



FADS SCHOOLING SHOWS SHOW SECRETARY MANUAL

An Approach to Before, During, and After Show Duties of the Show Secretary

An Addendum to the FADS ShowWare Manual

Authored by Leslie Raulin

NOTE: This manual show how I manage show secretary duties. You are not required to follow this manual, but it is a good place to start.

CONGRATULATIONS!

- Congratulations on serving as a FADS Show Secretary!
- Your duties will encompass before, during, and after show activities.
- This manual is an addendum to the FADS ShowWare manual; some sections might make no sense if you do not have the program and/or program manual with you.
- Contact me at LeslieRaulin@gmail.com if you have any questions and/or if I forgot anything.



SUPPLIES YOU WILL NEED

- **COMPUTER AND SOFTWARE:**

- Desktop or laptop running Windows software (current version recommended). FADS ShowWare does not run on Apple products.
- MS Access 2013 or later or the free runtime version (see FADS ShowWare user manual for details).
- MS Excel and MS Word
- FADS ShowWare program and user manual.

NOTE: for \$99 a year, you can get a subscription to MS Office 365 that includes all the MS Office programs.

- **FILING SUPPLIES:**

- One or two hanging file boxes.
- Hanging files with alphabetical tabs for entry packets, extra hanging files for misc. items.
- If desired, hanging files with a tab for each class (used to file tests before a class is completed).

- **ENVELOPES:**

- 9" x 12" Kraft envelopes (or clear document protectors) for entry packets (one per entry).

- **WHITE ADHESIVE LABELS:**

Size	Use	Resources (Amazon)
1-1/3" x 4" address labels	Rider packet labels (or use 2" x 4" labels)	Avery 5962 or generic versions
2" x 4" shipping labels	Dressage test sheets	Avery 5163 or generic versions

- **PAPER SUPPLIES:**

- 8½ x 11 (standard sized) and 8½ x 14 (legal sized) white paper.
- Optional - 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

- **OTHER SUPPLIES:**

- Show ribbons (available through FADS, or use your own)
- Show numbers
- Champ ribbons and trophies, if desired (not available through FADS)
- Black and red pens
- Calculators for scoring (paper tape not required)
- Paper clips
- Tape
- Push pins
- Any other office supplies of your choice

- **SHOW OFFICE:** (if not already at the show location)

- Canopy or tent
- Table(s)
- Chair(s)
- Table, bulletin board (and push pins) or wall (affix with tape) for scoring posters

BEFORE THE SHOW

- **PLANNING THE SHOW**
- **REFERENCES**
- **FADS SHOWWARE**
- **SHOW DATE**
- **ADD A SHOW**
- **FADS WEB ACTIONS**
- **SHOW SECRETARY VERIFIES SHOW'S WEB PAGE**
- **PRIZE LIST**
- **HOLD HARMLESS FORM**
- **RECEIVE ENTRIES**
- **ENTER DATA INTO FADS SHOWWARE**
- **FILE THE SHOW ENTRIES**
- **SCHEDULE THE SHOW**
- **NOTIFY FADS AND RIDERS**
- **PREPARE DRESSAGE TEST SHEETS**
- **PRINT SCORING POSTERS**
- **DETERMINE RIBBONS NEEDED**

BEFORE THE SHOW

PLANNING THE SHOW

• PLANNING THE SHOW:

- **SHOW OFFICIALS:** Establish show manager and show secretary, and perhaps a show committee.
- **SHOW OFFICIAL ROLES:** Establish roles for show manager, show secretary, and perhaps other roles (volunteer coordinator, awards person, advertising person, hospitality, etc.).
- **SHOW VENUE:** If needed, obtain a venue for the show. If needed, determine venue fee and get a contract for the venue (usually done by show manager).
- **FADS SHOW:** Determine if your show will be on the FADS Show List. This document assumes yes!
- **OBTAIN FADS SHOWWARE:** Get FADS ShowWare via the FADS Webmare (= FADS Webmaster) (info in next pages) and learn the program (it is easy!)
- **AWARDS:** Determine what awards will be provided. Usually this is 1st through 6th place ribbons, with no classes larger than six riders (excluding HC rides). If you will offer your own ribbons, order them in a timely manner. If you will offer FADS ribbons (available at cost), let the FADS Webmare know in a timely manner. Determine if you will give champion ribbons and/or trophies. You will need to order these as they are not provided by FADS. [Click here](#) for a good source for ribbons, etc.
- **PRIZE LIST:** Write and approve prize list – sometimes the show manager writes the prize list, sometimes the show secretary writes the prize list. This may involve multiple drafts and approvals of multiple people. It will state show date, opening date, closing date, classes/tests to be offered, fees, location, general rules for the show, awards, etc. A sample prize list is on the FADS website.
- **JUDGE:** Hire a judge (usually done by show manager). For a schooling show, an L judge or higher is recommended. Determine judge fee and get contract with judge. A sample judge contract is on the FADS website.
- **INSURANCE:** Obtain insurance for the show. This should cover the venue, the venue owner, show officials, volunteers, etc.
- **HOLD HARMLESS / RELEASE FORM:** If not already available, prepare a show hold harmless / release form. This is not available via FADS as it is a legal document that should be prepared with care.
- **HOSPITALITY:** Determine if you will serve food and beverages at the show. Prepackaged items can be sold/provided without a permit. If you plan to sell/provide prepared food, obtain necessary state and local permits. Ensure the insurance covers the sale/provision of prepared foods if you will provide them. NOTE: This does not include prepared food for volunteers.
- **ADVERTISING:** Determine how riders will find out about your show. FADS shows are advertised on the FADS website. Usually this is the only necessary advertising. However, you may want to advertise on other online show sites, The Equiry, a flyer at local tack/feed stores, etc.



BEFORE THE SHOW

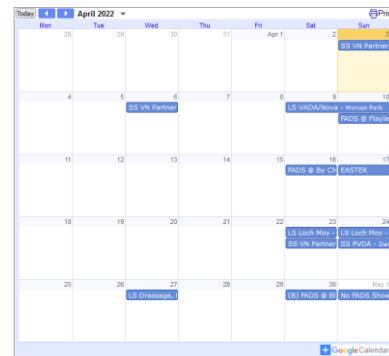
REFERENCES, FADS SHOWWARE, SHOW DATE, ADD A SHOW

- **REFERENCES** – All show officials should review the following information:
 - **USEF DR (Dressage) Rules** ([click here](#)). Your show should follow these rules as much as possible.
 - **FADS INFORMATION FOR FARMS** ([click here](#)).
 - **FADS ShowWare page** on the FADS website ([click here](#)).

- **FADS SHOWWARE** - Obtain and learn FADS ShowWare:
 - Complete and submit the online FADS ShowWare Agreement Form ([click here](#), at the bottom of the page).
 - The FADS Webmare will then email you the FADS ShowWare program file and user manual file.
 - Read the manual and become familiar with the software.
 - NOTE: Use of FADS ShowWare is **required** for FADS shows.



- **SHOW DATE** – Determine the date of your show. [Click here](#) for how to coordinate your show date with other FADS shows and other local shows. The FADS website provides a calendar with FADS shows, other schooling shows, and local licensed shows. This calendar will help you select a show date that is not “competing” with other shows for riders.



- **ADD A SHOW** – Read about the procedure to submit your show to the FADS Webmare by submitting the appropriate online forms ([click here](#)). The forms are:
 - **FADS FARM AGREEMENT:** Submitted once at the beginning of each FADS show season. This form covers the very few “requirements” to hold a FADS listed show.
 - **LONG FADS SHOW FORM:** The first time you submit a show, use this form to provide complete information to the FADS Webmare.
 - **SHORT FADS SHOW FORM:** After you have used the LONG FADS SHOW FORM for a show, you may use this shorter form to submit subsequent shows if only the show date, opening date, closing date, tests offered, and judge have changed.

FADS FARMS AGREEMENT

The following applies to all shows held at this farm that are listed on the FADS Show List (FADS shows). In order to receive free show marketing and other show support via the FADS Web Site and the FADS Email List, I agree to all of the following:

* Indicates required field

FADS Farm Name *

Date of Agreement *

FADS Show Season (select one) *
 March 2022 - November 2022

LONG FADS SHOW FORM

Place your cursor over each field and instructions will pop up.

* Indicates required field

Name of Person Submitting Form *

First Last

Email of Person Submitting Form *

Phone Number *

Farm Name and Address *

Line 1

Line 1

Line 2

SHORT FADS SHOW FORM

Place your cursor over each field and instructions will pop up.

* Indicates required field

Name of Person Submitting Form *

First Last

Email of Person Submitting Form *

Phone Number *

Farm Name *

Show Day and Date *

BEFORE THE SHOW

FADS WEBMARE ACTIONS

- **FADS WEBMARE ACTIONS** - After you submit the FADS FARM AGREEMENT and the FADS LONG/SHORT SHOW FORM, the FADS Webmare will:
 - Verify you have selected a good show date.
 - Ask any questions she may have about your show.
 - Add your show to the FADS Show List
 - Create a show web page for your show (see next page).

