qualification classes, but they may not qualify for the GAIG championships.

APPENDIX B. USEF/USDF AND FEI DRESSAGE TESTS



Dressage Tests > USEF/USDF

[Click here](#) for 2023 USEF/USDF guidelines and tests.

INTRODUCTORY THROUGH FOURTH LEVEL TESTS**Introductory** (white paper)

- Introductory Test A
- Introductory Test B
- Introductory Test C

Training Level Tests (optional pink paper)

- Training Level Test 1
- Training Level Test 2
- Training Level Test 3

First Level Tests (optional blue paper)

- First Level Test 1
- First Level Test 2
- First Level Test 3

Second Level Tests (optional yellow paper)

- Second Level Test 1
- Second Level Test 2
- Second Level Test 3

Third Level Tests (optional lavender paper)

- Third Level Test 1
- Third Level Test 2
- Third Level Test 3

Fourth Level Tests (optional green paper)

- Fourth Level Test 1
- Fourth Level Test 2
- Fourth Level Test 3

FREESTYLE / PAS DE DEUX / QUADRILLE TESTS**Freestyle**

- Freestyle - Training Level (white or pink paper)
- Freestyle - First Level (white or blue paper)
- Freestyle - Second Level (white or yellow paper)
- Freestyle - Third Level (white or lavender paper)
- Freestyle - Fourth Level (white or green paper)

Pas de Deux Tests

- Pas de Deux (white paper)

Quadrille Tests

- Quadrille - Introductory Level (white paper)
- Quadrille - Training Level (white paper)
- Quadrille - First Level (white paper)
- Quadrille - Second Level (white paper)
- Quadrille - Third Level (white paper)
- Quadrille - Freestyle (white paper)

SPORT HORSE**Individual Class**

- Sport Horse Prospect (In Hand)
- Sport Horse Breeding Stock (In Hand)
- Sport Horse Group Class (In Hand)
- Sport Horse Prospect (Under Saddle)

Master Class

- Sport Horse Prospect (In Hand)
- Sport Horse Breeding Stock (In Hand)
- Sport Horse Group Class (In Hand)
- Sport Horse Prospect (Under Saddle)

Championship

- Sport Horse Championship Class

Materiale

- Sport Horse Materiale Class

Amateur / Junior / Young Rider Handler

- Amateur / Junior / Young Rider Handler

DRESSAGE SEAT EQUITATION

- Dressage Seat Equitation Scoresheets
- Equitation Individual Patterns
- Dressage Seat Medals Score Sheet
- Dressage Seat Medals Individual Patterns

DEVELOPING HORSE / YOUNG HORSE

- Four-Year-Old Dressage Test
- Developing Horse Prix St. Georges
- Developing Horse Grand Prix

NOTE: Tests change every four years and at other times; therefore, when printing tests for a show, use online files.

Dressage Tests > FEI

[Click here](#) for the FEI dressage tests

FEI TESTS FOR SENIORS

- Prix St-Georges
- Intermediate I
- Intermediate A
- Intermediate B
- Intermediate II
- Short Grand Prix
- Grand Prix
- Grand Prix Special

FEI FREESTYLE TESTS

- Pony Riders
- Juniors
- Young Riders
- Intermediate I
- Intermediate A/B
- Grand Prix

FEI U-25 TESTS

- Grand Prix 16-25

FEI YOUNG RIDERS TESTS

- Preliminary Competition
- Team Competition
- Individual Competition

FEI JUNIORS TESTS

- Preliminary Competition
- Team Competition
- Individual Competition

FEI PONY RIDERS TESTS

- Preliminary Competition
- Team Competition
- Individual Competition

FEI CHILDREN TESTS

- Preliminary Competition A
- Preliminary Competition B
- Team Competition
- Individual Competition

FEI YOUNG HORSES

- Competition for 4-year-old horses (national competition only)
- Preliminary Competition for 5-year-old horses
- Final Competition for 5-year-old horses
- Preliminary Competition for 6-year-old horses
- Final Competition for 6-year-old horses - Final
- Preliminary Competition for 7-year-old horses
- Final Competition for 7-year-old horses
- Grand Prix – Young Horses (national competition only)

FEI REGIONAL GAMES

- Preliminary Competition
- Team Competition
- Individual Competition

NOTE: Tests change frequently; therefore, when printing tests for a show, use online files.

Dressage Tests > FEI Para-Equestrian

[Click here](#) for the FEI Para-Equestrian tests

Para Dressage Tests Grade I

Para Novice Test A (old: Introductory A)

Para Novice Test B (old: Introductory B)

Para Novice Test Freestyle (NEW)

Para Intermediate Test A (old: Novice A)

Para Intermediate Test B (old: Novice B)

Para Intermediate Test Freestyle (NEW)

Para Grand Prix Test A (old: Team Test)

Para Grand Prix Test B (old: Individual Test)

Para Grand Prix Test Freestyle (old: Freestyle Test)

Para Dressage Tests Grade II

Para Novice Test A (old: Introductory A)

Para Novice Test B (old: Introductory B)

Para Novice Test Freestyle (NEW)

Para Intermediate Test A (old: Novice A)

Para Intermediate Test B (old: Novice B)

Para Intermediate Test Freestyle (NEW)

Para Grand Prix Test A (old: Team Test)

Para Grand Prix Test B (old: Individual Test)

Para Grand Prix Test Freestyle (old: Freestyle Test)

Para Dressage Tests Grade III

Para Novice Test A (old: Introductory A)

Para Novice Test B (old: Introductory B)

Para Novice Test Freestyle (NEW)

Para Intermediate Test A (old: Novice A)

Para Intermediate Test B (old: Novice B)

Para Intermediate Test Freestyle (NEW)

Para Grand Prix Test A (old: Team Test)

Para Grand Prix Test B (old: Individual Test)

Para Grand Prix Test Freestyle (old: Freestyle Test)

Para Dressage Tests Grade IV

Para Novice Test A (old: Introductory A)

Para Novice Test B (old: Introductory B)

Para Novice Test Freestyle (NEW)

Para Intermediate Test A (old: Novice A)

Para Intermediate Test B (old: Novice B)

Para Intermediate Test Freestyle (NEW)

Para Grand Prix Test A (old: Team Test)

Para Grand Prix Test B (old: Individual Test)

Para Grand Prix Test Freestyle (old: Freestyle Test)

Para Dressage Tests Grade V

Para Novice Test A (old: Introductory A)

Para Novice Test B (old: Introductory B)

Para Novice Test Freestyle (NEW)

Para Intermediate Test A (old: Novice A)

Para Intermediate Test B (old: Novice B)

Para Intermediate Test Freestyle (NEW)

Para Grand Prix Test A (old: Team Test)

Para Grand Prix Test B (old: Individual Test)

Para Grand Prix Test Freestyle (old: Freestyle Test)

NOTE: Tests change frequently; therefore, when printing tests for a show, use online files.

APPENDIX C. DRESSAGE AND OTHER TESTS AND TEST DURATIONS BUILT INTO FVD



SECTION VI. APPENDICES

Dressage and Other Tests and Test Durations Built Into FVD (as of May 2023)

- As of May 2023, FVD has these tests built into the program.
- The tests can be edited or deleted, and new tests can be added. See [Show Office > Test Editor](#) for the procedure to edit, delete and add tests.

USEF/USDF DRESSAGE TESTS	MIN
1 USEF Training Level, Test 1 2023	6.0
2 USEF Training Level, Test 2 2023	8.0
3 USEF Training Level, Test 3 2023	7.0
5 USEF First Level, Test 1 2023	7.0
6 USEF First Level, Test 2 2023	8.0
7 USEF First Level, Test 3 2023	8.0
9 USEF Second Level, Test 1 2023	8.0
10 USEF Second Level, Test 2 2023	9.0
11 USEF Second Level, Test 3 2023	8.0
13 USEF Third Level, Test 1 2023	8.0
14 USEF Third Level, Test 2 2023	8.0
15 USEF Third Level, Test 3 2023	8.0
16 USEF Fourth Level, Test 1 2023	8.0
17 USEF Fourth Level, Test 2 2023	8.0
18 USEF Fourth Level, Test 3 2023	9.0
31 USDF Freestyle, First Level 2023	9.0
32 USDF Freestyle, Second Level 2023	9.0
33 USDF Freestyle, Third Level 2023	9.0
34 USDF Freestyle, Fourth Level 2023	9.0
41 USDF Pas de Deux Freestyle 2023	10.0
42 USDF Quadrille, Introductory Level 2019	8.0
44 USDF Quadrille, Training Level 2019	8.5
46 USDF Quadrille, First Level 2019	8.5
48 USDF Quadrille, Second Level 2019	8.5
49 USDF Quadrille, Third Level 2019	8.5
59 USDF DSH Prospects In-Hand 2023	6.0
60 USDF DSH Prospects Under-Saddle 2023	6.0
61 USDF DSH Breeding Stock In-Hand 2023	6.0
62 USDF DSH Group Class 2023	6.0
63 USDF Materiale Class Scoresheet 2023	6.0
77 USDF Am/JR/YR Handler 2019	6.0
78 USDF Introductory Level, Test A 2023	6.0
79 USDF Introductory Level, Test B 2023	6.0
80 USDF Introductory Level, Test C 2023	6.0
90 USEF Four-Year-Old Test 2023	10.0
102 USEF Dressage Seat Equitation	5.0
111 USEF Developing Horse, PSG 2023	8.0
113 USDF Quadrille, Freestyle 2019	10.0
808 USEF Developing Horse, GP 2023	8.0
830 USDF Freestyle, Training Level 2023	9.0

FEI DRESSAGE TESTS	MIN
23 FEI Prix St. Georges 2022	9.0
24 FEI Intermediate I 2022	9.0
25 FEI Intermediate II 2022	9.0
26 FEI Intermediate B 2022	9.0
27 FEI Grand Prix Special 2022	9.0
28 FEI Grand Prix 2022	9.0
29 FEI Young Horses, 7yo Final 2022 - T	9.0
30 FEI Young Riders, Prelim 2021	9.0
35 FEI Freestyle, Intermediate I 2017	9.0
36 FEI Freestyle, Grand Prix 2017	9.0
37 FEI Junior, Individual 2021	9.0
38 FEI Junior, Team 2021	9.0
39 FEI Juniors, Preliminary 2021	9.0
40 FEI Young Riders, Team 2021	9.0
43 FEI Young Horses, 4yo (Nat) 2017	6.0
45 FEI Freestyle, Intermediate A/B 2021	6.0
51 FEI Young Horses, 7yo Preliminary 2021 - T	6.0
52 FEI Freestyle, Young Riders 2017	9.0
53 FEI Grand Prix (Short) 2022	10.0
54 FEI Young Horses, 7yo Preliminary 2021 - A	6.0
55 FEI Young Horses, 5yo Preliminary 2017	8.0
56 FEI Young Horses, 7yo Final 2021 - A	6.0
57 FEI Young Horses, 6yo Preliminary 2017	8.0
75 FEI Freestyle, Juniors 2017	9.0
76 FEI Freestyle, Pony Riders 2017	10.0
81 FEI Pony Riders, Team 2021	9.0
82 FEI Pony Riders, Individual 2021	9.0
83 FEI Pony Riders, Preliminary 2021	6.0
84 FEI Children, Preliminary A 2020 - A	6.0
85 FEI Children, Team 2020 - A	6.0
86 FEI Children, Preliminary B 2020 - A	6.0
87 FEI Children, Individual 2020 - A	6.0
88 FEI Young Horses, 5yo Final 2022	10.0
89 FEI Young Horses, 6yo Final 2022	10.0
92 FEI Young Horse, Grand Prix 2021	6.0
101 FEI Children, Preliminary B 2020 - T	6.0
103 FEI Young Riders, Individual 2021	9.0
104 FEI U25, Grand Prix 16-25 2021	9.0
105 FEI Children, Preliminary A 2020 - T	9.0
106 FEI Children, Team 2020 - T	9.0
107 FEI Children, Individual 2020 - T	6.0
108 FEI Regional Games, Preliminary 2021	6.0
109 FEI Regional Games, Team 2021	6.0
110 FEI Regional Games, Individual 2021	6.0
112 FEI Intermediate A 2022	10.0

SECTION VI. APPENDICES

Dressage and Other Tests and Test Durations Built Into FVD (as of May 2023), Cont'd.

- As of May 2023, FVD has these tests built into the program.
- The tests can be edited or deleted, and new tests can be added. See [Show Office > Test Editor](#) for the procedure to edit, delete and add tests.

FEI PARA DRESSAGE TESTS	MIN
701 FEI Para Grade I Novice Test A 2023	6.0
702 FEI Para Grade I Novice Test B 2023	6.0
703 FEI Para Grade I Novice Freestyle 2023	5.5
704 FEI Para Grade I Intermediate Test A 2023	6.0
705 FEI Para Grade I Intermediate Test B 2023	6.0
706 FEI Para Grade I Intermediate Freestyle 2023	5.5
707 FEI Para Grade I Grand Prix A 2023	6.0
708 FEI Para Grade I Grand Prix B 2023	6.0
709 FEI Para Grade I Grand Prix Freestyle 2023	6.0
711 FEI Para Grade II Novice Test A 2023	6.0
712 FEI Para Grade II Novice Test B 2023	6.0
713 FEI Para Grade II Novice Freestyle 2023	5.5
714 FEI Para Grade II Intermediate Test A 2023	6.0
715 FEI Para Grade II Intermediate Test B 2023	6.0
716 FEI Para Grade II Intermediate Freestyle 2023	5.5
717 FEI Para Grade II Grand Prix A 2023	6.0
718 FEI Para Grade II Grand Prix B 2023	6.0
719 FEI Para Grade II Grand Prix Freestyle 2023	6.0
721 FEI Para Grade III Novice Test A 2023	6.0
722 FEI Para Grade III Novice Test B 2023	6.0
723 FEI Para Grade III Novice Freestyle 2023	5.5
724 FEI Para Grade III Intermediate Test A 2023	6.0
725 FEI Para Grade III Intermediate Test B 2023	6.0
726 FEI Para Grade III Intermediate Freestyle 2023	5.5
727 FEI Para Grade III Grand Prix A 2023	6.0
728 FEI Para Grade III Grand Prix B 2023	6.0
729 FEI Para Grade III Grand Prix Freestyle 2023	6.0
731 FEI Para Grade IV Novice Test A 2023	6.0
732 FEI Para Grade IV Novice Test B 2023	6.0
733 FEI Para Grade IV Novice Freestyle 2023	5.5
734 FEI Para Grade IV Intermediate Test A 2023	6.0
735 FEI Para Grade IV Intermediate Test B 2023	6.0
736 FEI Para Grade IV Intermediate Freestyle 2023	5.5
737 FEI Para Grade IV Grand Prix A 2023	6.0
738 FEI Para Grade IV Grand Prix B 2023	6.0
739 FEI Para Grade IV Grand Prix Freestyle 2023	6.0
741 FEI Para Grade V Novice Test A 2023	6.0
742 FEI Para Grade V Novice Test B 2023	6.0
743 FEI Para Grade V Novice Freestyle 2023	5.5
744 FEI Para Grade V Intermediate Test A 2023	6.0
745 FEI Para Grade V Intermediate Test B 2023	6.0
746 FEI Para Grade V Intermediate Freestyle 2023	5.5
747 FEI Para Grade V Grand Prix A 2023	6.0
748 FEI Para Grade V Grand Prix B 2023	6.0
749 FEI Para Grade V Grand Prix Freestyle 2023	6.0

WDAA TESTS	MIN
150 WDAA Intro Level Test 1 2022	6.0
151 WDAA Intro Level Test 2 2022	6.0
152 WDAA Intro Level Test 3 2022	6.0
153 WDAA Intro Level Test 4 2022	6.0
154 WDAA Basic Level Test 1 2022	7.0
155 WDAA Basic Level Test 2 2022	6.5
156 WDAA Basic Level Test 3 2022	7.0
157 WDAA Basic Level Test 4 2022	7.0
158 WDAA Level 1 Test 1 2022	7.0
159 WDAA Level 1 Test 2 2022	6.5
160 WDAA Level 1 Test 3 2022	7.0
161 WDAA Level 1 Test 4 2022	7.0
162 WDAA Level 2 Test 1 2022	6.5
163 WDAA Level 2 Test 2 2022	7.0
164 WDAA Level 2 Test 3 2022	7.0
165 WDAA Level 2 Test 4 2022	8.0
166 WDAA Level 3 Test 1 2022	8.5
167 WDAA Level 3 Test 2 2022	6.0
168 WDAA Level 3 Test 3 2022	7.0
169 WDAA Level 3 Test 4 2022	6.5
174 WDAA Level 4 Test 1 2022	6.0
175 WDAA Level 4 Test 2 2022	7.0
176 WDAA Level 4 Test 3 2022	6.5
177 WDAA Level 4 Test 4 2022	7.0
178 WDAA Level 5 Test 1 2022	7.0
179 WDAA Level 5 Test 2 2022	6.5
180 WDAA Level 5 Test 3 2022	6.5
181 WDAA Level 5 Test 4 2022	7.0
182 WDAA Freestyle, Intro Level 2022	6.0
183 WDAA Freestyle, Basic Level 2022	6.0
184 WDAA Freestyle, Level 1 2022	6.5
185 WDAA Freestyle, Level 2 2022	7.0
186 WDAA Freestyle, Level 3 2022	7.0
187 WDAA Freestyle, Level 4 2022	6.5
188 WDAA Freestyle, Level 5 2022	7.0
189 WDAA Therapeutic Leadline A - Walk Only 2020	7.0
190 WDAA Therapeutic Leadline A 2020	6.0
191 WDAA Therapeutic Leadline B 2020	7.0
192 WDAA Therapeutic Coached Test 1 - Walk 2020	7.0
193 WDAA Therapeutic Coached Test 1 2020	7.0
194 WDAA Therapeutic Coached Test 2 2020	7.0
195 WDAA Therapeutic Coached Test 3 2020	6.0

Dressage and Other Tests and Test Durations Built Into FVD (as of May 2023), Cont'd.

- As of May 2023, FVD has these tests built into the program.
- The tests can be edited or deleted, and new tests can be added. See [Show Office > Test Editor](#) for the procedure to edit, delete and add tests.

USEA DRESSAGE TESTS	MIN
900 USEA Eventing, Beginner Novice Test A 2022	6.0
901 USEA Eventing, Beginner Novice Test B 2022	5.5
902 USEA Eventing, Novice Test A 2022	7.0
903 USEA Eventing, Novice Test B 2022	6.0
904 USEA Eventing, Training Test A 2022	6.0
905 USEA Eventing, Training Test B 2022	6.0
906 USEA Eventing, Preliminary Test A 2022	7.0
907 USEA Eventing, Preliminary Test B 2022	6.0
908 USEA Eventing, Intermediate Test A 2022	6.0
909 USEA Eventing, Intermediate Test B 2022	6.0
910 USEA Eventing, Advanced Test A 2022	8.0
911 USEA Eventing, Advanced Test B 2022	7.0
912 USEA Eventing, Modified Test A 2022	5.0
913 USEA Eventing, Modified Test B 2022	6.0
914 USEA Eventing, Starter Test 2022	5.0

WSDAC TESTS	MIN
250 WSDAC Introductory Level, Test A	7.0
251 WSDAC Introductory Level, Test B	7.0
252 WSDAC Introductory Level, Test C	7.0
253 WSDAC Introductory Level, Test D	7.0
254 WSDAC Basic Level, Test A	7.0
255 WSDAC Basic Level, Test B	7.0
256 WSDAC Basic Level, Test C	7.0
257 WSDAC Basic Level, Test D	7.0
258 WSDAC Level 1, Test A	7.0
259 WSDAC Level 1, Test B	7.0
260 WSDAC Level 1, Test C	7.0
261 WSDAC Level 1, Test D	7.0
262 WSDAC Level 2, Test A	7.0
263 WSDAC Level 2, Test B	7.0
264 WSDAC Level 2, Test C	7.0
265 WSDAC Level 2, Test D	7.0
266 WSDAC Level 3, Test A	7.0
267 WSDAC Level 3, Test B	7.0
268 WSDAC Level 3, Test C	7.0
269 WSDAC Level 3, Test D	7.0
270 WSDAC Level 4, Test A	7.0
271 WSDAC Level 4, Test B	7.0
272 WSDAC Level 4, Test C	7.0
273 WSDAC Level 4, Test D	7.0
274 WSDAC Freestyle, Basic Level	7.0
275 WSDAC Freestyle, Level 1	7.0
276 WSDAC Freestyle, Level 2	7.0
277 WSDAC Freestyle, Level 3	7.0
278 WSDAC Freestyle, Level 4	7.0

COWBOY TESTS	MIN
200 Cow boy Dressage Walk, Jog Test 1	6.0
201 Cow boy Dressage Walk, Jog Test 2	7.0
202 Cow boy Dressage Walk, Jog Test 3	6.5
203 Cow boy Dressage Walk, Jog Test 4	6.5
204 Cow boy Dressage Walk, Jog, Lope Test 1	7.0
205 Cow boy Dressage Walk, Jog, Lope Test 2	7.0
206 Cow boy Dressage Walk, Jog Lope Test 4	6.5
207 Cow boy Dressage Walk, Jog, Lope Test 5	7.0
208 Cow boy Dressage Walk, Jog, Lope Test 6 2017	7.0
209 Cow boy Dressage Challenge Walk, Jog 1	7.0
210 Cow boy Dressage Challenge Walk, Jog 2	7.0
211 Cow boy Dressage Challenge Walk, Jog 3	8.0
212 Cow boy Dressage Challenge Walk, Jog 4	9.0
213 Cow boy Dressage Challenge Walk, Jog, Lope 1	9.0
214 Cow boy Dressage Vaquero Challenge Walk, Jog	7.0
215 Cow boy Dressage Vaquero Challenge Walk, Jog	9.0
216 Cow boy Dressage Vaquero Challenge Walk-Jog-	9.0
217 Cow boy Dressage Y/A Partner Ground	6.0
218 Cow boy Dressage Y/A PUS	6.0
219 Gaited Cow boy Dressage Walk, Int G 2	7.0
220 Gaited Cow boy Dressage Walk Int Gait 3	6.5
221 Gaited Cow boy Dressage Walk, Int Gait, Lope 2	7.0
222 Cow boy Dressage Walk Jog Freestyle	6.0
223 Cow boy Dressage Walk Jog Lope Freestyle	6.0
224 Cow boy Dressage Partnership Ground W/W Test	6.0
225 Cow boy Dressage Partner Under Saddle W/W Te	6.0
226 Cow boy Dressage Challenge W/W Test 1	6.0
227 Cow boy Dressage Challenge W/Int Gait Test 1	6.0
228 Cow boy Dressage Walk, Jog, Lope Test 7	6.0

EC TESTS	MIN
114 EC Walk Trot Test A 2010	6.0
115 EC Walk Trot Test B 2010	6.0
116 EC Walk Trot Test C 2010	6.0
117 EC Walk Trot Test D 2010	6.0

USAWE TESTS	MIN
1000 USAWE Level 1 - Introductory 2022	7.0
1001 USAWE Level 2 - Novice A 2022	7.0
1002 USAWE Level 3 - Novice B 2022	7.0
1003 USAWE Level 4 - Intermediate A 2022	7.0
1004 USAWE Level 5 - Intermediate B 2022	7.0
1005 USAWE Level 6 - Advanced	7.0
1006 USAWE Level 7 - Masters WAWWE 2017	7.0

OTHER TESTS	MIN
999 Prix St James	6.0
1100 Prix Caprilli-Training Level	7.0
1101 Prix Caprilli-First Level	6.0
1102 Prix Caprilli-Second Level	6.0
1103 GP De Dressage-Knockout	6.0
9999 Online Test Place Holder	6.0

APPENDIX D. USEF/USDF TEST DURATIONS



Test Durations > USDF Approximation of Test Times

[Click here](#) for Resource on USDF Web Site

This is a guide to help approximate how long it will take each rider to complete a test. Please note the scheduling time is the average amount of time it takes to complete the test plus two minutes built in for time between tests.

An extra 45 seconds should be added to these ride times if the exhibitor must use the inside of the arena for their warm up before the bell is rung.

DRESSAGE TEST	SCHEDULING TIME (minutes)
USDF Introductory Test A	6:00*
USDF Introductory Test B	6:00*
USDF Introductory Test C	6:00*
Training Level Test 1	7:00*
Training Level Test 2	8:00*
Training Level Test 3	7:00*
First Level Test 1	7:00
First Level Test 2	8:00
First Level Test 3	8:00
Second Level Test 1	8:00
Second Level Test 2	8:00
Second Level Test 3	8:00
Third Level Test 1	8:00
Third Level Test 2	8:00
Third Level Test 3	8:00
Fourth Level Test 1	8:00
Fourth Level Test 2	8:00
Fourth Level Test 3	8:00
Prix St. Georges	8:00
Intermediate I	8:00
Intermediate II	8:00
Grand Prix	8:00
Grand Prix Special	9:00
USDF Freestyles (Training-1 st)	9:00
USDF Freestyle (2 nd -4 th)	10:00
Junior & Young Rider Freestyles	7:00
FEI Freestyles	8:00

*Please note all times are based on the use of a standard arena. Should you be using a small arena please allow one minute less.

APPENDIX E. USEF DRESSAGE SECTION CODES



- **Dressage USEF Section Codes** are required for all recognized classes.
- In FVD, they are entered in the **Classes USEF Code** box (see [Classes](#)).
- [Click here](#) for the 2023 USEF source document.

USEF/USDF TESTS	
1502	TRAINING LEVEL DRESSAGE
1504	FIRST LEVEL DRESSAGE
1507	SECOND LEVEL DRESSAGE
1510	THIRD LEVEL DRESSAGE
1513	FOURTH LEVEL DRESSAGE
USEF/USDF FREESTYLE TESTS	
1541	FIRST LEVEL FREESTYLE
1538	SECOND LEVEL FREESTYLE
1539	THIRD LEVEL FREESTYLE
1540	FOURTH LEVEL FREESTYLE
USEF DEVELOPING HORSE TESTS	
1584	USEF DEVELOPING HORSE PRIX ST. GEORGES TEST
1585	USEF DEVELOPING HORSE GRAND PRIX TEST
SPORT HORSE BREEDING	
1596	DRESSAGE BREEDING-MATERIALE
5900	DRESSAGE SPRT HRS BREEDING
5901	YRLG DRES. BRDG.
5902	2 YR OLD DRES. BRDG.
5903	3 YR OLD DRES. BRDG.
5904	DSHB MATURE HORSE
5905	DSHB YOUNG HORSE
5906	DSHB 4-YEAR-OLD
OTHER	
1500	DRESSAGE - TOC
1598	MISC DRESSAGE
6900	DRESSAGE SEAT MEDAL

FEI TESTS	
1531	PRIX ST. GEORGE LEVEL
1533	INTERMEDIATE I
1535	INTERMEDIATE II
9943	INTERMEDIATE - A
9946	INTERMEDIATE - B
1537	GRAND PRIX LEVEL
1556	GRAND PRIX SPECIAL
1557	CDI - GRAND PRIX OPEN
1558	CDI - GRAND PRIX SPECIAL
FEI FREESTYLE TESTS	
1534	INTERMEDIATE I FREESTYLE
1589	INTERMEDIATE A/B FREESTYLE
1526	GRAND PRIX FREESTYLE
1557	CDI - GRAND PRIX OPEN
1558	CDI - GRAND PRIX SPECIAL
FEI PONY/CHILDREN/JUNIOR/YOUNG/16-25 RIDERS	
1573	FEI PONY TEAM TEST
1574	FEI PONY INDIVIDUAL TEST
1586	FEI PONY FREESTYLE
1579	FEI CHILDREN TEAM TEST
1580	FEI CHILDREN INDIVIDUAL TEST
1572	FEI JR. TEAM TEST
1576	FEI JR. INDIVIDUAL TEST
1587	FEI JUNIOR FREESTYLE
1577	FEI YR. TEAM TEST
1578	FEI YR. INDIVIDUAL TEST
1588	FEI YOUNG RIDER FREESYTLT
1554	USEF YOUNG ADULT "BRENTINA CUP"
1555	FEI GRAND PRIX RIDERS AGES 16 - 25
FEI YOUNG HORSE TESTS	
1551	FEI/USEF DRESSAGE TEST FOR 4 YEAR OLD HORSES
1581	FEI PRELIMINARY DRESSAGE TEST FOR 5 YEAR OLD HORSES
1542	FEI DRESSAGE TEST FOR 5 YEAR OLD HORSES FINAL
1582	FEI PRELIMINARY DRESSAGE TEST FOR 6 YEAR OLD HORSES
1543	FEI DRESSAGE TEST FOR 6 YEAR OLD HORSES FINAL
1583	FEI PRELIMINARY DRESSAGE TEST FOR 7 YEAR OLD HORSES
1562	FEI DRESSAGE TEST FOR 7 YEAR OLD HORSES FINAL
FEI PARA-EQUESTRIAN	
1593	PARA- EQUESTRIAN

NOTE: If there is no code for a class, use **1598 MISC DRESSAGE**. Ex.: Introductory, Training Level Freestyle.

- **Dressage USEF Section Codes** are required for all recognized classes.
- In FVD, they are entered in the **Classes USEF Code** box (see [Classes](#)).
- [Click here](#) for the 2023 USEF source document.

1500	DRESSAGE - TOC	1596	DRESSAGE BREEDING-MATERIALE
1502	TRAINING LEVEL DRESSAGE	5900	DRESSAGE SPRT HRS BREEDING
1504	FIRST LEVEL DRESSAGE	5901	YRLG DRES. BRDG.
1541	FIRST LEVEL FREESTYLE	5902	2 YR OLD DRES. BRDG.
1507	SECOND LEVEL DRESSAGE	5903	3 YR OLD DRES. BRDG.
1538	SECOND LEVEL FREESTYLE	5904	DSHB MATURE HORSE
1510	THIRD LEVEL DRESSAGE	5905	DSHB YOUNG HORSE
1539	THIRD LEVEL FREESTYLE	5906	DSHB 4-YEAR-OLD
1513	FOURTH LEVEL DRESSAGE	6900	DRESSAGE SEAT MEDAL
1540	FOURTH LEVEL FREESTYLE	1598	MISC DRESSAGE
1531	PRIX ST. GEORGE LEVEL	1593	PARA- EQUESTRIAN
1533	INTERMEDIATE I	1573	FEI PONY TEAM TEST
1534	INTERMEDIATE I FREESTYLE	1574	FEI PONY INDIVIDUAL TEST
1535	INTERMEDIATE II	1572	FEI JR. TEAM TEST
9943	INTERMEDIATE - A	1576	FEI JR. INDIVIDUAL TEST
9946	INTERMEDIATE - B	1577	FEI YR. TEAM TEST
1537	GRAND PRIX LEVEL	1578	FEI YR. INDIVIDUAL TEST
1556	GRAND PRIX SPECIAL	1579	FEI CHILDREN TEAM TEST
1526	GRAND PRIX FREESTYLE	1580	FEI CHILDREN INDIVIDUAL TEST
1557	CDI - GRAND PRIX OPEN	1584	USEF DEVELOPING HORSE PRIX ST. GEORGES TEST
1558	CDI - GRAND PRIX SPECIAL	1585	USEF DEVELOPING HORSE GRAND PRIX TEST
1559	CDI - GRAND PRIX FREESTYLE	1581	FEI PRELIMINARY DRESSAGE TEST FOR 5 YEAR OLD HORSES
1551	FEI/USEF DRESSAGE TEST FOR 4 YEAR OLD HORSES	1582	FEI PRELIMINARY DRESSAGE TEST FOR 6 YEAR OLD HORSES
1542	FEI DRESSAGE TEST FOR 5 YEAR OLD HORSES FINAL	1583	FEI PRELIMINARY DRESSAGE TEST FOR 7 YEAR OLD HORSES
1543	FEI DRESSAGE TEST FOR 6 YEAR OLD HORSES FINAL	1589	INTERMEDIATE A/B FREESTYLE
1562	FEI DRESSAGE TEST FOR 7 YEAR OLD HORSES FINAL	1586	FEI PONY FREESTYLE
1554	USEF YOUNG ADULT "BRENTINA CUP"	1587	FEI JUNIOR FREESTYLE
1555	FEI GRAND PRIX RIDERS AGES 16 - 25	1588	FEI YOUNG RIDER FREESYTLE

APPENDIX F. EQUINE CANADA (EC) SECTION CODES



EC Section Codes > Listed by FVD (as of May 2023)



EQUESTRIAN
CANADA
EQUESTRE

- See [SHOW PREFERENCES > MEMBERSHIP \(1\) TAB](#) to use EC codes in the show.
- On the **Class** form, the **EC (Section) Codes** come directly from EC's database. Canadian users click on the **Import EC Codes** button to import the more current list. Then use the **EC Code** drop-down arrow to select the correct code.

10010107	DR	Training - 1
10020307	DR	Training - 2
10030307	DR	Training - 3
10040307	DR	Training - Freestyle
10050950	DR	Training Test of Choice
10110307	DR	First - 1
10120307	DR	First - 2
10130300	DR	First - 3
10140900	DR	First - Freestyle
10150950	DR	First Level Test of Choice
10210300	DR	Second - 1
10220300	DR	Second - 2
10230307	DR	Second - 3
10240900	DR	Second - Freestyle
10250950	DR	Second Level Test of Choice
10310307	DR	Third - 1
10320307	DR	Third - 2
10330307	DR	Third - 3
10330900	DR	Third - Freestyle
10350950	DR	Third Level Test of Choice
10410300	DR	Fourth - 1
10420307	DR	Fourth - 2
10430307	DR	Fourth - 3
10430900	DR	Fourth Freestyle
10450950	DR	Fourth Level Test of Choice
11000100	DR	Sport Horse Breeding Ind Score Sheet
11000200	DR	Sport Horse Breeding Master Score
12015325	DR	Materiale Classes 3 & 4 yr olds
13000001	PE	Walk Test - Level 1
13000002	PE	Walk Test - Level 2
13000003	PE	Walk Test - Level 3
13000004	PE	Walk/Trot Test - Level 1
13000005	PE	Grade I - Para Grand Prix Test A (old: Team Test) (20X
13000006	PE	Grade I - Para Grand Prix Test B (old: Individual Test)(;
13000007	PE	Walk/Trot Test - Level 2
13000008	PE	Walk/Trot Test - Level 3
13000009	PE	Walk/Trot/Canter Test - Level 1
13000010	PE	Walk/Trot/Canter Test - Level 2
13000011	PE	Walk/Trot/Canter Test - Level 3
13000012	PE	Grade II - Para Grand Prix Test A (old: Team Test)(20X
13000013	PE	Grade II - Para Grand Prix Test B (old: Individual Test)(
13000014	PE	Grade II - Para Grand Prix Test Freestyle (old: Freesty
13000015	PE	Grade I - Para Novice Test A (old: Introductory A)(20X
13000016	PE	Grade I - Para Novice Test B (old: Introductory B)(20X
13000017	PE	Grade II - Para Novice Test A (old: Introductory A)(20
13000018	PE	Grade II - Para Novice Test B (old: Introductory B)(20X
13000019	PE	Grade III - Para Novice Test A (old: Introductory A)(2C
13000020	PE	Grade III - Para Grand Prix Test A (old: Team Test)(20;
13000021	PE	Grade III - Para Grand Prix Test B (old: Individual Test)
13000022	PE	Grade III - Para Grand Prix Test Freestyle (old: Freesty
13000023	PE	Grade III - Para Novice Test B (old: Introductory B)(20
13000024	PE	Grade IV - Para Novice Test A (old: Introductory A)(20
13000025	PE	Grade IV - Para Novice Test B (old: Introductory B)(20
13000026	PE	Grade V - Para Novice Test A (old: Introductory A)(20X
13000027	PE	Grade V - Para Novice Test B (old: Introductory B)(20X
13000028	PE	Grade IV - Para Grand Prix Test A (old: Team Test)(20
13000029	PE	Grade IV - Para Grand Prix Test B (old: Individual Test)
13000041	PE	Grade V - Para Grand Prix Test B (old: Individual Test)
13000042	PE	Grade V - Para Grand Prix Test Freestyle (old: Freestyl
13000043	PE	Grade I - Para Intermediate Test A (old: Novice A)(20X
13000044	PE	Grade II - Para Intermediate Test A (old: Novice A)(20;
13000045	PE	Grade III - Para Intermediate Test A (old: Novice A)(2C

13000046	PE	Grade IV - Para Intermediate Test A (old: Novice A)(20
13000047	PE	Grade V - Para Intermediate Test A (old: Novice A)(20X
13000050	PE	Grade I - Para Grand Prix Test Freestyle (old: Freestyle
13000051	PE	Grade V - Para Grand Prix Test A (old: Team Test)(20X
13000052	PE	PE Test of Choice
13000055	PE	Grade I - Para Intermediate Test B (old: Novice B)(20X
13000056	PE	Grade II - Para Intermediate Test B (old: Novice B)(20X
13000057	PE	Grade IV - Para Intermediate Test B (old: Novice B)(20
13000058	PE	Grade III - Para Intermediate Test B (old: Novice B)(20
13000059	PE	Grade V - Para Intermediate Test B (old: Novice B)(20X
13000060	PE	Grade IV - Para Grand Prix Test Freestyle (old: Freesty
19000950	DR	FEI Test of Choice
19015350	DR	FEI Young Horse 4 yr
19015400	DR	FEI Young Horse 5 yr - Qualifier Preliminary
19015500	DR	FEI Young Horse 5 yr - Final
19016400	DR	FEI Young Horse 6 yr - Qualifier Preliminary
19016500	DR	FEI Young Horse 6 yr - Final
19017400	DR	FEI Young Horse 7 yr - Qualifier Preliminary
19017500	DR	FEI Young Horse 7 yr - Final
19019101	DR	FEI Children - Preliminary - A
19019102	DR	FEI Children - Preliminary - B
19019200	DR	FEI Children - Team
19019300	DR	FEI Children - Individual
19020601	DR	FEI Pony - Preliminary
19020701	DR	FEI Pony - Team
19020801	DR	FEI Pony - Individual
19020900	DR	FEI Pony - Freestyle
19030600	DR	FEI Junior - Preliminary
19030701	DR	FEI Junior - Team
19030801	DR	FEI Junior - Individual
19030900	DR	FEI Junior - Freestyle
19040600	DR	FEI Young Rider - Preliminary
19040700	DR	FEI Young Rider - Team
19040900	DR	FEI Young Rider - Freestyle
19041850	DR	FEI Young Rider - Individual
19050300	DR	FEI - Prix St Georges
19060100	DR	FEI - Intermediare 1
19060900	DR	FEI - Intermediare 1 Freestyle
19070100	DR	FEI - Intermediare 2
19070200	DR	FEI - Intermediare A
19070300	DR	FEI - Intermediare B
19070400	DR	FEI Intermediare A/B Freestyle
19130100	DR	FEI Grand Prix
19220100	DR	FEI Grand Prix - Special
19220900	DR	FEI Grand Prix - Freestyle
19220950	DR	FEI Grand Prix U25
19730100	DR	Dressage Seat Equitation
19740100	DR	Introductory A
19740200	DR	Introductory B
19740300	DR	Introductory C
19740400	DR	Introductory Test of Choice
19750100	DR	Pony Test of Choice
19751111	DR	Rising Stars Equitation
19751112	DR	Masters Class
19760100	DR	USEF Developing Prix St. Georges
19760200	DR	USEF Developing Grand Prix
31000130	DR	Miscellaneous Dressage (Bronze)
31000150	DR	Freestyle Test of Choice
31000152	DR	Masters Test of Choice
31000153	DR	Prix Caprilli
31000154	DR	EC Test of Choice
31000160	PE	Grade I - Para Novice Test Freestyle
31000161	PE	Grade I - Para Intermediate Test Freestyle
31000162	PE	Grade II - Para Novice Test Freestyle
31000163	PE	Grade II - Para Intermediate Test Freestyle
31000164	PE	Grade III - Para Novice Test Freestyle
31000165	PE	Grade III - Para Intermediate Test Freestyle
31000166	PE	Grade IV - Para Novice Test Freestyle
31000167	PE	Grade IV - Para Intermediate Test Freestyle
31000168	PE	Grade V - Para Novice Test Freestyle
31000169	PE	Grade V - Para Intermediate Test Freestyle

APPENDIX G. RECOMMENDED DRESSAGE CLASS NUMBERS



Dressage Class Numbers > Recommendations

- Although **not required** by USEF or USDF, the following standard nomenclature for class numbers is recommended:
- Use a three-digit number such as: **213**
 - First # = Show Day
 - Second # = Class level or category
 - Third # = test# or other
- For example, a **Day 2 - First Level - Test 3** class would be **213**. Any time class 213 is mentioned, the day, level, and test would be obvious.
- If one class is split into two or more classes, the derivative classes are assigned decimals. For example, if class #213 is split into two classes, the original Open class is **#213.0** (0 for Open) and the new class is **#213.1**, etc. A recommended nomenclature is as follows:
 - 213.0** = Open Class (0 for Open)
 - 213.1** = AA Class (1 type of rider status)
 - 213.2** = JYR Class (2 types of rider status)
 - 213.3** = AA/JYR Class (3 types of rider status)

First # = Show Day	#
First show day	1
Second show day	2
Third show day	3
Etc.	<i>n</i>

Second # = Class "level" or "category"	#
Training	0
First Level	1
Second Level	2
Third Level	3
Fourth Level	4
FEI PSG, Int I, Int A, Int B, Int II, GP, GPS	5
USDF MFS, FEI MFS	6
Other Tests	7+

Third # = "test #" or "other"	#
PSG	0
Test 1, Int 1, 1 st MFS, Int 1 MFS, Quad 1 st , Preliminary Test, USEF YH 4YO, DH PSG, DSE, PE Novice, Fillies, Etc.	1
Test 2, Int 2, 2 nd MFS, GP MFS, Quad 2 nd , Team, Brentina, FEI YH 4YO, DH GP, Colts, Etc.	2
Test 3, GP, Individual, 3 rd MFS, Quad 3 rd , Individual, YH 5YO Prelim, Geldings, Etc.	3
Test 4, GPS, 4 th MFS, Quad 4 th , Pony/JR/YR/PE MFS, YH 5YO Final, Etc.	4
FEI TOC (Int, GP), USDF MFS TOC, FEI MFS TOC, Quad TOC, YH 5YO Prelim, PE TOC, Etc.	5
FEI TOC (PSG, Int, GP), Pas de Deux, YH 6YO Final, PE TOC	6
YH TOC, Etc.	7
Other Tests	8+
None	9

APPENDIX H. SCHEDULING SHEETS

NOTE: See [Scheduling Sheets Method](#) for the use of these optional sheets.



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45 MINUTE LUNCH

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60 MINUTE LUNCH

Scheduling Sheets > Break 15- and 10-Minute

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08	10 MINUTE BREAK
10	

02	
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08	10 MINUTE BREAK
10	

02	
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08	10 MINUTE BREAK
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SECTION VII. NETWORKING COMPUTERS

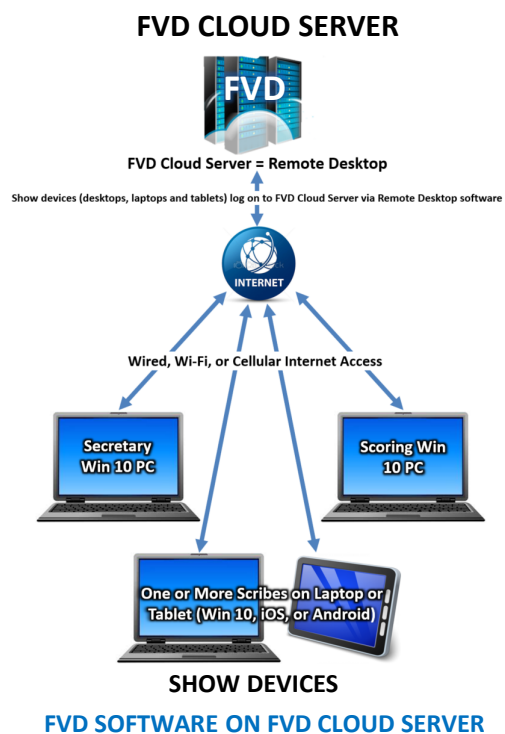
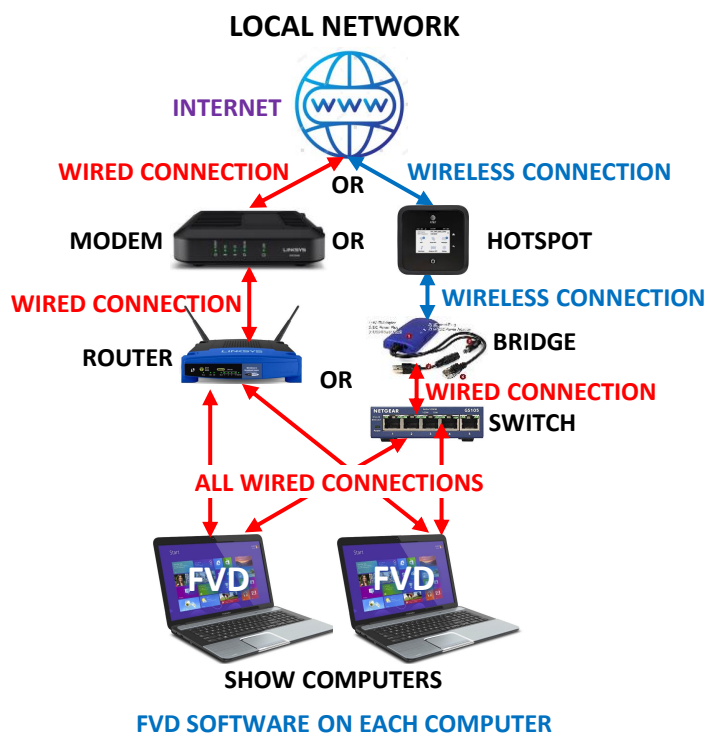


CHAPTER VII.1. LOCAL NETWORK VS. FVD CLOUD SERVER



Local Network vs. FVD Cloud Server

- **Computer use during a show:**
 - At the show, the computer(s) is/are used for:
 - Secretary Duties: Update entries, add GAIG Q fees, change rider or horse, etc., etc., etc.
 - Scoring Duties: Enter scores in FVD, place classes, print results, etc.
 - Scribing Duties: Enter scores in FVD ring-side (optional but very handy).
 - Show computers may also be used for other duties such as TD review of digital entry packets..
- **Small shows - One Computer Possible**
 - If you have a small show, you may only need one FVD computer (Win 10 PC - desktop or laptop). This may work well if the secretary and the computer scorer are the same person (if entries do not need many changes during the show). Having an internet connection is ideal as you can post real-time results.
- **Most Shows - Two or More Computer Devices**
 - Most shows, even two-ring shows, need at least two computers – one for the secretary and one for the computer scorer/results person.
 - When you have two or more computers, they need to be connected to each other so the FVD files can be simultaneously shared and updated from the two or more computers.
 - FVD offers two methods of computer connections:
 - Local Network – Two or more computers that are connected with one another for the purpose of communicating data electronically. For FVD, the internet connection may be wireless, but the show computers must be connected via cables. All the devices must be Win 10 PCs (desktops and/or laptops). The FVD software is on the computers.
 - FVD Cloud Server – Two or more computer devices, each with internet access (wired, Wi-Fi, or cellular), that are connected via the FVD Cloud Server for the purpose of communicating data electronically. The devices may be desktops and/or laptops (Win or iOS PC or laptop) and tablets (Win, iOS, or Android). The FVD software is on the FVD Cloud Server.



SECTION VII. NETWORKING COMPUTERS

Local Network vs. FVD Cloud Server > Comparison Chart

- This chart compares and contrasts a Local Network and FVD in the Cloud.
- The details of each method are in the following pages.

TOPIC	ONE COMPUTER NO NETWORK	TWO + COMPUTERS ALL WIRED CONNECTIONS	TWO + COMPUTERS WIFI AND WIRED CONNECTIONS	TWO + COMPUTERS FVD IN THE CLOUD WIRED, WIFI, OR CELLULAR
Cloud Server	NA	NA		FVD Cloud Server
Internet Connection	Wired	Wired (Ethernet)	Wireless	Wired, Wi-Fi or Cellular
Secretary Computer Device*	Win 10 PC**	Win PC**		Win PC**
Scoring/Results Computer Device*	NA	Win PC**		Win PC**
Scribe Computer Device(s)	NA	Win PC**		<ul style="list-style-type: none"> • Win PC** • MAC • iOS Tablet • Android Tablet
Connection Equipment	NA	<ul style="list-style-type: none"> • Cable Modem • Router • Cables 	<ul style="list-style-type: none"> • Hotspot • Repeater/ Bridge Adapter • Switch • Cables 	<ul style="list-style-type: none"> • Varies – equipment to connect each device to internet • Can be wired, Wi-Fi, or cellular
Computer-to-Computer Connection	NA	Wired (Ethernet)		NA – connection is via the FVD Cloud Server
FVD Files on Secretary Computer	All FVD files	All FVD files		None
FVD File on Other Local Computers	NA	FVD.accde		None
Files on FVD Cloud Server	NA	NA		ALL FVD files
Plus	<ul style="list-style-type: none"> • Very simple • All files are local • No computer connections 	<ul style="list-style-type: none"> • All files are local • Paperless test sheets • Printers can be connected via the network 		<ul style="list-style-type: none"> • Cloud connection easy to set up • Computers do not have to be wired together • Paperless test sheets • Many types of devices • Files on server automatically backed up
Minus	<ul style="list-style-type: none"> • One computer shared by secretary and scoring • Only Win 10 PC • No paperless test sheets • Files not automatically backed up 	<ul style="list-style-type: none"> • Network can be difficult to set up • All computers must have wired connections • Only Win 10 PC • Files not automatically backed up 		<ul style="list-style-type: none"> • Scribe devices must also have internet access • Use of iPad may require external keyboard and mouse • Printers must be connected via network, Wi-Fi, r cables

* Secretary computer and scoring/results computer may be the same computer, depending upon desired work process.

** Win 10 PC is a desktop or laptop running Win 10 Home or Win 10 Pro.

CHAPTER VII.2. LOCAL NETWORK



Local Network > Introduction

INTRODUCTION:

- Most show offices have a secretary section and a separate scoring section dedicated to scoring test sheets. For shows that enter scores on the computer during the show, a computer (or computers) dedicated to scoring activities is preferable. This scenario requires, as a minimum, at least two computers – one for the show secretary (secretary/master computer) and one for the scoring section (scoring/slave computer).
 - The secretary/master computer has the FVD program and data files (*.sdf, HR.hdf and Test.tdf).
 - The scoring/slave computer has the FVD program and uses the data files on the secretary/master computer via the network.
- The two (or more) computers must be **networked – connected so they can exchange files and perhaps printers and other devices.**
- Large shows may have multiple computers for the show office and multiple computers for scoring, including computers in the judge stands used for eScoring. For these shows, it is recommended that a network administrator be hired.
- This manual will cover the use of one secretary/master computer and one scoring/slave computer.
- Computers can be networked with wires (wired with Ethernet cables) or without wires (wireless or WiFi). For FVD, to ensure data is not lost, the internet connection can be wired or wireless; however, **the computers should be connected with wires (Ethernet cables).**

- Basic equipment required for networking t

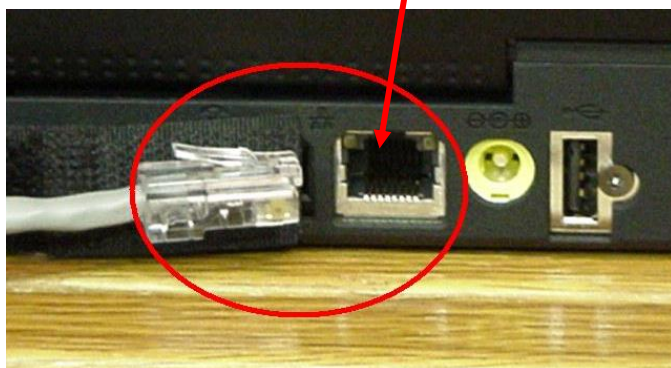


rs:



	Wired Internet Connection	Wireless Internet Connection
Internet Access (requires a data plan)	Cable Modem	Hotspot
Computer Network Connector	Router	<ul style="list-style-type: none"> • Repeater/Bridge Adapter for Wireless/ Wired Hookup • Ethernet Unmanaged Switch
Computers with Ethernet Port*	<ol style="list-style-type: none"> 1. Secretary/master computer with FVD and data files 2. Scoring/slave computer with FVD; uses secretary/master computer data files via the network 	

* Most desktop and laptop computers have internal Ethernet ports for connecting to a wired network.



- Schematic diagrams for the wired and wireless internet connection setups are on the next two pages.

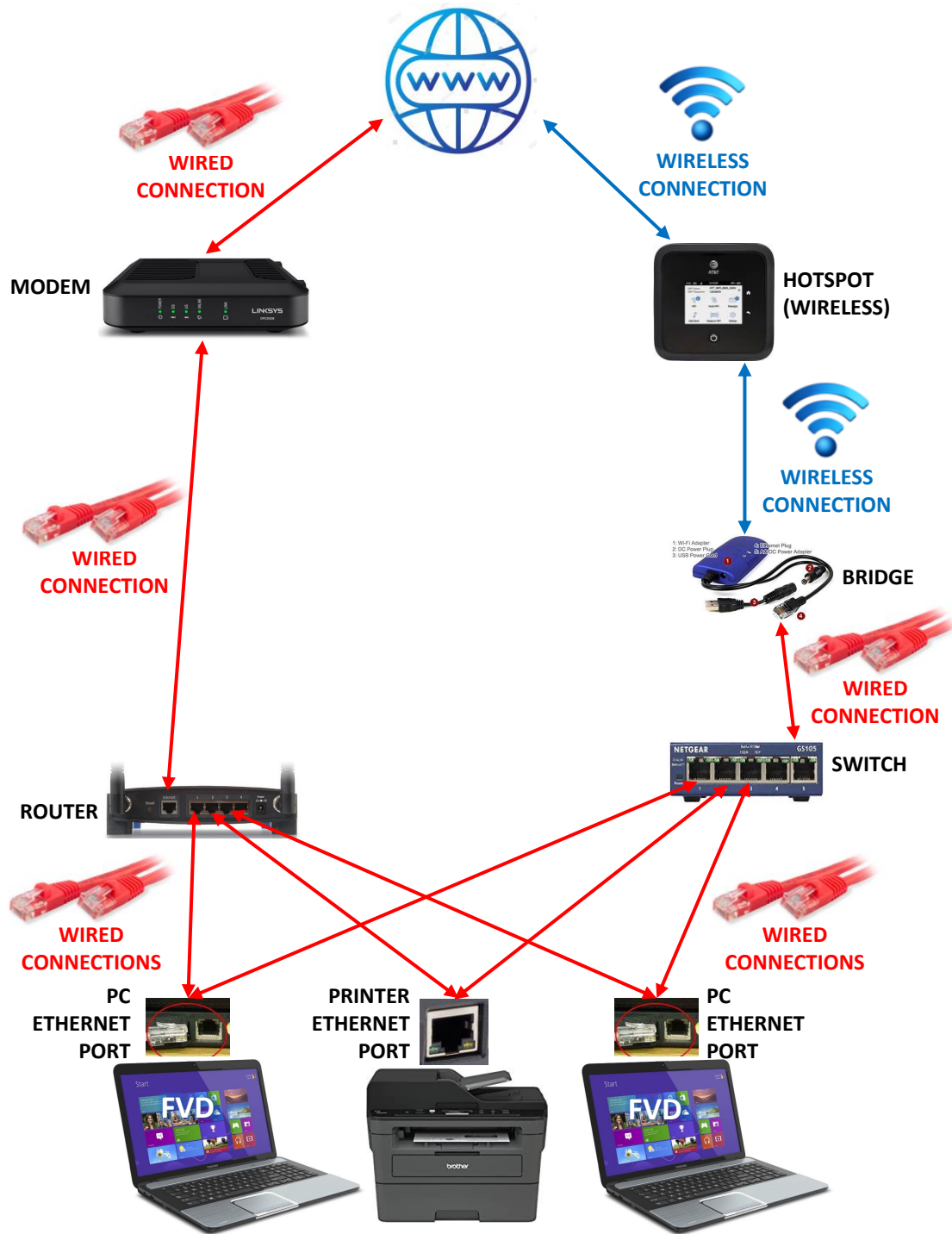
Local Network > Diagram

DIAGRAM:

NOTE 1: This chapter is intended to assist you in setting up a local network. It does not cover specific use of FVD. If you need help with a network, please contact a network specialist.

NOTE 2: The following instructions are based on Windows 10. Features may have changed for Windows 11.

COMMON WIRED AND WIRELESS LOCAL NETWORK CONNECTIONS FOR FVD



FVD SOFTWARE ON EACH SHOW COMPUTER

Local Network > 1. Wired Internet Access and Wired Computer Connections

1. WIRED INTERNET ACCESS AND WIRED COMPUTER CONNECTIONS:

NOTE: The products mentioned here are suggestions only. Similar products also work.



IMPORTANT

- For FVD Data Integrity:
 - Internet access may be wired or wireless.
 - Show computers must have a wired connection.
- FVD files may be shared via the cloud but they cannot be used simultaneously; therefore, cloud sharing does not work during a show.

Wired Internet Access

Cable Modem
Requires a data plan. This may be provided by the show facility.



Wired Internet Access



Router



Wired (Ethernet) Cable



Wired Computer Connections

Wired (Ethernet) Cables



Secretary/Master Computer



Scoring/Slave Computer

Local Network > 2. Wireless Internet Access and Wired Computer Connections

2. WIRELESS INTERNET ACCESS AND WIRED COMPUTER CONNECTIONS:

NOTE: The products mentioned here are suggestions only. Similar products also work.

IMPORTANT

- For FVD Data Integrity:
 - Internet access may be wired or wireless.
 - Show computers must have a wired connection.
- FVD files may be shared via the cloud but they cannot be used simultaneously; therefore, cloud sharing does not work during a show.

Wireless Internet Access



Wireless Internet Access



Hotspot - Requires a data plan from a provider. This may be provided by the facility.

Wireless (WiFi) Signal



- 1: Wi-Fi Adapter
- 2: DC Power Plug
- 3: USB Power Cord
- 4: Ethernet Plug
- 5: AC/DC Power Adapter



[Click here](#) for source \$38.00 via Amazon

VONETS 2-in-1 WiFi Repeater/Bridge Adapter for Wireless/ Wired Hookup

NETGEAR 5-Port Gigabit Ethernet Unmanaged Switch (GS105NA)



[Click here](#) for source \$37.58 via Amazon

Wired Computer Connections

Wired (Ethernet) Cables



- MS Access 2013 or later
- FVD
- License.dll
- **Show Data Files**



- MS Access 2013 or later
- FVD
- License.dll

Secretary/Master Computer

Scoring/Slave Computer

Local Network > Resources, Network Setup Overview

NOTE: Prior to April 2018, Windows 10 had **Homegroup** that made it easy for non-IT professionals to set up a small network. Unfortunately, Homegroup no longer exists so a regular network set-up is required. Now you must set-up network types, network profiles, file sharing and folder sharing, etc.

NOTE: I find that networking computers can be VERY confusing, probably because there are SOOOOO many options that appear to overlap. Microsoft and the internet have many tutorials, but I have not found one that covers Windows 10 networking from A to Z. It is sort of like learning to bake a cake online: one link tells you how to break an egg, another how to measure flour, another how much vanilla, etc.; however, there is no link to tell you how to put it all together and actually bake the cake. An exception is the Bernstein book reference. This local network chapter is my understanding of how to get computers networked. You may have a different and perhaps better way. If you do, please share it with me at LeslieRaulin@gmail.com.

RESOURCES:

- [Click here](#) – Windows Home Networking Made Easy: Home and Small Office Connectivity (book, April 2019 or later, Bernstein)
- [Click here](#) – How to change the Windows 10 network location to private (or public) (web, Digital Citizen)
- [Click here](#) – How to customize advanced network sharing settings in Windows (web, Digital Citizen)
- [Click here](#) – How to share files and printers without HomeGroup on Windows 10 (web, Windows Central)
- [Click here](#) – File sharing over a network in Windows 10 (web, Microsoft)
- [Click here](#) – Windows 10 Shared Folder Not Showing (web, Microsoft)
- [Click here](#) – Homegroup removed! How to get Network Sharing to Work with Windows 10 v1803 (web, Microsoft)

NETWORK SETUP OVERVIEW:

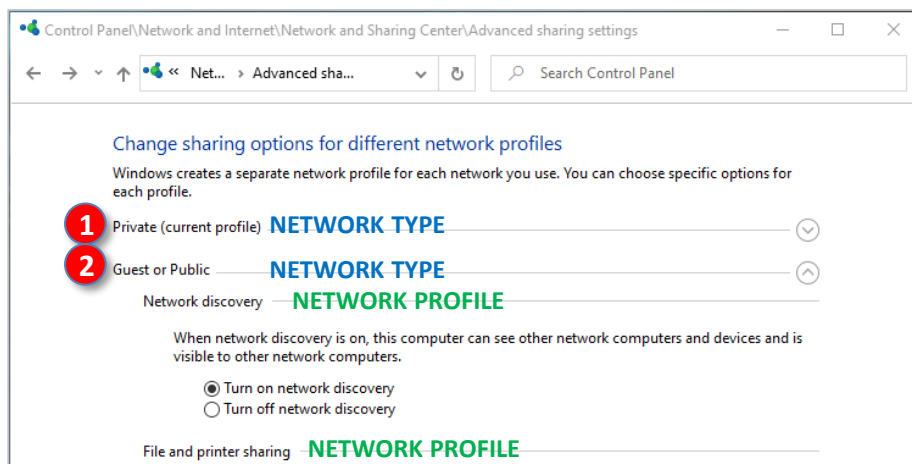
- **Setup the Computers to Run FVD:**
 - All computers must have:
 - MS Access 2013 or later or the runtime version.
 - Fox Village Dressage software installed on the C: > Users > [UserName] > Documents > FVD folder.
 - The License.dll file obtained when you paid for FVD (copy the file from the Secretary/Master computer to the Scoring/slave computer) on the C: > Users > [UserName] > Documents > FVD folder.
 - The Secretary/Master computer also has the show data files (*.sdf, HR.hdf, and test.tdf).
 - The Scoring/Slave computer has FVD (FVD.accde) but not the FVD data files.
- **Plan Your Network:** Determine if you will have wired or wireless internet connection.
- **Get Internet Access:** If needed, sign up with an internet service provider (ISP) and an appropriate data plan. The cable modem or hotspot is often leased or purchased with the plan.
- **Get the Necessary Network Hardware:**
 - Wired internet and wired computer connections: Purchase modem, router, and Ethernet cables.
 - Wireless internet and wired computer connections: Purchase hotspot, repeater/bridge adapter for wireless/wired hookup, Ethernet unmanaged switch, and Ethernet cables.
- **Connect the Network Hardware and Computers:** Use instructions that came with the equipment and the previous diagrams.
- **Setup the Computers for Networking:**
 - Setup the network type network (Private or Guest/Public).
 - Setup the network profiles (network discovery, file and printer sharing, public folder sharing, media streaming (if needed), file sharing connections (encryption), password protected sharing).
 - Set up file sharing and/or folder sharing, if needed.
- **Use Files on Another Computer**

*Local Network > Network Types and Network Profiles***NETWORK TYPES:**

- There two types of commonly used networks in Windows 10:
 - **1 Private:** Used for networks you trust, such as a home or show network.
 - Has less protection from other devices on the same network because it treats that network as trusted.
 - The PC is discoverable on the network, and you can share folders and printers with that network.
 - This profile should be used for your home network or to the network from your workplace. When this type is assigned to a network connection, network discovery is turned on, file and printer sharing are turned on.
 - Settings can be changed to provide less or more protection.
 - **2 Guest/Public:** Used for networks you do NOT trust, such as coffee shops, hotels, and airports.
 - Has the maximum protection possible from other devices on the same network because it treats that network as untrusted.
 - The PC is not discoverable on the network, and you cannot share folders and printers with that network.
 - This profile should be used when connecting to public networks you don't trust, like those found in airports, coffee shops, bars, hotels, etc.
 - Settings can be changed to provide less or more protection.
- When you connect to a new and unknown network, the operating system sets it as **Guest/Public**.
- If needed, you can change it to **Private**.

NETWORK PROFILES:

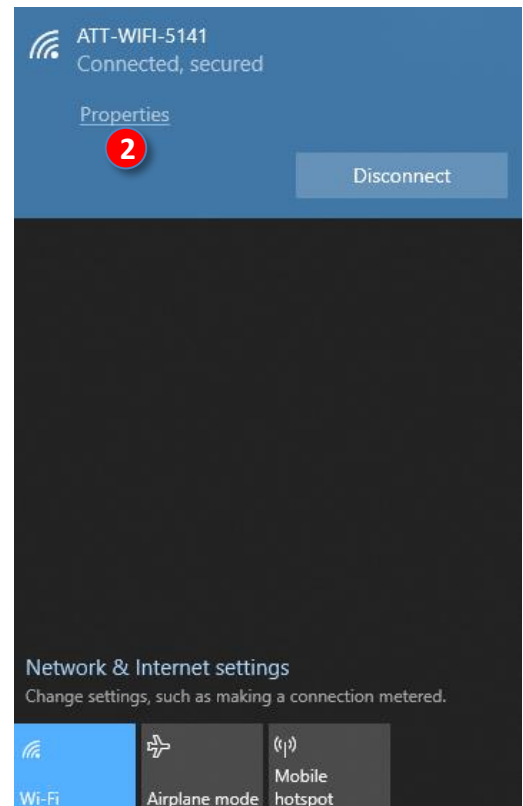
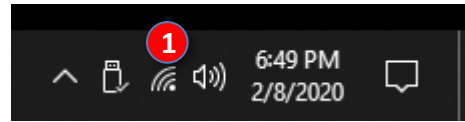
- Each network type has a network profile.
- A network profile includes network and sharing settings that are applied to the type of network you are using.
- Based on the network type assigned to your active network connection (Private or Guest/Public), features such as file and printer sharing, network discovery, and others may be enabled or disabled.
- These network profiles are useful to people who are very mobile and connect their computers and devices to many networks. For example, you could use your home laptop to connect to your home network, take it to a show and connect to the facility's network or the show sponsor's network and, when traveling to a show, connect to free WiFi networks in hotels and airports.
- Each time you connect to a new network, Windows asks you to assign a network profile whether you want to make your computer discoverable on the network. With this choice, you set the network and sharing settings that are appropriate for that network connection. This helps you maintain the security of your system and turn on network and sharing features only when they are useful to you.



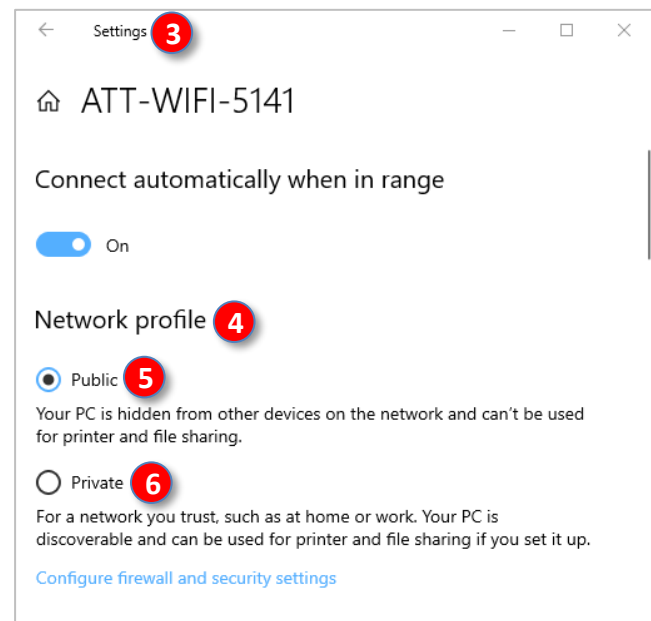
CHANGE NETWORK TYPE > WIRELESS INTERNET CONNECTION:

- The following shows you how to change the wireless network to **Private**.
- You must be logged in with a user account that has administrator privileges.

- Left click on the **1 WiFi** button in the notification area of the taskbar (usually found on the bottom-right corner of the screen).
- Click **2 Properties** link beneath the name of the WiFi network to which you are connected.



- A **3 Settings** window opens, with settings for the wireless network that you are connected to.
- In the **4 Network profile** section, if the **5 Public** radial button is active, click the **6 Private** radial button. The network profile is changed to **Private**.
- Alternately, if the **6 Private** radial button is active, click the **5 Public** radial button. The network profile is changed to **Public**.
- For FVD, you may choose Public or Private, depending on your level of trust of the connection. If in doubt, choose **Public**.

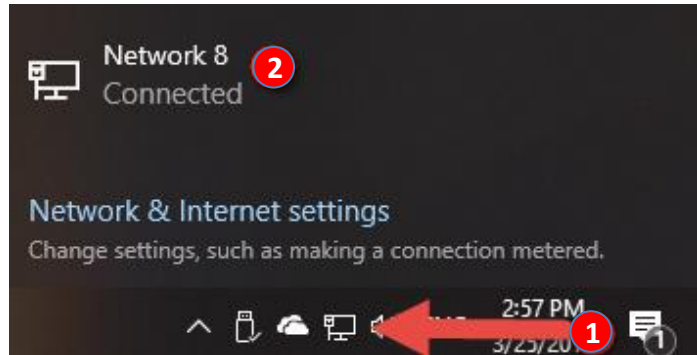


Local Network > Change Network Type > Wired Internet Connection**CHANGE NETWORK TYPE > WIRED INTERNET CONNECTION:**

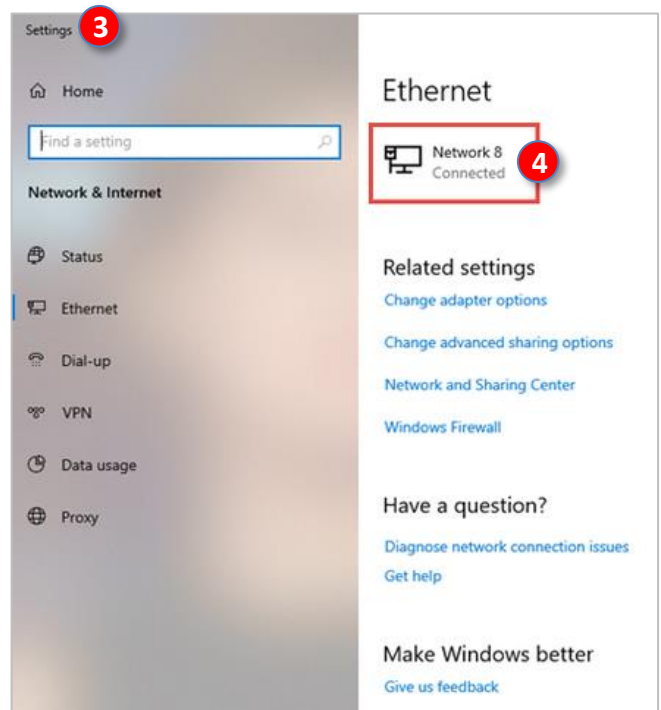
- The following shows you how to change the wired network to **Private**.
- You must be logged in with a user account that has administrator privileges.

- Click on the **1 Network** button in the notification area of the taskbar (usually found on the bottom-right corner of the screen).

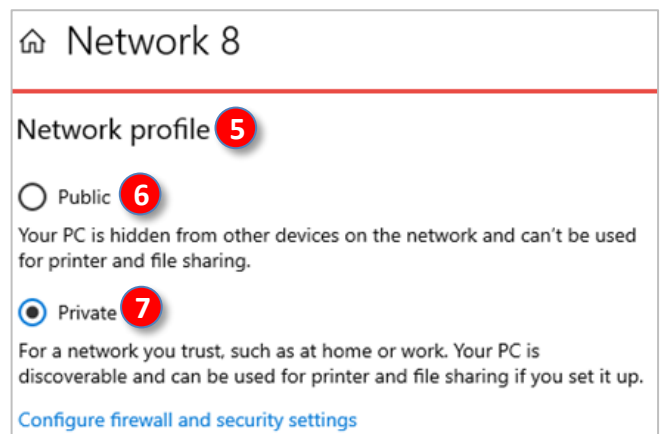
- Click the **2** name of the wired network you are connected to.



- The **3 Settings** window opens.
- Click the **4** name of the wired network you are connected to.



- A **5 Network profile** window opens, with settings for the wired network that you are connected to.
- If the **7 Private** radial button is active, click the **6 Public** radial button. The network profile is changed to **Public**.
- Alternately, if the **6 Public** radial button is active, click the **7 Private radial** button. The network profile is changed to **Private**.
- For FVD, you may choose **Public** or **Private**, depending on your level of trust of the connection. If in doubt, choose **Public**.

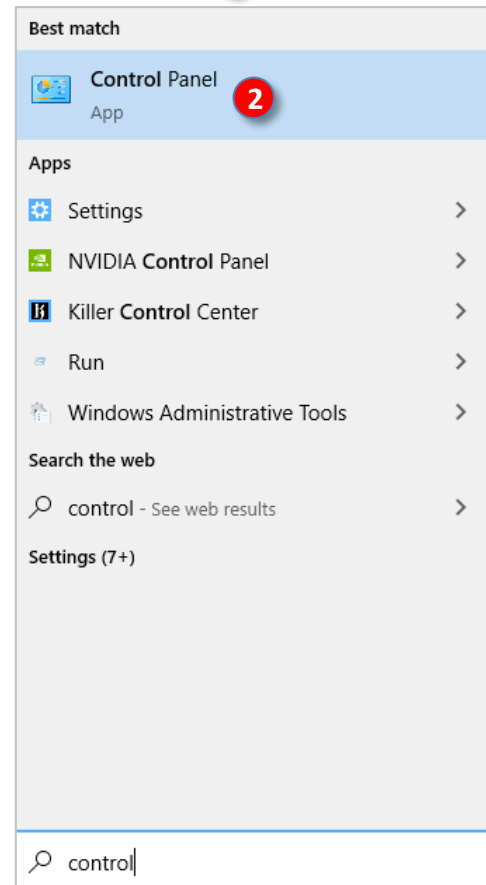


SETUP NETWORK PROFILES > 1. OPEN NETWORK AND SHARING CENTER:



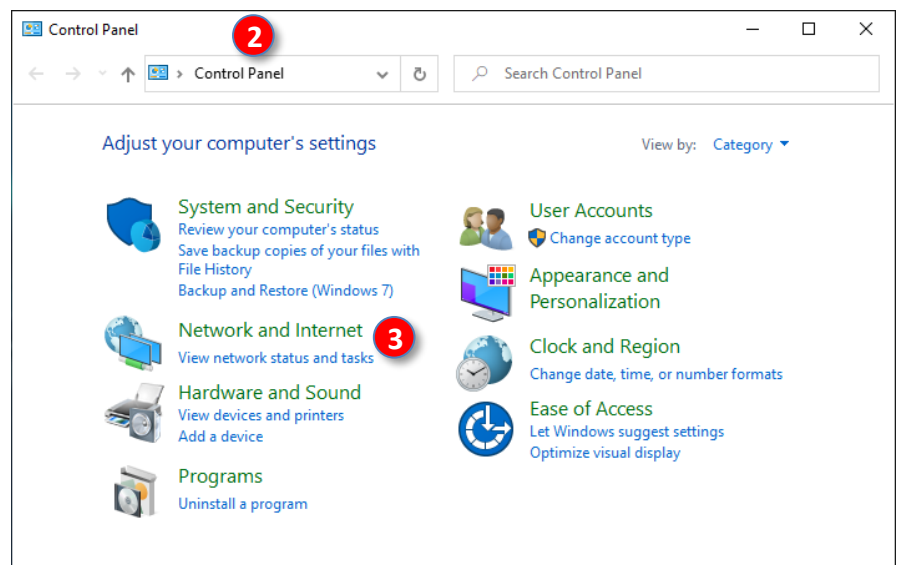
1

- Using 1 Cortana or other method, open 2 Control Panel.



2

- Click 3 Network and Internet.



2

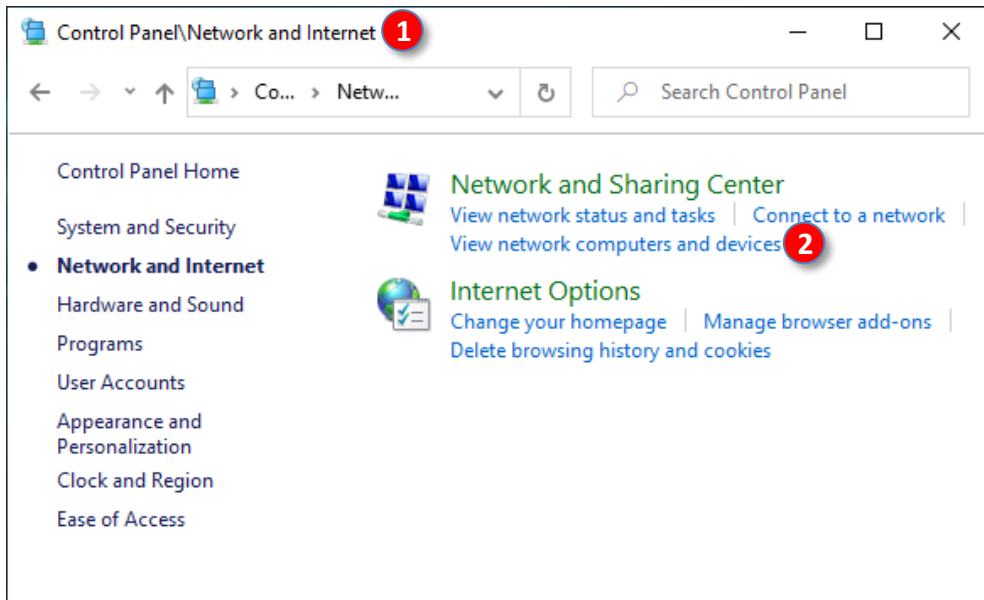
3

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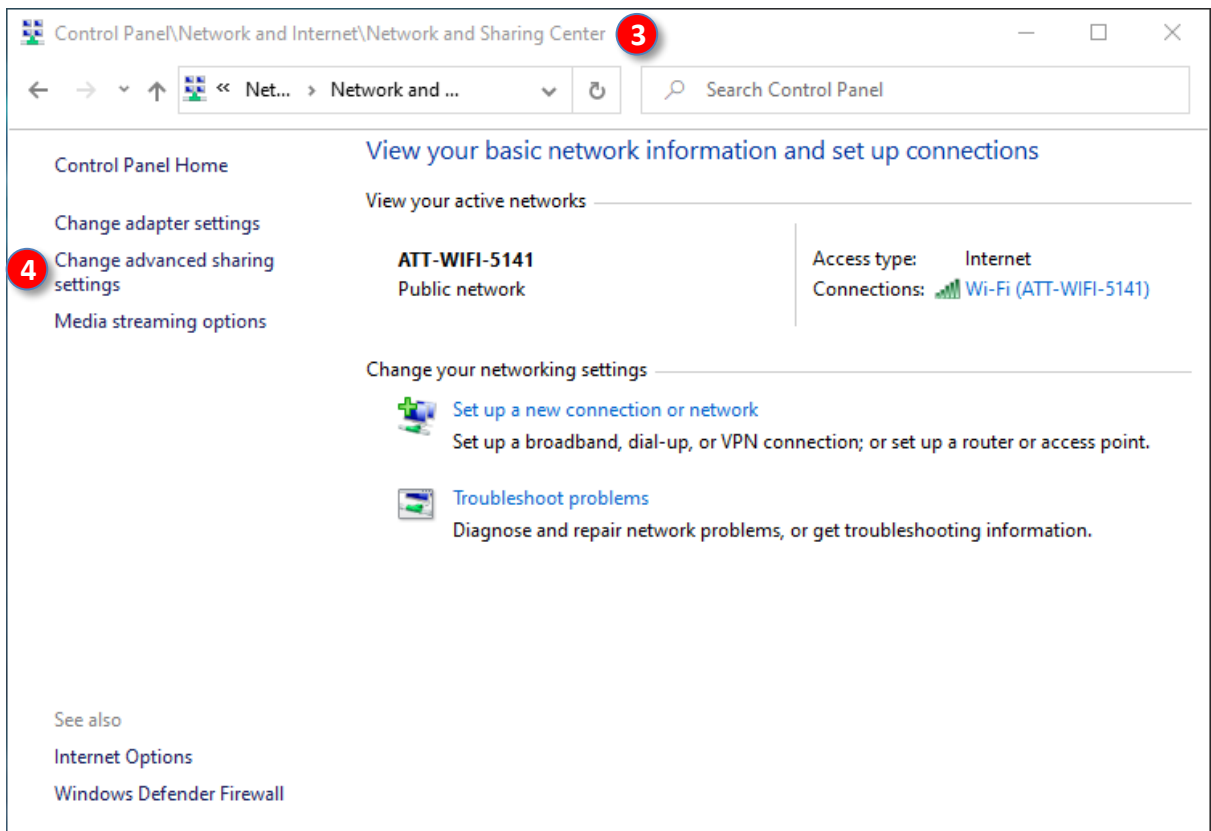
Local Network > Setup Network Profiles > 2. Open Advanced Sharing Settings

SETUP NETWORK PROFILES > 2. OPEN ADVANCED SHARING SETTINGS:

- The **1** Control Panel\Network and Internet window opens.
- Click **2** View network status and tasks.



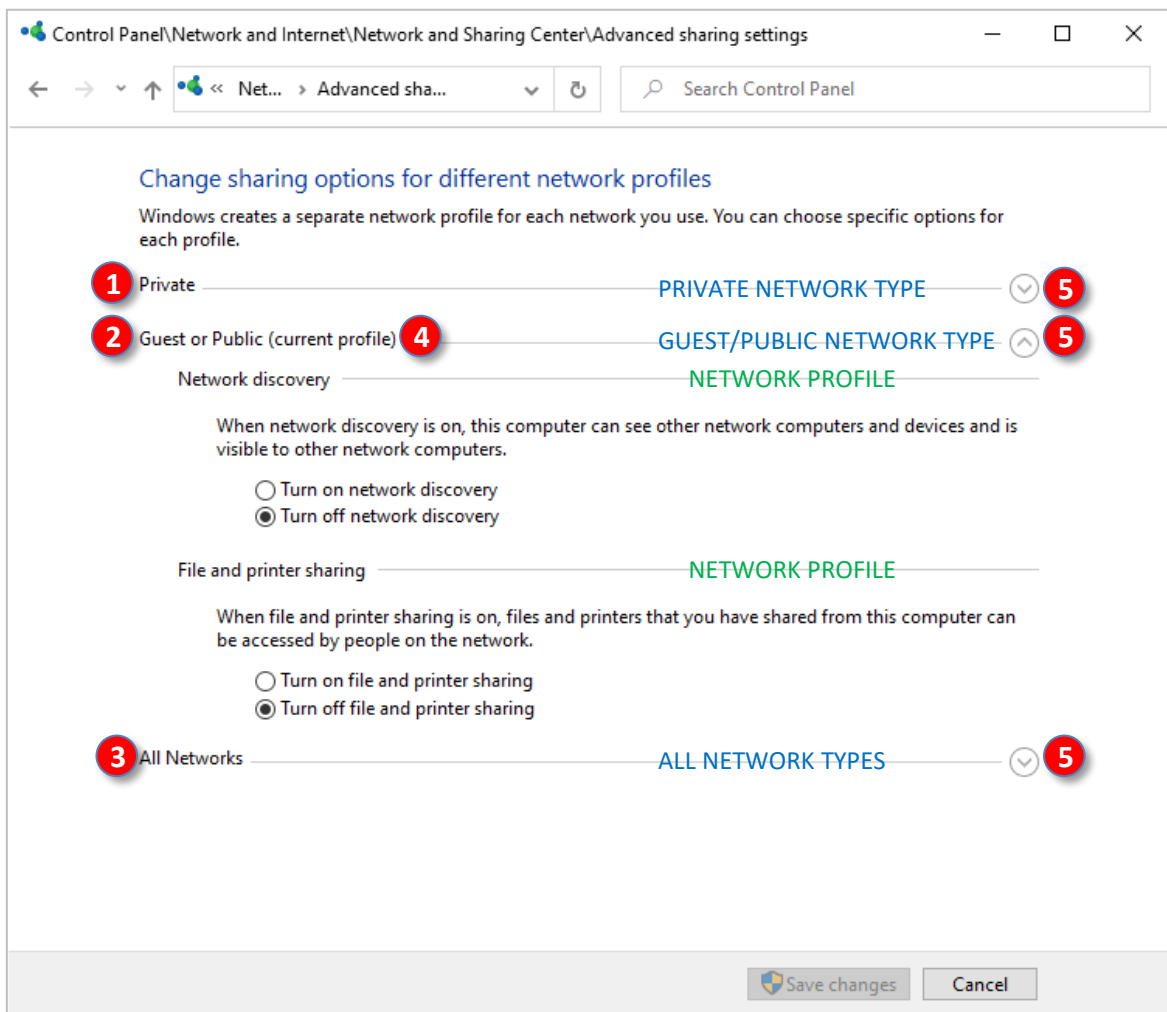
- The **3** Control Panel\Network and Internet\Network and Sharing Center window opens.
- Click **4** Change advanced sharing settings.



Local Network > Setup Network Profiles > 3. Look at the Profiles

SETUP NETWORK PROFILES > 3. LOOK AT THE PROFILES:

- The **Control Panel\Network and Internet\Network and Sharing Center\Advanced sharing settings** window opens.
- There are two network types whose profiles can be setup can be set up. Additionally, there is All Networks whose profiles are applies to both network types.
 - **1 Private**
 - **2 Guest or Public**
 - **3 All Networks**
 } Two network types, each with a separate profile.
 — All Networks profiles apply to both network types.
- Private and Guest/Public have different settings that are applied when connecting to a network of that type.
- All Networks has settings that apply to both Private and Guest/Public networks.
- The network profile assigned to your existing network connection is indicated by the statement **4 current profile** placed next to the name of one of the available profiles.
- You can collapse or expand the display of any network profile by clicking or tapping the **5** arrow placed to its right. This displays the settings available for each network profile, as on the next page.



Local Network > Setup Network Profiles > 3. Look at the Profiles, cont'd.

- **1 Private Profiles:**
 - 1a Network discovery
 - 1b File and printer sharing
- **2 Guest/Public Profiles:**
 - 2a Network discovery
 - 2b File and printer sharing
- **3 All Networks Profiles:**
 - 3a Public folder sharing
 - 3b Media streaming
 - 3c File sharing connections
 - 3d Password protected sharing
 - These settings and their defaults apply to all network connections.

Private PRIVATE NETWORK TYPE

1a Network discovery NETWORK PROFILE

When network discovery is on, this computer can see other network computers and devices and is visible to other network computers.

Turn on network discovery
 Turn on automatic setup of network connected devices.
 Turn off network discovery

1b File and printer sharing NETWORK PROFILE

When file and printer sharing is on, files and printers that you have shared from this computer can be accessed by people on the network.

Turn on file and printer sharing
 Turn off file and printer sharing

Private ▼

Guest or Public (current profile) GUEST/PUBLIC NETWORK TYPE

2a Network discovery NETWORK PROFILE

When network discovery is on, this computer can see other network computers and devices and is visible to other network computers.

Turn on network discovery
 Turn off network discovery

2b File and printer sharing NETWORK PROFILE

When file and printer sharing is on, files and printers that you have shared from this computer can be accessed by people on the network.

Turn on file and printer sharing
 Turn off file and printer sharing

All Networks ▼

Private ▼

Guest or Public (current profile) ▼

All Networks ALL NETWORK TYPES

3a Public folder sharing NETWORK PROFILE

When Public folder sharing is on, people on the network, including homegroup members, can access files in the Public folders.

Turn on sharing so anyone with network access can read and write files in the Public folders
 Turn off Public folder sharing (people logged on to this computer can still access these folders)

3b Media streaming NETWORK PROFILE

When media streaming is on, people and devices on the network can access pictures, music, and videos on this computer. This computer can also find media on the network.

[Choose media streaming options...](#)

3c File sharing connections NETWORK PROFILE

Windows uses 128-bit encryption to help protect file sharing connections. Some devices don't support 128-bit encryption and must use 40- or 56-bit encryption.

Use 128-bit encryption to help protect file sharing connections (recommended)
 Enable file sharing for devices that use 40- or 56-bit encryption

3d Password protected sharing NETWORK PROFILE

When password protected sharing is on, only people who have a user account and password on this computer can access shared files, printers attached to this computer, and the Public folders. To give other people access, you must turn off password protected sharing.

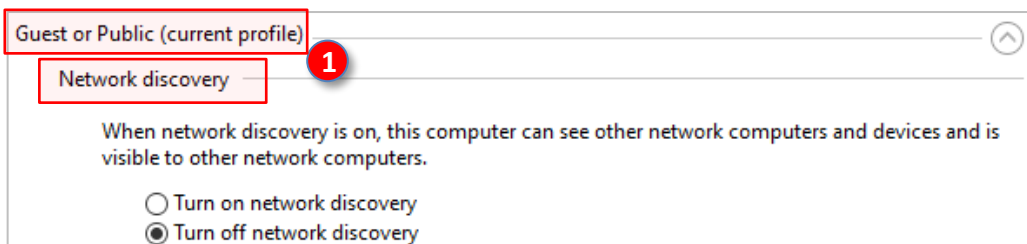
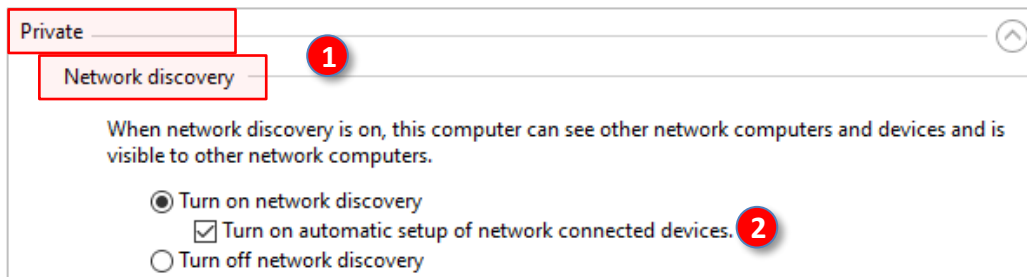
Turn on password protected sharing
 Turn off password protected sharing

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*Local Network > Setup Network Profiles > 4. Network Discovery
(Private Network & Guest/Public Network)*

SETUP NETWORK PROFILES > 4. NETWORK DISCOVERY:

- When **1 Network Discovery** is turned **on**, Windows searches for other devices on the network and it allows other computers and devices on the same network to find your computer or device.
- When **1 Network Discovery** is turned **off**, Windows does not search for other devices.
- RECOMMENDATIONS:
 - **Private Networks:**
 - Turn Network Discovery **on**.
 - For **2 Turn on automatic setup of network connected devices** (default is checked = **on**):
 - This feature affects the way Windows 10 works with network devices like external hard drives that are connected to the router or to another computer in the network.
 - Such devices can be used by features like [File History](#).
 - This tool can detect hard disks that are attached to other network PCs or devices and use them for backing up your personal files and folders.
 - **Guest or Public Networks:**
 - Turn Network Discovery **off** so your device will not be visible to other computers and others will not be able to access what you are sharing on the networks that are trusted.
 - **FVD:**
 - Turn Network Discovery **on** so the show computers and other devices can be “discovered.”



*Local Network > Setup Network Profiles > 5. File and Printer Sharing
(Private Networks & Guest/Public Networks)*

SETUP NETWORK PROFILES > 5. FILE AND PRINTER SHARING:

- When **1 File and Printer Sharing** is **on**, you can share files and printers with other computers and devices on your network.
- When **1 File and Printer Sharing** is **off**, you will not be able to share anything. Even if your computer is visible to other devices on the network, no one will be able to view any shared folders and printers.
- RECOMMENDATIONS:
 - **Private Networks:** Turn File and Printer Sharing **on**.
 - **Public and Guest Networks:** Turn File and Printer Sharing **on**.
 - **FVD:** Turn File and Printer Sharing **on** so the show computers can share files and printer(s).

Private

Network discovery

When network discovery is on, this computer can see other network computers and devices and is visible to other network computers.

Turn on network discovery
 Turn on automatic setup of network connected devices.
 Turn off network discovery

File and printer sharing **1**

When file and printer sharing is on, files and printers that you have shared from this computer can be accessed by people on the network.

Turn on file and printer sharing
 Turn off file and printer sharing

Guest or Public (current profile)

Network discovery

When network discovery is on, this computer can see other network computers and devices and is visible to other network computers.

Turn on network discovery
 Turn off network discovery

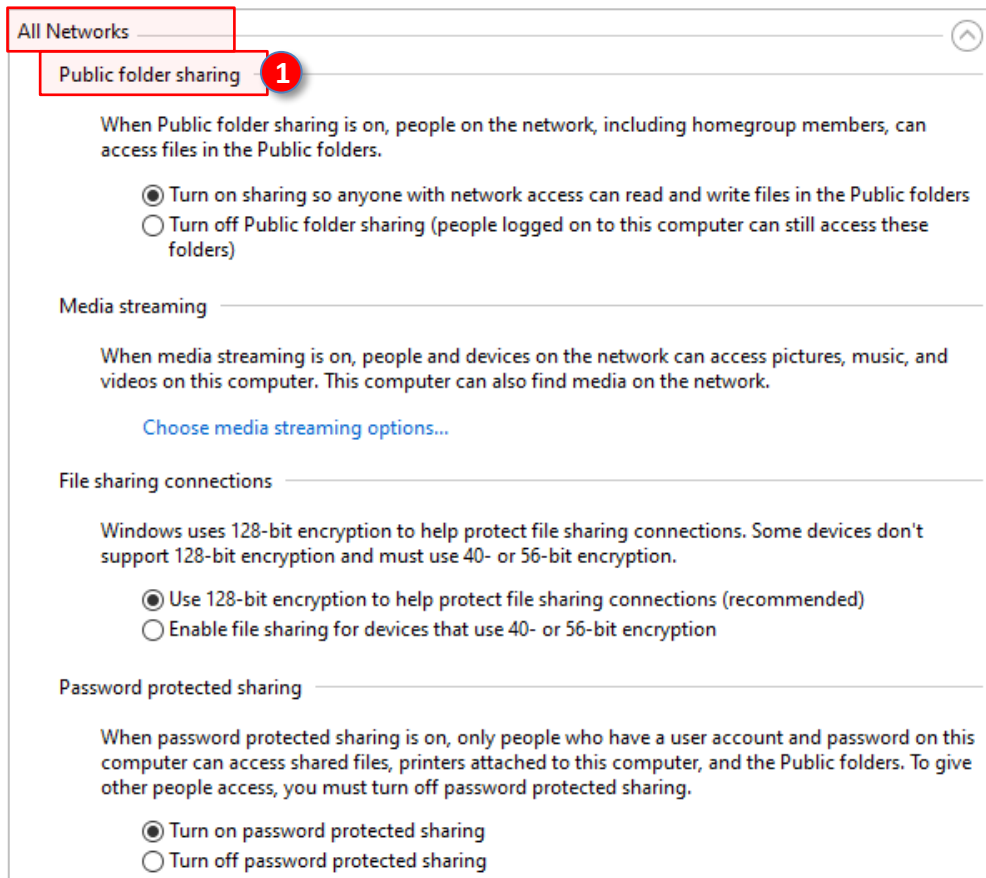
File and printer sharing **1**

When file and printer sharing is on, files and printers that you have shared from this computer can be accessed by people on the network.

Turn on file and printer sharing
 Turn off file and printer sharing

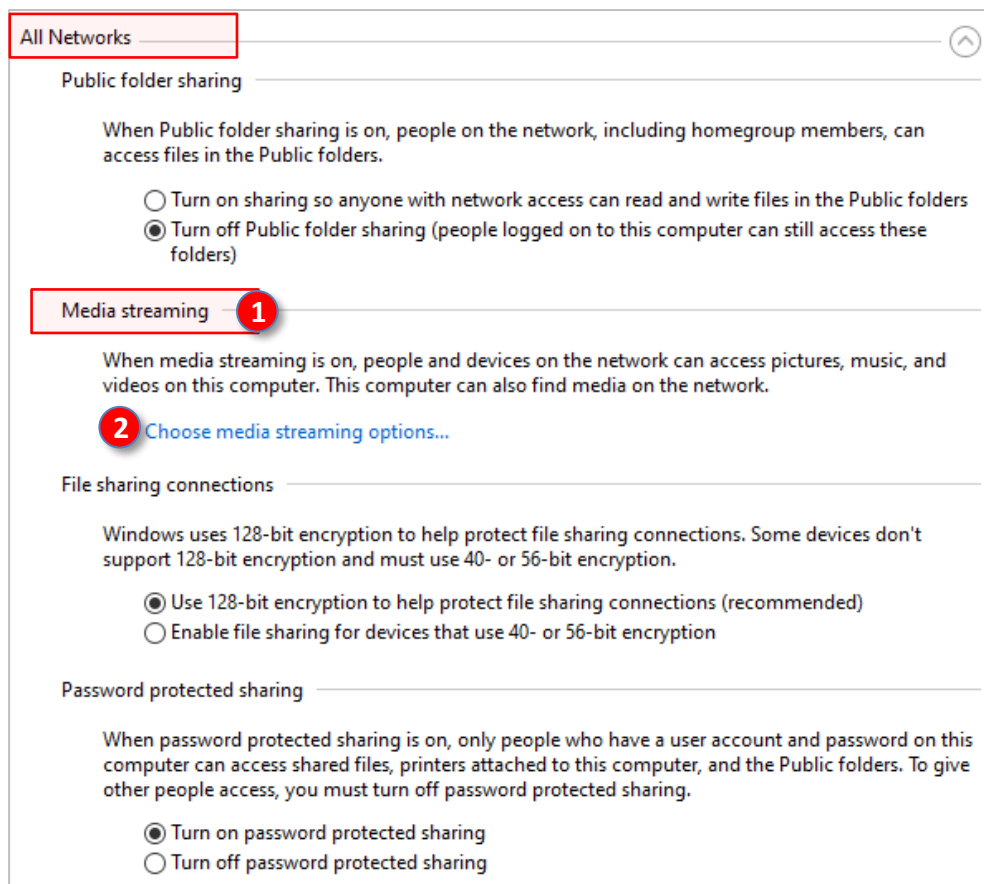
SETUP NETWORK PROFILES > 6. PUBLIC FOLDER SHARING:

- When **1 Public File Sharing** is turned **on**, people on the network can access the files from your Public folder, which can be found at **C: > Users > Public**.
- When **1 Public File Sharing** is turned **off**, people on the network cannot access the files from your Public folder.
- RECOMMENDATIONS:
 - **Private Networks**: Turn Public Folder Sharing **on** if there is more than one user.
 - **Public and Guest Networks**: Turn Public Folder Sharing **off**.
 - **FVD**: If your FVD files are at **C: > Users > Public > Documents > FVD**, turn Public Folder Sharing **on** so the show computers can share files and printer(s).



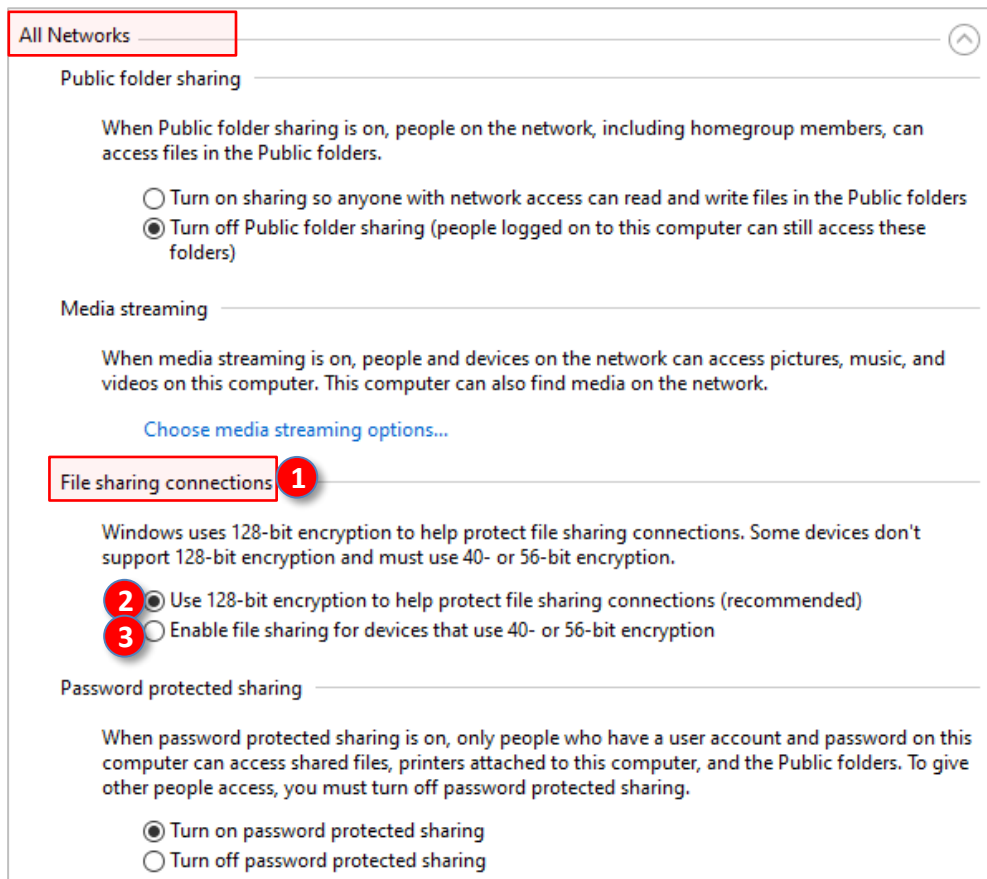
SETUP NETWORK PROFILES > 7. MEDIA STREAMING:

- When **1 Media Streaming** is **on**, people and devices on the network can access pictures, music, and videos on this computer.
- When **1 Media Streaming** is **off**, people and devices on the network cannot access pictures, music, and videos on this computer.
- To change the settings, click **2 Choose media streaming options...** . Follow the instructions on the screen.
- RECOMMENDATIONS:
 - **Private Network:** Turn this feature **on** if you need to use it.
 - **Guest or Public Network:** Turn this feature **off** if unless you need to use it.
 - **FVD:** Most uses of FVD do not involve media streaming; therefore, the status of this setting does not usually affect networking for FVD.



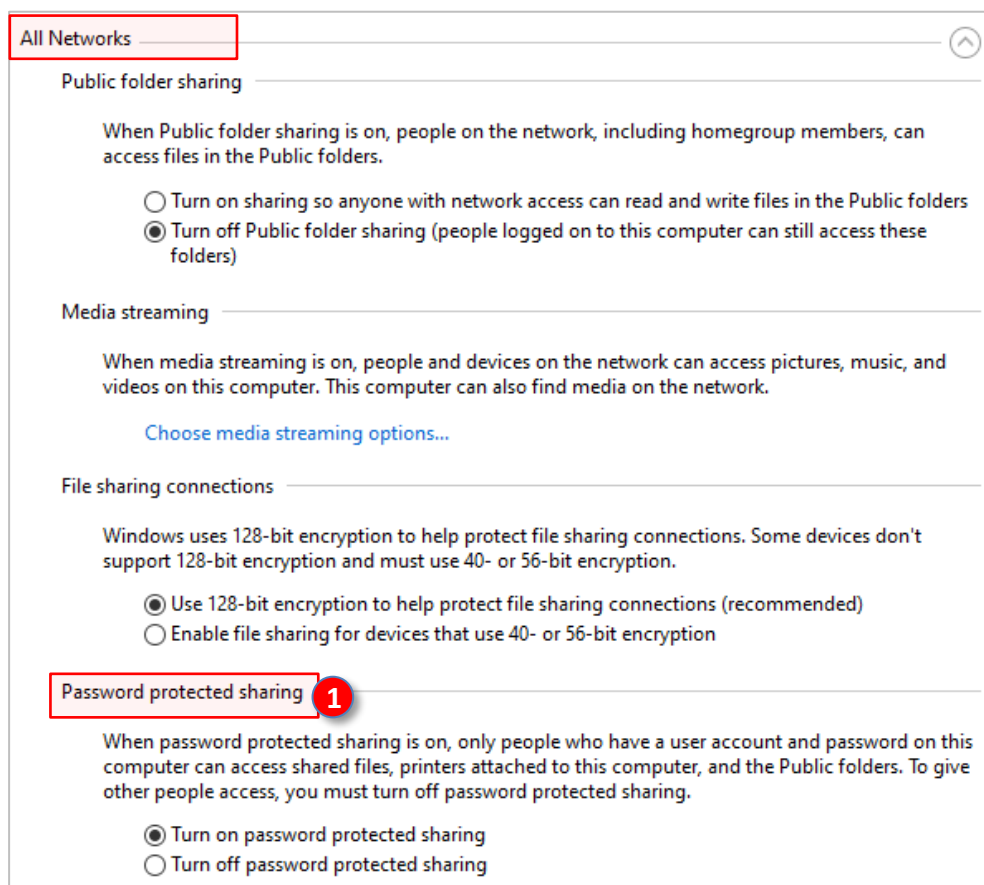
SETUP NETWORK PROFILES > 8. FILE SHARING CONNECTIONS:

- **1 File Sharing Connections** is about the type of encryption used for file sharing connections, when computers connect to each other and copy files and folders from one another.
 - **2 128-bit encryption** is the default. Data transfer is more secure and harder to intercept.
 - **3 40- or 56-bit encryption** is less secure but may be needed for older equipment.
- RECOMMENDATIONS:
 - **Private or Guest/Public Networks:**
 - If you have more current equipment and operating systems, use 128-bit encryption.
 - If you have older devices or computers that cannot properly access your shared files and folders, use 40- or 56-bit encryption and keep in mind that this is a less secure option.
 - **FVD: Follow the above recommendation.**



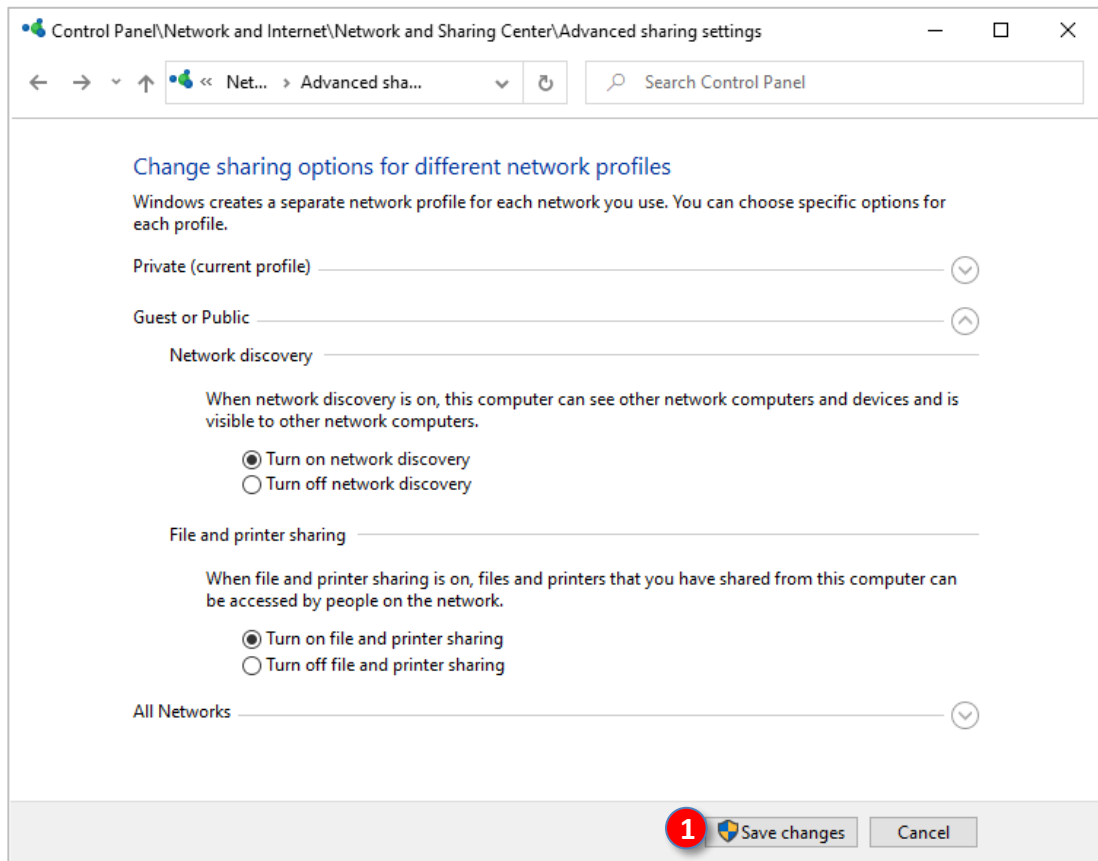
SETUP NETWORK PROFILES > 9. PASSWORD PROTECTED SHARING:

- When **1 Password Protected Sharing** is turned **on**, people need a password to access your shared folders and files.
- When **1 Password Protected Sharing** is turned **off**, people do **not** need a password to access your shared folders and files.
- RECOMMENDATIONS:
 - **Private and Guest/Public Networks:** Keep this feature turned **on** at all times to prevent unwanted people from accessing your shared resources.
 - **FVD:**
 - Keep this feature **on** (password required) so only people with the password may use the folders and files.
 - In a show setting, you may want the setting **off** (no password required) since you may have many computer users with whom the password will need to be provided.



SETUP NETWORK PROFILES > 10. SAVE CHANGES:

- After you have made changes to network profiles, click **1 Save changes** to save your changes.

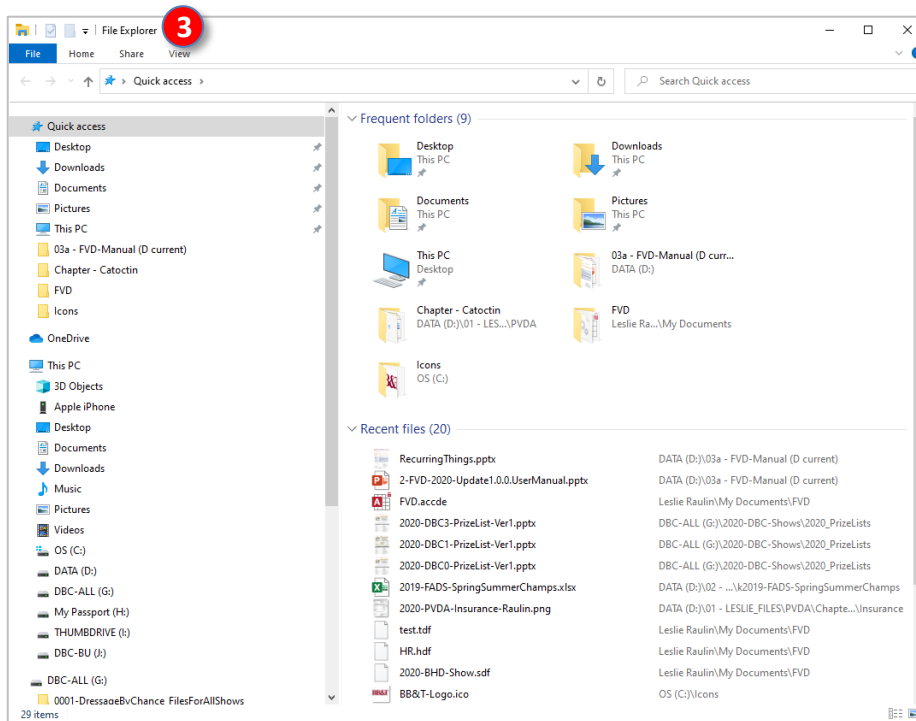


Local Network > Sharing Specific Folders**SHARING SPECIFIC FOLDERS:**

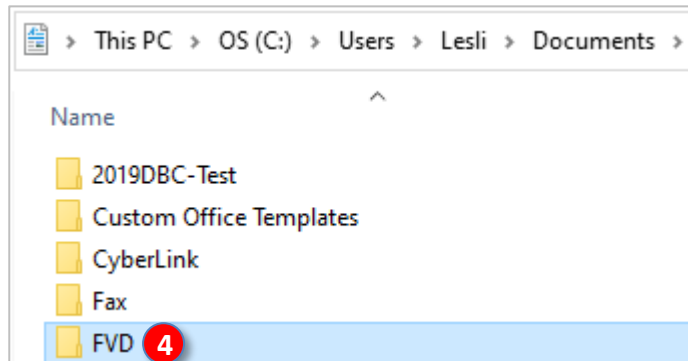
- Depending upon your network type and profile settings, you may need to share specific folders.
- If you only want to share multiple folders in the local network, using the File Explorer sharing options is the best approach.
- Open File Explorer.
 - On most Windows 10 computers, it is the **1** file folder button on the bottom left of the Taskbar.
 - It can also be opened by clicking **2** **My Computer**.



- The **3** **File Explorer** window opens.



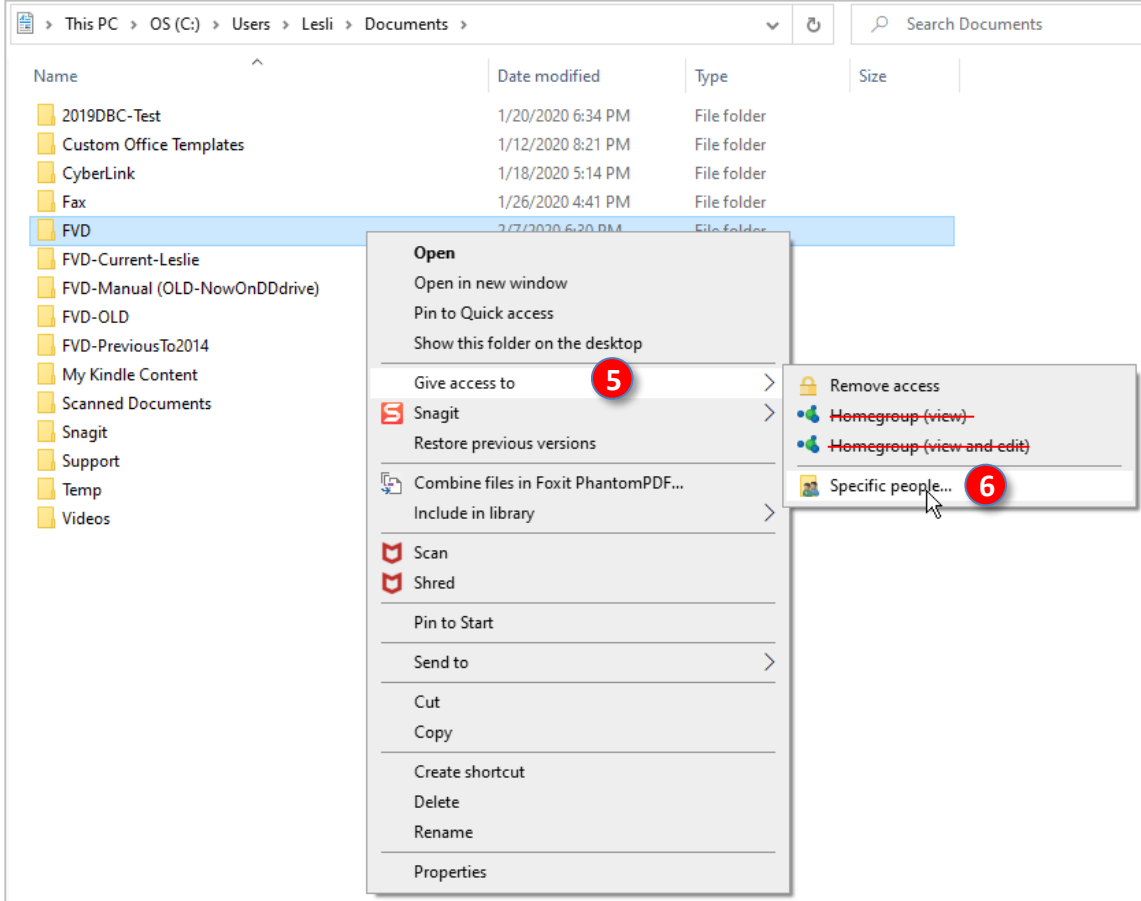
- Navigate to the folder you want to share. For FVD, it is **4** **C: > Users > [UserName] > Documents > FVD**.



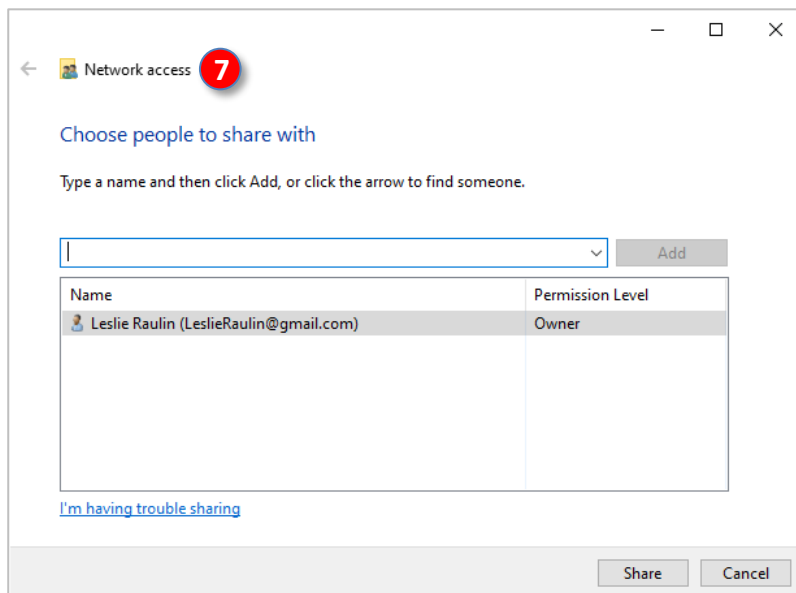
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Local Network > Sharing Specific Folders, cont'd.

- Right click the folder.
- Put your cursor over **5 Give access to**.
- Click **6 Specific people...** .



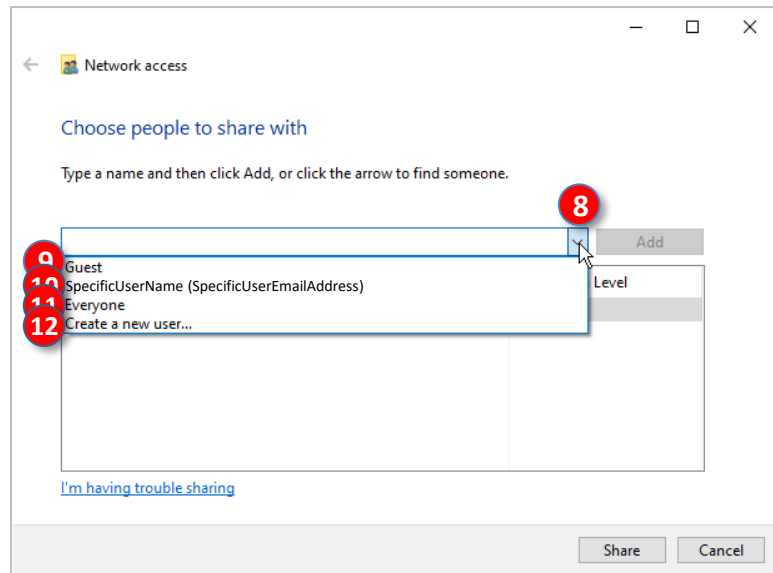
- The **7 Network access** window opens.



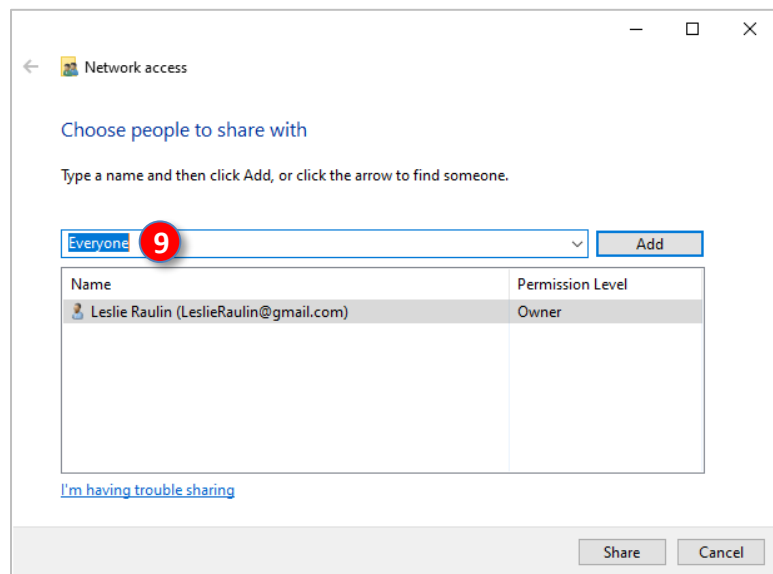
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Local Network > Sharing Specific Folders, cont'd.

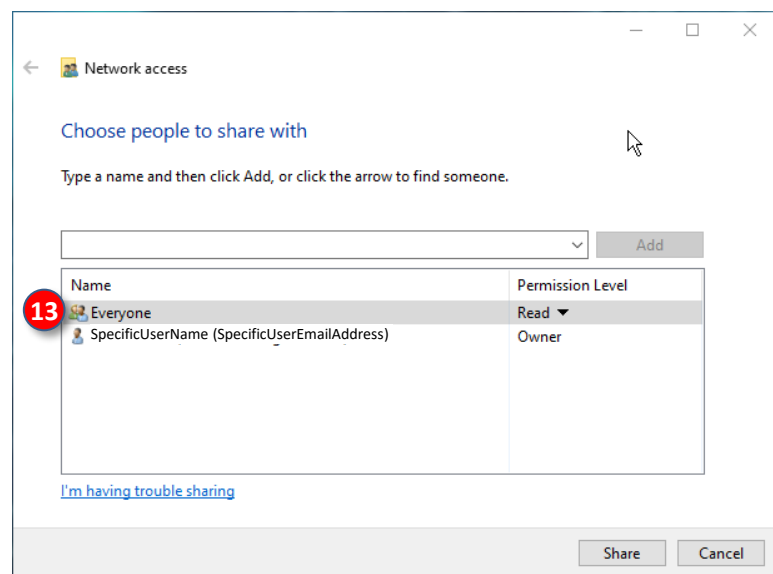
- Using the **8** drop-down arrow, select the users with whom you want to share the folder.
 - 9 Guest**: Shares the contents with a designated guest (non-registered user of the network) without the need to enter a password to access the files.
 - 10 Email address** for a specific user.
 - 11 Everyone**: Shares the contents with anyone in the network without the need to enter a password to access the files.
 - 12 Create a new user...** : Legacy feature that does not work!



- Select **9 Everyone**.



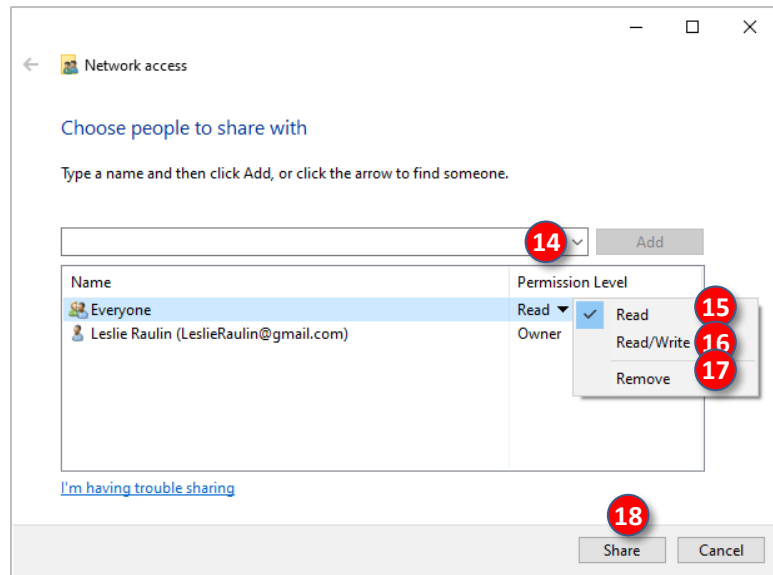
- 13 Everyone** is now in the box.



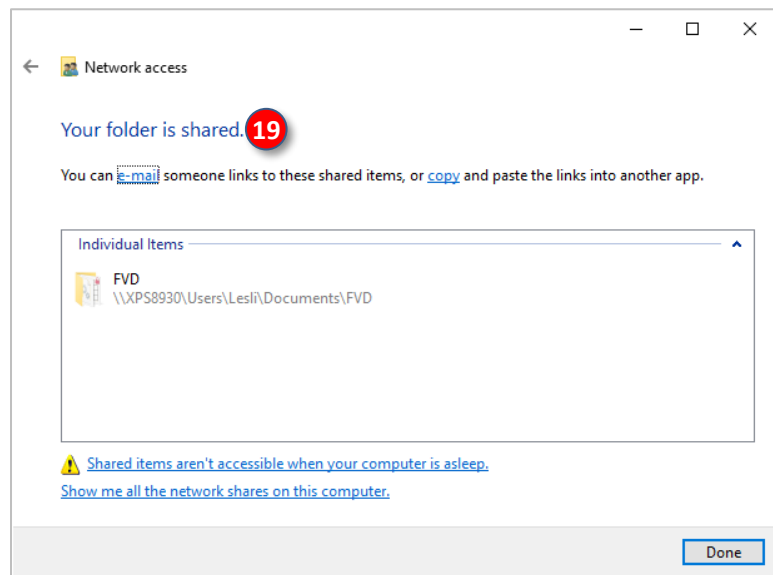
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Local Network > Sharing Specific Folders, cont'd.

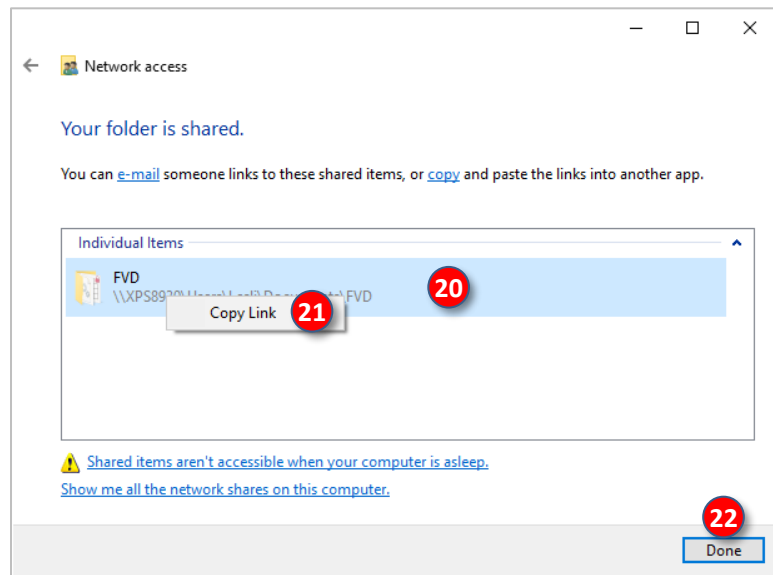
- Using the **14** drop-down arrow, select read, read/write, or remove.
 - 15 Read:** Gives network users the ability to list and open files, but they won't be able to modify or delete existing files and folders. Also, they won't be able to upload or create new folders or files.
 - 16 Read/Write:** Allows users to list, open, modify, delete, upload, and create new files and folders.
 - 17 Remove:** Blocks the specified user or group from accessing the folder and its contents.
- For FVD, select Read/Write.**
- Click **18 Share**.



- The **19 Your folder is shared** window opens.

**OPTIONAL:**

- Right click the **20** shared folder path; the background turns blue.
- Click **21 Copy Link**.
- Share the link with other users on the network.



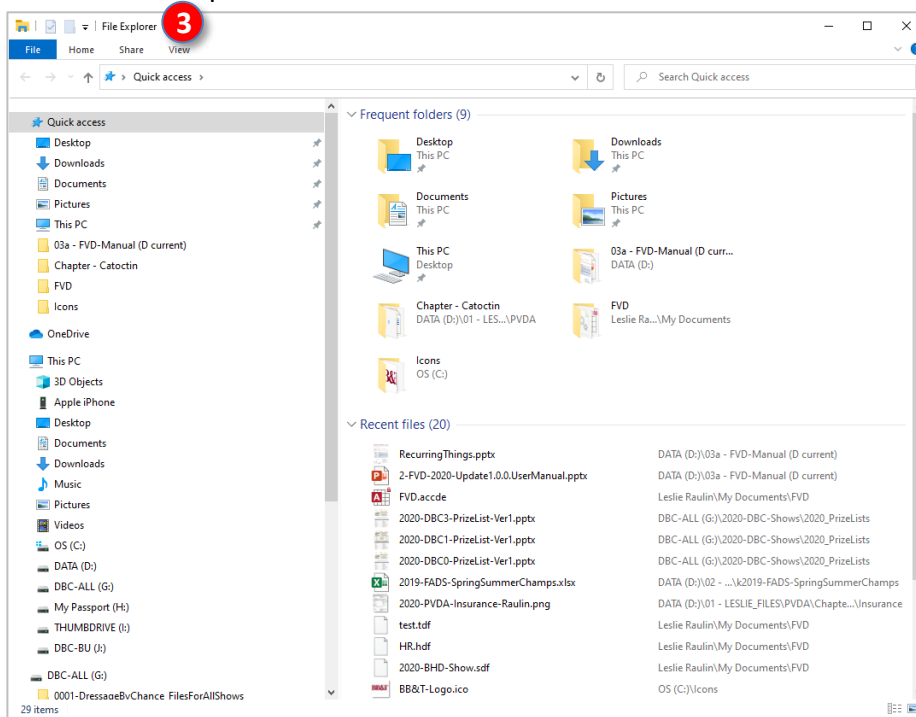
- Click **22 Done**.

Local Network > Sharing Specific Files**SHARING SPECIFIC FILES:**

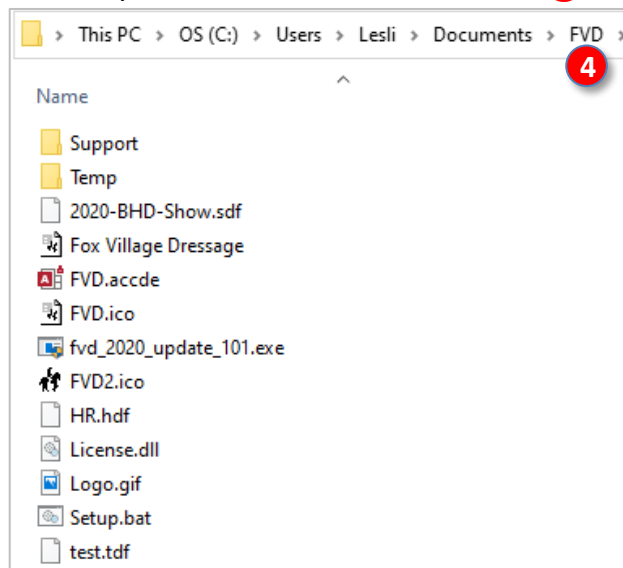
- Depending upon your network type and profile settings, you may need to share specific files.
- When you only need to share one or multiple files to another computer you can use the Share feature.
- Open File Explorer.
 - On most Windows 10 computers, it is the **1** file folder button on the bottom left the of Taskbar.
 - It can also be opened by clicking **2** **My Computer**.



- The **3** File Explorer window opens.



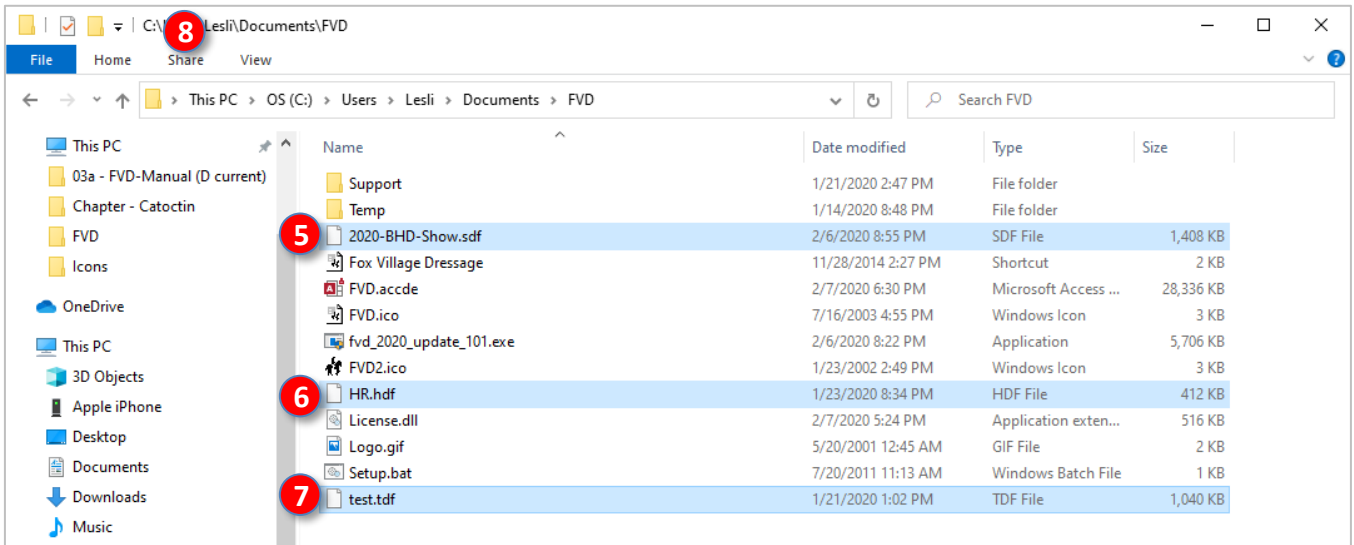
- Navigate to the folder with the files you want to share. For FVD, it is **4** **C: > Users > [UserName] > Documents > FVD**.



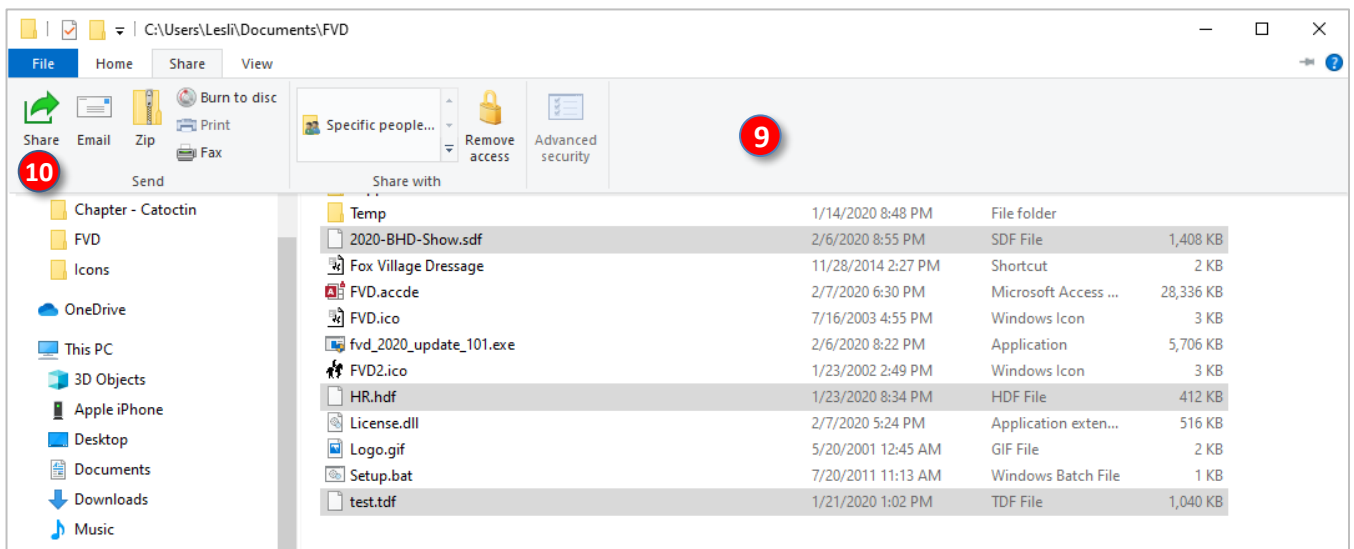
Continued on next page...

Local Network > Sharing Specific Files, cont'd.

- Select the files you want to share. For FVD, this is **5** *.sdf (Show file), **6** HR.hdf (Horse & Rider file), and **7** Test.tdf (Test file).



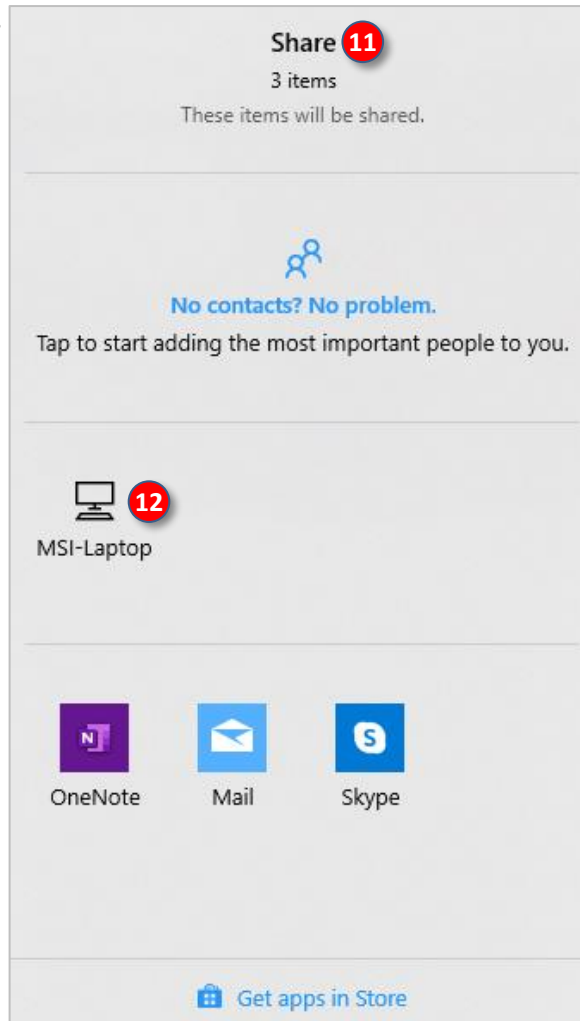
- Click on the **8** Share menu button.
- The **9** Share ribbon opens.
- Click the **10** Share button.



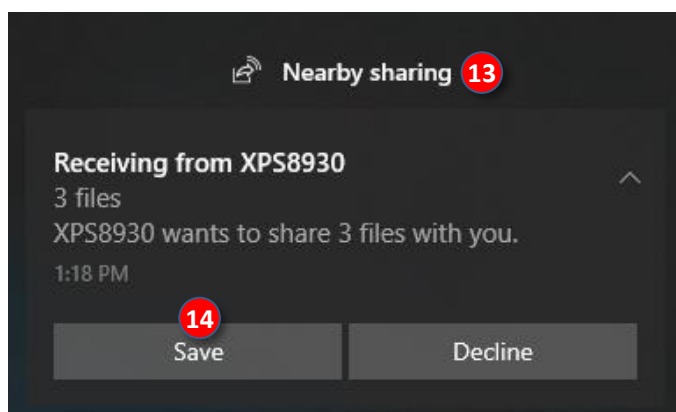
Continued on next page...

Local Network > Sharing Specific Files, cont'd.

- The **11** **Share** window opens.
- Windows searches for devices to share and displays them in the third section. In this example, it found **12** **MSI-Laptop**, which is the computer with which I want to share the files.
- Click the **12** button of the device.



- On the OTHER computer, the **13** **Nearby sharing** window opens.
- Click **14** **Save**.
- The designated files can now be shared (seen and used on) the laptop computer.



Local Network > Use Folders and Files on Another Computer

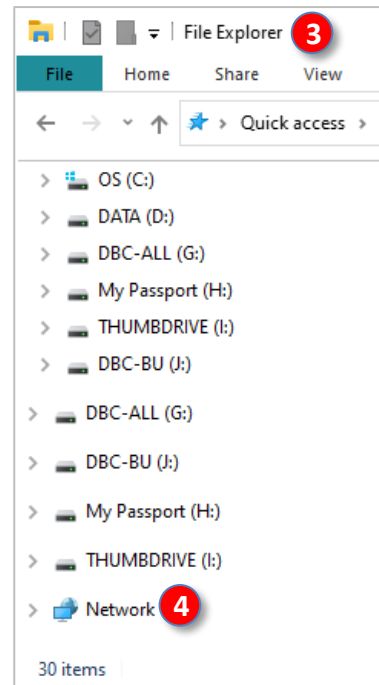
USE FOLDERS AND FILES ON ANOTHER COMPUTER:

- Now that you have made all your network settings, it is finally time to use files on another computer!

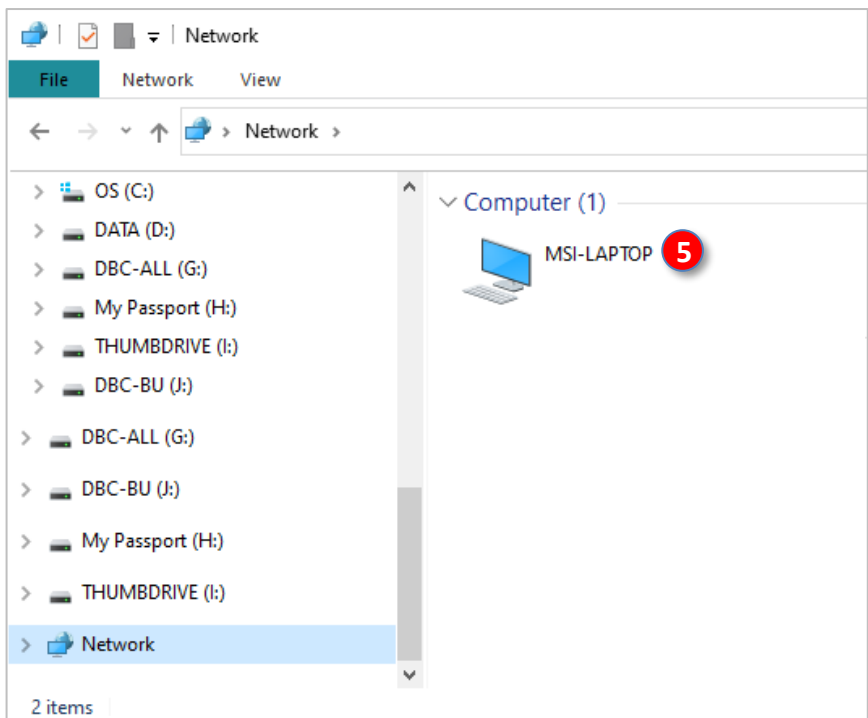
- Open **1** File Explorer or **2** My Computer.



- 3** File Explorer (or My Computer) opens.
- Scroll down the left-hand pane until you see **4** Network.
- Click on **4** Network.



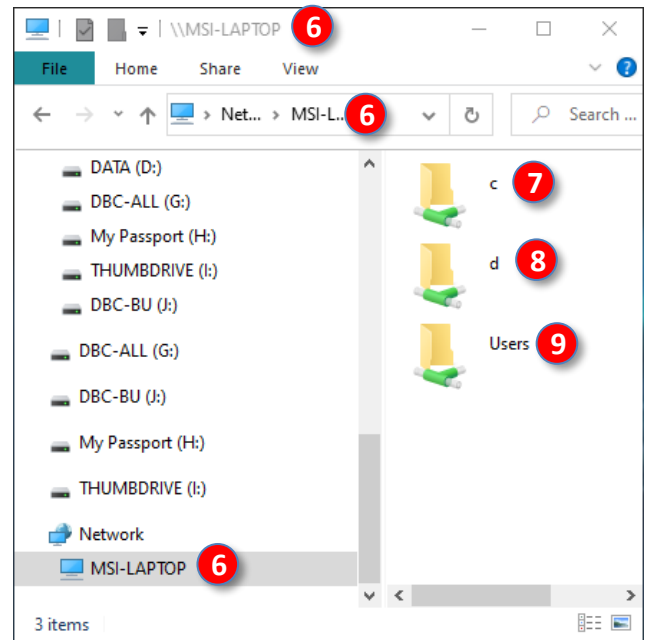
- You see **5** MSI-LAPTOP, the second computer on the network.
- Double click on **5** MSI-LAPTOP.



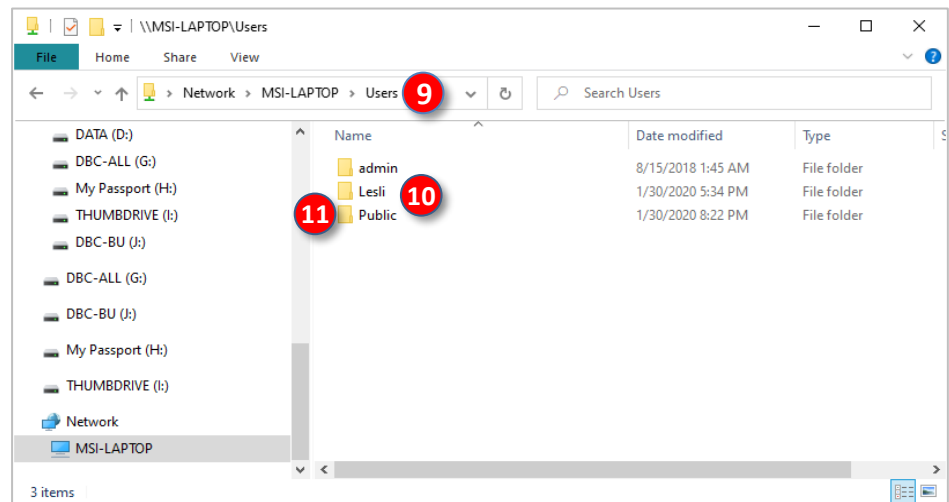
Continued on next page...

Local Network > Use Folders and Files on Another Computer, cont'd.

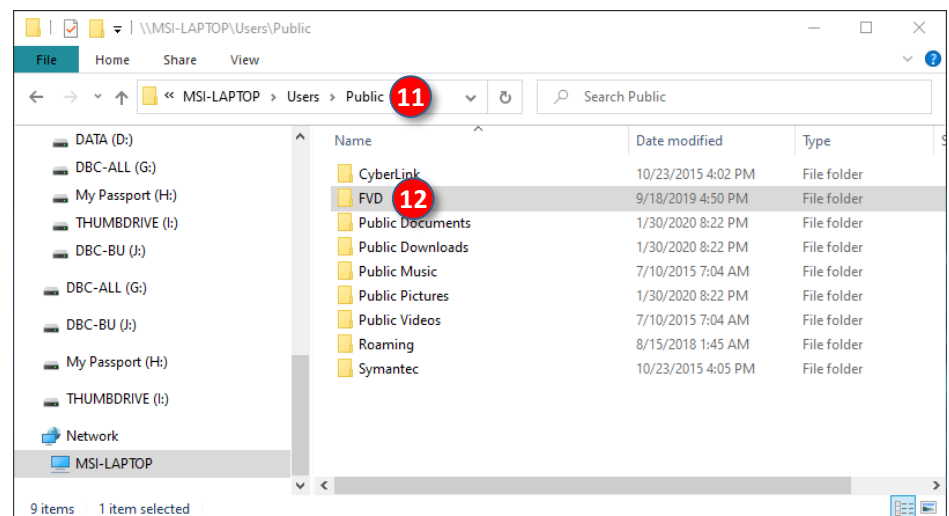
- The **6** \\MSI-LAPTOP folder on the networked computer opens.
- You can see its **7** C:\ drive, **8** D:\ drive, and **9** Users folders.
- Double click any of the folders. In this example, we will click the **9** Users folder.



- The **9** Users folder opens. Its **10** subfolders can be seen.
- You can use these folders as if they were on master computer.



- For example, on the laptop the FVD folder is on the Users/Public folder. Click **11** Public and you will see the **12** FVD folder.
- Time to get to work on your show!



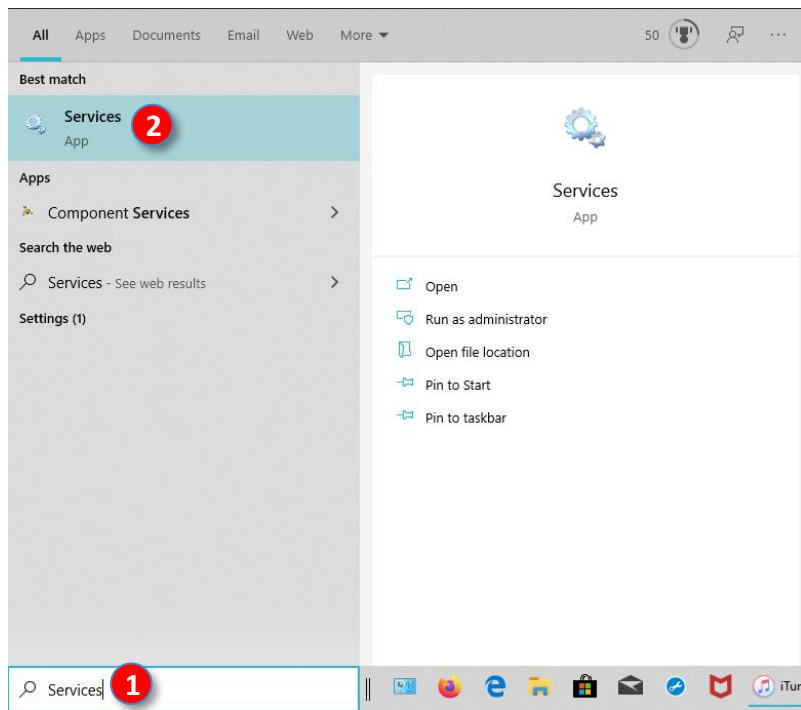
Local Network > Troubleshooting > Windows 10 Shared Folder Not Showing

TROUBLESHOOTING > WINDOWS 10 SHARED FOLDER NOT SHOWING:

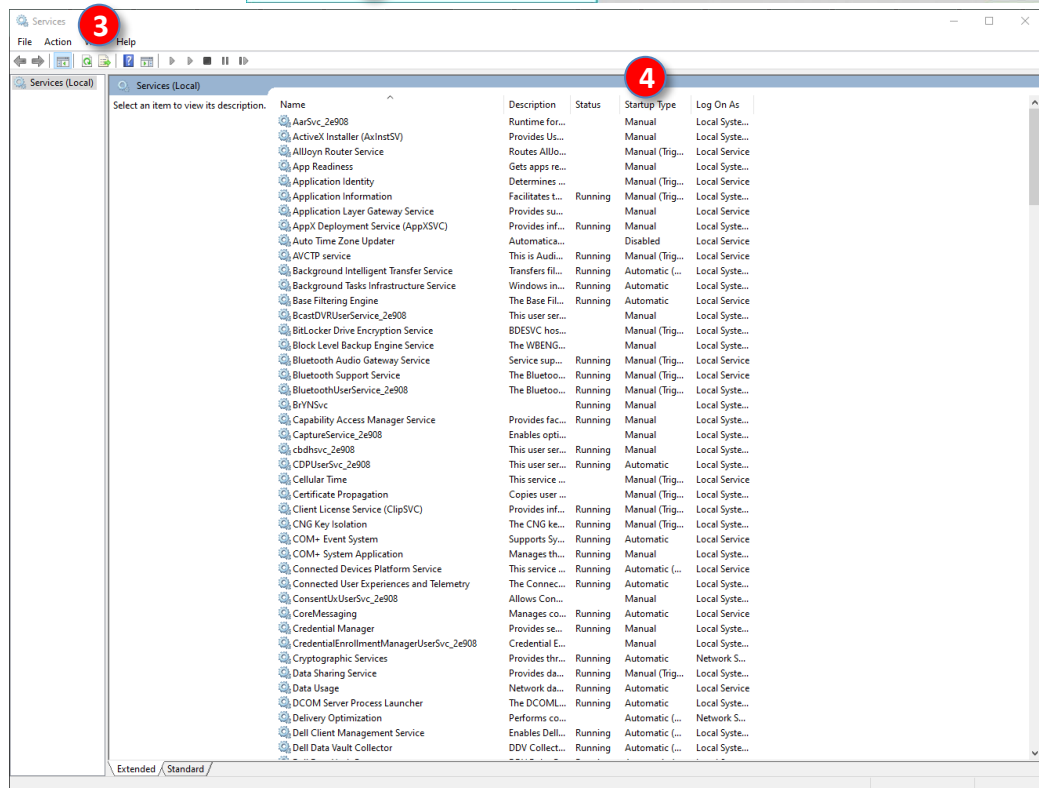
- With all the above, which in my opinion is way too complicated, you still may not be able to Files between two computers!
- Many thanks to IT specialist Jason Bryant, who is a dressage show volunteer (he does parking!!!). He used this and the next trouble shooting hints when we had trouble getting computers to talk to each other. [Click here](#). to see the hint online.

