Sort and Pen America

Software Version 3.0

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Contents

Introduction

Welcome to the Sort and Pen America Software (SPA) system. This system is owned and copyrighted by Charlie Horse Ranch Timing Systems, Inc. (CHR) and may not be reproduced or distributed in any form without express written permission.

Organizations referenced in this manual include: Ohio Team Penning Association (OTPA)©, United States Cutting Horse Association (USCHA)©, and United States Team Penning Association (USTPA)©.

This software is designed exclusively for producers who put on any sorting, penning and/or cutting shows. Every attempt has been made to ensure the accuracy of this software, but CHR will not be responsible for problems arising from its use. If you find problems or errors, please report them to CHR. A corrected version of the software will be made available to you as soon as possible. Current fixes can be obtained from the CHR Web Page, **www.CharHorseRanch.com**

The system was designed to run on a computer with Windows Vista©, Windows7©, Windows8©, Windows8.1©, Windows10©, Windows11© or more recent installed, and a minimum screen resolution of 1024 x 768 pixels.

Some of the highlights of the system are:

1. A rider database to quickly sign up riders for a show. It will hold up to 12,000 riders. Any individual show can have up to 12,000 teams. Note that you don't have to put new riders on the database before you sign them up. Normally, when a rider signs up for the show, you only need to click on that rider in a list, and all of their information is automatically filled in.

2. The ability to define a show, including up to 40 events, the date of the show, the division and handicaps, the sponsors for each event, and other administrative data.

3. Automatic calculation of total fees owed by the rider, including 'other' fees and credits. This amount is deducted from their winnings, and the rider may pay the difference or receive a check for the difference at the end of the show.

4. The ability to generate a draw list and an announcer's sheet at any time after the draw for each event, showing the teams in that event and a place to write their cow count and time. The initial draw is normally completely random. Subsequent draws may be used for some events to put in late entries.

5. The ability to have team sizes of 1, 2 or 3 riders with undeclared roles or specific roles (Gate, Sorter, etc.).

6. The ability to input the rider's score or the team's time and cow count to the computer (manually, or automatically with FarmTek© timers and a PC interface cable, available from FarmTek.).

7. The computer automatically prints out a jackpot payout list for each event. At the end of the show, it can create computer printed invoices and payout checks for each rider, including an automatic signature on the checks. Optionally, payout amounts may be rounded to whole dollars.

8. A financial summary of the show, showing monies received, monies paid, and generally the ability to reconcile the cash box. This report can optionally be broken down by event.

9. The ability to configure jackpot payouts according to local standards. As delivered, the jackpot tables follow generic guidelines

10. The ability to extract show data to a 'comma-delimited' file, suitable for importing to popular spreadsheet and word processing systems (including Excel) for local reporting.

11. Optionally, for any report created by this system, you can create HTML formatted reports suitable for posting to your web page.

12. The ability to run a variety of standard sortings and pennings, including the "Round Robin" format, which pays the accumulated times of the individual riders, an Incentive within the regular event and a "Sidepot" based on the times of another event.

13. The ability to "Handicap" teams based on their overall ratings to make the event more competitive, using handicap settings. You can also set team "caps" and individual rider "caps".

14. With the proper Bi-directional cable from FarmTek and an upgraded Polaris timer, you also have the ability to adjust the horn sounds from the timer, based on that team's handicap. If you are using Thunderpaws timers, the horn sounds cannot be controlled by this software.

15. The ability to network computers, such that you can be taking signups on one computer and running an event on another, all using the same database files.

15. The ability to have fast go bonuses within each event.

16. The ability to add teams after the draw is done, except in Round Robin events.

17. The new 3 rider/2 pen sort format is supported.

18. The ability to have multiple sponsoring organizations within a single show.

Rider Roles, Uneven Draws and Virtual Riders

In this software, most riders are "undeclared". That means that in most events, it doesn't matter if you are signed up in a specific role, like gate or a sorter. There are some exceptions where you can require the riders to declare their roles, charge a different entry fee for each role, and you can enforce caps on each role.

In those events where a declaration is made or there is an uneven number of entries, you can be faced with the issue of what to do when you have an uneven number of riders who are rated properly or are in the correct roles to match up with other riders in an event. The use of caps and other options may limit the software's ability to dynamically create teams.

Any time there is no available rider (everyone has reached the limit, or their rating is too high), the empty slots will be filled by a "Virtual Rider". You can then choose to replace these riders in the draw with real riders, or you can just let someone fill the slot at the time of the ride. If you are handicapping or setting team caps, it's important to adjust the rating of the Virtual Rider.

Rider Flat Rate and Association Fees

This software has two methods of charging fees. The first method is by team where a rider is charged a specific fee for each team he/she is on. The second method is a Flat Rate Fee, where the rider is charged a single entry fee for the event, regardless of the number of teams they are on. If that method is used, the event effectively becomes "Pick and/or Draw", and the rider is on a fixed number of teams (combination of picks and draws), up to the maximum entries allowed per rider. If the rider doesn't specify enough picks and draws, the software will give that rider additional drawn teams when the draw is done. This is similar in concept to Team Roping, where the rider can sign up for a Pick only, Draw Pot or Pick/Draw. Each option gives them a fixed number of teams. Association fees and Admin fees are charged by the method, as well. The first method will collect an Association Fee and Admin fee equal to the fee x the number of teams. The Flat Rate method will collect one Association Fee and Admin fee per rider. The Flat Rate method can be used for any event, but is mostly used for Round Robin events, where a per team fee can get prohibitively expensive.

Jackpot Timing and Placing Rules

In this software, certain rules are followed when timing and placing teams. They are:

1. The team that competes in the most rounds will place ahead of another team that was eliminated in an earlier round, regardless of the cow count or time.

2. Assuming both teams competed in the same number of rounds, the team with the most cows will place ahead of a team with fewer cows, regardless of the time.

3. If the number of rounds and the cow count are equal, the team with the lowest time will win.

4. In a cutting event, the highest score wins.

5. In a Round Robin, Sidepot or Pay Rider event, the individual riders are placed, not the teams. The rider's cow counts and times are accumulated from all of the teams they are on, and the winner is the one with the most cows in the least amount of time (Rounds and Caps are ignored for Round Robin Events). Round Robin Events can have only 1 go and any team that gets a No Time will be scored as 0 cows in 'base' seconds (base is the maximum time allowed before any handicap adjustments).

6. Normally, a team's time is the time they penned or sorted the last cow (like 8 cows in 56.75 seconds). Some events have a special rule that requires the time be one of two things:

    1. If the maximum number of cows were handled, it is the time that the last cow was penned or sorted (like 10 in 55.47 seconds).
    2. If fewer than the maximum number of cows were penned or sorted, the team's time is 'base' seconds (base is the maximum time allowed before any handicap adjustments).

Use of this rule is controlled by the "Time Rule" flag in the show setup. If not checked, it will be handled normally. If it is checked, then the special rule is used.

Rider and Team Ratings and Handicaps

In this software, a simple rating system is used. Each rider is rated from 0 to 9 in Sorting and from 0 to 9 in Penning. Ratings are not used in Cutting. That means the maximum rating for any team is 9 (for 1 person teams), 18 (for two person teams) and 27 (for 3 person teams). You can supply an adjustment value for each increment of difference. If the adjustment is 1 and the event is capped at 18, then a team that's rated 15 will have a 3 handicap (18 - 15) that can be added to the time allowed to sort or pen. It can also be deducted from their raw time. This has the effect of making a "level playing field" when riders have different skills and experience.

Combining Draws

In this software, multiple events can be combined into a single draw. The reason you might want to do that is so that riders in a later event or events don't have to sit around and wait for the first event to complete. The method to do this is to set up a new event (call it "Combination Draw" or something similar) with a format of '0'. You then select which events are to be combined by Clicking on "Select Events to be Combined". You can combine any number of Sorting or Penning events, but they may not be mixed formats. When it's time to run the events, you make the Combination Draw event the current one, then draw it and run it normally. When done, select each event separately and run the Final Event Result list.

Sidepots

In this software, you can define one or more "Sidepot" events. Sidepots are not actually run. They use the posted times from another event. Sidepots may be capped and used as incentive rides, or they may just be bets by riders on how they will do for the day. The producer usually takes a smaller percentage of the entry fees and there are usually no Association fees. A typical sidepot will look like a regular event, except that there is no draw and times are "carried" from another (real) event. The adjusted times are recalculated based on the rider's individual rating. Sidepots are based on individual riders, similar to Round Robin or Pay Rider events. When you do the signup for a Sidepot class, only those riders eligible for the side pot are allowed to enter (meet the rider cap criteria, signed up for the "carry from" event, etc.).

Networking Considerations

Networking two or more computers is not directly related to Charlie Horse software, but the software will make use of an existing network. Networking via Ethernet Cable(s) or a Wireless Network can be a daunting task, and usually is better left to professionals. Whether you are doing it yourself or having someone else do it, these are the requirements for Charlie Horse software to successfully use the network.

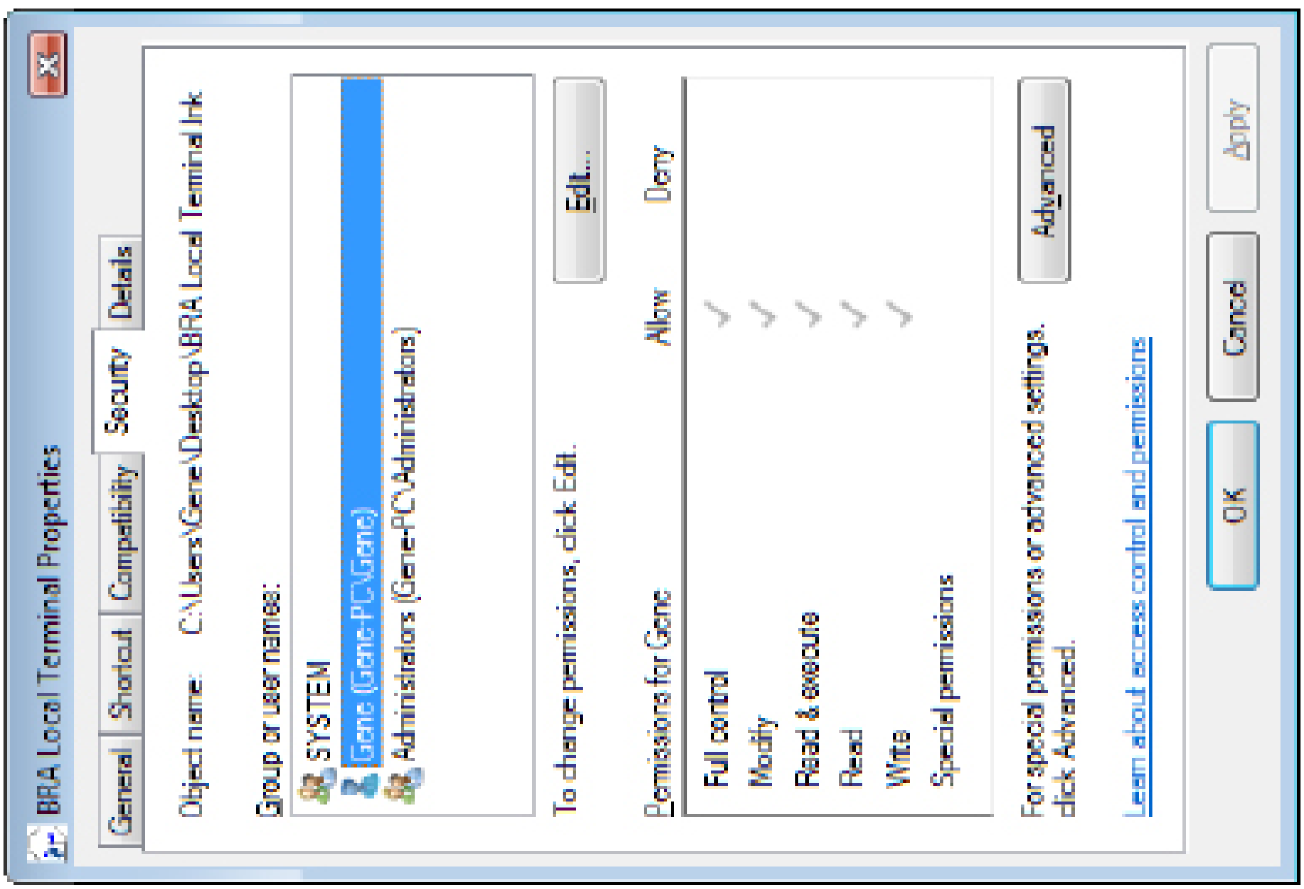
1. The share name MUST allow read/write authority. The default when setting up a share name is “read-only”. If left in place, Charlie Horse products cannot make use of the network, because the software requires read/write permissions. If not set up correctly, you will get messages like “Software Improperly Installed”, or messages indicating it can’t find certain files and locking time-outs. All of these are caused by being unable to write to the hard drive.

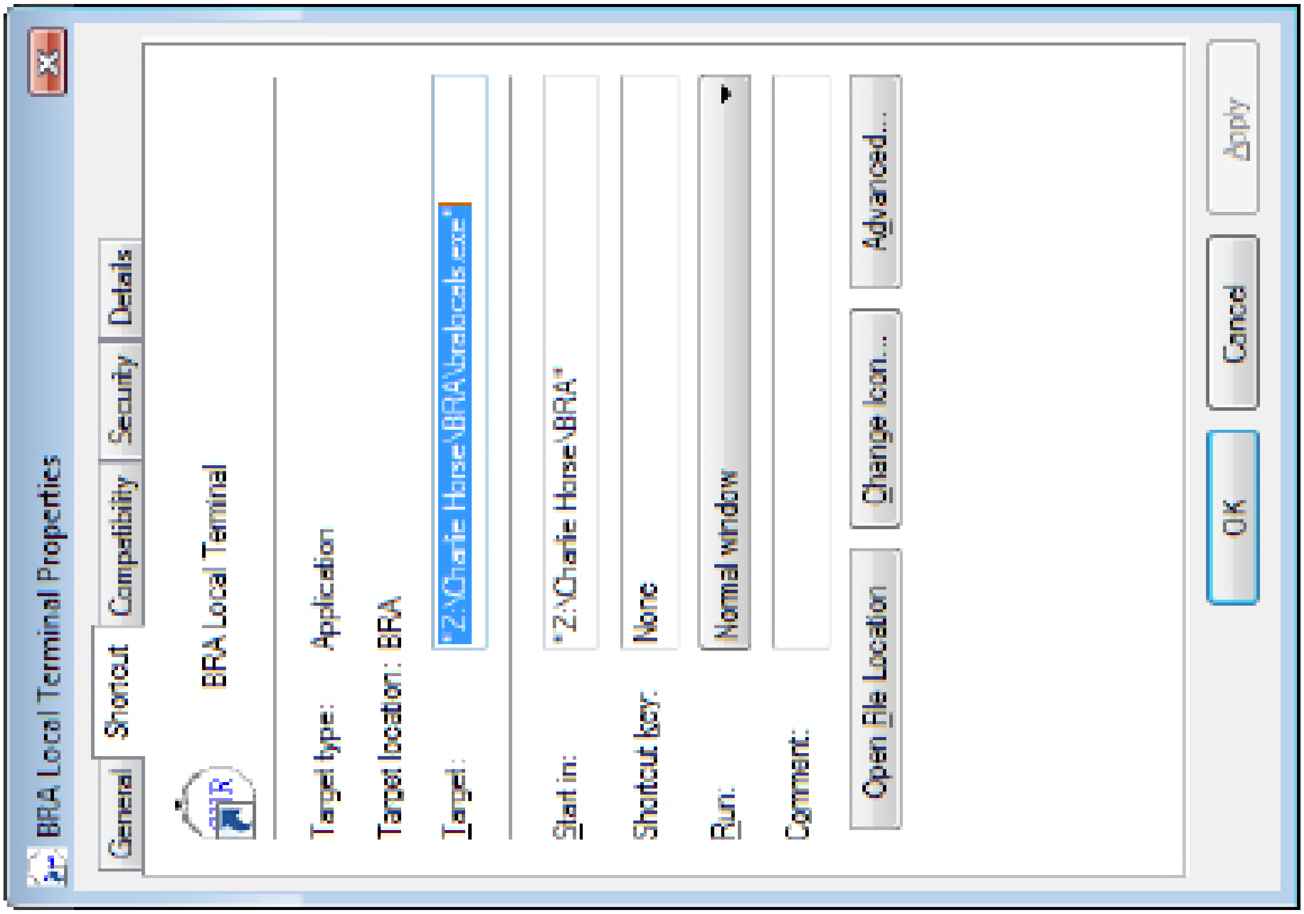
2. When you map to a drive on another computer, you are required to provide a User identification, which was previously defined on the other machine. That user id must have read/write access to the folders and files you are going to use. Simplest is to give it “Administrator” authority.

3. To test the setup, the simplest method is to map to the other drive. If you can “see” the drive and it’s folders and the response time is within a second, the actual network is probably OK. The next test is to locate any .txt file on the other computer and double click on it. On most computers, this will bring up the standard Microsoft “Notepad” utility. Make a minor change to the text of the file, then save it. If that works, then you most likely have the permissions set up correctly.

4. If you have problems with the network or with the permissions, CHRTS cannot help you. It isn’t related to the CHRTS software. Each system has it’s own peculiarities and in many cases, we could unintentionally give you bad advice.. You need to talk to your Administrator or whoever helps you with computer issues. Give them this paper if they have questions regarding the software.

5. On the next page there is an example from the Barrel Race America software. The icon was set up to allow secondary terminals to use the “Local Terminal” option. There are two views, one showing the links (using the “Z” drive to map to the other computer’s “C” drive) and the other showing the permissions.


BRA Local Terminal Properties
General
Shortcut
Compatibility
Security
Details
Object name: C:\Users\Gene\Desktop\BRA Local Terminal.lnk
Group or user names:
SYSTEM
Gene (Gene-PC\Gene)
Administrators (Gene-PC\Administrators)
To change permissions, click Edit.
Edit...
Permissions for Gene
Allow
Deny
Full control
Modify
Read & execute
Read
Write
Special permissions
For special permissions or advanced settings, click Advanced.
Advanced
Learn about access control and permissions
OK
Cancel
Apply


BRA Local Terminal Properties
General
Shortcut
Compatibility
Security
Details
BRA Local Terminal
Target type: Application
Target location: BRA
Target: "Z:\Charlie Horse\BRA\brelocals.exe"
Start in: "Z:\Charlie Horse\BRA"
Shortcut key: None
Run: Normal window
Comment:
Open File Location
Change Icon...
Advanced...
OK
Cancel
Apply

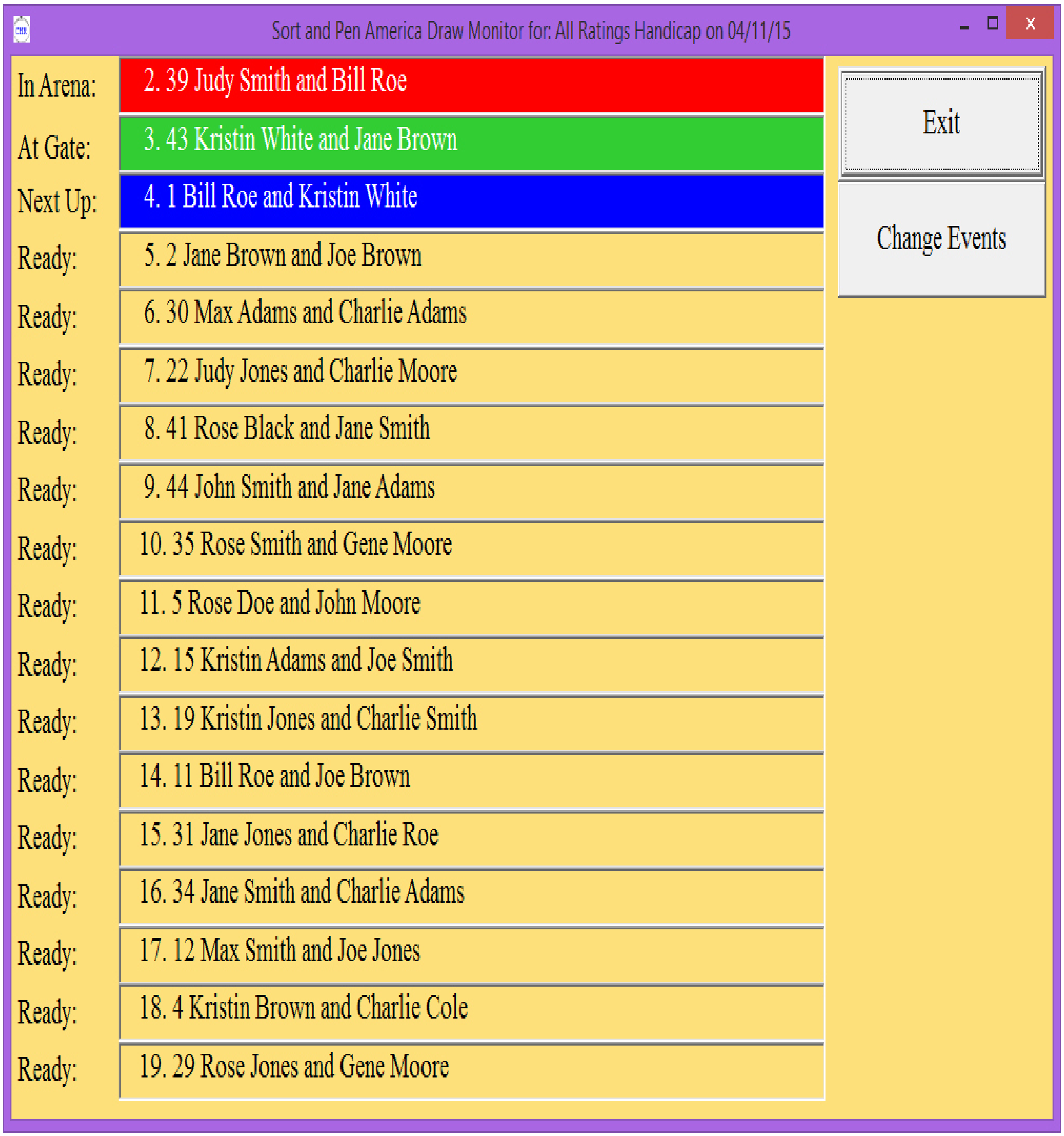
SPA Standings Monitor

One of the icons on the desktop is the SPA Standings Monitor. While this may be used at the "main" or only computer, it's primary purpose is to be used on a networked computer, where it will not interfere with signing up riders or posting times. It can have a real time display of the current event in progress. The advantage, of course, is that riders can see the current standings without asking booth personnel or other show officials, and the announcer doesn't have to keep announcing the current standings. It's there for all to see.

