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#### Setup-Setup your Show(s)

- 1. Page 3 <u>Setup-General tab</u>
- 2. Page 5 <u>Setup-Gos tab</u>
- 3. Page 6 <u>Setup-Rot & Perf tab</u>
- 4. Page 7 <u>Setup-Judging tab</u>
- 5. Page 8 <u>Setup-P&P tab</u>
- 6. Page 10 <u>Setup-Sponsor tab</u>
- 7. Page 11 <u>Setup-Duplicate tab</u>

#### Entry-Enter Contestants here

- 1. Page 12 Entry-Entries tab
  - a. Page 13 Entering draw pot contestants
  - b. Page 14 Steps to complete the draw pot
  - c. Page 15 <u>Automatic duplication of a draw pot class</u>
  - d. Page 16 <u>Round Robin classes</u>
  - e. Page 17 Entry screen alpha tab
- 2. Page 18 Entry-Fees & Payments tab
  - a. Page 19 Balance Detail tab
  - b. Page 20 Payment Detail tab
  - c. Page 21 Earnings Detail tab
- 3. Page 22 Entry-Entry Reports tab
- 4. Page 23 Entry-Entry Detail tab

#### Draws-Create your Draws

- 1. Page 24 Draws-Draws tab
  - a. Page 25 Draw #'s tab
  - b. Page 26 Team #'s tab
  - c. Page 27 <u>Sets tab</u>
  - d. Page 27 Checking Set Conflicts
  - e. Page 28 <u>Sep/Rot tab</u>
  - f. Page 29 Update tab
  - g. Page 29 Rot & Perfs tab
  - h. Page 30 <u>Print Run Order</u>
  - i. Page 31 Print Run Label Summary
  - j. Page 32 Print Run Label Detail
- 2. Page 33 Draws-Draw Reports tab
- 3. Page 34 <u>Draws-Time Sheets & Draw Slips tab</u>

#### Run Event

- 1. Page 35 <u>Run Event-Results tab</u>
  - a. Page 36 Set Go's button
- 2. Page 37 <u>Run Event-Ranking tab</u>

#### **Results-See your Results**

- 1. Page 38 <u>Results-Results tab</u>
  - a. Page 39 <u>Results-Results/Payouts & Points tab</u>
  - b. Page 40 <u>Results-Results/Payoffs tab</u>
- 2. Page 41 <u>Results-Average tab</u>
- 3. Page 42 <u>Results-Round Robin tab</u>

#### **Reports-View and Print Reports**

1. Page 43 <u>Reports-Standings tab</u>

#### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

- 2. Page 44 <u>Reports-Standard tab</u>
- 3. Page 45 <u>Reports-Fees tab</u>
- 4. Page 44 <u>Reports-Team tab</u>
- 5. Page 44 <u>Reports-Individual tab</u>

#### Members-Manage your Members

- 1. Page 46 Members-Member Detail
  - a. Page 47 Members-Member Detail/Member History tab
  - b. Page 48 Members-Member Detail/Ratings & Divisions tab
  - c. Page 49 Members-Member Detail/Points & Earnings tab
  - d. Page 49 Members-Member Detail/Fees tab
  - e. Page 50 Members-Member Detail/Horses tab
- 2. Page 51 Members-Member Merge tab

#### Facility-Edit your Barns/Stalls

1. Page 52 Facility

### Config-Change your settings

- 1. Page 53 Config-System tab
  - a. Page 54 Installing the Prolific USB to Serial adapter for use with a Farm Tek Timer console
  - b. Page 55 Change the assigned port for the Prolific USB to Serial Adapter
- 2. Page 56 <u>Config-Events tab</u>
- 3. Page 57 <u>Config-General tab</u>
- 4. Page 58 <u>Config-Registration tab</u>
- 5. Page 59 <u>Config-Import tab</u>

#### Association-Manage your Assoc.

- 1. Page 60 Association-Producer Registration tab
- 2. Page 60 Association-Upload Show to Association tab
- 3. Page 60 Association-Download Members & Ratings tab
- 4. Page 60 Association-Download Online Entries tab

#### Help

Exit

Typical flow of an event:

- 1. Create the show
- 2. Create the events
- 3. Enter teams
- 4. Create a draw (run order)
- 5. Run the event
- 6. Create each go round for that event
- 7. Create an average of that event
- 8. Apply points and earnings to the event
- 9. Apply points and earnings to each invoice
- 10. Payout each contestant

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#### Creating a show and adding classes to that show.

Click "Create Show"

Give the show a name, date and location

Click "Create New Event"

Name: Name the event such as Open Pen. You can have a list of events available in the drop down by adding them on the Config/Events tab. A name can also just be typed in.

Date of event

Std Format: Select penning for both penning and sorting events

Custom Format: Select Pen

Stock Req: Select None. If running an event where a horse name is used such as an AQHA event, use Contestant Horse. Class

Cap: Put in the class cap. Put a 5 for the #5 class.

# of Entries Cap: Maximum number of entries a contestant can have in that event. Put 4 for a 4 ride limit.

Indiv Cap: If your #5 class has a cap of a #2 rated rider, type in 2. By doing this, a #3 cannot ride with (2) #1 rated riders.

# of Cont: Type in the number of contestants on a team. Type in 3 for team penning, a 2 for a ranch sorting.

Rake After: If you are changing herds after 10 runs, type in 10.

Entry Fee: Type in the entry fee for the *Team* (include all sanction fees if applicable)

Class: Select the class the points will be allocated. <u>A list of classes available in the drop down by adding them on the Config/Events tab.</u>

Sanctioned: Select which association in which to use the ratings. <u>The sanctioning association can be made available in the drop down by adding them on the</u> <u>Config/Events tab.</u>

Positions: Not used

#### Team Penning/Ranch Sorting

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Handicaps:

If handicaps are used, click add for every team rating possible in the class. Type in the ratings for every rating and the handicap for that team. Click the Handicaps button. When creating each go round, the user has to come back to the setup screen to apply the handicaps for each round.

Show Fees:

Click the "Add" button for any show fees such as Memberships, Stalls, RV hookups, etc. Select the appropriate fee in the drop-down and type in the amount next to each fee. <u>You can have a list of fees available in the drop down by adding them on the Config/Events tab.</u> A fee can also be added by typing the fee in.

If all of the shows have the same format, the "Duplicate Show" button can be used for the next show. The show fees for the subsequent shows will still need to be set.