NOTE: Change these services settings on all your computers.

- Using Cortana, search for **1 Services**.
- Click **2 Services App**.



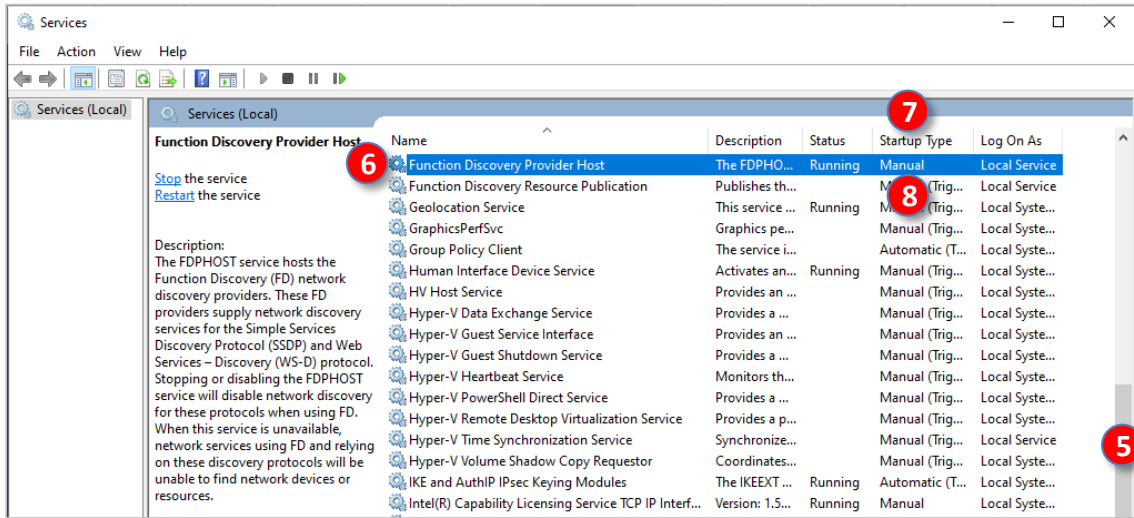
- The **3 Services** window opens.
- You need to change the following services to have **4 Startup Type > Automatic**:
 - Function Discovery Provider Host
 - Function Discovery Resource Publication
 - SSDP Discovery
 - UPnP Device Host



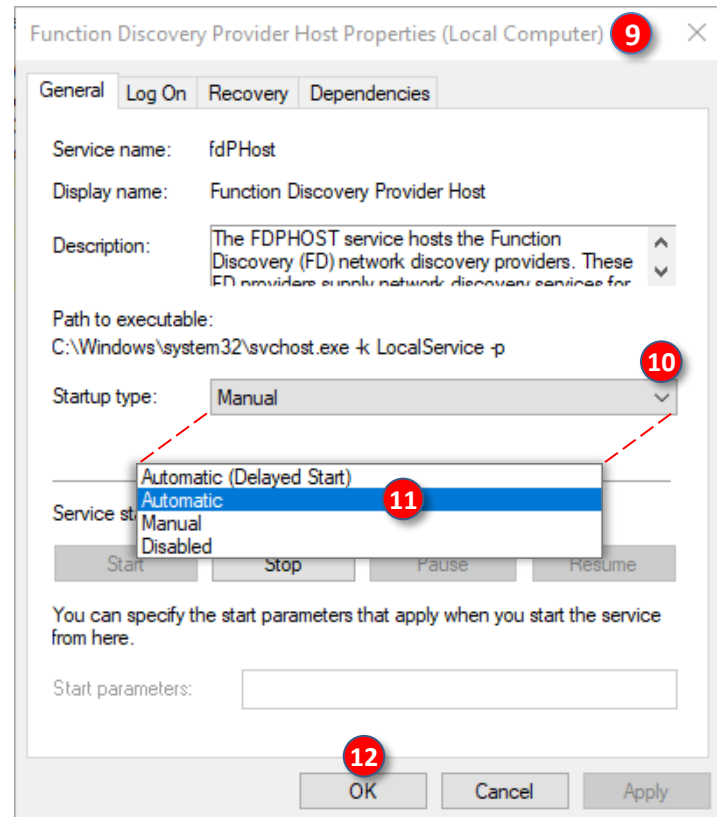
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Local Network > Troubleshooting > Windows 10 Shared Folder Not Showing, cont'd.

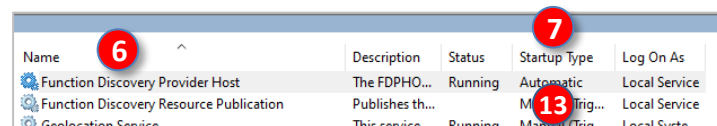
- We will first do **Function Discovery Provider Host**.
- Using the **5** scrollbar, find **6** **Function Discovery Provider Host**.
- Under **7** **Startup Type**, double click **8** **Manual** (or the setting you see).



- The **9** **Function Discovery Provider Host Properties (Local Computer)** window opens.
- Using the **10** **Startup type** drop-down arrow, select **11** **Automatic**.
- Click **12** **OK**.



- **6** **Function Discovery Provider Host** now has the Startup type setting of **13** **Automatic**.
- Repeat for:
 - Function Discovery Resource Publication
 - SSDP Discovery
 - UPnP Device Host



Local Network > Troubleshooting > Homegroup Removed! How to Get Network Sharing to Work with Windows 10 v1803

TROUBLESHOOTING > HOMEGROUP REMOVED! HOW TO GET NETWORK SHARING TO WORK WITH WINDOWS 10 V1803 :

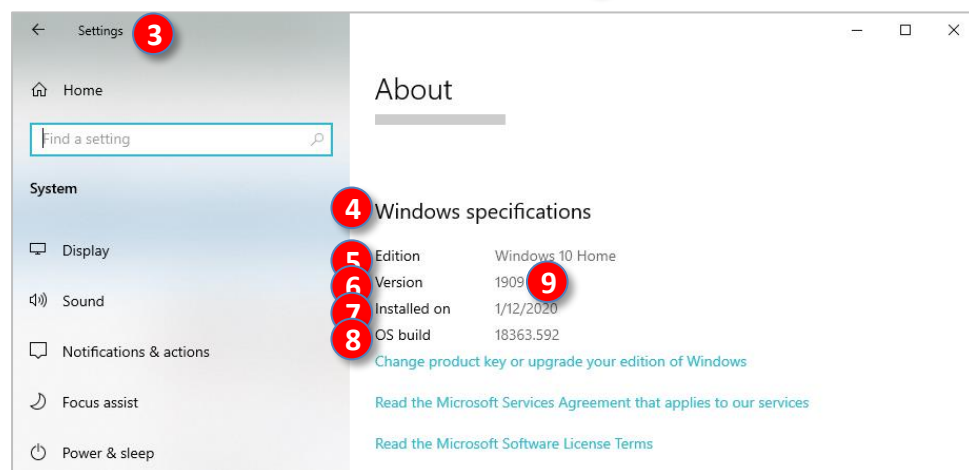
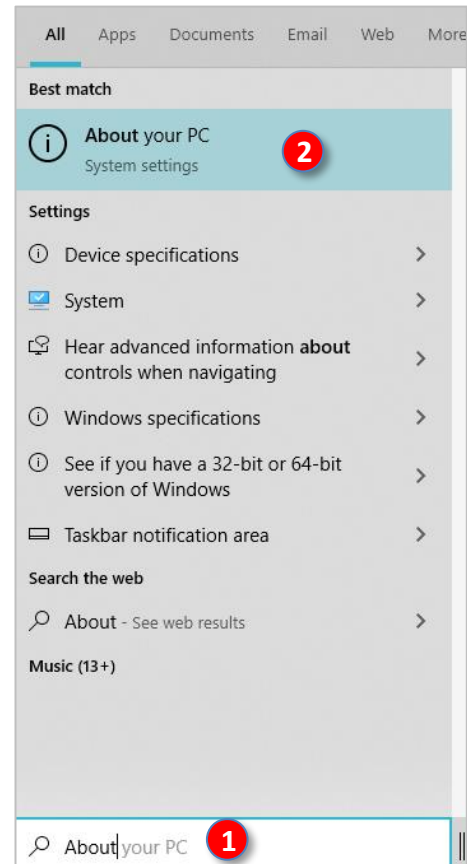
- Prior to April 2018, Windows 10 had **Homegroup** that made it easy for non-IT professionals to set up a small local network. Unfortunately, starting with Windows 10 v1803 (April 2018), Homegroup no longer exists so a regular network set-up is required.

NOTE: It is recommended that all your computers be setup so you automatically receive Windows 10 updates. By doing this, you will always have the most recent version of the operating system, which will give you better security, current features, and perhaps better networking. And, it is free!

- How to determine your Windows 10 version:
 - Using **Cortana**, type **1 About**.
 - Click **2 About your PC**.

NOTE: Change these settings on all your computers.

- The **3 Settings** window opens.
- Using the scrollbar, scroll down until you see **4 Windows specifications**.
- You will see:
 - 5 Edition**
 - 6 Version**
 - 7 Installed on**
 - 8 OS build**
 - In this example, you can see **9 Version 1909**.

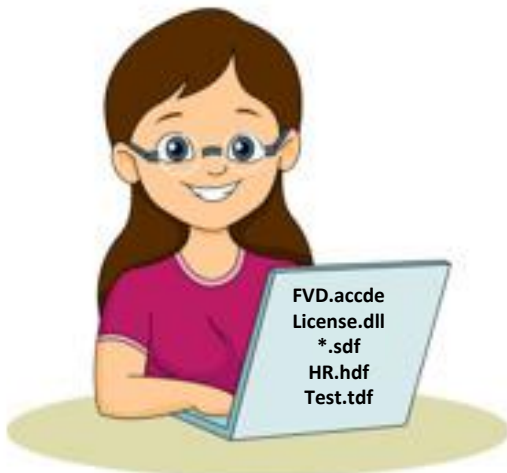


- If your computers are running Windows 10 v1803 or older (not recommended as there is a reason they do updates!!), you may need to do some tweaking.
- The procedure is long, so I have not included the details in this manual. [Click here](#) for the procedure. You will need to sign up with the Microsoft community (providing a username) to open the link.

Local Network > Summary for FVD

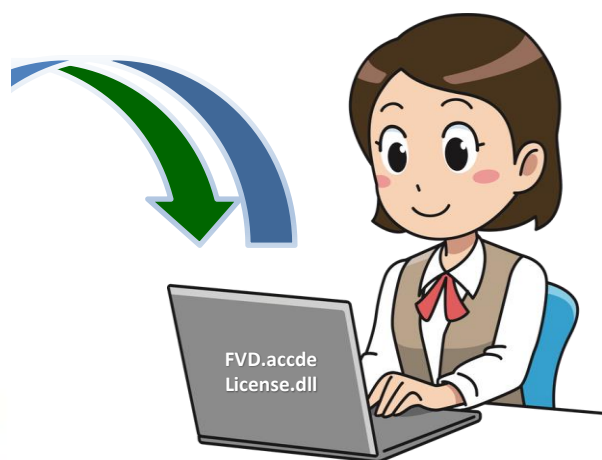
- **NETWORK TYPE:** For FVD, you may choose Public or Private, depending on your level of trust of the connection. If in doubt, choose **Public** as it provides the most protections.
- **NETWORK PROFILES:**
 - **Network Discovery:** Turn **on** so the show computers and other devices can be “discovered.”
 - **File and Printer:** Turn **on** so the show computers can share files and printer(s).
 - **Public Folder Sharing:** If your FVD files are at **C: > Users > Public > Documents > FVD**, turn Public Folder Sharing **on** so the show computers can share files and printer(s).
 - **Media Streaming:** Most uses of FVD do not involve media streaming; therefore, the status of this setting does not usually affect networking for FVD.
 - **File Sharing Connections** (encryption): Use **128-bit** unless you have older equipment.
 - **Password Protected Sharing:**
 - Turn **off** (no password required) if you are in a show setting with many computer users with whom the password will need to be provided.
 - Turn **on** (password required) so only people with the password may use the folders and files.
- **SHARING SPECIFIC FOLDERS:** Use this feature if you only want to share specific folders.
- **SHARING SPECIFIC FILES:** Use this feature if you only want to share specific files.

SECRETARY



Show Secretary Using FVD &
FVD Files on Show Secretary Computer
To Manage Show

SCORER



Show Scorer Using FVD &
FVD Files on Show Secretary Computer
to Score the Show

CHAPTER VII.3. FVD CLOUD SERVER



FVD Cloud Server > What is FVD Cloud Server?, What is Remote Desktop?

NOTE: For this manual:

- A **show device** is a desktop or laptop computer (Win or MAC) or tablet (Win, Android or iOS).
- A **show device** is not a printer or other computer accessory you may use.



NOTE: When you use a tablet, it is easier if you also use a compatible keyboard and a mouse.

WHAT IS FVD CLOUD SERVER?: FVD CLOUD SERVER SHOW DEVICES

- Easy Method to Connect Show Devices:
 - **FVD Cloud Server** is an easy method now available to FVD users to connect **show devices** for file sharing.
 - It uses the **FVD Cloud Server**; all FVD files are on the server.
 - Users may use a desktop or laptop (Windows or MacOS) or tablet (Windows, Android or iOS).
 - **Show devices** no longer require a wired connection between them; however, each requires its own wired, Wi-Fi or cellular internet connection.
 - Scribes may enter **POINTS, ERRORS** and judge comments near the judge or at a remote location (a talking communication method between judge and scribe is necessary). **POINTS, ERRORS** and judge comments input by the scribe are on the FVD Cloud Server.
 - The show office uses the scores on the FVD Cloud Server to place classes and post results.
- Paperless Scoring:
 - FVD in the Cloud also offers a paperless method of scoring that directly uses the FVD Cloud Server for recording **POINTS, ERRORS** and judge comments in the cloud.
 - The paperless method is a safer method of scoring in this day of infectious diseases as a dressage test sheet does not have to pass from secretary > scribe > judge > runner > scoring > awards. Instead, the competitor obtains their test sheet online.
 - This is an advanced FVD feature with a cost of \$150 per show.

WHAT IS REMOTE DESKTOP?:

- Remote Desktop is a technology that allows users to connect to a specific remote computer (FVD Cloud Server) from a location (secretary's home, show office, judge huts) as if they were sitting in front of the remote computer. Users can perform a wide range of tasks as if they are actually using the remote computer (FVD Cloud Server) in person.

NOTE: Remote desktop software must be installed/setup on each show device. Multiple companies offer remote desktop software for Windows, MacOS, and tablets (Win, iOS and Android) devices. **This manual uses a specific version of Remote Desktop for Windows and a specific version of Remote Desktop for the iPad.** Versions for other devices will function similarly.

FVD Cloud Server > Schematic of FVD Cloud Server



FVD Cloud Server = Remote Desktop

Show devices log on to the FVD Cloud Server via Remote Desktop software

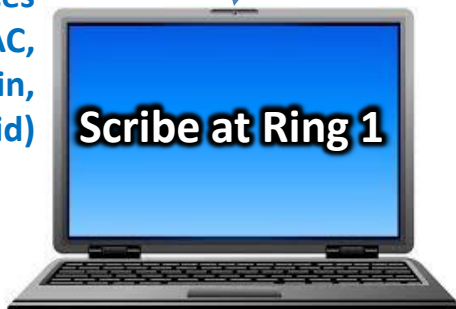


NOTE: Printers and other accessories are not connected via FVD in the Cloud. They must be connected via Wi-Fi, cables or a network.

Wired, Wi-Fi, or Cellular Internet Access



Show Devices can be PC, MAC, or Tablet (Win, iOS, or Android)



Show Devices Run FVD from the FVD Cloud Server

Etc.

Show Devices

FVD Cloud Server > Steps for Use

STEP 1: IMPORTANT INFORMATION BEFORE YOU START:

- FVD will provide you with:
 - USERNAMES** (multiple)– you need a separate username for each show device.
 - PASSWORD** (one) – all your show devices will use the same password.
 - DOMAIN NAME** (one) of the FVD Cloud Server (**fvdts.foxvillage.com:3489**) – everyone uses the same domain name.
 - SERVER E:FVD* FOLDER** – all your files will be stored on this folder and all your devices will have access to this folder.
- Store this information in a safe place so it is available when you need it.

STEP 2: FVD CLOUD SERVER > SETUP REMOTE DESKTOP FOR EACH SHOW DEVICE:

- After you receive the above information, setup Remote Desktop Connection software for each device.

STEP 3. LOGON TO THE FVD CLOUD SERVER:

- After you install and setup Remote Desktop software, you can logon to the FVD Cloud Server.

STEP 4: A LOOK AT THE FVD CLOUD SERVER SCREEN:

- This step familiarizes you with the FVD Cloud Server screen.

STEP 5: ACCESS TO YOUR LOCAL C: DRIVE VIA THE FVD CLOUD SERVER:

- This is an optional step.
- Perform the step if you might need access to your Local C: FVD drive via the FVD Cloud Server.

STEP 6: COPY YOUR FVD FILES TO THE SERVER:

- This step shows you how to copy your FVD files from you **Local C: FVD Folder** to your **Server E: FVD Folder**.

STEP 7: CREATE A COPY OF FVD.accde FOR EACH SHOW DEVICE:

- Using one of your show devices, log onto your **Server E: FVD Folder**.
- Make copies of **5) FVD.accde**, one for each device.

STEP 8: USE THE CORRECT FVD.ACCDE FILE FOR EACH DEVICE:

- Logon to your **Server E: FVD Folder**.
- To open FVD, double-click on the appropriate FVD.accde file.

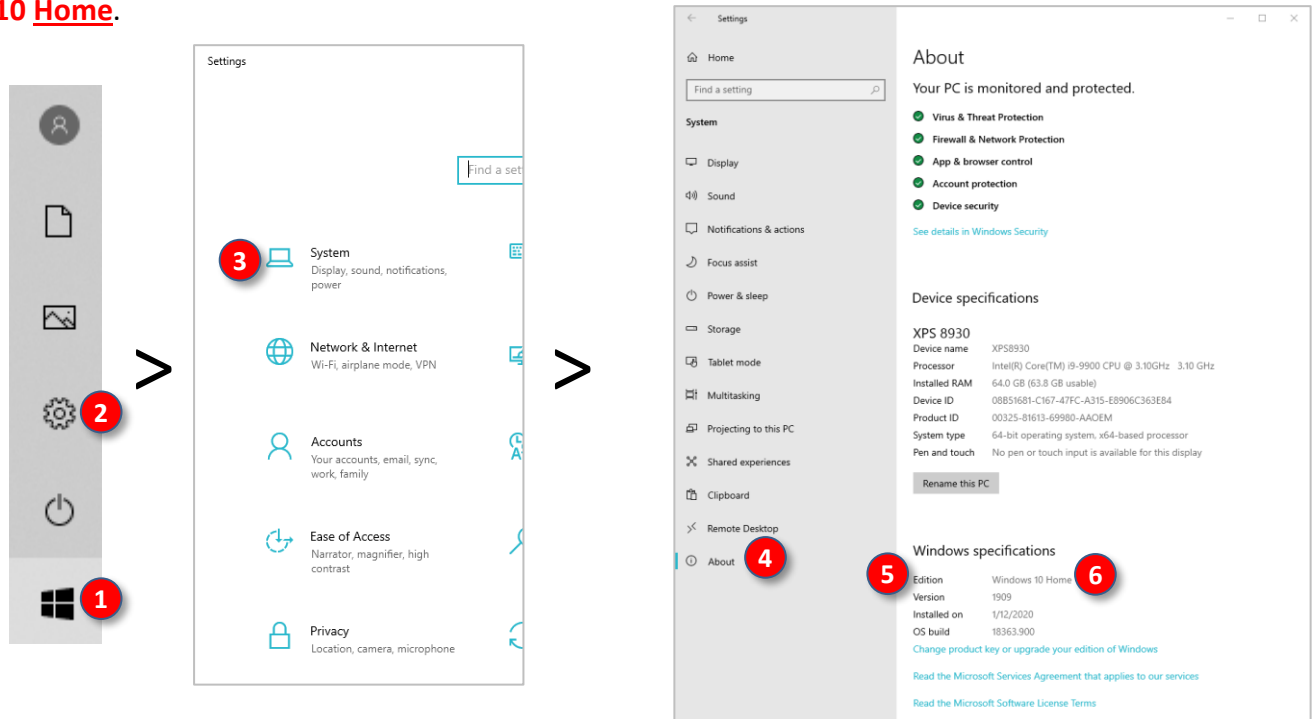
DEVICE	1) USERNAMES	2) PASSWORD	3) DOMAIN NAME	4) E: FOLDER	5) FVD.accde FILE
Secretary	FVD## user1 @foxvillage.com	PASSWORD provided by FVD All your show devices use the same PW	fvdts.foxvillage.com:3489 All your show devices use the same domain name	E:FVD## All your show devices use the same Server E: Folder	FVD- Sec .accde
Scoring	FVD## user2 @foxvillage.com				FVD- Score .accde
Ring 1	FVD## user3 @foxvillage.com				FVD- Ring1 .accde
Ring 2	FVD## user4 @foxvillage.com				FVD- Ring2 .accde
Etc.	Etc.				Etc.

= number provided by FVD; for example, FVD13

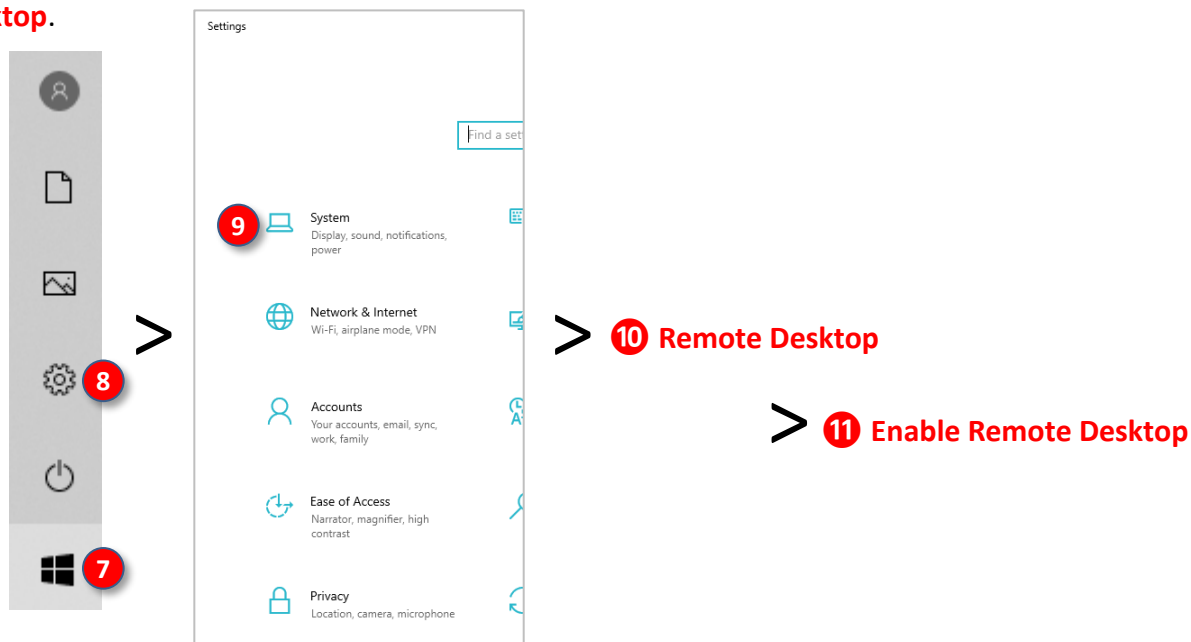
FVD Cloud Server > Step 2a. Setup Remote Desktop for Win 10 PC > Win 10 Pro Vs. Win 10 Home

STEP 2a. SETUP REMOTE DESKTOP FOR WIN PC > 10 PRO VS. WINDOWS 10 HOME:

- To determine if your computer has **Windows 10 Pro** or **Windows 10 Home**, select **1 Start** > **2 Settings** > **3 System** > **4 About** and look for **5 Edition**. It will say **6 Windows 10 Pro** or **Windows 10 Home**.



- If your computer has **Windows 10 Pro**, you can use Windows 10 Remote Desktop directly from Windows. Select **7 Start** > **8 Settings** > **9 System** > **10 Remote Desktop** and turn on **11 Enable Remote Desktop**.



- If you are using **Windows 10 Home**, you need to install a third-party remote desktop program.
- This manual uses **Thinstuff TSX Client** (see next pages, it is free), which is recommended by FVD.

FVD Cloud Server > Step 2a. Remote Desktop for Win 10 Home PC > Install Thinstuff TSX Client

STEP 2a. REMOTE DESKTOP FOR WIN 10 HOME PC > INSTALL THINSTUFF TSX CLIENT:

- These instructions are for Windows 10 Home users only.
- You install Thinstuff TSX Client on your local Win 10 PCs.
- [Click here](#) to open the Thinstuff TSX Client page, which has the following:

Products :: TSX Client - Remote Desktop Client alternative

Thinstuff TSX Client

The best alternative remote desktop client for Windows.

Thinstuff TSX Client is a remote desktop client for Microsoft Windows computers using the RDP protocol.

It offers additional functions compared to Microsoft's RDP Client e.g. choosing which connection type (desktop connection or seamless application mode) you want to make.

Unfortunately the current Remote Desktop Connection clients from Microsoft do not have a user interface to specify a RemoteApp. Well, TSX Client does!

It's easy to use and available for free.

Features

Full Remote Desktop Connection client with support for the newest RDP features included TSX Connection Manager to create and manage multiple RemoteApp and Remote Desktop connections
Automatic creation of Start Menu entries and Desktop icons for seamless integration of remote applications into the client desktop
Execution of Auto Start programs, Windows policies and startup scripts at RDP login
RDP/NLA/TLS or automatic encryption mode

Supported operating systems:

Following 32bit (x86) and 64bit (x64) client and server operating systems are supported:

- Windows 7 SP1
- Windows 8
- Windows 8.1
- Windows 10
- Windows Server 2008 R2
- Windows Server 2012
- Windows Server 2012 R2
- Windows Server 2016
- Windows Server 2019

New TSX Client release!

Initial release
June 2, 2017 Version 2.0.24.0

. Changelog

1

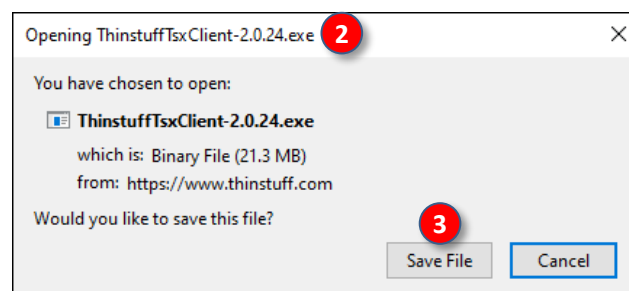
DOWNLOAD!

Free full featured version!

?

Thinstuff FAQ

- Read everything on the page (the FAQ are definitely for computer experts!).
- Click 1 **Download**.
- A 2 **Opening ThinstuffTsxClient-2.0.24.exe** window opens.
- Click 3 **Save File**.

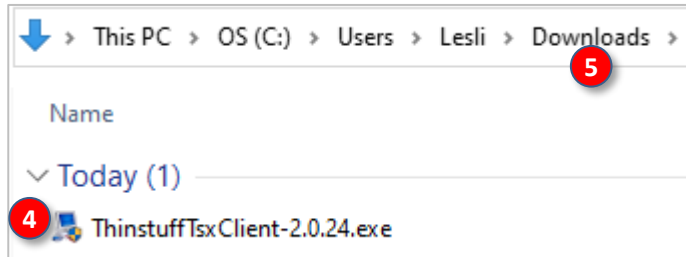


NOTE: Remote desktop software must be installed/setup on each show device. Multiple companies offer remote desktop software for Windows, MacOS, and tablets (Win, iOS and Android) devices. *This manual uses a specific version of Remote Desktop for Windows and a specific version of Remote Desktop for the iPad. Versions for other devices are similar.*

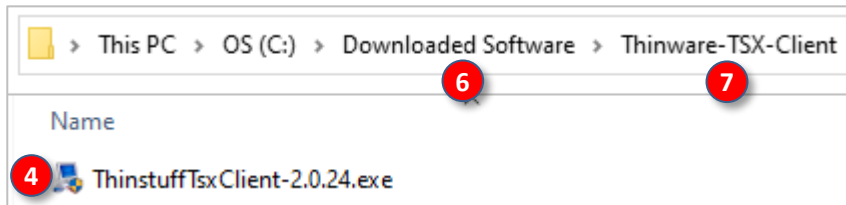
Continued on next page...

FVD Cloud Server > Step 2a. Remote Desktop for Win 10 Home PC > Install Thinstuff TSX Client, Cont'd.

- For most computers, the **4** **ThinstuffTsxClient-2.0.24.exe** file is saved in your **5** **C > Users > [Username] > Downloads** folder.



- (Optional) If desired, cut and paste the file to another folder of your choice. For downloaded software, I have a **6** **C: > DownloadedSoftware** folder, under which I create subfolders titled with the software name. In this example, I named the subfolder **7** **Thinware-TSX-Client**. I cut and pasted the downloaded **4** **ThinstuffTsxClient-2.0.24.exe** file into this subfolder.



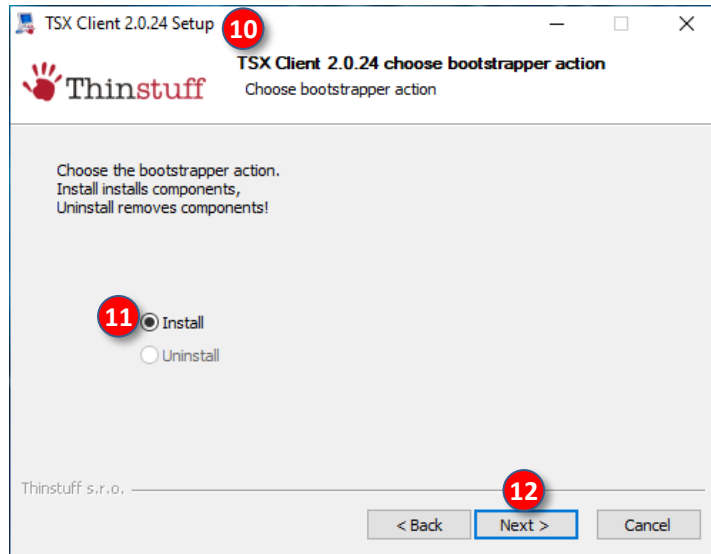
- Double-click the **4** **ThinstuffTsxClient-2.0.24.exe** file.
- Windows opens a warning window. Click **YES**.
- A **8** **TSX Client 2.0.24 Setup** form opens.
- Click **9** **Next >**.



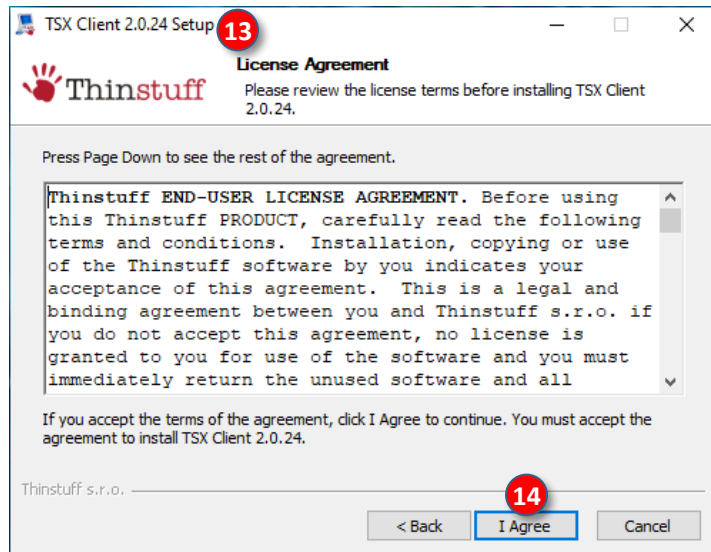
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*FVD Cloud Server > Step 2a. Remote Desktop for Win 10 Home PC >
Install Thinstuff TSX Client, Cont'd.*

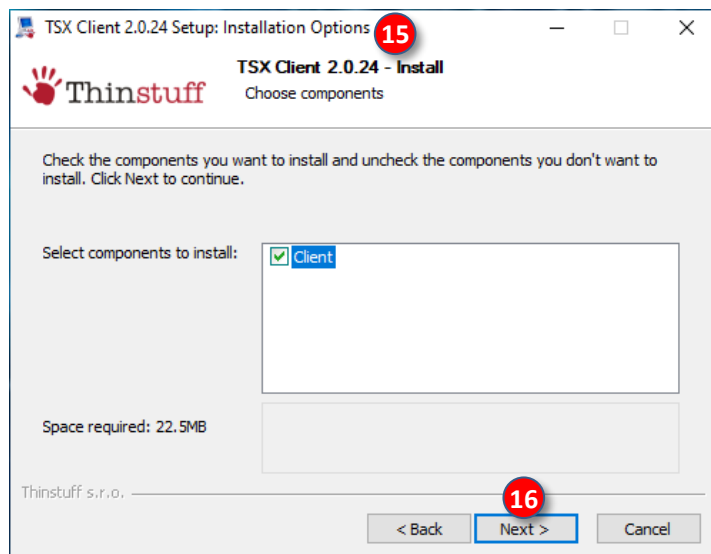
- A new **10 TSX Client 2.0.24 Setup** form opens for the **bootstrapper action**.
- If needed, click **11 Install**.
- Click **12 Next >**.



- A new **13 TSX Client 2.0.24 Setup** form opens for the **License Agreement**.
- Read the license agreement.
- Click **14 I Agree**.



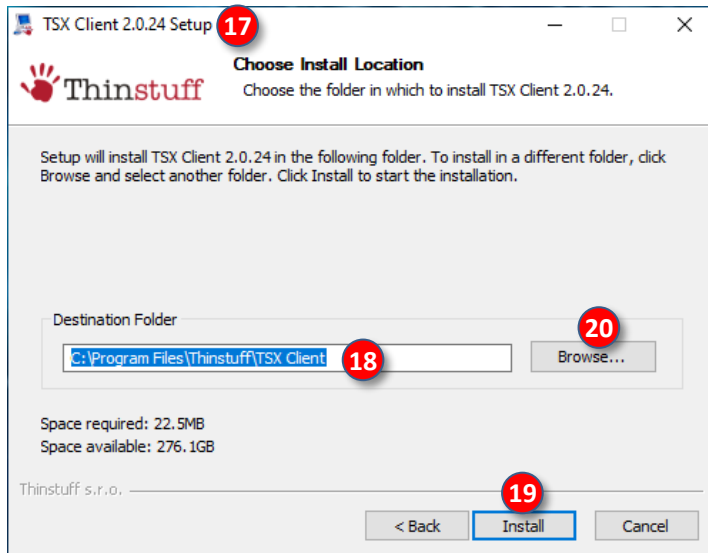
- A new **15 TSX Client 2.0.24 Setup** form opens for the **Install**.
- Since you are installing TSX Client, Client is in the box.
- Click **16 Next >**.



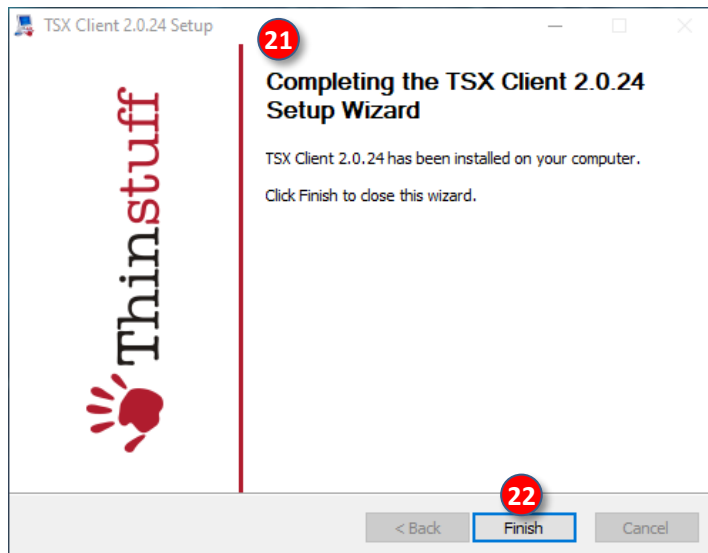
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FVD Cloud Server > Step 2a. Remote Desktop for Win 10 Home PC > Install Thinstuff TSX Client, Cont'd.

- A new **17** **TSX Client 2.0.24 Setup** window opens for **Choose Install Location**.
- If you want the default folder **18** **C:\Program Files\ThinStuff\TSX Client**, click **19** **Install**.
- If you want a different folder, click **20** **Browse...**, select the folder, then click **19** **Install**.



- The program is installed.
- A new **21** **TSX Client 2.0.24 Setup** window opens for **Completing the TSX Client 2.0.24 Setup Wizard**.
- Click **22** **Finish**.

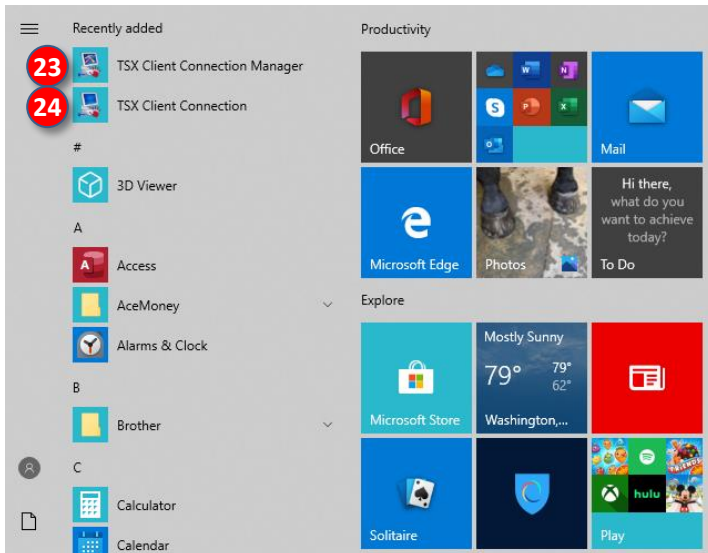
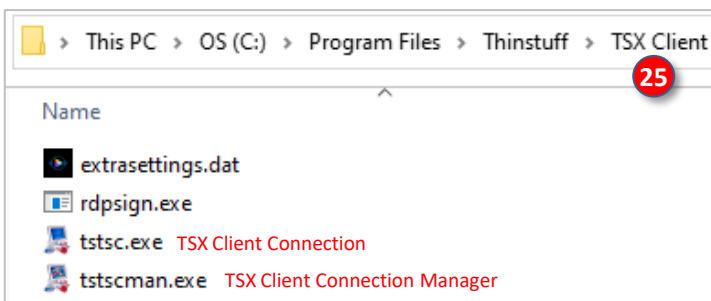


- The installation added **23** **TSX Client Connection Manager** and **24** **TSX Client Connection** to **Start**.

- It also installs shortcuts on the Desktop.



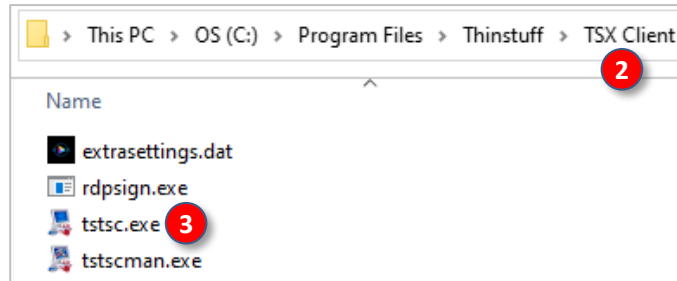
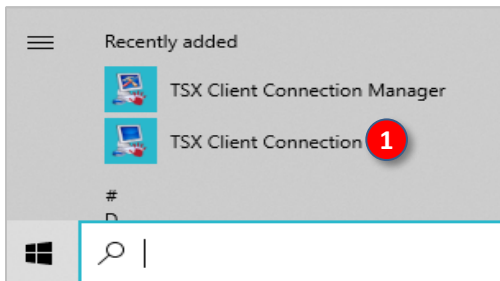
- The files are found at **25** **C: > Program Files > Thinstuff > TSX Client**.



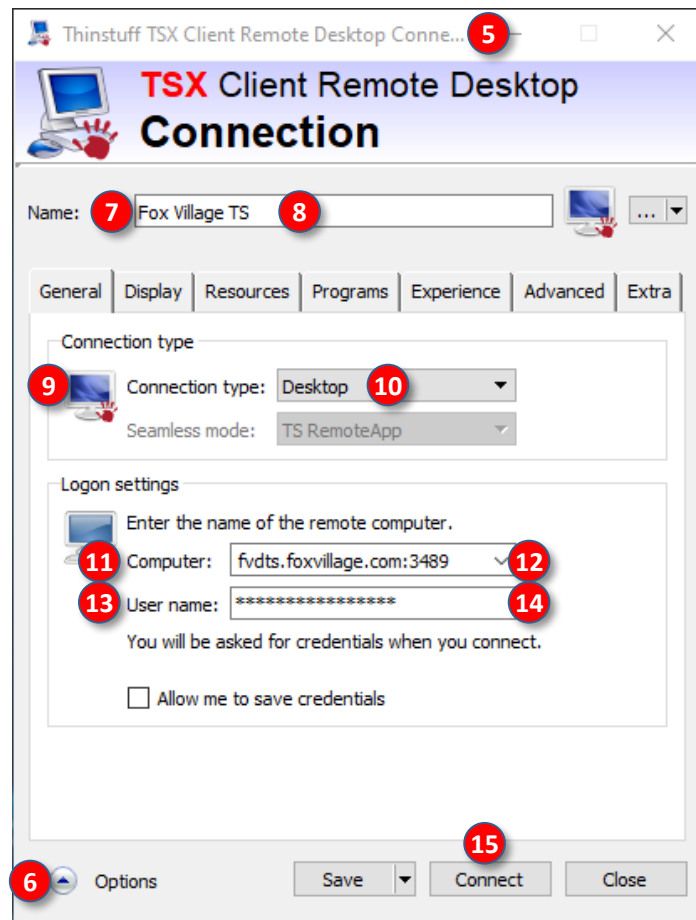
FVD Cloud Server > Step 2a. Remote Desktop for Win 10 Home PC > Setup Thinstuff TSX Client

STEP 2a. REMOTE DESKTOP FOR WIN 10 HOME PC > SETUP THINSTUFF TSX CLIENT :

- Now that you have installed Thinstuff TSX Client, you use it to setup and use Remote Desktop.
- If not already received, email FVD at helpdesk@foxvillage.com to obtain a **User Name**, **Password**, and **Folder** on the FVD Cloud Server.
- Open TSX Client Connection:
 - Click **Start > 1 TSX Client Connection**, or
 - Click **2 C: > Program Files > Thinstuff > TSX Client > 3 tstsc.exe**, or
 - Click the **4 TSX Client Connection** icon place on your desktop during installation.



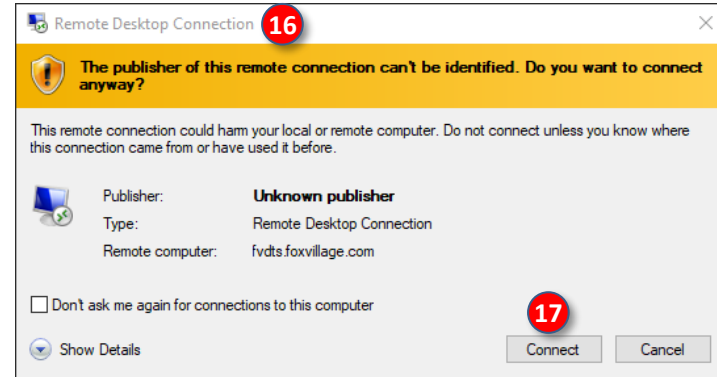
- The **5 Thinstuff TSX Client Remote Desktop Connection** window opens.
- Click **6 Options** to view more setup options (the graphic is after options are opened).
- In the **7 Name** box, enter **8 Fox Village TS**.
- In the **9 Connection type** box, ensure **10 Desktop** is selected.
- In the **11 Computer** box, enter **12 fvdts.foxvillage.com:3489**.
- In the **13 User name** box, type the **14 user name** provided to you by FVD (you must use a different username for each show device; see [Setup Parameters for Show Devices](#) for recommendations on the use of usernames).
- Click **15 Connect**.



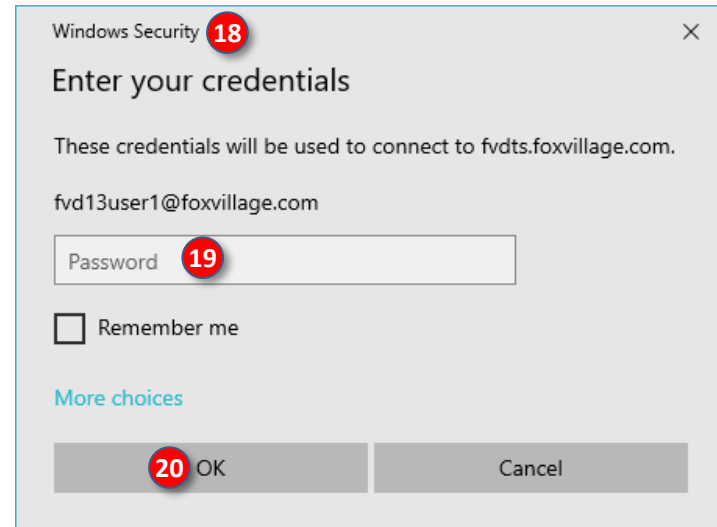
Continued on next page...

FVD Cloud Server > Step 2a. Remote Desktop for Win 10 Home PC > Setup Thinstuff TSX Client, Cont'd.

- A **16 Remote Desktop Connection** window opens.
- Click **17 Connect**.



- A connection occurs.
- A **18 Windows Security** window opens.
- Enter the **19 Password** provided by FVD.
- Click **20 OK**.



- A connection occurs.
- A **21 Remote Desktop Connection** window opens.
- Click **22 Yes**.



- The FVD Cloud Server screen opens.
- The screen will be introduced after iPad remote connection instructions. See [FVD Cloud Server Screen](#).

FVD Cloud Server > Step 2b. Setup Remote Desktop for iPad > Install Microsoft Remote Desktop Client for iOS

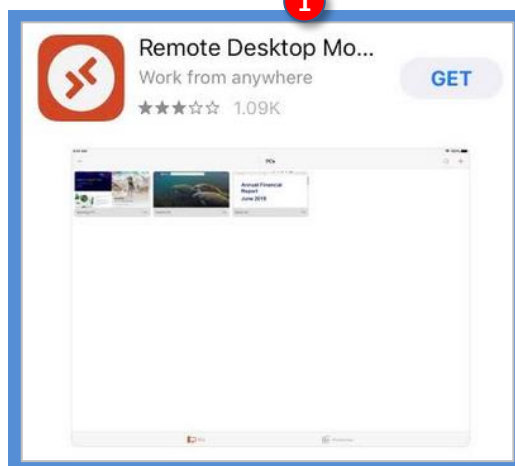
NOTE: Remote desktop software must be installed/setup on each show device. Multiple companies offer remote desktop software for Windows, MacOS, and tablets (Win, iOS and Android) devices. *This manual uses a specific version of **Remote Desktop for Windows** and a specific version of **Remote Desktop for the iPad**. Versions for other devices are similar.*

This section covers iPads. The procedure for other tablets is similar.

STEP 2b. SETUP REMOTE DESKTOP FOR IPAD > INSTALL MS REMOTE DESKTOP CLIENT FOR iOS:

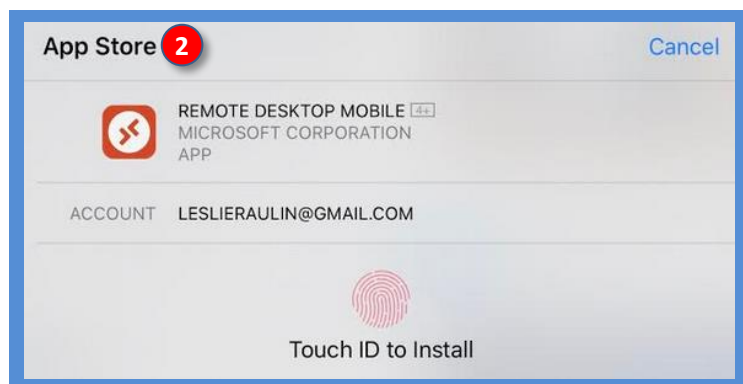
- From your iPad > App Store, download/install **1 Remote Desktop Mobile** (free)(requires iOS 13.0 or later) by clicking x GET.

NOTE: For an Android tablet, use Chrome Remote Desktop or a third-party program of your choice.



NOTE: The **blue** background indicates the window is on the iPad.

- An **2 App Store** window opens asking you to verify the install (the method depends on your iPad version and setup).

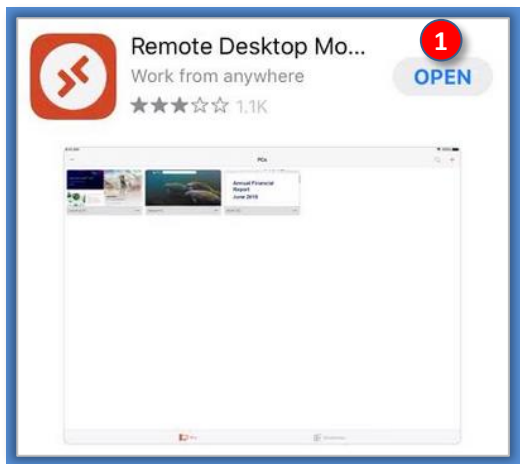


- The program is installed.

*FVD Cloud Server > Step 2b. Remote Desktop for iPad >
Open Microsoft Remote Desktop Client for iOS*

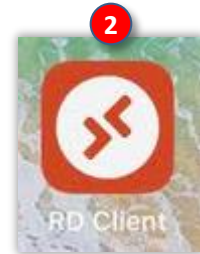
STEP 2b. REMOTE DESKTOP FOR IPAD > INSTALL MS REMOTE DESKTOP CLIENT FOR iOS:

- Click **1 OPEN** now or at all other times click the **2 RD Client** icon placed on the screen during the installation.



FIRST USE

OR

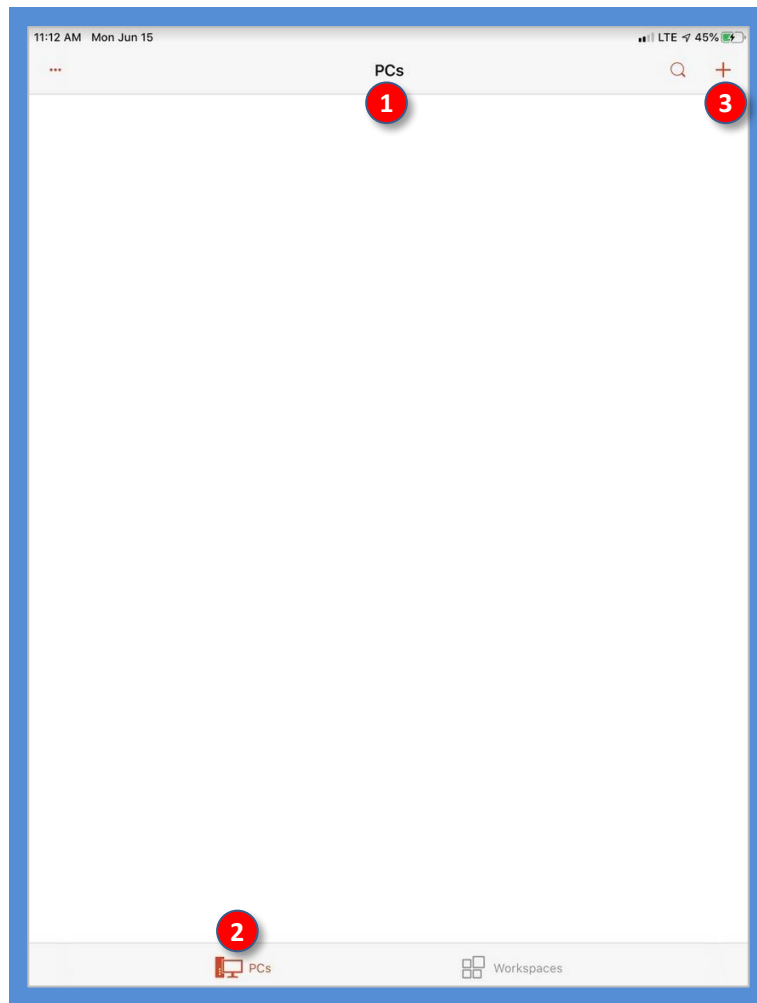


ALL SUBSEQUENT USES

FVD Cloud Server > Step 2b. Remote Desktop for iPad > Setup Microsoft Remote Desktop Client for iOS

STEP 2b. REMOTE DESKTOP FOR iPad > INSTALL MS REMOTE DESKTOP CLIENT FOR iOS:

- After you click **OPEN** or the **RD Client** icon for the first time, you are asked for access to your **Bluetooth**, **Camera**, and **Microphone**. Click **OK** to each request.
- The **1 RD Client** screen opens.
- Ensure **2 PCs** is highlighted (dark orange).
- Click the **3 + (plus)**.

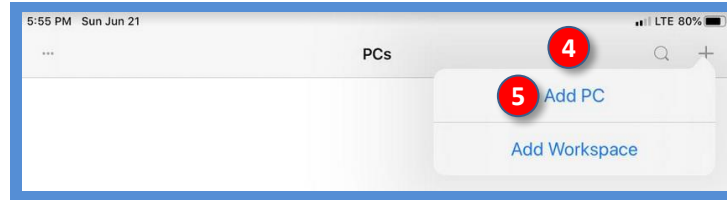


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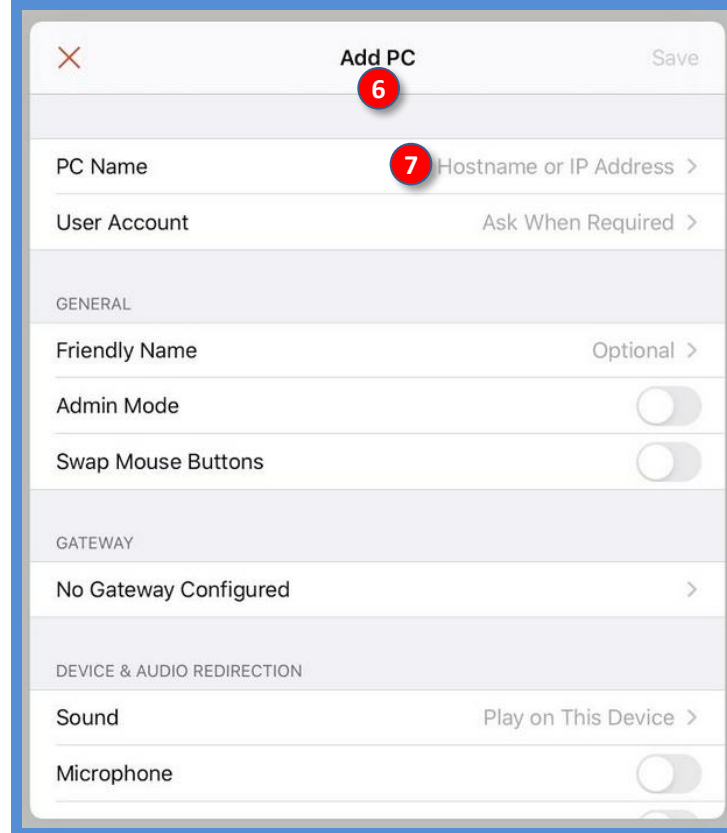
SECTION VII. NETWORKING COMPUTERS

FVD Cloud Server > Step 2b. Remote Desktop for iPad > Setup Microsoft Remote Desktop Client for iOS, Cont'd.

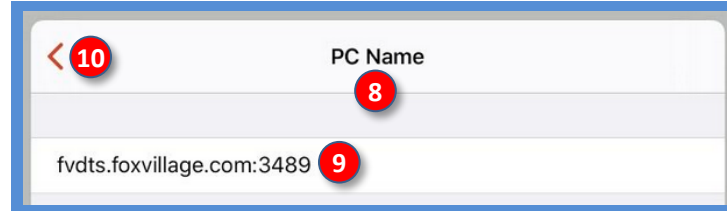
- A **4** menu opens.
- Click **5** **Add PC**.



- An **6** **Add PC** menu opens.
- Click **7** **PC Name - Hostname or IP Address >**. This is asking for the FVD Cloud Server Hostname (fvdts.foxvillage.com:3489)



- A **8** **PC Name** menu opens.
- In the box, type **9** **fvdts.foxvillage.com:3489**.
- Click the **10** < (left arrow).



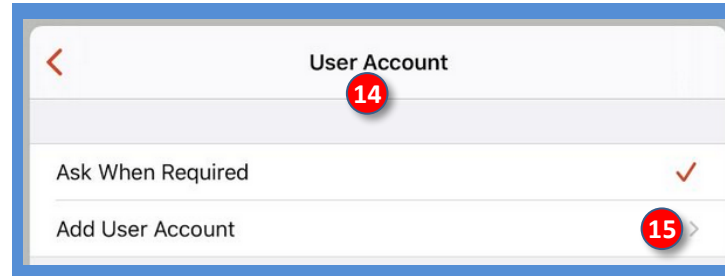
- You are returned to the **11** **Add PC** menu.
- Note that the **12** **fvdts.foxvillage.com:3489** is now in the PC Name box.
- Click **13** **User Account – Ask When Required >**.



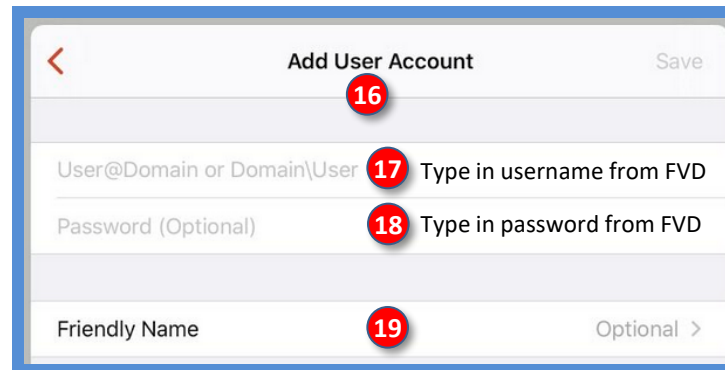
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FVD Cloud Server > Step 2b. Remote Desktop for iPad > Setup Microsoft Remote Desktop Client for iOS, Cont'd.

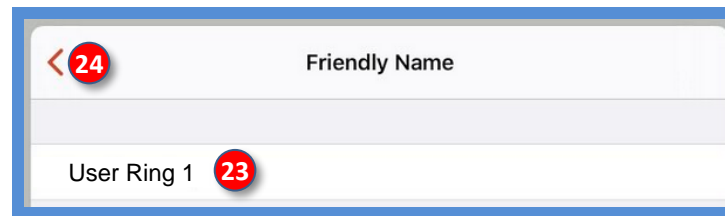
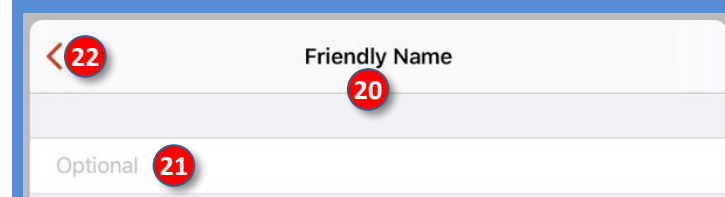
- The **14 User Account** menu opens.
- Click **15 Add User Account >**.



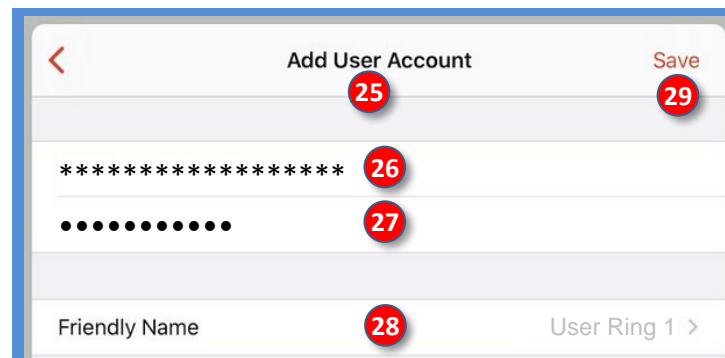
- The **16 Add User Account** menu opens.
- In the **17 User@Domain or Domain\User** box, type the **username provided by FVD**. (See [Setup Parameters for Show Devices](#) for recommendations on the use of usernames.)
- In the **18 Password** box, type the **password provided by FVD**.
- Click **19 Friendly Name >**.



- The **20 Friendly Name** menu opens.
- In the **21 Optional** box, type a name that will help you remember the user. In this example, **User Ring 1** was used as this iPad will be used by the scribe in Ring 1.
- Click the **22 <** (left arrow).
- You now see **23 User Ring 1** in the Friendly name box.
- Click the **24 <** (left arrow).



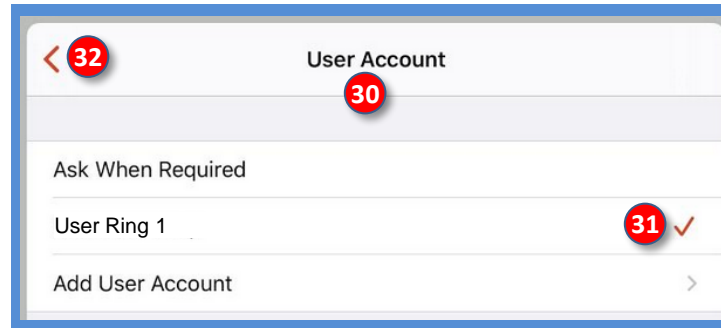
- You are returned to the **25 Add User Account** menu.
- You see:
 - **26 Username from FVD**
 - **27 Password from FVD**
 - **28 Friendly Name – User Ring 1**
- Click **29 Save**. This saves the User Account.



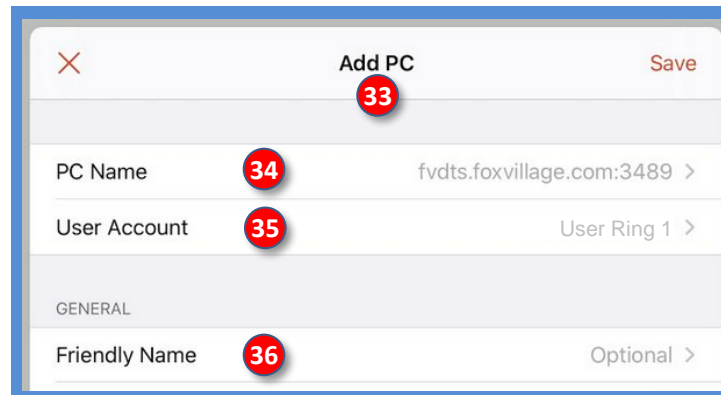
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FVD Cloud Server > Step 2b. Remote Desktop for iPad > Setup Microsoft Remote Desktop Client for iOS, Cont'd..

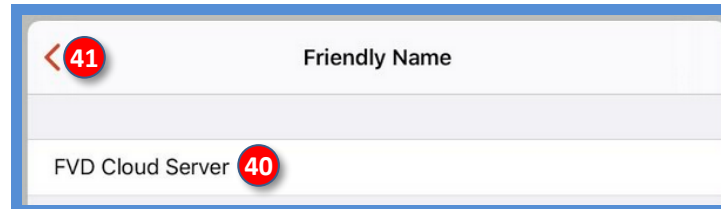
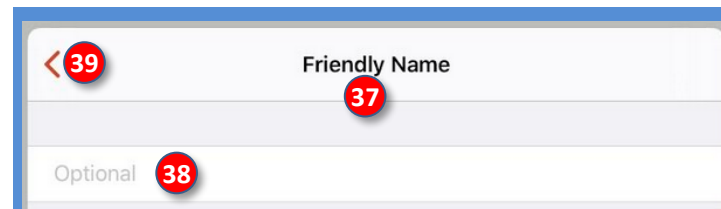
- You are returned to the **30 User Account** menu.
- Note that **31 User Ring 1** is checked so is active.
- Click the **32 <** (left arrow).



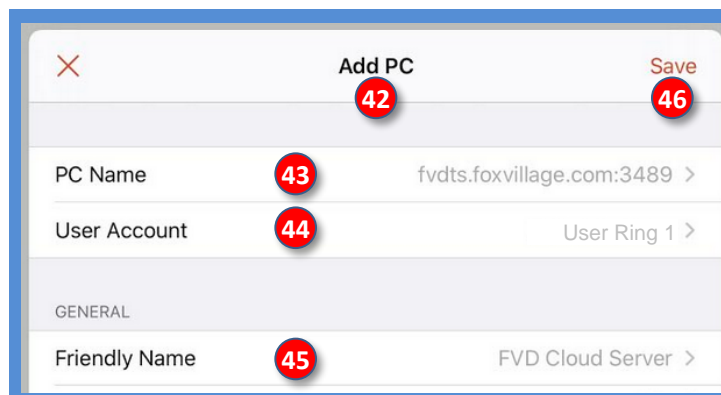
- You are returned to the **33 Add PC** menu.
- You see:
 - 34 PC Name – fvdts.foxvillage.com:3489.**
 - 35 User Account – User Secretary.**
- Click **36 Friendly Name**.



- The **37 Friendly Name** menu opens.
- In the **38 Optional** box, type a name that will help you remember the PC. In this example, **FVD Cloud Server** is recommended as this PC is the FVD Cloud Server.
- Click the **39 <** (left arrow).
- You now see **40 FVD Cloud Server** in the Friendly name box.
- Click the **41 <** (left arrow).



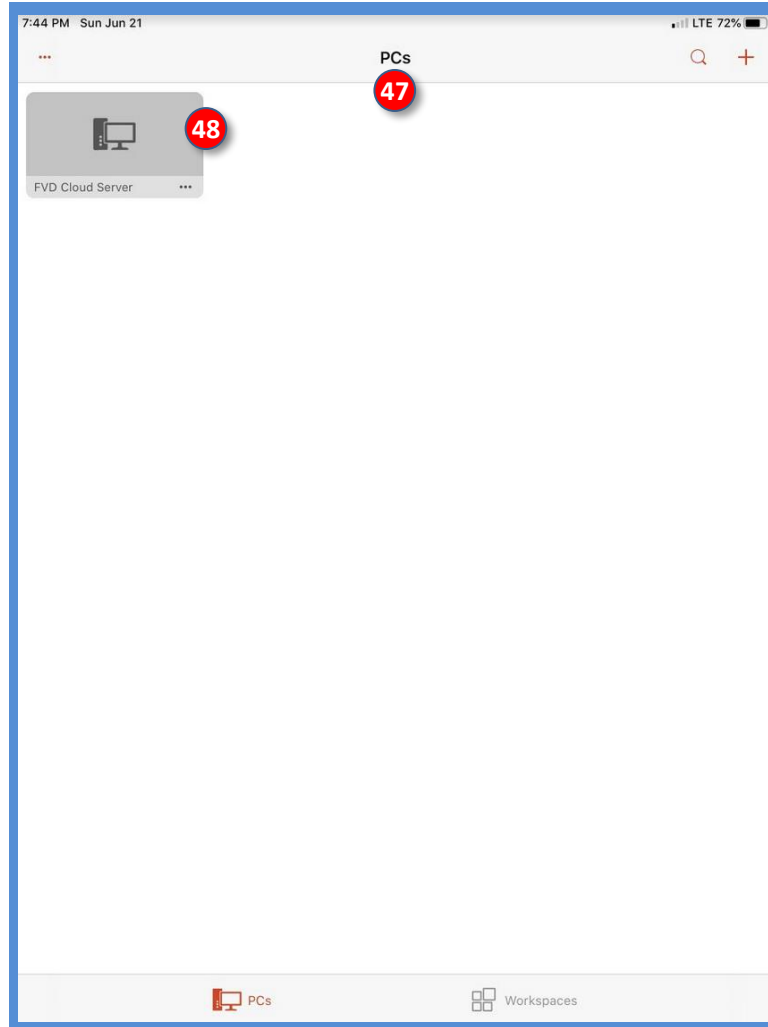
- You are returned to the **42 Add PC** menu.
- You see:
 - 43 PC Name – fvdts.foxvillage.com:3489**
 - 44 User Account – User Secretary**
 - 45 Friendly Name – FVD Cloud Server**
- Click **46 Save**. This saves the PC (FVD Cloud Server) settings that were just established.



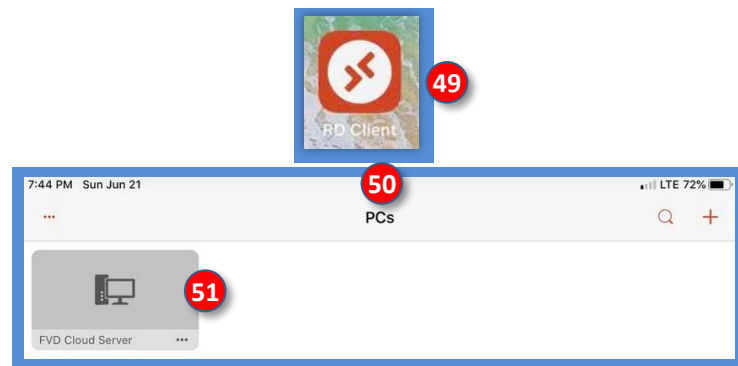
Continued on next page...

FVD Cloud Server > Step 2b. Remote Desktop for iPad > Setup Microsoft Remote Desktop Client for iOS, Cont'd..

- You are returned to the **47 RD Client** main menu.
- You now have the **48 FVD Cloud Server** icon on the main menu.
- You have successfully set up Microsoft Remote Desktop Client for iOS so you can now logon to the FVD Cloud Server with your iPad tablet.



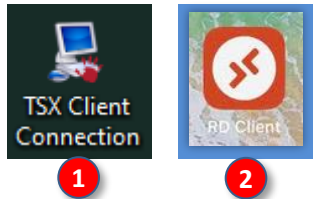
- To log onto the FVD Cloud Server from the iPad, click the **49 RD Client** icon.
- The **50 Microsoft Remote Desktop Client for iOS** opens.
- Click the **51 FVD Cloud Server** icon.
- The FVD Cloud Server screen opens and you can run FVD on your iPad as though it is a PC. Yay!



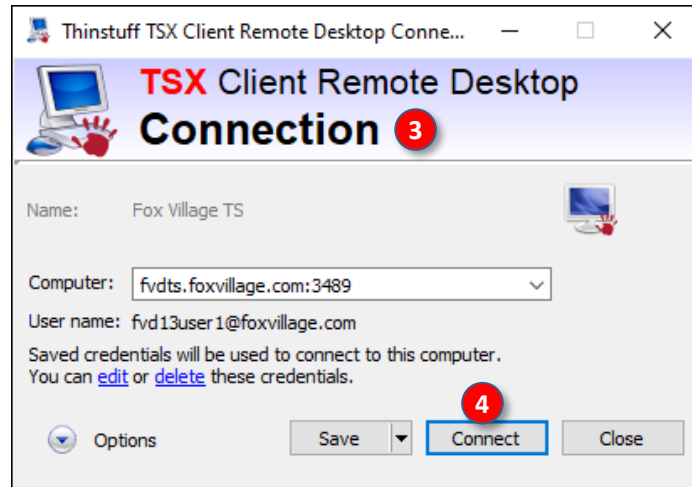
FVD Cloud Server > Step 3. Logon to the FVD Cloud Server

STEP 3. LOGON TO THE FVD CLOUD SERVER:

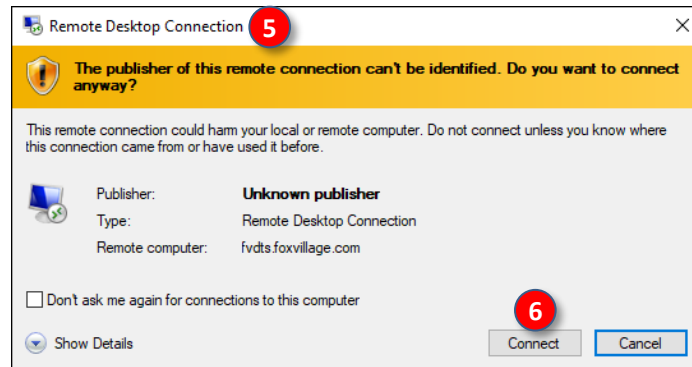
- Double click the Remote Desktop icon on your device.
- For a Windows 10 Home device, click the **1 TSX Client Connection** icon.
- For an iPad, click the **2 RD Client** icon.
- This example uses **Thinstuff TSX Client Remote Desktop Connection**.



- The **3 Thinstuff TSX Client Remote Desktop Connection** form opens.
- Click **4 Connect**.



- A **5 Remote Desktop Connection** form opens.
- Click **6 Connect**.



- A **7 Remote Desktop Connection** form opens.
- Click **8 Yes**.
- The connection to the FVD Cloud Server is done.



STEP 4. A LOOK AT THE FVD CLOUD SERVER SCREEN > TOP CENTER ICONS:

- The FVD Cloud Server (Remote Desktop) window opens:



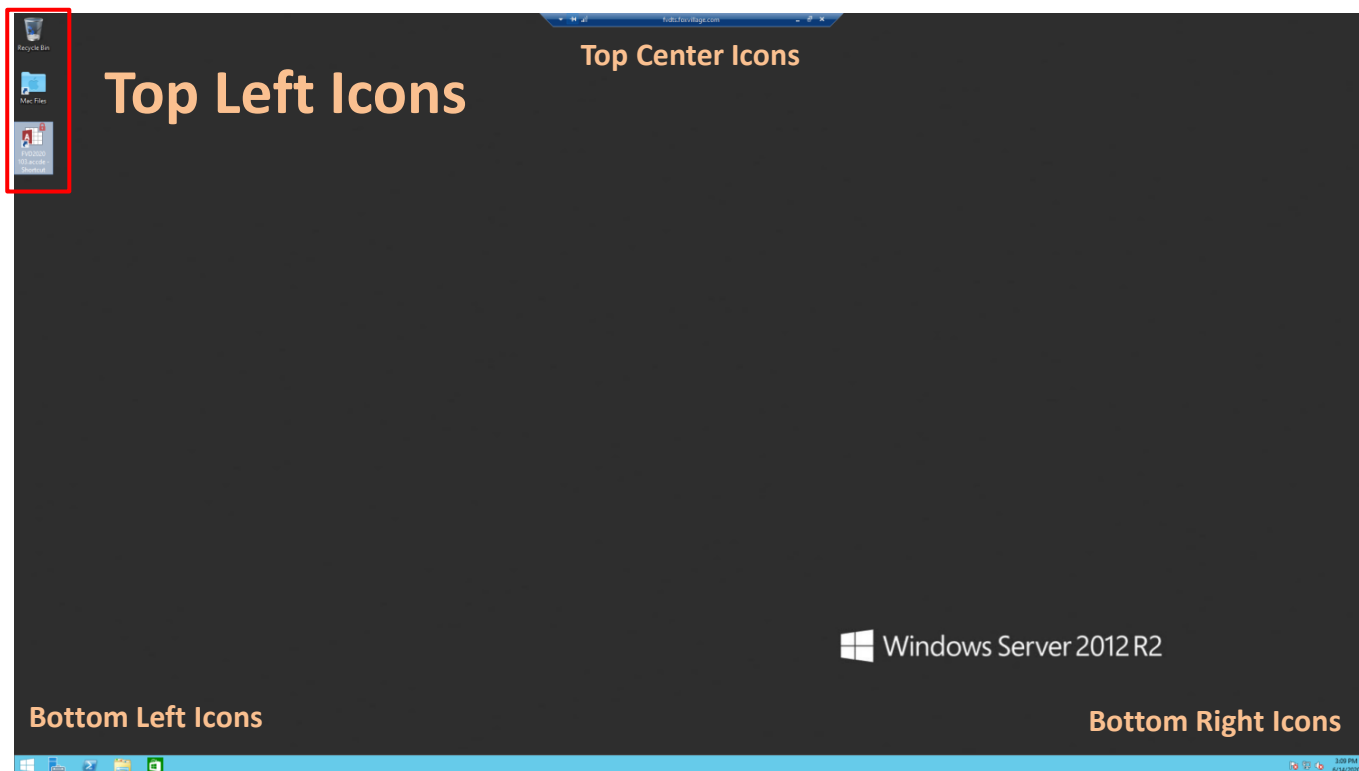
- Features of the FVD Remote Desktop window:

- Top Center Icons** (click the top center if you do not see this):
 - 1 Down arrow:** Opens a menu for **App commands**, **Charms**, **Switch apps**, and **Start**. You do not need to use this.
 - 2 Pin the connection bar.** You do not need to use this.
 - 3 Connection info:** Click the icon to open a window that states the quality of the connection from your computer to the FVD Server (cloud). This is handy information.
 - 4 Name of the FVD server** (fvdts.foxvillage.com).
 - 5 Minimize:** Minimizes the window to an icon on the taskbar. Click the icon on the taskbar to un-minimize.
 - 6 Maximize:** Click to maximize the window so it encompasses the entire monitor. Click maximize again to unmaximize the window.
 - 7 Close:** Click to close the FVD Remote Desktop connection but does not log off properly. Instead, use [FVD IN THE CLOUD > IMPORTANT INFORMATION > WHEN YOU FINISH](#).



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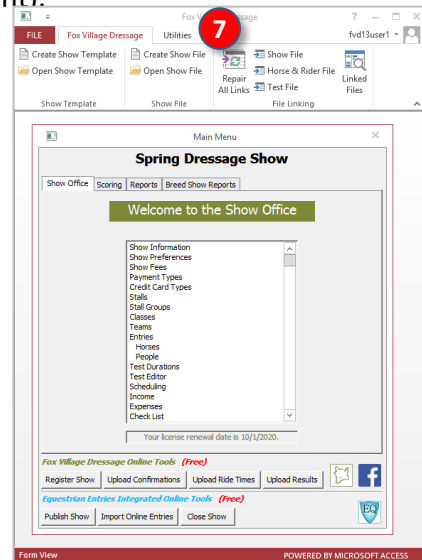
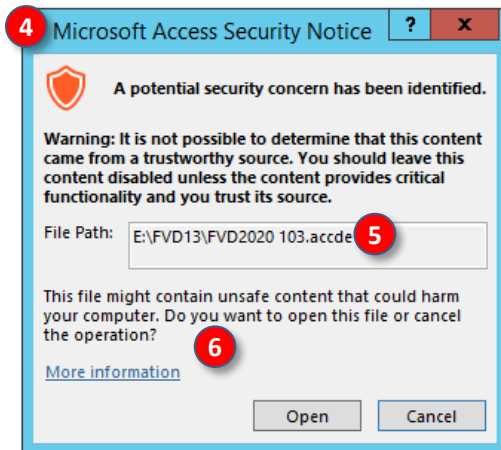
STEP 4: A LOOK AT THE FVD CLOUD SERVER SCREEN > TOP LEFT ICONS:



○ Top Left Icons:

- **1 Recycle Bin:** Location of deleted files. Click in the Recycle Bin files that you want to undelete.
- **2 Mac Files:** Location of files created with a Mac computer.
- **3 FVD2020 103.accd - Shortcut:**
 - Double click to open the FVD program on the FVD cloud server.
 - A **4 Microsoft Security Notice** opens.
 - It shows the **5 File Path** on the **FVD Cloud Server** (in this example is it **E:\FVD13\FVD2020 103.accd**; yours will be different).
 - Click **6 Open**.
 - The usual **7 FVD window** opens.

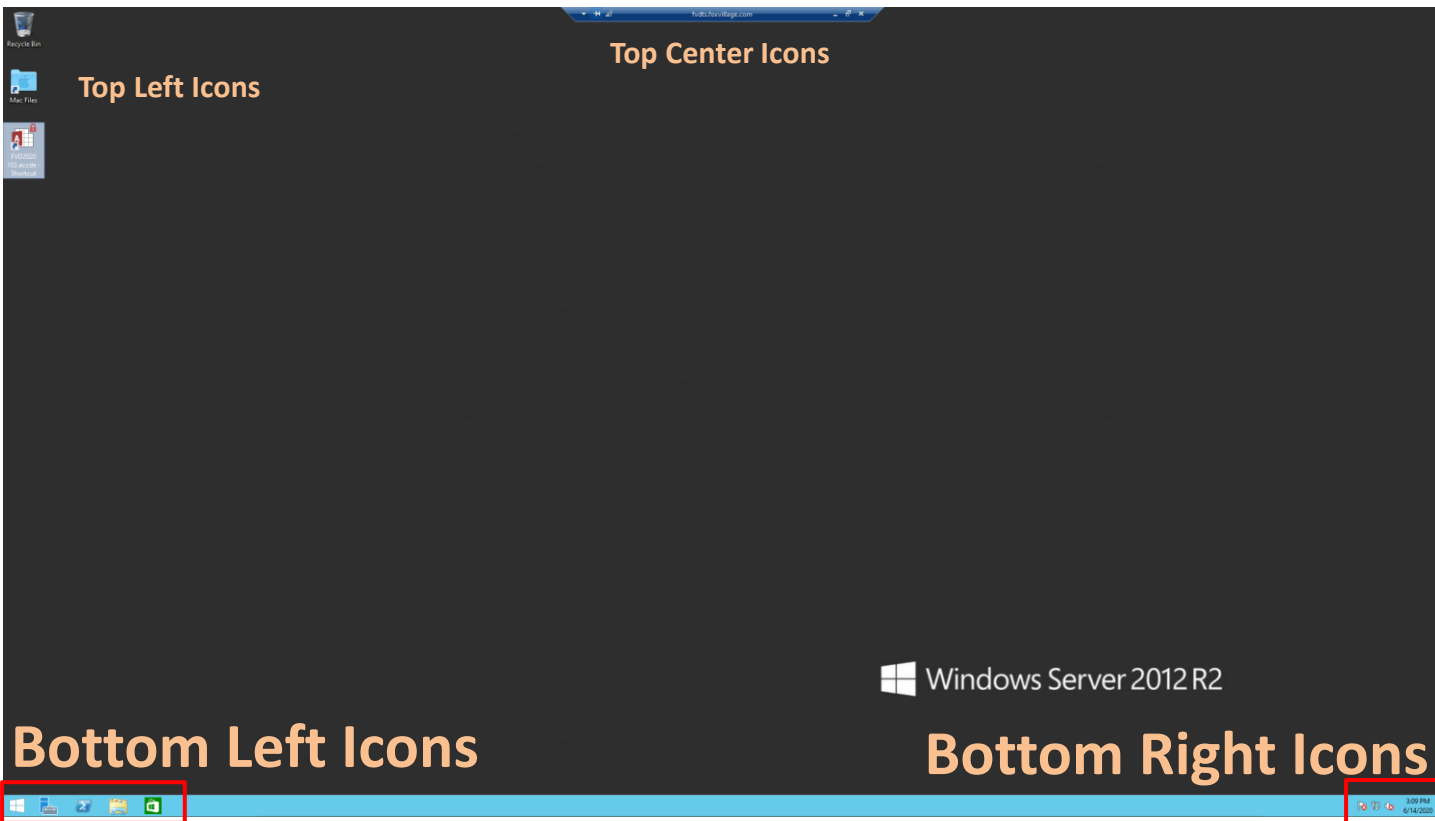
Use this icon to open FVD on the FVD Cloud Server



Continued on next page...

*FVD in the Cloud > Step 4: A Look at the FVD Cloud Server Screen >
Bottom Left Icons, Bottom Right Icons*

STEP 4: A LOOK AT THE FVD CLOUD SERVER SCREEN > BOTTOM LEFT ICONS, BOTTOM RIGHT ICONS:



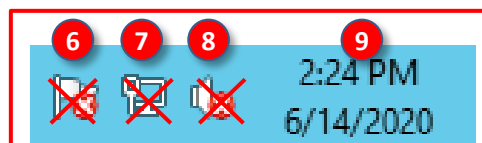
○ **Bottom Left Icons:**

- **1 Start:** Functions as in Windows 10, except features are on the FVD Cloud Server.
- **2 Server Manager:** Used to change User Account Control. You cannot use this feature.
- **3 Windows PowerShell:** Opens a DOS window. You do not need to use this.
- **4 File Explorer:** Functions as on Windows 10. Shows files structure on the FVD Cloud Server. You can only edit the E: drive folder assigned to you by FVD.
- **5 [Microsoft] Store:** Functions as on Windows 10. You do not need to use this.



○ **Bottom Right Icons:**

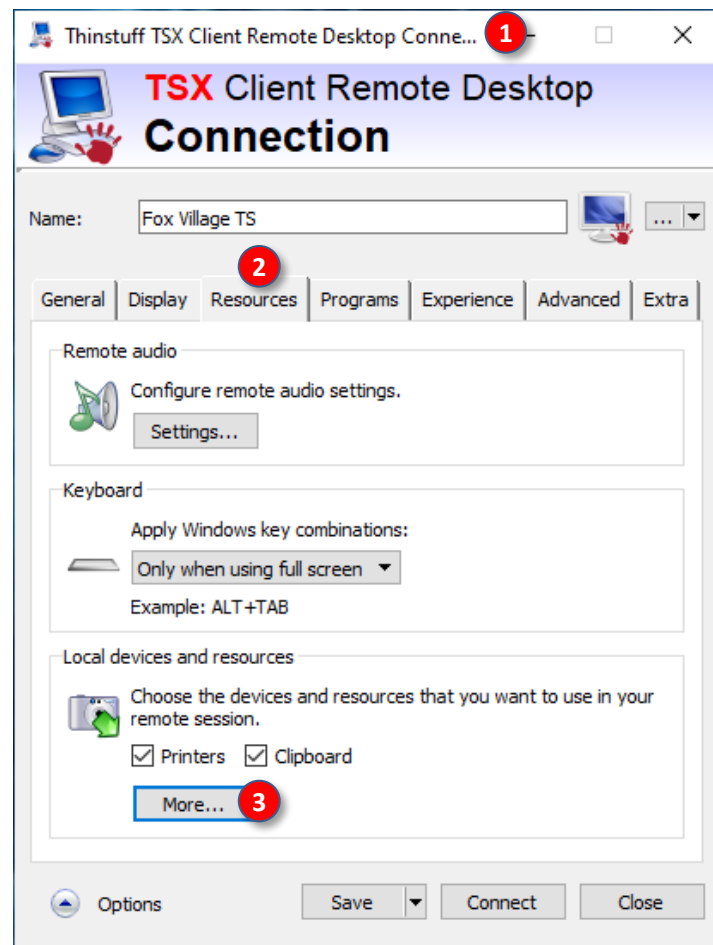
- **6 Solve PC Issues:** Functions as in Windows 10. You do not need to use this function.
- **7 Network Connection:** Functions as in Windows 10. You do not need to use this function.
- **8 Audio Service:** Functions as in Windows 10. You do not need to use this function.
- **9 Time and Date:** Functions as on Windows 10. Shows the time and date of the FVD Cloud Server.



STEP 5: ACCESS YOUR LOCAL C: DRIVE VIA THE FVD CLOUD SERVER > SETUP:

- This is an optional step. Perform this step if you think you will need access to your local C: drive via the FVD Cloud Server. For example, it is another method to copy your files to the server E: drive.
- The TSX Client Remote Desktop Connection provides a method to access your local C: drive.

- To set up access to your desktop's C: drive so you can use it from the FVD Cloud Server:
 - Open **1** **TSX Client Connection**, as previously described.
 - Click **2** **Resources**.
 - Click **3** **More**.



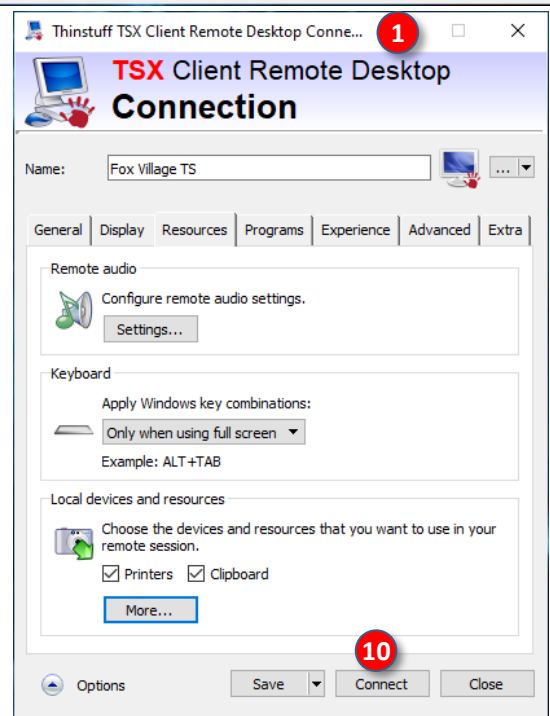
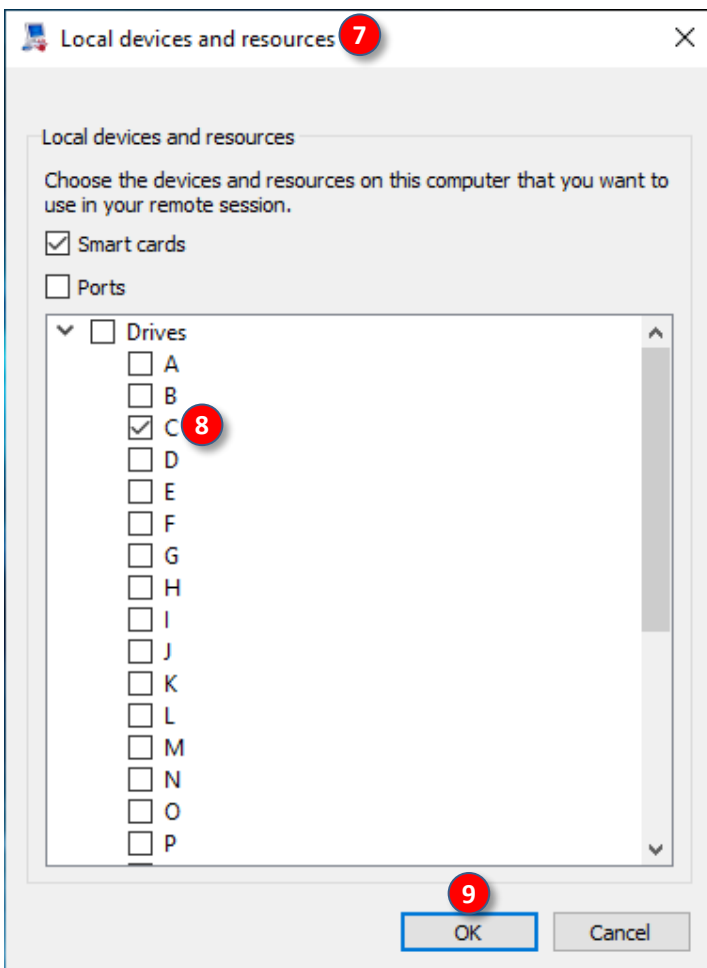
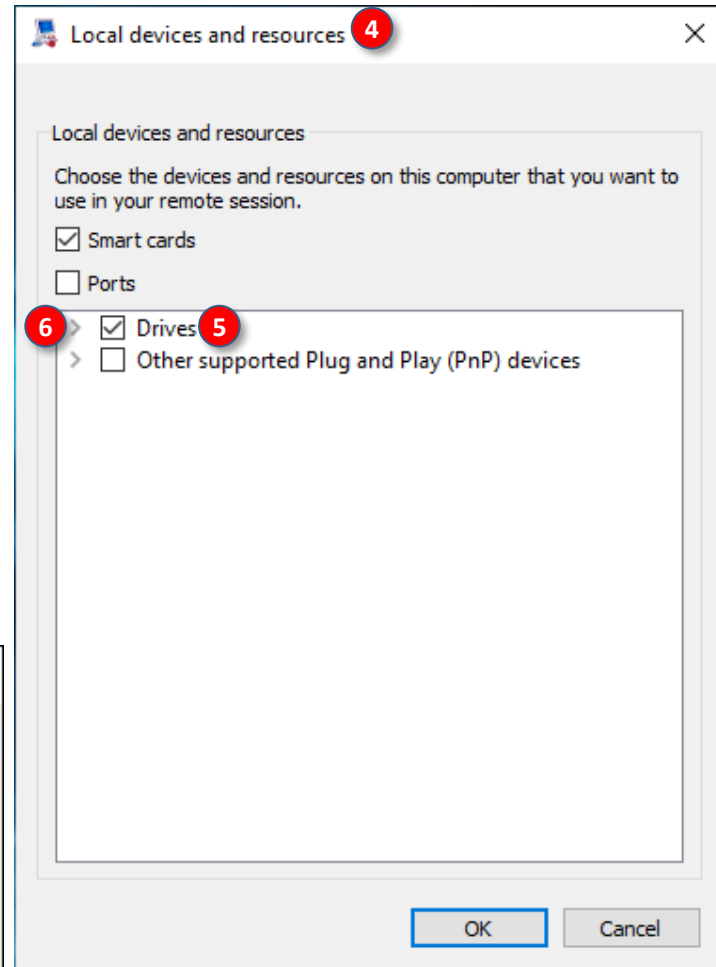
Continued on next page...

FVD Cloud Server > Step 5: Access to Your Local C: Drive via the FVD Cloud Server > Setup, Cont'd.

- The **4** **Local devices and resources** window opens.
- Ensure the **5** **Drives** box is checked.
- Click the **6** > (right arrow).

- Another **7** **Local devices and resources** window opens.
- Unclick all drive letters except **8** **C**.
- Click **9** **OK**.

- On the **1** **TSX Client Connection** window, click **10** **Connect**.

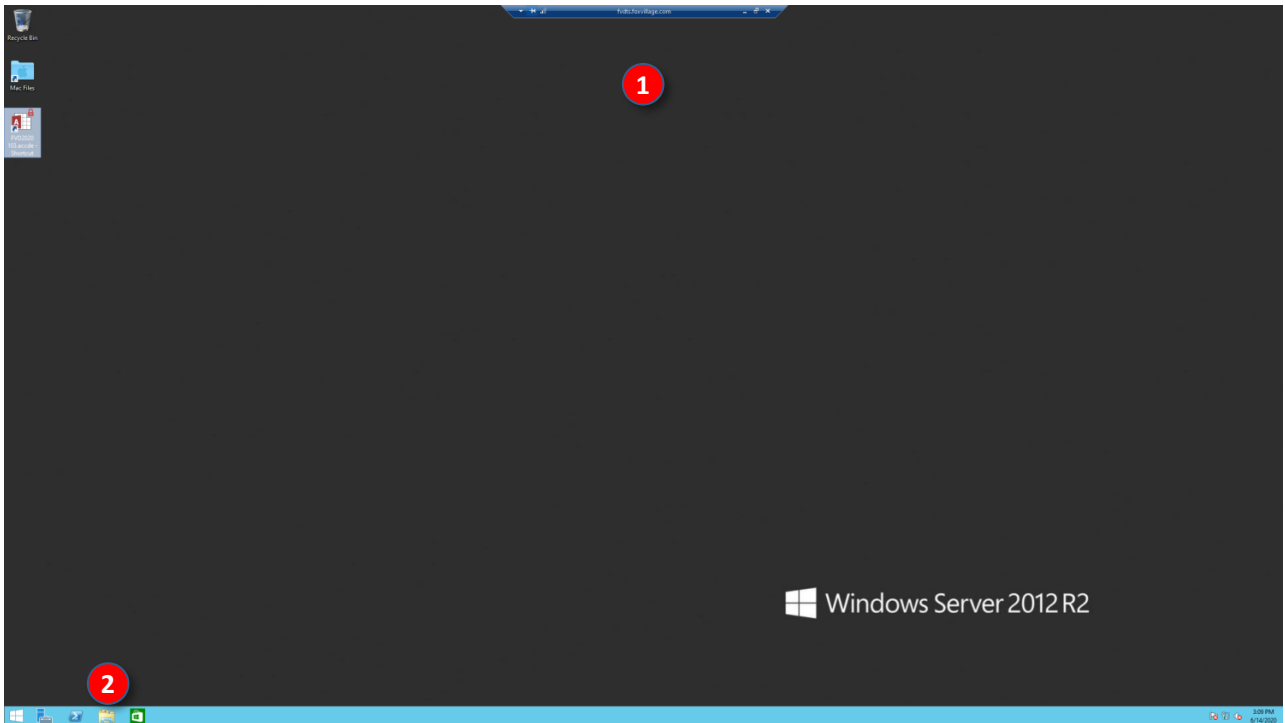


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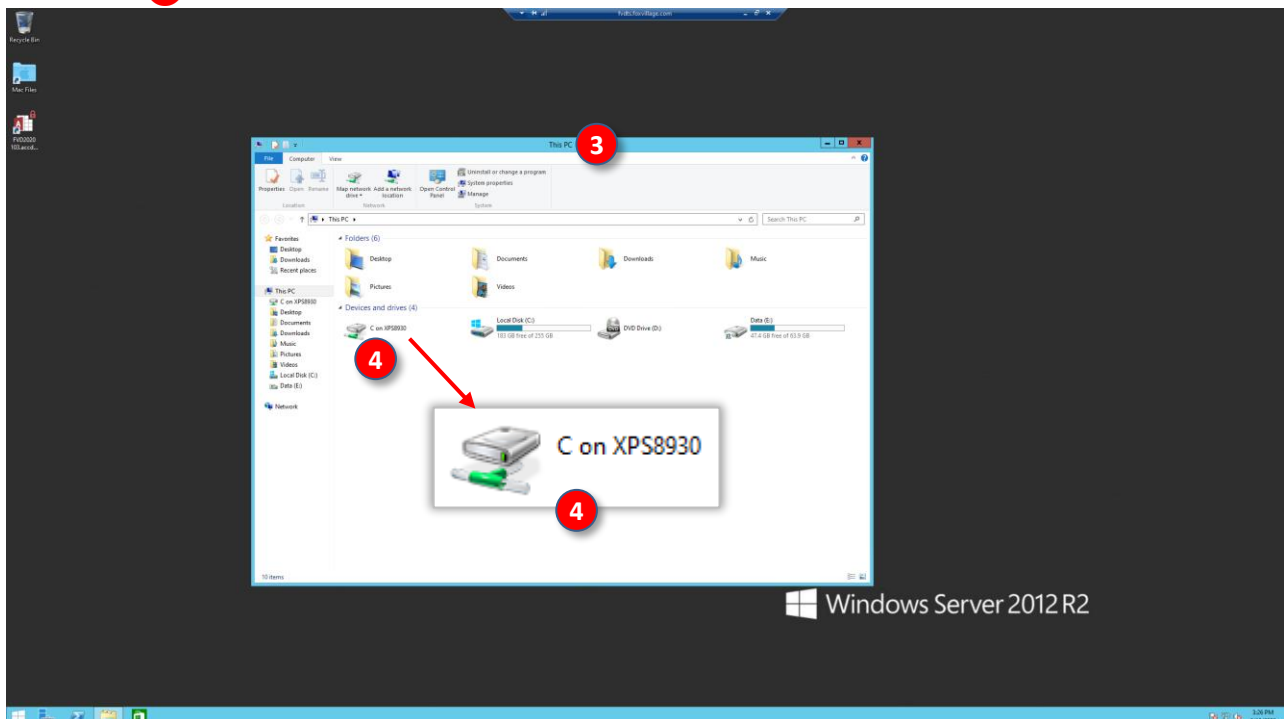
FVD Cloud Server > Step 5: Access Your Local C: Drive via the FVD Cloud Server > Access Your Local C: Drive

STEP 5: ACCESS YOUR LOCAL C: DRIVE VIA THE FVD CLOUD SERVER > ACCESS YOUR LOCAL C: DRIVE:

- The **1** **FVD Cloud Server** window opens.
- Double click the **2** **File Explorer** icon.



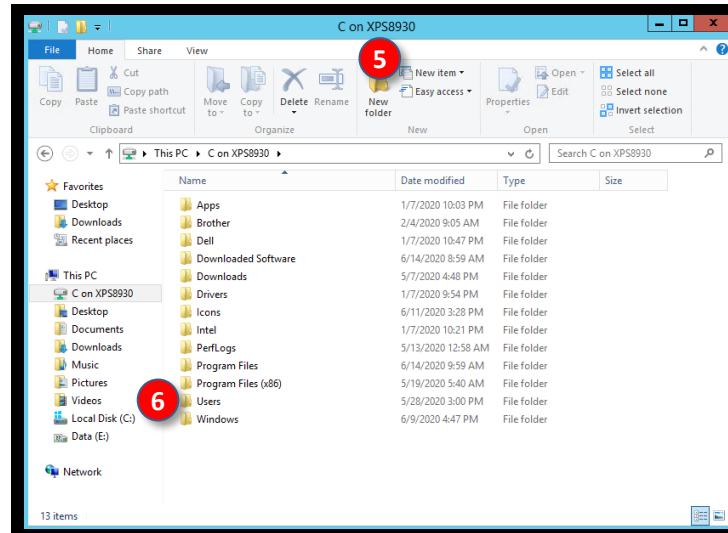
- **3** This PC opens on the FVD Cloud Server.
- Your local C: drive is at **4** **C on XPS8930** [C = drive, XPS8930 = local drive name (yours will be different)].
- Double click **4** **C on XPS8930**.



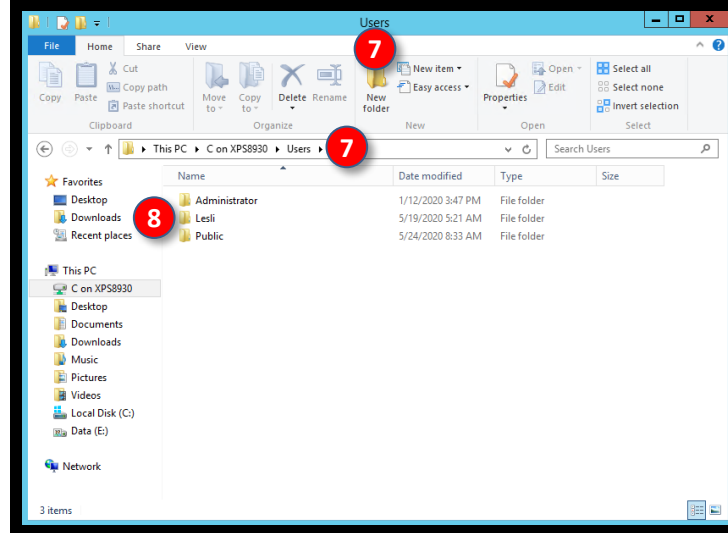
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FVD Cloud Server > Step 5: Access Your Local C: Drive via the FVD Cloud Server > Access Your Local C: Drive, Cont'd.

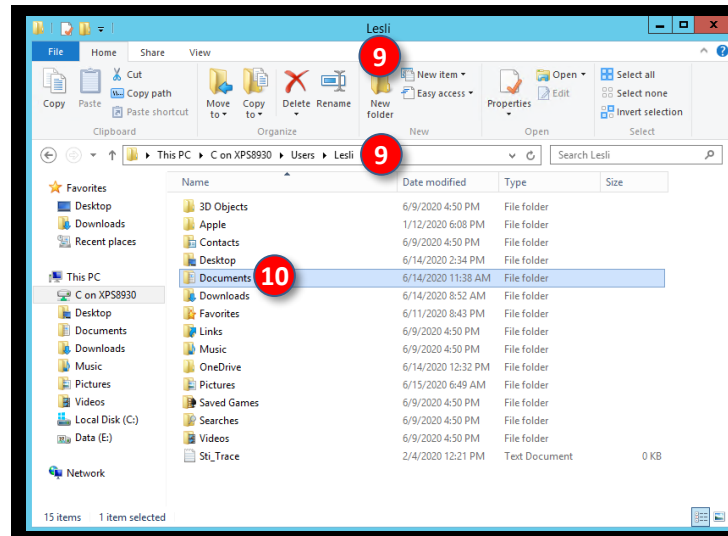
- The **5** C on XPS8930 folder opens.
- Double click on **6** Users.



- The **7** Users folder opens.
- Double click on **8** [Username] (Lesli in this example).



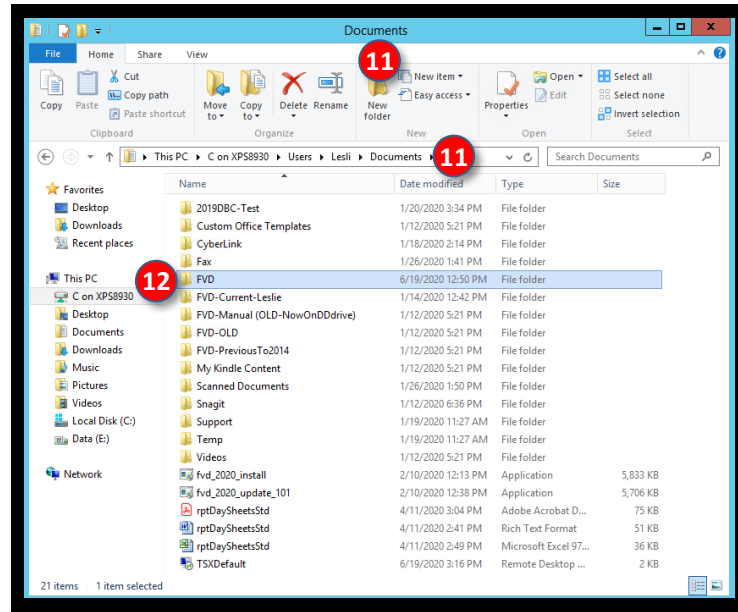
- The **9** Lesli folder opens.
- Double click on **10** Documents.



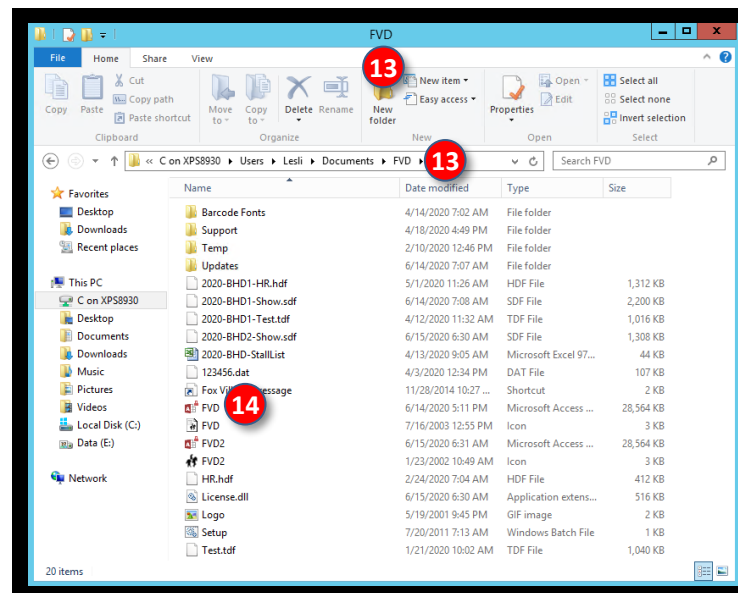
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FVD Cloud Server > Step 5: Access Your Local C: Drive via the FVD Cloud Server > Access Your Local C: Drive, Cont'd.

- The **11** Documents folder opens.
- Double click on **12** FVD.



- The **13** FVD folder opens.
- Double click on **14** FVD (it is FVD.acdde but the file extension does not show on the FVD Cloud Server).



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FVD Cloud Server > Step 6: Copy Your FVD Files to the Server

STEP 6: COPY YOUR FVD FILES TO THE SERVER:

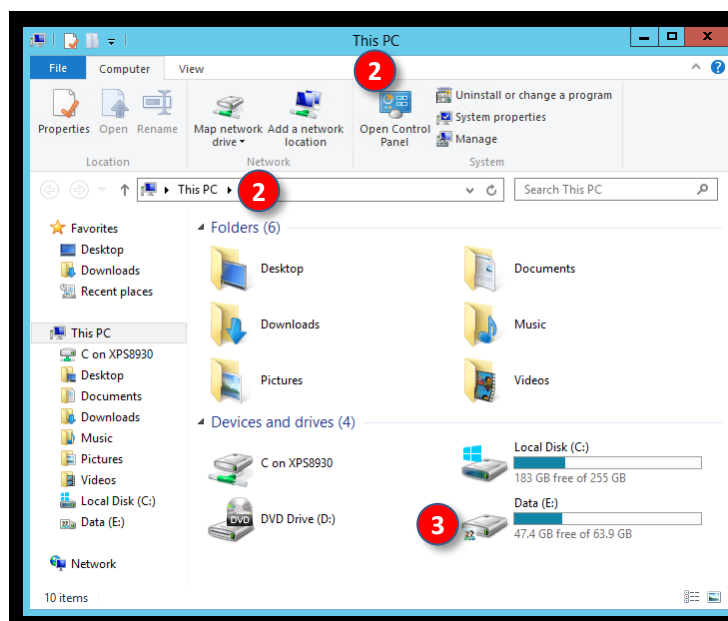
NOTES:

- When you first start a subscription to FVD, the FVD staff will install the FVD files onto a **Server E: FVD Folder** assigned to your user group.
- If you are an existing FVD user, you will need to copy/paste your FVD files onto your **Server E: FVD Folder**.
- When a FVD update is issued, you copy the new *.exe file onto your **Server E: FVD Folder** then double click to install the updates.
- This chapter covers how to copy your FVD files from your Local C: FVD Folder to your **Server E: FVD Folder**.

- Connect to the **FVD Cloud Server**, as previously described.
- On the server, double click **1 File Manager** on the bottom left of the screen.

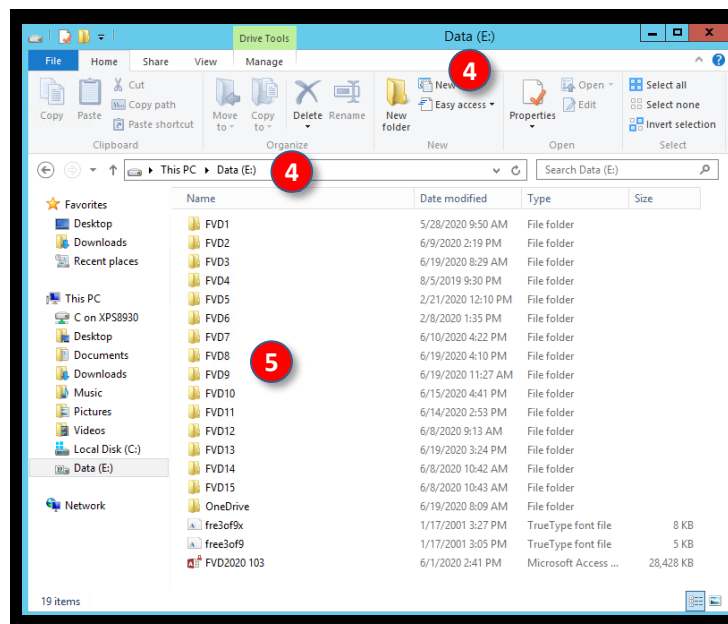


- The **2 This PC** folder opens.
- Double click on **3 Data (E:)** (this is the drive on the FVD Cloud Server where FVD user group files are located).



NOTE: The *black background* indicates the window is on the FVD Cloud Server.

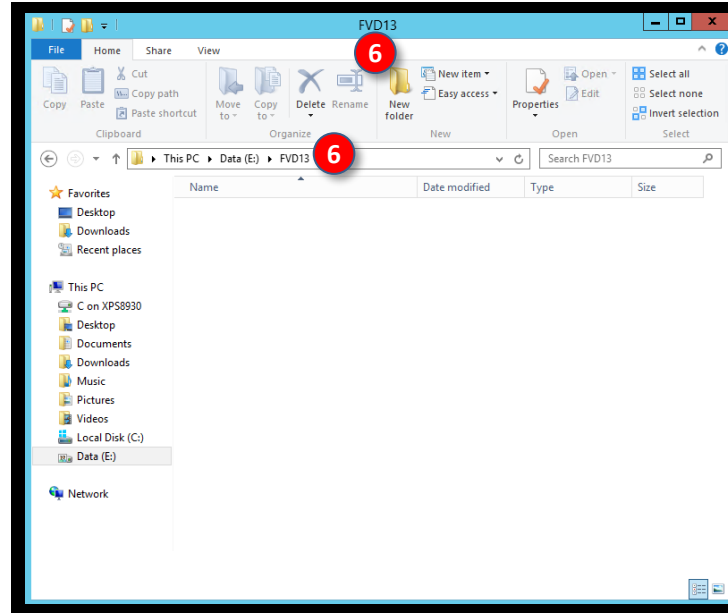
- The **4 Data (E:)** folder opens.
- Each folder is assigned to a FVD user group.
- Double click on **5 FVD##** (this is the folder on the FVD Cloud Server that FVD assigned to your FVD user group).



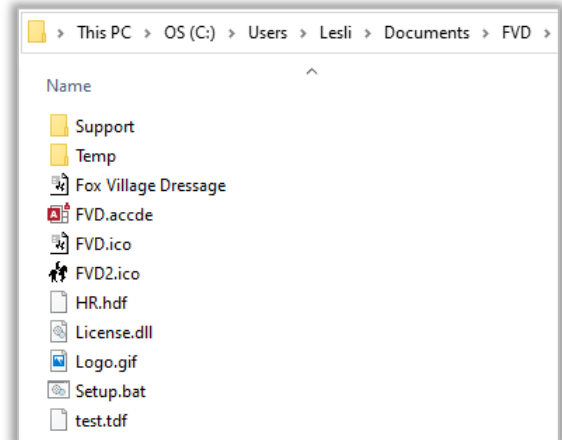
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FVD Cloud Server > Step 6: Copy Your FVD Files to the Server, Cont'd.

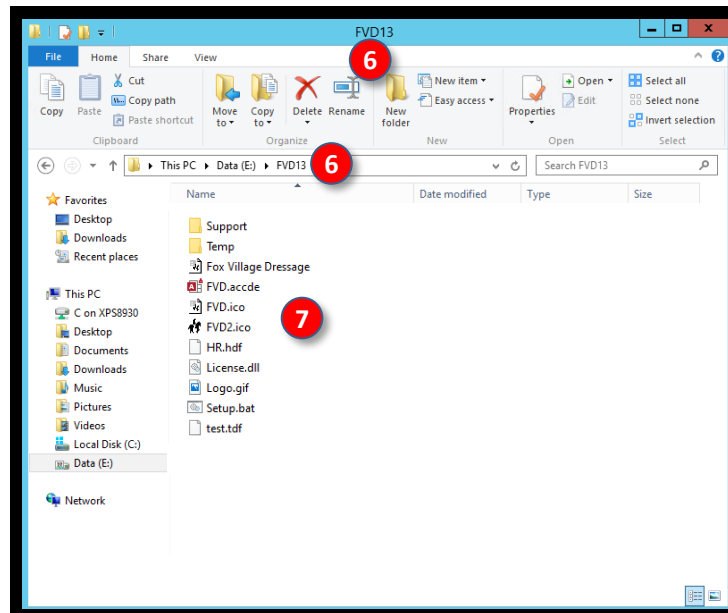
- Your **6** FVD## folder opens. IN this example, it is FVD13.



- On your Local C: FVD folder (C: > Users > [UserName] > Documents > FVD), copy the FVD files to the clipboard.
- Paste your FVD files to your Server E: FVD Folder (depending upon your internet connection, this may take a few minutes).



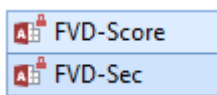
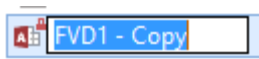
- Your **7** FVD files are now in your E: folder on the FVD Cloud Server.
- You can now use FVD as in the usual manner using the files on the FVD Cloud Server.



FVD in the Cloud > Step 7: Create a Copy of FVD.acdde for Each Show Device

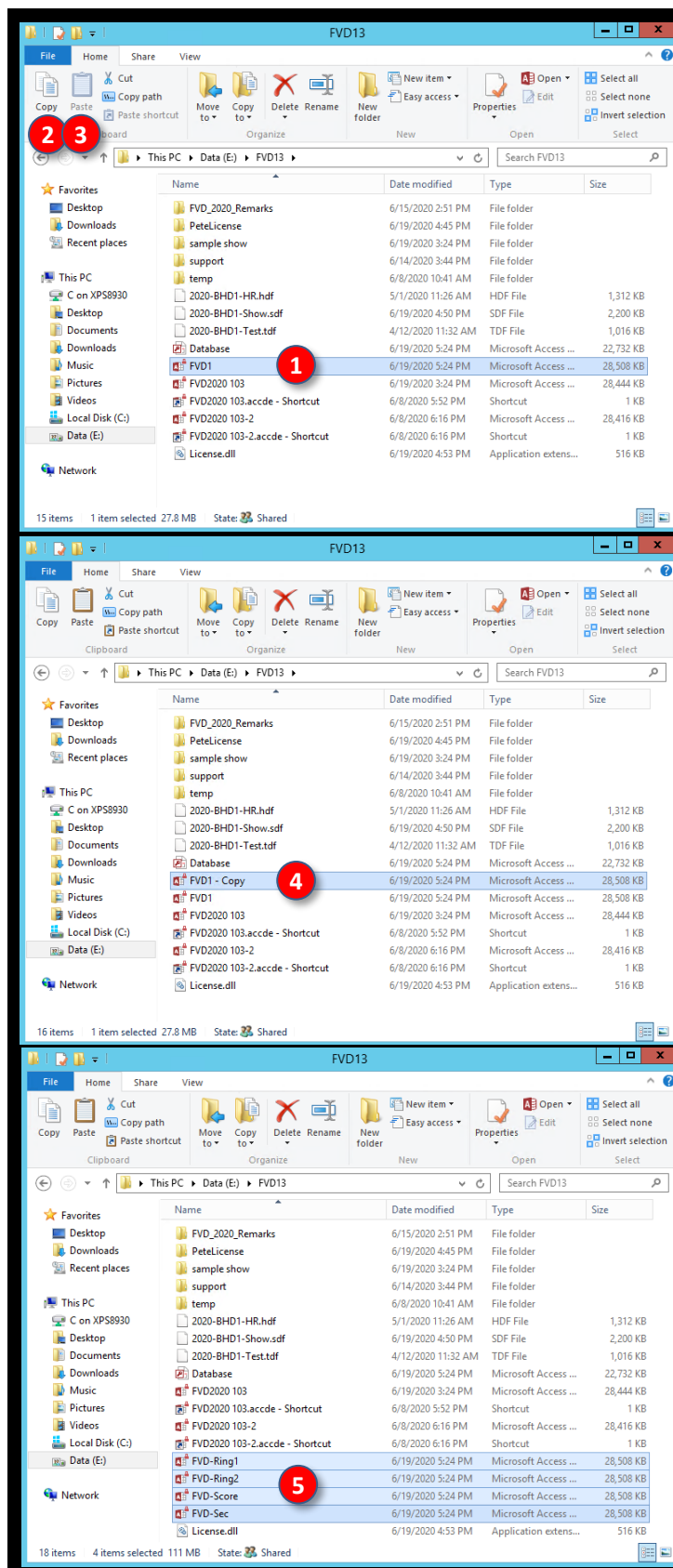
STEP 7. CREATE A COPY OF FVD.acdde FOR EACH SHOW DEVICE:

- You need a separate copy of FVD.acdde for each device you will use at your show.
- The following filenames may assist you:
 - **FVD-Sec.acdde** for show secretary computer
 - **FVD-Score.acdde** for scoring/results computer
 - **FVD-Ring1.acdde** for Ring 1 computer/device
 - **FVD-Ring2.acdde** for Ring 2 computer/device
 - **Etc.**
- Create the copies of FVD.acdde:
 - Connect to your **Server E: FVD Folder**, as previously described.
 - Single click on the **1** file to be copied, FVD1 in this example. Its background turns light blue.
 - Click **2** **Copy**.
 - Click **3** **Paste**.
- Change filenames:
 - The **4** copy is now seen (Access uses the original filename followed by - **Copy**).
 - To change the copy filename, click on the filename until it has a dark blue background with a box around it:
- Type in the new filename. In this example, it will be **FVD-Score.acdde**.
- Repeat so that FVD1 - Copy becomes **FVD-Sec.acdde**.
- The filenames are now:



- Repeat for the rings.
- The **5** four files in this example are now seen.

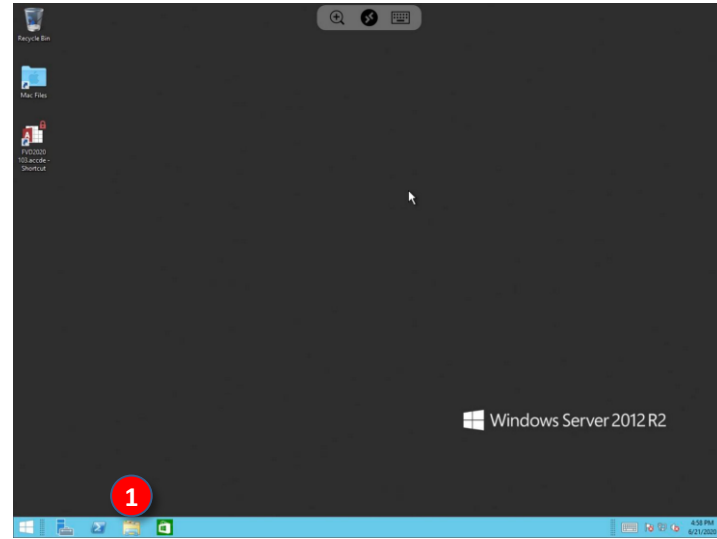
Go to the next page for instructions on signing on each device.



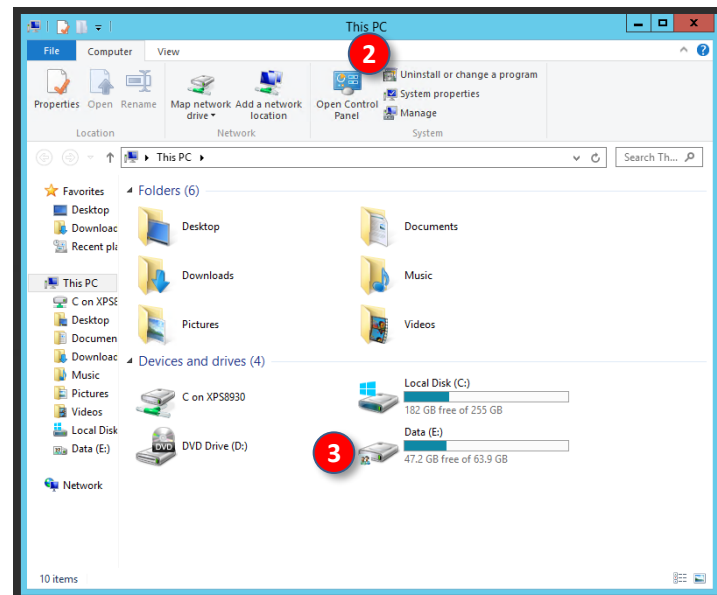
FVD Cloud Server > Step 8: Use the Correct FVD.accde File for Each Device

STEP 8: USE THE CORRECT FVD.accde FILE FOR EACH DEVICE:

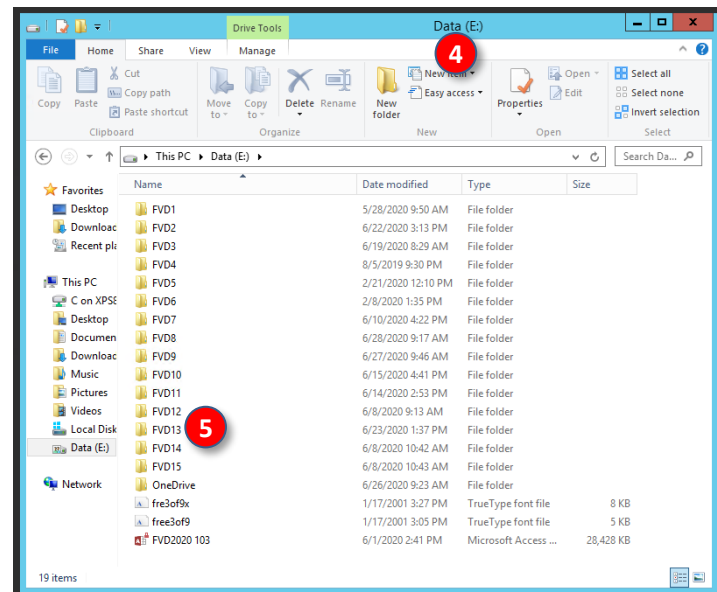
- With any show device, logon to the FVD Cloud Server by clicking the appropriate icon for the device.
- Single click the **1 File Explorer** icon at the lower left of the screen.



- The **2 This PC** window opens.
- Double click the **3 Data (E:)** icon.



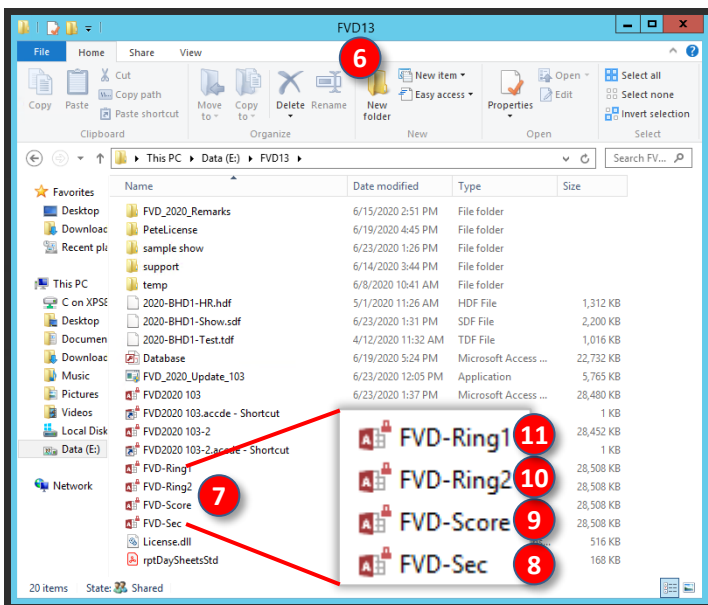
- The **4 Data (E:)** window opens.
- Double click the **5 Folder** that was assigned to your user group. In this example, it is **FVD13**.



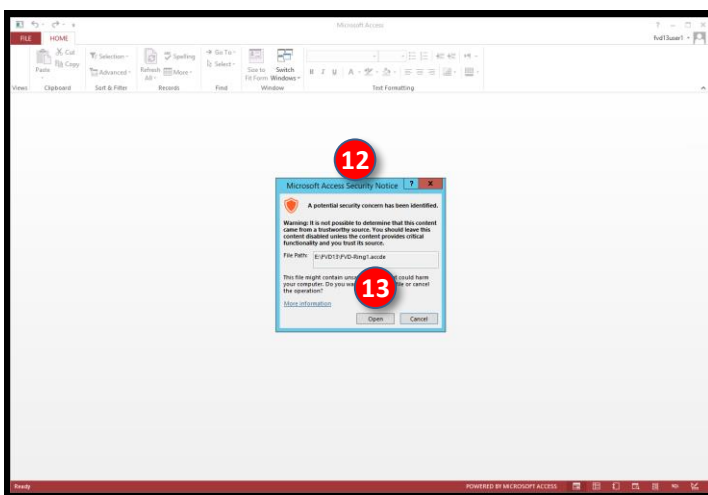
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FVD Cloud Server > Step 8: Use the Correct FVD.acdde File for Each Device, Cont'd.

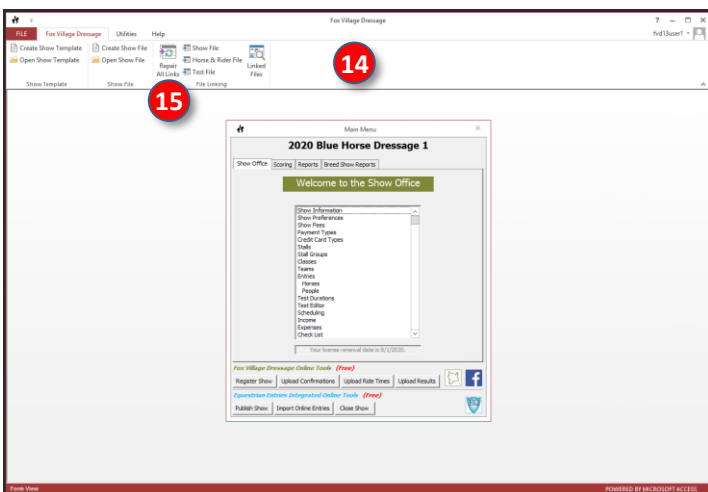
- The folder screen opens. In this example, the folder is **6 FVD13**.
- Double click on the appropriate **7 FVD*** file for the device you are using. For example:
 - Secretary device – use **8 FVD-Sec.acdde**.
 - Scoring device – use **9 FVD-Score.acdde**.
 - Ring 1 device – use **10 FVD-Ring1.acdde**.
 - Ring 2 device – use **11 FVD-Ring2.acdde**.



- A **12 Microsoft Access Security Notice** form opens.
- Click **13 Open**.



- You may get a message asking you if you want to create a new template. Click Yes or NO, depending upon your next task.
- **14 FVD** opens.
- Click **15 Repair All Links** and select the show's *.sdf, HR.hdf, and Test.tdf files.

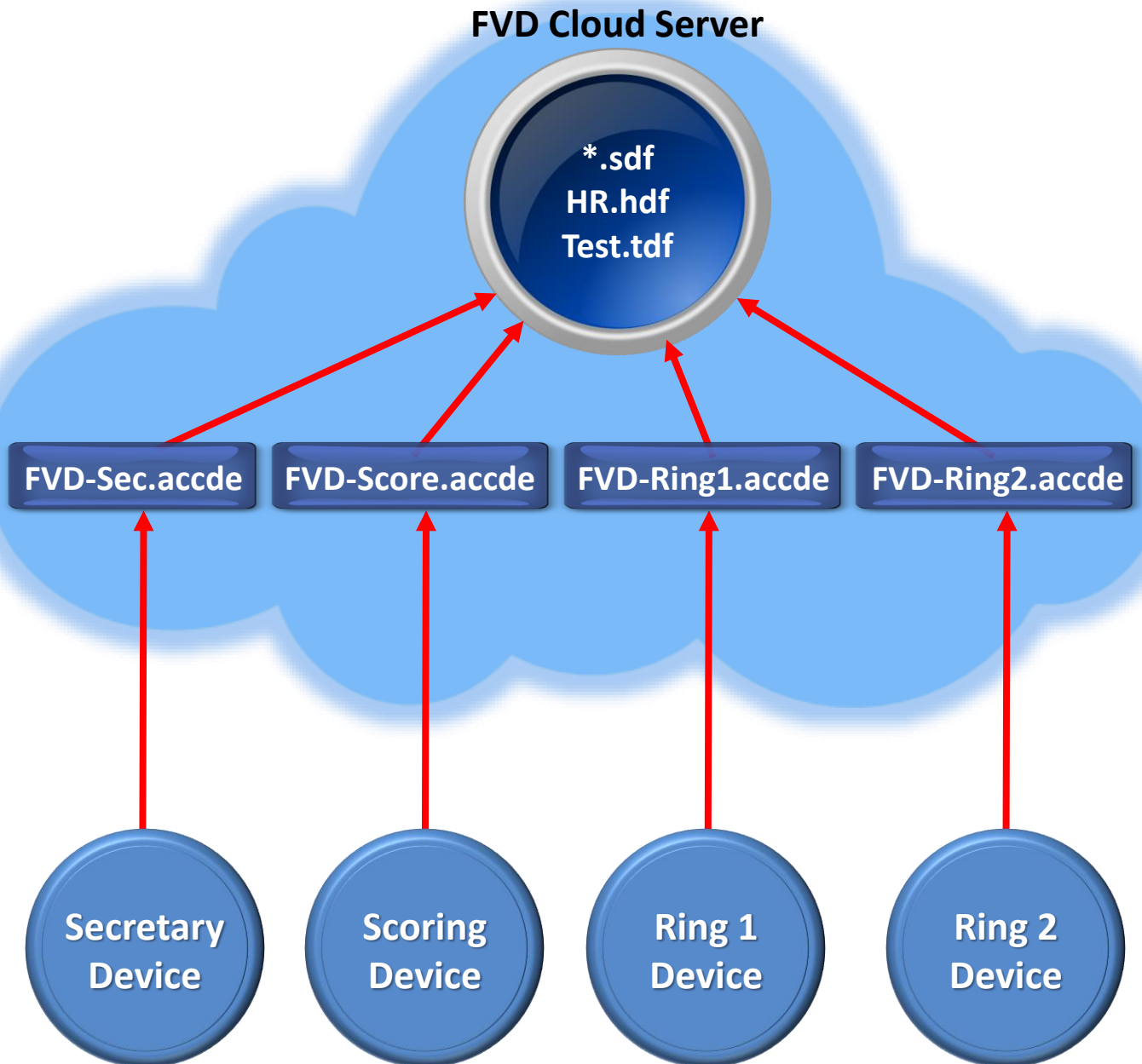


- Repeat for other show devices.
- You are ready to run your show!

Continued on next page...

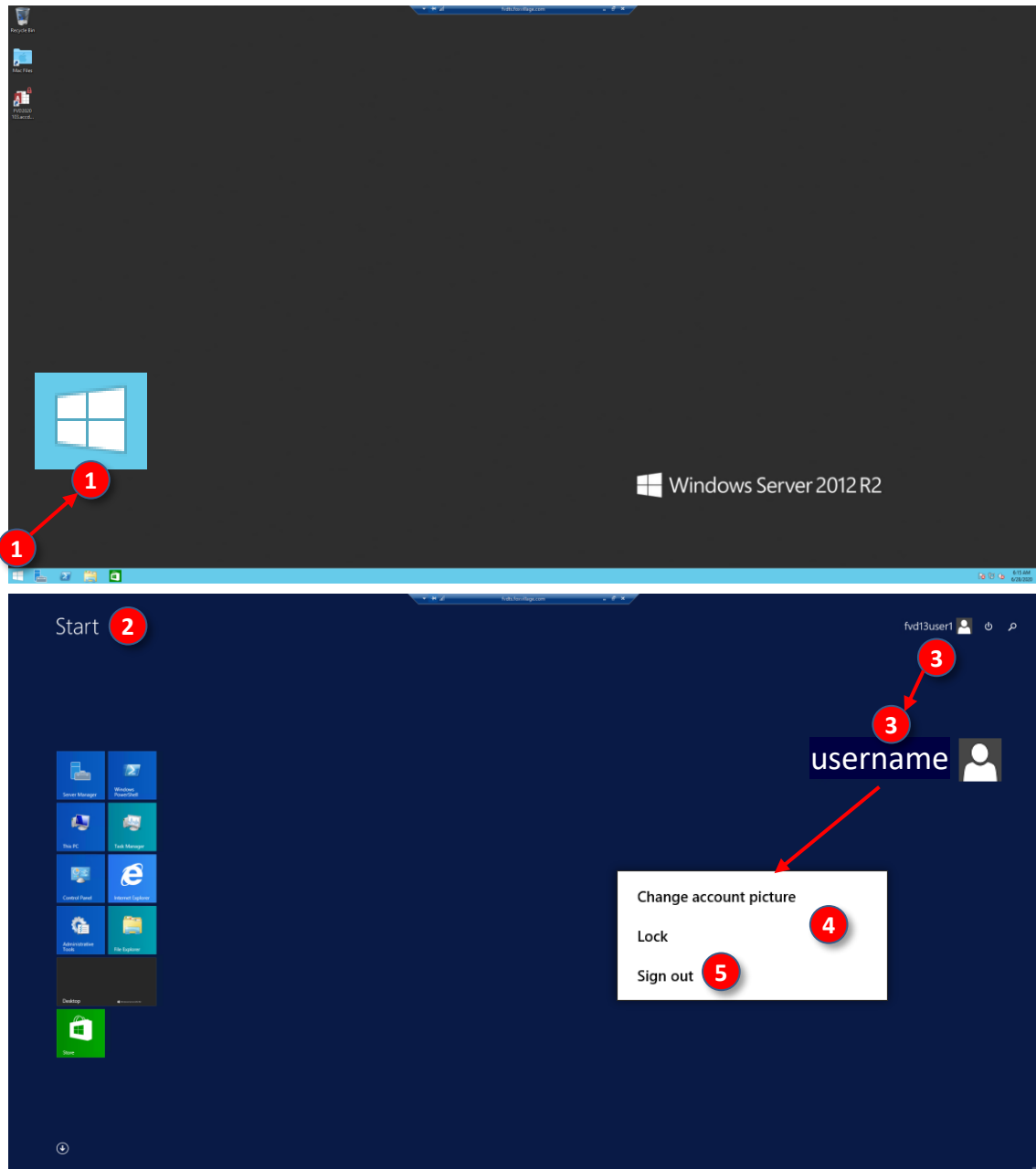
USE FVD CLOUD SERVER AT A SHOW:

- Your devices are now ready for your show. You use FVD in the usual manner.
- All FVD files are on the **FVD Cloud Server**.
- Each local device is using a different **FVD*.accde** file but all devices are using the same ***.sdf**, **HR.hdf**, and **Test.tdf** files so the data is shared; for example:
 - If a Scribe enters scores, the Scorer/Results person sees the scores.
 - If the Secretary scratches a ride, the Scribe and Scorer/Results person see the scratch.
 - Etc.



SIGN OUT WHEN YOU FINISH:

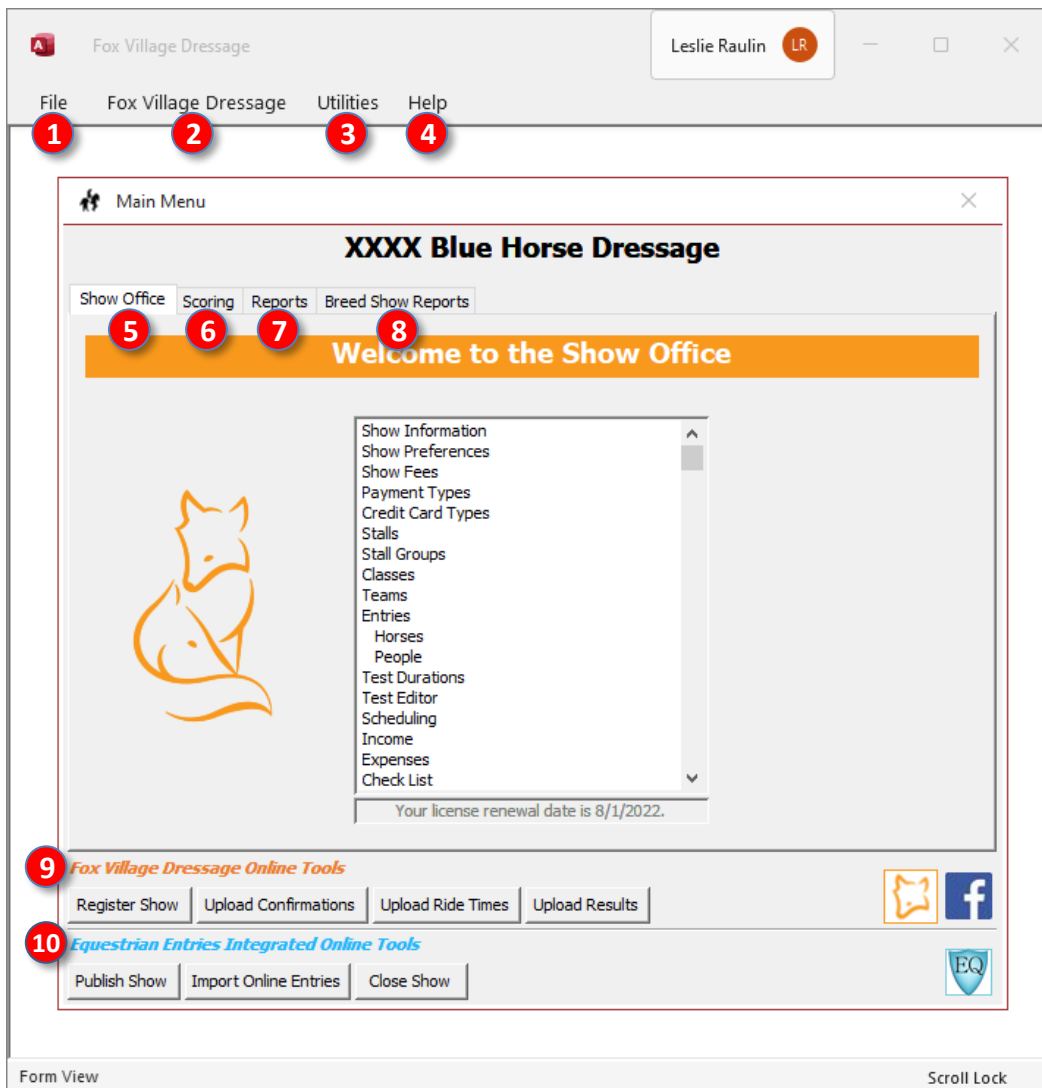
- When you finish your session on the FVD Cloud Server (long break, lunch, dinner, end of the show, etc.), you must sign out (log off) the server.
- Procedure:
 - At the bottom left of the FVD Cloud Server screen, click the **1 Start** icon.
 - The **2 Start** screen opens.
 - Click the **3 username** at the top right of the screen.
 - A **4 menu** opens.
 - Click **5 Sign out**.
 - You are logged off the FVD Cloud Server and the screen closes.
- When work resumes, you will need to log on again (details to follow).



SECTION VIII.

PROGRAM

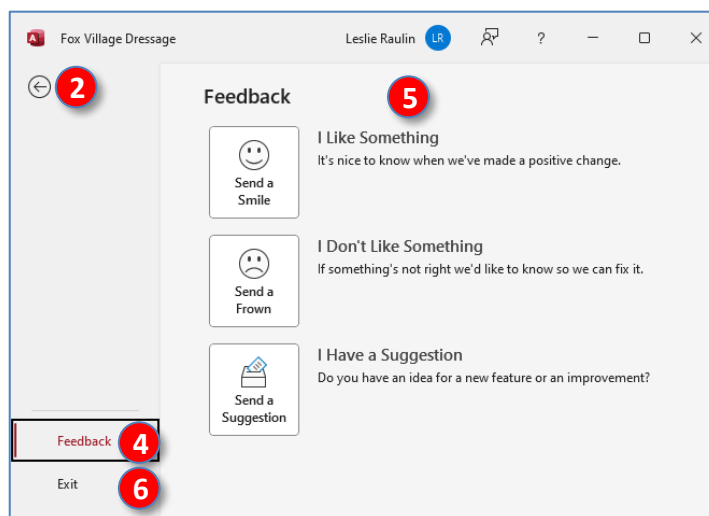
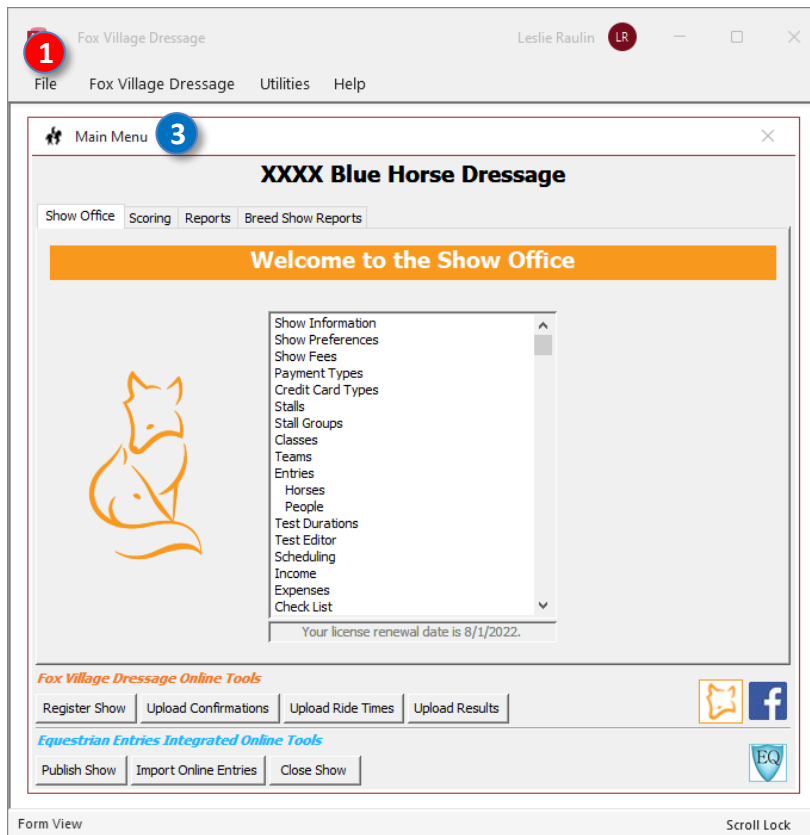
FUNCTIONS



PROGRAM FUNCTIONS 1.

FILE

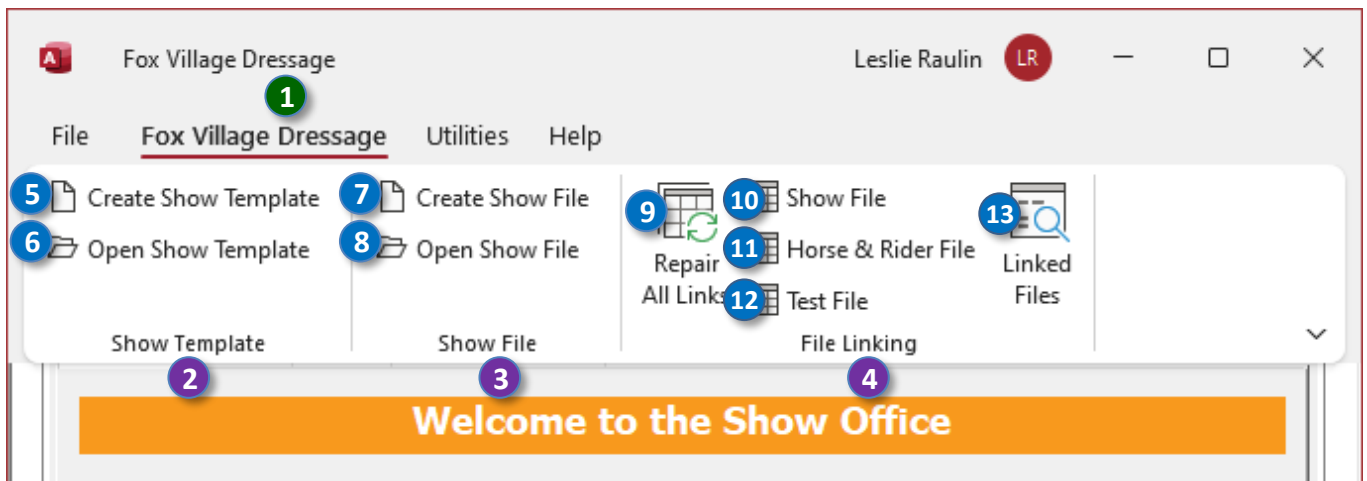
- The **1 FILE** tab does not open a ribbon; instead, it takes the user to a screen with:
 - 2 Arrow**: Returns the user to the **3 FVD Main Menu**.
 - 4 Feedback**: Opens the **5 Feedback** section that sends messages to Microsoft (not FVD).
 - 6 Exit** closes the FVD program.



PROGRAM FUNCTIONS 2.

FOX VILLAGE DRESSAGE

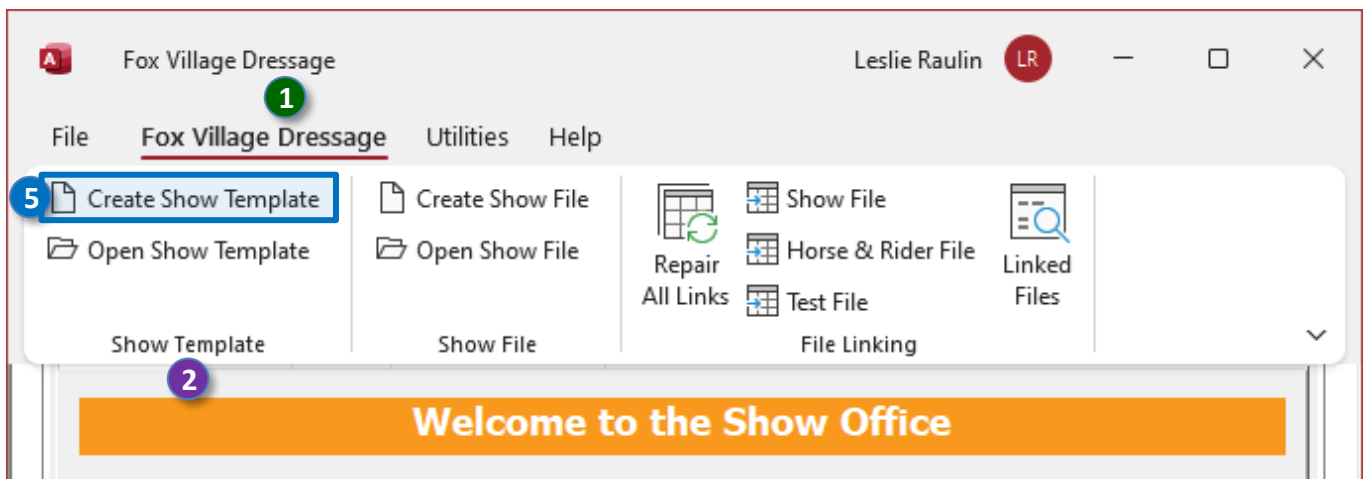
NOTE: See [FVD Interface](#) for complete use of these functions.