Standings Monitor - You select the event to be monitored, and you can change it at any time. It keeps a running display of the riders who are eligible to advance to the next round. In the last round, it shows the top 10 placings in the selected event, and constantly displays the fastest time for the event. A sample display is shown below.

SPA Draw Monitor

One of the icons on the desktop is the SPA Draw Monitor. While this may be used at the "main" or only computer, it's primary purpose is to be used on a networked computer, where it will not interfere with signing up riders or posting times. It can have a real time display of the current event in progress. The advantage, of course, is that riders can see the draw and who's up next without asking booth personnel or other show officials. You select the event to be monitored, and you can change it at any time. It keeps a running display of the current and next 15 teams in the selected event. A sample display is shown below.



SPA Draw/StandingsMonitor

One of the icons on the desktop is the SPA Draw/Standings Monitor. While this may be used at the "main" or only computer, it's primary purpose is to be used on a networked computer, where it will not interfere with signing up riders or posting times. It can have a real time display of the current event in progress, showing both the curent draw status and the current standings. The advantage, of course, is that riders can see the current status and who's up next without asking booth personnel or other show officials. You select the events to be monitored, and you can change either one at any time. It keeps a running display of the current draw and next 15 teams in the selected event and the current status of those who have completed their runs. A sample display is shown on the next page.

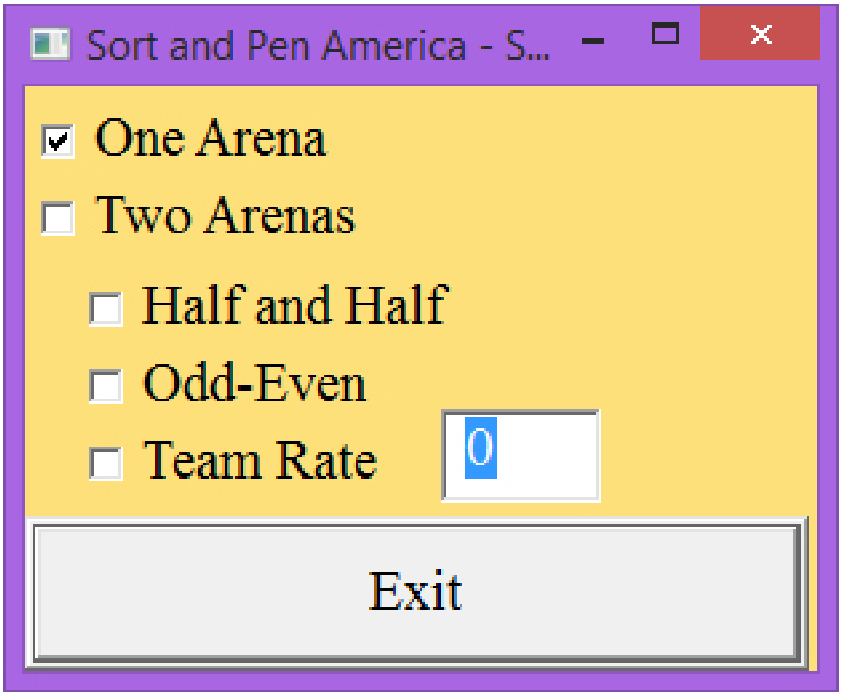
Sort & Pen America Draw/Event Monitor

Select Draw Event	Select Standings Event	
Draw Monitor for All Ratings Handicap	Current Advancers to Round 2: All Ratings Handicap	
20. 59 Joe Smith and Gene Adams	10 - 47.000	1st - 9. Jane Smith and Max Doe
21. 84 Max Smith and John Jones	10 - 51.000	2nd - 13. Charlie Adams and Max Adams
22. 56 John Black and Max Doe	10 - 58.000	3rd - 19. Joe Jones and John Adams
23. 65 Charlie Adams and Bill Jones	9 - 36.000	4th - 16. Bill Black and Rose Roe
24. 268 Judy Smith and Judy Jones	9 - 41.000	5th - 12. Rose Smith and Max Jones
25. 67 Gene Jones and Jane Jones	9 - 46.000	6th - 8. Joe Jones and Gene Adams
26. 66 Bill Smith and Max Adams	8 - 31.000	7th - 18. Jane Adams and Kristin Adams
27. 68 Gene Smith and Kristin Jones	8 - 39.000	8th - 7. Joe Smith and John Jones
28. 55 John Smith and Kristin Smith	8 - 47.000	9th - 15. Charlie Smith and Bill Smith
29. 72 Jane Jones and Kristin Adams	8 - 47.000	9th - 11. Gene Smith and Judy Smith
30. 52 Rose Jones and Gene Smith	8 - 50.000	11th - 17. Gene Black and Jane Black
31. 53 John Smith and Max Jones	7 - 29.000	12th - 6. John Adams and John Smith
32. 75 Rose Jones and John Smith	7 - 31.000	13th - 14. Rose Jones and Judy Jones
33. 169 Max Jones and Kristin Smith	7 - 42.000	14th - 10. John Black and Max Smith
	Exit	

Splitting the Draw into Two Arenas

Note: You can also run 2 pens for a single event with two timers. See the "Use Two Timers for a Single Event" option.

When you click on "Split Draw into Two Arenas", You will see a screen like this:



One Arena: If checked, this draw is configured for a single arena.

Two Arenas: If checked, this draw is configured for two arenas, using the criteria below.

Half and Half: If checked, this draw is configured for two arenas, dividing the draw evenly. For example, if there are 100 teams, the first 50 teams will run in Arena 1, and the second 50 teams will run in Arena 2.

Odd-Even: If checked, this draw is configured for two arenas, dividing the draw based on draw numbers. Odd numbered teams will run in Arena 1 and Even numbered teams will run in Arena 2.

Team Rate: If checked, this draw is configured for two arenas, dividing the draw based on the team ratings. For example, if you specified a rating of 7, all teams rated 7 or below would run in Arena 1 and all teams rated greater than 7 would run in Arena 2.

FarmTek Timers, Horn Adjustments and Display Board

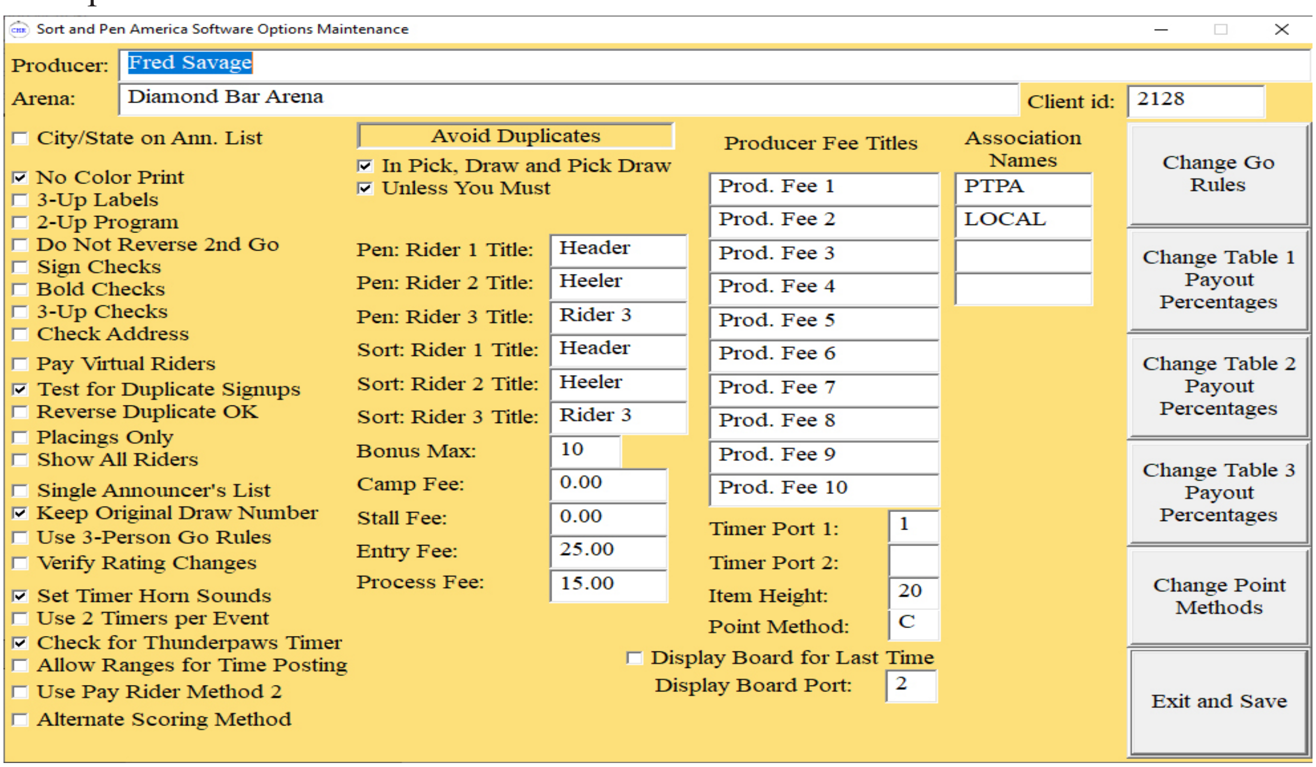
A desirable feature of running handicapped events is the ability to adjust the timer horn sounds for each team. They can be different because of handicap adjustments. For example, one team may have 69 seconds to sort and the warning horn should go off at 39 seconds. Another team might have 62 seconds to sort and a warning horn should be sounded at 32 seconds. It is impractical to try to reset the timer horn setting manually for each team, but this software can do it for you. See Appendix A for the basic setup.

Prerequisites for Horn Adjustments:

1. You must obtain the special Bi-directional PC Cable from FarmTek. It has two leads, one connects to the “Input” jack on the FarmTek console, the other connects to the “Output” jack. The cable that connects to the Output jack is labeled with an “O” for Output. The cable which connects to the Input jack is not marked. If the label on the output cable is missing, you will be able to determine which cable is which later in these instructions.

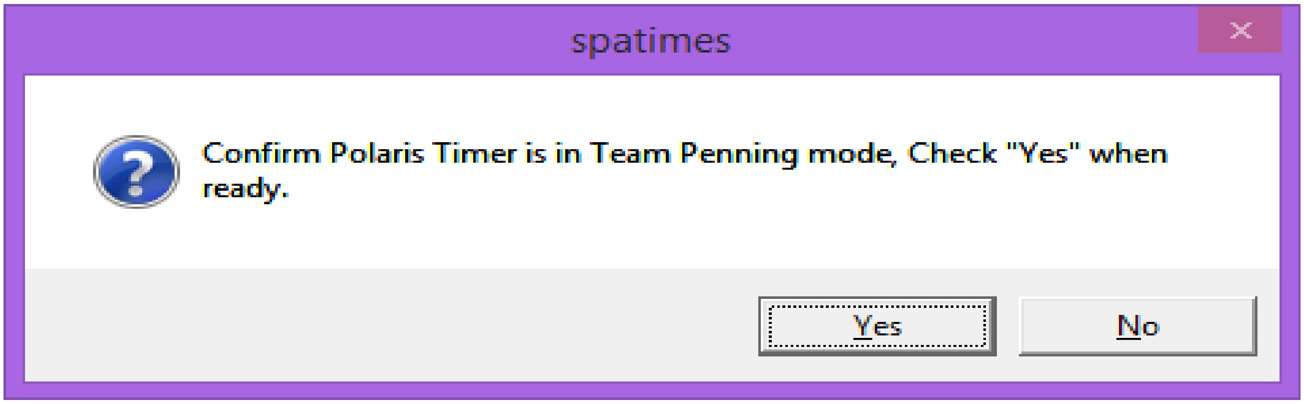
2. Your FarmTek Polaris console may need to be updated with new software. Contact FarmTek to make these arrangements.

3. You must check “Set Timer Horn Times” in the SPA “Options Settings”. See example below:

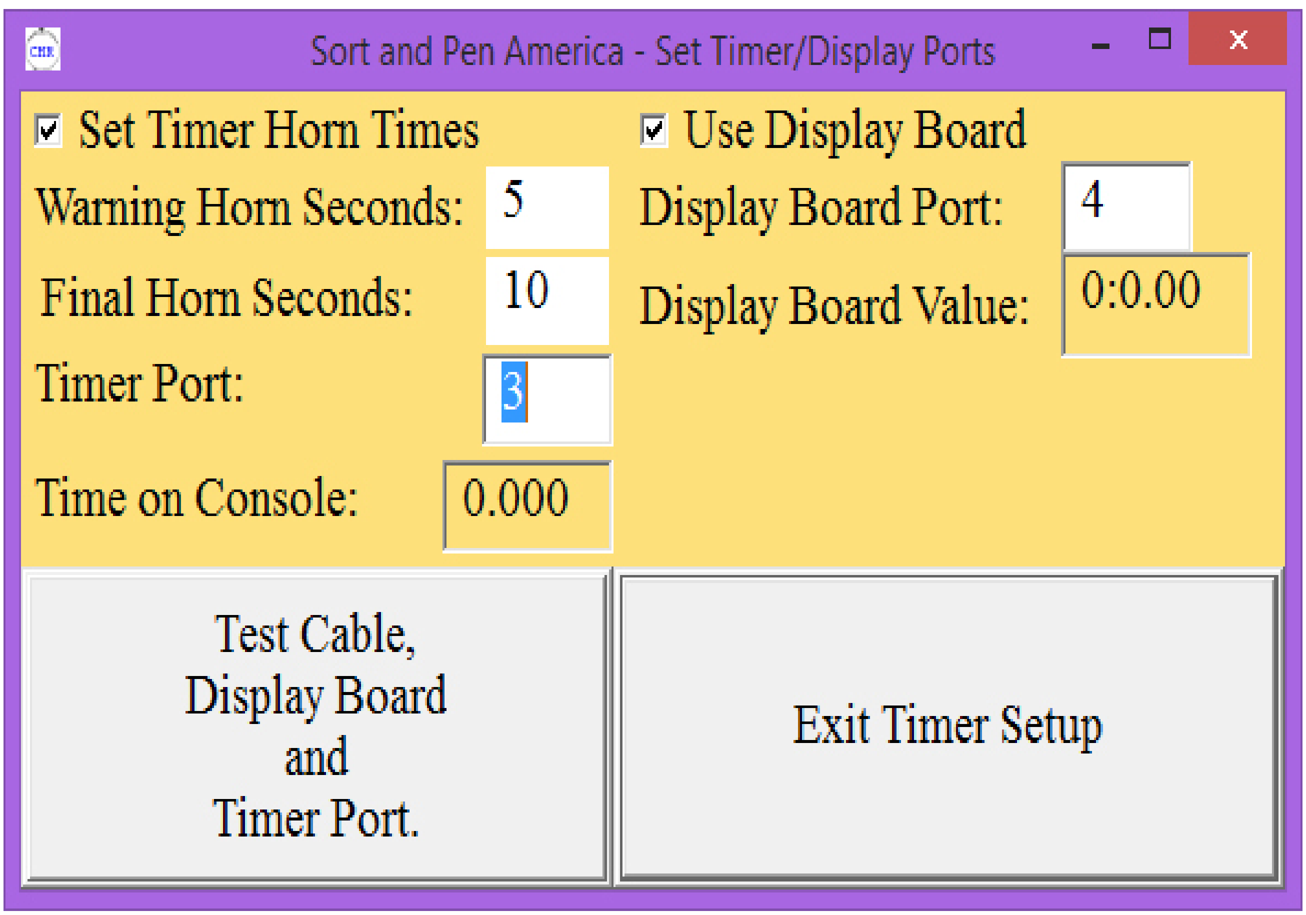


Once the following test is successful, each team will have their horn times adjusted so that the warning horn will sound 30 seconds prior to their time expiring and the final horn will sound when their time has expired.

When you are ready to run a event, click on “Post Times from Timer” in the main menu. The first thing you will see is a screen like this:



Confirm that the timer is set up correctly and the cables are plugged in, then click “Yes”. If you are using the optional Display Board, fill in the Display Board Port number and it will be tested at the same time. The next thing you will see is a screen like this:



Timer Port: is the port the timer will use on this computer. See the FarmTek Timer Setup section for instructions on how to determine the port number.

Display Board Port: is the port the Display Board will use on this computer. See the FarmTek Timer Setup section for instructions on how to determine the port number.

Use Display Board: If checked, the following test will also test the ability to use the display board.

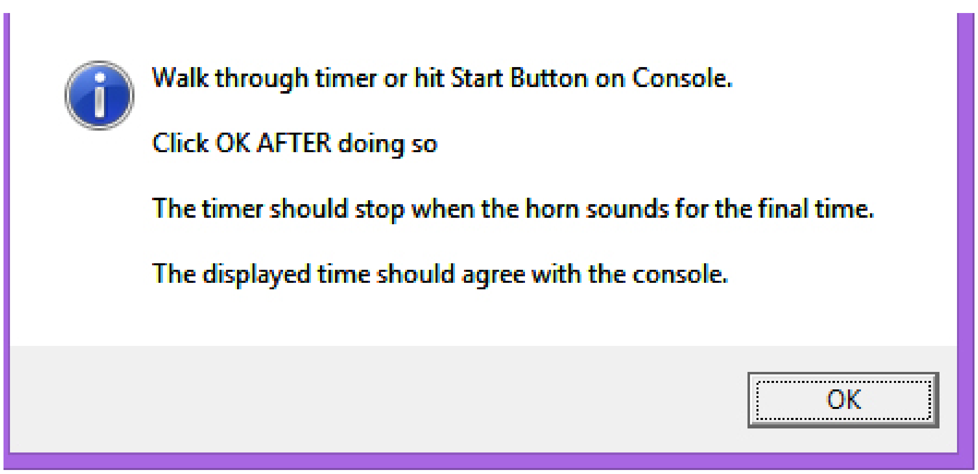
Set Timer Horn Times: If checked, the following test will also test the ability to sound the horn at appropriate times.

Warning Horn Seconds: is the number of seconds before the Final horn sounds that the Warning horn will sound. For this test, it is set at 5 seconds, but you may change it if you wish. It cannot be a greater value than the Final Horn Seconds value.

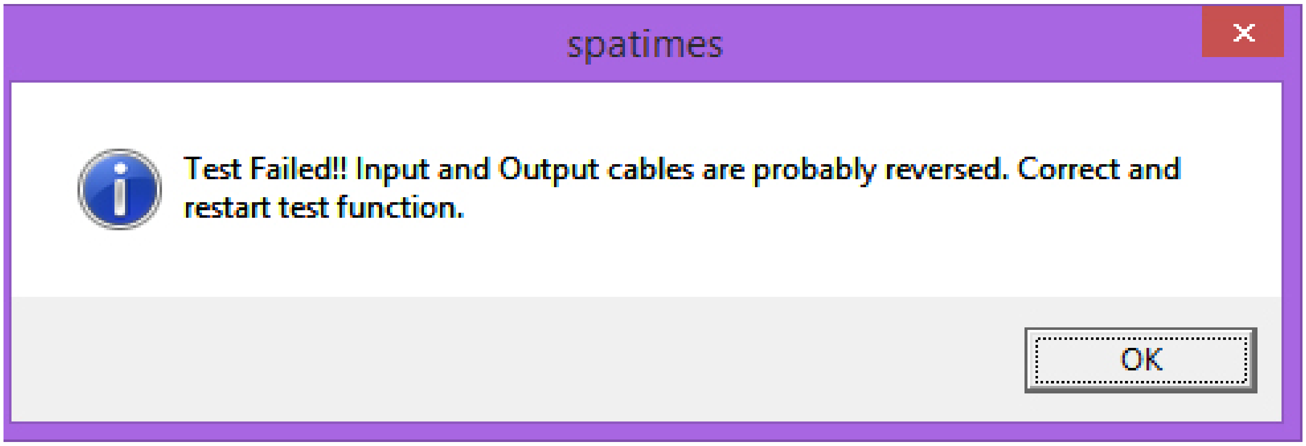
Final Horn Seconds: is the number of seconds before the Final horn sounds. This is the time allowed for the sorting. In this test, the Final horn will sound after 10 seconds has elapsed. You may change this value if you wish, but it must be greater than the Warning Horn Seconds value.

Time on Console: When the test has completed successfully, this value will agree with the time on the FarmTek console.

Once all values are set correctly, click on "Test Cable and Timer Port". The next thing you will see is a screen like this:



Follow the instructions. As soon as the timer has started, click "OK". If the test is successful, when the "Final Horn Time" has elapsed, the time on the screen will be updated to agree with the display on the console. If the test was not successful, you will see the following message:



The usual cause for this message is that the input and output cables to the console are reversed. Swap the cables and run the test again. FarmTek recommends turning the timer off before unplugging the cables, so you should do that, then restart the test. Once the test is successful, mark the cables with tape or something similar so you know the correct sequence in the future.

If you are not using the Bi-directional PC Cable, you will still be able to test the timer connections and the Display Board. The part about setting the horn times will not be available, and the displayed instructions are slightly different. You'll need to start and stop the timer yourself, but the final time should still appear on the display if the test is successful.

