

# Team Rope America

Version 6.2



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# Introduction

Welcome to the Team Rope America Software system. This system is copyrighted by Charlie Horse Ranch Timing Systems, Inc. and may not be reproduced or distributed in any form without express written permission. **Note:** ACTRA©, OTRA© and USTRC© are the copyrighted abbreviations for the American Cowboy Team Roping Association, the Original Team Roping Association, and the United States Team Roping Championships, respectively. These organizations are used as examples throughout this publication.

This software uses ACTRA, OTRA and USTRC (Regular and Elite) rating methods as models, but Charlie Horse Ranch Timing Systems does not represent that they are “official” implementations of those rating methods. Because all three methods are proprietary to their associations, we are only able to use them as guidelines.

Every attempt has been made to ensure the accuracy of these programs, but Charlie Horse Ranch Timing Systems, Inc. will not be responsible for problems arising from their use. If you find problems or errors, please report them to Charlie Horse Ranch. A corrected version of the software will be made available to you as soon as possible. Current fixes can be found at our web site, [www.CharHorseRanch.com](http://www.CharHorseRanch.com). Click on “**Downloads**” to see any current fixes.

The system was designed to run on a computer with Windows© 7 or more recent installed, and a minimum screen resolution of 1024 x 768 pixels.

This is a Team Roping system with jack potting. It is appropriate for most team ropings and Breakaway Ropings. Some of the highlights of the system are:

1. A rider database to quickly sign up riders for a show. This database will hold up to 5000 ropers and any show can have up to 40,000 teams. Note that you don't have to put ropers on the database before you sign them up. You can put them directly into the show, and they are automatically added to the database during the show. When a roper signs up after the first show, you only need to click on that roper in a list, and all their information is automatically filled in.
2. The ability to define a show, including the names of the events, the date of the show, up to 20 roping events, the sponsors for each event, and other administrative data.
3. Automatic calculation of total fees owed by the roper or team when signing up, including ‘other’ fees and credits.

4. The ability to generate a draw list and an announcer's sheet at any time after the draw for each roping, showing the teams in that event and a place to write their time. The draw is completely random. Intermediate draws can be printed after each round, showing the accumulated time so far and the teams that are still competing. A "Short go" draw can be used for the last round, limiting the number of teams, and it can be random, slow->fast or fast->slow order.
5. The ability to input the team's time to the computer (manually, or automatically with a FarmTek© timer and a PC interface cable, available from FarmTek). It will also optionally detect header and/or heeler breaks. You can also use a Thunderpaws timer and the USB interface).
6. The computer automatically prints out a winner's list and jackpot payout list for each event, as well as computer printed payout checks, including an automatic signature on the checks. Optionally, payout amounts may be rounded to whole dollars.
7. A financial summary of the show, showing monies received and the ability to reconcile the cash box.
8. The ability to configure jackpot payouts according to local standards.
9. The ability to extract announcer's lists, show data and roper database data to a 'comma-delimited' file, suitable for importing to popular spreadsheet and word processing systems for local reporting.
10. Optionally, for any report created by this system, you can create .html formatted reports suitable for posting to your web page.
11. The ability to run "Normal", "Draw Pot", "Pick Draw", "Cowboy Draw", "Sign Up in the Box", "Cowboy Challenge", and "Round Robin" (normal and modified) team ropings, each with Progressive, Rope Until Miss, Average, Header/Heeler Pay, or "Closest to" payout formats. Incentives and Bonus rounds are supported within each format. You can also run Breakaway Ropings for individual contestants.
12. The ability to "Handicap" teams based on the individual header/heeler ratings to make the roping more competitive. This also known as a "Slide". ACTRA, OTRA, and USTRC methods are supported.
13. The ability to "Cap" teams based on the individual header/heeler ratings and the overall team rating to make the roping more competitive.

14. 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 combine draws, so that ropers don't have to sit around and wait for their event.
16. The ability to limit the number of times a roper may enter an event, either as a header or heeler, or a combination of both, with the ability to override the cap.
17. The ability to have "rotations" within an event, allowing the roping to be done in sections, then combining all of the finalists into a "Short Go" final round.
18. With our online entry system, FastEnter.com, you have the ability for riders to sign up on-line, and pay with a credit card. Sign up processing allows you to gather entries from FastEnter.com and enter them in the show with a single click of a button. Show definition is sent to FastEnter.com with a single click of a button and riders can immediately sign up. After the draw, the rider order can be posted on-line at FastEnter.com by clicking a single button. After the show, race results can be posted on-line at FastEnter.com by pressing a single button.
19. The ability to sign up ropers to a single event or to multiple events at once, depending on your preference.

## 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.

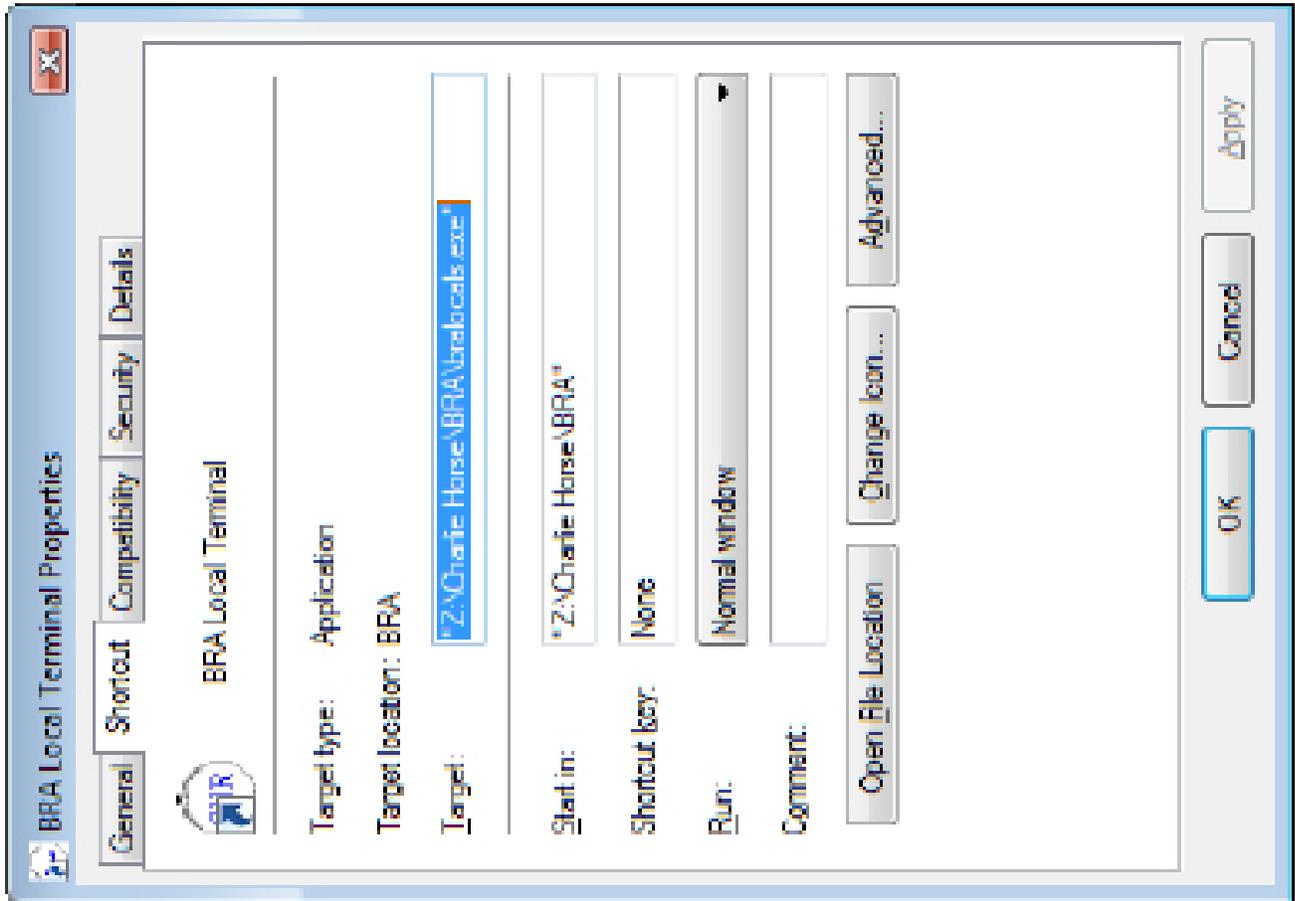
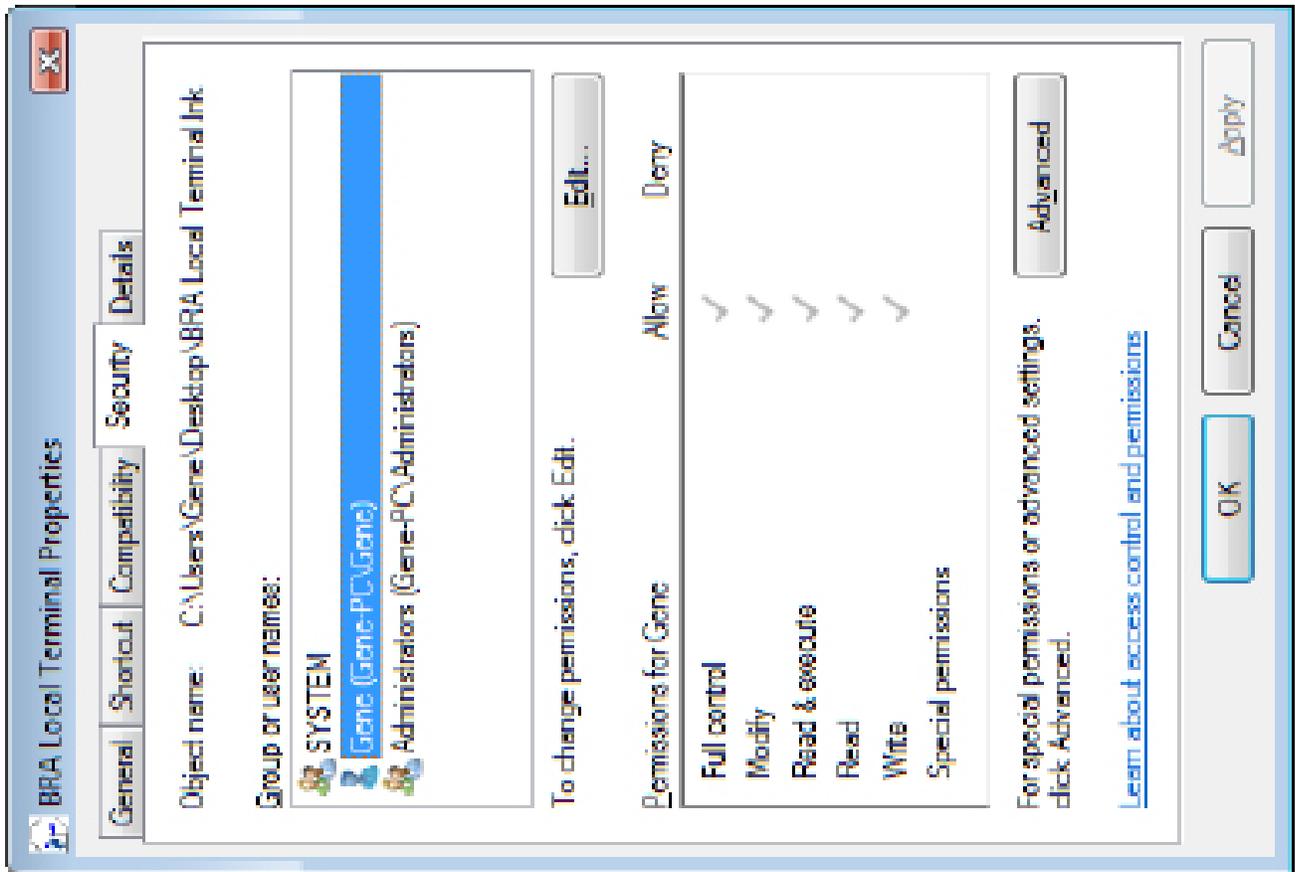
1. The share name **MUST** allow read/write authority. The default when setting up a share name is “read-only”. If left in place, Charlie Horse products cannot make use of the network, because the software requires read/write permissions. If not set up correctly, you will get messages like “Software 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. This particular icon was set up to allow secondary terminals to use the “Local Terminal” option in the BRA software. It doesn’t apply to this software. 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.



## Draw Type Definitions

There are 14 different draw types supported by this software.

**Draw Type 0 - *Pick Only***. Teams are predefined at signup time and you can have multiple rounds (up to 12). While you are in your time posting screen, new teams can be added dynamically with the click of a button, so long as you're still in the first round.

**Draw Type 1 - *Draw Pot***. Draw Pot teams are drawn randomly, where the software matches up headers and heelers, and you control how many draws are done for each roper (up to 99). You can have up to 12 rounds.

**Draw Type 2 - *Pick Draw***. The initial teams are defined in advance, and new teams are generated from the available contestants the same as a Draw Pot. Ropers without a "Pick" partner will be assigned an extra draw. You can have up to 12 rounds.

**Draw Type 3 - *Round Robin***. This is a completely dynamic draw and can have multiple rounds (up to 12). All teams are created at the draw, such that each header will ride at least once with every available heeler. For example, in an event with 25 headers and 25 heelers, you will generate 625 teams (25 x 25). If you had 12 rounds as well, you would have 7,500 ropings (625 x 12). There is also a special "Short Go" format, which redraws the top headers and heelers into a "mini round robin" for the final.

**Draw Type 3 - *Round Robin (modified)***. This is a completely dynamic draw and can have multiple rounds (up to 12). Instead of each header riding with each heeler, the producer can create a smaller draw, consisting of multiple rotations. Each rotation is a Round Robin draw for a specific number of partners. For example, a "normal" Round Robin with 30 on each side would result in 900 teams (30 x 30). However, if you specify a maximum of 10 partners, the result would be 3 rotations of 100 teams each, for a total of 300 teams. Each roper would ride completely within his/her own rotation. The difference between the two Round Robin types is the "Draws" value in the show setup. If the value is 0, it's a "normal" Round Robin. Any other value specifies the number of partners a roper will have in each rotation, and (multiplied by itself), the number of teams in each rotation. For example, a value of 10 would be equal to 100 teams in each rotation, and each roper would have 10 partners. Alternatively, you can enter a negative number (up to -7) and that will be the number of rotations generated. The software will figure out how many teams to put in each rotation. For example, if you had the same 30 x 30 entries, and you used a value of -2,

it would generate 2 rotations of 225 teams each (15 x 15). **NOTE - This method is only valid under specific circumstances where you have exactly the right number of headers and heelers.**

**Draw Type 4 - *Combined Draw***. This is used to combine multiple Pick Only, Draw Pot, Cowboy Draw, or Pick Draw events into a single draw. That way, ropers don't have to wait until another event completes for their event to come up. While it is run as a single event, the payouts are paid as multiple events.

**Draw Type 5 - *Dynamic Draw Pot***. This is used to combine multiple Draw Pot events into a single draw. That way, ropers don't have to wait until another event completes for their event to come up. The software will dynamically put the teams into the proper Draw Pot event during the draw. While it is run as a single event, the payouts are paid as multiple events.

**Draw Type 6 - *Cowboy Draw***. All entrants are randomly chosen to be headers or heelers, with an even distribution of both. Then teams are drawn randomly (the same as a Draw Pot), where the software matches up headers and heelers, and you control how many draws are done for each roper (up to 99). You can have up to 12 rounds.

**Draw Type 7 - *Sign Up in the Box***. This is essentially the same as a Pick Only Roping (Type 0), except that no pre-signup/draw is done. While you are in your time posting screen, new teams can be added dynamically with the click of a button. Once all teams are signed up, you can go to subsequent rounds. You can have up to 12 rounds.

**Draw Type 10 - *Breakaway*** This is a single contestant event instead of a team event it was designed for the traditional Breakaway Ropings. However, in this software you can actually have caps and ratings, just like team ropings. Riders can enter multiple times. You can have up to 12 rounds.

**Draw Type 11 - *Cowboy Round Robin*** This is a combination of the Cowboy Draw and the Round Robin Draw. Each roper may enter one time. The software will match every entry with every other entry, randomly assigning header and heeler roles. Each roper will ride with every other roper only once, either as a header or a heeler. The number of teams generated depends on the number of entries. The formula for predicting the number of teams is  $((e - 1) * e) / 2 = \text{number of entries}$ . For example, if the number of entries (e) is 20 then  $((20 - 1) * 20) / 2 = 190$  teams.

**Draw Type 12 - *Switch Ender*** Each roper signs up only once, and will be drawn on two teams, once as a header and once as a heeler.