- 1** Fox Village Dressage opens a ribbon with the following functions:
 - 2** Show Template
 - 5** Create Show Template
 - 6** Open Show Template
 - 3** Show File
 - 7** Create Show File
 - 8** Open Show File
 - 4** File Linking
 - 9** Repair All Links
 - 10** Show File
 - 11** Horse & Rider File
 - 12** Test File
 - 13** Linked Files

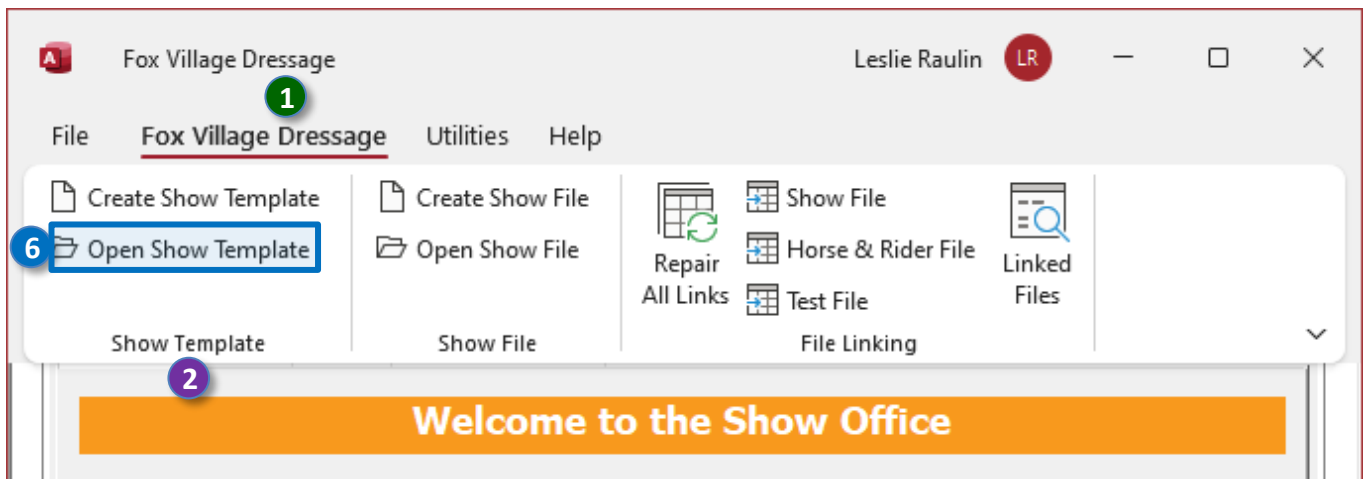
SHOW TEMPLATE > CREATE SHOW TEMPLATE:

- **Create Show Template** is used to create a **Show Template** file that contains all the recurring information for a recurring show or show series.
- A **Show Template** is used to create a new show file. The template is already populated with recurring show information such as location, show manager, show secretary, classes, stalls, etc.
- A **Show Template** is particularly helpful if you sponsor the same show every year with the same classes, the same stalls, etc.
- A **Show Template** can be updated with new recurring information, if needed.
- A **Show Template** avoids the re-entering of the recurring show information and show preferences for every show.
- By default, Show Template files are saved in the **FVD/Support** folder and have the extension ***.kdf**.
- It is recommended that you name show template files to identify the show type and the fact that it is a template file. For example, **YYYY-BHD-Template.kdf**, where **YYYY** is the year, **BHD** is the show name (Blue Horse Dressage), and **Template** indicates it is a template file. Of course, the ***.kdf** extension identifies the file as a template file; however, adding the word **Template** makes it even more obvious.
- See [START THE FVD PROGRAM & CREATE FIRST TEMPLATE](#) and [CREATE A SHOW TEMPLATE AND OPEN A SHOW TEMPLATE](#) for details on creating a show template.
- For previous versions of FVD, a Show Template was optional. It is now required.



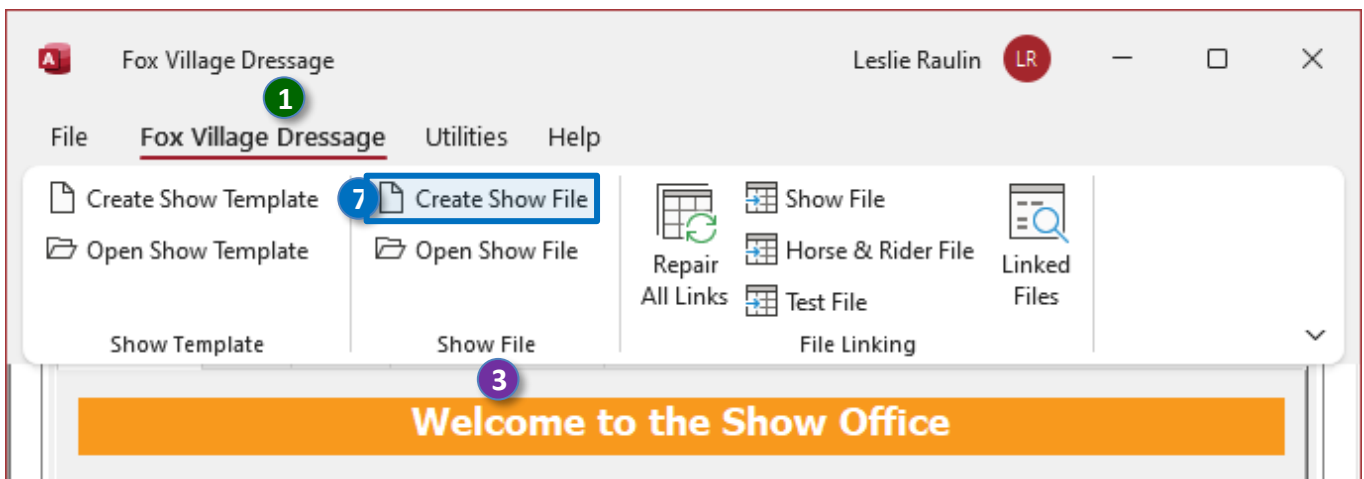
SHOW TEMPLATE > OPEN SHOW TEMPLATE:

- **Open Show Template** is used to open and edit a **Show Template** that you previously created. For example, the facility may have built a new barn so you need to add more stalls, you may have a new show secretary email address, etc.
- When you open FVD, it automatically opens the template (or show) on which you were previously working. If you want to continue to work on the same template (or show), you do not need to do anything.
- See [CREATE A SHOW TEMPLATE AND OPEN A SHOW TEMPLATE](#) and [EDIT A SHOW TEMPLATE](#) for details.



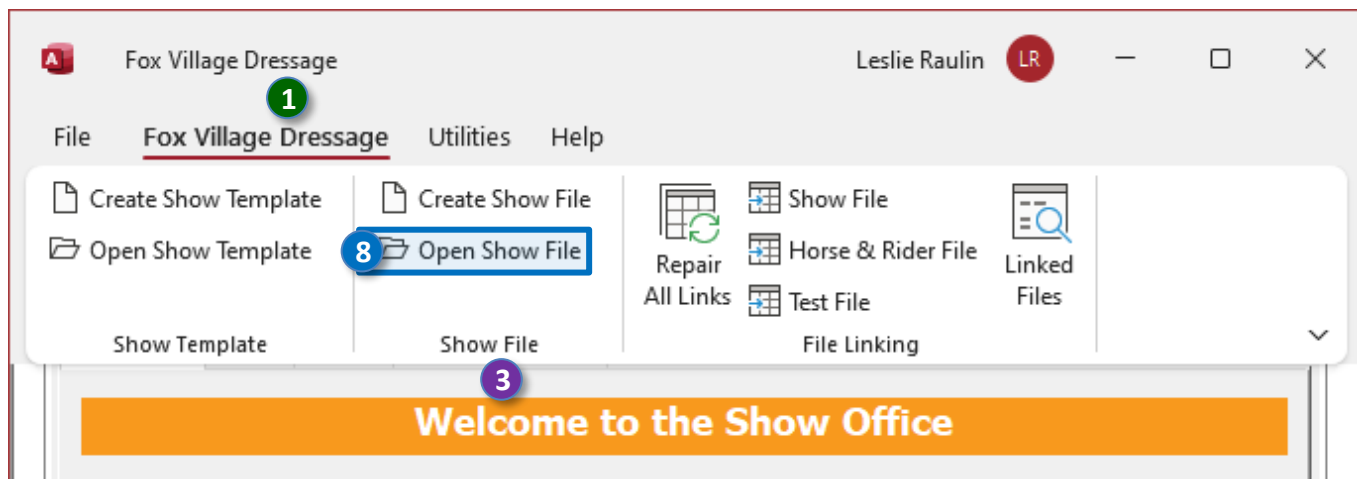
SHOW FILE > CREATE SHOW FILE:

- **Create a Show File** is used to create a new show from an existing Show Template file that has recurring show information already entered.
- Show files have the *.**sdf** extension.
- It is recommended that you name the show file so it is evident which show it represents. For example, **YYYY-BHD-Show.sdf** where **YYYY** is the show year, **BHD** is the show, and **Show** indicates it is a show file. Of course, the *.**sdf** extension identifies the file as a show file; however, adding the word **Show** makes it even more obvious.
- See [CREATE A SHOW TEMPLATE & OPEN A SHOW TEMPLATE](#) and [EDIT A SHOW TEMPLATE](#) for procedures to create and edit a show template.
- See [CREATE A SHOW FILE FROM A SHOW TEMPLATE FILE](#) for procedures to create a new show from a show template.



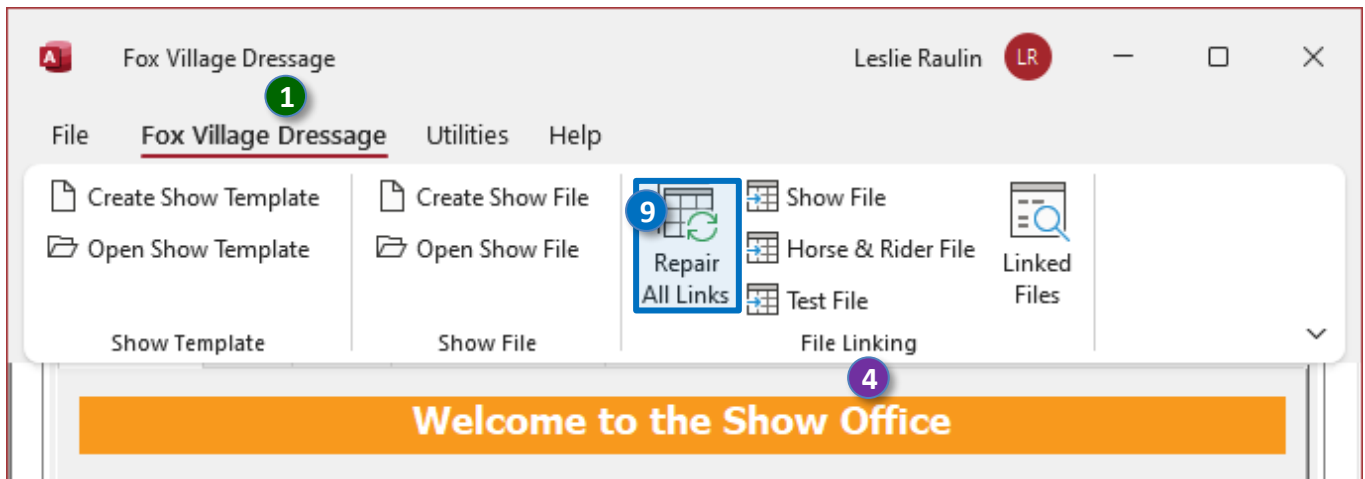
SHOW FILE > OPEN SHOW FILE:

- **Open Show File** is used to open a previously created show file.
- When you open FVD, it automatically opens the show (or template) on which you were previously working. If you want to continue to work on the same show (or template), you do not need to do anything.
- If you want to work on a different show, you need to open the second show. The Show File > Open function does this for you.
- Opening a show is a process whereby you open a previously created show.
- See [OPEN A SHOW FILE](#) for procedures.
- After you open the file, link the show file (*.sdf) to the HR.hdf and Test.tdf files (see [REPAIR ALL LINKS](#) for procedures).



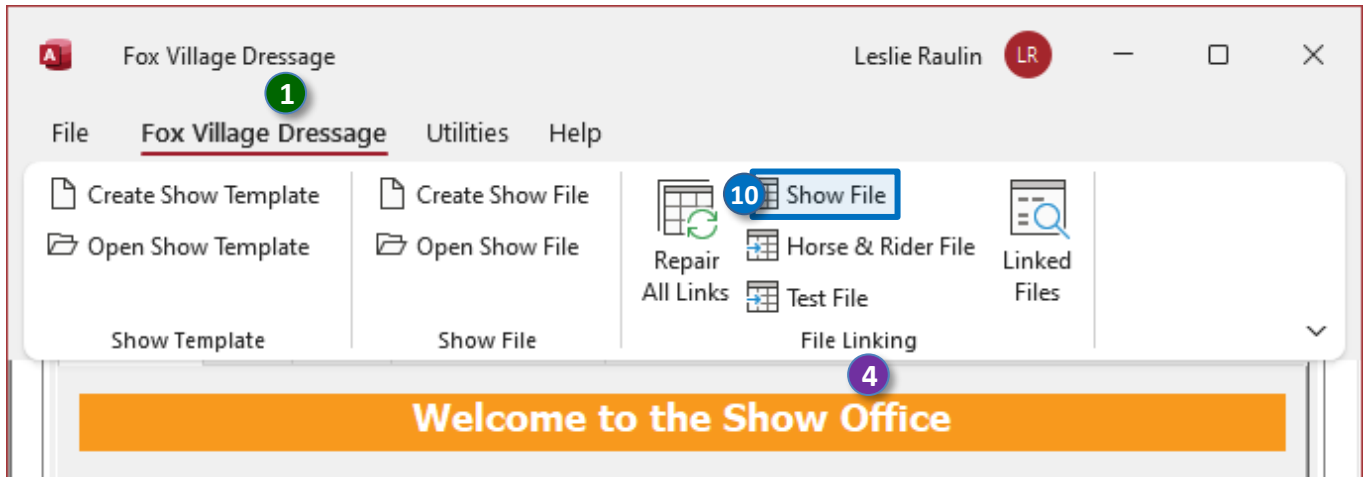
FILE LINKING > REPAIR ALL LINKS:

- **Repair All Links** is used to link the FVD files, so they share data.
- As described in [INTRODUCTION TO FVD](#), the FVD program has a number of different files. Key files include:
 - **Show Data File** (*.sdf) (* = the name of your show file)
 - **Horse & Rider File** (HR.hdf)
 - **Test File** (Test.tdf)
- Before you can use a show file (*.sdf), it must be linked to the HR.hdf and the Test.tdf. The **Repair All Links** File function provides the linkage.
- Perform the function every time you create a new template or show file and every time you move files to a new computer or new folders on the same computer.
- See [REPAIR ALL LINKS](#) for procedures to link the files.



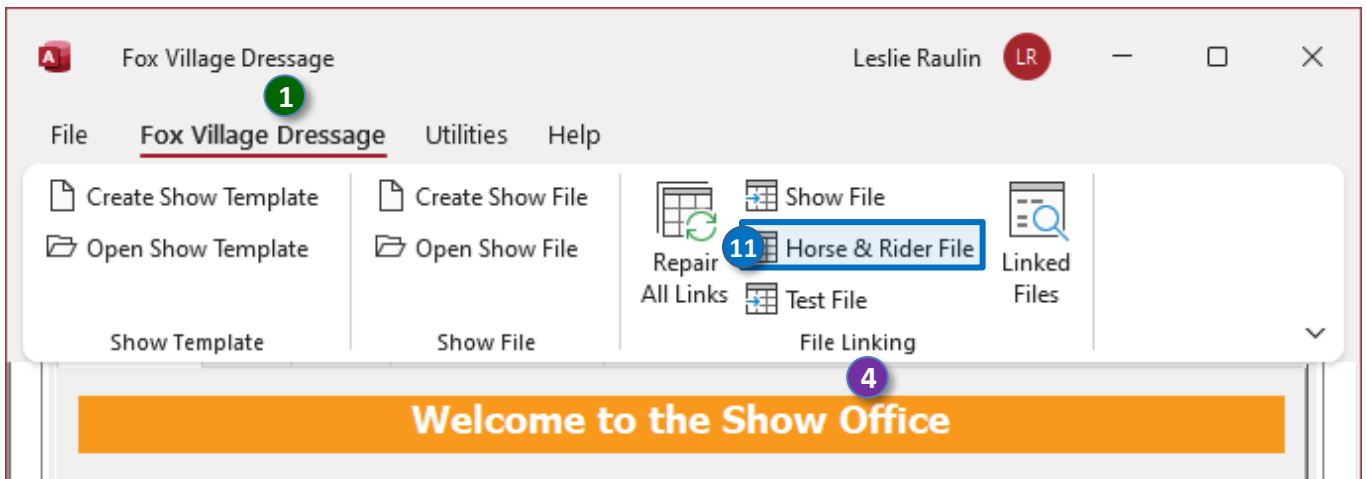
FILE LINKING > SHOW FILE:

- **File Linking > Show File** performs a similar function to **Repair All Links**, but only for the **Show File**.
- It is mainly used for networking computers together so they can share the same files on a mapped drive.
- To link your FVD files, see [REPAIR ALL LINKS](#).



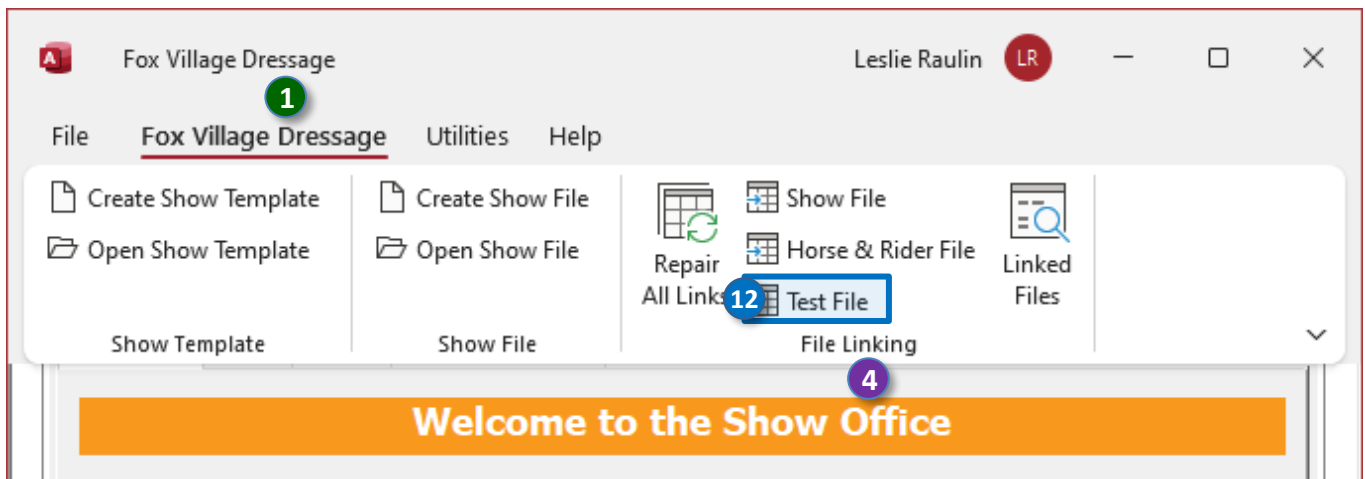
FILE LINKING > HORSE & RIDER FILE:

- **File Linking > Horse & Rider File** performs a similar function to **Repair All Links**, but only for the **Horse & Rider File**.
- It is mainly used for networking computers together so they can share the same files on a mapped drive.
- To link your FVD files, see [REPAIR ALL LINKS](#).



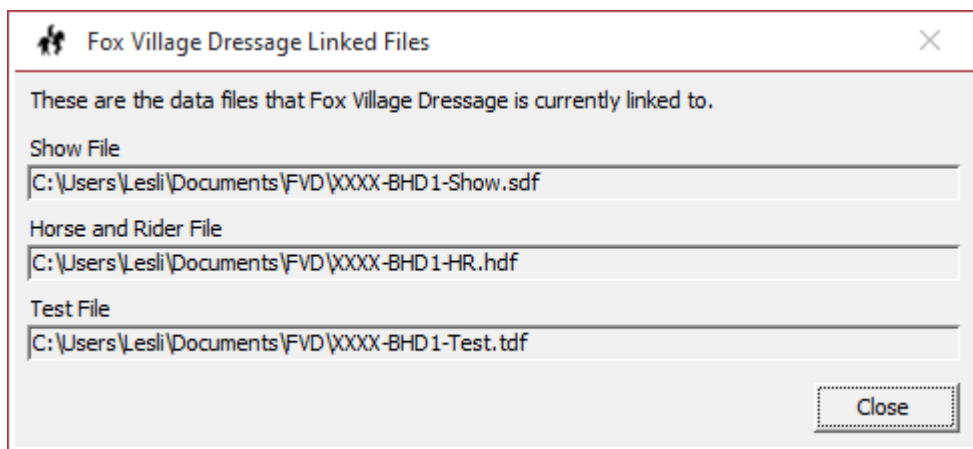
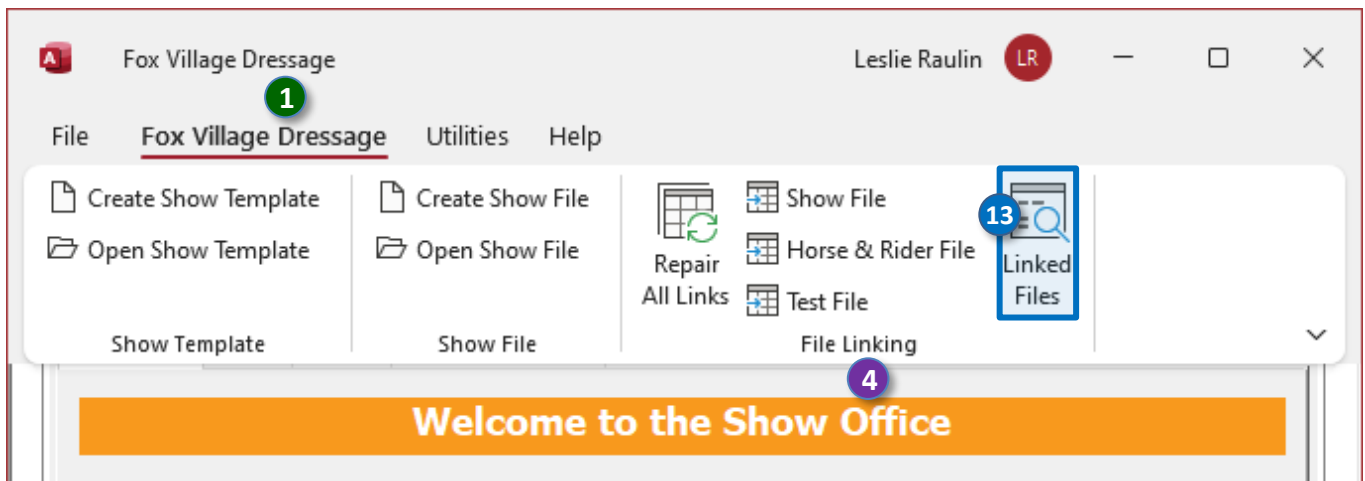
FILE LINKING > TEST FILE:

- **File Linking > Test File** performs a similar function to **Repair All Links**, but only for the **Test File**.
- It is mainly used for networking computers together so they can share the same files on a mapped drive.
- To link your FVD files, see [REPAIR ALL LINKS](#).



FILE LINKING > LINKED FILES:

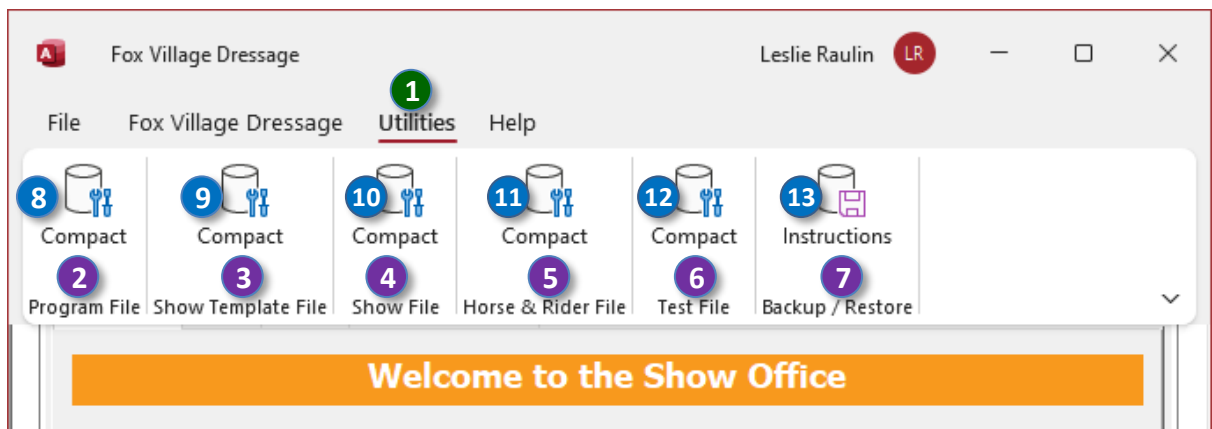
- **File Linking > Linked Files** is used to determine which files are currently linked.
- See [Check the Links](#) for the procedure.



PROGRAM FUNCTIONS 3.

UTILITIES

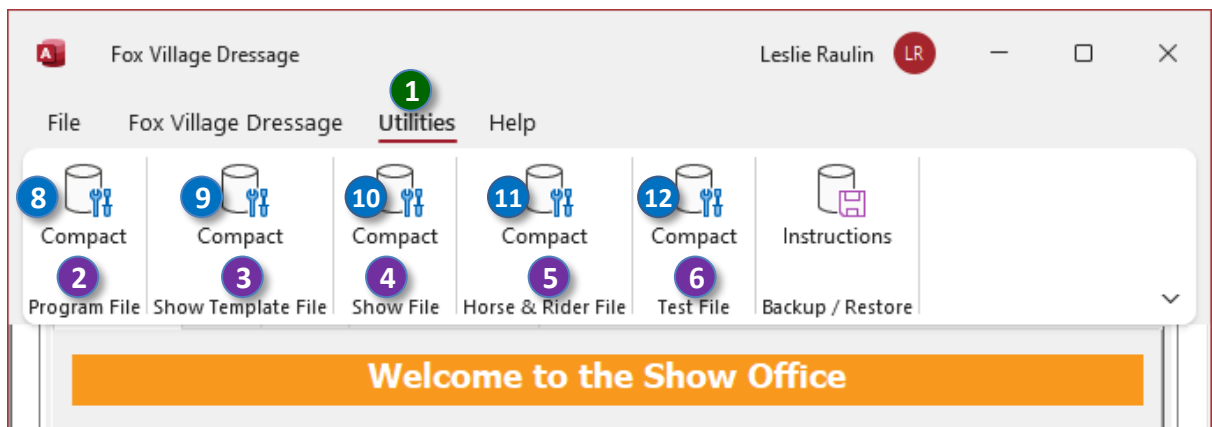
NOTE: See [Utilities Ribbon](#) for additional information.



- 1 Utilities** opens a ribbon with the following functions:
 - 2 Program File**
 - 8 Compact**
 - 3 Show Template File**
 - 9 Compact**
 - 4 Show File**
 - 10 Compact**
 - 5 Horse & Rider File**
 - 11 Compact**
 - 6 Test File**
 - 12 Compact**
 - 7 Backup / Restore**
 - 13 Instructions**

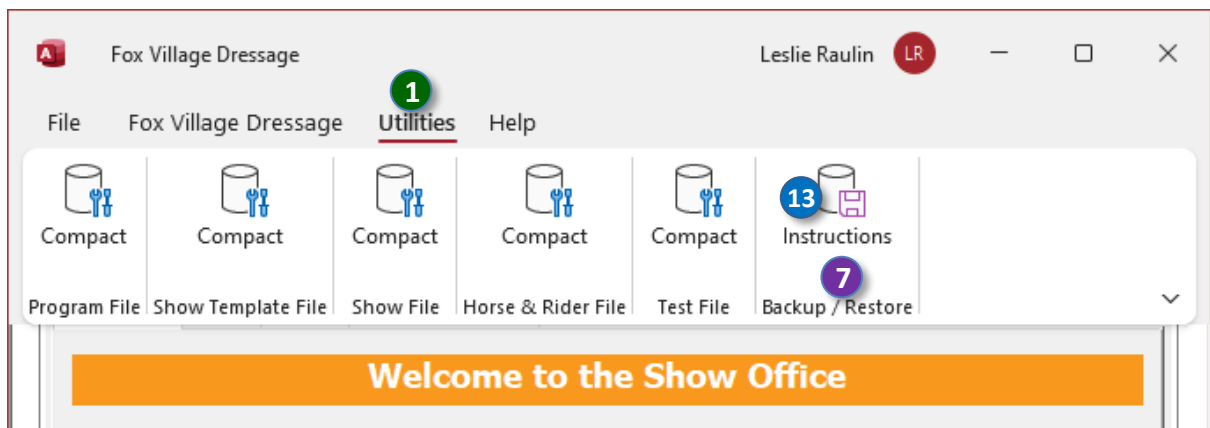
PROGRAM FILE, SHOW TEMPLATE, SHOW FILE, HORSE & RIDER FILE, TEST FILE > COMPACT:

- As you delete old database information and add new information, the space within each of your FVD files can become fragmented. The result is that, over time, your files can grow larger than needed to store your data and it takes the computer longer to use the file.
- **Compact** is used to compact (decrease the size of) each FVD file:
 - **2** Program File (FVD.acdde).
 - **3** Show Template File (*.kdf).
 - **4** Show File (*.sdf).
 - **5** Horse & Rider File (HR.hdf)
 - **6** Test File (Test.tdf)
- To remove unused space, you should compact your FVD files periodically.
- We will use **Program File > Compact** as an example:
 - Click **2** Program File > **8** Compact.
 - FVD compacts the file. While it is doing this, the **Main Menu** will disappear for a short time. When compaction is completed, the Main Menu reappears.
- Repeat for your other FVD files.



BACKUP / RESTORE > INSTRUCTIONS:

- It is always a good idea to backup important computer files, preferably on a different storage device than your computer drive(s). This is also true for your FVD files. You should **FREQUENTLY** backup your FVD files, particularly when entering entries, during the show, and after the show. Also, backup your files at the end of each day of use.
- Previous versions of FVD had the utilities **Backup** and **Restore**. These utilities have been retired.
- You now use Windows Copy and Paste to backup and restore your FVD files. When you do this, the file extensions do not change.
- See [BACKUP FILES](#) and [RESTORE FILES](#) for procedures.
- For users with previous **Backup** and **Restore** files, select **7 Backup/Restore > 13 Instructions** on how to convert your files.

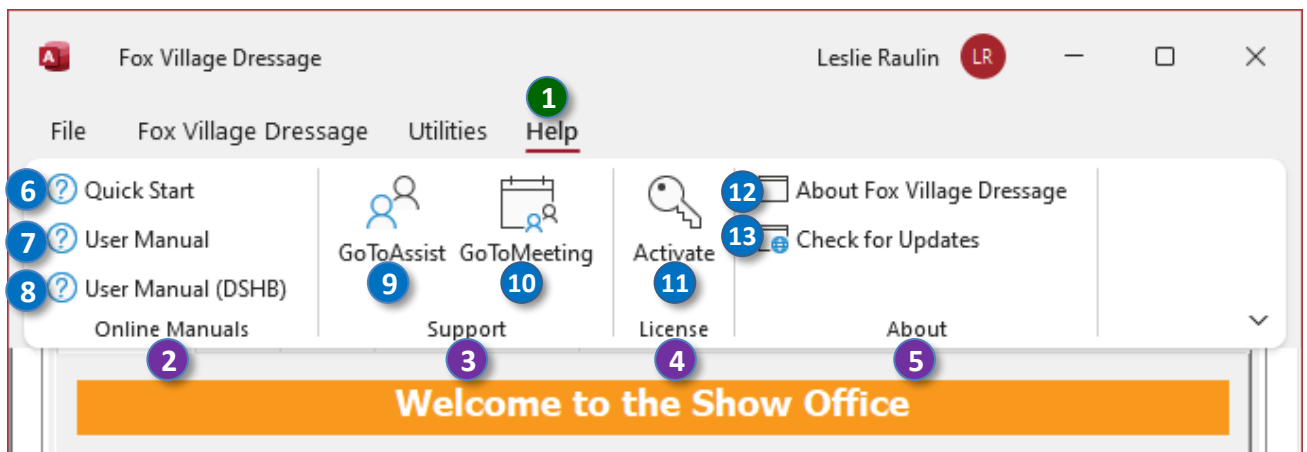


BACK UP YOUR FILES DURING AND AFTER EVERY USE!

PROGRAM FUNCTIONS 4.

HELP

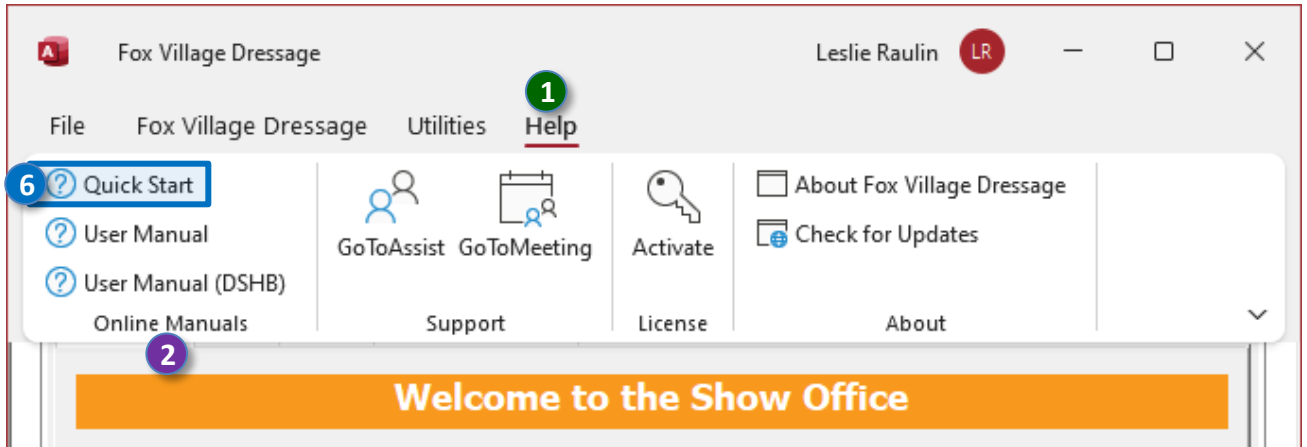
NOTE: See [Help Ribbon](#) for additional information.



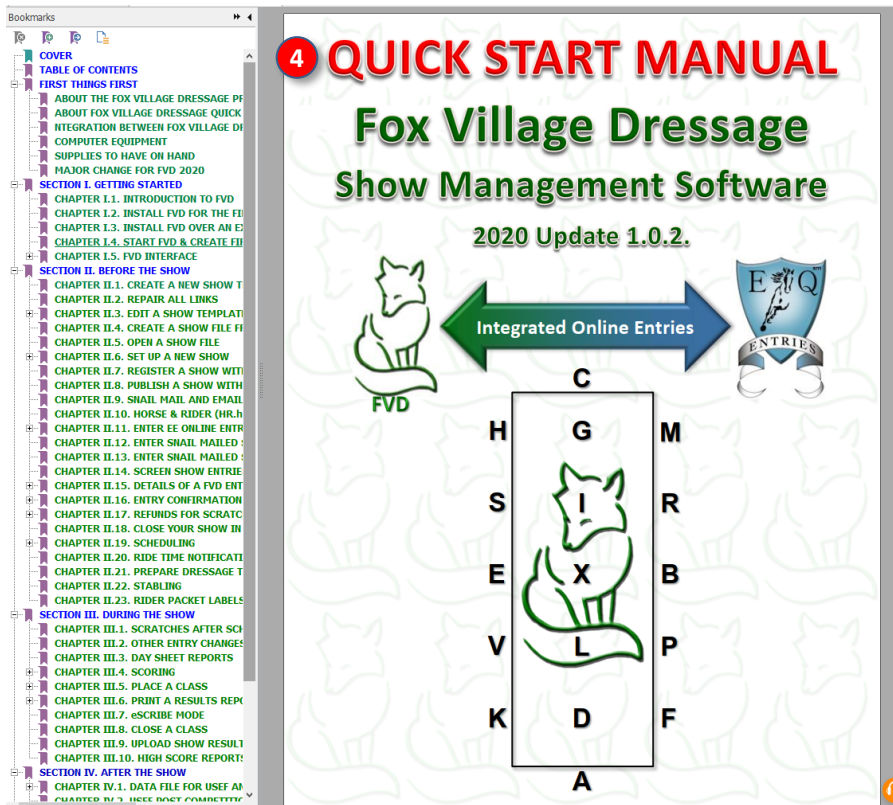
- 1 **Help** opens a ribbon with the following functions:
 - 2 **Online Manuals**
 - 6 **Quick Start**
 - 7 **User Manual**
 - 8 **User Manual (DSHB)**
 - 3 **Support**
 - 9 **GoToAssist**
 - 10 **GoToMeeting**
 - 4 **License**
 - 11 **Activate**
 - 5 **About**
 - 12 **About Fox Village Dressage**
 - 13 **Check for Updates**

ONLINE MANUALS > QUICK START:

- Quick Start opens the Fox Village Dressage Quick Start Manual (*.pdf file).
- The FVD Quick Start Manual will quickly get you up and running as a FVD user.

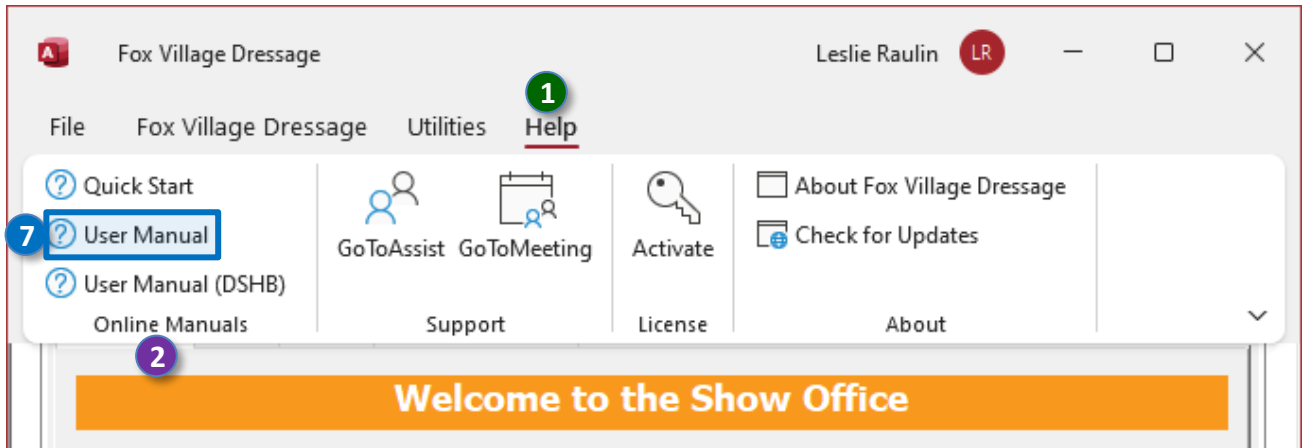


- Select **1 Help** > **2 Online Manuals** > **6 Quick Start**.
- The **4 Fox Village Dressage Quick Start** *.pdf file opens online.
- The manual is designed to be used as an electronic file but may also be printed.
- Using your usual procedures for PDF files, **Save** and/or **Print** the file.

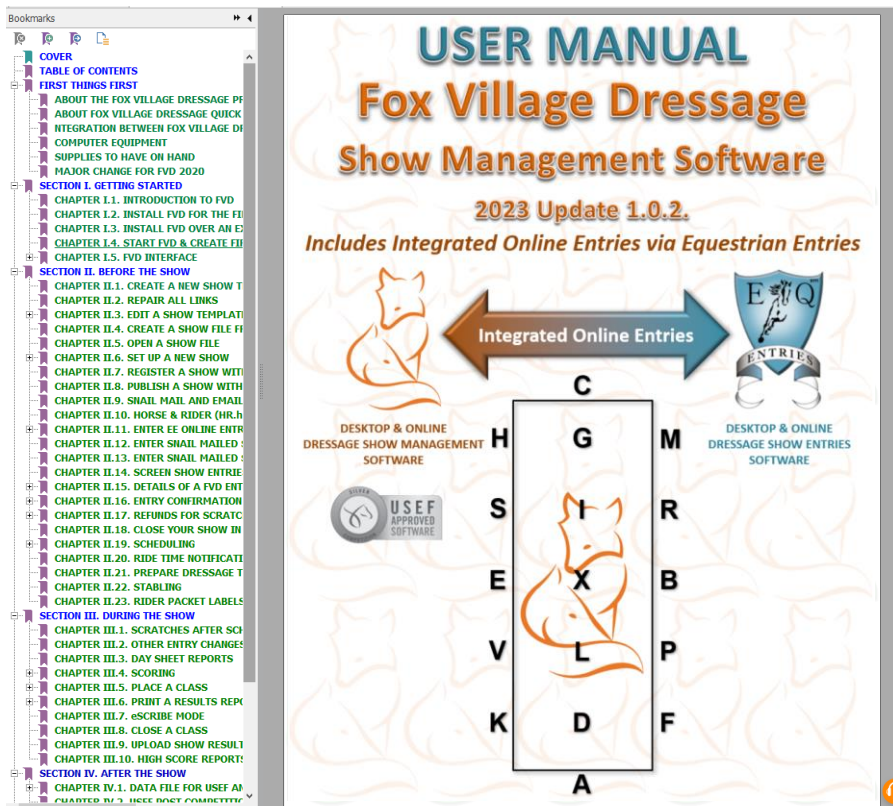


ONLINE MANUALS > USER MANUAL:

- User Manual opens the Fox Village Dressage User Manual (*.pdf file).
- The user manual is a comprehensive guide to the FVD program.

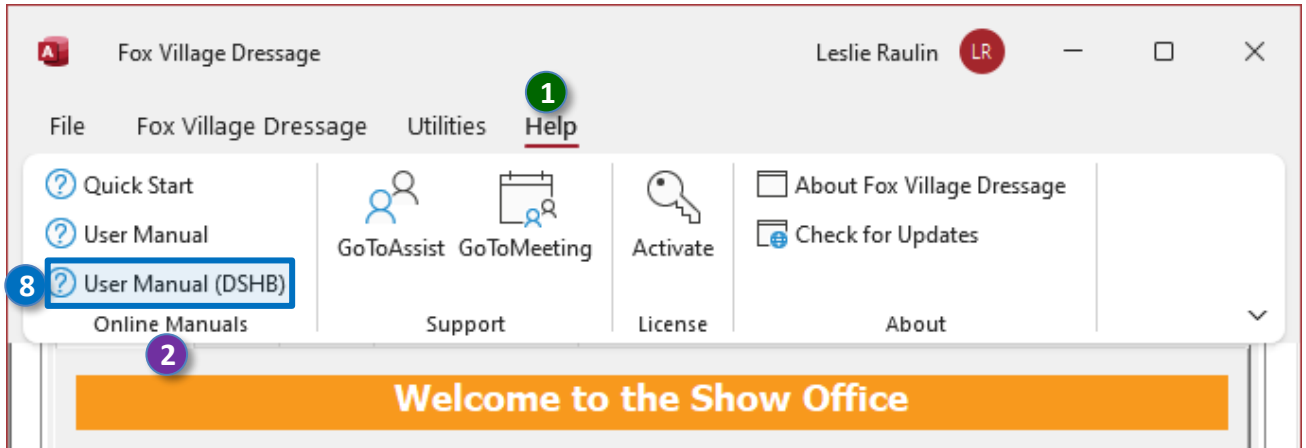


- Select **1 Help** > **2 Online Manuals** > **7 User Manual**.
- The **4 Fox Village Dressage User Manual** *.pdf file opens online.
- The manual is designed to be used as an electronic file but may also be printed (over 850 pages!).
- Using your usual procedures for PDF files, **Save** and/or **Print** the file.

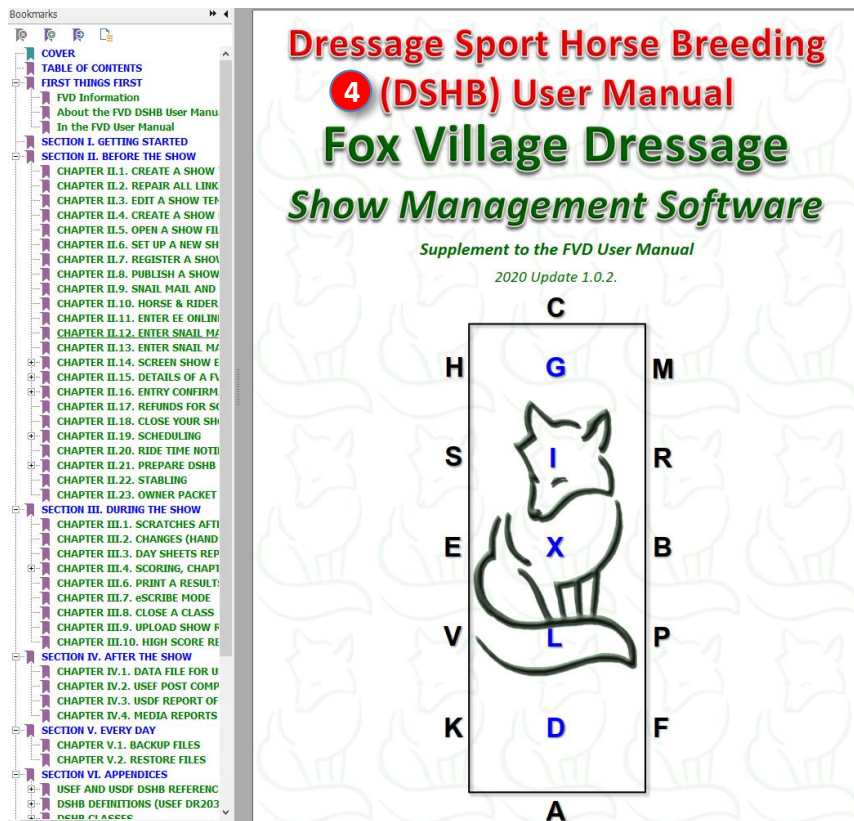


*Help > Online Manuals > User Manual (DSHB)***ONLINE MANUALS > USER MANUAL (DSHB):**

- **User Manual (DSHB)** opens the **FVD DSHB User Manual (*.pdf file)**.
- This manual is a companion manual to the **FVD User Manual** that covers use of FVD for Dressage Sport Horse Breeding shows.

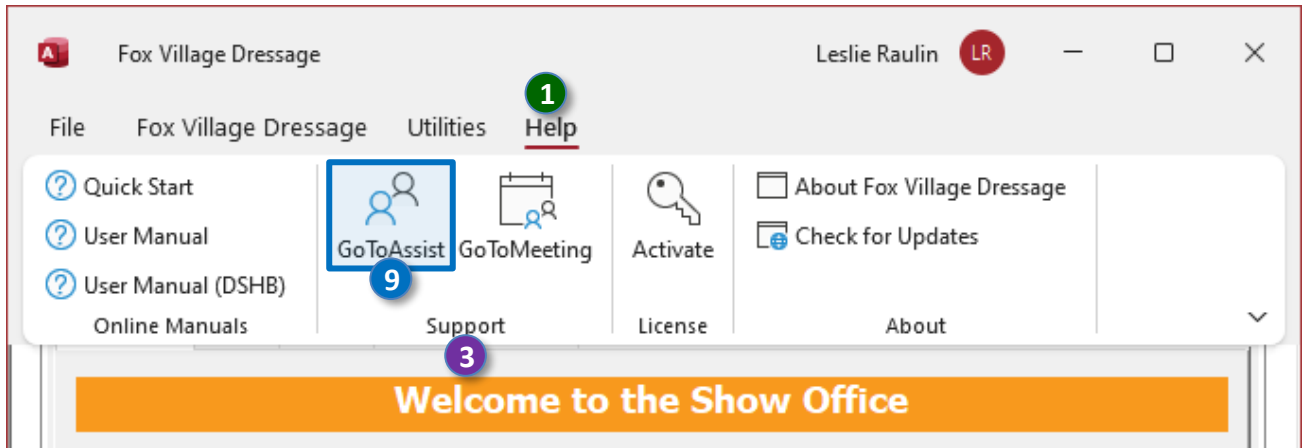


- Select **1 Help > 2 Online Manuals > 3 User Manual (DSHB)**.
- The **4 Fox Village Dressage User Manual (DSHB) *.pdf file** opens.
- The manual is designed to be used as an electronic file but may also be printed (over 600 pages!).
- Using your usual procedures for PDF files, **Save** and/or **Print** the file.

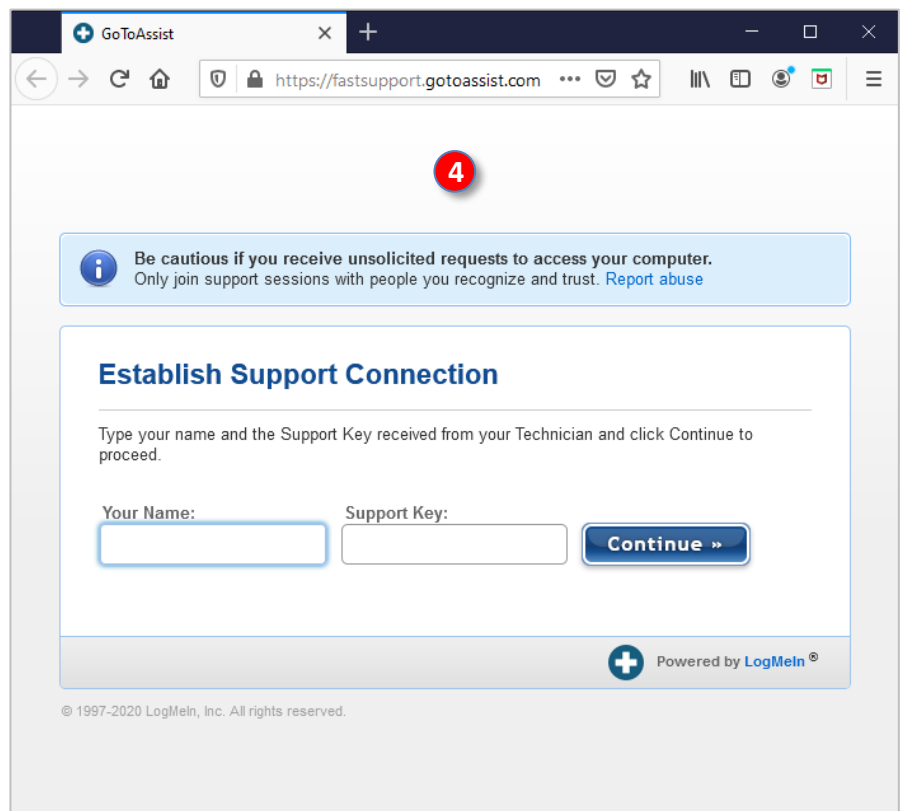


SUPPORT > GOTOASSIST:

- **GoToAssist** opens a web page that asks for Your Name and Support Key that are supplied to you by the FVD software developers.
- GoToAssist allows remote access to your computer so the FVD software developers can help resolve FVD problems you may be having.

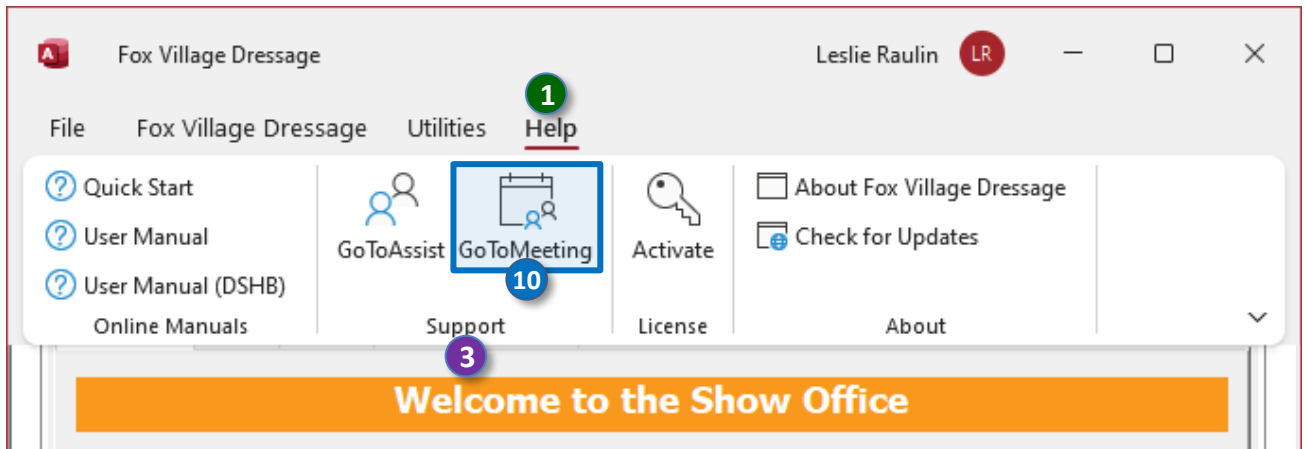


- Select **1 Help > 3 Support > 9 GoToAssist**.
- The **4 GoToAssist** web site opens with a logon screen.
- This is a future support system for FVD.



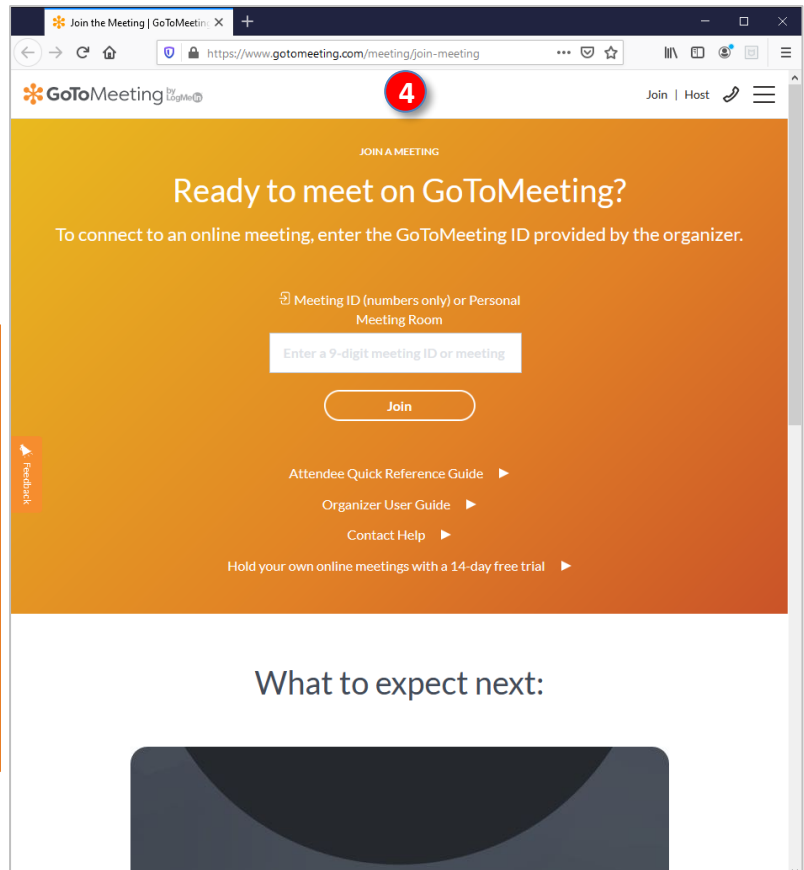
SUPPORT > GOTOMEETING:

- **GoToMeeting** opens the **GoToMeeting** web site.
- This is an online customer support method that FVD may use.



- Select **1 Help > 3 Support > 10 GoToMeeting**.
- The **4 GoToMeeting** web site opens with a logon screen.
- Use the logon ID provided to you by FVD.

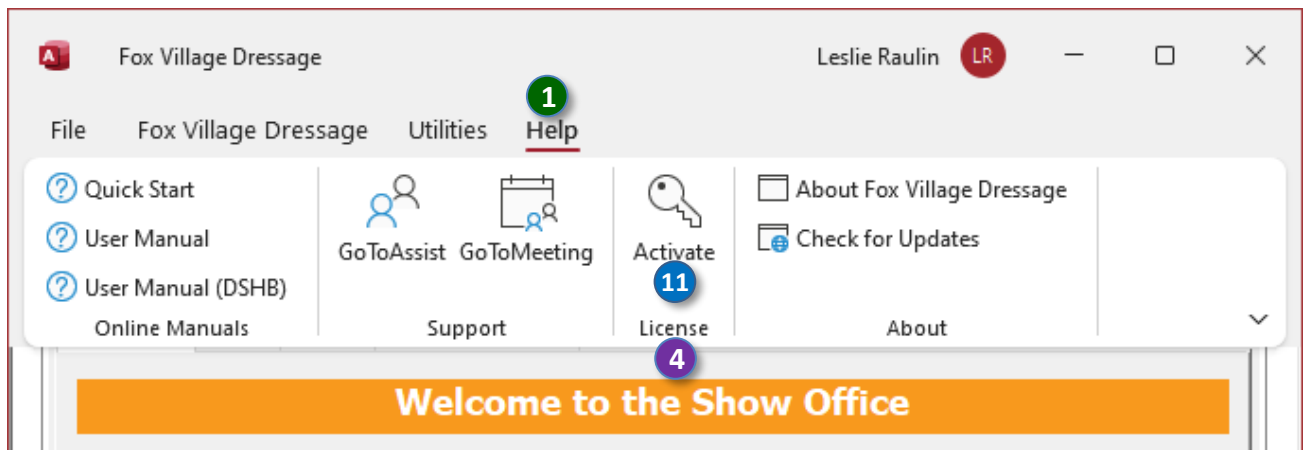
NOTE: *GoToMeeting is an online meeting service that enables individuals and organizations to easily, securely and cost-effectively collaborate, present information and demonstrate products online. This managed service is unique because of its innovative flat-fee All You Can Meet® pricing model that enables businesses to benefit more frequently from the value of online meetings. With GoToMeeting, organizations will increase productivity, decrease costs, expand reach and generate revenue opportunities.*



LICENSE > ACTIVATE:

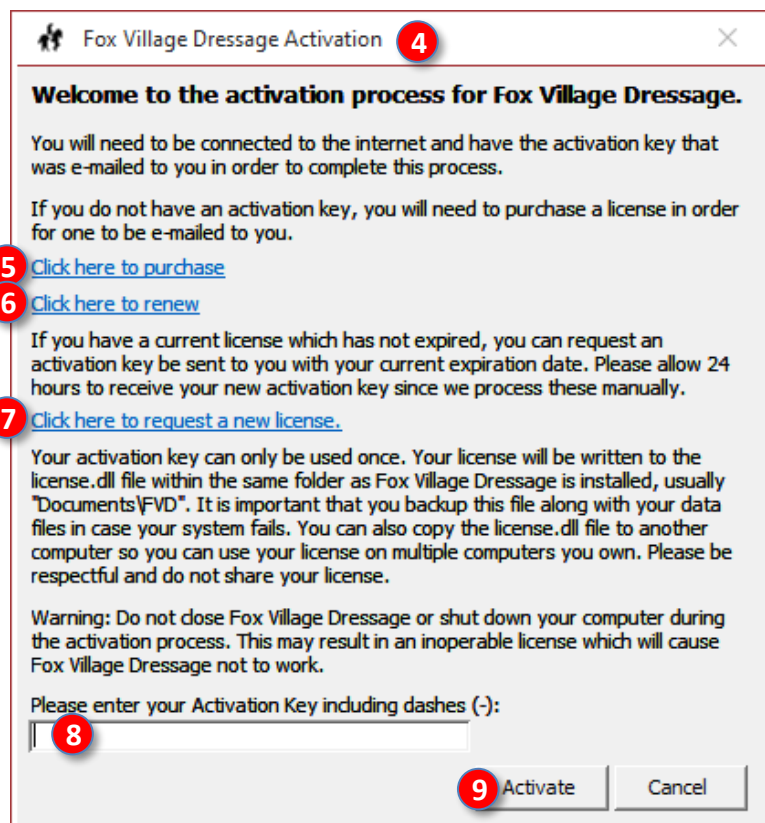
- **Activate** opens **FVD Activation**.
- After you purchase FVD, via email, you will receive an Activation Key and a license file (license.dll).
- You use this function to:
 - Purchase FVD
 - Renew FVD
 - Receive a new license
 - Enter your Activation Key.

NOTE: This procedure will change with pay-as-you go shows.



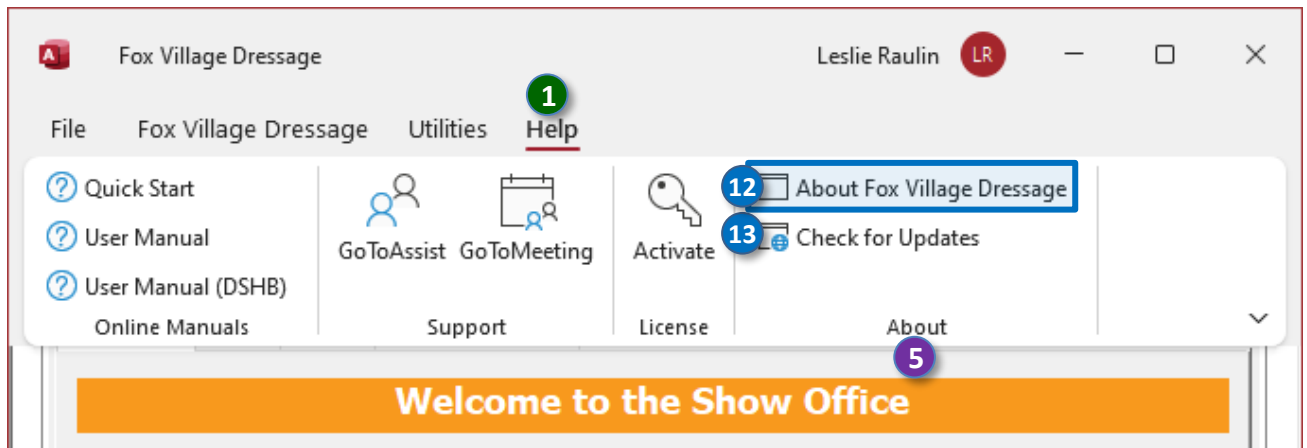
- Select **1 Help** > **4 License** > **11 Activate**.

- The **4 Fox Village Dressage Activation** form opens.
- With this form, you can:
 - **5 Purchase** FVD.
 - **6 Renew** FVD.
 - **7 Request a new license**.
 - Enter your **8 Activation Key**. After you enter your Activation Key, click **9 Activate** to activate the program.



Help > About > About Fox Village Dressage**ABOUT > ABOUT FOX VILLAGE DRESSAGE:**

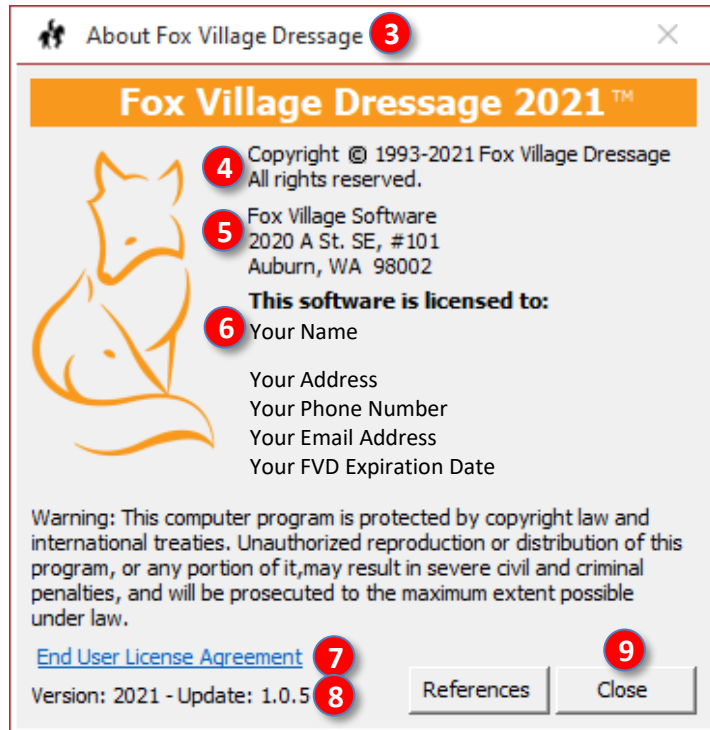
- **About Fox Village Dressage** opens the **3 About Fox Village Dressage** form.
- Use this function to learn about FVD and about your FVD license.



- Select **1 Help > 5 About > 12 About Fox Village Dressage**.

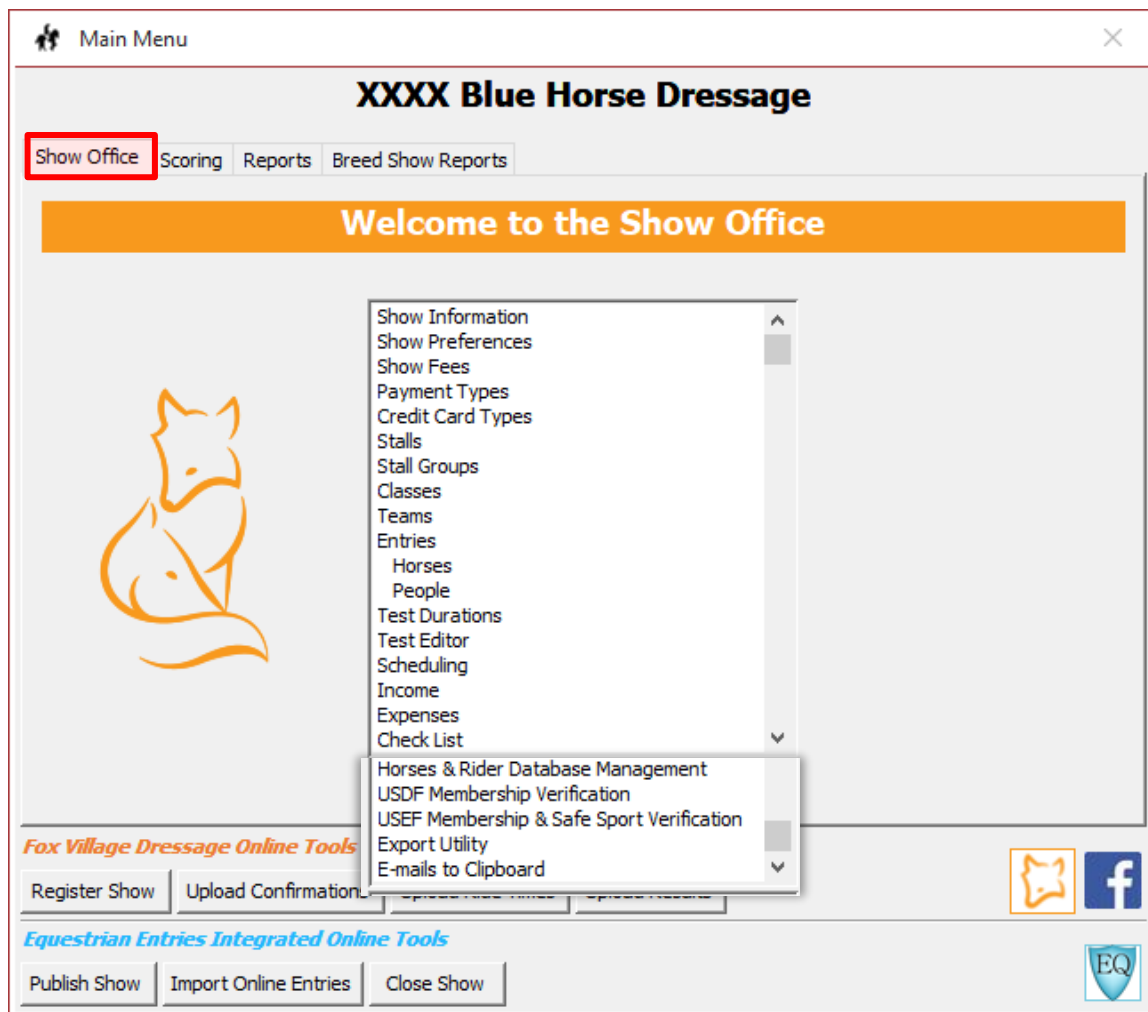
NOTE: This procedure will change with pay-as-you go shows.

- The **3 About Fox Village Dressage** form opens.
- With this form, you can:
 - View the FVD **4 Copyright**.
 - View the **5 FVD Contact Information**.
 - View your **6 Your Contact Information**.
 - Open the **7 End User License Agreement** page on the FVD web site.
 - Your **8 FVD Version** (you receive a prompt to upgrade when a new version is released).
- Click **9 Close** when you have finished viewing the information.



PROGRAM FUNCTIONS 5.

SHOW OFFICE



*Show Office > Show Information***SHOW INFORMATION:**

Show Information is used to enter information about your show.

- Select **1 Main Menu > 2 Show Office > 3 Show Information.**



- The **4 Show Information** form opens.
- See [Show Information](#) for procedures to enter your show's information.
- Click **5 Close** to close the form and return to the **Main Menu**.

Show Information **4**

General Additional

Show Name * XXXX Blue Horse Dressage

Show Grounds Information

Name * Blue Horse Farm

Address * 1234 Main Street

City/State/Zip * Anytown ST 12345

Country * USA [Click here for a list of alpha-3 codes](#)

Date(s) * June 20, 2222

USEF # * 123456

USDF # * 123456

FEI # *

L1 # *

L2 # *

L3 # *

Show Manager Information

Name * Mary Manager

Address * 5678 Green Street

City/State/Zip * Anytown ST 12345

Phone * 123-456-7890

Email * MaryManager@email.com

Show Secretary Information

Name * Suzy Secretary

Address * 3967 Red Street

City/State/Zip * Anytown ST 12345

Phone * 123-456-7890

Email * SuzySecretary@email.com

Technical Delegate Terri Technical (rTD, ST)

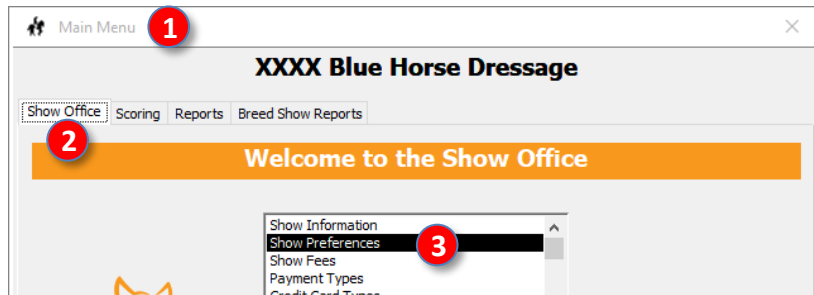
* Required for registering show for online tools

5 Close

*Show Office > Show Preferences***SHOW PREFERENCES:**

Show Preferences is used to enter your preferences for managing your show.

- Select **1 Main Menu > 2 Show Office > 3 Show Preferences.**

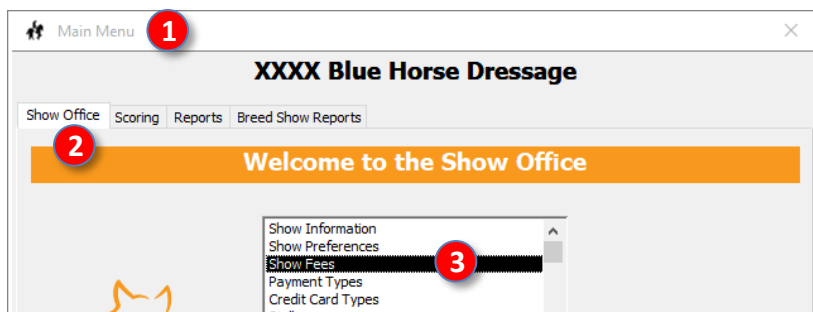


- The **4 Show Preferences** form opens.
- See [Show Preferences](#) for procedures.
- Click **5 Close** to close the form.

Show Office > **Show Fees****SHOW FEES:**

Show Fees is used to enter the fees for your show.

- Select **1 Main Menu** > **2 Show Office** > **3 Show Fees**.



- The **4 Show Fees** form opens.
- See [Show Fees](#) for procedures to enter your show's fees.
- Click **5 Close** to close the form.

Show Fees **4**
✕

System Fees
Custom Fees

Description	Rate	Type	A	OE	OE Fee Type*	OE Occurrence*
▶ Additional Stabling	0.00	SO	<input type="checkbox"/>	<input type="checkbox"/>	Grooming Stall	per Day
Bedding/Shavings	10.00	SB	<input type="checkbox"/>	<input type="checkbox"/>	Shavings/Bedding	No
Daily Stabling	0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Day Stall	per Day
Daily Tackstall	0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Day
Donations	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Drug/Horse USEF	23.00	OF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	USEF Drug & Medication Fee	per Show
Entry Charge	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Haul In Fee	30.00	SO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grounds/Haul-In Fee	per Show
Horse Recording Application	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Membership Recording Application	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
Package A Stabling	0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Package A Tackstall	0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Package B Stabling	0.00	SS	<input type="checkbox"/>	<input type="checkbox"/>	Overnight Stabling	per Show
Package B Tackstall	0.00	ST	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stall	per Show
Processing Fee	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	Custom Fee	Yes
RV Hookup	0.00	OF	<input type="checkbox"/>	<input type="checkbox"/>	RV (hook up) Fee	per Show
USDF Non-member	35.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	USDF Non-Member Fee	per Show
USEF Show Pass	45.00	OF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	USEF Non-Member Fee	per Show

Qualifying Class Entry Fee
15.00

A - Automatic
OE - Publish with online entry submission
* - Applies to online entry submission only

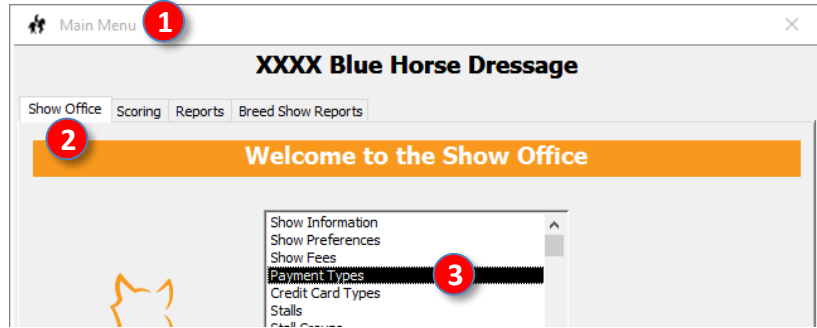
5 Close

Warning: If you have previously published this show, do not delete any of the show fees.

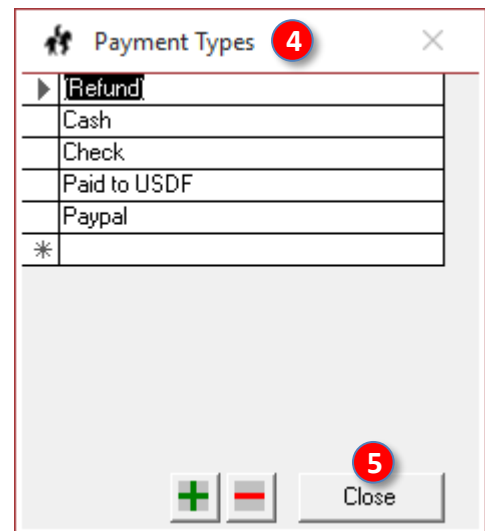
*Show Office > Payment Types***PAYMENT TYPES:**

Payment Types is used to enter the types of payments you accept for your show (cash, credit card, checks, etc.).

- Select **1 Main Menu** > **2 Show Office** > **3 Payment Types**.



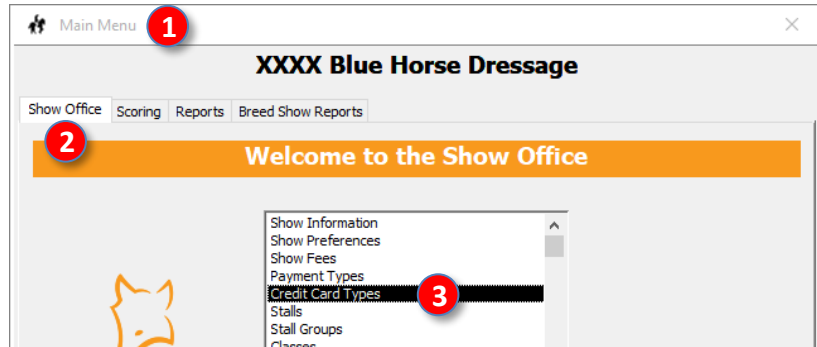
- The **4 Payment Type** form opens.
- See [Payment Types](#) for procedures to enter your show's payment types.
- Click **5 Close** to close the form.



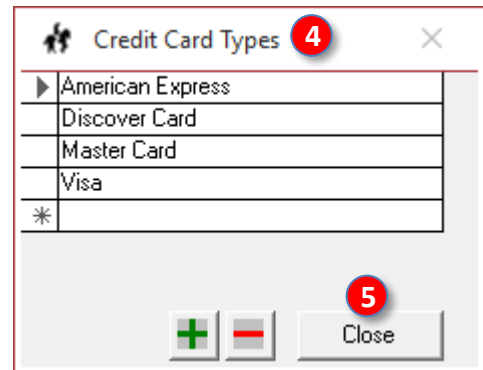
*Show Office > Credit Card Types***CREDIT CARD TYPES:**

Credit Card Types is used to enter the types of credit cards you accept for your show .

- Select **1 Main Menu > 2 Show Office > 3 Credit Card Types.**



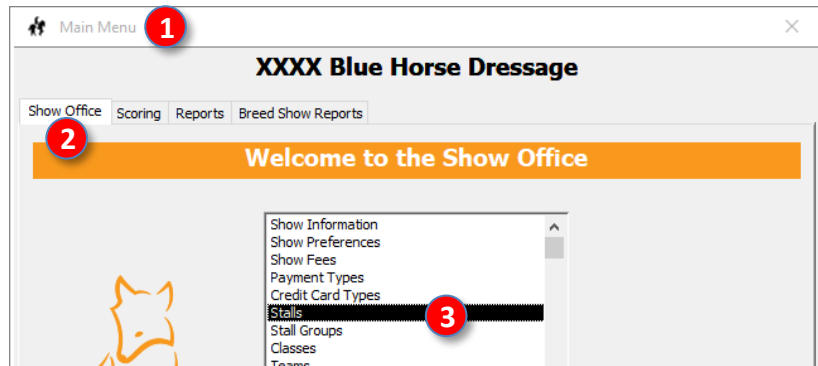
- The **4 Credit Card Type** form opens.
- See [Credit Card Types](#) for procedures to enter your show's credit card types.
- Click **5 Close** to close the form.



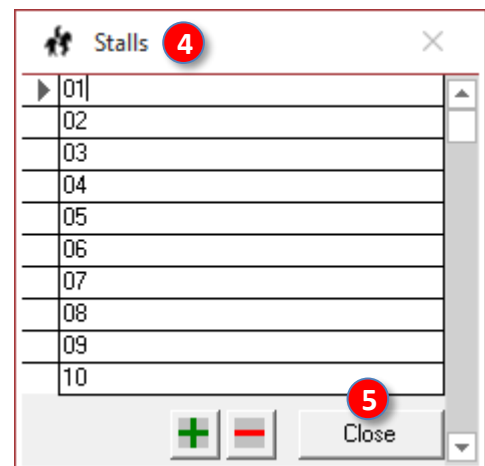
*Show Office > Stalls***STALLS:**

Stalls is used to enter (barn and) stall numbers prior to assigning stalls to entries. It is a good idea to include this information in your template file.

- Select **1 Main Menu > 2 Show Office > 3 Stalls**.



- The **4 Stalls** form opens.
- See [Stalls](#) for procedures on entering your show's stall information.
- Click **5 Close** to close the form.



NOTE: Track your stall assignments as FVD does not prevent you from assigning a stall to more than one horse.

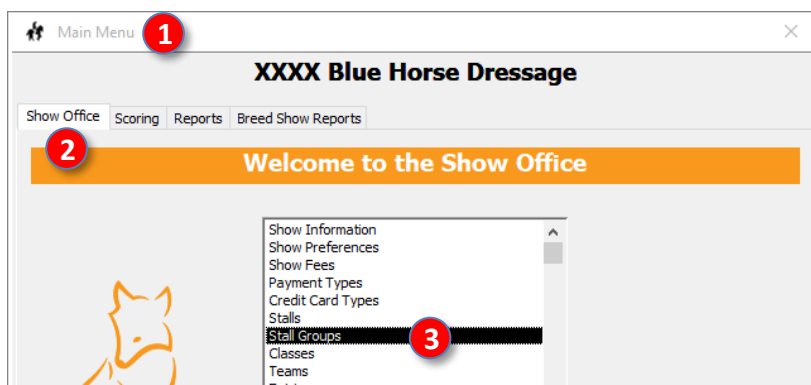
Show Office > Stall Groups

STALL GROUPS:

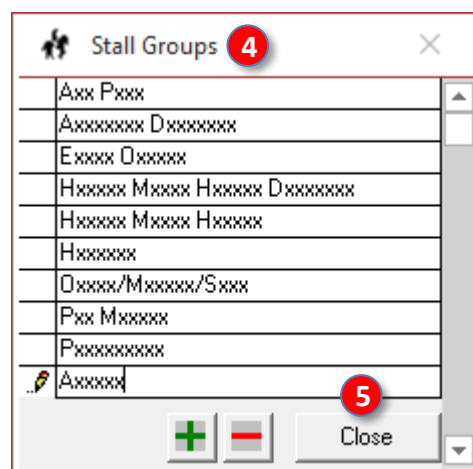
- **Stall Groups** is used to enter the names of **Stall Groups** in the program.
- **Stall Groups** are used to identify multiple entries who want to be stabled together.
- A **Stall Group** name is entered in the FVD program, then the name is selected for each entry in the group.

NOTE: Using information on the entry forms, you may need to develop Stall Group names. For example, Mary may ask to be stabled with Nancy, and Nancy may ask to be stabled with John. You need to make the association between Mary, Nancy, and John and develop one Stall Group name for their group. The easiest way to do this is to use the name of the most prominent barn, the last name of the most prominent rider/trainer in the group, or put all the last names in the group.

- Select **1 Main Menu** > **2 Show Office** > **3 Stall Groups**.



- The **4 Stall Groups** form opens.
- Enter the names of **Stall Groups**.
- See [Stall Groups](#) for procedures.
- Click **5 Close** to close the form.

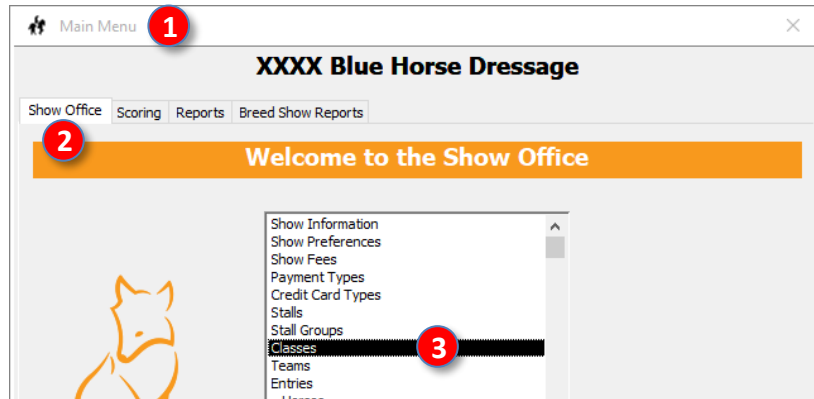


Show Office > Classes

CLASSES:

Classes is used to enter information about the dressage classes being offered at your show.

- Select **1 Main Menu** > **2 Show Office** > **3 Classes**.



- The **4 Class** form opens.
- See [Classes](#) for procedures to enter your show's class information.
- Click **5 Close** to close the form.

Class **4**

Class Number: Text: Closed

Class Name:

Default Test:

USEF Code:

AHA Code:

Date:

Ring:

Standard Fee: Qualifying Fee:

Prize:

Sponsor:

Report Style:

Max Ribbons: Exclude from eScores

Split for Awards:

Online Entries (Equestrian Entries)

Level Type:

Test of Choice:

Qualify:

Open AA JR/YR Other

FEI eScores Information

K V E S H

A Judge at E:
 Judge at H:
 Judge at C:
 Judge at M:
 Judge at B:
C

F P B R M

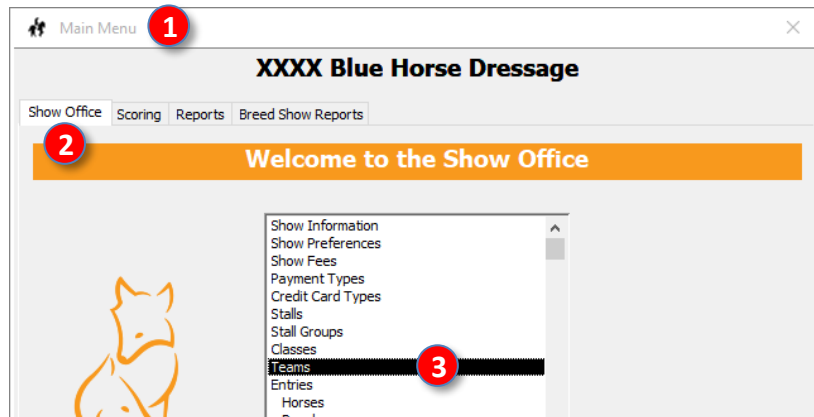
Class (Lookup):

5 Close

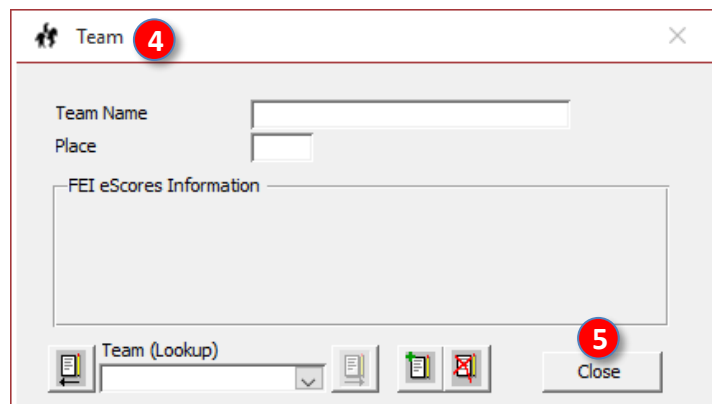
Show Office > *Teams***TEAMS:**

Teams is used to (1) add team names and (2) place teams.

- Select **1 Main Menu** > **2 Show Office** > **3 Teams**.



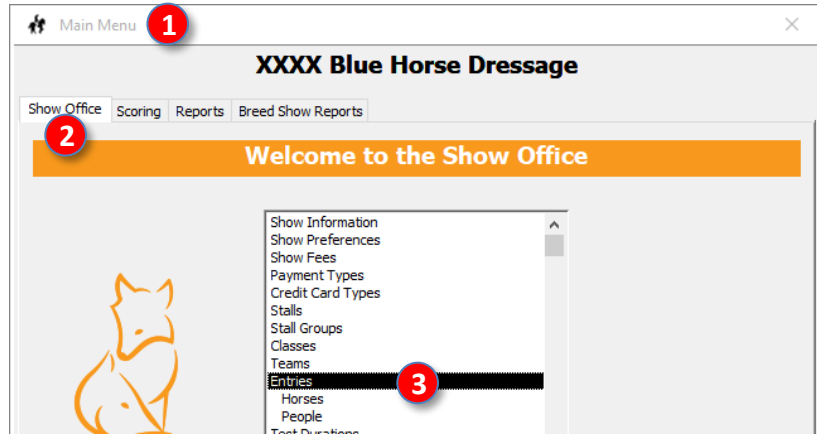
- The **4 Team** form opens.
- See [Teams](#) and [MANAGING TEAMS](#) for procedures.
- Click **5 Close** to close the form.



Show Office > *Entries***ENTRIES:**

Entries is used to enter and edit your show's entries.

- Select **1 Main Menu** > **2 Show Office** > **3 Entries**.



- The **4 Entry** form opens.
- See [DETAILS OF A FVD ENTRY](#) for procedures to enter your show's entries.
- Click **5 Close** to close the form.

Entry # 101
Horse1 / First1 Last1

Summary | Horse / Owner | Rider / Trainer | Coach / Team | Class Entries | Stabling Fees | Other Fees / Payments

Horse Horse1 For Sale

Owner Last1, First1 NEED Owner's Signature

Rider Last1, First1 NEED Rider's Signature

DOB 6/16/1955 Age 66 NEED Parent's Signature

Trainer Last1, First1 NEED Trainer's Signature

Coach NEED Coach's Signature

Post Marked Confirmation Mailed *

Balance -108.00 Hold

Entry Memo Memo to the rider.

EE Tracking # 234523

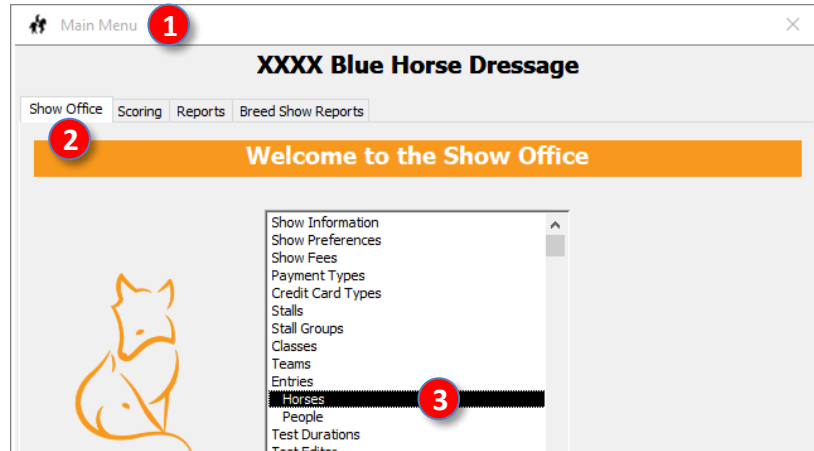
* If you are updating a rejected confirmation, clear the Confirmation Mailed box and upload again. An update email will be sent to the entrant(s). Also make sure you have either the rider or owner's email address entered. Entries that do not have either email address will not be uploaded.

Entry (Lookup) Upload Confirmations

*Show Office > Horses***HORSES:**

- **Horses** is used to enter and edit information about horses (and their owners) in your show.
- You can enter horses information while creating an entry or you can first enter the horse (and people) information, then create the entry.

- Select **1 Main Menu > 2 Show Office > 3 Horses**.



- The **4 Horse / Owner** form opens.
- See [Horses](#) for procedures to enter the information.
- Click **5 Close** to close the form.

SECTION VIII. PROGRAM FUNCTIONS

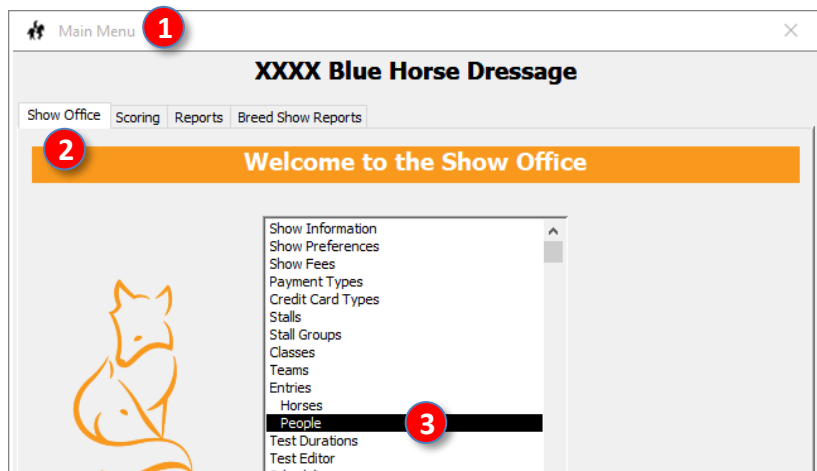
Show Office > People

PEOPLE:

People is used to enter and edit information about people (owners, riders, trainers, and coaches) in your show.

NOTE: When working on handwritten entries, you enter information on horses, owners, riders, trainers, and coaches. A person can be a rider, owner, trainer and/or coach; for example, an owner can also be a rider and/or a trainer. Therefore, the FVD program puts all people (and horse) information in one data file, the HR.hdf. Each person is only entered ONE TIME; their data is then applied to each applicable role on the entry form. The **People** form is another way to enter information about all people, regardless of their status.

- Select **1 Main Menu** > **2 Show Office** > **3 People**.



- The **4 People (Rider / Owner / Trainer / Coach)** form opens.
- See [Horses > Owner](#), [Rider](#), and [Trainer and Coach](#) for procedures.
- Click **5 Close** to close the form.

The screenshot shows the 'People (Rider / Owner / Trainer / Coach)' form. The title bar indicates the form is open. The form contains the following fields and options:

- Entity Type:** A dropdown menu with a 'Volunteer' checkbox.
- Address:** A text field containing '113 Txxxx Sxxxxx'.
- City/State/Zip:** Fields for 'Sxxxx Sxxxx', 'MD', and '12345'.
- Country:** A dropdown menu set to 'usa' with a 'Safe Sport' checkbox.
- Telephone:** A field with the format '###-###-####'.
- E-mail:** A field containing 'XXXXX@email.com'.
- DOB:** A field containing '1/20/1968'.
- Age:** A field containing '52'.
- Citizenship:** A dropdown menu set to 'usa'.
- Rider Status:** A dropdown menu set to 'Adult Amateur'.
- TIN:** A text field.
- Notes:** A large text area for additional information.
- Cards Verified:** A section with two columns: 'USEF #' (1111111) and 'USEF Expiration' (11/30/2022) with a checked checkbox; 'USDF #' (130655555) and 'USDF Expiration' (11/30/2022) with a checked checkbox; and 'FEI #' and 'FEI Expiration' with a checkbox.
- Buttons:** 'People (Lookup)', 'Close', and a 'Safe Sport' checkbox.

Show Office > Test Durations**TEST DURATIONS:**

- **Test Durations** is used to edit (change) the test durations built into the FVD program.
- Dressage tests have standard **ride time** durations, in minutes, from initial halt/salute to final halt/salute.
- For show scheduling, additional **administrative time** is needed before and after each test for the rider to enter the ring and for the judge to complete the test sheet.
- The FVD program has default **FVD Test Durations** (= ride time + administrative time) for each test that are optimized for USEF/USDF shows (see [USEF/USDF/FEI TEST DURATIONS AND FVD TEST DURATIONS](#)), that are used during scheduling.
- During Scheduling, FVD uses the **Test Durations** to determine the ride times.
- The FVD program user can edit the **FVD Test Durations** if more or less time is desired.

NOTE 1: In FVD, the test duration includes the time for the dressage test (ride time) and for judge admin time. For example, the 2019 Training Level Test 3 should be ridden in 4min 30sec (small arena) or 5min 30sec (large arena). FVD uses 7min in scheduling so the rider has time to enter the ring and the judge has time to write remarks and sign the test sheet.

NOTE 2: If you are running a schooling show, you may want to provide plenty of time for the judge to talk to the riders. For example, you may want to give 10 minutes for the test.

- Select **1 Main Menu > 2 Show Office > 3 Test Durations.**



- The **4 Test Durations** form opens.
- Using the **5 slider**, scroll through the list of tests until the test for which you want to edit the duration is visible.
- Highlight the **6 Minutes** duration for the test.
- Edit the time by typing in a new number.
- Repeat for any other test you want to edit.
- Click **7 Close.**

Test	Minutes
▶ Training Level, Test 1 2019	7.0
Training Level, Test 2 2019	7.5
Training Level, Test 3 2019	7.0
First Level, Test 1 2019	7.0
First Level, Test 2 2019	7.5
First Level, Test 3 2019	8.0
Second Level, Test 1 2019	7.5
Second Level, Test 2 2019	8.5
Second Level, Test 3 2019	8.0
Third Level, Test 1 2019	8.0
Third Level, Test 2 2019	8.0
Third Level, Test 3 2019	8.0
Fourth Level, Test 1 2019	8.0
Fourth Level, Test 2 2019	7.5

*Show Office > Test Editor***TEST EDITOR:**

- **Test Editor** is used to edit the dressage tests in the FVD program and to add new tests into FVD.
- Test information is in the **Test.tdf** file.
- See [DRESSAGE AND OTHER TESTS AND TEST DURATIONS BUILT INTO FVD](#) to see a list of the included tests.

NOTE: Edit tests with great care. If you edit a standard test, it could inaccurately change the show results.

- Select **1 Main Menu > 2 Show Office > 3 Test Editor.**



- The **4 Test Editor** form opens.
- See [Test Editor](#) for procedure.

Standard Marks			
1	1	20	0
2	2	21	0
3	1	22	0
4	1	23	0
5	2	24	0
6	2	25	0
7	2	26	0
8	1	27	0
9	2	28	0
10	1	29	0
11	1	30	0
12	2	31	0
13	1	32	0
14	0	33	0
15	0	34	0
16	0	35	0
17	0	36	0
18	0	37	0
19	0	38	0

Test Information	
Test ID Number	11
Test Name	Training Level, Test 1 2019
Test Short Name	T-1 Must be unique
Duration (min.)	7.0
Report Style	Standard and Breed
Decimal (0-2)	1 Mark precision. i.e. Freestyles, etc.
Group (Level)	1 Grouping for high score reports.
Standard Count	13 Number of standard marks for test.
Collective Count	5 Number of Collective marks for test.
Possible Score	260

Collective Marks	
1	1
2	2
3	2
4	1
5	1
6	0
7	0

WARNING: Edit tests at your own risk. We recommend that you verify all custom tests as well as all standard tests that you create or edit for accuracy. You are responsible for making sure the tests are correct. This editor is provided for your convenience only.

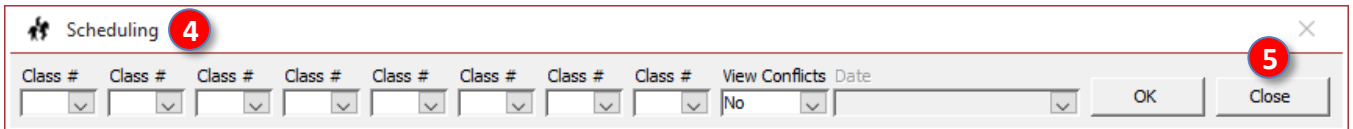
*Show Office > Scheduling***SCHEDULING:**

Scheduling is used to schedule the rides in your show.

- Select **1 Main Menu > 2 Show Office > 3 Scheduling.**



- The **4 Scheduling** form opens.



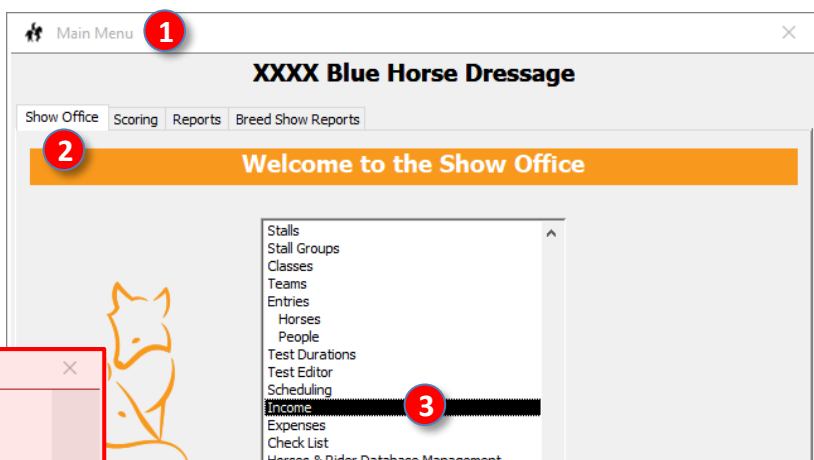
- See [SCHEDULING](#) for information on using the **Scheduling** form and scheduling the show.
- Click **5 Close** to close the Scheduling form.

Show Office > Income [and Invoice] > Purpose, Open, 1. Top Information**INCOME [AND INVOICE] > PURPOSE:**

- **Income** is used to enter **income** and create an **invoice** for a customer who is providing money (income) to the show that is not part of a show entry.
- The data entered in this invoice is how you enter a payment and create an invoice for a non-entry customer.
- It does not link to an **Entry #**; therefore, it is not a method to enter/edit fees/payments for an entry. For example, during the show a rider buys more bedding. If you create the invoice using the function described on this page, the purchase is not reflected on the fees paid by the rider. If you want the purchase to be reflected on the fees paid by the rider, the purchase must be entered under the **Entry #** (see [Stabling](#) and [Other Fees / Payments](#)).
- If instead a non-entry person rents a vendor booth, purchases a show program, makes a donation to the show, etc., you enter the payment (income) and create an invoice using the function described in this section.

INCOME [AND INVOICE] > OPEN:

- Select **1 Main Menu** > **2 Show Office** > **3 Income**.

INCOME > 1. TOP INFORMATION:

The 'Income' form is shown with the following sections and fields:

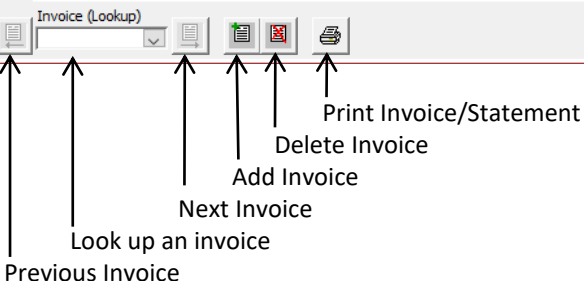
- Customer:** XXXX Blue Horse Dressage, 3967 Red Street, Anytown, ST 12345
- Customer:** ABC Electronics, 1234 Green Street, Anytown, ST 12345
- Invoice #:** 8H003
- Date:** 4/6/2020
- Memo:** (empty field)

The form also includes sections for 'Charges' and 'Payments'.

- The **4 Income** form opens, which has three sections to be completed:
 1. Top information
 2. Charges
 3. Payments

1. TOP INFORMATION:

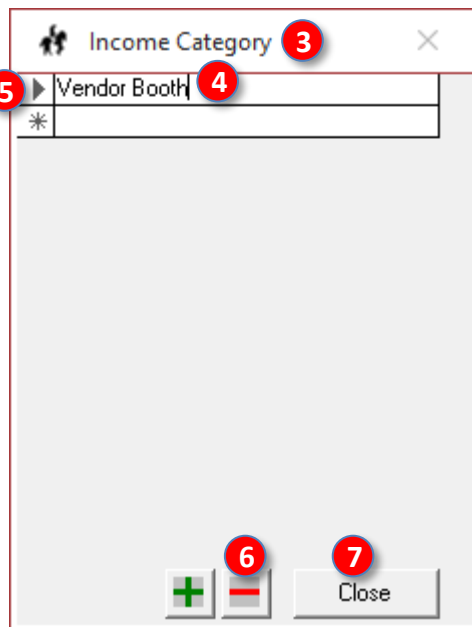
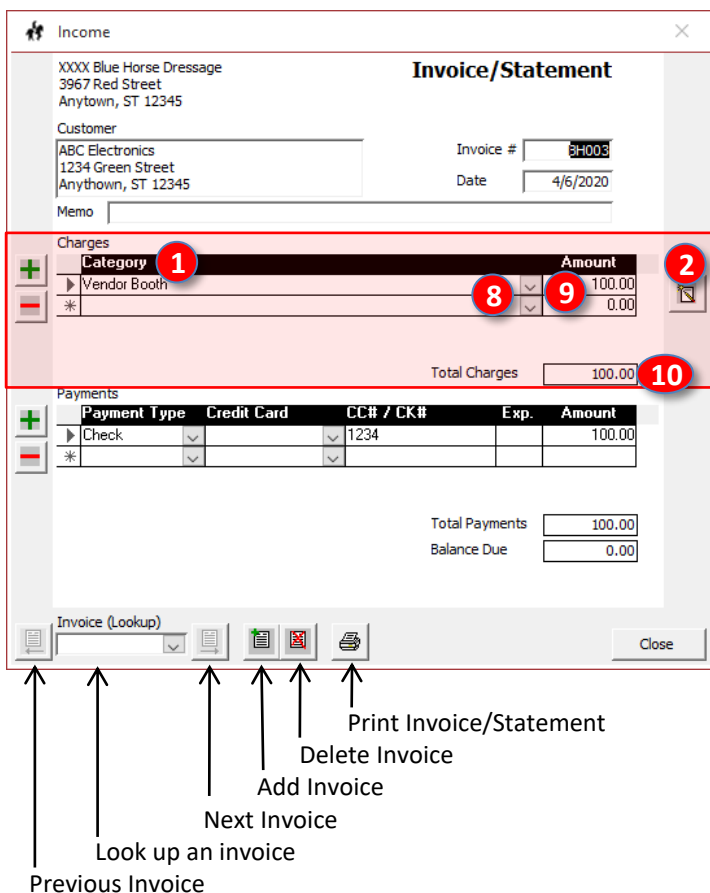
- **5** The FVD Program automatically enters the name of the show and the show address.
- **6 Customer:** Enter the name and address of the person/company to whom the invoice will be sent. Type them as for an envelope.
- **7 Invoice #:** Enter an invoice number. You can use up to ten letters and numbers.
- **8 Date:** The FVD program automatically enters today's date.
- **9 Memo:** If desired, enter a memo about the invoice. You can use up to 50 letters and numbers.



Show Office > Income [and Invoice] > 2. Charges

INCOME [AND INVOICE] > 2. CHARGES:

- **1 Category:**
 - To add a new category:
 - Click the **2 Edit Income Categories** button.
 - The **3 Income Category** form opens.
 - To add a **4** new category, type the name of the category in the box. In this example, it is **Vendor**.
 - To delete a category:
 - Click on the **5** ► to the left of the category name and click the **6 Delete Income Category** button.
 - Click **7 Close** to save your changes and return to the **Income** form.
 - Use the **8** dropdown arrow to select the category of charges.
- **9 Amount:** Enter the dollar amount of the charge.
- Repeat steps 10 – 16 for additional charges.
- **10 Total Charges:** FVD automatically calculates and enters the total of the charges.



*Show Office > Income [and Invoice] > 3. Payments, 4. Print***INCOME [AND INVOICE] > 3. PAYMENTS:**

- **1 Payment Type:** Use the drop-down arrow to enter the type of payment (refund, cash, check, credit card, paid to USDF).
- **2 Credit Card:** If a credit card was used, use the drop-down arrow to enter the type of credit card.
- **3 CC# / CK#:** Enter the credit card number or the check number.
- **4 Exp:** If a credit card was used, enter the expiration date of the credit card.
- **5 Amount:** Enter the amount paid.
- Repeat for additional income.
- **6 Total Payments:** FVD will automatically enter the total of the payments.
- **7 Balance Due:** FVD will automatically enter the balance due. If there is a credit, the amount will be in (parens).

INCOME [AND INVOICE] > 4. PRINT:

- Click **8 Print Invoice/Statement** to print the invoice.
- Click **9 Close** to return to the **Main Menu**.

The screenshot shows the 'Income' window with the following details:

Invoice/Statement

XXXX Blue Horse Dressage
3967 Red Street
Anytown, ST 12345

Customer: ABC Electronics, 1234 Green Street, Anytown, ST 12345
Invoice #: 34003
Date: 4/6/2020

Charges:

Category	Amount
Vendor Booth	100.00
*	0.00

Total Charges: 100.00

Payments:

Payment Type	Credit Card	CC# / CK#	Exp.	Amount
Check		1234		100.00
*				

Total Payments: 100.00
Balance Due: 0.00

Invoice (Lookup) [Previous Invoice] [Look up an invoice] [Add Invoice] [Delete Invoice] [Print Invoice/Statement] [Close]

SECTION VIII. PROGRAM FUNCTIONS

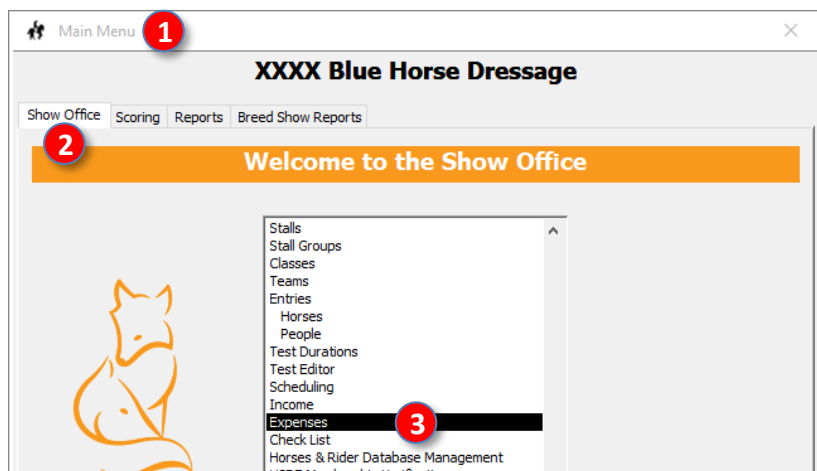
Show Office > Expenses [and Checks] > Purpose, Open, Top Information

EXPENSES [AND CHECKS] > PURPOSE: Used to enter expenses and create checks.

NOTE: Dressage shows cost money! This function is how you track your show expenses and create checks. Even if you do not want to print a check, you should still enter the expenses if you use FVD to track your expenses. For example, this is where you enter the cost of ribbons, trophies, bedding, use of the facility, insurance, monetary prizes, etc.

EXPENSES [AND CHECKS] > OPEN:

- Select **1** Main Menu > **2** Show Office > **3** Expenses.
- The **4** Expenses form opens.



EXPENSES [AND CHECKS] > TOP INFORMATION:

- **5** Check #: Enter the check number.
- **6** Date: FVD automatically enters today's date.
- **7** Pay to the Order of: Enter the name of the person/company to whom/which the check is written.
- **8** The amount is automatically entered by the FVD program after the amount is entered in the lower part of the form (see next page).
- **9** Address, etc.: Enter the address, etc. of the person/company to whom/which the check is written.
- **10** Memo: Enter a short memo regarding the expense.
- **11** The FVD program automatically enters the name of the show secretary.

Category	Amount
Bedding	1000.00
*	0.00

Show Office > Expenses [and Checks] > Bottom Information

EXPENSES [AND CHECKS] > BOTTOM INFORMATION:

- **1 Category:**
 - Use the **2** dropdown arrow to select the category of expense.
 - If the category you want to use is not on the drop-down list, go to step **3**.
- Click the **3 Edit Expense Categories** button to add a new category to the list.

The screenshot shows the 'Expenses' form with the following details:

- Check #: 1234
- Date: 4/7/2020
- Pay to the Order of: Bedding Company
- Amount: 1000.00
- Memo: stall bedding
- Address: 23123 Orange Street, Anytown, ST 12345, USA

The 'Category' dropdown is set to 'Bedding' with an amount of 1000.00. A table below shows the current entry:

Category	Amount
▶ Bedding	1000.00
*	0.00

At the bottom, there is an 'Expense (Lookup)' field and several buttons: 'Previous Expense', 'Look up an expense', 'Next Expense', 'Add Expense', 'Delete Expense', 'Print Current Check', and 'Close'. The 'Edit Expense Categories' button is also present.

- The **4 Expense Category** form opens.
- To add a new category, type the **5** name of the category in the box adjacent to the * (the * changes to a ▶).
- To delete a category, click on the ▶ to the left of the category name and click the **6 Delete Income Category** button.
- Click **7 Close** to save your changes and return to the **Expense** form.

- Use the **2** Category drop-down arrow to select the category.
- **8 Amount:** Enter the amount of the expense.
- Repeat to enter any additional expenses for this person/vendor/etc.

The screenshot shows the 'Expense Category' form with the following details:

- Category name: Bedding
- Buttons: Add (+), Delete (-), and Close

SECTION VIII. PROGRAM FUNCTIONS

Show Office > Expenses [and Checks] > Print Check

EXPENSES [AND CHECKS] > PRINT CHECK:

- To print a check, click **1 Print Current Check**.

XXXX Blue Horse Dressage
3967 Red Street
Anytown, ST 12345

Check # 1234
Date 4/7/2020

Pay to the Order of Bedding Company 1000.00
One thousand and 00/100

Address 23123 Orange Street
City/State/Zip Anytown ST 12345
Country USA Prize Batch

Memo stall bedding *Suzy Secretary*

Category	Amount
Bedding	1000.00
*	0.00

Expense (Lookup)

1 **5** Close

Fox Village Dressage Leslie Raulin

File **Print Preview**

3 **4**

Print Portrait Landscape Size Page Setup One Page Two Pages More Pages Word Excel PDF or XPS Close Print Preview

Page Setup View Export Close Preview

2 Check

4/7/2020

Bedding Company 1000.00
One thousand and 00/100

Bedding Company
23123 Orange Street
Anytown, ST 12345
USA

Bedding Company
stall bedding

Category	Amount
Bedding	1000.00

Total 1000.00

Bedding Company
stall bedding

Category	Amount
Bedding	1000.00

Total 1000.00

Page: 1 of 1 Filtered
Ready Scroll Lock 80%

- The **2 Check** report opens.
- Using custom ordered checks (available from your bank or the internet), use **3 Print** to print the check.
- Click **4 Close Preview** to close the check.

- Click **5 Close**.

SECTION VIII. PROGRAM FUNCTIONS

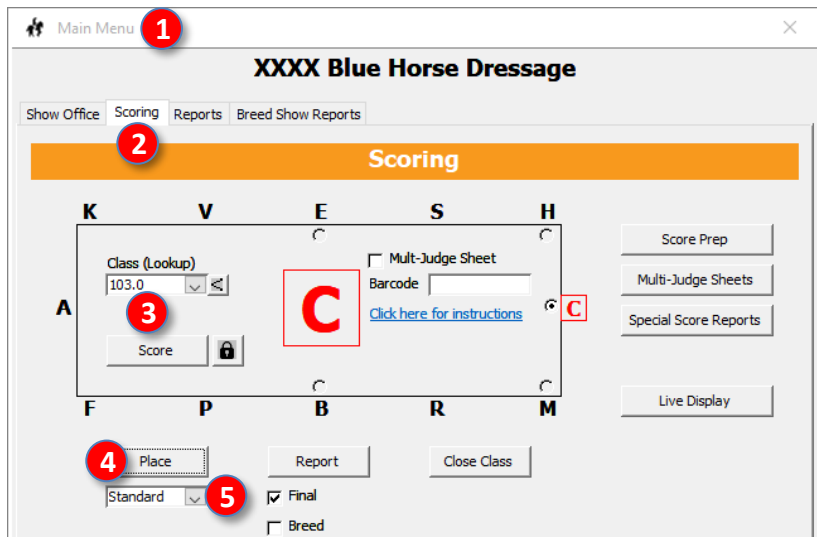
Show Office > Expenses [and Checks] > Prize Batch > Purpose, Enter the Cash Prize Values

EXPENSES [AND CHECKS] > PRIZE BATCH > PURPOSE:

- The **Prize Batch** feature lets you enter a batch of checks to print for prizes.
- It is performed **AFTER** a class is finished.

EXPENSES [AND CHECKS] > PRIZE BATCH > ENTER THE CASH PRIZE VALUES:

- Select **1 Main Menu > 2 Scoring**.
- Using the **3 Class (Lookup)** drop-down arrow (or type-in box), select the class whose prize checks you want to enter.
- Click **4 Place**.
- Select the **5** type of class.



- The **6 Place / Rank Class** form opens.
- **7 Place** the class.
- Type in the cash **8 Prize** for each ride receiving a cash prize.
- Click **9 Close**.

2020 Blue Horse Dressage 1																	
Class: 103.0 - USEF Training Level Test 3 Open GAIG																	
Ring: 1XXXXXXXXXXXX																	
						Judge E	Judge H	Judge C	Judge M	Judge B	Total						
								Bxxxx (S, ST)									
Entry #	Rider	Ctzn	Horse	Stat/Div	Term	%	Rk	%	Rk	%	Rk	%	Rk	%	PI	Prize	
117	Axxxxx Rxxx	usa	Sxxxx	JR/YR	<input type="checkbox"/>	0.000		0.000		65.862		0.000		0.000	65.862	1	100
195	Lxxxxx Sxxx		Cxxxx	Adult Amateur	<input type="checkbox"/>	0.000		0.000		64.138		0.000		0.000	64.138	2	50
186	Jxxxx Bxxxx	usa	Axxxxxxxx	Adult Amateur	<input type="checkbox"/>	0.000		0.000		58.276		0.000		0.000	58.276	3	25
116	Nxxxxx Sxxxxx	usa	Txxxx Dxxxxx	Open	<input type="checkbox"/>	0.000		0.000		58.103		0.000		0.000	58.103	4	10

Show Office > Expenses [and Checks] > Prize Batch > Enter the Batch Information**EXPENSES [AND CHECKS] > PRIZE BATCH > ENTER THE BATCH INFORMATION**

- Select **1 Main Menu > 2 Show Office > 3 Expenses**.
- The **4 Expenses** form opens.



- The **4 Expenses** form opens.
- Click the **5 Create Prize Batch** button.

Category	Amount
Bedding	1000.00
*	0.00

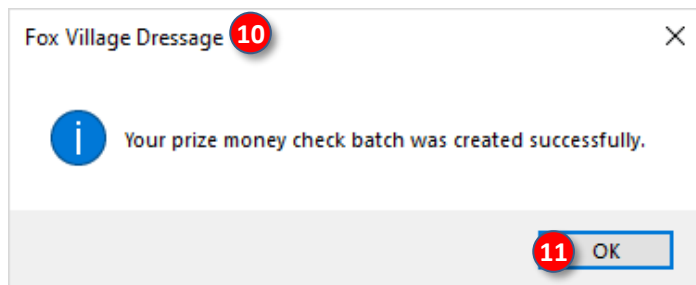
- The **6 Prize Money Check Batch** form opens.
- Enter the **7 Starting Check #** for the batch of checks to be printed. The feature assumes you will be using a consecutive sequence of check numbers, such as 1, 2, 3, 4, 5, etc. The example will start with **8 1234**.
- Click the **9 Create Batch** button.

Continued on next page...

SECTION VIII. PROGRAM FUNCTIONS

Show Office > Expenses [and Checks] > Prize Batch > Enter the Batch Information, Cont'd.

- A **10 Fox Village Dressage** form opens informing you the prize money check batch was created successfully.
- Click **11 OK**.



- Using the **12 Expense (Lookup)** drop-down arrow, you can see the **13** batch of expenses was added.
- Click one of the new expenses. In this example, it is check number **14 1234**.
- The **15 Pay to the Order of** box has been filled in with the **owner's name**.
- The **16 owner's contact information** has been filled-in.
- The **17 Memo** box has been filled in with the **class name and place**.
- The **18 Prize Batch** check box has been checked.

The "Expenses" form is shown with the following details:

- Header:** XXXX Blue Horse Dressage, 3967 Red Street, Anytown, ST 12345. Check # 1234, Date 4/7/2020.
- Pay to the Order of:** Bedding Company (15), Amount 1000.00. Memo: One thousand and 00/100.
- Address:** Address, City/State/Zip: City (16), ST, ZipCode. Country: USA. (18) Prize Batch.
- Memo:** stall bedding (17). Suzy Secretary.
- Category/Amount Table:**

Category	Amount
Bedding	1000.00
*	0.00
- Expense (Lookup) (12):** A dropdown menu is open, showing a list of expenses.

13	12/10/2021	1234	14	Bedding Company
	12/10/2021	1235		Nxxxxxxx Sxxxxxxx

Continued on next page...

SECTION VIII. PROGRAM FUNCTIONS

Show Office > Expenses [and Checks] > Prize Batch > Print Prize Batch [Checks]

EXPENSES [AND CHECKS] > PRIZE BATCH > PRINT PRIZE BATCH [CHECKS]:

- To print the batch of prize checks, click the **1** **Print Prize Batch** button.

- The user can now print the four checks.

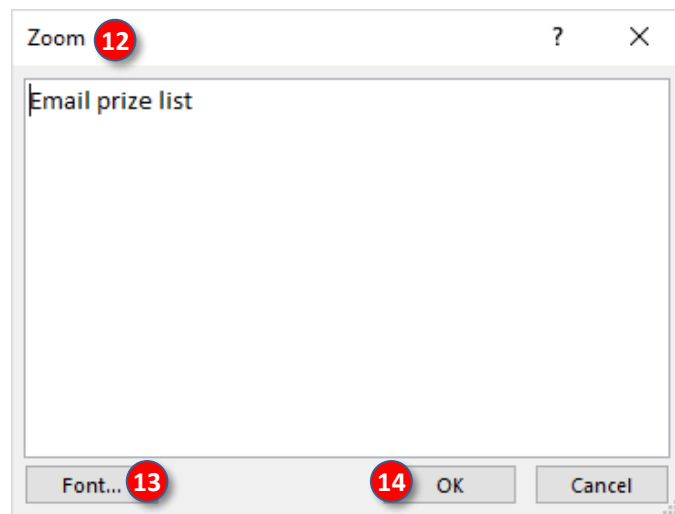
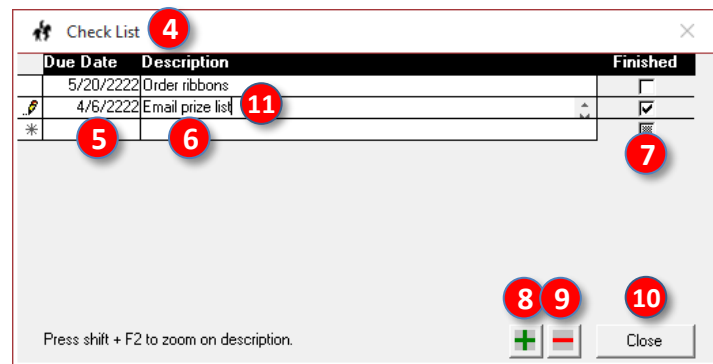
NOTES:

- To print only the check being viewed, click the **3** **Print Current Check** button.
- If you have many cash prizes from multiple classes, first enter all the cash prizes in the Place / Rank form (see [Prize Batch > Enter the Cash Prize Values](#)) for each applicable class, then print the batched checks.

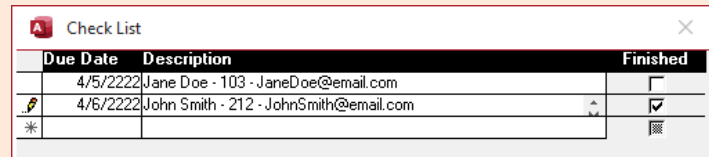
*Show Office > Check List [= To Do List]***CHECK LIST [= TO DO LIST]:**

Check List is used to create a **To Do List**.

- Select **1 Main Menu > 2 Show Office > 3 Check List**.
- The **4 Check List** form opens.
- **5 Due Date:** Enter the date the task must be completed (MM/DD/YYYY).
- **6 Description:** Enter a description of the task. It can be a simple title or a long message.
- **7 Finished:** When the task has been completed, click (check) the box.
- **8 Add Item** button: Click to add another task to the list.
- **9 Delete Item** button: Click to delete a task from the list.
- Click **10 Close** to save your changes and return to the **Main Menu**.
- With your cursor in the **Description** box, **11 Press shift + F2 to zoom on description**.
- The **12 Zoom** form opens in which you can view and edit your **Description**.
- Click **13 Font** to change the font, font style, and size.
- Click **14 OK** to save your changes and return to the **4 Check List** form.
- Click **10 Close** to save your changes and return to the **Main Menu**.



NOTE: Instead of the above, the check list can be used to track entries that are on a wait list but are not entered in the FVD program. In the **5 Due Date** column, enter the date the entry was received/requested. In the **6 Description** column, enter the **class #, rider name, and email address**. If you have a pre-show scratch, refer to the list to fill the scratch.



HORSES AND RIDER DB MANAGEMENT:

Horses & Rider DB Management is used to clean up your database.

- Select **1** Main Menu > **2** Show Office > **3** Horses and Rider DB Management.
- See [HORSE & RIDER \(HR.hdf\) DATABASE MANAGEMENT](#) for procedures.





USDF MEMBERSHIP VERIFICATION > PURPOSE:

- **USDF Membership Verification** is used to verify USDF people memberships and USDF horse registrations for all people and horses in the show current at the time you use this function.
- Based on membership numbers entered into FVD, it uses the online membership data of USDF.
- In order to charge the correct fees and determine if an entry qualifies for a GAIG Q ride, championship rides, etc., you need USDF membership numbers and status for all people and horses in your show (except for entries only in exempt classes – see [USDF Exceptions](#) and [USEF and USDF Exceptions Summary](#)).
- There are many methods to obtain this information, all of which can have a lag time from membership application/payment:
 - [Equestrian Entries](#): Information provided in EE show entry downloads. Since this is downloaded a long time before the show, it may not be current by show date.
 - [USEF Affiliates Membership Verification Service](#) ([click here](#)): You search by number, horse name, owner last name, organization name, and/or rider name to obtain USEF and USDF membership information. **This is the BEST method!**
 - [Mailed Entry Packet](#): Paperwork sent to you with a mailed entry packet. Since this is mailed a long time before the show, it may not be current by show date.
 - [FVD USDF Membership Verification](#) (this topic): This feature does not change or reset your membership confirmations.

USDF MEMBERSHIP VERIFICATION > USDF INFORMATION:

- If the USEF Affiliates Membership Verification Service does not have the information you need, USDF has other resources on their web site:
 - **Person > USDF Print Membership Card**: [Click here](#).
 - **Horse > USDF Print Horse Card (Certificate)**: [Click here](#).
- If a person joined USDF or a horse was registered with USDF just before the show or during the show, USDF has specific guidelines on what can and cannot be accepted as proof of membership for people and horses. See USDF Acceptable Proof of Membership for Shows ([click here](#)). **USDF does not accept a GMO membership card as proof of USDF GMO membership.**
- See next pages for procedures.



USDF MEMBERSHIP VERIFICATION > OPEN:

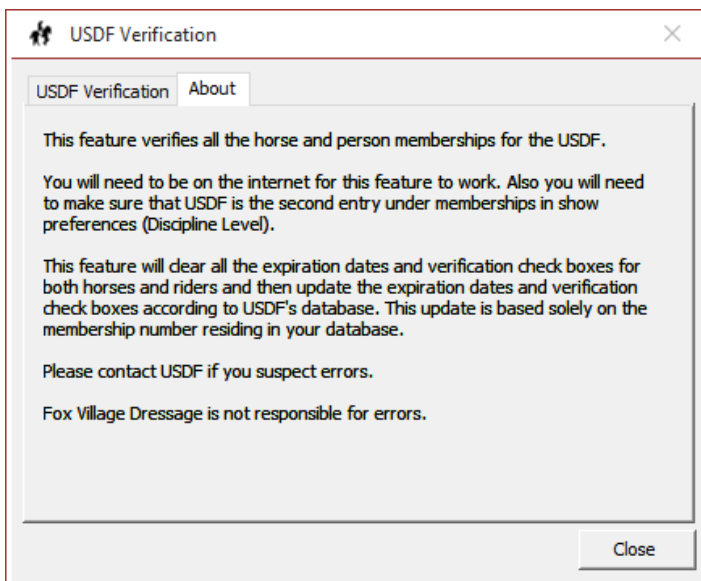
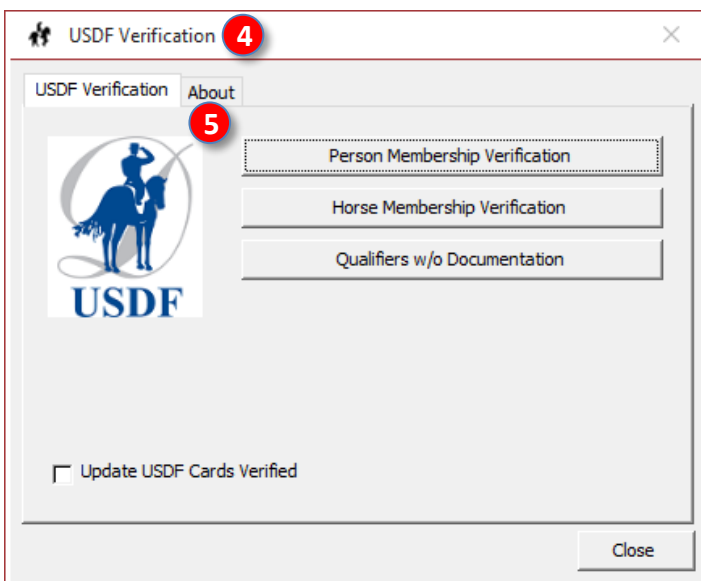
- Select **1 Main Menu** > **2 Show Office** > **3 USDF Membership Verification**.



USDF MEMBERSHIP VERIFICATION > ABOUT:

- The **4 USDF Verification** form opens.
- Click the **5 About** tab.
- Read the information.

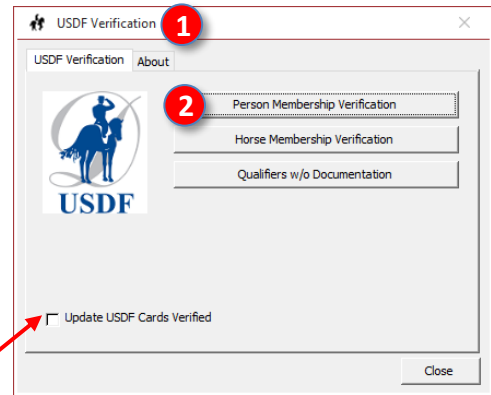
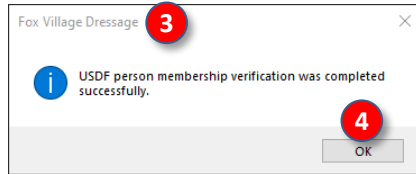
NOTE: You can also use FVD [USEF Information](#) to pull USEF data for a specific person or horse if the entry has sufficient information to pull data from the USEF database.



Show Office > USDF Membership Verification > USDF Verification Tab > Person Membership Verification

USDF MEMBERSHIP VERIFICATION > USDF VERIFICATION TAB > PERSON MEMBERSHIP VERIFICATION:

- Click the **1 USDF Verification** tab.
- Click the **2 Person Membership Verification** button.
- FVD obtains the data online.
- A **3 FVD message** lets you know the verification was completed successfully.
- Click the **4 OK** button.



NOTE: If you check **Update USDF Cards Verified**, all the USDF people memberships will be updated in your HR.hdf file, thereby overwriting any updates you have added. Do this with caution!

- The **5 USDF Person Membership Verification** report for the show opens.
- The report includes:
 - **6** Date and time the report was created.
 - **7** Person name (alphabetical by last name).
 - **8** USDF #
 - **9** Exp. Date
 - **10** Verified
 - **11** Membership Type
- The list has two parts:
 - People with **12 Verified Memberships**.
 - People with **13 Non-verified Memberships** – people whose membership was not verified so they may not be current USDF members. Ensure you collect their USDF non-member fee.

XXXX Blue Horse Dressage

5 USDF Person Membership Verification

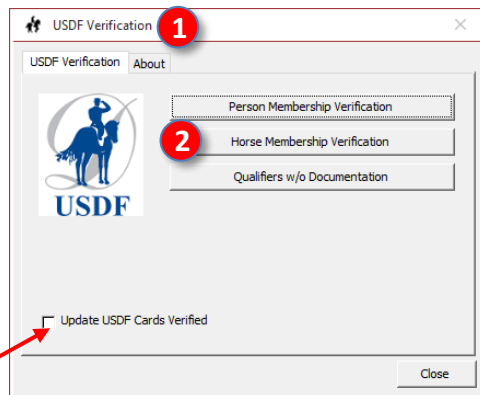
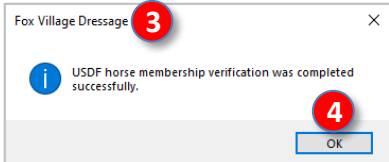
6 Report generated as of 12/13/2021 2:33:04 PM EST. (USDF's Server Time)

Person	USDF #	Exp. Date	Verified	Membership Type
Verified Memberships				
Axxxx, Lxxxx	#####		<input checked="" type="checkbox"/>	
Axxxx, Exxxxxxx	#####		<input checked="" type="checkbox"/>	
Axxxx, Lxxxx	#####	11/30/2025	<input checked="" type="checkbox"/>	5-year Participating
Axxxx, Bxxxx	#####	11/30/2025	<input checked="" type="checkbox"/>	5-year Participating
Axxxxxxx, Sxxxx	#####	11/30/2022	<input checked="" type="checkbox"/>	Participating
Bxxxx, Lxxxx	#####		<input checked="" type="checkbox"/>	Non-member ID
Bxxxx, Lxxxx	#####		<input checked="" type="checkbox"/>	Participating
Bxxxx, Axxxx	#####	11/30/2022	<input checked="" type="checkbox"/>	Participating
Bxxxx, Sxxxxxxx	#####	11/30/2022	<input checked="" type="checkbox"/>	Participating
Bxxxx, Ixxxx	#####		<input checked="" type="checkbox"/>	
Bxxxx, Jxxxx	#####		<input checked="" type="checkbox"/>	
Bxxxx, Lxxxx	#####		<input checked="" type="checkbox"/>	
Bxxxxxx, Rxxxxxx	#####		<input checked="" type="checkbox"/>	
Bxxxxxxx, Axxxx	#####		<input checked="" type="checkbox"/>	
Bxxxxxxx, Axxxx	#####		<input checked="" type="checkbox"/>	
Bxxxxxxx, Exxxx	#####		<input checked="" type="checkbox"/>	
Cxxxx, Dxxxxxxx	#####		<input checked="" type="checkbox"/>	
Cxxxx, Axxxx	#####	11/30/2024	<input checked="" type="checkbox"/>	5-year Participating
Cxxxxxxx, Cxxxxxxx	#####		<input checked="" type="checkbox"/>	
Cxxxxxxx, Rxxxxxx	#####	11/30/2023	<input checked="" type="checkbox"/>	5-year Participating
Dxxxx, Exxxx	#####		<input checked="" type="checkbox"/>	
Dxxxx, Jxxxxxxx	#####		<input checked="" type="checkbox"/>	
Dxxxxxxx, Cxxxx	#####		<input checked="" type="checkbox"/>	
Dxxxxxxx, Nxxxx	#####	11/30/2022	<input checked="" type="checkbox"/>	Participating
Dxxxxxxx, Dxxxxxxx	#####		<input checked="" type="checkbox"/>	
Exxxxxxx, Cxxxxxxx	#####	Lifetime	<input checked="" type="checkbox"/>	Life Associate
Exxxxxxx, Company Name	#####	11/30/2022	<input checked="" type="checkbox"/>	Business Full
Fxxx, Jxxxx	#####		<input checked="" type="checkbox"/>	
Fxxxx, Cxxxxxxx	#####		<input checked="" type="checkbox"/>	
Fxxxx, Mxxxxxxx	#####	11/30/2022	<input checked="" type="checkbox"/>	Participating
Fxxxx, Fxxxx	#####	11/30/2022	<input checked="" type="checkbox"/>	5-year Participating
Fxxxx, Kxxxx	#####	11/30/2023	<input checked="" type="checkbox"/>	Participating
Gxxxx, Fxxxx	#####	11/30/2028	<input checked="" type="checkbox"/>	5-year Participating
Gxxxx, Dxxxx	#####	11/30/2022	<input checked="" type="checkbox"/>	Participating
Gxxxx, Jxxxx	#####	Lifetime	<input checked="" type="checkbox"/>	Life Associate
Gxxxx, Sxxxx	#####	11/30/2022	<input checked="" type="checkbox"/>	Group Member
Gxxxx, Exxxx	#####		<input checked="" type="checkbox"/>	
Hxxxx, Exxxx	#####		<input checked="" type="checkbox"/>	
Hxxxx, Kxxxx	#####		<input checked="" type="checkbox"/>	
Non-verified Memberships				
Bxxxx, Jxxxxxxx	#####		<input type="checkbox"/>	Participating
Bxxxx, Ixxxxxxx	#####		<input type="checkbox"/>	Participating
Bxxxx, Mxxxx	#####		<input type="checkbox"/>	Participating
Cxxxx, Axxxx	#####		<input type="checkbox"/>	Participating
Exxxxxxx, Kxxxx	#####		<input type="checkbox"/>	Participating
Fxxxx, Mxxxx	#####		<input type="checkbox"/>	Participating
Fxxxx, Mxxxx	#####		<input type="checkbox"/>	Participating
Gxxxx, Gxxxx	#####		<input type="checkbox"/>	Participating
Hxxxx, Axxxx	#####		<input type="checkbox"/>	Participating
Hxxxx, Axxxx	#####		<input type="checkbox"/>	Participating
Hxxxx, Txxxx	#####		<input type="checkbox"/>	Participating
Lxxxx, Sxxxx	#####		<input type="checkbox"/>	Participating
Lxxxx, Hxxxx	#####		<input type="checkbox"/>	Participating
Mxxxx, Cxxxx	#####		<input type="checkbox"/>	Participating

Show Office > USDF Membership Verification > USDF Verification Tab > Horse Membership Verification

USDF MEMBERSHIP VERIFICATION > USDF VERIFICATION TAB > HORSE MEMBERSHIP VERIFICATION:

- Click the **1 USDF Verification** tab.
- Click the **2 Horse Membership Verification** button.
- A **3 FVD message** opens informing you that the verification process was successfully completed.
- Click **4 OK**.



NOTE: If you check **Update USDF Cards Verified**, all the USDF people memberships will be updated in your HR.hdf file, thereby overwriting any updates you have added. Do this with caution!

- FVD obtains the data online then opens the **5 USDF Horse Membership Verification** report.
- The report includes:
 - **6** Date and time the report was created.
 - **7** Horse / Owner names
 - **8** USDF # for horse and owner
 - **9** Exp. Date for horse and owner
 - **10** Verified
 - **11** Membership Type
- The list has two parts:
 - People with **12 Verified Memberships**.
 - People with **13 Non-verified Memberships**. These horses must get at least a USDF HID to participate in the show.

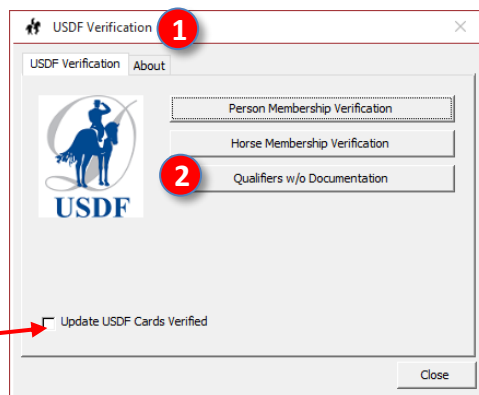
XXXX Blue Horse Dressage
5 USDF Horse Membership Verification
 Report generated as of 12/13/2021 2:39:41 PM EST. (USDF's Server Time)

Horse / Owner	USDF #	Exp. Date	Verified	Membership Type
12 Verified Horse Memberships				
Axxxx Exxxxxxxx Axxxx	##### #####	Lifetime	<input checked="" type="checkbox"/>	Life
Axxxx ### Cxxxxxxxx Dxxxxxxxx	##### #####		<input checked="" type="checkbox"/>	
Axxxx Kxxxxxxxx Cxxxx	##### #####	Lifetime	<input checked="" type="checkbox"/>	Life
Axxxx Mxxxx Fxxxx	##### #####	11/30/22	<input checked="" type="checkbox"/>	Participating
Axxxxxxxx Jxxxx Bxxxx	##### #####	Lifetime	<input checked="" type="checkbox"/>	Life
Bxxx Axx Wxxxx Rxxxx Jxxxxxxxx Dxxxxxxxx	##### #####		<input checked="" type="checkbox"/>	
Bxxxx Pxxxx Mxxxx Mxx	##### #####	Lifetime	<input checked="" type="checkbox"/>	Life
Bxxxx TX Lxxxx Bxxxx	##### #####	Lifetime	<input checked="" type="checkbox"/>	Life
Bxxxx Gxxx Company Name Pxxxx	##### #####	Lifetime	<input checked="" type="checkbox"/>	Life Non-Member ID
Bxxxx Sxxxx Cxxxx Yxxxx	##### #####	Lifetime 11/30/2025	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Life 5-year Participating
Cxxx Lx Txx Sxxx Lxxxx Pxxx	##### #####	Lifetime	<input checked="" type="checkbox"/> <input type="checkbox"/>	Life
Cxxxx Gxxx Nxxxx Dxxxxxxxx	##### #####	Lifetime 11/30/2022	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Life Participating
Cxxxx Lxxxx Sxxx	##### #####	Lifetime	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Life
Cxxxx Exxxx Dxxxx	##### #####	Lifetime	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Life
Cxxxx Axxxx Bxxx	##### #####	Lifetime 11/30/2022	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Life Participating
Cxxxx Sxxxx Lxxxx	##### #####	Lifetime	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Life
Cxxxxxxxx Cxxxxxxxx Cxxxxxxxx	##### #####	Lifetime	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Life
Dx Dxxx Sxx Axxxxxxxx	##### #####	Lifetime 11/30/2025	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Life 5-year Participating
Dxx Pxxxx Dxxxx Mxxxx	##### #####	Lifetime 11/30/2024	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Life 5-year Participating
Dxxxx Dxxxx	##### #####	Lifetime	<input checked="" type="checkbox"/> <input type="checkbox"/>	Life
13 Non-verified Horse Memberships				
SCRATCH			<input type="checkbox"/>	
SCRATCH SCRATCH			<input type="checkbox"/>	

Show Office > USDF Membership Verification > USDF Verification Tab > Qualifiers w/o Documentation

USDF MEMBERSHIP VERIFICATION > USDF VERIFICATION TAB > QUALIFIERS W/O DOCUMENTATION:

- This report provides a list of entries for which a GAIG Q ride was requested but are missing one or more requirements to do a GAIG Q ride.
- Click the **1 USDF Verification** tab.
- Click the **2 Qualifiers w/o Documentation** button.



NOTE: If you check **Update USDF Cards Verified**, all the USDF people memberships will be updated in your HR.hdf file, thereby overwriting any updates you have added. Do this with caution!

- FVD obtains the data online then opens the **3 USDF Qualifiers w/o Documentation** report.
- The report includes:
 - 4 Entry #**
 - 5 Horse** info
 - 6 Owner** info
 - 7 Rider** info
 - 8 Telephone**
- If a box is checked () , you have the information.
- If a box is not checked () , you do NOT have the information.
- You can use this report to notify entry participants that are missing information.

XXXX Blue Horse Dressage
3 USDF Qualifiers without Documentation

Entry #	Horse	Owner	Rider	Telephone
111	Fxxxxxx USDF <input checked="" type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Axxxx Hxxxxxx USDF <input checked="" type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Axxxx Hxxxxxx USDF <input checked="" type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	###-###-####
138	Fxxxxxx USDF <input checked="" type="checkbox"/> ##### Life <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Dxxxx Gxxxxxx USDF <input checked="" type="checkbox"/> ##### Participating <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Kxxxxxx Exxxxxx USDF <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	###-###-####
141	Axxxx USDF <input checked="" type="checkbox"/> ##### Life <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Kxxxxxx Oxxxxxx USDF <input checked="" type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Txxxxxx Hxxxxxx USDF <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	###-###-####
142	Sxxxx Wxxxx USDF <input checked="" type="checkbox"/> ##### Life <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Rxxxxxx Cxxxxxx USDF <input checked="" type="checkbox"/> ##### 5-year Participating <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Txxxxxx Hxxxxxx USDF <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	###-###-####
153	Cxxxx USDF <input checked="" type="checkbox"/> ##### Life <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Lxxxx Sxxxx USDF <input checked="" type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Exxxx Oxxxx USDF <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	###-###-####
177	Hxxxxxx Txxx USDF <input checked="" type="checkbox"/> ##### Life <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Exxxx Oxxxx USDF <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Exxxx Oxxxx USDF <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	###-###-####
188	Sxxxx USDF <input checked="" type="checkbox"/> ##### Life <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Mxxxxxx Bxxxxxx USDF <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Mxxxxxx Bxxxxxx USDF <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	###-###-####
191	Oxxxx Sxxxx Fxxxx USDF <input checked="" type="checkbox"/> ##### Life <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Axx Hxxxx USDF <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Fxxxxxx Fxxxxxx USDF <input checked="" type="checkbox"/> ##### 5-year Participating <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	###-###-####
555	Bxxxx Axxx Wxxxx Rxxxx USDF <input checked="" type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Jxxxxxx Dxxxxxx USDF <input checked="" type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Jxxxxxx Bxxx USDF <input type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	###-###-####

*Show Office > USEF Membership & SafeSport Verification >
Purpose, USEF Information*

USEF MEMBERSHIP & SAFESPORT VERIFICATION > PURPOSE:

- **USEF Membership & SafeSport Verification** is used to verify USEF people memberships and horse recordings.
- Based on membership numbers entered into FVD, it uses the online membership data of USEF to check the current membership status of all the horses and people in the show.
- In order to charge the correct fees and determine if an entry qualifies for a GAIG Q ride, championship rides, etc., you need USEF and USDF membership numbers and status for all people and horses in your show (except for entries only in exempt classes – see [USEF and USDF Exceptions Summary](#)).
- There are many methods to obtain the membership information, all of which can have a lag time from membership application/payment:
 - **Equestrian Entries:** Information provided in EE show entry downloads. Since this is downloaded a long time before the show, it may not be current by show date.
 - **USEF Affiliates Membership Verification Service** ([click here](#)): You search by number, horse name, owner last name, organization name, and/or rider name to obtain USEF and USDF membership information. **This is the BEST method!**
 - **USEF Information** ([click here](#)). A form opens showing you the person's personal, USEF and USDF information.
 - **Mailed Entry Packet:** Paperwork sent to you with a mailed entry packet. Since this is mailed a long time before the show, it may not be current by show date.
 - **FVD Membership Verification** (this topic): Using data in the current show, search by individual or farm numbers or by horse numbers. This feature does not change or reset your membership confirmations.

USEF MEMBERSHIP & SAFESPORT VERIFICATION > USEF INFORMATION:

- If the USEF Affiliates Membership Verification Service does not have the information you need, USDF has other resources on their web site:
 - **People Search:** [Click here](#).
 - **Horse Search:** [Click here](#).
- If a person joined USEF or a horse was recorded with USEF just before the show or during the show, the person will have received an email from USEF verifying the payment. This can be used as proof of verification.
- See next pages for procedures.

Show Office > USEF Membership & SafeSport Verification > Open, About

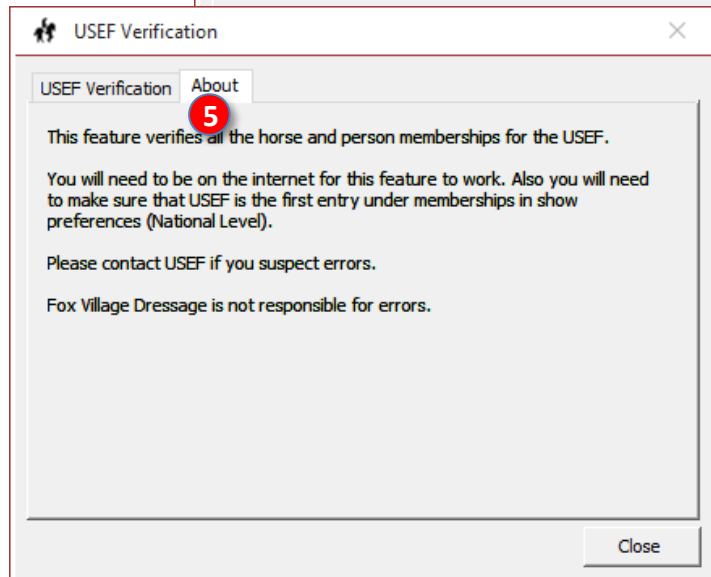
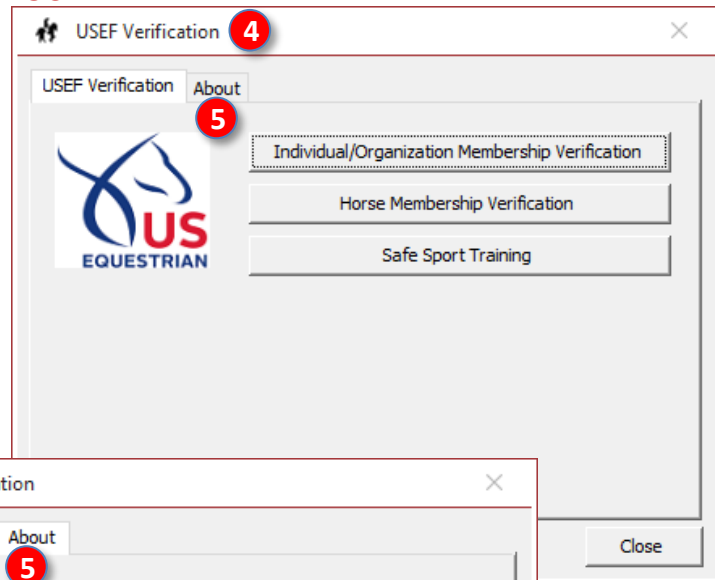
USEF MEMBERSHIP & SAFESPORT VERIFICATION > OPEN:

- Select **1 Main Menu** > **2 Show Office** > **3 USDF Membership & SafeSport Verification**.



USEF MEMBERSHIP & SAFESPORT VERIFICATION > ABOUT:

- The **4 USEF Verification** form opens.
- Click the **5 About** tab.
- Read the information.





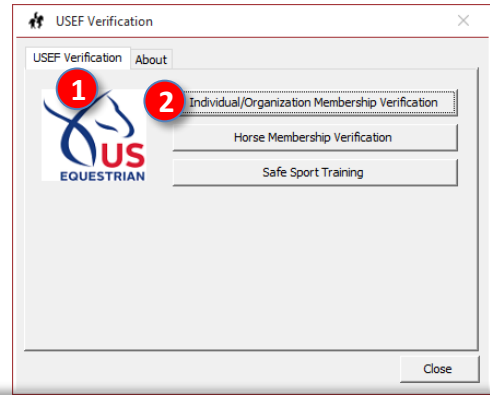
SECTION VIII. PROGRAM FUNCTIONS

Show Office > USEF Membership & SafeSport Verification > USEF Verification Tab > Individual/Organization Membership Verification

USDF MEMBERSHIP VERIFICATION > INDIVIDUAL/ORGANIZATION MEMBERSHIP VERIFICATION:

- Click the **1 USEF Verification** tab.
- Click the **2 Individual/Organization Membership Verification** button.

NOTE: An organization is any entity that is part of an entry but is not an individual person nor a farm. This report lists **Farms, Individuals, and Organizations.**



- FVD obtains the data online then opens the **3 USEF Membership Verification – Individual & Organization** report.

The report includes:

- 4** Date report was created.
- 5** USEF #.
- 6** Name
- 7** Org Name (USEF)
- 8** Membership Type
- 9** DOB
- 10** USEF Age
- 11** Amateur/Pro (Rider Status)
- 12** (Membership) Start Date
- 13** US Citizen (☑ = USA citizen)
- 14** (Membership) End Date
- 15** Suspension Status (YES/NO)
- 16** (USEF Membership) Status

XXXX Blue Horse Dressage
3 USEF Membership Verification - Individual & Organization
 Report generated as of 12/13/2021.

USEF #	Name	Org Name	DOB	USEF Age	Amateur/Pro	Start Date	US Citizen	Suspension Status
17	Farm							
4428	.	USEF	Life	0		12/1/2017	<input type="checkbox"/>	NO
18	Individual							
#####	LAST NAME, FIRST NAME		11/8/1993	28	PROFESSIONAL		<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME		3/4/1949	72	UNDECLARED		<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	INACTIVE					CHARGE SHOW P
#####	LAST NAME, FIRST NAME	USEF	Active	5/13/1981	40	PROFESSIONAL	<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	INACTIVE	11/5/1978	45	UNDECLARED	<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	INACTIVE					CHARGE SHOW P
#####	LAST NAME, FIRST NAME	USEF	Active	1/2/1986	55	AMATEUR	<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	Active	10/25/1976	45	AMATEUR	<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	Active			4/7/2021	4/8/2022	ACTIVE
#####	LAST NAME, FIRST NAME	USEF	INACTIVE	5/10/1968	63	UNDECLARED	<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	INACTIVE					CHARGE SHOW P
#####	LAST NAME, FIRST NAME	USEF	Active	12/19/1991	29	AMATEUR	<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	Active	7/20/2000	21	UNDECLARED	<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	INACTIVE			12/1/2021	11/30/2022	CHARGE SHOW P
#####	LAST NAME, FIRST NAME	USEF	Life	12/25/1991	29	AMATEUR	<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	Life			12/1/2010		ACTIVE
#####	LAST NAME, FIRST NAME	USEF	Active	2/28/1993	28	PROFESSIONAL	<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	Active	12/6/1983	37	PROFESSIONAL	<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	Active			3/4/2021	3/3/2022	ACTIVE
#####	LAST NAME, FIRST NAME	USEF	Active	9/25/1984	37	AMATEUR	<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	Active			5/8/2021	5/7/2022	ACTIVE
#####	LAST NAME, FIRST NAME	USEF	INACTIVE	8/20/1988	23	UNDECLARED	<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	INACTIVE					CHARGE SHOW P
#####	LAST NAME, FIRST NAME	USEF	INACTIVE	4/10/1968	63	UNDECLARED	<input checked="" type="checkbox"/>	NO
#####	LAST NAME, FIRST NAME	USEF	INACTIVE					CHARGE SHOW P
19	Organization							
5495088	.	USEF	Annual	0		12/1/2021	11/30/2022	ACTIVE

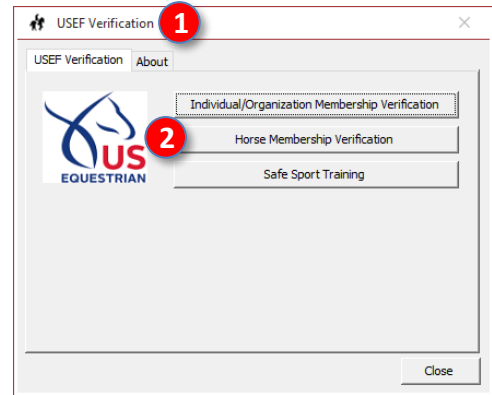
Membership Numbers Not In USEF's Database

Name
SCRATCH, SCRATCH
XXXXXXXX, GXXXX
XXXXXXXXXX, CXXXXXX

- The list has three parts:
- 17** Farm.
- 18** Individual.
- 19** Organization
- 20** Membership Number Not In USEF's Database

Show Office > USEF Membership & SafeSport Verification >
USEF Verification Tab > Horse Membership Verification

USDF MEMBERSHIP VERIFICATION > HORSE MEMBERSHIP VERIFICATION:



- Click the **1** USEF Verification tab.
- Click the **2** Horse Membership Verification button.