A successful test of the Display Board will result in a display of 0:0.00

Note: The interface to the timer horn operates in whole seconds. If a team's handicap is a fractional number (like 7.5), only the whole number will be used (7). The most the horn will be off in that case is the fractional amount.

Hints and Tips

Q. I have a lot of riders on my database or in my show. When I get the drop-down list of riders, it takes a while to scroll to the right one. Is there an easier way to do this?

A. Yes. When you have that screen, there is a box that says “Search for”. Type the first letter of the rider’s last name and the list will be positioned to the first entry that matches that letter, and you can do a short scroll from there. If the list is still too long, type the second character of the last name, etc., until you get close to the entry, then double click or highlight it and click “Select”.

Q. I’m running a 3 day show (Saturday, Sunday and Monday) with #10, #13, and All Rating Handicap events on each day. Do I have to define 3 shows and sign the riders up 3 different times (once for each day)?

A. No. Because there are 40 available events, you can set up event names like this:

#10 Saturday, #10 Sunday, #10 Monday.
#13 Saturday, #13 Sunday, #13 Monday.
All Handicap Saturday, All Handicap Sunday, All Handicap Monday.

This totals 9 events. Since 40 events are available, you can do it all as one show, and there’s still lots of room for other events.

Q. I did my draw, then 10 more riders showed up and wanted to enter the event. I’ve already published the draw and can’t change it. Now what?

A. The software will continue to let you sign up riders for the “pick” side of the event, but not the “draw” side. If, on the other hand, you’ve decided to reopen entries and will completely re-do the draw, use the “Change Event” menu to turn off the “Draw Done” flag, and you can then sign up riders for both the “pick” and “draw” sides. When you’re ready, do the “Draw Ride Order” function. The actual procedure for adding riders to the draw is:

1. Choose “Team Signup” from the Main Menu.

2. Enter the team(s) as you normally would. Then choose “Exit Show Signup”.

3. Now choose “Add to Existing Draw” on the left side of the Main Menu. A report will be produced that will say something like “3 teams added, # teams total”. The team(s) you added will now appear at the end of the draw for the event.

Q. I'm running a 3-day show on Labor Day Weekend. I have all of my draws done, and would like to post them to my web page so people can look up where they are in the draw for each event. Also, when the show is over, I want to get the results to my web page as soon as possible. What do you suggest?

A. For the draw, use "Administrative Functions" and click on the "Draw Results to Web" button. It will create a file called **Draw_results.html**, which contains all of your draws. Send this file to your web page and set up a link, and you're done. After the show is over, you'll want to get your results out there. Use "Administrative Functions" and click on the "Show Results to Web" button. It will create a file called **Show_results.html**, which contains all of your event results. Send this file to your web page and set up a link, and you're done.

Q. I've done my draw and got some Virtual riders. How do I replace them with real people?

A. Follow this procedure:

1. From the Main Menu, select "Update Team After Draw" on the left of the screen.

2. Choose "Select Team to Update".

3. Scroll through the teams to find the team with the Virtual Rider that you want to replace. Highlight that team and choose "select".

4. Then choose "Replace (role) on this Team", whichever position the Virtual Rider is in. A list of all the people who are in the event will appear. Highlight the person with whom you want to replace the Virtual Rider and choose "Select".

Note: If the person with whom you want to replace the Virtual Rider has not entered in this event yet, he/she will not appear in the list of people. To put that person in the show, exit back to the Main Menu. Choose "Rider Signup". Choose "Sign Up A Rider". Don't add a partner or designate number of draw teams for this person. Choose "Exit Show Signup". (In this case, the rider will only have the 1 ride-as replacement for the Virtual Rider. The rider will not get a second ride on a draw team.) Then go back to #1 above and follow instructions.

5. The updated team will show on the screen. Choose "Exit Team Update".

Q. I understand that this software will write my checks for me, but I still lose a lot of time getting them signed. Any way around that?

A. Yes. If you supply a file called “signature.bmp”, and replace the default one in the installation folder, you can set in your options that you want the checks signed when they’re printed. The software will automatically add the signature to the checks, so that they’re ready to pass out as soon as they come off the printer.

Q. What happens with ties?

A. Let’s say that two teams had exactly the same rounds, time and cattle, and it was the fastest time of the event. In that case, the money for 1st and 2nd is combined, and then split equally between those two teams. Then 2nd place is skipped and the next fastest team would be placed 3rd.

Q. I need to delete a team before I do the draw. How do I do that?

A. Follow this procedure:

1. Choose “Team Signup” from the Main Menu.

2. Choose “Delete a Team”. Scroll through the teams to find the correct team to delete. Highlight that team and choose “Select”.

3. The team will appear on the screen and the software will ask you to verify you want to delete that team. Click “Yes” and the team will be deleted.

4. Choose “Exit Team Signup”.

Q. I’ve done the draw, and now I need to delete a team. How do I do that?

A. Follow this procedure:

1. From the Main Menu, select “Update Team After Draw” on the right of the screen.

2. Choose “Select Team to Update”.

3. Scroll through the teams to find the team that you want to “scratch”. Highlight that team and choose “select”.

4. Then choose "Scratch this Team with NO Refund" or "Scratch this Team with Refund" (When "NO Refund" is chosen, that team's fees will be included in the calculation of the payback. When "Refund" is chosen, those riders will not be charged for that particular team, and the # of teams in the payback calculation will exclude this team).

5. Choose "Exit Team Update".

Q. I need to adjust my horn sounds for each team because of different handicaps. It is way too labor intensive to do it on the console for every team, so I wind up not using the horn. The riders don't like this. What can I do?

A. With a Bi-directional PC Cable and an updated Polaris console from FarmTek, the software can adjust the horn times for you. See the section on FarmTek Timers and Horn Adjustments.

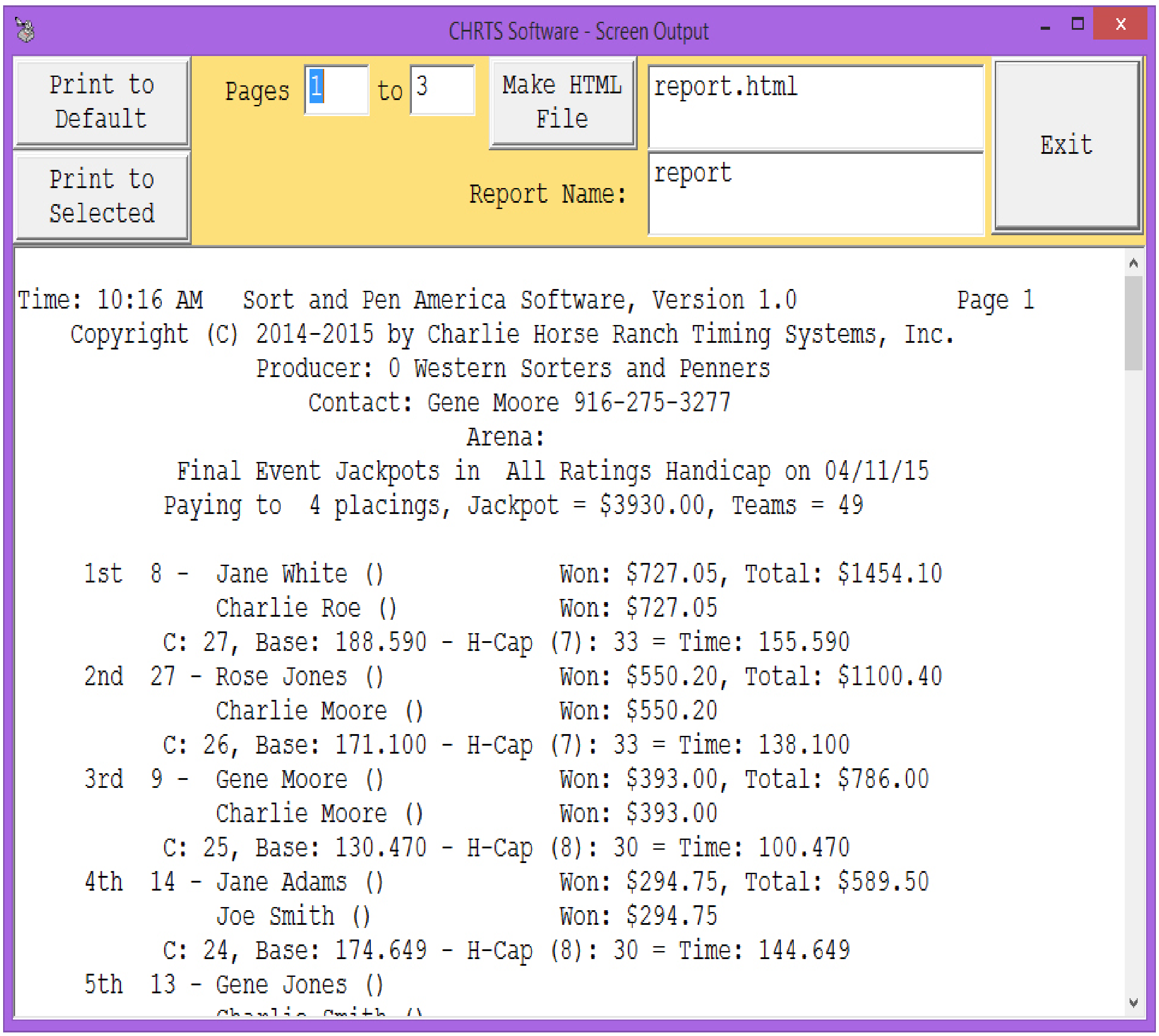
Q. This software looks pretty good. What other software do I need to buy to support the databases and/or spreadsheets?

A. None. This software is completely self-contained and no other supporting software is needed.

Internet Reporting

Many show producers would like to post their show results on their web site. This software makes it easy to do. Simply select the “Make HTML file” button on any report, and it will create an HTML file of that report. All you need to do is FTP the file(s) to your site, and set up links to each report. Assuming you named the file **open.html**, a sample report is shown below, and a typical link would look like this: *<P>Results for All Ratings Handicap in the June 23rd show. <B><FONT COLOR=blue><A HREF=”./open.html” TARGET=”report” >SPA</FONT></B></A>
*

If you ran more than one event, a better way to do it is to use “Administrative Functions” and select the “Show Results to Web” function. It puts all events in a single HTML file so you only have one file to put on your web site. The report looks like this:



Main Menu

When you start the system, you will see the Main Menu. After that, you select the various functions to define and run your show. See the following pages for the description of each button.

1. Show Setup: Use this button to set up the show you are about to run, setting the show date, selecting the events, event formats, team and rider caps, and any added jackpot money.

2. Rider Signup (This Event): Use this button to sign up riders and any draw preferences in the current event.

3. Team Signup (This Event): Use this button to sign up teams and draw preferences at the same time for the current event.

4. Show Statistics: Use this button to get a quick count of how many riders and teams are signed up in each event, as well as a count of riders who have declared for specific roles.

5. Draw Ride Order: Use this button to draw the ride order for the current event. The draw can be printed when needed using the “Print Current Draw” button, the “Print Alphabetic Draw” button, or the “Announcer’s List” button.

6. Change Go Rules: Use this button after the draw to make changes to the number of gos and/or the number of teams that will be advanced to each go..

7. Add to Existing Draw: Use this button to add new teams to the end of the existing draw. Only “pick” teams are allowed.

8. Split Draw into Two Arenas: Use this button to split the current draw into two arenas, each with their own announcer list.

9. Update Team After Draw: Use this button to make changes to a team after the draw. You can change the ride order, replace any rider or scratch a team.

10. Print Current Draw: Use this button to print the draw for the current event. It creates a report in run order so that riders may easily look up their draw positions.

11. Print Alphabetic Draw: Use this button to print the draw for the current event. It creates a report in alphabetical order by rider and partners so that riders may easily look up their draw positions.

12. Announcer’s List: Use this button to print the run order for the first round of the current event. This report is formatted for the Announcer and Scorer.

13. Export Draw: Use this button to create a file called “Announce.csv”. It is a comma-delimited file suitable for importing into database and spreadsheet programs, so you can format the announcer’s list according to your own tastes.

14. Create External Drive: Use this button to create a flash drive to be used for the “External Posting” method on another computer. This flash drive is taken to the other computer and restored to the hard drive. When the event is complete, that computer creates a flash drive that is merged back into the show file on this computer (See “Restore External Drive”).

15. Restore External Drive: Use this button to merge the drive from the “External Posting” method on another computer into this computer.

16. Show Program: Use this button to create a Show Program, which lists all of the events, and all of the riders in each event in Draw Order. It assumes that you have pre-entered all of the riders and done the draw for each event. The Show Program is useful for handing out to spectators to let them know the ride order of each event.

17. Post Times from Timer: Selecting this button starts running the event and allows the timer to feed the cow counts and times directly into the computer for each team. See “Direct Timer Input” for more detailed information.

18. Post Times Manually: Selecting this button starts running the event and allows the operator to type the times and cow counts into the computer for each team. See “Manual Input” for more detailed information.

19. Projected Payouts: Use this button to show the projected payouts for the current event, based on signups, added money, etc.

20. Interim Event Results: Use this button to create a report showing the current standings and current jackpot payouts for the current event. This is an intermediate report based on current conditions and times saved.

21. Final Event Results: Use this button to create a report showing the final winner’s list and jackpot payouts for the current event.

22. Check Processing: Use this button to print checks and/or the check register for the show.

23. Show High Point: Use this button to create a show high point report for all events in the “Open”, “Youth” or “Masters” category.

24. YTD High Point: Use this button to create a year-to-date high point report for all events in the "Open", "Youth" or "Masters" category.

25. Financial Report: Use this button to create a report showing income and outgo for this show. Optionally, it can break out income/expense by event.

26. Rider Reports: Use this button to create a individual rider reports showing the times and winnings with each partner in each event and each round.

27. Rider Financials: Use this button to update and create individual rider invoices showing the amount owed or earned by each rider.

28. Options Settings: Use this button to define your organization's basic features that apply to all events.

29. Administrative Functions: Use this button to perform basic housekeeping, like making backups of show files.

30. Rider Database: Use this button to update the rider database.

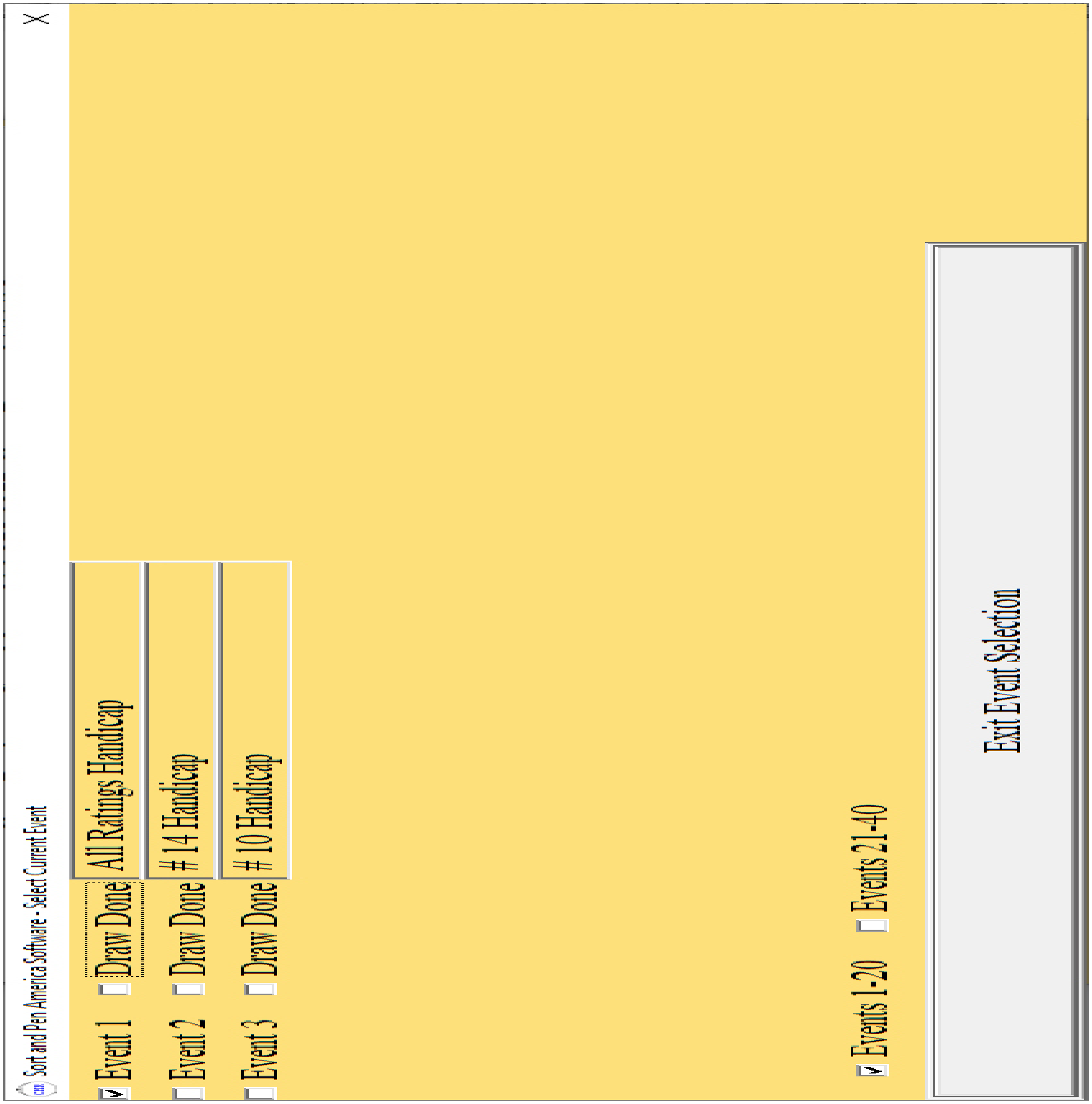
31. Change Event: Use this button to change the current event for all other reports. For example, if you have selected "#13 Handicap", all draws, signups, announcer's lists, winner and payout reports, and checks will be for the #13 Handicap event. See the next page for details.

32. License Key: Use this button to set your final license key which allows you to use this software. After it's set, this button will be greyed out.

33. Unlicense: Use this button to unlicense the software on this machine after moving the software to another machine. **Do NOT use unless instructed to do so. You will be locked out of the software.**

Changing the Current Event

This is where you set the current event and/or have the option to open the event back up after a faulty or unsatisfactory draw. The screen looks like this:

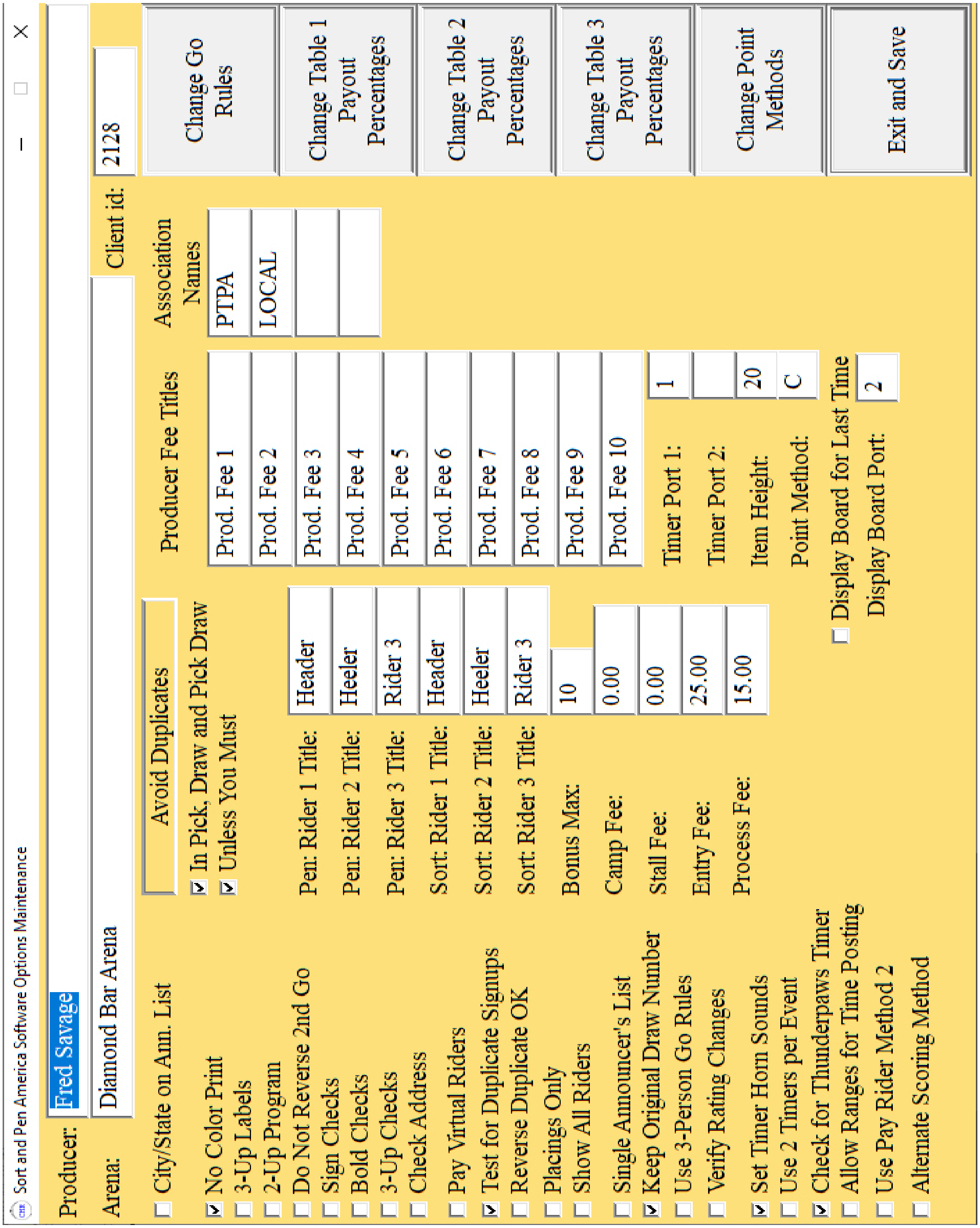


Select: Checking this box makes that event the current one. All draws, signups, time posting and reports will be for that event.