Typical FADS Show List

2022 FADS SHOW LIST (MARCH - NOVEMBER 2022)					
A NOTE FOR RIDERS/OWNERS					
<p>While shows on the FADS Show List promote a casual showing environment to benefit both horse and rider, show managers cannot be casual about rider/owner payment of ride fees. Some of the shows on the FADS Show List are on the honor system wherein the rider/owner pays at the show. Some of the shows allow late entries, space permitting, wherein the rider/owner pays at the show. There is a standard in dressage shows: if a ride is scratched after the closing date, the rider/owner must pay the ride fee and there is no refund of the ride fee. Therefore, when a rider/owner enters a show on the FADS Show List, the rider/owner is agreeing to pay the ride fees if the rides are scratched after the closing date or in the case of no-shows. Contact the show secretary/manager to make arrangements to mail the ride fees for scratched rides or no-shows.</p> <p>It is also common courtesy to notify the show manager that a ride is scratched, thereby preventing no-shows.</p> <p>Thank you very much and enjoy the shows!</p>					
SHOW LIST					
<p>Click Blue SHOW NAME for Show Details and Entry Information Click Blue RIDE TIMES for Ride Times (posted when available) Click Blue RESULTS for Show Results (posted when available)</p>					
SHOW NAME	SHOW DATE	OP / CL / TI / RE	LOCATION	JUDGE(S)	TESTS
FADS @ By Chance Farm	Sun Mar 27	RESULTS	Union Bridge, MD (near Libertytown)	A. Nebesky (L) W. Gerlach (L)	DEWGLM
FADS @ Playland Eq Ctr	Sun Apr 3	Mar 3 / Mar 30	Union Bridge, MD	W. Gerlach (L)	DEL
FADS @ By Chance Farm	Sat Apr 16	Mar 26 / Apr 9	Union Bridge, MD (near Libertytown)	D. Gatchell (L) D. Jackson (L)	DEWGLM
FADS @ Blue Horse Farm (1)	Sat Apr 30	Apr 9 / Apr 23	Jefferson, MD	J. Brown (L)	DEML
FADS @ By Chance Farm	Sun May 8	Apr 17 / May 1	Union Bridge, MD (near Libertytown)	J. Brown (L) A. Ingersoll (L)	DEWGLM
FADS @ Woodvale Farms	Sun May 15	May 1 / May 11	Frederick, MD	E. Martin (L)	DEWGLM
FADS @ Plantation Valley St. (4)	Sat May 21	Apr 30 / May 14	Middletown, MD	E. Martin (L)	DEWLI

BEFORE THE SHOW

SHOW SECRETARY VERIFIES SHOW'S WEB PAGE

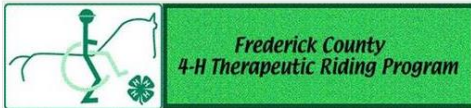
SHOW SECRETARY VERIFIES SHOW'S WEB PAGE:

- The FADS Webmare will notify you when your show's web page has been published.
- Review the page to ensure all information is correct.
- Submit a "mock" entry to yourself to ensure the Online Entry Form is set-up properly.
- Inform the FADS Webmare of any needed corrections.

FADS AT BLUE HORSE FARM Saturday, April 30, 2022



Benefit for the Frederick County 4-H Therapeutic Riding Program (www.fc4gtrp.org)



Show Date: Saturday, April 30, 2022

Opening Date: Apr 9

Closing Date: 10PM Apr 23 or when the show closes, whichever is earlier

Judge: Jenna Brown (L)

Show Secretary: Leslie Raulin at LeslieRaulin@gmail.com

Show Address: 2027 Gapland Road, Jefferson, MD 21755

Fees: \$25 per ride

Tests: USDF/USEF and FEI Dressage Tests; USEA and FEI Eventing Tests; USDF/USEF and FEI Musical Freestyles; FADS Leadline Tests ([click here](#))

Show Arena: Indoor 20m x 60m sand/rubber/fiber.

Warm Up Arenas: 26m x 68m outdoor sand/rubber/fiber, 60' x 100' sand/rubber/fiber indoor, grass pasture.

Sound System: Equipment to play CD, 30 pin smart phone, lightening smart phone. Eight speakers throughout the arena.

Farm Layout and Directions: [Click here](#) to view the farm layout and directions.

Ride Times: Will be posted on the FADS web site Wednesday before the show, or earlier.

HOW TO ENTER THE SHOW:

1) **Prize List:** [Click here](#)

2) **Release Form:** [Click here](#)

3) **COVID Policy:** Masks, social distancing and hand washing encouraged but not required. These COVID preventive measures are highly recommended for any unvaccinated people.

4) **Enter the Show:** Complete and submit the online entry form form below. Submit between the opening and closing dates above. **By submitting this form you are agreeing to pay the ride fee(s) unless you scratch before 10 PM of the closing date.**

5) **Show Day:** Bring check (made out to Leslie Raulin), Coggins (if not already uploaded), and Hold Harmless Agreement (if not already uploaded) to the show.

NOTE: Your show's FADS web page can be customized for your show. Provide info via email to the FADS Webmare.

ONLINE ENTRY FORM FADS AT BLUE HORSE FARM

APRIL 30, 2022

[Click here](#) for form instructions.

See entry instructions above.

Submit a separate entry for each horse/rider pair.

PLEASE DO NOT ENTER UNTIL THE OPENING DATE - APR 9

* Indicates required field

Rider Name *

First

Last

First

Last

Rider Email (one email address only) *

Rider Phone Number *

Rider Address *

Line 1

Line 1

Line 2

Line 2

City

State

City

State

Zip Code

Country

Zip Code

Country

Rider Status (click one) *

Professional - have income from horses

Adult Amateur - no income from horses

Junior/Young Rider - age 21 or less

Horse Name *

Enter Test(s) to be Ridden. *

Enter Amount Due (pay at the show via check) *

I agree to pay my ride fees at the show. If I scratch of the closing date or am a no-show, I agree to pay fee(s). *

I agree

Special Requests (Optional)

Upload Coggins (if not uploaded, bring to show)

No file selected.

Max file size: 20MB

Upload Release Form (if not uploaded, bring to show)

No file selected.

Max file size: 20MB

NOTE: Use of the FADS Online Entry Form is required.

NOTE: If your show is a USDF Regional Schooling Shows Awards program and/or a VADA/Nova Partner show, inform the FADS Webmare as data for these programs need to be added to your online entry form.

NOTE: Upload of Coggins and hold harmless form is optional. Let the FADS Webmare know if you want this feature.

- After you click SUBMIT, you will NOT receive an automated email. You will receive an email later when your entry is processed.
- If your information was submitted correctly, the form will disappear and you will see a message telling you your entry was submitted.
- If your information was submitted incorrectly, the form will not disappear; instead, you will see the form with the incorrect boxes highlighted in red. Correct those and click SUBMIT again.

Typical FADS Show Web Page

BEFORE THE SHOW

PRIZE LIST, HOLD HARMLESS FORM

PRIZE LIST:

- When the prize list for your show is completed, email it to the FADS Webmare ([click here](#) for a prize list template that you may use, but are not required to use).
- It can be an emailed file or a link to your web page.
- The FADS Webmare will post a link to the prize list on your show's web page.

**FREDERICK AREA DRESSAGE SHOWS
(FADS)**
at [FARM NAME]
www.FrederickDressage.org

YYYY Show List

LOCATION	SHOW DATE	OPENING DATE	CLOSING DATE	JUDGE

Ride Fee: \$___ per ride.

Tests:

- Current USEDF/USEF and FEI dressage tests and musical freestyle tests (the arena has a sound system with 8 speakers)
- Current USEA and FEI eventing dressage tests
- FADS Leadline tests (see www.FrederickDressage.org → INFO: DRESSAGE TESTS for links to the test sheet web sites and the FADS Leadline tests).
- Western dressage and gaited dressage tests will not be offered.

Horse Tack: Safe humane tack is required. English saddles only; no Western saddles except leadline.

Rider Attire: Safe casual riding attire (riding jackets are optional). **Approved safety helmet with harness fastened and riding-safe footwear are required whenever mounted.** Formal dressage attire is permitted.

Number of Tests per Horse: A horse may be ridden up to 4 times at Leadline and/or introductory level, up to 3 times at training through third levels, and up to 2 times at fourth level and above.

Arenas:
Show arena: [describe show arena]
Warm-Up Arenas: [describe warm-up arena(s)]

Show Ribbons: First through sixth places. Every horse/riders pair who finish a ride will receive a ribbon for the ride. Exception: HC rides will not receive a ribbon, see below.

Submitting Entries:

- Enter using the FADS Online Entry Form at www.FrederickDressage.org → SHOWS: [current listing], then scroll down to the Show you want to enter.
- Upload the following with your entry or bring to the show:
 - Signed **Release Form**
 - Copy of current **Coggins**

Payment: [Edit for your show specifics]

- **Payment must be a check** (no cash) made out to [XXXXXXXX] and must be provided on the show day. The check must have the entry number written on it.
- **These shows are on the honor system** – if you scratch after the posted closing date/time (or are a no-show), you agree to pay the ride fees. Mail the fees to Leslie Raulin, 2027 Copland Road, Jefferson, MD 21755 (checks made out to **Leslie Raulin**). By entering the show, you agree to this statement. No payment via PayPal.

DAY before the show, at the latest.
 ns that ride at a level in at least two of the 2022
 least one 2022 FADS show.
 gements, trainers that are riding and coaching,
 pt will be made to honor these requests, as
 r, this will be done.
 t will be made to schedule special request rides
 do not have to wait for the class to finish.
 of the class, the ride can be HC (hors concours -
 id a test sheet is provided, but the ride is not part
 ded), if approved by the rider.
 y of tests can be very difficult to honor, but I will
 sform, a ride that is scratched due to a special
 and the ride fee must be paid.
 If you must depart before your class finishes,
 show, pick up at a later date) or provide \$5.00
 be taken unless the late entries would fill
 extended a day or two during which time entries
 e accepted without scratches; however, the late
 C (hor concours) rides – the ride is before the
 i, but the ride is not part of a class so there is no
 he same horse; however, the second ride would
 all comments, and a test sheet is provided, but
 ribbon awarded. This avoids an unfair

HOLD HARMLESS FORM:

- Email your hold harmless form to the FADS Webmare. There is no FADS template for the hold harmless form as this is a legal document you should write with your attorney.
- It can be an emailed file or a link to your web page.
- The FADS Webmare will post a link to the hold harmless form on your show's web page.

BLUE HORSE FARM
RELEASE, ASSUMPTION OF RISK, WAIVER, AND INDEMNIFICATION FORM

This document waives important legal rights. Read it carefully before signing.