XXXX Blue Horse Dressage
3 USEF Membership Verification - Horse **4**
Report generated as of 4/7/2023 11:37:52 AM

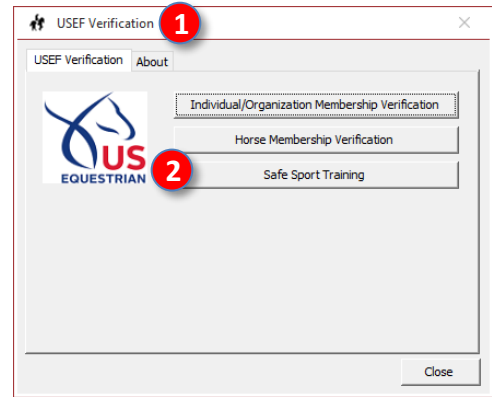
USEF #	Name	Org Name	Foal Date	Age Verified	Country of Origin	Start Date	End Date	Status
006743		USEF		<input type="checkbox"/>				
1008843		USEF		<input type="checkbox"/>				
1108878		USEF		<input type="checkbox"/>				
1128884		USEF		<input type="checkbox"/>				
5108887	ACCOMPLICE	USEF	5/19/2008	<input type="checkbox"/>	USA			
5108888	ACCOMPT	USEF	4/2/2008	<input type="checkbox"/>	USA	4/2/2008		Life
6048711	AUBARNO	USEF	8/23/2007	<input type="checkbox"/>		3/25/2020	3/18/2021	Annual
5141716	ABITY	USEF	5/1/2008	<input type="checkbox"/>		3/12/2018		Life
5212615	APOLLO	USEF	5/7/2008	<input type="checkbox"/>		3/25/2014		Life
5008804	BAYNELL STRIDER	USEF	8/23/2008	<input type="checkbox"/>		7/3/2018		Life
4887842	BELLA PALDOZA	USEF	3/27/2007	<input type="checkbox"/>		5/24/2007		Life
5287131	BELRANO GOLD	USEF	4/12/2011	<input checked="" type="checkbox"/>	GER	12/17/2018		Life
5217883	BROCK TP	USEF	4/29/2011	<input checked="" type="checkbox"/>	USA	12/8/2011		Life
5121840	BLUE AND WHITE RAYON	USEF	4/28/2001	<input type="checkbox"/>		4/8/2018		Life
4878880	CAUM IN THE STORM	USEF	4/14/2003	<input type="checkbox"/>		8/4/2012		Life
5218272	CAMPIONE	USEF	3/9/2011	<input type="checkbox"/>		3/8/2018		Life
6008887	CAROLA	USEF	5/21/2011	<input type="checkbox"/>	CAN	5/15/2018		Life
4914776	COATREAU	USEF	3/22/2001	<input type="checkbox"/>		8/4/2002		Life

Tuesday, April 7, 2023 3:37 PM Page 1 of 5

- FVD obtains the data online then opens the **3** USEF Membership Verification – Horse report.
- The report includes:
 - **4** Date and time report was generated.
 - **5** (Horse) USEF #
 - **6** (Horse) Name
 - **7** Org Name (USEF)
 - **8** Foal Date
 - **9** Age Verified (= verified)
 - **10** Country of Origin
 - **11** (Recording) Start Date
 - **12** (Recording) End Date (Annual)
 - **13** (Recording) Status

USDF MEMBERSHIP VERIFICATION > SAFESPORT TRAINING:

- Used to verify the status of SafeSport training.
- Click the **1 USEF Verification** tab.
- Click the **2 SafeSport Training** button.



- FVD obtains the data online then opens the **3 USEF SafeSport Training – Individual & Organization** report.
- The report includes:
 - 4** Date and time report was generated.
 - 5** USEF #
 - 6** (Person) Name
 - 7** Expires (Date)
 - 8** Suspension Status (YES = suspended)
 - 9** Details
- The list has three parts:
 - 10** Individuals
 - 11** Farm
 - 12** Organization
 - 13** Membership Numbers Not In USEF's Database

XXXX Blue Horse Dressage
3 USEF Safe Sport Training - Individual & Organization
4 Report generated as of 12/13/2021.

USEF #	Name	Expires	Suspension Status	Details
#####	LAST NAME, FIRST NAME	3/16/2022	NO	
5 #####	6 LAST NAME, FIRST NAME	7	8	9
#####	LAST NAME, FIRST NAME	11/15/2022	NO	
#####	LAST NAME, FIRST NAME		NO	
#####	LAST NAME, FIRST NAME	7/23/2022	NO	
#####	LAST NAME, FIRST NAME	4/6/2022	NO	
#####	LAST NAME, FIRST NAME	1/1/2022	NO	
#####	LAST NAME, FIRST NAME	9/8/2022	NO	
#####	LAST NAME, FIRST NAME		NO	
#####	LAST NAME, FIRST NAME	2/23/2022	NO	
#####	LAST NAME, FIRST NAME		NO	
#####	LAST NAME, FIRST NAME	1/1/2022	NO	
#####	LAST NAME, FIRST NAME	6/11/2022	NO	
#####	LAST NAME, FIRST NAME		NO	
#####	LAST NAME, FIRST NAME	8/15/2022	NO	
#####	LAST NAME, FIRST NAME	6/11/2022	NO	
#####	LAST NAME, FIRST NAME	1/1/2022	NO	
#####	LAST NAME, FIRST NAME		NO	
#####	LAST NAME, FIRST NAME	1/4/2022	NO	
#####	LAST NAME, FIRST NAME	1/11/2022	NO	
#####	LAST NAME, FIRST NAME	7/23/2022	NO	
#####	LAST NAME, FIRST NAME	1/1/2022	NO	
#####	LAST NAME, FIRST NAME		NO	
#####	LAST NAME, FIRST NAME	3/1/2022	NO	
#####	LAST NAME, FIRST NAME		NO	
11 #####	Farm		NO	
12 #####	Organization		NO	
13 #####	Membership Numbers Not In USEF's Database			
USEF #	Name			
#####	SCRATCH, SCRATCH			
	Pxxxxxx, Gxxxx			
#####	Dxxxxxxx, Cxxxx			

SECTION VIII. PROGRAM FUNCTIONS

Show Office > *Export Utility [to MS Excel]* > *Purpose, Open, Select Table to Export*

EXPORT UTILITY [TO MS EXCEL] > PURPOSE:

- **Export Utility [to MS Excel]** is used to export FVD data to a MS Excel spreadsheet file.
- Once the data is in a MS Excel file, you can use it to create form letters, custom labels, stall lists, etc.

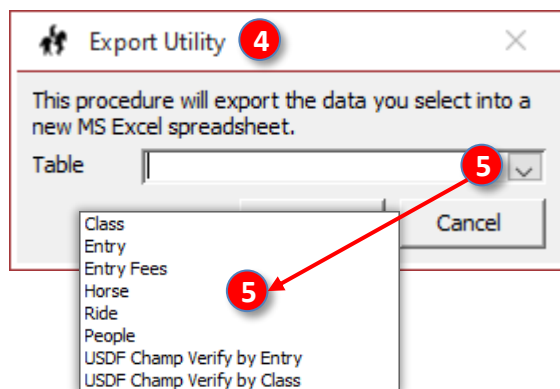


EXPORT UTILITY [TO MS EXCEL] > OPEN:

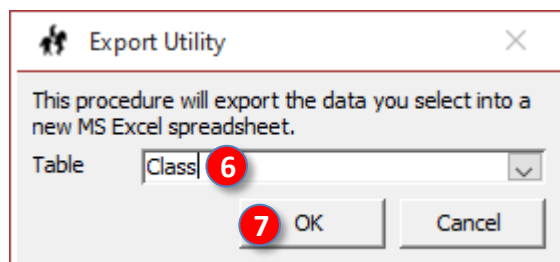
- Select **1 Main Menu** > **2 Show Office** > **3 Export Utility**.

EXPORT UTILITY [TO MS EXCEL] > SELECT TABLE TO EXPORT:

- The **4 Export Utility** form opens.
- Use the **5 Table** drop-down arrow to select a table to export:
 - Class
 - Entry
 - Entry Fees
 - Horse
 - Ride
 - People
 - USDF Champ Verify by Entry
 - USDF Champ Verify by Class



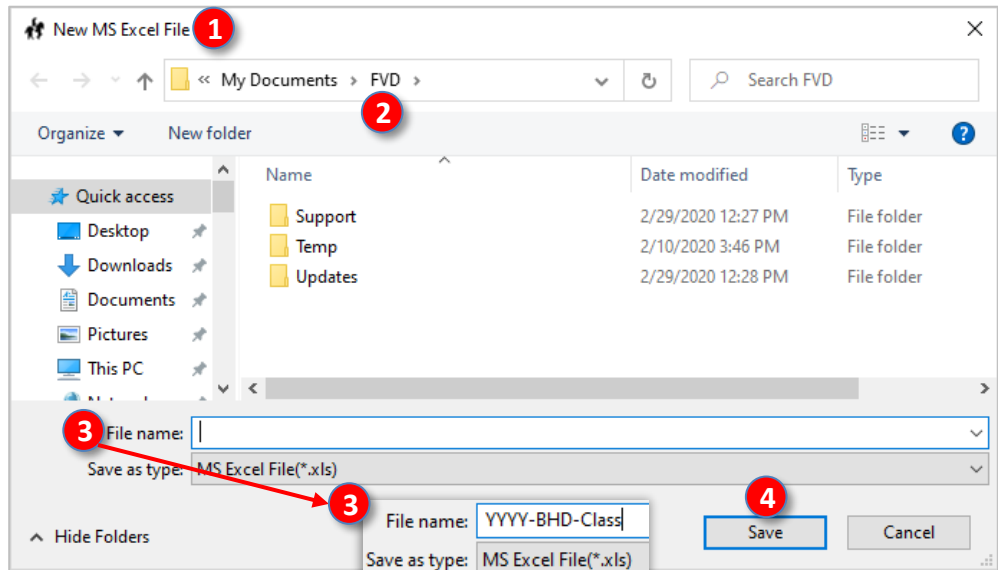
- In this example will use **6 Class**.
- Click **7 OK**.



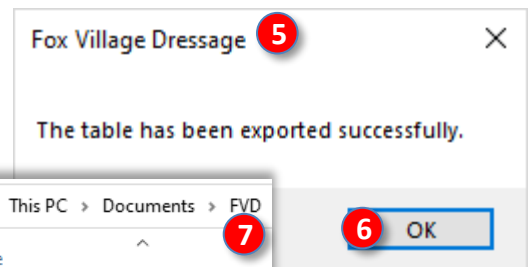
Continued on next page...

Show Office > Export Utility [to MS Excel] > Name and Save the File, Open the File**EXPORT UTILITY [TO MS EXCEL] > NAME AND SAVE THE FILE:**

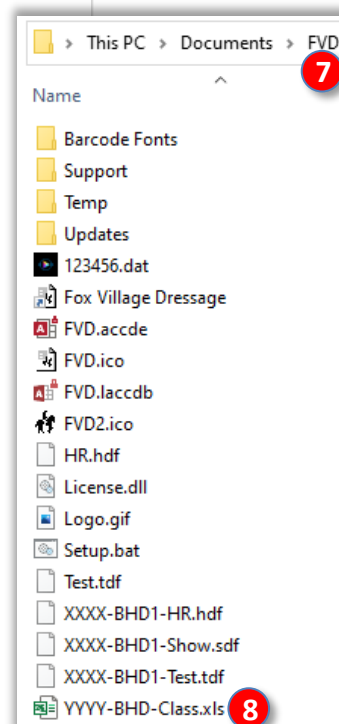
- The **1 New MS Excel File** window opens.
- By default, the **2 FVD** folder opens.
- Create/Navigate to a new folder if you want to save the file to a different folder.
- In the **3 File Name** box, type a name for your file. It is recommended that you use a file name that includes the year, the name of the show, and the type of table. In this example, the file name is **YYYY-BHD-Class.xls**.
- Click **4 Save**.



- A **5 Fox Village Dressage** information form opens letting you know the table was exported successfully.
- Click **6 OK**.

**EXPORT UTILITY [TO MS EXCEL] > OPEN THE FILE:**

- Navigate to the **7 FVD** folder that contains the **8 Excel file** you just created (**YYYY-BHD-Class**).
- Double click the file name to open the file.



Show Office > Export Utility [to MS Excel] > View the File

EXPORT UTILITY [TO MS EXCEL] > VIEW THE FILE:

- The **MS Excel File** opens.

Class	Name	Display	Fr	Date	Ring	Fee	Qualifying Prize	Sponsor	Start Time	End Time	Breaks	Rides	Closed	Test	Judge E	Judge H	Judge C	Judge M	Judge B
1	USDF Intrc	1	6/20/2222	1	Xxxxxxxx	35.00	50.00	Class Spo	1/0/1900	1/0/1900	1	1	No	Introductory Walk-Trot Test A 20				3	
3	USDF Intrc	1	6/20/2222	2	Xxxxxxxx	35.00	50.00	Frey Agric	1/0/1900	1/0/1900	0	1	No	Introductory Walk-Trot Test B 20				2	
4	USDF Intrc	1	6/20/2222	1	Xxxxxxxx	35.00	50.00	Frey Agric	1/0/1900	1/0/1900	1	1	No	Introductory Walk-Trot Test C 20				3	
5	OPPORT	1	6/20/2222	2	Xxxxxxxx	35.00	50.00				0		No	Training Level, Test 1 2019				2	
6	OPPORT	1	6/20/2222	2	Xxxxxxxx	35.00	50.00				0		No	Training Level, Test 2 2019				2	
7	USEF Tra	1	6/20/2222	1	Xxxxxxxx	40.00	55.00	Power Car	1/0/1900	1/0/1900	1	2	No	Training Level, Test 1 2019				3	
8	USEF Tra	1	6/20/2222	2	Xxxxxxxx	40.00	55.00	Reflection	1/0/1900	1/0/1900	0	5	No	Training Level, Test 2 2019				2	
9	USEF Tra	1	6/20/2222	2	Xxxxxxxx	40.00	55.00	Reflections for the Saddle			0		No	Training Level, Test 2 2019				2	
10	USEF Tra	1	6/20/2222	1	Xxxxxxxx	40.00	55.00	Class Spo	1/0/1900	1/0/1900	0	4	No	Training Level, Test 3 2019				2	
11	USEF Tra	1	6/20/2222	1	Xxxxxxxx	40.00	55.00	Class Sponsor			0		No	Training Level, Test 3 2019				2	
12	USEF Tra	1	6/20/2222	1	Xxxxxxxx	40.00	55.00	Class Sponsor			0		No	Training Level, Test 3 2019				2	
13	USEF Firs	1	6/20/2222	2	Xxxxxxxx	40.00	55.00	Friday's H	1/0/1900	1/0/1900	0	6	No	First Level, Test 1 2019				2	
14	USEF Firs	1	6/20/2222	1	Xxxxxxxx	40.00	55.00	Steel Hors	1/0/1900	1/0/1900	0	14	No	First Level, Test 2 2019				3	
15	USEF Firs	1	6/20/2222	2	Xxxxxxxx	40.00	55.00	Nicholas &	1/0/1900	1/0/1900	1	9	No	First Level, Test 3 2019				2	
16	USEF Sec	1	6/20/2222	1	Xxxxxxxx	45.00	60.00	Stablemat	1/0/1900	1/0/1900	0	5	No	Second Level, Test 1 2019				3	
17	USEF Sec	1	6/20/2222	2	Xxxxxxxx	45.00	60.00	Stablemat	1/0/1900	1/0/1900	1	5	No	Second Level, Test 2 2019				4	
18	USEF Sec	1	6/20/2222	1	Xxxxxxxx	45.00	60.00	Stablemat	1/0/1900	1/0/1900	1	2	No	Second Level, Test 3 2019				3	
19	USEF Thir	1	6/20/2222	2	Xxxxxxxx	45.00	60.00	Exalt Farr	1/0/1900	1/0/1900	0	7	No	Third Level, Test 1 2019				4	
20	USEF Thir	1	6/20/2222	1	Xxxxxxxx	45.00	60.00	Xxxxxxxx	1/0/1900	1/0/1900	0	5	No	Third Level, Test 2 2019				3	
21	USEF Thir	1	6/20/2222	2	Xxxxxxxx	45.00	60.00	Exalt Farr	1/0/1900	1/0/1900	0	7	No	Third Level, Test 3 2019				4	
22	USEF Fou	1	6/20/2222	2	Xxxxxxxx	45.00	60.00	Power Car	1/0/1900	1/0/1900	0	5	No	Fourth Level, Test 1 2019				4	
23	USEF Fou	1	6/20/2222	2	Xxxxxxxx	45.00	60.00	Donna Ga	1/0/1900	1/0/1900	1	1	No	Fourth Level, Test 2 2019				4	
24	USEF Fou	1	6/20/2222	2	Xxxxxxxx	45.00	60.00	Steel Hors	1/0/1900	1/0/1900	0	3	No	Fourth Level, Test 3 2019				4	
25	FEI Prix St	1	6/20/2222	1	Xxxxxxxx	55.00	70.00	Xxxxxxxx	1/0/1900	1/0/1900	1	9	No	FEI Prix St. Georges 2018				3	
26	FEI Inter	1	6/20/2222	1	Xxxxxxxx	55.00	70.00	Xxxxxxxx	1/0/1900	1/0/1900	0	2	No	Online Test Place Holder				3	
27	FEI Grand	1	6/20/2222	1	Xxxxxxxx	55.00	70.00	Xxxxxxxx	1/0/1900	1/0/1900	0	2	No	Online Test Place Holder				3	
28	USEF TO	1	6/20/2222	1	Xxxxxxxx	45.00	60.00	Steel Hors	1/0/1900	1/0/1900	1	7	No	Online Test Place Holder				3	
29	MFS USD	1	6/20/2222	1	Xxxxxxxx	50.00	65.00	AA Riding	1/0/1900	1/0/1900	1	12	No	Online Test Place Holder				2	
30	MFS FEI L	1	6/20/2222	1	Xxxxxxxx	60.00	75.00	Dark Star	1/0/1900	1/0/1900	0	5	No	Online Test Place Holder				2	
31	Pony Cup	1	6/20/2222	1	Xxxxxxxx	45.00	60.00	Karyn Spe	1/0/1900	1/0/1900	0	1	No	Online Test Place Holder				3	
32	172-Q2	USDF Que	1	6/20/2222	1	Xxxxxxxx	0.00	0.00			0		No	USDF Second Level Quadrille Test 2019					
33	179	FEI Junior	1	6/20/2222	1	Xxxxxxxx	0.00	0.00			0		No	FEI Junior Individual 2018				3	
34	244	FEI Junior	1	6/20/2222	1	Xxxxxxxx	60.00	75.00			0		No	FEI Junior Individual 2018				3	
35	307	Sport Hors	1	6/20/2222	1	Xxxxxxxx	40.00	55.00			0		No	USDF Prospects In-Hand 2019				2	
36	555	FEI Junior	1	6/20/2222	1	Xxxxxxxx	0.00	0.00			0		No	FEI Junior Team 2018				3	

- Follow the same procedure to create MS Excel files containing information about:
 - Class
 - Entry
 - Entry Fees
 - Horse
 - Ride
 - People
 - USDF Champ Verify by Entry
 - USDF Champ Verify by Class
- The following page lists the fields exported for each of the possible selections.
- You can use the information in these files to create custom labels, make a stall list, provide information for the show program, etc.

Show Office > Export Utility [to MS Excel] > Fields in Each Export Table

The following information (columns) is included in the named exported Excel files:

Class
Entry
Entry Fees
Horse
Ride
People
USDF Champ Verify by Entry
USDF Champ Verify by Class

Class.xls

- Class
- Name
- Display Form
- Date
- Ring
- Fee
- Qualifying Fee
- Prize
- Sponsor
- Start Time
- End Time
- Breaks
- Rides
- Closed
- Test
- Judge E
- Judge H
- Judge C
- Judge M
- Judge B

Entry.xls

- Entry
- Horse
- Horse For Sale
- Owner First Name
- Owner Last Name
- Need Owner Signature
- Rider First Name
- Rider Last Name
- Need Rider Signature
- Trainer First Name
- Trainer Last Name
- Need Trainer Signature
- Coach First Name
- Coach Last Name
- Need Coach Signature
- Need Parent Signature
- Confirmation Mailed
- Post Marked
- Stall Group
- Stall Previous Sunday
- Stall Previous Monday
- Stall Tuesday
- Stall Wednesday
- Stall Thursday
- Stall Friday
- Stall Saturday
- Stall Sunday
- Stall Monday
- Stable Comments
- Entry Memo

EntryFees.xls

- Entry
- Horse
- Rider First Name
- Rider Last Name
- Description
- Rate
- Quantity
- Total
- Stall

Horse.xls

- Name
- Breed
- Height
- Color
- Sex
- Sire
- Dam
- Dams Sire
- Birth Country
- Birth Year
- Breeder
- Coggins
- Coggins Expiration Date
- Vaccines
- Vaccines Expiration Date
- Passport
- USEF
- USEF Expiration
- USEF Verified
- USDF
- USDF Expiration
- USDF Verified
- Other
- Other Expiration
- Other Verified
- Last Show
- Notes
- Owner First Name
- Owner Last Name

Show Office > Export Utility [to MS Excel] > Fields in Each Export Table, Cont'd.

The following information (columns) is included in the named exported Excel files:

Class
Entry
Entry Fees
Horse
Ride
People
USDF Champ Verify by Entry
USDF Champ Verify by Class

Ride.xls

- Entry
- Rider First Name
- Rider Last Name
- Horse Name
- Force Order
- Class
- Test
- Time
- Qual/Div
- Term Reason
- Subbed Out
- Rank E
- Rank H
- Rank C
- Rank M
- Rank B
- Place
- Prize
- Conflict
- Elapse
- Free Style
- Verify

People.xls

- First Name
- Last Name
- Address
- City
- State
- Zip Code
- Country
- Telephone
- E-mail
- Citizenship
- TIN
- [Rider] Status
- DOB
- USEF
- USEF Expiration
- USEF Verified
- USDF
- USDF Expiration
- USDF Verified
- Other
- Other Expiration
- Other Verified
- Volunteer
- Last Show
- Notes

USDF ChampVerifyByEntry.xls

- IngEntryID
- Horse
- Horse USEF
- Horse USDF
- Owner Last Name
- Owner First Name
- Owner USEF
- Owner USDF
- Rider Last Name
- Rider First Name
- Rider USEF
- Rider USDF
- Rider Status
- Q1
- Q2
- Level
- Verified

USEF ChampVerifyByEntry.xls

- Class Number
- Class Name
- IngEntryID
- Horse
- Horse USEF
- Horse USDF
- Owner Last Name
- Owner First Name
- Owner USEF
- Owner USDF
- Rider Last Name
- Rider First Name
- Rider USEF
- Rider USDF
- Rider Status
- Q1
- Q2
- Level
- Verified

*Show Office > Emails to Clipboard > Purpose, Open, Select***EMAILS TO CLIPBOARD > PURPOSE:**

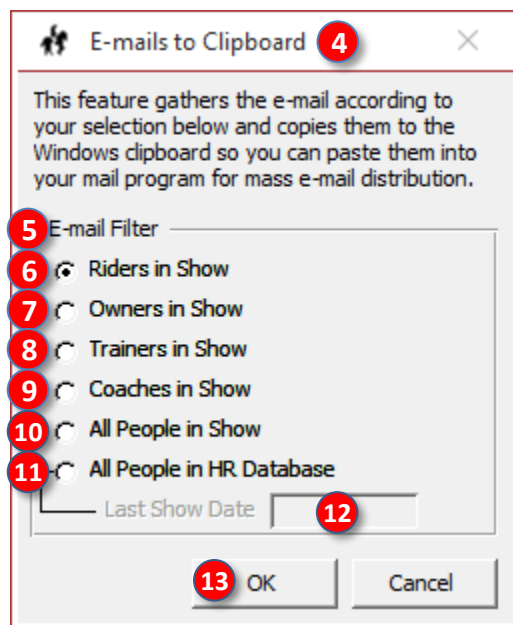
- **Emails to Clipboard** is used to copy the email addresses of people to your Windows clipboard.
- Using your default email program, you can then paste the clipboard contents into the **To...** box (or **BCC:** box) and thereby send an email to people in your show.
- You can select which group(s) of people to include.

EMAILS TO CLIPBOARD > OPEN:

- Select **1 Main Menu > 2 Show Office > 3 Rider Emails to Clipboard.**

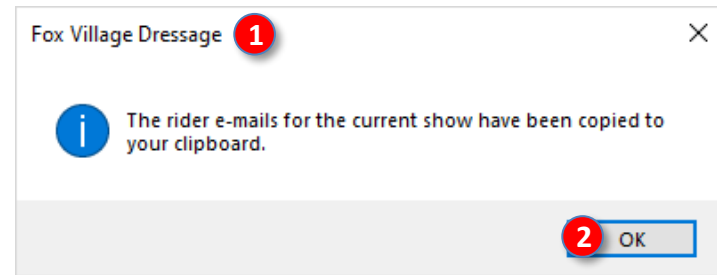
**EMAILS TO CLIPBOARD > SELECT:**

- The **4 E-mails to Clipboard** form opens.
- You have the following options (**5 E-mail Filter**) (you may only click one radial button at a time):
 - **6 Riders in Show:** Copies the email addresses of all the riders in your show to the clipboard.
 - **7 Owners in Show:** Copies the email addresses of all the owners in your show to the clipboard.
 - **8 Trainers in Show:** Copies the email addresses of all the trainers in your show to the clipboard.
 - **9 Coaches in Show:** Copies the email addresses of all the coaches in your show to the clipboard.
 - **10 All People in Show:** Copies the email addresses of all the riders, owners, trainers, and coaches in your show to the clipboard.
 - **11 All People in HR Database:** Copies the email addresses of all the people in your HR database to the clipboard. Lets you enter a **12 Last Show Date**, which limits the people to those who showed since the date you enter.
- Make your selection then click **13 OK.**



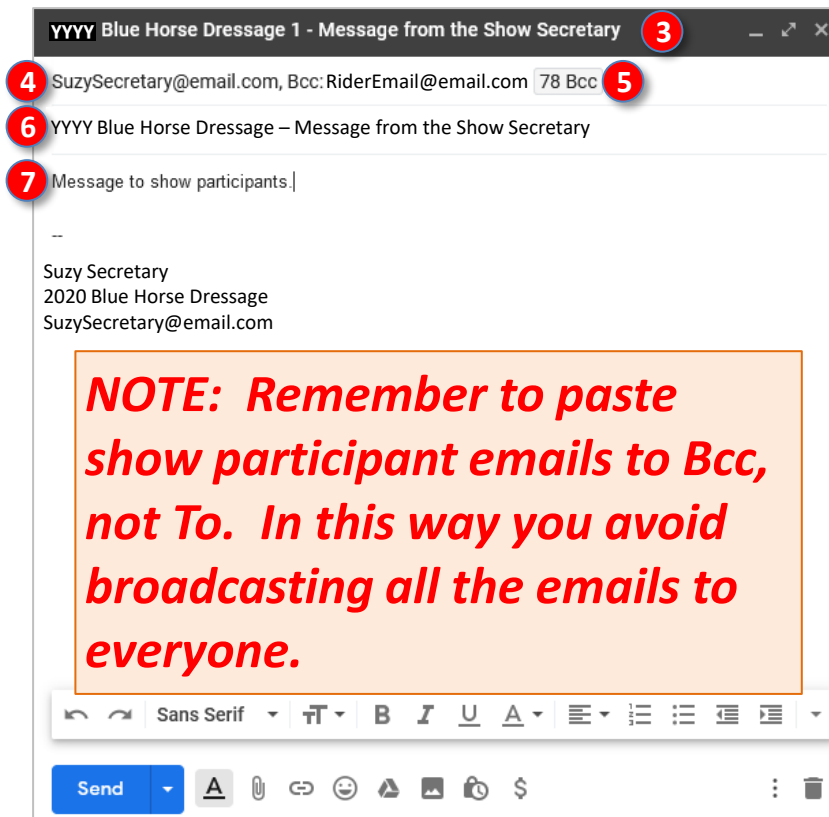
EMAILS TO CLIPBOARD > VERIFICATION:

- A **1** **Fox Village Dressage** information form opens, indicating the email addresses have been copied to the clipboard.
- Click **2** **OK**.



EMAILS TO CLIPBOARD > SEND EMAIL:

- To send an email the selected people, **3** open your default email program in the usual manner.
- Put your email address in the **4** **To:** box.
- Paste the contents of your clipboard (the people email addresses) into the **5** **BCC...** box. **This is important as it hides the email addresses from all the recipients, thereby keeping email addresses private.**
- Enter a **6** subject that will clearly indicate the email is related to the show.
- **7** Compose your email in the usual manner, add any attachment(s) you may want to email, and **8** send.
- This is a handy method to send a message to all the selected people, with attachments such as the [Rider's Schedule Report](#), etc.
- See [USE EMAIL ADDRESSES](#) for more information on emails.



NOTE: Remember to paste show participant emails to Bcc, not To. In this way you avoid broadcasting all the emails to everyone.

PROGRAM FUNCTIONS 6.

SCORING

NOTE: Scoring is explained in [SCORING](#). This chapter explains additional FVD scoring tools.

Main Menu

XXXX Blue Horse Dressage

Show Office Scoring Reports Breed Show Reports

Manual Scoring

K V E S H

A

Class (Lookup)

Score

C

F P B R M

Place Report Close Class

Standard

Final
 Breed

Score Prep

Special Score Reports

Main Menu

XXXX Blue Horse Dressage

Show Office Scoring Reports Breed Show Reports

Scoring

K V E S H

A

Class (Lookup)

Score

C

Mult-Judge Sheet
Barcode

[Click here for instructions](#)

F P B R M

Place Report Close Class

Standard

Final
 Breed

Score Prep

Multi-Judge Sheets

Special Score Reports

Live Display

Fox Village Dressage Online Tools

Register Show Upload Confirmations Upload Ride Times Upload Results

Qquestrian Entries Integrated Online Tools

Publish Show Import Online Entries Close Show

MULTI-JUDGE SHEETS > PURPOSE:

- **Multi-Judge Sheets** is used with **Standard Scoring** when a class has more than one judge.
- After the movement and collective **POINTS** are entered for all judges for the class, the Multi-Judge Sheet displays all the **POINTS** on one sheet of paper.

MULTI-JUDGE SHEETS > ENTER ALL JUDGE POINTS AND ERRORS:

- Ensure you are using **1 (Standard) Scoring**. See [Set Up Standard Scoring](#) for procedure.
- Select **2 Main Menu > 3 Scoring**.
- Using the **4 Class (Lookup)** drop-down arrow, select the class you want to score.
- Click the **5 C** radial button to enter **POINTS** and **ERRORS** from the judge at C.
- Click the **6 B** (or other judge position) radial button to enter **POINTS** and **ERRORS** from the judge at B (or other judge position) .
- After the **POINTS** and **ERRORS** have been entered for all judges for the class, click the **7 Multi-Judge Sheet** button.

Scoring > Multi-Judge Sheets > View Multi-Judge Sheet Report

VIEW MULTI-JUDGE SHEET REPORT:

- The **1 Scoring Multi-Judge Sheet** report opens.
- The sheet displays:
 - **2 TOTAL POINTS** from each judge.
 - **3 ERRORS** for each judge.
 - **4 SUBTOTAL POINTS** for each judge.
 - **5 FINAL PERCENT** for each judge.
 - **6 MEAN FINAL POINTS** for the ride.
 - **7 MEAN FINAL PERCENT** for the ride.
- Click **8 Refresh** if the scores were changed in the scoring form.
- Click **9 Print** to print the report.
- If all the **POINTS AND ERRORS** have been entered for other rides:
 - Click **10 Previous Rider** or **11 Next Rider** to view the sheet of the next rider.
 - Alternately, click the **12 Entry (Lookup)** drop-down arrow to select a different entry #.
- Click **13 Close** when you are finished.

Scoring Multi-Judge Sheet **1**

XXXX Blue Horse Dressage

FEI Grand Prix 2018

E	H	C	M	B
		Bxxxx (5, ST)		Bxxxx (5, ST)
1		5.0		5.0
2		7.0		6.0
3		6.0		14.0
4		12.0		8.0
5		6.0		5.0
6		6.0		6.0
7		6.0		4.0
8		12.0		10.0
9		6.0		7.0
10		7.0		6.0
11		14.0		10.0
12		14.0		14.0
13		6.0		6.0
14		6.0		6.0
15		12.0		12.0
16		8.0		7.0
17		6.0		5.0
18		6.5		4.0
19		6.5		4.0
20		6.0		6.0
21		5.0		7.0
22		10.0		10.0
23		10.0		12.0
24		10.0		12.0
25		6.5		6.0
26		13.0		12.0
27		7.0		6.0
28		8.0		6.0
29		6.0		7.0
30		12.0		10.0
31		6.0		4.0
32		6.0		6.0
33		6.0		6.0
		2		2
1		10.0		12.0
		3		3
Errors		0		0
		4		4
Total		273.5		261.0
%		59.457%		56.739%

Class Information

Class **153.0**

Name FEI Grand Prix TOC Open CBLM GAIG

Ring 1XXXXXXXXXXXX

Entry Information

Entry # **192**

Horse Nxxxx Q

Rider Exxx Bxxxxxxxxxxx

Time 8:00:00 AM

Score Results

Final Score	Percentage	Total Possible
534.5	58.098%	920

6 **7** Confirmed

Refresh **8** Entry (Lookup) **10** **12** **11** **9** **13** Close

SPECIAL SCORE REPORTS > PURPOSE: Special Score Reports is used to provide results reports for special situations.

SPECIAL SCORE REPORTS > OPEN:

- Select **1 Main Menu** > **2 Scoring**.
- Using the **3 Class (Lookup)** drop-down or type-in box, select the class for which you desire a report.
- Click the **4 Special Score Reports** button.

- The **5 Special Score Reports** form opens.
- There are special reports for:
 - **6 Awards**
 - **7 Breed**
 - **8 Combined**
 - **9 Team**
- Each of these will be discussed in the next pages.

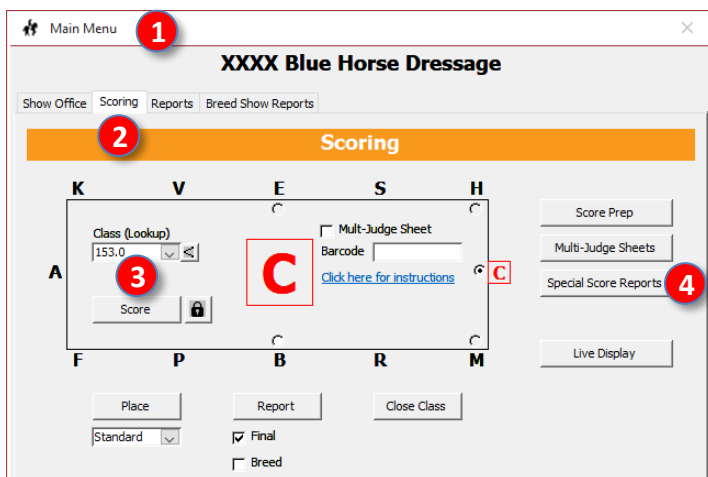
Scoring > Special Score Reports > Awards Tab > Purpose, Open

SPECIAL SCORE REPORTS > AWARDS TAB > PURPOSE:

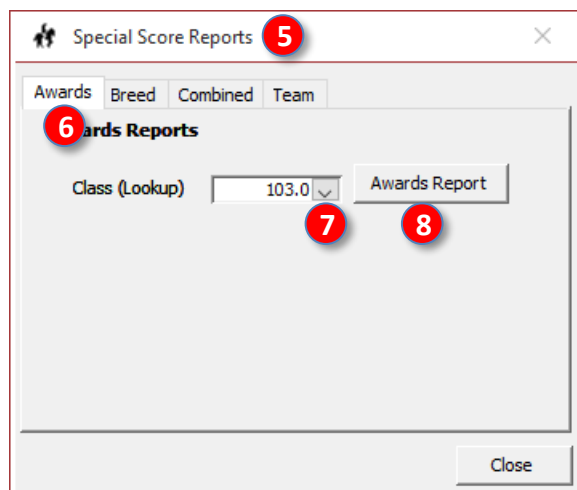
- The **Awards** tab provides **Special Score Reports** to display awards (placing) for each selected class in the show.

SPECIAL SCORE REPORTS > AWARDS TAB > OPEN:

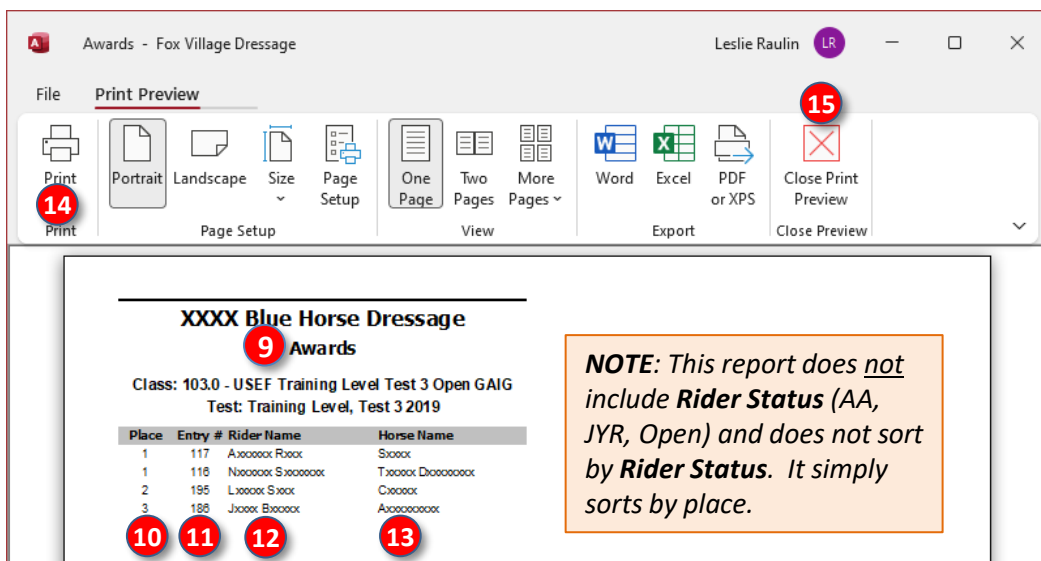
- Select **1 Main Menu** > **2 Scoring**.
- Using the **3 Class (Lookup)** drop-down or type-in box, select the class for which you desire a report.
- Click the **4 Special Score Reports** button.



- The **5 Special Score Reports** form opens.
- Select the **6 Awards** tab.
- Using the **7 Class (Lookup)** drop-down arrow or type-in box, select the class for which a **Special Awards Report** is desired.
- Click the **8 Awards Report** button.



- The **9 Awards** report opens.
- It includes:
 - 10 Place**
 - 11 Entry #**
 - 12 Rider Name**
 - 13 Horse Name**
- Click **14 Print** to print the report.
- Click **15 Close Print Preview** to close the report.



SECTION VIII. PROGRAM FUNCTIONS

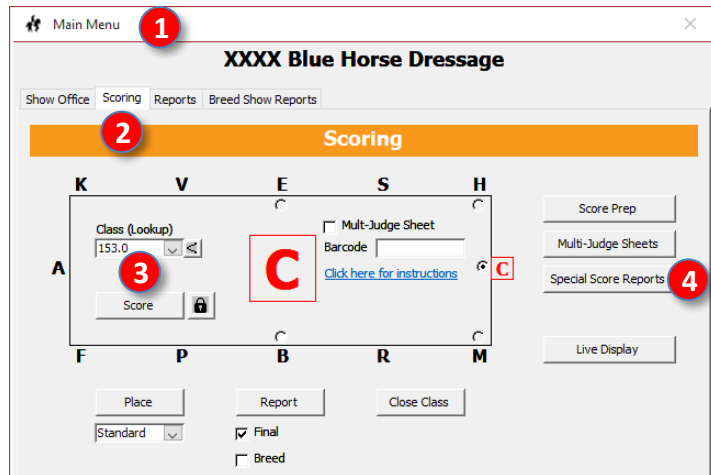
Scoring > Special Score Reports > Breed Tab > Purpose, Open

SPECIAL SCORE REPORTS > BREED TAB > PURPOSE:

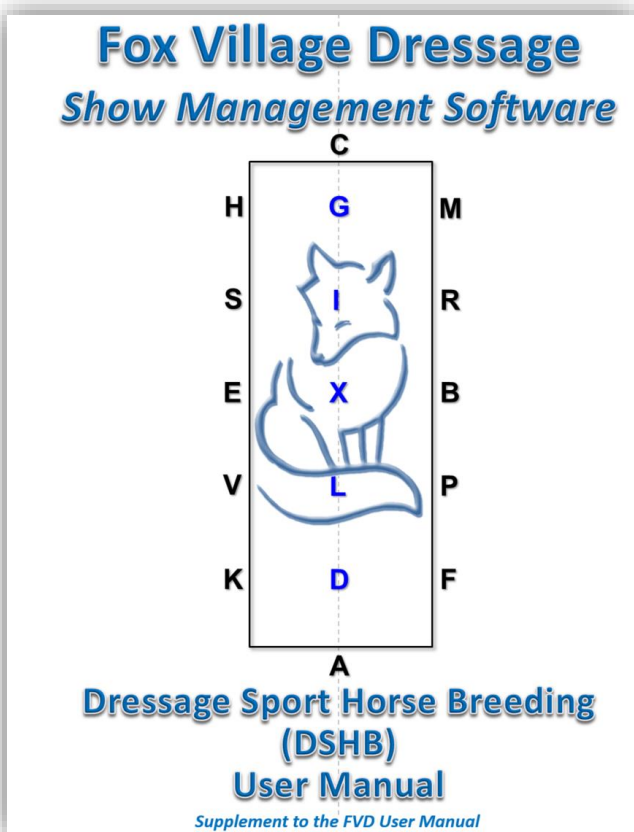
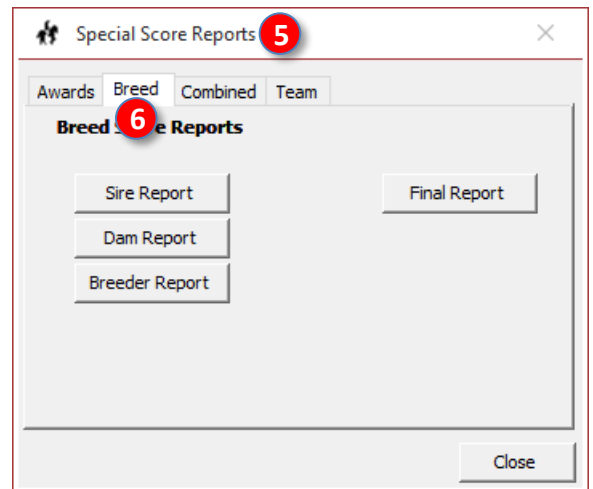
- The **Breed** tab provides **Special Score Reports** for breed shows.

SPECIAL SCORE REPORTS > BREED TAB > OPEN:

- Select **1 Main Menu** > **2 Scoring**.
- Using the **3 Class (Lookup)** drop-down or type-in box, select the class for which you desire a report.
- Click the **4 Special Score Reports** button.



- The **5 Special Score Reports** form opens.
- Click the **6 Breed** tab.
- See the separate FVD Dressage Sport Horse Breeding User Manual ([click here](#)).

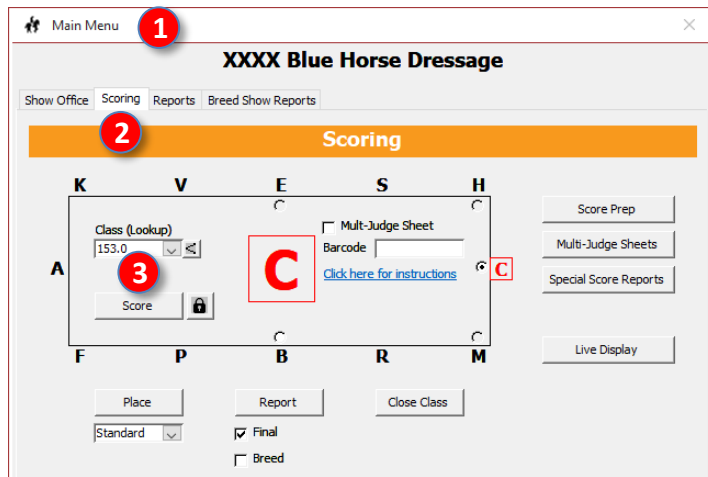


SPECIAL SCORE REPORTS > COMBINED TAB > PURPOSE:

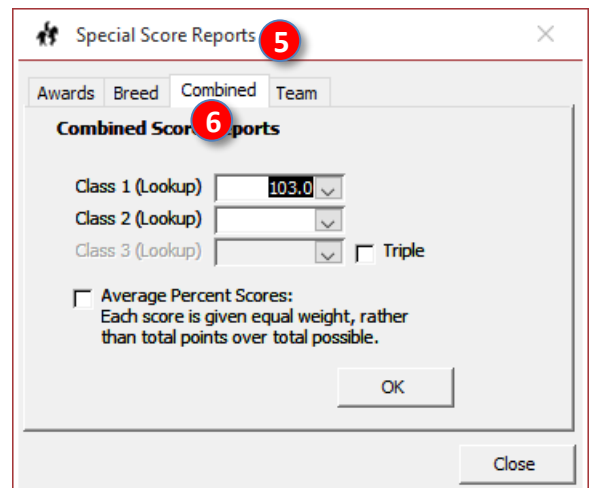
- The **Combined** tab provides a **Special Score Report** for shows that combine the results of two (or three) classes for each rider/horse pair to determine the final scores and final placings.
- The same Horse/Rider pairs must be in the two (or three) classes.

SPECIAL SCORE REPORTS > COMBINED TAB > OPEN & SELECT CLASSES:

- Select **1 Main Menu** > **2 Scoring**.
- Using the **3 Class (Lookup)** drop-down or type-in box, select the first class of the combination for which you desire a report.
- Click the **4 Special Score Reports** button.



- The **5 Special Score Reports** form opens.
- Select the **6 Combined** tab.
- Using the drop-down arrows or type-in boxes, enter the two or three classes for which you want the scores combined.



Continued on next page...

Scoring > Special Score Reports > Combined Tab > Calculation Methods

SPECIAL SCORE REPORTS > COMBINED TAB > CALCULATION METHODS:

The results can be calculated two ways:

1. Total Final Points:

- For this method, DO NOT check the **1 Average Percent Scores** checkbox ().
- The calculation is the sum of the **FINAL POINTS** for the 2 (or 3) classes divided by the sum of the MAXIMUM POINTS for the 2 (or 3) classes.
- For example, a rider had **FINAL POINTS** of 173.5 and 248.0 (sum = **421.5**) in classes with maximum scores of 300 and 360 (sum = **660**). The Combined Final Percent for this rider is **(421.5/660) x 100 = 65.859%**.

2. Average Percent Scores (Average Final Percent):

- For this method, CHECK the **2 Average Percent Scores** checkbox ().
- The calculation is the average of the 2 (or 3) **FINAL PERCENTS** for each rider.
- For example, a rider had **59.828%** and **70.857%**. The Combined Final Percent for this rider is the average of the **FINAL PERCENTS**: **(59.828% + 70.857%) / 2 = 65.342%**.

The screenshot shows the 'Special Score Reports' dialog box with the 'Combined' tab selected. Under 'Combined Score Reports', there are three class lookup fields: Class 1 (Lookup) with value 111.0, Class 2 (Lookup) with value 112.0, and Class 3 (Lookup) which is empty. A checkbox labeled 'Average Percent Scores: Each score is given equal weight, rather than total points over total possible.' is unchecked. A red circle with the number '1' is placed next to the checkbox. There are 'OK' and 'Close' buttons at the bottom.

The screenshot shows the 'Special Score Reports' dialog box with the 'Combined' tab selected. Under 'Combined Score Reports', there are three class lookup fields: Class 1 (Lookup) with value 111.0, Class 2 (Lookup) with value 112.0, and Class 3 (Lookup) which is empty. A checkbox labeled 'Average Percent Scores: Each score is given equal weight, rather than total points over total possible.' is checked. A red circle with the number '2' is placed next to the checkbox. There are 'OK' and 'Close' buttons at the bottom.

1

2020 Blue Horse Dressage 1

Combined Score (Dual)

Class: 111.0 Class: 112.0

USEF First Level Test 1 Open USEF First Level Test 2 Open CBLM

Entry #	Rider	Horse	Team	Status	Class 111.0	Class 112.0	Total Score	Place
127	Lxxxxx Axxxxx	Exxxxxx		Open	173.5 59.828%	248.0 70.857%	421.5	65.859%
182	Nxxx Txxxxxxx	Rxxxxxxxx		Adult Amateur	187.5 64.655%	212.5 60.714%	400.0	62.500%
168	Rxxxxx Nxxxx	Mbx Pxxxxxxxxxxxx		JR/YR	177.5 61.207%	209.0 59.714%	386.5	60.391%

Final

NOTE: The final placings are entered by hand.

2

2020 Blue Horse Dressage 1

Combined Score (Dual)

Class: 111.0 Class: 112.0

USEF First Level Test 1 Open USEF First Level Test 2 Open CBLM

Entry #	Rider	Horse	Team	Status	Class 111.0	Class 112.0	Total Score	Place
127	Lxxxxx Axxxxx	Exxxxxx		Open	173.5 59.828%	248.0 70.857%	421.5	65.342%
182	Nxxx Txxxxxxx	Rxxxxxxxx		Adult Amateur	187.5 64.655%	212.5 60.714%	400.0	62.685%
168	Rxxxxx Nxxxx	Mbx Pxxxxxxxxxxxx		JR/YR	177.5 61.207%	209.0 59.714%	386.5	60.461%

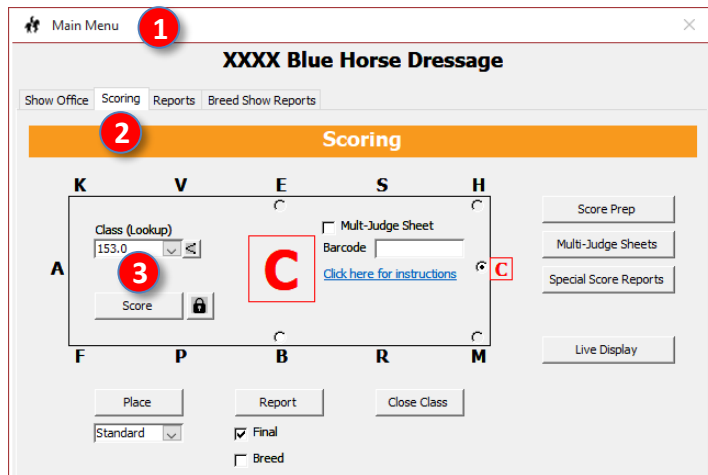
Final

SPECIAL SCORE REPORTS > TEAM TAB > PURPOSE:

- **Team Tab** is used to determine team **FINAL POINTS** and **FINAL PERCENTS** and to place teams.
- Some dressage shows have teams, which are usually 3-4 rider/horse pairs whose scores are tallied to determine team placings.
- Teams are entered into the FVD program during the Entry phase. See [Teams](#) for procedures.
- The scores for each individual in a team are entered in the usual manner (see [SCORING](#)).
- Placing of the teams is then performed.

SPECIAL SCORE REPORTS > TEAM TAB > OPEN:

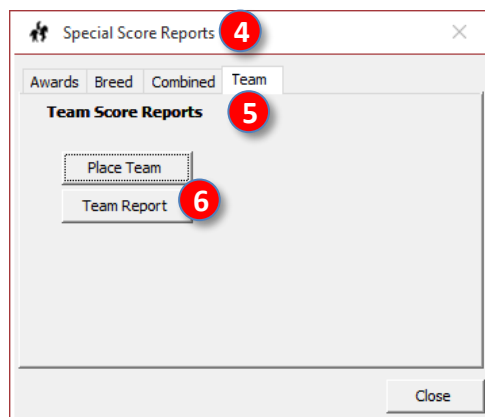
- Select **1 Main Menu** > **2 Scoring**.
- Using the **3 Class (Lookup)** drop-down or type-in box, select the first class of the combination for which you desire a report.
- Click the **4 Special Score Reports** button.



NOTE: For details on managing teams, see [MANAGING TEAMS](#).

Scoring > Special Score Reports > Team Tab > Team Report

SPECIAL SCORE REPORTS > TEAM TAB > TEAM REPORT:



- The **4** Special Score Reports form opens.
- Select the **5** Team tab.
- Select the **6** Team Report button.

- The **1** Team Score report opens.
- In the report, the rides are grouped by **2** Team, then by **3** FINAL PERCENT (high to low for each ride) within each team.
- Each team's **4** FINAL POINTS and **5** FINAL PERCENT are listed.
- On this report the teams are **NOT** ordered by place – that is done with Special Score Reports > Team > Place Team (see next page). Look at the team FINAL PERCENTS to determine the highest team percentage (1st place), next highest percentage (2nd place), etc. In this example, Team B is 1st and Team A is 2nd. Make a note of the placings or write them on your report print-out.
- If desired, click **6** Print to print the report.
- Click **7** Close Print Preview to close the report.

XXXX Blue Horse Dressage

Thursday, June 20, 2222 **1** Team Score Class: 103.0

Ring: 1 Xxxxxxxxxxxx USEF Training Level Test 3 Open GAIG

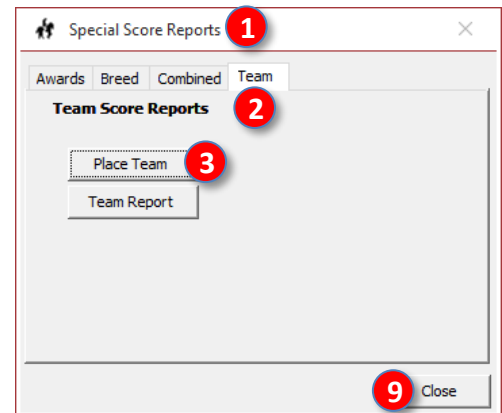
Judge at E: H: C: Bxxxxx (S, ST) M: B:

Entry #	Rider	Horse	Test	Stat/Div	Qualifying?	Score	Place
2 Team A Training 3							
6	RiderName	HorseName	Training Level, Test 3 2015				
	0	0	167	0	0		
11:16 AM	0.000%	0.000%	66.800%	0.000%	0.000%	Adult Amateur	Q 167 66.800% 2
88	RiderName	HorseName	Training Level, Test 3 2015				
	0	0	158	0	0		
11:40 AM	0.000%	0.000%	63.200%	0.000%	0.000%	Adult Amateur	Q 158 63.200% 5 3
27	RiderName	HorseName	Training Level, Test 3 2015				
	0	0	140	0	0		
12:20 PM	0.000%	0.000%	56.000%	0.000%	0.000%	Adult Amateur	Q 140 56.000%
						465	62.000%
2 Team B Training 3							
24	RiderName	HorseName	Training Level, Test 3 2015				
	0	0	166	0	0		
11:32 AM	0.000%	0.000%	66.400%	0.000%	0.000%	JR/YR	Q 166 66.400% 3 4 5
121	RiderName	HorseName	Training Level, Test 3 2015				
	0	0	165	0	0		
11:00 AM	0.000%	0.000%	66.000%	0.000%	0.000%	Adult Amateur	Q 165 66.000% 4 3
141	RiderName	HorseName	Training Level, Test 3 2015				
	0	0	145	0	0		
12:04 PM	0.000%	0.000%	58.000%	0.000%	0.000%	Adult Amateur	Q 145 58.000%
						476	63.467%

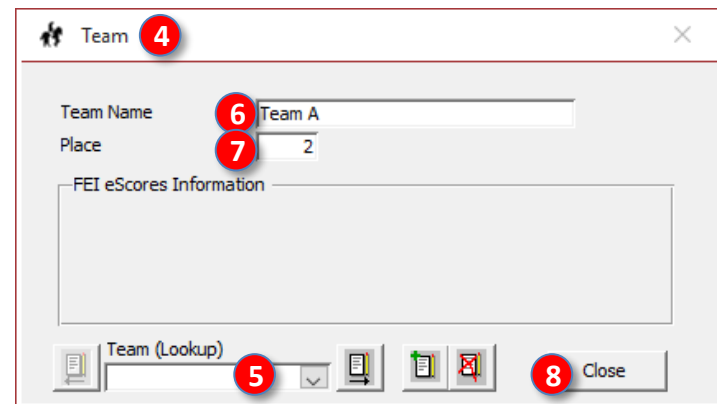
NOTE: For details on managing teams, see [MANAGING TEAMS](#).

SPECIAL SCORE REPORTS > TEAM TAB > PLACE TEAM:

- You are returned to the **1 Special Score Reports** form.
- Select the **2 Team** tab.
- Select the **3 Place Team** button.



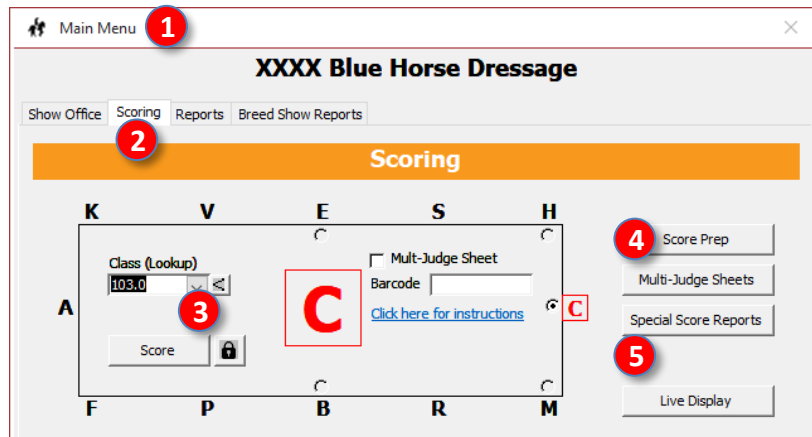
- The **4 Team** form opens.
- Using the **5 Team (Lookup)** drop-down arrow or type-in box, select the **6** first team to be placed.
- Using the team placings determined on the previous page, enter the **7 Place** for each team.
- When you are finished, click **8 Close** to save your changes, which returns you to the **1 Special Score Reports** form.
- On the **1 Special Score Reports** form, click **9 Close** to close the report and return to the **Main Menu > Scoring**.



NOTE: For details on managing teams, see [MANAGING TEAMS](#).

NOTE: There is no final report with team placings. Use the Team Score Report with handwritten placings.

Scoring > Score Prep, Live Display

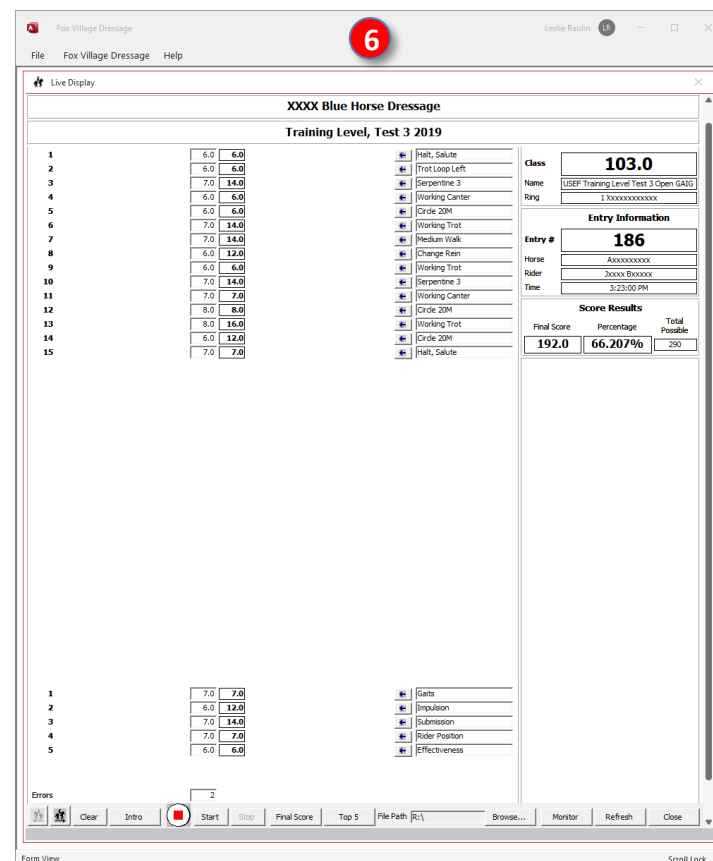


SCORE PREP:

- **Score Prep** is used with **Paperless Dressage Scoring**. [Click here](#) for information on the FVD web site.
- Select **1 Main Menu** > **2 Scoring**
- Using the **3 Class (Lookup)** drop-down or type-in box, select the first class of the combination for which you desire a report.
- See the **4 Score Prep** button. Do not click the button unless you are using **Paperless Dressage Scoring**.

LIVE DISPLAY:

- **Live Display** is a dashboard for connecting and sending scores to an electronic scoreboard.
- It is a FVD license-activated feature.
- If you wish to use this FVD feature, contact FVD via email at helpdesk@foxvillage.com.
- Select **1 Main Menu** > **2 Scoring**.
- Using the **3 Class (Lookup)** drop-down or type-in box, select the first class of the combination for which you desire a report.
- Click the **5 Live Display** button.
- The **6 Live Display** form opens.



PROGRAM FUNCTIONS 7.

REPORTS - PRE-SHOW

Main Menu

XXXX Blue Horse Dressage

Show Office Scoring **Reports** Breed Show Reports

Reports

Pre-Show

- Class List
- Class Key
- Class Ride Limit
- Entries without Documentation
- Entry Confirmation Mailers
- Horse Passport Labels
- Horses without Coggins
- Horses without Vaccines
- Packet Labels (Standard)
- Packet Labels (Detail)
- Packet Sheets
- Pre-Schedule (by Class)
- Pre-Schedule (by Class Summary)
- Pre-Schedule (by Ring)
- Pre-Schedule (by Ring Summary)
- Pre-Schedule (by Rider's Status)
- Pre-Schedule (by Test)
- Prize List Labels
- Prize List Labels
- Ribbon (Basic)
- Ribbon (by Rider's Status)
- Ride Schedule Mailers
- Rider Email List
- Test Count
- Test Labels
- USDF Qualifiers without Documentation
- Volunteer

Pre-Show

During-Show

Post-Show

Fox Village Dressage Online Tools

Register Show Upload Confirmation

Equestrian Entries Integrated Online

Publish Show Import Online Entries

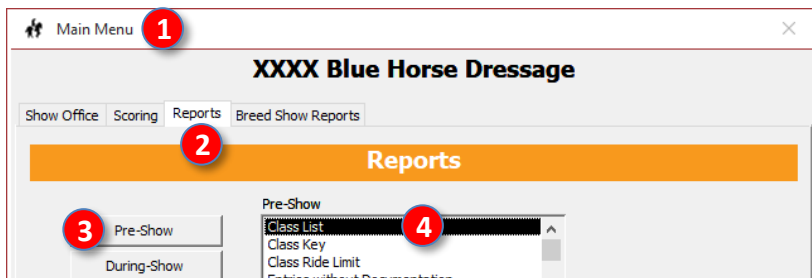
EQ

Reports - Pre-Show > Class List

CLASS LIST:

The **Class List** report is used to create a list of all the classes in the show.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Class List Report**.



- The **5 Class List** report opens.
- The list contains:
 - 6 Class #**
 - 7 Class Name**
 - 8 Day** of the class

XXXX Blue Horse Dressage		
5 Class List		
Class	Class Name	Day
1	USDF Introductory Level Test A Open NR	Thursday
2.0	USDF Introductory Level Test B Open NR	Thursday
2.0	USDF Introductory Level Test C Open NR	Thursday
6	7 OPPORTUNITY USEF Training Level Test 1	8 Thursday
10.0	OPPORTUNITY USEF Training Level Test 2	Thursday
101.0	USEF Training Level Test 1 Open	Thursday
102.0	USEF Training Level Test 2 Open CBLM	Thursday
102.1	USEF Training Level Test 2 AJY CBLM	Thursday
103.0	USEF Training Level Test 3 Open GAIG	Thursday
103.1	USEF Training Level Test 3 AJY GAIG	Thursday
103.3	USEF Training Level Test 3 AJY GAIG	Thursday
111.0	USEF First Level Test 1 Open	Thursday
112.0	USEF First Level Test 2 Open CBLM	Thursday
113.0	USEF First Level Test 3 Open GAIG	Thursday
121.0	USEF Second Level Test 1 Open	Thursday
122.0	USEF Second Level Test 2 Open CBLM	Thursday
123.0	USEF Second Level Test 3 Open GAIG	Thursday
131.0	USEF Third Level Test 1 Open	Thursday
132.0	USEF Third Level Test 2 Open CBLM	Thursday
133.0	USEF Third Level Test 3 Open GAIG	Thursday
141.0	USEF Fourth Level Test 1 Open	Thursday
142.0	USEF Fourth Level Test 2 Open CBLM	Thursday
143.0	USEF Fourth Level Test 3 Open GAIG	Thursday
151.0	FEI Prix St. Georges Open CBLM GAIG	Thursday
152.0	FEI Intermediate TOC Open CBLM GAIG	Thursday
153.0	FEI Grand Prix TOC Open CBLM GAIG	Thursday
160.0	USEF TOC Open CBLM GAIG (for Class 16	Thursday
161.0	MFS USDF Training - Fourth TOC Open CB	Thursday
162.0	MFS FEI Levels TOC Open CBLM GAIG	Thursday
170.0	Pony Cup TOC Open CBLM GAIG	Thursday
172-Q2	USDF Quadrille Second Level	Thursday
179	FEI Junior Individual Test	Thursday
244	FEI Junior Individual	Thursday
307	Sport Horse Prospect Yearling Fillies	Thursday
555	FEI Junior Team Test	Thursday

Reports - Pre-Show > Class Key Report

CLASS KEY REPORT:

The **Class Key Report** is used to create a list of all the classes in the show, including the **USEF Section Codes**, and **AHA Codes & Default EC Codes** if they are used.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Class Key Report**.



- The **5 Class Key Report** opens.
- The list contains:
 - 6 Class #**
 - 7 Class Text**
 - 8 Class Name**
 - 9 Day**
 - 10 USEF Codes**
 - 11 AHA Codes** (on the report if AHA codes were entered (see [Enter Classes](#))).
 - 12 Default EC Code** (on the report if EC was selected as the National Level (see [Show Preferences > Membership \(1\) Tab](#))).

XXXX Blue Horse Dressage						
5 Class Key						
Class #	Class Text	Class Name	Day	USEF Code	AHA Code	
1.0	1	USDF Introductory Level Test A Open NR	Thursday	1588		
		USDF Introductory Level Test B Open NR	Thursday			
		USDF Introductory Level Test C Open NR	Thursday			
11.0	11.0	OPPORTUNITY USEF Training Level Test 1	Thursday	1502		
12.0	12.0	OPPORTUNITY USEF Training Level Test 2	Thursday	1502		
101.0	101.0	USEF Training Level Test 1 Open	Thursday	1502		
102.0	102.0	USEF Training Level Test 2 Open CBLM	Thursday	1502		
102.1	102.1	USEF Training Level Test 2 AJY CBLM	Thursday	1502		
103.0	103.0	USEF Training Level Test 3 Open GAIG	Thursday	1502		
103.1	103.1	USEF Training Level Test 3 AJY GAIG	Thursday	1502		
103.3	103.3	USEF Training Level Test 3 AJY GAIG	Thursday	1502		
111.0	111.0	USEF First Level Test 1 Open	Thursday	1504		
112.0	112.0	USEF First Level Test 2 Open CBLM	Thursday	1504		
113.0	113.0	USEF First Level Test 3 Open GAIG	Thursday	1504		
121.0	121.0	USEF Second Level Test 1 Open	Thursday	1507		
122.0	122.0	USEF Second Level Test 2 Open CBLM	Thursday	1507		
123.0	123.0	USEF Second Level Test 3 Open GAIG	Thursday	1507		
131.0	131.0	USEF Third Level Test 1 Open	Thursday	1510		
132.0	132.0	USEF Third Level Test 2 Open CBLM	Thursday	1510		
133.0	133.0	USEF Third Level Test 3 Open GAIG	Thursday	1510		
141.0	141.0	USEF Fourth Level Test 1 Open	Thursday	1513		
142.0	142.0	USEF Fourth Level Test 2 Open CBLM	Thursday	1513		
143.0	143.0	USEF Fourth Level Test 3 Open GAIG	Thursday	1513		
151.0	151.0	FEI Prix St. Georges Open CBLM GAIG	Thursday	1531		
152.0	152.0	FEI Intermediate TOC Open CBLM GAIG	Thursday	1500		
153.0	153.0	FEI Grand Prix TOC Open CBLM GAIG	Thursday	1500		
160.0	160.0	USEF TOC Open CBLM GAIG (for Class 16)	Thursday	1500		
161.0	161.0	MFS USDF Training - Fourth TOC Open CB	Thursday	1500		
162.0	162.0	MFS FEI Levels TOC Open CBLM GAIG	Thursday	1500		
170.0	170.0	Pony Cup TOC Open CBLM GAIG	Thursday	1500		
172.0	172-Q2	USDF Quadrille Second Level	Thursday	1588		
179.0	179	FEI Junior Individual Test	Thursday	1587		
244.0	244	FEI Junior Individual	Thursday	1587		
307.0	307	Sport Horse Prospect Yearling Fillies	Thursday	5905		
555.0	555	FEI Junior Team Test	Thursday	1587		

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SECTION VIII. PROGRAM FUNCTIONS

Reports - Pre-Show > Class Ride Limit

CLASS RIDE LIMIT:

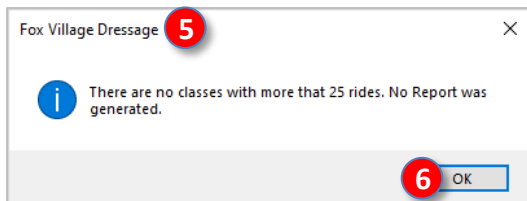
- Except for championship classes, USEF DR126.4. limits class size to 25 rides.
- The **Class Ride Limit** report is used to report a class that has more than the maximum of 25 rides.

USEF DR126 Requirements for Dressage Competition Management

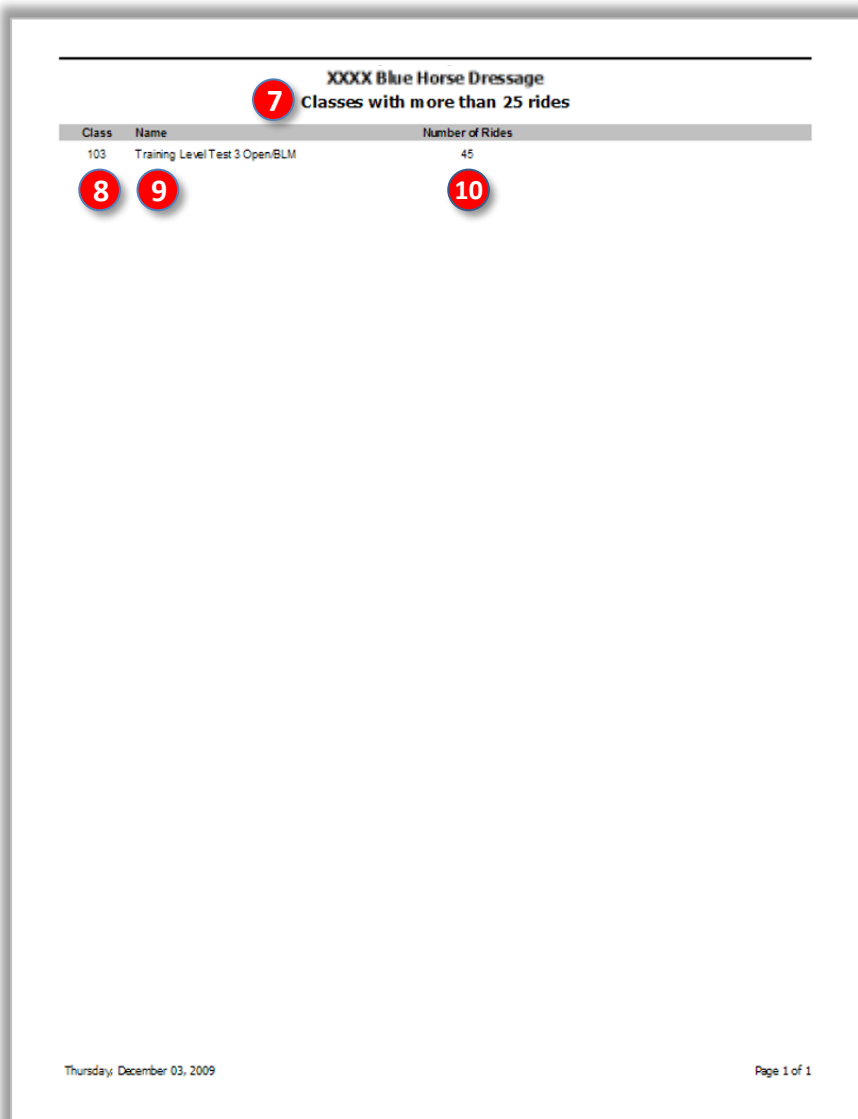
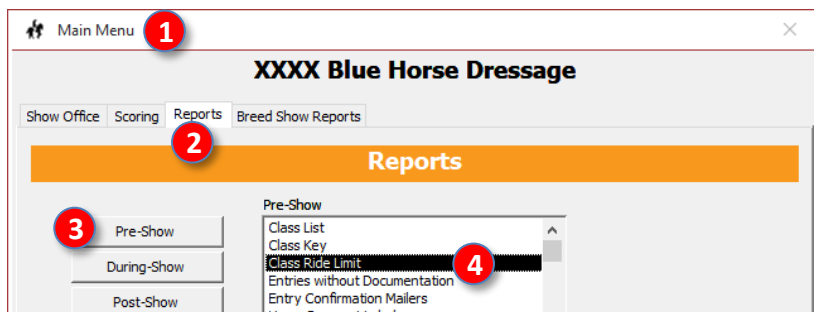
4. Where more than 25 entries are accepted for a particular class the class must be divided into separate divisions for awards purposes. USEF/USDF and other regional or local championship classes and USEF High Performance Championships, qualifying and selection trials cannot be split.

- Select **1 Main Menu > 2 Reports > 3 Pre-Show > 4 Class Ride Limit.**

- If there is no class with more than the maximum of 25 rides, a **5 Fox Village Dressage** information form opens advising you this is the case.
- Click **6 OK** to close the form.



- If there are any classes with more than the maximum of 25 rides, the **7 Classes with More Than 25 Rides** report opens.
- The report includes:
 - **8 Class #**
 - **9 [Class] Name**
 - **10 Number of Rides** [in the class]
- If any listed class is NOT a championship class, by USEF DR126.4 rule, you must split the class (see [Split Classes](#)).



Reports - Pre-Show > Entries without Documentation

ENTRIES WITHOUT DOCUMENTATION:

The **Entries without Documentation** is used to create a list of entries that are missing required USEF and/or USDF membership documentation for the horse, owner, rider, trainer, and/or coach. **If an entry is on the list, information is missing and the entrant needs to be contacted.**

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Entries without Documentation Report**.



- The **5 Entries without Documentation** report opens.

The report contains:

- **6 Entry #** (the report is sorted by Entry #, with the lowest number first).
- **7 Horse** Name, USEF and USDF #s
- **8 Owner** Name, USEF and USDF #s
- **9 Rider** Name USEF and USDF #s
- **10 Trainer** Name, USEF and USDF numbers
- **11 Coach** Name, USEF and USDF #s
- **12 Telephone**

XXXX Blue Horse Dressage						
5 Entries without Documentation						
Entry #	Horse	Owner	Rider	Trainer	Coach	Telephone
111	Fxxxxx	Axxxx Hxxxxx	Axxxx Hxxxxx	Axxxx Hxxxxx		###-###-####
	USEF <input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input type="checkbox"/>	
	USDF <input checked="" type="checkbox"/> #####	<input type="checkbox"/> #####	<input type="checkbox"/> #####	<input type="checkbox"/> #####	<input type="checkbox"/>	
118	Lxxxx	Mxxxxx Fxxxxx	Sxxxx Hxxxxx	Sxxxx Hxxxxx		###-###-####
	USEF <input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input type="checkbox"/>	
	USDF <input checked="" type="checkbox"/> #####	<input type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input type="checkbox"/>	
119	Kxxxxxx Bxxxxxx	Mxxxxxx Fxxx	Mxxxxxx Fxxx	Mxxxxxx Fxxx		###-###-####
	USEF <input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input type="checkbox"/>	
	USDF <input checked="" type="checkbox"/> #####	<input type="checkbox"/> #####	<input type="checkbox"/> #####	<input type="checkbox"/> #####	<input type="checkbox"/>	
126	Vxxxxxx	Hxxxxx Lxxxxx	bxxxxx Bxxxxx	Mxxxxx Txxxxx		###-###-####
	USEF <input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input type="checkbox"/>	
	USDF <input checked="" type="checkbox"/> #####	<input type="checkbox"/> #####	<input type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input type="checkbox"/>	
128	Wxxxxxx	Sxxxx Lxxxxx	Sxxxx Lxxxxx	Mxxxxx Txxxxx		###-###-####
	USEF <input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input type="checkbox"/>	
	USDF <input checked="" type="checkbox"/> #####	<input type="checkbox"/> #####	<input type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input type="checkbox"/>	
136	Rxxx Rxxxx Rxxx	Fxxxx Mxxxx	Pxxxx Mxxxx	Exxxx Oxxxx		###-###-####
	USEF <input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input type="checkbox"/>	
	USDF <input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input type="checkbox"/> #####	<input type="checkbox"/>	
138	Fxxxxxx	Dxxxx Gxxxxx	Kxxxxx Exxxxxx Dxxxx Gxxxxx	Dxxxx Gxxxxx		###-###-####
	USEF <input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input type="checkbox"/>	
	USDF <input checked="" type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input type="checkbox"/> #####	<input checked="" type="checkbox"/> #####	<input type="checkbox"/>	

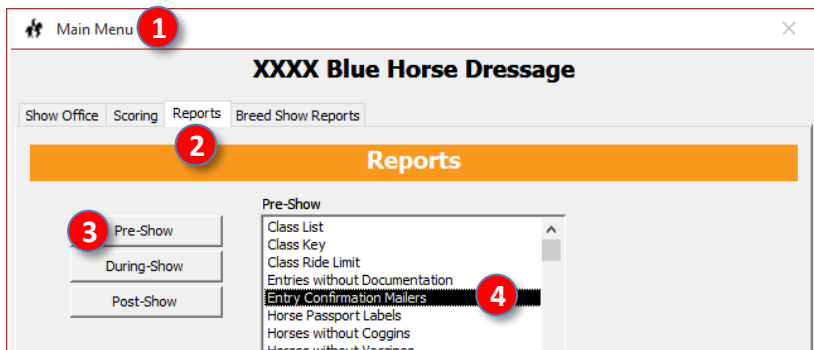
= Good

= Bad

Reports - Pre-Show > Entry Confirmation Mailers

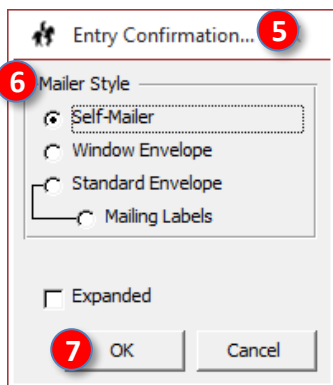
ENTRY CONFIRMATION MAILERS:

- **Entry Confirmation Mailers** are used to mail and/or email a confirmation that the show entry packet has been received and processed (see [Snail Mail Confirmation Notification](#)).
- The document contains all the entry's key information that is entered in FVD and includes entry deficiencies.
- It may also be used as part of the entry packet (see [ENTRY REVIEW AND MANAGEMENT SUGGESTIONS](#)).



- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Entry Confirmation Mailers**.

- The **5 Entry Confirmation Mailer** form opens.
- Click your **6 Mailer Style** preference.
- Click **7 OK**.



- The **8 Entry Confirmation Mailers** report opens (this example is a **Self-Mailer**).
- The Window Envelope and Standard Envelope reports provide the same information in different formats.

NOTE: It is a good idea to include this report with the paper entry packet or the digital entry packet as it verifies the information in FVD.

Entry # 101

XXXX Blue Horse Dressage

June 20, 2022

Entry Confirmation - Please review the following information
Contact: Suzy Secretary at SuzySecretary@email.com or 123-456-7890

Horse Information		Owner		Trainer		Coach	
Name	Horse1	First1	Last1	First1	Last1	First1	Last1
Breed	Hanovarian	Address	1501 Highway Road	Address	1501 Highway Road	Address	1501 Highway Road
Sex	Mare	City/St/Zip	Anytown, ST 12345	City/St/Zip	Anytown, ST 12345	City/St/Zip	Anytown, ST 12345
Color	Grey	Country	USA	Country	USA	Country	USA
Height	15.1	Telephone	123-456-7890	Telephone	123-456-7890	Telephone	123-456-7890
Sire	Sire Name	E-mail	email@email.com	E-mail	email@email.com	E-mail	email@email.com
Dam	Dam Name	Citizenship	usa	Citizenship	usa	Citizenship	usa
Dam's Sire	Passport #	Rider Status	Adult Amateur	Rider Status	Adult Amateur	Rider Status	Adult Amateur
USEF #	55555	USEF #	12345	USEF #	12345	USEF #	12345
USDF #	22222	USDF #	34567	USDF #	34567	USDF #	34567

Need USEF	<input type="checkbox"/>	Need USDF	<input type="checkbox"/>	Need Safe Sport	<input type="checkbox"/>	Need Signature	<input type="checkbox"/>	Need Coggins	<input type="checkbox"/>	Need Vaccines	<input type="checkbox"/>	Need Parent's Signature	<input type="checkbox"/>
-----------	--------------------------	-----------	--------------------------	-----------------	--------------------------	----------------	--------------------------	--------------	--------------------------	---------------	--------------------------	-------------------------	--------------------------

Class: 40.00 Stable: 0.00 Other: 30.00 Total: 70.00 Payments: 178.00 Amount Due: -108.00

This memo appears on entry confirmations and other mailings sent to riders.
Memo to the rider:

Class	Day	Class Name	Test Name	Qual/Div	Need FS Doc
307	Thursday	Sport Horse Prospect Yearling Fillies	USDF Prospects In-Hand 2019	No	<input type="checkbox"/>

www.foxvillage.com - Licensed to Leslie Raulin -

XXXX Blue Horse Dressage
3967 Red Street
Anytown, ST 12345

First1 Last1
1501 Highway Road
Anytown, ST 12345
USA

Confirmation

= Bad

= Good

Reports - Pre-Show > Horse Passport Labels

HORSE PASSPORT LABELS:

The Horse Passport Labels report is used to by CDI secretaries for their horse passport packets.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Horses Passport Labels** report.



- The **5 Horses Passport Labels** report opens.
- The report contains:
 - **6 Show Name**
 - **7 Entry #**
 - **8 Horse name**
 - **9 Rider FirstName LastName**
- The labels are printed with Avery 5962 or generic 1-1/3" x 4" labels.

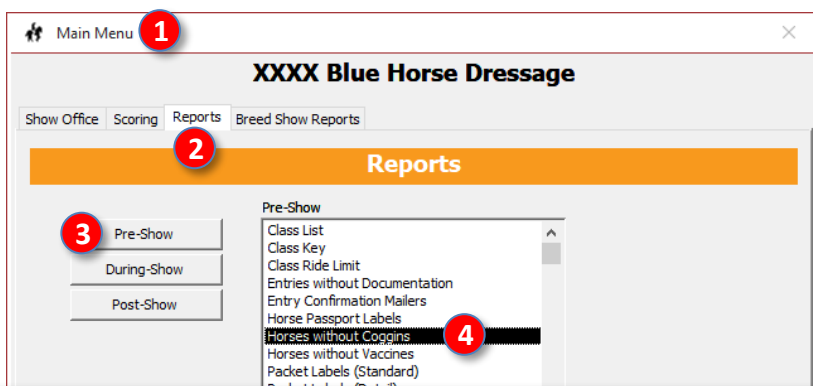
The screenshot shows a grid of labels for the 'XXXX Blue Horse Dressage' event. Each label contains the following information:

- 6 Show Name:** XXXX Blue Horse Dressage
- 7 Entry #:** Entry # 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114
- 8 Horse name:** Hxxxxxx X, Mxxxx Jxxx, Fxxxx, Sxxxx Hxxxx Lxxxx, Axxxx, Sxx Lxxxxxxx, Kxxxxxx, Bxxx Axx Wxxxx Rxxxx, F xx Sxxxxxxxx, Exxxxxx Hxxxxxxxx, Dxxxxxx Cxxxx, Kxxxxxx, Exxxxxx Hxxxxxxxxxxx, Kxxxxxx, Lxxxx Bxxx, Axxx Hxxxxxx, Exxxxxx Hx, Dxxxxxx Cxxxx, Kxxxxxx, Lxxx Txxx
- 9 Rider FirstName LastName:** Kxxx Sxxxxxx, Jxxxxxx Dxxxxxx, Hxxxx, Lxxxx Bxxx, Exxxxxx Hxxxxxxxxxxx, Lxxxx Bxxx, Exxxxxx Hxxxxxxxxxxx, Exxxxxx Hx
- Country:** usa

Reports - Pre-Show > Horses without Coggins**HORSES WITHOUT COGGINS:**

The **Horses without Coggins** report is used to create a list of all entries that are missing the Coggins Report.

- Select **1 Main Menu > 2 Reports > 3 Pre-Show > 4 Horses without Coggins Report.**



XXXX Blue Horse Dressage
5 Horses without Coggins

Entry #	Horse	Rider	Telephone	E-mail
555	Horse Name	Rider Name	###-###-####	EmailAddress

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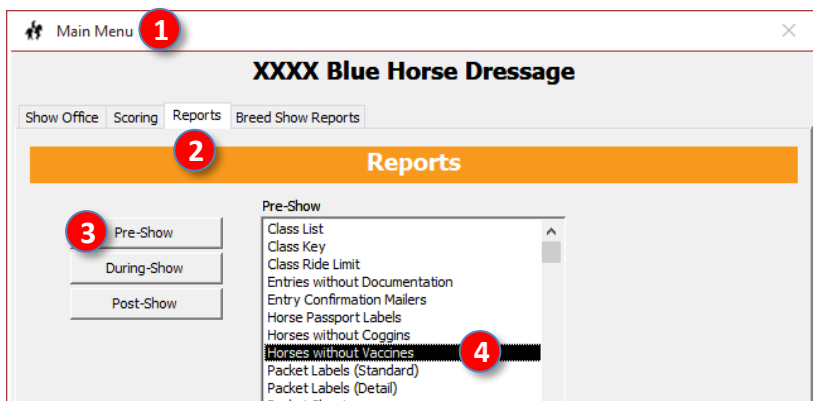
- The **5 Horses without Coggins Report** opens.
- The report contains:
 - **6 Entry #** (the report is sorted by entry # with the lowest number first)
 - **7 Horse** name
 - **8 Rider** name
 - **9 Rider Telephone**
 - **10 Rider Email**
- The rider/owner needs to be contacted for submission of the Coggins (horses may not be taken off the trailer before the show secretary receives a copy of a current Coggins).

Reports - Pre-Show > Horses without Vaccines

HORSES WITHOUT VACCINES:

- The **Horses without Vaccines** report is used to create a list of all entries that are missing proof of vaccination IAW USEF GR845 ([click here](#)).
- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Horses without Vaccines** report.

NOTE: USEF GR845 requires the proof of vaccination be brought to the show but does not require that it be part of the show entry. Shows may require the proof of vaccination as part of the show entry.



The screenshot shows the 'XXXX Blue Horse Dressage' report titled 'Horses without Vaccines' (5). The table below lists the entries:

Entry #	Horse	Rider	Telephone	E-mail
117	Sxxxx	Axxxxxx Rxxx	240-401-4523	EmailAddress@email.com
137	Bxxxx Pxxxxxx	Mxxxx Mxx	4108478229	EmailAddress@email.com
161	Lxxx Ixxxxxx	Kxxxxxx Pxxxx	443.277.1298	EmailAddress@email.com
1000	SCRATCH	SCRATCH SCRATCH		

The table columns are labeled with red circles: 6 for Entry #, 7 for Horse, 8 for Rider, 9 for Telephone, and 10 for E-mail.

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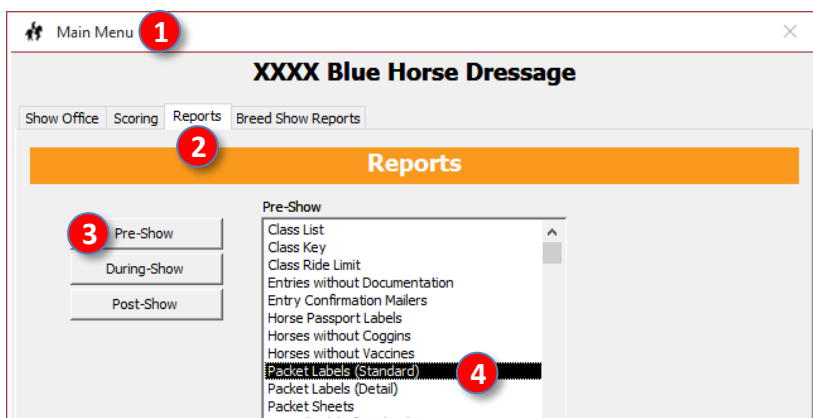
- The **5 Horses without Vaccines** report opens.
- The report contains:
 - 6 Entry #** (the report is sorted by entry # with the lowest number first)
 - 7 Horse** name
 - 8 Rider** name
 - 9 Rider Telephone**
 - 10 Rider Email**
- The rider/owner needs to be contacted for submission of the proof of vaccination.

Reports - Pre-Show > Packet Labels (Standard)

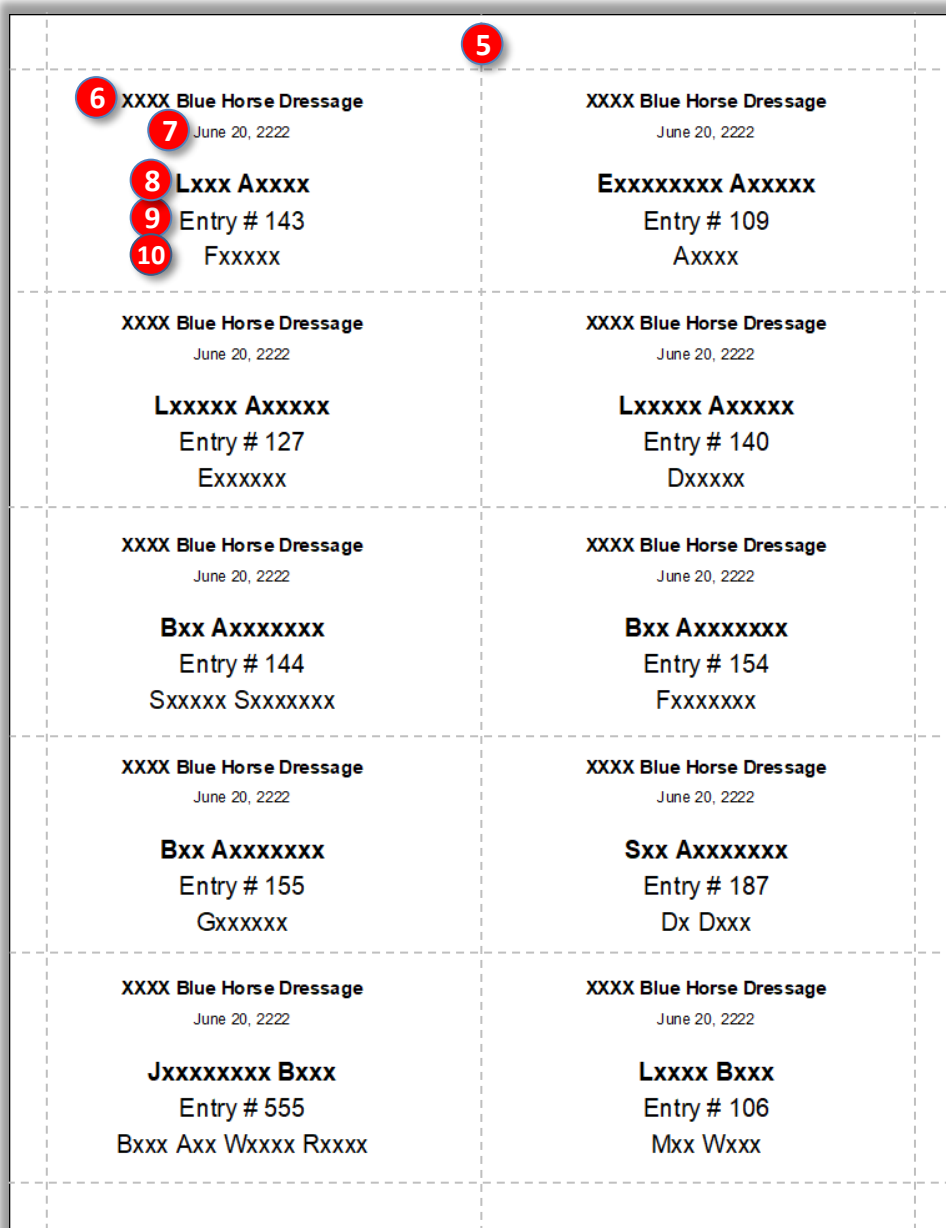
PACKET LABELS (STANDARD):

Packet Labels (Standard) is used to create labels that are placed on the show packets that are given to the competitors (also called rider packets).

- Select **1 Main Menu > 2 Reports > 3 Pre-Show > 4 Packet Labels (Standard)** report.



- The **5 Packet Labels (Standard)** report opens.
- The report contains:
 - **6 Show Name**
 - **7 Show Date**
 - **8 Rider Name** (the report is sorted by the rider's last name)
 - **9 Entry #**
 - **10 Horse Name**
- See [RIDER PACKET LABELS/SHEETS](#) for more information on using and printing these labels.



Reports - Pre-Show > Packet Labels (Detail)

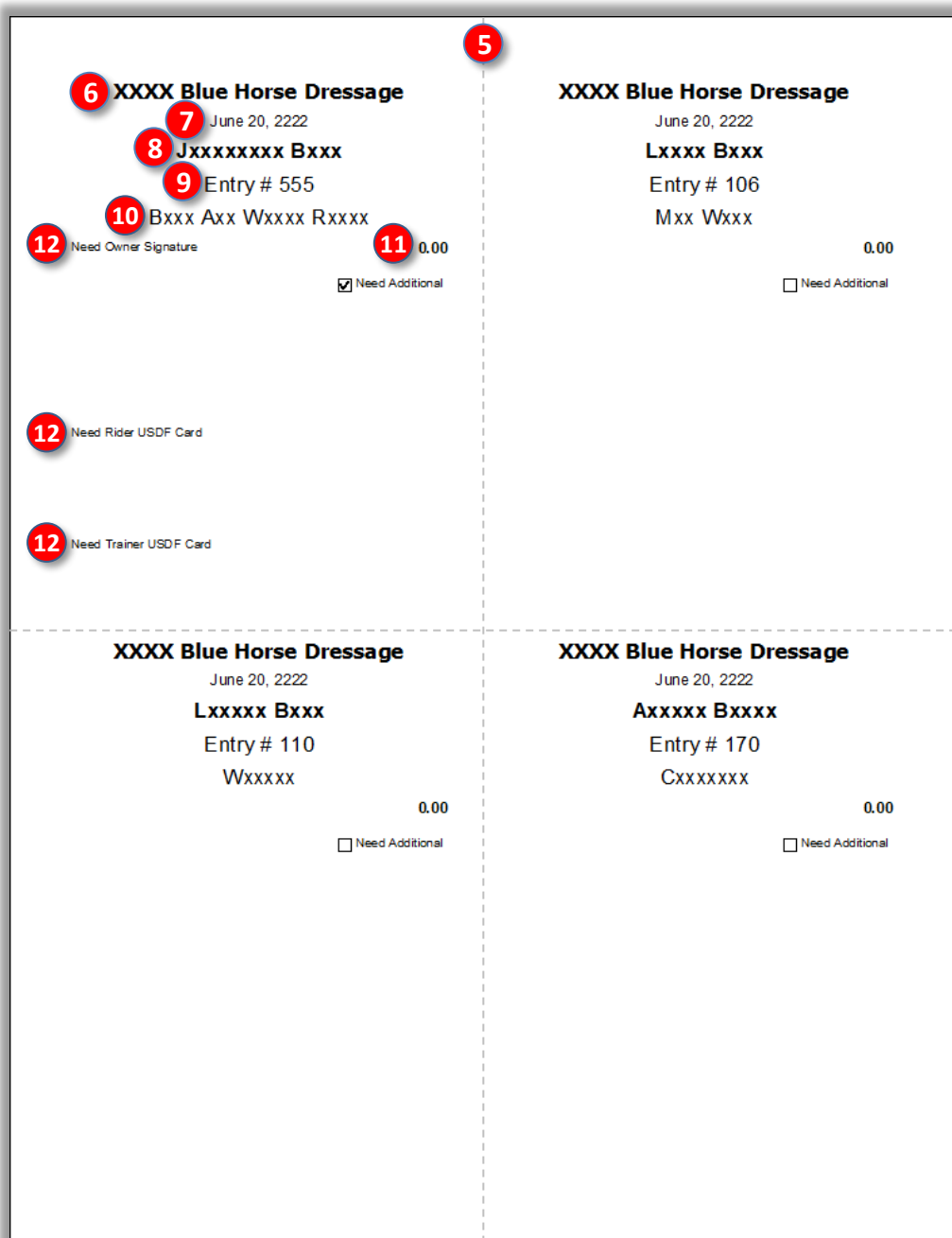
PACKET LABELS (DETAIL):

Packet Labels (Detail) is used to create labels that are placed on the rider packets that are given to the competitors. The label alerts show management to missing information that must be collected when the competitor registers at the show office.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Packet Labels (Detail)** report.



- The **5 Packet Labels (Detail)** report opens.
- The report contains:
 - **6 Show Name**
 - **7 Show Date**
 - **8 Rider Name** (the report is sorted by the last name)
 - **9 Entry #**
 - **10 Horse Name**
 - **11 Payment/refund due**
 - **12 Items missing from entry**
- See [RIDER PACKET LABELS/SHEETS](#) for more information on using and printing these labels.

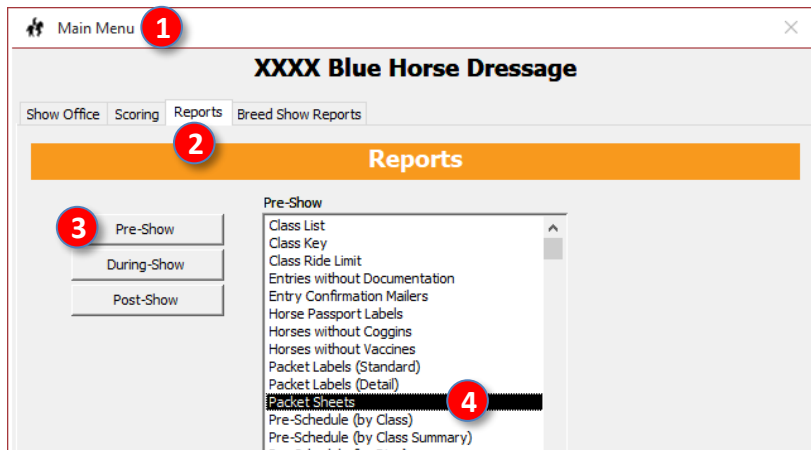


Reports - Pre-Show > Packet Sheets

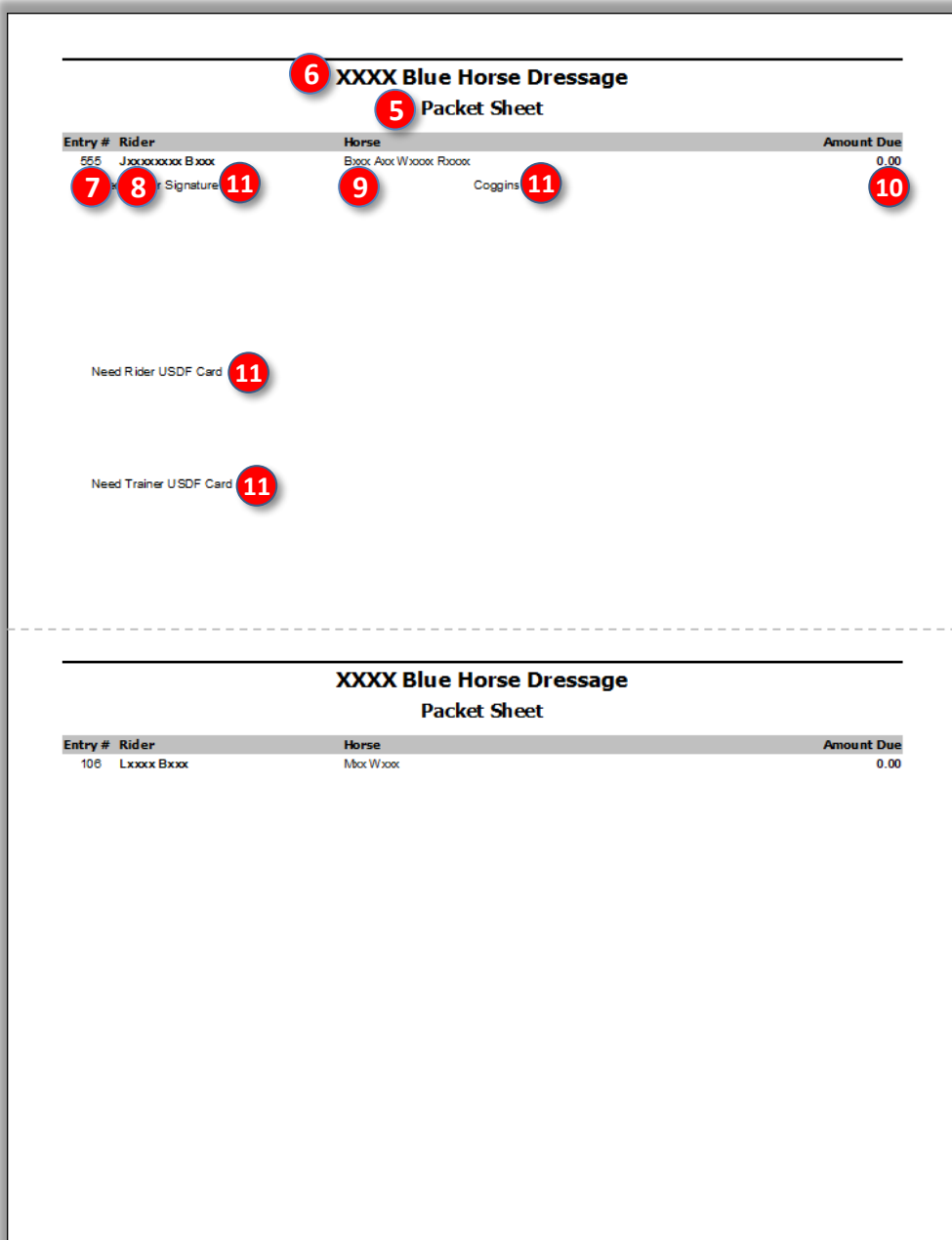
PACKET SHEETS:

Packet Sheets is used to print sheets that are cut in half and attached to the show packets that are given to the competitors. The sheets alert show management to missing information that must be collected when a competitor registers at the show office.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Packet Sheets**.



- The **5 Packet Sheet** report opens.
- The report contains:
 - 6 Show Name**
 - 7 Entry #**
 - 8 Rider Name** (the report is sorted by the rider's last name)
 - 9 Horse Name**
 - 10 Amount Due (or Refund Due)**
 - 11 Items missing from entry**
- See [RIDER PACKET LABELS/SHEETS](#) for more information on using and printing these sheets.



Reports - Pre-Show > Pre-Schedule (by Class)

PRE-SCHEDULE (BY CLASS):

The **Pre-Schedule (by Class)** is a report of the classes and rides, sorted by **Show Day**, then **Class #**, then by **Entry #**. The report provides helpful information to use before scheduling to help you plan your show.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Pre-Schedule Report**.

- The **5 Pre-Schedule (by Class)** report opens.
- The report contains:
 - 6 Show Date**
 - 7 Class # and Name**
 - 8 Entry #**
 - 9 Rider** [Name]
 - 10 Horse** [Name]
 - 11 Total Rides** [for each class]
 - 12 Total Minutes** [for each class]
- The last page of the report has:
 - 13 Total Rides** [for the day]
 - 14 Total Rides** [for the show]
 - 15 Total Minutes** for the day (hours and minutes).

NOTE: **15 Total Minutes** for the show helps you plan when you are accepting entries as it will let you know the length of the show. In this example, if the show had two arenas, for which each judge can only judge 8 hours, there are too many hours/minutes in this show.



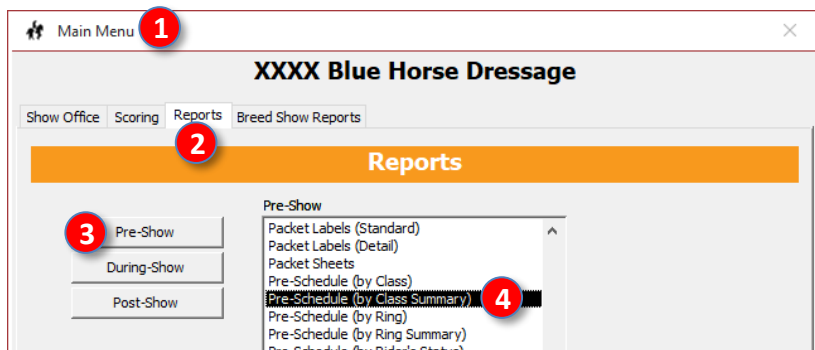
XXXX Blue Horse Dressage			
5 Pre-Schedule (by Class)			
6 Thursday, June 20, 2022			
Entry #	Rider	Horse	Time
7 Class: 1 - USDF Introductory Level Test A Open NR			
145	Kox Poooooooo	Loox Ox Fxxxx	6.0
Total Rides: 1			Total minutes for Class: 1 - USDF Introductory Level Test A Open NR 6.0
Class: 2.0 - USDF Introductory Level Test B Open NR			
145	Kox Poooooooo	Loox Ox Fxxxx	6.0
Total Rides: 1			Total minutes for Class: 2.0 - USDF Introductory Level Test B Open NR 6.0
Class: 3.0 - USDF Introductory Level Test C Open NR			
187	Sox Aoooooooo	Dx Doox	6.0
Total Rides: 1			Total minutes for Class: 3.0 - USDF Introductory Level Test C Open NR 6.0
Class: 101.0 - USEF Training Level Test 1 Open			
151	Moooox Woooox	Goooox Roox	7.0
187	Poooooooo	Dx Doox	7.0
Total Rides: 2			Total minutes for Class: 101.0 - USEF Training Level Test 1 Open 14.0
Class: 102.0 - USEF Training Level Test 2 Open CBLM			
113	Doooooooo Goooox	Koooooooo	7.5
116	Noooox Soooooooo	Txxxx Doooooooo	7.5
167	Moooox Toooooooo	Coooooooo	7.5
Total Rides: 3			Total minutes for Class: 102.0 - USEF Training Level Test 2 Open CBLM 22.5
Class: 103.0 - USEF Training Level Test 3 Open GAIG			
116	Noooox Soooooooo	Txxxx Doooooooo	7.0
117	Aoooox Roox	Soox	7.0
186	Joox Boooox	Aoooooooo	7.0
195	Loooox Soox	Coox	7.0
Total Rides: 4			Total minutes for Class: 103.0 - USEF Training Level Test 3 Open GAIG 28.0
Class: 111.0 - USEF First Level Test 1 Open			
127	Loooox Aoooox	Boooox	7.0
162	Coooox Yoooox	Boooox Soooooooo	7.0
164	Joooox Roox	Voooox	7.0
168	Roooox Noooox	Mxx Poooooooooooo	7.0
182	Noox Toooooooo	Roooooooo	7.0
184	Boox Koox	Wooooox Roox	7.0
Total Rides: 6			Total minutes for Class: 111.0 - USEF First Level Test 1 Open 42.0
13 Total Rides: 121		Total minutes for Saturday, June 20, 2020: 16 Hrs 14.5 Mins	
14 Total Rides: 121			

Reports - Pre-Show > Pre-Schedule (by Class Summary)

PRE-SCHEDULE (BY CLASS SUMMARY):

The **Pre-Schedule (by Class Summary)** is a report of the days, classes, ring #, # of Rides, and Total Minutes, sorted by **Day** then **Class** #. The report provides helpful information to use before scheduling to help you plan your show.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Pre-Schedule Report (Summary)**.



- The **5 Pre-Schedule Report (Summary)** report opens.
- The report contains:
 - **6 Show Date**
 - **7 Class # and Name**
 - **8 Ring #** (if assigned)
 - **9 Total Rides** for each class
 - **10 Total Minutes** for each class
 - **11 Total Rides** for the day
 - **12 Total Rides** for the show
 - **13 Total Minutes** for the day

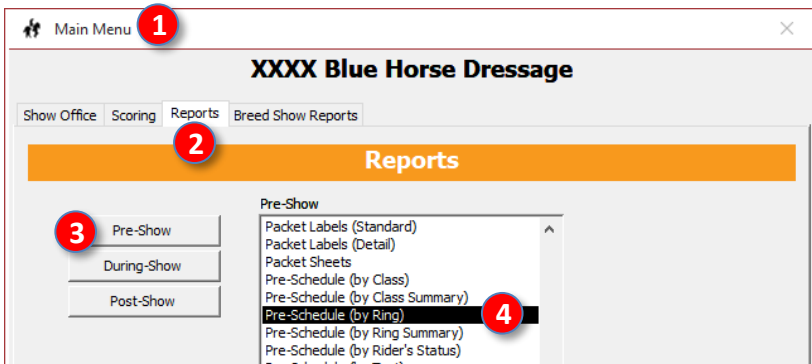
XXXX Blue Horse Dressage				
5 Pre-Schedule (by Class Summary)				
6 Thursday, June 20, 2222				
Class	Ring	# of Rides	Total Minutes	
7 USDF Introductory Level Test A Open NR	8	9	10	6.0
8 USDF Introductory Level Test B Open NR		1	6.0	
9 USDF Introductory Level Test C Open NR		1	6.0	
101.0 - USEF Training Level Test 1 Open		2	14.0	
102.0 - USEF Training Level Test 2 Open CBLM		3	22.5	
103.0 - USEF Training Level Test 3 Open GAIG		4	28.0	
111.0 - USEF First Level Test 1 Open		6	42.0	
112.0 - USEF First Level Test 2 Open CBLM		14	105.0	
113.0 - USEF First Level Test 3 Open GAIG		9	72.0	
121.0 - USEF Second Level Test 1 Open		5	37.5	
122.0 - USEF Second Level Test 2 Open CBLM		4	34.0	
123.0 - USEF Second Level Test 3 Open GAIG		2	16.0	
131.0 - USEF Third Level Test 1 Open		7	56.0	
132.0 - USEF Third Level Test 2 Open CBLM		6	48.0	
133.0 - USEF Third Level Test 3 Open GAIG		7	56.0	
141.0 - USEF Fourth Level Test 1 Open		5	40.0	
142.0 - USEF Fourth Level Test 2 Open CBLM		1	7.5	
143.0 - USEF Fourth Level Test 3 Open GAIG		3	25.5	
151.0 - FEI Prix St. Georges Open CBLM GAIG		9	81.0	
152.0 - FEI Intermediate TOC Open CBLM GAIG		4	36.0	
153.0 - FEI Grand Prix TOC Open CBLM GAIG		2	18.0	
160.0 - USEF TOC Open CBLM GAIG (for Class 161 entr		6	49.0	
161.0 - MFS USDF Training - Fourth TOC Open CBLM G		11	99.0	
162.0 - MFS FEI Levels TOC Open CBLM GAIG		5	45.0	
170.0 - Pony Cup TOC Open CBLM GAIG		1	7.0	
179 - FEI Junior Individual Test		1	9.0	
307 - Sport Horse Prospect Yearling Fillies		1	6.0	
11 Total Rides: 121				
12 Total Rides: 121				
				13 Total minutes for Thursday, June 20, 2222: 16 Hrs 12 Mins

Reports - Pre-Show > Pre-Schedule (by Ring)

PRE-SCHEDULE (BY RING):

The **Pre-Schedule (by Ring)** is a report of the classes and rides, sorted by **Day**, **Ring #**, then by **Class #**, then by **Entry #**. The report provides helpful information to use during scheduling to help you plan the rings your show.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Pre-Schedule Report (by Ring)**.
- The **5 Pre-Schedule (by Ring)** report opens.
- The report contains:
 - **6 Show Date**
 - **7 Ring**
 - **8 Class # and Name**
 - **9 Entry #**
 - **10 Rider [Name]**
 - **11 Horse [Name]**
 - **12 Time** allocated for each ride.
 - **13 Total Rides** (for each class)
 - **14 Total Minutes** (for each class) (hours/minutes)
- Totals:
 - **15 Total Rides** for each ring.
 - **16 Total Minutes** for each ring.
 - **17 Total Rides** for the day.
 - **18 Total Rides** for the show.
 - **19 Total minutes** (Hrs/Mins) for the day.



XXXX Blue Horse Dressage		
5 Pre-Schedule (by Ring)		
6 Thursday, June 20, 2222		
Entry #Rider	Horse	Time
7 Ring: 1 Xxxxxxxxxxxx		
Class: 1 - USDF Introductory Level Test A Open NR		
145 Kxx Fxxxxxx	Lxxx Oxx Fxxxx	6.0
Total Rides: 1	Total minutes for Class: 1 - USDF Introductory Level Test A Open NR	6.0
8 Class: 3.0 - USDF Introductory Level Test C Open NR		
187 Sxx Axxxxxx	Dx Dxxx	6.0
Total Rides: 1	Total minutes for Class: 3.0 - USDF Introductory Level Test C Open NR	6.0
Class: 101.0 - USEF Training Level Test 1 Open		
151 Mxxxx Wxxxx	Gxxxx Rxxxx	7.0
187 Sxx Axxxxxx	Dx Dxxx	7.0
Total Rides: 2	Total minutes for Class: 101.0 - USEF Training Level Test 1 Open	14.0
Class: 103.0 - USEF Training Level Test 3 Open GAIG		
165 Nxxxx Sxxxxxx	Txxxx Dxxxxxx	7.0
188 Jxxxx Bxxxxxx	Axxxxxx	7.0
195 Lxxxx Sxxx	Oxxxx	7.0
Total Rides: 4	Total minutes for Class: 103.0 - USEF Training Level Test 3 Open GAIG	28.0
Class: 112.0 - USEF First Level Test 2 Open CBLM		
119 Mxxxxxx Fxxx	Kxxxxxx Bxxxxxx	7.5
123 Mxxxx Txxxxxx	Rxxxxxx	7.5
127 Lxxxx Axxxx	Bxxxx	7.5
129 Ixxx Bxxxx	Wxxxx-X	7.5
130 Kxxxx Txxx	Txxx Oxx Txxx	7.5
138 Kxxxx Bxxxxxxxxxxxx	Fxxxx	7.5
139 Sxxx Rxxxxxx	Dxxxxxx	7.5
142 Txxxx Hxxxx	Sxxxx Wxxx	7.5
149 Nxxx Nxxxxxx	Bxxxxxx Axxxx	7.5
153 Bxxx Oxxxx	Oxxxx	7.5
155 Bxx Axxxxxx	Gxxxx	7.5
156 Mxxxx	Txxxx	7.5
Class: 179 - FEI Junior Individual Test		
555 Jxxxxxx Bxxx	Bxxx Axx Wxxxx Rxxxx	9.0
Total Rides: 1	Total minutes for Class: 179 - FEI Junior Individual Test	9.0
Total Rides: 74	Total minutes for Ring: 1 Xxxxxxxxxxxx	604.5
7 Ring: 2		
Class: 307 - Sport Horse Prospect Yearling Fillies		
101 Frst1 Last1	Horse1	6.0
Total Rides: 1	Total minutes for Class: 307 - Sport Horse Prospect Yearling Fillies	6.0
Total Rides: 1	Total minutes for Ring: 2	6.0
Total Rides: 121	Total minutes for Thursday, June 20, 2222: 16 Hrs 12 Mins	19
Total Rides: 121		
Monday, June 13, 2021 5:04 PM		

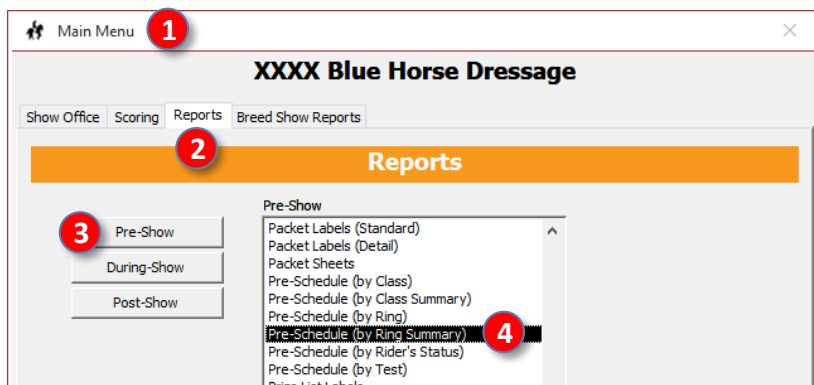
NOTE: **16 Total Minutes** for each ring helps you plan when you are scheduling the show as it lets you know if you have more than 8 hrs (480 min) for a ring. Since each judge can only judge 8 hours, if there are more than 480 min for a ring, you need to reschedule.

Reports - Pre-Show > Pre-Schedule Report (by Ring Summary)

PRE-SCHEDULE (BY RING SUMMARY):

The **Pre-Schedule Report (by Ring Summary)** is a report of the days, classes, ring #, # of Rides, and Total Minutes, sorted by **Day**, then **Ring #**, then **Class #**. The report provides helpful information to use before and during scheduling to help you plan your show.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Pre-Schedule Report (by Ring Summary)**.



- The **5 Pre-Schedule Report (by Ring Summary)** opens.

- The report contains:
 - **6 Show Date**
 - **7 Ring #**
 - **8 Class # and Name**
 - **9 Total Rides** for each class
 - **10 Total Minutes** for each class
 - **11 Total Minutes** for each ring
 - **12 Total Rides** for each day
 - **13 Total Minutes** for each day
 - **14 Total Rides** for the show (on last page)

XXXX Blue Horse Dressage

5 Pre-Schedule (by Ring Summary)

6 Thursday, June 20, 2022

Ring	Class	# of Rides	Total Minutes
1	XXXXXX		
1	100.0 - USDF Introductory Level Test A Open NR	1	6.0
1	101.0 - USDF Introductory Level Test C Open NR	1	6.0
	101.0 - USEF Training Level Test 1 Open	2	14.0
	103.0 - USEF Training Level Test 3 Open GAIG	4	28.0
	112.0 - USEF First Level Test 2 Open CBLM	14	105.0
	121.0 - USEF Second Level Test 1 Open	5	37.5
	123.0 - USEF Second Level Test 3 Open GAIG	2	16.0
	132.0 - USEF Third Level Test 2 Open CBLM	6	48.0
	151.0 - FEI Prix St. Georges Open CBLM GAIG	9	81.0
	152.0 - FEI Intermediate TOC Open CBLM GAIG	4	36.0
	153.0 - FEI Grand Prix TOC Open CBLM GAIG	2	18.0
	160.0 - USEF TOC Open CBLM GAIG (for Class 161 entries)	6	49.0
	161.0 - MFS USDF Training - Fourth TOC Open CBLM GAIG	11	99.0
	162.0 - MFS FEI Levels TOC Open CBLM GAIG	5	45.0
	170.0 - Pony Cup TOC Open CBLM GAIG	1	7.0
	179 - FEI Junior Individual Test	1	9.0
		Total minutes for 1 XXXXXXXXXX: 10 Hrs 4.5 Mins	11
2	XXXXXX		
	2.0 - USDF Introductory Level Test B Open NR	1	6.0
	102.0 - USEF Training Level Test 2 Open CBLM	3	22.5
	111.0 - USEF First Level Test 1 Open	6	42.0
	113.0 - USEF First Level Test 3 Open GAIG	9	72.0
	122.0 - USEF Second Level Test 2 Open CBLM	4	34.0
	131.0 - USEF Third Level Test 1 Open	7	56.0
	133.0 - USEF Third Level Test 3 Open GAIG	7	56.0
	141.0 - USEF Fourth Level Test 1 Open	5	40.0
	142.0 - USEF Fourth Level Test 2 Open CBLM	1	7.5
	143.0 - USEF Fourth Level Test 3 Open GAIG	3	25.5
	307 - Sport Horse Prospect Yearling Fillies	1	6.0
		Total minutes for 2 XXXXXXXXXX: 6 Hrs 7.5 Mins	13
Total Rides: 121		12	
Total Rides: 121		14	

Total minutes for Thursday, June 20, 2022: **16 Hrs 12 Mins**

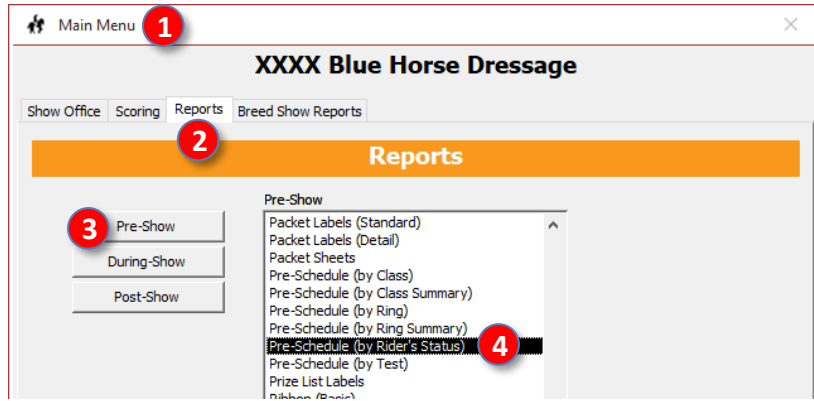
Monday, December 13, 2021 5:12 PM Page 1 of 1

Reports - Pre-Show > Pre-Schedule (by Rider's Status)

PRE-SCHEDULE (BY RIDER'S STATUS):

The **Pre-Schedule (by Rider's Status)** is a report of the classes and rides, sorted by **Day, Class #**, then by **Rider Status** (Blank, Adult Amateur, JR/YR, Open), then by **Entry #**. The report provides helpful information to use before and during scheduling to help you plan your show. In particular, it can guide you to splitting classes by rider status, if you choose to do so.

- Select **1 Main Menu > 2 Reports > 3 Pre-Show > 4 Pre-Schedule Report (by Rider's Status)**.



- The **5 Pre-Schedule (by Rider's Status)** report opens.
- The report contains:
 - **6 Show Date**
 - **7 Class # and Name**
 - **8 Rider Status**
 - **9 Entry #**
 - **10 Rider (name)**
 - **11 Horse (name)**
 - **12 Total Rides** for each status
 - **13 Total Minutes** for each status
 - **14 Total Rides** for the class
 - **15 Total Minutes** for the class

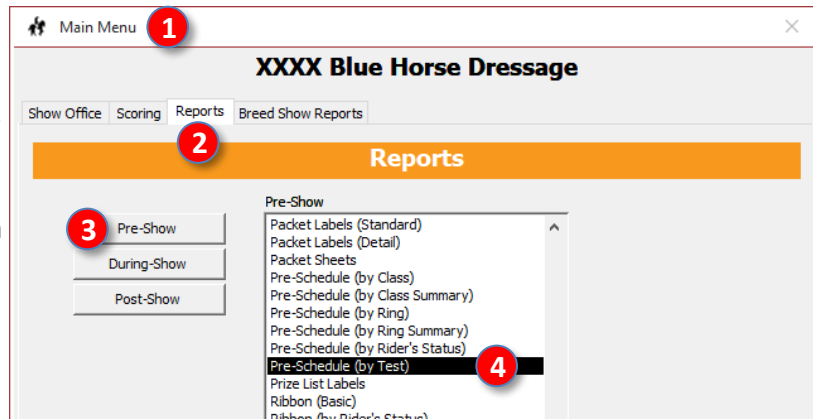
XXXX Blue Horse Dressage			
5 Pre-Schedule (by Rider's Status)			
6 Thursday, June 20, 2222			
Entry #	Rider	Horse	Time
7 Class: 1 - USDF Introductory Level Test A Open NR			
Adult Amateur			
145	Kox Fooooox	Loox Ox Foooo	6.0
Total Rides: 1		Total minutes for Adult Amateur	
Total Rides: 1		Total minutes for Class: 1 - USDF Introductory Level Test A Open NR	
Class: 2.0 - USDF Introductory Level Test B Open NR			
Adult Amateur			
145	Kox Fooooox	Loox Ox Foooo	6.0
Total Rides: 1		Total minutes for Adult Amateur	
Total Rides: 1		Total minutes for Class: 2.0 - USDF Introductory Level Test B Open NR	
Class: 3.0 - USDF Introductory Level Test C Open NR			
Adult Amateur			
187	Siox Aooooox	Dx Doox	6.0
Total Rides: 1		Total minutes for Adult Amateur	
Total Rides: 1		Total minutes for Class: 3.0 - USDF Introductory Level Test C Open NR	
Class: 101.0 - USEF Training Level Test 1 Open			
Adult Amateur			
187	Siox Aooooox	Dx Doox	7.0
Total Rides: 1		Total minutes for Adult Amateur	
JR/YR			
151	Moooox Woooo	Gooooox Roooo	7.0
Total Rides: 1		Total minutes for JR/YR	
Total Rides: 2		Total minutes for Class: 101.0 - USEF Training Level Test 1 Open	
Class: 102.0 - USEF Training Level Test 2 Open CBLM			
Open			
113	Dooooox Coooo	Kooooox	7.5
116	Noooox Sooooox	Toooox Dooooox	7.5
167	Moooox Tooooox	Oooooox	7.5
Total Rides: 3		Total minutes for Open	
Total Rides: 3		Total minutes for Class: 102.0 - USEF Training Level Test 2 Open CBLM	
Class: 103.0 - USEF Training Level Test 3 Open GAIG			
Adult Amateur			
186	Joooo Boooo	Aooooox	7.0
195	Loooo Siox	Coooo	7.0
Total Rides: 2		Total minutes for Adult Amateur	
JR/YR			
117	Aoooo Roooo	Soooo	7.0
Total Rides: 1		Total minutes for JR/YR	
Open			
116	Noooox Sooooox	Toooox Dooooox	7.0
Total Rides: 1		Total minutes for Open	
Total Rides: 4		Total minutes for Class: 103.0 - USEF Training Level Test 3 Open GAIG	

Reports - Pre-Show > Pre-Schedule (by Test) [Class/Test]

PRE-SCHEDULE (BY TEST) [CLASS/TEST]:

The **Pre-Schedule (by Test) [Class/Test]** is a report of the classes and rides, sorted by **Day**, **Class #**, then by **Test**, then by **Entry #**. The report provides helpful information to use before and during scheduling to help you plan your show.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Pre-Schedule (by Test)**.



- The **5 Pre-Schedule (by Test)** report opens.
- The report contains:
 - **6 Show Date**
 - **7 Class # and Name**
 - **8 Test**
 - **9 Entry #**
 - **10 Rider name**
 - **11 Horse name**
 - **12 Total Rides** for each class
 - **13 Minutes** for each ride.
 - **14 Total Minutes** for each test.
 - **15 Total Minutes** for each class

- See [Print Pre-Schedule \(by Test\)](#) for an example of how this report may be used to help schedule the show.

XXXX Blue Horse Dressage
5 Pre-Schedule (by Test)

6 Thursday, June 20, 2222

Entry #	Rider	Horse	Time
Class: 153.0 - FEI Grand Prix TOC Open CBLM GAIG			
FEI Grand Prix 2018			
114	Lxxx Txxx	Bxxxx Hx	9.0
192	Bxxx Bxxxxxxx	Nxxxx Q	9.0
Total Rides: 2			Total minutes for FEI Grand Prix 2018: 18.0
			Total minutes for Class: 153.0 - FEI Grand Prix TOC Open CBLM GAIG: 18.0
7 Class: 160.0 - USEF TOC Open CBLM GAIG (for Class 161 en			
8 Training Level, Test 2 2019			
170	Axxxx Bxxxx	Cxxxx	7.5
Total minutes for Training Level, Test 2 2019			7.5
8 First Level, Test 3 2019			
159	Bxxxx Hxxxx	Sxxxx	8.0
Total minutes for First Level, Test 3 2019			8.0
8 Second Level, Test 2 2019			
143	Lxxx Axxx	Fxxxx	8.5
147	Bxxxx Sxxxx	Hxxxx SXX	8.5
Total minutes for Second Level, Test 2 2019			17.0
8 Third Level, Test 3 2019			
136	Pxxxx Mxxxx	Rxx Rxxxx Rxx	8.0
Total minutes for Third Level, Test 3 2019			8.0
8 Fourth Level, Test 3 2019			
180	Dxxx Mxxxx	Dxx Pxxxx	8.5
Total minutes for Fourth Level, Test 3 2019			8.5
Total Rides: 6			Total minutes for Class: 160.0 - USEF TOC Open CBLM GAIG (for Class 161 entries): 49.0
Class: 161.0 - MFS USDF Training - Fourth TOC Open CBLM			
USDF Freestyle, First Level 2019			
106	Lxxx Bxxx	Mxx Wxxx	9.0
107	Lxxx Bxxx	Pxxxx	9.0
108	Bxxxx Sxxxx	Sxxxx	9.0
170	Axxxx Bxxxx	Cxxxx	9.0
Total minutes for USDF Freestyle, First Level 2019			36.0
USDF Freestyle, Second Level 2019			
147	Bxxxx Sxxxx	Hxxxx SXX	9.0
Total minutes for USDF Freestyle, Second Level 2019			9.0
USDF Freestyle, Third Level 2019			
125	Jxxxx Fxx	Cxxx Gxxx	9.0
136	Pxxxx Mxxxx	Rxx Rxxxx Rxx	9.0
141	Txxxx Hxxxx	Axxxx	9.0
180	Dxxx Mxxxx	Dxx Pxxxx	9.0
193	Jxxxx Kxxx	Sxxx Pxxxxxxx Vx	9.0
Total minutes for USDF Freestyle, Third Level 2019			45.0
USDF Freestyle, Fourth Level 2019			
131	Jxxxx Gxxxx	Vxxxx	9.0
Total minutes for USDF Freestyle, Fourth Level 2019			9.0
Total Rides: 11			Total minutes for Class: 161.0 - MFS USDF Training - Fourth TOC Open CBLM GAIG: 99.0
XXXX			9.0
Total minutes for USDF Freestyle, Fourth Level 2019			9.0
Total minutes for Class: 161.0 - MFS USDF Training - Fourth TOC Open CBLM GAIG			99.0

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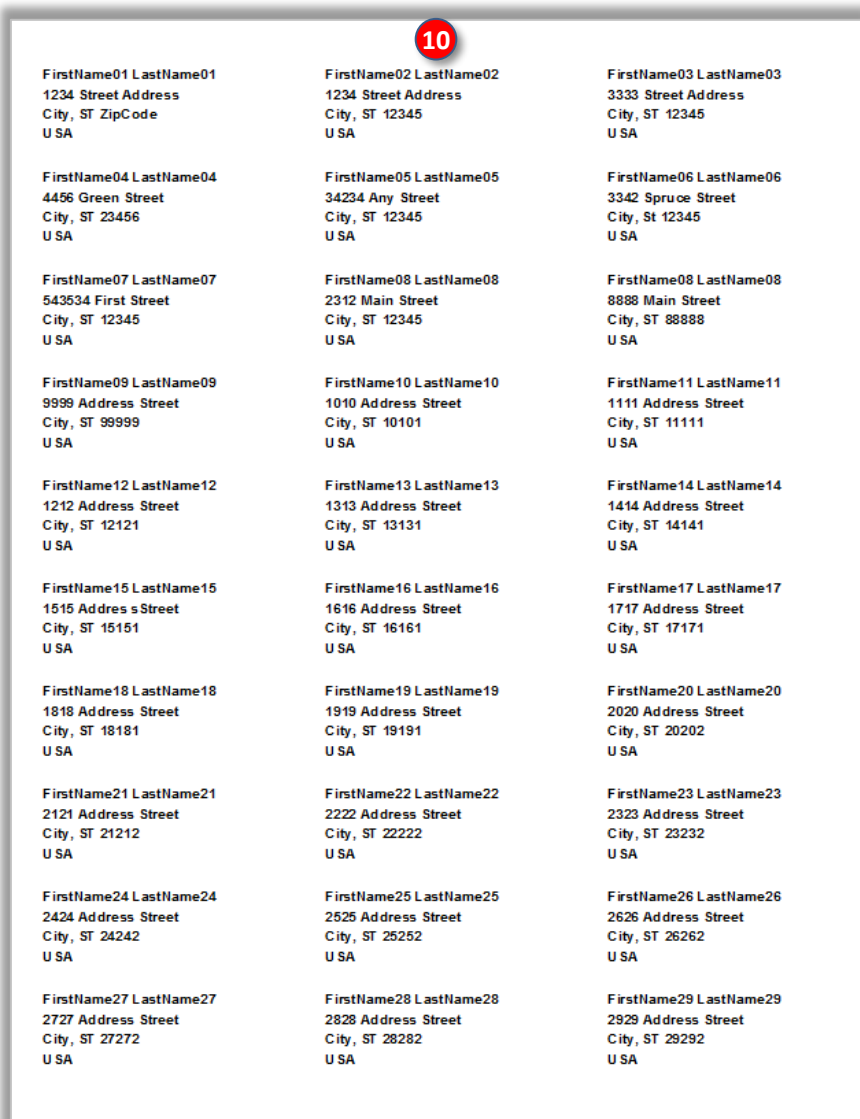
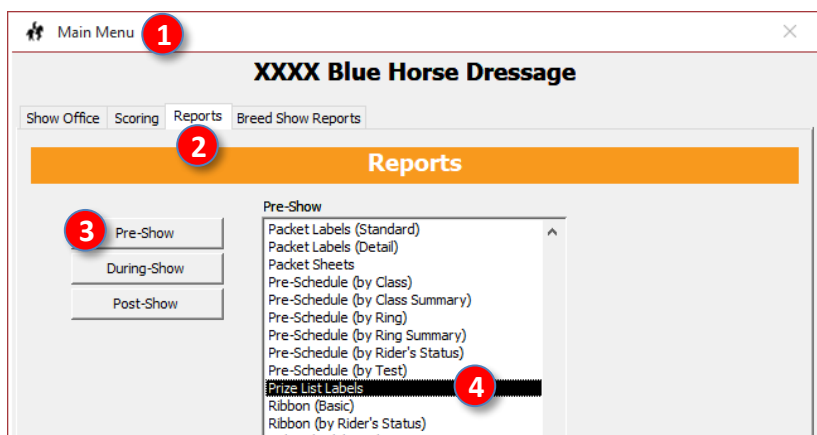
Reports - Pre-Show > Prize List Labels

PRIZE LIST LABELS:

Prize List Labels is used to create mailing labels of people involved in your previous shows. You can use the mailing labels to snail mail copies of your new show's Prize List. (This assumes you have used your HR.hdf file for previous shows.) [Of course, nowadays, online posting and/or emailed attachments are much better and cheaper!]

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Prize List Labels**.

- The **5 Prize List Labels** form opens.
- Enter the **6 Last Show Date** that you would like included (MM/DD/YYYY). For example, if you want to go back five years, use a date that is five years prior to your current show's date(s).
- Check either **7 Last Name, First Name** or **8 Zip Code, Last Name, First Name** to specify the order in which the labels are sorted.
- Click **9 OK**.



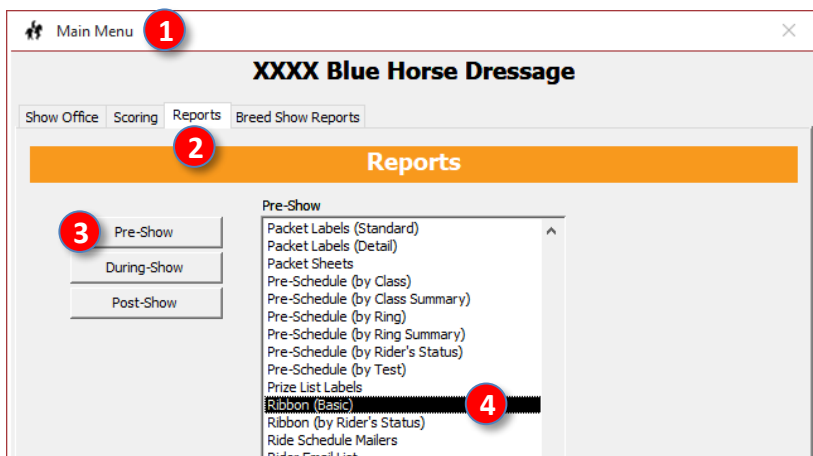
- The **10 Prize List Labels** report opens.
- The report contains the names and addresses of previous show participants listed in your **Horse & Rider (HR.hdf)** file.
- See [PRINT LABELS AND INDEX CARDS](#) to print these labels.

Reports - Pre-Show > Ribbon (Basic)

RIBBON (BASIC):

The **Ribbon (Basic)** report counts the number of ribbons you will need for the show if you do not separate the awards by rider status (Adult Amateur, JR/YR, Open).

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Ribbon Report (Basic)**.



- The **5 Ribbon (Basic)** report opens.

• The report contains:

- **6 Show Name**
- **7 Class # and Name**
- **8 Max** number of places for each class
- **9** Number of **Rides** for each class
- **10** Number of **1st thru 14th place** for each class
- **11 Total Ribbons** for each class

• The report's last page contains:

- **12** Total number of **Rides** for the show
- **13** Total number of **Ribbons** for each place for the show
- **14** **Total** number of ribbons for the show

6 XXXX Blue Horse Dressage

5 Ribbon (Basic)

Class	Max	Rides	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	Total
100.0 - USDF Introductory Level Test A Open NR	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3.0 - USDF Introductory Level Test B Open NR	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
101.0 - USEF Training Level Test 1 Open	6	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
102.0 - USEF Training Level Test 2 Open CBLM	6	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	3
103.0 - USEF Training Level Test 3 Open GAIG	6	4	1	1	1	1	0	0	0	0	0	0	0	0	0	0	4
111.0 - USEF First Level Test 1 Open	6	6	1	1	1	1	1	1	0	0	0	0	0	0	0	0	6
112.0 - USEF First Level Test 2 Open CBLM	6	14	1	1	1	1	1	1	0	0	0	0	0	0	0	0	6
113.0 - USEF First Level Test 3 Open GAIG	6	9	1	1	1	1	1	1	0	0	0	0	0	0	0	0	6
121.0 - USEF Second Level Test 1 Open	6	5	1	1	1	1	0	0	0	0	0	0	0	0	0	0	5
122.0 - USEF Second Level Test 2 Open CBLM	6	4	1	1	1	0	0	0	0	0	0	0	0	0	0	0	4
123.0 - USEF Second Level Test 3 Open GAIG	6	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
131.0 - USEF Third Level Test 1 Open	6	7	1	1	1	1	1	0	0	0	0	0	0	0	0	0	6
132.0 - USEF Third Level Test 2 Open CBLM	6	6	1	1	1	1	1	0	0	0	0	0	0	0	0	0	6
133.0 - USEF Third Level Test 3 Open GAIG	6	7	1	1	1	1	1	0	0	0	0	0	0	0	0	0	6
141.0 - USEF Fourth Level Test 1 Open	6	5	1	1	1	1	0	0	0	0	0	0	0	0	0	0	5
142.0 - USEF Fourth Level Test 2 Open CBLM	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
143.0 - USEF Fourth Level Test 3 Open GAIG	6	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	3
151.0 - FEI Prix St. Georges Open CBLM GAIG	6	9	1	1	1	1	1	1	0	0	0	0	0	0	0	0	6
152.0 - FEI Intermediate TOC Open CBLM GAIG	6	4	1	1	1	0	0	0	0	0	0	0	0	0	0	0	4
153.0 - FEI Grand Prix TOC Open CBLM GAIG	6	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
160.0 - USEF TOC Open CBLM GAIG (for Class 161 e	6	6	1	1	1	1	1	1	0	0	0	0	0	0	0	0	6
161.0 - MFS USDF Training - Fourth TOC Open CBLM	6	11	1	1	1	1	1	1	0	0	0	0	0	0	0	0	6
162.0 - MFS FEI Levels TOC Open CBLM GAIG	6	5	1	1	1	1	0	0	0	0	0	0	0	0	0	0	5
170.0 - Pony Cup TOC Open CBLM GAIG	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
179 - FEI Junior Individual Test	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
307 - Sport Horse Prospect Yearling Fillies	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Totals		121	27	20	17	15	12	9	0	0	0	0	0	0	0	0	100

NOTE: The report does not account for ties, Pas de Deux (2 riders per test), or Quadrille (4 riders per test). Always order about 5-10% extra ribbons!

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SECTION VIII. PROGRAM FUNCTIONS

Reports - Pre-Show > Ribbon (by Rider Status)

RIBBON (BY RIDER STATUS):

The Ribbon (by Rider Status) counts the number of ribbons you will need for the show if you each class by rider status (Adult Amateur, JR/YR, Open).

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Ribbon (by Rider's Status)**.



- The **5 Ribbon (by Rider's Status)** report opens.
- The report contains:
 - **6 Show Name**
 - **7 Class # and Name**
 - **8 [Rider] Status** (AA, JYR, Open)
 - **9 Max** number of places for each status/class
 - **10** Number of **Rides** for each status/class
 - **11** Number of **1st thru 14th place** for each status/class
 - **12 Total Ribbons** for each status/class
- The last page contains:
 - **13** Total number of **Rides**
 - **14** Total number of **Ribbons (1st thru 14th)** for each status/class
 - **15** Total number of ribbons

6 XXXX Blue Horse Dressage
Ribbon Report (by Rider's Status) 5

Class / Status	Max	Rides	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	Total
1 - USDF Introductory Level Test A Ope																	
Adult Amateur	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
2.0 - USDF Introductory Level Test B Op																	
Adult Amateur	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
3.0 - USDF Introductory Level Test C Op																	
Adult Amateur	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
101.0 - USEF Training Level Test 1 Open																	
Adult Amateur	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
JR/YR	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
102.0 - USEF Training Level Test 2 Open																	
Open	6	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	3
103.0 - USEF Training Level Test 3 Open																	
Adult Amateur	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
JR/YR	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Open	6	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	3
111.0 - USEF First Level Test 1 Open																	
Adult Amateur	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
JR/YR	6	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
Open	6	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	3
112.0 - USEF First Level Test 2 Open CB																	
Adult Amateur	6	5	1	1	1	1	1	0	0	0	0	0	0	0	0	0	5
JR/YR	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Open	6	9	1	1	1	1	1	0	0	0	0	0	0	0	0	0	6
113.0 - USEF First Level Test 3 Open GA																	
Adult Amateur	6	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	3
JR/YR	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Open	6	7	1	1	1	1	1	0	0	0	0	0	0	0	0	0	6
121.0 - USEF Second Level Test 1 Open																	
Adult Amateur	6	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
Open	6	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	3
122.0 - USEF Second Level Test 2 Open																	
Adult Amateur	6	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
Open	6	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
123.0 - USEF Second Level Test 3 Open																	
Adult Amateur	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
JR/YR	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
131.0 - USEF Third Level Test 1 Open																	
Adult Amateur	6	5	1	1	1	1	1	0	0	0	0	0	0	0	0	0	5
Open	6	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
132.0 - USEF Third Level Test 2 Open CB																	
Adult Amateur	6	4	1	1	1	1	0	0	0	0	0	0	0	0	0	0	4
Open	6	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
133.0 - USEF Third Level Test 3 Open G																	
Adult Amateur	6	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	3
JR/YR	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Open	6	4	1	1	1	0	0	0	0	0	0	0	0	0	0	0	4
141.0 - USEF Fourth Level Test 1 Open																	
Adult Amateur	6	3	1	1	1	0	0	0	0	0	0	0	0	0	0	0	3
Open	6	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
142.0 - USEF Fourth Level Test 2 Open C																	
Open	6	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
Totals																	
		128	52	31	19	10	7	4	0	0	0	0	0	0	0	0	123

Last Page

Tuesday, December 14, 2021 11:35 AM

NOTE: The report does not account for ties, Pas de Deux (2 riders per test), or Quadrille (4 riders per test). Always order about 5-10% extra ribbons!

Reports - Pre-Show > Ride Schedule Mailers

RIDE SCHEDULE MAILERS:

This report is used to create a ride times sheet that can be snail mailed and/or emailed to each rider. It can also be placed in rider packets, if desired.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Ride Schedule Mailers**.
- The **5 Ride Schedule Mailers** form opens.
- Select the **6 Mailer Style** to be used.
- Click **7 OK**.

- The **8 Ride Schedule Mailer** report opens.
- The report contains:
 - **9 Show Name, Date, Show Contact, Rider Name**
 - **10 Information** regarding the rider's rides.
 - **11 Show Name and Address**
 - **12 Rider Name and Address**

- For procedures to print the report, see [PRINT](#).
- Snail mail the report, if desired.
- For procedures to save the report as a PDF file, see [Export > PDF or XPS](#).
- For procedures to email the report PDF to the rider, see [Email One Person](#).

XXXX Blue Horse Dressage
June 20, 2222

Ride Schedule - Please review the following information
Contact: Suzy Secretary at SuzySecretary@email.com or 123-456-7890
Lxxx Axxxx

Day	Ride Time	Ring	Entry #	Horse	Class	Test Name	Qual/Div
Thursday	3:36 PM	1 Xxxxxxxxxxxxx	143	Fxxxxx Bxxxxxx Exxxxx (S, ST)	160.0	Second Level, Test 2 2019	No
Thursday	5:18 PM	1 Xxxxxxxxxxxxx	143	Fxxxxx Sxxx Bxxxxx (S, ST)	161.0	USDF Freestyle, First Level 2019	No

This memo appears on entry confirmations and other mailings sent to riders.

NOTE: Better ways to send out ride times:

- Use the [FVD Rider's Schedule Report](#). This report can be emailed to all show participants and/or posted on the show's web site.
- Use [Upload Ride Times to the FVD Web Site](#).

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XXXX Blue Horse Dressage
3967 Red Street
Anytown, ST 12345

Lxxx Axxxx
113 Txxxx Sxxxxx
Sxxxx Sxxxx, MD 12345
usa

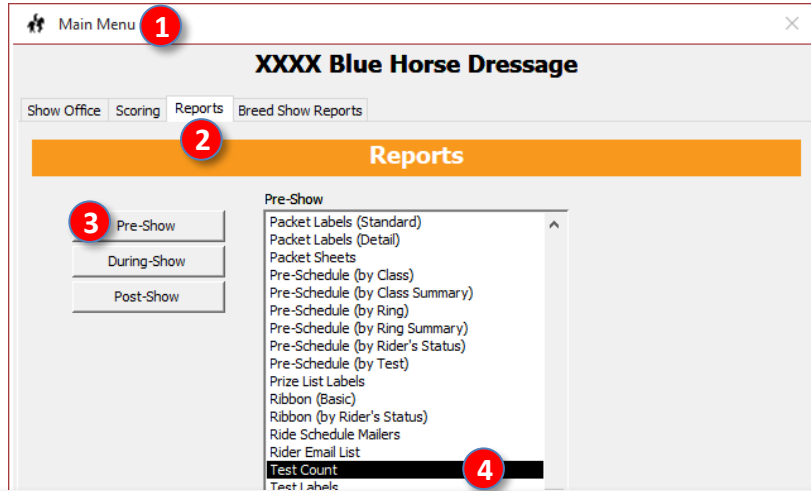
Ride Schedule

Reports - Pre-Show > Test Count

TEST COUNT:

The **Test Count** report is used to determine how many test sheets of each test are needed for the show.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Test Count** report.



- The **5 Test Count** report opens.
- The report contains:
 - 6 Test Name**
 - 7 # of Tests Needed**
- See [Test Count Report](#) for further information on the use of this report.

The screenshot shows a report titled "XXXX Blue Horse Dressage" and "Test Count". The report contains a table with two columns: "Test Name" and "# of Tests Needed". The table lists various tests and the number of sheets needed for each. A red circle with the number 5 is placed over the title "Test Count", and a red circle with the number 7 is placed over the "# of Tests Needed" column header.

Test Name	# of Tests Needed
Training Level, Test 1 2019	4
Training Level, Test 2 2019	4
Training Level, Test 3 2019	4
First Level, Test 1 2019	7
First Level, Test 2 2019	14
First Level, Test 3 2019	8
Second Level, Test 1 2019	5
Second Level, Test 2 2019	6
Second Level, Test 3 2019	2
Third Level, Test 1 2019	7
Third Level, Test 2 2019	5
Third Level, Test 3 2019	6
Fourth Level, Test 1 2019	5
Fourth Level, Test 2 2019	1
Fourth Level, Test 3 2019	3
FEI Prix St. Georges 2018	9
FEI Intermediate I 2018	2
FEI Grand Prix 2018	4
USDF Freestyle, First Level 2019	4
USDF Freestyle, Second Level 2019	1
USDF Freestyle, Third Level 2019	5
USDF Freestyle, Fourth Level 2019	1
FEI Freestyle, Intermediate I 2017	2
FEI Freestyle, Grand Prix 2017	3
FEI Junior Individual 2018	1
USDF Prospects In-Hand 2019	1
Introductory Walk-Trot Test A 2019	1
Introductory Walk-Trot Test B 2019	1
Introductory Walk-Trot Test C 2019	1

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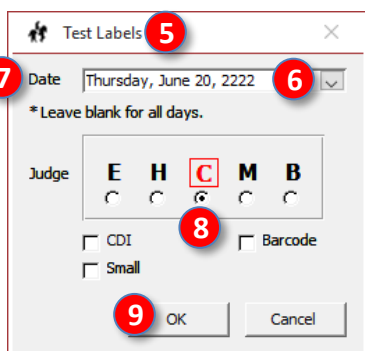
NOTE: Always print a few extra of each test. The judges expect a blank test sheet for reference, and the show office might need blank test sheet when filling scratches, etc.