**Draw Type 13 - *Cowboy Challenge*** This means that teams of 4 ropers each sign up together and will be on 6 or 12 teams from within their own group. Essentially, the software does a “Cowboy Draw” for all 4 ropers and make sure every roper teams with every other roper. The generated teams are: 1-2, 1-3, 1-4, 2-3, 2-4, and 3-4, with randomly chosen roles as header or heeler. If the 12 team option is chosen (2 draws), the first 6 teams are done again, with reversed roles as header and heelers. The winner is the 4 person team with the most catches in the least amount of time. Bonuses and Incentives are still based on the generated 2-person teams. The event may not be capped, but slides (handicaps) can be used. This type is not supported for FastEnter.

**Draw Type 14 - *Switcheroo*** Each roper signs up only once, and will be drawn on one team. At the end of the first round, all ropers are re-drawn so that everybody gets a new partner. If there are an uneven number of headers or heelers, ropers are randomly given a free ride for that round to make up the difference. Free ride times do NOT get totaled in the final score. This process continues for each round. At the end, the winners are the header and heeler with the most catches in the least time and the payout is proportional (headers and heelers each have their own money pool).

**Draw Type 15 - *Breakaway 4D***. The traditional single contestant breakaway roping event, with the additional benefit of caps and handicaps if you want them and the payout is structured in a 4D format.

## Payout Type Definitions

There are 5 different payout types supported by this software.

**Payout Type 0 - *Progressive*.** Teams are eliminated in each round (up to 12) by missing. After the last round, the team with the most catches and the fastest accumulated time wins.

**Payout Type 1 - *Closest to Time*.** A predetermined time is set as the target. The team that comes closest to that time (faster or slower) is the winner.

**Payout Type 2 - *Rope Until You Miss*.** This type rewards consistency. You can have up to 12 rounds. In each round, the teams that miss are eliminated until only one team is left. At the end of the rounds, if more than one team is left, the winner is determined by fastest accumulated time.

**Payout Type 3 - *Average*.** Each team ropes up to 12 times. At the end, the team with the most catches and the fastest time is the winner. In addition, you can use the option to drop the team's worst run, so a missed leg in an early round doesn't discourage them from continuing.

**Payout Type 4 - *Headers and Heelers*.** Similar to Progressive, but payouts are made based on individual headers and heeler times, instead of teams. The "Header" format is used for Breakaway Roping events.

In all cases, you can also do Incentives for any event except Match Race Format.

## Rating and Cap Definitions

There are 4 different rating methods supported by this software and any of them may be used for any roping.

***Method 1 - ACTRA.*** The default method is based on the rating system used by the American Cowboy Team Roping Association. It is a 1-to-8 rating using half increments where the higher the number, the more highly rated the roper is. A single roper can have different ratings for header and heeler, depending on his/her abilities.

***Method 2 - USTRC (normal).*** The default method is based on the rating system used by the United States Team Roping Championships (Triad Rating System). It is a 1-to-10 rating using full increments where the higher the number, the more highly rated the roper is. A single roper can have different ratings for header and heeler, depending on his/her abilities.

***Method 3 - USTRC (Elite).*** The default method is based on a modified rating system used by the United States Team Roping Championships (Triad Rating System with Elite classifications). It is a 1-to-10 rating using full increments where the higher the number, the more highly rated the roper is. In addition, certain ratings are “Elite”, meaning the roper is exceptional at that rating, but not yet rated at the next highest level. In this software, the “Elite” classification is designated by adding .5 to the base rating, such that a roper with a rating of 4 becomes a rating of 4.5 if they are in the “Elite” category. A single roper can have different ratings for header and heeler, depending on his/her abilities. When forming teams, if two “Elite” ropers draw together, their ratings are added together to form a higher rated team. If an “Elite” roper and a non-Elite roper draw together, their ratings are added together, then set at the lowest whole number for a team rating. For example, a 4.0 and a 4.5 would be an 8 team, but a 4.5 and a 4.5 would be a 9 team.

***Method 4 - OTRA.*** The default method is based on the rating system used by the Original Team Roping Association. It is a .25-to-4.0 rating using 1/4 or 1/2 second increments where the higher the number, the more highly rated the roper is. A single roper can have different ratings for header and heeler, depending on his/her abilities.

In all cases, the software uses that method as a model, but Charlie Horse Ranch Timing Systems does not represent that it’s an “official” implementation of that rating method. Because these methods are proprietary to their associations, we are only able to use them as guidelines. If you are using a different method than those above, you can substitute your method (and the name of the method) for any of them.

**Caps** are simply limitations put on individual ropings, regardless of type. They are related to the rating system in use. For example, in a 7-cap roping (#7), the combined ratings of the header and heeler cannot exceed a value of 7. If the header had a rating of 4 and the heeler had a rating 3.5, their combined total would be 7.5 and they could not enter that roping. Once you set the cap, the software will prevent invalid entries from being in the event. You can also limit the number of times a header or heeler can enter an event.

## Duplicate Team Considerations

The issue of Duplicate Teams is complex. In the simple case, a Pick Only roping, you can set controls that prevent a team from signing up more than once, or you can allow it to happen.

In the more complicated events, Draw Pots and Pick Draws, if each header and heeler only signed up once, there wouldn't be an issue, but we all know that isn't the way the real world operates. In many cases, a header or a heeler will sign up multiple times so they can be on several teams. In this software, that is supported, but it raises some issues having to do with duplicate teams.

As an example, Jim Jones signs up as header 3 times for a Draw Pot. George Smith signs up as a heeler 2 times in the same Draw Pot event. Because this software considers each one of those entries to be separate, it is possible for Jim and George to be paired on multiple teams, due to the absolute randomness of the draw logic.

There are two schools of thought, both legitimate. One says that all you are doing is randomly matching entries, and it is reasonable and proper for Jim and George to be paired on a team multiple times. The other says that it would be better to not have them paired more than once, because it looks bad.

This software supports options to allow you to have it either way. It's called "Avoid Duplicates" and there is a flag for Draw Pot and Pick Draw processing. If it is not set, then duplicate teams are allowed. This results in an even distribution of headers and heelers, and if there are uneven numbers (more headers than heelers, for example), the randomly chosen heelers are equally distributed (see "Virtual Ropers" on the next page). On the other hand, if the option is set, duplicate teams will be avoided, but you may wind up with the situation where (with extra headers) heelers are chosen randomly more often because the duplicates had to be skipped (see "Virtual Ropers" on the next page).

Try it both ways and see what works best for you and your ropers.

## Uneven Draws and Virtual Ropers

Many ropings are faced with the issue of what to do when you have an uneven number of headers and heelers. You also have the situation where there are Pick Only teams, but some of the ropers have no partners. This software offers you some options.

1. You can tell this software to just randomly select from the smaller pool of ropers (headers or heelers) and give those ropers extra (free) rides to fill the slots (See “Duplicate Teams” on the previous page). Those ropers who are given extra (free) rides are identified on the Announcer and Draw lists, and you have payout options should they finish in the money. See Payout Table editing for the percentage to pay (if any). They may also pay for the extra rides, which can be indicated in the “Update Team After Draw” menu.
2. You can use the “Virtual Roper” concept supported by this software. If set, any time there is an uneven number of headers or heelers, the empty slots will be filled by a “Virtual Roper”. You can then choose to replace these ropers in the draw with real ropers (paid or otherwise), 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 Roper.

# Event Monitor

One of the icons on the desktop is the TRA Event 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 ropers 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. Not used for Match Race events.

**Current Event Monitor** - You select the event to be monitored, and you can change it at any time. It keeps a running display of the top 10 placings in the selected event, and constantly displays the fastest time for the event. A sample display is shown below.

The screenshot shows a software window titled "Team Rope America Event Monitor for: Open Roping on 08/27/05". The window has a blue title bar and a green header area containing the text "Current Standings for Open Roping". On the right side of the window, there are two buttons: "Change Event" and "Exit". The main area of the window is a table with 10 columns and 10 rows. The first three rows contain data for the top three placings, while the remaining seven rows are empty.

Placing	Rider Name	Time							
1st	Judy Adams and Gene Doe	1 - 7.115							
2nd	Jane Doe and Joe Doe	1 - 7.122							
3rd	Bill Adams and Gene Moore	1 - 8.214							

# Draw Monitor

One of the icons on the desktop is the TRA 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 ropers 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.

Status	Team Name
In Arena:	4. Jane Moore and Rose Roe
At Gate:	5. Max Moore and Rose Moore
Next Up:	6. Max Smith and Joe Roe
Ready:	7. Jane Adams and Joe Jones
Ready:	8. Charlie Doe and Rose Jones
Ready:	9. Max Roe and Kristin Doe
Ready:	10. Judy Jones and Kristin Roe
Ready:	11. Charlie Adams and Gene Adams
Ready:	12. Judy Roe and Kristin Jones
Ready:	13. Charlie Jones and Rose Adams
Ready:	14. Bill Roe and Joe Adams
Ready:	15. Judy Moore and Gene Roe
Ready:	16. Bill Moore and Kristin Adams
Ready:	17. Bill Jones and Kristin Smith
Ready:	18. Charlie Roe and Gene Jones
Ready:	19. Judy Doe and John Moore
Ready:	20. Jane Smith and John Smith
Ready:	21. Jane Jones and John Roe

## Pre-Entries from FastEnter.com

Charlie Horse Ranch's online signup systems, FastEnter.com and FastEnter Express, provide an easy way for your riders to sign up on-line and pay with a credit card. Best of all, the cost to you is little or nothing. The steps to do this are:

### One time:

1. Establish a producer account with FastEnter.com. To do this, go to [www.FastEnter.com](http://www.FastEnter.com), and click on "Producers". Follow the instructions you find there.
2. Notify your ropers that pre-entry sign up can be done at FastEnter.com. If you have a web site, add a link to <http://www.FastEnter.com>.
3. Set up the FastEnter User ID and Password in the TRA Definitions and Options.

### For each show:

1. Do your show setup normally. When you're done, click on the "Send Show to FastEnter.com" button. Fill in the pre-entry cutoff date and indicate if you want to use FastEnter Express. The show and all of its characteristics will be sent to FastEnter.com.
2. If you chose FastEnter Express, the riders can pre-enter and only pay the FastEnter convenience fee of \$3.50. The remainder of the fees will be collected by you when they check in at your roping. Otherwise, FastEnter.com will collect all of the fees and deposit them directly into your account.
3. Periodically, go to the "Team Signup" function, and click on the "Get Entries from FastEnter.com" button. All of the ropers who have signed up at FastEnter.com will be automatically added to your show, with no additional work by you.
4. When the time comes, do the draw and run the roping.
5. After the show is over, go to Administrative Functions and select the button "Show Results to Web". This will send the jackpot winners list to FastEnter.com where it is available immediately for your ropers to see.

That's it. You're done...

## Hints and Tips

*Q. I am running two Pick Only Team events, a #5 roping and a #7 roping. I don't want my #7 ropers to have to sit around and wait for the #5 to get done. Can I put them together and let them rope all at once?*

A. Yes. Use the "Combined Draw" type of draw (type 4). All ropers will rope together, but the payouts will be separated by the two events. That way, they all rope at the same time and don't have to wait.

*Q. Same question as above, but now they are Draw Pots instead of Pick Only Teams.*

A. It's still doable. The Combined Draw Process can also combine two draw pots.

*Q. What's external posting?*

A. In a large show, you may be running an event while you're trying to sign up ropers for another event. This can be pretty inconvenient if you are only using one computer or don't have the ability to network computers. The external posting function allows you to extract an event to a flash drive, and take the flash drive to another computer to run the event. When the event is complete, you update the flash drive file at that computer, then bring it back to the "Main" computer to merge it back into the show.

*Q. OK. What happens when I'm paying out to 4 places, but only two teams qualify?*

A. It is treated as though you are only paying to two places. The two teams would get larger payouts.

*Q. What happens with ties?*

A. Let's say that two teams had exactly the same time and catches, 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 have a lot of ropers on my database or in my show. When I get the drop-down list of ropers, 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 roper's first 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 first name, etc., until you get close to the entry, then double click or highlight it and click “Select”. Note that for time posting, you can just double click on the team you want to make it current.

*Q. I usually have more headers than heelers for my draw pot. How do you handle that situation?*

A. You have a couple of options. The section on “Uneven Draws and Virtual Ropers” spells it out in detail. In short, you can let people have extra (free) entries. You can identify them and set limits on how much they’re paid if they are on a winning team. See Payout table editing for the percentage to pay.

*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 directory, 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. I’m running a 3 day show (Saturday, Sunday and Monday) with Round Robin, Draw Pot, and Pick Draw events on each day. Do I have to define 3 shows and sign the ropers up 3 different times (once for each day)?*

A. No. Because there are 20 available events, you can set up a event definitions like this:

Round Robin Saturday, Round Robin Sunday, Round Robin Monday.

Draw Pot Saturday, Draw Pot Sunday, Draw Pot Monday.

Pick Draw Saturday, Pick Draw Sunday, Pick Draw Monday.

This totals 9 events. Since 20 events are available, you can do it all as one show, and there’s still room for other events.

*Q. I have a lot of ropers on my database and would like to eliminate those who haven’t ridden recently. How can I clean off my database and only have active ropers?*

A. In the Roper Database screen, there is an option to purge ropers, based on the fact they haven’t ridden since a date that you provide. Once you supply the date, it will automatically remove all ropers who haven’t ridden since that date.

*Q. I run some pretty big shows, and many ropers leave right after their last run before the results are known. Consequently, I have to hand write envelopes to mail them their checks. What a pain.. There **must** be a better way.*

A. There is. Select the “Check Address” box in the options definitions. This will have the software put the mailing address on the checks when they are printed. All you do is put them in a standard #10 business window envelope and you’re good to go.

*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. We run Pick-Draws, but we want all of our “pick” teams to run first, then our “draw” teams. Is there any way to do that?*

A. There is. Use Draw Type 8 (Pick Now-Draw Later) instead of Draw Type 2. It splits the draw into 2 sections, allowing all “picks” to go first.

*Q. We run Pick-Draws and Draw Pots. After the draw some ropers want to be on one extra team together. Can I do that?*

A. Yes. In both the Main Menu and the Time Posting Menu, there is a button that says “Insert Team in Draw”. This allows you to insert a single team after the draw, and the entry fee is adjusted to the value of one team instead of the normal entry fee, which might be for multiple teams.

*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.

# Example 1 - Set Up a Show

Here we will set up a show for January 14, 2017 with Pick, Draw Pot, Pick Draw and Round Robin events.

## Step 1. Set up the Show.

Using the “Show Setup” button, we set the date of the show, select and name the events to be run, set the draw and payout types, and set other options for each event.

Team Rope America Software Show Setup
×

Run Today	Event Name	Draw Type	Pay Type	Entry Fee	Cattle Pot/Chg (Gos)	Rounds	Draws	Closest Time	Association Team Fee	Free Ride Buyout	I Event	Max Places
<input checked="" type="checkbox"/>	Event 1 40-50 Pick Draw	2	0	110.00	10.000	12	1		0.00	0.00		4
<input checked="" type="checkbox"/>	Event 2 Draw Pot	1	0	50.00	0.250	1	0		0.00	0.00		0
<input type="checkbox"/>	Event 3 60 Pick Draw	0	0	110.00	15.000	1			0.00	0.00		4
<input checked="" type="checkbox"/>	Event 4 Round Robin	3	0	100.00	10.000	3	10		0.00	0.00		0
<input type="checkbox"/>	Event 5 Pick Now; Draw Later	0	0	0.00	0.000	1			0.00	0.00		0
<input type="checkbox"/>	Event 6 Side Pot	0	0	0.00	0.000	1			0.00	0.00		0
<input type="checkbox"/>	Event 7 Cowboy Draw	0	0	0.00	0.000	1			0.00	0.00		0
<input checked="" type="checkbox"/>	Event 8 Breakaway Roping	15	0	25.00	0.000	2			0.00	0.00		0
<input checked="" type="checkbox"/>	Event 9 Team Challenge	13	0	110.00	0.000	3	1		0.00	0.00		0
<input checked="" type="checkbox"/>	Event 10 Pick Draw	2	0	10.00	0.000	1	1		0.00	0.00		0

Events 1 to 10     Events 11 to 20
 

New Show Date

03/09/14

No Bonuses in Last Round  
 First In, Last Out for Pick and Breakaway  
 Pay to Nearest Dollar

**Draw Type Values**  
 0=Pick Only    8=Pick Now-Draw Later  
 1=Draw Pot    9=Side Pot  
 2=Pick Draw    10=Breakaway Roping  
 3=Round Robin    11=Cowboy Round Robin  
 4=Combined Draw    12=Switch Ender  
 5=Dynamic Draw Pot    13=Cowboy Challenge  
 6=Cowboy Draw    14=Switcheroo  
 7=Sign up in the Box    15=Breakaway 4D

**Pay Type Values:**  
 0 = Progressive  
 1 = Closest to Time  
 2 = Rope Until You Miss  
 3 = Average  
 4 = Headers and Heelers

Select a Prior Show Date
Added Jackpots and Sponsors
"Go" Control
Set Limits (Caps, Handicap Values, Incentives and Bonuses)
Select Events for Combined Draw or Dynamic Draw Pot
Camp/Stall Setup
Show Specific Information
Send Show to FastEnter.com
Exit

## Step 2a. Sign up the teams for Pick Only or Pick-Draw.

Using the “Team Signup” button, we sign up each team for the specific events in which they are they are competing. Note that you don’t have to put ropers on the database before you sign them up. You can put them directly into the show, and they are automatically added to the database. For the draw pot and round robin events, we could use the more streamlined “Single Event Roper Signup” screen instead (next page).