Draw Done: If checked, it means the draw has already been done for this event and you are ready to post times. Additional signups are for "Pick Only" and no draws are available. Unchecking this box signifies that you will be redrawing the event and that it's OK to sign up new riders in both picks and draws.

Options Settings

This is where you set some basic controls and jackpot payout rules. The screen looks like this:



Timer Port (1 or 2): If you are using the direct timer input option, this is the COMM port on your computer where the FarmTek timer cable is plugged in. See Appendix A for details on setting this up. You also have an opportunity override it when you start the timing function. If you are using the "Use 2 Timers Per Event" option, you can define two timer ports.

Check for ThunderPaws Timer. If you are using the direct timer input option, this means you also want the time posting functions to ask if the timer is a ThunderPaws timer. There are slight internal processing differences between FarmTek and ThunderPaws timers.

Use 2 Timers per Event: If you are using the direct timer input option, this means you are using two pens and two timers for a single event. The software will automatically alternate between the two timers. The timers can be mixed, one FarmTek and one ThunderPaws.

Set Timer Horn Times: If you are using the direct timer input option, his means you also want the software to set the horn times for each team. See Farmtek Timers and Horn Adjustments for details. Not available with a ThunderPaws timer.

Producer: The name of your organization. This name will show on all screens and reports, giving you a chance to advertise your group.

Arena: The name of your arena. This name will show on all screens and reports, giving you a chance to advertise your arena.

3-Up Checks: If selected, this means that check printing is in a "3-up" format. If not selected, check printing is in a "1-up (voucher)" format.

Sign Checks: If selected, this means that check printing will include adding your signature when printing checks. You must have installed a file called "**signature.bmp**" containing your signature.

Bold Checks: If selected, this means that checks will be printed in a bold (darker) font.

No Color Print: If selected, this means that all reports will be printed in black and white, instead of using colors. Set this option if you are using a printer that doesn't support colors, or you may find some print lines are very light and hard to read.

Pay Virtual Riders: If selected, this means that Virtual Riders on a team are treated the same as other riders and can win award money. If not checked, Virtual Riders cannot win prize money. Instead, money they would have won is kept by the producer and will show as income on the financial report.

Placings Only: If selected, this means that when creating the placings report, those teams with no cattle will be eliminated from the report, making the report use fewer pages.

Single Announcer's List: If selected, this means that when creating the announcer's list, it will have places to write the times for each go for each team, except for the short go.

Change Table n Payout Percentages: Selecting this button will take you to a new screen, allowing you to change the payout percentages for one of the three payout tables. See "Change Payout Percentages".

Show All Riders: If checked, the results reports will show all riders, instead of just the ones who earned money. It also will do the same for the High Point report.

3-Up Labels: If selected, this means that mailing label printing is in a "3-up" format. If not selected, label printing is in a "2-up" format.

2-Up Program: If selected, this means that the Show Program report will be in an abbreviated 2-up format, instead of the normal single line format.

Check Address: If checked, this means that you want the rider's address printed on checks. That makes it easy to mail the check using a standard business #10 window envelope if the rider wasn't able to pick it up the day of the show.

Test for Duplicate Signups: If selected, this means the system will give you a warning if you attempt to sign up the same team in the same event more than once.

Avoid Duplicates (see below)

In Pick, Draw and Pick Draw: Refers to Avoid Duplicates above. If selected, this means the system will not create a team during the draw that already exists.

Unless You Must: Refers to Avoid Duplicates above. If selected, this means if the system has a choice of using a virtual rider or creating a duplicate team, the duplicate team is preferable.

Reverse Duplicate OK: This is an exception to the No Duplicate rule. If this is a 2 person per team event and if there are defined roles (like Gate and Sorter), it will not be considered a duplicate team if they reverse roles (Gate becomes Sorter and Sorter becomes Gate).

Keep Original Draw Number: If selected, if means that instead of assigning a new draw number for each round, closing up the gaps of eliminated ropers, the software will keep the draw number assigned at the first draw.

Point Method: Determines which method will be the default method used to allocate points. Valid Values are 1-5 if using one of the supplied point methods or 'C' if using the RSNC method of allocating points as enumerated in their rule book.

Producer Fee Titles: Up to 10 names of extra charge items may be set. These will show up in the Rider Financial reporting.

Change Go Rules: Selecting this button will take you to a screen that allows you to set rules for the number of gos and teams in each go, base on the total number of teams.

Use 3 Person Go Rules: Selecting this button means you want the go rules to be modified for 3-person teams.

Verify Rating Changes: If checked, any time a rating change is made during rider or team signup, the system will request confirmation that you intended to make the change.

Display Board for Last Time: Checking this box means you have an additional display board that is only used to display the last time posted while a new team is running. Do not check this box just for direct timer input, It's not the same.

Display Board Port: If you are using the "Display Board for Last Time" option, this is the COMM port on your computer where the Board's cable is plugged in. You also have an opportunity override it when you start the timing function.

Use Pay Rider Method 2: If checked, in any event that uses the "Pay Rider" method (including Round Robin events), the scoring method is modified. Instead of penalizing the rider 60 seconds for a "No Time" ride, "No Time" rides are ignored. The rider's final score is the number of cows penned or sorted and the actual time used to do so. The number of Rounds is ignored.

Allow Ranges for Time Posting: If checked, you can specify draw number ranges for the first round of time posting, allowing you to split the event into multiple arenas.

Association Names: Up to 4 names of Associations you sanction shows or classes with. These names will appear on Final Event Results reports for each class. The first name in the list is the default name. When signing up riders, the ratings for that association will be brought in from the rider database.

Sort: Rider x Title: For Sorting classes, the title on screens and reports to give to that rider (like Gate or Sorter). If you are using AnyRole classes (no assignments), unused.

Pen: Rider x Title: For Penning classes, the title on screens and reports to give to that rider. If you are using AnyRole classes (no assignments), unused.

Bonus Max: For Bonus Reports (like First Round Fastest), the maximum number of placings to show on the report.

Camp Fee: If applicable, the fee for camping.

Stall Fee: If applicable, the fee for a stall.

Process Fee: A fee charged to every rider for processing the entry.

Item Height: In some versions of Windows, lists to choose from can be "squished" so that they're difficult to read. This setting allows you to adjust the height of characters in those lists to make them legible. Generally, a value of 20 or 40 will resuilt in a legible list entry.

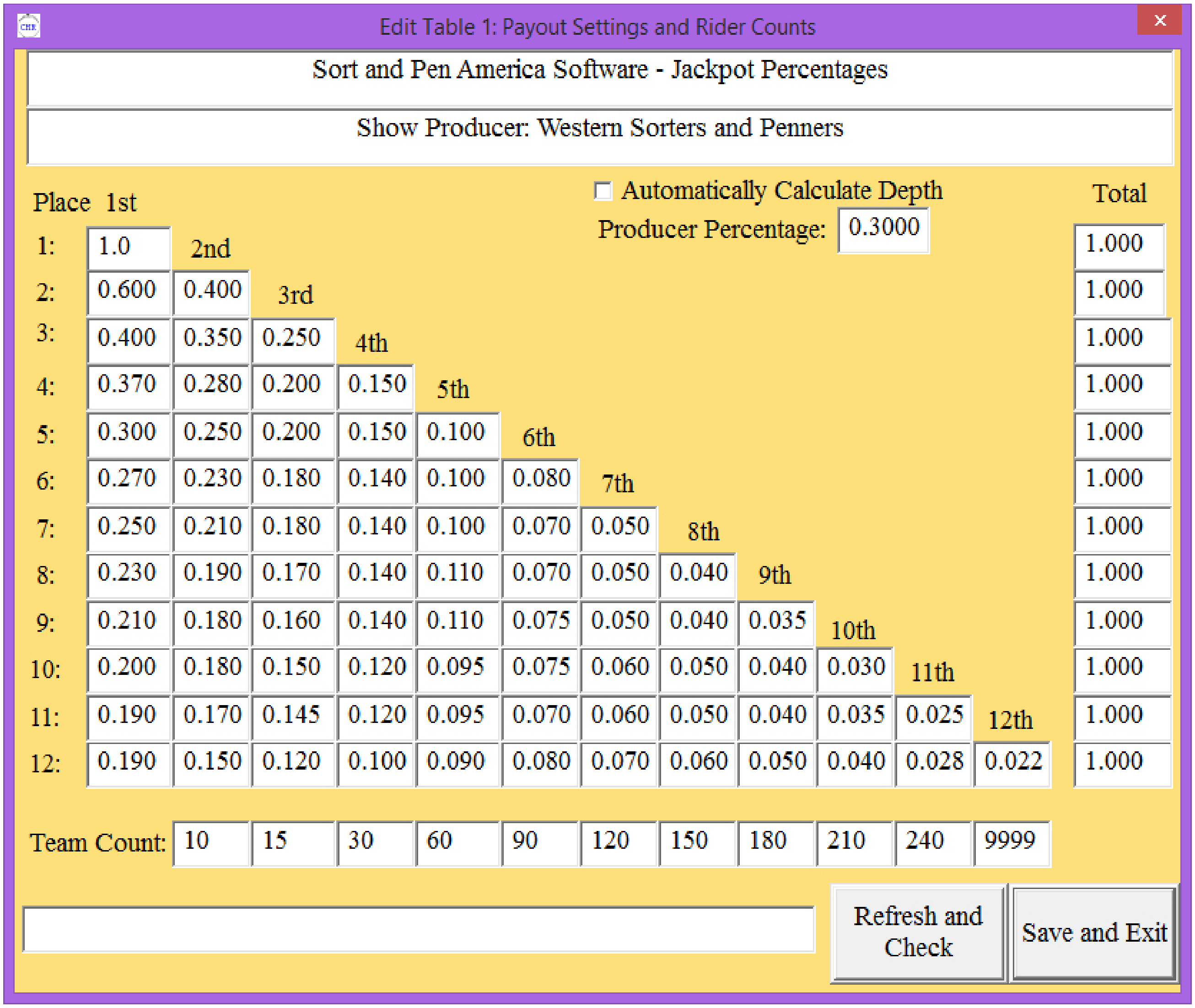
Change Point Methods: When clicked it will take you to a screen for modifying the standard point methods (1 to 5). The RSTPA and RSNC point methods cannot be modified.

Alternate Scoring Method: If checked, the NSCHA Alternate Scoring method will be used instead of the standard one. If not checked, the team that competes in the most rounds will place ahead of another team that was eliminated in an earlier round, regardless of the cow count or time. For the Alternate Scoring method, the team that has the highest cow count will place ahead of another team, regardless of the number of rounds or time.

City/State on Ann List: If checked, The announcer's list will have the city and state of each rider, if available.

Change Payout Percentages

This is where you change the payout percentages for each placing for one of the 3 payout tables. These tables are used for all payouts. The screen looks like this:



Place	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
1:	1.0												1.000
2:	0.600	0.400											1.000
3:	0.400	0.350	0.250										1.000
4:	0.370	0.280	0.200	0.150									1.000
5:	0.300	0.250	0.200	0.150	0.100								1.000
6:	0.270	0.230	0.180	0.140	0.100	0.080							1.000
7:	0.250	0.210	0.180	0.140	0.100	0.070	0.050						1.000
8:	0.230	0.190	0.170	0.140	0.110	0.070	0.050	0.040					1.000
9:	0.210	0.180	0.160	0.140	0.110	0.075	0.050	0.040	0.035				1.000
10:	0.200	0.180	0.150	0.120	0.095	0.075	0.060	0.050	0.040	0.030			1.000
11:	0.190	0.170	0.145	0.120	0.095	0.070	0.060	0.050	0.040	0.035	0.025		1.000
12:	0.190	0.150	0.120	0.100	0.090	0.080	0.070	0.060	0.050	0.040	0.028	0.022	1.000

Team Count:	10	15	30	60	90	120	150	180	210	240	9999

This allows you to set your own values for payouts. Be sure to use the "Refresh and Check" button to make sure your percentages add up to 100.

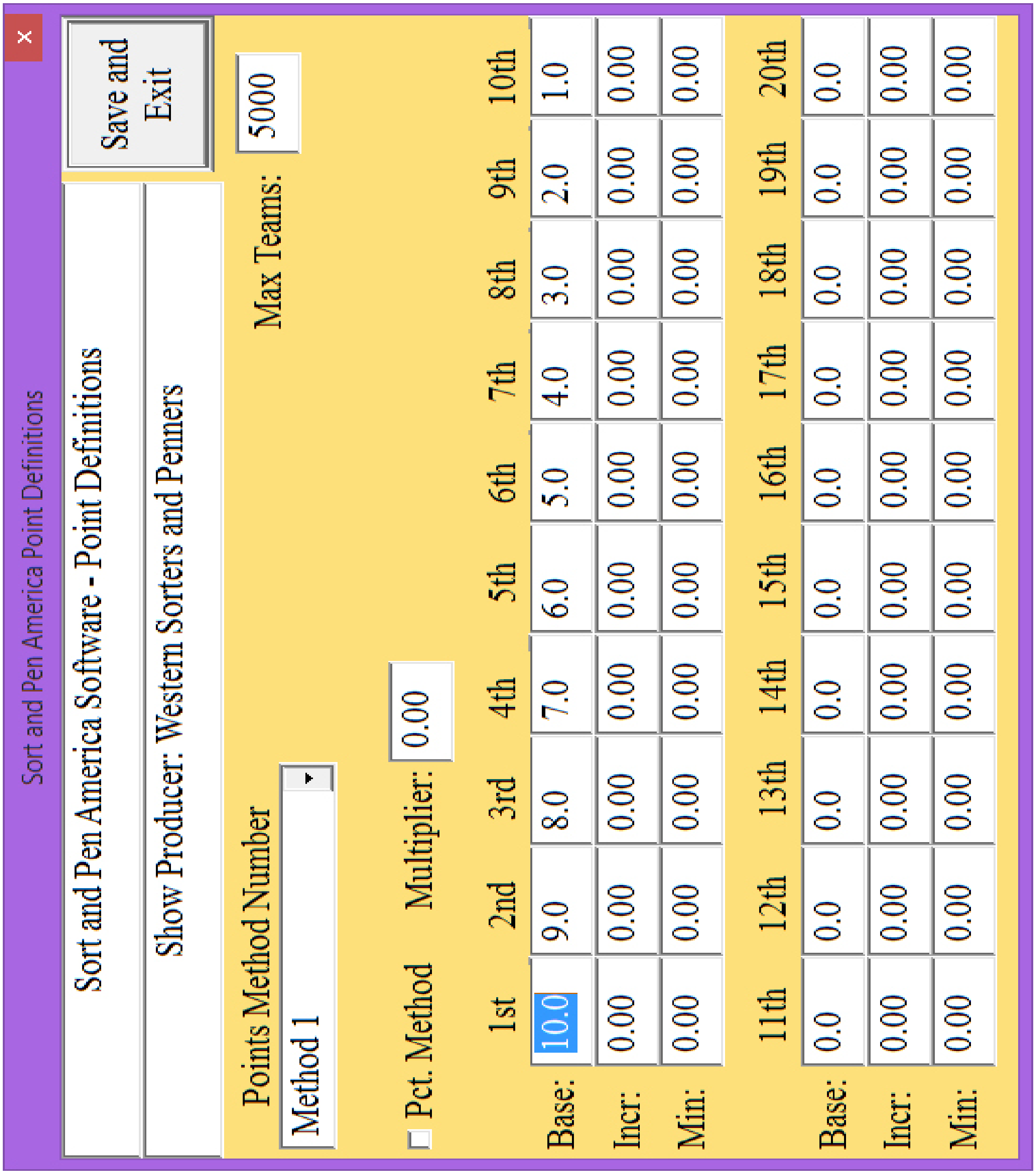
Producer Percentage: This is the percentage of the entry fees kept by the show producer. For example, if the producer was keeping 30%, and the entry fee was $100.00, the producer would get $30.00 and $70.00 would go into the jackpot pool.

Automatically Calculate Depth: If checked, the system will automatically calculate how many places to pay, based on entry fees, producer percentage, the number of riders and any added money. The last team to be paid will get at least their entry fee back.

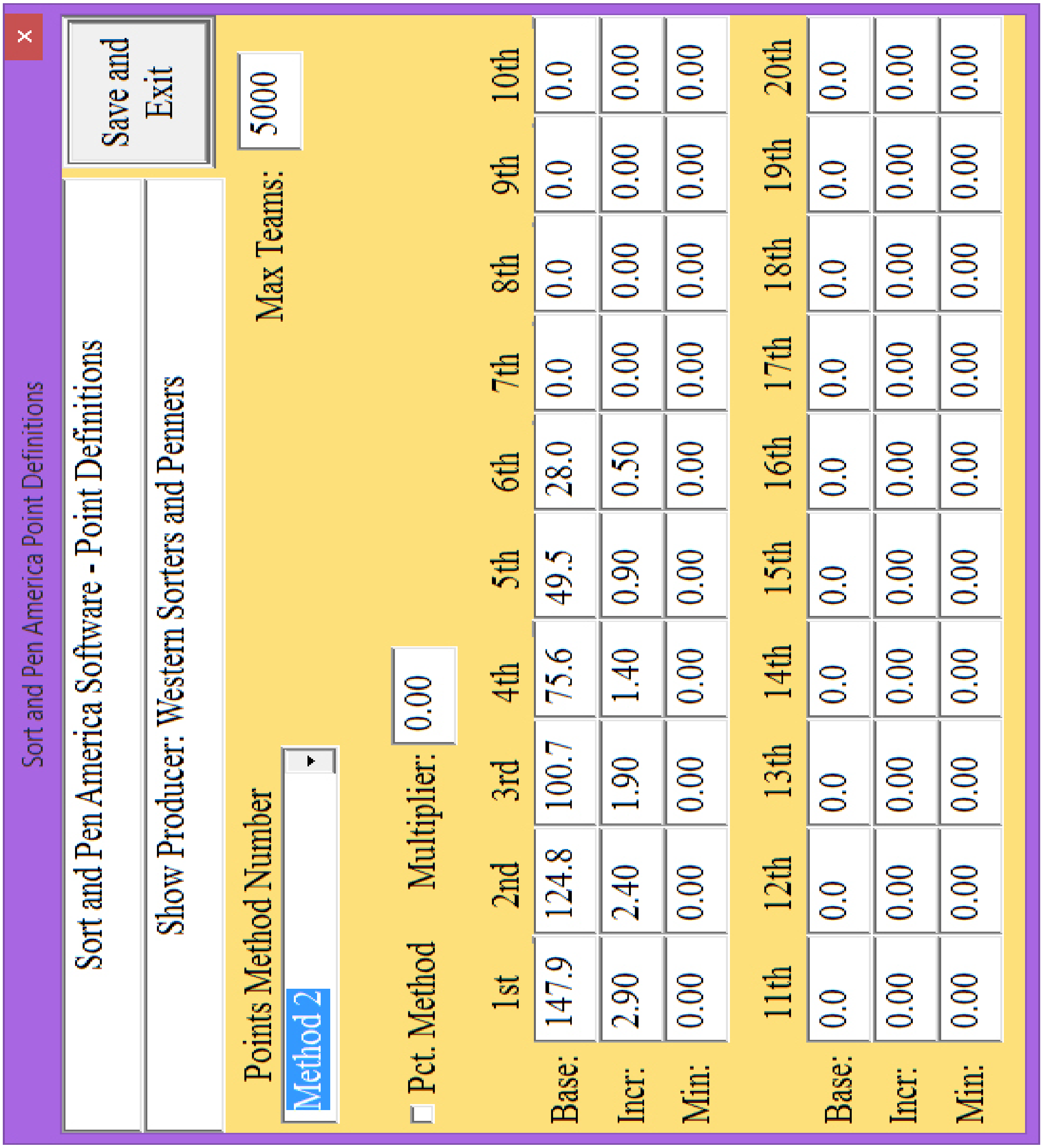
Team Count: This means that the following counts represent the number of teams in the event. This is the number of teams that will cause jackpots to be paid to multiple places if you are not using the automatic calculation. In the above example, if there are 20 or fewer teams, it will only pay to 1 place. If there are 21-40 teams, it will pay to 2 places. If there are 41-60 teams, it will pay to 3 places, etc. Note that the basis is the number of teams, not the number of riders. The payout pool will be calculated on the number of riders who paid into the event, but the number of places paid will be calculated based on the number of teams generated during the draw. This can vary, depending on draws per rider, etc. and if any Virtual Riders were used. For a Round Robin Event, the basis is the number of unique riders, not the number of teams.