In consideration for allowing me to use the premises and facilities known as Blue Horse Farm and located at 2027 Gaupland Road, Jefferson, MD 20755 (the "Premises") I agree to the following:

- I AGREE that I choose to participate voluntarily in equestrian sports as a rider, handler, lessee, owner, agent, coach, trainer, or as parent or guardian of a minor who wishes to do so. I am fully aware and acknowledge that horse sports involve dangerous risks of accident, loss, and serious bodily injury including broken bones, head injuries, trauma, pain, suffering, or death ("Harm").
- I AGREE to release Blue Horse Farm, its owner, workers, and volunteers (hereinafter collectively referred to as "Operator") from all claims for money damages or otherwise for any Harm to me, my horse, or others and for Harm caused by me or my horse to others, even if the Harm resulted, directly or indirectly, from the negligence of the Operator.
- I AGREE to expressly hold the Operator harmless with respect to any Harm caused by me or my horse while on the Premises.
- I understand about and approved riding help injuries.
- I AGREE that I have liability insurance that covers me and any horse(s) that I own, ride, or allow others to ride for all equine related activities and events, including those at Blue Horse Farm.
- I AGREE that the Premises and the owner of the premises are not responsible for any disease that may be acquired by horse or person.
- If I am a parent or guardian of a minor (age less than 18 years), I consent to the minor's participation in equestrian activities while on the Premises. I AGREE to all of the above provisions and AGREE to assume all of the obligations of this Release on the minor's behalf. Furthermore, I understand that I must be present on the Premises at all times while the minor is present.
- I absolve all parties of any responsibility for any infectious disease that may have been contracted by human or horse while on the show grounds.
- BY SIGNING BELOW, I AGREE to be bound by all provisions above and I understand this form has no expiration date.

Date: _____

If Rider is age 18 or over:

Print Rider Name: _____

Rider Signature: _____

If Rider is under 18 years of age:

Print Rider Name: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

NOTE: Example only. Write your own document with the help of an attorney.

BEFORE THE SHOW

RECEIVE ENTRIES

- **RECEIVE ENTRIES:**

- When your show opens (and hopefully not sooner, although riders can submit early entries), you will receive emails similar to the following:

no-reply

New Form Entry: 4-30-22 - BHF - FADS SHOW ENTRY

- Click the email to open the entry:

You've just received a new submission to your [4-30-22 - BHF - FADS SHOW ENTRY](#).
[Mark as Spam](#)

Submitted Information:

Rider Name

First Name Lst Name

Rider Email (one email address only)

FirstLast@email.com

Rider Phone Number

111-222-3333

Rider Address

123 Main Street
CityName, ST USA 12345

Rider Status (click one)

Adult Amateur - no income from horses

Horse Name

HorseName

Enter Test(s) to be Ridden.

Second-1, Second 2

Enter Amount Due (pay at the show via check)

\$50

I agree to pay my ride fees at the show. If I scratch after 10PM of the closing date or am a no-show, I agree to pay the ride fee(s).

I agree

Special Requests (Optional)

Trailerling with Jane Smith



= Data to be entered into FADS ShowWare

NOTE: *If the show is a participant in the USDF Schooling Shows Program and/or is a VADA/Nova Partner show, there will be more data to be entered.*


- Using reply, email the entrant to let them know you received the entry.

BEFORE THE SHOW

ENTER DATA INTO FADS SHOWWARE

ENTER DATA INTO FADS SHOWWARE:

- Open your show's FADS ShowWare file (see FADS ShowWare User Manual). In this example, the show will be **30 April 2022 (2022-04-30)** at **Blue Horse Farm (BHF)** so the file has been named **2022-04-30_BHF_FADS-ShowWare-Ver2022.4_PROGRAM.acdde**. The file should have been saved in the C:/Users/Public/FADS folder.

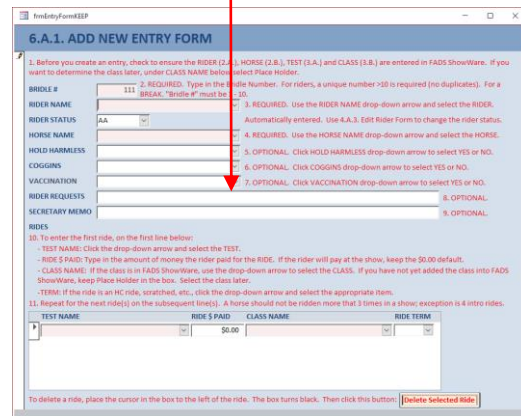
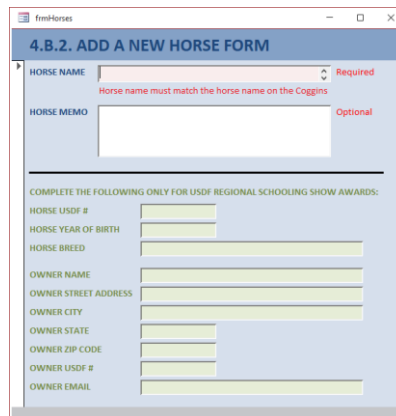
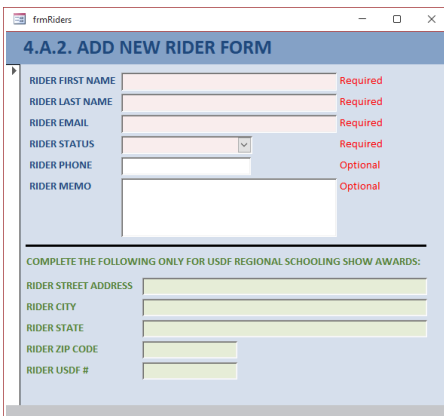
 2022-04-30_BHF_FADS-ShowWare-Ver2022.4_PROGRAM.acdde

- The program file for your show opens.



NOTE: When entering RIDER REQUESTS, type the information so it is easy to be used/sorted by you when you are scheduling. For example, if the rider wants a morning ride, start with "AM" so you can later sort by AM (or PM) If the rider is trailering with a person, type their last names in both riders' entries.

- Tab 4 – Riders, Horses:** As in the user manual, for this entry enter the **Rider** and the **Horse** data.
- Tab 5 – Tests, Classes:** If the rider requested a test or class that is/are not built into FADS ShowWare, as in the user manual create a new **Test** and/or a new **Class**.
- Tab 6 – ENTRIES ...:** As in the user manual, use **6.A.1. Add New Entry Form** to create an entry for this entry.
- You have created your first FADS ShowWare Entry!



- As you receive new entries, enter their data into FADS ShowWare.

BEFORE THE SHOW

FILE THE SHOW ENTRIES

FILE THE SHOW ENTRIES:

- Before you start receiving show entries:
 - Using MS Word Mail Merge (or other program) prepare rider packet labels using 1-1/3" x 4" labels (or 4" x 2" labels), as in the diagram.
 - Affix a label to about 40 9" x 12" Kraft envelopes, as in the diagram.

Rider			
Horse			
Fee		Paid	
Num.		Coggins	
Tests		Release	

Rider			
Horse			
Fee		Paid	
Num.		Coggins	
Tests		Release	



- After an entry is entered into FADS ShowWare, using a **pencil** (so you can re-use the envelope for your next show), hand write in the Rider, Horse, Fee, Bridle Number, and Tests. Also with a **pencil**, check the box adjacent to Paid, Coggins, and Release when each of these items are received (this could be before or during the show).
- Print the emailed entry so it is readily available to you at the show and is also easy to archive.
- Put the entry packet documents into the Kraft envelope, affix the bridle number with a paper clip, and file in a hanging file box with alphabetical hanging files.



BEFORE THE SHOW

SCHEDULE THE SHOW, NOTIFY FADS AND RIDERS

SCHEDULE THE SHOW:

- Tab 7. Scheduling: After the show is closed (you may extend the closing date if you want more time for entries, just notify the FADS Webmaster), use Tab 7. Scheduling to schedule the show, as in the user manual.

7. SCHEDULING

Follow instructions in the FADS ShowWare manual to perform the following:

STEP A: ANALYZE THE NUMBER OF RIDES FOR EACH TEST

7.1. Entry Data by Test Report Click button to view/print/PDF the entry data sorted by TEST. The report includes show time and rides data.

STEP B: EDIT AND/OR ADD NEW CLASSES, IF NEEDED Can also be done during scheduling STEP F.

7.2.A. Edit Classes Form Click button to edit the classes in the show.

7.2.B. Add New Class Form Click button to add a new class to the show.

STEP C: ASSIGN A CLASS TO EACH RIDE, IF NEEDED Can also be done during scheduling STEP F.

7.3. Assign a Class to Each Ride Form Click button to assign a class to each ride of each entry.

STEP D: IF YOU HAVE 2 OR 3 RINGS, ANALYZE THE CLASSES IN THE SHOW TO DETERMINE CLASS RING ASSIGNMENTS

7.4. Entry Data by Class Report Click button to view/print/PDF the entry data sorted by CLASS. The report includes time and rides data.

STEP E: ASSIGN RING AND JUDGE TO CLASSES, IF NEEDED If you have one ring, ensure all classes are in Ring 1. If you have two rings, assign Ring 1 or Ring 2 to each class. Assign the appropriate judge to each class.

7.5. Assign Ring/Judge to Classes Form

STEP F: SCHEDULE THE SHOW

Click 7.6.A, 7.7.A. or 7.8.A. button to schedule the rides in Ring 1, 2 or 3. Follow instructions in the manual. Optional: Save the Ring 1, 2 or 3 data in Excel. Follow instructions in the manual.

7.6.A. Ring 1 Scheduling Form **7.7.A. Ring 2 Scheduling Form** **7.8.A. Ring 3 Scheduling Form**

7.6.B. Save Ring 1 Data to Excel File **7.7.B. Save Ring 2 Data to Excel File** **7.8.B. Save Ring 3 Data to Excel File**

STEP G: RESOLVE RIDER SCHEDULE CONFLICTS

7.9. Rider Ride Times Report Click button to view/print/PDF the Rider Ride Times Report. Use this report to look for rider schedule conflicts.

STEP H: ANALYZE THE SCHEDULE ORDER OF GO

7.10. Scheduling Report - All Rings Click button to view/print/PDF the show schedule. This report can be used to verify the accuracy of the scheduling procedure.