### **Team Penning/Ranch Sorting**

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💝 Arena Manager for Unit	ed States Team Penning Ass	ociation		
Menu	An A	ł	Show Setup	Kendrick & Craft In Ver: 4.1.98
Setup	Sho	w(s)	Show Setup Show Fees	
Setup your Show(s)	Name	Date L	Name Joel Lesh November 2011 Name Amount	
	Joel Lesh November 2011	11/19/2011 Shilwa	1 USTPA Single Member \$65.00	
Entry			2 USTPA Family Member \$150.00	
Enter Contestants here			Location: Stillwater, OK 3. USTPA Youth Member \$35.00	
Draws			Starting Back #: 0 4 USTPA Day Pass 👻 \$0.00	
Create your Draws			5 Stall	
	•		Create Show         Duplicate Show         6         Stall 2nd Nite         ✓         \$20.00           7         RV         ✓         \$25.00         ✓	
Run Event			Delete Show Add Remove	
Kun Lvenn				
Results			Event Setup	
See your Results	1	Dut #of ▲	General Gos Rot & Perf Judging P&P Sponsor Duplicate	
	Name	Date Entries		
	Open HC Pen	11/19/2011 16	Open HC Pen 1st Go	
Reports	open 2nd go	11/19/2011 7		
View and Print Reports	Open Finals	11/19/2011 5	# of Go's to create: Add Gos # of Averages	
	Open Average	11/19/2011 3	(2nd, 3rd, 4th,) 0 Add Gos to create: 0 Add Averages	
Members	#13 Pen	11/19/2011 18		E
Manage your Members	#13 2nd Go #13 Finals	11/19/2011 7 11/19/2011 3		
Facility	#13 Finals #11 Pen	11/19/2011 20	Selected Go:	
Edit your Barns/Stalls	#11 2n Go	11/19/2011 10	None	
	#11 Finals	11/19/2011 5		
Config	#11 Average	11/19/2011 2	Auto Advance ON	
Change your settings	#9 Pen	11/19/2011 20	Previous gos (Events) to receive entries from:	
	#9 2nd Go	11/19/2011 8	Entry Status C OK 🔽 N/T Event Name 🔺	
	#9 Finals	11/19/2011 7		
	#9 Average	11/19/2011 5	Bring back 💭 All 💭 Top % 💭 Top n 🛛 🔹	
Association	#7 Pen	11/19/2011 18	count For each entry □ Valid Time/Score □ Valid Time/Score	
Manage your Assoc.	#7 2nd Go #7 Final	11/19/2011 8 11/19/2011 3	Por each entry i each event	
	#7 Average	11/19/2011 3	Automatically apply handicaps to this go. The handicaps	
	#5 Pen	11/19/2011 18	applied are the handicaps listed in the list go.	
	#5 2nd Go	11/19/2011 6	Draw Order	
Lala	#5 Final	11/19/2011 3	🐼 Random Draw Order 🔣 Highest to Lowest (Rank)	
Help	1		🎲 Original Draw Order 🛛 🍏 Lowest to Highest (Rank)	
Essist			🛞 Reverse Draw Order	
Exit	Create New Event 🕇	Remove		
*	1		III :	
1		212		
Database: U:\Users\Public\D	ocuments\Lazy J USTPA Nove	mber 2011 URIGINAL.mdb 0	Aput Path: C:\Program Files\Arena Manager	1.

The go's tab is used to set parameters for the "Run Event" screen to automatically go to the next round when the class is finished. – UNLESS YOU ARE AN EXPERIENCED POWER USER, WE RECOMMEND THAT YOU DO NOT USE THIS FEATURE, AND BUILD YOU'RE YOUR GO'S AND AVERAGE MANUALLY.

# Team Penning/Ranch Sorting

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Menu		Ę.	Show	Setup			Kendrick & 0 Ver: 4.1
Setup		how(s)		Show S	etup Show Fees		
ietup your Show(s)	Name Joel Lesh November 201	Date L	Name Joel Le	sh November 2011	Name	Amount 🔺	
	ader Lest November 201	11713/2011 300W8	Date: 11/19/	/2011 🔹	1 USTPA Single Membe 🗸	\$65.00	
Entry					2 USTPA Family Membe 💌	\$150.00	
er Contestants here	ļ		Location: Stillwat	ter, OK	3 USTPA Youth Membe 💌	\$35.00	
Draws	1		Starting Back #:	0	4 USTPA Day Pass 👻	\$0.00	
Create your Draws					5 Stall <u>▼</u> 6 Stall 2nd Nite ▼	\$25.00	
	1	•	Crea	ate Show Duplicate Show	6 Stall 2nd Nite <u>▼</u> 7 RV ▼	\$20.00 \$25.00 -	
un Event	Jacob and		Dele	ete Show	Add	Remove	
	ļ				Add	- Helliove	
Results	1			Event Se	etup		
See your Results	N		General Gos	S Rot & Perf Judging	P&P Sponsor	Duplicate	
	Name	Date Entries		Rotations			
	Open HC Pen	11/19/2011 16	Ē	Rotation Name	Max Entries		
Reports	open 2nd go	11/19/2011 7	-	1 Unassigned			
w and Print Reports	Open Finals	11/19/2011 5		1 [Unassigned			
	Open Average	11/19/2011 3					
<b>Aembers</b>	#13 Pen	11/19/2011 18					
nage your Members	#13 2nd Go	11/19/2011 7					
Facility	#13 Finals #11 Pen	11/19/2011 3 11/19/2011 20			Dn		
	#11 Pen #11 2n Go	11/19/2011 20					
t your Barns/Stalls	#112nd0 #11 Finals	11/19/2011 5			<b>.</b>		
Config	#11 Average	11/19/2011 2		Add Rotation	Remove Rotation		
ange your settings	#9 Pen	11/19/2011 20	-				
	#9 2nd Go	11/19/2011 8		Perfs			
	#9 Finals	11/19/2011 7	Ē	Perf Name	Max Entries		
	#9 Average	11/19/2011 5		Fell Name			
ssociation	#7 Pen	11/19/2011 18			Up		
anage your Assoc.	#7 2nd Go	11/19/2011 8			Constant Office		
	1 #7 Final	11/19/2011 3					
	#7 Average	11/19/2011 3					
	#5 Pen	11/19/2011 18			▼ Dn		
NY 105 10420	#5 2nd Go	11/19/2011 6		Add Perf	Remove Perf		
Help	#5 Final	11/19/2011 3	1	Add t on			
		•		Note: 0 denotes "unlimited er	tries" Botations		
Exit	Create New Event	1 I Remove		span a single go. Perfs :			
				m			

The Rot & Perf tab is not used for team penning or ranch sorting. It can be used for very large shows.