Team Rope America, Team Sign Up for: Pick Only

Exit Team Signup

Sign Up a Team
Update Existing Team
Update Teams and Ropers with Rating Changes
Print Teams
Delete a Team

Replace Header
Replace Heeler

Teams Signed Up So Far

1. 1 Charlie Moore and Jane Adams

2. 2 Bill Moore and Gene Moore

3. 3 Jane Smith and Kristin Adams

Team ID: 
Team Rating:

Header	TRA id	First Name	Last Name	ID #	Rating
Extra Draws	<input type="text" value="2"/>	<input type="text" value="Jane"/>	<input type="text" value="Smith"/>	<input type="text" value=""/>	<input type="text" value="2.00"/>
Header Heeler	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
Total Draws					
Picked Teams					

Heeler	TRA id	First Name	Last Name	ID #	Rating
Draws	<input type="text" value="25"/>	<input type="text" value="Kristin"/>	<input type="text" value="Adams"/>	<input type="text" value=""/>	<input type="text" value="2.00"/>
Header Heeler	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
Total Draws					
Picked Teams					

## Step 2b. Sign up the ropers for Draw Pot or Round Robin.

Using the “Single Event Roper Signup” button, we sign up each roper for the specific events in which they are they are competing. Note that you don’t have to put ropers on the database before you sign them up. You can put them directly into the show, and they are automatically added to the database.

Team Rope America, Roper Sign Up for: Draw Pot
✕

TRA id	Show id	First Name	Last Name	ID #	Header Rating	Heeler Rating
23	8	Gene	Adams		2.00	0.00

Times Entered		Auto Draws		Total Draws		Total Def Teams	
Head	Heel	Head	Heel	Head	Heel	Head	Heel
0	1	0	0	0	2	0	0

Current Total Draws	
Headers	Heelers
2	2

PARTNERS

Sign Up a Roper	Update Existing Roper	Delete a Roper from Event	Delete a Roper from Entire Show	Sign Up a Team	Print Ropers	Update Teams and Ropers with Rating Changes	Exit Roper Signup
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At this point, it’s the same as any other show. You run each event, print the reports and checks, then go on to the next event. See ‘Example 2’ for running events.

## Example 2 - Running Each Event

In this section, we will use the prior example, and run the Pick Only event. After the event is completed, we will produce the winner's list and the checks. When all events are completed, we can create the Financial reports.

### Step 1. Select the event.

Using the "Change Event" button, we will select Pick Only to be our current event. When that event is completed, we will repeat this process to run the Draw Pot, Pick Draw and Round Robin events.

Event	Event Name	Event	Event Name
<input checked="" type="checkbox"/> Event 1	Pick Only	<input type="checkbox"/> Event 11	
<input type="checkbox"/> Event 2	Draw Pot	<input type="checkbox"/> Event 12	
<input type="checkbox"/> Event 3	Pick Draw	<input type="checkbox"/> Event 13	
<input type="checkbox"/> Event 4	Round Robin	<input type="checkbox"/> Event 14	
<input type="checkbox"/> Event 5		<input type="checkbox"/> Event 15	
<input type="checkbox"/> Event 6		<input type="checkbox"/> Event 16	
<input type="checkbox"/> Event 7		<input type="checkbox"/> Event 17	
<input type="checkbox"/> Event 8		<input type="checkbox"/> Event 18	
<input type="checkbox"/> Event 9		<input type="checkbox"/> Event 19	
<input type="checkbox"/> Event 10		<input type="checkbox"/> Event 20	

Exit Event Selection

### Step 2. Draw for the event.

Using the "Draw Ride Order" button, we will do a random draw of the ropers in this event to establish the ride order. At this point, you could also choose to divide the roping into rotations. Once done, use the "Print Current Draw" or "Print Alphabetic Draw" button to create a list of the teams and their draw numbers. Hang this list up where the ropers can see it, so they know when they are going to ride.

### Step 3. Create Announcer's list.

Using the "Announcer's List" button, we will print the teams in this event in their ride order. The list has a place to write their times for backup purposes. Give this list to your announcer and you're ready to run the event.

## Step 4. Run the event.

Using either the “Post Times from Timer” or the “Post Times Manually” button, we will run the event. As each team goes, either fill in the time (Manual) or watch the computer do it for you (Timer). You can manually add penalty points. If the rider is disqualified, check the “NT” for no time, and the time will show as the actual time + 400 seconds, which the software recognizes as a “No Time”.

Time Posting for Event: Pick Only on 01/14/17
Final Time

NT

6. [0 - 0.000] Charlie Doe and Max Adams

**Prior:** 5. [1 - 6.800]  
Jane Smith and Bill Jones

**In Arena:** 6. [0 - 0.000]  
Charlie Doe and Max Adams

**Next In:** 7. [0 - 0.000]  
Bill Jones and Charlie Smith

**Waiting:** 8. [0 - 0.000]  
Bill Moore and Jane Adams

9. [0 - 0.000]  
Kristin Adams and Gene Moore

10. [0 - 0.000]  
Jane Smith and Kristin Adams

11. [0 - 0.000]  
Bill Jones and Jane Adams

12. [0 - 0.000]  
Joe Doe and Bill Jones

13. [0 - 0.000]

**Current Leader:** 1 6.500  
3. Charlie Moore and Jane Adams

**Fastest This Round:** 6.500  
3. Charlie Moore and Jane Adams

Total teams this rotation = 14, Teams left to rope = 9

Total teams this round = 14, Teams left to rope = 9

Enter Team's Time

Next Team	Start Timer	Select Team	Print Announcer's List	Sign Up For Event	Interim Results	Exit
Prior Team	Stop Timer	Go to Next Round	Print Posted Times	Statistics	Insert Team or Roper	

When all riders have completed the event, use the ‘Exit’ button to return to the Main Menu.

### **Step 5. Print the Event results.**

Using the “Final Event Results” button, we will create the jackpot payout report. Hang this up so the riders can see where they placed and if they earned any jackpot money..

### **Step 6. Print the Checks.**

Using the “Check Processing” button, we will print the check register and/or the actual checks for this event. If you are writing the checks yourself, just print the check register so you have a list of which checks need to be written.

### **Step 7. Change the current event and start over.**

Go Back to step 1, change the current event to the next event (Draw Pot, Pick Draw or Round Robin) and repeat this process.

### **Step 8. Finish up.**

All the events have been run, so now you’re ready to close out the show.

Using the “Financial Report” button, create your financial report to get an accurate accounting of your cash box.

Run any optional reports (Top Header, Top Heeler, etc.).

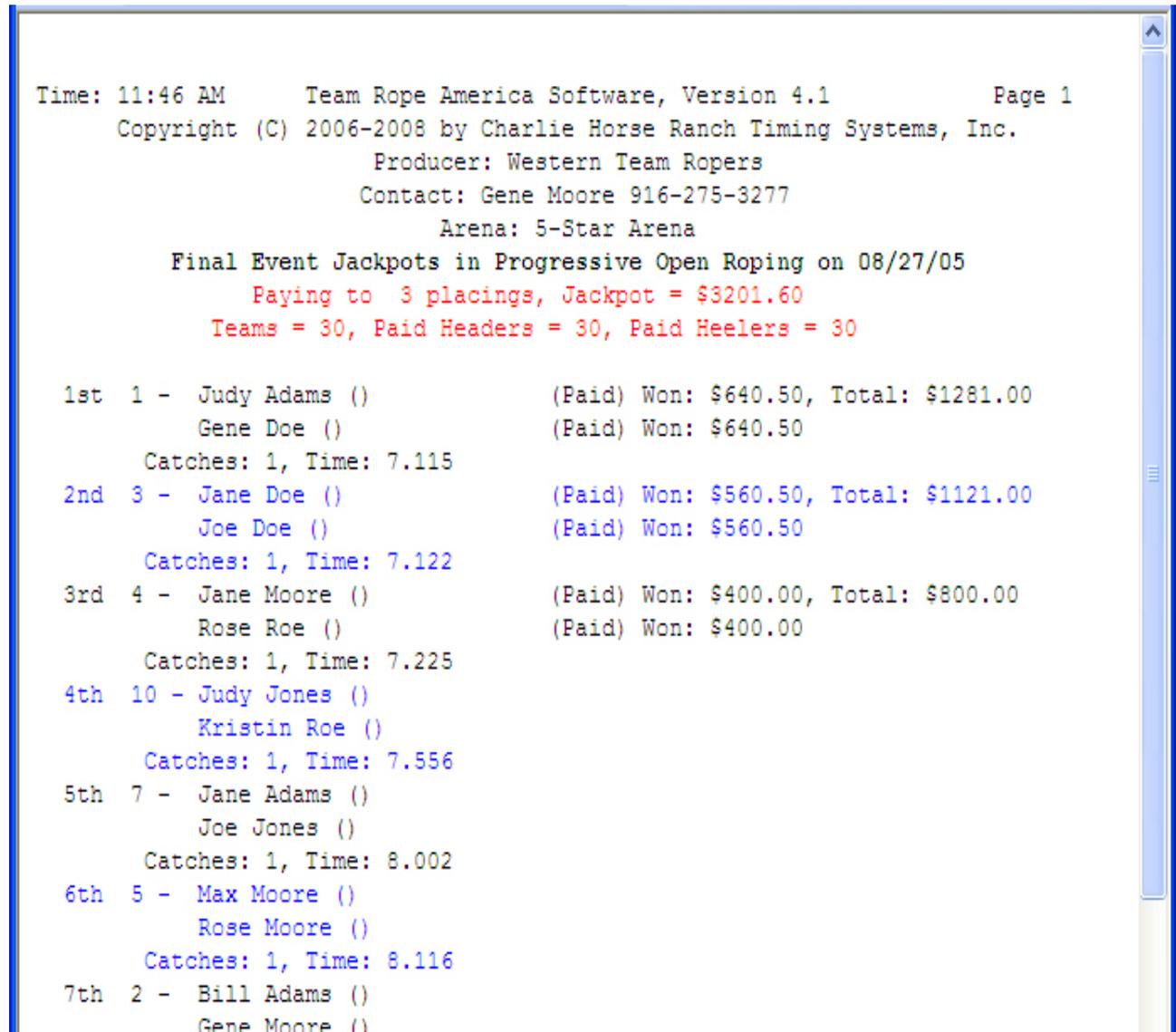
Lastly, using “Administrative Functions”, make a backup of this show and your rider database.