DO NOT SEND THESE REPORTS TO THE FADS WEBMASTER - USE TAB 8 REPORTS

NOTIFY FADS AND RIDERS:

- Tab 8. Notify FADS and Riders: After the show is scheduled, use Tab 8. Notify FADS and Riders by providing three files created by FADS ShowWare:

- 8.1.A./B. Order of Go Report
- 8.2.A./B. Classes in Show Report
- 8.3.A./B. Rider Ride Times Report

ORDER OF GO REPORT FADS at Blue Horse Farm Saturday, August 14, 2021						
RIDE TIME	R# #	RIDER	HORSE NAME	CLASS NAME	JUDGE	TERM
Ring 1						
8:00 AM	82	Maeda, Debbie	Phuchan	2019 USDF First Level Test 3	First Level TOC	Callan
8:06 AM	50	Somerville, Anne	Sally Palmer Jacker	2019 USDF MS/Fire	USDF Musical Freestyle	Callan
8:17 AM	615	Howells, Emma	Wend Phoenix	By 2019 USDF MS/Fire	USDF Musical Freestyle	Callan
8:26 AM	82	Maeda, Debbie	Phuchan	2019 USDF MS/Fire	USDF Musical Freestyle	Callan
8:30 AM	50	Somerville, Anne	Sally Palmer Jacker	2019 USDF Second Level Test 1	Second Level TOC	Callan
8:36 AM	178	Woolson, Brian	Velocity	2019 USDF Beginner Novice Test A	Eventing Test B TOC	Callan
8:42 AM	409	Mason, Brenda Dee	2019 USDF Intro Level Test A	Intro Level Test A Open	Intro Level Test A Open	Callan
8:48 AM	591	Bright, Mirabelle	Primal	2019 USDF Intro Level Test A	Intro Level Test A FR	Callan
8:54 AM	186	Olsen, Kaye	Innovative DC Good	2019 USDF Intro Level Test A	Intro Level Test A Open	Callan
9:00 AM	79	Biggs, Becca	Strides on Fire	2019 USDF Intro Level Test B	Intro Level Test AA	Callan
9:06 AM	409	Mason, Brenda Dee	2019 USDF Intro Level Test B	Intro Level Test AA	Callan	
9:12 AM	591	Bright, Mirabelle	Primal	2019 USDF Intro Level Test B	Intro Level Test B FR	Callan
9:18 AM	186	Olsen, Kaye	Innovative DC Good	2019 USDF Intro Level Test C	Intro Level Test C	Callan
9:24 AM	79	Biggs, Becca	Strides on Fire	2019 USDF Intro Level Test C	Intro Level Test C	Callan
9:30 AM	1	BREKA, BRUNA	BREKA	BREKA 20 MINUTES	BREKA CLASS (REG)	NA
9:36 AM	297	Wentley, Lindsey	2019 USDF Intro Level Test A	Intro Level Test A Open	Intro Level Test A Open	Callan
10:06 AM	178	Woolson, Brian	Velocity	2019 USDF Training Level Test 2	Training Level Test 2	Callan
10:12 AM	111	Bright, Steven	Lupe	2019 USDF Training Level Test 2	Training Level Test 2 and 2	Callan
10:18 AM	594	Brecks, Judy	Sandy Marquis	2019 USDF Training Level Test 2	Training Level Test 1 and 2	Callan
10:24 AM	455	McCully, Paton	Bay Willard	2019 USDF Second Level Test 1	Second Level TOC	Callan
10:30 AM	178	Woolson, Brian	Velocity	2019 USDF Training Level Test 3	Training Level Test 3	Callan
10:36 AM	594	Brecks, Judy	Sandy Marquis	2019 USDF Training Level Test 3	Training Level Test 3	Callan
10:42 AM	455	McCully, Paton	Bay Willard	2019 USDF Second Level Test 2	Second Level TOC	Callan
11:02 AM	2	BREKA, BRUNA	BREKA	BREKA 45 MINUTES	BREKA CLASS (REG)	NA
11:07 AM	111	Bright, Steven	Lupe	2019 USDF Beginner Novice Test A	Intro Level Test AA	Callan
11:14 AM	594	Brecks, Judy	Sandy Marquis	2019 USDF Beginner Novice Test A	Intro Level Test AA	Callan
11:20 AM	189	Melillo, Elaine	MCC HINDUS	2019 USDF Intro Level Test A	Intro Level Test A Open	Callan
11:26 AM	189	Melillo, Elaine	MCC HINDUS	2019 USDF Intro Level Test B	Intro Level Test AA	Callan
11:32 AM	189	Melillo, Elaine	MCC HINDUS	2019 USDF Intro Level Test B	Intro Level Test AA	Callan
11:38 AM	189	Melillo, Elaine	MCC HINDUS	2019 USDF Intro Level Test B	Intro Level Test B FR	Callan
11:44 AM	189	Melillo, Elaine	MCC HINDUS	2019 USDF Intro Level Test C	Intro Level Test C	Callan
11:50 AM	189	Melillo, Elaine	MCC HINDUS	2019 USDF Intro Level Test C	Eventing Test A TOC	Callan
12:06 PM	84	Callinan, Ali	Jaguar Star	2019 USDF 3rd Level Test 2	3rd & 4th Levels TOC	Callan
12:12 PM	430	Russo, Susan	Classie Clover	2019 USDF 3rd Level Test 2	3rd & 4th Levels TOC	Callan
12:18 PM	1	BREKA, BRUNA	BREKA	BREKA 30 MINUTES	BREKA CLASS (REG)	NA
1:04 PM	111	Lark, Lily	George 43	2019 USA Novice Test B	Eventing Test B TOC	Callan
1:10 PM	42	Bourlen, Emery	Bourlen Lad	2019 USDF Intro Level Test A	Intro Level Test A FR	Callan
1:16 PM	111	Lark, Lily	George 43	2019 USA Novice Test B	Eventing Test B TOC	Callan
1:22 PM	195	Callinan, Ali	Abnott	2019 USDF Fourth Level Test 1	3rd & 4th Levels TOC	Callan
1:37 PM	132	Call, Michelle	Delvin	2019 USDF Intro Level Test C	Intro Level Test C	Callan
1:44 PM	190	Hummel, Lizze	Milton	2019 USDF Training Level Test C	Intro Level Test C	Callan
1:51 PM	132	Call, Michelle	Delvin	2019 USDF Training Level Test 1	Training Level Test 1 and 2	Callan
1:59 PM	190	Hummel, Lizze	Milton	2019 USDF Training Level Test 1	Training Level Test 1 and 2	Callan

CLASSES IN SHOW REPORT FADS at Blue Horse Farm Saturday, August 14, 2021							
RIDE TIME	R# #	RIDER LAST	FIRST	STATUS	HORSE NAME	TEST NAME	TERM
Ring 1							
11:1						Intro Level Test A Open	Callan, Mary (S)
8:01 AM	409	Mason, Brenda	Phuchan	AA	Dee	2019 USDF Intro Level Test A	
9:01 AM	186	Olsen, Kaye	PRO	Innovative DC Good	2019 USDF Intro Level Test A		
9:07 AM	197	Jennings, Lindsay	AA	Lion	2019 USDF Intro Level Test A		
11:54 AM	389	Melillo, Elaine	AA	MCC HINDUS	2019 USDF Intro Level Test A	Scratch	
Ring 2							
8:58 AM	591	Bright, Mirabelle	JFR	Peanut	2019 USDF Intro Level Test A		
1:12 PM	42	Bourlen, Emery	JFR	Bourlen Lad	2019 USDF Intro Level Test A		
2:07 PM	311	Bourlen, Colton	JFR	Bourlen Lad	2019 USDF Intro Level Test A		
Ring 3							
9:12 AM	79	Biggs, Becca	AA	Strides on Fire	2019 USDF Intro Level Test B		
9:20 AM	459	Mason, Brenda	AA	Odde	2019 USDF Intro Level Test B		
12:01 PM	115	Mottola, Lorraine	AA	Amoretto	2019 USDF Intro Level Test B		
12:09 PM	189	Melillo, Elaine	AA	MCC HINDUS	2019 USDF Intro Level Test B	Scratch	
Ring 4							
12:1						Intro Level Test B FR	Callan, Mary (S)
9:12 AM	79	Biggs, Becca	JFR	Peanut	2019 USDF Intro Level Test B		
Ring 5							
9:12 AM	111	Bright, Steven	AA	Lupe	2019 USDF Training Level Test 2		
10:01 AM	594	Brecks, Judy	AA	Sandy Marquis	2019 USDF Training Level Test 2		
10:11 AM	190	Hummel, Lizze	PRO	Milton	2019 USDF Intro Level Test C		
Ring 6							
10:12 AM	111	Bright, Steven	AA	Lupe	2019 USDF Training Level Test 2		
10:24 AM	594	Brecks, Judy	AA	Sandy Marquis	2019 USDF Training Level Test 2		
1:11 PM	132	Call, Michelle	AA	Delvin	2019 USDF Training Level Test 1		
1:59 PM	190	Hummel, Lizze	PRO	Milton	2019 USDF Training Level Test 1		
Ring 7							
10:16 AM	178	Woolson, Brian	AA	Alea	2019 USDF Training Level Test 3		
10:21 AM	111	Bright, Steven	AA	Lupe	2019 USDF Training Level Test 3		
10:45 AM	594	Brecks, Judy	AA	Sandy Marquis	2019 USDF Training Level Test 3		