# Team Penning/Ranch Sorting

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Name     Date     # of     General     Gos     Rot & Perf       Open HC Pen     11/19/2011     16     No of Judges:     0	2 US 3 US 4 US 5 Sta	TPA Single Membe  TPA Family Membe TPA Youth Membe TPA Youth Membe TPA Day Pass II II 2nd Nite	Amount \$ \$65.00 \$150.00 \$35.00 \$20.00 \$220.00 \$220.00 \$20.
Name         Joel Lesh November 2011           Entry er Contestants here         Joel Lesh November 2011           Draws Create your Draws         Image: Status         Name         Joel Lesh November 2011           Results         Create your Praws         Image: Status         Status         Status           Results         Name         Date         Entry Location:         Stillwater, OK           Reports wand Print Reports         Name         Date         Entries           Den HC Pen         11/19/2011         6           Open HC Pen         11/19/2011         6           Open Average         11/19/2011         7           Members         #13 2nd 60         11/19/2011         7           #13 Finals         11/19/2011         20         Format:         Average           #11 Finals         11/19/2011         3         #11 Finals         11/19/2011         7           #13 Pen         11/19/2011         10         #11 Finals         11/19/2011         20           #11 Finals         11/19/2011         20         #11 Finals         11/19/2011         20           #13 Pen         11/19/2011         20         #11 Finals         11/19/2011         20           #11 Finals	2 US 3 US 4 US 5 Sta 6 Sta 7 RV Add Event Setup Judging P&P	TPA Single Membe  TPA Family Membe TPA Youth Membe TPA Day Pass II II 2nd Nite	\$65.00 \$150.00 \$35.00 \$0.00 \$25.00 \$20.00 \$25.00 <b>*</b> Remove
Entry er Contestants here Draws Create your Draws       Date:       11/19/2011         Create your Draws       I       Image: Stating Back #       0         Create your Draws       Image: Stating Back #       0         Create your Draws       Image: Stating Back #       0         Results       Image: Stating Back #       0         See your Results       Image: Stating Back #       0         Den HC Pen       11/19/2011       6         Open Arch go       11/19/2011       6         Open Areage       11/19/2011       7         Open Areage       11/19/2011       7         Open Areage       11/19/2011       8         #13 Condition       11/19/2011       8         #13 Finals       11/19/2011       11         #11 Pen       11/19/2011       10         #11 Pen       11/19/2011       10         #11 Areage       11/19/2011       11         #11 Areage	2 US 3 US 4 US 5 Sta 6 Sta 7 RV Add Event Setup Judging P&P	TPA Family Membe  TPA Youth Membe TPA Youth Membe TPA Day Pass II I	\$150.00 \$35.00 \$0.00 \$25.00 \$25.00 \$25.00 ▼ Remove
er Contestont's here Draws       Location:       Stillwater, OK         Create your Draws       Starting Back #:       0         create your Draws       Image: Starting Back #:       0         create your Draws       Image: Starting Back #:       0         create your Draws       Image: Starting Back #:       0         create your Beauts       Image: Starting Back #:       0         Results       Name       Date       Entries         Deen HC Pen       11/19/2011 16       General       Gos         open Areage       11/19/2011 7       General       Gos       Rot & Perf         Den HC Pen       11/19/2011 7       Format:       Average       Omeraic       Average         Members       #13 And Bo       11/19/2011 7       Bits Finals       Discard Top Bottom n:       O         #11 Average       11/19/2011 20       #11 Average       11/19/2011 20       H11 Finals       H11/19/2011 20         #11 Average       11/19/2011 2       H19 Finals       11/19/2011 2       H19 Finals       H11/19/2011 7         #19 Finals       11/19/2011 7       H19 Finals       11/19/2011 7       H19 Finals       H11/19/2011 7	3 US 4 US 5 Sta 6 Sta 7 RV Add Event Setup Judging P&P	TPA Youth Membe - TPA Day Pass - III 2nd Nite -	\$35.00 \$0.00 \$25.00 \$20.00 \$25.00 ▼ Remove
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#11 Finals         11/19/2011         5           ge your settings         #11 Average         11/19/2011         2           #3 Pen         11/19/2011         20           #9 2nd Go         11/19/2011         8           #9 Finals         11/19/2011         7			
ge your settings         #3 Pen         11/19/2011         20           #9 2nd Go         11/19/2011         8           #9 Finals         11/19/2011         7			
#9 2nd Go         11/19/2011         8           #9 Finals         11/19/2011         7			
#9 Finals 11/19/2011 7			
sociation #7 Pen 11/19/2011 18			
age your Assoc. #7 2nd Go 11/19/2011 8 #7 Final 11/19/2011 3			
#7 Final 11/19/2011 3 #7 Average 11/19/2011 3			
#5 Pen 11/19/2011 18			
#5 2nd Go 11/19/2011 6			
Help			
Create New Event 🕇 🖡 Remove			
<u> </u>			

The Judging tab is not used for team penning or ranch sorting.

#### **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

Menu	An A		S	how Setu	р		Kendrick & Craft I Ver: 4.1.98
Setup	Show(	s)			Show S	etup Show Fees	
Setup your Show(s)	Name	Date L	Name	Joel Lesh Novembe		Name Amount A	
	Joel Lesh November 2011	11/19/2011 Stillwa				1 USTPA Single Membe ▼ \$65.00	
Entry			Date:	11/19/2011		2 USTPA Family Membe - \$150.00	
ter Contestants here			Location:	Stillwater, OK		3 USTPA Youth Membe ▼ \$35.00	
Draws			Starting Back #	0		4 USTPA Day Pass 💌 \$0.00	
			Starting back #	1		5 Stall <u>▼</u> \$25.00 —	
Create your Draws	•	Þ		Create Show	Duplicate Show	6 Stall 2nd Nite 💌 \$20.00	
Sere Frank						7 RV 💌 \$25.00 💌	
Run Event				Delete Show		Add Remove	
Dequilto					E.m. D		
Results	-	C			Event Se		
See your Results	Name	Date # of	General	Gos Ro	ot & Perf Judging	P&P Sponsor Duplicate	
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Danauta	Open HC Pen 2nd Round						
Reports	Open HC Pen Short Round						
w and Print Reports		11/22/2011 7					
Nembers		11/19/2011 18					
7.025	#13 Pen 2nd Round	11/22/2011 7		P	ace Points Ea	arnings 🔺	
anage your Members		11/22/2011 3		1	1 4.00	\$0.00	
Facility		11/22/2011 7		2	2 3.00	\$0.00	
it your Barns/Stalls	#11 Pen	11/19/2011 20		3	3 2.00	\$0.00	
Confin	#11 Pen 2nd Round	11/19/2011 10		4	4 1.00	\$0.00	
Config		11/19/2011 5			1.00	30.00	
hange your settings		11/22/2011 10					
		11/19/2011 20					
		11/19/2011 8					
	#9 Pen Short Round	11/19/2011 7					
Association		11/22/2011 8					
Manage your Assoc.	#7 Pen #7 Pen 2nd Round	11/19/2011 18 11/19/2011 8					
		11/19/2011 3				•	
		11/22/2011 8		-		I Paul	
		11/19/2011 18			Add Row De	I Row	
		11/19/2011 6					
Help							
Exit	Create New Event 👔	Remove					
			-				
				1722			
				III			