SECTION VIII. PROGRAM FUNCTIONS

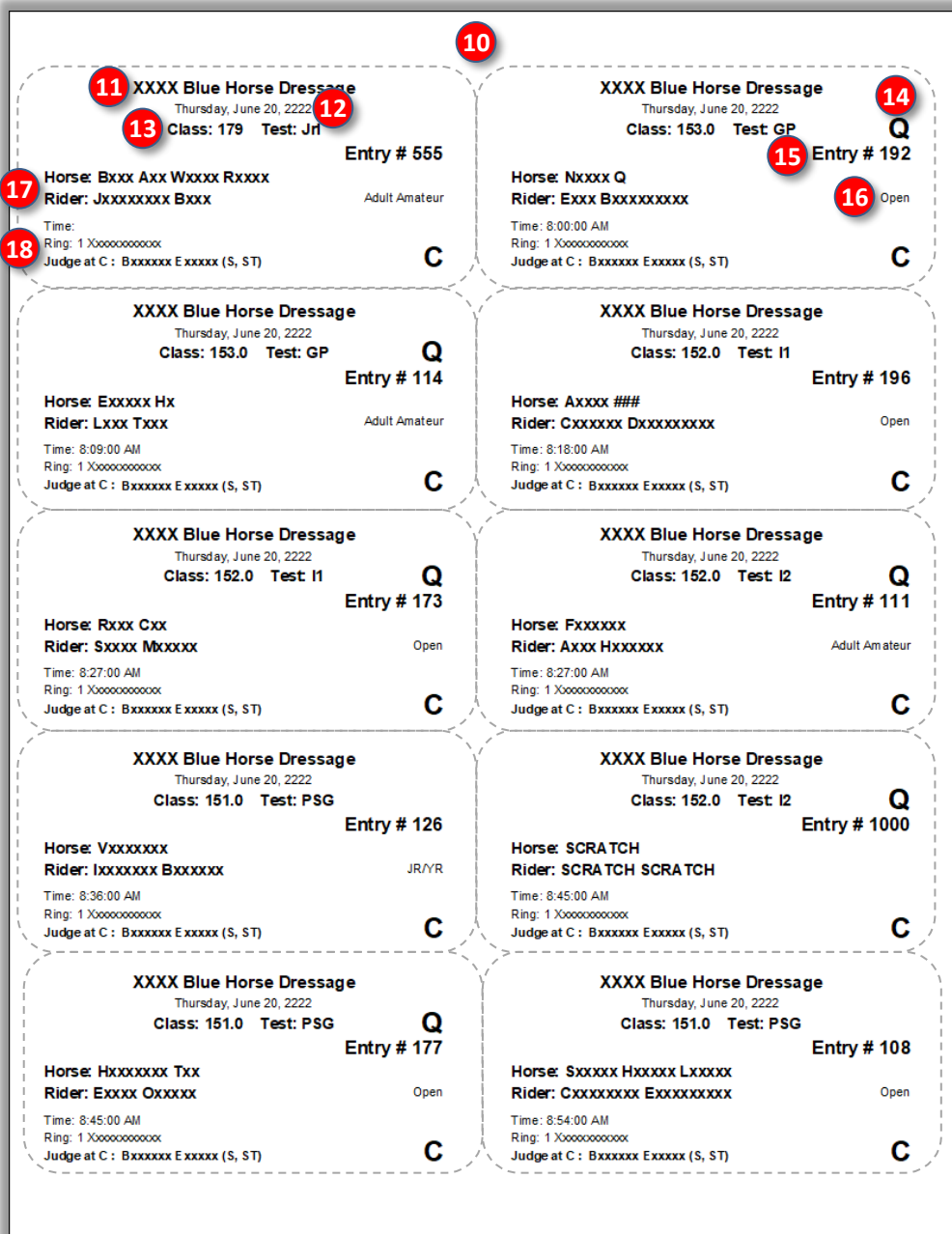
Reports - Pre-Show > Test Labels

TEST LABELS: The Test Labels report is used to create test labels that are applied to the dressage test sheets prior to the show.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Test Labels**.
- The **5 Test Labels** form opens.
- Using the **6** drop down arrow, select the **7 Date** of the show for which you want to print labels.
- Select the **8 Judge** position for which you desire to make labels. C is the default.
- Click **9 OK**.



- The **10 Test Labels (Standard)** report opens.
- The report contains:
 - **11 Show Name**
 - **12 Date**
 - **13 Class # and Test**
 - **14 Qualifier (Q) or not (no Q)**
 - **15 Entry #**
 - **16 Rider status (Adult Amateur, JR/YR, Open).**
 - **17 Horse and Rider names.**
 - **18 Time, Ring, and Judge.**
- See [Prepare Dressage Test Sheets](#) for further information on the printing and use of this report.



Reports - Pre-Show > USDF Qualifiers without Documentation

USDF QUALIFIERS WITHOUT DOCUMENTATION:

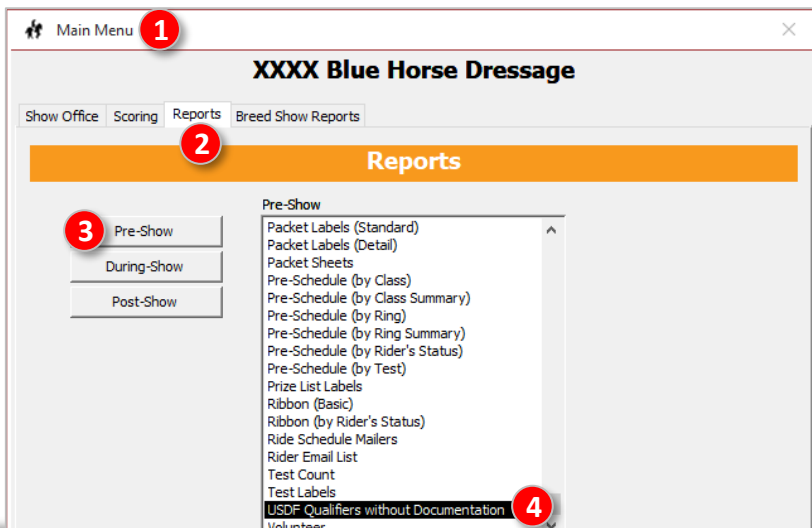
Entries in USDF qualifying classes who requested (and paid the Q fee) that the ride be a qualifying ride, must meet USDF and USEF membership requirements. The **USDF Qualifiers without Documentation Report** lists Q entries with missing horse, owner, and/or rider membership information.

- Select **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 USDF Qualifiers without Documentation Report**.

- The **5 USDF Qualifiers without Documentation Report** opens.

- The report contains:

- **6 Entry #.**
 - **7 Horse:**
 - Name
 - USEF Number
 - USEF Number
 - **8 Owner:**
 - Name
 - USEF Number
 - USEF Number
 - **9 Rider:**
 - Name
 - USEF Number
 - USEF Number
 - **10 Rider Telephone** number.
- What the information means:
 - **Number:** Membership number & card submitted and verified.
 - **Number:** Membership number submitted but not verified with a card.
 - **No Number:** Membership number & card have not been submitted.
 - Entries on this report with have deficiencies that must be resolved before the ride. For the ride to be a Q ride, all numbers must be submitted and current expiration verified. The numbers and verification may be obtained via the various online searches available (see [USEF AND USDF PEOPLE & HORSE MEMBERSHIP REQUIREMENTS & EXEMPTIONS](#)).



5 USDF Qualifiers without Documentation

Entry #	Horse	Owner	Rider	Telephone
6 111	Fxxxxxx USDF <input checked="" type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Axxxx Hxxxxx 8 ##### <input checked="" type="checkbox"/> #####	Axxxx Hxxxxx 9 ##### <input checked="" type="checkbox"/> #####	###-###-#### 10 #####
138	Fxxxxxx USDF <input checked="" type="checkbox"/> ##### Life USEF <input checked="" type="checkbox"/> #####	Dxxxx Gxxxxxx <input checked="" type="checkbox"/> ##### Participating	Kxxxxx Exxxxxxxxxxxxxx <input type="checkbox"/> ##### <input checked="" type="checkbox"/> #####	###-###-#### ###-###-####
141	Axxxx USDF <input checked="" type="checkbox"/> ##### Life USEF <input checked="" type="checkbox"/> #####	Kxxxxxx Oxxxxxx <input checked="" type="checkbox"/> ##### <input checked="" type="checkbox"/> #####	Txxxxxx Hxxxxxx <input type="checkbox"/> ##### <input checked="" type="checkbox"/> #####	###-###-#### ###-###-####
142	Sxxxx Wxxxx USDF <input checked="" type="checkbox"/> ##### Life USEF <input checked="" type="checkbox"/> #####	Rxxxxxx Cxxxxxxxxxx <input checked="" type="checkbox"/> ##### 5-year Participating	Txxxxxx Hxxxxxx <input type="checkbox"/> ##### <input checked="" type="checkbox"/> #####	###-###-####
153	Cxxxx USDF <input checked="" type="checkbox"/> ##### Life USEF <input checked="" type="checkbox"/> #####	Lxxxx Sxxx <input checked="" type="checkbox"/> ##### <input checked="" type="checkbox"/> #####	Exxxx Oxxxx <input type="checkbox"/> ##### <input checked="" type="checkbox"/> #####	###-###-####
177	Hxxxxxx Txx USDF <input checked="" type="checkbox"/> ##### Life USEF <input checked="" type="checkbox"/> #####	Exxxx Oxxxx <input type="checkbox"/> ##### <input checked="" type="checkbox"/> #####	Exxxx Oxxxx <input type="checkbox"/> ##### <input checked="" type="checkbox"/> #####	###-###-####
188	Sxxxx USDF <input checked="" type="checkbox"/> ##### Life USEF <input checked="" type="checkbox"/> #####	Mxxxxxx Bxxxxxxxxxx <input type="checkbox"/> ##### <input checked="" type="checkbox"/> #####	Mxxxxxx Bxxxxxxxxxx <input type="checkbox"/> ##### <input checked="" type="checkbox"/> #####	###-###-####
191	Oxxxx Sxxxx Fxxxx USDF <input checked="" type="checkbox"/> ##### Life USEF <input checked="" type="checkbox"/> #####	Axx Hxxxx <input type="checkbox"/> ##### <input checked="" type="checkbox"/> #####	Pxxxxxx Fxxxxxx <input checked="" type="checkbox"/> ##### 5-year Participating	###-###-####
555	Bxxx Axx Wxxxx Rxxxx USDF <input checked="" type="checkbox"/> ##### USEF <input checked="" type="checkbox"/> #####	Jxxxxxx Dxxxxxx <input checked="" type="checkbox"/> ##### <input checked="" type="checkbox"/> #####	Jxxxxxx Bxxx <input type="checkbox"/> ##### <input checked="" type="checkbox"/> #####	###-###-####

= Good = Bad

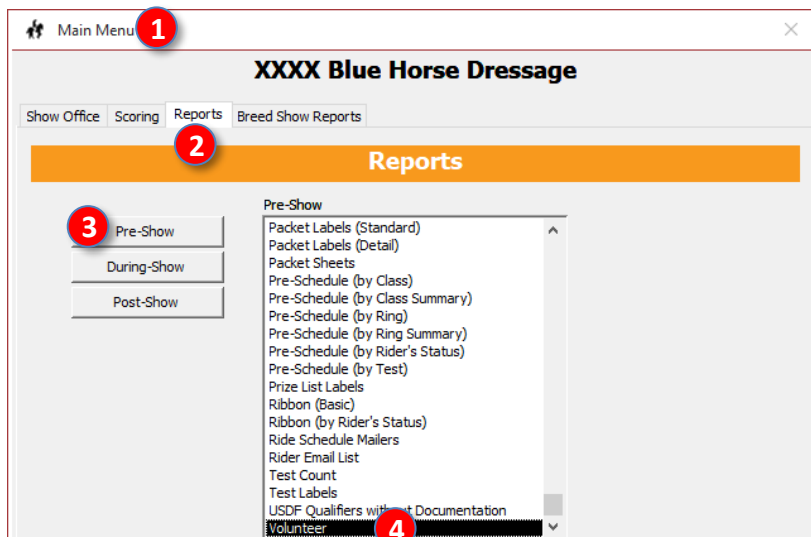
Tuesday, December 14, 2021 12:00 PM Page 1 of 2

Reports - Pre-Show > Volunteer

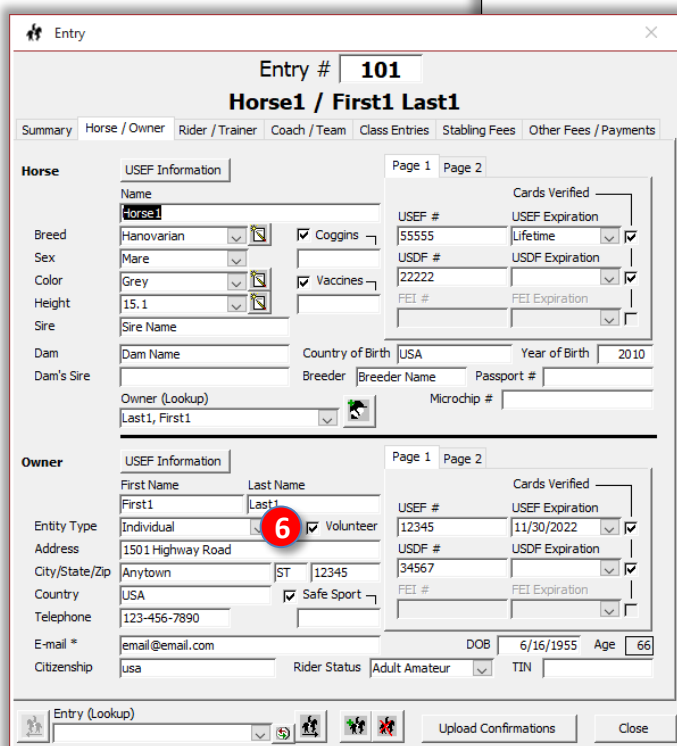
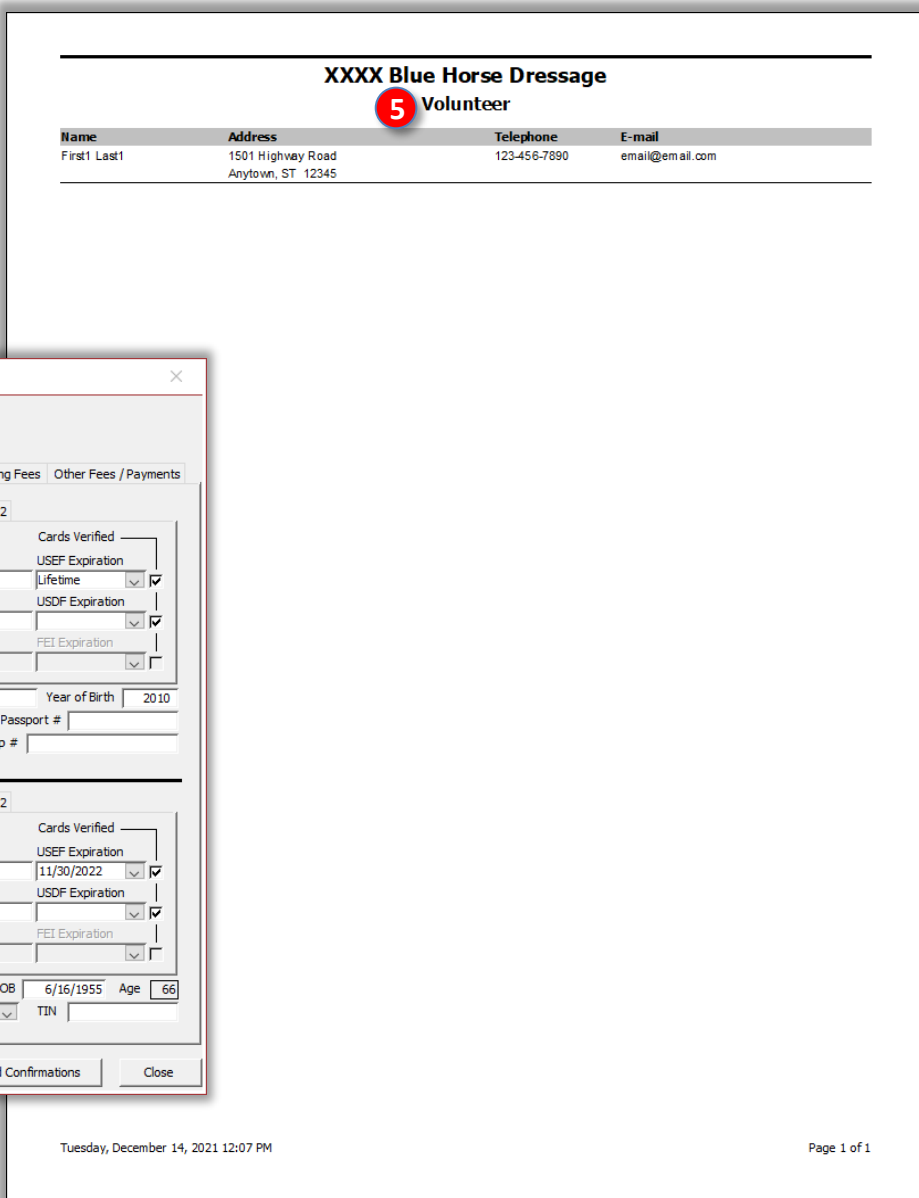
VOLUNTEER:

The **Volunteer** report is used to create a list of show participants that are also show volunteers. See [Details of a FVD Entry](#) for the procedure to designate a person as a volunteer.

- Select **1 Main Menu > 2 Reports > 3 Pre-Show > 4 Volunteer.**



- The **5 Volunteer** report opens.
- **Riders, Owners, Trainers, and Coaches 6** checked as volunteers in the **Entry** form are listed.



PROGRAM FUNCTIONS 8.

REPORTS - DURING-SHOW

Main Menu [Close]

XXXX Blue Horse Dressage

Show Office | Scoring | **Reports** | Breed Show Reports

Reports

Pre-Show

During-Show

Post-Show

During-Show

- Announcer's
- Class Schedule - Judge Assignment
- Day Sheets CDI
- Day Sheets Standard
- Day Sheets Scoring
- Entry By
- Handwritten Score Sheets
- Harrow Schedule
- Horse Inspection
- Judge Schedule
- Rider's Schedule
- Ring Steward's
- Scratches Not Subbed
- Show Roster
- Stable Cards
- Stable Labels
- Stable
- Team Roster
- Total Stable
- Wait List

Fox Village Dressage Online Tools

Register Show | Upload Confirmations | Upload Ride Times | Upload Results

Equestrian Entries Integrated Online Tools

Publish Show | Import Online Entries | Close Show

EQ

Reports - During-Show > Announcer's ["Order of Go" (Detail)]

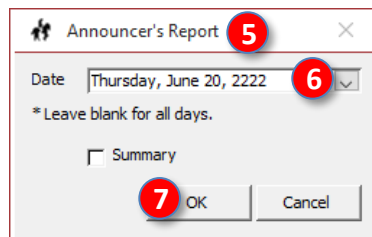
ANNOUNCER'S ["ORDER OF GO" (DETAIL)]:

The **Announcer's "Order of Go" (Detail)** report provides detailed information for the announcer (or others with a need for detailed information), organized in order of go for the entire show (by time, not by ring). Some announcers prefer this report; other announcers prefer the Day Sheets report.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Announcer's**.



- The **5 Announcer's** report form opens.
- Using the **6 Date** drop-down, select the date.
- Click **7 OK**.



8 Announcer's "Order of Go" (Detail)

Time	Entry #	Ring	Rider Horse Sire	Rider's Address Age Breed Dam	Height	Stat/Div Color Dam's Sire	Class Sex	Class Name Owner Breeder	Term	Test	Q
Thursday, June 20, 2222											
###:## AM	555	1	Xxxxxxxxx Jxxxxxxxx Bxxx	Rider's Address Age Breed		Adult Amateur Bla	179 FBI Junior Individual Test			Jrl	
###:## AM	101	2	Xxxxxxxxx First1 Last1 Horse Sire	Rider's Address Age Breed Dam	15.1	Adult Amateur Grey	307 Sport Horse Prospect Yearling Fillies Mare Owner Breeder			PIH	
7:59 AM	120	2	Xxxxxxxxx Axx Pxxxxx Horse Sire	Rider's Address Age Breed Dam	15.2	Adult Amateur Bay	141.0 USEF Fourth Level Test 1 Open Mare Owner Breeder			4-1	
8:00 AM	192	1	Xxxxxxxxx Exxx Bxxxxxxxx Horse	Rider's Address Age Breed	16.3	Open Chestnut	153.0 FEI Grand Prix TOC Open CBLM GAIG Gelding Owner			GP	Q
8:07 AM	144									4-1	
8:09 AM	114									GP	Q
8:15 AM	169									4-1	
8:18 AM	196									11	
8:23 AM	146									4-1	
8:27 AM	173									11	Q
8:27 AM	111									Scratch	12 Q

- The **8 Announcer's "Order of Go" (Detail) Report** opens.
- The report contains:
 - **9 [Ride] Time**
 - **10 Entry #**
 - **11 Ring**
 - **12 Rider, Horse, Sire [Names]**
 - **13 Rider's Address, Horse Age, Breed, Dam [Name]**
 - **14 Horse's Height**
 - **15 Stat/Div, Color, DamSire [Name]**
 - **16 Class, Class Name, Sex**
 - **17 Owner, Breeder [Names]**
 - **18 Term**
 - **19 Test**
 - **20 Q**

Reports - During-Show > Announcer's ["Order of Go"] (Summary)

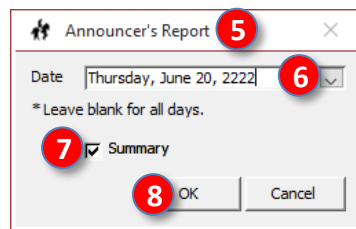
ANNOUNCER'S ["ORDER OF GO"] (SUMMARY):

The Announcer's "Order of Go" (Summary) provides summary information for the announcer (or others with a need for summary information), organized in order of go for the show (by time, not by ring).

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Announcer's**.



- The **5 Announcer's** report form opens.
- Using the **6 Date** drop-down, select the date.
- Check the **7 Summary** check box (☑).
- Click **8 OK**.



XXXX Blue Horse Dressage

9 Announcer's "Order of Go" (Summary)

Time	Entry #	Ring	Rider	Horse	Stat/Div	Class	Class Name	Term	Test	Q
Thursday, June 20, 2022										
7:59 AM	120	2	XXXXXX AX PXXXX	QXXXX OX SXXXX	Adult Amateur	141.0	USEF Fourth Level Test 1 Open	4-1		
8:00 AM	192	1	XXXXXXXX EXXX BXXXXXXXX	NXXXX Q	Open	153.0	FEI Grand Prix TOC Open CBLM GAIG	GP	Q	
8:07 AM	144	2	XXXXXXXX BX AXXXXXX	SXXXX SXXXXXX	Open	141.0	USEF Fourth Level Test 1 Open	4-1		
8:09 AM	114	1	XXXXXXXX LXOX TXOX	EXXXXX HX	Adult Amateur	153.0	FEI Grand Prix TOC Open CBLM GAIG	GP	Q	
8:15 AM	169	2	XXXXXXXX JXXXX RXXX	RXXXX WXXXX DXXX	Open	141.0	USEF Fourth Level Test 1 Open	4-1		
8:18 AM	196	1	XXXXXXXX CXXXXX DXXXXXXXX	AXOX ###	Open	152.0	FEI Intermediate TOC Open CBLM GAIG	11		
8:23 AM	146	2	XXXXXXXX CXXXXXX CXXXXXX	CXXXXXX	Adult Amateur	141.0	USEF Fourth Level Test 1 Open	4-1		
8:27 AM	173	1	XXXXXXXX SXXXX MXXXX	RXXX CXX	Open	152.0	FEI Intermediate TOC Open CBLM GAIG	11	Q	
8:27 AM	111	1	XXXXXXXX AXOX HXXXX	FXXXX	Adult Amateur	152.0	FEI Intermediate TOC Open CBLM GAIG	Scratch	12	Q
8:31 AM	160	2	XXXXXXXX GXXXX GXXX	RXX D XXXXXXX	Adult Amateur	141.0	USEF Fourth Level Test 1 Open	4-1		
8:36 AM	126	1	XXXXXXXX IXXXXX BXXXX	VXXXX	JR/YR	151.0	FEI Prix St. Georges Open CBLM GAIG	PSG		
8:39 AM	110	2	XXXX					3-1		
8:45 AM	1000	1	XXXX					3-1	Q	
8:45 AM	177	1	XXXX					PSG	Q	
8:47 AM	132	2	XXXX					3-1		
8:54 AM	108	1	XXXX					PSG		
8:55 AM	150	2	XXXX					3-1		
9:03 AM	156	2	XXXX					3-1		
9:03 AM	131	1	XXXX					PSG		
9:11 AM	163	2	XXXX					3-1		
9:12 AM	154	1	XXXX					PSG	Q	
9:19 AM	165	2	XXXX					3-1		
9:21 AM	161	1	XXXX					PSG	Q	
9:27 AM	115	2	XXXX					3-1		
9:30 AM	172	1	XXXX					PSG		
9:35 AM	124	2	XXXX					4-2		
9:39 AM	122	1	XXXX					PSG		
9:42 AM	2	XXXX						M	**Break**	
9:48 AM	174	1	XXXX					PSG	Q	
9:52 AM	140	2	XXXX					G	4-3	
9:57 AM	1	XXXX						UG	**Break**	
10:01 AM	134	2	XXXX					G	Eliminated	4-3
10:07 AM	188	1	XXXX					f	3-2	
10:09 AM	112	2	XXXX					G	4-3	Q
10:15 AM	176	1	XXXX					f	3-2	

- The **9 Announcer's "Order of Go" (Summary)** report opens.
- The report contains:
 - **10 [Ride] Time**
 - **11 Entry #**
 - **12 Ring**
 - **13 Rider [Name]**
 - **14 Horse (Name)**
 - **15 [Rider] Stat/Div**
 - **16 Class #**
 - **17 Class Name**
 - **18 Term**
 - **19 Test**
 - **20 Q**

Reports - During-Show > Class Schedule - Judge Assignment

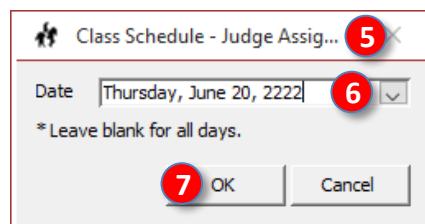
CLASS SCHEDULE - JUDGE ASSIGNMENT:

The **Class Schedule - Judge Assignment** report provides the schedule of classes, including start/stop times and class duration, & the class judges.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Class Schedule - Judge Assignment**.



- The **5 Class Schedule - Judge Assignment** form opens.
- Select the **6 Date** you desire.
- Click **7 OK**.



XXXX Blue Horse Dressage										
8 Class Schedule - Judge Assignment										
Date										
Ring										
Start Time	End Time	Duration	Class	Class Name	Judge at E	Judge at H	Judge at C	Judge at M	Judge at B	
9 Thursday, June 20, 2022										
1 XXXXXXXXXXXX										
8:00 AM	8:15 AM	15 min.	10	FEI Grand Prix TOC Open CBLM GAIG						15 S Bxxxx(S, ST)
8:15 AM	8:30 AM	15 min.	11	FEI Intermediate TOC Open CBLM GAIG						B Exxxx(S, ST)
8:36 AM	10:07 AM	1 hr., 31 min.	12	FEI Prix St. Georges Open CBLM GAIG						B Exxxx(S, ST)
10:07 AM	10:47 AM	40 min.	13	USEF Third Level Test 2 Open CBLM						B Exxxx(S, ST)
10:47 AM	11:24 AM	37 min.	14	USEF Second Level Test 1 Open						B Exxxx(S, ST)
11:50 AM	12:51 PM	1 hr., 1 min.	15	USEF Second Level Test 3 Open GAIG						B Exxxx(S, ST)
12:51 PM	2:36 PM	1 hr., 45 min.	16	USEF First Level Test 2 Open CBLM						B Exxxx(S, ST)
2:36 PM	2:43 PM	7 min.	17	Pony Cup TOC Open CBLM GAIG						B Exxxx(S, ST)
2:43 PM	2:59 PM	16 min.	18	USDF Introductory Level Test C Open NR						B Exxxx(S, ST)
2:59 PM	3:13 PM	14 min.	19	USEF Training Level Test 1 Open						B Exxxx(S, ST)
3:13 PM	4:10 PM	56 min.	20	USEF TOC Open CBLM GAIG (for Class 161 e						B Exxxx(S, ST)
3:23 PM	3:51 PM	28 min.	21	USEF Training Level Test 3 Open GAIG						S Bxxxx(S, ST)
3:51 PM	4:08 PM	17 min.	22	USDF Introductory Level Test A Open NR						B Exxxx(S, ST)
5:00 PM	6:58 PM	1 hr., 58 min.	23	MFS USDF Training - Fourth TOC Open CBLM						S Bxxxx(S, ST)
6:58 PM	7:43 PM	45 min.	24	MFS FEI Levels TOC Open CBLM GAIG						S Bxxxx(S, ST)
2 XXXXXXXXXXXX										
7:59 AM	8:39 AM	40 min.	25	USEF Fourth Level Test 1 Open						N Vxxxx(R, ST)
8:39 AM	9:35 AM	56 min.	26	USEF Third Level Test 1 Open						N Vxxxx(R, ST)
9:35 AM	9:52 AM	17 min.	27	USEF Training Level Test 3 Open GAIG						S Bxxxx(S, ST)
9:52 AM	10:18 AM	26 min.	28	USEF Training Level Test 3 Open GAIG						S Bxxxx(S, ST)
10:18 AM	11:14 AM	56 min.	29	USEF Training Level Test 3 Open GAIG						S Bxxxx(S, ST)
11:14 AM	12:41 PM	1 hr., 27 min.	30	USEF Training Level Test 3 Open GAIG						S Bxxxx(S, ST)
12:41 PM	1:23 PM	42 min.	31	USEF Training Level Test 3 Open GAIG						S Bxxxx(S, ST)
1:23 PM	2:45 PM	1 hr., 22 min.	32	USEF Training Level Test 3 Open GAIG						S Bxxxx(S, ST)
2:45 PM	3:23 PM	38 min.	33	USEF Training Level Test 3 Open GAIG						S Bxxxx(S, ST)
4:08 PM	4:14 PM	6 min.	34	USEF Training Level Test 3 Open GAIG						S Bxxxx(S, ST)

- The **8 Class Schedule - Judge Assignment** report opens.
- The report contains:
 - 9 Date**
 - 10 Ring**
 - 11 Start Time End Time** (including breaks)
 - 12 [Class] Duration** (including breaks)
 - 13 Class [#]**
 - 14 Class Name**
 - 15 Judge Name(s)**
- See [Check Judges' Hours](#) for the use of this report.

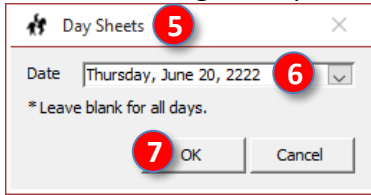
Reports - During-Show > Day Sheets CDI

DAY SHEETS CDI:

The Day Sheets CDI report provides daily show information in a CDI format.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Class Schedule** > **Day Sheets CDI**.

- The **5 Days Sheets** form opens.
- Using the **6** drop-down arrow, select the day (or leave it blank to get a report for all days).
- Click **7 OK**.



XXXX Blue Horse Dressage
8 CDI Day Sheets

Thursday, June 20, 2222

Time	Entry Rider	Ctzn	Horse	Owner	Birth	Breed	Sex	Age	Sire	Dam's Sire	Term
Class: 179 FEI Junior Individual Test											
Judge at											
8:00 AM	192	usa	Nxxxx Q	Exxxx Exxxx	ned	Hanoverian	Gelding	15	Nocturno	Donnerhall	
8:09 AM	114	usa	Exxxx Hx	Lxxx Txxx	ned	Kapn	Gelding	12	Johnson	Sydney	
Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponsored by: XXXXXXXXX											
Judge at											
8:18 AM	196	USA	Axxxx ###	Cxxxx Dxxxx	ned	Hanoverian	Gelding	15	Florenco		Scratch
8:27 AM	111	usa	Fxxxx	Axxx Hxxxx							
8:27 AM	173	usa	Rxxx Cxx	Business Rxxxx							Scratch
8:45 AM	1000		SCRATCH	SCRATCH							Scratch
Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponsored by: XXXXXXXXX											
Judge at											
8:36 AM	126	usa	Vxxxx	Hxxxx Lxxxx		Dutch warm	Stallion	19	Freestyle		
8:45 AM	177	usa	Hxxxx Txx	Exxxx Dxxxx		OTTB-TIP	Gelding	16			
8:54 AM	108	usa	Sxxxx Hxxxx Lxxxx	Cxxxx Wxxxx		Morgan	Gelding	16	Statesman silhouette	Patchett hill	
9:03 AM	131	usa	Vxxxx	Jxxxx Gxxxx	ned	Kapn	Gelding	19	Hors l loi ii	Sandro	
9:12 AM	154	unkn	Fxxxx	Txxx Mxxxx		Westfalen	Gelding	14	Furst picolo		
9:21 AM	161	usa	Lxxx Ixxxx	Kxxxx Pxxxx	usa	Irish sporth	Gelding	16	Mine lord prince		
9:30 AM	172	usa	Dxxxx	Dxxxx Sxxxx	usa	Hanoverian	Gelding	16	De niro		
9:39 AM	122		Cxxxx Sxxxx								
9:48 AM	174		Sxxxx Mxxxx								
9:57 AM			BREAK 10 MIN								
Class: 132.0 USEF Third Lev											
Judge at											
10:07 AM	188		Mxxxx Bxxxx								Tender teddy
10:15 AM	176		Kxxxx Hxxxx								Guarantor
10:23 AM	115		Lxxxx Rxxxx								De niro
10:31 AM	128		Sxxxx Lxxxx								
10:39 AM	171		Axx Cxxxx								Smokey jake
11:05 AM	183		Lxxxx Bxxxx								Rhodes scholar
											Scratch

- The **8 CDI Day Sheets** report opens.
- The report contains:
 - **9 Ring #**
 - **10 Class # and Name**
 - **11 Judge [Name]**
 - **12 [Ride] Time**
 - **13 Entry [#]**
 - **14 Rider [Name]**
 - **15 [Rider] Citizenship**
 - **16 Horse [Name]**
 - **17 Owner**
 - **18 [Horse] Birth [Country]**
 - **19 Breed**
 - **20 Sex**
 - **21 Age**
 - **22 Sire**
 - **23 Dam's Sire**
 - **24 Term**

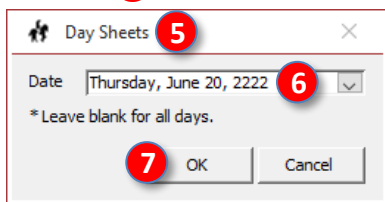
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Reports - During-Show > Day Sheets Standard

DAY SHEETS STANDARD:

The Day Sheets Standard report provides daily show information in a standard (non-CDI) format.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Class Schedule** > **Day Sheets Standard**.
- The **5 Days Sheets** form opens.
- Using the **6** drop-down arrow, select the day for which a report is desired (or leave blank to get a report for all show days).
- Click **7 OK**.



- The **8 Day Sheets Standard** report opens.
- The report contains:

- **9 Ring #**
- **10 Class # & Name**
- **11 Judge(s)**
- **12 [Ride] Time**
- **13 Entry [#], Rider [Name]**
- **14 Horse [Name]**
- **15 Test**
- **16 Stat/Div**
- **17 Q**
- **18 Term**
- **19 Lines for Scores**

- See [Day Sheets Standard Report](#) and [REPORTS IN THE SHOW PROGRAM](#) for use of this report.

XXXX Blue Horse Dressage
Day Sheets **8**

Thursday, June 20, 2022

Time	Entry	Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B	Total	%
Class: 179 FEI Junior Individual Test														
Judge at _____														
8:00 AM	59	XXXXXX BOXX	BYXXXX WXXXX BOXXX	XXXXXX	GP	Open	Q							
Class: 153.0 FEI Grand Prix TOC Open CBLM GAIG Sponsored by: XXXXXXXXXX														
Judge at _____														
8:09 AM	192	EXXX BOXXXXXXX	NOXXX Q	XXXXXX	GP	Open	Q							
8:27 AM	111	AXXX TXXX	EXXXXX HX	XXXXXX	GP	Adult/Amateur	Q							
Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponsored by: XXXXXXXXXX														
Judge at _____														
8:18 AM	196	CXXXXX DXXXXXXX	AXXXX ##	XXXXXX	GP	Open								
8:27 AM	173	SXXXX MXXXX	FOXXX CXX	XXXXXX	GP	Open	Q							
8:45 AM	1000	SCRATCH SCRATCH	SCRATCH	XXXXXX	GP	Scratch								
Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponsored by: XXXXXXXXXX														
Judge at _____														
8:36 AM	126	IXXXXX BOXXXX	WXXXXXX	XXXXXX	PSG	J/Yfr								
8:45 AM	177	EXXXX OXXXX	HXXXXXX TXXX	XXXXXX	PSG	Open	Q							
8:54 AM	108	CXXXXXX EXXXXXXXX	SXXXX HXXXX LXXXX	XXXXXX	PSG	Open								
9:03 AM	131	JXXXX GXXXXXX	WXXXXXX	XXXXXX	PSG	Adult/Amateur								
9:12 AM	151	BXX AXXXXX	FXXXXXX	XXXXXX	PSG	Open	Q							
9:21 AM	161	KXXXX PXXXX	LXXX BOXXXX	XXXXXX	PSG	Open	Q							
9:30 AM	172	DXXXX SXXXX	DXXXX	XXXXXX	PSG	Open								
9:39 AM	122	CXXXXXX SXXXX	SXX SXXX BXX	XXXXXX	PSG	Open								
9:48 AM	174	SXXXX MXXXX	BXXXX GXXX	XXXXXX	PSG	Open	Q							
9:57 AM		BREAK 10 MIN	***Break***	XXXXXX	PSG	*Break*								
Class: 132.0 USEF Third Level Test 2 Open CBLM Sponsored by: XXXXXXXXXX														
Judge at _____														
10:07 AM	188	MXXXX BXXXXXX	SXXXX	XXXXXX	3-2	Adult/Amateur								
10:15 AM	176	KXXXX HXXXX-XXXX	EXXXXXXX X	XXXXXX	3-2	Adult/Amateur								
10:23 AM	115	LXXXX RXXXXXX	RXXXXXX MXX	XXXXXX	3-2	Adult/Amateur								
10:31 AM	128	SXXXX LXXXX	WXXXXXXX	XXXXXX	3-2	Adult/Amateur								
10:39 AM	171	AXX CXXXX	AXXXXX	XXXXXX	3-2	Open								
11:05 AM	183	LXXXX BOXXXX	BXXXX TX	XXXXXX	3-2	Open	Scratch							
Class: 121.0 USEF Second Level Test 1 Open Sponsored by: Stablemates														
Judge at _____														
10:47 AM	185	LXXXXXX MXXXX	SXXXX SXXXX	XXXXXX	2-1	Open								
10:54 AM	189	RXXXX RXXXX	CXXX IX TXX SXXXX	XXXXXX	2-1	Adult/Amateur								
11:02 AM	118	SXXXX HXXXXXX	LXXXX	XXXXXX	2-1	Adult/Amateur								
11:09 AM	157	CXXXXXX EXXXXXXXX	SXXXX HXXXX AXXXXX	XXXXXX	2-1	Open								
11:17 AM	184	EXXXX KXXXX	WXXXXXX RXX	XXXXXX	2-1	Open								
Class: 123.0 USEF Second Level Test 3 Open GAIG Sponsored by: Stablemates														
Judge at _____														
11:50 AM	179	RXXXX LXXX	SXXXXXX	XXXXXX	2-3	Adult/Amateur								
11:58 AM	175	AXXXX GXXX	SXXXXXX GXXX	XXXXXX	2-3	J/Yfr	Q							
12:06 PM		LUNCH 45 MIN	***Break***	XXXXXX	PSG	*Break*								

Sunday, December 12, 2021 1:02 PM Page 1 of 5

Reports - During-Show > Day Sheets Scoring

DAY SHEETS SCORING:

The **Day Sheets (Scoring)** report provides daily show information to help the scoring department track completion of score sheets and if they are on hold.

- Select **1 Main Menu > 2 Reports > 3 During-Show > 4 Class Schedule > Day Sheets Scoring.**

- The **5 Days Sheets** form opens.
- Using the **6** drop-down arrow, select the day for which a report is desired (or leave blank to get a report for all show days).
- Click **7 OK.**

XXXX Blue Horse Dressage
8 Day Sheets (Scoring)

Thursday, June 20, 2222

Time	Finished	Entry	Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B	Hold
9 Ring: 1 XXXXXXXXXXXX														
10 Class: 179 FEI Junior Individual Test														
11 Judge at														
12 Class: 153.0 FEI Grand Prix TOC Open CBLM GAIG Sponsored by: XXXXXXXXXXXX														
13 Judge at														
8:00 AM		192	Exxxx Bxxxxxxx	Nxxxx Q	GP	Open	Q							
8:09 AM		114	Lxxx Txxx	Exxxx Hx	GP	Adult Amateur	Q							
14 Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponsored by: XXXXXXXXXXXX														
15 Judge at														
8:18 AM		196	Cxxxx Dxxxxxxx	Axxx ###	I1	Open								
8:27 AM		173	Sxxxx Mxxxx	Rxxx Cxx	I1	Open	Q							
8:27 AM		111	Axxx Hxxxx	Fxxxx	I2	Adult Amateur	Q	Scratch						
8:45 AM		1000	SCRATCH SCRATCH	SCRATCH	I2	Q	Scratch							
16 Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponsored by: XXXXXXXXXXXX														
17 Judge at														
8:36 AM		126	Ixxxxxx Bxxxxxx	Vxxxxxx	PSG	JR/YR								
8:45 AM		177	Exxxx Oxxxx	Hxxxxxx Txx	PSG	Open	Q							
8:54 AM		108	Cxxxxxx Exxxxxx	Sxxxx Hxxxx Lxxxx	PSG	Open								
9:03 AM		131	Jxxxx Gxxxxxx	Vxxxxxx	PSG	Adult Amateur								
9:12 AM		154	Bxx Axxxxxx	Fxxxxxx	PSG	Open	Q							
9:21 AM		161	Kxxxxxx Pxxxx	Lxxx Ixxxxxx	PSG	Open	Q							
9:30 AM		172	Dxxxx Sxxxx	Dxxxx	PSG	Open								
9:39 AM		122	Cxxxxxx Sxxx	Sxx Sxx Rxx	PSG	Open								
9:48 AM		174	Sxxxx Mxxxx	Bxxxx Gxxx	PSG	Open	Q							
9:57 AM			BREAK 10 MIN	**Break**	**Break**									
18 Class: 132.0 USEF Third Level Test 2 Open CBLM Sponsored by: XXXXXXXXXXXX														
19 Judge at														
10:07 AM		188	Mxxxxxx Bxxxxxx	Sxxxx	3-2	Adult Amateur								
10:15 AM		176	Kxxxx Hxxxx-xxxx	Exxxxxx X	3-2	Adult Amateur								
10:23 AM		115	Lxxxx Rxxxxxx	Rxxxxxx Mx	3-2	Adult Amateur								
10:31 AM		128	Sxxxx Lxxxx	Wxxxxxx	3-2	Adult Amateur								
10:39 AM		171	Axx Cxxxx	Axxxxxx	3-2	Open								
11:05 AM		183	Lxxxx Bxxxx	Bxxxx TX	3-2	Open	Scratch							
20 Class: 121.0 USEF Second Level Test 1 Open Sponsored by: Stablemates														
21 Judge at														
10:47 AM		185	Lxxxxxx Mxxxx	Sxxxxxx	2-1	Open								
10:54 AM		189	Rxxxx Rxxxx	Cxxx Lxxx Sxxx	2-1	Adult Amateur								
11:02 AM		118	Sxxxx Hxxxxxx	Lxxxx	2-1	Adult Amateur								
11:09 AM		157	Cxxxxxx Exxxxxx	Sxxxx Hxxxx Axxxx	2-1	Open								
11:17 AM		184	Exxxx Kxxxx	Wxxxxxx Rxx	2-1	Open								
22 Class: 123.0 USEF Second Level Test 3 Open GAIG Sponsored by: Stablemates														
23 Judge at														
11:50 AM		179	Rxxxxxx Lxxx	Sxxxxxx	2-3	Adult Amateur								
11:58 AM		175	Axxxx Oxxx	Sxxxxxx Gxxx	2-3	JR/YR	Q							
12:06 PM			LUNCH 45 MIN	**Break**	**Break**									

Tuesday, December 14, 2021 12:39 PM Page 1 of 5

- The **8 Day Sheets (Scoring)** report opens.
- The report contains:
 - **9 Ring #**
 - **10 Class [#] & Name**
 - **11 Judge(s)**
 - **12 [Ride] Time**
 - **13 Finished**
 - **14 Entry [#]**
 - **15 Rider [Name]**
 - **16 Horse [Name]**
 - **17 Test**
 - **18 Stat/Div**
 - **19 Q**
 - **20 Term**
 - **21 Lines for Scores**
 - **22 Hold boxes**
- See [Day Sheets Scoring Report](#) for use of this report.

Reports - During-Show > Entry By

ENTRY BY:

The **Entry By** reports provide show reports sorted by rider, entry #, horse name, owner name, trainer name, or coach name.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Entry By**.



- The **5 Entry By** form opens.
- For this example, click **6 By Rider**.
- Click **7 OK**.



- The **8 Entry By Rider** report opens.
- The report contains:
 - **9 Rider** (Name)
 - **10 Entry #**
 - **11 Horse** (Name)
 - **12 Owner** (Name)
 - **13 Trainer** (Name)
 - **14 Coach** (Name)

XXXX Blue Horse Dressage
8 Entry By Rider

Rider	Entry #	Horse	Owner	Trainer	Coach
Axxxx, Lxxx	103	Axxxx	Axxxx	Axxxx	
Axxxx, Exxxxxxx	109	Axxxx	Axxxx, Exxxxxxx	Axxxx, Exxxxxxx	
Axxxx, Lxxxx	127	Exxxxx	Mxxx, Axxxx	Axxxx, Lxxxx	
	140	Dxxxx	Gxxxx, Fxxx	Axxxx, Lxxxx	
Axxxxxx, Bxx	144	Sxxxx Sxxxx	Mxxx, Mxxx	Axxxxxx, Bxx	
	154	Fxxxxx	Mxxxx, Txxx	Axxxxxx, Bxx	
	155	Gxxxxx	Exxxxxxxxxxxxx, Company	Axxxxxx, Bxx	
Axxxxxx, Sxx	187	Dx Dxxx	Axxxxxx, Sxx	Axxxxxx, Sxx	
Bxxx, Jxxxxxxx	555	Bxxx Axx Wxxx Rxxx	Dxxxxxx, Jxxxxxx	Bxxx, Jxxxxxx	
Bxxx, Lxxxx	106	Mxx Wxxx	Bxxx, Lxxxx	Bxxx, Lxxxx	
Bxxx, Lxxxx	110	Wxxxx	Bxxx, Lxxxx	Bxxx, Lxxxx	
Bxxxx, Axxxx	170	Cxxxxxx	Bxxx, Axxxx	Bxxxx, Axxxx	
Bxxxx, Sxxxxxx	133	Wxxxxxxx	Bxxx, Sxxxxxx	Bxxxx, Sxxxxxx	
Bxxxx, Ixxx	129	Wxxx-X	Dxxxxxxxxxxxxx, Dxxxxxxxxxx	Bxxxx, Ixxx	
Bxxxx, Jxxx	186	Axxxxxxx	Bxxxx, Jxxx	Bxxxx, Jxxx	
Bxxxx, Lxxxx	183	Bxxx TX	Bxxxx, Lxxxx	Bxxxx, Lxxxx	
Bxxxx, Ixxxxxxx	126	Vxxxxxx	Lxxxxxx, Hxxxx	Txxxxxx, Mxxxx	
Bxxxx, Rxxxxxx	132	Wxxxxxx	Bxxxx, Rxxxx	Bxxxx, Rxxxx	
Bxxxxxxx, Axx	190	Rxxxxxxx	Bxxxxxx, Axx	Bxxxxxxx, Axx	
Bxxxxxxx, Mxxxxxx	188	Sxxxx	Bxxxxxx, Mxxxxxx	Bxxxxxxx, Mxxxxxx	
Bxxxxxxx, Exxx	192	Nxxx Q	Bxxxxxxx, Exxx	Bxxxxxxx, Exxx	
Cxxxx, Dxxxxxxx	113	Kxxxxxx	Txxxxxx, Nxxxx	Txxxxxx, Nxxxx	
Cxxxx, Axx	171	Axxxxxx	Fxxxx, Mxxxxxx	Cxxxx, Axx	

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- On the **5 Entry By** form, click any of the other options (By Horse, By Owner, By Trainer, By Coach) to open a similar report sorted by the option selected.

Reports - During-Show > Handwritten Score Sheets

HANDWRITTEN SCORE SHEETS:

Handwritten Score Sheets are used for recording scores during the show. Traditionally it was used by the scoring section. The new Day Sheets (Scoring) may now be used instead.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Handwritten Score Sheets**.



- The **5 Handwritten Score Sheets** report opens.

The report contains:

- **6 Ring #**
- **7 Class # & Name**
- **8 Judge [Name]**
- **9 (Ride) Time**
- **10 Entry #**
- **11 Rider [Name]**
- **12 Horse [Name]**
- **13 Test**
- **14 Stat/Div**
- **15 Q**
- **16 Term**
- **17 Spaces/boxes** for handwritten scores and placings

XXXX Blue Horse Dressage
5 Handwritten Score Sheets
Thursday, June 20, 2222

Time	Entry	Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B	Total	%	Open	AA	JR/YR
6 Ring: 1 XXXXXXXXXXXXX																	
7 Class: 179 FEI Junior Individual Test																	
8 Judge at C: BXXXXX EXXXXX (S, S)																	
9 8:00 AM 10 192 11 Exxxx Bxxxxxxx 12 Nxxxx Q 13 GP 14 Open 15 Q 16 _____ 17 _____																	
8 8:09 AM 10 114 11 Lxxx Txxx 12 Exxxx Hx 13 GP 14 Adult Amateur 15 Q _____ 17 _____																	
9 8:18 AM 10 196 11 Cxxxxx Dxxxxxxx 12 Axxxx ### 13 I1 14 Open _____ 17 _____																	
9 8:27 AM 10 173 11 Sxxxx Mxxxx 12 Rxxx Cxx 13 I1 14 Open 15 Q _____ 17 _____																	
9 8:27 AM 10 111 11 Axxx Hxxxx 12 Fxxxx 13 Adult Amateur 14 Q 15 Scratch _____ 17 _____																	
9 8:45 AM 10 1000 11 SCRATCH SCRATCH 12 SGRATCH 13 I2 14 Q 15 Scratch _____ 17 _____																	
9 8:36 AM 10 126 11 Ixxxxxx Bxxxxxx 12 Vxxxxxx 13 PSG 14 JR/YR _____ 17 _____																	
9 8:45 AM 10 177 11 Exxxx Oxxxx 12 Hxxxxxx Txx 13 PSG 14 Open 15 Q _____ 17 _____																	
9 8:54 AM 10 108 11 Cxxxxxx Exxxxxxx 12 Sxxxx Hxxxx Lxxxx 13 PSG 14 Open _____ 17 _____																	
9 9:03 AM 10 131 11 Jxxxx Gxxxxxx 12 Vxxxxxx 13 PSG 14 Adult Amateur _____ 17 _____																	
9 9:12 AM 10 154 11 Bxx Axxxxxx 12 Fxxxxxx 13 PSG 14 Open 15 Q _____ 17 _____																	
9 9:21 AM 10 161 11 Kxxxxxx Pxxxx 12 Lxxx Dxxxxxx 13 PSG 14 Open 15 Q _____ 17 _____																	
9 9:30 AM 10 172 11 Dxxxx Sxxxx 12 Dxxxx 13 PSG 14 Open _____ 17 _____																	
9 9:39 AM 10 122 11 Cxxxxxx Sxxxx 12 Sxx Sxxx Rxxx 13 PSG 14 Open _____ 17 _____																	
9 9:48 AM 10 174 11 Sxxxx Mxxxx 12 Bxxxx Gxxx 13 PSG 14 Open 15 Q _____ 17 _____																	
9 9:57 AM 10 _____ 11 BREAK 10 MIN 12 ***Break*** 13 **Break** _____ 17 _____																	

- See [Handwritten Score Sheets](#) and [Make Large-Sized Results Posters](#) for uses of this report.

Reports - During-Show > Harrow Schedule

HARROW SCHEDULE:

To ensure good footing, arenas are usually “dragged” with a harrow before the show begins and in the middle of the show day, as a minimum. This is often accomplished during a judge’s break or lunch. The **Harrow Schedule Report** list times each arena has breaks so harrowing could be performed.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Harrow Schedule**.



- The **5 Harrow Schedule** report opens.
- The report contains:
 - **6 Date**
 - **7 Ring #**
 - **8 Time** a break/lunch begins
 - **9 Duration (min)** of the break/lunch
 - **10 Description**
- Use this report to schedule the dragging of your rings.

XXXX Blue Horse Dressage
5 Harrow Schedule

Date	Ring	Time	Duration (min.)	Description
Thursday, June 20, 2222				
6	7	8	9	10
		9:00 AM	10.0	BREAK 10 MIN
		12:06 PM	45.0	LUNCH 45 MIN
		2:49 PM	10.0	BREAK 10 MIN
		3:58 PM	10.0	BREAK 10 MIN
		4:10 PM	50.0	DINNER BREAK 50 MIN
		6:48 PM	10.0	BREAK 10 MIN
	2 X			
		9:42 AM	10.0	BREAK 10 MIN
		11:56 AM	45.0	LUNCH 45 MIN
		2:35 PM	10.0	BREAK 10 MIN

Tuesday, December 14, 2021 1:27 PM Page 1 of 1

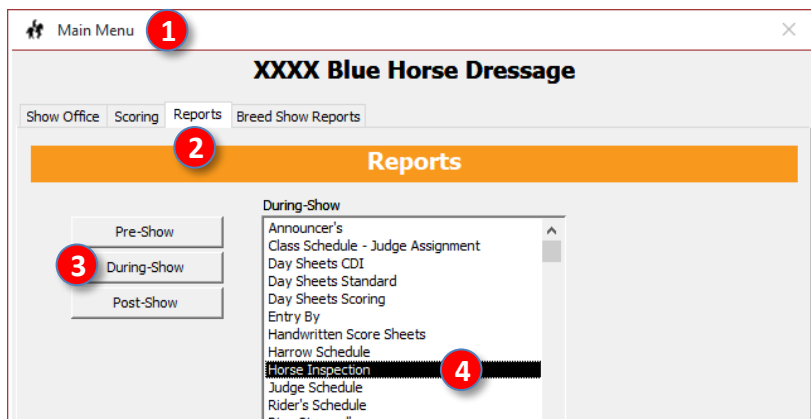
NOTE: Breaks/Lunch are scheduled in [Add a Break/Lunch](#). The **Harrow Schedule Report** is a listing of the breaks and lunches, by ring, with time and duration. Harrow time should be considered when breaks and lunches are scheduled. Show management selects which rings will be harrowed at which time. Do not harrow a ring that is adjacent to a ring with rides in progress!

Reports - During-Show > Horse Inspection

HORSE INSPECTION:

CDI shows require an inspection of the horses to ensure they are physically fit for showing. The **Horse Inspection** report is used to record the inspection results. It is printed and provided to the veterinarian. The results are not entered into FVD.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Horse Inspection**.



- The **5 Horse Inspection** report opens.
- The report contains:
 - **6 Entry #**
 - **7 Horse (name)**
 - **8 Passport #**
 - **9 Rider (name)**
 - **10 Citizenship**
 - **11 Accepted** box
 - **12 Not Accepted** box
 - **13 Reinspect** box
 - **14 Passport Return Signature**
- Use this report to mark, by hand, the inspection status of each horse.

XXXX Blue Horse Dressage

5 Horse Inspection

Entry #	Horse	Passport	Rider	Citizenship	Accepted	Not Accepted	Reinspect	Passport Return Signature
102	Hxxxxxxx X		Sxxxxxx, Kxxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
103	Mxxxxx Jxxxx		Mxxxxxxx, Kxxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
104	Bxxx Axxx Wxxxx Rxxxx		Dxxxxxx, Jxxxxxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
105	Fxxxxxxx		Hxxxxxx, Kxxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
106	Mxx Wxxx		Bxxx, Lxxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
107	Fxx Sxxxxxxx		Gxxxxxxx, Exxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
108	Sxxxx Hxxxx Lxxxx		Exxxxxxx, Cxxxxxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
109	Axxx		Axxxx, Exxxxxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
110	Wxxxx		Bxxx, Lxxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
111	Fxxxx		Hxxxxxx, Axxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
112	Sxx Lxxxx	n/a	Hxxxxxxx, Exxxxxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
113	Kxxxx		Cxxxx, Dxxxxxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
114	Exxxx Hx		Txxx, Lxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
115	Rxxxxxxx Mx		Rxxxxxx, Lxxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
116	Txxxx Dxxxxxxx		Sxxxxxx, Nxxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
117	Sxxx		Rxx, Axxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
118	Lxxx		Hxxxxxxx, Sxxx	usa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

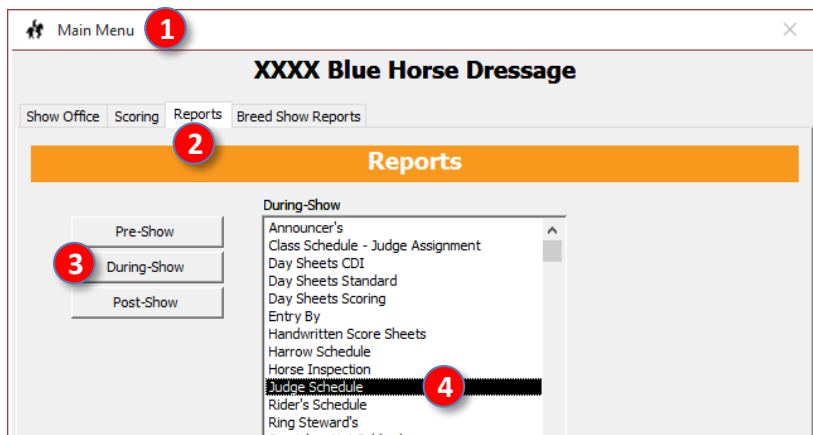
Tuesday, December 14, 2021 1:30 PM Page 1 of 5

Reports - During-Show > Judge Schedule

JUDGE SCHEDULE:

The **Judge Schedule** report tells you how many hours a judge is scheduled to officiate and be on the show grounds.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Judge Schedule**.



- The **5 Judge Schedule** report opens.
- The report contains:
 - 6 Judge** (name)
 - 7 Day**
 - 8 Start Time**
 - 9 End Time**
 - 10 Duration** of each class (includes breaks)
 - 11 Class #**
 - 12 Class Name**
 - 13 Ring**
 - 14 Station** (C, E, etc.)
 - 15 Total Time for Day** (hr/min).
- See [Check Judges' Hours](#) for information on using this report.

XXXX Blue Horse Dressage							
5 Judge Schedule							
Judge/ Day	Start Time	End Time	Duration	Class	Class Name	Ring	Station
Nxxxxx Vxxxx (R, ST)							
June 20, 2222							
8:00 AM	8:39:00 AM	40 min.	141.0	USEF Fourth Level Test 1 Open		2 Xxxxxxxxxx	C
8:50 AM	9:30 AM	50 min.	141.0	USEF Third Level Test 1 Open		2 Xxxxxxxxxx	C
9:00 AM	9:40 AM	40 min.	141.0	USEF Fourth Level Test 2 Open CBLM		2 Xxxxxxxxxx	C
9:52:30 AM	10:18:00 AM	26 min.	143.0	USEF Fourth Level Test 3 Open GAIG		2 Xxxxxxxxxx	C
10:18:00 AM	11:14:00 AM	56 min.	133.0	USEF Third Level Test 3 Open GAIG		2 Xxxxxxxxxx	C
11:14:00 AM	12:41:30 PM	1 hr., 28 min.	122.0	USEF Second Level Test 2 Open CBLM		2 Xxxxxxxxxx	C
Total Time for Day			4 hr., 42 min.				

USEF Rule DR126.1. Requirements for Dressage Competition Management.

d. Judges and Technical Delegates.

- (1) No judge shall be required to officiate longer than **8 hours** in one day, unless the judge has agreed in writing, and cannot be required to be on the competition grounds longer than 10 hours.
- (2) Judges must be given at least a 45-minute lunch break and at least a 10 minute break every 2 hours.

NOTE: The **15 Total Time for Day** includes all breaks. Therefore, when determining if the judge has no more than 8 hours of judging, subtract the time for all breaks.

Reports - During-Show > Rider's Schedule

RIDER'S SCHEDULE:

The **Rider's Schedule** report lists each rider (alphabetically by last name) and the classes each has entered with the ride time, ring number, and judge(s).

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Rider's Schedule**.



- The **5 Rider's Schedule** report opens.

- The report contains:
 - **6 Rider** name
 - **7 Day** of the ride
 - **8 Ride Time**
 - **9 Ring #**
 - **10 Entry #**
 - **11 Horse [Name]**
 - **12 Judge at ... [Name]**
 - **13 Class #**
 - **14 Test Name**
 - **15 Qual/Div**

- For procedures to save the report as a PDF file, see [Export > PDF or XPS](#).
- Post the report PDF on the show's web site and/or email the report to show participants.
- For procedures to email the report PDF to the rider, see [Email One Person](#).
- Snail mail the report, if desired.

XXXX Blue Horse Dressage
5 Rider's Schedule

Day	Ride Time	Ring	Entry #	Horse	Judge at C	Class	Test Name	Judge at B	Qual/Div
Lxxx Axxxx									
Thursday	3:36 PM	1	143	Fxxxx	xxxxx Exxxxx (S, ST)	160.0	Second Level, Test 2 2019		No
Thursday	3:36 PM	1	143	Fxxxx	Sxxxx Exxxxx (S, ST)		USDF Freestyle, First Level 2019		No
Lxxxxx Axxxxx									
Thursday	9:52 AM	2	140	Dxxxx	Nxxxx Vxxxx (R, ST)	143.0	Fourth Level, Test 3 2019		No
Thursday	10:34 AM	2	140	Dxxxx	Nxxxx Vxxxx (R, ST)	133.0	Third Level, Test 3 2019		No
Thursday	12:41 PM	2	127	Exxxxx	Sxxx Bxxxx (S, ST)	111.0	First Level, Test 1 2019		No
Thursday	1:14 PM	1	127	Exxxxx	Bxxxxx Exxxxx (S, ST)	112.0	First Level, Test 2 2019		No
Bxx Axxxxxxx									
Thursday	8:07 AM	2	144	Sxxxx Sxxxx	Nxxxx Vxxxx (R, ST)	141.0	Fourth Level, Test 1 2019		No
Thursday	9:12 AM	1	154	Fxxxx	Bxxxxx Exxxxx (S, ST)	151.0	FEI Prix St. Georges 2018		Yes
Thursday	9:36 AM	2	144	Sxxxx Sxxxx	Nxxxx Vxxxx (R, ST)	142.0	Fourth Level, Test 2 2019		No
Thursday	1:36 PM	1	155	Gxxxx	Bxxxxx Exxxxx (S, ST)	112.0	First Level, Test 2 2019		No
Thursday	2:11 PM	2	155	Gxxxx	Sxxx Bxxxx (S, ST)	113.0	First Level, Test 3 2019		Yes
Sxx Axxxxxxx									
Thursday	2:43 PM	1	187	Dx Dxxx	Bxxxxx Exxxxx (S, ST)	3.0	Introductory Walk-Trot Test C 2019		No
Thursday	3:06 PM	1	187	Dx Dxxx	Bxxxxx Exxxxx (S, ST)	101.0	Training Level, Test 1 2019		No
Jxxxxxxx Bxxx									
Thursday		1	555	Bxxx Avx Wxxxx Rxxxx	Bxxxxx Exxxxx (S, ST)	179	FEI Junior Individual 2018		No
Thursday	1:55 PM	2	555	Bxxx Avx Wxxxx Rxxxx	Sxxx Bxxxx (S, ST)	113.0	First Level, Test 3 2019		Yes
Lxxxx Bxxx									
Thursday	5:27 PM	1	106	Mxx Wxxx	Sxxx Bxxxx (S, ST)	161.0	USDF Freestyle, First Level 2019		Yes
Lxxxxx Bxxx									
Thursday	8:39 AM	2	110	Wxxxx	Nxxxx Vxxxx (R, ST)	131.0	Third Level, Test 1 2019		No
Axxxxx Bxxxx									
Thursday	3:21 PM	1	170	Cxxxx	Bxxxxx Exxxxx (S, ST)	160.0	Training Level, Test 2 2019		No
Thursday	5:36 PM	1	170	Cxxxx	Sxxx Bxxxx (S, ST)	161.0	USDF Freestyle, First Level 2019		Yes

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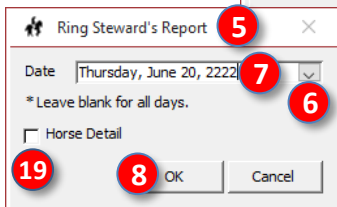
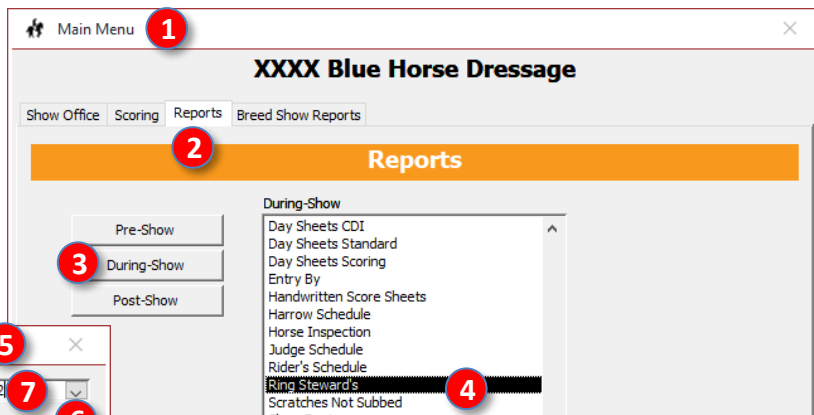
Reports - During-Show > Ring Steward's ["Order of Go"]

RING STEWARD'S ["ORDER OF GO"]:

The Ring Steward's ["Order of Go"] report provides information needed by Ring Stewards to manage each ring. All rides for the day are listed, by each ring, in order of go.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Ring Steward's**.

- The **5 Ring Steward's Report** form opens.
- Use the **6** drop down arrow to select the **7** date (or leave this blank to get all dates).
- Click **8 OK**.



- The **9 Ring Steward's "Order of Go"** report opens.

The report contains:

- **10 Date**
- **11 Ring #**
- **12 Time**
- **13 Entry #**
- **14 Rider [Name]**
- **15 Horse [Name]**
- **16 Class [# and Name]**
- **17 Term**
- **18 Hold**

- Print a copy of this report for each ring steward. Some ring stewards or shows prefer to use **Day Sheets**.

- If you check the **19 Horse Detail** box, the report will contain details about the horse (Breed, Sex, Height, Color).

XXXX Blue Horse Dressage

9 Ring Steward's "Order of Go"

10 Thursday, June 20, 2022 **11 Ring: 1 XXXXXXXXXXXXX**

Time	Entry #	Rider	Horse	Class	Term	Hold
8:09 AM	114	Loxx Txxx	Exxxxxx Hx	153. FEI Grand Prix TOC Open CBLM GAIG		
8:18 AM	196	Gxxxxx Dxxxxxxx	Axxxxx Hx	152. FEI Intermediate TOC Open CBLM GAI		
8:27 AM	173	Sxxxx Mxxxx	Rxxx Gxx	152. FEI Intermediate TOC Open CBLM GAI		
8:27 AM	111	Axxxx Hxxxx	Fxxxx	152. FEI Intermediate TOC Open CBLM GAI	Scratch	
8:36 AM	126	Ixxxxxxx Bxxxxxx	Vxxxxxx	151. FEI Prk St. Georges Open CBLM GAIG		
8:45 AM	1000	SCRATCH SCRATCH	SCRATCH	152. FEI Intermediate TOC Open CBLM GAI	Scratch	
8:45 AM	177	Exxxx Oxxxx	Hxxxxxx Txx	151. FEI Prk St. Georges Open CBLM GAIG		
8:54 AM	108	Gxxxxxxx Exxxxxxx	Sxxxx Hxxxx Lxxxx	151. FEI Prk St. Georges Open CBLM GAIG		
9:03 AM	131	Jxxxx Gxxxxxx	Vxxxxxx	151. FEI Prk St. Georges Open CBLM GAIG		
9:12 AM	154	Bxx Axxxxxx	Fxxxxxx	151. FEI Prk St. Georges Open CBLM GAIG		
9:21 AM	161	Kxxxx Pxxxx	Lxxx Ixxxxxx	151. FEI Prk St. Georges Open CBLM GAIG		
9:30 AM	172	Dxxxx Sxxxx	Dxxxx	151. FEI Prk St. Georges Open CBLM GAIG		
9:39 AM	122	Cxxxxxx Sxxxx	Six Sxxx Rxx	151. FEI Prk St. Georges Open CBLM GAIG		
9:48 AM	174	Sxxxx Mxxxx	Bxxxx Gxxx	151. FEI Prk St. Georges Open CBLM GAIG		
9:57 AM		BREAK 10 MIN	***Break***	151. FEI Prk St. Georges Open CBLM GAIG		
10:07 AM	188	Mxxxx Bxxxxxxx	Sxxxx	132. USEF Third Level Test 2 Open CBLM		
10:15 AM	176	Kxxxx Hxxxx-xxxx	Exxxxxxx X	132. USEF Third Level Test 2 Open CBLM		
10:23 AM	115	Lxxxx Rxxxxxxx	Rxxxxxxx Mx	132. USEF Third Level Test 2 Open CBLM		
10:31 AM	128	Sxxxx Lxxxx	Wxxxxxxx	132. USEF Third Level Test 2 Open CBLM		
10:39 AM	171	Axx Gxxxx	Axxxxxx	132. USEF Third Level Test 2 Open CBLM		
10:47 AM	185	Lxxxxxxx Mxxxx	Sxxxxx Sxxxxxx	121. USEF Second Level Test 1 Open		
10:54 AM	189	Rxxxx Rxxxxxx	Gxxx Ix Txxx Sxxxx	121. USEF Second Level Test 1 Open		
11:02 AM	118	Sxxxx Hxxxxxxx	Lxxxx	121. USEF Second Level Test 1 Open		
11:05 AM	183	Lxxxx Bxxxx	Bxxxx TX	132. USEF Third Level Test 2 Open CBLM	Scratch	
11:09 AM	157	Cxxxxxxx Exxxxxxx	Sxxxx Hxxxx Axxxx	121. USEF Second Level Test 1 Open		
11:17 AM	184	Exxxx Kxxxx	Wxxxxxxx Rxx	121. USEF Second Level Test 1 Open		
11:50 AM	179	Rxxxxxx Lxxx	Sxxxxxxx	123. USEF Second Level Test 3 Open GAIG		
11:58 AM	175	Axxxx Oxxx	Sxxxxxx Gxxx	123. USEF Second Level Test 3 Open GAIG		
12:06 PM		LUNCH 45 MIN	***Break***	123. USEF Second Level Test 3 Open GAIG		
12:51 PM	142	Txxxxxx Hxxxxxx	Sxxxx Wxxx	112. USEF First Level Test 2 Open CBLM		
12:59 PM	149	Nxxxx Nxxxxxx	Exxxxxxx Axxxx	112. USEF First Level Test 2 Open CBLM		
1:06 PM	138	Kxxxxx Exxxxxxx	Fxxxxxx	112. USEF First Level Test 2 Open CBLM		
1:14 PM	127	Lxxxx Axxxx	Exxxxxx	112. USEF First Level Test 2 Open CBLM		
1:21 PM	123	Mxxxx Txxxxxx	Rxxxxxxx	112. USEF First Level Test 2 Open CBLM		
1:29 PM	181	Dxxxx Mxxxx	Gxxxxxx	112. USEF First Level Test 2 Open CBLM		
1:36 PM	155	Bxx Axxxxxx	Gxxxxxx	112. USEF First Level Test 2 Open CBLM		
1:44 PM	129	Ixxx Bxxxx	Wxxxxx	112. USEF First Level Test 2 Open CBLM		
1:51 PM	153	Exxxx Oxxxx	Gxxxx	112. USEF First Level Test 2 Open CBLM		
1:59 PM	119	Mxxxxxxx Fxxx	Kxxxxxxx Bxxxxxx	112. USEF First Level Test 2 Open CBLM		
2:06 PM	182	Nxxx Txxxxxx	Rxxxxxxx	112. USEF First Level Test 2 Open CBLM		
2:14 PM	168	Rxxxx Nxxxx	Mxx Pxxxxxxx	112. USEF First Level Test 2 Open CBLM		
2:21 PM	130	Kxxxxx Txxxx	Txxx Oxx Nxxx Txxx	112. USEF First Level Test 2 Open CBLM		
2:29 PM	139	Sxxx Rxxxxxx	Dxxxxxx	112. USEF First Level Test 2 Open CBLM		
2:36 PM	119	Mxxxxxxx Fxxx	Kxxxxxxx Bxxxxxx	170. Pony Cup TOC Open CBLM GAIG		
2:43 PM	187	Six Axxxxxx	Dx Dxxx	3.0 USDF Introductory Level Test C Open		
2:49 PM		BREAK 10 MIN	***Break***	3.0 USDF Introductory Level Test C Open		
2:59 PM	151	Mxxxx Wxxxx	Gxxxx Rxxx	101. USEF Training Level Test 1 Open	Scratch	
3:06 PM	187	Six Axxxxxx	Dx Dxxx	101. USEF Training Level Test 1 Open		
3:21 PM	170	Axxxx Bxxxx	Gxxxxxx	160. USEF TOC Open CBLM GAIG (for Class		
3:23 PM	186	Jxxxx Bxxxx	Axxxxxxx	103. USEF Training Level Test 3 Open GAIG		

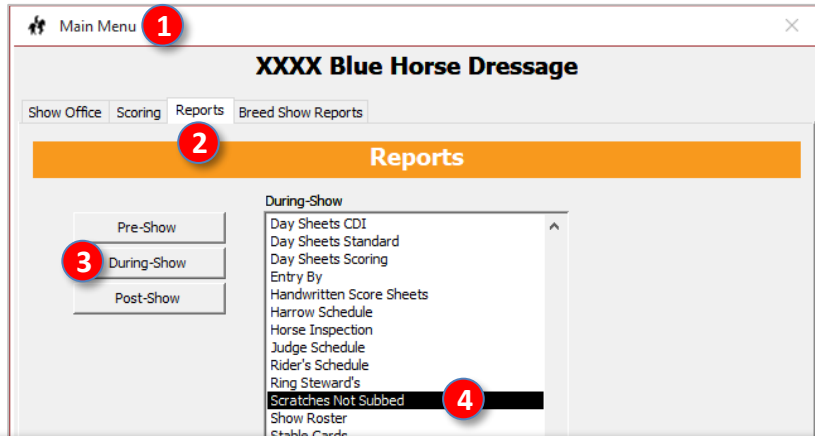
Monday, December 13, 2021 9:57 AM Page 1 of 3

Reports - During-Show > Scratches Not Subbed

SCRATCHES NOT SUBBED:

The **Scratches Not Subbed** report lists scratched rides that have not been filled (substituted) by other riders. When a scratched ride is filled (subbed), the ride is no longer listed on the report.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Scratches Not Subbed**.



- The **5 Scratches Not Subbed** report opens.
- The report contains:
 - **6 Day**
 - **7 Time**
 - **8 Class #**
 - **9 Class Name**
 - **10 Test**
 - **11 Ring**
- The report is sorted by:
 - Day
 - Time

XXXX Blue Horse Dressage
5 Scratches Not Subbed

Day	Time	Class	Class Name	Test	Ring
Thursday					
	10:00 AM	F	Intermediate TOC Open CBLM GAIG	Intermediate II 2018	XXXXXXXXXX
	10:30 AM	F	Intermediate TOC Open CBLM GAIG	Intermediate II 2018	XXXXXXXXXX
	10:34:00 AM	133.0	USEF Third Level Test 3 Open GAIG	Third Level, Test 3 2019	2.XXXXXXXXXX
	10:58:00 AM	133.0	USEF Third Level Test 3 Open GAIG	Third Level, Test 3 2019	2.XXXXXXXXXX
	11:05:00 AM	132.0	USEF Third Level Test 2 Open CBLM	Third Level, Test 2 2019	1.XXXXXXXXXX
	1:55:30 PM	113.0	USEF First Level Test 3 Open GAIG	First Level, Test 3 2019	2.XXXXXXXXXX
	2:27:30 PM	113.0	USEF First Level Test 3 Open GAIG	First Level, Test 3 2019	2.XXXXXXXXXX
	2:59:30 PM	101.0	USEF Training Level Test 1 Open	Training Level, Test 1 2019	1.XXXXXXXXXX

Monday, December 13, 2021 10:15 AM Page 1 of 1

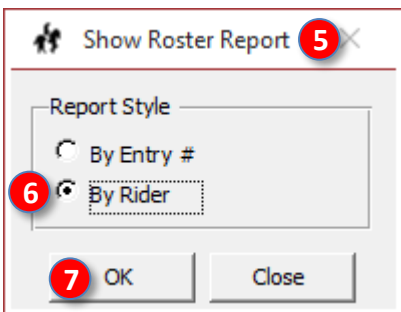
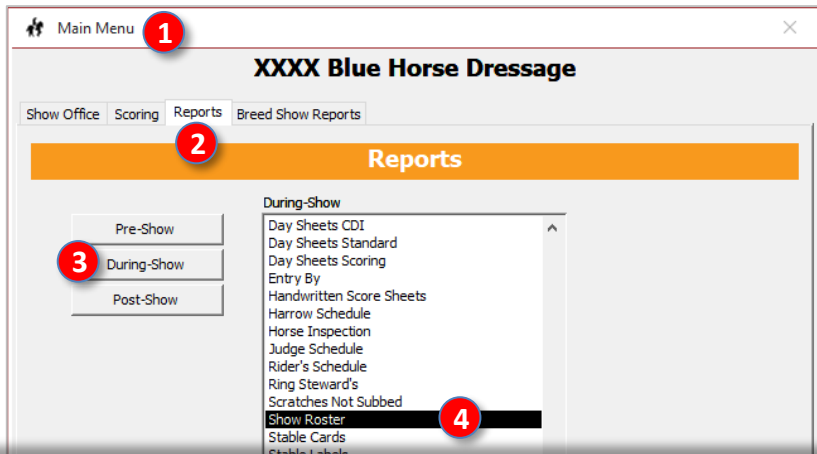
- This report is only valuable if all scratches have been entered in the computer.
- During the show, you can refer to this report on the computer to determine available rides.
- You can also print the report (frequently) so you and others can refer to it, thereby assisting in filling available rides.
- Additionally, if you are using [UPLOAD SHOW RESULTS TO THE WEB](#), available rides can be viewed online.
- See [SCRATCHES AFTER SCHEDULING AND FILL SCRATCHED RIDES](#) for procedures.

Reports - During-Show > Show Roster > By Rider

SHOW ROSTER > BY RIDER:

The **Show Roster (by Rider)** report lists competitors by **Rider's [Last] Name**. It is often used in a show program.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Show Roster**.
- The **5 Show Roster Report** form opens.
- Click **6 Report Style / By Rider**. (See previous page for a By Entry # report.)
- Click **7 OK**.



- The **8 Show Roster (by Rider)** report opens. The report contains:
 - **9 Rider, Owner** (or * if rider = owner).
 - **10 Rider's Address, Owner's Address**
 - **11 Entry #**
 - **12 Horse, Breeder**
 - **13 Age, Sire**
 - **14 Breed**
 - **15 Height, Dam**
 - **16 Color**
 - **17 Sex**
- This report can be used in the **Show Program**. See [Print Preview > Export > Word](#) to save it as an editable Word file.
- See [Print Preview > Export > PDF or XPS](#) to save it as a *.pdf file.

Rider Owner	Rider's Address Owner's Address	Entry #	Horse Breeder	Age Sire	Breed	Height Dam	Color	Sex
Exxxxxxxx Axxxxx	Rockville, MD usa	109	Axxxxx Arthur family	19 Rambo	Hanoverian akehner/dan	16.2 Annemieke	Grey	Mare
Lxxxxx Axxxxx	Lincoln U, PA usa	127	Exxxxxx Pam peters	10 Gbr keevo	ian heritage	14.2 Ladyawen	Bay	Gelding
Axxxxxx Mxxxxx	Chester Springs, PA usa	140	Dxxxxxx	12	Oldenburg	16.1	Bay	Mare
Lxxxxx Axxxxx	Lincoln U, PA usa	155	Gxxxxxx Johanna salmi	10 Aerobic	Kwpn	16.1 Tina	Bay	Gelding
Fxxxx Gxxxxx	Lincoln University, PA USA	144	Sxxxxx Sxxxxxx Henri tohme	12 Sir sindair	Oldenburg	16.1 Rabelle	Bay	Mare
Bxx Axxxxxx	Manchester, MD usa	154	Fxxxxxx	14	Westfalen	17.3	Bay	Gelding
Company Name Exxxxx	Westport, CT usa	187	Dx Dxxx Henning schulze	17 De niro	Hanoverian	16.1 Guoy	Brown	Mare
Bxx Axxxxxx	Manchester, MD usa	555	Bxxx Aux Wxxxx Pxxxx	20 Nxxxx Hxxxxxx	Morgan	15.3 Fxxx Bxxxx Mxxxxx	Black	Gelding
Mxxx Mxxx	Monrovia, MD usa	106	Mxx Wxxx	8	edish warmb	16	Bay	Mare
Bxx Axxxxxx	Manchester, MD usa	110	Wxxxxx	19	Hol/b	16.2	Bay	Gelding
Txxxx Mxxxxx	Manchester, MD usa	170	Cxxxxxx Rosemarie merle-smith	10 Concerto grosso	Holsteiner	16.1 Isis du desert	Chestnut	Gelding
Sxx Axxxxxx	Frederick, MD usa	133	Wxxxxxx Claus eymers	17 Worldly	Hanoverian	17 Wella	Black	Gelding
Lxxxx Bxxx	Dickerson, MD usa	129	Wxxxxx Nancy/bowlus	20 Weltbekkant	Hanoverian	16.2 Full moon	Bay	Mare
Lxxxx Bxxx	Roxon, MD usa	186	Axxxxxx Punchestown stable	12 Apiro	Bavarian wb	16.3 Roads sara	Bay	Gelding
Lxxxx Bxxx	York, PA usa	183	Bxxxx TX Tam farm	10 Bellissimo m	Hanoverian	17 Reiki tf	Dark chestn	Gelding
Lxxxx Bxxx	Frederick, MD usa	126	Vxxxxxx	19	itch warmblo	16.3	Brown	Stallion
Hxxxx Lxxxx	Potomac, MD usa	132	Wxxxxxx	17	Rpsi	16.3	Bay	Gelding
Rxxxx Bxxxx	Germantown, MD usa	190	Rxxxxxx	16	roughbred α	15.2	ark brown/b	Mare
Axx Bxxxxxx	Silver Spring, MD usa	188	Sxxxxx Laurie platt	15 La baltic sundance	New wolkenzauber	15.1	Chestnut	Gelding
Mxxxxxx Bxxxxxx	Middletown, MD usa	192	Nxxxx Q Suz anne quarles	15 Nocturno	The delegate	16.3	Chestnut	Gelding
Exxx Bxxxxxx	Middletown, MD usa	113	Kxxxxxx Michelle roberts	6 Netto	Hanoverian	15.2	Black bay	Mare
Dxxxxxx Cxxxxx	Union Bridge, MD usa	171	Axxxxxx	14	alf andalusia	15.3	Dun	Gelding
Nxxxx Txxxxxx	Union Bridge, MD usa	146	Cxxxxxx Hilltop fam, inc.	20 Contucci	Kwpn	16.3	ark bay/brow	Gelding
Axx Cxxxxx	Mount Airy, MD usa	104	Bxxx Aux Wxxxx Pxxxx	20 Nxxxx Hxxxxxx	Mensajero xxvi	15.3	Black	Gelding
Mxxxxxx Fxxxxx	Gettysburg, PA usa						Miss olivia norfeet	
Cxxxxxx Cxxxxxx	Cockeysville, MD usa						Roxette	
Jxxxxxx Dxxxxxx	Fxxxxxx, MD usa						Fxxx Bxxxx Mxxxxx	

Reports - During-Show > Stable Cards > Stable Cards & Tack Stall Cards

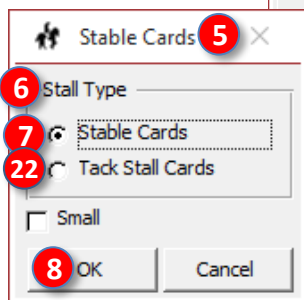
STABLE CARDS > STABLE CARDS & TACK

STALL CARDS:

Stable Cards and Tack Stall Cards are used to make Stall Cards and Tack Stall Cards. These are 3" x 5" index cards that are affixed to each horse's stall.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Stable Cards**.

- The **5 Stable Cards** form opens.
- Under **6 Stall Type**, select **7 Stable Cards**.
- Click **8 OK**.



- The **9 [Horse] Stable Cards** report opens.
- Each page of the report has information for three stabling cards.

The report contains:

- **10 Rider Name**
- **11 Horse Name**
- **12 Stall Group Name**
- **13 Entry #**
- **14 Sex**
- **15 Breed**
- **16 Color**
- **17 Height**
- **18 EMERGENCY INFORMATION** (to be completed by the rider)
- **19 Extra Bedding**
- **20 Stall #**
- **21 Days reserved** (☑).

- The report is sorted by:
 - Stall Group (entries w/o a stall group are listed first)
 - Entry #

- Repeat, using **22 Tack Stall Cards**, for tack stall cards.

- See [Print Stable Cards and Tack Stall Cards](#) for details on the printing and use of this report.

XXXX Blue Horse Dressage

Stable Cards

XXXX Blue Horse Dressage

Entry #148

Description: Mare Friesian Black 16.3

EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 0
 Stall # : 04

XXXX Blue Horse Dressage

Entry #162

Description: Gelding veland bay sport hc Bay 16.2

EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 0
 Stall # : 02

XXXX Blue Horse Dressage

Entry #163

Description: Mare Oldenburg Bay 17.3

EMERGENCY CONTACT: NAME, PHONE, RELATIONSHIP

Sun Mon Tue Wed Thr Fri Sat Sun Mon Extra Bedding : 0
 Stall # : 01

SECTION VIII. PROGRAM FUNCTIONS

Reports - During-Show > Stable Cards > Stable Cards (Small) & Tack Stall Cards (Small)

STABLE CARDS > STABLE CARDS (SMALL) & TACK STALL CARDS (SMALL):

Stable Cards (Small) and **Tack Stall Cards (Small)** are used to make **Stall Cards** and **Tack Stall Cards**. These are 2" x 4" labels or business cards that are affixed to each horse's stall. They are sorted by Stall Group name.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Stable Cards**.

- The **5 Stable Cards** form opens.
- Under **6 Stall Type**, select **7 Stable Cards**.

- Click **8 OK**.

- The **9 Stable Cards (Small)** report opens.
- Each page of the report has information for three stabling cards.

- The report contains:

- **10 Rider Name**
- **11 Horse Name**
- **12 Stall Group Name**
- **13 Entry #**
- **14 Sex**
- **15 Breed**
- **16 Color**
- **17 Height**
- **18 EMERGENCY INFORMATION** (to be completed by the rider)
- **19 Extra Bedding**
- **20 Stall #**
- **21 Days reserved** ().

- The report is sorted by:

- Stall Group (entries w/o a stall group are listed first)
- Entry #

- Repeat, using **22 Tack Stall Cards**, for tack stall cards.

- See [Print Stable Cards and Tack Stall Cards](#) for details on the printing and use of this report.

The screenshot shows the 'Main Menu' window with 'Reports' selected. The 'Reports' window is open, showing a list of report types under 'During-Show'. 'Stable Cards' is highlighted with a red circle 4. Other options include Pre-Show, Post-Show, Day Sheets CD1, Day Sheets Standard, Day Sheets Scoring, Entry By, Handwritten Score Sheets, Harrow Schedule, Horse Inspection, Judge Schedule, Rider's Schedule, Ring Stewards, Scratches Not Subbed, Show Roster, and Stable Labels.

The 'Stable Cards' form is shown with 'Stable Cards' selected under 'Stall Type'. The 'Small' checkbox is checked. The 'OK' button is highlighted with a red circle 8.

The report displays a grid of horse information for 'XXXX Blue Horse Dressage'. Each entry includes:

- Stall Group Name: XXXX Blue Horse Dressage
- Entry #
- Rider Name (e.g., Kwpn, Bay, 16.1)
- Horse Name (e.g., Wxxxxxxx, Gelding, Hanoverian, Black, 17)
- Sex, Breed, Color, Height
- Emergency Contact: NAME, PHONE, RELATIONSHIP
- Extra Bedding: 0
- Stall # (e.g., Barn3 Sat, Barn2 Sat)
- Days reserved (checkboxes for Sun, Mon, Tue, Wed, Thr, Fri, Sat, Sun, Mon)

 Red circles 10-22 highlight specific fields in the first few rows of the report.

Reports - During-Show > Stable Labels > Stable Labels & Tack Stall Labels

STABLE LABELS > STABLE LABELS & TACK

STALL LABELS:

Instead of Stall Cards and Tack Stall Cards, you may desire Stall Labels and Tack Stall Labels to designate stall assignments. These are 1" x 2-5/8" labels that are affixed to each horse's stall and/or the rider packets.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Stable Labels**.

- The **5 Stable Labels** form opens.
- Under **6 Stall Type**, select **7 Stabling Labels**.
- Click **8 OK**.

- The **9 Stable Labels** report opens.
- Each page of the report has information for 30 Stabling Labels.
- The report contains:
 - **10 Horse Name**
 - **11 Rider Name**
 - **12 Stall Group Name**
 - **13 Bedding #**
 - **14 Sex**
 - **15 Entry #**
 - **16 Stall #**
- The report is sorted by:
 - **Stall Group** (entries w/o a stall group are listed first)
 - **Entry #**
- Repeat, using **17 Tack Stall Labels**, for tack stall labels.

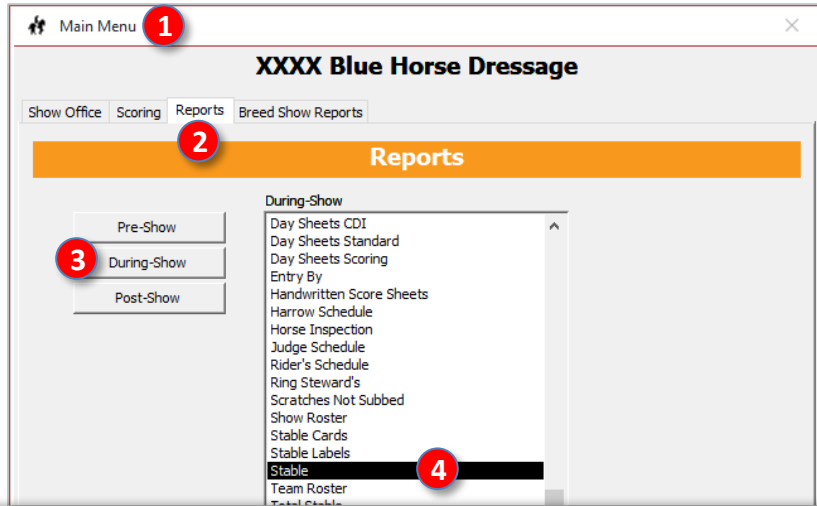
Gelding #131 Barn3 Sat Bedding: 0	WXXXXXXXXX SXXXXXXXXX Aox Pxxxx Bedding: 0	Mare #148 Stall #: 04	Gelding #133 Stall #: Barn2 Sat Bedding: 1	FXXXX TXXXX VXXXXXXXXX Bedding: 1	Mare #156 Stall #: 19
WXXXX-XXX AXXXXXXXXX Aox Pxxxx Bedding: 0	Mare #148 Stall #: 04	BXXXXX SXXXXX CXXXX YXXXX Aox Pxxxx Bedding: 0	Gelding #152 Stall #: 02	LXXXX -XXX CXXXX YXXXX Aox Pxxxx Bedding: 0	Mare #183 Stall #: 01
FXXXXXX KXXXX HXXXX AXXXXXXXXX Bedding: 0	Gelding #105 Stall #: 11	FXXXXXX Bx AXXXXXXXXX AXXXXXXXXX Bedding: 0	Gelding #154 Stall #: 12	GXXXXX Bx AXXXXXXXXX AXXXXXXXXX Bedding: 0	Gelding #155 Stall #: 09
WXXXXXX PXXXX BXXXX HXXXX MXXXX Bedding: 2	Gelding #132 Stall #: 24	Dx Dxxx Sx AXXXXXXXXX HXXXX MXXXX Bedding: 2	Mare #187 Stall #: 23	DXXXX VXXXX Sx vxx dx LXXXX HXXXX MXXXX Bedding: 0	Gelding #194 Stall #: 22
AXXXX TXXXX HXXXX HXXXX Bedding: 0	Gelding #141 Stall #: 05	SXXXX WXXXX TXXXX HXXXX HXXXX Bedding: 0	Mare #142 Stall #: 06	Rx RXXXX Rx PXXXX MXXXX OXXXX MXXXX Bedding: 2	Gelding #136 Stall #: 18
SXXXX EXXXX OXXXX OXXXX MXXXX Bedding: 2	Mare #153 Stall #: 17	HXXXX Txx EXXXX OXXXX OXXXX MXXXX Bedding: 2	Gelding #177 Stall #: 15	SXXXXXXXXX CXXXXXXXXX Straton Sporthorses Bedding: 0	Gelding #146 Stall #: Barn1 SaAM
SXXXXXXXXX EXXXX HXXXX Tiffany-Hatter Bedding: 0	Gelding #159 Stall #: Barn1 SaPM	Lxx Ox Fxxxx Kx FXXXX Woodland Horse Center Bedding: 0	Mare #145 Stall #: 14	Mxx PXXXXXXXXXX PXXXX Nxxxx Woodland Horse Center Bedding: 0	Gelding #188 Stall #: 13
GXXXX Rxxx MXXXX WXXXX Xanthopoulos Dressage Bedding: 0	Gelding #151 Stall #: 07	SXXXXXXXX Gxxx Axxxx Oxxx Xanthopoulos Dressage Bedding: 0	Gelding #175 Stall #: 08		

10 Horse Name	14 Sex
11 Rider Name	15 Entry #
12 Stall Group Name	
13 Bedding: #	16 Stall: #

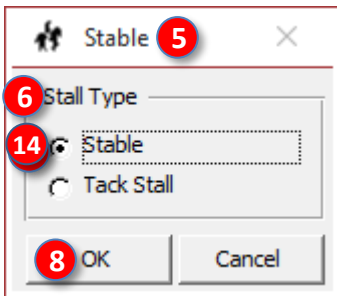
Reports - During-Show > Stable > Stable Report and Tack Stall Report

STABLE > STABLE REPORT AND TACK STALL REPORT:

- The **Stable** report contains information on horse stalls only.
- The **Tack Stall Report** contains information on tack stalls only.
- The **Total Stable Report** (see [Reports > Post-Show > Total Stable Report](#)) contains information on horse stalls and tack stalls, all in one report.
- Select **1 Main Menu > 2 Reports > 3 During-Show > 4 Stable**.



- The **5 Stable** report form opens.
- Under **6 Stall Type**, select **7 Stable Report**.
- Click **8 OK**.



- The **9 Stable Report** opens.
- The report contains:
 - 10 Horse, Rider, Stall Group**
 - 11 Sex, Entry #, Stall #**
 - 12 Day(s) reserved**
 - 13 Bedding** ordered
- The report is sorted by:
 - Stall Group (entries w/o a stall group are listed first)
 - Entry #
- Print this report for your **Stabling Manager**.
- Repeat, using **14 Tack Stall** for the Tack Stall report

XXXX Blue Horse Dressage
Stable 9

Horse Rider Stall Group	Sex Entry #, Stall #	Sun	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Mon	Bedding
Vj... Jc... Barn3 Sat	Gelding #133 Barn2 Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fj... Vj... H1 stall Sat FEI MFS	Mare #156 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Wj... Aj... H3 stall, T3 tack, F-S-S, FEI MFS	Mare #148 04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Bj... Cj... H3 Stall	Gelding #182 02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Lj... Cj... H3 stall	Mare #183 01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Fj... Kj... H3 stall, T3 tack, F-S-S	Gelding #105 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Fj... Bj... H3 stall, F-S-S	Gelding #154 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Gj... Bj... H3 stall, F-S-S	Gelding #155 09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Wj... Rj... H3 stall F-S-S	Gelding #132 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Dj... Sj... He stall	Mare #187 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Dj... Sj... H3 non-compete horse	Gelding #194 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Aj... Tj... H3 stall S-S USDF MFS	Gelding #141 05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Sj... Tj... H3 stall S-S	Mare #142 08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Rj... Pj... H3 stall F-S-S USDF MFS	Gelding #138 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2

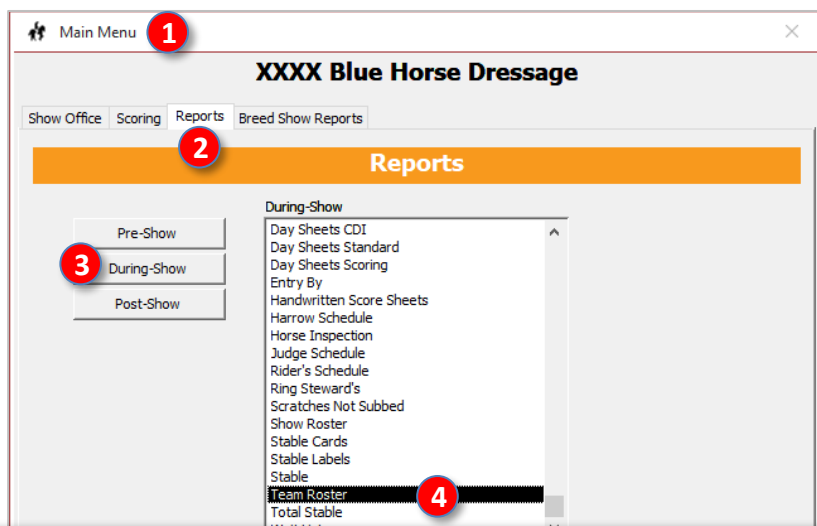
Monday, December 13, 2021 11:31 AM Page 1 of 2

Reports - During-Show > Team Roster

TEAM ROSTER:

The **Team Roster** report lists the members (horse and rider) of teams.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Team Roster**.



The screenshot shows the 'XXXX Blue Horse Dressage' application window displaying the 'Team Roster' report (5). The report is a table with the following columns: Team, Entry #, Horse, and Rider. The data is as follows:

Team	Entry #	Horse	Rider
Team A	555	Bxxx Axo Wxxxx Pxxxx	Lxxxx F1st1
Team D	110	Wxxxx	Bxxx, Lxxxx
	111	Fxxxx	Hxxxx, Axo
	112	Sxx Lxxxx	Hxxxx, Exxxxx

At the bottom of the window, the date and time are displayed: 'Monday, December 13, 2021 11:41 AM'. The page number 'Page 1 of 1' is also visible.

- The **5 Team Roster** report opens.
- The report contains:
 - **6 Team** name
 - **7 Entry #** for each Horse/
Rider combination
 - **8 Horse** name
 - **9 Rider** name
- For details on managing teams, see [MANAGING TEAMS](#).
- See [Select the Entry's Team](#) for procedures on entering teams in the FVD program.
- See [Scoring > Special Score Reports > Team Tab](#) for procedures on scoring teams.

Reports - During-Show > Total Stable

TOTAL STABLE:

- The **Stable Report** (see [Reports > During-Show > Stable Reports > \[Horse\] Stabling Report](#)) contains information on horse stalls only.
- The **Tack Stall Report** (see [Reports > During-Shows > Stable Reports > Tack Stall Report](#)) contains information on tack stalls only.
- The **Total Stable Report** (this report) contains information on horse stalls and tack stalls, all in one report.
- Select **1 Main Menu > 2 Reports > 3 During-Show > 4 Total Stable.**



- The **5 Total Stable** report opens.
- The report contains:
 - **6 Horse, Rider, Stall Group**
 - **7 Sex, Entry #, Stall #**
 - **8 Day(s) reserved**
 - **9 Bedding** ordered, **Type** of stall (Horse or Tack)
 - **10 Preferences** declared in the entry packet (if any) or other notes
- The report is sorted by:
 - Stall Group (entries w/o a stall group are listed first)
 - Entry #
- Print this report for your **Stabling Manger**.
- Posting this report on the show's web site is an easy method to inform riders of their stall assignments.

XXXX Blue Horse Dressage
5 Total Stable

Horse Rider Stall Group	Sex Entry Stall #	Sun	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Mon	Bedding Type
V.....X J.....X S.....X	7 Barn3 Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 Stable
W.....X S.....X B.....X	Gelding #133 Barn2 Sat H1 stall Sat FEI MFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 Stable
F.....X T.....X V.....X M.....X	Mare #156 19 H3 stall, F-S-S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Stable
W.....XXX A.....X P.....X A.....X P.....X	Mare #148 03 H3 stall, T3 tack, F-S-S, FEI MFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tackstall
W.....XXX A.....X P.....X A.....X P.....X	Mare #148 04 H3 stall, T3 tack, F-S-S, FEI MFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
B.....X S.....X C.....X Y.....X A.....X P.....X	Gelding #162 02 H3 Stall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
L.....X - XXX C.....X Y.....X A.....X P.....X	Mare #163 01 H3 stall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
F.....X K.....X H.....X A.....X D.....X	Gelding #105 10 H3 stall, T3 tack, F-S-S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tackstall
F.....X K.....X H.....X A.....X D.....X	Gelding #105 11 H3 stall, T3 tack, F-S-S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
F.....X B.....X A.....X A.....X D.....X	Gelding #154 12 H3 stall, F-S-S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
G.....X B.....X A.....X A.....X D.....X	Gelding #155 09 H3 stall, F-S-S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
W.....X F.....X B.....X H.....X M.....X H.....X	Gelding #132 24 H3 stall F-S-S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Stable
D.....X S.....X A.....X H.....X M.....X H.....X	Mare #187 23 He stall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Stable
D.....X V.....X S.....X W.....X L.....X H.....X M.....X H.....X	Gelding #194 22 H3 non-compet horse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable
A.....X T.....X H.....X H.....X	Gelding #141 05 H3 stall S-S USDF MFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 Stable

Monday, December 13, 2021 11:47 AM Page 1 of 2

NOTE: Some shows do not release stall numbers prior to the show. Instead, they provide stall numbers when the rider/owner registers at the Show Office. This prevents the unloading of horses for which a current Coggins has not yet been submitted.

Reports - During-Show > [Show's Total] Wait List Report > Purpose, Open the Report

[SHOW'S TOTAL] WAIT LIST REPORT > PURPOSE:

- The {Show's Total] Wait List report shows all entrants who have been placed on a waiting list. The report is listed by class, in order of class #.

[SHOW'S TOTAL] WAIT LIST REPORT > OPEN THE REPORT:

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Wait List**.

- The **5 Wait List** report opens.
- The report contains:

- 6 Day**
- 7 Class #**
- 8 Class name**
- 9 Entry #**
- 10 Horse name**
- 11 Rider name**

- If you have a scratch in a class with riders on the wait list, you can refer to the list to fill the scratch.

- See [WAIT LIST](#) for information on wait lists and using this report.

NOTE: This Wait List Report requires the entry be entered in the FVD program. If you have received entries after the show is closed and the rider would like to enter the show if there are appropriate scratches, you can use the **Check List** to list these entries that have not yet been entered in the program. See [Show Office > Check List](#) for more information.



Day	Class	Entry #	Horse	Rider
Thursday	1 USDF Introductory/Level Test A Open NR	103	Mxxxxx Jxxx	Kxxxxx Mxxxxxxx

PROGRAM FUNCTIONS 9.

REPORTS - POST-SHOW

XXXX Blue Horse Dressage

Show Office Scoring **Reports** Breed Show Reports

Reports

Pre-Show

During-Show

Post-Show

Post-Show

- AHA eScores
- Breed Score - Individual
- Equine Canada eScores
- Entry Balance
- Entry Invoices
- Entry Payment
- FEI eScores
- High Score
- Income Balance
- Non-members
- Owner Labels
- Owner's Tax Information
- Payment Type Summary
- Profit(Loss) Statement
- Ride Detail Summary
- Rider Labels
- Rider Score - Individual
- Score - Final

Score - Media

Show Fee Summary

Total Qualifying Rides Down Centerline

Total Rides Down Centerline

USEF eScores

USDF Qualifying Ride Fees



USEF/USDF Post Competition


Fox Village Dressage Online Tools

Register Show Upload Confirmation

Equestrian Entries Integrated On

Publish Show Import Online Entries Close Show



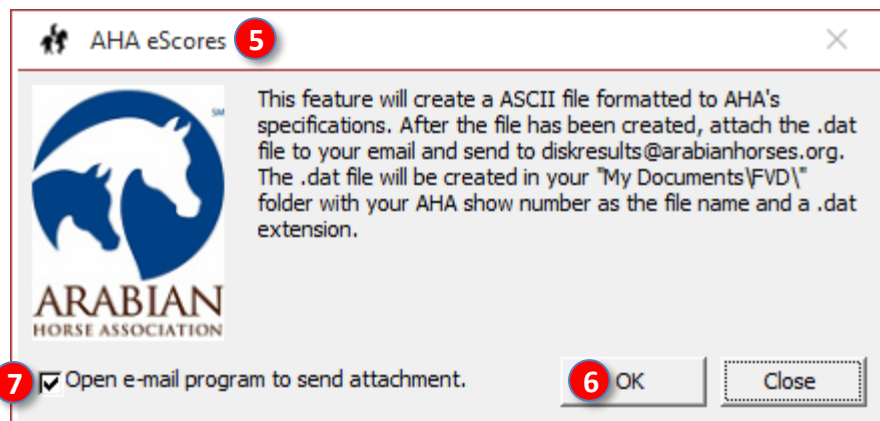
Reports - Post-Show > AHA eScores [Arabian Horse Association]**AHA eSCORES [ARABIAN HORSE ASSOCIATION]:**

AHA eScores provides a *.dat file that is formatted to the **Arabian Horse Association (AHA)** specifications and is used to email show results to the AHA.

- Select **1 Main Menu > 2 Reports > 3 Post-Show > 4 AHA eScores**.



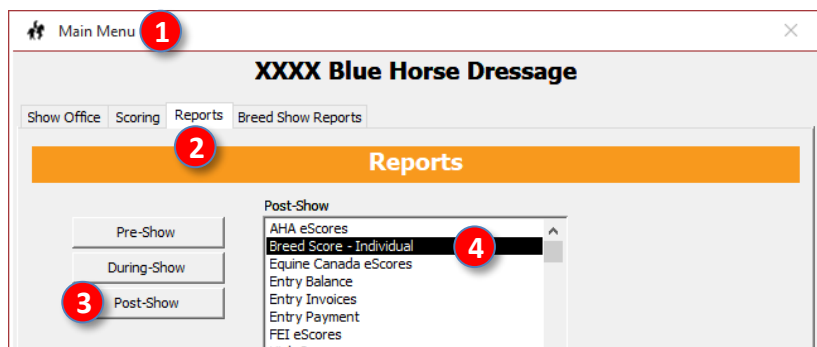
- The **5 AHA eScores** form opens.
- The text tells you how to use this form.
- Click **6 OK** to create the*.dat file.
- If the **7 Open e-mail program to send attachment** box is checked, your email program will open with the file inserted as an attachment.



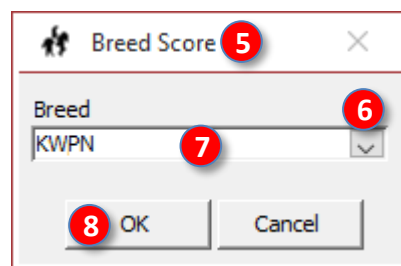
Reports - Post-Show > Breed Score Report - Individual**BREED SCORE REPORT - INDIVIDUAL:**

The **Breed Score Report - Individual** is used to track scores by breed.

- Select **1 Main Menu > 2 Reports > 3 Post-Show > 4 Breed Score - Individual.**



- The **5 Breed Score Report** form opens.
- Using the **6** drop-down arrow or **7** type-in box, select the breed for which you want a report.
- Click **8 OK.**



XXXX Blue Horse Dressage

9 Breed Score

Entry #	Rider	Horse	Test	Breed	Class	Status	Score	18 %	19
131	Jxxxxx Mxxxxx	Vxxxxx	FS4	Kwpm	181.0 USEF TOC Open CBLM GAIG (for	Adult Amateur	209.3	69.767%	3
155	Bxxxx Axxxxx	Gxxxxx	1-2	Kwpm	112.0 USEF First Level Test 2 Open CBL	Open	243.5	69.571%	4
131	Jxxxxx Gxxxxx	Vxxxxx	PSG	Kwpm	151.0 FEI Prix St. Georges Open CBLM	Adult Amateur	233.0	68.529%	1
180	Dxxxx Mxxxxx	Dxxx Pxxxxx	FS3	Kwpm	161.0 MFS USDF Training - Fourth TOC	Open	193.9	64.633%	4
113	Dxxxxxxx Cxxxxx	Kxxxxx	T-2	Kwpm	102.0 USEF Training Level Test 2 Open	Open	181.5	62.586%	2
114	Lxxx Txxx	Exxxxx Hx	GP	Kwpm	153.0 FEI Grand Prix TOC Open CBLM G	Adult Amateur	299.5	32.554%	1

- The **9 [Breed] Score Report** opens.
- The report contains:
 - 10 Entry #**
 - 11 Rider name**
 - 12 Horse name**
 - 13 Test abbreviation**
 - 14 Breed**
 - 15 Class # & name**
 - 16 Status of rider**
 - 17 Score**
 - 18 Percent**
 - 19 Place**
- The report is sorted by percentage.

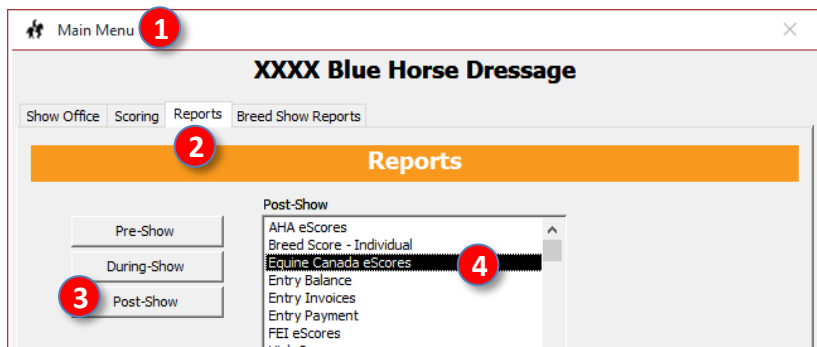
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Reports - Post-Show > Equine Canada eScores

EQUINE CANADA eSCORES:

Equine Canada eScores creates a *.dat file formatted to the **Equine Canada (EC)** specifications. It is used to send results to the EC.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Equine Canada eScores**.



- The **5 Equine Canada eScores** form opens.
- The form tells you how to use this report.
- Complete the required information by completing the boxes.
- If the **6 Force Upload regardless of validation results** box is checked () , unvalidated results will be uploaded.
- Click **7 OK** to create the *.dat file.

Equine Canada eScores 5

Your results will be automatically uploaded to Equine Canada's website.

In addition it will create an ASCII file formatted to Equine Canada's specifications. A copy of the file will be saved to your "My Documents/FVD" folder. You will find the file in with your Equine Canada show number as the file name and .txt extension.

If the upload fails try disabling your firewall and then try again (remember to enable your firewall afterwards). If the upload still fails email the text file mentioned above to Equine Canada.

You will need to be connected to the internet to complete this upload.

Discipline

Sanction Level

Association Name

Association Number

PSO Province

PSO Member Number

Competition Password

Force Upload regardless of validation results

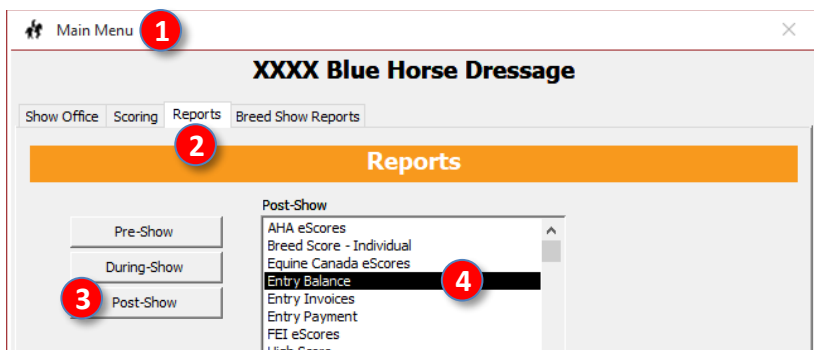
7 OK Close

Reports - Post-Show > Entry Balance

ENTRY BALANCE:

The **Entry Balance** report is used to track the fees, payments and balance due, by rider name and entry #.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Entry Balance**.



- The **5 Entry Balance Report** opens.
- The report contains:
 - **6 Rider name** (alphabetical by last name)
 - **7 Entry #**
 - **8 Entry Fees**
 - **9 Stable Fees**
 - **10 Other Fees**
 - **11 Total Fees**
 - **12 Payments**
 - **13 Balance Due**
- The report is sorted by rider last name then by Entry #

XXXX Blue Horse Dressage
5 Entry Balance

Rider	Entry #	Entry Fees	Stable Fees	Other Fees	Total Fees	Payments	Balance Due
Lxxx Axxxx	143	95.00	30.00	53.00	178.00	178.00	0.00
Lxxx Axxxx	143	70.00	0.00	0.00	70.00	0.00	3.00
Lxxx Axxxx	143	0.00	0.00	0.00	0.00	0.00	0.00
Lxxxx Axxxx	140	90.00	30.00	63.00	183.00	143.00	40.00
Bxxx Axxxx	155	95.00	170.00	88.00	353.00	353.00	0.00
Bxxx Axxxx	144	90.00	30.00	63.00	183.00	183.00	0.00
Bxxx Axxxx	154	70.00	170.00	53.00	293.00	328.00	-35.00
Sxxx Axxxx	187	75.00	190.00	53.00	318.00	298.00	20.00
Jxxxxxx Bxxx	555	55.00	30.00	53.00	138.00	138.00	0.00
Lxxx Bxxx	106	65.00	30.00	53.00	148.00	148.00	0.00
Lxxxx Bxxx	110	45.00	30.00	53.00	128.00	128.00	0.00
Axxxx Bxxx	170	110.00	30.00	53.00	193.00	193.00	0.00
Sxxxx Bxxx	133	75.00	85.00	53.00	213.00	213.00	0.00
Ixxx Bxxx	129	40.00	30.00	53.00	123.00	123.00	0.00
Jxxx Bxxx	186	40.00	30.00	53.00	123.00	163.00	-40.00
Lxxx Bxxx	183	160.00	30.00	63.00	253.00	238.00	15.00
Ixxxxxx Bxxxx	126	55.00	30.00	53.00	138.00	138.00	0.00
Rxxxx Bxxxx	132	105.00	190.00	53.00	348.00	328.00	20.00
Axx Bxxxx	190	45.00	30.00	88.00	163.00	163.00	0.00
Mxxxxxx Bxxxxxx	188	105.00	30.00	53.00	188.00	188.00	0.00
Exxx Bxxxxxx	192	70.00	30.00	53.00	153.00	153.00	0.00
Dxxxxxx Cxxxx	113	40.00	30.00	53.00	123.00	263.00	-140.00
Axx Cxxxx	171	45.00	30.00	53.00	128.00	128.00	0.00
Cxxxxxx Cxxxxxx	146	45.00	85.00	53.00	183.00	183.00	0.00
Jxxxxxx Dxxxxxx	104	60.00	30.00	53.00	143.00	143.00	0.00
Cxxxxxx Dxxxxxx	196	55.00	30.00	53.00	138.00	138.00	0.00
Cxxxxxx Exxxxxx	157	45.00	30.00	53.00	128.00	128.00	0.00
Cxxxxxx Exxxxxx	108	55.00	30.00	53.00	138.00	138.00	0.00
Kxxxxxx Exxxxxx	138	95.00	30.00	53.00	178.00	178.00	0.00
Jxxxxxx Fxx	125	65.00	30.00	53.00	148.00	148.00	0.00
Mxxxxxx Fxxx	119	85.00	30.00	53.00	168.00	168.00	0.00
Cxxxxxx Fxxxx	178	45.00	30.00	53.00	128.00	128.00	0.00
Pxxxxxx Fxxxx	191	60.00	30.00	53.00	143.00	143.00	0.00
Kxx Fxxxx	145	70.00	170.00	53.00	293.00	293.00	0.00
Gxxxxxx Gxxxx	160	45.00	30.00	53.00	128.00	128.00	0.00
Jxxxxxx Gxxxxxx	131	120.00	85.00	53.00	258.00	269.00	-11.00
Sxxxxxx Gxxxxxx	150	90.00	30.00	53.00	173.00	173.00	0.00
Exxxxxx Gxxxxxx	107	80.00	30.00	53.00	163.00	163.00	0.00
Axxxx Hxxxx	111	70.00	30.00	53.00	153.00	153.00	0.00
Exxxxxx Hxxxxxx	159	125.00	85.00	53.00	263.00	263.00	0.00
Kxxxx Hxxxx	105	115.00	330.00	63.00	508.00	508.00	0.00
Kxxxxxx Hxxxxxx	158	75.00	30.00	53.00	158.00	158.00	0.00
Txxxxxx Hxxxxxx	141	65.00	170.00	53.00	288.00	288.00	0.00
Txxxxxx Hxxxxxx	142	95.00	170.00	53.00	318.00	318.00	0.00
Sxxxx Hxxxxxx	118	45.00	30.00	53.00	128.00	128.00	0.00
Exxxxxx Hxxxxxx	112	60.00	30.00	53.00	143.00	143.00	0.00
Kxxxx Hxxxxxx	176	90.00	30.00	53.00	173.00	173.00	0.00
Jxxxxxx Kxxx	193	65.00	30.00	53.00	148.00	148.00	0.00
Exxxx Kxxxx	184	85.00	30.00	53.00	168.00	168.00	0.00
First Last	101	40.00	0.00	30.00	70.00	178.00	-108.00
Rxxxxxx Lxxx	179	45.00	30.00	53.00	128.00	128.00	0.00
Sxxxx Lxxxx	128	45.00	30.00	53.00	128.00	128.00	0.00
Mxxxx Mxx	137	70.00	30.00	53.00	153.00	153.00	0.00

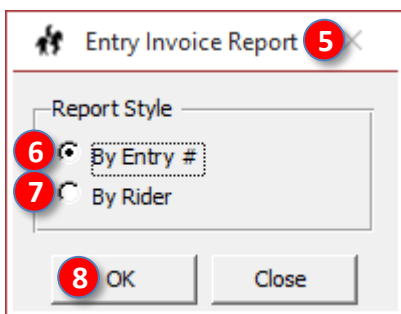
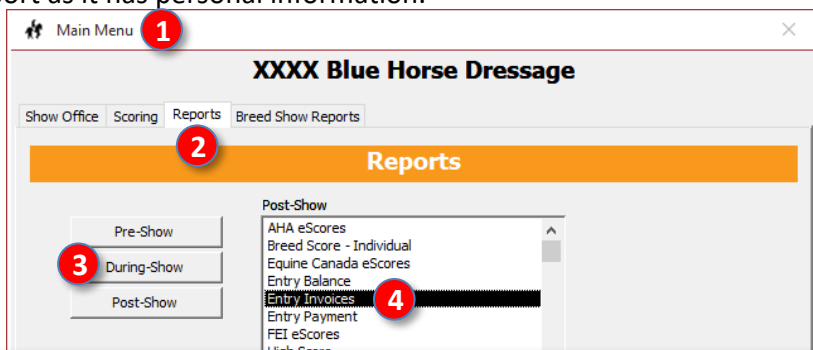
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Reports - Post-Show > Entry Invoices > By Entry # & By Rider

ENTRY INVOICES > BY ENTRY # & BY RIDER:

The **Entry Invoices** report is used to create invoices for the entries. It explains fees paid and explains a balance due or a credit due. The applicable page(s) of the report can be mailed or emailed to the rider and/or provided in the rider packet(s). Do not web-post the report as it has personal information.

- Select **1 Main Menu > 2 Reports > 3 Post-Show > 4 Entry Invoices.**
- The **5 Entry Invoice Report** form opens.
- Select **6 By Entry #** to have the reports sorted by Entry # (this example).
- Select **7 By Rider** to have the reports sorted by Rider last name.
- Click **8 OK.**



- The **9 Entry Invoice** report (in this example, it is **By Entry #**) opens.
- The report contains:
 - **10 Show Name & Address**
 - **11 Entry #, Rider Name, Horse Name**
 - **12 Rider Address**
 - **13 Show Date(s)**
 - **14 Show Secretary Name, Email, Phone**
 - **15 Class Entry Fees**
 - **16 Stable Fees**
 - **17 Other Fees**
 - **18 Payments / Credits**
 - **19 Balance Due** or **(Credit Due)**

The screenshot shows the 'Entry Invoice Report' for 'XXXX Blue Horse Dressage'. The report is titled 'Invoice/Statement' and includes the following information:

- 10 Show Name & Address:** XXXX Blue Horse Dressage, 3967 Red Street, Anytown, ST 12345
- 11 Entry #, Rider Name, Horse Name:** Entry # 103, Kxxxx Mxxxxxx, Mxxxx Jxxx
- 12 Rider Address:** Rider Street Address, Rider City, State, Zip USA
- 13 Show Date(s):** June 20, 2022
- 14 Show Secretary Name, Email, Phone:** Secretary: Suzy Secretary, Email: SuzySecretary@email.com, Phone: 123-456-7890
- 15 Class Entry Fees:**

Class #	Class Name	Test	Qual/Div	Fee
162.0	MFS FEI Levels TOC Open CBLM GAIG	FEI Freestyle, Intermediate I 2017	Yes	75.00
Total Class Entry Fees				75.00
- 16 Stable Fees:**

Description	Quantity	Rate	Extension
Haul In Fee	1	30.00	30.00
Total Stable Fees			30.00
- 17 Other Fees:**

Description	Quantity	Rate	Extension
Office Fee \$30	1	30.00	30.00
Drug/Horse USEF	1	23.00	23.00
Total Other Fees			53.00
Total Fees			158.00
- 18 Payments / Credits:**

Payment Type	Credit Card Type	CC# / CK#	Expiration	Amount
Paypal				158.00
Total Payments				158.00
Balance Due (19)				0.00

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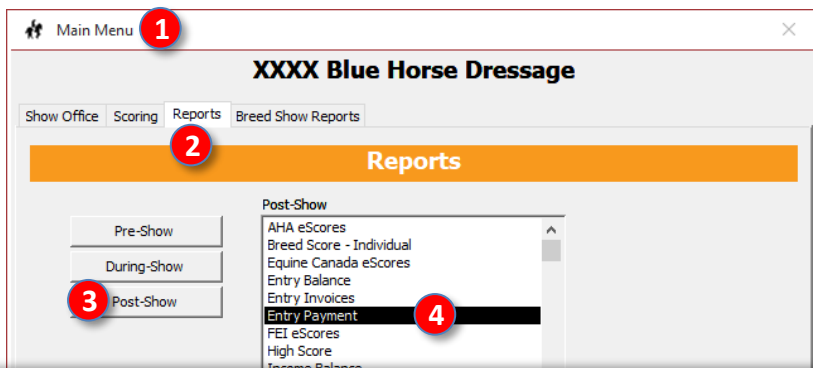
SECTION VIII. PROGRAM FUNCTIONS

Reports - Post-Show > Entry Payment

ENTRY PAYMENT:

The **Entry Payment** report provides a lists of payments, by payment type (cash, check, credit card, etc.)

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Entry Invoices.**



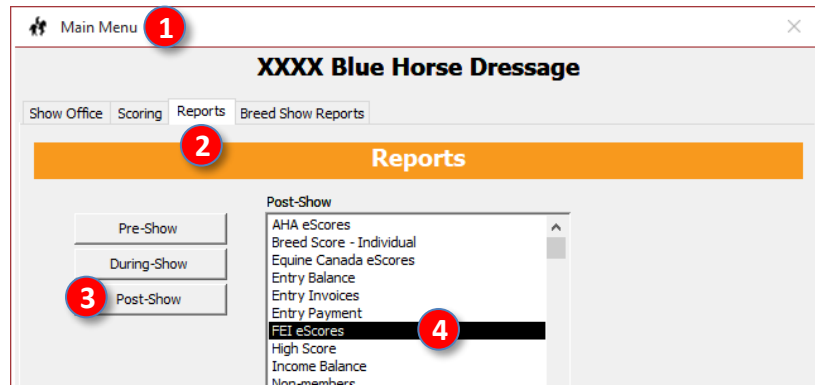
- The **5 Entry Payment** report opens.
- The report contains:
 - 6 [Payment] Type** (cash, check, CC, EE, etc.)
 - 7 Entry #**
 - 8 Rider** name
 - 9 Credit Card** type
 - 10 CC# / CK #**
 - 11 Exp** (CC expiration date)
 - 12 Amount**
 - 13 Subtotal** [for each Payment Type]
 - 14 Total** (bottom of last page)

XXXX Blue Horse Dressage						
5 Entry Payment						
Type	Entry #	Rider	Credit Card	CC# / CK#	Exp.	Amount
(Refund)						00
				Credit	Match	00
				Refund	Match	00
Subtotal						95.00
Cash						
	144	Bxx Axxxxxx				10.00
	173	Sxxxx Mxxxx				10.00
Subtotal						20.00
Check						
	105	Kxxxx Hxxxxx		123		25.00
	131	Jxxxxx Gxxxxxx		1370		66.00
	133	Sxxxxx Bxxxx		215 (\$15 of \$168)		15.00
	135	Axxxx Vxxx		2691		85.00
	135	Axxxx Vxxx		2693		75.00
	145	Kxx Fxxxxxx		2030		85.00
	153	Exxxx Oxxxx				73.00
	153	Exxxx Oxxxx				20.00
	156	Vxxxx Mxxxx		1498		268.00
	156	Vxxxx Mxxxx		1502		10.00
	157	Cxxxxxx Exxxxxx		1585 (\$128 of \$256)		128.00
	158	Kxxxx Hxxxxx		1406		158.00
	161	Kxxxx Pxxxx		1539		15.00
	168	Rxxxx Nxxxx		2132		85.00
	172	Dxxxx Sxxxx		268		30.00
	192	Exxx Bxxxxxx		043		153.00
	193	Jxxxx Kxxx		5250		148.00
	194	Sxx vxx dx Lxxxx		256		210.00
	195	Lxxxx Sxxx		474		85.00
	196	Cxxxx Dxxxxxx		3564		138.00
Subtotal						1872.00
Paypal						
	101	First1 Last1				178.00
	102	Kxxx Sxxxxx				128.00
	103	Kxxxx Mxxxxxx				158.00
	104	Jxxxxxx Dxxxxxx				143.00
	105	Kxxxx Hxxxxx				483.00
	106	Lxxxx Bxxx				148.00
	107	Exxxx Gxxxxxx				163.00
	108	Cxxxxxx Exxxxxx				138.00
	109	Exxxxxx Axxxx				323.00
	110	Lxxxx Bxxx				128.00
	111	Axxx Hxxxxx				153.00
	112	Exxxxxx Hxxxxxx				143.00
	113	Dxxxxxx Cxxxx				263.00
	114	Lxxx Txxx				153.00
	115	Lxxxx Rxxxxxx				173.00
	116	Nxxxx Sxxxxx				198.00
	117	Axxxx Rxxx				258.00
	118	Sxxxx Hxxxxxx				128.00
	119	Mxxxxxx Fxxx				168.00
	120	Axx Pxxxxx				128.00
	122	Cxxxxxx Sxxxx				138.00
	123	Mxxxx Txxxxx				138.00
Total						19112.00

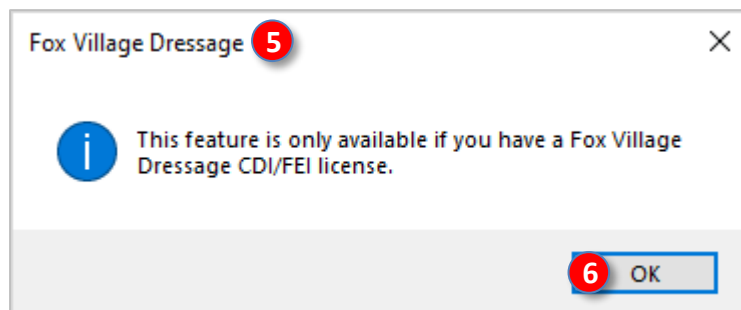
*Reports - Post-Show > FEI eScores***FEI eSCORES:**

FEI eScores creates a *.dat file formatted to the **FEI** specifications. It is used to send results to the FEI. Used for CDI shows and requires a FVD FEI/CDI license.

- Select **1 Main Menu > 2 Reports > 3 Post-Show > 4 FEI eScores.**



- If you do not have a FVD CDI/FEI license:
 - A **5 Fox Village Dressage** form opens.
 - The form advises you must have a FVD CDI/FEI license to use this function.
 - Click **6 OK.**
 - If you want a CDI/FEI license, contact FVD at helpdesk@foxvillage.com.
- If you have a FVD CDI/FEI license:
 - A form opens similar to the other eScores forms.
 - The form tells you how to use the FEI eScores form.

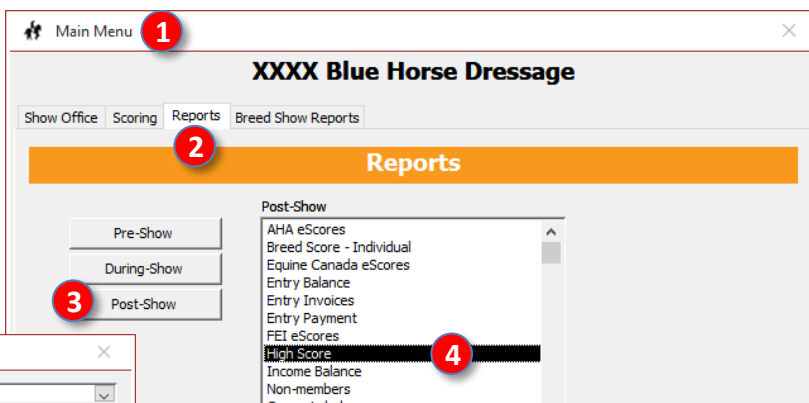


Reports - Post-Show > High Score

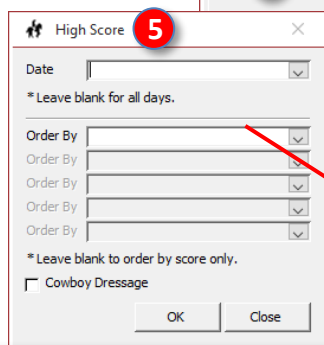
HIGH SCORE:

The **High Score** report helps you determine the high score winners for your show.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 High Score**.



- The **5 High Score** form opens.
- To view all show days ordered by score, click **6 OK** without using the **Date** or **Order By** drop-down arrows.
- The form lets you sort the report by **highest score** (no selections) **Breed**, **Class**, **Level**, **[Rider] Status**, and **Test**.



XXXX Blue Horse Dressage

9 High Score

Entry #	Rider	Horse	Test	Breed	Class	Status	Score	Place
155	Bxxx Axxxxxx	Gxxxxxx	1-3	Kvfn	113.0 USEF First Level Test 3 Open GAI	Open	269.5	74.861%
170	Axxxx Bxxxx	Cxxxxxx	T-2	Holsteiner	160.0 USEF TOC Open CBLM GAIG (for Hanoverian	Adult Amateur	217.0	74.828%
187	Sxxx Axxxxxx	Dx Dxxx	IC		3.0 USDF Introductory Level Test C Op	Adult Amateur	148.0	74.000%
159	Exxxx Hxxxxxx	Sxxxxxx	FS1			Open	218.9	72.967%
180	Dxxxx Mxxxxxx	Dxx Pxxxxxx	4-3			Open	262.5	72.917%
187	Sxxx Axxxxxx	Dx Dxxx	T-1			Adult Amateur	186.0	71.538%
106	Lxxxx Bxxx	Mxx Wxxx	FS1			Adult Amateur	214.5	71.500%
174	Sxxxx Mxxxxxx	Bxxxx Gxxx	PSG			Open	242.0	71.176%
138	Kxxxxxx Exxxxxx	Fxxxxxx	1-2			Open	249.0	71.143%
143	Lxxx Axxxx	Fxxxx	FS1			Adult Amateur	213.4	71.133%
127	Lxxxx Axxxxxx	Exxxxxx	1-2			Open	248.0	70.857%
147	Bxxxxxx Sxxxxxx	Hxxxxxx SXX	FS2			Open	211.7	70.567%
159	Exxxx Hxxxxxx	Sxxxxxx	1-3			Open	253.5	70.417%
136	Pxxxx Mxxxxxx	Rxx Rxxxxxx	3-3			Adult Amateur	281.0	70.250%
131	Jxxxx Gxxxxxx	Vxxxxxx	FS4			Adult Amateur	209.3	69.767%
155	Bxxx Axxxxxx	Gxxxxxx	1-2			Open	243.5	69.571%
142	Txxxxxx Hxxxxxx	Sxxxx Wxxx	1-2			Open	243.0	69.429%
181	Dxxxx Mxxxxxx	Cxxxxxx	1-2			Open	242.5	69.286%
147	Bxxxxxx Sxxxxxx	Hxxxxxx SXX	2-2			Open	282.5	68.902%
145	Kxx Fxxxxxx	Lxx Dx Fxxx	ILB			Adult Amateur	110.0	68.750%
133	Sxxxxxx Bxxxx	Wxxxxxx	FS11			Open	274.8	68.700%
123	Mxxxxxx Txxxxxx	Rxxxxxx	1-2			Open	240.0	68.571%
136	Pxxxx Mxxxxxx	Rxx Rxxxxxx	FS3			Adult Amateur	205.7	68.567%
131	Jxxxx Gxxxxxx	Vxxxxxx	PSG			Adult Amateur	233.0	68.529%
125	Jxxxxxx Fxx	Cxxxx Gxxx	FS3			Open	204.0	68.000%
129	Ixxx Bxxxx	Wxxxxx	1-2			Adult Amateur	237.5	67.857%
138	Kxxxxxx Exxxxxx	Fxxxxxx	1-3			Open	244.0	67.778%
193	Jxxxxxx Kxxx	Sxxx Pxxxxxx Vx	FS3			Adult Amateur	203.3	67.767%
191	Pxxxxxx Fxxxxxx	Oxxxx Sxxxxxx Fxxx	3-3			Open	269.0	67.250%
101	First! Last!	Horse!	PIH			Adult Amateur	67.0	67.000%
104	Jxxxxxx Dxxxxxx	Bxxx Axx Wxxxxxx Rxxx	FSGP			Adult Amateur	268.0	67.000%
158	Kxxxxxx Hxxxxxx	Gxxxxxx	FSGP			Adult Amateur	266.6	66.650%
126	Ixxxxxx Bxxxxxx	Vxxxxxx	PSG			JR/YR	225.5	66.324%
181	Dxxxx Mxxxxxx	Cxxxxxx	1-3			Open	238.5	66.250%
170	Axxxxxx Bxxxx	Cxxxxxx	FS1			Adult Amateur	198.2	66.067%
119	Mxxxxxx Fxxx	Kxxxxxx Bxxxxxx	1-1			Adult Amateur	191.5	66.034%
117	Axxxxxx Rxxx	Sxxxx	T-3			JR/YR	191.0	65.862%

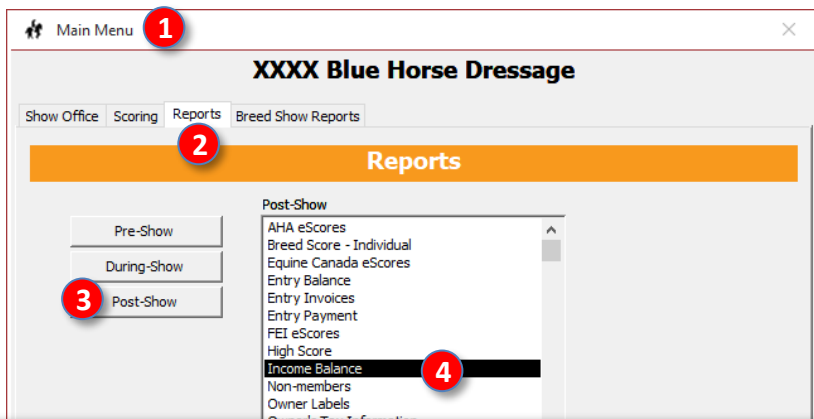
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- The **9 High Score** report opens, sorted by the horse/rider scores with the highest score at the top (in this example).
- The report contains:
 - **10 Entry #**
 - **11 Rider name**
 - **12 Horse name**
 - **13 Test abbreviation**
 - **14 Breed**
 - **15 Class [# and Name]**
 - **16 Status of rider**
 - **17 Score [Points]**
 - **18 Score [Percent]**
 - **19 Place**
- See [HIGH SCORE REPORTS](#) for further information.

Reports - Post-Show > Income Balance**INCOME BALANCE:**

The **Income Balance** report shows the sources of non-entry show income (vendor fees, program sales, donations, etc.) and balance due. For an income source to be included in this report, it must have been entered using the **Income** feature of FVD (see [Show Office > Income \[and Invoice\]](#)).

- Select **1 Main Menu > 2 Reports > 3 Post-Show > 4 Income Balance.**



The screenshot shows the 'Income Balance' report for 'XXXX Blue Horse Dressage'. The report is titled 'XXXX Blue Horse Dressage Income Balance' (5). The table below shows the data:

Payer	Date	Invoice #	Balance Due
ABC Ele tronics (6)	4/6/2020 (7)	BH003 (8)	0.00 (9)

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- The **5 Income Balance** report opens.
- The report includes:
 - **6 Payer**
 - **7 Date**
 - **8 Invoice #**
 - **9 Balance Due**

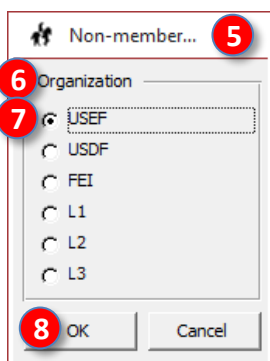
SECTION VIII. PROGRAM FUNCTIONS

Reports - Post-Show > Non-members

NON-MEMBERS:

USEF, USDF, FEI and other organizations have strict membership requirements for riders, owners and trainers who participate in licensed / recognized shows in non-exempt classes/status. This report helps you track non-members.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Non-members**.
- The **5 Non-member** report form opens.
- Select the **6 organization** for which you want to track non-members. In this example, we selected **7 USEF**.
- Click **8 OK**.



- The **9 Non-members** report opens, USEF in this example.
- The report contains:
 - **10 Name**
 - **11 Total Number of USEF Non-members**
- Repeat for USDF, FEI, and Local organizations (L1, L2, L3).
- The Show Secretary should contact these individuals prior to the show and/or ensure they have purchased a USEF Show Pass and/or paid the \$35 USDF non-member fee.
- See [USEF POST COMPETITION REPORT](#) and [USDF REPORT OF FEES](#) for use of this report.

XXXX Blue Horse Dressage

9 USEF Non-members

10 Name: [Name], [Address], [City, State, Zip]

11 Total Number of USEF Non-members: 2

NOTE:

- A name is listed on this report if **12 SP (USEF)** or **13 Non-Member (USDF, FEI, L1, L2, L3)** was selected when the person's membership information was entered (see [Owner > USEF](#), [Owner > USDF](#), [Rider](#) and [Trainer and Coach](#)).
- For people on these reports, **14 USEF Show Pass fee** and/or the **15 USDF Non-Member fee** must be collected and submitted to USEF or USDF. Check the **Entries > Other Fees** for their entries to ensure you collected the fees!

USEF #	USEF Expiration
4444444 12	SP <input checked="" type="checkbox"/>

Other Fees				
Description	Qty	Rate	Extension	
Office Fee \$30	1	30.00	30.00	
Drug/Horse USEF	1	23.00	23.00	
USEF Show Pass 14	1	45.00	45.00	
*	1			

USDF #	USDF Expiration
5555555 13	Non-Member <input checked="" type="checkbox"/>

Other Fees				
Description	Qty	Rate	Extension	
Office Fee \$30	1	30.00	30.00	
Drug/Horse USEF	1	23.00	23.00	
USDF Non-member 15	1	35.00	35.00	
*	1			

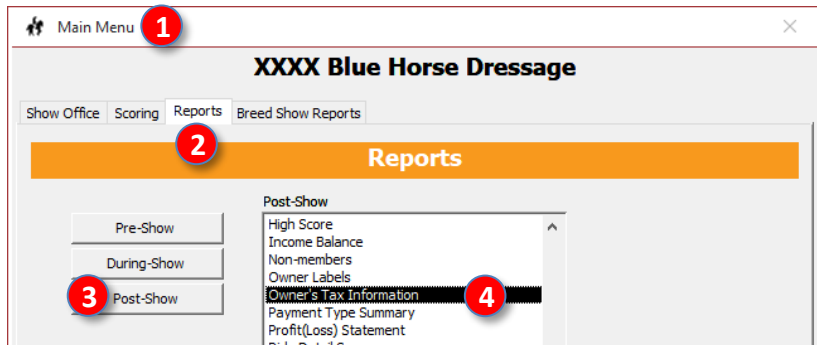
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Reports - Post-Show > Owner's Tax Information Report

OWNER'S TAX INFORMATION REPORT:

The **Owner's Tax Information Report** provides consolidated owner information needed for tax reporting for awards with monetary value.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Owner's Tax Information Report**.



- The **5 Owner Tax Information Report** opens.
- The report contains:
 - 6 Horse** name
 - 7 Owner** Name & Address
 - 8 TIN** (Tax Identification Number) (see [Owner](#) for procedures on entering this number)
 - 9 Citizenship** (see [Owner](#) for procedures on entering the citizenship)
- The report is alphabetical, using the horse name.

The screenshot shows the "XXXX Blue Horse Dressage Owner's Tax Information" report. The table has the following columns: Horse, Owner, TIN, and Citizenship. The data is sorted alphabetically by horse name.

Horse	Owner	TIN	Citizenship
Horse01	OwnerFirst01 OwnerLast01 21312 Main Street Anytown, ST 12345	Tax ID Number	USA
Horse02	First Name02 Last Name02 1234 Street Address City, ST 12345	Tax ID Number	USA
Horse03	First Name03 Last Name03 3333 Street Address City, ST 12345	Tax ID Number	USA
Horse04	First Name04 Last Name04 4456 Green Street City, ST 23456	Tax ID Number	USA
Horse05	First Name05 Last Name05 34234 Any Street City, ST 12345	Tax ID Number	USA
Horse06	First Name06 Last Name06 3342 Spruce Street City, ST 12345	Tax ID Number	USA
Horse07	First Name07 Last Name07 543534 First Street City, ST 12345	Tax ID Number	USA
Horse08	First Name08 Last Name08 2312 Main Street City, ST 12345	Tax ID Number	USA
Horse09	First Name09 Last Name09 9999 Address Street City, ST 99999	Tax ID Number	USA
Horse10	First Name10 Last Name10 1010 Address Street City, ST 10101	Tax ID Number	USA
Horse11	First Name11 Last Name11 1111 Address Street City, ST 11111	Tax ID Number	USA
Horse12	First Name12 Last Name12 1212 Address Street City, ST 12121	Tax ID Number	USA
Horse13	First Name13 Last Name13 1313 Address Street City, ST 13131	Tax ID Number	USA
Horse14	First Name14 Last Name14 1414 Address Street City, ST 14141	Tax ID Number	USA

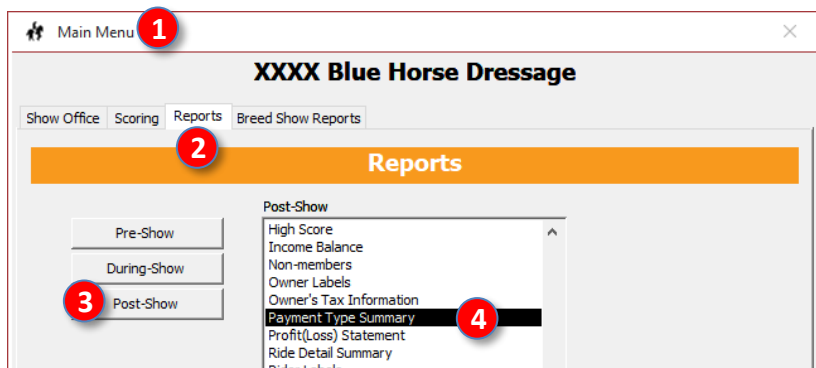
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Reports - Post-Show > Payment Type Summary

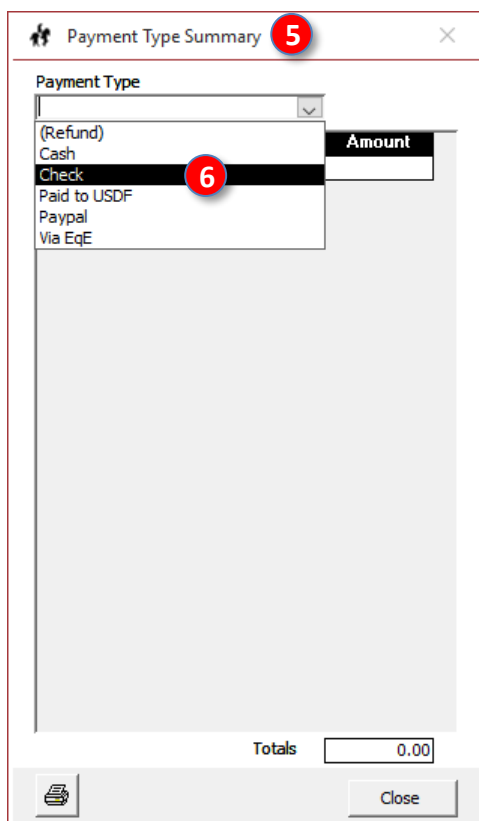
PAYMENT TYPE SUMMARY:

The **Payment Type Summary** is used to determine the entry payment amounts, by type (Cash, Check, Credit Card, etc.).

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Payment Type Summary**.



- The **5 Payment Type Summary** form opens.
- Using the **6 Payment Type** drop-down arrow, select the payment type. In this example, we **Check** was selected.



- The **7 Payment Type Summary** form now contains the check data:
 - **8 Rider [Name]**
 - **9 Entry #**
 - **10 Amount**
 - **11 Totals**



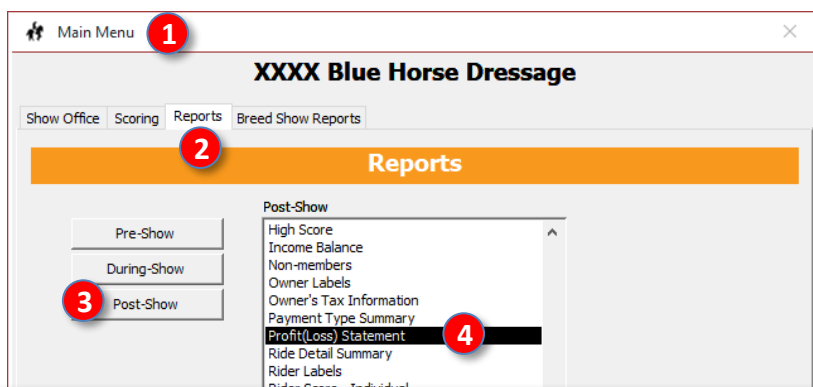
- Repeat to select another payment type.
- Click the **12 Print** button to print.
- Click **13 Close** to close the form and return to the Main Menu.

Reports - Post-Show > Profit(Loss) Statement

PROFIT(LOSS) STATEMENT:

The **Profit(Loss) Statement** tallies your revenue (income) and expenses and provides your net profit(loss).

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Profit(Loss) Statement**.



- The **5 Profit(Loss) Statement** report opens.
- The report has the following:
 - **6 Revenue** [= Income]
 - Itemized, based on income categories for the show
 - Income is entered in [Stabling > Fees](#), [Other Fees](#), [Payments](#), and [Show Office > Income](#).
 - **7 Gross Income** = Total income for the show
 - **8 Expenses**
 - Itemized, based on expense categories for the show) (in this example, show expenses were not entered as they were tracked by the organization's treasurer)
 - Expenses are entered in [Show Office > Expenses](#).
 - **9 Total Expenses** = Total expenses for the show
 - **10 Net Profit (Loss)** = Income - Expenses

XXXX Blue Horse Dressage			
June 20, 2022			
5 Profit(Loss) Statement			
6 Revenue			
Class Entries	(Qualifying Fees Included In Class Entries 720.00)		6885.00
Stable Fees			
Bedding/Shavings		110.00	
Haul In Fee		2010.00	
Stall H 1: Horse Fri-Sat5 or Sat5 \$85		340.00	
Stall H3: Horse Fri-Sun or Sat-Sun \$170		3230.00	
Stall T3: Tack Fri-Sun or Sat-Sun \$160		480.00	
Total Stable Fees			6170.00
Other Fees			
Change Fee \$10		50.00	
Drug/Horse USE F		2070.00	
Non-Compete Horse \$10		10.00	
Office Fee \$30		2880.00	
USDF Non-member		245.00	
USEF ShowPass		90.00	
Total Other Fees			5345.00
Other Income			
Vendor Booth		100.00	
Total Other Income			100.00
7 Gross Income			18500.00
8 Expenses			
Bedding		1000.00	
Prize Money		1050.00	
9 Total Expenses			2050.00
10 Net Profit/(Loss)			16450.00

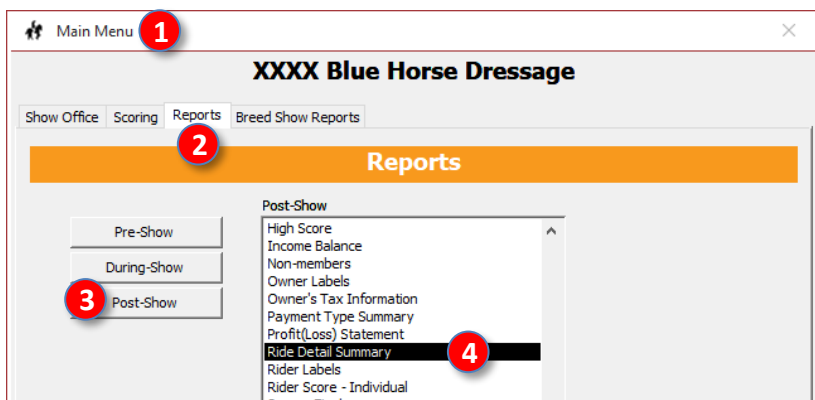
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Reports - Post-Show > Ride Detail Summary

RIDE DETAIL SUMMARY:

The Ride Detail Summary displays the status of each Level / Test #, organized by Test Group.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Ride Detail Summary**.