RIDERS RIDE TIME REPORT FADS at Blue Horse Farm Saturday, August 14, 2021						
R# #	HORSE NAME	CLASS NAME	JUDGE	TERM	RING #	
Maeda, Debbie						
178	Velocity	2018 USA Beginner Novice Test A	Eventing Test B TOC	Callan, Mary (S)	Ring 1	
594	Velocity	2018 USA Beginner Novice Test A	Eventing Test A TOC	Callan, Mary (S)	HC	Ring 1
Bourlen, Colton						
311	Bourlen Lad	2019 USDF Intro Level Test A	Intro Level Test A FR	Callan, Mary (S)	Ring 1	
Bourlen, Emery						
42	Bourlen Lad	2019 USDF Intro Level Test A	Intro Level Test A FR	Callan, Mary (S)	Ring 1	
Brecks, Judy						
133	Cleaver Girl	2019 USDF Intro Level Test C	Intro Level Test C	Callan, Mary (S)	Ring 1	
12:22 PM	2019 USDF Intro Level Test C	Intro Level Test C	Callan, Mary (S)	Ring 1		
Biggs, Becca						
79	Strides on Fire	2019 USDF Intro Level Test B	Intro Level Test B AA	Callan, Mary (S)	Ring 1	
9:12 AM	2019 USDF Intro Level Test B	Intro Level Test C	Callan, Mary (S)	Ring 1		
Brecks, Judy						
594	Sandy Marquis	2019 USDF Training Level Test 2	Training Level Test 1 and 2	Callan, Mary (S)	Ring 1	
10:02 AM	2019 USDF Training Level Test 2	Training Level Test 3	Callan, Mary (S)	Ring 1		
Bright, Mirabelle						
591	Primal	2019 USDF Intro Level Test A	Intro Level Test A FR	Callan, Mary (S)	Ring 1	
9:26 AM	2019 USDF Intro Level Test B	Intro Level Test B FR	Callan, Mary (S)	Ring 1		
Bright, Steven						
111	Lupe	2019 USDF Training Level Test 2	Training Level Test 1 and 2	Callan, Mary (S)	Ring 1	
10:12 AM	2019 USDF Training Level Test 2	Training Level Test 3	Callan, Mary (S)	Ring 1		
Call, Michelle						
132	Delvin	2019 USDF Intro Level Test C	Intro Level Test C	Callan, Mary (S)	Ring 1	
1:37 PM	2019 USDF Fourth Level Test 1	3rd & 4th Levels TOC	Callan, Mary (S)	Ring 1		
Callinan, Ali						
84	Jaguar Star	2019 USDF 3rd Level Test 2	3rd & 4th Levels TOC	Callan, Mary (S)	Ring 1	
1:36 PM	2019 USDF 3rd Level Test 2	3rd & 4th Levels TOC	Callan, Mary (S)	Ring 1		
Callinan, Ali						
195	Abnott	2019 USDF Intro Level Test C	Intro Level Test C	Callan, Mary (S)	Ring 1	
1:51 PM	2019 USDF Training Level Test 1	Training Level Test 1 and 2	Callan, Mary (S)	Ring 1		

BEFORE THE SHOW

PREPARE DRESSAGE TEST SHEETS

NOTE: Perform this step the evening before the show. That way, most show changes (scratches, test changes, rider changes, horse changes, etc.) will be completed before you prepare the test sheets.

• DETERMINE # OF TEST SHEETS NEEDED:

- Use **9.A.1. Test Count Report** to determine how many test sheets you need for each test.

9.A.1. TEST COUNT REPORT	
TEST NAME	# NEEDED
2019 USDF Intro Level Test A	7
2019 USDF Intro Level Test B	6
2019 USDF Intro Level Test C	5
2019 USDF Training Level Test 1	2
2019 USDF Training Level Test 2	2
2019 USDF Training Level Test 3	2
2019 USDF First Level Test 1	1
2019 USDF First Level Test 2	2
2019 USDF Second Level Test 1	2
2019 USDF Second Level Test 2	1
2019 USDF Third Level Test 1	1
2019 USDF Third Level Test 2	1
2019 USDF Fourth Level Test 1	1
2019 USDF Beginner-Horizon Test A	4
2019 USDF Beginner-Horizon Test B	2
2019 USDF MFS First	2
2019 USDF MFS Third	1
TOTAL # OF TESTS	43

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• PRINT DRESSAGE TEST SHEETS:

- The dressage test sheets are on the internet. You will need to download and print them double-sided on legal-sized paper.
- You may use white or specific colored paper (see the FADS ShowWare user manual for the correct colors and links for purchasing the paper).
- [Click here](#) for links to the dressage tests sheets (posted on the FADS website).
- Print the test sheets you need using legal-sized paper and duplex (double-sided) printing. Print one or two extra sheets in case of errors, entry changes, etc.

2019 USEF TRAINING LEVEL TEST 1

INTRODUCES Working trot, working canter, medium walk, free walk, 20m circle in trot and canter

ENTRY NO. _____

CLASS 001B U.S.C. Standard or Small
APPROX. TIME 10:00 (10:15 or 10:30) (10:45)
INSTRUCTIONS See the FADS website for the complete program
RELEVANT P.S. 242

TEST	DIRECTIONS	POINTS	MAXIMUM	STATUS	REMARKS
1. A	Enter walking trot, halt, salute, proceed walking trot	Regularly and quality of trot, willing, calm transitions, straightness in transitions			
2. C	Circle left 20m	Regularly and quality of trot, balance	2		
3. A	Circle right (20m) changing left and continue in three quarters of circle	Willing, calm transitions, regularly and quality of gait, clear and even of stride, balance			
4. A/B	Working canter	Regularly and quality of canter, level and balance in canter, straightness			
5. A/B	Working trot	Willing, calm transitions, regularly and quality of trot, level and balance in trot	2		
6. C	Medium walk	Willing, calm transitions, regularly and quality of walk, level and balance in canter	2		
7. F	Change walk, free walk, medium walk	Regularly and quality of walk, willing, calm transitions, level and balance in canter, straightness in transitions	2		
8. A	Working trot	Willing, calm transitions, regularly and quality of trot, level and balance in trot			
9. C	Circle right 20m	Regularly and quality of trot, balance	2		
10. C	Circle right (20m) changing right and continue in three quarters of circle	Willing, calm transitions, regularly and quality of gait, clear and even of stride, balance			
11. C/A	Working canter	Regularly and quality of canter, level and balance in canter, straightness			
12. A/B	Working trot	Willing, calm transitions, regularly and quality of trot, level and balance in trot	2		
13. A	Enter walking trot, halt, salute	Regularly and quality of trot, willing, calm transitions, straightness in transitions			

Leave space at bottom of A in test walk.

• PRINT TEST LABELS:

- Use **9.A.2 Test Labels Report** to print labels for the dressage sheets.
- Use white 4" x 2" labels.
- Affix the labels to the tests.

FADS at Blue Horse Farm		FADS at Blue Horse Farm	
Saturday, August 14, 2021		Saturday, August 14, 2021	
Class: 114	First Level TOC	Class: 501	USDF Musical Freestyle
Test: First 3	Judge: Callan, Mary(L)	Test: MFS-1	Judge: Callan, Mary(L)
Rider: Debrae Meade	Bridle #	Rider: Anna Santarone	Bridle #
Horse: Pacificus	82	Horse: Grey F Flannel Jacket	50
Time: 8:02 AM		Time: 8:09 AM	
Ring: Ring 1	FADS ShowWare - LeslieRaulin@gmail.com	Ring: Ring 1	FADS ShowWare - LeslieRaulin@gmail.com
FADS at Blue Horse Farm		FADS at Blue Horse Farm	
Saturday, August 14, 2021		Saturday, August 14, 2021	
Class: 001	USDF Musical Freestyle	Class: 001	USDF Musical Freestyle
Test: MFS-1	Judge: Callan, Mary(L)	Test: MFS-1	Judge: Callan, Mary(L)
Rider: Jessica Howard	Bridle #	Rider: Debrae Meade	Bridle #
Horse: WHF Rhodevan Sky	415	Horse: Pacificus	82
Time: 8:17 AM		Time: 8:25 AM	
Ring: Ring 1	FADS ShowWare - LeslieRaulin@gmail.com	Ring: Ring 1	FADS ShowWare - LeslieRaulin@gmail.com
FADS at Blue Horse Farm		FADS at Blue Horse Farm	
Saturday, August 14, 2021		Saturday, August 14, 2021	
Class: 124	Second Level TOC	Class: 203	Evening Test TOC
Test: Second 1	Judge: Callan, Mary(L)	Test: 203A	Judge: Callan, Mary(L)
Rider: Anna Santarone	Bridle #	Rider: Riika Abelow	Bridle #
Horse: Grey Flannel Jacket	50	Horse: Velocity	174
Time: 8:33 AM		Time: 8:42 AM	
Ring: Ring 1	FADS ShowWare - LeslieRaulin@gmail.com	Ring: Ring 1	FADS ShowWare - LeslieRaulin@gmail.com
FADS at Blue Horse Farm		FADS at Blue Horse Farm	
Saturday, August 14, 2021		Saturday, August 14, 2021	
Class: 111	Intro Level Test A Open	Class: 112	Intro Level Test A, JVR
Test: Intro A	Judge: Callan, Mary(L)	Test: Intro A	Judge: Callan, Mary(L)
Rider: Breelyn Miscannan	Bridle #	Rider: Mirabelle Bright	Bridle #
Horse: Odie	459	Horse: Peanut	591
Time: 8:25 AM		Time: 8:25 AM	
Ring: Ring 1	FADS ShowWare - LeslieRaulin@gmail.com	Ring: Ring 1	FADS ShowWare - LeslieRaulin@gmail.com
FADS at Blue Horse Farm		FADS at Blue Horse Farm	
Saturday, August 14, 2021		Saturday, August 14, 2021	
Class: 111	Intro Level Test A Open	Class: 121	Intro Level Test A
Test: Intro A	Judge: Callan, Mary(L)	Test: Intro A	Judge: Callan, Mary(L)
Rider: Kaye Othen	Bridle #	Rider: Becca Riggs	Bridle #
Horse: Ironwood's DC Gooddays	186	Horse: Stevie on Fire	79
Time: 9:02 AM		Time: 9:12 AM	
Ring: Ring 1	FADS ShowWare - LeslieRaulin@gmail.com	Ring: Ring 1	FADS ShowWare - LeslieRaulin@gmail.com

BEFORE THE SHOW

PRINT SCORING POSTERS, DETERMINE RIBBONS NEEDED

NOTE: Perform this step the evening before the show. That way, most show changes (scratches, test changes, etc.) will be completed before you prepare the test sheets.

• **PRINT SCORING POSTERS:**

- Use **9.B.1. Scoring Posters Report** to print score posters for the show.