Payouts and points can be applied in two different areas of the program. This is one, that is used for Rodeo, and larger events where there is a predetermined payoff.

The other place will be covered later.

Click "Add Row" for every place paid or points will be applied. In the example above, the first round (Open HC Pen) will be receiving 4 points a person for placing in first place in the first round. If fast time money had been paid, the amount paid to the team will be typed in the earnings field.

Each club has different rules on points and payout distributed. If the club only pays in the average, make sure your average event in selected on the left before typing in the money amount.

The next page has an illustration of points and payouts in the average only.

# Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	the the		S	how Seti	qu				Kendrick & Craft Ver: 4.1.98
Setup	Show Name	(\$) Date L			Show S	etup	Show Fees		
Setup your Show(s)	Joel Lesh November 2011	11/19/2011 Stillwa	Name	Joel Lesh Novemb		1 USTR	Name PA Single Membe 👻	Amount  \$65.00	
Entry			Date:	11/19/2011	*		PA Family Membe 👻	\$150.00	
nter Contestants here			Location:	Stillwater, OK			PA Youth Membe 👻	\$35.00	
Draws			Starting Back #	0			PA Day Pass 🛛 👻	\$0.00	
Create your Draws				1		5 Stall	- INC	\$25.00	
creare your braws				Create Show	Duplicate Show	6 Stall: 7 RV	2nd Nite 🗾 👻	\$20.00 \$25.00 -	
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Curr L vern	J				_	Auu		nemove	
Results					Event Se	etup			
See your Results	Name	Date # of	General	Gos ] F	lot & Perf Judging	) P&P	Sponsor	Duplicate	
100		Enules					, .		
10.00	Open HC Pen	11/19/2011 16							
Reports	Open HC Pen 2nd Round								
iew and Print Reports	Open HC Pen Short Roun Open HC Pen Average	d 11/19/2011 5 11/22/2011 7							
Members	#13 Pen	11/19/2011 18							
	#12 Day 2nd Dayard	11/22/2011 7		1	Place Points Ea	arnings 🔺			
Nanage your Members	#13 Pen Short Round	11/22/2011 3		1	1 4.00 \$	1488.00			
Facility	#13 Pen Average	11/22/2011 7		2	2 3.00	\$990.00			
dit your Barns/Stalls	#11 Pen	11/19/2011 20		3	3 2.00	\$0.00			
Config	#11 Pen 2nd Round	11/19/2011 10		4	4 1.00	\$0.00			
Change your settings	#11 Pen Short Round	11/19/2011 5		12 NO	91 93				
change your settings	#11 Pen Average #9 Pen	11/22/2011 10 11/19/2011 20							
	#9 Pen 2nd Round	11/19/2011 8							
	#9 Pen Short Round	11/19/2011 7							
Association	#9 Pen Average	11/22/2011 8							
Manage your Assoc.	#7 Pen	11/19/2011 18							
interinge fear theses.	#7 Pen 2nd Round	11/19/2011 8				-			
	#7 Pen Short Round	11/19/2011 3		6	- E -	· ·			
	#7 Pen Average #5 Pen	11/22/2011 8 11/19/2011 18			Add Row De	Row			
	#5 Pen 2nd Round	11/19/2011 18			10 No. 10 No.	- 19 C			
Help									
	1								
Exit	Create New Event 👔	Remove							
-				, III					

This illustration shows applying points and earnings in the average of the class.

# Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	the star			S	how Se	tup					Ke
Setup –	Show(						Show Set	up	Show Fees		
up your Show(s)	Name Lesh November 2011	Dal		Name	Joel Lesh Nove	mber 2011			Name	Amount 🔺	
000	Lesn November 2011	11713/	2011 50008		11/19/2011	•		1 USTPA	Single Membe 🔻	\$65.00	
Entry				Date:					Family Membe 🔻	\$150.00	
Contestants here				Location:	Stillwater, OK				Youth Membe 💌	\$35.00	
Draws				Starting Back 4	# 0				Day Pass 💌	\$0.00	
ate your Draws					and the second second			5 Stall	•	\$25.00	
	1		•		Create Show	Duplicati	e Show	6 Stall 2nd 7 BV	d Nite 👻	\$20.00	
in Event	_		للغبل		Delete Shov			L		\$25.00 -	
neveni					Delete Show	<u></u>		Add		Remove	
lesults							Event Setu	a			
e your Results		1	# of ▲	General	Gos	Rot & Perf	Judging	P&P	Sponsor	Duplicate	
your Results	Name	Date	Entries	denoral 1	405 1	not an en f	oudging	1	polisor	Dupiedie	
Oper	n HC Pen	11/19/2011	16								
	Open HC Pen 2nd Round		7	Sponsor:							
	Open HC Pen Short Round	11/19/2011	5								
and Print Reports	Open HC Pen Average	11/22/2011	7								
embers #13	Pen	11/19/2011	18								
oe your Members	#13 Pen 2nd Round	11/22/2011	7								
	#13 Pen Short Round	11/22/2011	3								
	#13 Pen Average	11/22/2011	7								
your Barns/Stalls #11		11/19/2011	20								
	#11 Pen 2nd Round	11/19/2011	10								
	#11 Pen Short Round	11/19/2011	5 -								
	#11 Pen Average	11/22/2011	10								
#9 F	en #9 Pen 2nd Round	11/19/2011	20 8								
	#9 Pen 2na Rouna #9 Pen Short Round	11/19/2011	7								
	#9 Pen Average	11/22/2011	8								
SUCIULION #7		11/19/2011	18								
	#7 Pen 2nd Round	11/19/2011	8								
	#7 Pen Short Round	11/19/2011	3								
	#7 Pen Average	11/22/2011	8								
#5 F	'en	11/19/2011	18								
Link	#5 Pen 2nd Round	11/19/2011	6 _								
Help		144 14 14 14 14	],Ė								
Exit Ca	eate New Event		Remove								
											_
					Ш						_
An and the second second second second to	nts\Lazy J USTPA Novemi		and the second	2000 Contractor (Contractor)							

The Sponsor tab allows you to have the event sponsor's name appear on various reports.