Point Methods

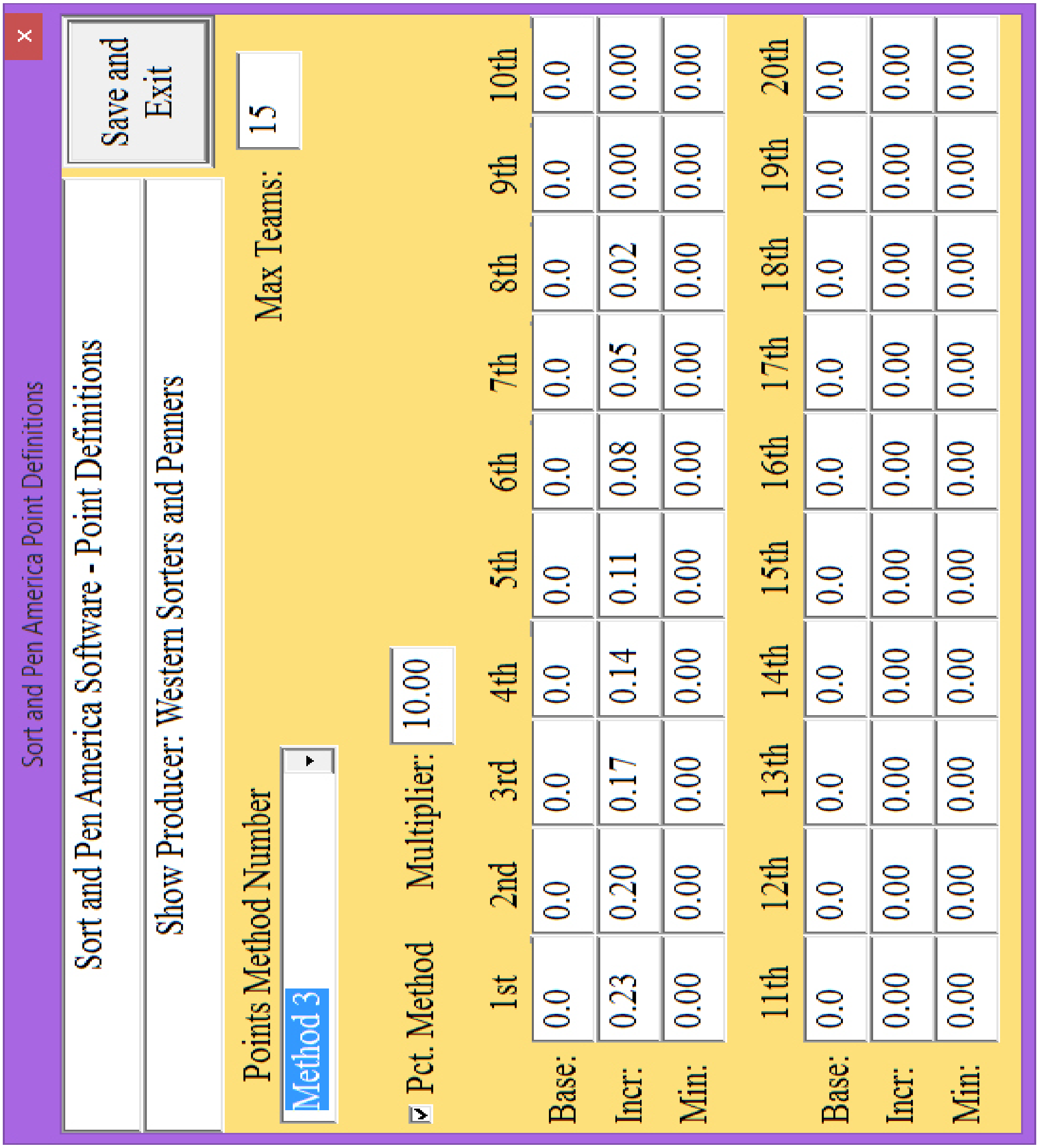
There are 5 point methods. When you click on "Change Point Methods" in the Options Setup Screen, you will see a where you can define the point structure used for each event. The screens looks like this:



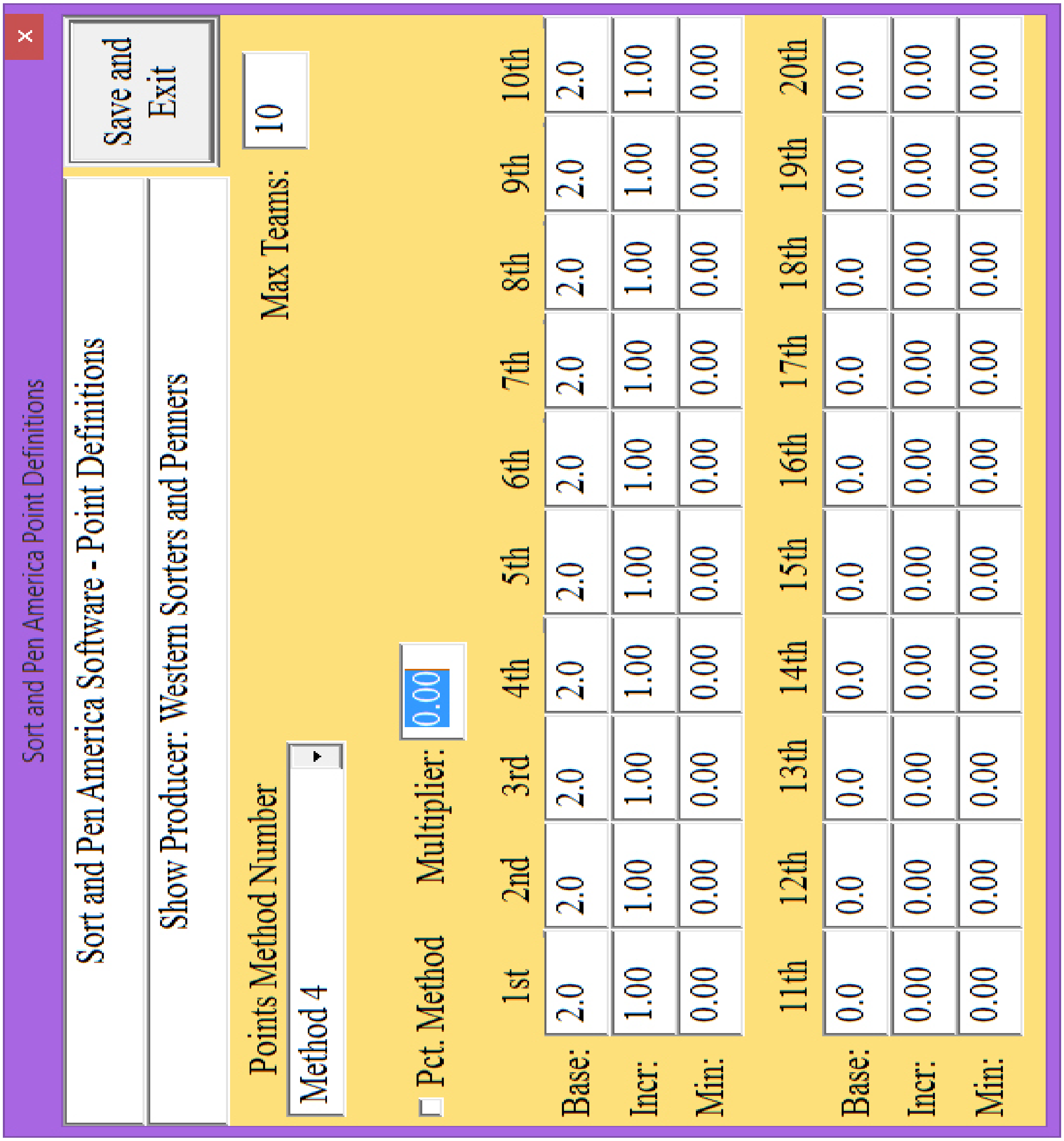
In this example (Method 1), we are using a "Flat Point" structure, where the same number of points are given regardless of the number of team in the event.



In this example (Method 2), we are using a “Graduated Point” structure, where there is a base number of points (the minimum) and an increment. The increment is applied based on the number of teams in the event, where the point total assigned is equal to the (base points + (the increment * the (number of teams in the event)). For example, if the #14 event had 32 teams, the first place team would get 237.8 points (147.9 + ((32 - 1) * 2.9 = 89.9) = 237.8). The 2nd place team would get 196.8 points (124.8 + ((32 - 2) * 2.4) = 72) = 196.8). This provides a LOT of flexibility in the way you assign points. It can be as simple or as complicated as you want it to be.



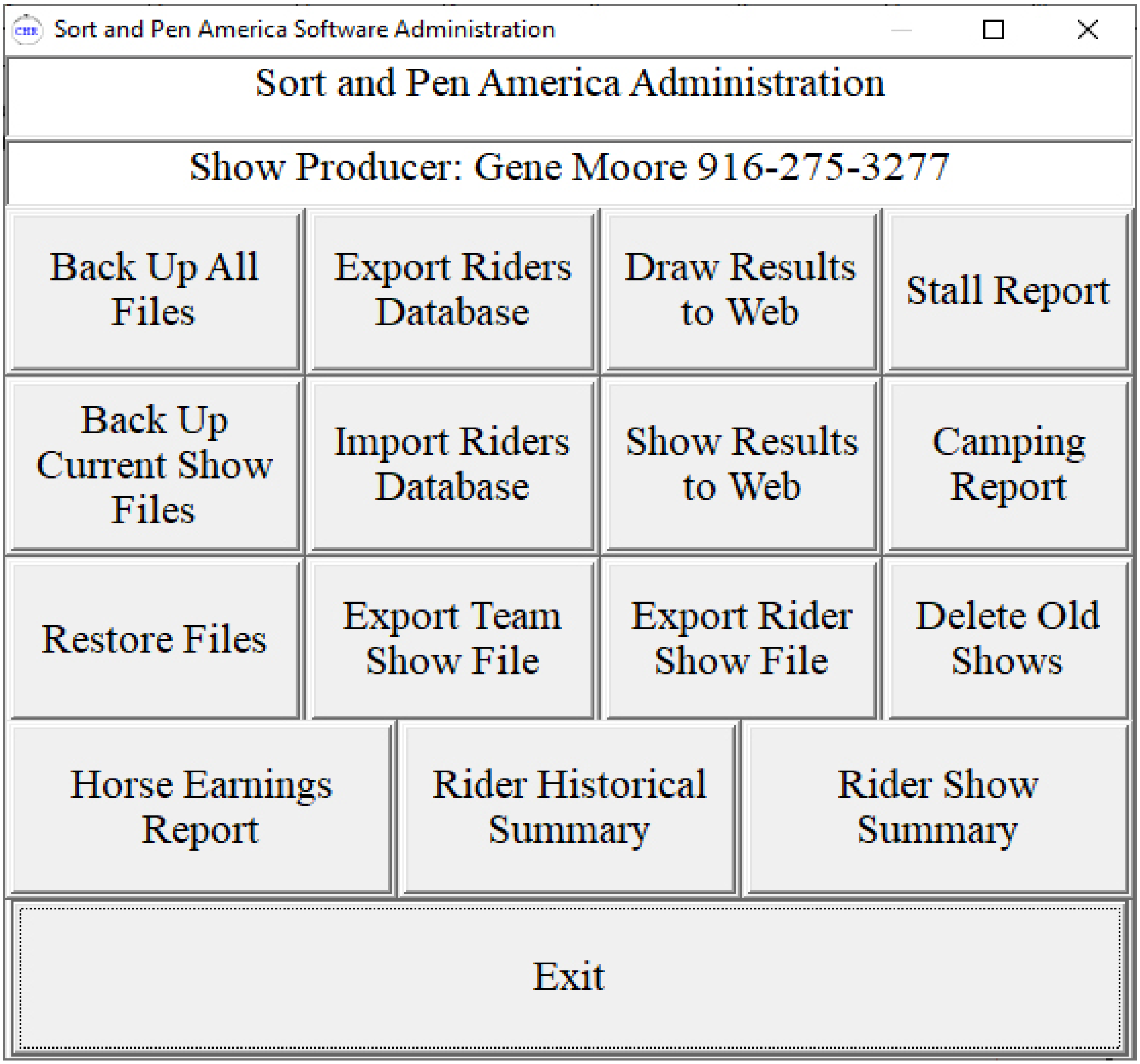
In this example (Method 3), we are using a "Calculated Point" structure, where the base number of points (the minimum) is calculated as (number of teams * multiplier). Note, "number of teams" is the actual number of teams who are in the event up to the Max Teams Value. Then each placing gets a percentage (incr) of the total points which is calculated at (base * incr). In this example, if there are 10 teams in the event, the base points is 100 (10 * 10). 1st place would get 23 points (100 * .23), 2nd place would get 20 points (100 * .20), 3rd place would get 17 points (100 * .17), etc., up to 8th place.



In this example (Method 4), we are also using a “Graduated Point” structure, where there is a base number of points (the minimum) and an increment. The increment is applied based on the number of teams in the event, where the point total assigned is equal to the (base points + (the increment * the number of teams in the event)). The difference here is that we will only consider up to 10 teams (Maximum Teams). Another way of saying it is that if there are 10 or more teams in the event, the first place team would get 11 points (2 + 10 - 1) = 11). The 2nd place team would get 10 points (2 + 10 - 2) = 10. The 3rd place team would get 9 points (2 + 10 - 3) = 9. This continues to the 10th place team who would get 2 points (2 + 10 - 10) = 2.

Administrative Functions

This is where you perform basic housekeeping functions, like backing up files and deleting old shows, as well as extracting data for local reporting. The screen looks like this:



Back Up All Files: Use this button to back up all show and administrative data to a flash drive.

Back Up Current Show Files: Use this button to back up the current show and administrative data to a flash drive.

Restore Files: Use this button to restore show and administrative data from a flash drive

Delete Old Shows: Use this button to delete old show files from the hard drive.

Show Results to Web: This function creates a file named **Show_results.html** in the current folder. This file is ready to be sent to your web site, and has the results for all of the events in the show.

Draw Results to Web: This function creates a file named **Draw_results.html** in the current folder. This file is ready to be sent to your web site, and has the draw for all of the events in the show.

Export Team Show File: This function creates a file in the current folder named **Tmmddyy_Team_CSV_FILE.csv** (where mmddyy is the date of the show). It is a comma-delimited file suitable for importing into many popular spreadsheet and database programs. It allows you to export show data and do your own local reporting.

Export Rider Show File: This function creates a file in the current folder named **Rmmddyy_Rider_CSV_FILE.csv** (where mmddyy is the date of the show). It is a comma-delimited file suitable for importing into many popular spreadsheet and database programs. It allows you to export rider data and do your own local reporting.

Export Riders Database: This function creates a file named Riders.csv in the current folder. It is a comma-delimited file suitable for importing into many popular spreadsheet and database programs. It allows you to export your roper database and do your own local reporting.

Import Riders Database: This function imports a file named Riders.csv in the current folder. It is a comma-delimited file that was created by the "Export Riders Database" function (above) and modified locally by you. The combination of the two allows you to make mass changes to your roper database (like updating ratings).

Camping Report: A report showing the riders who have paid for camp sites and (if supplied) the locations of the camp sites.

Stall Report: A report showing the riders who have paid for stalls and (if supplied) the locations of the stalls.

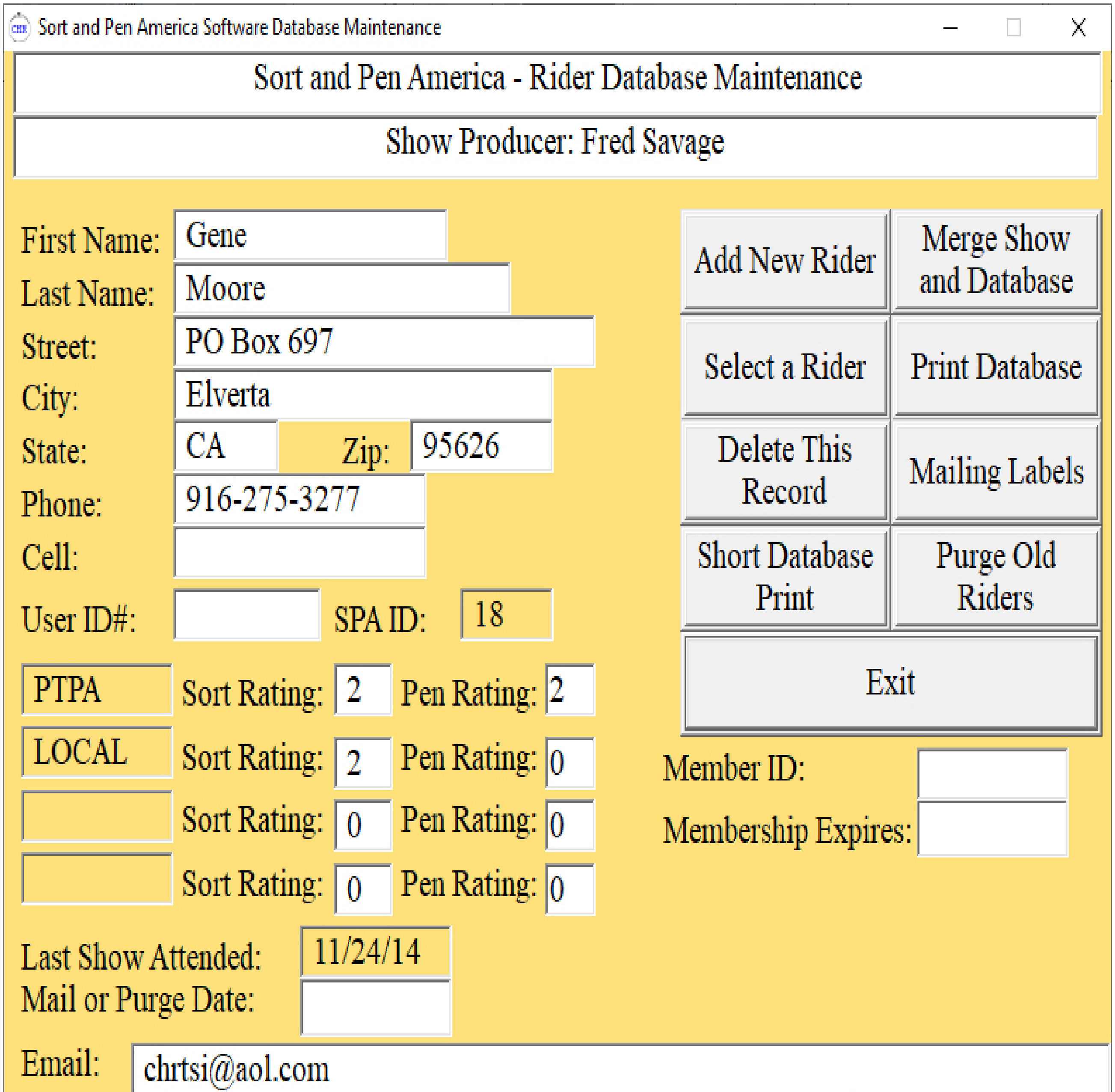
Horse Earnings Report: A report showing the money earned for any horse(s) identified on the Show Signup screen.

Rider Show Summary: An abbreviated report showing each rider and how they did in this show.

Rider Historical Summary: A report showing the number of teams the rider has been on for the reporting period and the amount of money they've won.

Rider Database

This is where you keep definitions of each rider. The screen looks like this:



Data Elements: The data elements (first name, last name, etc.) are self-explanatory.

Association: Sort Rating n Pen Rating n: For up to 4 associations, the sort and pen ratings used by that association for this rider.

Member ID: For local club memberships, the member id assigned to this rider.

Membership expires: For local club memberships, the date the membership for this rider expires.

Select a Rider: Select this button to get a screen of all riders on the database. When you highlight a rider in the list and double click or press "Select", that rider will appear on this screen.

Merge Show and Database: This function merges the current show into the riders database. Normally not needed, since the riders are automatically added when you sign them up for a show. It's here in case you need to recreate your rider database from old shows.

Add New Rider: Select this button to create a new entry on the database. It will assign a new rider number and present you with a screen to fill in. Once you have typed in the information, go on to the next activity. It will be saved automatically.

Delete This Record: Select this button to delete the current rider on the screen.

Print Database: Select this button to print a report showing all riders on the database.

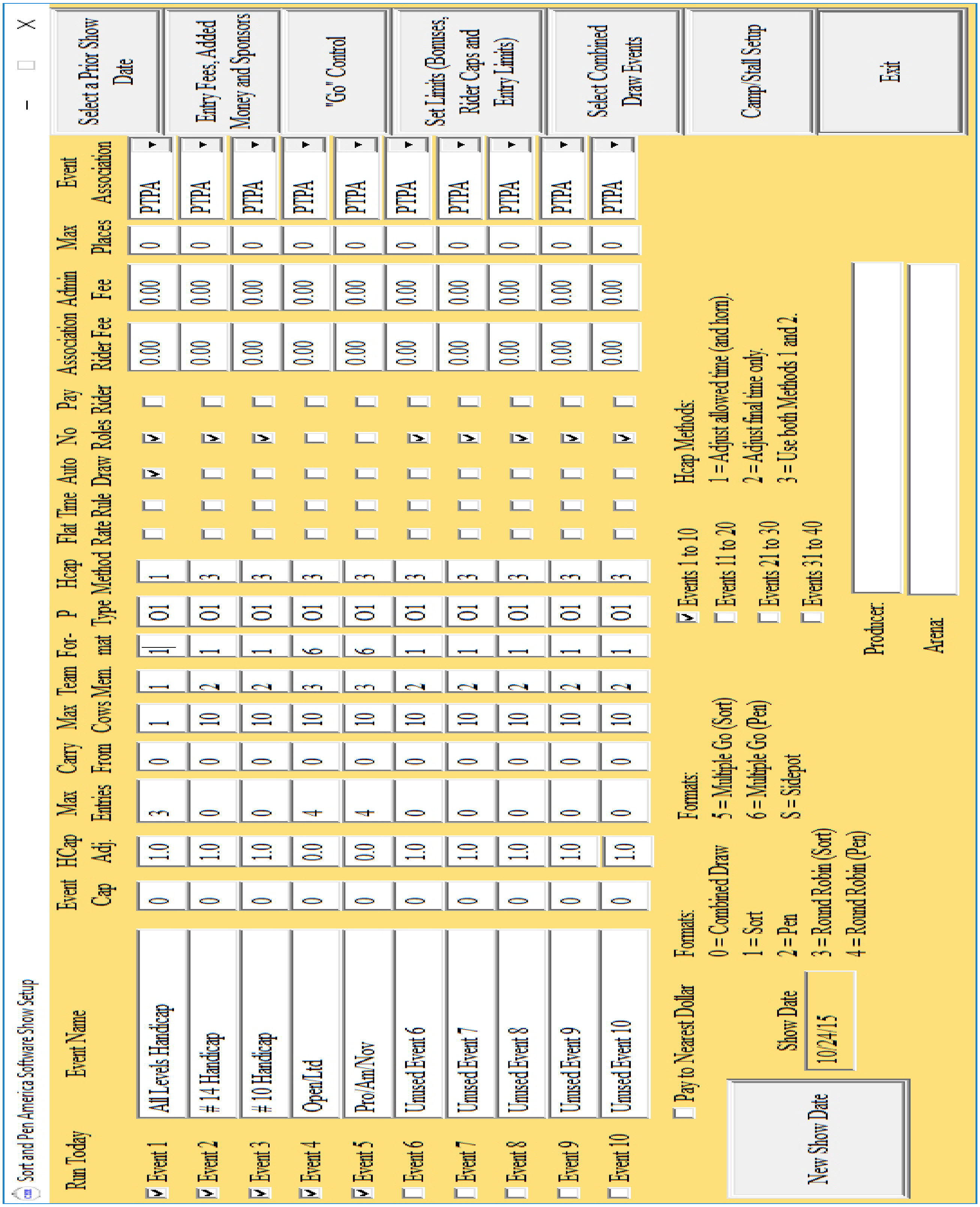
Short Database Print: Select this button to print a report showing all riders on the database in abbreviated format.