<h2 style="margin: 0;">SCORE POSTERS</h2>									
RIDE TIME	BR #	RIDER	STAT	HORSE	TEST	TERM	SCORE	PERCENT	PLACE
11.1 Intro Level Test A Open					Callan, Mary (L)			Ring 1	
8:51 AM	459	Miscannon, Bree	AA	Odie	Intro A				
9:05 AM	186	Otten, Kaye	PRO	Ironwood's DC	Intro A				
9:57 AM	197	Jennings, Lindsey	AA	Lion	Intro A				
11:54 AM	189	Meilahn, Elaine	AA	MLC Invictus	Intro A	Scratch			
11.2 Intro Level Test A JYR					Callan, Mary (L)			Ring 1	
8:58 AM	591	Bright, Mirabelle	JYR	Peanut	Intro A				
1:12 PM	42	Bauerlien, Emery	JYR	Bourbon Lad	Intro A				
2:07 PM	311	Bauerlien, Colton	JYR	Bourbon Lad	Intro A				

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• **DETERMINE RIBBONS NEEDED:**

- Use **9.C. Ribbon Count Report** to determine the number of each type of ribbon you will need.
- If you will be using your own show ribbons, order lots of them before the show season.
- Alternately, you may request FADS show ribbons by emailing your needs to LeslieRaulin@gmail.com. I email you an invoice (for actual cost of ribbons + postage) and will put the ribbons in a box on my house porch. Put your check for the ribbons under my porch door mat and pick up your ribbons (2027 Gapland Road, Jefferson, MD 21755).
- Always have extra ribbons in case you have ties.

9.C. RIBBON COUNT REPORT									
CL #	CLASS NAME	# of Rides	First	Second	Third	Fourth	Fifth	Sixth	
11.1	Intro Level Test A Open	4	1	1	1	1	0	0	
11.2	Intro Level Test A JYR	3	1	1	1	0	0	0	
12.1	Intro Level Test B AA	4	1	1	1	1	0	0	
12.2	Intro Level Test B JYR	2	1	1	0	0	0	0	
13	Intro Level Test C	5	1	1	1	1	1	0	
101.2	Training Level Test 1 and 2	4	1	1	1	1	0	0	
103	Training Level Test 3	3	1	1	1	0	0	0	
114	First Level TOC	3	1	1	1	0	0	0	
124	Second Level TOC	3	1	1	1	0	0	0	
134.1	3rd & 4th Levels TOC	3	1	1	1	0	0	0	
262	Eventing Test A TOC	3	1	1	1	0	0	0	
263	Eventing Test B TOC	3	1	1	1	0	0	0	
501	USDF Musical Freestyle	3	1	1	1	0	0	0	
TOTALS		43	13	13	12	4	1	0	
		Ride Count	First Blue	Second Red	Third Yellow	Fourth White	Fifth Pink	Sixth Green	

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DURING THE SHOW

- SET UP THE SHOW OFFICE
- CHECK IN ENTRIES
- RECORDING THE SCORES
- FILING THE TEST SHEETS
- PLACING A CLASS
- PROVIDE RIBBONS



DURING THE SHOW

SET UP THE SHOW OFFICE, CHECK IN ENTRIES

• SET UP THE SHOW OFFICE:

- Set up the show office as you prefer.
- Ensure the show office is easy to find.
- Ensure the scoring posters are easy to find and read.
- Have the show ribbons (and awards, if applicable) with or adjacent to the show office (the show secretary may also provide ribbons, etc., or another volunteer may provide this function – details later).
- You may or may not use a laptop computer during the show.

• CHECK IN ENTRIES:

- If desired, you may use **10.A.1. Arrival Check List Report** to check-in riders.

10.A.1. ARRIVAL CHECK LIST REPORT									
ARR	RIDER	BR #	HORSE	HH	CDG	VAC	AMT/DUE	ENTRY SCR	SECRETARY MEMO
<input type="checkbox"/>	Abelow, Mikva	174	Velocity	YES	YES		\$50.00	Scratch	
<input type="checkbox"/>	Bauerlien, Cotton	311	Bourbon Lad	YES	YES		\$25.00		
<input type="checkbox"/>	Bauerlien, Emery	42	Bourbon Lad	YES	YES		\$25.00		
<input type="checkbox"/>	Benson, Erin	133	Clever Girl	YES	YES		\$25.00		
<input type="checkbox"/>	Biggs, Becca	79	Streets on Fire		YES		\$50.00		
<input type="checkbox"/>	Brescia, Judy	594	Sandby Marquis		YES		\$50.00		
<input type="checkbox"/>	Bright, Mirabelle	591	Peanut		YES		\$50.00		
<input type="checkbox"/>	Bright, Steven	111	Layla		YES		\$50.00		
<input type="checkbox"/>	Calkins, Ali	195	Albarino	YES			\$25.00		
<input type="checkbox"/>	Calkins, Ali	84	Jaguar Star	YES	YES		\$25.00		
<input type="checkbox"/>	Cole, Michelle	152	Delvin	YES	YES		\$50.00		
<input type="checkbox"/>	Conlon, Penny	91	Persimmon				\$25.00		
<input type="checkbox"/>	Clarke, Sue	262	Roman Rolex				\$25.00	Scratch	
<input type="checkbox"/>	Hedgas, Mary-Pat	196	Wicked Weather	YES			\$25.00		
<input type="checkbox"/>	Howard, Jessica	415	WHF Rhodesian S				\$25.00		
<input type="checkbox"/>	Hummel, Lizzie	190	Milton	YES			\$50.00		
<input type="checkbox"/>	Jennings, Lindsey	197	Lion				\$25.00		
<input type="checkbox"/>	Karadzak, Emily	138	Floyd	YES			\$25.00		
<input type="checkbox"/>	Klosson, Ellen	178	Alora	YES	YES		\$25.00		
<input type="checkbox"/>	Lee, Allison	170	Lion	YES	YES		\$25.00		
<input type="checkbox"/>	Lenk, Izzy	112	George 43				\$50.00		
<input type="checkbox"/>	McCauley, Payton	455	Bay Hill Bared				\$50.00		
<input type="checkbox"/>	Meade, Debbie	82	Pacificus	YES	YES		\$50.00		
<input type="checkbox"/>	Melahn, Elaine	189	MUC Invictus	YES			\$50.00	Scratch	
<input type="checkbox"/>	Miscannon, Breezy	459	Odie	YES			\$50.00		Submitted expired Coggins. As
<input type="checkbox"/>	Motola, Lorraine	115	Amoretto	YES			\$25.00		
<input type="checkbox"/>	Otten, Kaye	188	Ironwood's DC Go	YES			\$50.00		
<input type="checkbox"/>	Runco, Susan	430	Classic Dancer	YES	YES		\$25.00		

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- When a rider (or representative) arrives at the show office:
 - Obtain **payment**, if not already received. Put the check in the Kraft envelope corresponding to the entry or in a separate envelope used for all your show checks.
 - Obtain **Coggins**, if not already received. Check that it was done within a year from the show date. Also check that the horse name on the Coggins is the same horse name as on the entry. If they are different, change the entry to use the horse name on the Coggins. You do not need to keep the Coggins.
 - Obtain the **hold harmless form**, if not already received. Put the form in the Kraft envelope. Have many of these blank forms available for riders as they often do not bring one with them.
 - After all these items are received, give the rider the bridle number. **DO NOT GIVE THE PACKET TO THE RIDER** as the packet is your record to be archived.

DURING THE SHOW

RECORDING THE SCORES, FILING THE TEST SHEETS, PLACING A CLASS

RECORDING THE SCORES:

- When the scorers complete a test, the points and percent are handwritten on the posted **Scoring Posters**. Depending upon the show set-up, this may be done by the scorers or by the show secretary. Ensure this is done for every test.
- To have a back-up for the scores, the show secretary or scorers may use **10.B.1. Hand Written Score Report** to also record the scores.
- If a computer is used during the show, the show secretary uses **10.B.2. Score/Place the Rides in a Class** (this is usually done after the show).

10.B.1. HAND WRITTEN SCORE REPORT								
RIDE TIME	BR #	RIDER	HORSE	TEST ABB	TERM	SCORE	PERCENT PLACE	RIBBON
CLASS: 11.1 Intro Level Test A Open Ring 1								
8:51 AM	459	Miscannon, BreeLynn	Odie	Intro A				
9:05 AM	186	Otten, Kaye	Ironwood's DC Goodwy	Intro A				
9:57 AM	197	Jennings, Lindsey	Lion	Intro A				
11:54 AM	189	Melahn, Elaine	MLC Invictus	Intro A	Scratch			
CLASS: 11.2 Intro Level Test A JYR Ring 1								
8:58 AM	591	Bright, Mirabelle	Peanut	Intro A				
1:12 PM	42	Bauerlien, Emery	Bourbon Lad	Intro A				
2:07 PM	311	Bauerlien, Colton	Bourbon Lad	Intro A				
CLASS: 12.1 Intro Level Test B AA Ring 1								
9:12 AM	79	Biggs, Becca	Streets on Fire	Intro B				
9:19 AM	459	Miscannon, BreeLynn	Odie	Intro B				
12:01 PM	115	Mottola, Lorraine	Amoretto	Intro B				
12:08 PM	189	Melahn, Elaine	MLC Invictus	Intro B	Scratch			
CLASS: 12.2 Intro Level Test B JYR Ring 1								
9:26 AM	591	Bright, Mirabelle	Peanut	Intro B				
12:15 PM	91	Conlon, Penny	Perzimon	Intro B				
CLASS: 13 Intro Level Test C Ring 1								
9:33 AM	186	Otten, Kaye	Ironwood's DC Goodwy	Intro C				
9:40 AM	79	Biggs, Becca	Streets on Fire	Intro C				
12:22 PM	133	Benson, Erin	Clever Girl	Intro C				
1:37 PM	152	Cole, Michelle	Delwin	Intro C				
1:44 PM	190	Hummel, Lizzie	Milron	Intro C				
CLASS: 101.2 Training Level Test 1 and 2 Ring 1								
10:12 AM	111	Bright, Steven	Layla	Training 2				
10:20 AM	594	Brescia, Judy	Sandby Marquis	Training 2				
1:51 PM	152	Cole, Michelle	Delwin	Training 1				
1:59 PM	190	Hummel, Lizzie	Milron	Training 1				
CLASS: 103 Training Level Test 3 Ring 1								
10:04 AM	178	Klosson, Ellen	Alora	Training 3				
10:37 AM	111	Bright, Steven	Layla	Training 3				
10:45 AM	594	Brescia, Judy	Sandby Marquis	Training 3				
CLASS: 114 First Level TOC Ring 1								
8:00 AM	82	Meade, Debbie	Pacificus	First 3				
2:14 PM	262	Garis, Sue	Roman Rolex	First 2	Scratch			
2:23 PM	196	Hedges, Mary-Pat	Wicked Weather	First 3				

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10.B.2. SCORE AND PLACE FORM

1. Using the drop-down arrow, select the CLASS you want to score and place. Intro and Training thru Fourth Level Errors: See User Manual, last page.