### **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

Menu	Show Setup	Kendrick & Craft Ir Ver: 4.1.98
Setup <u>Setup your Show(s)</u> Entry <u>ter Contestants here</u> Draws <u>Create your Draws</u> <u>Results</u> <u>Results</u> <u>See your Results</u> <u>Reports</u> <u>iew and Print Reports</u> <u>Manage your Members</u> <u>Facility</u> <u>dit your Barns/Stalls</u> <u>Config</u> <u>Change your settings</u> <u>Association</u> <u>Manage your Assoc</u> <u>Help</u> <u>Exit</u>	Stating Back #       0       4       USTPA Day Pass • \$0.00         Create Show       Duplicate Show       Add       Remove         Delete Show       Delete Show       Add       Remove         Event Setup       General       Gos       Rot & Perf       Judging       P & P       Sponsor       Duplicate         Mame       Date       # of entries       Image: Contestants       Image: Contestants	

The duplicate tab can be used to duplicate a class. Set the parameters and give the duplicate class a name before clicking "Make Event Copy".

This can sometimes be used when wanting to preserve original entries before making any major changes. This function is used very seldom.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	Ar A	<b>*</b>		S	how	Entry							Ke	ndrick & Craf Ver: 4.1.98	
Setup	Entr	721	1	Fees & Payments Entry Reports							Entry Detail				
Setup your Show(s)		Show	, E							<b>4</b> 2	#0				
Entry	Joel Lesh December 2011		<b>F</b>	IR C	R ap	Contestant	Amount	Position	Team	# of Entries		Max Pai	id		
er Contestants here				1 2.0	7.0 Abney	ı, Bill	\$63.50	1	None	2	0	4			
Draws	ĵ Ε\	/ents		2 2.0	7.0 Abney	, Julie	\$63.50			2	0	4			
Create your Draws	Name	# of Entries		3 1.0	7.0 Cheva	illier, Kay 🔽	\$63.50	NONE	None	D	0	4 🗆			
un Event	Open HC Pen #11 Pen	0		eam Rating		Carry Over									
Results See your Results	5 #9 Pen #5 Pen #3 Pen #9 Sort	0	T	eam Cap #	21.0 of entries	1					A	dd <u>E</u> ntry			
Reports	#6 Sort #3 Sort	0		<u>U</u> pd	ate	<u>R</u> emove	<u>P</u> rint Entry l	List	Draw Pot				View F	Position Count	
w and Print Reports								Open	HC Pen - /	All					
Nembers			, lî	Entry Dra Id #		Contestant		Ind Team Rate Rate		Stock #	K Handic ap	Fees	Fee Desc	Paid	
Facility	]			10 100	5 735R	Abney, Bill		2.00	None		0	\$63.50		- 10.0000	
it your Barns/Stalls				1 UA	P	Abney, Julie Goyer, Danielle		2.00 7.00 3.00	None None		0	\$63.50 \$63.50			
Config			-		-	Abney, Bill		2.00	None		0	\$63.50			
hange your settings				2 UA	P	Abney, Julie	1	2.00 0.00			0	\$63.50			
	1					Chevallier, Ed		2.00	None		0	\$63.50			
Association Aanage your Assoc. Help Exit	# of Contestants 3 Amount \$63. Association UST Sanctioned	50 PA Pen	-												
	As	sign Back #'s	L.	4 <b>)</b>		loha /				•			1	Þ	

This screen is for entering teams.

Select the class where the team is to be entered. Select each team member from the drop down list and click add entry.

If a team member needs to substitute by another contestant, go to the list of teams at the bottom, select the team. This will bring that team to the top. Make the contestant change and select "update". Do not click add, or it will add that team to the bottom and not make the substitution. Events with draws will be explained in the next illustration.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	- Alter	1 Ale				Sh	ow	Entry								Kendrick & 0 Ver: 4.1.	Crafi .98
Setup		Entries		1		Fees &	Payme	nts )	Entry Reports					Entry Deta	i		
Setup your Show(s)	J	Show			<b></b>	, IR	-		1	-	-	# of	# Draw	Max			
Entry	Joel Lesh Decemb	per 2011		•	1	R IN Cap		Contestant	Amount	Position	Team	Entries	Entries	Entries	Paid		
er Contestants here	] '	<u>9</u>			1	5. <mark>0</mark> 7.0	Rainey	, David	\$63.50		None	1	0	4			
Draws	1	Events			2	7.0			\$63.50			48	0	4			
Create your Draws	Nam	ne	# of Entries	<b></b>	3	10 7.0			\$63.50			18	0	4			
	Open HC Pen		1 11	-							~						
un Event	#11 Pen		0		Team P	lating	6.0	Carry Over									
Results	#9 Pen #5 Pen		0		Team (		21.0										
See your Results	#3 Pen		0	8797		# of e	entries	1					+	dd <u>E</u> nt	y		
occ your resurrs	#9 Sort		0														
	#6 Sort		0														
Reports	#3 Sort		U			<u>U</u> pdate		<u>R</u> emove	Print Entry	List	Draw Pot				Vie	w Position Co	oun
w and Print Reports					-					Oner	HC Pen - A						
<b>Aembers</b>	1					0	<b>P</b> ( )	· · · · · · · · · · · · · · · · · · ·			Collimate more and						
nage your Members					Entry	Draw #	Pick Draw	Contestant		Ind Tea Rate Rat		Stoc #	k Handic ap	Fees	Fee Des	e Paid	ł
Facility								Abney, Bill		2.00	None		0	\$63			
t your Barns/Stalls					1	UA	P	Abney, Julie		2.00 7.0			0	\$63			
Config	1				-	-		Goyer, Danielle Abney, Bill		3.00	None		0	\$63			
nange your settings					2	UA	Р	Abney, Julie					0	\$63			
inige / set settings	1				10000	00000	1215	Chevallier, Ed		Positic	n #	•	0	\$63		a video	
					3	UA	Р	Buckner, Brian	1 🛛	Inassigned	15		0	\$63			
					3	UA	1						0	\$63		-	
ssociation					-			Buckner, Sonya				-	0	\$63	.50		
anage your Assoc.	1				4	UA	P					<u> </u>	0	\$63			
					-			Gover, Danielle		3.00	None		0	\$63			
					5	UA	Р				0 None		0	\$63			
L L L	1			-	642.65	21621				0.00	None		0	\$63			
Help	# of Contestants	3				114	Р	Wells, Jake		3.00 0.00 3.0	None 0 None	_	0	\$63			
Exit	Amount	\$63.50			6	UA	F			0.00 3.0	V None None	-	0	\$63			
	Association	USTPA Pe	1					Lesh, Jared		7.00	None		0	\$63			
	Sanctioned	Jos Traine			7	UA	P			0.00 7.0			0	\$63			
		Assign Ba	-k #'s					Lash, Casak		0.00	None		0	\$63			
		- Cooligit Da			14 4	F H 4	All / A	lpha /				4					,