# 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 Open Roping on the August 27th show. <B><FONT  
COLOR=blue><A  
HREF=”./open.html” TARGET=”report” >Open Roping</FONT></B></A><BR>
```

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:



Time: 11:46 AM Team Rope America Software, Version 4.1 Page 1  
Copyright (C) 2006-2008 by Charlie Horse Ranch Timing Systems, Inc.  
Producer: Western Team Ropers  
Contact: Gene Moore 916-275-3277  
Arena: 5-Star Arena

Final Event Jackpots in Progressive Open Roping on 08/27/05  
Paying to 3 placings, Jackpot = \$3201.60  
Teams = 30, Paid Headers = 30, Paid Heelers = 30

1st	1 - Judy Adams ()	(Paid) Won: \$640.50, Total: \$1281.00
	Gene Doe ()	(Paid) Won: \$640.50
	Catches: 1, Time: 7.115	
2nd	3 - Jane Doe ()	(Paid) Won: \$560.50, Total: \$1121.00
	Joe Doe ()	(Paid) Won: \$560.50
	Catches: 1, Time: 7.122	
3rd	4 - Jane Moore ()	(Paid) Won: \$400.00, Total: \$800.00
	Rose Roe ()	(Paid) Won: \$400.00
	Catches: 1, Time: 7.225	
4th	10 - Judy Jones ()	
	Kristin Roe ()	
	Catches: 1, Time: 7.556	
5th	7 - Jane Adams ()	
	Joe Jones ()	
	Catches: 1, Time: 8.002	
6th	5 - Max Moore ()	
	Rose Moore ()	
	Catches: 1, Time: 8.116	
7th	2 - Bill Adams ()	
	Gene Moore ()	

# 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.

Team Rope America Software Main Menu - Version 6.2.0.6201

Team Rope America Software Main Menu

Show Producer: Karen Mc Clenahan, Show Date = 03/09/14

Show Setup

License Key  Unlicense

Team Signup

Single Event Roper Signup

Multi Event Roper Signup

Cowboy Challenge Signup

Show Statistics

Draw Ride Order

Insert Team in Draw

Set Rotations

Update Team After Draw

Print Current Draw

Print Alphabetic Draw

Print Header Draw

Print Heeler Draw

Print Free Rides

Announcer's List

Export Draw

Create External Drive

Restore External Drive

Change Event, Current =

Post Times from Timer

Post Times Manually

Projected Payouts

Interim Event Results

Final Event Results

Check Processing

Top Header Report

Top Heeler Report

Bonus Reporting

Show High Point

YTD High Point

Financial Report

Show Program

Roper Reports

Roper Invoices

Events and Options

Administrative Functions

Roper Database

40-50 Pick Draw

Exit

- 1. Events and Options:** Use this button to define your organization's Events, and basic features that apply to all events.
- 2. Show Setup:** Use this button to set up the show you are about to run, setting the show date, selecting the events, draw and payout formats, team and roper caps, entry fees, and any added jackpot money.
- 3. Team Signup:** Use this button to sign up teams and ropers in the current event .
- 4. Cowboy Challenge Signup:** Use this button to sign up Cowboy Challenge teams in the current event.
- 5a. Single Event Roper Signup:** Use this button for a more streamlined method to sign up ropers in the current event.
- 5b. Multi Event Roper Signup:** Use this button for a more streamlined method to sign up ropers in multiple events at once.
- 6. Show Statistics:** Use this button to get a quick count of how many ropers and teams are signed up in each event. It will also give an estimate of the number of generated teams, and if the draw has been done, it will show the actual team count.
- 7. Draw Ride Order:** Use this button to draw the ride order for the current event. The draw can be printed when needed using the "Announcer's List" button, the "Print Alphabetic Draw" button, the "Print Header Draw" button, the "Print Heeler Draw" button, or the "Print Current Draw" button.
- 8. Insert Team in Draw:** Use this button to insert a single team into the draw at the end. It is a single team entry, regardless of the number of teams represented by a normal signup, and the fees are adjusted accordingly.
- 9. Set Rotations:** Use this button to divide the current event into "rotations", so that it can be run in sections. That way, the ropers don't have to wait so long between rounds. It also allows you to optionally specify the number of teams in the first rotation, independently of the number of teams in the other rotations.
- 10. Update Team After Draw:** Use this button to make changes to a team after the draw. You can replace the header, replace the heeler or scratch a team. You can also replace a "No Show" roper with randomly chosen free rides.

- 11. Print Current Draw:** Use this button to print the draw for the current event. It creates a report in run order so that ropers may easily look up their draw positions.
- 12. Print Alphabetic Draw:** Use this button to print the draw for the current event. It creates a report in alphabetical order by roper so that they may easily look up their draw positions.
- 13. Print Header Draw:** Use this button to print the draw for the current event. It creates a report in alphabetical order by header so that ropers may easily look up their draw positions.
- 14. Print Heeler Draw:** Use this button to print the draw for the current event. It creates a report in alphabetical order by heeler so that ropers may easily look up their draw positions.
- 15. Announcer's List:** Use this button to print the run order for the current event.
- 16. 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.
- 17. 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 Flash drive").
- 18. Post Times from Timer:** Selecting this button starts running the event and allows the timer to feed the times directly into the computer for each team. See "Direct Timer Input" for more detailed information.
- 19. Post Times Manually:** Selecting this button starts running the event and allows the operator to type the times into the computer for each team. See "Manual Input" for more detailed information.
- 20. Restore External Drive:** Use this button to merge the flash drive from the "External Posting" method on another computer into this computer.
- 21. 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.

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

**23. Check Processing:** Use this button to print checks and/or the check register for the current event.

**24. Financial Report:** Use this button to create a report showing income and outgo for this show.

**25. Top Header Report:** Use this button to create a report showing the headers in order of the most money won.

**26. Top Heeler Report:** Use this button to create a report showing the heelers in order of the most money won.

**27. Bonus Reporting:** Use this button to create a report showing the headers, heelers or teams in order of the most catches in this event. These reports are repeated during "Final Event Results" processing.

**28. Roper Reports:** Use this button to create a individual roper reports showing the times with each partner in each event and each round.

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

**30. Roper Database:** Use this button to make changes to your roper database.

**31. 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. The presumption, of course, is 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 and riders to let them know the ride order of each event.

**32. Show High Point:** Use this button to create a High Point report for this show.

**33. YTD High Point:** Use this button to create a High Point report for this show and any prior shows that you select.

**34. Change Event:** Use this button to change the current event for all other reports. For example, if you have selected "Round Robin", all draws, announcer's lists, winner and payout reports, and checks will be for the Round Robin event.

**35. Roper Invoices:** Use this button to create individual roper invoices showing the amount owed by each roper.

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

**37. Print Free Rides:** Use this button to show the ropers who were randomly selected for free rides to correct an imbalance of headers and heelers.

**38. License Key:** Use this button to provide licensing information to CHRTS.

**39. 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.**

# Events and Options

This is where you set some basic controls, define the events you are going to run and the default values for things like event types and jackpot increments. The screen looks like this:

Team Rope America Software Options Maintenance
×

Producer: **Karen Mc Clenahan**

Arena: **Diamond Bar**

Client id: **1588**

Timer Port: **8**

Avoid Duplicates

In Pick, Draw and Pick Draw Unless You Must

Check for Thunderpaws Timer

Networked

No Color Print

3-Up Labels

2-Up Program

Combine Checks

Sign Checks  Bold Checks

3-Up Checks  Check Address

Incentive + Fastback OK

Always use Virtual Ropers

Draw Number on Time Post

High Point by Event

Announcer List for each Round

Test for Duplicate Signups

Proportional Payouts

Placings Only

Keep Original Draw Number

Show All Ropers

Last-First on Draw Sheets

Warn if Roper Has 0 Rating

Verify Rating Changes

Net 0 Invoice Summary

Money Won High Point

Free Ride Method 2

Points	
1st:	10
11th:	0
2nd:	9
12th:	0
3rd:	8
13th:	0
4th:	7
14th:	0
5th:	6
15th:	0
6th:	5
16th:	0
7th:	4
17th:	0
8th:	3
18th:	0
9th:	2
19th:	0
10th:	1
20th:	0

Header Penalty: **0**

Heeler Penalty: **0**

BMax: **10**

Item Height: **20**

Stall Fee: **0.00**

Camp Fee: **0.00**

A1 Name: **ACTRA**

A2 Name: **USTRC**

A3 Name: **OTRA**

Processing Fee: **15.00**  Per Roper

Change Table 1 Payout Percentages

Change Table 2 Payout Percentages

Change Table 3 Payout Percentages

Exit and Save

Events 1-10

Events 11-20

FastEnter.com Options

Using FastEnter

User ID:

Password:

Edit Rules  Edit Release

Page 35

**Timer Port:** If you are using the direct timer input option, this is the COMM port on your computer where the timer cable is plugged in. See “FarmTek Direct Input Setup” for details on setting this up.

**Check for Thunderpaws Timer:** If checked, when you start direct input timing, the software will ask if you are using a Thunderpaws timer and will adjust accordingly.

**Use Timer Penalties:** If checked, it means that the software will look for the signal from the FarmTek timer indicating that the Header or Heeler broke the barrier prematurely, and that it should add the appropriate penalty value to the team’s time. In addition, the header or heeler who was guilty of the infraction will have (P) after their name in the screen display. If it isn’t checked, it will ignore that signal from the timer. This feature is not available with the Thunderpaws timer or the Lightning Accutimer (yet).

**Header Penalty:** is the number of seconds to be added to the team’s time if the header committed a barrier violation. This feature is not available with the Thunderpaws timer.

**Heeler Penalty:** is the number of seconds to be added to the team’s time if the heeler committed a barrier violation. This feature is not available with the 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.

**Event Name:** These are the events you run on a regular basis. When you set up the show, you will select which events you are running that day. These descriptions will appear on all reports. They can be changed for any show on the “Show Setup” screen. Note that the display only shows the first 10 events. Selecting “**Events 11-20**” will show the next 10.

**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.

**Networked:** If selected, this means that multiple computers will be accessing the databases on this computer. The software will take extra precautions to protect and synchronize the files.

**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.

**Combine Checks:** If selected, this means that you will print a single check for each roper at the end of the show, instead of printing checks at the end of each event.

**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.

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

**Bold Checks:** If selected, this means that checks will be printed in a bold (darker) font. Note, this may not work on some printers. Try it to make sure the checks and the print line up.

**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.

**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.

**High Point by Event:** If selected, this means that the High Point report will be separate for each event, instead of an overall report for the show.

**Announcers List for each Round:** If selected, this means that a new Announcers list will be printed after each round, showing the current score for each team from previous rounds.

**Test for Duplicate Signups:** If selected, this means the system will give you a warning if you attempt to sign up a team in the same event more than once. **Note: Swappings ends is not considered a duplicate team.**

**Proportional Payouts:** If selected, this means that payouts will be based on the number of headers and heelers in the event, instead of an even split of the money for the header and the heeler. For example, in a Draw Pot event, there may be 8 headers and 10 heelers. Consequently, the heeler pool will be larger than the header pool, since the heelers have paid more entry fees into the event.

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

**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”.

**Points:** These are the number of points you give to each placing, from 1st to 20th.

**Processing Fee:** This is the fee you charge each entry or each rider for processing their entry. If “**Per Roper**” is checked, the fee is only applied by roper, regardless of the number of times they are entering. Otherwise, it is charged for each entry for this roper.

**Using FastEnter:** If checked, this means that you have set up an account with FastEnter.com, and all on-line pre-entry processing, draw posting and results posting will be done using FastEnter.

**User ID:** If using FastEnter, this is the user identifier you have given to FastEnter.com to maintain your account. This software will use this user id and the password below to interact with FastEnter.com.

**Password:** If using FastEnter, this is the password you have given to FastEnter.com to maintain your account. Note that it will display as a series of ‘\*’, to maintain privacy and security.

**Camp Fee:** Default camping fee.

**Stall Fee:** Default Stall Fee.

**Draw Number on Time Post:** If checked, the time posting screen will use the draw number instead of the team number. This correlates more closely with the announcer’s list.

**Show All Ropers:** If checked, the results reports will show all ropers, instead of just the ones who earned money.

**Edit Rules:** For FastEnter, edit the file containing a description of the show, and any special rules or other items you want to show on the FastEnter description of the show. The file name is [qerules.tra](#).

**Edit Release:** For FastEnter, edit the file containing a Release of Liability statement you would like it to display when riders sign up. The file name is [qerelease.tra](#).

**Avoid Duplicates:** See the section on “Duplicate Team Considerations” for a detailed discussion on this topic. With each option checked, duplicates will be avoided in that type of draw. If not checked, duplicate teams will be allowed. If modified with the “**Unless You Must**” check box, the software will try to avoid duplicates, but will use a duplicate instead of assigning a Virtual Roper.

**Always Use Virtual Ropers:** See the section on “Virtual Ropers” for a detailed discussion on this topic. With this option checked, this software will never randomly assign a slot to an entrant to make up a discrepancy between headers and heelers. Instead, it will insert ropers named “Virtual Header” and “Virtual Heeler”, as needed. If not checked, it will randomly select headers and heelers (giving them an extra free go) on all events except Round Robin, which does not require equal numbers.

**Free Ride Method 2** - Modifies the method of assigning free rides if there is a mismatch in the number of headers and heelers. The default method is based on the theory that each entry is eligible for a free ride, so if header Sam Signed up 4 times, he was eligible for 4 free rides. This sometimes resulted in one person getting multiple free rides, and another person getting none. If this box is checked, it attempts to distribute free rides by the roper. In the above example, Sam would only be eligible for one free ride until all other headers had also been given a free ride. Then it repeats if necessary, based on the number of times the roper has entered.

**Last-First on Draw Sheets:** Normally, the draw sheets are printed in “natural” format, with the ropers first name and last name (Jim Smith). If this box is checked, it means you want the draw sheets printed in last name, first name format (Smith, Jim).