SELECT CLASS: FIRST ERROR: -2 points.

2. Ensure you have selected the correct CLASS. SECOND ERROR: -4 points additional, for a total of -6 points.

CLASS # THIRD ERROR: Elimination.

CLASS NAME Other Errors Rules: See User Manual, last page.

RING # **VERY VERY IMPORTANT: Do not post or enter scores for HC rides.**

3. TERM: If not yet entered, use the TERM drop-down arrow to mark rides Scratch, Elim, WD or HC.

4. POINTS: For each ride, enter the total points (before errors), as written on the dressage test sheet.

5. ERROR PTS: For applicable tests (see manual and ERRORS RULES above right) enter the total number of points lost due to errors.

6. ERROR %: For applicable tests (see manual and ERRORS RULES above right) enter the total number of percentage points lost due to errors of course.

7. FINAL PTS: The final points after all errors. Value is automatically calculated. Write this value on the test sheet.

8. FINAL %: The final percent after all errors. Value is automatically calculated. Write this value on the test sheet.

9. After the FINAL % has been calculated for all rides in a class, click the Sort by Percent High to Low button. The ride with the highest percent is now on the top of the list, followed by the ride with the second highest percent, etc.

10. PLACE: For each ride, select its PLACE box and, using the drop-down arrow, place the ride.

RIDE TIME	BR #	RIDER	HORSE	TEST ABB	TERM	POINTS	ERROR PTS	ERROR %	FINAL PTS	FINAL %	PLACE
11:54 AM	189	Melahn, Elaine	MLC Invictus	Intro A	Scratch						
8:51 AM	459	Miscannon, BreeLynn	Odie	Intro A		100.5			100.5	62.813%	3
9:57 AM	197	Jennings, Lindsey	Lion	Intro A		104			104.0	65.000%	2
9:05 AM	186	Otten, Kaye	Ironwood's DC Goodwyn	Intro A		108.5			108.5	67.813%	1

Sort by Ride Time Sort by Percent High to Low

FILING THE TEST SHEETS:

- After the points and percent are recorded, the test sheet is filed according to the Show Management procedures.
- This may entail:
 - Putting the test sheets in an appropriate hanging file that is labeled with the class name. Hold the test sheets until the class is completed and placed.
 - Putting the test sheets in a place where riders may pick them up before the class is finished. Riders prefer this method, but it may become difficult to determine who has also received a show ribbon. You may want to include a sign that riders may look at the tests but to not take them away if they want a ribbon.

PLACING A CLASS:

- When a class is completed, hand place the class on the **Scoring Posters** and the **Hand Written Score Report** by writing 1, 2, etc. in the appropriate place boxes.
- If a computer is used during a show, the class may be place in FADS ShowWare.
- Hand-write the place on the test sheets.

DURING THE SHOW

PROVIDE RIBBONS

- **PROVIDE RIBBONS:**

- The easiest way to provide ribbons is to use a laundry hanging rack, as in the photo.
- When a rider receives their test with the place written on it, the rider is instructed to pick up the appropriate ribbon:
 - First place = blue
 - Second place = red
 - Third place = yellow
 - Fourth place = white
 - Fifth place = pink
 - Sixth place = green



AFTER THE SHOW

- ENTER POINTS INTO FADS SHOWWARE
- PLACE A CLASS
- SHOW RESULTS
- HIGH SCORE REPORTS (OPTIONAL)
- FINANCIAL REPORT (OPTIONAL)
- ARCHIVE ENTRY DOCUMENTS (REQUIRED)



AFTER THE SHOW

ENTER POINTS INTO FADS SHOWWARE, PLACE A CLASS, SHOW RESULTS

• ENTER POINTS INTO FADS SHOWWARE:

- Using the **Scoring Posters** and the **Hand Written Score Sheets** (it is a good idea to cross reference them), the show secretary uses **10.B.2 Score and Place Form** to enter **Points** into FADS ShowWare, as in the user manual.
- After the **Points** for a ride are entered, FADS ShowWare automatically calculates the **Final Percent**.
- If the computer is being used during the show, the show secretary may also enter the before error **Points, Error Points, and Error %**, after which FADS ShowWare will calculate the **Final Points** and the **Final Percent**.
- Repeat for all classes.

10.B.2. SCORE AND PLACE FORM

1. Using the drop-down arrow, select the CLASS you want to score and place.
SELECT CLASS

2. Ensure you have selected the correct CLASS.
CLASS #
CLASS NAME
RING #

3. TERM: If not yet entered, use the TERM drop-down arrow to mark rides Scratch, Elim, WD or HC.
4. POINTS: For each ride, enter the total points (before errors), as written on the dressage test sheet.
5. ERROR PTS: For applicable tests (see manual and ERRORS RULES above right) enter the total number of points lost due to errors.
6. ERROR %: For applicable tests (see manual and ERRORS RULES above right) enter the total number of percentage points lost due to errors of course.
7. FINAL PTS: The final points after all errors. Value is automatically calculated. Write this value on the test sheet.
8. FINAL %: The final percent after all errors. Value is automatically calculated. Write this value on the test sheet.
9. After the FINAL % has been calculated for all rides in a class, click the Sort by Percent High to Low button. The ride with the highest percent is now on the top of the list, followed by the ride with the second highest percent, etc.
10. PLACE: For each ride, select its PLACE box and, using the drop-down arrow, place the ride.

Intro and Training thru Fourth Level Errors: See User Manual, last page.
FIRST ERROR: -2 points.
SECOND ERROR: -4 points additional, for a total of -6 points.
THIRD ERROR: Elimination.
Other Errors Rules: See User Manual, last page.

VERY VERY IMPORTANT: Do not post or enter scores for HC rides.

RIDE TIME	BR #	RIDER	HORSE	TEST ABB	TERM	POINTS	ERROR PTS	ERROR %	FINAL PTS	FINAL %	PLACE
11:54 AM	189	Meilahn, Elaine	MLC Invictus	Intro A	Scratch						
8:51 AM	459	Miscannon, BreeLynr	Odie	Intro A		100.5			100.5	62.813%	3
9:57 AM	197	Jennings, Lindsey	Lion	Intro A		104			104.0	65.000%	2
9:05 AM	186	Otten, Kaye	Ironwood's DC Goodwyn	Intro A		108.5			108.5	67.813%	1

Sort by Ride Time Sort by Percent High to Low

• PLACE A CLASS:

- After all the points are entered for a class, the show secretary uses **10.B.2 Score and Place Form** to place the class, as in the user manual.
- Repeat for all classes.

• SHOW RESULTS:

- After all the classes have been placed (use **10.C.1. Scoring by Class/Percent Report** to verify there are no errors), use **11.A.2. Save Results as a PDF File** and **11.A.3. Save Results as an Excel File** to save the two results files needed by the FADS Webmare. Details are in the FADS ShowWare User Manual.
- The show results files are:
 - rptResults.pdf
 - rptResultsForExcel2.xls
- Please do not rename these files before emailing them to the FADS Webmare.
- Email **BOTH** of these files to LeslieRaulin@gmail.com.
- The FADS Webmare will then post your show results to the FADS Website and will use the Excel file to track results for FADS season end awards.

AFTER THE SHOW

HIGH SCORE REPORTS (OPTIONAL), FINANCIAL REPORT (OPTIONAL)

HIGH SCORE REPORTS (OPTIONAL):

- If you want to post high score winners on YOUR web site (they are not posted on the FADS website), use the following, as in the user manual:
 - 11.B.1. Overall High Score Report
 - 11.B.2. Test Division High Score Report
 - 11.B.3. Rider Status High Score Report
- Do not post the entire report(s). Instead, use the report(s) to determine the high score riders and post that information on your website.

11.B.1. OVERALL HIGH SCORE REPORT						
BR #	RIDER LAST, FIRST	R STATUS	HORSE NAME	TEST ABB	FINAL PTS	FINAL %
82	Meade, Debbie	AA	Pacificus	MFS-1	213.1	71.03%
415	Howard, Jessica	AA	WHF Rhodessa Sky	MFS-3	211.2	70.40%
111	Bright, Steven	AA	Layla	Training 3	204.0	70.35%
112	Lenk, Izzy	JYR	George 43	E-NOV-8	148.0	69.54%
50	Santarocce, Anna	JYR	Grey Flame Jacket	MFS-1	205.7	68.97%
152	Cole, Michelle	AA	Delvin	Intro C	137.0	68.90%
152	Cole, Michelle	AA	Delvin	Training 1	177.5	68.28%
430	Runco, Susan	AA	Classic Dancer	Third 3	272.0	68.00%
178	Klosson, Ellen	AA	Alora	Training 3	197.0	67.91%
186	Otten, Kaye	PRO	Honwood's DC Goodwyn	Intro A	108.5	67.81%
111	Bright, Steven	AA	Layla	Training 2	198.5	67.79%
195	Hedges, Mary-Pat	AA	Wicked Weather	First 3	243.0	67.70%
79	Biggs, Becca	AA	Streets on Fire	Intro B	106.5	66.93%
455	McCauley, Payton	PRO	Albarino	Fourth 1	239.5	66.53%
188	Otten, Kaye	PRO	Honwood's DC Goodwyn	Intro C	133.0	66.40%
133	Benson, Erin	AA	Clever Girl	Intro C	121.5	66.20%
115	Mottola, Lorraine	AA	Amoretto	Intro B	104.5	65.31%
197	Jennings, Lindsey	AA	Lion	Intro A	104.0	65.00%
591	Bright, Mirabelle	JYR	Peanut	Intro B	100.5	64.37%
459	Micannon, Breshynn	AA	Odie	Intro B	101.5	63.48%
591	Bright, Mirabelle	JYR	Peanut	Intro A	101.0	63.12%
91	Conlon, Penny	JYR	Persimmon	Intro B	101.0	63.12%
330	Hummel, Lizzie	PRO	Milton	Intro C	128.0	63.00%
459	Micannon, Breshynn	AA	Odie	Intro A	100.5	62.81%
42	Bauerlein, Emery	JYR	Bourbon Lad	Intro A	98.5	61.56%
79	Biggs, Becca	AA	Streets on Fire	Intro C	119.0	59.00%
111	Bauerlein, Colton	JYR	Bourbon Lad	Intro A	85.0	53.12%
2 Training						
111	Bright, Steven	AA	Layla	Training 3	204.0	70.94%
152	Cole, Michelle	AA	Delvin	Training 1	177.5	68.28%
178	Klosson, Ellen	AA	Alora	Training 3	197.0	67.91%
111	Bright, Steven	AA	Layla	Training 2	198.5	67.79%
594	Brescia, Judy	AA	Sandby Marquis	Training 2	183.5	61.27%
594	Brescia, Judy	AA	Sandby Marquis	Training 3	179.5	61.07%
190	Hummel, Lizzie	PRO	Milton	Training 1	159.5	61.34%
3 First						
195	Hedges, Mary-Pat	AA	Wicked Weather	First 3	243.0	67.50%
82	Meade, Debbie	AA	Pacificus	First 3	230.0	63.89%
4 Second						
455	McCauley, Payton	JYR	Bay Hill Bared	Second 1	235.5	63.64%
50	Santarocce, Anna	JYR	Grey Flame Jacket	Second 1	233.0	62.97%
455	McCauley, Payton	JYR	Bay Hill Bared	Second 2	234.5	62.97%
5 Third						
430	Runco, Susan	AA	Classic Dancer	Third 3	272.0	68.00%
84	Callini, All	PRO	Jaguar Star	Third 2	248.5	64.88%
6 Fourth						
195	Callini, All	PRO	Albarino	Fourth 1	259.5	66.53%