XXXX Blue Horse Dressage
5 Ride Detail Summary

Test Name	Total	Completed	Eliminated	Retired	Withdraw	Vet Out	Scratch	Subbed Out	No Show	HC
Test Group 1										
Test 1 Level, Test 1 2019	7	8	9	10	11	12	13	14	15	16
Test 2 Level, Test 2 2019	5	4						1		
Training Level, Test 3 2019										
Group Total	11	9					1	1		
Test Group 2										
First Level, Test 1 2019	7	7								
First Level, Test 2 2019	16							2		
First Level, Test 3 2019	16							6		
Group Total	39							8		
Test Group 3										
Second Level, Test 1 2019	5									
Second Level, Test 2 2019	6									
Second Level, Test 3 2019	2									
Group Total	13									
Test Group 4										
Third Level, Test 1 2019	7									
Third Level, Test 2 2019	6									
Third Level, Test 3 2019	10							2		
Group Total	23							2		
Test Group 5										
Fourth Level, Test 1 2019	5									
Fourth Level, Test 2 2019	3								2	
Fourth Level, Test 3 2019	4									
Group Total	12								2	
Test Group 7										
FEI Prix St. Georges 2018	9									
FEI Intermediate I 2018	5									
FEI Intermediate II 2018	2								3	
FEI Grand Prix 2018	2									
FEI Junior Individual 2018	1									
Group Total	19								3	

- The **5 Ride Detail Summary** report opens.
- The report has the following:
 - **6 Test Name**
 - **7 Total**
 - **8 Completed**
 - **9 Eliminated**
 - **10 Retired**
 - **11 Withdres**
 - **12 Vet Out**
 - **13 Scratch**
 - **14 Subbed Out**
 - **15 No Show**
 - **16 HC**
 - **17 Test Group**

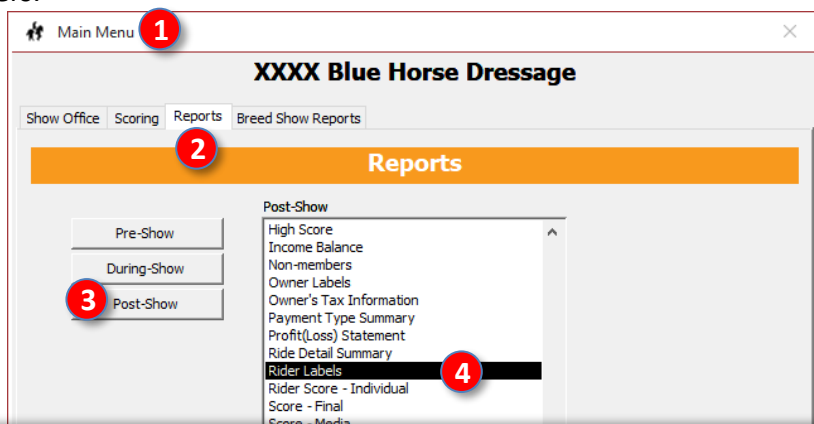
Tuesday, December 14, 2021 5:40 PM Page 1 of 2

Reports - Post-Show > Rider Labels

RIDER LABELS:

The **Rider Labels** report creates 1" x 2-5/8" mailing labels for all riders in the show. Use this report to snail mail tests, ribbons, cash prizes, etc. to the riders.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Rider Labels**.



- The **5 Rider Labels** report opens.

The report contains:

- **6 Rider FirstName**
- **7 Rider Street Address**
- **8 Rider City, State, Zip Code, Country**

- See [PRINT LABELS AND INDEX CARDS](#) for the procedure to print labels and index cards and [Default & Recommended Settings > 1" x 2-5/8" Labels](#) for specifics on this label.

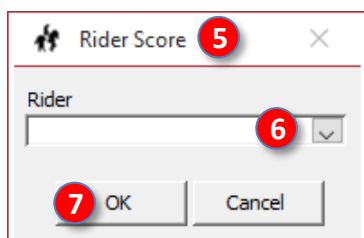
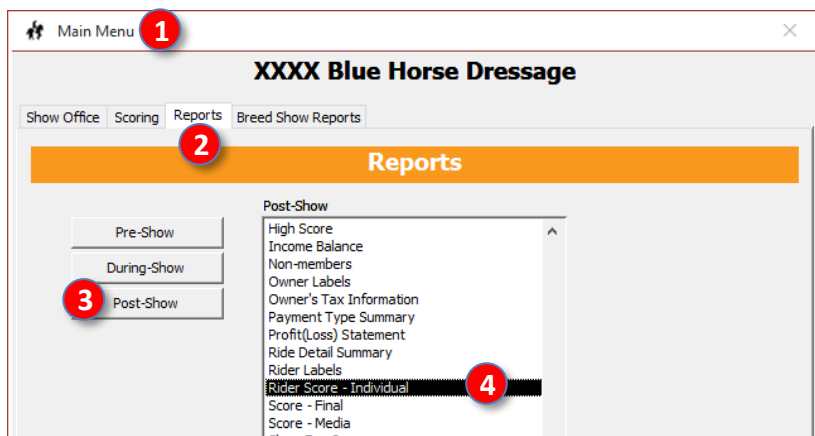
		5
6 Lxxx Axxxx Street Address 8 City, State, Zip Code USA	Exxxxxxxx Axxxx Street Address City, State, Zip Code USA	Lxxxx Axxxx Street Address City, State, Zip Code USA
Bxx Axxxxxx Street Address City, State, Zip Code USA	Sxx Axxxxxx Street Address City, State, Zip Code USA	Jxxxxxx Bxxx Street Address City, State, Zip Code USA
Lxxxx Bxxx Street Address City, State, Zip Code USA	Lxxxx Bxxx Street Address City, State, Zip Code USA	Axxxx Bxxxx Street Address City, State, Zip Code USA
Sxxxx Bxxxx Street Address City, State, Zip Code USA	Ixxx Bxxxx Street Address City, State, Zip Code USA	Jxxx Bxxxx Street Address City, State, Zip Code USA
Lxxx Bxxxx Street Address City, State, Zip Code USA	Ixxxxxx Bxxxxxx Street Address City, State, Zip Code USA	Rxxxx Bxxxx Street Address City, State, Zip Code USA
Axx Bxxxxxx Street Address City, State, Zip Code USA	Mxxxxxx Bxxxxxx Street Address City, State, Zip Code USA	Exxx Bxxxxxx Street Address City, State, Zip Code USA
Dxxxxxx Cxxxx Street Address City, State, Zip Code USA	Axx Cxxxx Street Address City, State, Zip Code USA	Cxxxxxx Cxxxxxx Street Address City, State, Zip Code USA
Jxxxxxx Dxxxxxx Street Address City, State, Zip Code USA	Cxxxxxx Dxxxxxx Street Address City, State, Zip Code USA	Cxxxxxx Exxxxxx Street Address City, State, Zip Code USA
Kxxxxxx Exxxxxxxxxxxx Street Address City, State, Zip Code USA	Jxxxxxx Fxx Street Address City, State, Zip Code USA	Mxxxxxx Fxxx Street Address City, State, Zip Code USA
Cxxxxxx Fxxxx Street Address City, State, Zip Code USA	Pxxxxxx Fxxxx Street Address City, State, Zip Code USA	Kxx Fxxxxxx Street Address City, State, Zip Code USA

Reports - Post-Show > Rider Score - Individual**RIDER SCORE - INDIVIDUAL:**

The **Rider Score - Individual** report provides the scores, percentages, and placings for each rider.

- Select **1 Main Menu > 2 Reports > 3 Post-Show > 4 Rider Score - Individual**.

- The **5 Rider Score** form opens.
- Using the **6 Rider** drop-down arrow or type-in box, select the name of the rider whose scores you want to report.
- Click **7 OK**.



XXXX Blue Horse Dressage

8 Rider Score

Entry #	Rider	Horse	Test	Breed	Class	Status	Score	Place
147	Bxxxxxx Sxxxxxxx	Hxxxxxxx SXX	FS2	Hanoverian	161.0 MFS USDF Training - Fourth TOC	Open	211.7 70.567%	2
147	Bxxxxxx Sxxxxxxx	Hxxxxxxx SXX	2-2	Hanoverian	160.0 USEF TOC Open CBLM GAIG (for	Open	282.5 68.902%	3

- The **8 Rider Score** report opens.
- The report contains:
 - 9 Entry #**
 - 10 Rider** name
 - 11 Horse** name
 - 12 Test** abbreviation
 - 13 Breed**
 - 14 Class [# and Name]**
 - 15 Status** of rider
 - 16 Score** (Final Points)
 - 17 Percent** (Final Percent)
 - 18 Place**

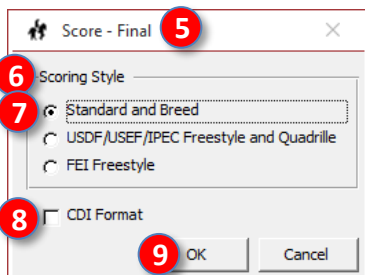
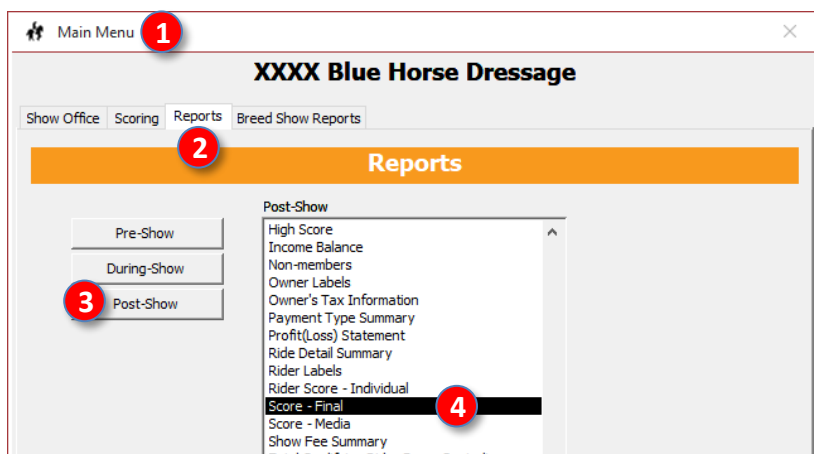
Tuesday, December 14, 2021 6:04 PM www.foxvillage.com - Licensed to Leslie Raulin - Page 1 of 1

Reports - Post-Show > Score - Final > Standard and Breed

SCORE - FINAL > STANDARD AND BREED:

The Score - Final > Standard and Breed report provides detailed results for each applicable class.

- Select **1** Main Menu > **2** Reports > **3** Post-Show > **4** Score - Final.
- The **5** Score - Final form opens.
- Under **6** Scoring Style, you can select one of three options. Select **7** Standard and Breed.
- If this is a CDI show, also select **8** CDI Format.
- Click **9** OK.



NOTE: Previously this report was emailed to USEF/USDF as a PDF file. This requirement has been dropped as the *.dat file is now emailed.

10 XXXX Blue Horse Dressage

11 Final Competition Class **15** Class Prize:

12 June 20, 2222 **16** Class: 103.0 - USEF Training Level Test 3 Open GAIG

13 Submitted by: Suzy Secretary - Phone: 123-456-7890 **17** USEF #: 123456 - USDF #: 123456

14 Judge at E: Judge at H: **18** Judge at C: Bxxxx (S, ST) Judge at M: Judge at B:

Place	Total	Percent	Qualifying?	Horse/USEF/USDF/	Rider/USEF/USDF/	Owner/USEF/USDF/
1	E: 0.0 H: 0.0 C: 191.0 M: 0.0 B: 0.0	0.000% 0.000% 65.862% 0.000% 0.000%	Final Score 191.0 65.862% Q 19 Yes	Sxxxx ##### #####	Axxxxx Rxxx ##### #####	Lxxx Rxxx ##### #####
2	E: 0.0 H: 10.0 C: 10.0 M: 10.0 B: 10.0	0.000% 0.000% 0.000% 0.000% 0.000%	Final Score	Cxxxxx	Lxxxxx Sxxx	Lxxxxx Sxxx

20

- The **10** Score - Final report opens.
- For each class, the report contains:
 - **11** Show Name
 - **12** Final Competition Class designation
 - **13** Show Date(s)
 - **14** Show Secretary name and phone
 - **15** Class Prize
 - **16** Class # and Name
 - **17** Show USEF # and USDF #
 - **18** Judge names(s) and positions
 - **19** Detailed class results (Place, Total score, Percent, Qualifying?, Horse/ USEF#/USDF#/Other#, Rider#/USDF#/ Other#, Owner/U SEF#/USDF#/Other#)
 - **20** Horse/Rider/Owner Names, USEF & USDF Numbers
- Repeat for **6** other Scoring Styles.

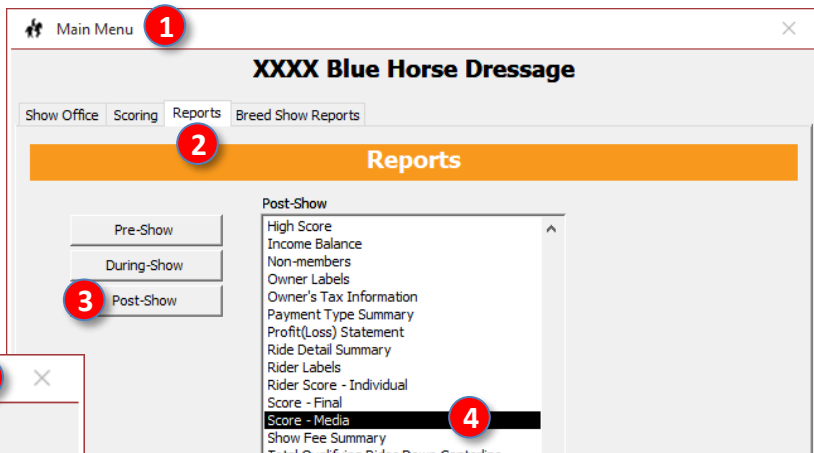
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Reports - Post-Show > Score Reports - Media > Entire Show

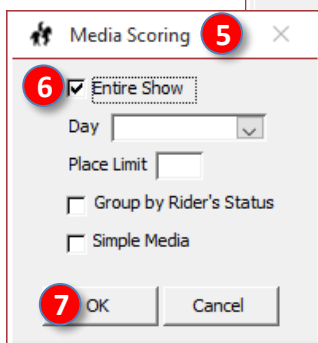
SCORE REPORTS - MEDIA > ENTIRE SHOW:

Score Reports - Media provides show results for the media.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Score Reports - Media**.



- The **5 Media Scoring** form opens.
- The default report is **6 Entire Show**
- Click **7 OK**.



8

9	10	11	12	13	14	15	16	17
USDF Introductory Level Test A Open NR (C) Exxxx (S, ST), 145 Kxx Fxxxxxx Lxxx OxFxxxx				Introductory Walk-Trot Test A 2019	Adult Amateur	102.5	64.063%	1
Introductory Level Test B Open NR (C) Exxxx (S, ST), 145 Kxx Fxxxxxx Lxxx OxFxxxx				Introductory Walk-Trot Test B 2019	Adult Amateur	110.0	68.750%	1
USDF Introductory Level Test C Open NR (C) Exxxx (S, ST), 187 Sxx Axxxxxx DxDxxx				Introductory Walk-Trot Test C 2019	Adult Amateur	148.0	74.000%	1
USEF Training Level Test 1 Open (C) Exxxx (S, ST), 187 Sxx Axxxxxx DxDxxx				Training Level, Test 1 2019	Adult Amateur	186.0	71.538%	1
USEF Training Level Test 2 Open CBLM (C) Bxxxx (S, ST), 167 Mxxxx Txxxxxx Cxxxxxx 113 Dxxxxxx Cxxxxxx Kxxxxxx 116 Nxxxxxx Sxxxxxx Txxxxxx Dxx				Training Level Test 2 2019	Adult Amateur	102.5	64.483%	1
							62.586%	2
							57.241%	3
USEF Training Level Test 3 Open GA (C) Bxxxx (S, ST), 117 Axxxx Rxxx Sxxxx 195 Lxxxx Sxxx Cxxxx 116 Nxxxxxx Sxxxxxx Txxxxxx Dxx 186 Jxxxx Bxxxxxx Axxxxxx				Training Level Test 3 2019	Adult Amateur	102.5	65.862%	1
							64.138%	2
							58.103%	1
							57.586%	3
USEF First Level Test 1 Open (C) Bxxxx (S, ST), 182 Nxxx Txxxxxx Rxxxxxx 164 Jxxxx Rxxx Vxxxx 184 Exxxx Kxxxx Wxxxxxx 168 Rxxxx Nxxxx Mxx Pxxxx 127 Lxxxx Axxxx Exxxxxx 162 Cxxxx Yxxxx Bxxxxxx S				First Level Test 1 2019	Adult Amateur	102.5	64.655%	1
							63.103%	1
							62.586%	2
							61.207%	2
							59.828%	3
							53.793%	3
USEF First Level Test 2 Open CBLM (C) Exxxx (S, ST), 153 Exxxx Oxxxx Cxxxx 138 Kxxxx Exxxxxx Fxxxxxx 127 Lxxxx Axxxx Exxxxxx 155 Bxx Axxxxxx Gxxxxxx 142 Txxxxxx Hxxxxxx Sxxxxxx W 181 Dxxxx Mxxxxxx Cxxxxxx				First Level Test 2 2019	Adult Amateur	102.5	75.571%	1
							71.143%	2
							70.857%	3
							69.571%	4
							69.429%	5
							69.286%	6

9 Class Name
10 Entry #
11 Rider Name
12 Horse Name
13 Test Name
14 Rider Status
15 Final Points
16 Final Percent
17 Place

• The **8 Media Scoring** report opens.
• The report contains:
• See [MEDIA REPORTS](#) for more options.

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SECTION VIII. PROGRAM FUNCTIONS

Reports - Post-Show > Show Fee Summary

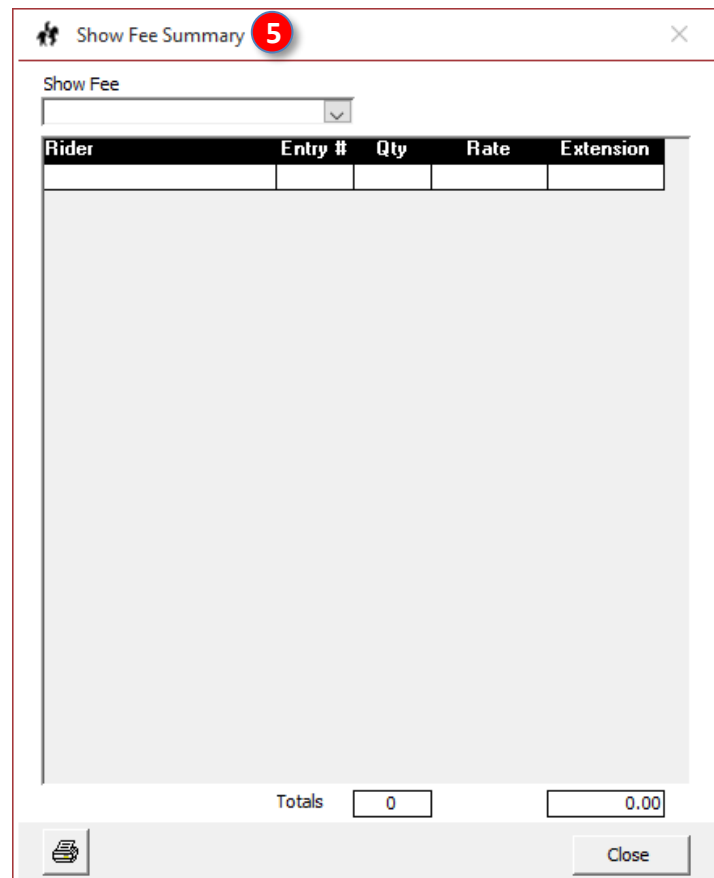
SHOW FEE SUMMARY:

Show Fee Summary lets you look at the source of income for each income item (show fee).

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Show Fee Summary**.



- The **5 Show Fee Summary** form opens.



Continued on next page...

Reports - Post-Show > Show Fee Summary, Cont'd.

- Use the **6 Show Fee** drop-down arrow to select the **Show Fee** for which you desire information.
- The show fees are entered in [Show Fees](#); the **Show Fee** list contains the system fees and the custom fees you entered.
- In this example, we selected **7 Office Fee \$30**.

5 Show Fee Summary

Show Fee

6

	Qty	Rate	Extension
Change Fee \$10			
Daily Stabling			
Daily Tackstall			
Donations			
Drug/Horse USEF			
Entry Charge			
Haul In Fee			
Horse Recording Application			
Late Fee \$50			
Membership Recording Application			
Non-Compete Horse \$10			
Office Fee \$30			
Package A Stabling			
Package A Tackstall			
Package B Stabling			
Package B Tackstall			

7

Totals 0 0.00

Close

- The **8 Show Fee Summary** for the selected fee opens.

- The report contains:
 - 9 Show Fee** category
 - 10 Rider** name
 - 11 Entry #**
 - 12 Qty** (quantity)
 - 13 Rate** (cost per item)
 - 14 Extension** (Qty x Rate)
 - 15 Total Qty** (total number of items sold)
 - 16 Total Extension** (total fees paid for this category)

- The report is sorted by rider last name.

- Click **17 Print** to print the report.
- Click **18 Close Print Preview** to close the report and return to the **Main Menu**.

8 Show Fee Summary

Show Fee

Office Fee \$30

9

Rider	Entry #	Qty	Rate	Extension
Lxxxx	127	1	30.00	30.00
Exxxx	140	1	30.00	30.00
Lxxxx	155	1	30.00	30.00
Vxx	154	1	30.00	30.00
Vxx	144	1	30.00	30.00
Sxx	187	1	30.00	30.00
Lxxxx	106	1	30.00	30.00
Lxxxx	110	1	30.00	30.00
Axxxx	170	1	30.00	30.00
Sxxxx	133	1	30.00	30.00
Ixxx	129	1	30.00	30.00
Jxxxx	186	1	30.00	30.00
Lxxxx	183	1	30.00	30.00
Ixxxxxx	126	1	30.00	30.00
Rxxxx	132	1	30.00	30.00
Axx	190	1	30.00	30.00
Mxxxxxx	188	1	30.00	30.00
Exxx	192	1	30.00	30.00
Dxxxxxx	113	1	30.00	30.00
Axx	171	1	30.00	30.00
Sxxxxxx	146	1	30.00	30.00
Jxxxxxx	104	1	30.00	30.00
Totals	95			2850.00

10 11 12 13 14

15 16

17 18 Close

Reports - Post-Show > Total Qualifying Rides Down Centerline

TOTAL QUALIFYING RIDES DOWN CENTERLINE:

The **Total Qualifying Rides Down Centerline** report gives you the number of GAIG Q rides completed for each Q class (for the riders who paid the GAIG Q fee, the report shows the number of rides that were actually completed). See **IMPORTANT NOTE** below.

- Select **1 Main Menu > 2 Reports > 3 Post-Show > 4 Total Qualifying Rides Down Centerline Report.**



- The **5 Total Qualifying Rides Down Centerline Report** opens.
- The report contains:
 - **6 Class #**
 - **7 Class Name**
 - **8 Test**
 - **9 # of Rides** by type of qualify (rider status)
 - **10 Type of Qualify**
 - **11 Total Number of Qualifying Rides** per show (on last page)

XXXX Blue Horse Dressage				
5 Total Qualifying Rides Down Centerline				
Class	Class Name	Test	# of Rides	Type of Qualify
6	7	8	9	10
123.0	USE F Training Level Test 3 Open GAIG	Training Level, Test 3 2019	1	Yes
123.0	USE F First Level Test 3 Open GAIG	First Level, Test 3 2019	1	Yes
123.0	USE F Second Level Test 3 Open GAIG	Second Level, Test 3 2019	1	Yes
133.0	USE F Third Level Test 3 Open GAIG	Third Level, Test 3 2019	3	Yes
143.0	USE F Fourth Level Test 3 Open GAIG	Fourth Level, Test 3 2019	1	Yes
143.0	USE F Fourth Level Test 3 Open GAIG	Fourth Level, Test 3 2019	1	Yes
151.0	FEI Prix St. Georges Open CBLM GAIG	FEI Prix St. Georges 2018	4	Yes
152.0	FEI Intermediate TOC Open CBLM GAIG	FEI Intermediate I 2018	1	Yes
153.0	FEI Grand Prix TOC Open CBLM GAIG	FEI Grand Prix 2018	2	Yes
160.0	USE F TOC Open CBLM GAIG (for Class 161 entr First Level, Test 3 2019)	First Level, Test 3 2019	1	Yes
160.0	USE F TOC Open CBLM GAIG (for Class 161 entr Fourth Level, Test 3 2019)	Fourth Level, Test 3 2019	1	Yes
160.0	USE F TOC Open CBLM GAIG (for Class 161 entr Third Level, Test 3 2019)	Third Level, Test 3 2019	1	Yes
161.0	MFS USDF Training - Fourth TOC Open CBLM G USDF Freestyle, First Level 2019	USDF Freestyle, First Level 2019	3	Yes
161.0	MFS USDF Training - Fourth TOC Open CBLM G USDF Freestyle, Fourth Level 2019	USDF Freestyle, Fourth Level 2019	1	Yes
161.0	MFS USDF Training - Fourth TOC Open CBLM G USDF Freestyle, Second Level 2019	USDF Freestyle, Second Level 2019	1	Yes
161.0	MFS USDF Training - Fourth TOC Open CBLM G USDF Freestyle, Third Level 2019	USDF Freestyle, Third Level 2019	5	Yes
162.0	MFS FEI Levels TOC Open CBLM GAIG	FEI Freestyle, Grand Prix 2017	2	Yes
162.0	MFS FEI Levels TOC Open CBLM GAIG	FEI Freestyle, Intermediate I 2017	2	Yes
Total Number of Qualifying Rides:			38	11

IMPORTANT NOTE:

- The report has the **RIDES** completed, not the actual GAIG Q fees **PAID**.
- In the past, for the GAIG Q fee collected, shows only paid USDF the fee for rides that were actually completed.
- Now shows must pay the GAIG Q fee to USDF whether or not the ride was completed, unless the fee is refunded to the rider.
- Therefore, **DO NOT USE THIS REPORT** to determine the amount of money owed to USDF. Instead, use the [USDF Qualifying Ride Fees Report](#).

Reports - Post-Show > Total Rides Down Centerline

TOTAL RIDES DOWN CENTERLINE:

The **Total Rides Down Centerline** report gives you the number of all completed rides by class, and the total number of rides of each test in the class.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 Total Rides Down Centerline**.



- The **5 Total Rides Down Centerline Report** opens.
- The report contains:
 - **6 Class #**
 - **7 Class Name**
 - **8 Test**
 - **9 # of Riders**
 - **10 Total Time**
 - **11 Day**
 - **12 Total Number of Rides** in the show

XXXX Blue Horse Dressage						
5 Total Rides Down Centerline						
Class	Class Name	Test	# of Riders	Total Time	Day	
6	7	8	9	10	11	
3.0	USDF Introductory Level Test C Open NR	Introductory Walk-Trot Test C 2019	1	6 min.	Thursday	
101.0	USEF Training Level Test 1 Open	Training Level, Test 1 2019	1	7 min.	Thursday	
102.0	USEF Training Level Test 2 Open CBLM	Training Level, Test 2 2019	3	22.5 min.	Thursday	
103.0	USEF Training Level Test 3 Open GAIG	Training Level, Test 3 2019	4	28 min.	Thursday	
111.0	USEF First Level Test 1 Open	First Level, Test 1 2019	6	42 min.	Thursday	
112.0	USEF First Level Test 2 Open CBLM	First Level, Test 2 2019	14	105 min.	Thursday	
113.0	USEF First Level Test 3 Open GAIG	First Level, Test 3 2019	7	56 min.	Thursday	
121.0	USEF Second Level Test 1 Open	Second Level, Test 1 2019	5	37.5 min.	Thursday	
122.0	USEF Second Level Test 2 Open CBLM	Second Level, Test 2 2019	4	34 min.	Thursday	
123.0	USEF Second Level Test 3 Open GAIG	Second Level, Test 3 2019	2	16 min.	Thursday	
131.0	USEF Third Level Test 1 Open	Third Level, Test 1 2019	7	56 min.	Thursday	
132.0	USEF Third Level Test 2 Open CBLM	Third Level, Test 2 2019	5	40 min.	Thursday	
133.0	USEF Third Level Test 3 Open GAIG	Third Level, Test 3 2019	5	40 min.	Thursday	
141.0	USEF Fourth Level Test 1 Open	Fourth Level, Test 1 2019	5	40 min.	Thursday	
142.0	USEF Fourth Level Test 2 Open CBLM	Fourth Level, Test 2 2019	1	7.5 min.	Thursday	
143.0	USEF Fourth Level Test 3 Open GAIG	Fourth Level, Test 3 2019	1	8.5 min.	Thursday	
143.0	USEF Fourth Level Test 3 Open GAIG	Fourth Level, Test 3 2019	2	17 min.	Thursday	
151.0	FEI Prix St. Georges Open CBLM GAIG	FEI Prix St. Georges 2018	9	81 min.	Thursday	
152.0	FEI Intermediate TOC Open CBLM GAIG	FEI Intermediate I 2018	2	18 min.	Thursday	
153.0	FEI Grand Prix TOC Open CBLM GAIG	FEI Grand Prix 2018	2	18 min.	Thursday	
160.0	USEF TOC Open CBLM GAIG (for Class 161 e First Level, Test 3 2019	First Level, Test 3 2019	1	8 min.	Thursday	
160.0	USEF TOC Open CBLM GAIG (for Class 161 e Fourth Level, Test 3 2019	Fourth Level, Test 3 2019	1	8.5 min.	Thursday	
160.0	USEF TOC Open CBLM GAIG (for Class 161 e Second Level, Test 2 2019	Second Level, Test 2 2019	2	17 min.	Thursday	
160.0	USEF TOC Open CBLM GAIG (for Class 161 e Third Level, Test 3 2019	Third Level, Test 3 2019	1	8 min.	Thursday	
160.0	USEF TOC Open CBLM GAIG (for Class 161 e Training Level, Test 2 2019	Training Level, Test 2 2019	1	7.5 min.	Thursday	
161.0	MFS USDF Training - Fourth TOC Open CBLM USDF Freestyle, First Level 2019	USDF Freestyle, First Level 2019	4	36 min.	Thursday	
161.0	MFS USDF Training - Fourth TOC Open CBLM USDF Freestyle, Fourth Level 2019	USDF Freestyle, Fourth Level 2019	1	9 min.	Thursday	
161.0	MFS USDF Training - Fourth TOC Open CBLM USDF Freestyle, Second Level 2019	USDF Freestyle, Second Level 2019	1	9 min.	Thursday	
161.0	MFS USDF Training - Fourth TOC Open CBLM USDF Freestyle, Third Level 2019	USDF Freestyle, Third Level 2019	5	45 min.	Thursday	
162.0	MFS FEI Levels TOC Open CBLM GAIG	FEI Freestyle, Grand Prix 2017	3	27 min.	Thursday	
162.0	MFS FEI Levels TOC Open CBLM GAIG	FEI Freestyle, Intermediate I 2017	2	18 min.	Thursday	
170.0	Pony Cup TOC Open CBLM GAIG	First Level, Test 1 2019	1	7 min.	Thursday	
179	FEI Junior Individual Test	FEI Junior Individual 2018	1	9 min.	Thursday	
307	Sport Horse Prospect Yearling Fillies	USDF Prospects In-Hand 2019	1	6 min.	Thursday	
Total Number of Rides:			113	12		

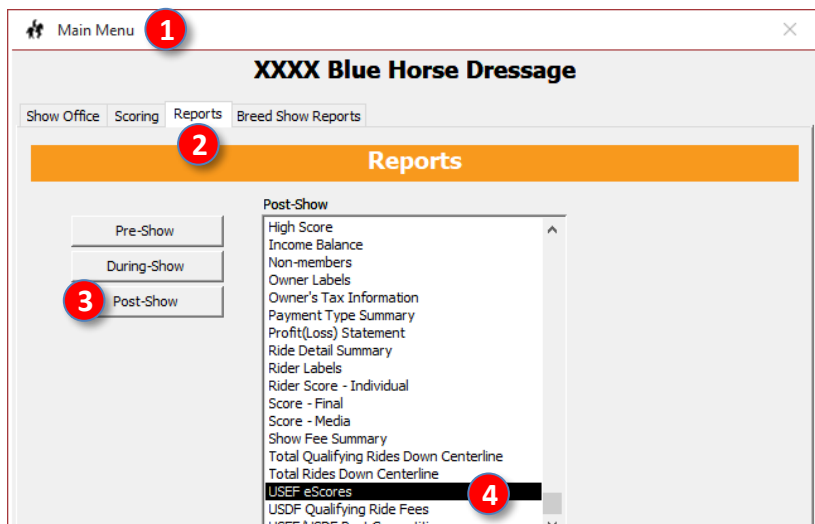
Reports - Post-Show > USEF [and USDF] eScores

VERY IMPORTANT NOTE: When you create the USEF (and USDF) eScores (*.dat) file, the data is automatically (1) uploaded to the FVD site for updating and (2) synchronized with the Competitor Tent iOS app ([click here](#)). If any of your competitors have registered with Competitor Tent, they will be contacted by Competitor Tent.

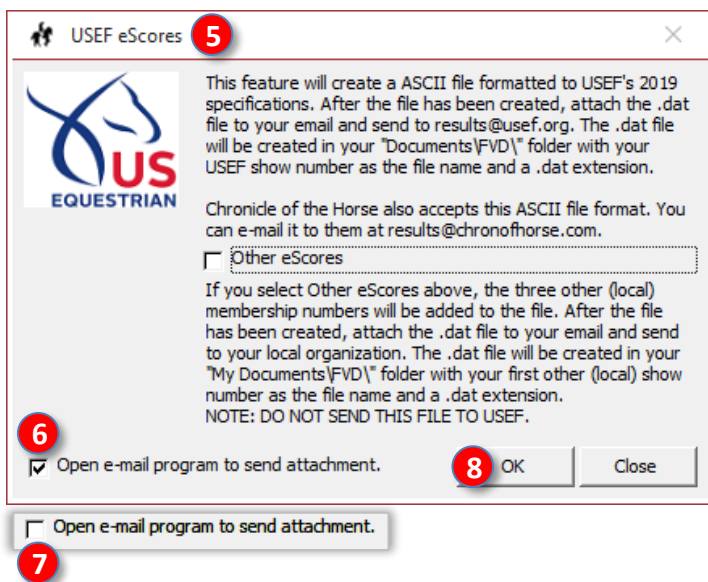
USEF [AND USDF] eSCORES:

USEF [and USDF] eScores is used to create a *.dat file that you email to USEF and USDF to electronically submit show results.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 USEF eScores**.



- The **5 USEF eScores** form opens.
- By default, the **6 Open e-mail program to send attachments** check box is checked.
- If you want to first save the FVD *.dat file, then email it to USEF and USDF, click the check in the to **7** remove the check.
- Click **8 OK**.
- The show's *.dat file is saved in your **C: > Users > [UserName] > Documents > FVD** folder.



- See [DATA FILE FOR USEF AND USDF](#) for detailed use of the *.dat file.

Reports - Post-Show > USDF Qualifying Ride Fees

USDF QUALIFYING RIDE FEES:

The **USDF Qualifying Ride Fees Report** shows, for each GAIG Q test, the number of GAIG Q fees paid and not refunded (for a scratched ride, etc.) and therefore must be paid to USDF.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 USDF Qualifying Ride Fees**.



- The **5 USDF Qualifying Ride Fees** report opens.
- The report contains:
 - **6 Test**
 - **7 # of Rides**
 - **8 Q Fee**
 - **9 Total Q Fee for each Q test**
 - **10 Total of Qualifying Ride Fees**
- See [USDF REPORT OF FEES](#) for information on the use of this report.

The screenshot shows a report titled "XXXX Blue Horse Dressage" with the subtitle "5 USDF Qualifying Ride Fees". The report contains a table with the following data:

Test	# of Rides	Q Fee	Total Q Fee
First Level, Test 3 2019	1	15.00	15.00
Second Level, Test 3 2019	5	15.00	75.00
Third Level, Test 3 2019	3	15.00	45.00
Fourth Level, Test 3 2019	4	15.00	60.00
FEI Prix St. Georges 2018	3	15.00	45.00
FEI Intermediate I 2018	2	15.00	30.00
FEI Intermediate II 2018	2	15.00	30.00
FEI Grand Prix 2018	3	15.00	45.00
USDF Freestyle, First Level 2019	1	15.00	15.00
USDF Freestyle, Second Level 2019	5	15.00	75.00
USDF Freestyle, Third Level 2019	1	15.00	15.00
USDF Freestyle, Fourth Level 2019	2	15.00	30.00
FEI Freestyle, Intermediate I 2017	2	15.00	30.00
FEI Freestyle, Grand Prix 2017	2	15.00	30.00
Total of Qualifying Ride Fees			720.00

Note: per USDF rule changes for 2014, ALL qualifying fees collected must be submitted to the USDF regardless of scratches and no-shows.

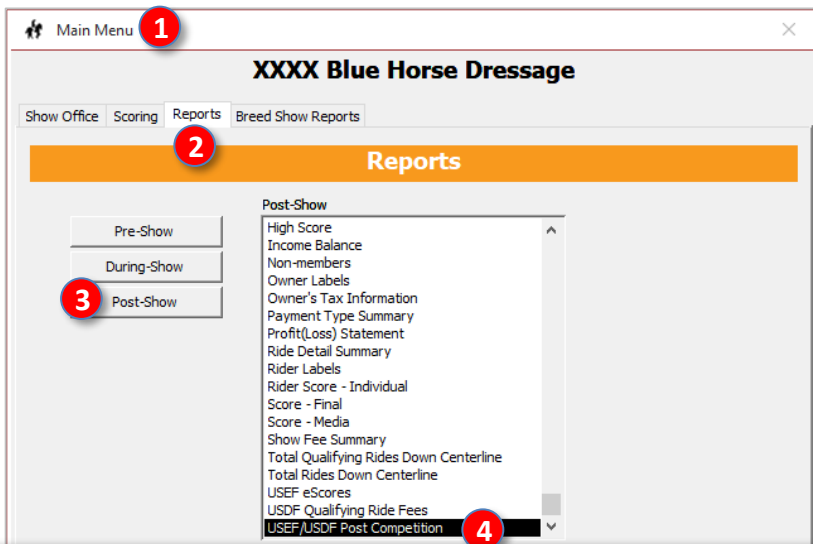
Tuesday, December 14, 2021 6:47 PM Page 1 of 1

Reports - Post-Show > USEF/USDF Post Competition

USEF/USDF POST COMPETITION:

The FVD USEF/USDF Post Competition report is used after the show to obtain information needed for post-competition results submission, and payment of fees, to USEF.

- Select **1 Main Menu** > **2 Reports** > **3 Post-Show** > **4 USEF Post Competition**.



- The FVD **5 USEF/USDF Post Competition Report** opens.
- The report provides data required by USEF on the **USEF Post Competition Report Form**.
- For USEF, see [USEF POST COMPETITION REPORT FORM](#) for detailed information.
- For USDF, see [USDF REPORT OF FEES](#) for detailed information.

XXXX Blue Horse Dressage

5 USEF/USDF Post Competition

USEF	Qty	Rate	Total
USEF Competition Number	123456		
USEF ShowPass Fees	2	45.00	90.00
USEF ShowPass Fees Reconciliation			
Entry	Qty		
130	1		
189	1		
Total	2		
USEF Drug Fees (per horse)	90	23.00	2070.00
Total Class Entries	113		
Dressage Ride Fees (1)	79		
Show Pass Fees			
Rider/Owner/Trainer/Coach	Code		
Dxxxxxxxx, Jxxxxxxxx	SP		
Pxxxxxxxx, Gxxxxx	SP		
Rxxxx, Lxxxx	SP		
Total	3		

(1) Based on Test Group 1-6

USDF	Qty	Rate	Total
USDF Competition Number	123456		
Dressage Ride Fees (2)	14		

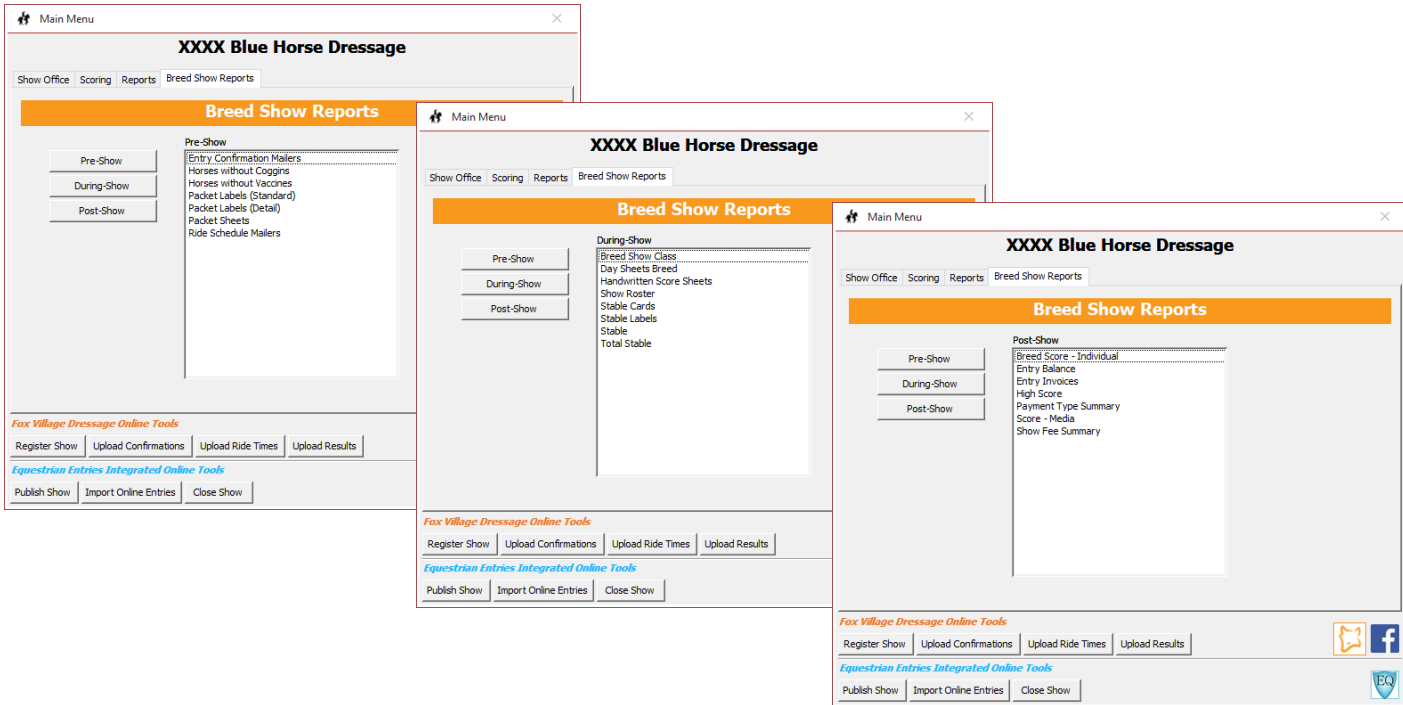
(2) Based on Test Group 8 and 12

Notice: This report has been created to help you fill out the related organization's post competition report form. It may or may not contain all the information that is needed to completely fill out the respective report. Show secretaries need to do their due diligence and not rely solely on this report. The report is only as accurate as the data in your database.

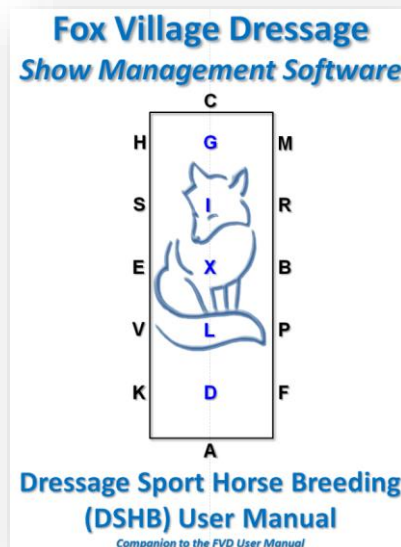
If you are looking for additional ride counts, refer to the Ride Detail Summary report.

Tuesday, December 14, 2021 6:52 PM Page 1 of 1

PROGRAM FUNCTIONS 10. BREED SHOW REPORTS



See the separate FVD DSHB User Manual



PROGRAM FUNCTIONS 11.

FOX VILLAGE DRESSAGE ONLINE TOOLS

Main Menu

XXXX Blue Horse Dressage

Show Office Scoring Reports Breed Show Reports

Welcome to the Show Office

Show Information
 Show Preferences
 Show Fees
 Payment Types
 Credit Card Types
 Stalls
 Stall Groups
 Classes
 Teams
 Entries
 Horses
 People
 Test Durations
 Test Editor
 Scheduling
 Income
 Expenses
 Check List

Your license renewal date is 8/1/2022.

Fox Village Dressage Online Tools

Register Show Upload Confirmations Upload Ride Times Upload Results

Equestrian Entries Integrated Online Tools

Publish Show Import Online Entries Close Show

REGISTER SHOW:

Register Show registers your show with FVD, which allows you to upload confirmations, ride times, and results to the FVD online services. It also allows you to use the Equestrian Entries Integrated Online Tools.

- See [REGISTER A SHOW WITH FVD](#) for procedures.



UPLOAD CONFIRMATIONS:

Upload Confirmations is the process by which you can upload your entry confirmations to the FVD online services. The rider/handler, owner, trainer, and coach are then automatically emailed a link to their online entry information so they can check and confirm the entry data.

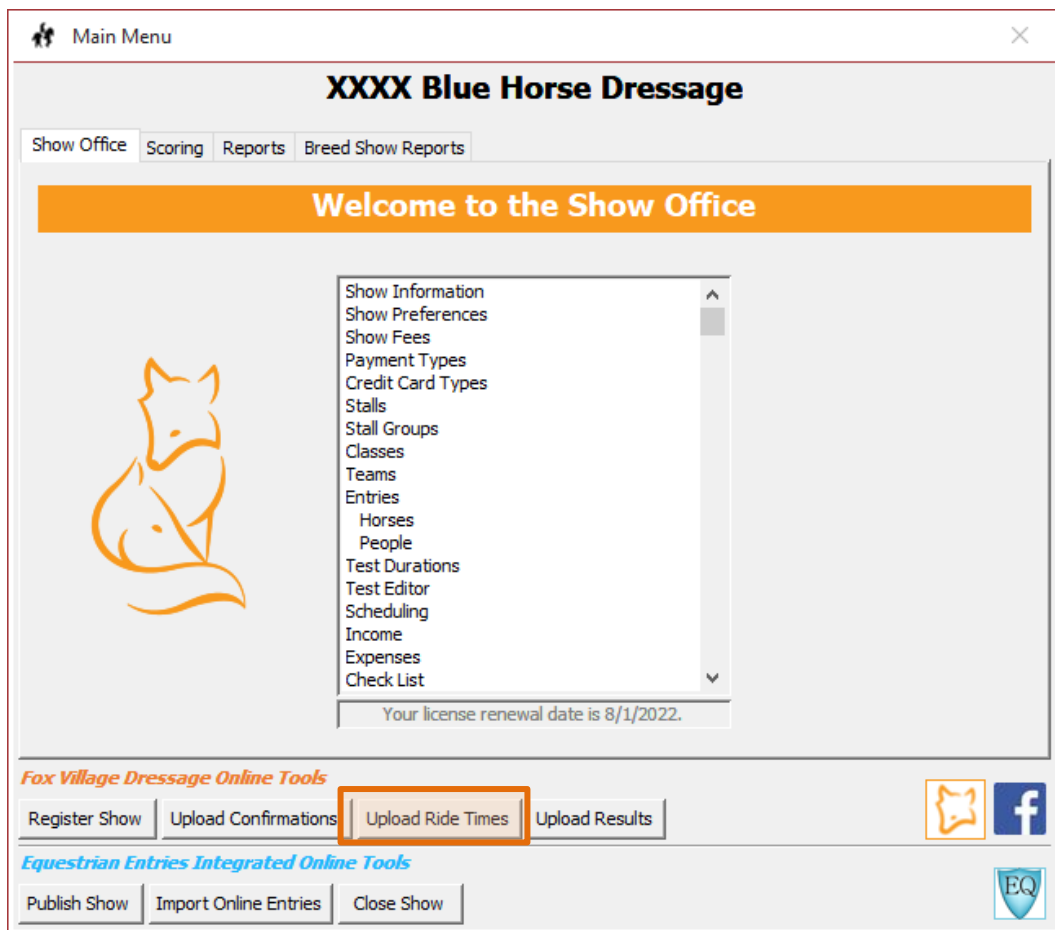
- See [FVD Upload Confirmations](#) for procedures.

The screenshot shows a web application window titled "Main Menu" for "XXXX Blue Horse Dressage". The interface includes a navigation menu with "Show Office", "Scoring", "Reports", and "Breed Show Reports". A prominent orange banner reads "Welcome to the Show Office". To the left is a stylized orange fox logo. A central menu lists various options: Show Information, Show Preferences, Show Fees, Payment Types, Credit Card Types, Stalls, Stall Groups, Classes, Teams, Entries (with sub-items Horses and People), Test Durations, Test Editor, Scheduling, Income, Expenses, and Check List. Below this menu, a status bar indicates "Your license renewal date is 8/1/2022." At the bottom, there are two sections of tools: "Fox Village Dressage Online Tools" with buttons for "Register Show", "Upload Confirmations" (highlighted with an orange box), "Upload Ride Times", and "Upload Results"; and "Equestrian Entries Integrated Online Tools" with buttons for "Publish Show", "Import Online Entries", and "Close Show". Social media icons for a fox, Facebook, and EQ are also present.

UPLOAD RIDE TIMES:

Upload Ride Times is the process by which you can upload your ride times to the FVD online services. Anyone can log onto the FVD online services to view the ride times ([click here](#)).

- See [Upload Ride Times to the FVD Web Site](#) for procedures.



The screenshot shows a web application window titled "Main Menu" for "XXXX Blue Horse Dressage". The interface includes a navigation bar with tabs for "Show Office", "Scoring", "Reports", and "Breed Show Reports". A prominent orange banner reads "Welcome to the Show Office". To the left of a central menu is a stylized orange fox logo. The central menu lists various administrative functions: Show Information, Show Preferences, Show Fees, Payment Types, Credit Card Types, Stalls, Stall Groups, Classes, Teams, Entries (with sub-items Horses and People), Test Durations, Test Editor, Scheduling, Income, Expenses, and Check List. Below the menu, a status bar indicates "Your license renewal date is 8/1/2022." At the bottom, there are two sections of tools. The first section, "Fox Village Dressage Online Tools", contains buttons for "Register Show", "Upload Confirmations", "Upload Ride Times" (highlighted with a red box), and "Upload Results". The second section, "Equestrian Entries Integrated Online Tools", contains buttons for "Publish Show", "Import Online Entries", and "Close Show". Social media icons for a fox, Facebook, and Equine Quarterly (EQ) are also visible.

UPLOAD RESULTS:

Upload Results is the process by which you can upload your show results to the FVD online services. Anyone can log onto the FVD online services to view the results ([click here](#)). The results can be uploaded “real time” every five minutes.

- See [UPLOAD SHOW RESULTS TO THE WEB](#) for procedures.

The screenshot shows a web application window titled "Main Menu" for "XXXX Blue Horse Dressage". The interface includes a navigation menu with "Show Office", "Scoring", "Reports", and "Breed Show Reports". A prominent orange banner reads "Welcome to the Show Office". To the left is a stylized orange fox logo. A central list of menu items includes: Show Information, Show Preferences, Show Fees, Payment Types, Credit Card Types, Stalls, Stall Groups, Classes, Teams, Entries (with sub-items Horses and People), Test Durations, Test Editor, Scheduling, Income, Expenses, and Check List. A license renewal date of 8/1/2022 is displayed at the bottom of the list. The footer contains "Fox Village Dressage Online Tools" and a row of buttons: "Register Show", "Upload Confirmations", "Upload Ride Times", and "Upload Results" (which is highlighted with an orange border). Social media icons for a fox, Facebook, and EQ are also present. Below this is "Equestrian Entries Integrated Online Tools" with buttons for "Publish Show", "Import Online Entries", and "Close Show".

PROGRAM FUNCTIONS 12.

EQUESTRIAN ENTRIES

INTEGRATED ONLINE TOOLS

Main Menu

XXXX Blue Horse Dressage

Show Office | Scoring | Reports | Breed Show Reports

Welcome to the Show Office

Show Information
 Show Preferences
 Show Fees
 Payment Types
 Credit Card Types
 Stalls
 Stall Groups
 Classes
 Teams
 Entries
 Horses
 People
 Test Durations
 Test Editor
 Scheduling
 Income
 Expenses
 Check List

Your license renewal date is 8/1/2022.

Fox Village Dressage Online Tools

Register Show | Upload Confirmations | Upload Ride Times | Upload Results

Equestrian Entries Integrated Online Tools

Publish Show | Import Online Entries | Close Show

EQ

*EE Integrated Online Tools > Publish Show***PUBLISH SHOW:**

Publish Show is the process by which you publish (upload) your show information to EE so riders can enter your show online. If selected by the entrant, entries through EE can be imported and integrated into your FVD show data – eliminates lots of typing!

- In this manual, see [PUBLISH A SHOW WITH EE](#) for procedures.
- [Click here](#) to see separate EE instructions.

Main Menu ×

XXXX Blue Horse Dressage

Show Office | Scoring | Reports | Breed Show Reports

Welcome to the Show Office

- Show Information
- Show Preferences
- Show Fees
- Payment Types
- Credit Card Types
- Stalls
- Stall Groups
- Classes
- Teams
- Entries
 - Horses
 - People
- Test Durations
- Test Editor
- Scheduling
- Income
- Expenses
- Check List

Your license renewal date is 8/1/2022.

Fox Village Dressage Online Tools

Register Show
Upload Confirmations
Upload Ride Times
Upload Results

Equestrian Entries Integrated Online Tools

Publish Show
Import Online Entries
Close Show

*EE Integrated Online Tools > Import Online Entries***IMPORT ONLINE ENTRIES:**

Import Online Entries is the process by which you import, into FVD, your show entries that have been entered through Equestrian Entries (EE).

- In this manual, see [EE ONLINE ENTRIES](#) for procedures.
- [Click here](#) to see separate EE instructions.

XXXX Blue Horse Dressage

Show Office | Scoring | Reports | Breed Show Reports

Welcome to the Show Office

Show Information
 Show Preferences
 Show Fees
 Payment Types
 Credit Card Types
 Stalls
 Stall Groups
 Classes
 Teams
 Entries
 Horses
 People
 Test Durations
 Test Editor
 Scheduling
 Income
 Expenses
 Check List

Your license renewal date is 8/1/2022.

Fox Village Dressage Online Tools

Register Show | Upload Confirmations | Upload Ride Times | Upload Results

Equestrian Entries Integrated Online Tools

Publish Show | **Import Online Entries** | Close Show

CLOSE SHOW:

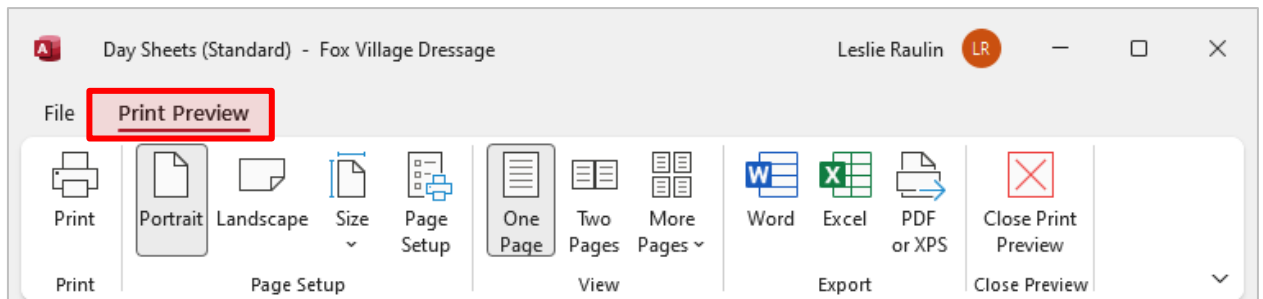
Close Show is the process by which you close your show so no more entries will be accepted through EE.

- See [CLOSE YOUR SHOW IN EQUESTRIAN ENTRIES](#) for procedures.

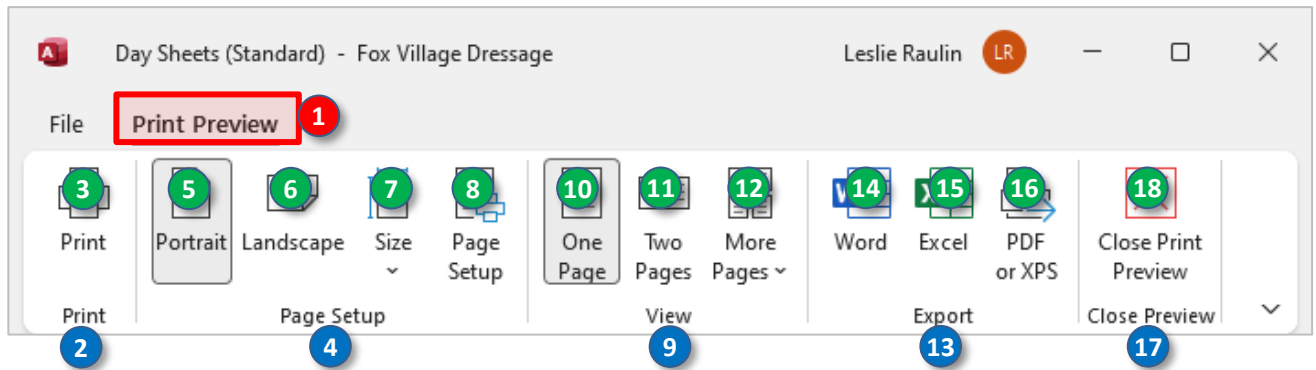


PROGRAM FUNCTIONS 13.

PRINT PREVIEW



INTRODUCTION:

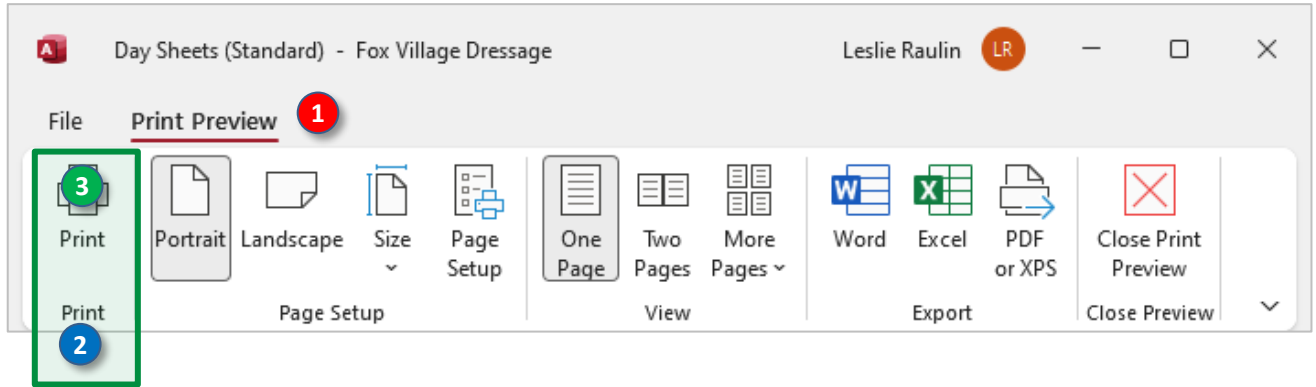


- Every time you open a report, the **1 Print Preview** ribbon opens with five groups of tools for manipulating the reports:
 - 2 Print**
 - 3 Print** - Used to print a report.
 - 4 Page Setup**
 - 5 Portrait** – Creates a report in a portrait (vertical) page orientation.
 - 6 Landscape** – Creates a report in a landscape (horizontal) page orientation.
 - 7 Size** – Lets you change the size of paper on which the report is presented and printed.
 - 8 Page Setup** – Lets you adjust the margins, page setting, and columns of the report.
 - 9 View**
 - 10 One Page** – Gives one page of the report on a piece of paper.
 - 11 Two Pages** – Gives two pages of the report on a piece of paper.
 - 12 More Pages** – Gives more than two pages of the report on a piece of paper.
 - 13 Export**
 - 14 Word** – Exports (saves) the FVD report as a Microsoft Word file.
 - 15 Excel** – Exports (saves) the FVD report as a Microsoft Excel file.
 - 16 PDF or XPS** – Exports (saves) the FVD report as a PDF or XPS file.
 - 17 Close Preview**
 - 18 Close Print Preview** – Used to close the report.
- We will look at each of these features, using the **Day Sheets (Standard) Report**.

SECTION VIII. PROGRAM FUNCTIONS

Print Preview > Print > Print [a Report] > All or Pages From: ___ To: ___

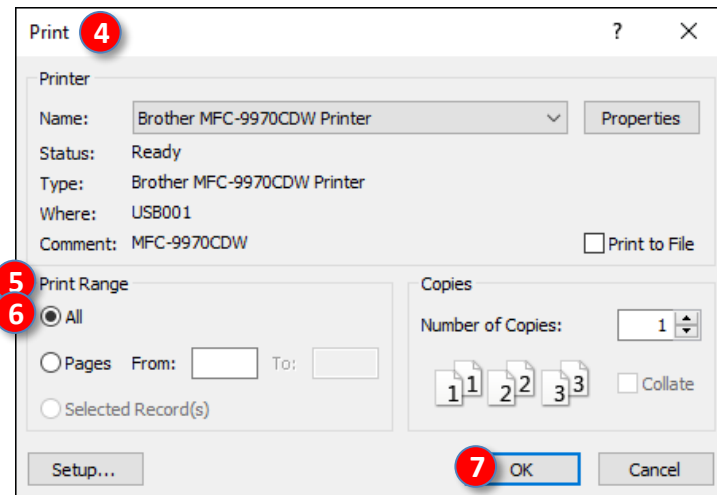
PRINT > PRINT [A REPORT] > ALL OR PAGES FROM: ___ TO: ___:



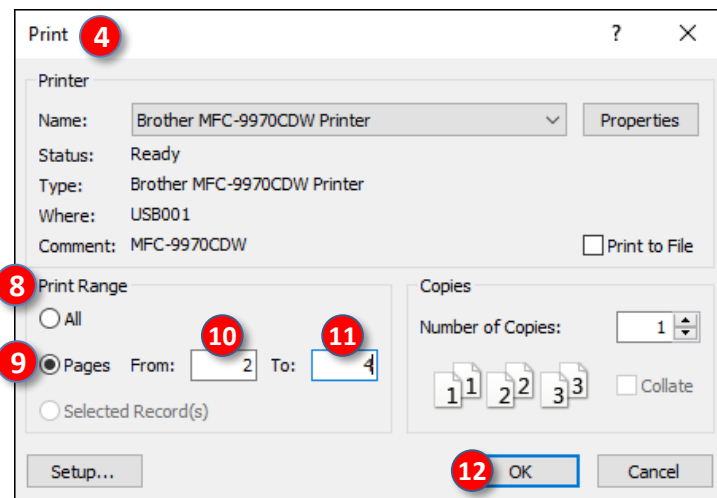
- Select **1 Print Preview > 2 Print > 3 Print**.

- The **4 Print** form opens.

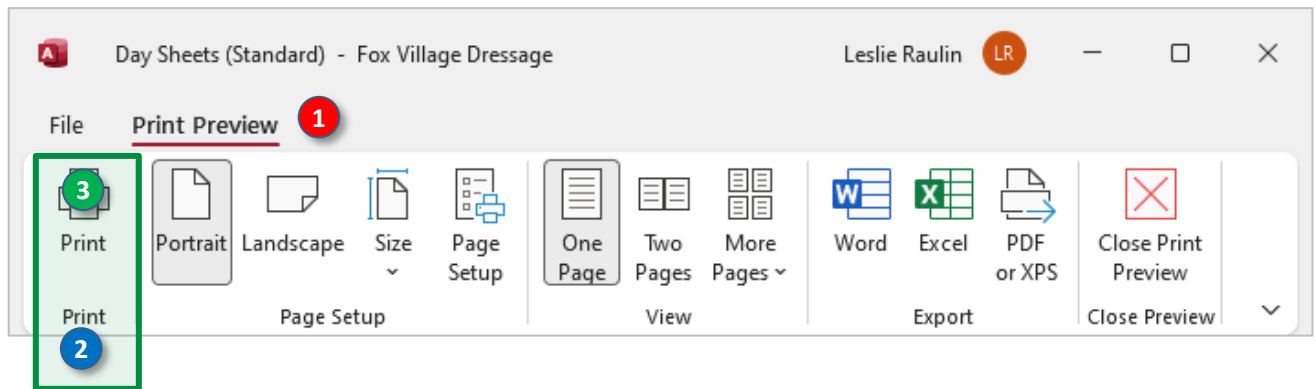
- To print all pages:
 - For **5 Print Range**, click the **6 All** radial button.
 - Click **7 OK**.
 - All the pages will print.



- To print one or a range of the pages in the report:
 - For **8 Print Range / 9 Pages**, enter the first page you want to print in the **10 From:** box and the last page you want to print in the **11 To:** box.
 - Click **12 OK**.
 - The selected pages will print.

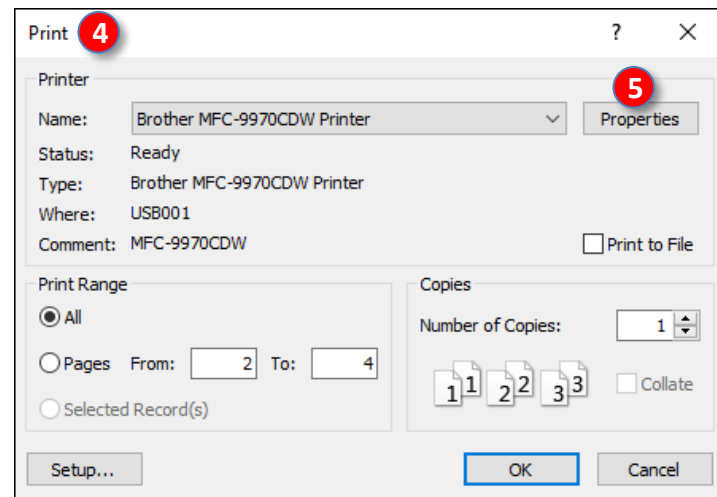


NOTE: The printer forms will vary depending on your brand and model of printer. This example is for a Brother MFC-9970CDW printer.

Print Preview > Print > Print [a Report] > [Printer] Properties**PRINT > PRINT [A REPORT] > [PRINTER] PROPERTIES:**

- Select **1 Print Preview > 2 Print > 3 Print**.

- The **4 Print** form opens.

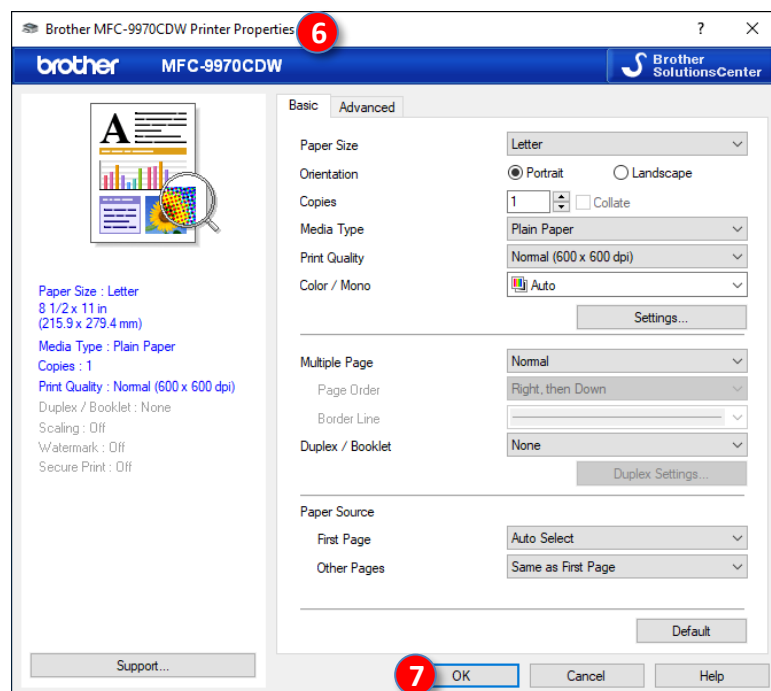


- To adjust printer settings, click **5 Properties**.

- Your printer's **6 Properties** form will open. Each printer has different properties. The example is for a Brother printer.

- Adjust settings according to your printer's manual.

- Click **7 OK** to return to the **4 Print** form.

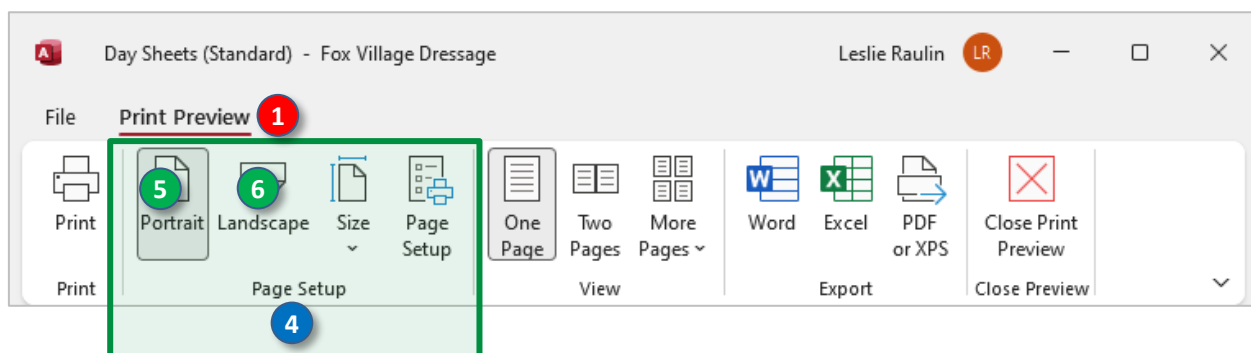


NOTE: The printer forms will vary depending on your brand and model of printer. This example is for a Brother MFC-9970CDW printer.

SECTION VIII. PROGRAM FUNCTIONS

Print Preview > Page Setup > Portrait, Landscape

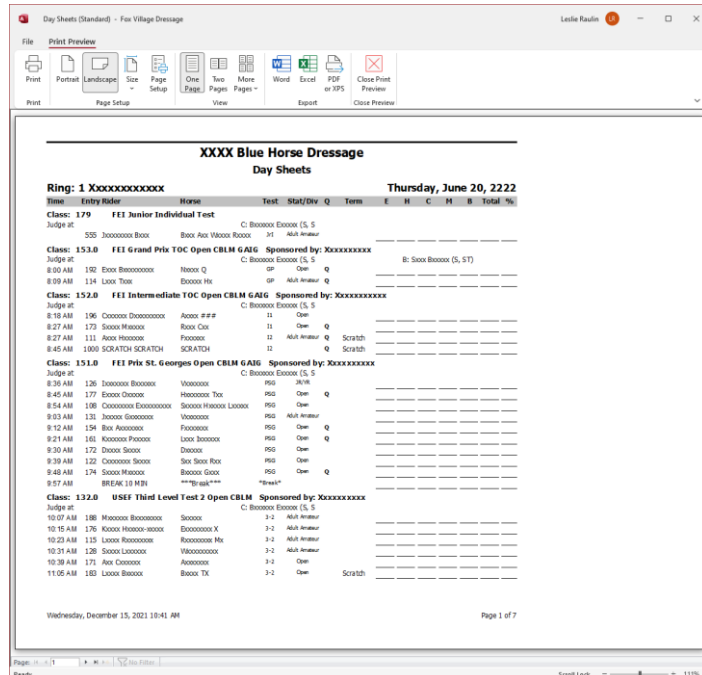
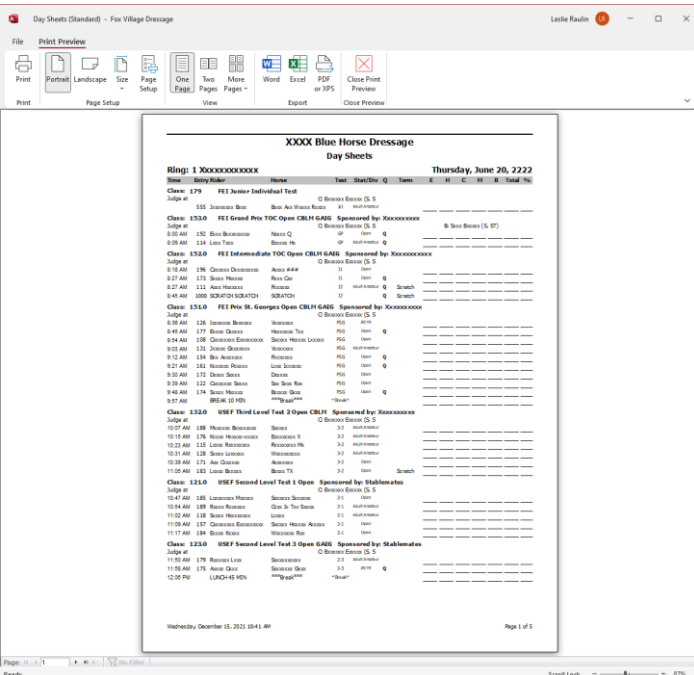
PAGE SETUP > PORTRAIT, LANDSCAPE:



- If you want to change a report from Landscape (horizontal) page orientation to Portrait (vertical) page orientation, select **1 Print Preview** > **4 Page Setup** > **5 Portrait** or **6 Landscape**
- The report changes from landscape to portrait page orientation. When you print the report, it will print with the new orientation.

Portrait Page Orientation

Landscape Page Orientation

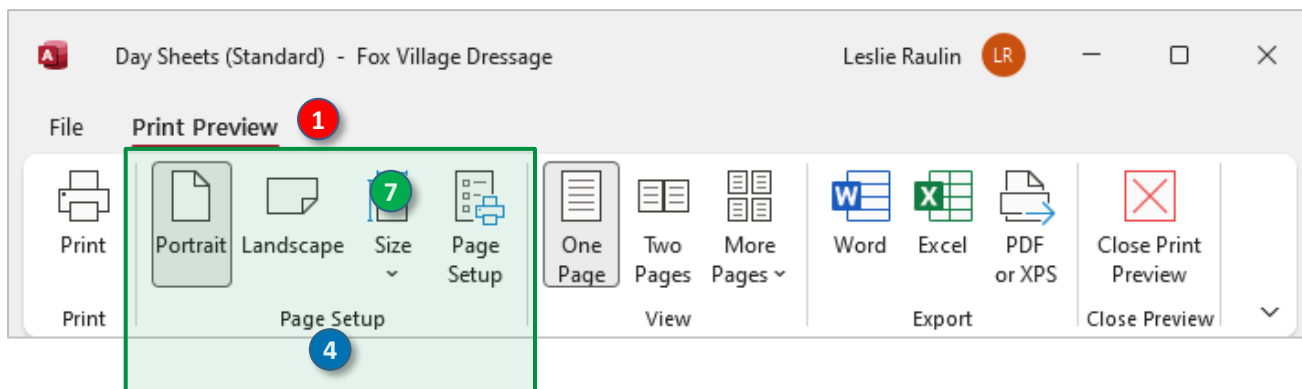


NOTE: Most FVD reports are designed for the default orientation. If you change the orientation, you may lose some information, as seen in the above portrait orientation where the judge name has been lost.

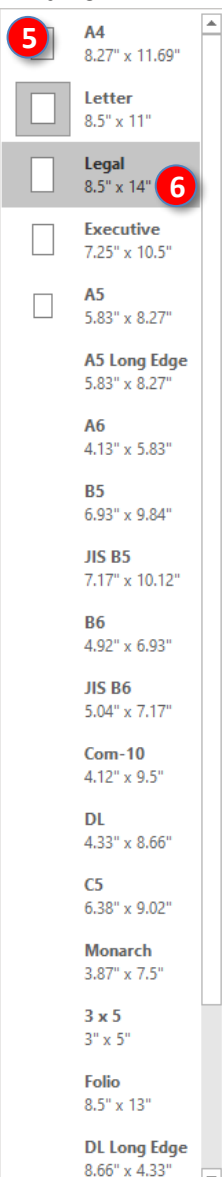
SECTION VIII. PROGRAM FUNCTIONS

Print Preview > Page Setup > Size

PAGE SETUP > SIZE:



- If you want to change the paper size, select **1 Print Preview** > **4 Page Setup** > the **7 Size** drop-down arrow.



- The **5 size drop-down list** opens.
- Click on another size of paper. In this example, we will select **6 Legal**.
- The report is now displayed as on legal sized paper. When you print the report, it will print with the new paper size.

Letter Size

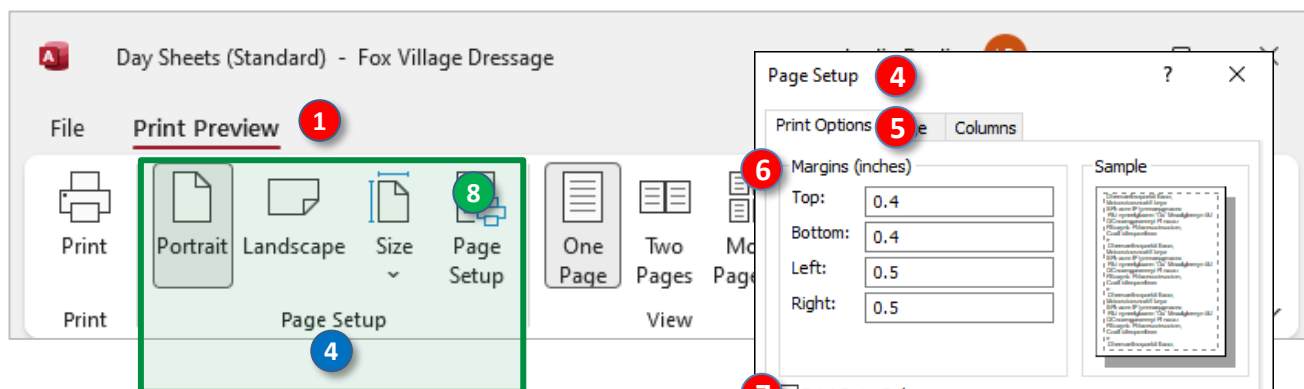
XXXX Blue Horse Dressage												
Day Sheets												
Thursday, June 20, 2022												
Time	Entry Rider	Horse	Test	Start/Div	Q	Term	E	H	C	M	B	Total %
Class: 153.0 FEI Junior Individual Test												
Judge at	555	Deonoxoo Boax	Boax Axx Woodx Roocx	3T	Adult	Amateur						
Class: 153.0 FEI Grand Prix TOC Open CBLM GAG												
Judge at	8:00 AM	192	Boox Boocooocox									
Judge at	8:09 AM	114	Loox Toox									
Class: 152.0 FEI Intermediate TOC Open CBLM GAG												
Judge at	8:18 AM	196	Coocox Deocooocox									
Judge at	8:27 AM	173	Soox Moocox									
Judge at	8:27 AM	111	Roox Hoocox									
Judge at	8:45 AM	1000	SCATCH SCATCH									
Class: 151.0 FEI Prix St. Georges Open CBLM GAG												
Judge at	8:36 AM	126	Boocooox Boocooox									
Judge at	8:45 AM	177	Boox Coocox									
Judge at	8:54 AM	109	Coocooocox Boocooocox									
Judge at	9:03 AM	131	Deocox Geocooocox									
Judge at	9:12 AM	154	Box Boocooox									
Judge at	9:21 AM	161	Roocox Boocox									
Judge at	9:30 AM	172	Coocox Soocox									
Judge at	9:39 AM	122	Coocooox Soocox									
Judge at	9:48 AM	174	Soox Moocox									
Judge at	9:57 AM		BREAK 10 MIN									
Class: 132.0 USEF Third Level Test 2 Open CBLM												
Judge at	10:07 AM	188	Hoocoox Boocooocox									
Judge at	10:16 AM	176	Roocox Hoocoox-roocox									
Judge at	10:25 AM	115	Loocox Roocooocox									
Judge at	10:31 AM	128	Soocox Loocoox									
Judge at	10:39 AM	171	Box Coocooox									
Judge at	11:05 AM	183	Loocox Boocox									
Class: 121.0 USEF Second Level Test 1 Open Sponsored by Stablesmates												
Judge at	10:47 AM	185	Loocooocox Moocox									
Judge at	10:54 AM	189	Roocox Roocooox									
Judge at	11:02 AM	118	Soocox Hoocooocox									
Judge at	11:09 AM	157	Coocooocox Boocooocox									
Judge at	11:17 AM	184	Soocox Hoocox									
Class: 123.0 USEF Second Level Test 3 Open GAG												
Judge at	11:50 AM	179	Roocooox Loocox									
Judge at	11:58 AM	175	Boox Coocox									
Judge at	12:06 PM		LONG 45 MIN									

Legal Size

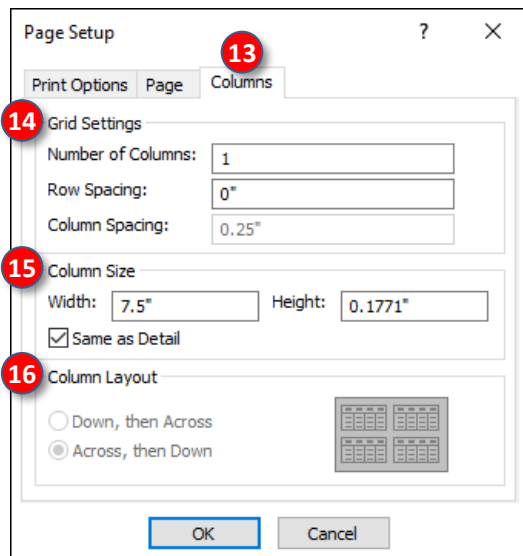
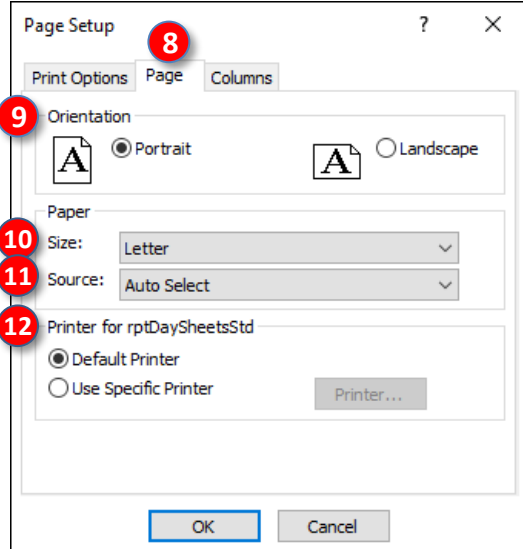
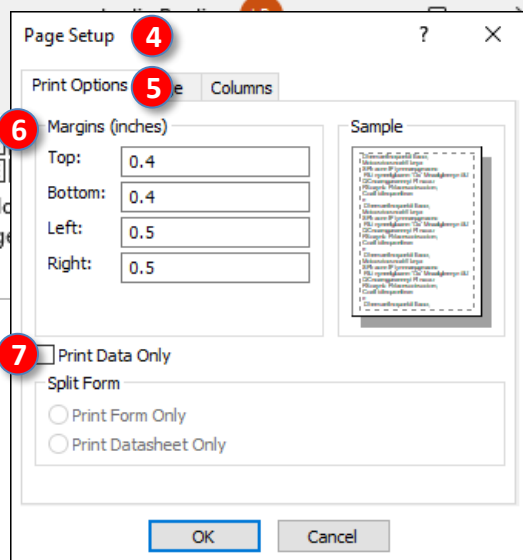
XXXX Blue Horse Dressage												
Day Sheets												
Thursday, June 20, 2022												
Time	Entry Rider	Horse	Test	Start/Div	Q	Term	E	H	C	M	B	Total %
Class: 179 FEI Junior Individual Test												
Judge at	555	Deonoxoo Boax	Boax Axx Woodx Roocx	3T	Adult	Amateur						
Class: 153.0 FEI Grand Prix TOC Open CBLM GAG												
Judge at	8:00 AM	192	Boox Boocooocox									
Judge at	8:09 AM	114	Loox Toox									
Class: 152.0 FEI Intermediate TOC Open CBLM GAG												
Judge at	8:18 AM	196	Coocox Deocooocox									
Judge at	8:27 AM	173	Soox Moocox									
Judge at	8:27 AM	111	Roox Hoocox									
Judge at	8:45 AM	1000	SCATCH SCATCH									
Class: 151.0 FEI Prix St. Georges Open CBLM GAG												
Judge at	8:36 AM	126	Boocooox Boocooox									
Judge at	8:45 AM	177	Boox Coocox									
Judge at	8:54 AM	109	Coocooocox Boocooocox									
Judge at	9:03 AM	131	Deocox Geocooocox									
Judge at	9:12 AM	154	Box Boocooox									
Judge at	9:21 AM	161	Roocox Boocox									
Judge at	9:30 AM	172	Coocox Soocox									
Judge at	9:39 AM	122	Coocooox Soocox									
Judge at	9:48 AM	174	Soox Moocox									
Judge at	9:57 AM		BREAK 10 MIN									
Class: 132.0 USEF Third Level Test 2 Open CBLM												
Judge at	10:07 AM	188	Hoocoox Boocooocox									
Judge at	10:16 AM	176	Roocox Hoocoox-roocox									
Judge at	10:25 AM	115	Loocox Roocooocox									
Judge at	10:31 AM	128	Soocox Loocoox									
Judge at	10:39 AM	171	Box Coocooox									
Judge at	11:05 AM	183	Loocox Boocox									
Class: 121.0 USEF Second Level Test 1 Open Sponsored by Stablesmates												
Judge at	10:47 AM	185	Loocooocox Moocox									
Judge at	10:54 AM	189	Roocox Roocooox									
Judge at	11:02 AM	118	Soocox Hoocooocox									
Judge at	11:09 AM	157	Coocooocox Boocooocox									
Judge at	11:17 AM	184	Soocox Hoocox									
Class: 123.0 USEF Second Level Test 3 Open GAG												
Judge at	11:50 AM	179	Roocooox Loocox									
Judge at	11:58 AM	175	Boox Coocox									
Judge at	12:06 PM		LONG 45 MIN									

Print Preview > Page Setup > Page Setup

PAGE SETUP > PAGE SETUP:



- To further change the page features, select **1 Print Preview** > **4 Page Setup** > **8 Page Setup**.
- The **4 Page Setup** form opens.
- On the **5 Print Options** tab, you can change:
 - 6 Margins** by editing the numbers in each box.
 - To print data but not logos, etc., click the **7 check box**.
- On the **8 Page** tab, you can change:
 - 9 Orientation** (Portrait / Landscape)
 - 10 Paper / Size**
 - 11 Paper / Source** (which paper tray the printer will use)
 - 12 Printer**

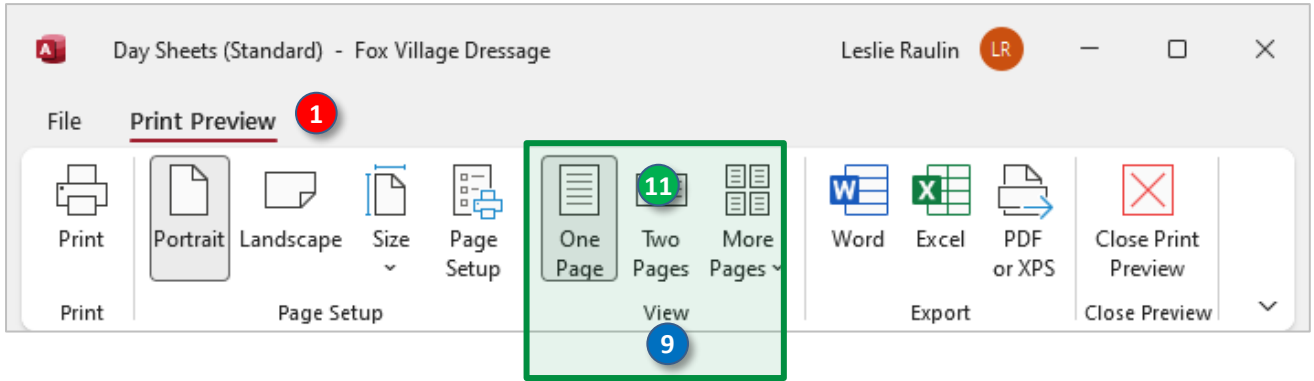


- On the **13 Columns** tab, you can change:
 - 14 Grid Settings**
 - 15 Column Size**
 - 16 Column Layout**

SECTION VIII. PROGRAM FUNCTIONS

Print Preview > View > Two Pages

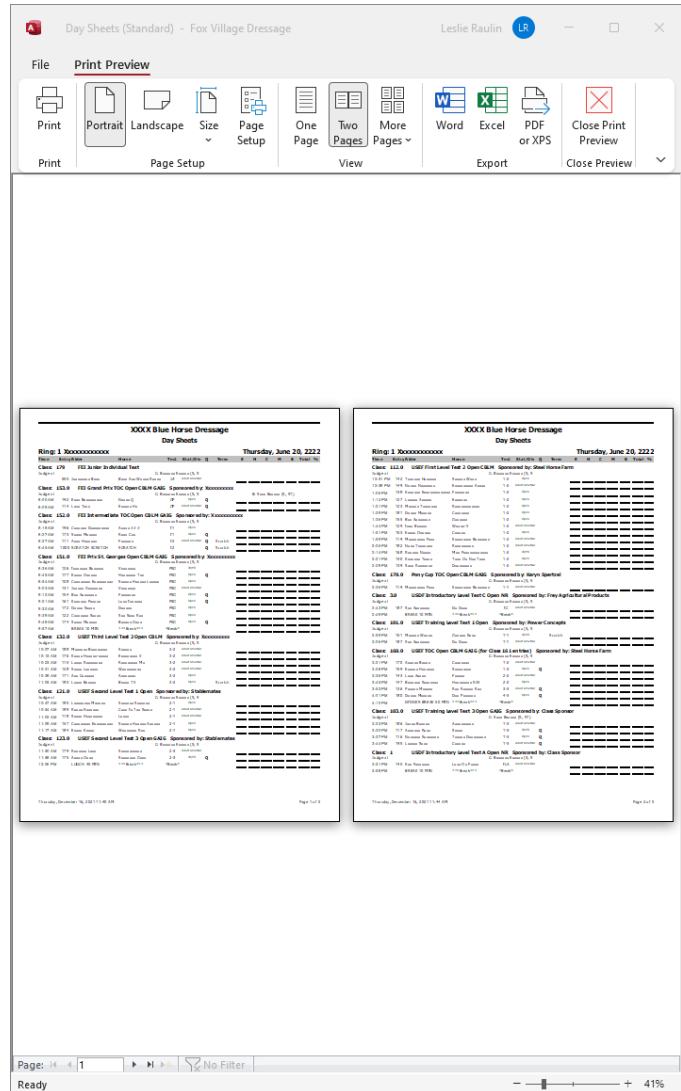
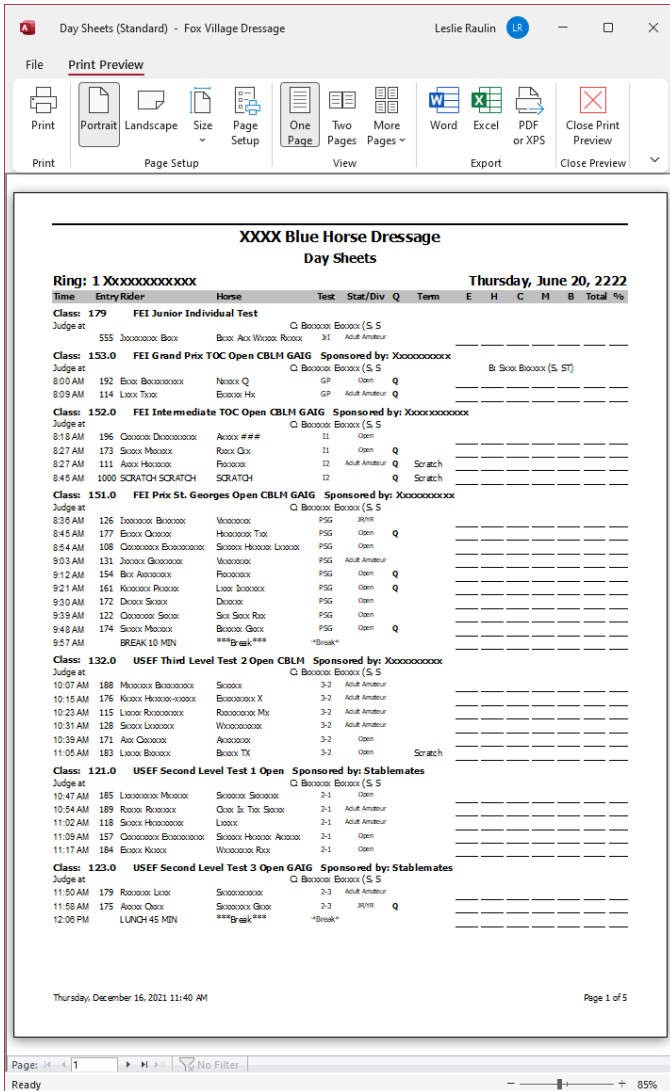
VIEW > TWO PAGES:



- To change from one page per screen to two pages per screen, select **1 Print Preview** > **9 View** > click **11 Two Pages**.

View > One Page

View > Two Pages

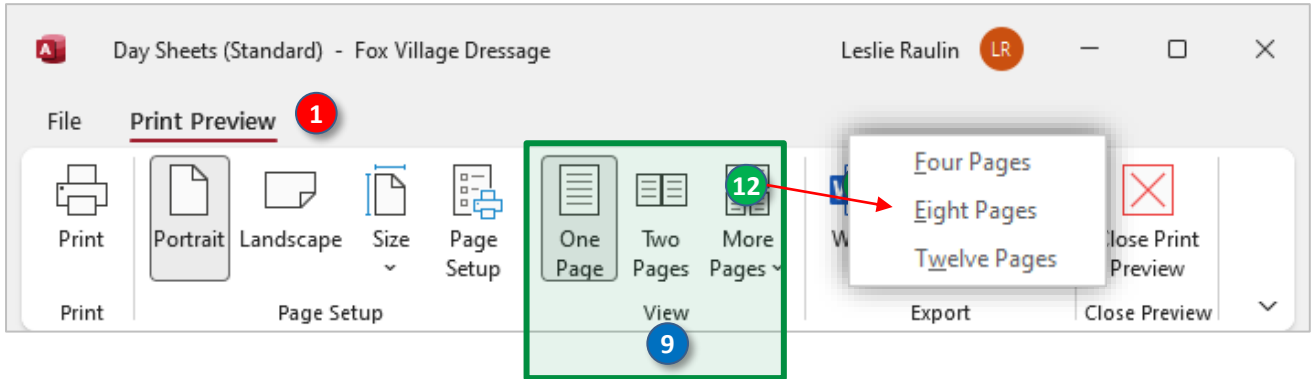


NOTE: View does not change the number of pages printed on a sheet of paper. That is accomplished through the printer properties (see your printer's manual).

SECTION VIII. PROGRAM FUNCTIONS

Print Preview > View > More Pages

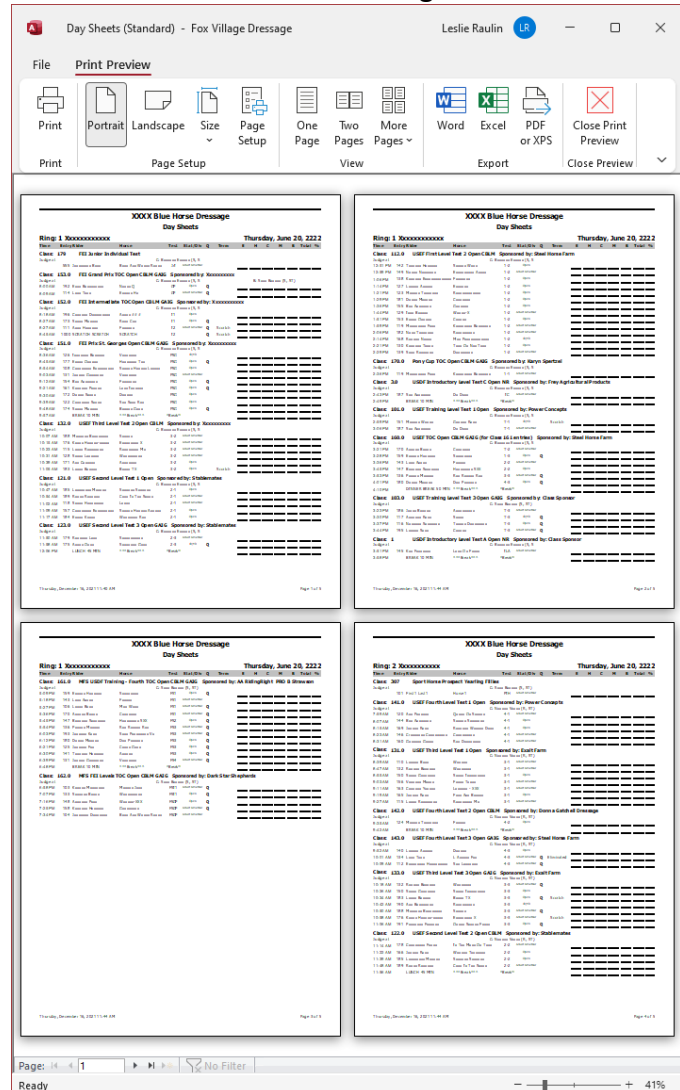
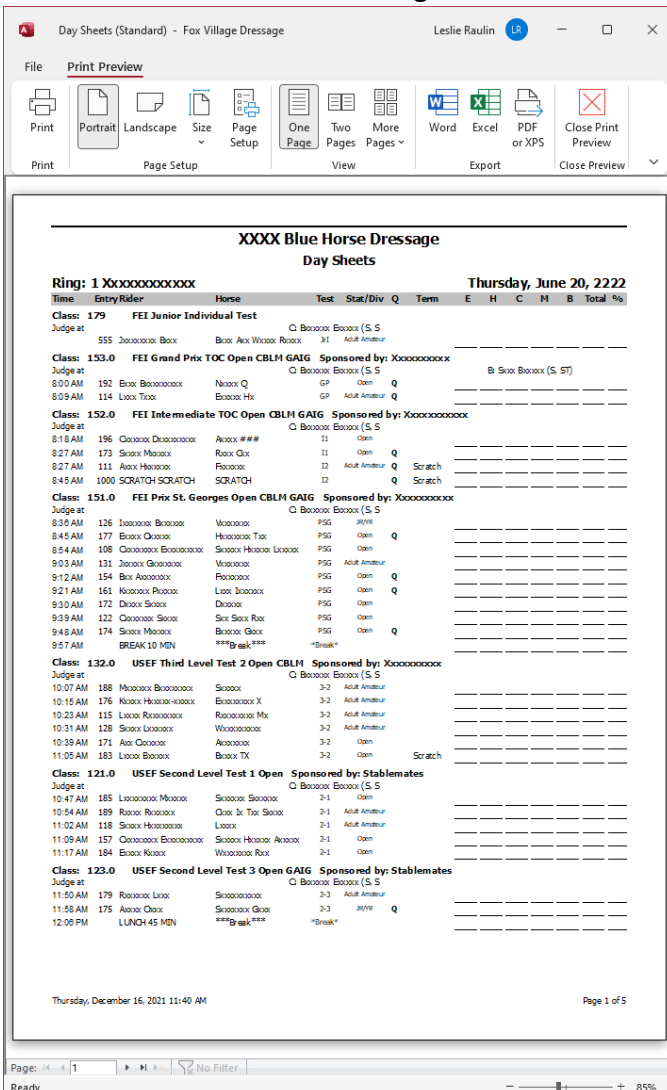
VIEW > MORE PAGES:



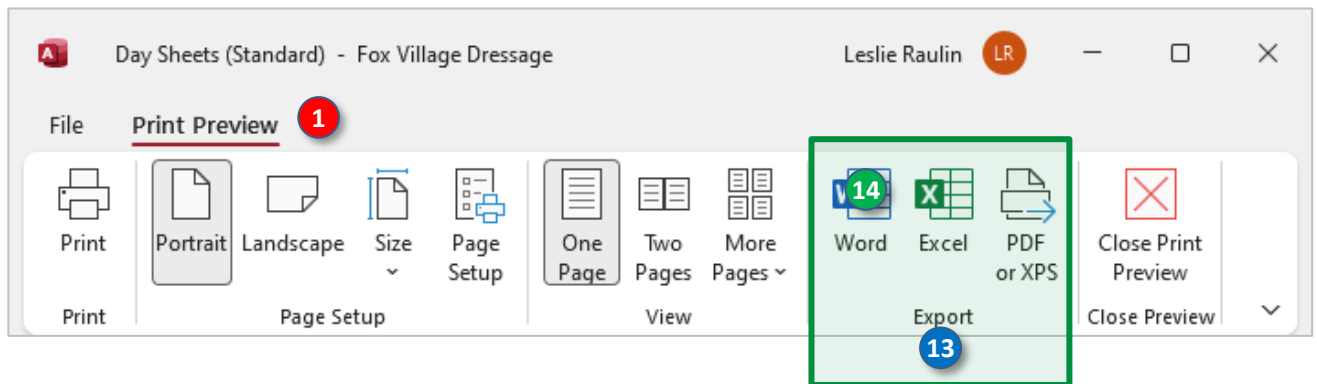
- To change from one page per screen to more pages per screen, select **1** Print Preview > **9** View > **12** More Pages drop-down arrow.
- Choose **Four Pages**, **Eight Pages**, or **Twelve Pages**. The example is four pages.

View > One Page

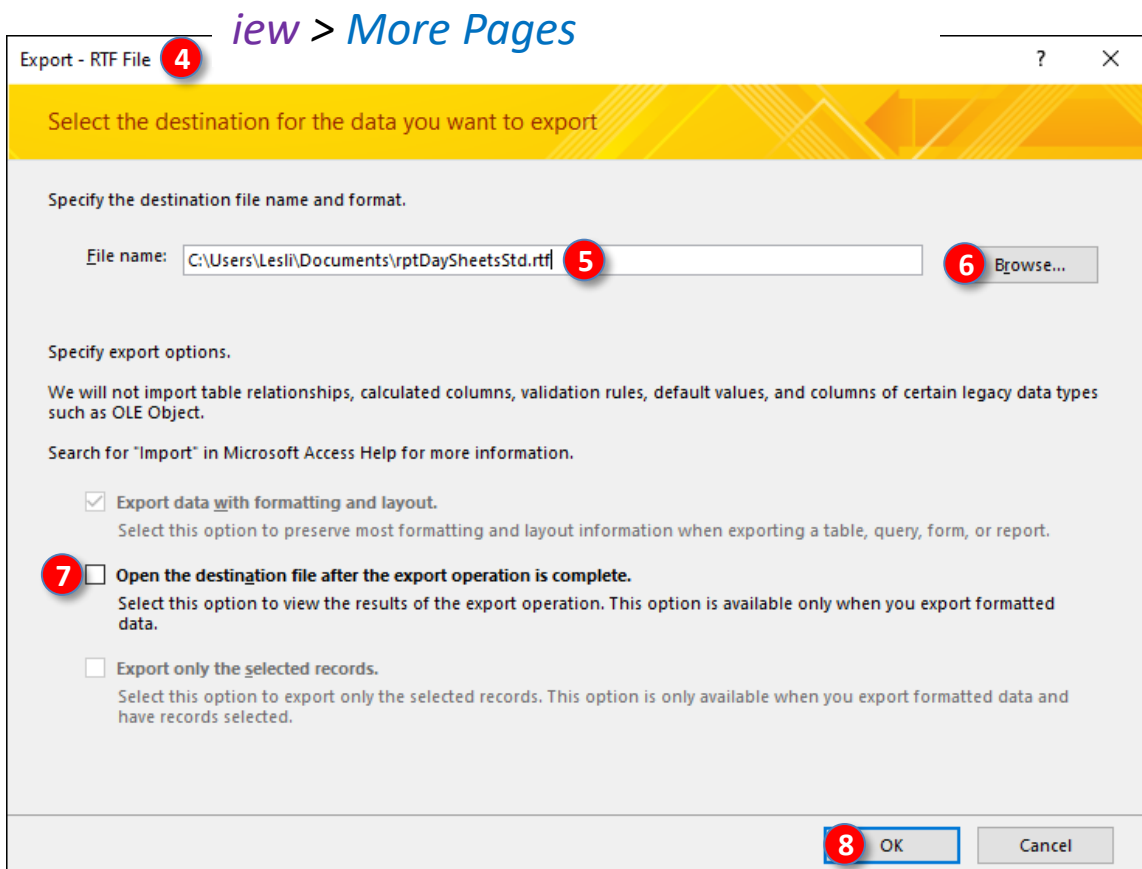
View > Four Pages



NOTE: View does not change the number of pages printed on a sheet of paper. That is accomplished through the printer properties (see your printer's manual).

*Print Preview > Export > Word > Save Options***EXPORT > WORD > SAVE OPTIONS:**

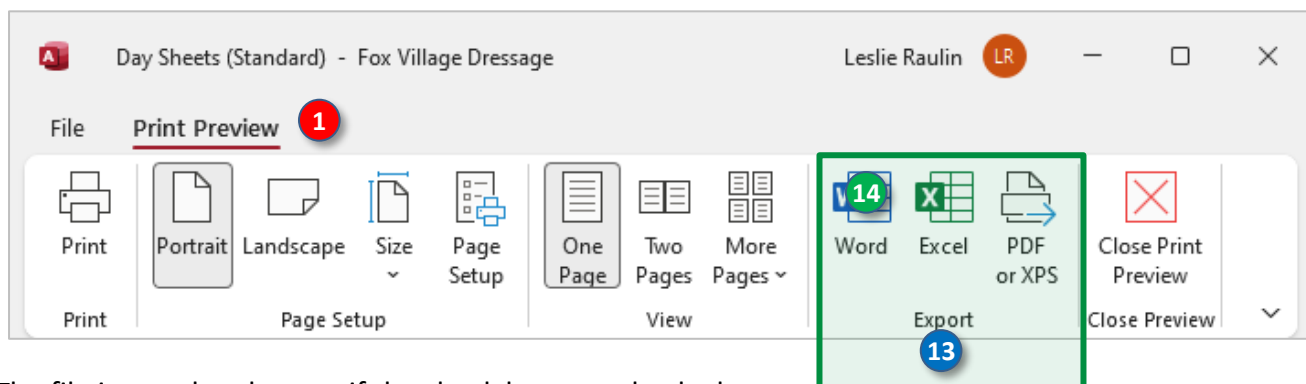
- To export (save) a report as a Microsoft Word file (actually, as a *.rtf file that can be used and saved in Word), select **1 Print Preview > 13 Export > 14 Word**.
- The **4 Export - RTF File** form opens.
- The default destination folder is your **5 Documents** folder with a file name indicative of the report being exported (in this example it is rptDaySheetsStd.rtf).
- Click **6 Browse...** to change the destination folder and/or the file name.
- If you want to open the destination file after the export operation is complete, click the **7 check box**.
- Click **8 OK**.



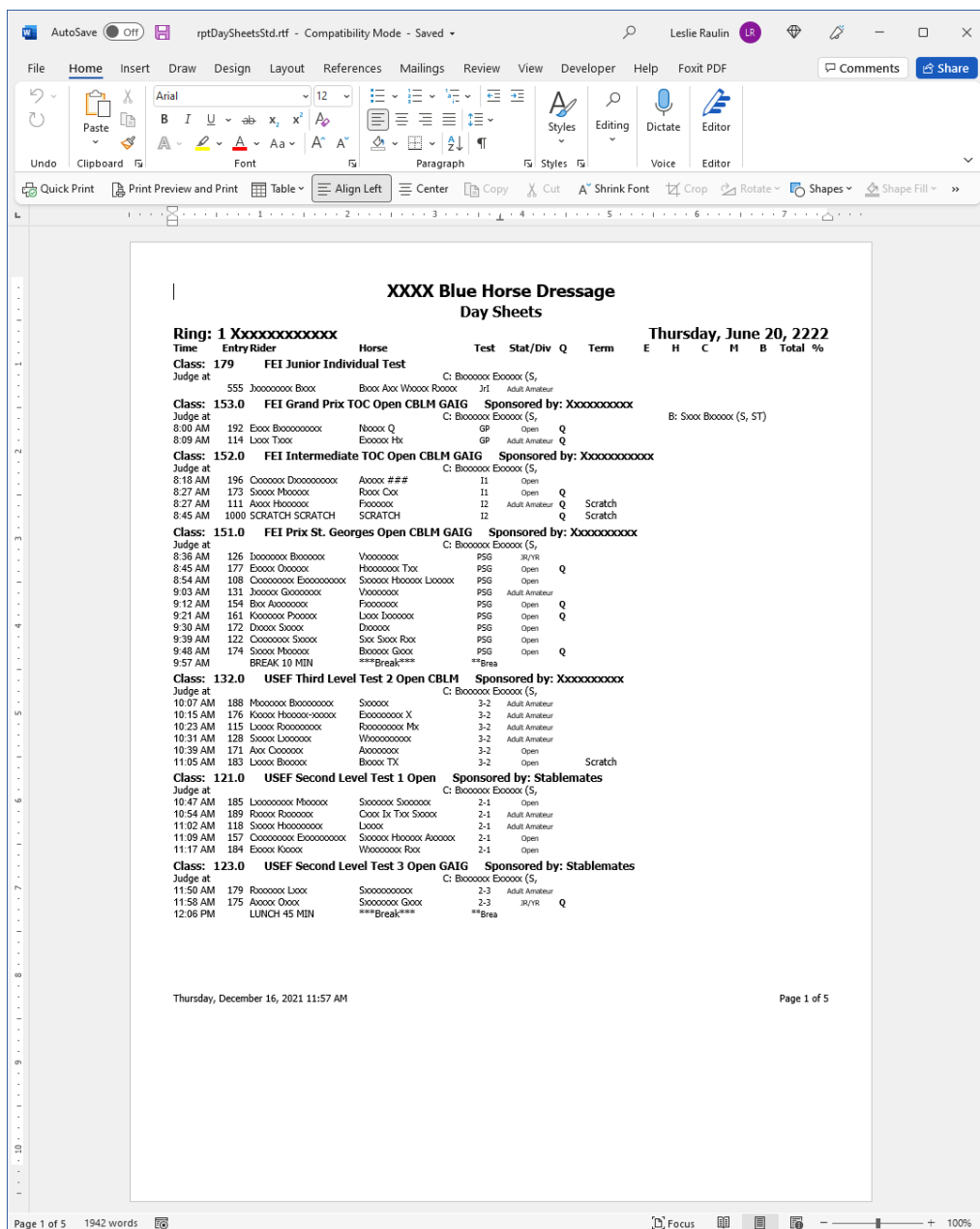
SECTION VIII. PROGRAM FUNCTIONS

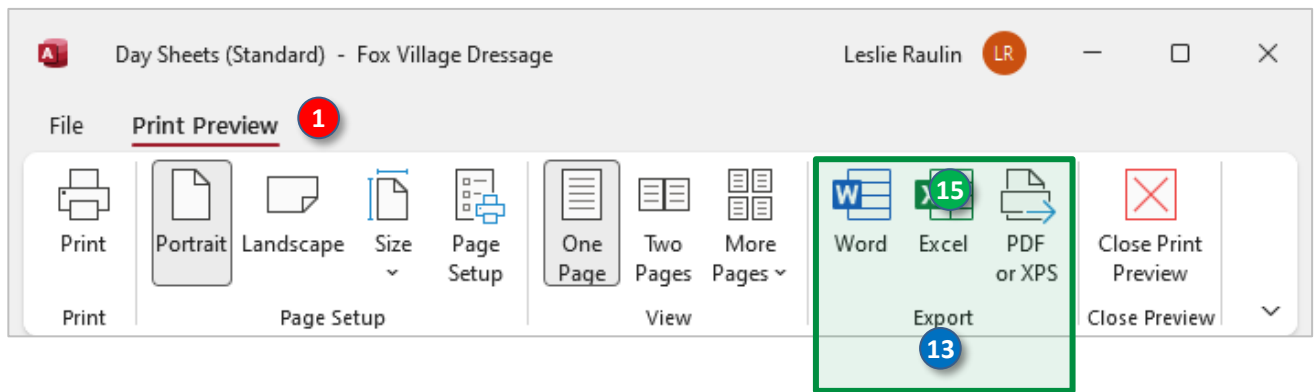
Print Preview > Export > Word > Save File Opens

EXPORT > WORD > SAVE FILE OPENS:

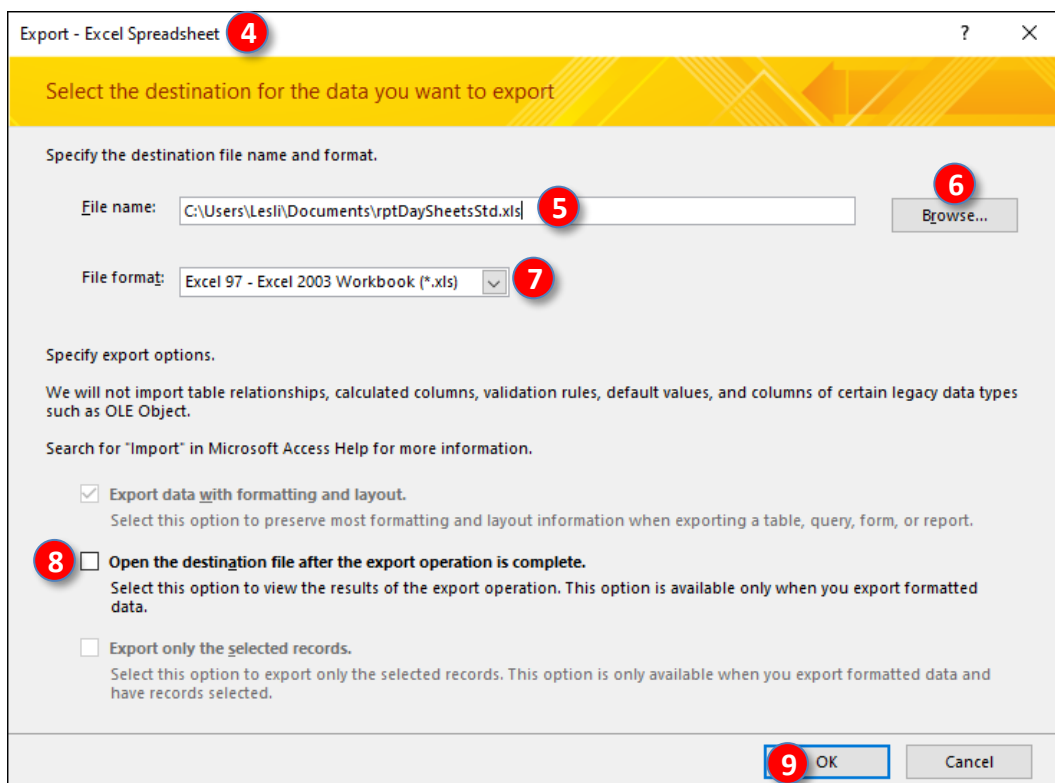


- The file is saved and opens if the check box was checked.



*Print Preview > Export > Excel > Save Options***EXPORT > EXCEL > SAVE OPTIONS:**

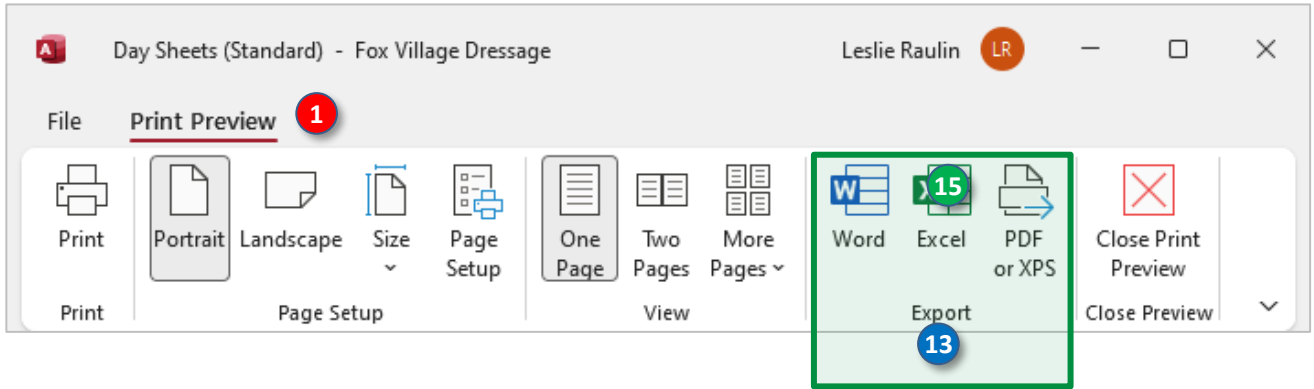
- To export (save) a report as a Microsoft Excel file, select **1 Print Preview > 13 Export > 15 Excel**.
- The **4 Export – Excel Spreadsheet** form opens.
- The default destination folder is your **5 Documents** folder with a file name indicative of the report being exported (in this example it is rptDaySheetsStd.xls).
- Click **6 Browse...** to change the destination folder and/or the file name.
- Click the **7 File format** drop-down arrow to select the version of Excel.
- If you want to open the destination file after the export operation is complete, click the **8** check box.
- Click **9 OK**.



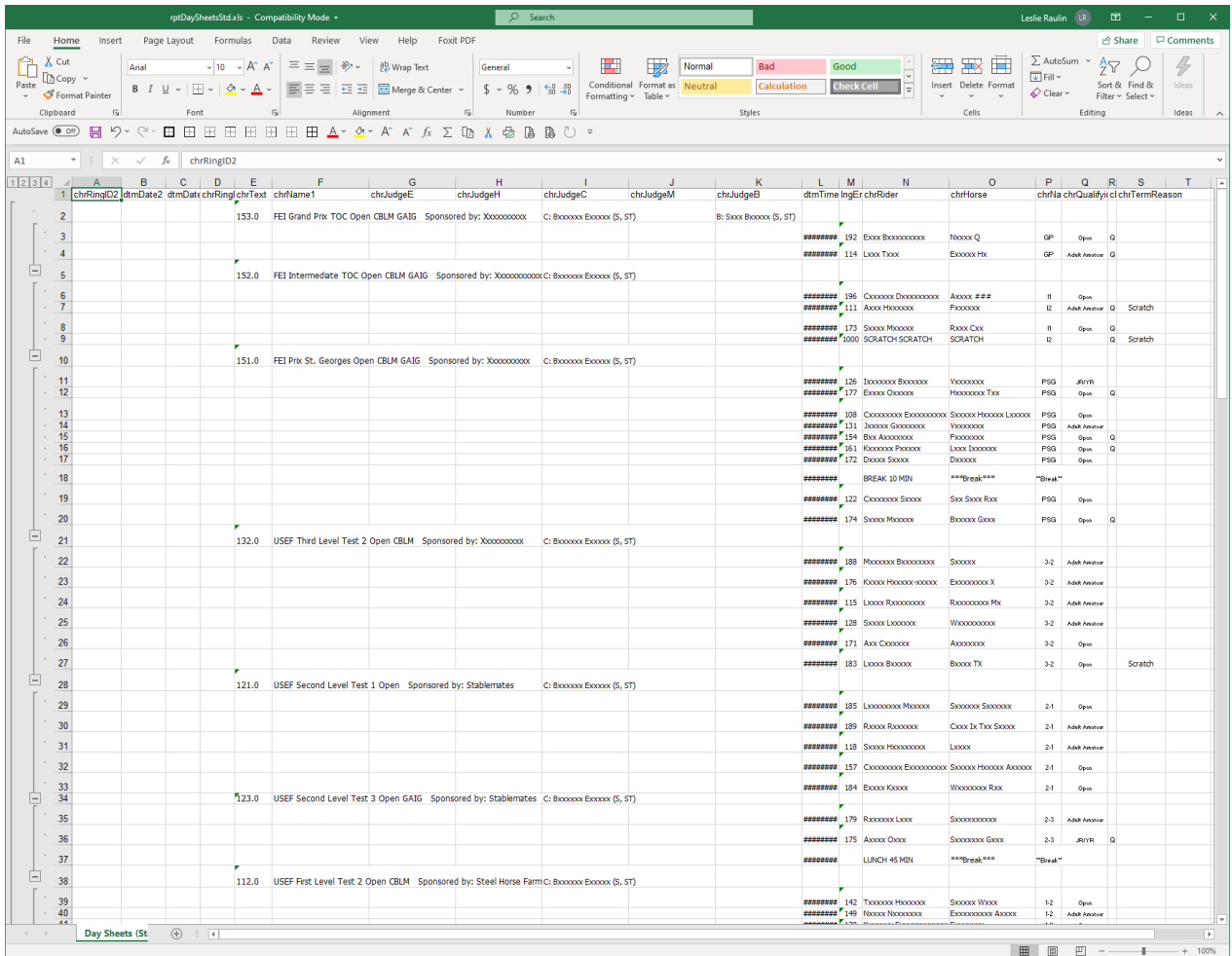
SECTION VIII. PROGRAM FUNCTIONS

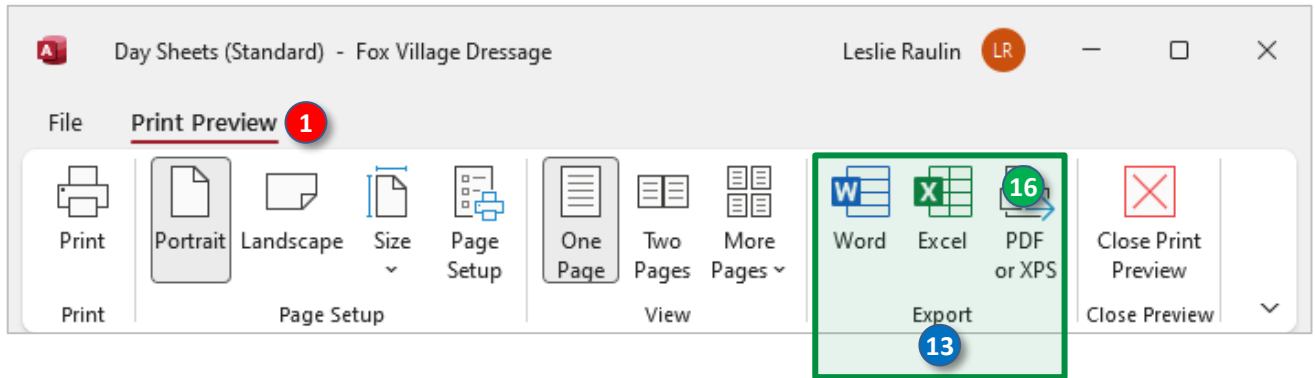
Print Preview > Export > Excel > Saved File Opens

EXPORT > EXCEL > SAVED FILE OPENS:

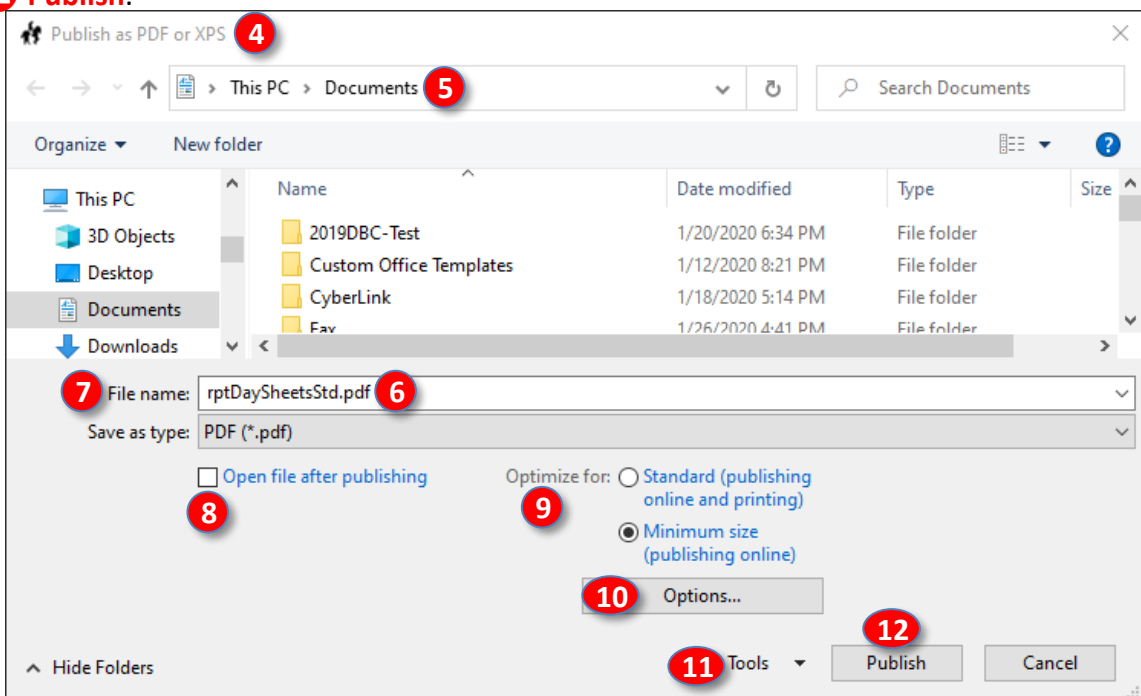


- The file is saved and opens if the check box was checked.



Print Preview > Export > PDF or XPS > Save Options**EXPORT > PDF OR XPS > SAVE OPTIONS:**

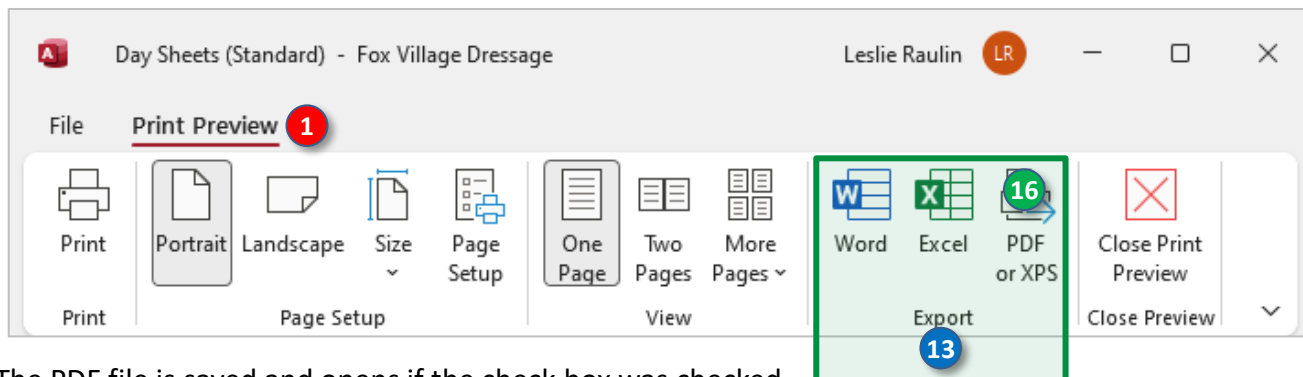
- To export (publish, save) a report as a PSD or XLS (Microsoft version of PDF) file, select **1 Print Preview** > **13 Export** > **16 PDF or XPS**.
- The **4 Publish as PDF or XPS** form opens.
- The default destination folder is your **5 Documents** folder with a file name indicative of the report being exported (in this example it is **6 rptDaySheetsStd.pdf**).
 - If a different folder destination is desired, navigate to that folder.
 - If a different file name is desired, change the file name in the **7 File name** box.
- If desired, select other options such as:
 - 8 Open file after publishing** – check the box if you want to open the PDF file after it is exported (published/ saved).
 - 9 Optimize for** – **Standard** creates a higher quality but larger file; **Minimum** creates a lesser quality but smaller file. Click the radial button you desire.
 - 10 Options** – lets you select a page range and other PDF options.
 - 11 Tools** – Used to map a network drive.
- Click **12 Publish**.



SECTION VIII. PROGRAM FUNCTIONS

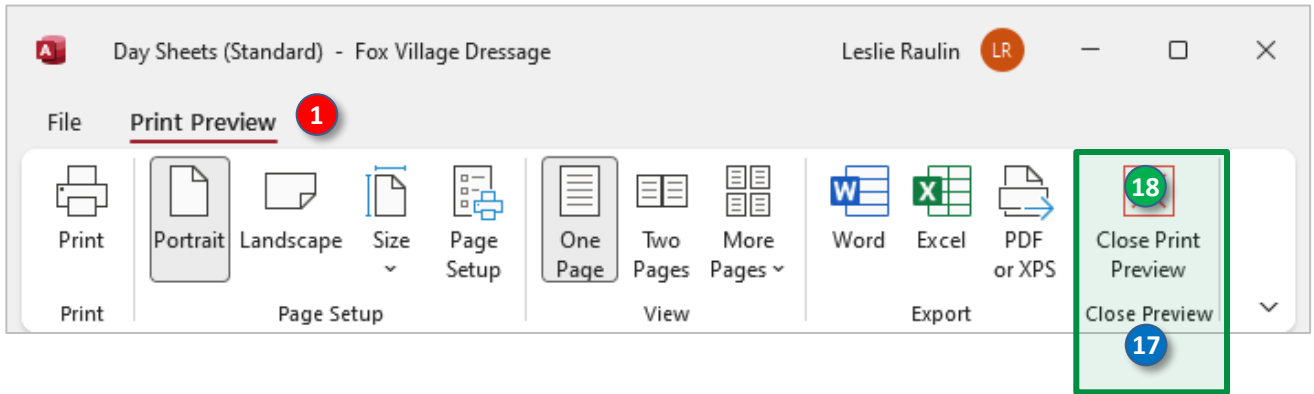
Print Preview > Export > PDF or XPS > Saved File Opens

EXPORT > PDF OR XPS > SAVED FILE OPENS:



- The PDF file is saved and opens if the check box was checked.

2020 Blue Horse Dressage 1													
Day Sheets													
Ring: 1 XXXXXXXXXXXX						Saturday, June 20, 2020							
Time	Entry Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B	Total	%
Class: 153.0 FEI Grand Prix TOC Open CBLM GAIG Sponsored by: XXXXXXXXX													
Judge at C: BXXXXXX EXXXXX (S, S) B: SXXXX BXXXX (S, ST)													
8:00 AM	192	Exxx Bxxxxxxx	Nxxxx Q	GP	Open	Q							
8:09 AM	114	Lxxx Txxx	Exxxx Hx	GP	Adult Amateur	Q							
Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponsored by: XXXXXXXXX													
Judge at C: BXXXXXX EXXXXX (S, S)													
8:18 AM	196	Cxxxxx Dxxxxxxx	Axxxx ###		11	Open							
8:27 AM	111	Axxx Hxxxxx	Fxxxxx	I2	Adult Amateur	Q	Scratch						
8:36 AM	173	Sxxxx Mxxxx	Rxxx Cx	I1	Open	Q							
8:45 AM	1000	SCRATCH SCRATCH	SCRATCH	I2		Q	Scratch						
Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponsored by: XXXXXXXXX													
Judge at C: BXXXXXX EXXXXX (S, S)													
8:54 AM	126	Ixxxxx Bxxxxx	Vxxxxxx	PSG	JR/YR								
9:03 AM	177	Exxx Oxxxx	Hxxxxx Txx	PSG	Open	Q							
9:12 AM	108	Cxxxxxxx Exxxxxxx	Sxxxx Hxxxx Lxxxx	PSG	Open								
9:21 AM	131	Jxxxx Gxxxxx	Vxxxxxx	PSG	Adult Amateur								
9:30 AM	154	Bxx Axxxxxx	Fxxxxx	PSG	Open	Q							
9:39 AM	161	Kxxxxx Pxxxx	Lxxx Jxxxxx	PSG	Open	Q							
9:48 AM	172	Dxxx Sxxx	Dxxxx	PSG	Open								
9:57 AM		BREAK 10 MIN	***Break***	*Break*									
10:07 AM	122	Cxxxxx Sxxx	Sxx Sxxx Rxx	PSG	Open								
10:16 AM	174	Sxxx Mxxxx	Bxxxx Gxxx	PSG	Open	Q							
Class: 132.0 USEF Third Level Test 2 Open CBLM Sponsored by: XXXXXXXXX													
Judge at C: BXXXXXX EXXXXX (S, S)													
10:25 AM	188	Mxxxxx Bxxxxxx	Sxxxx	3-2	Adult Amateur								
10:33 AM	176	Kxxx Hxxxx-xxxx	Exxxxxx X	3-2	Adult Amateur								
10:41 AM	115	Lxxx Rxxxxxx	Rxxxxxx Mx	3-2	Adult Amateur								
10:49 AM	128	Sxxx Lxxxxx	Wxxxxxxx	3-2	Adult Amateur								
10:57 AM	171	Axx Cxxxxx	Axxxxxx	3-2	Open								
11:05 AM	183	Lxxx Bxxxxx	Bxxx TX	3-2	Open	Scratch							
Class: 121.0 USEF Second Level Test 1 Open Sponsored by: Stablemates													
Judge at C: BXXXXXX EXXXXX (S, S)													
11:13 AM	185	Lxxxxxx Mxxxx	Sxxxx Sxxxx	2-1	Open								
11:20 AM	189	Rxxx Rxxxxx	Cxxx Ix Txx Sxxx	2-1	Adult Amateur								
11:28 AM	118	Sxxx Hxxxxxxx	Lxxx	2-1	Adult Amateur								
11:35 AM	157	Cxxxxxxx Exxxxxxx	Sxxxx Hxxxx Axxxx	2-1	Open								
11:43 AM	184	Exxx Kxxx	Wxxxxxx Rxx	2-1	Open								
Class: 123.0 USEF Second Level Test 3 Open GAIG Sponsored by: Stablemates													
Judge at C: BXXXXXX EXXXXX (S, S)													
11:50 AM	179	Rxxxxx Lxxx	Sxxxxxxx	2-3	Adult Amateur								
11:58 AM	175	Axxx Oxxx	Sxxxxxx Gxxx	2-3	JR/YR	Q							
12:06 PM		LUNCH 45 MIN	***Break***	*Break*									

Print Preview > Close Preview > Close Print Preview**CLOSE PREVIEW > CLOSE PRINT PREVIEW:**

- To close a report, on the **1** **Print Preview** tab, **17** **Close Preview** group, click **18** **Close Print Preview**.
- The report is closed and you are returned to the **Main Menu**.



SECTION IX.

TIPS &

TRICKS



TIPS & TRICKS 1. ENTRY REVIEW AND MANAGEMENT SUGGESTIONS – PAPER ENTRY PACKETS



Entry Review and Management Suggestions – Paper Entry Packets > Materials

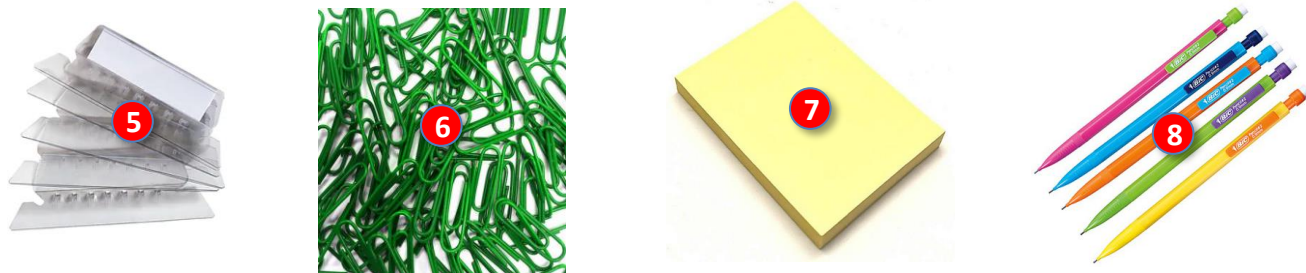
MATERIALS:

- Each show secretary develops their own method to review and manage their paper entries.
- The following demonstrates my paper entries method and is presented in hopes it may assist you.

Materials:

- 1 9" x 12" manilla envelopes (for entry packets)
- 2 9" x 12" white envelopes (for rider packets)
- 3 4.25" x 5.5" white labels (for entry packets)
- 4 Two hanging file boxes and two colors of hanging files (one for entry packets, one for rider packets)
- 5 Two sets of 1/5 cut hanging file tabs labeled A-XYZ. Put tabs on left side of files.
- 6 Paper clips.
- 7 2" x 1.5" post-it note pads.
- 8 Pencils with erasers.

NOTE: This paper entry packets method is not an official FVD product. It is a method developed and used by the FVD manual author.



Entry Review and Management Suggestions – Paper Entry Packets >

Create Custom Entry Packet Labels

CREATE CUSTOM ENTRY PACKET LABELS:

- In Excel (or Word or another program of your choice), create a 1 table that includes all the screening information needed for your show, similar to the table on this page.
- After designing the table, take a screen capture and paste it into a 2 PowerPoint slide (set to 8.5" x 11" size) (or another program of your choice).
- Make three copies of the table screen capture (you now have four copies) and arrange all four copies as in the 2 diagram.
- Adjust the sizes and placing of the screen captures so they print on one sheet of 4.25" x 5.5" labels (see [Supplies to Have on Hand](#) for sources).
- Print the labels and affix to the 3 top left of each entry packet before you start to screen it.
- As you screen an entry, using a pencil, record the status of each item on the label.

RIDER LAST			1 2 B
RIDER FIRST			
HORSE			
BRIDLE #		AA	JYR OPEN
ITEM	OK	STATUS	FIX
Rider USEF Member		ACT / NMS / EX / NO	
Rider USDF Member		PM / GM / NMS / EX / NO	
Owner USEF Member		ACT / NMS / EX / NO	
Owner USDF Member		PM / BM / GM / NMS / EX / NO	
Trainer USEF Member		ACT / NMS / EX / NO	
Coach USEF Member		ACT / NMS / EX / NO	
Horse USEF Recording		LIFE / ANN / HID / EX / NO	
Horse USDF Registration		LIFE / HID / EX / NO	
Rider SafeSport		YES / <18 / NO	
Owner SafeSport		YES / <18 / NO	
Trainer SafeSport		YES / <18 / NO	
Coach SafeSport		YES / <18 / NO	
GAIG Q		YES OK / YES FIX / NO / NA	
Complete Payment		YES / NO	
Owe \$		OWE / PD / NA	
Refund \$		REF / DONE / NA	
Horse Stall?		FrSa / SaSu / FrSaSu / NO	
Tack Stall?		FrSa / SaSu / FrSaSu / NO	
USEF Entry Agreement		Rid / Own / Trail / Coac / Par	
USEF Waiver		Rid / Own / Trail / Coac / Par	
Coggins		YES / NO / OLD / HORSE NAME	
Proof of Vaccination		YES / NO / OLD / HORSE NAME	
MFS Q Test		YES / NO / NA	

RIDER LAST			1 2 B
RIDER FIRST			
HORSE			
BRIDLE #		AA	JYR OPEN
ITEM	OK	STATUS	FIX
Rider USEF Member		ACT / NMS / EX / NO	
Rider USDF Member		PM / GM / NMS / EX / NO	
Owner USEF Member		ACT / NMS / EX / NO	
Owner USDF Member		PM / BM / GM / NMS / EX / NO	
Trainer USEF Member		ACT / NMS / EX / NO	
Coach USEF Member		ACT / NMS / EX / NO	
Horse USEF Recording		LIFE / ANN / HID / EX / NO	
Horse USDF Registration		LIFE / HID / EX / NO	
Rider SafeSport		YES / <18 / NO	
Owner SafeSport		YES / <18 / NO	
Trainer SafeSport		YES / <18 / NO	
Coach SafeSport		YES / <18 / NO	
GAIG Q		YES OK / YES FIX / NO / NA	
Complete Payment		YES / NO	
Owe \$		OWE / PD / NA	
Refund \$		REF / DONE / NA	
Horse Stall?		FrSa / SaSu / FrSaSu / NO	
Tack Stall?		FrSa / SaSu / FrSaSu / NO	
USEF Entry Agreement		Rid / Own / Trail / Coac / Par	
USEF Waiver		Rid / Own / Trail / Coac / Par	
Coggins		YES / NO / OLD / HORSE NAME	
Proof of Vaccination		YES / NO / OLD / HORSE NAME	
MFS Q Test		YES / NO / NA	

RIDER LAST			1 2 B
RIDER FIRST			
HORSE			
BRIDLE #		AA	JYR OPEN
ITEM	OK	STATUS	FIX
Rider USEF Member		ACT / NMS / EX / NO	
Rider USDF Member		PM / GM / NMS / EX / NO	
Owner USEF Member		ACT / NMS / EX / NO	
Owner USDF Member		PM / BM / GM / NMS / EX / NO	
Trainer USEF Member		ACT / NMS / EX / NO	
Coach USEF Member		ACT / NMS / EX / NO	
Horse USEF Recording		LIFE / ANN / HID / EX / NO	
Horse USDF Registration		LIFE / HID / EX / NO	
Rider SafeSport		YES / <18 / NO	
Owner SafeSport		YES / <18 / NO	
Trainer SafeSport		YES / <18 / NO	
Coach SafeSport		YES / <18 / NO	
GAIG Q		YES OK / YES FIX / NO / NA	
Complete Payment		YES / NO	
Owe \$		OWE / PD / NA	
Refund \$		REF / DONE / NA	
Horse Stall?		FrSa / SaSu / FrSaSu / NO	
Tack Stall?		FrSa / SaSu / FrSaSu / NO	
USEF Entry Agreement		Rid / Own / Trail / Coac / Par	
USEF Waiver		Rid / Own / Trail / Coac / Par	
Coggins		YES / NO / OLD / HORSE NAME	
Proof of Vaccination		YES / NO / OLD / HORSE NAME	
MFS Q Test		YES / NO / NA	

RIDER LAST			1 2 B
RIDER FIRST			
HORSE			
BRIDLE #		AA	JYR OPEN
ITEM	OK	STATUS	FIX
Rider USEF Member		ACT / NMS / EX / NO	
Rider USDF Member		PM / GM / NMS / EX / NO	
Owner USEF Member		ACT / NMS / EX / NO	
Owner USDF Member		PM / BM / GM / NMS / EX / NO	
Trainer USEF Member		ACT / NMS / EX / NO	
Coach USEF Member		ACT / NMS / EX / NO	
Horse USEF Recording		LIFE / ANN / HID / EX / NO	
Horse USDF Registration		LIFE / HID / EX / NO	
Rider SafeSport		YES / <18 / NO	
Owner SafeSport		YES / <18 / NO	
Trainer SafeSport		YES / <18 / NO	
Coach SafeSport		YES / <18 / NO	
GAIG Q		YES OK / YES FIX / NO / NA	
Complete Payment		YES / NO	
Owe \$		OWE / PD / NA	
Refund \$		REF / DONE / NA	
Horse Stall?		FrSa / SaSu / FrSaSu / NO	
Tack Stall?		FrSa / SaSu / FrSaSu / NO	
USEF Entry Agreement		Rid / Own / Trail / Coac / Par	
USEF Waiver		Rid / Own / Trail / Coac / Par	
Coggins		YES / NO / OLD / HORSE NAME	
Proof of Vaccination		YES / NO / OLD / HORSE NAME	
MFS Q Test		YES / NO / NA	

NOTE 1: FVD has multiple reports that list entry deficiencies; however, in my hands it is easier to use this entry packet label, with pencil annotations, to quickly update and refer to the status of an entry.

NOTE 2: Whenever you update a paper entry, ensure you annotate the change in FVD.

Entry Review and Management Suggestions – Paper Entry Packets >
Use of Custom Entry Packet Labels



USE OF CUSTOM ENTRY PACKET LABELS:

- Use a PENCIL so it is easy to make changes as the entry is updated.
- **1 RIDER LAST**: Enter the rider’s last name.
- **2 RIDER FIRST**: Enter the rider’s first name.
- **3 HORSE**: Enter the horse’s name.
- **4 BRIDLE #**: Enter the entry’s bridle number.
- **5 1 2 B**: For two shows in one weekend:
 - **1**: Entry is only for the first show (usually Saturday).
 - **2**: Entry is only for the second show day (usually Sunday)
 - **B**: Entry is for both shows (usually Saturday and Sunday)
- **6 AA JYR OPEN**:
 - **AA**: Circle this if the rider is an Adult Amateur (based on USEF card)
 - **JYR**: Circle this if the rider is a Junior Rider or a Young Rider (based on USDF card)
 - **OPEN**: Circle this if the rider is a Professional or a USEF non-member (based on USEF card or no card)
- **7 OK** column: For each item, put a check (✓) in this column if all requirements have been satisfied.
- **8 FIX** column: For each item, put an **X** in this column if all the requirements have NOT been satisfied. This will let you quickly ascertain an entry’s deficiencies. When the item is correct, the **X** is erased and the OK column is checked (✓).

RIDER LAST	1		5 1 2 B
RIDER FIRST	2		
HORSE	3		
BRIDLE #	4	6 AA JYR OPEN	
ITEM	OK	STATUS	FIX
Rider USEF Member	7	ACT / NM\$ / EX / NO	8
Rider USDF Member		PM / GM / NM\$ / EX / NO	
Owner USEF Member		ACT / NM\$ / EX / NO	
Owner USDF Member		PM / BM / GM / NM\$ / EX / NO	
Trainer USEF Member		ACT / NM\$ / EX / NO	
Coach USEF Member		ACT / NM\$ / EX / NO	
Horse USEF Recording		LIFE / ANN / HID / EX / NO	
Horse USDF Registration		LIFE / HID / EX / NO	
Rider SafeSport		YES / <18 / NO	
Owner SafeSport		YES / <18 / NO	
Trainer SafeSport		YES / <18 / NO	
Coach SafeSport		YES / <18 / NO	
GAIG Q		YES OK / YES FIX / NO / NA	
Complete Payment		YES / NO	
Owe \$ _____		OWE / PD / NA	
Refund \$ _____		REF / DONE / NA	
Horse Stall?		FrSa / SaSu / FrSaSu / NO	
Tack Stall?		FrSa / SaSu / FrSaSu / NO	
USEF Entry Agreement		Rid / Own / Trai / Coac / Par	
USEF Waiver		Rid / Own / Trai / Coac / Par	
Coggins		YES / NO / OLD / HORSE NAME	
Proof of Vaccination		YES / NO / OLD / HORSE NAME	
MFS Q Test		YES / NO / NA	

Continued on next page...

**Entry Review and Management Suggestions – Paper Entry Packets >
Use of Custom Entry Packet Labels, cont’d.**

- **9 Rider, Owner, or Trainer USEF Member:**
 - **ACT:** Circle if the person is a current USEF **Active Member** (Competing Member).
 - **NM\$:** Circle if the person is not a current USEF member but has paid the USEF Show Pass (**Non-Member**) fee.
 - **EX:** Circle if the person is **EX**empt from USEF membership.
 - **NO:** Circle if the person is **NOT** a USEF member, is **NOT** exempt, and has **NOT** paid the NM fee. **Put an X in the FIX box.**
- **10 Rider, Owner, or Trainer USDF Member:**
 - **PM:** Circle if the person is a USDF **Participating Member**.
 - **GM:** Circle if the person is a USDG **Group Member**.
 - **NM\$:** Circle if the person is **NOT** a USDF member but has paid the USDF **Non-Member fee**.
 - **EX:** Circle if the person is **EX**empt from USDF membership.
 - **NO:** Circle if the person is **NOT** a USDF member, is **NOT** exempt, and has not paid the NM fee. **Put an X in the FIX box.**
- **11 Rider, Owner, Trainer, Coach SafeSport:**
 - **YES:** Circle if the person is an adult with current SafeSport training.
 - **NA:** Circle if the person is not subject to SafeSport training (e: under age 18, USEF non-member).
 - **NO:** Circle if the person is subject to SafeSport training but does not have (current) training.

RIDER LAST			1 2 B
RIDER FIRST			
HORSE			
BRIDLE #		AA	JYR OPEN
ITEM	OK	STATUS	FIX
9 Rider USEF Member		ACT / NM\$ / EX / NO	
10 Rider USDF Member		PM / GM / NM\$ / EX / NO	
9 Owner USEF Member		ACT / NM\$ / EX / NO	
10 Owner USDF Member		PM / BM / GM / NM\$ / EX / NO	
9 Trainer USEF Member		ACT / NM\$ / EX / NO	
9 Coach USEF Member		ACT / NM\$ / EX / NO	
Horse USEF Recording		LIFE / ANN / HID / EX / NO	
Horse USDF Registration		LIFE / HID / EX / NO	
11 Rider SafeSport		YES / <18 / NO	
11 Owner SafeSport		YES / <18 / NO	
11 Trainer SafeSport		YES / <18 / NO	
11 Coach SafeSport		YES / <18 / NO	
GAIG Q		YES OK / YES FIX / NO / NA	
Complete Payment		YES / NO	
Owe \$ _____		OWE / PD / NA	
Refund \$ _____		REF / DONE / NA	
Horse Stall?		FrSa / SaSu / FrSaSu / NO	
Tack Stall?		FrSa / SaSu / FrSaSu / NO	
USEF Entry Agreement		Rid / Own / Trai / Coac / Par	
USEF Waiver		Rid / Own / Trai / Coac / Par	
Coggins		YES / NO / OLD / HORSE NAME	
Proof of Vaccination		YES / NO / OLD / HORSE NAME	
MFS Q Test		YES / NO / NA	

Continued on next page...

Entry Review and Management Suggestions – Paper Entry Packets > Use of Custom Entry Packet Labels, cont'd.

- **12 Horse USEF Recording:**
 - **LIFE:** Circle if the horse has USEF **LIFE** recording.
 - **ANN:** Circle if the horse has current USEF **ANN**ual recording.
 - **HID:** Circle if the horse has USEF or USDF **H**orse **I**dentification number.
 - **EX:** Circle if the horse is **EX**empt from USEF recording.
 - **NO:** Circle if the horse is not USEF recorded or USDF registered. **Put an X in the FIX box.**
- **13 Horse USDF Registration:**
 - **LIFE:** Circle if the horse is USDF **LIFE** registered.
 - **HID:** Circle if the horse has a USDF **H**orse **I**dentification number.
 - **EX:** Circle if the horse is **EX**empt from USDF registration.
 - **NO:** Circle if the horse is not USDF registered. **Put an X in the FIX box.**
- **14 GAIG Q:**
 - **YES OK:** Circle if the entrant requested GAIG Q for one or more rides and meets Q requirements.
 - **YES FIX:** Circle if the entrant requested GAIG Q for one or more rides and does not meet Q requirements. **Put an X in the FIX box.**
 - **NO:** Circle if the entrant is riding GAIG Q tests but did not request GAIG Q.
 - **NA:** Circle if the entrant is not riding any GAIG Q tests.

RIDER LAST		1	2	B
RIDER FIRST				
HORSE				
BRIDLE #		AA	JYR	OPEN
ITEM	OK	STATUS		FIX
Rider USEF Member		ACT / NM\$ / EX / NO		
Rider USDF Member		PM / GM / NM\$ / EX / NO		
Owner USEF Member		ACT / NM\$ / EX / NO		
Owner USDF Member		PM / BM / GM / NM\$ / EX / NO		
Trainer USEF Member		ACT / NM\$ / EX / NO		
Coach USEF Member		ACT / NM\$ / EX / NO		
12 Horse USEF Recording		LIFE / ANN / HID / EX / NO		
13 Horse USDF Registration		LIFE / HID / EX / NO		
Rider SafeSport		YES / <18 / NO		
Owner SafeSport		YES / <18 / NO		
Trainer SafeSport		YES / <18 / NO		
Coach SafeSport		YES / <18 / NO		
14 GAIG Q		YES OK / YES FIX / NO / NA		
Complete Payment		YES / NO		
Owe \$ _____		OWE / PD / NA		
Refund \$ _____		REF / DONE / NA		
Horse Stall?		FrSa / SaSu / FrSaSu / NO		
Tack Stall?		FrSa / SaSu / FrSaSu / NO		
USEF Entry Agreement		Rid / Own / Trai / Coac / Par		
USEF Waiver		Rid / Own / Trai / Coac / Par		
Coggins		YES / NO / OLD / HORSE NAME		
Proof of Vaccination		YES / NO / OLD / HORSE NAME		
MFS Q Test		YES / NO / NA		

Continued on next page...