**Incentive + Fastback OK:** This requires some explanation. Incentives mean that lower rated teams have a sidepot they are competing for. Fastback eliminates teams in the final round that cannot place in the money for the regular placings, saving wear and tear on the cattle. Some producers consider these two options mutually exclusive because a lower rated team “might” get to rope in the final round, whereas their competitors may not. It gives them an extra “go”. Other producers feel that it’s just the way it goes. You take your chances when you sign up. If this button is checked, it means you will allow Incentives and Fastback in the same roping. If not checked, Fastback will not be allowed if the roping has an Incentive pool.

**Keep Original Draw Number:** If selected, it 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.

**Show Time Needed to Pay:** If selected, it means that instead of showing the time needed to take the lead on the time posting screen, it will show the raw time needed to be the last place paid, based on the current standings.

**A1 Name:** This is the abbreviation for the Sanctioning Organization that used Method 1 for handicapping and rating. As delivered, this software uses methodology that is similar to that used by ACTRA.

**A2 Name:** This is the abbreviation for the Sanctioning Organization that used Method 2 for handicapping and rating. As delivered, this software uses methodology that is similar to that used by USTRC.

**USTRC Method is Elite:** As delivered, this software uses Method 2 (A2) for a methodology similar to USTRC's Triad Rating system. If this button is checked, it will incorporate adjustments to support the "Elite" classifications. If it isn't set and you are using Method 2, fractional ratings are just added together for a team rating.

**A3 Name:** This is the abbreviation for the Sanctioning Organization that used Method 3 for handicapping and rating. As delivered, this software uses methodology that is similar to that used by OTRA.

**Picks First on Pick Draw:** For Pick-Draw (type 2) *only* events, the "Pick" teams will be first in the draw, followed by the drawn teams. Ignored on Combo draws.

**Picks First on Pick Only:** For Pick-Only (type 0) *only* events, the predefined "Pick" teams will be first in the draw, followed by the ropers who signed up without a partner and the system drew one for them. Ignored on Combo draws.

**Draws First on Pick Draw:** For Pick-Draw (type 2) *only* events, the "Draw" teams will be first in the draw, followed by the picked teams. Ignored on Combo draws.

**Draws First on Pick Only:** For Pick-Only (type 0) *only* events, the "Draw" teams (the ropers who signed up without a partner and the system drew one for them) will be first in the draw, followed by the ropers who signed up with a partner. Ignored on Combo draws.

**Resort Teams on Each Go:** When running an event, the default behavior of this software is to keep the original ride order up to the Short Go Draw. Sometimes this is a problem, because headers and heelers that were on multiple teams and had good separation get "closed" up, due to other teams being eliminated. If checked, the software will re-sort and separate the remaining teams. They will get new draw positions.

**All Go Format 2:** If you do not use the option to create a new announcer list for each round, the current announcer list creates a report that shows a place to write the time for each round, and the total for the current round + the prior total. These values are underneath the team's name and other information. Some producers would rather have an abbreviated report with a place to write each round's time and one space for the total, with all of the time slots off to the right. If this box is checked, it will use the new format for the report.

**BMax:** For those ropings with a bonus, the number of places to show on the report.

**Warn if Roper has 0 Rating:** If checked, and you sign up a roper for an event that uses handicaps, you will be notified that the roper has a rating of 0.

**Verify Rating Changes:** If checked, and you change a roper's rating, you will be asked to confirm that you intended to change it.

**Net 0 Invoice Summary:** If checked, you want ropers who have a balance of 0.00 to show in the Roper Invoice Summary report. If not checked, only those ropers who owe money or are owed money will show on the report.

**Money Won High Point:** If checked, the High Point Report will be based on the amount of money won (not including incentives or bonus money) instead of points earned for placings.

**'D' Increments:** This is the amount of time in seconds that is added to the fastest time to determine the top of the 2D, 3D and 4D brackets. Used only for Draw Type 15.

**'D' Percentages:** This is the percentage of the payout pool allocated to the 1D, 2D, 3D and 4D brackets. Used only for Draw Type 15.

## Default Handicap Values

This is where you set the default values for handicapping teams based on their combined ratings (header + heeler rating). The screen looks like this:

Team Rating	Team Handicap	Team Rating	Team Handicap
20	0.00	10	-3.00
19	0.00	09	-4.50
18	4.50	08	-4.50
17	4.50	07	-4.50
16	4.50	06	-4.50
15	4.50	05	-4.50
14	3.00	04	-4.50
13	1.50	03	0.00
12	0.00	02	0.00
11	-1.50	01	0.00

**USTRC:** If checked, this means you are using a rating system similar to that used by the USTRC.

**ACTRA:** If checked, this means you are using a rating system similar to that used by the ACTRA.

**OTRA:** If checked, this means you are using a rating system similar to that used by the OTRA.

**Default Handicaps:** These are the default values to be used for handicapping teams based on their ratings. They must be changed for each event during the show setup functions. They can be based on the ACTRA, OTRA or USTRC rating methods. **Note that the supplied examples are not intended to be used “as is”. They are just examples. You must set up your own adjustments based on the roping being run.**



**Free Ride Percentage:** This is the percentage of the payout pool that a rider gets if he/she is on a team due to a “free” entry. Free entries are those generated by the system during a draw to compensate for an uneven number of headers and heelers. If they had paid for the entry, they would get the header or heeler share of the pool, but because they didn’t pay, only this percentage of that amount is actually paid, and the remainder goes to the “paid” partner on the team or is kept by the producer (see “Remainder to Producer” button, below). It can be set to 1.00 to pay the full amount, 0.50 to pay half the amount, 0.00 to not pay anything, or any percentage in between. This percentage applies to ALL payout pools, including bonuses.

**Remainder to Producer:** If checked, any money left over because of the free ride percentage is kept by the producer instead of being paid to the partner. It is also reported as an information item on the financial report.

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

**Ropers:** If checked, it means that the following counts represent the number of ropers in the event. This is the number of ropers 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 ropers, it will only pay to 1 place. If there are 21-40 ropers, it will pay to 2 places. If there are 41-60 ropers, it will pay to 3 places, etc. *Note that the basis is the number of ropers, not the number of teams.*

**Teams:** If checked, it 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 ropers. The payout pool will be calculated on the number of ropers 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 roper, etc. and if any Virtual Ropers were used.*

**Use Special Deduction Method:** If checked for a class, this is a special method used to calculate those fees owed to certain sanctioning organizations, the following deductions are taken from the entry fees.

1. If there are more than 10 teams in the class, the value of one team is deducted from the pool. The value of a team is calculated as the entry fee \* the number of ropers on a team / the number of teams that entry fee represents. For example, if the entry fee was \$50.00 for a Draw 4 class, that fee represents 4 teams. Consequently, the value of one team is  $(2 * 50) / 4 = \$25$ .

2. The number of actual teams is multiplied by \$1.00 and then \$1.00 is subtracted because it represents the first team's entry fee deduction. If there are fewer than 11 teams, the \$1.00 charge is not deducted.

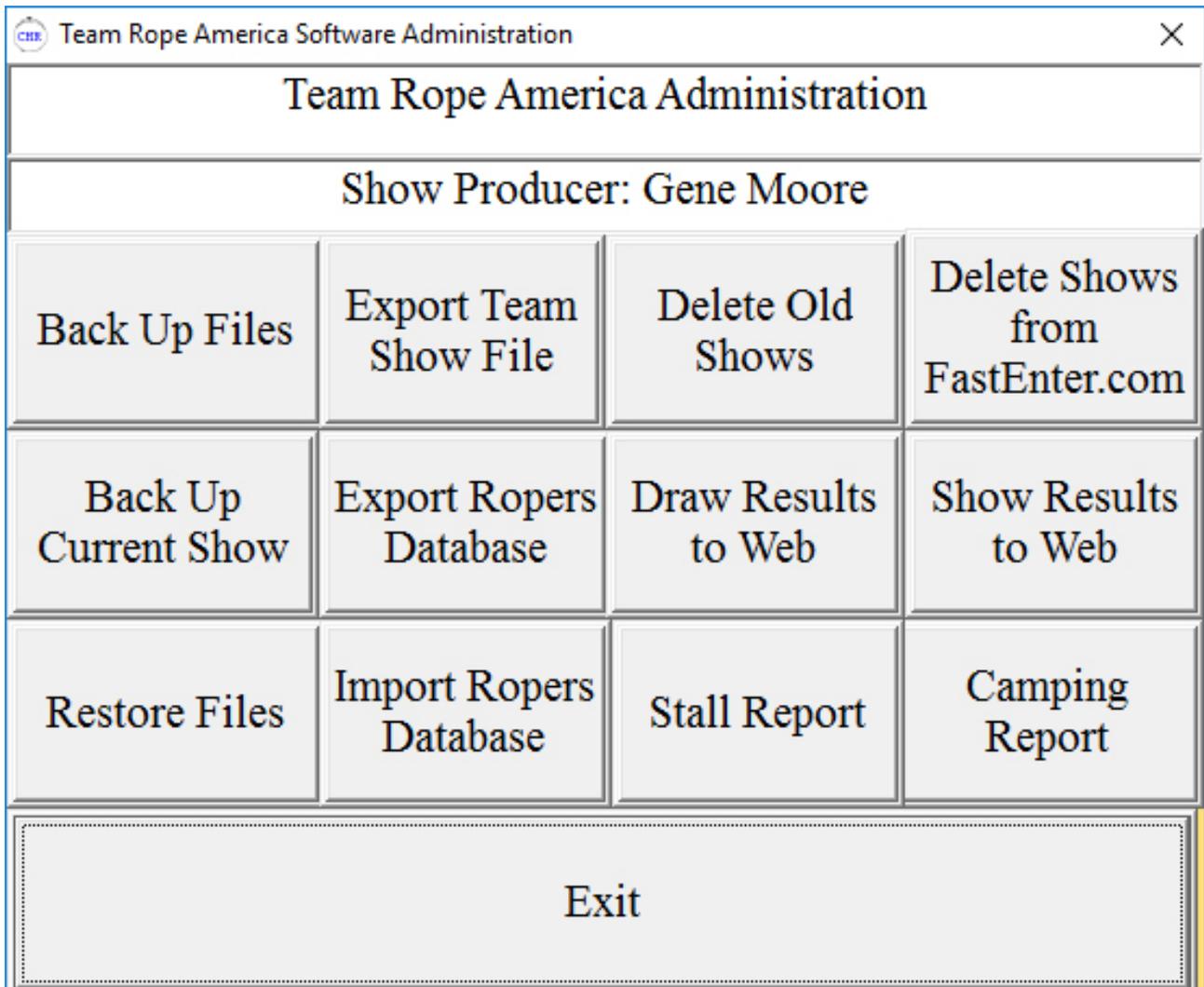
3. As with the other methods, the cattle charge and the producer percentage are also deducted.

4. Unlike the other methods, the Association Team Fee is not deducted because it is replaced by the \$1.00 charge. You should not charge an Association Team Fee if you are using this method.

5. While this is similar to the method ACTRA uses, we do not represent that is an official implementation of any of ACTRA rules. There are differences, most notably the addition of the producer percentage. This allows producers who have to use a subcontractor for their cattle to keep that charge separate.

## Administrative Functions

This is where 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 Files:** Use this button to back up all show and administrative data to a flash drive.

**Back Up Current Show:** Use this button to back up show and administrative data related to the current show only 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 (and FastEnter).

**Delete Shows from FastEnter:** Use this button to delete old shows from FastEnter, but not the hard drive.

**Export Team Show File:** This function creates a file named **Tmmddy.csv** (where mmddy is the date of the show) 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 show data and do your own local reporting.

**Export Ropers Database:** This function creates a file named **Ropers.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 Ropers Database:** This function imports a file named **Ropers.csv** in the current folder. It is a comma-delimited file that was created by the “Export Ropers 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).

**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.

**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.

# Roper Database

This is where you keep definitions of each roper. If you separate ropers by different horses, each one can have a different entry. There are other things you can do, including creating mailing labels. The screen looks like this:

	User ID#:	Header Rating	Heeler Rating
ACTRA (A1)	1234	1.5	2.0
USTRC (A2)	2345	3.0	4.0
OTRA (A3)	3456	1.0	1.5

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

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

**Update This Record:** Select this button any time you have made a change to any of the data elements to save the changes.

**Add New Roper:** Select this button to create a new entry on the database. It will assign a new roper number and present you with a screen to fill in. Once you have typed in the information, use “Update This Record” to save your changes.

**Select a Roper:** Select this button to get a screen of all ropers on the database. When you highlight a roper in the list and double click or press “Select”, that roper will appear on this screen. You can then modify or delete the record.

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

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

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

**Purge Old Ropers:** This function deletes ropers 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 ropers.

**Mailing Labels:** Select this button to create a set of mailing labels from your roper 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.



**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, it will show the events you ran that 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:** Each box allows you to chose from the events you defined during the event definition process, indicating that event will be run at this show. You can also over type the event name to change it for this show.

**Entry Fee:** For any event, this is the entry fee for each roper (not the team).

**Cattle Pct:** This is the percentage of the entry fee deducted to pay the stock contractor. It shows as a separate line item in the financial report. Note that this percentage *and* the producer percentage are deducted from the rider's entry fee, and the remainder goes into the payout pool for that event. It may also be expressed as a dollar amount. If the value entered is greater than .99, it is used as a dollar amount instead of a percentage. This means it will calculate the ratio of the dollar amount to the entry fee and use that as the percentage.

**Rounds (Gos):** For any event, this is number of rounds for each team.

**Draw Type:** This defines the draw type for each event. Valid Values are:

**0** = Pick Only Teams. All teams defined in advance and while you're in the first round, additional teams can be added.

**1** = Draw Pot. All teams are created dynamically.

**2** = Pick Draw. Teams are defined in advance, and other teams are created dynamically when the draw is done. If a roper is signed up without a partner, a partner will be found during the draw. For example, in a "Pick 1, draw 2" a roper with no partner will actually have 3 draws.

**3** = Round Robin. All teams are created dynamically, and each header will ride at least once with each heeler.

**4** = Combined Draw. Combines multiple Type 0, Type 1, Type 2 or Type 8 events into a single draw.

**5** = Dynamic Draw Pot. Combines multiple Type 1 events into a single draw.

**6** = Cowboy Draw. Entrants are randomly chosen to be headers or heelers, then it's run the same as a Draw Pot.

**7** -Sign Up in the Box. This is essentially the same as a Pick Only Roping (Type 0), except that no pre-signup/draw is done. While you are in your time posting screen, new ropers can be added dynamically with the click of a button.

**10** = Breakaway Roping. The traditional single contestant breakaway roping event, with the additional benefit of caps and handicaps if you want them.

**11** - Cowboy Round Robin. This is a combination of the Cowboy Draw and the Round Robin Draw. Each roper may enter one time. The software will match every entry with every other entry, randomly assigning header and heeler roles. Each roper will ride with every other roper only once, either as a header or a heeler. The number of teams generated depends on the number of entries. The formula for predicting the number of teams is  $((e - 1) * e) / 2 = \text{number of entries}$ . For example, if the number of entries (e) is 20 then  $((20 - 1) * 20) / 2 = 190$  teams.

**12** = Switch Ender. Each roper signs up only once, and will be drawn on two teams, once as a header and once as a heeler.

**13 = Cowboy Challenge** This means that teams of 4 ropers each sign up together and will be on 6 or 12 teams from within their own group. Essentially, the software does a "Cowboy Draw" for all 4 ropers and make sure every roper teams with every other roper. The generated teams are: 1-2, 1-3, 1-4, 2-3, 2-4, and 3-4, with randomly chosen roles as header or heeler. If the 12 team option is chosen (2 draws), the first 6 teams are done again, with reversed roles as header and heelers. The winner is the 4 person team with the most catches in the least amount of time. Bonuses and Incentives are still based on the generated 2-person teams. The event may not be capped, but slides (handicaps) can be used. This type is not supported for FastEnter.

**14 = Switcheroo** This means that each roper signs up only once, and will be drawn on one team. They may enter as a header and as a heeler for a total of two teams. At the end of the first round, all ropers are re-drawn so that everybody gets a new partner. If there are an uneven number of headers or heelers, ropers are randomly given a free ride for that round to make up the difference. Free ride times do NOT get totaled in the final score. This process continues for each round. At the end, the winners are the header and heeler with the most catches in the least time and the payout is proportional (headers and heelers each have their own money pool).

**15 = Breakaway 4D.** The traditional single contestant breakaway roping event, with the additional benefit of caps and handicaps if you want them and the payout is structured in a 4D format.

**Pay Type:** This defines the payout type for each event. Valid Values are:

**0 = Progressive.** Teams are eliminated if they miss in any round. The winner is the team with the most catches in the fastest time.

**1 = Closest to time.** Teams are eliminated if they miss in any round. The team with the time closest to the predefined target time (slower or faster) wins.

**2 = Rope Until You Miss.** Teams are eliminated if they miss in any round. The winner is the team left at the end of the final round. If there is more than one team left, the fastest accumulated time wins.

**3 = Average.** All teams rope 'x' times. The winner is the team with the most catches and the fastest average (accumulated) time.

**4 = Headers and Heelers.** This is generally a Round Robin type of event, but the winners are the individual headers and heelers with the most catches in the fastest time, instead of the teams.

**Draws:** For draw type 1, 2 and 8 events, this is number of draws that will be done for each roper. For a Cowboy Challenge (draw type 13), 1 means each Cowboy Challenge team will generate 6 header/heeler pairs. 2 means each Cowboy Challenge team will generate 12 header/heeler pairs. For a Round Robin (draw type 3) event, a value of 0 indicates a traditional Round Robin, where all headers are on a team with each heeler, etc. If the value is not 0, the producer is running a Modified Round Robin. Instead of each header riding with each heeler, the software will create a smaller draw, consisting of multiple rotations. Each rotation is a Round Robin draw for a specific number of partners. For example, a "normal" Round Robin with 30 on each side would result in 900 teams (30 x 30). However, if you specify a "Draws" value of 10

partners, the result would be 3 rotations of 100 teams each, for a total of 300 teams. Each roper would ride completely within his/her own rotation. . The value specifies the number of partners a roper will have in each rotation, and (multiplied by itself), the number of teams in each rotation. For example, a value of 10 would be equal to 100 teams in each rotation, and each roper would have 10 partners. The last rotation may have fewer teams if there aren't enough ropers. Alternatively, you can enter a negative number (up to -7) and that will be the number of rotations generated. The software will figure out how many teams to put in each rotation. For example, if you had the same 30 x 30 entries, and you used a value of -2, it would generate 2 rotations of 225 teams each (15 x 15). **NOTE - The Modified Round Robin method is only valid under specific circumstances where you have exactly the right number of headers and heelers. Otherwise, the number of partners for each roper will be different.**