11.B.2. HIGH SCORE RESULTS BY TEST DIVISION							
TEST DIVISION	BR #	RIDER LAST, FIRST	R STATUS	HORSE NAME	TEST ABB	FINAL PTS	FINAL %
1 Intro							
	152	Cole, Michelle	AA	Delvin	Intro C	137.0	68.90%
	186	Otten, Kaye	PRO	Honwood's DC Goodwyn	Intro A	108.5	67.81%
	79	Biggs, Becca	AA	Streets on Fire	Intro B	106.5	66.93%
	166	Otten, Kaye	PRO	Honwood's DC Goodwyn	Intro C	133.0	66.50%
	133	Benson, Erin	AA	Clever Girl	Intro C	121.5	66.20%
	115	Mottola, Lorraine	AA	Amoretto	Intro B	104.5	65.31%
	197	Jennings, Lindsey	AA	Lion	Intro A	104.0	65.00%
	591	Bright, Mirabelle	JYR	Peanut	Intro B	100.5	64.37%
	459	Micannon, Breshynn	AA	Odie	Intro B	101.5	63.48%
	591	Bright, Mirabelle	JYR	Peanut	Intro A	101.0	63.12%
	91	Conlon, Penny	JYR	Persimmon	Intro B	101.0	63.12%
	330	Hummel, Lizzie	PRO	Milton	Intro C	128.0	63.00%
	459	Micannon, Breshynn	AA	Odie	Intro A	100.5	62.81%
	42	Bauerlein, Emery	JYR	Bourbon Lad	Intro A	98.5	61.56%
	79	Biggs, Becca	AA	Streets on Fire	Intro C	119.0	59.00%
	111	Bauerlein, Colton	JYR	Bourbon Lad	Intro A	85.0	53.12%
2 Training							
	111	Bright, Steven	AA	Layla	Training 3	204.0	70.94%
	152	Cole, Michelle	AA	Delvin	Training 1	177.5	68.28%
	178	Klosson, Ellen	AA	Alora	Training 3	197.0	67.91%
	111	Bright, Steven	AA	Layla	Training 2	198.5	67.79%
	594	Brescia, Judy	AA	Sandby Marquis	Training 2	183.5	61.27%
	594	Brescia, Judy	AA	Sandby Marquis	Training 3	179.5	61.07%
	190	Hummel, Lizzie	PRO	Milton	Training 1	159.5	61.34%
3 First							
	195	Hedges, Mary-Pat	AA	Wicked Weather	First 3	243.0	67.50%
	82	Meade, Debbie	AA	Pacificus	First 3	230.0	63.89%
4 Second							
	455	McCauley, Payton	JYR	Bay Hill Bared	Second 1	235.5	63.64%
	50	Santarocce, Anna	JYR	Grey Flame Jacket	Second 1	233.0	62.97%
	455	McCauley, Payton	JYR	Bay Hill Bared	Second 2	234.5	62.97%
5 Third							
	430	Runco, Susan	AA	Classic Dancer	Third 3	272.0	68.00%
	84	Callini, All	PRO	Jaguar Star	Third 2	248.5	64.88%
6 Fourth							
	195	Callini, All	PRO	Albarino	Fourth 1	259.5	66.53%

11.B.3. HIGH SCORE REPORT BY RIDER STATUS						
RIDER STATUS	BR #	RIDER LAST, FIRST	HORSE NAME	TEST ABB	POINTS	PERCENT
AA						
	82	Meade, Debbie	Pacificus	MFS-1	213.1	71.03%
	415	Howard, Jessica	WHF Rhodessa Sky	MFS-3	211.2	70.40%
	111	Bright, Steven	Layla	Training 3	204.0	70.35%
	152	Cole, Michelle	Delvin	Intro C	137.0	68.90%
	152	Cole, Michelle	Delvin	Training 1	177.5	68.28%
	430	Runco, Susan	Classic Dancer	Third 3	272.0	68.00%
	111	Bright, Steven	Layla	Training 2	198.5	67.79%
	195	Hedges, Mary-Pat	Wicked Weather	First 3	243.0	67.50%
	79	Biggs, Becca	Streets on Fire	Intro B	106.5	66.93%
	133	Benson, Erin	Clever Girl	Intro C	121.5	66.20%
	115	Mottola, Lorraine	Amoretto	Intro B	104.5	65.31%
	197	Jennings, Lindsey	Lion	Intro A	104.0	65.00%
	82	Meade, Debbie	Pacificus	First 3	230.0	63.89%
	459	Micannon, Breshynn	Odie	Intro B	101.5	63.48%
	594	Brescia, Judy	Sandby Marquis	Training 2	183.5	61.27%
	459	Micannon, Breshynn	Odie	Intro A	100.5	62.81%
	195	Hedges, Mary-Pat	Wicked Weather	First 3	243.0	67.50%
	79	Biggs, Becca	Streets on Fire	Intro C	119.0	59.00%
	138	Karakad, Emily	Floyd	E-BN-A	104.0	57.77%
JYR						
	112	Lenk, Izzy	George 43	E-NOV-8	148.0	69.54%
	50	Santarocce, Anna	Grey Flame Jacket	MFS-1	205.7	68.97%
	174	Abelov, Rivka	Velocity	E-BN-A	117.0	65.00%
	591	Bright, Mirabelle	Peanut	Intro A	101.0	64.37%
	455	McCauley, Payton	Bay Hill Bared	Second 1	235.5	63.64%
	91	Conlon, Penny	Persimmon	Intro B	101.0	63.12%
	591	Bright, Mirabelle	Peanut	Intro A	101.0	63.12%
	50	Santarocce, Anna	Grey Flame Jacket	Second 1	233.0	62.97%
	170	Lee, Allison	Lion	E-BN-A	112.0	62.22%
	455	McCauley, Payton	Bay Hill Bared	Second 2	234.5	62.97%
	42	Bauerlein, Emery	Bourbon Lad	Intro A	98.5	61.56%
	111	Bauerlein, Colton	Bourbon Lad	Intro C	85.0	53.12%
PRO						
	186	Otten, Kaye	Honwood's DC Goodwyn	Intro A	108.5	67.81%

FINANCIAL REPORT (OPTIONAL):

- If you want a financial report for your show (do not send it to the FADS Webmare), use 11.C.1. **Financial Report** and 11.C.2. **Save Financial Report as an Excel File**, as in the user manual.
- The report only shows financials for ride fees.

BR #	TEST NAME	HORSE NAME	TEST FEE	PAYMENT	BALANCE DUE
Runco, Susan					
430	2019 USDF Third Level Test 3	Classic Dancer	\$25.00	\$0.00	\$25.00
Santarocce, Anna					
50	2019 USDF MFS First	Grey Flame Jacket	\$25.00	\$0.00	\$25.00
50	2019 USDF Second Level Test 1	Grey Flame Jacket	\$25.00	\$0.00	\$25.00
			TOTAL FEES	TOTAL PAID	TOTAL DUE
			\$1,075.00	\$0.00	\$1,075.00

Last page of report - shows totals.

AFTER THE SHOW

RIDERS & HORSES DATA TO EXCEL, RSSA DATA TO EXCEL, VN PARTNER DATA TO EXCEL, ARCHIVE ENTRY DOCUMENTS

- **EXPORT RIDERS & HORSES DATA TO EXCEL:**
 - If you want to use the riders and horses data from this show for your next show, use **12.A. Export Riders Data To Excel** and **12.B. Export Horses Data to Excel** to export this data as an Excel file.
 - For your next show, you may use **2.A. Import RIDERS Data to Program** and **2.B. Import HORSES Data to Program** to use the riders and horses data you have already recorded.
 - Details are in the FADS ShowWare User Manual.

- **EXPORT RSSA DATA TO EXCEL:**
 - If your show is a participant in the USDF Regional Schooling Shows Awards (RSSA) program, use **12.C. Export RSSA Data to Excel**.
 - Email the resulting Excel file to the USDF program manager.
 - Details are in the FADS ShowWare User Manual.

- **EXPORT PARTNER DATA TO EXCEL:**
 - If your show is a VADA/Nova Partner Show, use **12.D. Export Partner Data to Excel**.
 - Email the resulting Excel file to the USDF program manager.
 - Details are in the FADS ShowWare User Manual.

- **ARCHIVE ENTRY DOCUMENTS:**
 - For Maryland, the statute of limitations for a harmed person lawsuit is three years ([click here](#)) or another time period ([click here](#)).
 - Archive the entry packets, particularly the entry forms and the hold harmless forms, so they are available in the event of a lawsuit. Holding them at least five years is recommended by me.



THE END