Purge Old Riders: This function deletes riders who have not ridden in your shows since a given date. You fill in the "Mail or Purge Date" field, then select the "Purge Old Riders" tab to eliminate old riders.

Mailing Labels: Select this button to create a set of mailing labels from your rider database. This is useful when you want to mail out flyers of upcoming shows. The labels are pre formatted for 1" x 4" labels (2-up), unless you have chosen the '3-up label' option, in which case they are pre formatted for 1" x 2 5/8" labels (3-up). If you fill in the "Mail or Purge Date" field, it will only print labels for those ropers who have ridden since that date

Show Setup

This is where you set the show date and the events you are going to run in today's show, as well as defining the event format(s) and other controls you will use. The screen looks like this:



New Show Date: This button allows you to change the current show date. You may select a date from an on-screen calendar. If you **Select a Prior Show Date**, it will show the events you ran on that previous day.

Note, you may be asked if you want to use the default values from the options, or copy the settings from the current show. If your shows tend to be the same, it will save you time to copy the settings from the current show.

Event x: Checking the **Run Today** box next to the event allows you to select that event for this show, and you can over type the name to say anything you want.

Event Cap: This is the maximum team rating allowed in this event. The team rating is the sum of the ratings of those riders on a team. The maximum supported value is 27.

Association Rider Fee: For any event, this is an extra fee (usually for the sanction organization) for each team the rider is on. Optionally, any event has the option of making this a flat fee.

Admin Fee: For any event, this is an administrative fee for each team the rider is on. For certain events this a flat fee.

Max Entries: For any event, the maximum number of times a rider can enter the Event (picks and draws combined).

Max Places: The maximum number of places that will be paid for this event. If 0, the built in automatic calculations will be used to determine the number of places.

Pay to Nearest Dollar: If checked, jackpot payouts are rounded to the nearest dollar. Useful when paying in cash.

P Type: The type of race for Points purposes and the multiplier.

- **Mn** = Masters
- **On** = Open
- **Yn** = Youth

The number next to the type (**n**) is the point multiplier. It's normally 1, but if this is a double point event, change it to a 2.

Entry Fees, Added Money and Sponsors: Selecting this button will take you to another screen where you can provide entry fees, added money and sponsor names for each event.

Max Cows: For a sorting, the maximum number of cows a team may sort for this event (typically 10). This can be manually entered or automatic, using the remote hand switch. For a penning, the maximum number in a herd (usually 10). For pennings, the number of cows penned must be manually entered.

Team Mem: The number of riders on a team for this event. This can be 1, 2 or 3 except for Round Robin Events which must be 2.

Set Limits (Bonuses, Rider Caps and Entry Limits): Selecting this button will take you to another screen where you can set up controls for modifications to each Event.

Format: The format of the event.

0 = Combined Draw. Use "Select Combined Draw Events" to select which events to combine into a single draw.

1 = Team sort or Ranch sort.

2 = Team penning.

3 = Round Robin (Sort). (Note - for teams with 2 members only). All teams are created dynamically, and each rider will ride at least once with every other rider. This is a single-entry, "draw only" event. No picks are allowed. All cow counts and times are accumulated for each rider, and the payout goes to the rider (not the team) with the most cows in the least time. Caps are ignored and the maximum number of rounds (gos) is 1. Any Team with a No Time is given a score of 0 cows in the base time (usually 60 seconds), unless the "Use Pay Rider Method 2" option is chosen.

4 = Round Robin (Pen). (Note - for teams with 2 members only). All teams are created dynamically, and each rider will ride at least once with every other rider. This is a single-entry, "draw only" event. No picks are allowed. All cow counts and times are accumulated for each rider, and the payout goes to the rider (not the team) with the most cows in the least time. Caps are ignored and the maximum number of rounds (gos) is 1. Any Team with a No Time is given a score of 0 cows in the base time (usually 60 seconds), unless the "Use Pay Rider Method 2" option is chosen.

Note: You can tell in advance how many teams will be drawn for a round robin. The formula is: tc = (((r * r) - r) / 2), where 'tc' is the number of teams and 'r' is the number of riders. For example, in a round robin with 10 riders ('r'), you would get tc = ((10 * 10) - 10) / 2). The team count will be 45.

5 = Multiple Gos (Sort). In this format, each rider gets multiple gos, regardless of whether or not they miss in any go. Bonus money is paid for each go, and the remainder is paid to the fastest average with the most cows. The number of gos is set in the “Go Control” screen.

6 = Multiple Gos (Pen). In this format, each rider gets multiple gos, regardless of whether or not they miss in any go. Bonus money is paid for each go, and the remainder is paid to the fastest average with the most cows. The number of gos is set in the “Go Control” screen.

S = Sidepot. In this format, the times are carried from another class and the awards are for individual riders, not teams. It’s a way for the riders to bet among themselves or to run a private individual Incentive race. You can set a cap to limit eligibility.

Carry From: If this is a Sidepot, this is the event number from which times will be carried.

Pay Rider: This modifies the payout method to “Pay Each Rider”. All of each rider’s cow counts and times are extracted from the team entries and combined under the specific rider. ‘No Time’ rides are counted as 0 cows in ‘base time’ (usually 60 seconds), unless the “Use Pay Rider Method 2” option is chosen. Rounds are ignored for scoring purposes.

HCap Adj: This is the adjustment factor in seconds for handicaps for this event. For example, if the HCap Adjustment is 1 second, the Event Cap is 15, and the team is rated 13, the HCap adjustment will be 2 (15 - 13) * 1). You can use fractional adjustments. If the HCap Adjustment is 0.5, the event caps is 15 and the team is rated 13, the HCap Adjustment will be 1 (15 - 13) * 0.5).

HCap Method: This is the method that will be used to adjust the controls for a team, based on their handicap.

1 = Adjust the time allowed for the team to complete the sort or penning (and the horn if supported), but do not adjust the final time of the ride.

2 = Do not adjust the time allowed, but subtract the handicap from the raw time.

3. Use both methods 1 and 2 (adjust the time allowed and subtract the handicap from the final time).

“Go” Control: Selecting this button will take you to another screen where you can set up controls for “Short Go” processing of the final round of any event, as well as the number of teams to advance in each go.

Flat Rate: If selected, this means that in this event, instead of charging the rider a fee for each team, it will charge a flat fee for being in the event. The Association Fee and Admin Fee will also be considered a flat fee. If not set, the rider will be charged for each team and the Association fee and Admin Fee will be charged for each team. If used for an event that is not a Round Robin, the rider is guaranteed the maximum number of teams allowed in any combination of Picks and Draws. If the rider doesn’t specify enough pick and draws, additional draws to make up the maximum will be assigned to the AnyRole draw setting.

Time Rule: Normally, a team’s time is the time they penned or sorted the last cow (like 8 cows in 56.75 seconds). That’s how the software handles it if this box is not checked. If checked, the software will do one of two things:

1. If the maximum number of cows were handled, it is the time that the last cow was penned or sorted (like 10 in 58.47 seconds).
2. If fewer than the maximum number of cows were penned or sorted, the team’s time is the maximum time allowed (like 60 seconds).

Auto Draw: Selecting this button means that all riders in this event MUST have at least one draw. When the rider is signed up, the software will automatically plug a value of 1 into the AnyRole draw count.

No Roles: Selecting this button means that riders do not get a choice as to which role they will play on the team. The only available option during sign up is AnyRole. The other names will not be used.

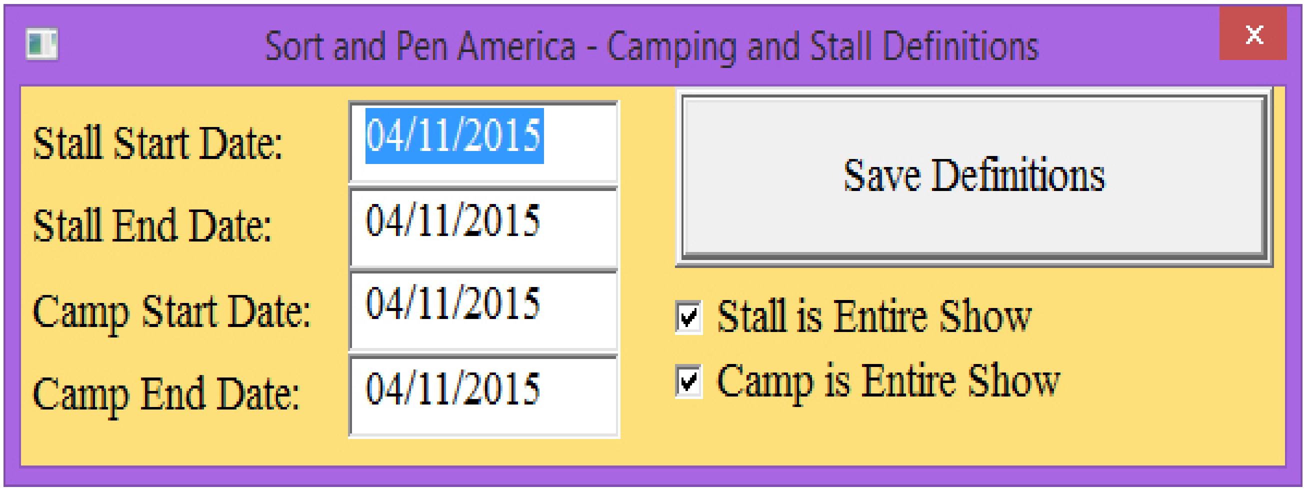
Camp/Stall Setup: Selecting this button will take you to another screen where you can set up controls for camping and stall fees and dates.

Select a Prior Show Date: Use this button to select a prior show date.

Association Names: Up to 4 names of various sanctioning associations, like RSNC, etc. When you associate a name with an event, that association’s ratings are used for the event when bringing in a rider from the rider database. All 4 association’s ratings can be stored on the rider database.

Camping and Stall Definitions

This is where you set up the available dates for camping sites and stalls. The screen looks like this:



Stall Start Date: This is the first day stalls are available.

Stall End Date: This is the last day stalls are available.

Stall is Entire Show: If checked, this means that stalls are charged a one time fee, instead of by day.

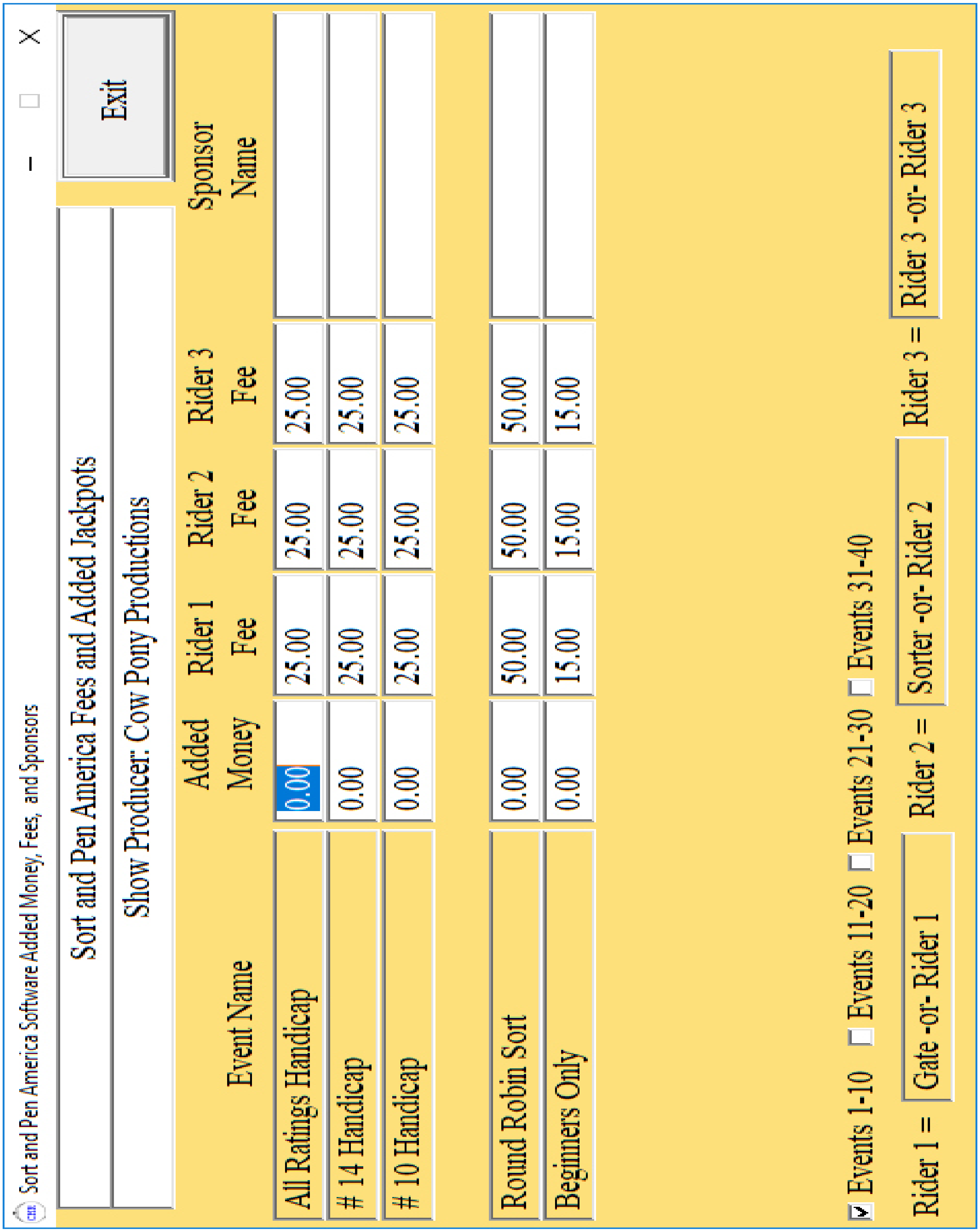
Camp Start Date: This is the first day camp sites are available.

Camp End Date: This is the last day camp sites are available.

Camp is Entire Show: If checked, this means that camp sites are charged a one time fee, instead of by day.

Entry Fees, Added Money and Sponsors

This is where you tell the system that there is added jackpot money (usually contributed by a sponsor or show promoter). The screen looks like this:



Added Money: The amount of money added to the prize pool for all participants.

Rider 1 Fee: The entry fee for the first rider on a team (like the gate person).

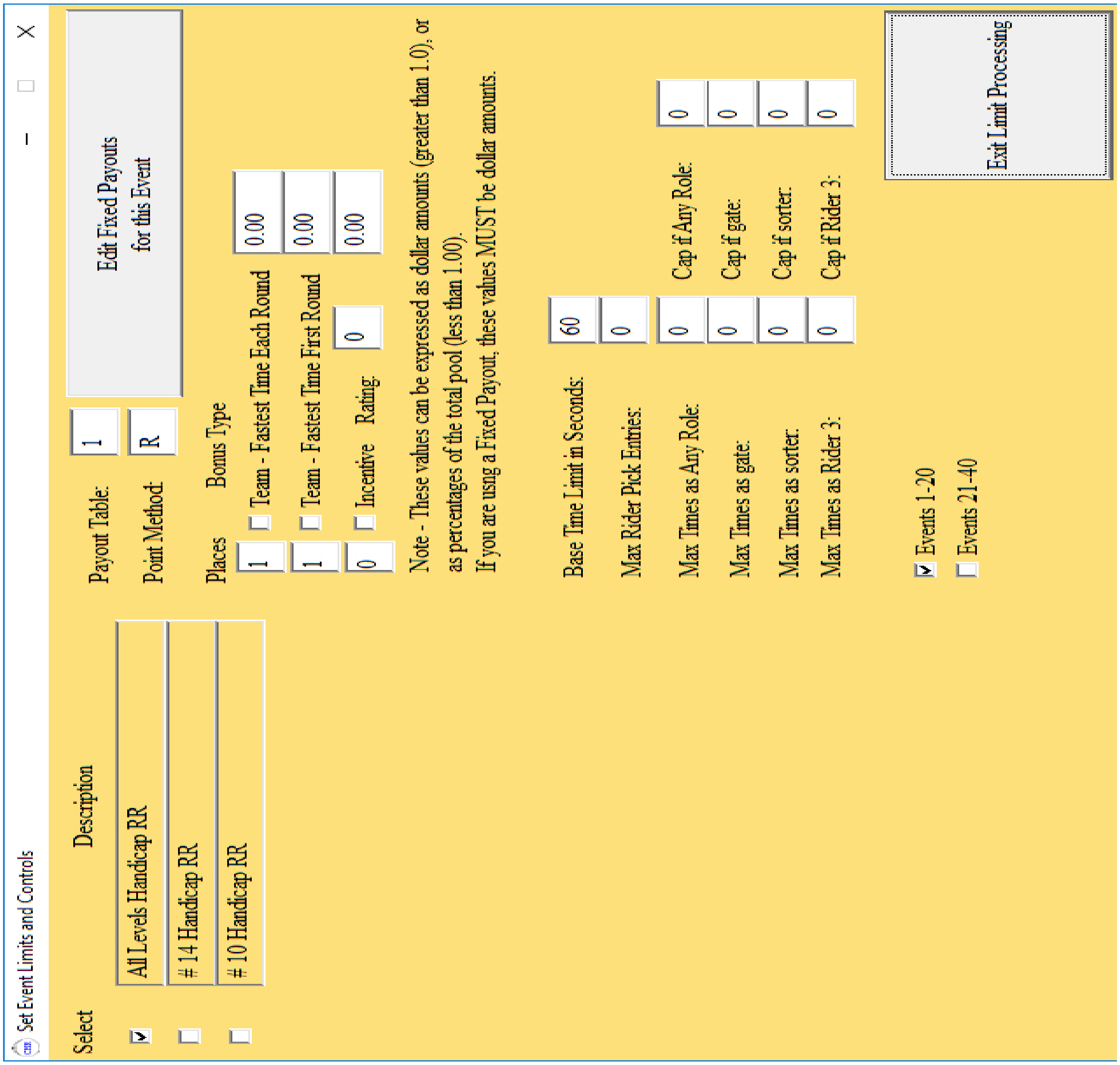
Rider 2 Fee: The entry fee for the second rider on a team (like the sorter).

Rider 3 Fee: The entry fee for the third rider on a team.

Sponsor Name: The name of the Sponsor who provided the Added Money for this event or sponsored other awards.

Setting Limits

This is where you tell the system that there are limits to the ratings and entries for the riders, as well as providing Bonuses and Incentives. The screen looks like this:



Select: This button lets you select which event you are setting limits for.

Payout Table: This defines which payout table will be used to calculate awards for this event. If set to ‘F’, a Fixed payout table is being used (See Fixed Payouts).

Edit Fixed Payouts for this Event: Selecting this button allows you to change the real dollar payout values for this event. See “Fixed Payout Values for each Event”.

Base Time Limit in Seconds: The base time to sort or pen for this event (before handicap adjustments), typically 60 seconds.

Cap if (role): This value limits the rider on that role to a rating no greater than the specified value. The maximum allowed value is 9. If 0, there is no cap.

Max Times as (role): This value limits the rider to entering a maximum number of times in any capacity (pick and draw combined). If 0, there is no limit.

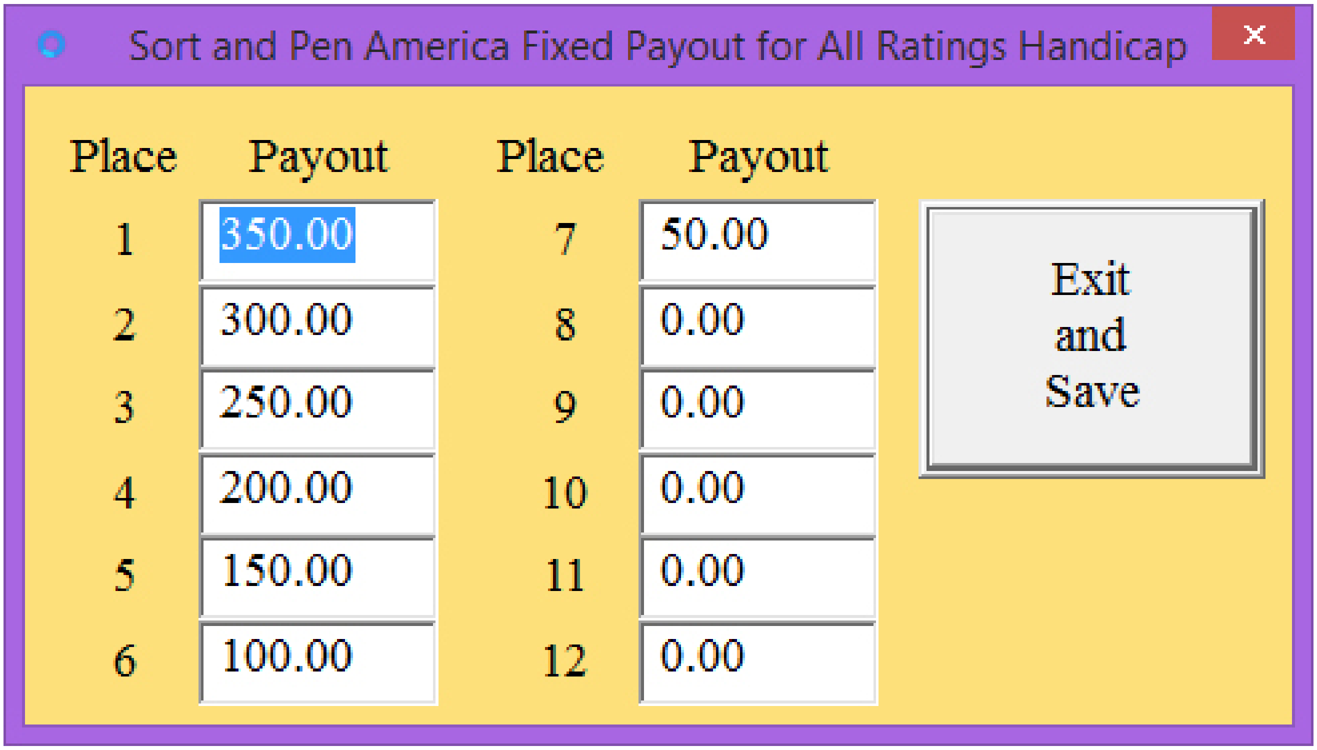
Max Rider Pick Entries: The maximum number of picked partners a rider can have in this event. If 0, no picks are allowed.