When entering teams into a draw, select only one name from the above drop-down and click enter. To find out if you have the right number for a draw to come out even, click the "View Position Count" button. Notice in this example that the position count is 15. This will give us 5 complete teams for this event. For a two man ranch sorting, you would want that to be an even number.

Once you have the correct number in the position count for a draw, click the "Draw Pot" button.

The next page will explain how to do a draw pot.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com



After clicking the draw pot button on the initial entry page, a box will appear like the one above. In the middle of the page near the top, select the "by entry" button, then the "Calculate" button to the right hand side of the page, scroll down to make sure all entry slots are filled, and then click the "Accept" button in the lower left.

After this step, the program will make an automatic backup of the class before draw contestants were teamed together. It's a good idea to zero out the fees on the setup screen for the backup or each contestant will be charge twice for the class. The backup is automatically made if any problems come up after completed. For example, if a person has been left out of the draw. At that time, the user can go to the backup, add that person to the draw, and complete the steps once again. I usually delete the backup copy after that class is through the first round.

The next illustration shows the backup copy on the setup screen.

### **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

Menu	Show Setup	Kendrick & Craft I Ver: 4.1.98
Setup your Show(s) Entry er Contestants here Draws Create your Draws Run Event	Name     Date     Name     Joel Lesh December 2011     Name       10el Lesh December 2011     12/10/2011     I     I       New Show     12/5/2011     Date:     12/10/2011     I       Location:     Stillwater, OK     3     USTPA Family N       Starting Back #:     0     I     USTPA Day Par	Membe ▼         \$\$500           Membe ▼         \$150.00           wenbe ▼         \$35.00           wss ▼         \$30.00
Results See your Results Reports w and Print Reports Members anage your Members	Name         Date         # of Entries         General         Gos         Rot & Perf         Judging         P & P         Spc           0pen HC Pen         12/10/2011         5         Mame:         0pen HC Pen DrawPot Backup ▼         Allow these handica run event screen         Allow these handica run event screen         Allow these handica run event screen         Beg	Remove       onsor     Duplicate       aps to be available on the       End     Handicap       3.00     -9.00       3.00     -9.00       4.00     -9.50
Facility https://www.sarns/Stalls Config hange your settings Association hanage your Assoc.	#3 Sort       12/10/2011       0         Open HC Pen DrawPot Backup       12/6/2011       11         # of Entries Cap:       4         Indiv Cap:       7.0         # of Cont:       3         Rake After:       10         Entries Cap:       4         Indiv Cap:       7.0         Back After:       10         Class:       0pen Pen         Sanctioned:       USTPA Pen         Baction       Fen         Baction       Fen	4.00 -8.50 Remove ntries from
Help Exit	Add     Remove       Add     Remove	

This illustration shows the automatic backup copy the program makes when completing the draw pot process. Notice the entry fee is \$190.50. If this is not zeroed out, the contestants will be charge for the backup class too.

Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

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Menu	An A				S	how	Entry							Kendric Ver	k & Craft I : 4.1.98
Setup	Entries		)	Fees & Payments Entry Re						eports		)		Entry Detail	
Setup your Show(s)	Show				IB IF	}	Contestant	Amount	Position	Team	# of	# Draw	Max Paid		
Entry	2011 USTPA World Championship		-	1	In Ca	ip 🛛	Contestant	Amount	Position	ream	Entries	Entries	Entries Falo		
ter Contestants here	Events			1	7	.0		\$157.0	)				4 🗆		
Draws	Evenus	# of		2		.0		\$157.0	)				4 🗖		
Create your Draws	Name	# or Entries	-	3	7	.0		\$157.0	)				4 🗆		
	Open HC Pen	54											49 - 944		
un Event	Open HC Pen 2nd Round	27		Tean	n Rating	0.0	Carry Over					_		-	
	Open HC Pen 3rd Round	19		0.000	n Cap	21.0			3			1		1	
Results	Open HC Pen Short Round	10				of entries	<b>I</b>						Add Entry		
See your Results	Open HC Pen Average #13 Pen	10			++ (	or entries	11								
	#13 Pen 2nd Round	33										-			
	#13 Pen 3rd Round	20			Upda	ate	Remove	Print Entr	ulist D	Iraw Pot	1			View Positic	on Cour
Reports	#13 Pen Short Round	10	minimum	-	opor			<u>L</u> ink end						VIEW FOSIC	un coun
w and Print Reports	#13 Pen Average	10	2						Open H	IC Pen - A	AII .				
Nembers	1 #11 Pen	101			Entry	Draw	Contestant			with		Indv	Rot	Perf	Fee
	#11 Pen 2nd Round	51			bl	#						Rating			
nage your Members		20		4 1	16	19	Albritton, Jud		Bell, Steven Be			2	Unassigned	and a second sec	157
Facility	#11 Pen Short Round	10	manan	2	41	50	Albritton, Jud		Underwood, Gr		Sonya	2	Unassigned	and the second s	15
t your Barns/Stalls	#11 Pen Average	10		3	22	41	Anderson, Stephen		Borgia, Nick Hu			3	Unassigned	and the second sec	15 15
Carefia	#11 Masters Pen #11 Masters Pen 2nd Round	62 31	3	4	2	20	Anderson, Stephen Bell, Lisa		Hunt, Scot Hur Bell, Steven Alt			3	Unassigned Unassigned	and a second sec	15
Config	#11 Masters Pen 2nd Round #11 Masters Pen 3rd Round	12		6	34	44	Bell, Lisa Bell, Lisa		King, David Rid			2	Unassigned	and the second s	15
hange your settings	#11 Masters Pen Short Round	8		7	23	11	Bell, Steven		Cody, Thomas			3	Unassigned		15
	#11 Masters Pen Average	10		8	16	19	Bell, Steven		Bell, Lisa Albritt			3	Unassigned	and a second sec	15
	#9/#7 Inc Pen	214		9	12	39	Blackman, Bryan		Gibbs, Tony Gil			4	Unassigned		15
	1 #9/#7 Inc Pen 2nd Round	107	Same and the second	10	44	28	Blackman, Bryan		Lesh, Joel Gibb			4	Unassigned	and the second s	15
ssociation	#9/#7 Inc Pen 3rd Round	20	4	11	13	1	Borgia, Nick		Bross, Tom Kin	g, David		2	Unassigned		15
anage your Assoc.	#9/#7 Inc Pen Short Round	10	4	12	1	31	Borgia, Nick		Keith, Larry Ma	riage, David		2	Unassigned	Unassigned	15
	#9/#7 Inc Pen Average	10		13	22	41	Borgia, Nick		Anderson, Step			2	Unassigned	and the second s	15
	#7 Inc of #9 Pen	6	4 🔻	1 17	37	18	Borgia, Nick		Olson, Steven		n	2	Unassigned		15
	# of Contestants 3			15	45	26	Brooks, Colette		Cody, Thomas			2	Unassigned	and the second sec	15
Liste	Amount \$157.00	-		16	51	12	Brooks, Colette		Lesh, Sarah Ke		135	2	Unassigned		15
Help				17	8	49	Brooks, Terry		Heywood, TJ J		ĸ	1	Unassigned		15 15
	Association USTPA Pen Sanctioned			18	32	35 48	Brooks, Terry Bross, Tom		Keith, Tanner N Keller, Jeff Wal			5	Unassigned Unassigned		15
Exit				19	33	48	Bross, Tom Bross, Tom		Hunt, Scot Hur			5	Unassigned	and a second sec	15
	Assign Bac	k #'s				0.000	Alpha /		mant, acot Hur	ic, preisne	1	- 0	onassigned	Unassigned	154
				12231133	1000		ubu os /								1

The alpha tab on the entry screen has many different uses. It can be used to determine how many rides an individual currently has entered, who that person is riding with, and can be used to determine if a certain rated rider has any open rides.

In the example above, Bryan Blackman has two rides in the Open HC Pen. He is riding with London Gibbs and Tony Gibbs on one team and London Gibbs and Joel Lesh on the second team. He is a #4 rated rider. If this class has a four ride limit, it tells the user that he has two rides open.

#### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	An As		Sh	ow Entry				Kendrick & Cral Ver: 4.1.98
Setup	Entries		Fees &	Payments	)	Entry Reports	)	Entry Detail
Setup your Show(s)	Contestant Entri	ies & Fees	Balanc	e Detail	1	Payment Detail	)	Earnings Detail
Entry Enter Contestants here Draws Create your Draws Run Event Results See your Results See your Results Nembers Manage your Members Facility Edit your Barns/Stalls Config Change your settings Association Manage your Assoc. Help Exit	**       1     Open HC Pen       2     Open HC Pen       4     V       7     Open HC Pen       9     V       1     Open HC Pen Drawf       2     Open HC Pen Drawf       2     Open HC Pen Drawf	Events           Riding with         Draw #           Jnassigned         0           with Abney, J         2           With Abney, J         2	Abney, Bill  tock/Name	Note Amount	en \$150.00 0 en \$25.00 0 s \$0.00 0 Date	Contesta 1000 10		
* L.				III				

This page is for fees and payments. This page shows "Bill Abney" with two rides in the Open HC Pen at \$63.50 each for a total of \$127. Enter the quantity for any fees such as memberships or stalls. To make a payment, select the payment type (check, cash, or credit), enter amount, make any notations in the "Note" field such as check #2145 and click the "add" button. Click the "Print Receipt" button for a printout for the contestant.

If any earnings are applied, they will be in the notes field. This will be covered later.

If any mistakes are made during the checkout process, just double click the entry below the "add" button will remove that entry.

"Apply earnings" button – Click this button before checking out each contestant to ensure all earnings have been applied to their invoice.