**Closest Time:** For pay type 1 events, this is time that is the target for each team.

**Association Team Fee:** For any event, this is the “per team” fee each roper pays (1/2 of the actual team fee) for your sanctioning association. For Round Robin and Cowboy Round Robin events, this is a one-time charge. For all other events, it's this value x the number of teams they will be on that is charged to the roper. **Do not use if you are using the “Special Deduction Method”.**

**Free Ride Buyout:** This value overrides the “cost of a team” calculation used to determine what the value of entry on a single team is. For example, If the event was a draw 5 and the entry fee was \$100, the cost to be on a single team is \$20 ( $20 \times 5 = 100$ ). When free rides are awarded, that is the amount normally charged for the roper to “buy” that ride. If this value is present, it overrides that calculation and is used as the cost for the roper to “buy” the ride. It's often set lower as an incentive.

**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.

**First In, Last Out for Pick Only and Breakaway:** If checked, the draw for Pick Only and Breakaway Events will be in reverse order of signing up. In other words, the first team signed up will be at the end of the draw.

**No Bonuses in Last Round:** If checked, regardless of other settings, there will be no bonuses (fastest time, etc.) awarded for the last round (usually, the short go).

**Added Jackpots and Sponsors:** Selecting this button will take you to another screen where you can provide added money and sponsor names for each event. See next page.

**“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.

**Set Limits (Caps, Handicap Values, Incentives and Bonuses):** Selecting this button will take you to another screen where you can set up controls for “caps” on header/heeler and team ratings, as well as apply handicaps (aka slides) for teams based on their ratings. You can also define an incentive payout and bonuses.

**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.

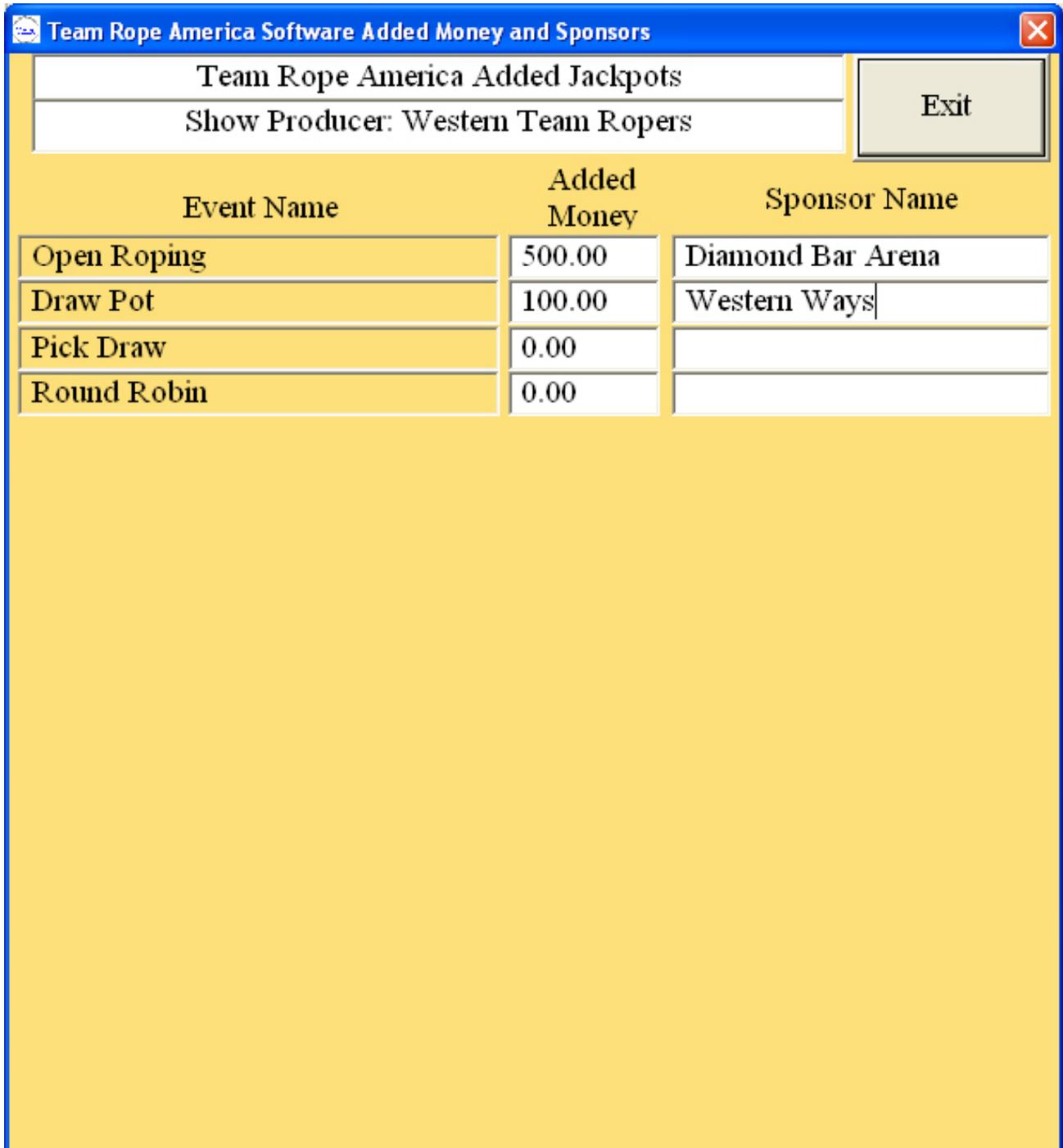
**Show Specific Information:** Selecting this button also allows you to provide additional information about the show for FastEnter and select which FastEnter method you will use.

**Send Show to FastEnter:** Selecting this button submit this show to FastEnter, making it available for your ropers to sign up.

**Select Events for Combined Draw or Dynamic Draw Pot:** Selecting this button will take you to another screen where you can select the events to be included in a Combined Draw or a Dynamic Draw Pot format.

## Added Jackpot 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:



Event Name	Added Money	Sponsor Name
Open Roping	500.00	Diamond Bar Arena
Draw Pot	100.00	Western Ways
Pick Draw	0.00	
Round Robin	0.00	

## Select Events for Combined Draw or Dynamic Draw Pot

This is where you tell the system which events are to be included in a Combined Draw or Dynamic Draw Pot. The screen looks like this:

The screenshot shows a dialog box titled "Events to Include in Combined Draw" with a close button (X) in the top left corner. The dialog has a yellow background and a blue title bar. The main content area is divided into several sections:

- Events to Include:** A list of events with checkboxes to the left:
  - Open Roping # 7:
  - Draw Pot:
  - Pick Draw:
  - Open Roping - #9:
- Combination Draw Event:** A dropdown menu showing "Combo Draw".
- Select:** A checkbox at the bottom left, which is checked.
- Exit Combined Draw Processing:** A button in the top right corner.

**Combination Draw Event:** This is where you tell the system which Combined Draw Event is to include the selected events.

**Events to Include:** This is where you tell the system which events are to be included in this Combination Draw Event.

## Setting Limits

This is where you tell the system that there are limits to the ratings for the ropers, as well as providing handicap values, incentives and bonuses. The screen looks like this:

The screenshot shows the 'Set Event Limits and Controls' window. The 'Select' column has 'Open Roping (Pick)' selected. The 'Header Cap' is 5.00, 'Heeler Cap' is 5.00, and 'Team Cap' is 10.00. The 'Maximum S/U Teams' is 0 and 'Payout Table' is 1. There are checkboxes for 'Use ACTRA', 'Use USTRC', 'Use OTRA', and 'Use Handicaps'. The 'Handicaps' section includes options for 'Handicaps Are for Each Round', 'Except Short Go', 'Apply Handicaps if 2 or More Catches', 'Handicaps Are for Short Go Only', and 'Only Show Handicaps on Short Go List'. A table lists 'Places' (1-8) and 'Bonus Type' with corresponding values (0.00). There are also fields for 'Maximum Times Roper Entered in Event', 'Maximum Times Roper Entered as Header', 'Maximum Times Roper Entered as Heeler', and 'Either Incentive Pay Places'. At the bottom, there are fields for 'Incentive Rating', 'Incentive Pool Percent', 'Incentive Gos', 'Beginner Incentive Rating', 'Beginner Incentive Pool Percent', and 'Beginner Incentive Gos'. Buttons for 'Edit Fixed Payouts for this Event', 'Edit Handicaps for this Event', and 'Exit Limit Processing' are also visible.

**Select:** This button tells the system which event you are setting limits for.

**Header Cap:** This value limits the headers allowed to rope in this event. In the above example, no headers with a USTRC rating greater than 5 will be allowed.

**Heeler Cap:** This value limits the heelers allowed to rope in this event. In the above example, no heelers with a USTRC rating greater than 5 will be allowed.

**Team Cap:** This value limits the teams allowed to rope in this event. In the above example, no teams with a USTRC rating greater than 10 will be allowed.

**Payout Table:** This defines which payout table will be used to calculate awards for this event. Valid table names are 1, 2 or 3 and can be edited in the “Events and Options” section. If this has a value of ‘F’, you are using a fixed payout table for this event. Use the “Edit Fixed Payouts..” button to define the dollar payouts for this event. Note that any bonuses must be specified in real dollars, not percentages, when using 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”.

**Use Handicaps:** If checked, the handicaps listed in the next screen are used for this event. Otherwise they are ignored.

**Edit Handicaps for this Event:** Selecting this button allows you to change the handicap values for this event. See “Handicap Values for each Event”.

**Handicaps for Each Round:** This means the handicap will be applied to each round, instead of the overall time. In a 3 round event, the handicap would be this value x 3.

**Apply Handicaps if 2 or More Catches:** If the team has only one catch, the handicap adjustment will not be applied to their time.

**Handicaps Are for Short Go Only:** This means the handicap will only be applied to the short go round, instead of all the times. In the earlier rounds, the raw time is used for all displays. **Warning**, this could make the “leader” and the “time needed” figures inaccurate until the short go.

**Except Short Go:** This is a modifier to the “Handicaps Are for Each Round” button. Handicap values will be applied to each round *except* the short go round, where the fastest time is all that counts.

**Only Show Handicaps on Short Go List:** If checked, the handicaps will not be shown or calculated on the Announcer’s list until the list for the Short Go is printed.

**Maximum Times Roper Entered in Event:** Any value other than 0 means this is the maximum number of times a roper can enter this event, as a header/heeler combined.

**Maximum Times Roper Entered as Header:** Any value other than 0 means this is the maximum number of times any roper can enter this event as a header.

**Maximum Times Roper Entered as Heeler:** Any value other than 0 means this is the maximum number of times any roper can enter this event as a heeler.

**Incentive for this Roping:** If set, this roping has an incentive pool for those teams who are rated at or below the Incentive Rating.

**Incentive Rating:** This is the Team Rating that is eligible for the incentive pool. Any team with this rating or below is eligible.

**Calculate Percentage Up to Max:** If set, the Incentive Pool Percent is a maximum percentage that will be paid. The actual percentage is calculated based on the number of eligible teams in relation to the total number of teams. If not set, the Incentive Pool Percent is the actual percentage of the Main Pool that will be paid to the Incentive.

**Incentive Pool Percent:** The percentage of the main pool that is paid to the incentive ropers or the maximum percentage.

**Incentive Gos:** The number of gos to use for incentive places, if different than the total number of gos. For example, in a 4 head roping, the incentive could be based on the first 3 gos only.

**Handicaps for Incentive:** If checked, the handicaps will be applied when determining Incentive placings.

**Beginner Incentive for this Roping:** If set, this roping has an incentive pool for those teams who have at least one roper are rated at or below the Beginner Incentive Rating.

**Incentive Rating:** This is the Roper Rating that is eligible for the Beginner Incentive pool. Any roper with this rating or below is eligible.

**Calculate Percentage Up to Max:** If set, the Beginner Incentive Pool Percent is a maximum percentage that will be paid. The actual percentage is calculated based on the number of eligible teams in relation to the total number of teams. If not set, the Incentive Pool Percent is the actual percentage of the Main Pool that will be paid to the Incentive.

**Beginner Incentive Pool Percent:** The percentage of the main pool that is paid to the Beginner Incentive ropers or the maximum percentage.

**Handicaps for Beginner Incentive:** If checked, the handicaps will be applied when determining Beginner Incentive placings.

**Incentive Gos:** The number of gos to use for Beginner Incentive places, if different than the total number of gos. For example, in a 4 head roping, the Beginner Incentive could be based on the first 3 gos only.

**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).

**Header - Most Catches First Round:** If set, the header(s) with the most catches in the first round will be paid the bonus next to this button. If there is a tie for the number of catches, the header with the fastest time will win. Useful in a Round Robin.

**Heeler - Most Catches First Round:** If set, the heeler(s) with the most catches in the first round will be paid the bonus next to this button. If there is a tie for the number of catches, the heeler with the fastest time will win. Useful in a Round Robin.

**Team - Fastest Time Each Round:** If set, the team(s) with the fastest time in each round will be paid the bonus next to this button.

**Header - Fastest Time Each Round:** If set, the header(s) with the fastest time in each round will be paid the bonus next to this button.

**Heeler - Fastest Time Each Round:** If set, the heeler(s) with the fastest time in each round will be paid the bonus next to this button.

**Team - Fastest Time First Round:** If set, the team(s) with the fastest time in the first round will be paid the bonus next to this button.

**Header - Fastest Time First Round:** If set, the header(s) with the fastest time in the first round will be paid the bonus next to this button.

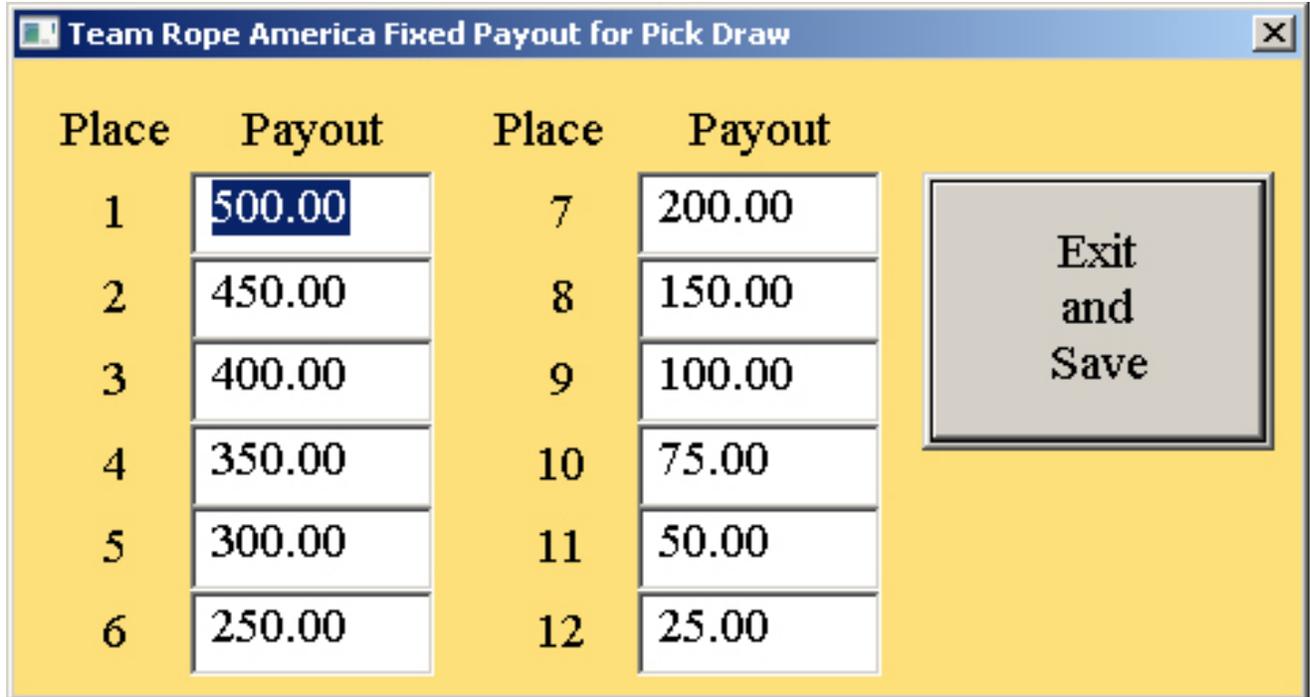
**Heeler - Fastest Time First Round:** If set, the heeler(s) with the fastest time in the first round will be paid the bonus next to this button.

**Places:** For the bonus category it's next to, the number of places that will be paid for that bonus,

**Maximum S/U Teams:** If greater than 0, this value represents the maximum number of teams that can sign up for this event (valid only for draw types 0, 2 and 8). If 0, there is no limit.

## Fixed Payout Values for each Event

This screen gives you the opportunity to change the payout values for this event. The screen looks like this:



Place	Payout	Place	Payout
1	500.00	7	200.00
2	450.00	8	150.00
3	400.00	9	100.00
4	350.00	10	75.00
5	300.00	11	50.00
6	250.00	12	25.00

Exit and Save

The values are pretty self-explanatory. You provide the actual dollar amount that will be paid to each placing.

## Handicap Values for each Event

This screen gives you the opportunity to change the handicap values for this event. The screen looks like this:

Rating Method:  USTRC  ACTRA  OTRA

Team Rating	Team Handicap	Team Rating	Team Handicap	Team Rating	Team Handicap
15.5	8.50	10.5	3.50	5.5	-1.50
15.0	8.00	10.0	3.00	5.0	-2.00
14.5	7.50	9.5	2.50	4.5	-2.50
14.0	7.00	9.0	2.00	4.0	-3.00
13.5	6.50	8.5	1.50	3.5	-3.50
13.0	6.00	8.0	1.00	3.0	-4.00
12.5	5.50	7.5	0.50	2.5	-4.50
12.0	5.00	7.0	0.00	2.0	-5.00
11.5	4.50	6.5	-0.50	1.5	-5.50
16.0	9.00	11.0	4.00	6.0	-1.00

Exit and Save

**Team Rating:** The combined ratings of the header and heeler make the team rating. The handicap listed will be applied to this rating.

**Handicap:** This value is added to the time of the teams, based on the team rating. Negative numbers are allowed to actually subtract times for a low rated team.

*Note for USTRC type of ratings. If the ‘Elite’ system is in use, a value of .5 is added to the roper’s rating to indicate he or she is “Elite”. If two “Elite” ropers are on a team together, their ratings (including the .5) are added together to get the team rating. If an “Elite” and “Non-Elite” roper are teamed, their ratings are added together and the fraction is dropped (4.5 and 4.0 = 8, not 8.5).*

## “Go” Control

This is where you tell the system that you want to use a “short go” draw for the last round, and limiting the number of teams in that round. The screen looks like this:

Select	Description
<input checked="" type="checkbox"/>	Draw Pot
<input type="checkbox"/>	New Wave

Last Round is a Short Go Draw  
Draw Short Go in:  
 Random Order  
 Fastest-Slowest Order  
 Slowest-Fastest Order  
 Short Go Only for Placing

Advance by Percentage  
Percentage:

Advance This Number  
Number:

Header-Heeler Separate

Progressive After:

Drop Worst Run

Fastback Places:

Use First Round Fastest  
 Use Any Round Fastest  
 Use Short Go Fastest  
 Use this time

Exit Go Control Processing