Bonus: This defines bonuses (if any) that will be paid. Bonuses can be expressed as dollar amounts (greater than 1.00) or as percentages of the payout pool (less than 1.00). You can also set the number of places that will be paid for each bonus type. for Incentive bonuses, the rating is the maximum team rating that is eligible for the Incentive.

Point Method: Determines which method will be the method used to allocate points for this class. This overrides the default method defined in the options. Valid Values are 1-5 if using one of the supplied point methods, 'C' if using the RSNC method of allocating points as enumerated in their rule book, 'H' if using the USCHA method of allocating points as enumerated in their rule book, or 'U' if using the USTPA method of giving points for each go and the Average.

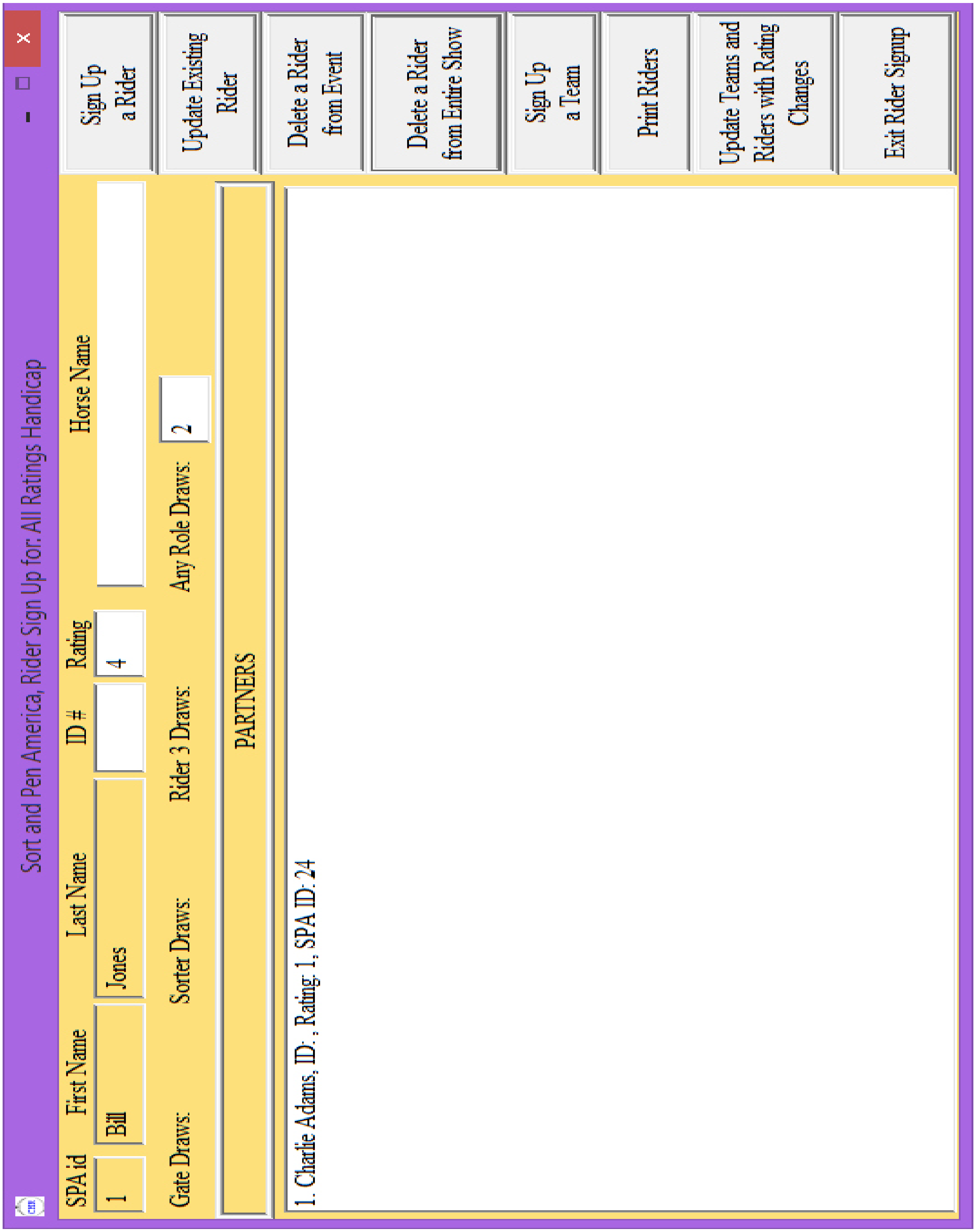
Fixed Payout Definitions

This is where you set the actual dollar amounts that will be paid for an event, instead of using payout calculations. The screen looks like this:



Rider Signup

This is where you sign up individual riders who are going to ride in today's show and define their draw requirements. The screen looks like this:



Sign Up a Rider: Select this button to sign up a rider. You can set the number of draws for this event and change their rating. If they are not already on the rider database, they will be added.

Update Existing Rider: Select this button to get a screen of all riders already signed up for this event. When you highlight a rider in the list and double click or press "Select", that rider will appear on this screen. You can then make any changes.

Update Teams and Riders with Rating Changes: Select this button to scan through the rider database to pick up any changes made to ratings. *For riders and teams in this event only,* the changes will be propagated through rider signup records, defined team records and drawn team records.

Sign Up a Team: Select this button to create a team signup using the current rider as the first member of the team.

Delete a Rider from this Event: Select this button to get a screen of all riders already signed up for the event When you highlight a rider in the list and double click or press "Select", that rider be will be shown. It will then confirm that you want to delete this rider from all entries in this event.

Delete a Rider from Entire Show: Select this button to get a screen of all riders already signed up for the event. When you highlight a rider in the list and double click or press "Select", that rider be will be shown. It will then confirm that you want to delete this rider from all events in the show. This means the rider never existed for auditing purposes. You may not delete a rider who is on defined or drawn teams. This function exists to eliminate a rider who was put in the show accidently.

AnyRole Draws: For those events that do not require a rider to declare their role, or if the rider doesn't specify a role, enter the number of additional draws the rider has requested.

(Role) Draws: For those events that do require a rider to declare their role or if the rider wants to pick a role, enter the number of additional draws the rider is requesting in the proper role.

Rate: The rating of this rider for the type of event (sort or pen). Changing this rate will cause all teams that include this rider to have their rate and handicap adjusted.

ID#: The ID number of this rider (user controlled).

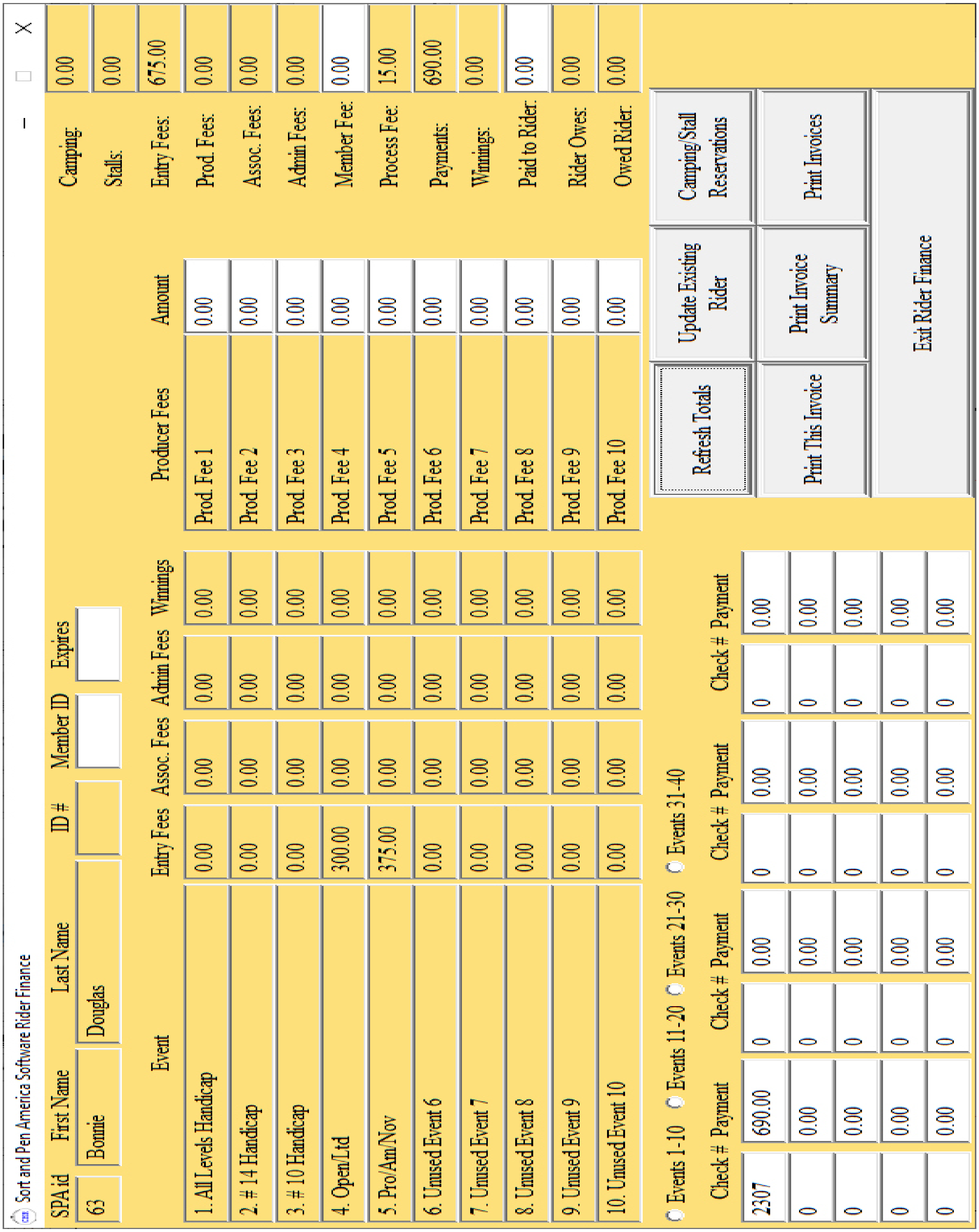
Print Riders: Click on this button to create a report showing all riders in this event. It will show each rider, their partners, the total number of picks and draws, and the number of picks and entries still available.

PARTNERS: The partners of this rider so far from the Team Signup processing. This is an information-only display.

Horse Name: Name of the horse (informational, for reporting purposes only).

Rider Financials

This is where you update individual riders with additional fees and also generate rider invoices at the end of the show. The screen looks like this:



Update Existing Rider: Click here to select the rider to update or generate an invoice for.

Print Invoices: Click here to print invoices for one or more riders.

Print Invoice Summary: Click here to print a summary invoice (one line per rider) of only those riders who either owe money or are owed money. If a rider nets to 0.00, they do not show on this report.

Print This Invoice: Click here to print an invoice for the current rider on the screen.

Refresh Totals: Click here to refresh the totals for this rider including any additional entries and/or winnings.

Event, Entry Fees, Winnings: For each event, these are the entry fees and winnings for that event.

Producer Fees: Amount: Enter additional purchase amounts by the rider in the proper category.

Check # Payment: Enter any payments made by the rider and the check number (or cash, etc..).

Camping/Stall Reservations: Click Here to record camping and stall information for the rider.

Events x-x: Selecting one of these items displays that group of events on the screen.

Camping, Stalls, Entry Fees, Prod Fees, Process Fee: These are amounts owed by the rider for rides and services.

Member Fees: Amounts paid by the rider for membership.

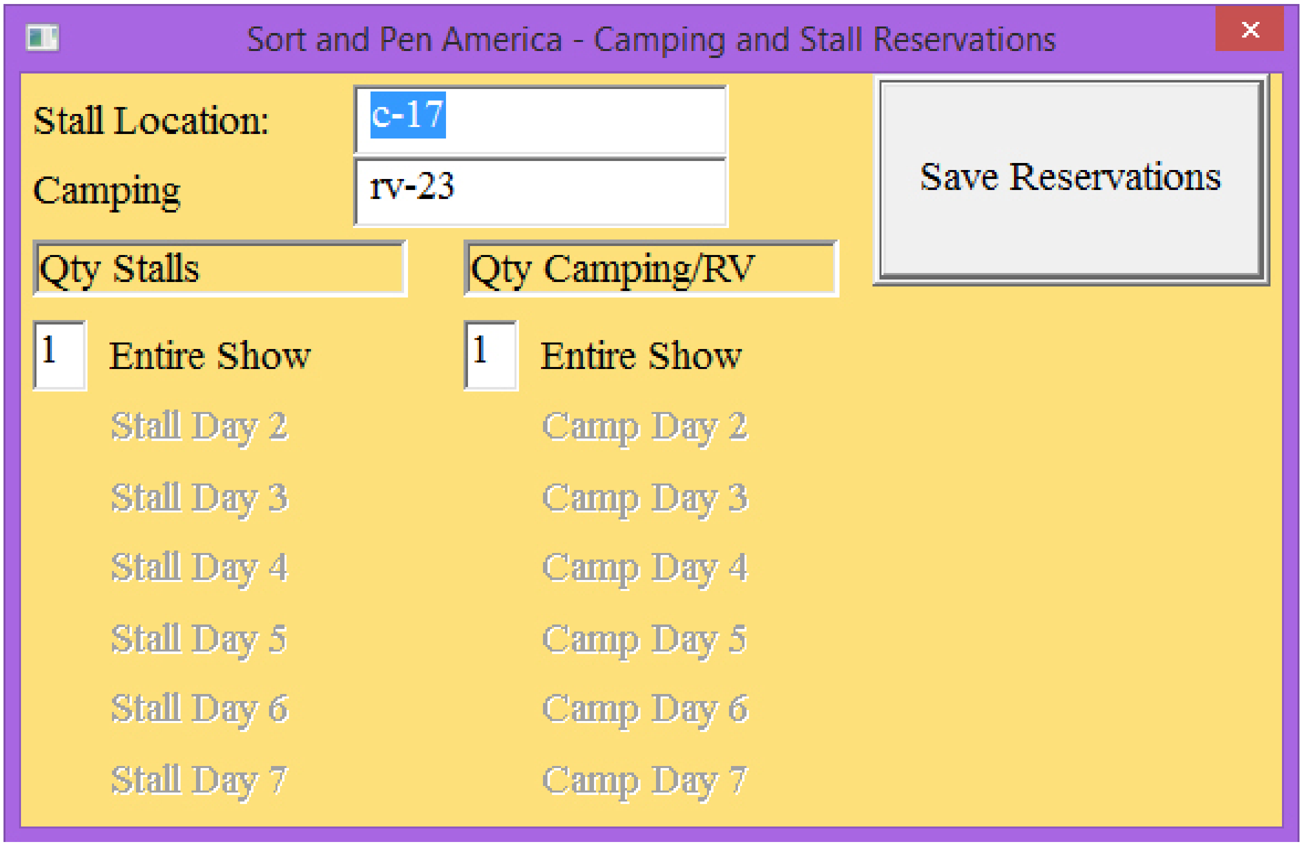
Payments, Winnings: These are amounts credited to the rider for payments and event winnings.

Rider Owes: The net amount owed by the rider after deducting any credits. If this amount is less than 0, this line will show 0, and the amount due the rider will show in the **Owed Rider** line.

Owed Rider: This is the amount owed to the rider.

Camping and Stall Reservations

When you click on Camp/Stall Reservations in the Rider Financial screen, you will see a screen like this:



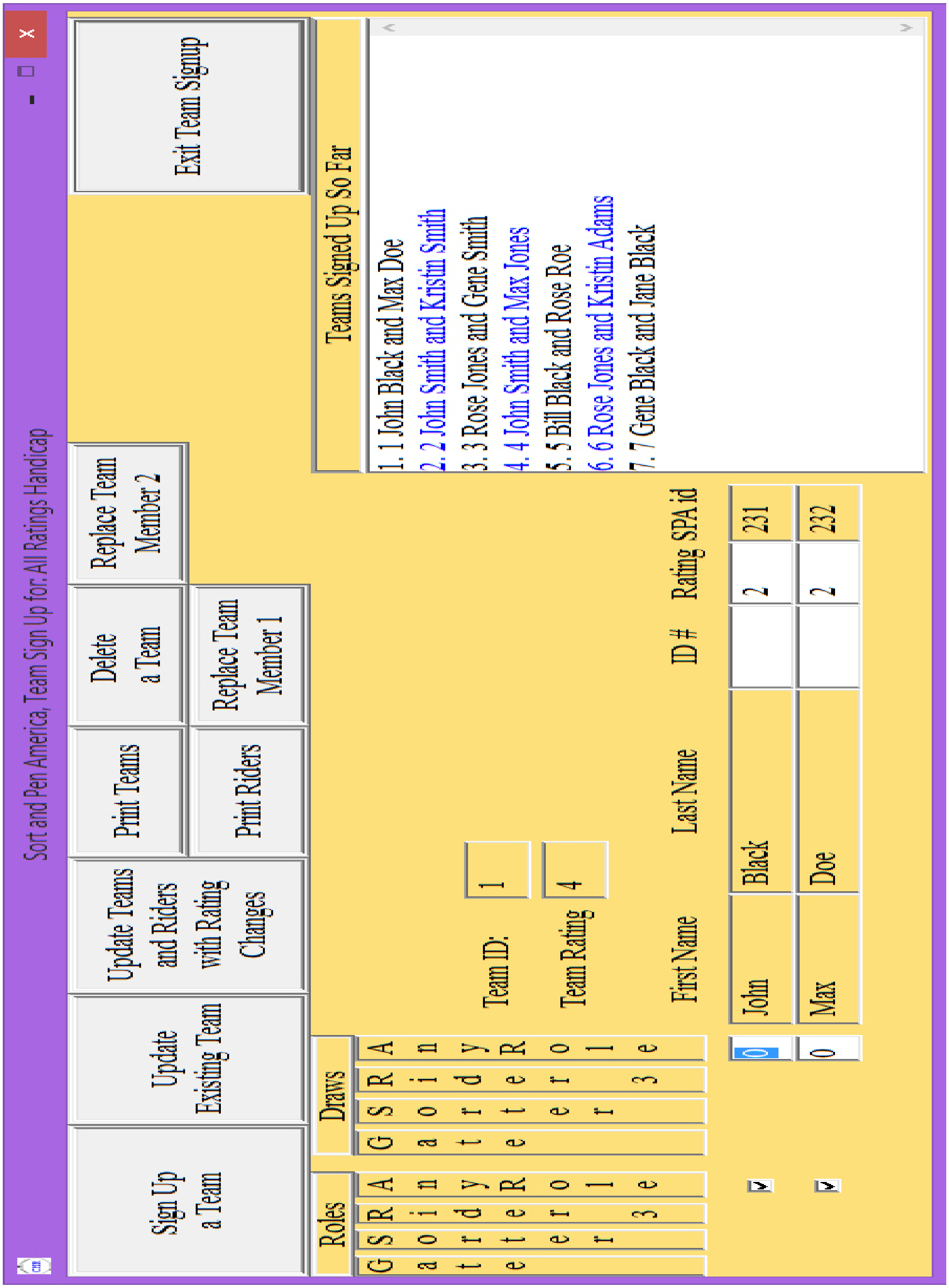
Stall Location: The stall number reserved for this rider. This will show on the stall report.

Camping Location: The camp site reserved for this rider. This will show on the camping report.

Qty Stall or Camping/RV day of week: Filling in the number of stalls or camp sites will reserve them for the rider and charge the appropriate fees.

Team Signup

This is where you sign up teams made up of riders in the show. The screen looks like this:



Teams Signed up So Far: The software keeps a running display on the screen of the teams already entered, in the order they were entered. The first number is the order in which the team was entered and the second number is the actual team number. Double click on any team to make it the current team on this screen.

Sign up a Team: Click on this button to sign up a new team. It will allow you to choose all members of the team, then return to this screen. **Note**, for those events with 3 riders on a team, you have the option to draw the third rider instead of picking them. When the software presents you with the third rider screen, just click on the box that says “No Selection, Draw for This Position”. The third team member will be selected during the draw. Note, if you change your mind after doing this and want to pick the 3rd team member, just click on “Replace Team Member 3” and you can pick a rider.

Update Existing Team: Click on this button to select a team that’s already signed up. It will allow you to choose from a list of all teams in this event, then return to this screen.

Delete a Team: Click on this button to delete a team that’s already signed up in this event. It will allow you to choose from a list of all teams in this event, then return to this screen for final verification.