**Entry Review and Management Suggestions – Paper Entry Packets >
Use of Custom Entry Packet Labels, cont’d.**

- **15 Complete Payment:**
 - **YES:** Circle if the entry has been paid in full.
 - **NO:** Circle if the entry has NOT been paid in full. **Put an X in the FIX box.**
- **16 Owe \$_____:** On the line, enter amount owed to the show by the entrant.
 - **OWE:** Circle if the amount is owed. **Put an X in the FIX box.**
 - **PD:** Circle if the amount has been paid by the entrant. **When the payment is received, erase the OWE, erase the X in the FIX box and put a check in the OK box.**
 - **NA:** Circle if a refund was not due to the entrant.
- **17 Refund:_____:** On the line, enter the refund due by the show to the entrant.
 - **REF:** Circle if a refund is due. **Put an X in the FIX box.**
 - **PD:** Circle if the refund has been paid by to show to the entrant. **When the refund is provided, erase the REF, erase the X in the FIX box and put a check in the OK box.**
 - **NA:** Circle if a refund was not due to the entrant.
- **18 Horse Stall?** (Your table will have nomenclature for your stall types. Examples are shown here.)
 - **FrSa:** Circle if the entrant request a stall for Friday and Saturday.
 - **SaSu:** Circle if the entrant requested a stall Saturday and Sunday.
 - **FrSaSu:** Circle if the entrant request a stall Friday, Saturday, and Sunday.
 - **NO:** Circle if the entrant did not request a stall.
- **19 Tack Stall?** (Your table will have nomenclature for your tack stall types. Examples are shown here.)
 - **T-FS:** Circle if the entrant request a tack stall for Friday and Saturday.
 - **T-SS:** Circle if the entrant requested a tack stall Saturday and Sunday.
 - **T-FSS:** Circle if the entrant request a tack stall Friday, Saturday, and Sunday.
 - **NO:** Circle if the entrant did not request a tack stall.

RIDER LAST			1 2 B
RIDER FIRST			
HORSE			
BRIDLE #		AA	JYR OPEN
ITEM	OK	STATUS	FIX
Rider USEF Member		ACT / NM\$ / EX / NO	
Rider USDF Member		PM / GM / NM\$ / EX / NO	
Owner USEF Member		ACT / NM\$ / EX / NO	
Owner USDF Member		PM / BM / GM / NM\$ / EX / NO	
Trainer USEF Member		ACT / NM\$ / EX / NO	
Coach USEF Member		ACT / NM\$ / EX / NO	
Horse USEF Recording		LIFE / ANN / HID / EX / NO	
Horse USDF Registration		LIFE / HID / EX / NO	
Rider SafeSport		YES / <18 / NO	
Owner SafeSport		YES / <18 / NO	
Trainer SafeSport		YES / <18 / NO	
Coach SafeSport		YES / <18 / NO	
GAIG Q		YES OK / YES FIX / NO / NA	
15 Complete Payment		YES / NO	
16 Owe \$_____		OWE / PD / NA	
17 Refund \$_____		REF / DONE / NA	
18 Horse Stall?		FrSa / SaSu / FrSaSu / NO	
19 Tack Stall?		FrSa / SaSu / FrSaSu / NO	
USEF Entry Agreement		Rid / Own / Trai / Coac / Par	
USEF Waiver		Rid / Own / Trai / Coac / Par	
Coggins		YES / NO / OLD / HORSE NAME	
Proof of Vaccination		YES / NO / OLD / HORSE NAME	
MFS Q Test		YES / NO / NA	

Continued on next page...

**Entry Review and Management Suggestions – Paper Entry Packets >
Use of Custom Entry Packet Labels, cont’d.**

- **20 USEF Entry Agreement:**
 - **Rid:** Circle if the Rider has signed the form.
 - **Own:** Circle if the Owner has signed the form.
 - **Trai:** Circle if the Trainer has signed the form.
 - **Coac:** Circle if the Coach has signed the form.
 - **Par:** Circle if the Parent has signed the form (if applicable).
 - If a person has not signed the form, do not circle and put and X in the fix box.
- **21 USEF Waiver Form:**
 - **Rid:** Circle if the Rider has signed the form.
 - **Own:** Circle if the Owner has signed the form.
 - **Trai:** Circle if the Trainer has signed the form.
 - **Coac:** Circle if the Coach has signed the form.
 - **Par:** Circle if the Parent has signed the form (if applicable).
 - If a person has not signed the form, do not circle and put and X in the fix box.
- **22 Coggins:**
 - **YES:** Circle if a complete current Coggins is in the entry.
 - **NO:** Circle if a complete current Coggins is NOT in the entry. **Put an X in the FIX box.**
 - **OLD:** Circle if the Coggins has expired. **Put an X in the FIX box.**
 - **HORSE NAME:** Circle if the Coggins has the wrong horse name (example: barn name). **Put an X in the FIX box.**
- **23 Proof of Vaccination:**
 - **YES:** Circle if a complete current Proof of Vaccination is in the entry.
 - **NO:** Circle if a complete current Proof of Vaccination is NOT in the entry. **Put an X in the FIX box.**
 - **OLD:** Circle if the proof of vaccination has expired. **Put an X in the FIX box.**
 - **HORSE NAME:** Circle if the proof of vaccination has the wrong horse name (example: barn name). **Put an X in the FIX box.**
- **24 MFS Q Test:**
 - **YES:** The entrant requested a MFS ride and the appropriate proof of qualification is in the entry.
 - **NO:** The entrant requested a MFS ride and the appropriate proof of qualification is NOT in the entry. **Put an X in the FIX box.**
 - **NA:** Circle if the entrant did not request a MFS ride.

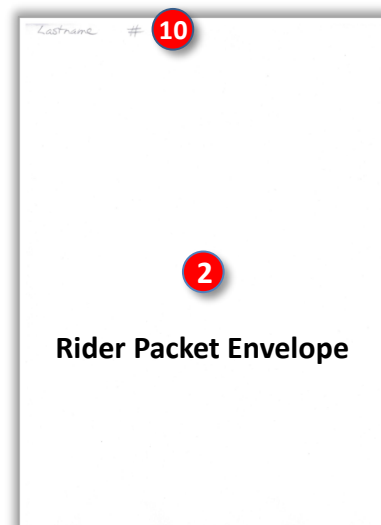
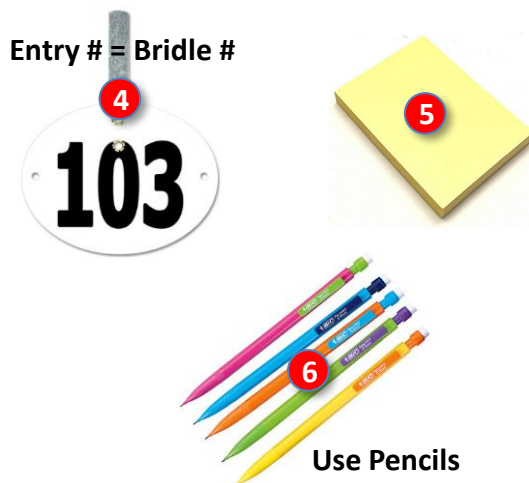
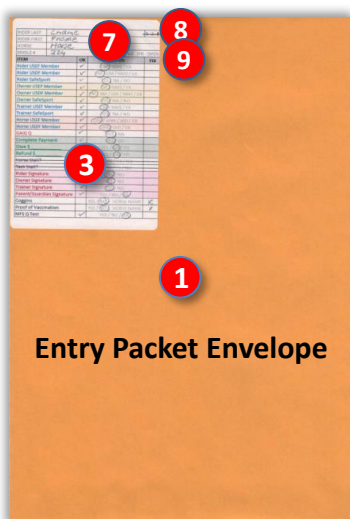
RIDER LAST			1 2 B
RIDER FIRST			
HORSE			
BRIDLE #		AA	JYR OPEN
ITEM	OK	STATUS	FIX
Rider USEF Member		ACT / NM\$ / EX / NO	
Rider USDF Member		PM / GM / NM\$ / EX / NO	
Owner USEF Member		ACT / NM\$ / EX / NO	
Owner USDF Member		PM / BM / GM / NM\$ / EX / NO	
Trainer USEF Member		ACT / NM\$ / EX / NO	
Coach USEF Member		ACT / NM\$ / EX / NO	
Horse USEF Recording		LIFE / ANN / HID / EX / NO	
Horse USDF Registration		LIFE / HID / EX / NO	
Rider SafeSport		YES / <18 / NO	
Owner SafeSport		YES / <18 / NO	
Trainer SafeSport		YES / <18 / NO	
Coach SafeSport		YES / <18 / NO	
GAIG Q		YES OK / YES FIX / NO / NA	
Complete Payment		YES / NO	
Owe \$ _____		OWE / PD / NA	
Refund \$ _____		REF / DONE / NA	
Horse Stall?		FrSa / SaSu / FrSaSu / NO	
Tack Stall?		FrSa / SaSu / FrSaSu / NO	
20 USEF Entry Agreement		Rid / Own / Trai / Coac / Par	
21 USEF Waiver		Rid / Own / Trai / Coac / Par	
22 Coggins		YES / NO / OLD / HORSE NAME	
23 Proof of Vaccination		YES / NO / OLD / HORSE NAME	
24 MFS Q Test		YES / NO / NA	

• As an item is updated, using the pencil & eraser, and change the circled STATUS, erase the FIX box X, and check the OK box. This gives you a current, at a glance, status of the entry.

Entry Review and Management Suggestions – Paper Entry Packets > Procedure > Use of Materials, Open Entry

PROCEDURE > USE OF MATERIALS:

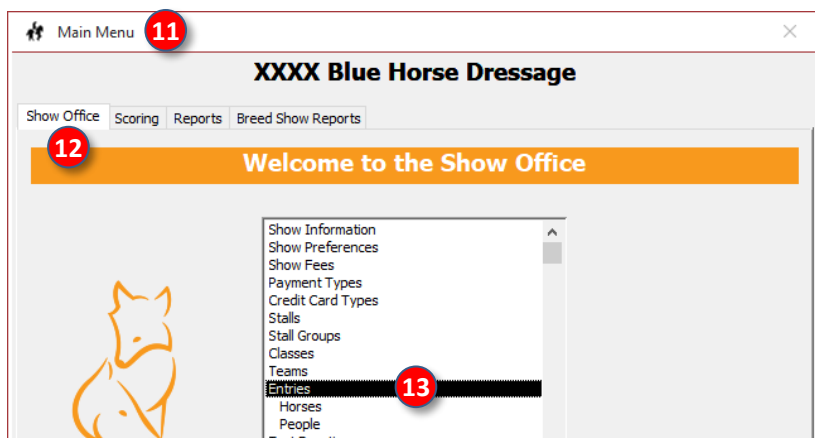
- Print the emailed EE entry packet or have a mailed entry in front of you.
- Pull out a **1** kraft envelope (entry packet envelope – contents will be reviewed by the TD), a **2** white envelope (rider packet envelope – will be given to the rider at the show), an **3** entry packet label, the **4** bridle number for this entry, and **5** 1.5" x 2" sticky sheet to mark incomplete entries.
- Affix the entry packet label to the top left of the kraft envelope.



- All your writing will be done in **6 pencil** so changes can be made as the entry is updated.
- Write the **7** rider name, horse name, bridle number on the entry packet label.
- If you have two shows in one weekend, circle **8 1, 2, or B**.
- Circle the appropriate **9** rider status (**AA JYR OPEN**).
- Write the **10** rider's last name and bridle number on the top left of the white envelope.
- Put the bridle number into the white envelope.

PROCEDURE > OPEN ENTRY:

- If not already open, click **11 Main Menu** > **12 Show Office** > **13 Entries**.



Entry Review and Management Suggestions – Paper Entry Packets > Procedure > Summary Tab, Entry Confirmation Mailer

PROCEDURE > SUMMARY TAB:

- The **1** Entry form opens to the **2** Summary tab.
- For EE entries (emailed or mailed):
 - Using **3** Entry (Lookup), open the entry you are working on.
 - You will see entry information downloaded from EE. You will update/expand the data.
- For hand-written entries:
 - Click the **4** Add Entry icon to open a new entry.
 - There will be no data; you must hand-enter the entry data.
- If needed (ugh!), look up information via www.EqVerification.org and print that report.
- You can also use [FVD USEF Information](#) if the entry has enough information to search the USEF database.
- Sequence of review:
 - I first annotate the entry packet label.
 - Then I go over and edit the FVD entry tabs (see [DETAILS OF A FVD ENTRY](#) for instructions).
- After you have screened the entry, completed the entry packet label, and updated the FVD screens, in the **5** Entry Memo box, write a short memo saying the entry is complete or saying what is missing in the entry (this memo will go to the entrant in FVD communications). Do not use <, <, &, ', or " in the message.
- Click the **6** Print Confirmation icon.

PROCEDURE > ENTRY CONFIRMATION MAILER:

- The **7** Entry Confirmation Mailer (Standard) report opens.
- Click **8** Print to print the report.
- Click **9** Close Print Preview to close the report.
- Use this as the first page of the entry packet to assist you and the TD during packet review. You can make notes on this page as the entry is updated, which serves as a reminder of steps taken to update and complete the entry.

Entry Review and Management Suggestions – Paper Entry Packets > Procedure > Upload Confirmations, Organize Entry Packet

PROCEDURE > UPLOAD CONFIRMATIONS:

- Click **1** **Upload Confirmations** to send a confirmation email to the entry participants. They will receive an email with all their FVD show data as an attachment (see [FVD Upload Confirmations](#) for details).
- After the confirmation is uploaded, the **2** **Confirmation Mailed** box is automatically **3** checked to let you know a confirmation has been emailed to the entrants.
- Although not required, if there are entry deficiencies, I also send a personal email to the entrants (rider, owner & trainer) letting them know of the entry deficiencies. I do this because many people do not open the FVD Entry Confirmation email, but they do open a personal email. To ensure they open your personal email, use a SUBJECT that clearly indicates it is information about their entry; for example: **YYYY Blue Horse Dressage – Incomplete Entry**.
- I do not send a personal email if the entry is complete.

PROCEDURE > ORGANIZE ENTRY PACKET:

- Next organize the paper entry packet in a standard order (makes review easier for you and the TD). This is the order I use:
 1. FVD Entry Confirmation Mailer
 2. EE Summary Page
 3. EE Entry Form (or snail mailed hand-written entry form)
 4. EE Stabling Form
 5. EE or EqVerification.org USEF and USDF numbers and status
 6. EE or mailed or emailed USEF Waiver Form
 7. EE or mailed or emailed USEF Entry Application
 8. EE or mailed or emailed Coggins
 9. EE or mailed or emailed Proof of Vaccination (if required by the show to be in the entry packet)
 10. EE or mailed or emailed proof of current SafeSport training for adult rider, owner, trainer and coach (if part of the entry)
 11. EE or mailed or emailed proof of qualification to ride in a MFS class (if the entry has a MFS ride)
 12. Any other documents pertinent to the entry that are required by the show.

Entry Review and Management Suggestions – Paper Entry Packets >

Procedure > Filing of Packets

PROCEDURE > FILING OF PACKETS:

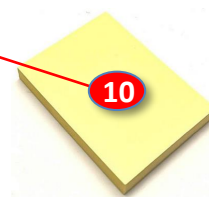
• Complete Entries:

- Staple the entry documents together and place them in the entry's **1** kraft envelope (entry packet).
- Place a **2** paper clip at the top of the envelope (prevents "lost" entries due to a flap covering an entry).
- Place the kraft envelope vertically in the **3** entry packet hanging file box in the **4** hanging file corresponding to the first letter of the rider's last name. This helps you organize the packets alphabetically so the TD can easily find each packet.
- Place the paperclipped **5** white envelope (rider packet) in the **6** rider packet hanging file box in the hanging file corresponding to the first letter of the rider's last name. This helps you find the packets when entrants check in at the show office.



• Incomplete Entries:

- Paper clip the entry packet documents together and place them in the entry's **7** kraft envelope (entry packet).
- Place the **8** white envelope (rider packet) behind the kraft envelope and **9** paper clip them together. By doing this, you will not accidentally give a rider packet with bridle number to an entrant whose entry is incomplete.
- Place a **10** 1.5" x 2" post-it note on the top right of the kraft envelope. This flags the entry packet as incomplete.
- Place the kraft envelope / white envelope vertically in the entry packet hanging file box in the hanging file corresponding to the first letter of the rider's last name. This helps you organize the packets alphabetically so you and the TD can easily find each packet.



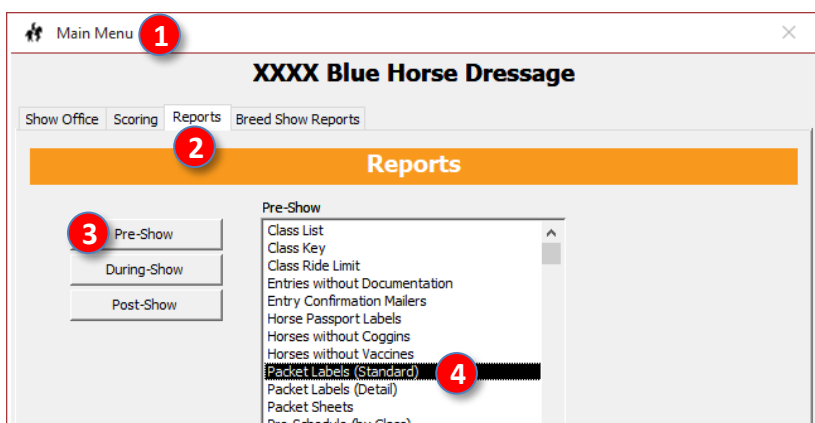
Entry Review and Management Suggestions – Paper Entry Packets > Procedure > Update Entries, [Rider] Packet Labels, Manage Packet at the Show

PROCEDURE > UPDATE ENTRIES: (when received before the show)

- Update the entry packet label.
- Update FVD to reflect the updates.
- Annotate updates on the first page of the entry packet.
- Add new documents to the entry packet. Staple the documents together and place them in the entry's kraft envelope (entry packet).
- Place the paperclipped kraft envelope (entry packet) vertically in the entry packet hanging file box.
- If the entry is now complete, place the paperclipped white envelope (rider packet) vertically in the rider packet hanging box.
- Send the entrants a new FVD Confirmation Email to provide the updated status of their entry.

PROCEDURE > [RIDER] PACKET LABELS: (just before the show)

- Click **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Packet Labels (Standard)**.
- The Packet Labels (Standard) report opens.
- Print the labels on 2" x 4" shipping labels.
- Affix the **5** appropriate packet label to the top left of each (white) rider packet, including those with incomplete entries.



PROCEDURE > MANAGE PACKETS AT THE SHOW:

- Complete entry packets: Give the entrant the white envelope (rider packet) and wish them a fun show.
- Incomplete entry packets:
 - Control your temper!
 - Update the entry packet label.
 - Update FVD to reflect the updates.
 - Annotate updates on the first page of the entry packet.
 - Add new documents to the entry packet. Staple the documents together and place them in the entry's kraft envelope (entry packet).
 - Send the entrants a new FVD Confirmation Email to provide the updated status of their entry.
 - Place the paperclipped kraft envelope (entry packet) vertically in the entry packet hanging file box.
 - Give the white envelope (rider packet) to the entrant.

TIPS & TRICKS 2. ENTRY REVIEW AND MANAGEMENT SUGGESTIONS – DIGITAL ENTRY PACKETS



Entry Review and Management Suggestions – Digital Entry Packets > Introduction, Set Up Show Computer, Screen Capture Software

NOTE 1: This digital entry packets method is not an official FVD product and has not been reviewed by USEF or USDF. It is a method developed and used by the FVD manual author. Check w your TD to ensure s/he will use it.

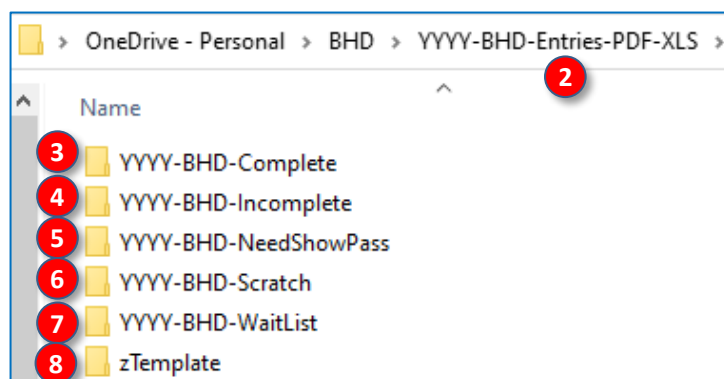
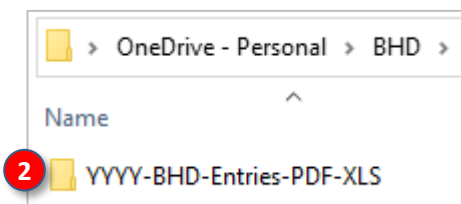
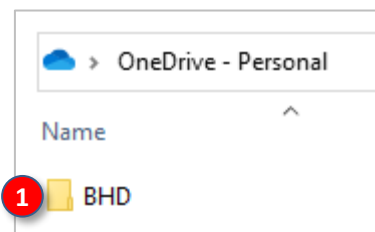
NOTE 2: With this method, a networked computer must be available to the TD for entry packet review.

INTRODUCTION:

- The preceding paper entry packet procedure uses a lot of paper and toner, requires a large hanging file box, and entries can be confusing to review. Show document archives are also large and bulky.
- I have therefore adopted a digital entry packet method that I prefer. This method may look a bit difficult, but I find it much easier than juggling around lots of paper.
- I use a cloud drive (MS OneDrive) for storage of the digital entry packets.

SET UP SHOW COMPUTER:

- On the cloud drive, create a folder for the show or show series. In this example, a **1 BHD** (for Blue Horse Dressage) folder was created.
- In the **BHD** folder, create a subfolder similar to **2 YYYY-BHD-Entries-PDF-XLS** (use a file name appropriate for your show, but include **Entries-PDF-XLS**).
- In the **YYYY-BHD-Entries-PDF-XLS** folder, create the following subfolders:
 - **3 YYYY-BHD-Complete.** This is where you will store your complete digital entry packets.
 - **4 YYYY-BHD-Incomplete.** This is where you will store your incomplete digital entry packets.
 - **5 YYYY-BHD-NeedShowPass.** This is where you will store digital entry packets that are only missing one or more USEF Show Passes.
 - **6 YYYY-BHD-Scratch.** This is where you will store your scratched digital entry packets.
 - **7 YYYY-BHD-WaitList.** This is where you will store your digital entry packets on your waiting list, if you have one.
 - **8 zTemplate.** This is where you will store an extra copy of your digital entry template (to be explained shortly).



SCREEN CAPTURE SOFTWARE:

- This digital entry packets method requires a means to do screen image captures.
- This can be done using the **PrtScn** (Print Screen) key on the keyboard ([click here](#)). However, this requires a lot of image cropping.
- Windows 10 also has a built-in **Snipping Tool** for screen captures (click Win Logo + Shift + S).
- I use **Snagit** software ([click here](#)). As of May 2023, the cost is \$62.99 (they sometimes have sales). This cost is soon recovered by savings from paper, toner, labels and kraft envelopes that are no longer used.
- Other brands of free and for cost screen image capture software are also available.

Entry Review and Management Suggestions – Digital Entry Packets >
Digital Entry Packets Template

CREATE DIGITAL ENTRY PACKETS TEMPLATE:

- I use a MS Excel template to create a digital entry packets, as in the diagram. [Click here](#) to download the file.
- The template has the following tabs:
 - 1 CHK SH = Check Sheet:** Location of a check sheet used to track the items required in an entry.
 - 2 FVD COV = FVD Cover Page:** Location of the **FVD Entry Confirmation Mailer (Standard)** report.
 - 3 EE COV = EE Cover Page:** Location of the first page of an EE entry.
 - 4 ENTRY = EE Entry Form:** Location of the EE entry form or snail mailed entry form.
 - 5 MEMB = Memberships:** Location of all people and horse USEF and USDF proof of memberships.
 - 6 USEF ENT AG = USEF Entry Agreement form:** Location of USEF Entry Agreement form signed by Rider, Owner, Trainer and Coach (if applicable).
 - 7 USEF WAIVER = USEF Waiver form:** Location of USEF Waiver forms - one for each person in the entry (Rider, Owner, Trainer and Coach (if applicable)).
 - 8 COG = Coggins:** Location of the Coggins report.
 - 9 VAC = Proof of Vaccination:** Location of proof of vaccination IAW USEF GR845.
 - 10 SAFE SPORT = Proof of SafeSport training:** Location of proof of current SafeSport for each adult USEF member in the entry (Rider, Owner, Trainer and Coach (if applicable)).
 - 11 OTH = Other:** Location of other documents such as proof of Q for MFS, pony measurement, etc.
 - 12 STALL = Stall:** Location of EE or snail mailed stall request.

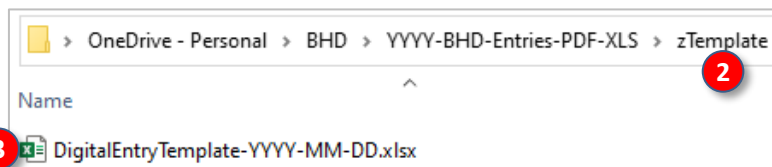
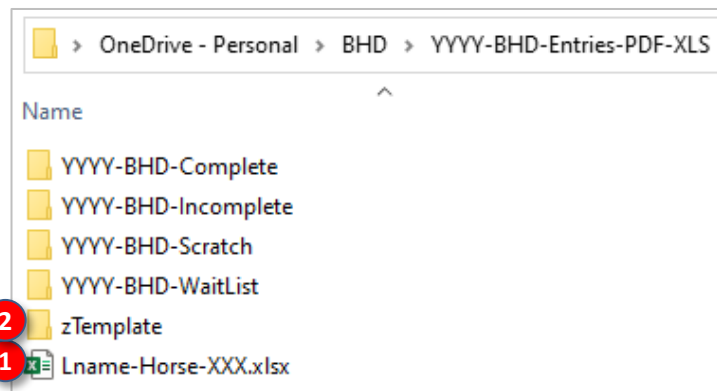
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	CHECK SHEET	<input type="checkbox"/> COMPLETE	<input type="checkbox"/> INCOMPLETE												R = O = T	
2	RIDER LAST NAME							HORSE NAME								R =
3	RIDER FIRST NAME							BRIDLE NUMBER								O =
4	ITEM	OK	ENTRY STATUS											FIX	T =	
5	Rider Status	<input type="checkbox"/> AA	<input type="checkbox"/> JYR	JYR AGE:			<input type="checkbox"/> PRO	<input type="checkbox"/> OPEN USEF NM								C =
6	GAIG Q	<input type="checkbox"/> YES	<input type="checkbox"/> NO/NA								<input type="checkbox"/> YES BUT FIX					
7	Complete Payment	<input type="checkbox"/> YES	<input type="checkbox"/> NO												<input type="checkbox"/>	
8	Owe \$:	<input type="checkbox"/> NO					<input type="checkbox"/> BALANCE PAID						<input type="checkbox"/> OWE MONEY	<input type="checkbox"/>		
9	Refund \$	<input type="checkbox"/> NO					<input type="checkbox"/> REFUND DONE						<input type="checkbox"/> REFUND Due	<input type="checkbox"/>		
10	USEF Member Rider	<input type="checkbox"/> R USEF ACTIVE				<input type="checkbox"/> R USEF SHOW PASS	<input type="checkbox"/> R USEF EXEMPT						<input type="checkbox"/> R USEF NEED SHOW PASS	<input type="checkbox"/>		
11	USDF Member Rider	<input type="checkbox"/> R USDF PM	<input type="checkbox"/> R USDF GM				<input type="checkbox"/> R USDF NM PAID	<input type="checkbox"/> R USDF EXEMPT						<input type="checkbox"/> R USDF NM NOT PAID	<input type="checkbox"/>	
12	USEF Member Owner	<input type="checkbox"/> O USEF ACTIVE				<input type="checkbox"/> O USEF SHOW PASS	<input type="checkbox"/> O USEF EXEMPT						<input type="checkbox"/> O USEF NEED SHOW PASS	<input type="checkbox"/>		
13	USDF Member Owner	<input type="checkbox"/> O USDF PM	<input type="checkbox"/> O USDF GM				<input type="checkbox"/> O USDF NM PAID	<input type="checkbox"/> O USDF EXEMPT						<input type="checkbox"/> O USDF NM NOT PAID	<input type="checkbox"/>	
14	USEF Member Trainer	<input type="checkbox"/> T USEF ACTIVE				<input type="checkbox"/> T USEF EXEMPT						<input type="checkbox"/> T USEF NEEDED	<input type="checkbox"/>			
15	USEF Member Coach	<input checked="" type="checkbox"/> C USEF ACTIVE	<input checked="" type="checkbox"/> NO COACH				<input type="checkbox"/> C USEF EXEMPT						<input type="checkbox"/> C USEF NEEDED	<input type="checkbox"/>		
16	USEF Horse Recording	<input type="checkbox"/> H USEF LIFE/ANN	<input type="checkbox"/> H USDF #				<input type="checkbox"/> H USEF HID	<input type="checkbox"/> H USEF EXEMPT						<input type="checkbox"/> H USEF NEEDED	<input type="checkbox"/>	
17	USDF Horse Registration	<input type="checkbox"/> H USDF LIFE				<input type="checkbox"/> H USDF HID	<input type="checkbox"/> H USDF EXEMPT						<input type="checkbox"/> H USDF NEEDED	<input type="checkbox"/>		
18	USEF Entry Ag Rider	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA									<input type="checkbox"/> NEED R ENTRY AG	<input type="checkbox"/>		
19	USEF Entry Ag Owner	<input type="checkbox"/> O ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA									<input type="checkbox"/> NEED O ENTRY AG	<input type="checkbox"/>		
20	USEF Entry Ag Trainer	<input type="checkbox"/> T ENTRY AG YES									<input type="checkbox"/> NEED T ENTRY AG	<input type="checkbox"/>				
21	USEF Entry Ag Coach	<input checked="" type="checkbox"/> C ENTRY AG YES	<input checked="" type="checkbox"/> NO COACH									<input type="checkbox"/> NEED C ENTRY AG	<input type="checkbox"/>			
22	USEF Waiver Rider	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA									<input type="checkbox"/> NEED R WAIVER	<input type="checkbox"/>		
23	USEF Waiver Owner	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA									<input type="checkbox"/> NEED O WAIVER	<input type="checkbox"/>		
24	USEF Waiver Trainer	<input type="checkbox"/> T WAIVER YES									<input type="checkbox"/> NEED T WAIVER	<input type="checkbox"/>				
25	USEF Waiver Coach	<input checked="" type="checkbox"/> C WAIVER YES	<input checked="" type="checkbox"/> NO COACH									<input type="checkbox"/> NEED C WAIVER	<input type="checkbox"/>			
26	Coggins	<input type="checkbox"/> COGGINS YES				<input type="checkbox"/> COG WRONG HORSE NAME						<input type="checkbox"/> NEED COGGINS W/IN 1 YR	<input type="checkbox"/>			
27	Proof of Vaccination	<input type="checkbox"/> VACS YES				<input type="checkbox"/> VAC WRONG HORSE NAME						<input type="checkbox"/> NEED VAC W/IN 6 MOS	<input type="checkbox"/>			
28	SafeSport Rider	<input type="checkbox"/> R SS YES				<input type="checkbox"/> R SS EX USEF NM	<input type="checkbox"/> R SS EX AGE						<input type="checkbox"/> NEED R PROOF OF SS	<input type="checkbox"/>		
29	SafeSport Owner	<input type="checkbox"/> O SS YES	<input type="checkbox"/> O SS EX BUSINESS				<input type="checkbox"/> O SS EX USEF NM	<input type="checkbox"/> O SS EX AGE						<input type="checkbox"/> NEED O PROOF OF SS	<input type="checkbox"/>	
30	SafeSport Trainer	<input type="checkbox"/> T SS YES									<input type="checkbox"/> NEED T PROOF OF SS	<input type="checkbox"/>				
31	SafeSport Coach	<input checked="" type="checkbox"/> C SS YES	<input checked="" type="checkbox"/> NO COACH									<input type="checkbox"/> NEED C PROOF OF SS	<input type="checkbox"/>			
32	Horse Stall	<input checked="" type="checkbox"/> NO H STALL	<input type="checkbox"/> H-FrSa				<input type="checkbox"/> H-FrSaSu						<input type="checkbox"/> H-SaSu	<input type="checkbox"/>		
33	Tack Stall	<input checked="" type="checkbox"/> NO T STALL	<input type="checkbox"/> T-FrSa				<input type="checkbox"/> T-FrSaSu						<input type="checkbox"/> H-SaSu	<input type="checkbox"/>		
34	MFS Q Test	<input checked="" type="checkbox"/> MFS NA	<input type="checkbox"/> MFS Q YES									<input type="checkbox"/> NEED PROOF OF MFS Q	<input type="checkbox"/>			

- 1
 2
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 11
 12

**Entry Review and Management Suggestions – Digital Entry Packets >
Save the Digital Entry Packets Template, Create a Digital Entry Packet >
Save PDF and XLSX Files**

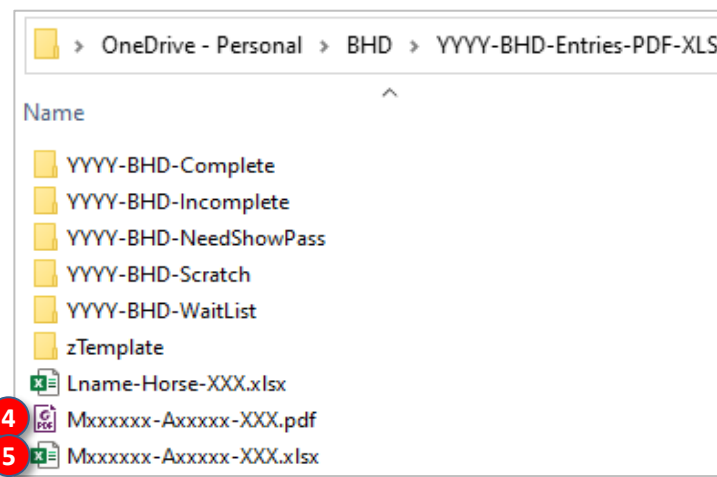
SAVE THE DIGITAL ENTRY PACKETS TEMPLATE:

- Save the digital entry template in the **YYYY-BHD-Entries-PDF-XLS** folder. I name this copy of the file **1 Lname-Horse-XXX** as a file for an entry will be named this way; for example, **Smith-Buddy-123**, where **Smith** is the rider's last name, **Buddy** is the name of the horse, and **XXX** is the bridle number.
- Save a back-up copy of the digital entry template in the **2 zTemplate** folder. I name this copy **3 DigitalEntryTemplate-YYYY-MM-DD**, where the date reflects the date the template was created/updated. This way, if you edit your template to add a new feature, you can track your versions.



CREATE A DIGITAL ENTRY PACKET > SAVE PDF AND XLSX FILES:

- **EE Entry PDF File:** When you receive an EE email notification that an entry has been processed, save the entry's PDF file to the **YYYY-BHD-Entries-PDF-XLS** folder. EE names this PDF file by the EE Tracking Number, such as 345678.pdf. I rename this file **Lname-Horse-XXX**. In this example it is **4 Mxxxxxx-Axxxxx-XXX.pdf** (Mxxxxxx = rider last name, Axxxxx = horse name, XXX = place holder for bridle number - the bridle number will be entered after the entry is in FVD).
- **Digital Entry XLSX File:** Copy **Lname-Horse-XXX.xlsx** and name it **Lname-Horse-XXX.xlsx**. In this example, it is **5 Mxxxxxx-Axxxxx-XXX.xlsx**.



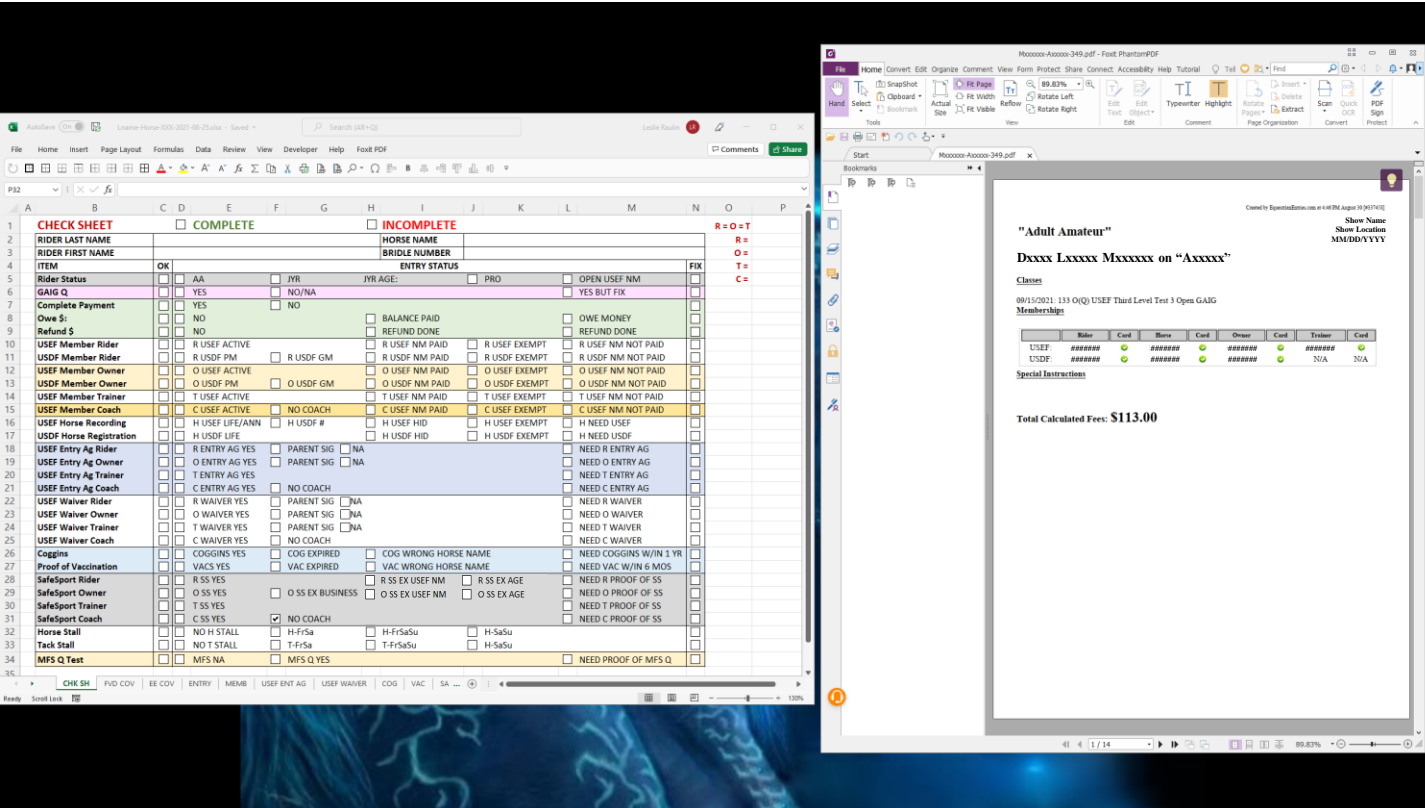
Entry Review and Management Suggestions – Digital Entry Packets >
 Create a Digital Entry Packet > Open the PDF and XLSX Files

CREATE A DIGITAL ENTRY PACKET > OPEN THE PDF AND XLSX FILES:

- Open the PDF and XLSX files.

NOTE: Ideally, you will be using a large monitor or a double monitor system as it is easier to visualize both files at the same time.

27" Computer Monitor



Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > EE Cover Page

CREATE A DIGITAL ENTRY > EE COVER PAGE:

- Using your screen capture software program, capture the **1 EE Cover Page** in the *.PDF file and paste it on the **2 EE COV** tab of the *.xlsx file.
- The **EE Cover Page** gives you a summary of the entry from EE. This data will be verified on subsequent EE pages.
- Annotation of entry “events” is easy. On this tab, and any other tab, you can capture/copy/paste additional information such as **3** emails. You can also type **4** notes to yourself (and/or the TD).

Created by EquestrianEntries.com at 4:46 PM August 30 [#337458]

"Adult Amateur"

Show Name
Show Location
MM/DD/YYYY

Dxxxx Lxxxx Mxxxxxx on "Axxxxx" **1**

Classes
09/15/2021: 133 O(Q) USEF Third Level Test 3 Open GAIG

Memberships

	Rider	Card	Horse	Card	Owner	Card	Trainer	Card
USEF:	#####	✓	#####	✓	#####	✓	#####	✓
USDF:	#####	✓	#####	✓	#####	✓	N/A	N/A

Special Instructions

Total Calculated Fees: \$113.00

3

Email from: Show Secretary
Email to: entry participants

Message to the entry participants.

See you at the show!

Suzy Secretary

4

NOTE TO TD:
You can write a note to yourself and/or the TD

2

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > EE Entry Form

CREATE A DIGITAL ENTRY PACKET > EE ENTRY FORM:

- Using your screen capture software program, capture the **1 EE Entry Page** in the *.PDF file and paste it on the **2 ENTRY** tab of the *.xlsx file.
- The **EE Entry Page** gives you a lot of information on the entry. Use this page to verify the **3 payment status**.
- The membership numbers and status are verified on the EE Memberships page.
- If/when the entry is updated, you can add captured documents, annotate payment changes, etc.

AutoSave On SampleEntryTemplate.xlsx - Saving... Search (Alt+Q) Leslie Raulin LR

File Home Insert Page Layout Formulas Data Review View Developer Help Foxit PDF Comments Share

Q15

ENTRY FORM

Created by EquestrianEntries.com at 4:46 PM August 30 (#337458)

Competition Name: 2021 Last Chance @ Dressage, By Chance? **Competition Dates:** 09/15/2021

Name of Horse	Previous Name (If Any)	For Sale?	Breed/Breed Initials	Sex	
AXXXXX		NO	Trakehner	Gelding	
Height	Color	Coggins Date (Enclosed Copy)	Sire	Dam	
16	black bay	2021-03-19 00:00:00	Xxxxxxxx	Xxxxxxxx	
Dam's Sire	Country of Birth	Date of Birth	Breeder	Passport #	Groom
Xxxxxxxx	usa	2004	Xxxxxxxx		
Horse	Rider/Handler	Owner	Trainer	Coach	
USEF # #####	USEF # #####	USEF # #####	USEF # #####	USEF #	
USDF # #####	USDF # #####	USDF # #####	Please enclose copies of all membership cards and registrations.		
Class No.1	Division	Class Name	Qualifying Y/N	Fees	
133 O	Adult Amateur	USEF Third Level Test 3 Open GAIG	Y	\$60	

Subtotal Class Fees	\$60
Office Fee	\$30
USEF Drug & Medication Fee	\$23
Total Fees	\$113

Owner: Mxxxxxxx, Dxxxxx
Address: 1234 Main Street
City/State/Zip: Anytown, ST 12345
Country: XXX
Phone: ###-###-####
Willing to Volunteer? X
Email Address: xxxxxxxx@email.com
Owner Citizenship (if not USA): XXX

Rider/Handler: Mxxxxxxx, Dxxxxx
Address: 1234 Main Street
City/State/Zip: Anytown, ST 12345
Country: XXX
Day Phone: ###-###-####
Evening Phone: ###-###-####
Email Address: xxxxxxxx@email.com
Rider Citizenship (if not USA): XXX
JR/Young Rider Birthday: MM/DD/YYYY
Willing to Volunteer? X
Rider Status: XXXXXXXXX

Trainer: Mxxxxxxx, Dxxxxx
Address: 1234 Main Street
City/State/Zip: Anytown, ST 12345
Country: XXX
Phone: ###-###-####
Willing to Volunteer? X
Email Address: xxxxxxxx@email.com
Trainer Citizenship (if not USA): XXX

RIDER EMERGENCY CONTACT INFORMATION

NAME OF CONTACT: XXXXXXXXX XXXXXXXXX **PHONE:** #####

CHK SH FVD COV EE COV **ENTRY** MEMB USEF ENT AG USEF WAIVER COG VAC SAFE SPORT OTH STALL

Ready Scroll Lock 100%

Continued on next page...

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > EE Entry Form > Rider & Horse Info

Using the EE Entry Form, enter:

NOTE: Item 5 will assist you as you review the entry as the people in the entry determines the documents required.

- **1 RIDER LAST NAME**
- **2 RIDER FIRST NAME**
- **3 HORSE NAME**
- **4 BRIDLE NUMBER** (if the entry has been assigned one – I wait until the entry is complete or is only missing a USEF Show Pass)
- If the Rider = Owner = Trainer, **5** delete the R = etc. column.
- If the Rider, Owner, Trainer, and/or Coach are different people, type in their last names in the **5** R = column.
- **6 Rider Status:** Check the applicable box for the rider status (AA, JYR, PRO, OPEN, USEF,NM). If there is an issue to be fixed, click **7 FIX**.
- **8 GAIG Q:** Check the applicable box for GAIG Q (YES, NO/NA, YES BUT FIX). If there is an issue to be fixed (for example, the entrant requested GAIG Q but there is a missing membership), click **FIX**.

1	CHECK SHEET		<input type="checkbox"/> COMPLETE	<input type="checkbox"/> INCOMPLETE											R = O = T = C =	
2	RIDER LAST NAME			HORSE NAME												R =
3	RIDER FIRST NAME			BRIDLE NUMBER												O =
4	ITEM	OK	ENTRY STATUS												FIX	
5	Rider Status	<input type="checkbox"/>	<input type="checkbox"/> AA	<input type="checkbox"/> JYR	JYR AGE:	<input type="checkbox"/> PRO	<input type="checkbox"/> OPEN USEF NM							<input type="checkbox"/> 7	<input type="checkbox"/>	
6	GAIG Q	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO/NA							<input type="checkbox"/> YES BUT FIX	<input type="checkbox"/> 9	<input type="checkbox"/>			
7	Complete Payment	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO							<input type="checkbox"/>	<input type="checkbox"/>				
8	Owe \$:	<input type="checkbox"/>	<input type="checkbox"/> NO			<input type="checkbox"/> BALANCE PAID							<input type="checkbox"/> OWE MONEY	<input type="checkbox"/>		
9	Refund \$	<input type="checkbox"/>	<input type="checkbox"/> NO			<input type="checkbox"/> REFUND DONE							<input type="checkbox"/> REFUND Due	<input type="checkbox"/>		
10	USEF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USEF ACTIVE			<input type="checkbox"/> R USEF SHOW PASS	<input type="checkbox"/> R USEF EXEMPT							<input type="checkbox"/> R USEF NEED SHOW PASS	<input type="checkbox"/>	
11	USDF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USDF PM	<input type="checkbox"/> R USDF GM			<input type="checkbox"/> R USDF NM PAID	<input type="checkbox"/> R USDF EXEMPT							<input type="checkbox"/> R USDF NM NOT PAID	<input type="checkbox"/>
12	USEF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USEF ACTIVE			<input type="checkbox"/> O USEF SHOW PASS	<input type="checkbox"/> O USEF EXEMPT							<input type="checkbox"/> O USEF NEED SHOW PASS	<input type="checkbox"/>	
13	USDF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USDF PM	<input type="checkbox"/> O USDF GM			<input type="checkbox"/> O USDF NM PAID	<input type="checkbox"/> O USDF EXEMPT							<input type="checkbox"/> O USDF NM NOT PAID	<input type="checkbox"/>
14	USEF Member Trainer	<input type="checkbox"/>	<input type="checkbox"/> T USEF ACTIVE					<input type="checkbox"/> T USEF EXEMPT							<input type="checkbox"/> T USEF NEEDED	<input type="checkbox"/>
15	USEF Member Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C USEF ACTIVE	<input checked="" type="checkbox"/> NO COACH			<input type="checkbox"/> C USEF EXEMPT							<input type="checkbox"/> C USEF NEEDED	<input type="checkbox"/>	
16	USEF Horse Recording	<input type="checkbox"/>	<input type="checkbox"/> H USEF LIFE/ANN	<input type="checkbox"/> H USDF #			<input type="checkbox"/> H USEF HID							<input type="checkbox"/> H USEF NEEDED	<input type="checkbox"/>	
17	USDF Horse Registration	<input type="checkbox"/>	<input type="checkbox"/> H USDF LIFE			<input type="checkbox"/> H USDF HID							<input type="checkbox"/> H USDF NEEDED	<input type="checkbox"/>		
18	USEF Entry Ag Rider	<input type="checkbox"/>	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA							<input type="checkbox"/> NEED R ENTRY AG	<input type="checkbox"/>			
19	USEF Entry Ag Owner	<input type="checkbox"/>	<input type="checkbox"/> O ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA							<input type="checkbox"/> NEED O ENTRY AG	<input type="checkbox"/>			
20	USEF Entry Ag Trainer	<input type="checkbox"/>	<input type="checkbox"/> T ENTRY AG YES									<input type="checkbox"/> NEED T ENTRY AG	<input type="checkbox"/>			
21	USEF Entry Ag Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C ENTRY AG YES	<input checked="" type="checkbox"/> NO COACH									<input type="checkbox"/> NEED C ENTRY AG	<input type="checkbox"/>		
22	USEF Waiver Rider	<input type="checkbox"/>	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA							<input type="checkbox"/> NEED R WAIVER	<input type="checkbox"/>			
23	USEF Waiver Owner	<input type="checkbox"/>	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA							<input type="checkbox"/> NEED O WAIVER	<input type="checkbox"/>			
24	USEF Waiver Trainer	<input type="checkbox"/>	<input type="checkbox"/> T WAIVER YES									<input type="checkbox"/> NEED T WAIVER	<input type="checkbox"/>			
25	USEF Waiver Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C WAIVER YES	<input checked="" type="checkbox"/> NO COACH									<input type="checkbox"/> NEED C WAIVER	<input type="checkbox"/>		
26	Coggins	<input type="checkbox"/>	<input type="checkbox"/> COGGINS YES			<input type="checkbox"/> COG WRONG HORSE NAME							<input type="checkbox"/> NEED COGGINS W/IN 1 YR	<input type="checkbox"/>		
27	Proof of Vaccination	<input type="checkbox"/>	<input type="checkbox"/> VACS YES			<input type="checkbox"/> VAC WRONG HORSE NAME							<input type="checkbox"/> NEED VAC W/IN 6 MOS	<input type="checkbox"/>		
28	SafeSport Rider	<input type="checkbox"/>	<input type="checkbox"/> R SS YES			<input type="checkbox"/> R SS EX USEF NM	<input type="checkbox"/> R SS EX AGE							<input type="checkbox"/> NEED R PROOF OF SS	<input type="checkbox"/>	
29	SafeSport Owner	<input type="checkbox"/>	<input type="checkbox"/> O SS YES	<input type="checkbox"/> O SS EX BUSINESS			<input type="checkbox"/> O SS EX USEF NM	<input type="checkbox"/> O SS EX AGE							<input type="checkbox"/> NEED O PROOF OF SS	<input type="checkbox"/>
30	SafeSport Trainer	<input type="checkbox"/>	<input type="checkbox"/> T SS YES									<input type="checkbox"/> NEED T PROOF OF SS	<input type="checkbox"/>			
31	SafeSport Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C SS YES	<input checked="" type="checkbox"/> NO COACH									<input type="checkbox"/> NEED C PROOF OF SS	<input type="checkbox"/>		
32	Horse Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO H STALL	<input type="checkbox"/> H-FrSa			<input type="checkbox"/> H-FrSaSu	<input type="checkbox"/> H-SaSu							<input type="checkbox"/>	
33	Tack Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO T STALL	<input type="checkbox"/> T-FrSa			<input type="checkbox"/> T-FrSaSu	<input type="checkbox"/> H-SaSu							<input type="checkbox"/>	
34	MFS Q Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> MFS NA	<input type="checkbox"/> MFS Q YES									<input type="checkbox"/> NEED PROOF OF MFS Q	<input type="checkbox"/>		

SECTION IX. TIPS & TRICKS

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > EE Entry Form > Payment Information

- Using the EE Entry Form, enter:
 - RIDER LAST NAME
 - RIDER FIRST NAME
- For this entry, the payment is complete, no money is owed, and no money needs to be refunded.
- Check the relevant boxes on the **CHK SH** tab of the XLSX file.
- Nomenclature:
 - **1 Complete Payment / OK / YES:** The payment is complete.
 - **2 Complete Payment / NO:** The payment is incomplete. Check the **FIX** box.
 - **3 Owe \$:** _____: Enter the amount owed.
 - **4 Owe \$: / OK / NO:** Money is not owed or has been paid.
 - **5 Owe \$: / BALANCE PAID:** Money was owed but has been paid.
 - **6 Owe \$: / OWE MONEY:** Money is owed. Check the **FIX** box.
 - **7 Refund \$:** _____: Enter the amount of refund.
 - **8 Refund \$: OK / NO:** Money does not need to be refunded or has been refunded.
 - **9 Refund \$: REFUND DONE:** A refund has been refunded.
 - **10 Refund \$: REFUND DUE:** A refund is due to the entrant. Check the **11 FIX** box.
- If there is something to be done, check the appropriate **FIX** box.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
1	CHECK SHEET	<input type="checkbox"/> COMPLETE															
2	RIDER LAST NAME						HORSE NAME										
3	RIDER FIRST NAME						BRIDLE NUMBER										
4	ITEM	OK	ENTRY STATUS										FIX				
5	Rider Status	<input type="checkbox"/>	<input type="checkbox"/> AA	<input type="checkbox"/> JYR	JYR AGE:	<input type="checkbox"/> PRO	<input type="checkbox"/> OPEN USEF NM										
6	GAIG O	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO/NA			<input type="checkbox"/> YES BUT FIX										
7	Complete Payment	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> YES	<input type="checkbox"/> NO													
8	Owe \$:	<input type="checkbox"/> 3	<input type="checkbox"/> NO			<input type="checkbox"/> BALANCE PAID		<input type="checkbox"/> OWE MONEY							<input type="checkbox"/> 11		
9	Refund \$	<input type="checkbox"/> 7	<input type="checkbox"/> NO			<input type="checkbox"/> REFUND DONE		<input type="checkbox"/> REFUND Due		<input type="checkbox"/> 10							
10	USEF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USEF ACTIVE	<input type="checkbox"/> R USEF SHOW PASS	<input type="checkbox"/> R USEF EXEMPT	<input type="checkbox"/> R USEF NEED SHOW PASS											
11	USDF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USDF PM	<input type="checkbox"/> R USDF GM	<input type="checkbox"/> R USDF NM PAID	<input type="checkbox"/> R USDF EXEMPT	<input type="checkbox"/> R USDF NM NOT PAID										
12	USEF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USEF ACTIVE	<input type="checkbox"/> O USEF SHOW PASS	<input type="checkbox"/> O USEF EXEMPT	<input type="checkbox"/> O USEF NEED SHOW PASS											
13	USDF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USDF PM	<input type="checkbox"/> O USDF GM	<input type="checkbox"/> O USDF NM PAID	<input type="checkbox"/> O USDF EXEMPT	<input type="checkbox"/> O USDF NM NOT PAID										
14	USEF Member Trainer	<input type="checkbox"/>	<input type="checkbox"/> T USEF ACTIVE	<input type="checkbox"/> T USEF EXEMPT	<input type="checkbox"/> T USEF NEEDED												
15	USEF Member Coach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> C USEF ACTIVE	<input checked="" type="checkbox"/> NO COACH	<input type="checkbox"/> C USEF EXEMPT	<input type="checkbox"/> C USEF NEEDED											
16	USEF Horse Recording	<input type="checkbox"/>	<input type="checkbox"/> H USEF LIFE/ANN	<input type="checkbox"/> H USEF #	<input type="checkbox"/> H USEF HID	<input type="checkbox"/> H USEF EXEMPT	<input type="checkbox"/> H USEF NEEDED										
17	USDF Horse Registration	<input type="checkbox"/>	<input type="checkbox"/> H USDF LIFE	<input type="checkbox"/> H USDF HID	<input type="checkbox"/> H USDF EXEMPT	<input type="checkbox"/> H USDF NEEDED											
18	USEF Entry Ag Rider	<input type="checkbox"/>	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/> NEED R ENTRY AG											
19	USEF Entry Ag Owner	<input type="checkbox"/>	<input type="checkbox"/> O ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/> NEED O ENTRY AG											
20	USEF Entry Ag Trainer	<input type="checkbox"/>	<input type="checkbox"/> T ENTRY AG YES			<input type="checkbox"/> NEED T ENTRY AG											
21	USEF Entry Ag Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C ENTRY AG YES	<input checked="" type="checkbox"/> NO COACH		<input type="checkbox"/> NEED C ENTRY AG											
22	USEF Waiver Rider	<input type="checkbox"/>	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/> NEED R WAIVER											
23	USEF Waiver Owner	<input type="checkbox"/>	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/> NEED O WAIVER											
24	USEF Waiver Trainer	<input type="checkbox"/>	<input type="checkbox"/> T WAIVER YES			<input type="checkbox"/> NEED T WAIVER											
25	USEF Waiver Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C WAIVER YES	<input checked="" type="checkbox"/> NO COACH		<input type="checkbox"/> NEED C WAIVER											
26	Coggins	<input type="checkbox"/>	<input type="checkbox"/> COGGINS YES	<input type="checkbox"/> COG WRONG HORSE NAME	<input type="checkbox"/> NEED COGGINS W/IN 1 YR												
27	Proof of Vaccination	<input type="checkbox"/>	<input type="checkbox"/> VACS YES	<input type="checkbox"/> VAC WRONG HORSE NAME	<input type="checkbox"/> NEED VAC W/IN 6 MOS												
28	SafeSport Rider	<input type="checkbox"/>	<input type="checkbox"/> R SS YES	<input type="checkbox"/> R SS EX USEF NM	<input type="checkbox"/> R SS EX AGE	<input type="checkbox"/> NEED R PROOF OF SS											
29	SafeSport Owner	<input type="checkbox"/>	<input type="checkbox"/> O SS YES	<input type="checkbox"/> O SS EX BUSINESS	<input type="checkbox"/> O SS EX USEF NM	<input type="checkbox"/> O SS EX AGE	<input type="checkbox"/> NEED O PROOF OF SS										
30	SafeSport Trainer	<input type="checkbox"/>	<input type="checkbox"/> T SS YES			<input type="checkbox"/> NEED T PROOF OF SS											
31	SafeSport Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C SS YES	<input checked="" type="checkbox"/> NO COACH		<input type="checkbox"/> NEED C PROOF OF SS											
32	Horse Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO H STALL	<input type="checkbox"/> H-FrSa	<input type="checkbox"/> H-FrSaSu	<input type="checkbox"/> H-SaSu											
33	Tack Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO T STALL	<input type="checkbox"/> T-FrSa	<input type="checkbox"/> T-FrSaSu	<input type="checkbox"/> H-SaSu											
34	MFS Q Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> MFS NA	<input type="checkbox"/> MFS Q YES		<input type="checkbox"/> NEED PROOF OF MFS Q											

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > Memberships

CREATE A DIGITAL ENTRY PACKET > MEMBERSHIPS:

- Using your screen capture software program, capture the **1 EE Memberships Page** in the EE *.PDF file and paste it on the **2 MEMB** tab of the *.xlsx file.
- The **EE Entry Page** verifies membership information. Use this page to verify membership numbers, status, and expiration dates for people (rider, owner, trainer, coach (if applicable)) and the horse.
- If the information is confusing, use EqVerification.org to verify further.
- If needed/desired, the www.EqVerifications.org report may also be pasted to this tab.
- If/when the entry is updated, you can add captured documents, annotate membership changes, etc.

The screenshot displays an Excel spreadsheet titled "SampleEntryTemplate.xlsx" with the "MEMBERSHIPS" tab selected. The spreadsheet is organized into sections for different types of cards: Rider Cards, Owner Cards, Trainer Cards, and Horse Cards. Each section contains two "RIDER VERIFICATION" or "HORSE VERIFICATION" forms. A red circle with the number "1" is placed over the first Rider Card form. To the right, under the heading "OPTIONAL BUT HELPFUL", there are four sample verification reports from the United States Dressage Federation (USDF). The bottom of the spreadsheet shows the "MEMB" tab selected in the worksheet tab bar, with a red circle and the number "2" over it. The status bar at the bottom indicates "Ready" and "Scroll Lock".

Continued on next page...

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > Memberships > People

- On the **CHK SH** tab, check the boxes according to the **rider, owner, trainer, coach** and **horse** USEF and USDF memberships. If there are no deficiencies, check the corresponding **OK** boxes. If there are deficiencies, check the corresponding **FIX** boxes.
- Nomenclature:
 - 3 USEF Member Rider/Owner:** **OK** / **R/O USEF ACTIVE:** The R/O is a USEF current active (competing) member.
 - 4 USEF Member Rider/Owner:** **OK** / **R/O USEF SHOW PASS:** The R/O is a USEF non-member and has purchased a USEF Show Pass.
 - 5 USEF Member Rider/Owner/Trainer/Coach:** **OK** / **R/O/T/C USEF EXEMPT:** The R/O/T/C is exempt from USEF membership.
 - 6 USEF Member Rider/Owner:** **R USEF NEED SHOW PASS** / **FIX:** The R/O is a USEF non-member and has not purchased a USEF Show Pass.
 - 7 USEF Trainer/Coach:** **OK** / **T/C USEF ACTIVE:** The T/C is a USEF current active (competing) member.
 - 8 USEF Trainer/Coach:** **T/C USEF NEEDED** / **FIX:** The T/C is a USEF non-member and needs to become a USEF member.
 - 9 USDF Member Rider/Owner:** **OK** / **R/O USDF PM:** The R/O is a USDF participating member.
 - 10 USDF Member Rider/Owner:** **OK** / **R USDF GM:** The R/O is a USDF group member.
 - 11 USDF Member Rider/Owner:** **OK** / **R USDF NM PAID:** R/O is a USDF non-member and has paid the USEF non-member fee.
 - 12 USDF Member Rider/Owner:** **OK** / **R USDF EXEMPT:** R/O is exempt from USDF membership.
 - 13 USDF Member Rider/Owner:** **R USDF NM NOT PAID** / **FIX:** The R/O/T/C is a USDF non-member and has not paid the USDF non-member fee.
 - 14 USEF Member Coach:** **OK** / **NO COACH:** The entry does not have a coach declared.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P				
1	CHECK SHEET													<input type="checkbox"/> COMPLETE		<input type="checkbox"/> INCOMPLETE		R = O = T	
2	RIDER LAST NAME							HORSE NAME							R =				
3	RIDER FIRST NAME							BRIDLE NUMBER							O =				
4	ITEM	OK	ENTRY STATUS											FIX	T =	C =			
5	Rider Status	<input type="checkbox"/>	<input type="checkbox"/> AA	<input type="checkbox"/> JYR	JYR AGE:	<input type="checkbox"/> PRO	<input type="checkbox"/> OPEN USEF NM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
6	GAIQ Q	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO/NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> YES BUT FIX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
7	Complete Payment	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
8	Owe \$:	<input type="checkbox"/>	<input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/> BALANCE PAID	<input type="checkbox"/>	<input type="checkbox"/> OWE MONEY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
9	Refund \$	<input type="checkbox"/>	<input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/> REFUND DONE	<input type="checkbox"/>	<input type="checkbox"/> REFUND DUE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
10	USEF Member Rider	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> R USEF ACTIVE	<input checked="" type="checkbox"/> 7	<input type="checkbox"/> R USEF SHOW PASS	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> R USEF EXEMPT	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> R USEF NEED SHOW PASS	<input checked="" type="checkbox"/> 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 13	<input type="checkbox"/>				
11	USEF Member Rider	<input type="checkbox"/>	<input checked="" type="checkbox"/> 9	<input type="checkbox"/> R USDF PM	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> R USDF GM	<input checked="" type="checkbox"/> 11	<input type="checkbox"/> R USDF NM PAID	<input checked="" type="checkbox"/> 12	<input type="checkbox"/> R USDF EXEMPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
12	USEF Member Owner	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> O USEF ACTIVE	<input checked="" type="checkbox"/> 7	<input type="checkbox"/> O USEF SHOW PASS	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> O USEF EXEMPT	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> O USEF NEED SHOW PASS	<input checked="" type="checkbox"/> 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
13	USDF Member Owner	<input type="checkbox"/>	<input checked="" type="checkbox"/> 9	<input type="checkbox"/> O USDF PM	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> O USDF GM	<input checked="" type="checkbox"/> 11	<input type="checkbox"/> O USDF NM PAID	<input checked="" type="checkbox"/> 12	<input type="checkbox"/> O USDF EXEMPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
14	USEF Member Trainer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> T USEF ACTIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
15	USEF Member Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 14	<input checked="" type="checkbox"/> NO COACH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
16	USEF Horse Recording	<input type="checkbox"/>	<input type="checkbox"/> H USEF LIFE/ANN	<input type="checkbox"/> H USDF #	<input type="checkbox"/> H USEF HID	<input type="checkbox"/>	<input type="checkbox"/> H USEF EXEMPT	<input type="checkbox"/>	<input type="checkbox"/> H USEF NEEDED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
17	USDF Horse Registration	<input type="checkbox"/>	<input type="checkbox"/> H USDF LIFE	<input type="checkbox"/>	<input type="checkbox"/> H USDF HID	<input type="checkbox"/>	<input type="checkbox"/> H USDF EXEMPT	<input type="checkbox"/>	<input type="checkbox"/> H USDF NEEDED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
18	USEF Entry Ag Rider	<input type="checkbox"/>	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
19	USEF Entry Ag Owner	<input type="checkbox"/>	<input type="checkbox"/> O ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
20	USEF Entry Ag Trainer	<input type="checkbox"/>	<input type="checkbox"/> T ENTRY AG YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
21	USEF Entry Ag Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C ENTRY AG YES	<input checked="" type="checkbox"/> 14	<input checked="" type="checkbox"/> NO COACH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
22	USEF Waiver Rider	<input type="checkbox"/>	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
23	USEF Waiver Owner	<input type="checkbox"/>	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
24	USEF Waiver Trainer	<input type="checkbox"/>	<input type="checkbox"/> T WAIVER YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
25	USEF Waiver Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C WAIVER YES	<input checked="" type="checkbox"/> 14	<input checked="" type="checkbox"/> NO COACH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
26	Coggins	<input type="checkbox"/>	<input type="checkbox"/> COGGINS YES	<input type="checkbox"/>	<input type="checkbox"/> COG WRONG HORSE NAME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
27	Proof of Vaccination	<input type="checkbox"/>	<input type="checkbox"/> VACS YES	<input type="checkbox"/>	<input type="checkbox"/> VAC WRONG HORSE NAME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
28	SafeSport Rider	<input type="checkbox"/>	<input type="checkbox"/> R SS YES	<input type="checkbox"/>	<input type="checkbox"/> R SS EX USEF NM	<input type="checkbox"/>	<input type="checkbox"/> R SS EX AGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
29	SafeSport Owner	<input type="checkbox"/>	<input type="checkbox"/> O SS YES	<input type="checkbox"/>	<input type="checkbox"/> O SS EX BUSINESS	<input type="checkbox"/>	<input type="checkbox"/> O SS EX USEF NM	<input type="checkbox"/>	<input type="checkbox"/> O SS EX AGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
30	SafeSport Trainer	<input type="checkbox"/>	<input type="checkbox"/> T SS YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
31	SafeSport Coach	<input type="checkbox"/>	<input type="checkbox"/> C SS YES	<input checked="" type="checkbox"/> 14	<input checked="" type="checkbox"/> NO COACH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
32	Horse Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO H STALL	<input type="checkbox"/> H-FrSa	<input type="checkbox"/> H-FrSaSu	<input type="checkbox"/>	<input type="checkbox"/> H-SaSu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
33	Tack Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO T STALL	<input type="checkbox"/> T-FrSa	<input type="checkbox"/> T-FrSaSu	<input type="checkbox"/>	<input type="checkbox"/> H-SaSu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
34	MFS Q Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> MFS NA	<input type="checkbox"/> MFS Q YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

SECTION IX. TIPS & TRICKS

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > Memberships > Horse

- On the **CHK SH** tab, check the boxes according to the **rider, owner, trainer, coach** and **horse** USEF and USDF memberships. If there are no deficiencies, check the corresponding **OK** boxes. If there are deficiencies, check the corresponding **FIX** boxes.
- Nomenclature:
 - 15 USEF Horse Recording:** **OK** / **H USEF LIFE/ANN:** The horse has a current life or annual USEF recording.
 - 16 USEF Horse Recording:** **OK** / **H USDF #:** The horse does not have a current annual USEF recording but it does have a current USDF #, which is accepted by USEF.
 - 17 USEF Horse Recording:** **OK** / **H USEF HID:** The horse has a USEF HID recording.
 - 18 USEF Horse Recording:** **OK** / **H USEF EXEMPT:** The horse is exempt from a USEF recording.
 - 19 USEF Horse Recording:** **H USEF NEEDED** / **FIX:** The horse needs a current USEF recording.
 - 20 USDF Horse Recording:** **OK** / **H USDF LIFE:** The horse has a USDF life registration.
 - 21 USDF Horse Recording:** **OK** / **H USDF HID:** The horse has a USDF HID registration.
 - 22 USDF Horse Recording:** **OK** / **H USDF EXEMPT:** The horse is exempt from USDF registration.
 - 23 USDF Horse Recording:** **H USDF NEEDED** / **FIX:** The horse needs a USDF life registration.

CHECK SHEET		<input type="checkbox"/> COMPLETE		<input type="checkbox"/> INCOMPLETE		R = O = T	
RIDER LAST NAME					HORSE NAME	R =	
RIDER FIRST NAME					BRIDLE NUMBER	O =	
ITEM	OK	ENTRY STATUS				FIX	T =
Rider Status	<input type="checkbox"/>	<input type="checkbox"/> AA	<input type="checkbox"/> JYR	JYR AGE:	<input type="checkbox"/> PRO	<input type="checkbox"/> OPEN USEF NM	C =
GAIG Q	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO/NA			<input type="checkbox"/> YES BUT FIX	<input type="checkbox"/>
Complete Payment	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO				<input type="checkbox"/>
Owe \$:	<input type="checkbox"/>	<input type="checkbox"/> NO			<input type="checkbox"/> BALANCE PAID	<input type="checkbox"/> OWE MONEY	<input type="checkbox"/>
Refund \$	<input type="checkbox"/>	<input type="checkbox"/> NO			<input type="checkbox"/> REFUND DONE	<input type="checkbox"/> REFUND Due	<input type="checkbox"/>
USEF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USEF ACTIVE	<input type="checkbox"/> R USEF SHOW PASS	<input type="checkbox"/> R USEF EXEMPT	<input type="checkbox"/> R USEF NEED SHOW PASS	<input type="checkbox"/>	<input type="checkbox"/>
USDF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USDF PM	<input type="checkbox"/> R USDF GM	<input type="checkbox"/> R USDF NM PAID	<input type="checkbox"/> R USDF EXEMPT	<input type="checkbox"/> R USDF NM NOT PAID	<input type="checkbox"/>
USEF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USEF ACTIVE	<input type="checkbox"/> O USEF SHOW PASS	<input type="checkbox"/> O USEF EXEMPT	<input type="checkbox"/> O USEF NEED SHOW PASS	<input type="checkbox"/>	<input type="checkbox"/>
USDF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USDF PM	<input type="checkbox"/> O USDF GM	<input type="checkbox"/> O USDF NM PAID	<input type="checkbox"/> O USDF EXEMPT	<input type="checkbox"/> O USDF NM NOT PAID	<input type="checkbox"/>
USEF Member Trainer	<input type="checkbox"/>	<input type="checkbox"/> T USEF ACTIVE			<input type="checkbox"/> T USEF EXEMPT	<input type="checkbox"/> T USEF NEEDED	<input type="checkbox"/>
USEF Member Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C USEF ACTIVE	<input checked="" type="checkbox"/> NO COACH			<input type="checkbox"/> C USEF EXEMPT	<input type="checkbox"/> C USEF NEEDED
USEF Horse Recording	<input checked="" type="checkbox"/> 15	<input type="checkbox"/> H USEF LIFE/ANN	<input checked="" type="checkbox"/> 16	<input type="checkbox"/> H USDF #	<input type="checkbox"/> H USEF HID	<input type="checkbox"/> H USEF EXEMPT	<input type="checkbox"/> H USEF NEEDED
USDF Horse Registration	<input checked="" type="checkbox"/> 20	<input type="checkbox"/> H USDF LIFE	<input type="checkbox"/> H USDF HID	<input checked="" type="checkbox"/> 21	<input type="checkbox"/> H USEF HID	<input checked="" type="checkbox"/> 18	<input type="checkbox"/> H USDF EXEMPT
USEF Entry Ag Rider	<input type="checkbox"/>	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA			<input type="checkbox"/> NEED R ENTRY AG
USEF Entry Ag Owner	<input type="checkbox"/>	<input type="checkbox"/> O ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA			<input type="checkbox"/> NEED O ENTRY AG
USEF Entry Ag Trainer	<input type="checkbox"/>	<input type="checkbox"/> T ENTRY AG YES					<input type="checkbox"/> NEED T ENTRY AG
USEF Entry Ag Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C ENTRY AG YES	<input checked="" type="checkbox"/> NO COACH			<input type="checkbox"/> NEED C ENTRY AG	<input type="checkbox"/>
USEF Waiver Rider	<input type="checkbox"/>	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA			<input type="checkbox"/> NEED R WAIVER
USEF Waiver Owner	<input type="checkbox"/>	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA			<input type="checkbox"/> NEED O WAIVER
USEF Waiver Trainer	<input type="checkbox"/>	<input type="checkbox"/> T WAIVER YES					<input type="checkbox"/> NEED T WAIVER
USEF Waiver Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C WAIVER YES	<input checked="" type="checkbox"/> NO COACH			<input type="checkbox"/> NEED C WAIVER	<input type="checkbox"/>
Coggins	<input type="checkbox"/>	<input type="checkbox"/> COGGINS YES			<input type="checkbox"/> COG WRONG HORSE NAME	<input type="checkbox"/> NEED COGGINS W/IN 1 YR	<input type="checkbox"/>
Proof of Vaccination	<input type="checkbox"/>	<input type="checkbox"/> VACS YES			<input type="checkbox"/> VAC WRONG HORSE NAME	<input type="checkbox"/> NEED VAC W/IN 6 MOS	<input type="checkbox"/>
SafeSport Rider	<input type="checkbox"/>	<input type="checkbox"/> R SS YES			<input type="checkbox"/> R SS EX USEF NM	<input type="checkbox"/> R SS EX AGE	<input type="checkbox"/> NEED R PROOF OF SS
SafeSport Owner	<input type="checkbox"/>	<input type="checkbox"/> O SS YES	<input type="checkbox"/> O SS EX BUSINESS	<input type="checkbox"/> O SS EX USEF NM	<input type="checkbox"/> O SS EX AGE	<input type="checkbox"/> NEED O PROOF OF SS	
SafeSport Trainer	<input type="checkbox"/>	<input type="checkbox"/> T SS YES					<input type="checkbox"/> NEED T PROOF OF SS
SafeSport Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C SS YES	<input checked="" type="checkbox"/> NO COACH			<input type="checkbox"/> NEED C PROOF OF SS	<input type="checkbox"/>
Horse Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO H STALL	<input type="checkbox"/> H-FrSa	<input type="checkbox"/> H-FrSaSu	<input type="checkbox"/> H-SaSu	<input type="checkbox"/>	
Tack Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO T STALL	<input type="checkbox"/> T-FrSa	<input type="checkbox"/> T-FrSaSu	<input type="checkbox"/> H-SaSu	<input type="checkbox"/>	
MFS Q Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> MFS NA	<input type="checkbox"/> MFS Q YES			<input type="checkbox"/> NEED PROOF OF MFS Q	<input type="checkbox"/>

Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > USEF Entry Agreement

CREATE A DIGITAL ENTRY PACKET > USEF ENTRY AGREEMENT:

- Using your screen capture software program, capture the **1 USEF Entry Agreement Page** on the EE *.PDF file and paste it on the **2 USEF ENT AG** tab of the *.xlsx file.
- The **USEF Entry Agreement** must be signed by each person in the entry (rider, owner, trainer, coach (if applicable)).
- If/when the entry is updated, you can add captured documents, annotate signature changes, etc.

The screenshot displays the Microsoft Excel interface with a spreadsheet titled 'SampleEntryTemplate.xlsx'. The active cell (U22) contains a document titled 'USEF ENTRY AGREEMENT'. The document text is as follows:

USEF ENTRY AGREEMENT

FEDERATION ENTRY AGREEMENT

By entering a Federation-licensed Competition and signing this entry blank as the Owner, Lessee, Trainer, Manager, Agent, Coach, Driver, Rider, Handler, Vaulter or Longeur and on behalf of myself and my principals, representatives, employees and agents, I agree that I am subject to the Bylaws and Rules of the United States Equestrian Federation, Inc. (the "Federation") and the local rules of USEF Events (Competition). I agree to be bound by the Bylaws and Rules of the Federation and of the competition. I will accept as final the decision of the Hearing Committee on any question arising under the Rules, and agree to release and hold harmless the competition, the Federation, their officials, directors and employees for any action taken under the Rules. I represent that I am eligible to enter and/or participate under the Rules, and every horse I am entering is eligible as entered. I also agree that as a condition of and in consideration of acceptance of entry, the Federation and/or the Competition may use or assign photographs, videos, audios, cable-casts, broadcasts, internet, film, new media or other likenesses of me and my horse taken during the course of the competition for the promotion, coverage or benefit of the competition, sport, or the Federation. Those likenesses shall not be used to advertise a product and they may not be used in such a way as to jeopardize amateur status. I hereby expressly and irrevocably waive and release any rights in connection with such use, including any claim to compensation, invasion of privacy, right of publicity, or to misappropriation. The construction and application of Federation rules are governed by the laws of the State of New York, and any action instituted against the Federation must be filed in New York State. See GR908.4.

BY SIGNING BELOW, I AGREE that I have read, understand, and agree to be bound by all applicable Federation Bylaws, rules, and policies including the USEF Safe Sport Policy and Minor Athlete Abuse Prevention Policies (MAAPP) as published at www.usef.org, as amended from time to time, as well as all terms and provisions of this Prize List. If I am signing and submitting this Agreement electronically, I acknowledge that my electronic signature shall have the same validity, force and effect as if I affixed my signature by my own hand.

RIDER/DRIVER/HANDLER/VAULTER/LONGEUR (mandatory)
Signature: Dxxxxxx Mxxxxxx
Print Name: Dxxxxxx Mxxxxxx

OWNER/AGENT (mandatory)
Signature: Dxxxxxx Mxxxxxx
Print Name: Dxxxxxx Mxxxxxx

TRAINER (mandatory)
Signature: Dxxxxxx Mxxxxxx
Print Name: Dxxxxxx Mxxxxxx

COACH (if applicable)
Signature: _____
Print Name: Dxxxxxx Mxxxxxx

Parent/Guardian Signature: (required if Rider/Driver/Handler/Vaulter/Longeur is a minor) _____
Print Parent/Guardian Name: _____ Emergency Contact Phone No. ###-###-####

Is Rider/Driver/Vaulter a U.S. Citizen: ___ Yes ___ No

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The bottom sheet navigation bar shows the following tabs: CHK SH, FVD COV, EE COV, ENTRY, MEMB, **USEF ENT AG**, USEF WAIVER, COG, VAC, SAFE SPORT, OTH, STALL. A red circle '2' highlights the 'USEF ENT AG' tab.

Continued on next page...

SECTION IX. TIPS & TRICKS

Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > USEF Entry Agreement, Cont'd.

CREATE A DIGITAL ENTRY PACKET > USEF ENTRY AGREEMENT:

- On the **CHK SH** tab, check the boxes according to the **rider, owner, trainer, and coach** signature status.
- If there are no deficiencies, check the corresponding **3 OK** boxes. If there are deficiencies, check the corresponding **4 FIX** boxes.
- Nomenclature:
 - 5 USEF Entry Ag Rider/Owner/Trainer/Coach:** OK / R/O/T/C ENTRY AG YES: The R/O/T/C have signed the USEF Entry Agreement.
 - 6 USEF Entry Ag Rider/Owner:** OK / PARENT SIG: If the rider or owner is a minor, the parent has signed the form.
 - 7 USEF Entry Ag Rider/Owner:** OK / PARENT SIG NA: The rider or owner is not a minor.
 - 8 USEF Entry Ag Rider/Owner/Trainer/Coach:** NEED R/O/T/C ENTRY AG / FIX: The R/O/T/C USEF Entry Agreement has not been provided.
 - 9 USEF Entry Ag Coach:** OK / NO COACH: A coach has not been declared.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	CHECK SHEET	<input type="checkbox"/> COMPLETE						<input type="checkbox"/> INCOMPLETE							R = O = T = C =	
2	RIDER LAST NAME							HORSE NAME							R =	
3	RIDER FIRST NAME							BRIDLE NUMBER							O =	
4	ITEM	OK	ENTRY STATUS										FIX	T =		
5	Rider Status	<input type="checkbox"/>	<input type="checkbox"/> AA	<input type="checkbox"/> JYR	JYR AGE:			<input type="checkbox"/> PRO	<input type="checkbox"/> OPEN USEF NM						C =	
6	GAIG Q	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO/NA						<input type="checkbox"/> YES BUT FIX						
7	Complete Payment	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO												
8	Owe \$:	<input type="checkbox"/>	<input type="checkbox"/> NO				<input type="checkbox"/> BALANCE PAID				<input type="checkbox"/> OWE MONEY					
9	Refund \$	<input type="checkbox"/>	<input type="checkbox"/> NO				<input type="checkbox"/> REFUND DONE				<input type="checkbox"/> REFUND Due					
10	USEF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USEF ACTIVE				<input type="checkbox"/> R USEF SHOW PASS	<input type="checkbox"/> R USEF EXEMPT				<input type="checkbox"/> R USEF NEED SHOW PASS				
11	USDF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USDF PM	<input type="checkbox"/> R USDF GM				<input type="checkbox"/> R USDF NM PAID	<input type="checkbox"/> R USDF EXEMPT				<input type="checkbox"/> R USDF NM NOT PAID			
12	USEF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USEF ACTIVE				<input type="checkbox"/> O USEF SHOW PASS	<input type="checkbox"/> O USEF EXEMPT				<input type="checkbox"/> O USEF NEED SHOW PASS				
13	USDF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USDF PM	<input type="checkbox"/> O USDF GM				<input type="checkbox"/> O USDF NM PAID	<input type="checkbox"/> O USDF EXEMPT				<input type="checkbox"/> O USDF NM NOT PAID			
14	USEF Member Trainer	<input type="checkbox"/>	<input type="checkbox"/> T USEF ACTIVE							<input type="checkbox"/> T USEF EXEMPT				<input type="checkbox"/> T USEF NEEDED		
15	USEF Member Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C USEF ACTIVE	<input checked="" type="checkbox"/> NO COACH				<input type="checkbox"/> C USEF EXEMPT				<input type="checkbox"/> C USEF NEEDED				
16	USEF Horse Recording	<input type="checkbox"/>	<input type="checkbox"/> H USEF LIFE/ANN	<input type="checkbox"/> H USDF #				<input type="checkbox"/> H USEF HID	<input type="checkbox"/> H USEF EXEMPT				<input type="checkbox"/> H USEF NEEDED			
17	USDF Horse Registration	<input type="checkbox"/>	<input type="checkbox"/> H USDF LIFE				<input type="checkbox"/> H USDF HID	<input type="checkbox"/> H USDF EXEMPT				<input type="checkbox"/> H USDF NEEDED				
18	USEF Entry Ag Rider	<input type="checkbox"/>	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA						<input type="checkbox"/> NEED R ENTRY AG					
19	USEF Entry Ag Owner	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> O ENTRY AG YES	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA	<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 7						<input type="checkbox"/> NEED O ENTRY AG		
20	USEF Entry Ag Trainer	<input type="checkbox"/>	<input type="checkbox"/> T ENTRY AG YES										<input type="checkbox"/> NEED T ENTRY AG			
21	USEF Entry Ag Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C ENTRY AG YES	<input checked="" type="checkbox"/> NO COACH				<input checked="" type="checkbox"/> 9						<input type="checkbox"/> NEED C ENTRY AG		
22	USEF Waiver Rider	<input type="checkbox"/>	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG				<input type="checkbox"/> NA				<input type="checkbox"/> NEED R WAIVER				
23	USEF Waiver Owner	<input type="checkbox"/>	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG				<input type="checkbox"/> NA				<input type="checkbox"/> NEED O WAIVER				
24	USEF Waiver Trainer	<input type="checkbox"/>	<input type="checkbox"/> T WAIVER YES										<input type="checkbox"/> NEED T WAIVER			
25	USEF Waiver Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C WAIVER YES	<input checked="" type="checkbox"/> NO COACH										<input type="checkbox"/> NEED C WAIVER		
26	Coggins	<input type="checkbox"/>	<input type="checkbox"/> COGGINS YES				<input type="checkbox"/> COG WRONG HORSE NAME				<input type="checkbox"/> NEED COGGINS W/IN 1 YR					
27	Proof of Vaccination	<input type="checkbox"/>	<input type="checkbox"/> VACS YES				<input type="checkbox"/> VAC WRONG HORSE NAME				<input type="checkbox"/> NEED VAC W/IN 6 MOS					
28	SafeSport Rider	<input type="checkbox"/>	<input type="checkbox"/> R SS YES				<input type="checkbox"/> R SS EX USEF NM	<input type="checkbox"/> R SS EX AGE				<input type="checkbox"/> NEED R PROOF OF SS				
29	SafeSport Owner	<input type="checkbox"/>	<input type="checkbox"/> O SS YES	<input type="checkbox"/> O SS EX BUSINESS				<input type="checkbox"/> O SS EX USEF NM	<input type="checkbox"/> O SS EX AGE				<input type="checkbox"/> NEED O PROOF OF SS			
30	SafeSport Trainer	<input type="checkbox"/>	<input type="checkbox"/> T SS YES										<input type="checkbox"/> NEED T PROOF OF SS			
31	SafeSport Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C SS YES	<input checked="" type="checkbox"/> NO COACH										<input type="checkbox"/> NEED C PROOF OF SS		
32	Horse Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO H STALL	<input type="checkbox"/> H-FrSa	<input type="checkbox"/> H-FrSaSu			<input type="checkbox"/> H-SaSu								
33	Tack Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO T STALL	<input type="checkbox"/> T-FrSa	<input type="checkbox"/> T-FrSaSu			<input type="checkbox"/> H-SaSu								
34	MFS Q Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> MFS NA	<input type="checkbox"/> MFS Q YES							<input type="checkbox"/> NEED PROOF OF MFS Q					

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > USEF Waiver

CREATE A DIGITAL ENTRY > USEF WAIVER:

- Using your screen capture software program, capture the **1 USEF Waiver** on the *.PDF file and paste it on the **2 USEF WAIVER** tab of the *.xlsx file.
- A **SEPARATE** checked and signed form is required for each person (rider, owner, trainer, coach (if applicable)) in the entry. Each of the forms are pasted to the tab.
- If/when the entry is updated, you can add new captured documents, annotate signature changes, etc.

The screenshot displays the Microsoft Excel interface with a spreadsheet titled 'SampleEntryTemplate.xlsx'. The 'USEF WAIVER' tab is active, and a PDF document is pasted into the spreadsheet area. The document text includes:

USEF WAIVER

WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

For and in consideration of United States Equestrian Federation, Inc. dba US Equestrian ("USEF") allowing me, the undersigned, to participate in any capacity (including as a rider, driver, handler, vaulter, longeur, lesson, owner, agent, coach, official, trainer or volunteer) in a USEF sanctioned, licensed or approved event or activity, including but not limited to equestrian clinics, practices, shows, competitions and related or incidental activities and USEF Events ("USEF Event" or "USEF Events"); I, for myself, and on behalf of my spouse, children, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors, and assigns, hereby agree to and make the following contractual representations pursuant to this Agreement (the "Agreement"):

A. RULES AND REGULATIONS: I hereby agree that I have read, understand, and agree to be bound by all applicable Federation Bylaws, rules, and policies including the USEF Safe Sport Policy and Minor Athlete Abuse Prevention Policies (MAAPP) as published at www.usef.org, as amended from time to time.

B. ACKNOWLEDGMENT OF RISK: I knowingly, willingly, and voluntarily acknowledge the inherent risks associated with the sport of equestrian and know that horseback riding and related equestrian activities are inherently dangerous, and that participation in any USEF Event involves risks and dangers including, without limitation, the potential for serious bodily injury (including broken bones, head or neck injuries), sickness and disease (including communicable diseases), trauma, pain & suffering, permanent disability, paralysis and death; loss of or damage to personal property (including my mount & equipment) arising out of the unpredictable behavior of horses; exposure to extreme conditions and circumstances; accidents involving other participants, event staff, volunteers or spectators; contact or collision with other participants and horses, natural or man-made objects; adverse weather conditions; facilities issues and premises conditions; failure of protective equipment (including helmets), inadequate safety measures; participants of varying skill levels; situations beyond the immediate control of the USEF Event organizers and competition management; and other undefined, not readily foreseeable and presently unknown risks and dangers ("Risks").

EQUINE ACTIVITY LIABILITY ACT WARNING:
CAUTION: HORSEBACK RIDING AND EQUINE ACTIVITIES CAN BE DANGEROUS. RIDE AT YOUR OWN RISK.
Under the laws of most States, an equine activity sponsor or equine professional is not liable for any injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

C. ASSUMPTION OF RISK: I understand that the aforementioned Risks may be caused in whole or in part or result directly or indirectly from the negligence of my own actions or inactions, the actions or inactions of others participating in the USEF Events, or the negligent acts or omissions of the Released Parties defined below, and I hereby voluntarily and knowingly assume all such risks and responsibility for any damages, liabilities, losses, or expenses that I incur as a result of my participation in any USEF Events. I also agree to be responsible for any injury or damage caused by me, my horse, my employees or contractors under my direction and control at any USEF Event.

D. WAIVER AND RELEASE OF LIABILITY, HOLD HARMLESS AND INDEMNITY: In conjunction with my participation in any USEF Event, I hereby release, waive and covenant not to sue, and further agree to indemnify, defend and hold harmless the following parties: USEF, USEF Recognized Affiliate Associations, the United States Olympic & Paralympic Committee (USOPC), USEF clubs, members, Event participants (including athletes/riders, coaches, trainers, judges/officials, and other personnel), the Event owner, licensee, and competition managers, the promoters, sponsors, or advertisers of any USEF Event, any charity or other beneficiary which may benefit from the USEF Event; the owners, managers, or lessors of any facilities or premises where a USEF Event may be held; and all directors, officers, employees, agents, contractors, and volunteers of any of the aforementioned parties (individually and collectively, the "Released Parties" or "Event Organizers"), with respect to any liability, claims(s), demand(s), cause(s) of action, damage(s), loss, or expense (including court costs and reasonable attorney fees) of any kind or nature ("Liability") which may arise out of, result from, or relate in any way to my participation in the USEF Events, including claims for Liability caused in whole or in part by the negligent acts or omissions of the Released Parties.

E. COMPLETE AGREEMENT AND SEVERABILITY CLAUSE: This Agreement represents the complete understanding between the parties regarding these issues and no oral representations, statements or inducements have been made apart from this Agreement. If any provision of this Agreement is held to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions.

I HAVE CAREFULLY READ THIS DOCUMENT IN ITS ENTIRETY, UNDERSTAND ALL OF ITS TERMS AND CONDITIONS, AND KNOW IT CONTAINS AN ASSUMPTION OF RISK, RELEASE AND WAIVER FROM LIABILITY, AS WELL AS A HOLD HARMLESS AND INDEMNIFICATION OBLIGATIONS.

By signing below, I (as the participant or as the Parent/Legal Guardian of the minor identified below) hereby accept and agree to the terms and conditions of this Agreement in connection with my (or the minor's) participation in any USEF Event. If, despite this Agreement, I, or anyone on my behalf or the minor's behalf, makes a claim for Liability against any of the Released Parties, I will indemnify, defend and hold harmless each of the Released Parties from any such Liabilities as the result of such claim.

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

RIDER/DRIVER/HANDLER/VAULTER/LONGEUR OWNER TRAINER OFFICIAL STAFF VOLUNTEER COACH (IF APPLICABLE)

Signature: Dxxxxxx Mxxxxxx Date: MM/DD/YYYY
Print Name: Dxxxxxx Mxxxxxx

Parent/Guardian Signature: (Required if Rider/Driver/Handler/Vaulter/Longeur is a minor) _____ Date: _____
Print Parent/Guardian Name: _____ Emergency Contact Phone No. ###-###-####

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The screenshot also shows the Excel ribbon with 'Picture Format' selected, and the 'USEF WAIVER' tab highlighted at the bottom. A red circle with the number '2' is placed over the tab name.

Continued on next page...

SECTION IX. TIPS & TRICKS

Entry Review and Management Suggestions – Digital Entry Packets > Create a Digital Entry Packet > USEF Waiver, Cont'd.

- On the CHK SH tab, check the boxes according to the **rider**, **owner**, **trainer**, and **coach** signature status.
- If there are no deficiencies, check the corresponding **3 OK** boxes. If there are deficiencies, check the corresponding **4 FIX** boxes.
- Nomenclature:
 - 5 USEF Waiver Rider/Owner/Trainer/ Coach:** OK / R/O/T/C WAIVER YES: The R/O/T/C have signed a separate USEF Waiver form.
 - 6 USEF Waiver Rider/Owner:** OK / PARENT SIG: The rider and/or owner is/are a minor and the parent has signed.
 - 7 USEF Waiver Rider/Owner:** OK / PARENT SIG NA: The rider and/or owner is/are not a minor.
 - 8 USEF Waiver Rider/Owner/Trainer/ Coach:** NEED R/O/T/C WAIVER / FIX: The R/O/T/C has/have not signed a separate USEF Waiver form.
 - 9 USEF Waiver Coach:** OK / NO COACH: The entry does not have a declared coach.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	CHECK SHEET	<input type="checkbox"/> COMPLETE					<input type="checkbox"/> INCOMPLETE								R = O = T
2	RIDER LAST NAME						HORSE NAME								R =
3	RIDER FIRST NAME						BRIDLE NUMBER								O =
4	ITEM	<input type="checkbox"/> OK					ENTRY STATUS								T =
5	Rider Status	<input type="checkbox"/> AA	<input type="checkbox"/> JYR			JYR AGE:	<input type="checkbox"/> PRO			<input type="checkbox"/> OPEN USEF NM				C =	
6	GAIG Q	<input type="checkbox"/> YES	<input type="checkbox"/> NO/NA							<input type="checkbox"/> YES BUT FIX					
7	Complete Payment	<input type="checkbox"/> YES	<input type="checkbox"/> NO												
8	Owe \$:	<input type="checkbox"/> NO				<input type="checkbox"/> BALANCE PAID				<input type="checkbox"/> OWE MONEY					
9	Refund \$	<input type="checkbox"/> NO				<input type="checkbox"/> REFUND DONE				<input type="checkbox"/> REFUND Due					
10	USEF Member Rider	<input type="checkbox"/> R USEF ACTIVE				<input type="checkbox"/> R USEF SHOW PASS	<input type="checkbox"/> R USEF EXEMPT			<input type="checkbox"/> R USEF NEED SHOW PASS					
11	USDF Member Rider	<input type="checkbox"/> R USDF PM	<input type="checkbox"/> R USDF GM			<input type="checkbox"/> R USDF NM PAID	<input type="checkbox"/> R USDF EXEMPT			<input type="checkbox"/> R USDF NM NOT PAID					
12	USEF Member Owner	<input type="checkbox"/> O USEF ACTIVE				<input type="checkbox"/> O USEF SHOW PASS	<input type="checkbox"/> O USEF EXEMPT			<input type="checkbox"/> O USEF NEED SHOW PASS					
13	USDF Member Owner	<input type="checkbox"/> O USDF PM	<input type="checkbox"/> O USDF GM			<input type="checkbox"/> O USDF NM PAID	<input type="checkbox"/> O USDF EXEMPT			<input type="checkbox"/> O USDF NM NOT PAID					
14	USEF Member Trainer	<input type="checkbox"/> T USEF ACTIVE				<input type="checkbox"/> T USEF EXEMPT	<input type="checkbox"/> T USEF NEEDED								
15	USEF Member Coach	<input checked="" type="checkbox"/> C USEF ACTIVE	<input checked="" type="checkbox"/> NO COACH			<input type="checkbox"/> C USEF EXEMPT	<input type="checkbox"/> C USEF NEEDED								
16	USEF Horse Recording	<input type="checkbox"/> H USEF LIFE/ANN	<input type="checkbox"/> H USDF #			<input type="checkbox"/> H USEF HID	<input type="checkbox"/> H USEF EXEMPT			<input type="checkbox"/> H USEF NEEDED					
17	USDF Horse Registration	<input type="checkbox"/> H USDF LIFE				<input type="checkbox"/> H USDF HID	<input type="checkbox"/> H USDF EXEMPT			<input type="checkbox"/> H USDF NEEDED					
18	USEF Entry Ag Rider	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA						<input type="checkbox"/> NEED R ENTRY AG					
19	USEF Entry Ag Owner	<input type="checkbox"/> O ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA						<input type="checkbox"/> NEED O ENTRY AG					
20	USEF Entry Ag Trainer	<input type="checkbox"/> T ENTRY AG YES								<input type="checkbox"/> NEED T ENTRY AG					
21	USEF Entry Ag Coach	<input checked="" type="checkbox"/> C ENTRY AG YES	<input checked="" type="checkbox"/> NO COACH							<input type="checkbox"/> NEED C ENTRY AG					
22	USEF Waiver Rider	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA						<input type="checkbox"/> NEED R WAIVER					
23	USEF Waiver Owner	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA						<input type="checkbox"/> NEED O WAIVER					
24	USEF Waiver Trainer	<input type="checkbox"/> T WAIVER YES								<input type="checkbox"/> NEED T WAIVER					
25	USEF Waiver Coach	<input checked="" type="checkbox"/> C WAIVER YES	<input checked="" type="checkbox"/> NO COACH							<input type="checkbox"/> NEED C WAIVER					
26	Coggins	<input type="checkbox"/> COGGINS YES				<input type="checkbox"/> COG WRONG HORSE NAME				<input type="checkbox"/> NEED COGGINS W/IN 1 YR					
27	Proof of Vaccination	<input type="checkbox"/> VACS YES				<input type="checkbox"/> VAC WRONG HORSE NAME				<input type="checkbox"/> NEED VAC W/IN 6 MOS					
28	SafeSport Rider	<input type="checkbox"/> R SS YES				<input type="checkbox"/> R SS EX USEF NM	<input type="checkbox"/> R SS EX AGE			<input type="checkbox"/> NEED R PROOF OF SS					
29	SafeSport Owner	<input type="checkbox"/> O SS YES	<input type="checkbox"/> O SS EX BUSINESS			<input type="checkbox"/> O SS EX USEF NM	<input type="checkbox"/> O SS EX AGE			<input type="checkbox"/> NEED O PROOF OF SS					
30	SafeSport Trainer	<input type="checkbox"/> T SS YES								<input type="checkbox"/> NEED T PROOF OF SS					
31	SafeSport Coach	<input checked="" type="checkbox"/> C SS YES	<input checked="" type="checkbox"/> NO COACH							<input type="checkbox"/> NEED C PROOF OF SS					
32	Horse Stall	<input checked="" type="checkbox"/> NO H STALL	<input type="checkbox"/> H-FrSa			<input type="checkbox"/> H-FrSaSu	<input type="checkbox"/> H-SaSu								
33	Tack Stall	<input checked="" type="checkbox"/> NO T STALL	<input type="checkbox"/> T-FrSa			<input type="checkbox"/> T-FrSaSu	<input type="checkbox"/> H-SaSu								
34	MFS Q Test	<input checked="" type="checkbox"/> MFS NA	<input type="checkbox"/> MFS Q YES							<input type="checkbox"/> NEED PROOF OF MFS Q					

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > Coggins

CREATE A DIGITAL ENTRY PACKET > COGGINS:

- Using your screen capture software program, capture the **1 Coggins** in the EE *.PDF file and paste it on the **2 COG** tab of the *.xlsx file.
- The Coggins must have the same horse name as on the entry and USEF/USDF memberships.
- The Coggins expires 365 days after the blood was drawn. If it was drawn on 03/18/YYYY, the last day it is good is 03/17/YYYY+1.
- If/when the entry is updated, you can add new captured documents, add a vet letter, annotate Coggins changes, etc.
- If an **3 old Coggins** was originally sent, you can make that image small so it is available, if needed.

The screenshot shows a Microsoft Excel spreadsheet with a digital entry packet for a Coggins test. The spreadsheet has columns A through S and rows 1 through 41. The 'COGGINS' tab is active, and a large form is pasted into the grid. The form is titled 'GVL - EQUINE INFECTIOUS ANEMIA LABORATORY TEST' and includes fields for lab accession number, date of blood draw, test requested by vet, reason for testing, owner information, veterinarian information, horse details, and laboratory results. A red circle with the number '1' is placed over the top right corner of the form. A red circle with the number '2' is placed over the 'COG' tab in the bottom sheet navigation bar. A red circle with the number '3' is placed over a smaller, thumbnail version of the form in the bottom right corner of the spreadsheet.

Continued on next page...

Entry Review and Management Suggestions – Digital Entry Packets >
Create a Digital Entry Packet > Coggins, Cont'd.

- On the **CHK SH** tab, check the boxes according to the status of the **Coggins**.
- If there are no deficiencies, check the corresponding **4 OK** box. If there are deficiencies, check the corresponding **5 FIX** box.
- Nomenclature:
 - 6 Coggins:** **OK** / **COGGINS YES:** The entry has a current Coggins with the correct horse name.
 - 7 Coggins:** **COG WRONG HORSE NAME** / **FIX:** The horse name on the Coggins is not the same as on the entry and USEF/USDF memberships. Need a vet letter declaring they are the same horse.
 - 8 Coggins:** **NEED COGGINS W/IN 1 YR** / **FIX:** Coggins has expired. Need a new Coggins.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	CHECK SHEET	<input type="checkbox"/> COMPLETE				<input type="checkbox"/> INCOMPLETE										R = O = T
2	RIDER LAST NAME							HORSE NAME							R =	
3	RIDER FIRST NAME							BRIDLE NUMBER							O =	
4	ITEM	OK	ENTRY STATUS										FIX	T =		
5	Rider Status	<input type="checkbox"/>	<input type="checkbox"/> AA	<input type="checkbox"/> JYR	JYR AGE:		<input type="checkbox"/> PRO	<input type="checkbox"/> OPEN USEF NM					C =			
6	GAIG Q	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO/NA				<input type="checkbox"/> YES BUT FIX								
7	Complete Payment	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO												
8	Owe \$:	<input type="checkbox"/>	<input type="checkbox"/> NO			<input type="checkbox"/> BALANCE PAID		<input type="checkbox"/> OWE MONEY								
9	Refund \$	<input type="checkbox"/>	<input type="checkbox"/> NO			<input type="checkbox"/> REFUND DONE		<input type="checkbox"/> REFUND Due								
10	USEF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USEF ACTIVE			<input type="checkbox"/> R USEF SHOW PASS		<input type="checkbox"/> R USEF EXEMPT		<input type="checkbox"/> R USEF NEED SHOW PASS						
11	USDF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USDF PM	<input type="checkbox"/> R USDF GM		<input type="checkbox"/> R USDF NM PAID		<input type="checkbox"/> R USDF EXEMPT		<input type="checkbox"/> R USDF NM NOT PAID						
12	USEF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USEF ACTIVE			<input type="checkbox"/> O USEF SHOW PASS		<input type="checkbox"/> O USEF EXEMPT		<input type="checkbox"/> O USEF NEED SHOW PASS						
13	USDF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USDF PM	<input type="checkbox"/> O USDF GM		<input type="checkbox"/> O USDF NM PAID		<input type="checkbox"/> O USDF EXEMPT		<input type="checkbox"/> O USDF NM NOT PAID						
14	USEF Member Trainer	<input type="checkbox"/>	<input type="checkbox"/> T USEF ACTIVE							<input type="checkbox"/> T USEF EXEMPT		<input type="checkbox"/> T USEF NEEDED				
15	USEF Member Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C USEF ACTIVE	<input checked="" type="checkbox"/> NO COACH				<input type="checkbox"/> C USEF EXEMPT		<input type="checkbox"/> C USEF NEEDED						
16	USEF Horse Recording	<input type="checkbox"/>	<input type="checkbox"/> H USEF LIFE/ANN	<input type="checkbox"/> H USDF #		<input type="checkbox"/> H USEF HID		<input type="checkbox"/> H USEF EXEMPT		<input type="checkbox"/> H USEF NEEDED						
17	USDF Horse Registration	<input type="checkbox"/>	<input type="checkbox"/> H USDF LIFE			<input type="checkbox"/> H USDF HID		<input type="checkbox"/> H USDF EXEMPT		<input type="checkbox"/> H USDF NEEDED						
18	USEF Entry Ag Rider	<input type="checkbox"/>	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG <input type="checkbox"/> NA						<input type="checkbox"/> NEED R ENTRY AG						
19	USEF Entry Ag Owner	<input type="checkbox"/>	<input type="checkbox"/> O ENTRY AG YES	<input type="checkbox"/> PARENT SIG <input type="checkbox"/> NA						<input type="checkbox"/> NEED O ENTRY AG						
20	USEF Entry Ag Trainer	<input type="checkbox"/>	<input type="checkbox"/> T ENTRY AG YES							<input type="checkbox"/> NEED T ENTRY AG						
21	USEF Entry Ag Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C ENTRY AG YES	<input checked="" type="checkbox"/> NO COACH						<input type="checkbox"/> NEED C ENTRY AG						
22	USEF Waiver Rider	<input type="checkbox"/>	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG <input type="checkbox"/> NA						<input type="checkbox"/> NEED R WAIVER						
23	USEF Waiver Owner	<input type="checkbox"/>	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG <input type="checkbox"/> NA						<input type="checkbox"/> NEED O WAIVER						
24	USEF Waiver Trainer	<input type="checkbox"/>	<input type="checkbox"/> T WAIVER YES							<input type="checkbox"/> NEED T WAIVER						
25	USEF Waiver Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C WAIVER YES	<input checked="" type="checkbox"/> NO COACH						<input type="checkbox"/> NEED C WAIVER						
26	Coggins	<input checked="" type="checkbox"/>	<input type="checkbox"/> COGGINS YES	<input checked="" type="checkbox"/>	<input type="checkbox"/> COG WRONG HORSE NAME	<input checked="" type="checkbox"/>	<input type="checkbox"/> NEED COGGINS W/IN 1 YR	<input checked="" type="checkbox"/>				<input type="checkbox"/>				
27	Proof of Vaccination	<input type="checkbox"/>	<input type="checkbox"/> VACS YES			<input type="checkbox"/> VAC WRONG HORSE NAME				<input type="checkbox"/> NEED VAC W/IN 6 MOS						
28	SafeSport Rider	<input type="checkbox"/>	<input type="checkbox"/> R SS YES			<input type="checkbox"/> R SS EX USEF NM		<input type="checkbox"/> R SS EX AGE		<input type="checkbox"/> NEED R PROOF OF SS						
29	SafeSport Owner	<input type="checkbox"/>	<input type="checkbox"/> O SS YES	<input type="checkbox"/> O SS EX BUSINESS		<input type="checkbox"/> O SS EX USEF NM		<input type="checkbox"/> O SS EX AGE		<input type="checkbox"/> NEED O PROOF OF SS						
30	SafeSport Trainer	<input type="checkbox"/>	<input type="checkbox"/> T SS YES							<input type="checkbox"/> NEED T PROOF OF SS						
31	SafeSport Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C SS YES	<input checked="" type="checkbox"/> NO COACH						<input type="checkbox"/> NEED C PROOF OF SS						
32	Horse Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO H STALL	<input type="checkbox"/> H-FrSa		<input type="checkbox"/> H-FrSaSu		<input type="checkbox"/> H-SaSu								
33	Tack Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO T STALL	<input type="checkbox"/> T-FrSa		<input type="checkbox"/> T-FrSaSu		<input type="checkbox"/> H-SaSu								
34	MFS Q Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> MFS NA	<input type="checkbox"/> MFS Q YES						<input type="checkbox"/> NEED PROOF OF MFS Q						

Entry Review and Management Suggestions – Digital Entry Packets >
 Create a Digital Entry Packet > Vaccinations, Cont'd.

- On the **CHK SH** tab, check the boxes according to the status of the **Proof of Vaccinations**.
- If there are no deficiencies, check the corresponding **4 OK** box. If there are deficiencies, check the corresponding **5 FIX** box.
- Nomenclature:
 - 6 Proof of Vaccination:** **OK** / **VACS YES:** The entry has a current proof of vaccinations with the correct horse name.
 - 7 Proof of Vaccination:** **VAC WRONG HORSE NAME** / **FIX:** The horse name on the proof of vaccination is not the same as on the entry and USEF/USDF memberships. Need a vet letter declaring they are the same horse.
 - 8 Proof of Vaccination:** **NEED COGGINS W/IN 6 MOS** / **FIX:** Proof of vaccination has expired. Need new vaccinations.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
1	CHECK SHEET	<input type="checkbox"/> COMPLETE											<input type="checkbox"/> INCOMPLETE	R = O = T			
2	RIDER LAST NAME							HORSE NAME							R =		
3	RIDER FIRST NAME							BRIDLE NUMBER							O =		
4	ITEM	OK	ENTRY STATUS										FIX	T =			
5	Rider Status	<input type="checkbox"/>	<input type="checkbox"/> AA	<input type="checkbox"/> JYR	JYR AGE:			<input type="checkbox"/> PRO	<input type="checkbox"/> OPEN USEF NM			<input type="checkbox"/>	C =				
6	GAIG Q	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO/NA			<input type="checkbox"/> YES BUT FIX			<input type="checkbox"/>							
7	Complete Payment	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO						<input type="checkbox"/>							
8	Owe \$:	<input type="checkbox"/>	<input type="checkbox"/> NO				<input type="checkbox"/> BALANCE PAID	<input type="checkbox"/> OWE MONEY			<input type="checkbox"/>						
9	Refund \$	<input type="checkbox"/>	<input type="checkbox"/> NO				<input type="checkbox"/> REFUND DONE	<input type="checkbox"/> REFUND Due			<input type="checkbox"/>						
10	USEF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USEF ACTIVE				<input type="checkbox"/> R USEF SHOW PASS	<input type="checkbox"/> R USEF EXEMPT	<input type="checkbox"/> R USEF NEED SHOW PASS			<input type="checkbox"/>					
11	USDF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USDF PM	<input type="checkbox"/> R USDF GM				<input type="checkbox"/> R USDF NM PAID	<input type="checkbox"/> R USDF EXEMPT	<input type="checkbox"/> R USDF NM NOT PAID			<input type="checkbox"/>				
12	USEF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USEF ACTIVE				<input type="checkbox"/> O USEF SHOW PASS	<input type="checkbox"/> O USEF EXEMPT	<input type="checkbox"/> O USEF NEED SHOW PASS			<input type="checkbox"/>					
13	USDF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USDF PM	<input type="checkbox"/> O USDF GM				<input type="checkbox"/> O USDF NM PAID	<input type="checkbox"/> O USDF EXEMPT	<input type="checkbox"/> O USDF NM NOT PAID			<input type="checkbox"/>				
14	USEF Member Trainer	<input type="checkbox"/>	<input type="checkbox"/> T USEF ACTIVE							<input type="checkbox"/> T USEF EXEMPT	<input type="checkbox"/> T USEF NEEDED			<input type="checkbox"/>			
15	USEF Member Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C USEF ACTIVE	<input checked="" type="checkbox"/> NO COACH						<input type="checkbox"/> C USEF EXEMPT	<input type="checkbox"/> C USEF NEEDED			<input type="checkbox"/>			
16	USEF Horse Recording	<input type="checkbox"/>	<input type="checkbox"/> H USEF LIFE/ANN	<input type="checkbox"/> H USDF #				<input type="checkbox"/> H USEF HID	<input type="checkbox"/> H USEF EXEMPT	<input type="checkbox"/> H USEF NEEDED			<input type="checkbox"/>				
17	USDF Horse Registration	<input type="checkbox"/>	<input type="checkbox"/> H USDF LIFE				<input type="checkbox"/> H USDF HID	<input type="checkbox"/> H USDF EXEMPT	<input type="checkbox"/> H USDF NEEDED			<input type="checkbox"/>					
18	USEF Entry Ag Rider	<input type="checkbox"/>	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA						<input type="checkbox"/> NEED R ENTRY AG			<input type="checkbox"/>			
19	USEF Entry Ag Owner	<input type="checkbox"/>	<input type="checkbox"/> O ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA						<input type="checkbox"/> NEED O ENTRY AG			<input type="checkbox"/>			
20	USEF Entry Ag Trainer	<input type="checkbox"/>	<input type="checkbox"/> T ENTRY AG YES							<input type="checkbox"/> NEED T ENTRY AG			<input type="checkbox"/>				
21	USEF Entry Ag Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C ENTRY AG YES	<input checked="" type="checkbox"/> NO COACH						<input type="checkbox"/> NEED C ENTRY AG			<input type="checkbox"/>				
22	USEF Waiver Rider	<input type="checkbox"/>	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA						<input type="checkbox"/> NEED R WAIVER			<input type="checkbox"/>			
23	USEF Waiver Owner	<input type="checkbox"/>	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA						<input type="checkbox"/> NEED O WAIVER			<input type="checkbox"/>			
24	USEF Waiver Trainer	<input type="checkbox"/>	<input type="checkbox"/> T WAIVER YES							<input type="checkbox"/> NEED T WAIVER			<input type="checkbox"/>				
25	USEF Waiver Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C WAIVER YES	<input checked="" type="checkbox"/> NO COACH						<input type="checkbox"/> NEED C WAIVER			<input type="checkbox"/>				
26	Coggins	<input type="checkbox"/>	<input type="checkbox"/> COGGINS YES				<input type="checkbox"/> COG WRONG HORSE NAME				<input type="checkbox"/> NEED COGGINS W/IN 1 YR			<input type="checkbox"/>			
27	Proof of Vaccination	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> VACS YES	<input checked="" type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> VAC WRONG HORSE NAME	<input checked="" type="checkbox"/> 8				<input type="checkbox"/> NEED VAC W/IN 6 MOS			<input checked="" type="checkbox"/> 5			
28	SafeSport Rider	<input type="checkbox"/>	<input type="checkbox"/> R SS YES				<input type="checkbox"/> R SS EX USEF NM	<input type="checkbox"/> R SS EX AGE				<input type="checkbox"/> NEED R PROOF OF SS			<input type="checkbox"/>		
29	SafeSport Owner	<input type="checkbox"/>	<input type="checkbox"/> O SS YES	<input type="checkbox"/> O SS EX BUSINESS				<input type="checkbox"/> O SS EX USEF NM	<input type="checkbox"/> O SS EX AGE				<input type="checkbox"/> NEED O PROOF OF SS			<input type="checkbox"/>	
30	SafeSport Trainer	<input type="checkbox"/>	<input type="checkbox"/> T SS YES							<input type="checkbox"/> NEED T PROOF OF SS			<input type="checkbox"/>				
31	SafeSport Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C SS YES	<input checked="" type="checkbox"/> NO COACH						<input type="checkbox"/> NEED C PROOF OF SS			<input type="checkbox"/>				
32	Horse Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO H STALL	<input type="checkbox"/> H-FrSa	<input type="checkbox"/> H-FrSaSu	<input type="checkbox"/> H-SaSu						<input type="checkbox"/>					
33	Tack Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO T STALL	<input type="checkbox"/> T-FrSa	<input type="checkbox"/> T-FrSaSu	<input type="checkbox"/> H-SaSu						<input type="checkbox"/>					
34	MFS Q Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> MFS NA	<input type="checkbox"/> MFS Q YES						<input type="checkbox"/> NEED PROOF OF MFS Q			<input type="checkbox"/>				

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > SafeSport

CREATE A DIGITAL ENTRY PACKET > SAFESPORT:

- Using your screen capture software program, capture the proof of **1 SafeSport** training in the *.PDF file and paste it on the **2 SAFE SPORT** tab of the *.xlsx file.
- The SafeSport training must be renewed each year.
- The entry must have proof of current SafeSport training for each adult USEF member in the entry (rider, owner, trainer, coach).
- If/when the entry is updated, you can add new captured documents, annotate SafeSport changes, etc.

SAFE SPORT

1

USEF
EQUESTRIAN
FEDERATION

Dxxxxxx Mxxxxxx

USEF - Active Amateur (12/18/2020 - 12/17/2021)

Safe Sport Training (MM/DD/YYYY - MM/DD/YYYY)

Over 18 yrs old

You must present this card or a copy thereof to prove your eligibility to participate as a rider, owner, driver, handler, lessee, agent, trainer, coach, vaulter or longeur at USEF licensed competitions.
ATTENTION COMPETITION: Please accept this in accordance with GB1309.2-03 as proof of membership.

NOTE: The proof SafeSport training must have a start date within the year or have an expiration date. The SafeSport training certificate may be used; however, it does not have an expiration date. A screen capture of the person's USEF dashboard also has the required information.

NOTE: EE now provides the proof of SafeSport training on the membership page (start and end date); therefore, as separate document is no longer needed unless the training was updated after the entry was submitted..

2

SAFE SPORT

Continued on next page...

SECTION IX. TIPS & TRICKS

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > SafeSport, Cont'd.

- On the **CHK SH** tab, check the boxes according to the status of the **SafeSport** training for each adult USEF member in the entry (rider, owner, trainer, coach).
- If there are no deficiencies, check the corresponding **4 OK** boxes. If there are deficiencies, check the corresponding **5 FIX** boxes.
- Nomenclature:
 - **6 SafeSport Rider/Owner/Trainer/Coach:** **OK** / **R/O/T/C SS YES:** The R/O/T/C have current SafeSport training.
 - **7 SafeSport Rider/Owner:** **OK** / **SS EXEMPT USEF NM:** The R/O/T/C are exempt from SafeSport training due to USEF NM.
 - **8 SafeSport Rider:** **OK** / **SS EXEMPT AGE:** The R/O/C are exempt from SafeSport training due to age.
 - **9 USEF Waiver Rider/Owner/Trainer/Coach:** **NEED R/O/T/C PROOF OF SS** / **FIX:** The R/O/T/C has/have not provided proof of current SS training.
 - **10 USEF Waiver Coach:** **OK** / **NO COACH:** The entry does not have a declared coach.
 - **11 SafeSport Owner:** **OK** / **O SS EX BUSINESS:** The business owner is SS exempt (businesses do not take SS training).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	CHECK SHEET	<input type="checkbox"/> COMPLETE						<input type="checkbox"/> INCOMPLETE								R = O = T
2	RIDER LAST NAME							HORSE NAME								R =
3	RIDER FIRST NAME							BRIDLE NUMBER								O =
4	ITEM	<input type="checkbox"/> OK						ENTRY STATUS						<input type="checkbox"/> FIX	T =	
5	Rider Status	<input type="checkbox"/> AA	<input type="checkbox"/> JYR			JYR AGE:	<input type="checkbox"/> PRO	<input type="checkbox"/> OPEN USEF NM								C =
6	GAIG Q	<input type="checkbox"/> YES	<input type="checkbox"/> NO/NA					<input type="checkbox"/> YES BUT FIX								
7	Complete Payment	<input type="checkbox"/> YES	<input type="checkbox"/> NO													
8	Owe \$:	<input type="checkbox"/> NO				<input type="checkbox"/> BALANCE PAID		<input type="checkbox"/> OWE MONEY								
9	Refund \$	<input type="checkbox"/> NO				<input type="checkbox"/> REFUND DONE		<input type="checkbox"/> REFUND Due								
10	USEF Member Rider	<input type="checkbox"/> R USEF ACTIVE	<input type="checkbox"/> R USEF PM	<input type="checkbox"/> R USDF GM		<input type="checkbox"/> R USEF SHOW PASS	<input type="checkbox"/> R USEF EXEMPT	<input type="checkbox"/> R USEF NEED SHOW PASS								
11	USDF Member Rider	<input type="checkbox"/> R USDF PM	<input type="checkbox"/> R USDF GM			<input type="checkbox"/> R USDF NM PAID	<input type="checkbox"/> R USDF EXEMPT	<input type="checkbox"/> R USDF NM NOT PAID								
12	USEF Member Owner	<input type="checkbox"/> O USEF ACTIVE				<input type="checkbox"/> O USEF SHOW PASS	<input type="checkbox"/> O USEF EXEMPT	<input type="checkbox"/> O USEF NEED SHOW PASS								
13	USDF Member Owner	<input type="checkbox"/> O USDF PM	<input type="checkbox"/> O USDF GM			<input type="checkbox"/> O USDF NM PAID	<input type="checkbox"/> O USDF EXEMPT	<input type="checkbox"/> O USDF NM NOT PAID								
14	USEF Member Trainer	<input type="checkbox"/> T USEF ACTIVE				<input type="checkbox"/> T USEF EXEMPT	<input type="checkbox"/> T USEF NEEDED									
15	USEF Member Coach	<input checked="" type="checkbox"/> C USEF ACTIVE	<input checked="" type="checkbox"/> NO COACH			<input type="checkbox"/> C USEF EXEMPT	<input type="checkbox"/> C USEF NEEDED									
16	USEF Horse Recording	<input type="checkbox"/> H USEF LIFE/ANN	<input type="checkbox"/> H USDF #			<input type="checkbox"/> H USEF HID	<input type="checkbox"/> H USEF EXEMPT	<input type="checkbox"/> H USEF NEEDED								
17	USDF Horse Registration	<input type="checkbox"/> H USDF LIFE				<input type="checkbox"/> H USDF HID	<input type="checkbox"/> H USDF EXEMPT	<input type="checkbox"/> H USDF NEEDED								
18	USEF Entry Ag Rider	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA				<input type="checkbox"/> NEED R ENTRY AG								
19	USEF Entry Ag Owner	<input type="checkbox"/> O ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA				<input type="checkbox"/> NEED O ENTRY AG								
20	USEF Entry Ag Trainer	<input type="checkbox"/> T ENTRY AG YES						<input type="checkbox"/> NEED T ENTRY AG								
21	USEF Entry Ag Coach	<input checked="" type="checkbox"/> C ENTRY AG YES	<input checked="" type="checkbox"/> NO COACH					<input type="checkbox"/> NEED C ENTRY AG								
22	USEF Waiver Rider	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA				<input type="checkbox"/> NEED R WAIVER								
23	USEF Waiver Owner	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA				<input type="checkbox"/> NEED O WAIVER								
24	USEF Waiver Trainer	<input type="checkbox"/> T WAIVER YES						<input type="checkbox"/> NEED T WAIVER								
25	USEF Waiver Coach	<input checked="" type="checkbox"/> C WAIVER YES	<input checked="" type="checkbox"/> NO COACH					<input type="checkbox"/> NEED C WAIVER								
26	Coggins	<input type="checkbox"/> COGGINS YES				<input type="checkbox"/> COG WRONG HORSE NAME		<input type="checkbox"/> NEED COGGINS W/IN 1 YR								
27	Proof of Vaccination	<input type="checkbox"/> VACS YES				<input type="checkbox"/> VAC WRONG HORSE NAME		<input type="checkbox"/> NEED VAC W/IN 6 MOS								
28	SafeSport Rider	<input type="checkbox"/> R SS YES				<input type="checkbox"/> R SS EX USEF NM	<input type="checkbox"/> R SS EX AGE	<input type="checkbox"/> NEED R PROOF OF SS								
29	SafeSport Owner	<input type="checkbox"/> O SS YES	<input checked="" type="checkbox"/> O SS EX BUSINESS			<input type="checkbox"/> O SS EX USEF NM	<input type="checkbox"/> O SS EX AGE	<input type="checkbox"/> NEED O PROOF OF SS								
30	SafeSport Trainer	<input type="checkbox"/> T SS YES						<input type="checkbox"/> NEED T PROOF OF SS								
31	SafeSport Coach	<input checked="" type="checkbox"/> C SS YES	<input checked="" type="checkbox"/> NO COACH					<input type="checkbox"/> NEED C PROOF OF SS								
32	Horse Stall	<input checked="" type="checkbox"/> NO H STALL	<input type="checkbox"/> H-FrSa	<input type="checkbox"/> H-SaSu												
33	Tack Stall	<input checked="" type="checkbox"/> NO T STALL	<input type="checkbox"/> T-FrSa	<input type="checkbox"/> T-SaSu												
34	MFS Q Test	<input checked="" type="checkbox"/> MFS NA	<input type="checkbox"/> MFS Q YES					<input type="checkbox"/> NEED PROOF OF MFS Q								

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > Stalls

CREATE A DIGITAL ENTRY PACKET > STALLS:

- Using your screen capture software program, if applicable, capture the EE stall request form in the *.PDF file and paste it on the **2** STALL tab of the *.xlsx file.
- If/when the entry is updated, you can add new captured documents, annotate stall changes, etc.

AutoSave On SampleEntryTemplate.xlsx - Saving... Search (Alt+Q) Leslie Raulin LR

File Home Insert Page Layout Formulas Data Review View Developer Help Foxit PDF Shape Format Comments Share

Rectangle 2 : X ✓ fx

1 STALLS

Competition Name: Show Name
 Rider Name: Fname2 Lname2
 Stable With: Pinchurst Farm
 (Please use one unique name for your group. Show management will do their best to match up individual names).
 Special Needs/Requests: 0

Competition Dates: MM/DD/YYYY
 Rider Phone: 111-222-3333

Please complete all sections below. Place check marks in appropriate box indicating the nights stabling is needed.

Stable	Horse Name	Stallion/Mare/Gelding	HT	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Stall HFrsSa: Fri-Sat5 or Sat5 \$85	Horse1	Mare	17.1					7/24	7/25	

Need a Tack Stall? NO

Approximate Time of Arrival: 07/24/2020 2:00 PM

Rider Staying At: Home

Rider Phone: 111-222-3333

RV/Camper Hook-ups (If available): NO

Transport in: small trailer

Number of Shavings: 2

Night Stalls	\$85
Total	\$85

CHK SH FVD COV EE COV ENTRY MEMB USEF ENT AG USEF WAIVER COG VAC SAFE SPORT OTH STALL

Ready Scroll Lock

Continued on next page...

SECTION IX. TIPS & TRICKS

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > Stalls, Cont'd.

- On the **CHK SH** tab, check the boxes according to the stabling request.
- If there are no deficiencies, check the corresponding **4 OK** boxes. If there are deficiencies, check the corresponding **5 FIX** boxes.
- Nomenclature:
 - **6 Horse Stall:** **OK** / **NO HORSE STALL:** The entrant has not reserved a horse stall.
 - **7 Horse Stall:** **OK** / **H-FrSa:** The entrant has reserved a horse stall for Friday and Saturday.
 - **8 Horse Stall:** **OK** / **H-FrSaSu:** The entrant has reserved a horse stall for Friday, Saturday and Sunday.
 - **9 Horse Stall:** **OK** / **H-SaSu:** The entrant has reserved a horse stall for Saturday and Sunday.
 - **10 Tack Stall:** **OK** / **NO TACK STALL:** The entrant has not reserved a tack stall.
 - **11 Tack Stall:** **OK** / **T-FrSa:** The entrant has reserved a tack stall for Friday and Saturday.
 - **12 Tack Stall:** **OK** / **T-FrSaSu:** The entrant has reserved a tack stall for Friday, Saturday and Sunday.
 - **13 Tack Stall:** **OK** / **T-SaSu:** The entrant has reserved a tack stall for Saturday and Sunday.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P				
1	CHECK SHEET		<input type="checkbox"/> COMPLETE		<input type="checkbox"/> INCOMPLETE											R = O = T			
2	RIDER LAST NAME			HORSE NAME												R =			
3	RIDER FIRST NAME			BRIDLE NUMBER												O =			
4	ITEM	OK	ENTRY STATUS										FIX	T =					
5	Rider Status	<input type="checkbox"/>	<input type="checkbox"/> AA	<input type="checkbox"/> JYR	JYR AGE:	<input type="checkbox"/> PRO	<input type="checkbox"/> OPEN USEF NM									<input type="checkbox"/>	C =		
6	GAIG Q	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO/NA		<input type="checkbox"/> YES BUT FIX										<input type="checkbox"/>			
7	Complete Payment	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO										<input type="checkbox"/>					
8	Owe \$:	<input type="checkbox"/>	<input type="checkbox"/> NO	<input type="checkbox"/> BALANCE PAID		<input type="checkbox"/> OWE MONEY										<input type="checkbox"/>			
9	Refund \$	<input type="checkbox"/>	<input type="checkbox"/> NO	<input type="checkbox"/> REFUND DONE		<input type="checkbox"/> REFUND Due										<input type="checkbox"/>			
10	USEF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USEF ACTIVE	<input type="checkbox"/> R USEF SHOW PASS		<input type="checkbox"/> R USEF EXEMPT		<input type="checkbox"/> R USEF NEED SHOW PASS								<input type="checkbox"/>			
11	USDF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USDF PM	<input type="checkbox"/> R USDF GM	<input type="checkbox"/> R USDF NM PAID		<input type="checkbox"/> R USDF EXEMPT		<input type="checkbox"/> R USDF NM NOT PAID								<input type="checkbox"/>		
12	USEF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USEF ACTIVE	<input type="checkbox"/> O USEF SHOW PASS		<input type="checkbox"/> O USEF EXEMPT		<input type="checkbox"/> O USEF NEED SHOW PASS								<input type="checkbox"/>			
13	USDF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USDF PM	<input type="checkbox"/> O USDF GM	<input type="checkbox"/> O USDF NM PAID		<input type="checkbox"/> O USDF EXEMPT		<input type="checkbox"/> O USDF NM NOT PAID								<input type="checkbox"/>		
14	USEF Member Trainer	<input type="checkbox"/>	<input type="checkbox"/> T USEF ACTIVE	<input type="checkbox"/> T USEF EXEMPT		<input type="checkbox"/> T USEF NEEDED										<input type="checkbox"/>			
15	USEF Member Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C USEF ACTIVE	<input checked="" type="checkbox"/> NO COACH		<input type="checkbox"/> C USEF EXEMPT		<input type="checkbox"/> C USEF NEEDED								<input type="checkbox"/>			
16	USEF Horse Recording	<input type="checkbox"/>	<input type="checkbox"/> H USEF LIFE/ANN	<input type="checkbox"/> H USDF #	<input type="checkbox"/> H USEF HID		<input type="checkbox"/> H USEF EXEMPT		<input type="checkbox"/> H USEF NEEDED								<input type="checkbox"/>		
17	USDF Horse Registration	<input type="checkbox"/>	<input type="checkbox"/> H USDF LIFE	<input type="checkbox"/> H USDF HID		<input type="checkbox"/> H USDF EXEMPT		<input type="checkbox"/> H USDF NEEDED								<input type="checkbox"/>			
18	USEF Entry Ag Rider	<input type="checkbox"/>	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA		<input type="checkbox"/> NEED R ENTRY AG								<input type="checkbox"/>				
19	USEF Entry Ag Owner	<input type="checkbox"/>	<input type="checkbox"/> O ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA		<input type="checkbox"/> NEED O ENTRY AG								<input type="checkbox"/>				
20	USEF Entry Ag Trainer	<input type="checkbox"/>	<input type="checkbox"/> T ENTRY AG YES	<input type="checkbox"/> NEED T ENTRY AG										<input type="checkbox"/>					
21	USEF Entry Ag Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C ENTRY AG YES	<input checked="" type="checkbox"/> NO COACH		<input type="checkbox"/> NEED C ENTRY AG								<input type="checkbox"/>					
22	USEF Waiver Rider	<input type="checkbox"/>	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA		<input type="checkbox"/> NEED R WAIVER								<input type="checkbox"/>				
23	USEF Waiver Owner	<input type="checkbox"/>	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA		<input type="checkbox"/> NEED O WAIVER								<input type="checkbox"/>				
24	USEF Waiver Trainer	<input type="checkbox"/>	<input type="checkbox"/> T WAIVER YES	<input type="checkbox"/> NEED T WAIVER										<input type="checkbox"/>					
25	USEF Waiver Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C WAIVER YES	<input checked="" type="checkbox"/> NO COACH		<input type="checkbox"/> NEED C WAIVER								<input type="checkbox"/>					
26	Coggins	<input type="checkbox"/>	<input type="checkbox"/> COGGINS YES	<input type="checkbox"/> COG WRONG HORSE NAME		<input type="checkbox"/> NEED COGGINS W/IN 1 YR								<input type="checkbox"/>					
27	Proof of Vaccination	<input type="checkbox"/>	<input type="checkbox"/> VACS YES	<input type="checkbox"/> VAC WRONG HORSE NAME		<input type="checkbox"/> NEED VAC W/IN 6 MOS								<input type="checkbox"/>					
28	SafeSport Rider	<input type="checkbox"/>	<input type="checkbox"/> R SS YES	<input type="checkbox"/> R SS EX USEF NM		<input type="checkbox"/> R SS EX AGE		<input type="checkbox"/> NEED R PROOF OF SS								<input type="checkbox"/>			
29	SafeSport Owner	<input type="checkbox"/>	<input type="checkbox"/> O SS YES	<input type="checkbox"/> O SS EX BUSINESS	<input type="checkbox"/> O SS EX USEF NM		<input type="checkbox"/> O SS EX AGE		<input type="checkbox"/> NEED O PROOF OF SS								<input type="checkbox"/>		
30	SafeSport Trainer	<input type="checkbox"/>	<input type="checkbox"/> T SS YES	<input type="checkbox"/> NEED T PROOF OF SS										<input type="checkbox"/>					
31	SafeSport Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C SS YES	<input checked="" type="checkbox"/> NO COACH		<input type="checkbox"/> NEED C PROOF OF SS								<input type="checkbox"/>					
32	Horse Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO H STALL	<input checked="" type="checkbox"/> H-FrSa	<input checked="" type="checkbox"/> H-FrSaSu	<input checked="" type="checkbox"/> H-SaSu										<input checked="" type="checkbox"/>			
33	Tack Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO T STALL	<input checked="" type="checkbox"/> T-FrSa	<input checked="" type="checkbox"/> T-FrSaSu	<input checked="" type="checkbox"/> H-SaSu										<input checked="" type="checkbox"/>			
34	MFS Q Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> MFS NA	<input type="checkbox"/> MFS Q YES		<input type="checkbox"/> NEED PROOF OF MFS Q										<input type="checkbox"/>			

NOTE: If your stall packages are different from the standard form, you can edit the form to reflect your packages.

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > Other

CREATE A DIGITAL ENTRY PACKET > OTHER:

- Using your screen capture software program, capture any other documents on the EE *.PDF file and paste them on the **2 OTH** tab of the *.xlsx file.
- Such documents may include proof of Q to ride a MFS test, pony measurement, horse passport, local membership card, etc.
- If/when the entry is updated, you can add new captured documents, annotate changes, etc.

The screenshot displays the Microsoft Excel interface for a digital entry packet template. The spreadsheet is titled 'SampleEntryTemplate.xlsx'. The 'OTHER' tab is active, showing a grid with columns A through S and rows 1 through 41. The following text is present in the spreadsheet:

- Row 1, Column A: OTHER
- Row 4, Column C: Proof of Q for MFS, if applicable. (Marked with a red circle '1')
- Row 4, Column G: Pony Measurement form, if applicable. (Marked with a red circle '1')
- Row 4, Column O: Other documents, if applicable. (Marked with a red circle '1')

The bottom tab bar shows the following tabs: CHK SH, FVD COV, EE COV, ENTRY, MEMB, USEF ENT AG, USEF WAIVER, COG, VAC, SAFE SPORT, OTH, and STALL. The OTH tab is selected and marked with a red circle '2'. The status bar at the bottom indicates 'Ready', 'Scroll Lock', and '100%' zoom.

Continued on next page...

Entry Review and Management Suggestions – Digital Entry Packets >
Create a Digital Entry Packet > Other, Cont'd.

- Example – Proof of Q for MFS Ride:
 - On the **CHK SH** tab, check the boxes according to the status of other documents, such as proof of Q for a MFS test.
 - If there are no deficiencies, check the corresponding **4** OK box. If there are deficiencies, check the corresponding **5** FIX box.
- Nomenclature:
 - **6** MFS Q Test: OK / MFS NA: The entrant is not riding a MFS test.
 - **7** MFS Q Test: OK / MFS YES: The entrant is riding a MFS test and has provided proof of Q to ride the test.
 - **8** MFS Q Test: NEED PROOF OF MFS Q / FIX: The entrant is riding a MFS test but has not provided proof of Q to ride the test.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	CHECK SHEET	<input type="checkbox"/> COMPLETE					<input type="checkbox"/> INCOMPLETE								R = O = T
2	RIDER LAST NAME						HORSE NAME								R =
3	RIDER FIRST NAME						BRIDLE NUMBER								O =
4	ITEM	OK					ENTRY STATUS								T =
5	Rider Status	<input type="checkbox"/>	<input type="checkbox"/> AA	<input type="checkbox"/> JYR		JYR AGE:	<input type="checkbox"/> PRO	<input type="checkbox"/> OPEN USEF NM							C =
6	GAIG Q	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO/NA				<input type="checkbox"/> YES BUT FIX							
7	Complete Payment	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO											
8	Owe \$:	<input type="checkbox"/>	<input type="checkbox"/> NO				<input type="checkbox"/> BALANCE PAID	<input type="checkbox"/> OWE MONEY							
9	Refund \$	<input type="checkbox"/>	<input type="checkbox"/> NO				<input type="checkbox"/> REFUND DONE	<input type="checkbox"/> REFUND Due							
10	USEF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USEF ACTIVE	<input type="checkbox"/> R USEF SHOW PASS	<input type="checkbox"/> R USEF EXEMPT	<input type="checkbox"/> R USEF NEED SHOW PASS									
11	USDF Member Rider	<input type="checkbox"/>	<input type="checkbox"/> R USDF PM	<input type="checkbox"/> R USDF GM	<input type="checkbox"/> R USDF NM PAID	<input type="checkbox"/> R USDF EXEMPT	<input type="checkbox"/> R USDF NM NOT PAID								
12	USEF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USEF ACTIVE	<input type="checkbox"/> O USEF SHOW PASS	<input type="checkbox"/> O USEF EXEMPT	<input type="checkbox"/> O USEF NEED SHOW PASS									
13	USDF Member Owner	<input type="checkbox"/>	<input type="checkbox"/> O USDF PM	<input type="checkbox"/> O USDF GM	<input type="checkbox"/> O USDF NM PAID	<input type="checkbox"/> O USDF EXEMPT	<input type="checkbox"/> O USDF NM NOT PAID								
14	USEF Member Trainer	<input type="checkbox"/>	<input type="checkbox"/> T USEF ACTIVE			<input type="checkbox"/> T USEF EXEMPT	<input type="checkbox"/> T USEF NEEDED								
15	USEF Member Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C USEF ACTIVE	<input checked="" type="checkbox"/> NO COACH		<input type="checkbox"/> C USEF EXEMPT	<input type="checkbox"/> C USEF NEEDED								
16	USEF Horse Recording	<input type="checkbox"/>	<input type="checkbox"/> H USEF LIFE/ANN	<input type="checkbox"/> H USDF #	<input type="checkbox"/> H USEF HID	<input type="checkbox"/> H USEF EXEMPT	<input type="checkbox"/> H USEF NEEDED								
17	USDF Horse Registration	<input type="checkbox"/>	<input type="checkbox"/> H USDF LIFE		<input type="checkbox"/> H USDF HID	<input type="checkbox"/> H USDF EXEMPT	<input type="checkbox"/> H USDF NEEDED								
18	USEF Entry Ag Rider	<input type="checkbox"/>	<input type="checkbox"/> R ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA		<input type="checkbox"/> NEED R ENTRY AG								
19	USEF Entry Ag Owner	<input type="checkbox"/>	<input type="checkbox"/> O ENTRY AG YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA		<input type="checkbox"/> NEED O ENTRY AG								
20	USEF Entry Ag Trainer	<input type="checkbox"/>	<input type="checkbox"/> T ENTRY AG YES				<input type="checkbox"/> NEED T ENTRY AG								
21	USEF Entry Ag Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C ENTRY AG YES	<input checked="" type="checkbox"/> NO COACH			<input type="checkbox"/> NEED C ENTRY AG								
22	USEF Waiver Rider	<input type="checkbox"/>	<input type="checkbox"/> R WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA		<input type="checkbox"/> NEED R WAIVER								
23	USEF Waiver Owner	<input type="checkbox"/>	<input type="checkbox"/> O WAIVER YES	<input type="checkbox"/> PARENT SIG	<input type="checkbox"/> NA		<input type="checkbox"/> NEED O WAIVER								
24	USEF Waiver Trainer	<input type="checkbox"/>	<input type="checkbox"/> T WAIVER YES				<input type="checkbox"/> NEED T WAIVER								
25	USEF Waiver Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C WAIVER YES	<input checked="" type="checkbox"/> NO COACH			<input type="checkbox"/> NEED C WAIVER								
26	Coggins	<input type="checkbox"/>	<input type="checkbox"/> COGGINS YES		<input type="checkbox"/> COG WRONG HORSE NAME	<input type="checkbox"/> NEED COGGINS W/IN 1 YR									
27	Proof of Vaccination	<input type="checkbox"/>	<input type="checkbox"/> VACS YES		<input type="checkbox"/> VAC WRONG HORSE NAME	<input type="checkbox"/> NEED VAC W/IN 6 MOS									
28	SafeSport Rider	<input type="checkbox"/>	<input type="checkbox"/> R SS YES		<input type="checkbox"/> R SS EX USEF NM	<input type="checkbox"/> R SS EX AGE	<input type="checkbox"/> NEED R PROOF OF SS								
29	SafeSport Owner	<input type="checkbox"/>	<input type="checkbox"/> O SS YES	<input type="checkbox"/> O SS EX BUSINESS	<input type="checkbox"/> O SS EX USEF NM	<input type="checkbox"/> O SS EX AGE	<input type="checkbox"/> NEED O PROOF OF SS								
30	SafeSport Trainer	<input type="checkbox"/>	<input type="checkbox"/> T SS YES				<input type="checkbox"/> NEED T PROOF OF SS								
31	SafeSport Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/> C SS YES	<input checked="" type="checkbox"/> NO COACH			<input type="checkbox"/> NEED C PROOF OF SS								
32	Horse Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO H STALL	<input type="checkbox"/> H-FrSa	<input type="checkbox"/> H-FrSaSu	<input type="checkbox"/> H-SaSu									
33	Tack Stall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NO T STALL	<input type="checkbox"/> T-FrSa	<input type="checkbox"/> T-FrSaSu	<input type="checkbox"/> H-SaSu									
34	MFS Q Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> MFS NA	<input type="checkbox"/> MFS Q YES	<input checked="" type="checkbox"/> NEED PROOF OF MFS Q										

Entry Review and Management Suggestions – Digital Entry Packets >

Create a Digital Entry Packet > FVD Entry Confirmation

CREATE A DIGITAL ENTRY PACKET > FVD ENTRY CONFIRMATION:

- After the entry is entered into FVD, using your screen capture software program, capture the **1 FVD Entry Confirmation** report and paste it on the **2 FVD COV** tab of the *.xlsx file.
- If/when the entry is updated, you can add a new captured document or annotate this page. (Also update FVD!)

Entry # 555

XXXX Blue Horse Dressage
June 20, 2222

1 Entry Confirmation - Please review the following information
Contact: Suzy Secretary at SuzySecretary@gmail.com or 123-456-7890

Horse Information			
Name	Bxxx Axx Wxxxx Rxxxx	Height 15.3	Birth Country usa
Breed	Morgan	Sire Nxxxxx Hxxxxxx	Year of Birth 2001
Sex	Gelding	Dam Fxxx Bxxxx Mxxxxx	Breeder
Color	Black	Dam's Sire	Passport #

Information	Horse	Rider	Owner	Trainer	Coach
Name		Jxxxxxxx Bxxx	Jxxxxxxx Dxxxxxx	Jxxxxxxx Bxxx	
Address		6801 Dxxxxxx Lxxxxx	9 109 Bxxxx Gxxxx Dxx	6801 Dxxxxxx Lxxxxx	
City/ ZIP		Wxxxxx, XX 12345	Fxxxxxx, MD 21704	Wxxxxx, XX 12345	
Country		usa	usa	usa	
Telephone		111-222-3333	1 112223333	111-222-3 333	
E-mail		xxxxxx@email.com	xxxxxx@email.com	xxxxxx@email.com	
Citizenship		usa			
Rider Status		Adult Amateur			
USEF #	777777	33333	4444444	33333	
USDF #	8888888	444444	5555555	444444	

Need USEF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Need USDF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Need Safe Sport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Need Signature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Need Cognizant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Need Parent's Signature <input type="checkbox"/>
Need Vaccines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stall Group	Exxxx Oxxxxx				

Class	Stable	Other	Total	Payments	Amount Due	
Class:	55.00	30.00	88.00	173.00	138.00	Amount Due: 35.00

This memo appears on entry confirmations and other mailings sent to riders.

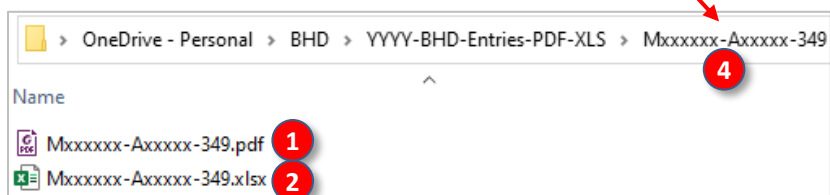
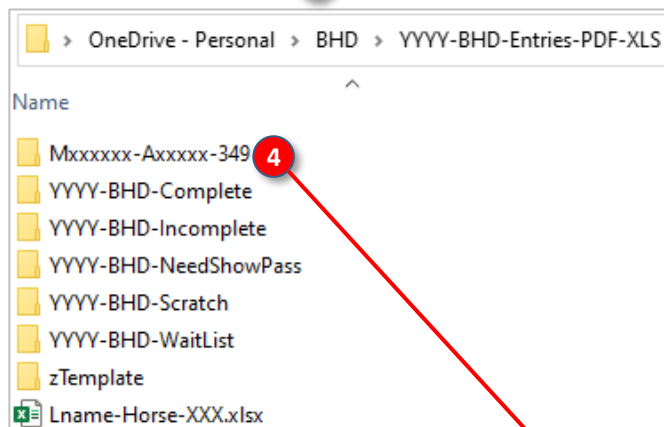
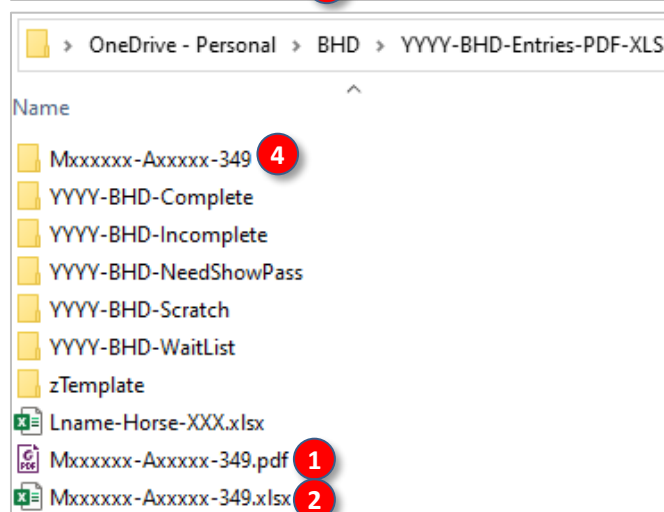
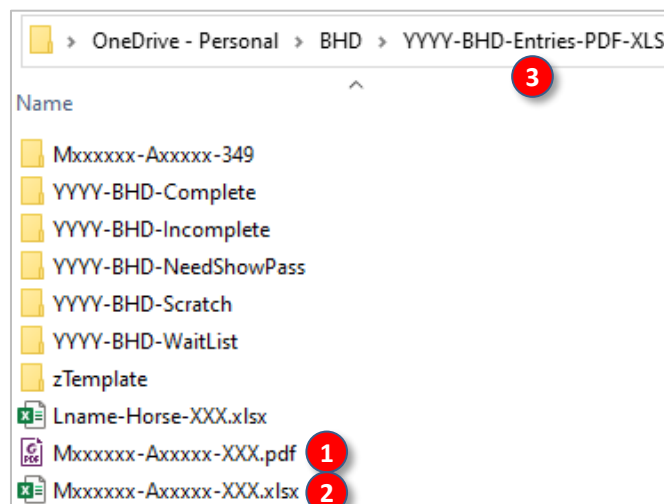
Class	Day	Class Name	Test Name	Qual/Div	Need F & Dog
113.0	Thursday	USEF First Level Test 3 Open GAIG	First Level Test 3 2019	Yes	<input type="checkbox"/>
179	Thursday	FEI Junior Individual Test	FEI Junior Individual 2018	No	<input type="checkbox"/>

Entry Review and Management Suggestions – Digital Entry Packets >**Store the PDF and XLSX Files**

- Now that you have created the digital entry packet, if you have not already done so, annotate the entry details in FVD.
- Next you store the entry's PDF and XLSX files in a manner that will be easy for you and the TD to find the files for updates and review.
- Navigate to the folder where the **1 PDF** and **2 XLSX** files on which you were just working are stored. In this example, the files are in the **3 OneDrive-Personal > BHD > YYYY-BHD-Entries-PDF-XLS** folder.
- The author requires a complete entry before the entry is put in the show and therefore entered in FVD. The entry does not get a bridle number until it is complete.
- The following assumes you are following this procedure.

FOR COMPLETE ENTRIES:

- For the *.pdf and *.xlsx files, replace XXX with the bridle number.
- Create a **4 Mxxxxxx-Axxxxx-349** subfolder, typing the rider's last name, the horse's name, and the bridle number. This should match the PDF and XLSX file names.
- Move the **1 PDF** and **2 XLSX** files to the **4 Mxxxxxx-Axxxxx-349** subfolder.

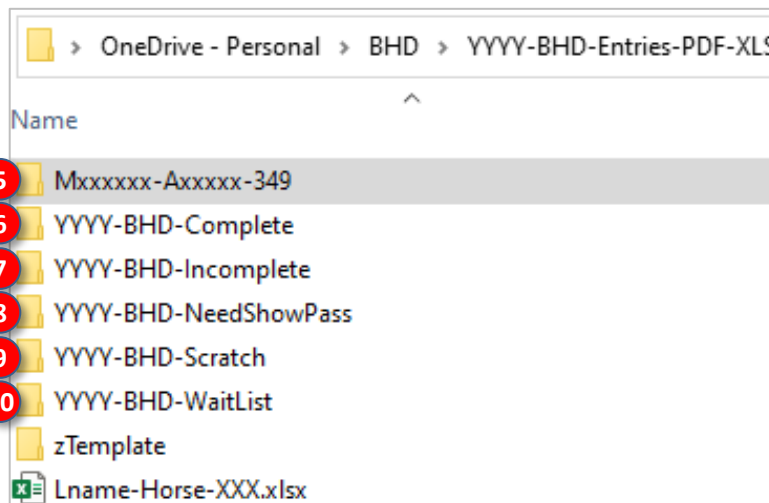


Continued on next page...

Entry Review and Management Suggestions – Digital Entry Packets >

Store the PDF and XLSX Files, Cont'd., Entries Access DB

- If the entry is complete, move the **5** Mxxxxxx-Axxxxx-349 folder to the **6** YYYY-BHD-Complete folder.
- If the entry is incomplete, move the **5** Mxxxxxx-Axxxxx-349 (or **5** Mxxxxxx-Axxxxx-XXX) folder to the **7** YYYY-BHD-Incomplete folder.
- If the entry is only missing a proof of purchase of a USEF Show Pass, move the **5** Mxxxxxx-Axxxxx-349 (or **5** Mxxxxxx-Axxxxx-XXX) folder to the **8** YYYY-BHD-NeedShowPass folder.
- If the entry scratches, move the **5** Mxxxxxx-Axxxxx-349 (or **5** Mxxxxxx-Axxxxx-XXX) folder to the **9** YYYY-BHD-Scratch folder.
- If the entry is on your wait list, move the **5** Mxxxxxx-Axxxxx-349 (or **5** Mxxxxxx-Axxxxx-XXX) folder to the **9** YYYY-BHD-WaitList folder.