**Select:** This button tells the system which event you are setting controls for.

**Last Round is a Short Go Draw:** If checked, the last round for this event is a “short go” draw.

**Draw Short Go in:** Tells the system which rider order to use for the “short go” draw. Choices are: Random Order - the teams will be in random order, Fastest-Slowest Order - the teams will run in order of fastest qualifying time to slowest, Slowest-Fastest Order - the teams will run in order of slowest qualifying time to fastest.

**Advance by Percentage:** If checked, the supplied percentage of teams will be advanced to the short go. Note, this is based on the total number of teams in the event, not just the qualified teams.

**Advance This Number:** If checked, the supplied number of teams will be advanced to the short go.

**Short Go Only for Placing:** If checked, the only riders paid will be those who advanced to the short go, and the payout will be based strictly on the short go time. This essentially means all previous rounds were “qualifiers”, and all teams are starting even in this round.

**Progressive After n:** Normally, a team is eliminated on any miss and will not advance to the next round. This value sets the number of guaranteed rounds, even with a miss. In the case of “Progressive After 2”, each team is guaranteed to rope in the first two rounds, even if they miss in the first round. A value of 0 or 1 will be interpreted as “Progressive After 1”. If you enter a negative number (-2 for example), this is what we call “Semi Progressive”. In that case the value is the number of misses allowed. The team can miss this many and still advance. As soon as this threshold is exceeded, the team is eliminated.

**Drop Worst Run:** If checked, when determining winners, the worst run time for each team will be dropped. It will NOT drop the number of catches, because that would skew the placings. If the team had a “No Time”, that would be considered the worst run. Note, this setting will NOT allow a team to advance after a miss. That’s controlled by the “Progressive After” setting.

**Fastback:** If checked, Fast Back logic will be applied to the short go. This means that, based on criteria below, teams will be automatically eliminated in the short go if they cannot place in the money. This eliminates unnecessary ropings and saves wear and tear on the livestock.

**Places:** For the Fastback option, this is the number of placings that will be considered when determining if teams are to be automatically eliminated.

**Use First Round Fastest:** If checked, for the Fastback option, the system will use the fastest time from the first round in the calculation to see if a team is to be automatically eliminated.

**Use Any Round Fastest:** If checked, for the Fastback option, the system will use the fastest time from any prior round in the calculation to see if a team is to be automatically eliminated.

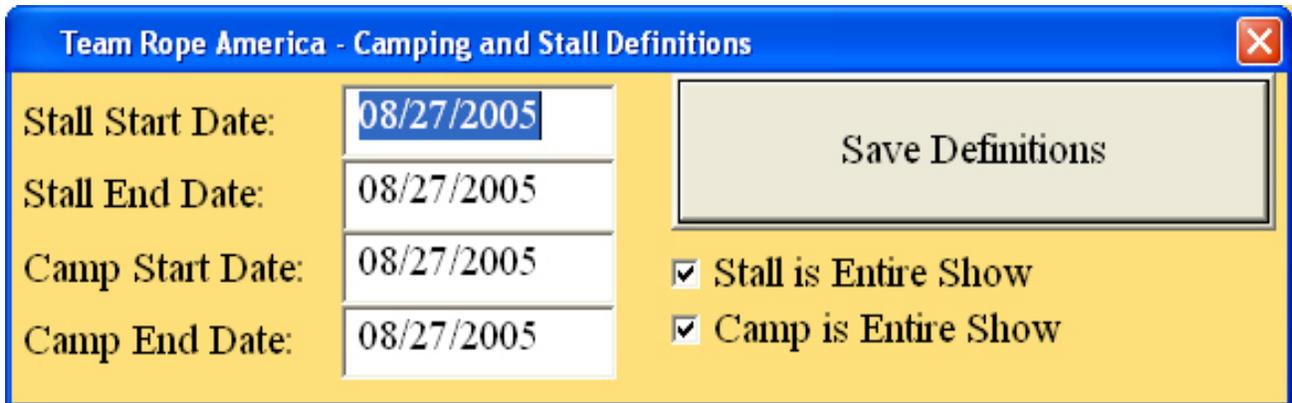
**Use Short Go Fastest:** If checked, for the Fastback option, the system will use the fastest time from the short go in the calculation to see if a team is to be automatically eliminated. This means that teams will be dynamically eliminated after “Places” is reached and the best time possible to be in the payoff can be figured.

**Use This Time:** If checked, for the Fastback option, the system will not use the fastest time from any prior round in the calculation to see if a team is to be automatically eliminated. Instead, it will use the time you have supplied to the right of this check box.

**Header-Heeler Separate:** If checked, When the short go round is drawn, and for a Round Robin event only, the headers and heelers are separated from their teams, the advance rules are applied individually, and then a new (short go) round robin is drawn, based on the number of headers and heelers in the short go.

## Camping and Stall Definitions

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



Team Rope America - Camping and Stall Definitions	
Stall Start Date:	08/27/2005
Stall End Date:	08/27/2005
Camp Start Date:	08/27/2005
Camp End Date:	08/27/2005
<input checked="" type="checkbox"/> Stall is Entire Show	
<input checked="" type="checkbox"/> Camp is Entire Show	
<input type="button" value="Save Definitions"/>	

**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.

## FastEnter.com Definitions

If you are using FastEnter, and click on “Send a Show to FastEnter.com”, you will see a screen like this:

Show Start Date:	08/27/2005	Save Definitions and Send to FastEnter.com
Show End Date:	08/27/2005	
Pre-Entry Deadline:	08/27/2005	
	<input checked="" type="checkbox"/> Activate Immediately	
Title:	Western Team Ropers	
Address:	1234 Main Ave	
City:	Ceres	State: CA
Contact:	Gene Moore 916-275-3277	
Arena:	Diamond Bar Arena	
Additional Prize Value:	0.00	Association: WSTRC

**Show Start Date:** This is the first day of the show.

**Show End Date:** This is the last day of the show.

**Pre-Entry Deadline:** This is the last day pre-entries will be accepted for the show.

**Activate Immediately:** If checked, the show is immediately available for signup. If not checked, the show will be on FastEnter.com, but riders cannot sign up until you log on to your producer account and make the show available for signups.

**Title:** This can be a special show title like “Run for the Cause”, or pretty much any title you’d like to give the show.

**Arena Name:** The arena name.

**Address, City, State, Contact:** This is information for the rider as to the show location and who to contact for more information

# Team Signup

This is where you sign up teams of ropers who are going to ride in the current event. If you don't have Pick teams (Pick Only and Pick Draw events), use one of the Roper Signup screens instead. The Team Signup screen looks like this:

Team Rope America, Team Sign Up for: Pick Only
Exit Team Signup

Sign Up a Team

Update Existing Team

Update Teams and Ropers with Rating Changes

Print Teams

Delete a Team

Replace Header

Replace Heeler

Teams Signed Up So Far

1. 1 Charlie Moore and Jane Adams
2. 2 Bill Moore and Gene Moore
3. 3 Jane Smith and Kristin Adams
4. 4 Joe Doe and Joe Jones
5. 5 Charlie Doe and Max Adams
6. 6 Bill Jones and Charlie Smith
7. 7 Bill Jones and Gene Adams
8. 8 Bill Jones and Jane Adams
9. 9 Joe Doe and Bill Jones
10. 10 Kristin Adams and Gene Moore

Team ID:	1	First Name	Charlie	Last Name	Moore	ID #	2.50	Rating
Team Rating	5.50	Extra Draws	0	Auto Draws	0	Total Draws	0	Picked Teams
Header	0	Header Heeler	0	Header Heeler	0	Header Heeler	1	Header Heeler
Heeler	0	Header Heeler	0	Header Heeler	0	Header Heeler	0	Header Heeler

Team ID:	22	First Name	Jane	Last Name	Adams	ID #	3.00	Rating
Team Rating	3.00	Extra Draws	0	Auto Draws	0	Total Draws	0	Picked Teams
Header	0	Header Heeler	0	Header Heeler	0	Header Heeler	0	Header Heeler
Heeler	0	Header Heeler	0	Header Heeler	0	Header Heeler	0	Header Heeler

**Sign Up a Team:** Selecting this button will allow you to sign up both the header and the heeler for this entry. You select the header, then the heeler and then make any adjustments to their entry. If they are not on the database, they will be added.

**Update Existing Team:** Select this button to get a screen of all teams already signed up for the show. When you highlight a team in the list and double click or press “Select”, that team will appear on this screen. You can then make any changes. This selection can also be done from the “Teams Signed Up So Far” screen.

**Update Teams and Ropers with Rating Changes:** Select this button to automatically compare the roper database to the show entries and adjust the show entries and draws with any rating changes from the database.

**Delete a Team:** Select this button to get a screen of all defined teams already signed up for the show. When you highlight a team in the list and double click or press “Select”, that team will appear on this screen. It will then confirm that you want to delete this team. If either of the ropers were on any already drawn teams, those teams will be deleted from the draw.

**Replace Header:** Select this button to replace the header on this team with a different roper.

**Replace Heeler:** Select this button to replace the heeler on this team with a different roper.

**ID #:** This is the association identifier for this roper.

**Rating:** This is the rating for this roper.

**Extra Draws:** In addition to this roper’s entry on this team, they can also sign up for extra draws (if this is a draw event) as a header or heeler. They will be charged the “cost of a team” fee for each extra draw.

**Auto Draws:** The number of draws this roper gets for entering the event.

**Total Draws:** The total number of draws this roper gets in addition to their “picks”.

**Picked Teams:** The number of defined teams (“picks”) this roper is on.

**Team Rating:** The combined rating for this team.

# Multiple Event Roper Signup

This is where you sign individual ropers who are going to ride in today's show. If you don't have Pick teams (Pick Only and Pick Draw events), use Roper Signup instead of Team Signup. This screen allows you to sign the roper up for multiple events. The Multiple Event Roper Signup screen looks like this:

Team Rope America Software Multiple Event Signup
×

TRA id:  Show id:

First Name:

Last Name:

Event Name	Times Entered		Extra Draws		Header Heeler		Total		Current Event	
	Hdr	Hlr	Hdr	Hlr	Auto	Heeler	Header	Heeler	Draws	Heelers
Pick Only	1	0	0	0	0	0	0	0	0	0
Draw Pot	1	0	1	0	2	0	3	0	5	2
Pick Draw	0	0	0	0	0	0	0	0	0	0
Round Robin	1	0	0	0	1	0	1	0	1	0

ACTRA ID:

Header Rate:

Heeler Rate:

USTRC ID:

Header Rate:

Heeler Rate:

OTRA ID:

Header Rate:

Heeler Rate:

Save Changes

Sign Up Roper

Update Existing Roper

Delete a Roper

Print Ropers

Exit Multiple Event Roper Signup

Events 1-10

Events 11-20

**Sign Up Roper:** Select this button to sign up a roper. You can then flag the events in which they are entered. If they are not already on the roper database, they will be added.

**Update Existing Roper:** Select this button to get a screen of all ropers already signed up for the show. When you highlight a roper in the list and double click or press “Select”, that roper will appear on this screen. You can then make any changes.

**Times Entered:** This is the total number of times the roper wants to be entered in this event as a header and/or a heeler. For example, if a roper wants to be in a draw pot twice, you would put a value of 2 in the proper field, and the roper would be charged for both entries.

**Extra Draws:** This is the number of additional draws the roper would like to have. They will be charged for each additional draw using the “Cost of One Team” value.

**Def Teams:** This is the number of defined teams that include this roper.

**Auto Draws:** This is the number of draws the roper has by virtue of his entry.

**Total Header/Heeler Draws:** This is the total number of draws the roper has when combining all entries.

**Current Event Draw Counts:** When combining all entries, this is the total number of header and heeler draws for this event so far.

**Delete a Roper:** Select this button to get a screen of all ropers already signed up for the show. When you highlight a roper in the list and double click or press “Select”, that roper. It will then confirm that you want to delete this roper. If the roper was on any already drawn teams, those teams will be deleted from the draw.

**Print Ropers:** Select this button to print a report showing all ropers in this show.

**Save Changes:** All changes are saved automatically, but if you want to make sure something is saved, click on this button.

# Single Event Roper Signup

This is where you sign individual ropers who are going to ride in the current event. If you don't have Pick teams (Pick Only and Pick Draw events), use Single Event Roper Signup instead of Team Signup. The Single Event Roper Signup screen looks like this:

Team Rope America, Roper Sign Up for: PD 2
— □ ×

TRA id	Show id	First Name	Last Name	ID #	Header Rating	Heeler Rating
1	1	John	Smith		7.00	6.00

Times Entered		Auto Draws		Total Draws		Total Def Teams	
Head	Heel	Head	Heel	Head	Heel	Head	Heel
0	0	2	0	2	0	0	0

Current Total Draws

Headers	Heelers
75	75

**PARTNERS**

Sign Up a Roper

Update Existing Roper

Delete a Roper from Event

Delete a Roper from Entire Show

Sign Up a Team

Print Ropers

Update Teams and Ropers with Rating Changes

Update Roper from Database

Exit Roper Signup

**Sign Up a Roper:** Select this button to sign up a roper. You can then make adjustments to the entry. If they are not already on the roper database, they will be added.

**Update Existing Roper:** Select this button to get a screen of all ropers already signed up for the show. When you highlight a roper in the list and double click or press “Select”, that roper will appear on this screen. You can then make any changes.

**Times Entered:** This is the total number of times the roper wants to be entered in this event as a header and/or a heeler. For example, if a roper wants to be in a draw pot twice, you would put a value of 2 in the proper field, and the roper would be charged for both entries.

**Extra Draws:** This is the number of additional draws the roper would like to have. They will be charged for each additional draw using the “Cost of One Team” value.

**Total Def Teams:** This is the number of defined teams that include this roper.

**Partners:** This is a list of the partners the roper has for this event.

**Auto Draws:** This is the number of draws the roper has by virtue of his entry.

**Total Head/Heel Draws:** This is the total number of draws the roper has when combining all entries.

**Current Total Draws:** When combining all entries, this is the total number of header and heeler draws for this event so far.

**Delete a Roper From Event:** Select this button to get a screen of all ropers already signed up for this event. When you highlight a roper in the list and double click or press “Select”, that roper will be displayed. It will then confirm that you want to delete this roper from this event. If the roper was on any already drawn teams, those teams will be deleted from the draw.

**Delete a Roper From Entire Show:** Select this button to get a screen of all ropers already signed up for the show. When you highlight a roper in the list and double click or press “Select”, that roper will be displayed. It will then confirm that you want to delete this roper from this show. If the roper was on any already drawn teams, those teams will be deleted from the draw.

**Print Ropers:** Select this button to print a report showing all ropers in this show.

**Sign up a Team:** Select this button to go to the Team Signup screen using this roper as the first partner.

**Update Roper from Database:** Select this button to update this roper's name from the roper database.

**Update Teams and Ropers with Rating Changes:** Select this button to update all ropers in this event with the new/changed rating from the roper database.

**Save Changes:** All changes are saved automatically, but if you want to make sure something is saved, click on this button.

# Cowboy Challenge Signup

This is where you sign up Cowboy Challenge teams who are going to ride in this event. The Cowboy Challenge Signup screen looks like this:

✕
Cowboy Challenge Signup for Event: Cowboy Challenge

Team Name:

Roper 1

ID:

First Name:

Last Name:

Head Rate:

Heel Rate:

Roper 2

ID:

First Name:

Last Name:

Head Rate:

Heel Rate:

Roper 3

ID:

First Name:

Last Name:

Head Rate:

Heel Rate:

Roper 4

ID:

First Name:

Last Name:

Head Rate:

Heel Rate:

Replace Roper 1

Replace Roper 2

Replace Roper 3

Replace Roper 4

Total Fees:

New Team

Delete a Team

Print Ropers

Select Team to Update

Save Changes

Exit Cowboy Challenge Signup

**New Team:** Selecting this button will allow you to sign up all 4 members of the Cowboy Challenge team for this entry. You select the first roper, the second roper, the third roper, then the fourth roper. If they are not on the database, they will be added.

**Delete a Team:** Select this button to delete a Cowboy Challenge team from the show. If the event has been drawn, they will be deleted from the draw as well.

**Print Ropers:** Select this button to print a report showing all ropers in this show.

**Select Team to Update:** Select this button to get a screen of all Cowboy Challenge teams already signed up for the show. When you highlight a team in the list and double click or press “Select”, that team will appear on this screen. You can then make any changes.

**Replace Roper 1:** Select this button to replace the first roper on this team. If the event has been drawn, they will be replaced in the draw as well.

**Replace Roper 2:** Select this button to replace the second roper on this team. If the event has been drawn, they will be replaced in the draw as well.

**Replace Roper 3:** Select this button to replace the third roper on this team. If the event has been drawn, they will be replaced in the draw as well.

**Replace Roper 4:** Select this button to replace the fourth roper on this team. If the event has been drawn, they will be replaced in the draw as well.

**Association ID:** The association’s (like USTRC or OTRA) member number.

**Association Head Rate:** The association’s (like USTRC or OTRA) header rating for this roper.

**Association Heel Rate:** The association’s (like USTRC or OTRA) heeler rating for this roper.

**Total Fees:** The fees owed for this Cowboy Challenge team.

## Camping and Stall Reservations

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

Team Rope America - Camping and Stall Reservations	
Stall Location:	A17
Camping	RV23
Save Reservations	
Qty Stalls	Qty Camping/RV