Print Teams: Click on this button to create a report showing all defined (picked) teams in this event.

Print Riders: Click on this button to create a report showing all riders in this event. It will show each rider, their partners, the total number of picks and draws, and the number of picks and entries still available.

Replace Team Member (1, 2 or 3): Click on this button to replace a rider on the team. It will allow you to select the replacement, then return to this screen. Changing this will cause all teams that include the new rider rider to have their rate and handicap adjusted.

Roles: Gate (role 1), Sorter (role2), Rider3 (role 3) or Any Role: Check the appropriate box for each rider, which defines their role in this event.

Draws: Gate (role 1), Sorter (role2), Rider3 (role 3) or Any Role: Fill in the number of draws the rider would like, in addition to the team entries.

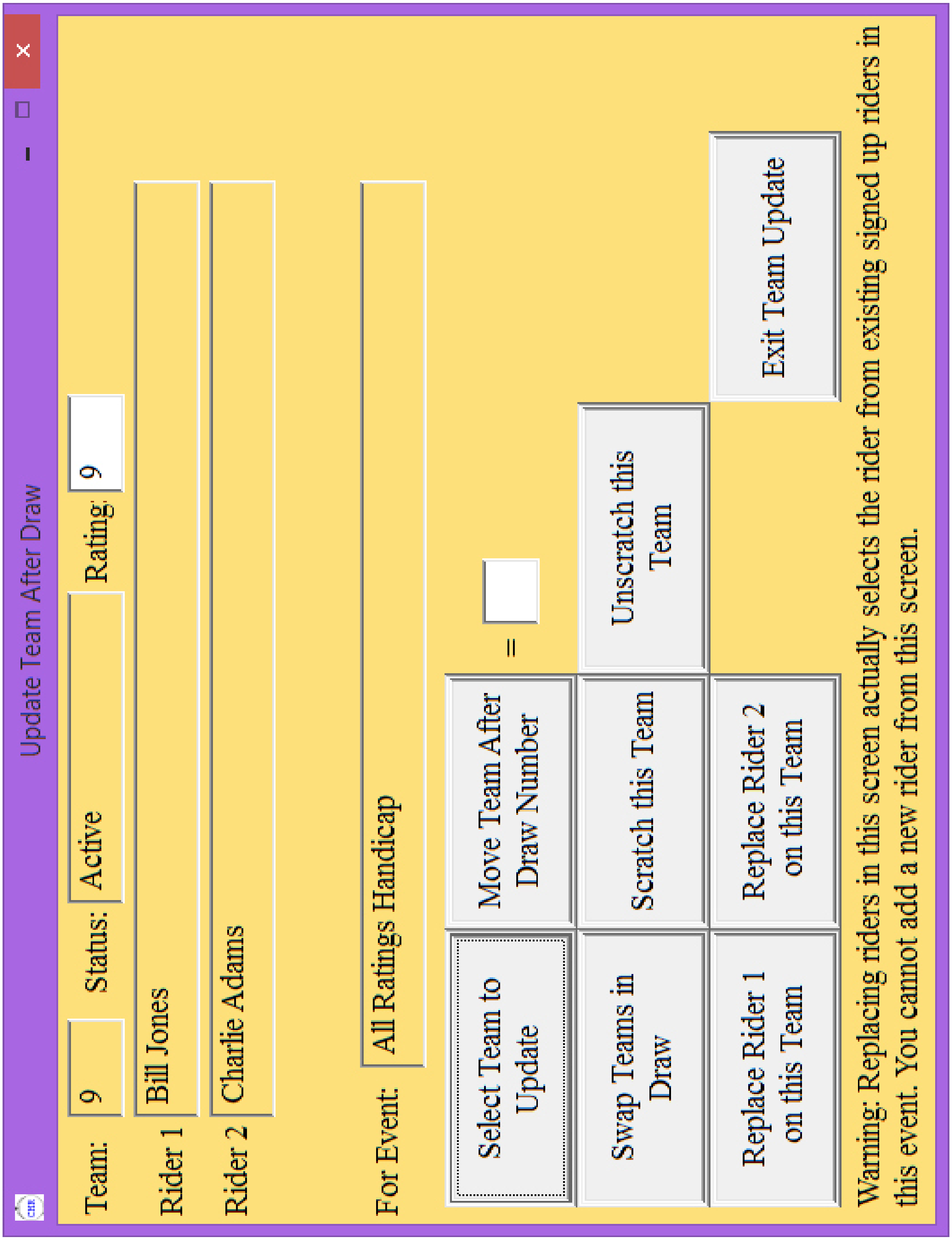
Rating: The rating of this rider. You can change this if you have a new rating for the rider, and it will be propagated back to the rider database. Changing this rate will cause all teams that include this rider to have their rate and handicap adjusted.

ID#: The ID number of this rider (user controlled). You can change this if you have a new id# for the rider, and it will be propagated back to the rider database.

Update Teams and Riders with Rating Changes: Select this button to scan through the rider database to pick up any changes made to ratings. *For riders and teams in this event only,* the changes will be propagated through rider signup records, defined team records and drawn team records and the handicaps will be adjusted..

Updating Teams After the Draw

This is where you can make changes to drawn teams. The screen looks like this:



Select Team to Update. This button will provide a list of all of the teams in the current event. Do this first to select the team you are going to change.

For Event. This is the event this team is entered into. When looking at a combination draw, this is useful.

Rating. The Team Rating value. If you change it on this screen, the team will have the new rating. This feature is here because it is possible that the team got the wrong rating in the draw because the rider rating was wrong.

Status. The Team status. Possible values are "Active", "Scratch with Refund" and "Scratch with No Refund".

Swap Teams in Draw. Clicking this box will present you with a screen which will allow you to swap draw positions for two teams.

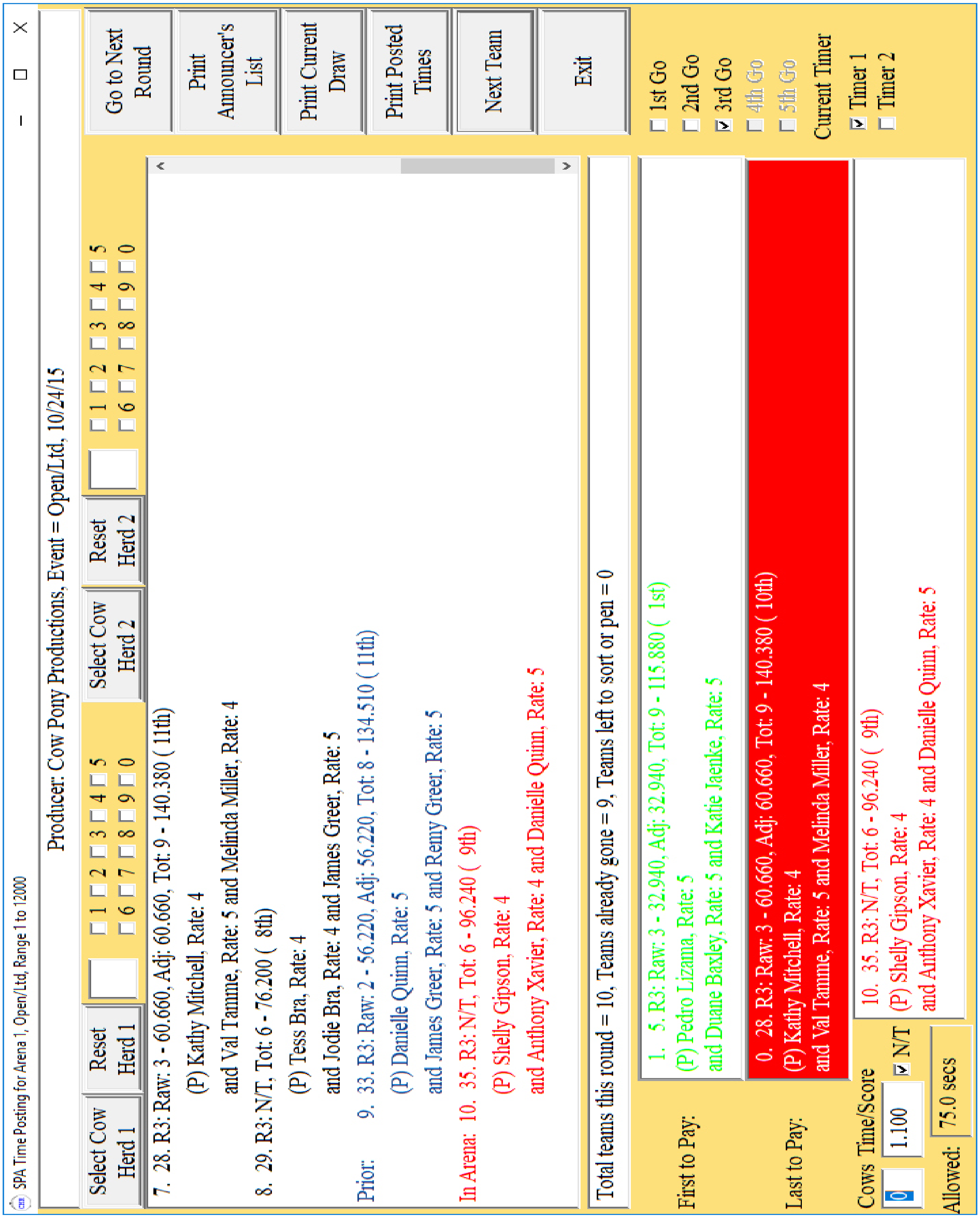
Replace (role) on this Team. Clicking this box will give you a list of all riders in this Event. Selecting a rider from the list will replace the existing rider on this team.

Scratch This Team: Clicking this box will scratch the team from the event. The team stays in the draw so that the draw positions will not change (close up) as a result of scratching a team.

Unscratch This Team. Clicking this box will reinstate a team in the event.

Direct or Manual Time Posting

This is where you post scores or times and cow counts for the teams. The screen looks like this:



If you are using the “Direct Timer Input” option, the “Time” field and the “Cows” field will be filled in as the sort progresses. You don’t need to type anything. Just press “Enter” after each team is done.

Current Timer (Timer 1 or Timer 2): If you are using two timers for this event, this show which timer is in use for this team. Checking the other timer will make it the current timer instead. That might be done if there was a holdup in one of the herds.

Time/Score: This is where you or the timer fill in the team’s raw time for the event, or where you post the rider’s score for cutting. If the team is disqualified, put ‘0’ in the “Cows” field or check the **N/T** (No Time) box.. Pressing the ‘enter’ key or selecting “Next Team” will advance the screen to the next team.

Cows: This is where you type in the number of cows sorted or penned in the allowed time (not used for Cutting).

Allowed: This is the time allowed for this team to complete the sort or penning.

Go To Next Round. When a Round is complete, clicking this box automatically advances to the next round and creates a new Announcer list. If a “Short Go” draw is needed for this round, it is done automatically.

Print Current Draw. Prints the draw list for the current round.

Print Announcer’s List. Clicking this box creates new announcer’s lists for each arena for the current Round, showing times and the current totals from prior rounds. It does not include any times already posted for the current round.

Print Posted Times. Clicking this box creates a report showing the cow counts and times that have been posted so far.

1st Go, 2nd Go, etc. Check the box corresponding to the round for which you would like to see. This is used for backing up to a prior round, or for selecting the current round at start-up.

Next Team: Selecting this button or pressing “Enter” will advance the screen to the next team. If no time was posted, it will fill in a value of 1.1 seconds with no cows (a DQ).

Select Team: When you highlight a team in the list and double click, they will appear as the current team on this screen. . This is how you run a team out of order. After the ride is complete, use ‘Select Team’ again to go back to the team who was next on the list.

Select Cow (Herd 1 or Herd 2): Clicking on this button randomly selects a starting cow from that herd for this team. This function is provided for those who don’t have the FarmTek method of selecting the first cow. The check boxes to the right indicate which numbers have been used so far.

Reset Herd (Herd 1 or Herd 2): Clicking on this button clears the selected cows from that herd. Used when a fresh herd is brought in.

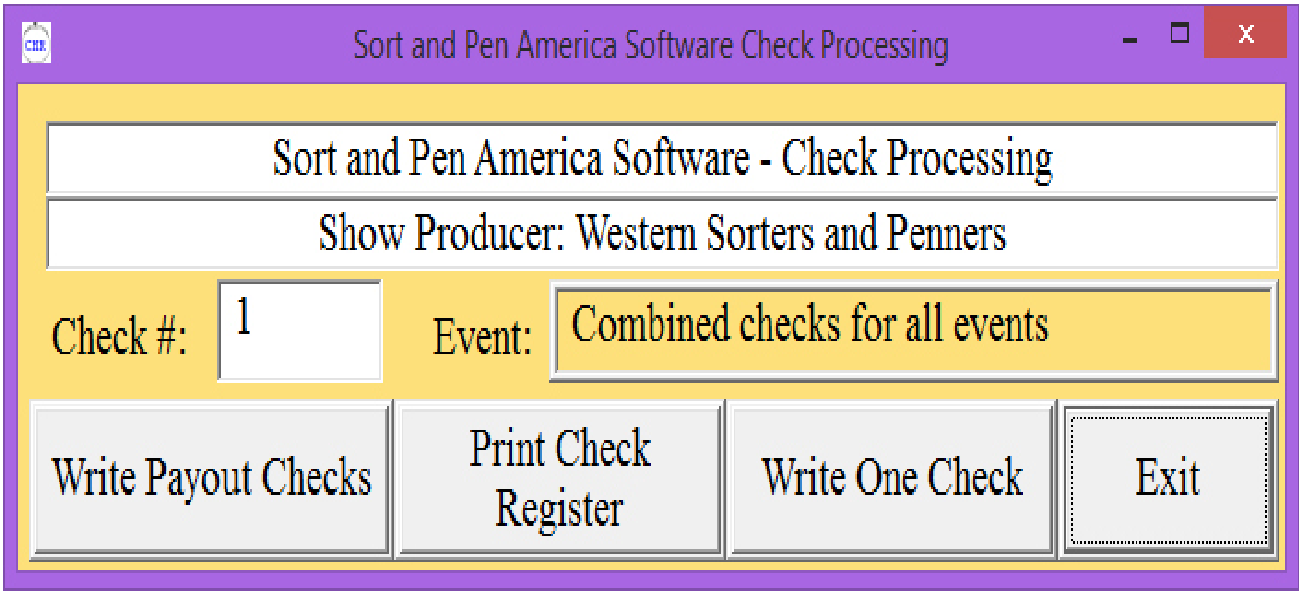
Last Advance (or Last to Pay): This field shows which team or rider has the minimum cattle count and time needed to advance to the next round. For teams that haven’t run yet, this is the “Time to Beat” to get into the next round. In the last round (short go), this is the last team or rider that will get paid and is the “Time to Beat” to get money in the short go.

Current Leader: This field shows which team or rider is the current leader in this event so far. The time shown includes the number of cows and the handicap, if any.

Exit: Use this button when the event is complete to return to the Main Menu.

Check Processing

When you click on "Check Processing", you will see a screen like this.



Check # - This is number of the first check you are printing.

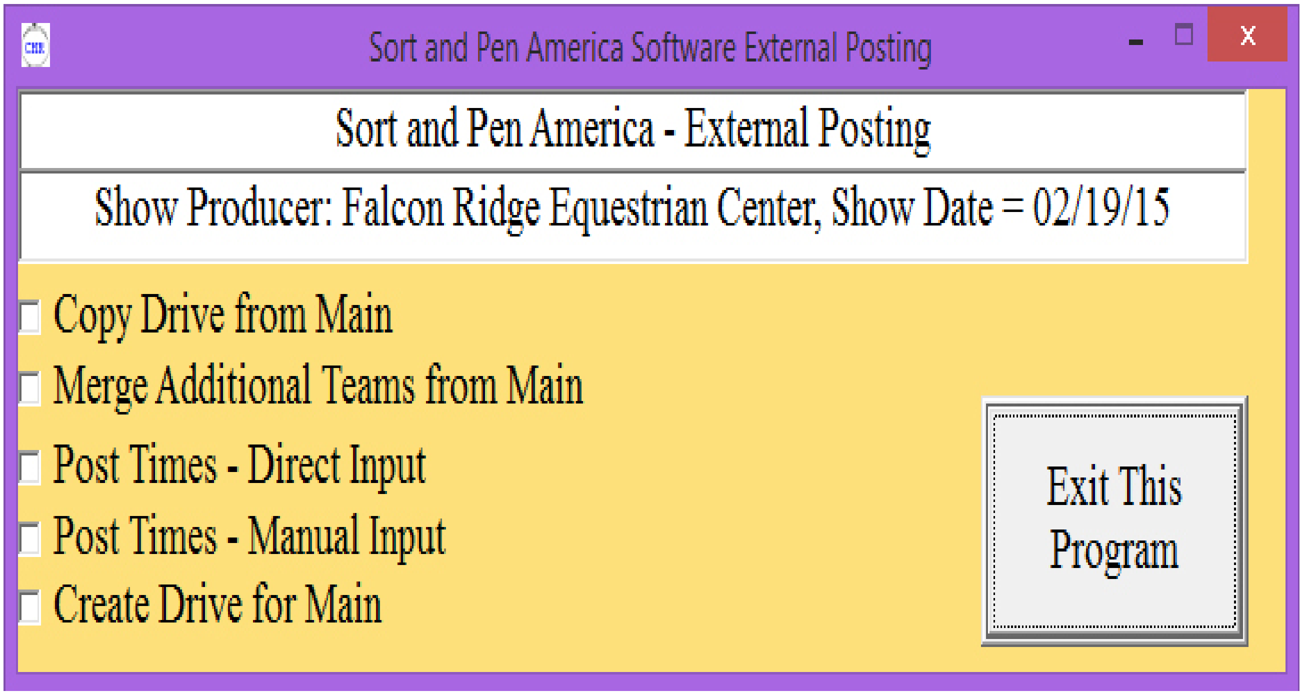
Write Payout Checks - Do this at the end of the show, so that you write one check for each rider based on their net winnings for the show. Make sure you set the Starting Check number first. It will print 1-up (voucher) or 3-up checks, depending on the option you have set.

Print One Check - There are times when you need to reprint a check. Selecting this tab will allow you to select a rider and print just the check for that rider.

Print Check Register - Do this during any check writing session to print a check register. Make sure you set the Starting Check number first. You can use this report to hand write your checks and/or for later entry into QuickBooks© or other financial software. It's also useful as a sign-off sheet when paying in cash.

External Posting

This icon is used at a secondary computer to run an event . The "Main" computer creates a diskette and announcer's list. Both are brought to the secondary computer, the diskette is restored, and the event is run there. When the event is complete, the diskette is updated and returned to the "Main" computer, where it is merged back into the show file. The screen looks like this:



Copy Drive from Main: This function copies the flash drive from the "Main" computer to the hard drive on this computer.

Merge Additional Teams from Main: This function merges additional teams from the main computer after they were added to the draw.

Post Times - Direct Input: This is the same function used on the "Main" computer to post times with direct timer input.

Post Times - Manual Input: This is the same function used on the "Main" computer to post times with manual time input.

Create Drive for Main: This function updates the flash drive with the event results from this computer. It is then returned to the "Main" computer and merged back into the show. After that, winner and jackpot listings can be printed.

Appendix A - FarmTek Timer Setup

This software is completely compatible with all FarmTek timers. To use the FarmTek direct input option, you must first get a PC interface cable (available from FarmTek).

Installation Steps:

1. If you have a serial port on your computer (9-pin), this is normally the COMM1 port. You will not need to install any of the FarmTek drivers. Simply plug the PC Interface cable into that port and to the “Output” port on the console. Then go to step 3. The COMM port number for step 3 will be “1”.

2. If you do not have a serial port on your computer (most new laptops don’t), you will need to install the Serial to USB interface drivers from FarmTek. Install them and make note of which Serial Port it will use (normally 3, 4 or 5). If you need to find out which port it is after installation, use the Start button to go to Settings->Control Panel->System->Hardware->Device Manager. You will see several categories of devices. Fine the one that says “Ports”. If there is a plus sign (+) in front of it, click on the plus sign (+) to expand the list of devices. Find the one that says “Serial to USB” (or similar wording) and make note of the COMM port number. Then go to step 3.

3. In the SPA Software, go to “Options Settings”. Find the value for “Timer Port” and replace it with the COMM port number you found in step 1 or 2 (above).

4. Set the timer in “Team Penning” mode. See the instruction sheet from FarmTek.

5. In the SPA Software, go to “Post Times from Timer”. Start a team and signal a catch using the remote handswitch. The “Time” field for the current team should agree with the time on the Timer Console and the “Cows” count should increment. Repeat this process for each cow until all cows are sorted or time expires. The final time will be the time the last cow was sorted.

Appendix B - Thunderpaws Timer Setup

This software is completely compatible with the Thunderpaws Sport-Timer 3000. To use the Thunderpaws direct input option, you must first get a USB interface box that matches your timer (available from Thunderpaws).

Installation Steps:

1. You will need to install the Serial to USB interface drivers from Thunderpaws. Install them and make note of which Serial Port it will use (normally 3, 4 or 5). If you need to find out which port it is after installation, use the Start button to go to Settings->Control Panel->System->Hardware->Device Manager. You will see several categories of devices. Fine the one that says “Ports”. If there is a plus sign (+) in front of it, click on the plus sign (+) to expand the list of devices. Find the one that says “Serial to USB” (or similar wording) and make note of the COMM port number. Then go to step 3.

2. In the SPA Software, go to “Options Settings”. Find the value for “Timer Port” and replace it with the COMM port number you found in step 1.

3. Set the timer in “Splits” mode with the correct number of cows. See the User Guide from Thunderpaws

4. In the SPA Software, go to “Post Times from Timer”. Start a team with the timer start button, then signal a catch each time using the timer start button. The “Time” field for the current team should agree with the time on the Timer Console and the “Cows” count should increment. Repeat this process for each cow until all cows are sorted or time expires. The final time will be the time the last cow was sorted.