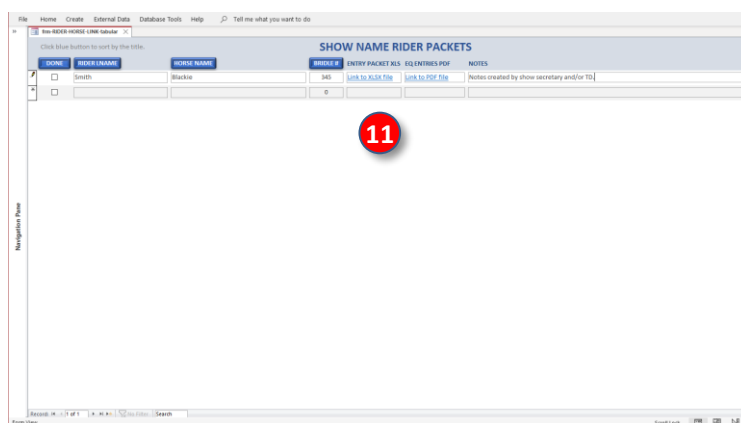


- Accione-SolInerected-322
- Allen-D...-359
- Allen...-371
- Almeida-F...-373
- Ames-Cambiar...-308
- Angerson-RicoSuave-352
- Barbye-Eazy-356
- Barnhard-WinsomeMaverick-315
- Bateman-Cygaro-325
- Beebe-NeapolitanoPrimabonali-317
- Blasi-RedStarsStripes-301
- Borelli-AtheDark-358
- Borns-CoriellaDreamgirl-313
- Bressan-SolTDoh-363
- Braun-Commando-355
- Buchheiser-UrbanoT-321
- Calkins-Albarino-321
- Calkins-JaguarStar-319
- Camardella-Cointreau-302
- Carson-SugarDeeJulieBee-368
- Champion-Fimen-309
- Collella-Briggs-339
- Corbts-Forgael-374
- Cowles-Alvin-365
- Dixon-WalltreePrince-318
- Douglas-Kodiak-342
- Edwards-MacoAMillion-323
- Elias-Dandle-341
- Ford-KynymontBrianna-306
- Forté-RhockOfAges-305
- Gongwer-DancianoFLC-367
- Hall-Resplendent-344
- Hattler-Apollo-327
- Hattler-DLight-330
- Healy-Schaeffer-GingessHero-LateEntry-372
- Hedger-WickedWeather-316
- Heiken-RoyalWid-314
- Herzing-Spyder-345
- Higgs-CSSFredsBaggins-370
- Holdridge-Dutch-360
- Hubbell-MythicPamba-304
- Karstias-Forgael-375-ASRefundDone
- LabareMartin-AribaOfAulan-369
- LaBareMartin-SmokeITOver-320
- Lambert-Audex-303
- Long-Rozzognal-331
- Maranzo-Ammour-349
- Martin-Tucker-DanteCoeur-336
- Martin-Tucker-DantesPrincess-337
- Martin-Tucker-Sensation-338
- McGrain-SopranoSong-351
- Muller-SmoothSailing-324
- Petrask-SaintlyHot-332
- Porter-BroadwayAct-LateEntry-376
- Rainbird-RaghuellaSF-348
- Ribner-KalideoscopeKasie-361
- Rich-Alora-335
- Rich-IncrediBlack-340
- Riggle-CoupDEtat-357
- Schneider-Devon-LateEntry-378
- Smith-Brumbalina-311
- Staveig-TurquoiseSF-364
- Stacey-Gustaf-350
- Strawson-Barossa-366
- Swartz-MySonMi-334
- They-QuattroAuLait-328
- Tucker-Gustav-333
- Twehfeldt-AgnesColoradoCovegirl-312
- Weaver-Wilshbone-LateEntry-377
- Youngkin-Concerto-362

- Continue with creation of digital entry packets for all your entries.
- You will have a **10** long list of subfolders corresponding to your show’s entries, each with the **EE** entry PDF and your **digital entry XLSX**.
- The subfolders are automatically sorted alphabetically so they are easy to find when you need to update an entry or the TD needs to review the entries. During the show, the TD will need a dedicated computer for entry review.

ENTRIES ACCESS DB:

- As an optional feature, the author created a **11** MS Access database program on which the user can upload links to each entry’s PDF and XLSX files. It has a space for secretary and/or TD notes. The notes can be printed as a report. This may make TD review and documentation easier. [Click here](#) to download the database file.
- Alternately, the TD can use the **10** long list of subfolders to review the digital entry packets.



TIPS & TRICKS 3. PRINT LABELS AND CARDS



*Print Labels and Cards > Introduction***INTRODUCTION:**

The FVD program uses the following labels and index cards for the following purposes:

Size	Use	Resources
1" x 2-5/8" shipping labels	<ul style="list-style-type: none"> • Prize List Mailing Labels • Horse Stall Labels • Tack Stall Labels • Owner Mailing Labels 	Avery 5260 (AM) DigiOrange (AM)
1-1/3" x 4" address labels	<ul style="list-style-type: none"> • Dressage Test Sheets (small labels) 	Avery 5962 (AM) DigiOrange (AM)
2" x 4" shipping labels	<ul style="list-style-type: none"> • Dressage Test Sheets • Packet Labels (Standard) 	Avery 5163 (AM) DigiOrange (AM)
3-1/2" x 5" shipping labels	<ul style="list-style-type: none"> • Packet Labels (Detail) 	Avery 5168 (AM) DigiOrange (AM)
3" x 5" laser index cards	<ul style="list-style-type: none"> • Horse Stall Cards • Tack Stall Cards 	Avery 5388 (AM)
4.25" x 5.5" Labels (square edges)	<ul style="list-style-type: none"> • Packet Labels (not for a FVD report) 	DigiOrange (AM)

Print Labels and Cards > *Print a Test Page Using a Plain Piece of Paper* > *Open a Report*

PRINT A TEST PAGE USING A PLAIN PIECE OF PAPER > OPEN A REPORT:

For most printers, the FVD default or recommended settings will accurately print the text in the correct location on the labels/cards. However, some printers may require adjustment of the settings. To avoid wasting expensive labels, it is a good idea to first test the printout on plain paper, make adjustments if needed, then print the final labels. We will use 1" x 2-5/8" Prize List Mailing Labels (Avery 5260) as an example to check the printing accuracy and to make adjustments if needed. These instructions can be used for any of the labels/index cards used by the program.

- Click **1 Main Menu** > **2 Reports** > **3 Pre-Show** > **4 Packet Labels (Standard)**.

- The **5 Prize List Labels** form opens.
- Enter a **6 Last Show Date** and select the **7 Order By** that you prefer.
- Click **8 OK**.

Prize List Labels **5**

Please enter the oldest last show date below you would like to include in this list.

Last Show Date **6**

Order By **7**

Last Name, First Name

Zip Code, Last Name, First Name

8 OK Cancel

Main Menu **1**

XXXX Blue Horse Dressage

Show Office Scoring Reports Breed Show Reports

2 Reports

3 Pre-Show

During-Show

Post-Show

Pre-Show

- Packet Labels (Standard)
- Packet Labels (Detail)
- Packet Sheets
- Pre-Schedule (by Class)
- Pre-Schedule (by Class Summary)
- Pre-Schedule (by Ring)
- Pre-Schedule (by Ring Summary)
- Pre-Schedule (by Rider's Status)
- Pre-Schedule (by Test)
- 4** Prize List Labels
- Ribbon (Basic)
- Ribbon (by Rider's Status)
- Ride Schedule Mailers

- The **9 Prize List Labels** report opens.
- Check the labels to ensure they are the ones you intend to print.

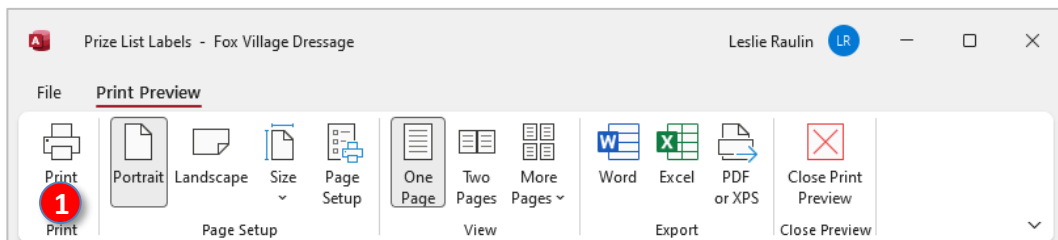
9

FirstName01 LastName01 1234 Street Address City, ST ZipCode USA	FirstName02 LastName02 1234 Street Address City, ST 12345 USA	FirstName03 LastName03 3333 Street Address City, ST 12345 USA
FirstName04 LastName04 4456 Green Street City, ST 23456 USA	FirstName05 LastName05 34234 Any Street City, ST 12345 USA	FirstName06 LastName06 3342 Spruce Street City, ST 12345 USA
FirstName07 LastName07 543534 First Street City, ST 12345 USA	FirstName08 LastName08 2312 Main Street City, ST 12345 USA	FirstName08 LastName08 8888 Main Street City, ST 88888 USA
FirstName09 LastName09 9999 Address Street City, ST 99999 USA	FirstName10 LastName10 1010 Address Street City, ST 10101 USA	FirstName11 LastName11 1111 Address Street City, ST 11111 USA
FirstName12 LastName12 1212 Address Street City, ST 12121 USA	FirstName13 LastName13 1313 Address Street City, ST 13131 USA	FirstName14 LastName14 1414 Address Street City, ST 14141 USA
FirstName15 LastName15 1515 Address Street City, ST 15151 USA	FirstName16 LastName16 1616 Address Street City, ST 16161 USA	FirstName17 LastName17 1717 Address Street City, ST 17171 USA
FirstName18 LastName18 1818 Address Street City, ST 18181 USA	FirstName19 LastName19 1919 Address Street City, ST 19191 USA	FirstName20 LastName20 2020 Address Street City, ST 20202 USA
FirstName21 LastName21 2121 Address Street City, ST 21212 USA	FirstName22 LastName22 2222 Address Street City, ST 22222 USA	FirstName23 LastName23 2323 Address Street City, ST 23232 USA
FirstName24 LastName24 2424 Address Street City, ST 24242 USA	FirstName25 LastName25 2525 Address Street City, ST 25252 USA	FirstName26 LastName26 2626 Address Street City, ST 26262 USA
FirstName27 LastName27 2727 Address Street City, ST 27272 USA	FirstName28 LastName28 2828 Address Street City, ST 28282 USA	FirstName29 LastName29 2929 Address Street City, ST 29292 USA

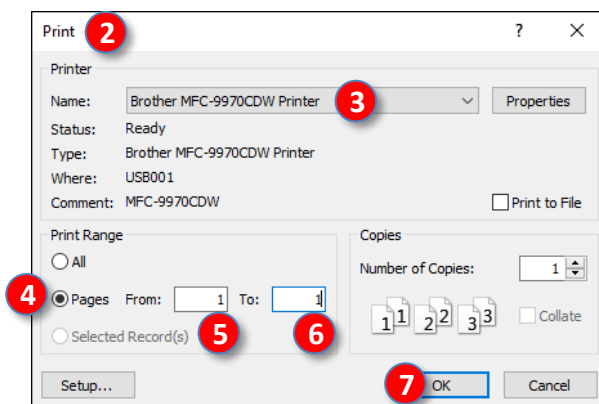
Print Labels and Cards > Print a Test Page Using a Plain Piece of Paper > Print a Report, Overlay with Label Sheet

PRINT A TEST PAGE USING A PLAIN PIECE OF PAPER > PRINT A REPORT, OVERLAY WITH LABEL SHEET:

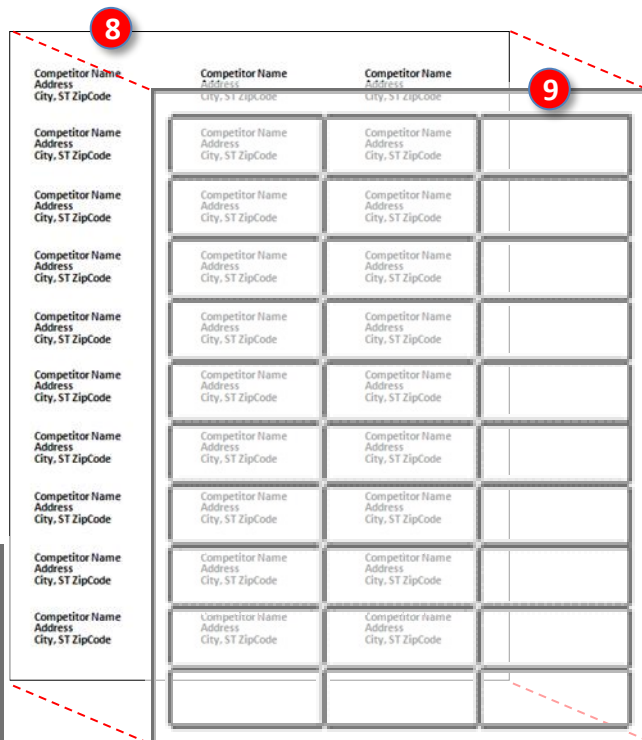
- Ensure plain paper is loaded in your printer.
- Click **1** **Print**.



- The **2** **Print** form opens.
- If needed, using the **3** **Printer / Name:** drop down arrow, select your printer.
- To print just the first page of labels, click the **4** **Pages** radial button then enter **1** in both the **5** **From:** and **6** **To:** boxes.
- Click **7** **OK**.

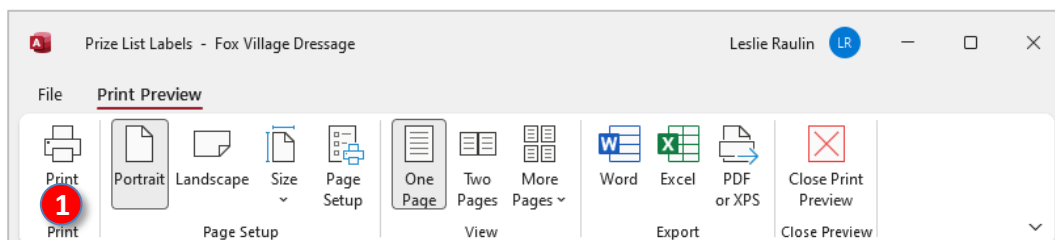


- The **8** first page prints out on plain paper.
- Place a **9** label sheet on top of the printout and hold them up to a light so the printed sheet can be seen through the label sheet.
- If the alignment is not correct, for example **10** part of the top line of text would not be printed on the label, you will need to adjust the print settings. Go to [Adjust Print Settings](#) for the procedure.
- If the alignment is correct, you can print your labels. Go to [Print the Labels](#) for the procedure.

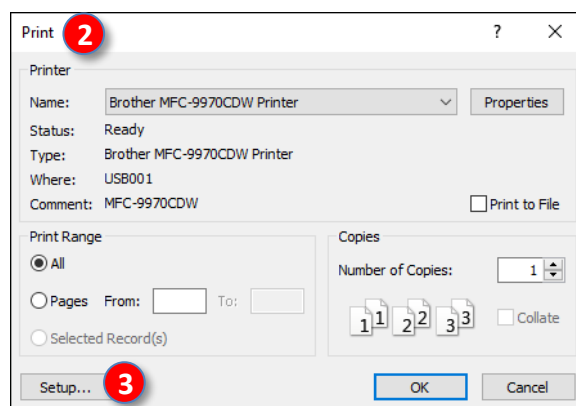


*Print Labels and Cards > Adjust Print Settings***ADJUST PRINT SETTINGS:**

- Different printers may need different settings in order to print labels and index cards correctly. If the default or recommended FVD settings (see [Default & Recommended Settings](#)) do not work for your printer, do the following.
- After opening any **label/index card** report form, click **1 Print**.



- The **2 Print** form opens.
- Click **3 Setup...** .



Continued on next page...

Print Labels and Cards > Adjust Print Settings, Cont'd.

- The **4 Page Setup** form opens, which has two tabs:
 - 5 Print Options**
 - 6 Columns**
- The print settings are adjusted in these tabs.
- Start with the **5 Print Options** tab. The graphic shows the FVD margin default settings for the **Prize List Labels (Avery 5260 1" x 2-5/8")**.
- You can change the **7 Top**, **8 Bottom**, **9 Left** and **10 Right** margins to correct the alignment of the printed text with the labels.
 - For example, if part of the top line of text is printed above the label, you need to increase the size of the top margin to move the text down.
 - As another example, if the left side of the text is printed left of the label, you need to increase the size of the left margin to move the text to the right.

- Next, we will look at the **6 Columns** tab.
- Under **11 Grid Settings**, you can adjust:
 - 12 Number of Columns:** (number of vertical columns on the text/label sheet)
 - 13 Row Spacing:** (space between horizontal rows on the text/label sheet)
 - 14 Column Spacing:** (space between vertical columns on the text/label sheet)
- Under **15 Column Size**, you can adjust:
 - 16 Width:** (width of each text/label)
 - 17 Height:** (height of each text/label)
- Under **18 Column Layout**, you can adjust the order in which the labels print. This is usually not changed.

- After each adjustment, print one sheet of labels/index cards on a plain piece of paper, as in [Print a Test Page Using a Plain Piece of Paper](#), to test the adjustment.
- Unfortunately, the adjustments are a matter of trial and error until you get it right. Once you determine the correct settings for your printer, write them down so you can use them the next time you print the same labels.
- When you are finished making the print adjustments, click **19 OK**.

Print Labels and Cards > Print the Labels

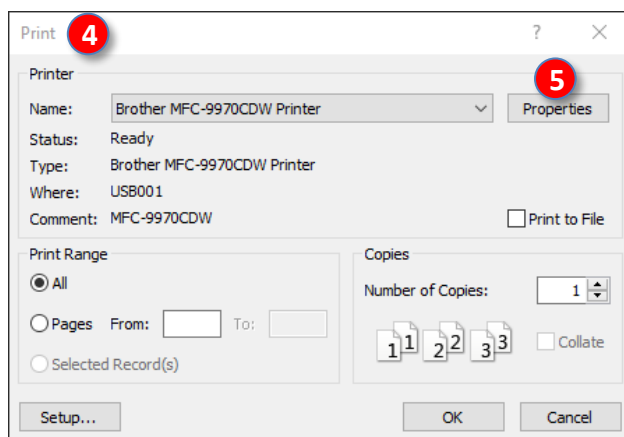
PRINT THE LABELS:

- To determine how many label sheets you will need, click the **1** Last Page arrow.
- The number that appears in the **2** Page: box is the number of label sheets you will need. In this example, 6 label sheets are needed.



- Load the required number of label sheets in your printer. Refer to your printer's manual for instructions on loading the label sheets. Some printers require the labels to be face up, others face down; some require the top to be facing into the printer, others require the top to be facing away from the printer.

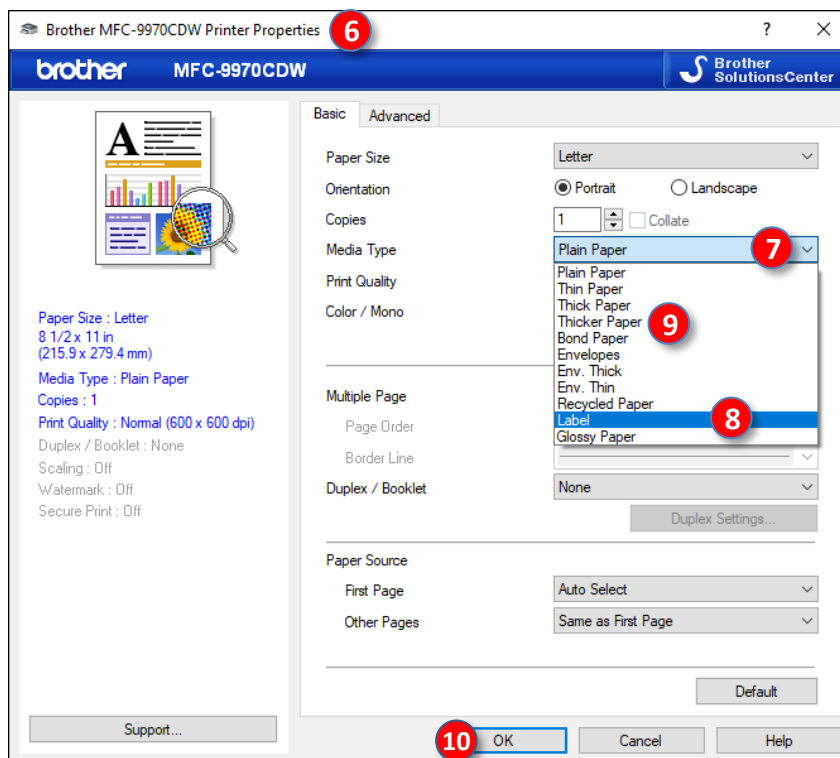
- To set your printer's paper type for labels (or card stock for index cards), click **3** Print.
- The **4** Print form opens.
- To adjust the printer properties, click **5** Properties.



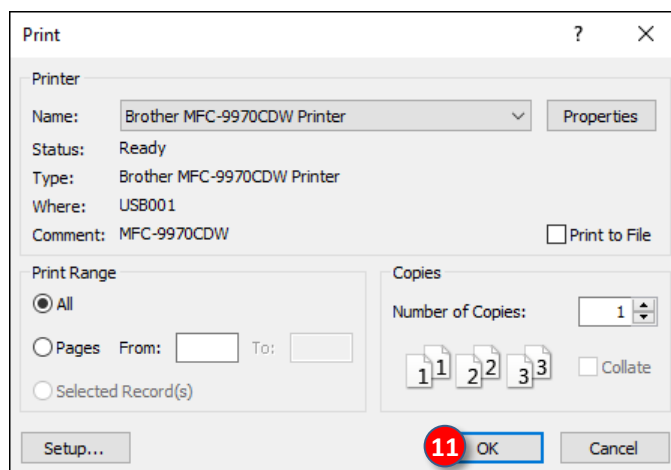
Continued on next page...

Print Labels and Cards > Print the Labels, Cont'd.

- Your printer's **6 Properties** form opens (in the example, we seen the properties for a Brother printer; different printers will have different windows).
- For this printer, select the **7 Media type** drop-down arrow and select **8 Label** for labels (or **9 Thicker Paper** for index cards).
- Click **10 OK** at the bottom of the **Properties** form.



- Click **11 OK** on the **Print** form.
- Your labels will print.



NOTE: My printer prints labels better on the **Plain Paper** media selection. On the **Label** setting, the label sheets do not feed an instead bunch up. So, if you have printing problems, try a different media setting.

TIPS & TRICKS 4. USE EMAIL ADDRESSES



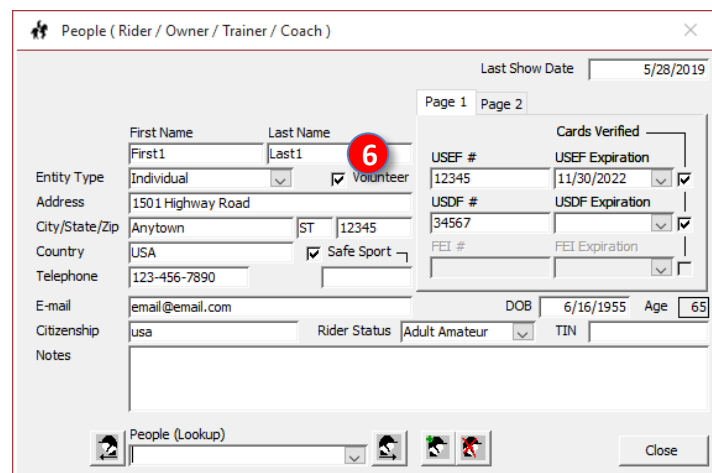
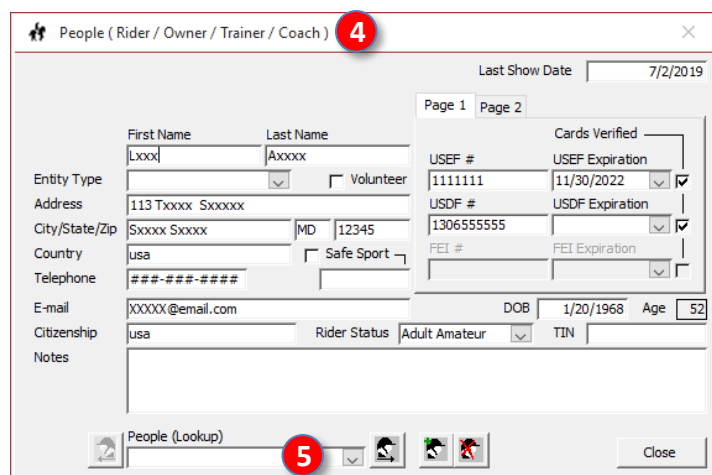
Use Email Addresses > E-mail One Person

EMAIL ONE PERSON:

- Select **1 Main Menu** > **2 Show Office** > **3 People**



- The **4 People** form opens.
- Using the **5 Rider (Lookup)** drop-down or type-in box, select the person you want to email.



Continued on next page...

Use Email Addresses > E-mail One Person, Cont'd.

- With your cursor, highlight the **7 E-mail** address.
- With the email address highlighted, keyboard **Ctrl + C** (this places the person's email address in your clipboard).




- Open your email program.
- Place your cursor in the **8 To:** box and keyboard **Ctrl + V** (this pastes the contents of your clipboard into the **To** box – the person's email address is pasted into the box).
- In the **9 Subject** box, type a subject that will clearly identify the email as being related to the show – this will increase your chances the entrant will open the email.
- In the **10 Message** box, type your message.
- In the usual manner, attach any **11 attachments** you may want to send.
- Click **12 Send**.
- The email will be sent to the one person.

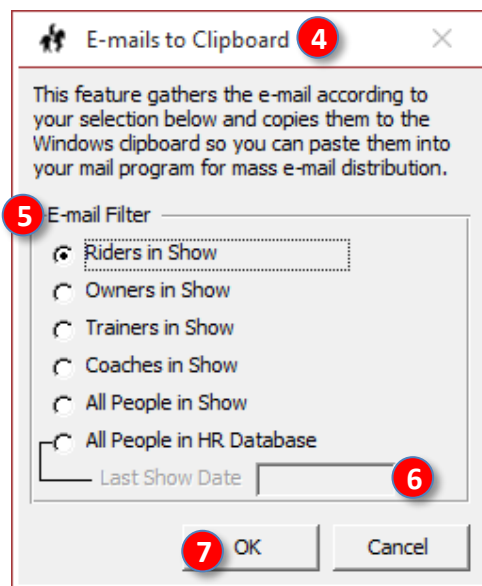
Use Email Addresses > E-mail Groups of People

EMAIL GROUPS OF PEOPLE:

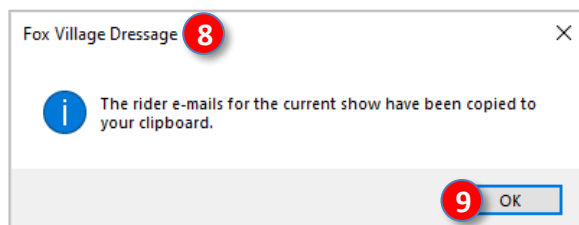
- Select **1 Main Menu** > **2 Show Office** > **3 Emails to Clipboard**.



- The **4 E-mails to Clipboard** form opens.
- You have the following options (**5 E-mail Filter**):
 - Riders in Show** – copies the email addresses of all the riders in your current show to the clipboard.
 - Owners in Show** – copies the email addresses of all the owners in your current show to the clipboard.
 - Trainers in Show** – copies the email addresses of all the trainers in your current show to the clipboard.
 - Coaches in Show** – copies the email addresses of all the coaches in your current show to the clipboard.
 - All People in Show** – copies the email addresses of all the riders, owners, trainers, and coaches in your current show to the clipboard.
 - All People in HR Database** – copies the email addresses of all the people in your HR Database to the clipboard. Lets you enter a **6 Last Show Date**, which limits the people to those who showed since the date you enter.
- Make your selection then click **7 OK**.



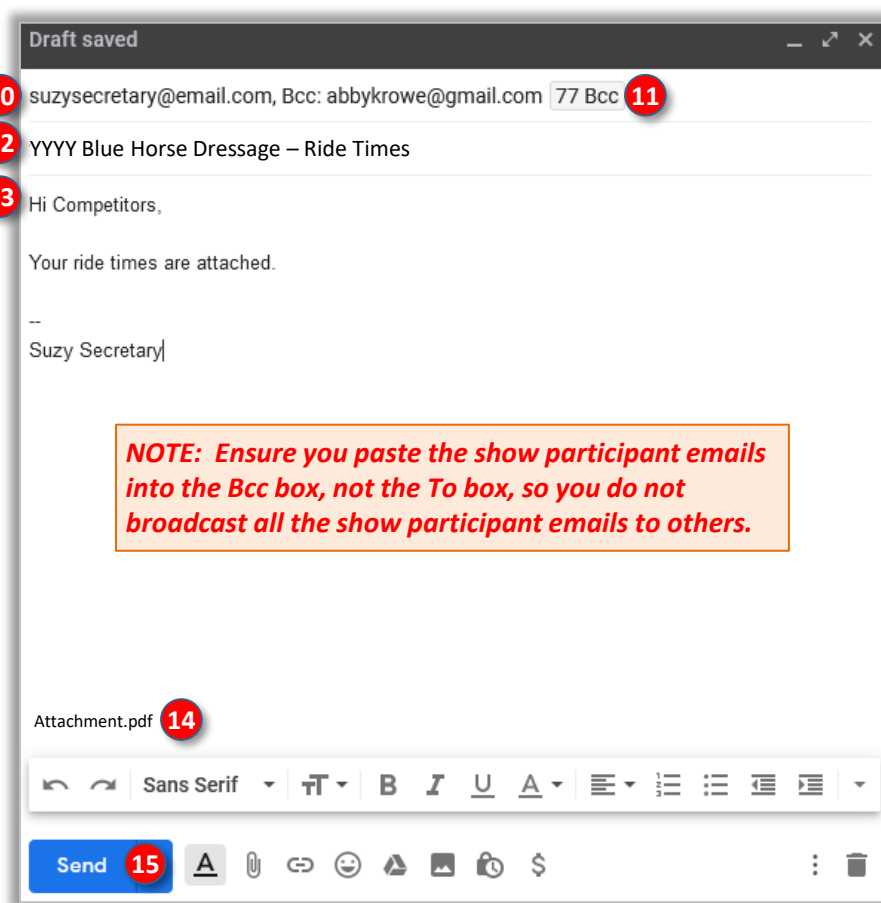
- A **8 Fox Village Dressage** information form opens, indicating the email addresses have been copied to your (Windows) clipboard.
- Click **9 OK**.



Continued on next page...

Use Email Addresses > E-mail Groups of People, Cont'd.

- Open your email program.
- Place your cursor in the **10 To** box and type your email address.
- Place your cursor in the **11 BCC** box and keyboard **Ctrl + V** (this pastes the contents of your clipboard into the **Bcc** box – the email addresses are pasted into the box). Use **Bcc** (**B**lind **c**arbon **c**opy) so the recipients will not see the email addresses of other people.
- In the **12 Subject** box, type a subject that will clearly identify the email as being related to the show – this will increase your chances the entrant will open the email.
- In the **13 Message** box, type your message.
- In the usual manner, attach any **14 attachments** you may want to send.
- Click **15 Send**.
- The email will be sent to the group of people.
- This is a handy method to send a message to all the selected people, with attachments, such as the **Prize List**, **Rider's Schedule Report**, etc.



NOTE: Ensure you paste the show participant emails into the Bcc box, not the To box, so you do not broadcast all the show participant emails to others.

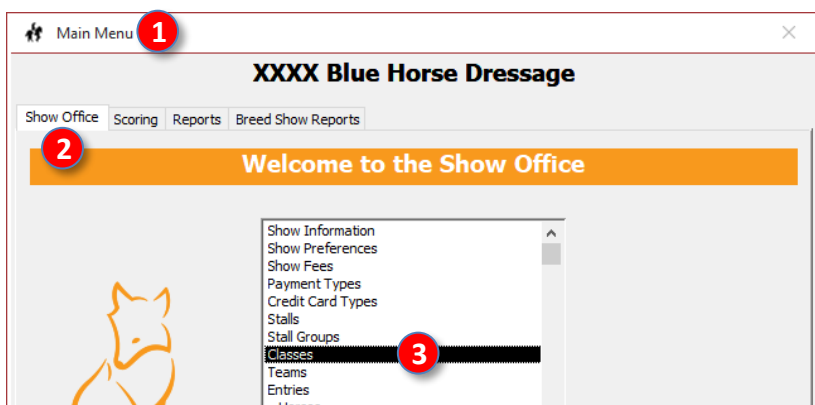
TIPS & TRICKS 5. SCHEDULING QUADRILLE AND PAS DE DEUX



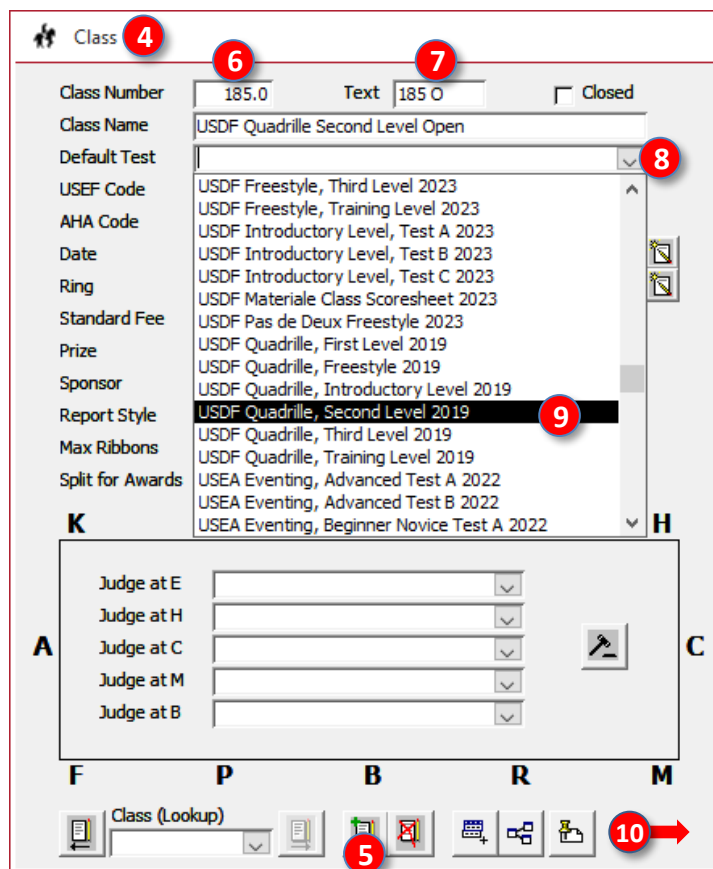
Scheduling Quadrille & Pas de Deux > Introduction, Step 1. Include the Test in Your Show**INTRODUCTION:**

- A **Quadrille** has four riders and a **Pas de Deux** has two riders. This Tip & Trick will provide the steps to schedule a Quadrille or a Pas de Deux class with the correct duration and the riders scheduled together.
- **Test Duration:** The FVD program provides the entire duration of the test (ride time and administrative time) for the test; therefore, if you schedule the four riders for a Quadrille, the program allows $4 \times 8 = 32$ minutes (Basic Quadrille Test) or $4 \times 8.5 = 34$ minutes (other Quadrille tests) for the test. Also, if you schedule the two riders for a Pas de Deux, the program allows $2 \times 10 = 20$ minutes for the test.
- **Scheduling:** The FVD program does not identify the riders composing a Quadrille or a Pas de Deux; therefore, during scheduling, the riders will not necessarily be scheduled together. This must be done manually using the **Forced Order (FO)** procedure.

Test	Minutes
USDF Pas de Deux Freestyle 2023	10.0
USDF Quadrille, Introductory Level 2019	8.0
FEI Young Horses, 4yo (Nat) 2017	6.0
USDF Quadrille, Training Level 2019	8.5
FEI Freestyle, Intermediate A/B 2021	6.0
USDF Quadrille, First Level 2019	8.5
USDF Quadrille, Second Level 2019	8.5
USDF Quadrille, Third Level 2019	8.5

**STEP 1. INCLUDE THE TEST IN YOUR SHOW:**

- Select **1 Main Menu > 2 Show Office > 3 Classes**.
- The **4 Class** form opens.
- Click **5 Add a Class**.
- Enter the **6 Class Number** and **7 Text**.
- Using the **8 Default Test** drop-down arrow, select the **9 test** you want to include in this class. The tests are:
 - Pas de Deux Tests**
 - Pas de Deux
 - Quadrille Tests**
 - Quadrille - Introductory Level
 - Quadrille - Training Level
 - Quadrille - First Level
 - Quadrille - Second Level**
 - Quadrille - Third Level
 - Quadrille - Freestyle
- For this example, **USDF Second Level Quadrille Test** was chosen.
- Enter the other information for the class, as in [Classes](#).
- Click **10 Close**.



Scheduling Quadrille & Pas de Deux > Step 2. Adjust the Test Durations

STEP 2. ADJUST THE TEST DURATIONS:

- Select **1 Main Menu** > **2 Show Office** > **3 Test Durations**.

- The **4 Test Durations** form opens.
- Scroll through the list until you find the first test you want to adjust.

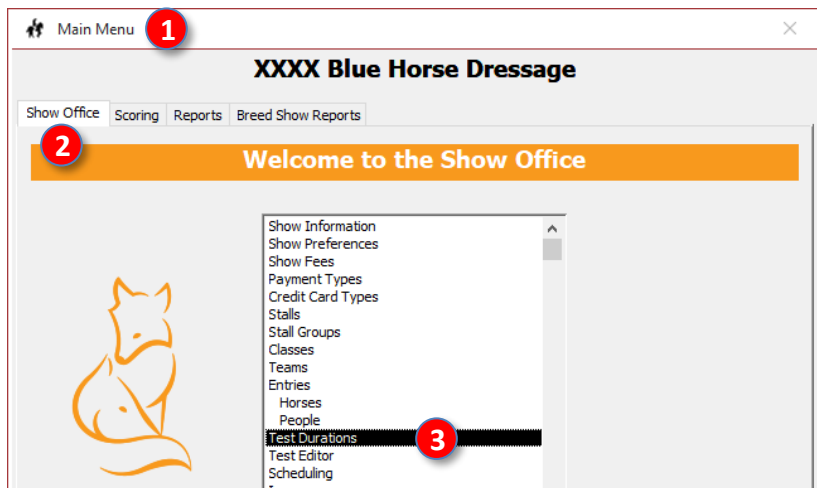
- Pas de Deux Test:

- Depending upon the level, USDF allocates 5-6 minutes for riding the test.
- FVD allocates **5 10 minutes**; this includes time for pre-test and post-test judging activities. However, the FVD program provides 10 minutes to **each** of the two Pas de Deux riders, giving a total of 20 minutes for the test. If instead each rider is allocated half the time (5 minutes), they will be scheduled for a better test duration.
- To adjust the test duration, edit the **5 10.00** to **6 5.0** (or 4.5).

- Quadrille Tests:

- Depending upon the level, USDF allocates 5:50-6 minutes for riding the test.
- FVD allocates **8 minutes** (Introductory Quadrille Test) or **8.5 minutes** (other Introductory Tests); this includes time for pre-test and post-test activities. However, the FVD program provides 8.0 (or 8.5) minutes to **each** of the four Quadrille riders, giving a total of 32 (or 34) minutes for them to ride the test. If instead each rider is allocated one quarter of the time (2 or 2.125 minutes), they will be scheduled for the appropriate test duration.
- To adjust the test duration, edit the **7 8.0** to **8 2.0** for the Introductory Quadrille Test and edit the **9 8.5** to **10 2.2** (the program will not accept 2.125) for the other Quadrille Tests.

- Click **11 Close** when you are finished.



Test	Minutes
FEI Juniors, Preliminary 2021	9.0
FEI Young Riders, Team 2021	9.0
USDF Pas de Deux Freestyle 2023	10.0
USDF Quadrille, Introductory Level 2019	8.0
FEI Young Horses, 4yo (Nat) 2017	6.0
USDF Pas de Deux Freestyle 2023	5.0
USDF Quadrille, First Level 2019	8.5
USDF Quadrille, Second Level 2019	8.5
USDF Quadrille, Third Level 2019	8.5
FEI Young Horses, 7yo Preliminary 2021 - T	6.0
FEI Freestyle, Young Riders 2017	9.0
FEI Grand Prix (Short) 2022	10.0
FEI Young Horses, 7yo Preliminary 2021 - A	6.0

Test	Minutes
FEI Juniors, Preliminary 2021	9.0
FEI Young Riders, Team 2021	9.0
USDF Pas de Deux Freestyle 2023	10.0
USDF Quadrille, Introductory Level 2019	2.0
FEI Young Horses, 4yo (Nat) 2017	6.0
USDF Quadrille, Training Level 2019	2.2
FEI Freestyle, Intermediate A/B 2021	6.0
USDF Quadrille, First Level 2019	2.2
USDF Quadrille, Second Level 2019	2.2
USDF Quadrille, Third Level 2019	2.2
FEI Young Horses, 7yo Preliminary 2021 - T	6.0
FEI Freestyle, Young Riders 2017	9.0
USDF Quadrille, Introductory Level 2019	10.0
FEI Young Horses, 4yo (Nat) 2017	6.0
USDF Quadrille, Training Level 2019	2.2
FEI Freestyle, Intermediate A/B 2021	6.0
USDF Quadrille, First Level 2019	2.2
USDF Quadrille, Second Level 2019	2.2
USDF Quadrille, Third Level 2019	2.2

Scheduling Quadrille & Pas de Deux > Step 3. Scheduling the Rides

STEP 3. SCHEDULING THE RIDES:

- Schedule your show as in [SCHEDULING](#).
- For the [Assign Ride Times](#) step, the **1** **Schedule** form will look similar to the figure.
- You will be familiar with your entries and will know which riders are riding together in the Pas de Deux (or Quadrille). In this example, we know that **Rider A** and **Rider B** (pink) are riding together and **Rider C** and **Rider D** (blue) are riding together; however, the FVD program does not automatically schedule them together (one following the other in the class order). We need to perform a **Forced Order** (FO) to reorder the riders.

Class	Ring	Day	Start Time
172	2 West Arena	Saturday	10:21:00 AM

Entry	Rider	T	FO	Time
164	Rider A	PdD	1	10:21:00 AM
142	Rider C	PdD	3	10:25:30 AM
114	Rider B	PdD	2	10:30:00 AM
104	Rider D	PdD	4	10:34:30 AM

Rides	End Time
4	2:07:00 PM

- To reorder the rides, in the **2** **FO** column, type a **1** for Rider A, a **2** for Rider B, a **3** for Rider C, and a **4** for Rider D.
- Click **3** **Schedule**.

Class	Ring	Day	Start Time
172	.XXXXXXXXXXXX	Saturday	10:21:00 AM

Entry	Rider	T	FO	Time
164	Rider A	PdD		10:21:00 AM
142	Rider C	PdD		10:25:30 AM
114	Rider B	PdD		10:30:00 AM
104	Rider D	PdD		10:34:30 AM

Rides	End Time
4	10:38:00 AM

- We can see that **4** **Rider A** and **Rider B** (pink – both riders start together at 10:21:00 AM) are now scheduled together and **5** **Rider C** and **Rider D** (blue – both riders start together at 10:31:00 AM) are scheduled together.
- Quadrille tests are scheduled in a similar manner except that riders riding together will be force ordered to positions 1-4, 5-8, etc.

Class	Ring	Day	Start Time
172	2 West Arena	Saturday	10:21:00 AM

Entry	Rider	T	FO	Time
164	Rider A	PdD	1	10:21:00 AM
114	Rider B	PdD	2	10:26:00 AM
142	Rider C	PdD	3	10:31:00 AM
104	Rider D	PdD	4	10:36:00 AM

Rides	End Time
4	2:07:00 PM

TIPS & TRICKS 6.

MANAGING TEAMS

NOTE:

- FVD requires all competing teams and all members of a team be in the same class. You can have a separate team class that can be the same test for all or it can be a TOC class wherein team members may ride different tests.
- For example:
 - A team competition may be all Training 3 so the class would be a **Training 3 team class**.
 - If there are mixed teams – riders of a team may ride different tests – the team class would be a **TOC mixed team class** wherein the team members may ride any test, as defined by the show.
- Either team class may be a regular class in the show, as long as the class fulfills the team class requirements.



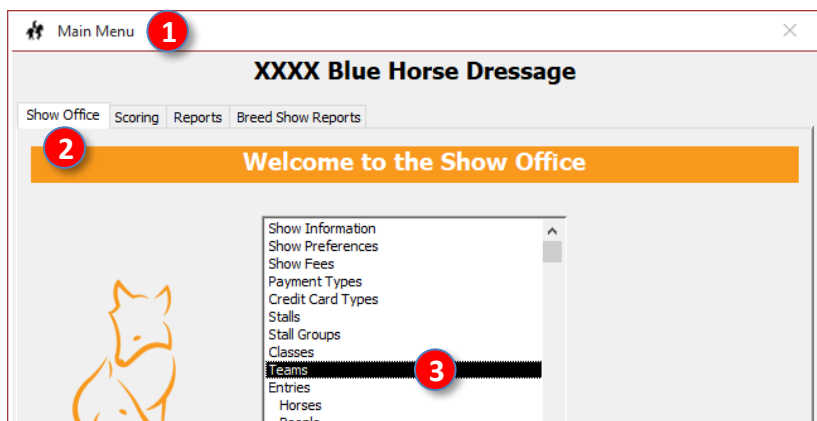
Managing Teams > Introduction, Step 1. Enter Team Names**INTRODUCTION:**

Some shows have teams in which 3-4 horse/rider pairs compete and their scores are combined to determine a team placing. This Tip & Trick consolidates all team procedures.

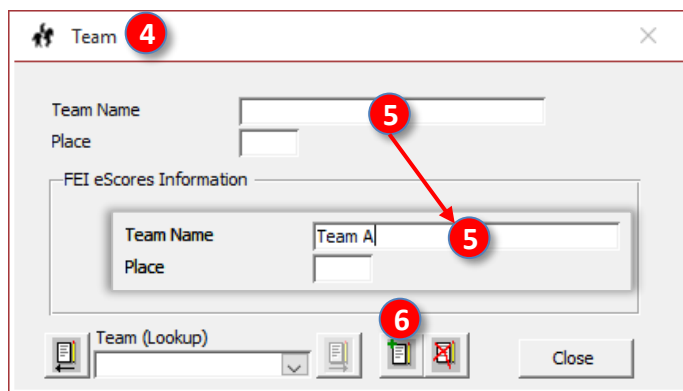
- Enter each entry as in [EE ONLINE ENTRIES](#), [SNAIL MAILED SHOW ENTRIES CREATED WITH EE](#), [SNAIL MAILED SHOW ENTRIES](#), and [DETAILS OF A FVD ENTRY](#).

STEP 1. ENTER TEAM NAMES:

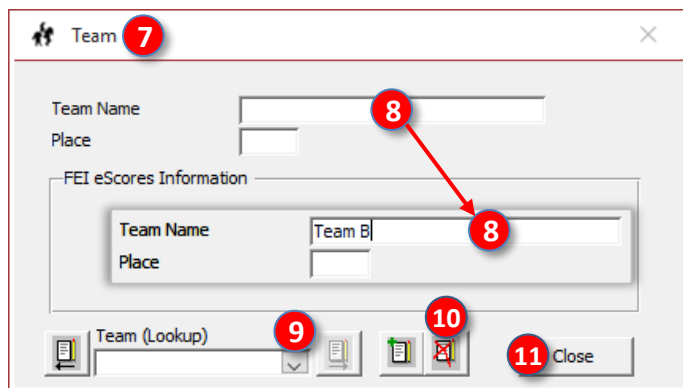
- Select **1 Menu** > **2 Show Office** > **3 Teams**



- The **4 Team** form opens.
- To enter the first team, type the team name in the **5 Team Name** box.
- To enter the next team, click the **6 Add Team** button.



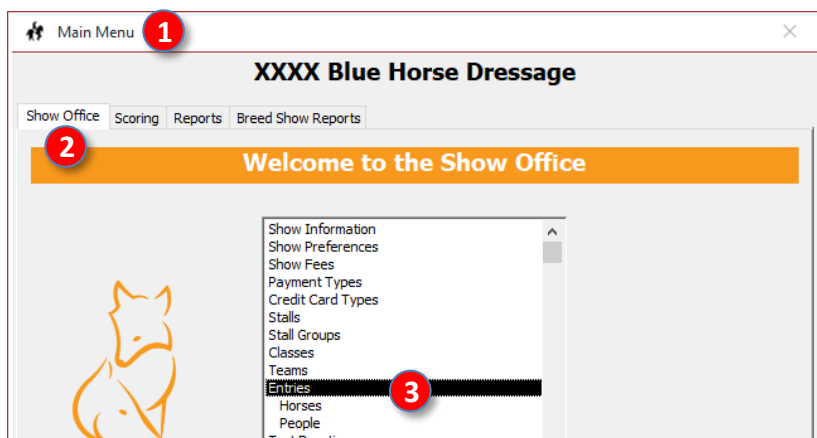
- A blank **7 Team** form opens.
- In the **8** blank line, enter the team name.
- Continue until all teams are entered.
- If a team has withdrawn from the show, use the **9 Team (Lookup)** drop-down arrow (or type-in box) and select the team name. Then click the **10 Delete Team** button to delete the team.
- Click **11 Close**.



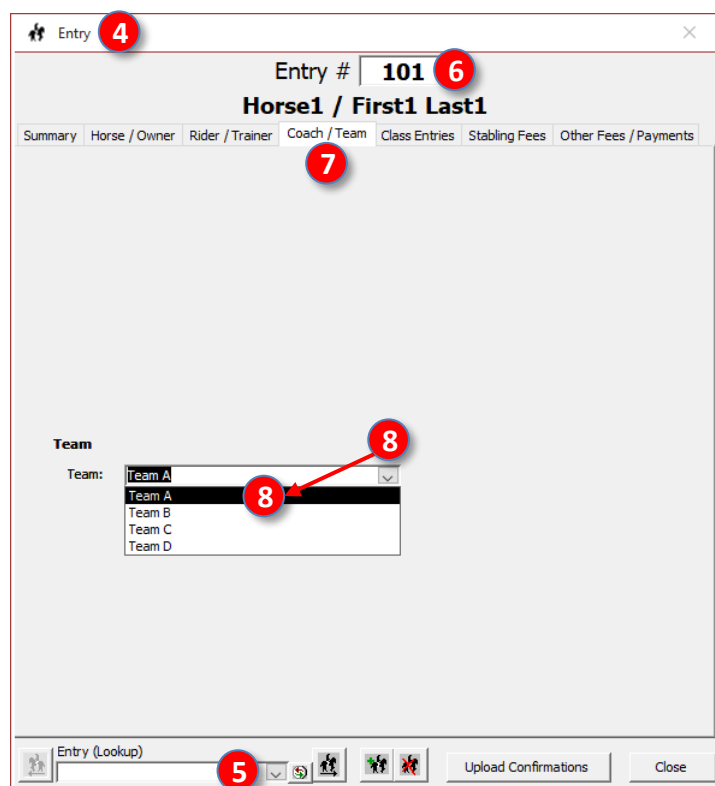
Managing Teams > Step 2. Enter Entries in Teams**STEP 2. ENTER ENTRIES IN TEAMS:**

Each entry that is part of a team must be designated as a member of the team.

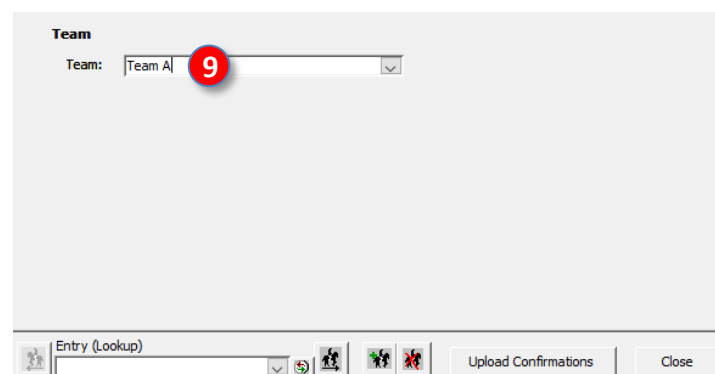
- Select **1 Menu** > **2 Show Office** > **3 Entries**



- The **4 Entry** form opens.
- Use the **5 Entry (Lookup)** drop-down arrow or type-in box to select the entry.
- Verify that the correct **Entry #** is displayed in the **6 Entry #** box.
- Click on the **7 Coach/Team** tab.
- Click on the **8 Team** drop-down arrow and select the team name from the list by clicking on the team name.



- The team name is now in the **9 Team** box.



Managing Teams > Step 3. Team Roster

STEP 3. TEAM ROSTER:

The FVD program provides a listing of teams and the members of each team.

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Team Roster**.



The screenshot shows the 'XXXX Blue Horse Dressage' application window displaying the 'Team Roster' report, labeled '5'. The report is a table with the following data:

Team	Entry #	Horse	Rider
Team A	101	Horse1	Last1, First1
	555	Bxxxx Axxx Wxxxx Rxxxx	Bxxxx, Jxxxxxxx
Team D	110	Wxxxx	Bxxxx, Lxxxx
	111	Fxxxx	Hxxxx, Axxx
	112	Sxxx Lxxxxxxx	Hxxxxxxx, Exxxxxxx

The table columns are labeled with circled numbers: '6' for Team name, '7' for Entry #, '8' for Horse name, and '9' for Rider name.

At the bottom of the window, the date and time are displayed as 'Friday, December 17, 2021 10:33 AM' and 'Page 1 of 1'.

- The **5 Team Roster** opens.
- The report contains:
 - **6 Team** name
 - **7 Entry #** for each Horse/
Rider combination
 - **8 Horse** name
 - **9 Rider** name

Managing Teams > Step 4. Scoring Teams, Step 5. Determine Team Place**STEP 4. SCORING TEAMS:**

- Each individual in the class is scored in the regular manner (see [SCORING](#)).

STEP 5. DETERMINE TEAM PLACE:

- Select **1 Main Menu > 2 Scoring**.
- Using the **3 Class (Lookup)** drop-down or type-in box, select the first class of the combination for which you desire a report.
- Click the **4 Special Score Reports** button.

- The **4 Special Score Reports** form opens.
- Select the **5 Team** tab.
- Select the **6 Team Report** button.

Continued on next page...

Managing Teams > Step 5. Determine Team Place, Cont'd.

- The **7 Team Score** report opens.
- In the report, the rides are grouped by **8 Team**, then by **9 FINAL PERCENT** (high to low for each ride) within each team.
- Each team's **10 FINAL POINTS** and **11 FINAL PERCENT** are listed.
- On this report the teams are **NOT** ordered by place – that is done with **Special Score Reports > Team > Place Team** (see next page). Look at the team **11 FINAL PERCENTS** to determine the highest team percentage (1st place), next highest percentage (2nd place), etc. In this example, Team B is 1st and Team A is 2nd. Make a note of the placings or write them on your report print-out.
- If desired, click **12 Print** to print the report.
- Click **13 Close Print Preview** to close the report.

Team Score - Fox Village Dressage Leslie Raulin LR

File **Print Preview**

Print Portrait Landscape Size Page Setup One Page Two Pages More Pages Word Excel PDF or XPS Close Print Preview

12 **13**

XXXX Blue Horse Dressage

Thursday, June 20, 2022 **7 Team Score** Class: 103.0

Ring: 1 XXXXXXXXXXXX USEF Training Level Test 3 Open GAIG

Judge at E: H: C: Bxxxx (S, ST) M: B:

Entry #	Rider	Horse	Test	Stat/Div	Qualifying?	Score	Place
8 Team A Training 3							
6	RiderName	HorseName	Training Level, Test 3 2015				
	0	0	167	0	0		
11:16 AM	0.000%	0.000%	66.800%	0.000%	0.000%	Adult Amateur	Q 167 66.800% 2
88	RiderName	HorseName	Training Level, Test 3 2015				
	0	0	158	0	0		
11:40 AM	0.000%	0.000%	63.200%	0.000%	0.000%	Adult Amateur	Q 158 63.200% 5 9
27	RiderName	HorseName	Training Level, Test 3 2015				
	0	0	140	0	0		
12:20 PM	0.000%	0.000%	56.000%	0.000%	0.000%	Adult Amateur	Q 140 56.000%
						465	62.000%
8 Team B Training 3							
24	RiderName	HorseName	Training Level, Test 3 2015				
	0	0	166	0	0		
11:32 AM	0.000%	0.000%	66.400%	0.000%	0.000%	JR/YR	Q 166 66.400% 3 10 11
121	RiderName	HorseName	Training Level, Test 3 2015				
	0	0	165	0	0		
11:00 AM	0.000%	0.000%	66.000%	0.000%	0.000%	Adult Amateur	Q 165 66.000% 4 9
141	RiderName	HorseName	Training Level, Test 3 2015				
	0	0	145	0	0		
12:04 PM	0.000%	0.000%	58.000%	0.000%	0.000%	Adult Amateur	145 58.000%
						476	63.467% 10 11

2 2ND PLACE

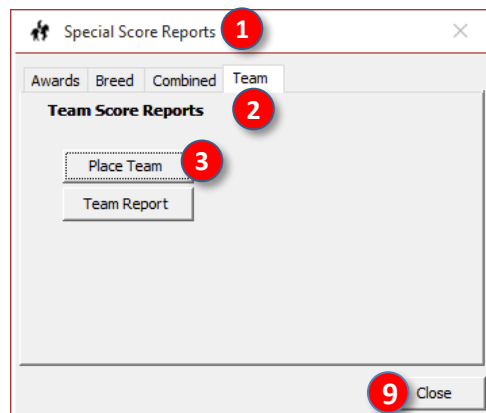
1 1ST PLACE

Continued on next page...

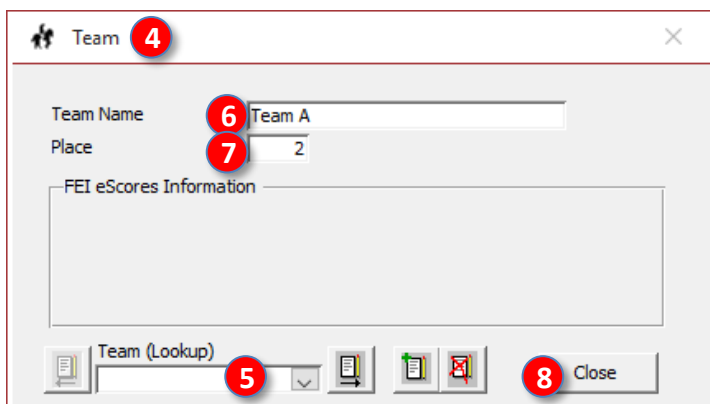
Managing Teams > Step 6. Place Teams

STEP 6. PLACE TEAMS:

- You are returned to the **1 Special Score Reports** form.
- Select the **2 Team** tab.
- Select the **3 Place Team** button.



- The **4 Team** form opens.
- Using the **5 Team (Lookup)** drop-down arrow or type-in box, select the **6** first team to be placed.
- Using the team placings determined on the previous page, enter the **7 Place** for each team.
- When you are finished, click **8 Close** to save your changes, which returns you to the **1 Special Score Reports** form.
- On the **1 Special Score Reports** form, click **9 Close** to close the report and return to the **Main Menu > Scoring**.



NOTE: There is no final report with team placings. Use the Team Score Report with handwritten placings.

TIPS & TRICKS 7. REPORTS IN THE SHOW PROGRAM



Reports in the Show Program > List, 1. Class Schedule - Judge Assignment

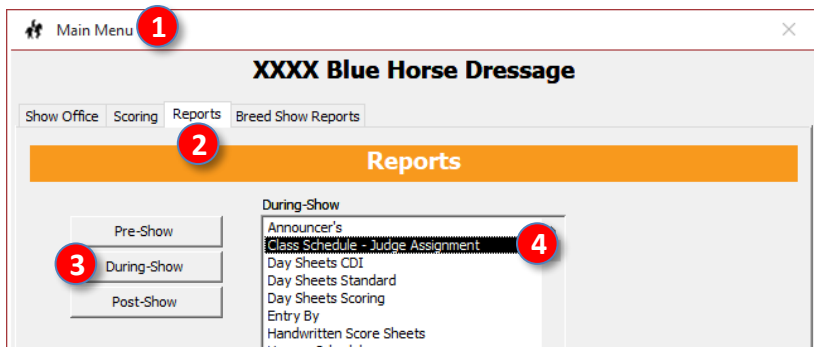
LIST:

FVD reports may be used in your show program. The following reports are often in show programs:

1. Class Schedule - Judge Assignment Report
2. Judge Schedule
3. Day Sheets (Standard or CDI)
4. Show Roster Report (by Entry #)
5. Show Roster Report (by Rider's Name)

1. CLASS SCHEDULE – JUDGE ASSIGNMENT:

- Select **1 Main Menu** > **2 Reports** > **3 During Show** > **4 Class Schedule - Judge Assignment**.
- The report provides a listing, by ring, of each class, the time, the duration, the class number and name, and the judge(s).
- See [Reports > During-Show > Class Schedule - Judge Assignment Report](#) for more information.



XXXX Blue Horse Dressage											
Class Schedule - Judge Assignment											
Date	Ring	Start Time	End Time	Duration	Class	Class Name	Judge at E	Judge at H	Judge at C	Judge at M	Judge at B
Thursday, June 20, 2222											
1XXXXXXXXXXXX											
		8:00:00 AM	8:18:00 AM	18 min.	153.0	FEI Grand Prix TOC Open CBLM GAIG			B XXXXX (S, ST)		S BXXXXX (S, ST)
		8:18:00 AM	8:36:00 AM	18 min.	152.0	FEI Intermediate TOC Open CBLM GAIG			B XXXXX (S, ST)		
		8:36:00 AM	10:07:00 AM	1 hr., 31 min.	151.0	FEI Prix St. Georges Open CBLM GAIG			B XXXXX (S, ST)		
		10:07:00 AM	10:47:00 AM	40 min.	132.0	USEF Third Level Test 2 Open CBLM			B XXXXX (S, ST)		
		10:47:00 AM	11:24:30 AM	37 min.	121.0	USEF Second Level Test 1 Open			B XXXXX (S, ST)		
		11:50:30 AM	12:51:30 PM	1 hr., 1 min.	123.0	USEF Second Level Test 3 Open GAIG			B XXXXX (S, ST)		
		12:51:30 PM	2:36:30 PM	1 hr., 45 min.	112.0	USEF First Level Test 2 Open CBLM			B XXXXX (S, ST)		
		2:36:30 PM	2:43:30 PM	7 min.	170.0	Pony Cup TOC Open CBLM GAIG			B XXXXX (S, ST)		
		2:43:30 PM	2:59:30 PM	16 min.	3.0	USDF Introductory Level Test C Open NR			B XXXXX (S, ST)		
		2:59:30 PM	3:13:30 PM	14 min.	101.0	USEF Training Level Test 1 Open			B XXXXX (S, ST)		
		3:13:30 PM	4:10:00 PM	56 min.	160.0	USEF TOC Open CBLM GAIG (for Class 161 e			B XXXXX (S, ST)		
		3:23:00 PM	3:51:00 PM	28 min.	103.0	USEF Training Level Test 3 Open GAIG			S BXXXXX (S, ST)		
		3:51:00 PM	4:08:00 PM	17 min.	1.1	USDF Introductory Level Test A Open NR			B XXXXX (S, ST)		
		5:00:00 PM	6:58:00 PM	1 hr., 58 min.	161.0	MFS USDF Training - Fourth TOC Open CBLM			S BXXXXX (S, ST)		
		6:58:00 PM	7:43:00 PM	45 min.	162.0	MFS FEI Levels TOC Open CBLM GAIG			S BXXXXX (S, ST)		
2XXXXXXXXXXXX											
		7:59:00 AM	8:39:00 AM	40 min.	141.0	USEF Fourth Level Test 1 Open			N VXXXX (R, ST)		
		8:39:00 AM	9:35:00 AM	56 min.	131.0	USEF Third Level Test 1 Open			N VXXXX (R, ST)		
		9:35:00 AM	9:52:30 AM	17 min.	142.0	USEF Fourth Level Test 2 Open CBLM			N VXXXX (R, ST)		
		9:52:30 AM	10:18:00 AM	25 min.	143.0	USEF Fourth Level Test 3 Open GAIG			N VXXXX (R, ST)		
		10:18:00 AM	11:14:00 AM	56 min.	133.0	USEF Third Level Test 3 Open GAIG			N VXXXX (R, ST)		
		11:14:00 AM	12:41:30 PM	1 hr., 27 min.	122.0	USEF Second Level Test 2 Open CBLM			N VXXXX (R, ST)		
		12:41:30 PM	1:23:30 PM	42 min.	111.0	USEF First Level Test 1 Open			S BXXXXX (S, ST)		
		1:23:30 PM	2:45:30 PM	1 hr., 22 min.	113.0	USEF First Level Test 3 Open GAIG			S BXXXXX (S, ST)		
		2:45:30 PM	3:23:00 PM	37 min.	102.0	USEF Training Level Test 2 Open CBLM			S BXXXXX (S, ST)		
		4:08:00 PM	4:14:00 PM	6 min.	2.0	USDF Introductory Level Test B Open NR			S BXXXXX (S, ST)		

NOTE: To include a report in your Show Program, save the report as an editable Word file (see [Print Preview > Export > Word](#)) or as a *.pdf file (see [Print Preview > Export > PDF or XPS](#)).

Reports in the Show Program > 2. Judge Schedule

2. JUDGE SCHEDULE:

- Because of its vertical orientation, some shows prefer the **Judge Schedule** instead of the **Class Schedule – Judge Assignment**.
- Select **1 Main Menu** > **2 Reports** > **3 During Show** > **4 Judge Schedule**.
- The report provides a listing, by ring, of each class, the time, the duration, the class number and name, and the judge(s).
- See [Judge Schedule Report](#). for more information.



XXXX Blue Horse Dressage							
Judge Schedule							
Judge/ Day	Start Time	End Time	Duration	Class	Class Name	Ring	Station
Nxxxx Vxxxx (R, ST)							
Thursday, June 20, 2222							
	7:59:00 AM	8:39:00 AM	40 min.	141.0	USEF Fourth Level Test 1 Open	2 Xxxxxxxxxx	C
	8:39:00 AM	9:35:00 AM	56 min.	131.0	USEF Third Level Test 1 Open	2 Xxxxxxxxxx	C
	9:35:00 AM	9:52:30 AM	18 min.	142.0	USEF Fourth Level Test 2 Open CBLM	2 Xxxxxxxxxx	C
	9:52:30 AM	10:18:00 AM	26 min.	143.0	USEF Fourth Level Test 3 Open GAIG	2 Xxxxxxxxxx	C
	10:18:00 AM	11:14:00 AM	56 min.	133.0	USEF Third Level Test 3 Open GAIG	2 Xxxxxxxxxx	C
	11:14:00 AM	12:41:30 PM	1 hr., 28 min.	122.0	USEF Second Level Test 2 Open CBLM	2 Xxxxxxxxxx	C
Total Time for Day			4 hr., 42 min.				

NOTE: To include a report in your Show Program, save the report as an editable Word file (see [Print Preview > Export > Word](#)) or as a *.pdf file (see [Print Preview > Export > PDF or XPS](#)).

Friday, December 17, 2021 11:29 AM Page 2 of 3

Reports in the Show Program > 3. Day Sheets Standard

3. DAY SHEETS STANDARD:

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Day Sheets Standard**.
- The report provides the Show Schedule, sorted by **Day** then by **Ring #**, then by ride **Time**.
- See [Day Sheets Standard](#) for more information.



NOTE: For a CDI, use the *Day Sheets CDI Report*.

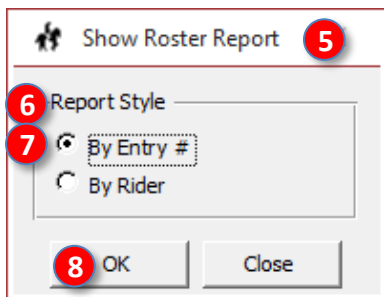
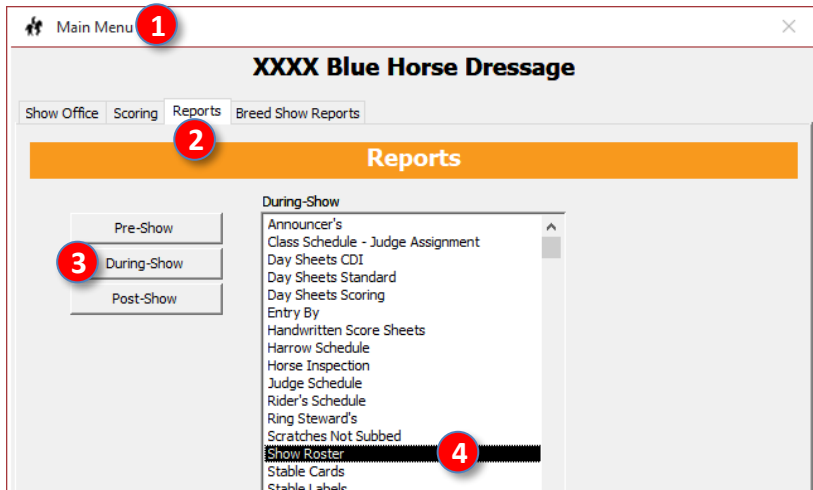
XXXX Blue Horse Dressage												
Day Sheets												
Ring: 1 XXXXXXXXXXXX						Thursday, June 20, 2222						
Time	Entry	Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B Total %
Class: 179 FEI Junior Individual Test												
Judge at												
5:55	J0000000	B000	B000 A00 W0000 R0000	J1	Adult Amateur							
Class: 153.0 FEI Grand Prix TOC Open CBLM GAIG Sponsored by: XXXXXXXXXXXX												
Judge at												
8:00 AM	192	E000 B00000000000	N000 Q	GP	Open	Q						
8:09 AM	114	L000 T000	B0000 H0	GP	Adult Amateur	Q						
Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponsored by: XXXXXXXXXXXX												
Judge at												
8:18 AM	196	O00000 D000000000	A000 ###	11	Open							
8:27 AM	173	S0000 M00000	R000 C00	11	Open	Q						
8:27 AM	111	A000 H0000000	F00000	12	Adult Amateur	Q						Scratch
8:45 AM	1000	SCRATCH	SCRATCH	12		Q						Scratch
Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponsored by: XXXXXXXXXXXX												
Judge at												
8:36 AM	126	I0000000 B0000000	V000000	PSG	JR/YR							
8:45 AM	177	E0000 O0000	H000000 T00	PSG	Open	Q						
8:54 AM	108	O0000000 E00000000000	S0000 H0000 L00000	PSG	Open							
9:03 AM	131	J0000 G0000000	V000000	PSG	Adult Amateur							
9:12 AM	154	B00 A0000000	F0000000	PSG	Open	Q						
9:21 AM	161	K00000 R00000	L000 B00000	PSG	Open	Q						
9:30 AM	172	D0000 S0000	D00000	PSG	Open							
9:39 AM	122	O000000 S0000	S00 S000 R00	PSG	Open							
9:48 AM	174	S0000 M00000	B0000 G000	PSG	Open	Q						
9:57 AM		BREAK 10 MIN	***Break***		Break							
Class: 132.0 USEF Third Level Test 2 Open CBLM Sponsored by: XXXXXXXXXXXX												
Judge at												
10:07 AM	188	M000000 B000000000	S00000	3-2	Adult Amateur							
10:15 AM	176	K0000 H00000-00000	E0000000 X	3-2	Adult Amateur							
10:23 AM	115	L0000 R0000000000	R0000000 M0	3-2	Adult Amateur							
10:31 AM	128	S0000 L000000	W000000000	3-2	Adult Amateur							
10:39 AM	171	A00 C000000	A000000	3-2	Open							
11:05 AM	183	L0000 B00000	B0000 TX	3-2	Open							Scratch
Class: 121.0 USEF Second Level Test 1 Open Sponsored by: Stablemates												
Judge at												
10:47 AM	185	L0000000 M00000	S00000 S00000	2-1	Open							
10:54 AM	189	R0000 R00000	G00 I0 T00 S0000	2-1	Adult Amateur							
11:02 AM	118	S0000 H0000000	L0000	2-1	Adult Amateur							
11:09 AM	157	O0000000 E000000000	S0000 H0000 A0000	2-1	Open							
11:17 AM	184	E0000 K0000	W0000000 R00	2-1	Open							
Class: 123.0 USEF Second Level Test 3 Open GAIG Sponsored by: Stablemates												
Judge at												
11:50 AM	179	R000000 L000	S000000000	2-3	Adult Amateur							
11:58 AM	175	A0000 O000	S000000 G000	2-3	JR/YR	Q						
12:06 PM		LUNCH 45 MIN	***Break***		Break							

NOTE: To include a report in your Show Program, save the report as an editable Word file (see [Print Preview > Export > Word](#)) or as a *.pdf file (see [Print Preview > Export > PDF or XPS](#)).

Reports in the Show Program > 4. Show Roster (by Entry #)

4. SHOW ROSTER (BY ENTRY #):

- Select **1** Main Menu > **2** Reports > **3** During Show > **4** Show Roster.
- The **5** Show Roster report opens.
- Select **6** Report Style > **7** By Entry #.
- Click **8** OK.



- The report lists the entries, by **Entry #**.
- See [Show Roster \(by Entry #\)](#) for more information.

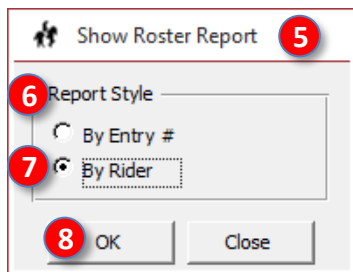
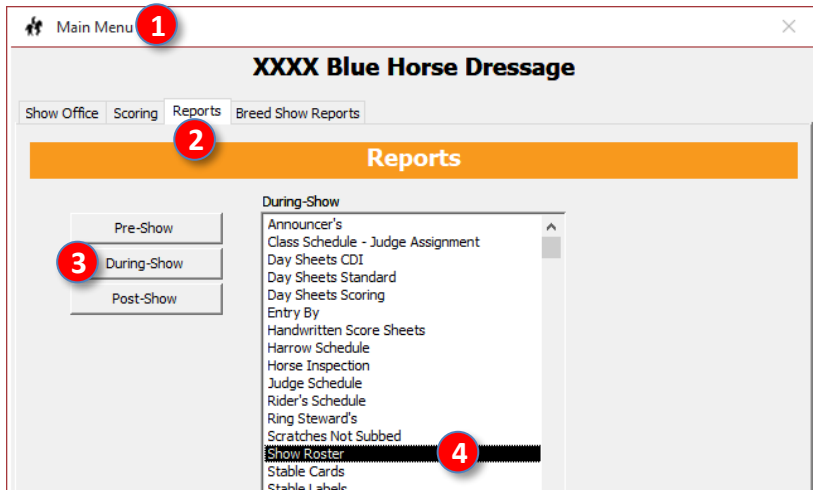
XXXX Blue Horse Dressage									
Show Roster (by Entry #)									
Entry #	Horse Breeder	Age Sire	Breed	Height Dam	Color	Sex	Rider Owner	Rider's Address Owner's Address	
101	Horse 1 Breeder Name	11	Hano verian	15.1	Grey	Mare	First1 Last1	Anytown, ST USA	
102	H000000X Serpentina iii	18	Andalusian	16.1	Dark bay	Gelding	K000 S000000	Anytown, ST usa	
103	M00000 J000 Mythic morgans	19	Morgan	15	Bay	Gelding	K00000 M0000000	Ijamsville, MD usa	
104	B000 A00 W000 R0000	20	Morgan	15.3	Black	Gelding	J000000 D000000	F000000, MD usa	
105	F0000000	17	Oldenburg	17.1	Black	Gelding	K0000 H000000	City, ST usa	
106	M00 W000	8	edish warmb	16	Bay	Mare	L0000 B000	Dickerson, MD usa	
107	F00 S0000000000 Tricia l. tripp	11	burg/thoroug	18.2	Dark bay	Gelding	E0000 G00000000	Frederick, MD usa Dickerson, MD usa	
108	S00000 H00000 L0000 James e. and evelyn m. skilli	16	Morgan	15	Bay	Gelding	C00000000 E0000000000	Dickerson, MD usa Gaithersburg, MD usa	
109	A0000 Arthur family	19	akehner/dani	16.2	Grey	Mare	E00000000 A00000	Rookville, MD usa	
110	W00000	19	Hol/b	16.2	Bay	Gelding	L00000 B000	R000000, MD usa	
111	F000000	15	Hano verian	16.1	iver chestnu	Gelding	A00 H000000	unknown, unkno usa	
112	S00 L000000 Kent island sport/horses	12	Hano verian	16.1	Bay	Gelding	E00000000 H000000000	Frederick, MD usa	
113	K0000000 Michelle roberts	6	Kwpn	15.2	Black bay	Mare	D00000000 C000000	Union Bridge, MD usa Union Bridge, MD usa	
114	E00000 H0 Stal maathuis	12	Kwpn	16.3	Bay	Gelding	L000 T000	Germantown, MD usa	
115	R0000000 M0 Marydell farms	13	Hano verian	16.0	Dark bay	Mare	L0000 R00000000	West Friendship, MD usa	
116	T00000 D00000000 Shannon fynn-olson	6	idalusian cro	15.3	Silver dapple	Gelding	N000000 S0000000	Frederick, MD usa	
117	S0000 Unknown	18	roughbred or	16.1	Grey	Mare	A000000 R000	Boyd's, MD usa Boyd's, MD usa	
118	L0000 Kali fe	9	Warmblood	16.3	Grey	Gelding	S0000 H00000000	Hampstead, MD usa White Hall, MD usa	
119	K00000000 B000000 Pam liddell	15	Connemara	14.2	Black/brown	Mare	M00000000 F000	Gaithersburg, MD usa	
120	Q000 O0 S00000 Zizou	17	OTTB-TIP	15.2	Bay	Mare	A00 P000000	Purcellville, VA usa	
122	S00 S000 R00 Biense	16	asian/appaloo	15.2	Leopard	Gelding	C0000000 S0000	Frederick, MD usa	
123	R0000000000000	10	OTTB-TIP		Bay	Gelding	M00000 T0000000	Mount airy, MD usa Mount Airy, MD USA	
124	F0000 A/o tervete	17	Latvian	16.2	Brown	Gelding	M00000 T0000000	Mount airy, MD usa	
125	C000 G000 Janice barnes	18	Oldenburg	16	iver chestnu	Mare	J000000 F000	Colora, MD usa Colora, MD usa	
126	V0000000 Freestyle	19	itch warmblo	16.3	Brown	Stallion	I0000000 B000000	Potomac, MD usa Germantown, MD usa	

NOTE: To include a report in your Show Program, save the report as an editable Word file (see [Print Preview > Export > Word](#)) or as a *.pdf file (see [Print Preview > Export > PDF or XPS](#)).

Reports in the Show Program > 5. Show Roster (by Rider)

5. SHOW ROSTER (BY RIDER):

- Select **1 Main Menu** > **2 Reports** > **3 During Show** > **4 Show Roster**.
- The **5 Show Roster** report opens.
- Select **6 Report Style** > **7 By Rider**.
- Click **8 OK**.



- The report lists the entries alphabetically, by the rider's last name.
- See [Show Roster \(by Rider\)](#) for more information.

XXXX Blue Horse Dressage									
Show Roster (by Rider)									
Rider	Rider's Address	Entry #	Horse	Age	Breed	Height	Color	Sex	
Owner	Owner's Address		Breeder	Sire		Dam			
Lxxxx Axxxx	Sxxxx Sxxxx, MD usa	143	Fxxxxx	17	Hanoverian	18.2	Bay	Gelding	
				Friendship		Tahitian pearl			
Exxxxxxx Axxxx	Rockville, MD usa	109	Axxxx	19	shelner/dani	18.2	Grey	Mare	
			Arthur family	Rambo		Annemieke			
Lxxxx Axxxx	Lincoln U, PA usa	127	Exxxxx	10	ian heritage I	14.2	Bay	Gelding	
Axxxxx Mxxxx	Chester Springs, PA usa		Pam peters	Gbr keevo		Lady arwen			
Lxxxx Axxxx	Lincoln U, PA usa	140	Dxxxx	12	Oldenburg	18.1	Bay	Mare	
Fxxxx Gxxxx	Lincoln University, PA USA								
Bxx Axxxxxx	Manchester, MD usa	155	Gxxxxx	10	Kwfn	18.1	Bay	Gelding	
	Company Name Exxxxx Westport, CT usa		Johanna salmi	Aerobic		Tina			
Bxx Axxxxxx	Manchester, MD usa	144	Sxxxx Sxxxxx	12	Oldenburg	18.1	Bay	Mare	
Mxxx Mxxx	Monro via, MD usa		Henri tohme	Sir sinclair		Rabelle			
Bxx Axxxxxx	Manchester, MD usa	154	Fxxxxx	14	Westfalen	17.3	Bay	Gelding	
Txxxx Mxxxx	Manchester, MD usa			Furst piolo					
Sxx Axxxxxx	German town, MD usa	187	Dx Dxxx	17	Hanoverian	18.1	Brown	Mare	
			Henning schulze	De niro		Gucy			
Jxxxxxx Bxxx	Wxxxx, XX usa	555	Bxxx Axx Wxxxx Rxxxx	20	Morgan	15.3	Black	Gelding	
Jxxxxxx Dxxxxxx	Fxxxxx, MD usa		rs	Nxxxx Hxxxxxx		Fxxx Bxxxx Mxxxx			
Lxxxx Bxxx	Dickerson, MD usa	106	Mxx Wxxx	8	edish warmb	18	Bay	Mare	
Lxxxx Bxxx	Rxxxxx, MD usa	110	Wxxxx	19	Hol/bt	18.2	Bay	Gelding	
Axxxx Bxxx	Frederick, MD usa	170	Cxxxx	10	Holsteiner	18.1	Chestnut	Gelding	
			Rosemarie merle-smith	Concerto grosso		Isis du desert			
Sxxxx Bxxx	Frederick, MD usa	133	Wxxxxxx	17	Hanoverian	17	Black	Gelding	
			Claus eymers	Worldly		Wella			
Ixxx Bxxxx	College Park, MD usa	129	Wxxxx-X	20	Hanoverian	18.2	Bay	Mare	
Dxxxxxx Dxxxxxx	College Park, MD usa		Nancy bowlus	Weltbekkant		Full moon			
Jxxxx Bxxxx	Ash ton, MD usa	186	Axxxxxx	12	Bavarian wb	18.3	Bay	Gelding	
			Punchestown stable	Apiro		Roads sara			
Lxxxx Bxxxx	York, PA usa	183	Bxxx TX	10	Hanoverian	17	Dark chestnu	Gelding	
			Tam farm	Bellissimo m		Reiki tf			
Ixxxxxx Bxxxx	Potb mac, MD usa	126	Vxxxxxx	19	tb warmblo	18.3	Brown	Stallion	
Hxxxx Lxxxx	German town, MD usa			Freestyle		Oegelia			
Rxxxx Bxxxx	Silver Spring, MD usa	132	Wxxxxxx	17	Rpsi	18.3	Bay	Gelding	
				New wolkenza uber		Forever eskimo			
Axx Bxxxxxx	Middle town, MD usa	190	Rxxxxxx	18	roughbred cr	15.2	ark brown/bz	Mare	
				The delegate		Allstar			
Mxxxx Bxxxx	Westminster, MD usa	188	Sxxxx	15	Swb	15.1	Chestnut	Gelding	
			Laurie platt	La baltic sundance		Get tender			
Exxx Bxxxxxx	Middle town, MD usa	192	Nxxx Q	15	Hanoverian	18.3	Chestnut	Gelding	
			Suzanne quarles	Nocturno		Desert princess			
Dxxxxxx Cxxxx	Union Bridge, MD usa	113	Kxxxx	8	Kwfn	15.2	Black bay	Mare	
Nxxx Txxxxxx	Union Bridge, MD usa		Michelle roberts	Netto		Donarsagan			
Axx Cxxxx	Mount Airy, MD usa	171	Axxxx	14	alf and alusia	15.3	Dun	Gelding	
Mxxxxxx Fxxxx	Gettysburg, PA usa			Mensajero xxvi		Miss olivia norfleet			
Cxxxxxx Cxxxxxx	Cockeysville, MD usa	146	Cxxxxxx	20	Hanoverian	18.3	ark bay/brow	Gelding	
			Hilltop farm, inc.	Contucci		Roxette			
Jxxxxxx Dxxxx	Fxxxxx, MD usa	104	Bxxx Axx Wxxxx Rxxxx	20	Morgan	15.3	Black	Gelding	
				Nxxxx Hxxxxxx		Fxxx Bxxxx Mxxxx			

NOTE: To include a report in your Show Program, save the report as an editable Word file (see [Print Preview > Export > Word](#)) or as a *.pdf file (see [Print Preview > Export > PDF or XPS](#)).

TIPS & TRICKS 8. REPORTS FOR WEB SITE POSTING



Reports for Web Site Posting > List, 1. Rider's Schedule

LIST:

FVD reports may be posted on your web site. The following reports are often posted:

1. Rider's Schedule Report
2. Total Stable Report
3. Day Sheets (Standard or CDI)



1. RIDER'S SCHEDULE:

- Select 1 Main Menu > 2 Reports > 3 During Show > 4 Rider's Schedule.

XXXX Blue Horse Dressage									
Rider's Schedule									
Day	Ride Time	Ring	Entry #	Horse	Class	Test Name	Qual/Div		
Judge at E		Judge at H		Judge at C		Judge at M		Judge at B	
Lxxx Axxxx									
Thursday	3:38 PM	1 Xxxxxxxxxxxx	143	Fxxxxx Bxxxxx Exxxxx (S, ST)	160.0	Second Level, Test 2 2019	No		
Thursday	5:18 PM	1 Xxxxxxxxxxxx	143	Fxxxxx Sxxx Bxxxxx (S, ST)	161.0	USDF Freestyle, First Level 2019	No		
Lxxxx Axxxx									
Thursday	9:52 AM	2 Xxxxxxxxxxxx	140	Dxxxxx Nxxxx Vxxxx (R, ST)	143.0	Fourth Level, Test 3 2019	No		
Thursday	10:34 AM	2 Xxxxxxxxxxxx	140	Dxxxxx Nxxxx Vxxxx (R, ST)	133.0	Third Level, Test 3 2019	No		
Thursday	12:41 PM	2 Xxxxxxxxxxxx	127	Exxxxx Sxxx Bxxxxx (S, ST)	111.0	First Level, Test 1 2019	No		
Thursday	1:14 PM	1 Xxxxxxxxxxxx	127	Exxxxx Bxxxxx Exxxxx (S, ST)	112.0	First Level, Test 2 2019	No		
Bxx Axxxxxxx									
Thursday	9:12 AM	1 Xxxxxxxxxxxx	144	Sxxxx Sxxxxx Nxxxx Vxxxx (R, ST)	141.0	Fourth Level, Test 1 2019	No		
Thursday	9:12 AM	1 Xxxxxxxxxxxx	154	Fxxxxx Bxxxxx Exxxxx (S, ST)	151.0	FEI Prix St. Georges 2018	Yes		
Thursday	9:36 AM	2 Xxxxxxxxxxxx	144	Sxxxx Sxxxxx Nxxxx Vxxxx (R, ST)	142.0	Fourth Level, Test 2 2019	No		
Thursday	1:36 PM	1 Xxxxxxxxxxxx	155	Gxxxxx Bxxxxx Exxxxx (S, ST)	112.0	First Level, Test 2 2019	No		
Thursday	2:11 PM	2 Xxxxxxxxxxxx	155	Gxxxxx Sxxx Bxxxxx (S, ST)	113.0	First Level, Test 3 2019	Yes		
Sxx Axxxxxxx									
Thursday	2:43 PM	1 Xxxxxxxxxxxx	187	Dx Dxxx Bxxxxx Exxxxx (S, ST)	3.0	Introductory Walk-Trot Test C 2019	No		
Thursday	3:06 PM	1 Xxxxxxxxxxxx	187	Dx Dxxx Bxxxxx Exxxxx (S, ST)	101.0	Training Level, Test 1 2019	No		
Jxxxxxxx Bxxx									
Thursday		1 Xxxxxxxxxxxx	555	Bxxx Axx Wxxxx Rxxxx Bxxxxx Exxxxx (S, ST)	179	FEI Junior Individual 2018	No		
Thursday	1:55 PM	2 Xxxxxxxxxxxx	555	Bxxx Axx Wxxxx Rxxxx Sxxx Bxxxxx (S, ST)	113.0	First Level, Test 3 2019	Yes		
Lxxxx Bxxx									
Thursday	5:27 PM	1 Xxxxxxxxxxxx	106	Mxx Wxxx Sxxx Bxxxxx (S, ST)	161.0	USDF Freestyle, First Level 2019	Yes		
Lxxxx Bxxx									
Thursday	8:39 AM	2 Xxxxxxxxxxxx	110	Wxxxx Nxxxx Vxxxx (R, ST)	131.0	Third Level, Test 1 2019	No		
Axxxx Bxxxx									
Thursday	3:21 PM	1 Xxxxxxxxxxxx	170	Cxxxxx Bxxxxx Exxxxx (S, ST)	160.0	Training Level, Test 2 2019	No		
Thursday	5:36 PM	1 Xxxxxxxxxxxx	170	Cxxxxx Sxxx Bxxxxx (S, ST)	161.0	USDF Freestyle, First Level 2019	Yes		

NOTE: To include a report on your web site, save the report as an editable Word file (see [Print Preview > Export > Word](#)) or as a *.pdf file (see [Print Preview > Export > PDF or XPS](#)). For a web site, a *.pdf file is better.

Reports for Web Site Posting > 2. Total Stable

2. TOTAL STABLE REPORT:

- Select **1 Main Menu** > **2 Reports** > **3 During Show** > **4 Total Stable**.
- The report provides a list sorted by **5 Stall Group** (first it lists horses w/o a stall group, then it lists horses alphabetically by stall group), then by **6 Entry #**.
- See [STABLING](#) for more information on stabling.



NOTE 1: Some shows do not release stall numbers prior to the show. Instead, they provide stall numbers when the competitor registers at the Show Office. This avoids the unloading of horses for which a current Coggins and/or Proof of Vaccination has not yet been submitted.

NOTE 2: It is recommended that the Show Program and/or the rider packets also include a map of the facility, including the barn names and stall numbers, so riders can locate their stalls.

NOTE 3: See [MAKE A STALL LIST FROM DATA EXPORTED TO EXCEL](#) for information on how to create a stable report sorted by stall number, horse name, and rider last name. You may prefer this report for posting on a web site and sending to riders.

NOTE 4: To include a report on your web site, save the report as an editable Word file (see [Print Preview > Export > Word](#)) or as a *.pdf file (see [Print Preview > Export > PDF or XPS](#)). For a web site, a *.pdf file is better.

XXXX Blue Horse Dressage
Total Stable

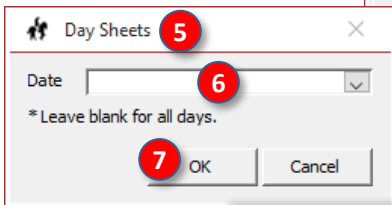
Horse Rider Stall Group	Sex Entry Stall #	Sun	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Mon	Bedding Type
Wxxxxxxx Kxxxx Gxxxxxx	Gelding #131 Barn3 Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barn	0 Stable
Wxxxxxxx Sxxxxx Bxxxx	Gelding #133 Barn2 Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barn	0 Stable
Fxxxx Txxxx Vxxxx Mxxxx	Mare #156 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1 Stable
Wxxxx-XXX Axxxx Pxxxx Axxx Pxxxx	Mare #148 03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Tackstall
Wxxxx-XXX Axxxx Pxxxx Axxx Pxxxx	Mare #148 04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0 Stable
Bxxxx Sxxxx Cxxxx Yxxxx Axxx Pxxxx	Gelding #162 02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0 Stable
Lxxxx - XXX Cxxxx Yxxxx Axxx Pxxxx	Mare #183 01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0 Stable
Fxxxx Kxxxx Hxxxx Axxxx Dxxxx	Gelding #105 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Tackstall
Fxxxx Kxxxx Hxxxx Axxxx Dxxxx	Gelding #105 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0 Stable
Fxxxx Bxxx Axxxx Axxxx Dxxxx	Gelding #154 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0 Stable
Gxxxx Bxxx Axxxx Axxxx Dxxxx	Gelding #155 09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0 Stable
Wxxxx Rxxxx Bxxxx Hxxxx Mxxxx Hxxxx	Gelding #132 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		2 Stable
Dx Dxx Sxxx Axxxx Hxxxx Mxxxx Hxxxx	Mare #187 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		2 Stable
Dxxxx Vxxxx Sxxx Wxxx Lxxxx Hxxxx Mxxxx Hxxxx	Gelding #194 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0 Stable
Axxxx Txxxx Hxxxx Hxxxx	Gelding #141 05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0 Stable

Friday, December 17, 2021 11:49 AM Page 1 of 2

Reports for Web Site Posting > 3. Day Sheets Standard

3. DAY SHEETS STANDARD REPORT:

- Select **1 Main Menu** > **2 Reports** > **3 During-Show** > **4 Day Sheets Standard**.
- The **5 Day Sheets** form opens.
- To obtain a report for the entire show, do not enter a **6 Date**.
- Click **7 OK**.



NOTE: For a CDI, use the Day Sheets CDI.

- The report provides the Show Schedule, sorted by **5 Day** then by **6 Ring #**, then by ride **7 [Ride] Time**.
- See [Day Sheets Standard](#) for more information.

XXXX Blue Horse Dressage
Day Sheets

6 Ring: 1 XXXXXXXXXXXX **5 Thursday, June 20, 2222**

Time	Entry Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B	Total	%	
Class: 179 FEI Junior Individual Test														
Judge at						Q	B	B	B	B	B	B	B	B
8:00 AM	555 Jxxxxxxx Bxxx	Bxxx Axx Wxxxx Rxxxx	Jr	Adult Amateur										
Class: 153.0 FEI Grand Prix TOC Open CBLM GAIG Sponsored by: XXXXXXXXX														
Judge at						Q	B	B	B	B	B	B	B	
8:00 AM	192 Bxxx Bxxxxxxx	Nxxxx Q	GP	Open	Q									
8:09 AM	114 Lxxx Txxx	Bxxxx Hx	GP	Adult Amateur	Q									
Class: 152.0 FEI Intermediate TOC Open CBLM GAIG Sponsored by: XXXXXXXXX														
Judge at						Q	B	B	B	B	B	B	B	
8:18 AM	196 Cxxxx Dxxxxxxx	Axxx ###	I1	Open										
8:27 AM	173 Sxxx Mxxxx	Rxxx Cx	I1	Open	Q									
8:27 AM	111 Axxx Hxxxx	Rxxxx	I2	Adult Amateur	Q	Scratch								
8:45 AM	1000 SCRATCH SCRATCH	SCRATCH	I2	Q	Scratch									
Class: 151.0 FEI Prix St. Georges Open CBLM GAIG Sponsored by: XXXXXXXXX														
Judge at						Q	B	B	B	B	B	B	B	
8:36 AM	126 Ixxxx Bxxxx	Vxxxx	PSG	JR/YR										
8:45 AM	177 Bxxx Cxxxx	Hxxxx Txx	PSG	Open	Q									
8:54 AM	108 Cxxxx Exxxxxxx	Sxxxx Hxxxx Lxxxx	PSG	Open										
9:03 AM	131 Jxxxx Gxxxx	Vxxxx	PSG	Adult Amateur										
9:12 AM	154 Bxx Axxxx	Rxxxx	PSG	Open	Q									
9:21 AM	161 Kxxxx Pxxxx	Lxxx Ixxxx	PSG	Open	Q									
9:30 AM	172 Dxxx Sxxx	Dxxxx	PSG	Open										
9:39 AM	122 Cxxxx Sxxx	Sxx Sxxx Rxx	PSG	Open										
9:48 AM	174 Sxxx Mxxxx	Bxxx Gxx	PSG	Open	Q									
9:57 AM	BREAK 10 MIN ***Break*** *Break*													
Class: 132.0 USEF Third Level Test 2 Open CBLM Sponsored by: XXXXXXXXX														
Judge at						Q	B	B	B	B	B	B	B	
10:07 AM	188 Mxxxx Bxxxx	Sxxx	3-2	Adult Amateur										
10:15 AM	176 Kxxx Hxxxx-xxxx	Bxxxx X	3-2	Adult Amateur										
10:23 AM	115 Lxxx Rxxxx	Rxxxx Mx	3-2	Adult Amateur										
10:31 AM	128 Sxxx Lxxxx	Wxxxx	3-2	Adult Amateur										
10:39 AM	171 Axx Cxxxx	Axxxx	3-2	Open										
11:05 AM	183 Lxxx Bxxxx	Bxxx TX	3-2	Open		Scratch								
Class: 121.0 USEF Second Level Test 1 Open Sponsored by: Stablemates														
Judge at						Q	B	B	B	B	B	B	B	
10:47 AM	185 Lxxxx Mxxxx	Sxxxx Sxxxx	2-1	Open										
10:54 AM	189 Rxxx Rxxxx	Gxx Ix Txx Sxxx	2-1	Adult Amateur										
11:02 AM	118 Sxxx Hxxxx	Lxxx	2-1	Adult Amateur										
11:09 AM	157 Cxxxx Exxxxxxx	Sxxxx Hxxxx Axxxx	2-1	Open										
11:17 AM	184 Bxxx Kxxx	Wxxxx Rxx	2-1	Open										
Class: 123.0 USEF Second Level Test 3 Open GAIG Sponsored by: Stablemates														
Judge at						Q	B	B	B	B	B	B	B	
11:50 AM	179 Rxxxx Lxxx	Sxxxx	2-3	Adult Amateur										
11:58 AM	175 Axxx Cxxx	Sxxxx Gxx	2-3	JR/YR	Q									
12:06 PM	LUNCH 45 MIN ***Break*** *Break*													

Friday, December 17, 2021 12:00 PM Page 1 of 5

NOTE: To include a report on your web site, save the report as an editable Word file (see [Print Preview > Export > Word](#)) or as a *.pdf file (see [Print Preview > Export > PDF or XPS](#)). For a web site, a *.pdf file is better.

TIPS & TRICKS 9. MAKE A STALL LIST FROM DATA EXPORTED TO EXCEL



Make a Stall List from Data Exported to Excel > Introduction,**Step 1. Export Entry Fees to Excel****INTRODUCTION:**

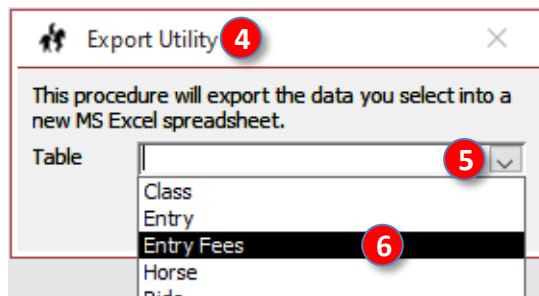
- Stabling is covered in [STABLING](#).
- FVD provides the following [horse] stabling / tack stall reports:
 - **Stable Reports - [Horse] Stabling Report** (see [Reports > During-Show > Stable > Stabling Report](#))
 - **Stable Reports - Tack Stall Report** (see [Reports > During-Show > Stable > Tack Stall Report](#)).
 - **Total Stable Report** (see [Reports > During-Show > Total Stable](#)).
- All of these reports are sorted first by **Stall Group**, then by **Entry #**. If you have a person in the show office looking for a stall assignment, using these lists can be cumbersome, particularly since people will usually not know the Stall Group Name you used in FVD. Therefore, another method to report stall numbers is useful.
- You may have a stall listing separate from FVD. If that is the case, use your list to give riders their stall assignments, post the list, etc.
- If you do not have a stall listing separate from FVD and/or you want a stall listing from FVD data, you can generate a list using FVD data exported to MS Excel.
- The following explanation assumes you have MS Excel and a working knowledge of the program.

STEP 1. EXPORT ENTRY FEES TO EXCEL:

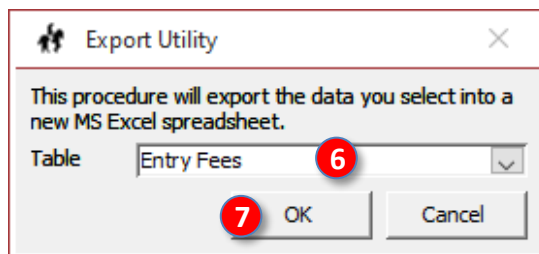
- Select **1 Main Menu > 2 Show Office > 3 Export Utility**.



- The **4 Export Utility** form opens.
- Using the **5** drop-down arrow (or type-in box), select **6 Entry Fees**.



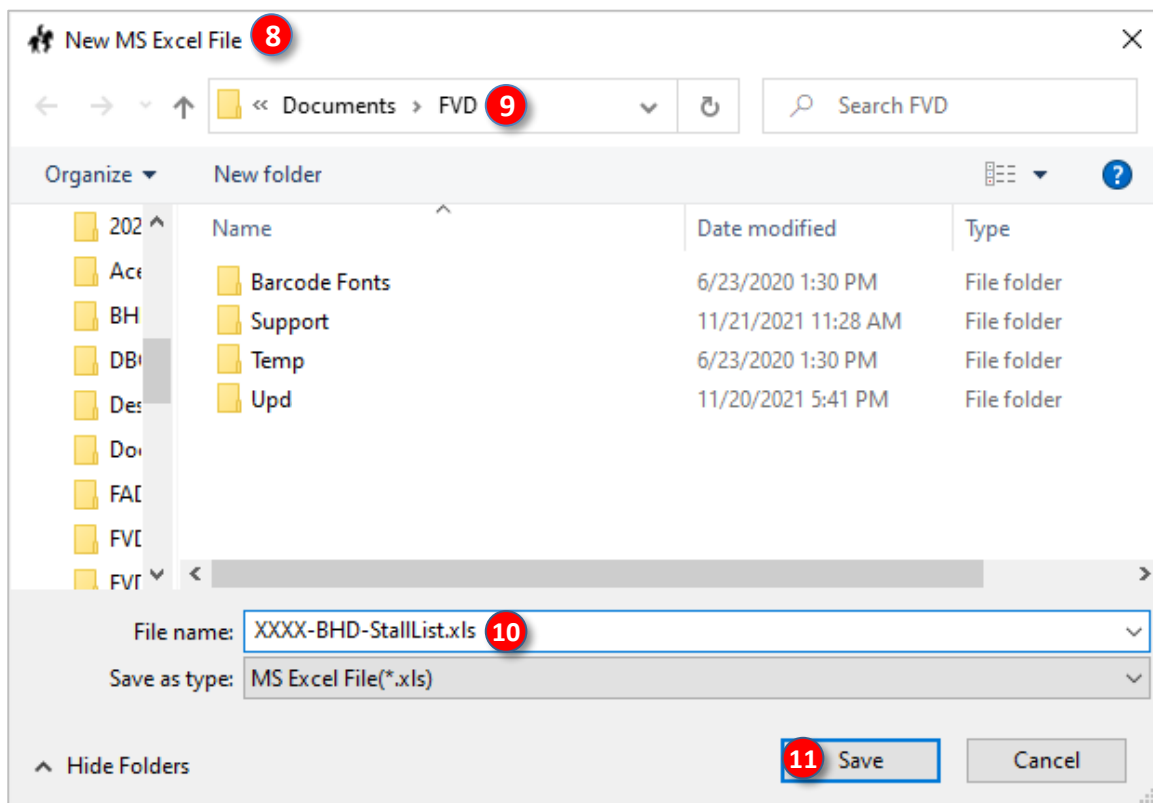
- Click **7 OK**.



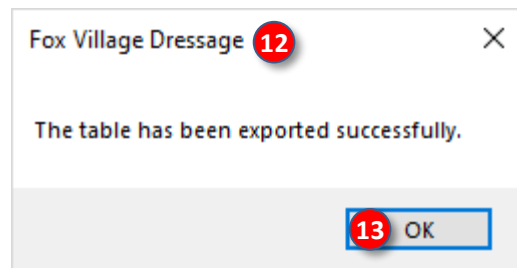
Continued on next page...

Make a Stall List from Data Exported to Excel > Step 1. Export Entry Fees to Excel, Cont'd.

- The **8 New MS Excel File** form opens in your **9 FVD** folder.
- In the **10 File name:** box, type in the name for your file. Use a name that will readily identify the file source and contents. In this example, **2020-BHF-StallList** was used. FVD automatically enters the **.xls** extension.
- Click **11 Save**.



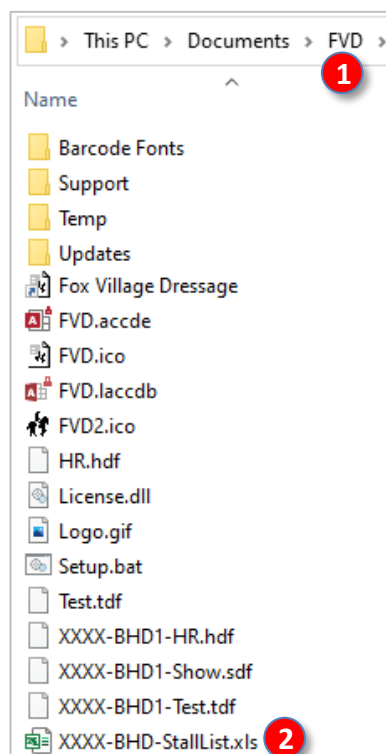
- A **12 Fox Village Dressage** form opens, letting you know the file was saved successfully.
- Click **13 OK**.



Make a Stall List from Data Exported to Excel > Step 2. Open the Excel File

STEP 2. OPEN THE EXCEL FILE:

- Navigate to your **1** FVD folder.
- Open the **2** Excel file by double-clicking on the file name.
- The **3** Excel file opens.
- It contains the following fields:
 - **4** Entry #
 - **5** Horse [Name]
 - **6** Rider First [Name]
 - **7** Rider Last [Name]
 - **8** [Fee] Description
 - **9** Rate
 - **10** Quantity
 - **11** Total
 - **12** Stall [#]



Entry	Horse	Rider First	Rider Last Name	Description	Rate	Quantity	Total	Stall
101	Horse1	First1	Last1	Office Fee \$30	30.00	1	30.00	
102	HxxxxxxX	Kxxx	Sxxxxxx	Office Fee \$30	30.00	1	30.00	
103	Mxxxx Jxxx	Kxxxx	Mxxxxxx	Haul In Fee	30.00	1	30.00	
103	Mxxxx Jxxx	Kxxxx	Mxxxxxx	Office Fee \$30	30.00	1	30.00	
103	Mxxxx Jxxx	Kxxxx	Mxxxxxx	Drug/Horse USEF	23.00	1	23.00	
104	Bxxx Axx Wxxxx Pxxxx	Jxxxxxx	Dxxxxxx	Haul In Fee	30.00	1	30.00	
104	Bxxx Axx Wxxxx Pxxxx	Jxxxxxx	Dxxxxxx	Office Fee \$30	30.00	1	30.00	
104	Bxxx Axx Wxxxx Pxxxx	Jxxxxxx	Dxxxxxx	Drug/Horse USEF	23.00	1	23.00	
105	Fxxxxxx	Kxxx	Hxxxxxx	Change Fee \$10	10.00	1	10.00	
105	Fxxxxxx	Kxxx	Hxxxxxx	Drug/Horse USEF	23.00	1	23.00	
105	Fxxxxxx	Kxxx	Hxxxxxx	Stall T3: Tack Fri-Sun or Sat-Sun \$160	160.00	1	160.00	10
105	Fxxxxxx	Kxxx	Hxxxxxx	Office Fee \$30	30.00	1	30.00	
105	Fxxxxxx	Kxxx	Hxxxxxx	Stall H3: Horse Fri-Sun or Sat-Sun \$170	170.00	1	170.00	11
106	Mxx Wxxx	Lxxx	Bxxx	Office Fee \$30	30.00	1	30.00	
106	Mxx Wxxx	Lxxx	Bxxx	Drug/Horse USEF	23.00	1	23.00	
106	Mxx Wxxx	Lxxx	Bxxx	Haul In Fee	30.00	1	30.00	
107	Fxx Sxxxxxx	Exxx	Gxxxxxx	Drug/Horse USEF	23.00	1	23.00	
107	Fxx Sxxxxxx	Exxx	Gxxxxxx	Office Fee \$30	30.00	1	30.00	
107	Fxx Sxxxxxx	Exxx	Gxxxxxx	Haul In Fee	30.00	1	30.00	
108	Sxxxx Hxxxx Lxxxx	Cxxxxxx	Exxxxxx	Haul In Fee	30.00	1	30.00	
108	Sxxxx Hxxxx Lxxxx	Cxxxxxx	Exxxxxx	Office Fee \$30	30.00	1	30.00	
108	Sxxxx Hxxxx Lxxxx	Cxxxxxx	Exxxxxx	Drug/Horse USEF	23.00	1	23.00	
109	Axxxx	Exxxxxx	Axxxx	Office Fee \$30	30.00	1	30.00	
110	Wxxxx	Lxxxx	Bxxx	Haul In Fee	30.00	1	30.00	

Make a Stall List from Data Exported to Excel > Step 3. Delete Unneeded Columns

STEP 3. DELETE UNNEEDED COLUMNS:

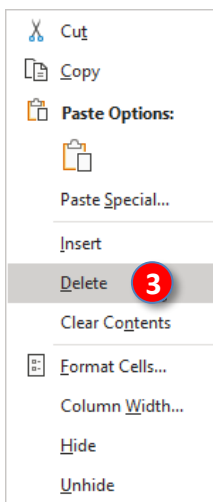
You only need:

- Entry #
- Horse
- Rider First Name
- Rider Last Name
- Description
- Stall

To delete the unneeded columns (Rate, Quantity and Total):

- Click **1 F**.
- Depress and hold the left mouse button.
- Drag your cursor across **2 G and H**.
- Release the left mouse button.
- Columns F, G and H are now gray in color.

- Place your cursor over the gray area and right click.
- In the menu that opens, click **3 Delete**.



NOTE: If you do not want your stall list to include the **Description**, delete this column also.

- The unneeded columns (Rate, Quantity and Total) have been deleted and **4 Stall** is now column F.

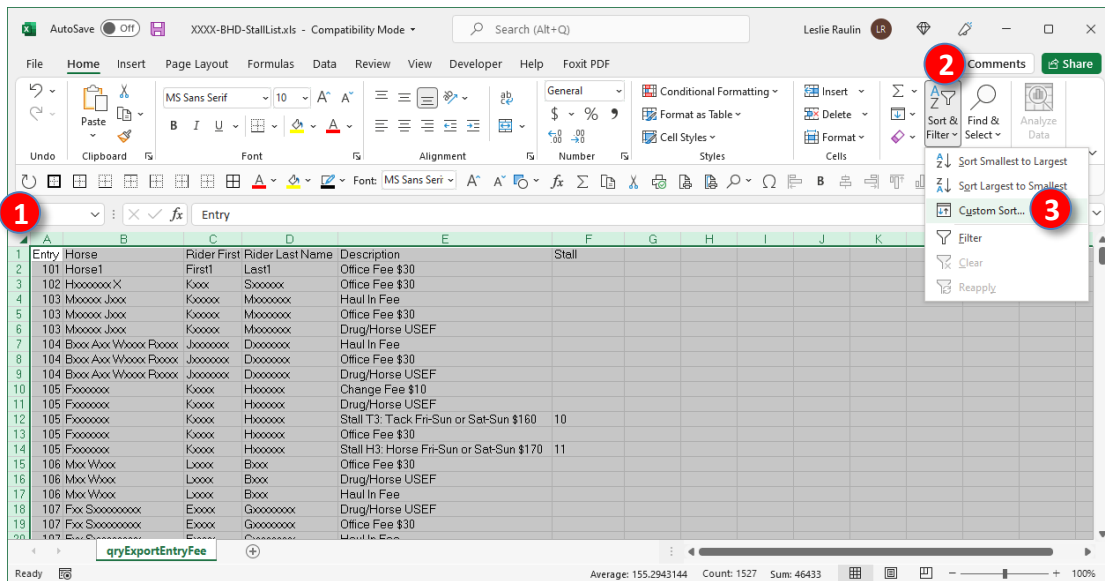
Entry	Horse	Rider First	Rider Last Name	Description	Rate	Quantity	Total	Stall
101	Horse1	First1	Last1	Office Fee \$30	30.00	1	30.00	
102	HxxxxxxX	Kxxx	Sxxxxxx	Office Fee \$30	30.00	1	30.00	
103	Mxxxx Jxxx	Kxxxx	Mxxxxxx	Haul In Fee	30.00	1	30.00	
103	Mxxxx Jxxx	Kxxxx	Mxxxxxx	Office Fee \$30	30.00	1	30.00	
103	Mxxxx Jxxx	Kxxxx	Mxxxxxx	Drug/Horse USEF	23.00	1	23.00	
104	Bxxx Axxx Wxxxx Pxxxx	Jxxxxxx	Dxxxxxx	Haul In Fee	30.00	1	30.00	
104	Bxxx Axxx Wxxxx Pxxxx	Jxxxxxx	Dxxxxxx	Office Fee \$30	30.00	1	30.00	
104	Bxxx Axxx Wxxxx Pxxxx	Jxxxxxx	Dxxxxxx	Drug/Horse USEF	23.00	1	23.00	
105	Fxxxxxx	Kxxxx	Hxxxxxx	Change Fee \$10	10.00	1	10.00	
105	Fxxxxxx	Kxxxx	Hxxxxxx	Drug/Horse USEF	23.00	1	23.00	
105	Fxxxxxx	Kxxxx	Hxxxxxx	Stall T3: Tack Fri-Sun or Sat-Sun \$160	160.00	1	160.00	10
105	Fxxxxxx	Kxxxx	Hxxxxxx	Office Fee \$30	30.00	1	30.00	
105	Fxxxxxx	Kxxxx	Hxxxxxx	Stall H3: Horse Fri-Sun or Sat-Sun \$170	170.00	1	170.00	11
106	Mxx Wxxx	Lxxxx	Bxxx	Office Fee \$30	30.00	1	30.00	
106	Mxx Wxxx	Lxxxx	Bxxx	Drug/Horse USEF	23.00	1	23.00	
106	Mxx Wxxx	Lxxxx	Bxxx	Haul In Fee	30.00	1	30.00	
107	Fxx Sxxxxxx	Exxxx	Gxxxxxx	Drug/Horse USEF	23.00	1	23.00	
107	Fxx Sxxxxxx	Exxxx	Gxxxxxx	Office Fee \$30	30.00	1	30.00	
107	Fxx Sxxxxxx	Exxxx	Gxxxxxx	Haul In Fee	30.00	1	30.00	
108	Sxxxx Hxxxx Lxxxx	Cxxxxxx	Exxxxxx	Haul In Fee	30.00	1	30.00	
108	Sxxxx Hxxxx Lxxxx	Cxxxxxx	Exxxxxx	Office Fee \$30	30.00	1	30.00	
108	Sxxxx Hxxxx Lxxxx	Cxxxxxx	Exxxxxx	Drug/Horse USEF	23.00	1	23.00	
109	Axxxx	Exxxxxx	Axxxx	Office Fee \$30	30.00	1	30.00	
110	Wxxxx	Lxxxx	Bxxx	Haul In Fee	30.00	1	30.00	

Entry	Horse	Rider First	Rider Last Name	Description	Rate	Quantity	Total	Stall
101	Horse1	First1	Last1	Office Fee \$30	30.00	1	30.00	
102	HxxxxxxX	Kxxx	Sxxxxxx	Office Fee \$30	30.00	1	30.00	
103	Mxxxx Jxxx	Kxxxx	Mxxxxxx	Haul In Fee	30.00	1	30.00	
103	Mxxxx Jxxx	Kxxxx	Mxxxxxx	Office Fee \$30	30.00	1	30.00	
103	Mxxxx Jxxx	Kxxxx	Mxxxxxx	Drug/Horse USEF	23.00	1	23.00	
104	Bxxx Axxx Wxxxx Pxxxx	Jxxxxxx	Dxxxxxx	Haul In Fee	30.00	1	30.00	
104	Bxxx Axxx Wxxxx Pxxxx	Jxxxxxx	Dxxxxxx	Office Fee \$30	30.00	1	30.00	
104	Bxxx Axxx Wxxxx Pxxxx	Jxxxxxx	Dxxxxxx	Drug/Horse USEF	23.00	1	23.00	
105	Fxxxxxx	Kxxxx	Hxxxxxx	Change Fee \$10	10.00	1	10.00	
105	Fxxxxxx	Kxxxx	Hxxxxxx	Drug/Horse USEF	23.00	1	23.00	
105	Fxxxxxx	Kxxxx	Hxxxxxx	Stall T3: Tack Fri-Sun or Sat-Sun \$160	160.00	1	160.00	10
105	Fxxxxxx	Kxxxx	Hxxxxxx	Office Fee \$30	30.00	1	30.00	
105	Fxxxxxx	Kxxxx	Hxxxxxx	Stall H3: Horse Fri-Sun or Sat-Sun \$170	170.00	1	170.00	11
106	Mxx Wxxx	Lxxxx	Bxxx	Office Fee \$30	30.00	1	30.00	
106	Mxx Wxxx	Lxxxx	Bxxx	Drug/Horse USEF	23.00	1	23.00	
106	Mxx Wxxx	Lxxxx	Bxxx	Haul In Fee	30.00	1	30.00	
107	Fxx Sxxxxxx	Exxxx	Gxxxxxx	Drug/Horse USEF	23.00	1	23.00	
107	Fxx Sxxxxxx	Exxxx	Gxxxxxx	Office Fee \$30	30.00	1	30.00	
107	Fxx Sxxxxxx	Exxxx	Gxxxxxx	Haul In Fee	30.00	1	30.00	
108	Sxxxx Hxxxx Lxxxx	Cxxxxxx	Exxxxxx	Haul In Fee	30.00	1	30.00	
108	Sxxxx Hxxxx Lxxxx	Cxxxxxx	Exxxxxx	Office Fee \$30	30.00	1	30.00	
108	Sxxxx Hxxxx Lxxxx	Cxxxxxx	Exxxxxx	Drug/Horse USEF	23.00	1	23.00	
109	Axxxx	Exxxxxx	Axxxx	Office Fee \$30	30.00	1	30.00	
110	Wxxxx	Lxxxx	Bxxx	Haul In Fee	30.00	1	30.00	

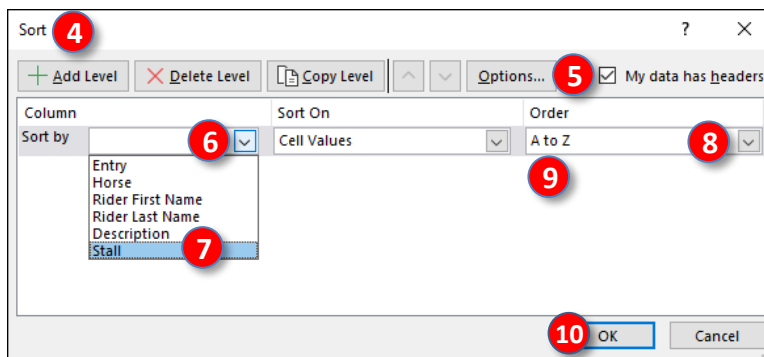
Make a Stall List from Data Exported to Excel > Step 4. Sort the Data by Stall Number

STEP 4. SORT THE DATA BY STALL NUMBER:

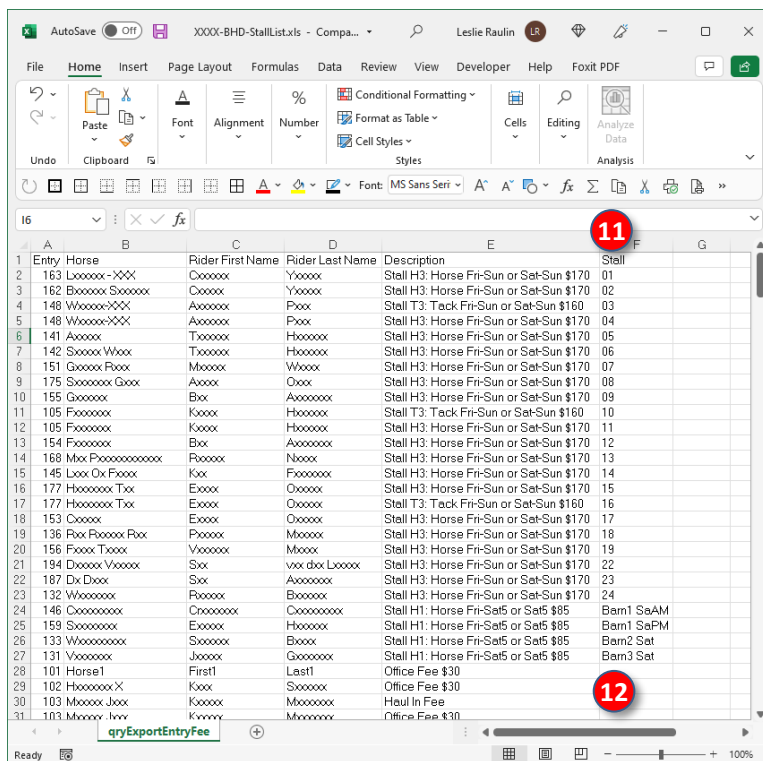
- To select all cells in the workbook, click the **1** box at the top left of the spreadsheet. The color of the spreadsheet will change to gray.
- Select **2 Sort & Filter** > **3 Custom Sort**.



- The **4 Sort** form opens.
- If not checked, check the **5 My data has headers** box.
- Click the **6 Sort by** down arrow and select **7 Stall**.
- If not already selected, use the **8 Order** drop-down arrow and select **9 A to Z**.
- Click **10 OK**.



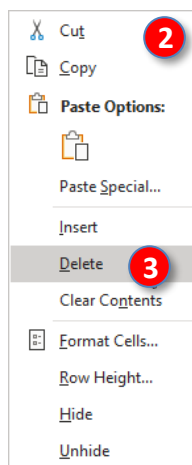
- The spreadsheet is now sorted in ascending order by **11 Stall** number so entries with a stall are at the top of the spreadsheet.
- Entries **12** without a stall are at the bottom of the spreadsheet.



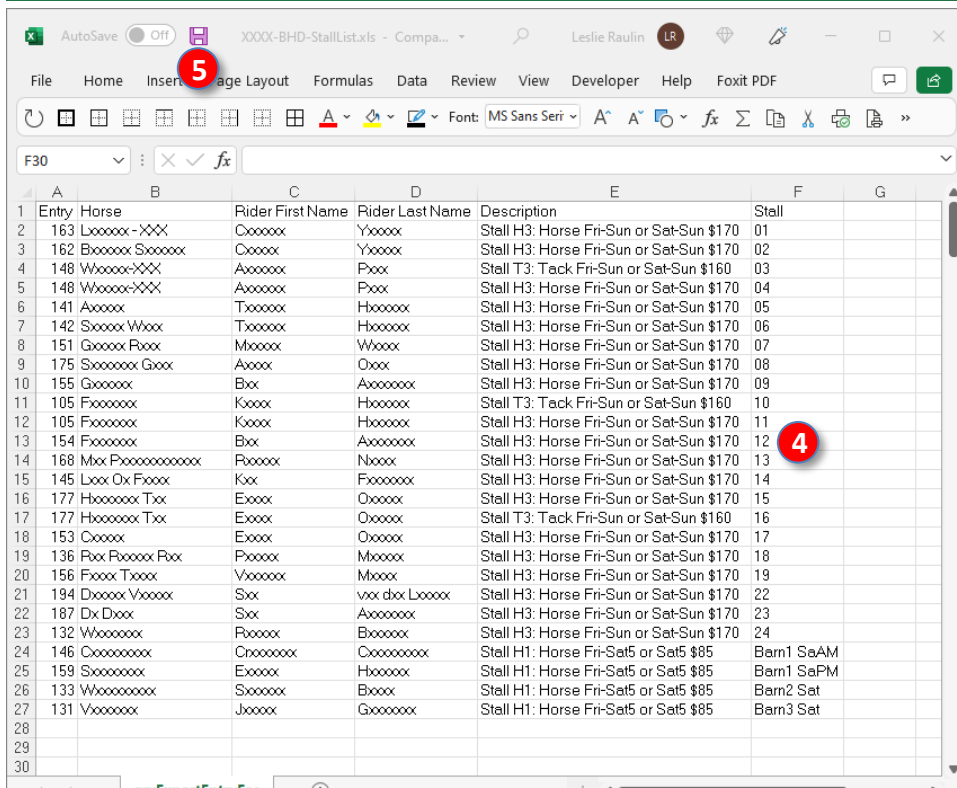
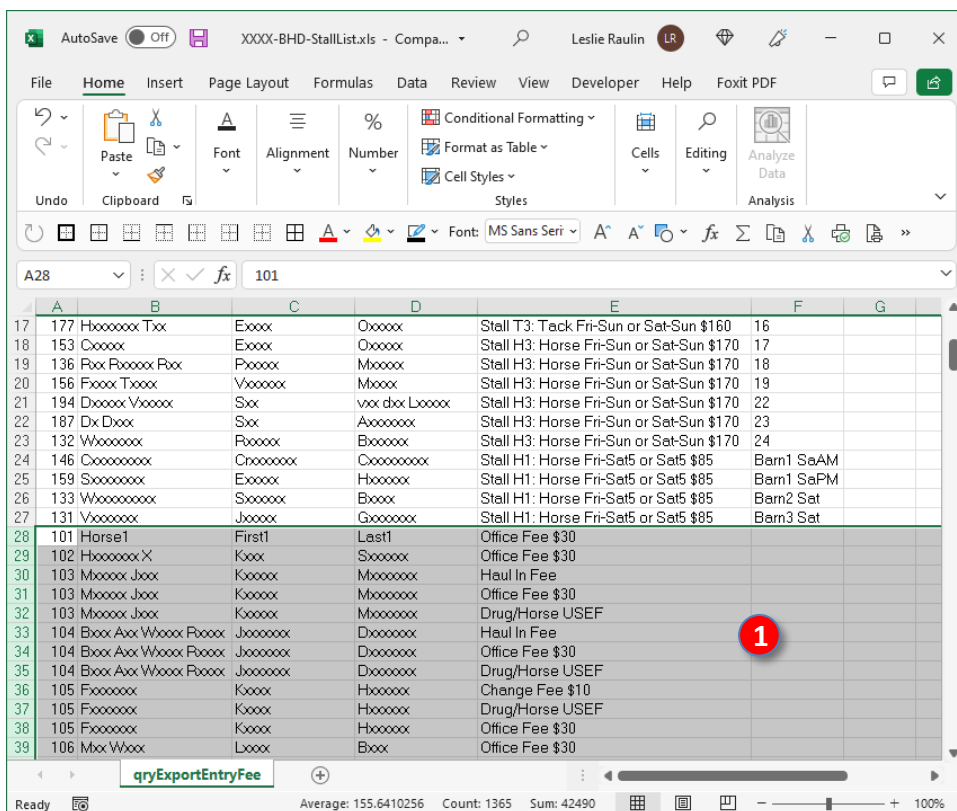
Make a Stall List from Data Exported to Excel > Step 5. Delete Rows Without Stall Numbers

STEP 5. DELETE ROWS WITHOUT STALL NUMBERS:

- Scroll down the spreadsheet until there are **1** rows with no stall numbers listed.
- Click on the first row without a stall # (row 28 in this example), press the left mouse button, scroll down until there is no more data on the spreadsheet, then release the mouse button. This selects all the rows without stall numbers.
- To delete the selected rows, with the cursor over the gray area, right click.
- From the **2** menu that drops down, click **3** Delete.



- Every **4** row on the spreadsheet now has a stall number.
- You now have an Excel workbook that is your stall list. You can sort by **Entry #**, **Horse Name**, **Rider Last Name**, and **Stall Number**.
- If desired, bold the title row so the titles stand out.
- Click **5** Save to save the file.

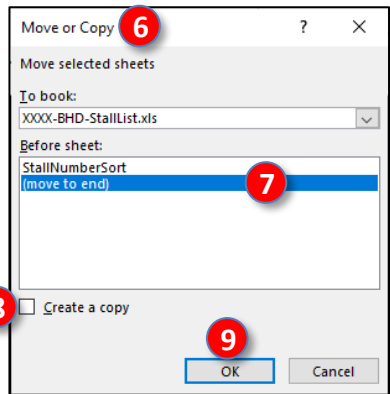
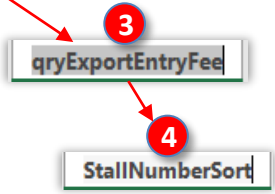
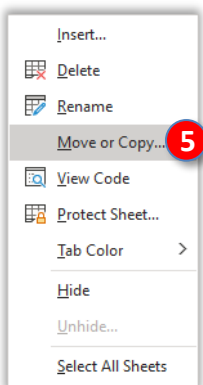
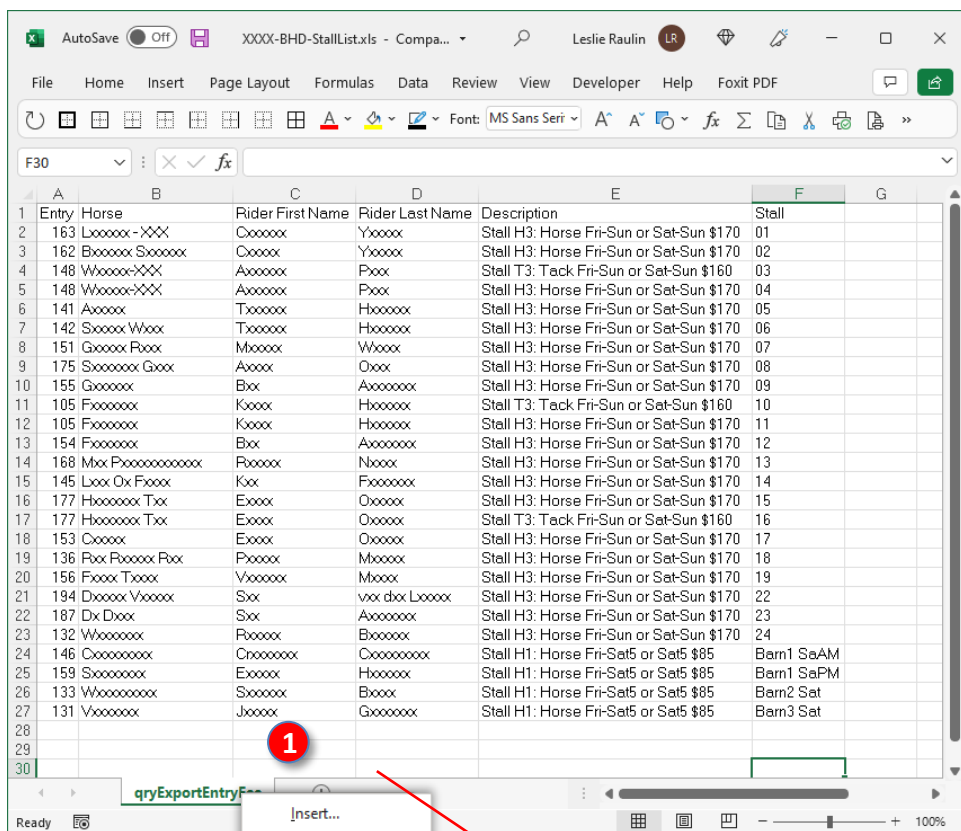


NOTE: This is a good time to double check to ensure you have not assigned a stall more than one time. If you have a duplicate entry, go to [STABLING](#) to make corrections.

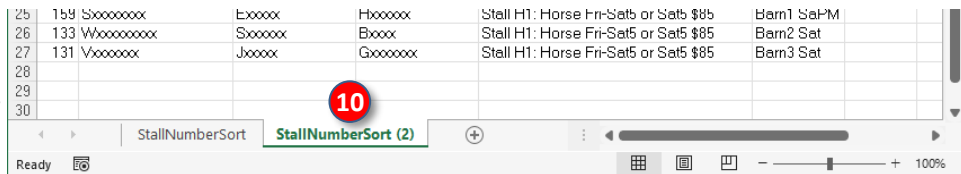
Make a Stall List from Data Exported to Excel > Step 6. Create Separate Sorted Lists > Copy the Spreadsheet

STEP 6. CREATE SEPARATE SORTED LISTS > COPY THE SPREADSHEET:

- Since the first spreadsheet was sorted by stall number, rename the spreadsheet to reflect the sort. In this example, we will call it **StallNumberSort**.
- With your cursor over the **1** spreadsheet name, right click.
- From the menu that opens, click **2 Rename**.
- The **3** spreadsheet name will have a gray background.
- Type the **4** new name for the spreadsheet.
- Next you make a copy of the spreadsheet.
- With your cursor over the spreadsheet name, right click.
- From the menu that opens, click **5 Move or Copy**.
- The **6 Move or Copy** form opens.
- Select **7 (move to end)**.
- Check the **8 Create a copy** check box.
- Click **9 OK**.



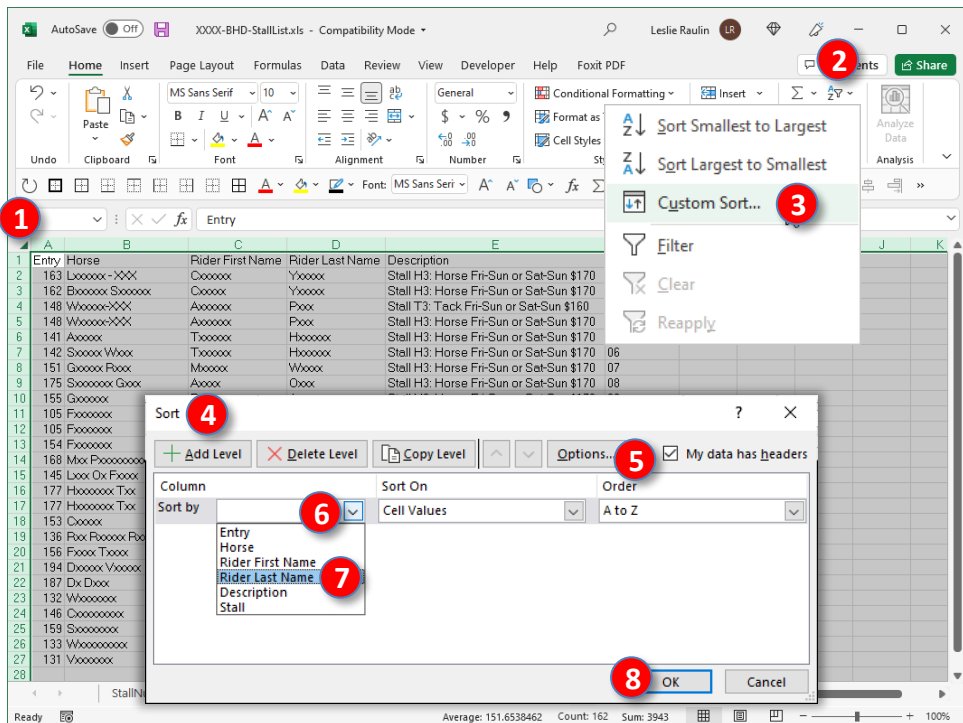
- You now have a **10** **StallNumberSort (2)**, which is a copy of the original spreadsheet.
- Rename it, perhaps **RiderLnameSort**.



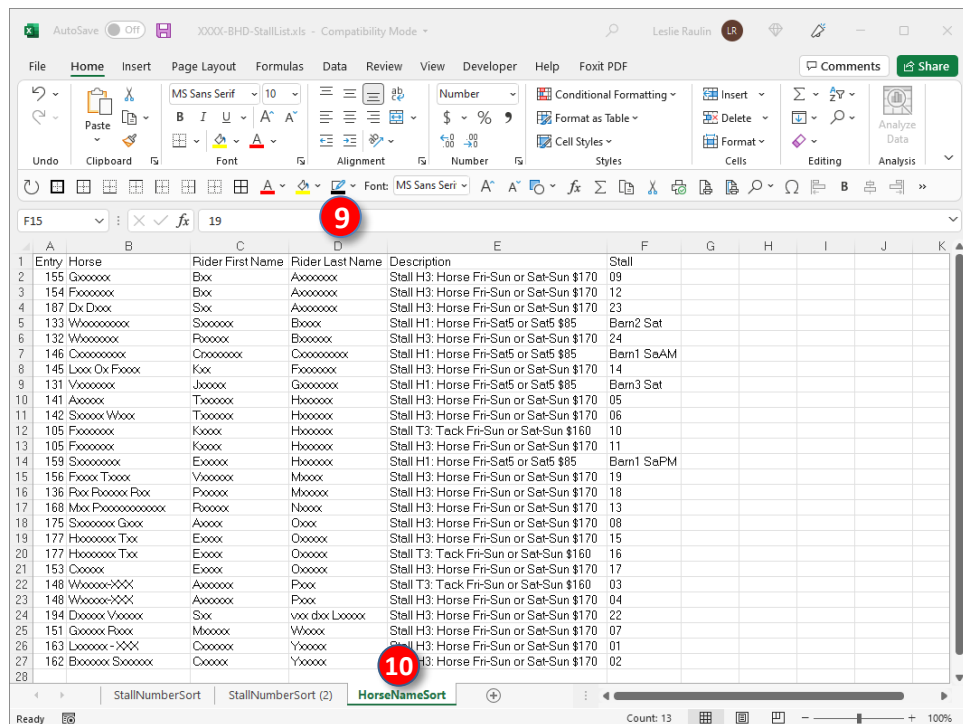
Make a Stall List from Data Exported to Excel > Step 6. Create Separate Sorted Lists > Sort the New Spreadsheet

STEP 6. CREATE SEPARATE SORTED LISTS > SORT THE NEW SPREADSHEET:

- To select all cells in the workbook, click the **1** box at the top left of the spreadsheet. The color of the spreadsheet will change to gray.
- Select **2 Sort & Filter > 3 Custom Sort**.
- The **4 Sort** form opens.
- If not checked, check the **5 My data has headers** box.
- Click the **6 Sort by** down arrow and select **7 Rider Last Name**.
- Click **8 OK**.



- The RiderLnameSort spreadsheet is now sorted by **9 Rider Last Name**.
- Repeat the above to create a spreadsheet sorted by **10 Horse (HorseNameSort)**.
- Format each spreadsheet with header, footer, etc. (see a MS Excel manual).
- Print the spreadsheets for use by the stall manger, etc.
- If desired, save one or more spreadsheets as PDF files for distribution to riders.



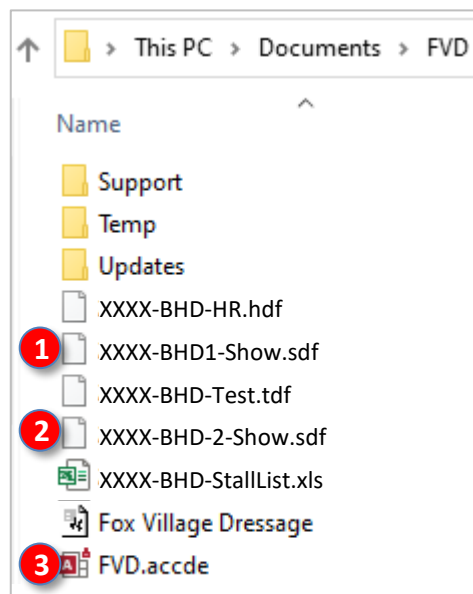
TIPS & TRICKS 10. WORKING ON TWO (OR MORE) SHOWS AT THE SAME TIME



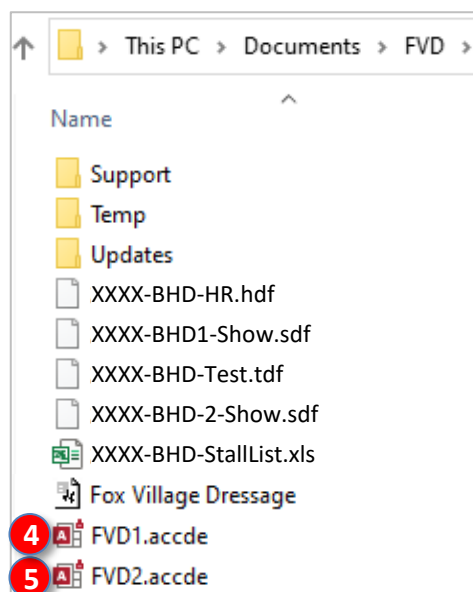
Working on Two (or More) Shows at the Same Time

- An increasing occurrence in dressage shows is to hold two one-day shows over a weekend. The first show is on Saturday and the second show is on Sunday. The venue for the shows is the same. This allows riders to obtain qualifying scores for two shows by attending one venue in one weekend.
- When you open FVD using FVD.acdde you can only open one show at a time; therefore, show secretarial duties could be difficult for two shows. But there is an easy work-around! Access can open two different database files at the same time, such as FVD.acdde and FVD1.acdde, each of which can open a different show file.

- Navigate to the **C: > Users > [UserName] > Documents > FVD**.
- In the example, we have two show files:
 - **1 XXXX-BHD1-Show.sdf**
 - **2 XXXX-BHD2-Show.sdf**
- In the example, there is one FVD file:
 - **3 FVD.acdde**

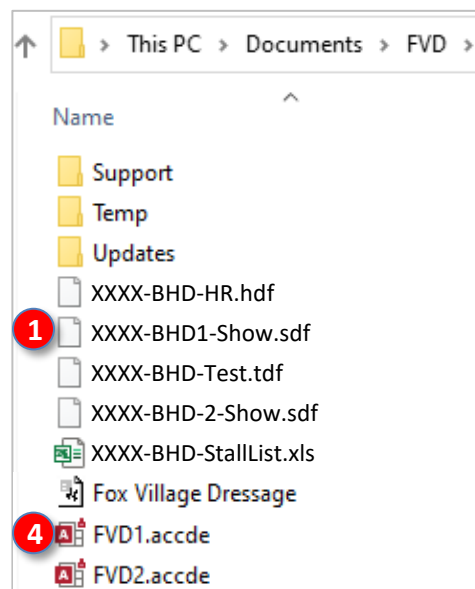


- You want to open both shows at the same time.
- To do this, make a second copy of **3 FVD.acdde**, giving the second copy a different name, such as **5 FVD2.acdde**. (In this example, the original FVD.acdde was renamed to **4 FVD1.acdde**.)

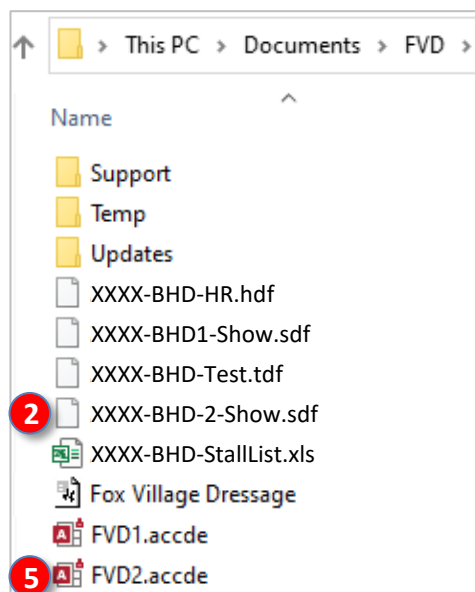


Working on Two (or More) Shows at the Same Time, cont'd.

- For show 1, double click **4 FVD1.accde** to open the program with this file.
- Open **1 2020-BHD1-Show.sdf** in the usual manner, including linking the **HR.hdf** and **Test.tdf** files.

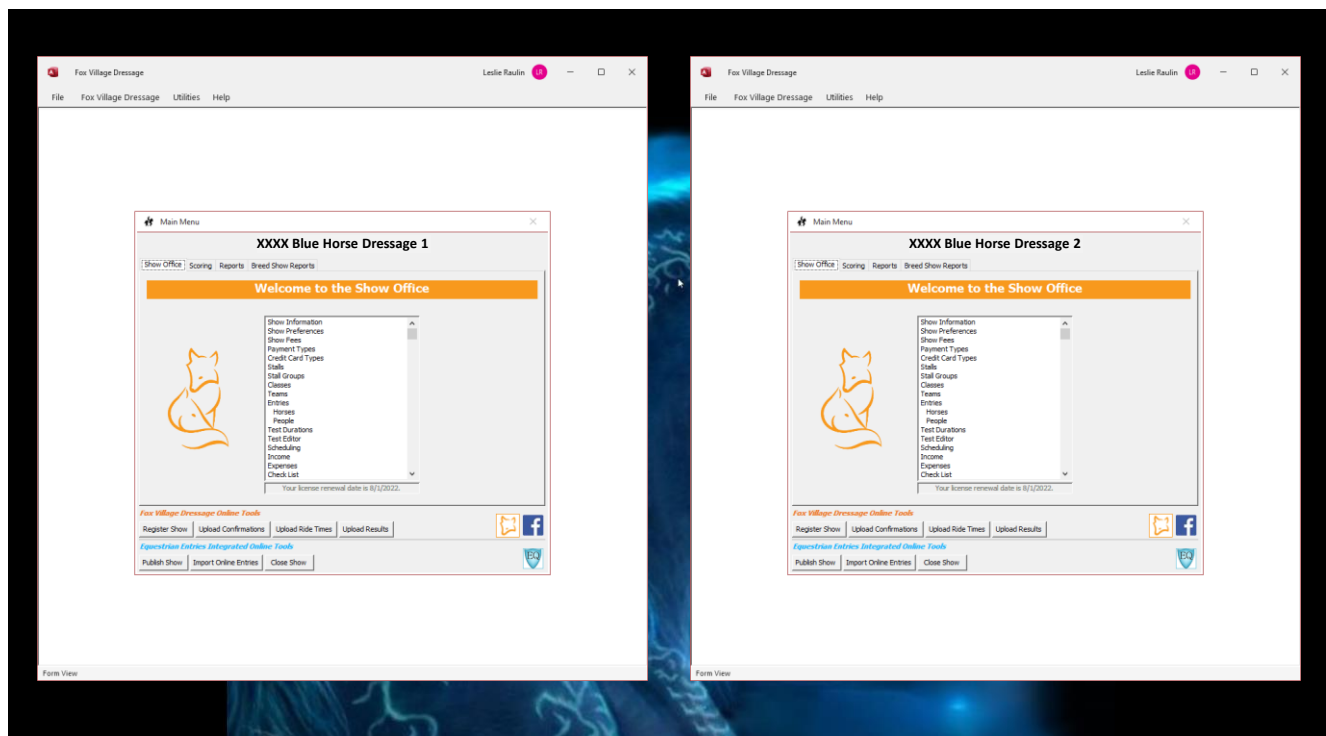


- For show 2, double click **5 FVD2.accde** to open the program with this file.
- Open **2 2020-BHD2-Show.sdf** in the usual manner, including linking the **HR.hdf** and **Test.tdf** files.

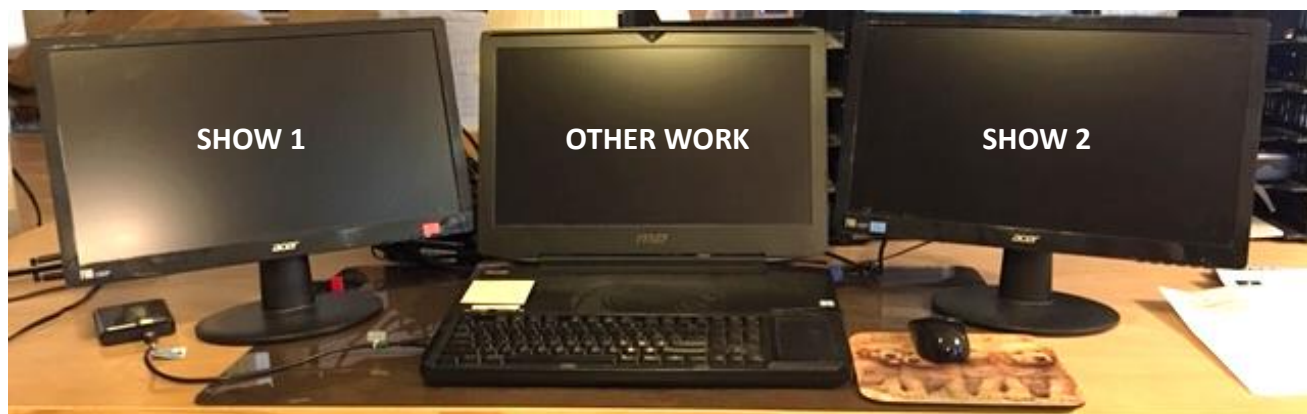


Working on Two (or More) Shows at the Same Time, cont'd.

- You now have two shows open and can enter information in each show without having to close the other show.
- The following image shows two shows open on a 27" monitor.



- If you are using a laptop, you may want to get a second monitor that is connected to the laptop so one show is viewed on the laptop monitor and the other show is viewed on the separate monitor.
- I use two separate monitors connected to the laptop. Each show is on a separate monitor and other work is done on the laptop monitor.



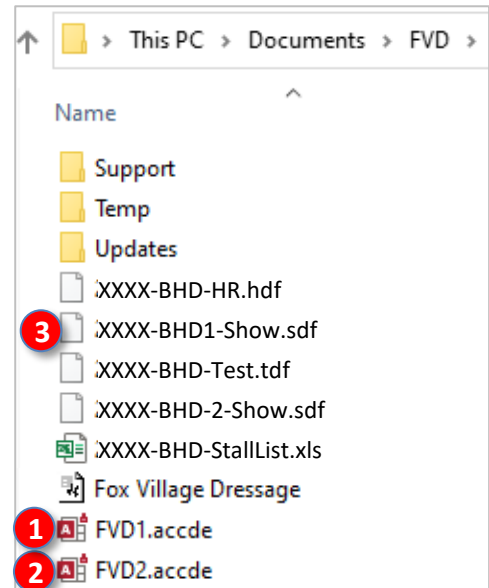
TIPS & TRICKS 11. OPEN TWO COPIES OF ONE SHOW FOR SCHEDULING



Open Two Copies of One Show for Scheduling

- Scheduling is covered at [SCHEDULING](#). Assigning ride times is covered at [Assign Ride Times](#).
- When you assign ride times, you open a form for each class. FVD allows you to open eight of these class forms at one time.
- If you have multiple small classes in a ring, you may have many more than eight that you need to schedule in succession.
- It is a bit cumbersome (and is prone to errors) to open the first eight classes, schedule them, close them, open and schedule the next group of classes, etc.
- Instead, you can open two copies of the **FVD.accde** file, then open the show file (*.sdf) in both copies of the **FVD.accde** file.

- In this example, the following files are opened:
 - 1 **FVD1.accde**
 - 2 **FVD2.accde**
- Then 3 **2020-BHD1-Show.sdf** is opened in both FVD.accde files.
- After you open the show file in each copy of FVD.accde, ensure you repair all links.
- Perform **Assign Ride Times** in the usual manner, opening the first group of classes in a ring in one **FVD.accde** file and the other group of classes in the same ring in the other **FVD.accde** file.



- In this example, all 13 classes in Ring 1 can be viewed at once. This makes scheduling them MUCH MUCH easier!

FVD1.accde
2020-BHD1-Show.sdf
 Ring 1 has 13 classes
 Classes 1-8 in Ring 1

FVD2.accde
2020-BHD1-Show.sdf
 Ring 1 has 13 classes
 Classes 9-13 in Ring 1



THE END

This is the end of the Fox Village Dressage User Manual. I hope it has helped make your experience with the software positive and has contributed to many fun and successful dressage shows. If you have discovered any errors, omissions, etc., please report them to the Fox Village Dressage Developers at info@foxvillage.com. They will report any needed changes to me.

Happy showing, Leslie Raulin