1	1
Entire Show	Entire Show
Stall Day 2	Camp Day 2
Stall Day 3	Camp Day 3
Stall Day 4	Camp Day 4
Stall Day 5	Camp Day 5
Stall Day 6	Camp Day 6
Stall Day 7	Camp Day 7

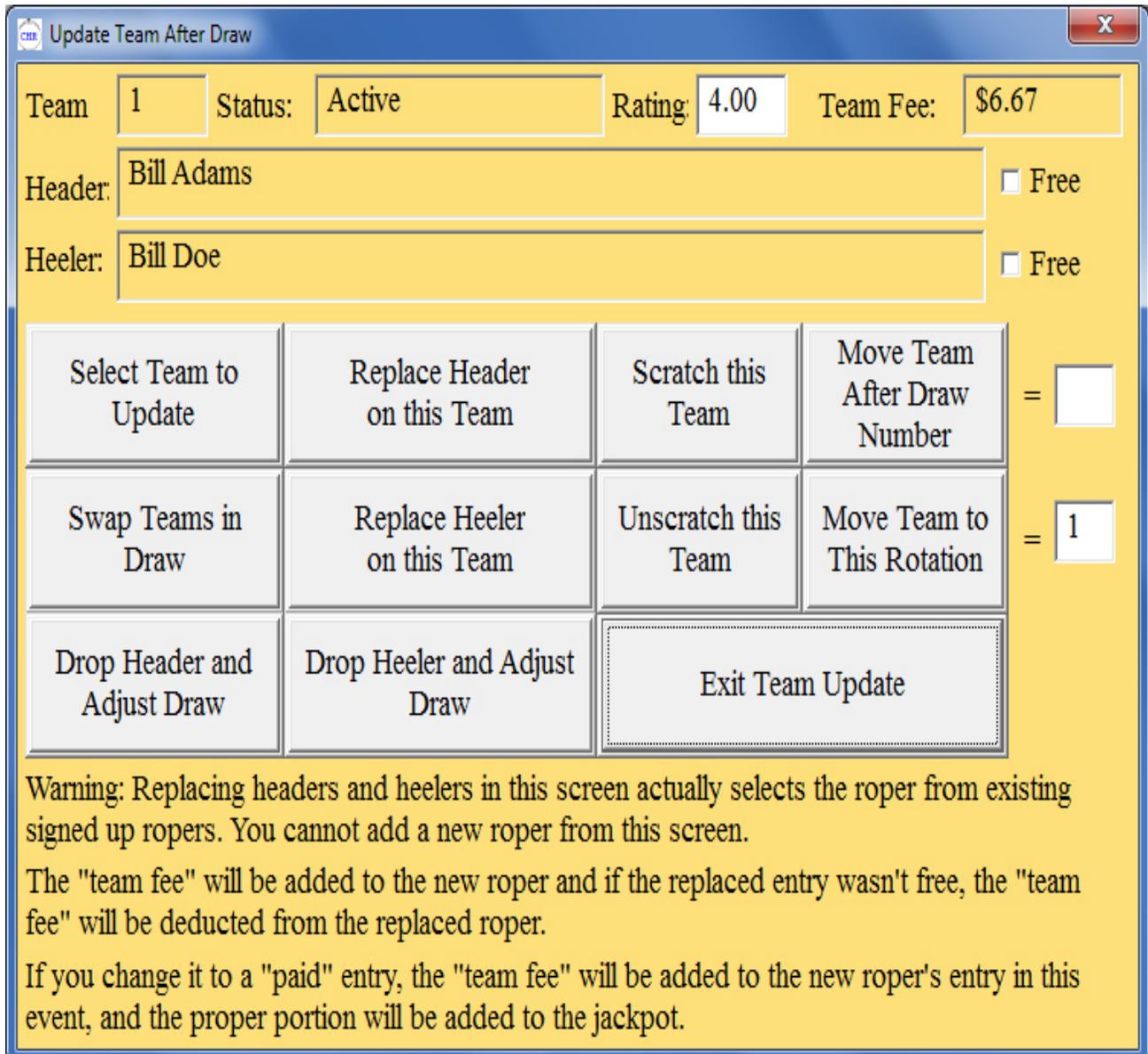
**Stall Location:** The stall number reserved for this rider. This will show on the stall report.

**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.

## Updating Teams After the Draw

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



Update Team After Draw

Team: 1    Status: Active    Rating: 4.00    Team Fee: \$6.67

Header: Bill Adams     Free

Heeler: Bill Doe     Free

Select Team to Update	Replace Header on this Team	Scratch this Team	Move Team After Draw Number	=	
Swap Teams in Draw	Replace Heeler on this Team	Unscratch this Team	Move Team to This Rotation	=	1
Drop Header and Adjust Draw	Drop Heeler and Adjust Draw	Exit Team Update			

Warning: Replacing headers and heelers in this screen actually selects the roper from existing signed up ropers. You cannot add a new roper from this screen.

The "team fee" will be added to the new roper and if the replaced entry wasn't free, the "team fee" will be deducted from the replaced roper.

If you change it to a "paid" entry, the "team fee" will be added to the new roper's entry in this event, and the proper portion will be added to the jackpot.

**See the warnings at the bottom of the screen. They contain important information..**

**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.

**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 header or heeler rating was wrong.

**Team Fee.** The amount of money than an entry on a single team is worth. It is derived from the amount of the entry fee divided by the number of draws for the event. For example, a Pick Draw with 2 draws has a total of 3 draws. If the entry fee was \$75.00, then the single team price is \$25.00 ( $75 / 3$ ). If the producer chooses, this fee can be defined in the show setup and it will be used instead of the calculated fee. This information is provided so a roper who got a free ride (due to uneven header and heeler counts) knows how much to pay to make it a paid entry.

**Free.** If checked, it means that their entry on this team was free, due to draw considerations with uneven header/heeler counts. Clicking on the box will mark that entry paid, and the entry pool will be increased by the “Team Fee” amount.

**Replace Header on this Team.** Clicking this box will give you a list of all headers in the show. Selecting a header from the list will replace the existing header on this team and remove the original header from this team. It will ask if this was a paid entry. If yes, it will behave as though the “Free” button was checked, and if the original entry was paid, it will deduct the “Team Fee” from the entry pool.

**Replace Heeler on this Team.** Clicking this box will give you a list of all heelers in the show. Selecting a heeler from the list will replace the existing heeler on this team and remove the original heeler from this team. It will ask if this was a paid entry. If yes, it will behave as though the “Free” button was checked, and if the original entry was paid, it will deduct the “Team Fee” from the entry pool.

**Move Team to This Rotation.** The value next to the box shows the current rotation for the team. Changing the rotation number and clicking this box will move the team to the end of the new rotation. Normally used when there are tack or horse problems and you want to delay when the team goes.

**Move Team After Draw Number.** The value next to the box shows the draw number that you want this team to be moved after. **WARNING:** This will change the draw numbers of some of the other teams, so it’s inadvisable after the draw has been published.

**Drop Header (or Heeler) and Adjust Draw.** If an event has already been drawn and published, then a Roper pulls out (or doesn’t show up), rather than scratch all of his/her teams, you can use this button to replace that header or heeler on all teams by giving a free ride to other eligible ropers or by compensating for free rides that are no longer necessary. An example of this processing is below:

*Situation. - A header who was signed up and has been drawn has to opt out. The below logic can be applied to a heeler as well.*

- 1. The header is effectively scratched with refund.*
- 2. If there are more headers than heelers, the heeler(s) who were partnered with this header will have the following logic applied to them.*
  - a. If this was a free ride for the heeler, the team is deleted with no further adjustments.*
  - b. If the heeler had a free ride on another team, that ride is marked paid and this team is deleted with no further adjustments.*
  - c. Since there are other heelers who were given free rides, this heeler replaces a “free ride” heeler on another team. Logic is applied to make sure this does not create a duplicate team or exceed the cap for this roping. If there are no available free ride heelers that can be replaced due to the above restrictions, it will be treated like there were more heelers than headers and a randomly chosen header will be given a free ride.*
- 3. If there are more heelers than headers or if there are an equal number, the heeler(s) who were partnered with this header will have the following logic applied to them.*
  - a. If this was a free ride, the team is deleted with no further adjustments.*
  - b. A randomly chosen header will be given a free ride and will become this heeler’s partner. The software will choose a roper with the fewest number of partners that will not create a duplicate team or exceed the team cap.*

*In any case, an audit trail is created (which can be printed) showing the changes that were made. All of the above decisions will be made by the software after analyzing the current draw.*

**Scratch This Team.** Clicking this box will scratch the team from the event.

**Unscratch This Team.** Clicking this box will put a scratched team back into the event, in the same draw order they were in originally.

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

**Status:** Shows the current status of the team, either “Active” or “Scratched”.

## Inserting One Team After the Draw

In some cases, the draw is completed and two ropers want to be on an additional team. You can't use the regular entry/draw process, because a normal entry means they will be put on multiple teams (Pick 1, draw4, for example). The "Insert After Draw" button is available from the Main Menu and the Time Posting screen and is provided to allow you to add these additional teams to the draw without going through a formal sign up process. The entry fee is adjusted to the price of one team (if it was pick 1, draw 4, the price of one team would be 1/5th of the normal entry fee) and the proper amount is added to the payout pool. There are some restrictions:

1. Both ropers must already be in the show (not necessarily this event).
2. They must meet eligibility requirements (ratings, etc.).
3. The event must be a Pick Only, Draw Pot or Pick Draw event.

The screen looks like this:

	TRA id	First Name	Last Name	ACTRA ID / Rate	USTRC ID / Rate	OTRA ID / Rate
HEADER:	33	Rose	Adams	0.00	0.00	0.00
HEELER:	26	Jane	Moore	0.00	0.00	0.00

Event Name	Header Fees	Heeler Fees	Total Fees:
Pick Draw	\$5.00	\$5.00	\$10.00

Select New Team    Enter This Team    Print Ropers    Exit Insert Team

**Select New Team:** You will be asked to pick a header and a heeler, in that order.

**Enter This Team:** When you click this box, the team will be checked for validity and entered into the draw, at the end. If you don't click this box, the team will not be entered.

**Print Ropers:** Will print the ropers in this show.

**Exit Insert Team:** Will return to the prior menu.

# Time Posting - Manual and Direct Input

This is where you use direct input or manually post times for the teams. The screen looks like this:

Time Posting for Event: Open Pick Draw on 09/16/17

Current Leader: 2 14.161 1. Jane Adams and Joe Adams

Fastest This Round: 7.061 1. Jane Adams and Joe Adams

1st Go  7th Go  
 2nd Go  8th Go  
 3rd Go  9th Go  
 4th Go  10th Go  
 5th Go  11th Go  
 6th Go  12th Go

1st Rotation  
 2nd Rotation  
 3rd Rotation  
 4th Rotation  
 5th Rotation  
 6th Rotation  
 7th Rotation  
 8th Rotation

2. [7.498][2 - 14.698] Charlie Smith and Kristin Doe  
 3. [8.078][2 - 15.378] Bill Jones and Joe Jones  
 4. [400.000][1 - 7.400] Judy Adams and Rose Adams  
 5. [400.000][1 - 7.500] Judy Adams and Jane Moore  
 Prior: 6. [7.569][2 - 15.169] Bill Jones and Kristin Doe  
**In Arena:** 7. [0.000][1 - 7.700] Charlie Smith and Jane Moore  
**Next In:** 8. [0.000][1 - 7.800] Charlie Smith and Joe Jones  
**Waiting:** 9. [0.000][1 - 7.900] Bill Jones and Gene Adams  
 10. [0.000][1 - 8.000] Jane Adams and Rose Adams  
 11. [0.000][1 - 8.100] Jane Adams and Kristin Doe  
 12. [0.000][1 - 8.200] Bill Jones and Jane Moore  
 13. [0.000][1 - 8.300] Judy Adams and Gene Adams  
 14. [0.000][1 - 8.400] Jane Adams and Joe Jones

Raw Time + 0 Pen N/T Final Time 7. [0.000][1 - 7.700, Lead Needs 6.460] Charlie Smith and Jane Moore

Total teams this rotation = 18, Teams left to rope = 12  
 Total teams this round = 18, Teams left to rope = 12  
 Enter Team's Time

Next Team	Start Timer	Go to Next Round	Print Announcer's List	Sign Up For Event	Interim Results	Exit
Prior Team	Stop Timer		Print Posted Times	Statistics	Insert Team or Roper	

**Start Timer:** If you are doing Direct Input Time Posting, selecting this button will start the timer. It will wait for the team to run the event and then post the time. *Unless you are using “Auto Advance”, if you fail to press this button prior to each ride, no time will be recorded for the team. If you are using “Auto Advance”, the screen will advance automatically to the next team.*

**Stop Timer:** If you are doing Direct Input Time Posting, selecting this button will stop the timer. This is only used if the team did not complete the event for some reason or there was a timer malfunction (dead battery, etc.). No time will be recorded for the team.

**Note that the team in red is the current team in the arena. You can double click on any team to make it the current team.**

**Raw Time:** This is where you type in the team’s time for the event. If the team is disqualified, Click the “NT” (no Time) button. Pressing the ‘enter’ key or selecting “Next Team” will advance the screen to the next team. *Special Feature: There are times when you want move a team down a few positions. If that’s the case, enter Rnnn where ‘R’ means Roll this team, and nnn is the number of places to move it down. This must be followed by the “Enter” key or the “Next Team” button or it will be ignored. For example, R5 will move the team down 5 positions. This also changes the draw number of that team and any teams between the old and new positions.*

**Pen:** This is where you type in the team’s penalties.

**Final Time:** This is the final adjusted raw time for this team, including penalties, but not including any handicap adjustments.

**Insert Team or Roper:** Use this button to insert a single team into the draw at the end. It is a single team entry, regardless of the number of teams represented by a normal signup, and the fees are adjusted accordingly.

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

**Print Announcer’s List.** Clicking this box creates a new announcer’s list for the current Round, showing all 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 all times posted for this event, up to and including the current round. Used for verification.

**Statistics.** Clicking this box provides a quick statistical analysis of this event by round, showing the number of teams, number of catches, number of misses and the catch ratio for the round.

**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.

**1st Rotation, 2nd Rotation, etc.** Check the box corresponding to the rotation that you are running now.

**Next Team:** Selecting this button will advance the screen to the next team.

**Prior Team:** Selecting this button will roll back the screen to the previous team.

**Interim Results:** Use this button to get an interim results report, showing the current standings at this point in time.

**Sign Up For Event:** If you are doing a “Sign up in the Box” roping, a “Pick Only” roping or a “Pick Now, Draw Later” roping, you can select this button to sign up additional teams for this event.

**Fastest This Round:** This field shows which team has the fastest ride this Round so far. The time shown does not include the handicap.

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

Each display includes in the 2nd brackets [ ], the number of catches, accumulated time (including handicaps and penalties) and the time needed to take the lead for that team. The first set of brackets is the team’s time for the current round.

**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.



**Event** - This is the name of the event for which you are printing checks.

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

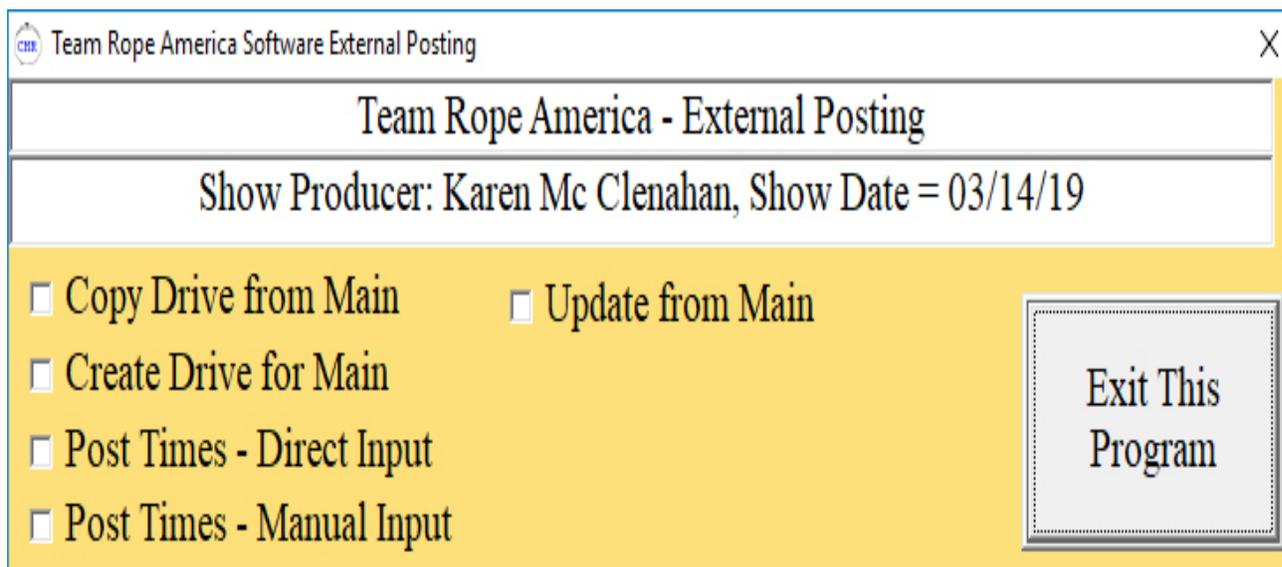
**Write Payout Checks** - Do this at the end of each event, so that you write one check for each roper. It will only print checks for the current event (as defined on the main menu). Make sure you set the Starting Check number first. It will print 1-up (voucher) or 3-up checks, depending on the option 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 roper and print just the check for that roper.

**Print Check Register** - Do this at the end of each event 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.

## External Posting

This icon is used at a secondary computer to run an event . The “Main” computer creates a flash drive and announcer’s list. Both are brought to the secondary computer, the flash drive is restored, and the event is run there. When the event is complete, the flash drive 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.

**Update from Main:** Sometimes you have already created the flash drive and are running the class, and there are changes. It could be to the rider’s rating or you could have added new teams to the draw. To get those changes to the external posting computer, use “Create External Drive” to re-export that class, then use this button to merge those changes into the class that’s currently running.

**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.

# Roper Financials

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

Team Rope America Software Roper Finance
□ - □ ×

TRA id  First Name  Last Name

Event	Entry Fees	Assoc. Fees	Winnings	Free Buys
1. open w/8 incentive	150.00	0.00	154.96	0.00
2. kids	20.00	0.00	0.00	0.00
3. Open Roundrobin	0.00	0.00	0.00	0.00
4. Kids	0.00	0.00	0.00	0.00
5. #8 Roundrobin	0.00	0.00	0.00	0.00
6. #8 Corrected RR	0.00	0.00	0.00	0.00
7. Cowboy Draw	0.00	0.00	0.00	0.00
8. Breakaway Roping	0.00	0.00	0.00	0.00
9. Unused Event 9	0.00	0.00	0.00	0.00
10. Unused Event 10	0.00	0.00	0.00	0.00

Events 1-10  
  Events 11-20

Check #	Payment						
0	0.00	0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00

Camping:	0.00
Stalls:	0.00
Entry Fees:	170.00
Free Buys:	0.00
Assoc. Fees:	0.00
Prod. Fees:	0.00
Payments:	0.00
Winnings:	154.96
Paid to Roper:	0.00
Roper Owes:	15.04
Owed Roper:	0.00

Refresh Totals	Update Existing Roper	Camping/Stall Reservations
Print This Invoice	Print Invoice Summary	Print Invoices
Exit Roper Finance		

**Update Existing Roper:** Click here to select the roper to update or generate an invoice for.

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

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

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

**Refresh Totals:** Click here to refresh the totals for this roper 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:** These are amounts owed by the roper for rides and services.

**Free Buys:** Amounts paid by the roper random free rides.

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

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

**Owed Roper:** This is the amount owed to the roper.

## Timer Direct Input Setup

The Team Rope America software is compatible with all FarmTek Timers and the Thunderpaws Sport 3000 timer. To use the Timer direct input option, you must first get a PC interface cable (available from FarmTek) or a USB Interface (available from Thunderpaws).

### Installation Steps:

1. FarmTek only- 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 or the USB driver 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. Find 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 Team Rope America Software, go to “Events and Options”. Find the value for “Timer Port” and replace it with the COMM port number you found in step 1 or 2 (above).
4. In the Team Rope America Software, click on the “Start Timer” button, then break the timer beams twice. The “Total Time” field should agree with the time on the Timer Console.