### **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

Menu	-	ter Alt		Show	w Entry	,		Kendrick & C Ver. 4.1.9
Setup		Entries	)	Fees & Pay	ments	)	Entry Reports	Entry Detail
Setup your Show(s)		Contestant Entries & Fees	1	Balance D	etail	1	Payment Detail	Earnings Detail
Entry								
ter Contestants here		Name	Fees	Payments	Applied Earnings	Balance	Calc	
Draws	1	Belter, Mike	\$1,247.00	\$1,247.00	\$0.00	\$0.00		
Create your Draws	2	Bolin, Pat	\$1,535.50	\$219.50	\$823.00	\$0.00		
1	3	Brooks, Terry	\$2,534.50	\$511.50	\$2023.00	\$0.00	Print Balance Print Ba Detail Rep	
Run Event	4	Estes, Gary D	\$448.50	\$275.50	\$173.00	\$0.00	Detail Rep	
un cvenn	5	Garrison, Mike	\$390.00	\$260.00	\$130.00	\$0.00	Print All Receipts	
Results	6	Gipson, Heather	\$100.50	\$100.50	\$0.00	\$0.00		
See your Results	7	Hale, Gary	\$423.50	\$37.50	\$386.00	\$0.00		
See your Results	8	Heidelberg, Hoppy	\$132.00	\$132.00	\$0.00	\$0.00		
		Heidelberg, Houston	\$1,190.00	\$534.00	\$662.00	(\$6.00)	Total # of Contestants entered:	34
D		Hoch, April	\$733.00	\$433.00	\$300.00	\$0.00	Total # of Contestants with balances:	10
Reports	11	Istre, Joey	\$748.00	\$748.00	\$0.00	\$0.00	Total # of contestants with balances.	
ew and Print Reports		Kapp, Sara	\$333.00	\$333.00	\$0.00	\$0.00	Total Balance due: \$3	533.00
AA aura la aura		Krouse, Cheryl	\$2,421.50	\$0.00	\$1759.00	6662 EU	1	000.00
Members		Kumfer, Michael	\$550.50	\$247.50	\$303.00	\$0.00		
anage your Members		Lawless, Bill	\$1,761.50	\$1,761.50	\$0.00	\$0.00		
Facility		Lawless, Suzie	\$1,062.50	\$606.50	\$456.00	\$0.00		
lit your Barns/Stalls	17	Lesh, Jared	\$845.00	\$0.00	\$424.00	\$421.00		
		Lesh, Joel	\$1,415.50	\$0.00	\$1872.00	(\$456.50)		
Config		Lesh, Jordan	\$533.00	\$0.00	\$1050.00	(\$517.00)		
hange your settings	20	Lesh, Sarah	\$1,175.00	\$0.00	\$223.00	\$952.00		
	21	Miller, John	\$540.00	\$310.00	\$230.00	\$0.00		
	22	Minnich, John	\$120.00	\$120.00	\$0.00	\$0.00		
		Olson, Donnie	\$849.50	\$566.50	\$283.00	\$0.00		
Association		Olson, Steven	\$1,105.00	\$385.00	\$720.00	\$0.00		
		Oyler, Kelsi	\$167.50	\$59.50	\$108.00	\$0.00		
Manage your Assoc.		Rainey, Hannah	\$668.50	\$4.50	\$664.00	\$0.00	-	
	27	Raper, Johnny	\$358.00	\$99.00	\$259.00	\$0.00		
	28	Rice, Carther	\$1,856.00	(\$263.00)	\$1626.00	\$493.00	Apply Earnings to All	
	29	Richard, Billy	\$630.50	\$500.50	\$130.00	\$0.00		
1.1.1	30	Richard, Joyce	\$814.00	\$620.00	\$194.00	\$0.00 -	•	
Help	4	10 X2				+ [	Remove Applied Earnings	
Exit			\$31,188.00	\$11,209.00	\$16446.00	\$3,533.00	carrings	
	-							

This is the balance detail screen. After clicking the "Calc" button, it will tell the user how much the contestant is owed, or owes. Any amount in red denotes an amount owed by the contestant, and any amount in yellow denotes an amount owed to the contestant. Print Balance Detail – prints a balance detail report

Print Balance Report – prints a balance report

Apply Earnings to All- applies earnings set from the setup screen. More information for this button will come in a later chapter. Remove

Applied Earnings- removes any applied earnings

Important: Click the "Apply Earnings to All" button after an average has been created for every event. Earnings will not appear on a contestants invoice at the end of the day if not completed.

Team Penning/Ranch Sorting http://www.arenamanagementsoftware.com

Arena Manager for United States Team Penning Association - 9 X All m Kendrick & Craft In Ver: 4.1.98 Menu Show Entry Setup Fees & Payments Entry Reports Entry Detail Entries Setup your Show(s) Contestant Entries & Fees Earnings Detail Balance Detail Payment Detail Entry Last Name First Name Amount Trans Date \$1,247.00 11/20/2011 \$1,247.00 Trans Date Type Check Enter Contestants here Mike Ch#3413 Calc Belter 1 Draws Create your Draws \$219.50 11/20/2011 Credit 4 Bolin Pat Print \$493.00 11/22/2011 redit - Earning #9 Sort Average Run Event 5 \$330.00 11/22/2011 redit - Earning Open HC Pen Average 6 7 \$1,042.50 Results 8 See your Results Brooks \$557.00 11/22/2011 redit - Earning Open Sort Average Terry 9 10 \$259.00 11/22/2011 redit - Earning #7 Pen Average 11 \$288.00 11/22/2011 redit - Earning #9 Pen Average Reports \$293.00 11/22/2011 redit - Earning #11 Pen Average 12 13 View and Print Reports \$496.00 11/22/2011 redit - Earning Open HC Pen Average \$511.50 11/20/2011 Check ch#3858 14 15 16 17 Members \$130.00 11/22/2011 redit - Earning #3 Sort Average \$2,534.50 Manage your Member Facility 18 Estes 19 Gary D \$173.00 11/22/2011 redit - Earning #7 Pen Average Edit your Barns/Stalls \$275.50 11/19/2011 Check Ch# 1178 20 \$448.50 Config 21 22 Change your setting: \$130.00 11/22/2011 redit - Earning #5 Pen Average Mike Garrison 23 \$260.00 11/20/2011 Check ch#1548 24 \$390.00 25 Association 26 27 Gipson Heather \$100.50 11/19/2011 Cash Manage your Assoc \$100.50 28 29 Hale Gary \$192.00 11/22/2011 redit - Earning #9 Pen Average 30 31 \$194.00 11/22/2011 redit - Earning #3 Sort Average \$37.50 11/20/2011 Check ch#9888 Ĵ \$423 50 Help \$27,655.00 Exit N All Drograms Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb Output Path: C:\Program Files\Arena Manager

This is the payment detail screen. Click the "Calc" button.

It will summarize how each contestant paid (cash, check) and their earnings.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	- Mar	1 Ale		Show Er	try						Kendrick Ver:	<& C 4.1.9
Setup		Entries	Ì	Fees & Payments	)		Entry Rep	ports		1	Entry Detail	
up your Show(s)	Conte	stant Entries & Fee	es )	Balance Detail	)		Payment De	etail		1	Earnings Detail	
Entry Contestants here Draws	Calc	Print					lect Unprinted Select All Jnselect All	Starting Ch	eck #	Print Checks		
ate your Draws	Lasi	Name	First Name	Memo	Amount	Print Check	Print Date	Check Number	Туре	Nc.		
n Event	1 Bolin	Pat		Open HC Pen Average Rank:	\$330.00				S			
Results e your Results	2 3			#9 Sort Average Rank:	\$493.00 \$823.00				S			
your Results	4 5 Brooks	Terr		#3 Sort Average Rank:	\$130.00	F		_	S			
	6	101		#7 Pen Average Rank:	\$259.00				S			
eports	7			#9 Pen Average Rank:	\$288.00				S			
nd Print Reports	8			#11 Pen Average Rank:	\$293.00	Г			S			
	9			Open HC Pen Average Rank:	\$496.00				S			
embers	10			Open Sort Average Rank:	\$557.00				S			
e your Members	11				\$2,023.00							
acility	12 13 Estes	Gary	D	#7 Pen Average Rank:	\$173.00	F			S			
our Barns/Stalls	13 Estes	uary	D	#7 Fen Average Hank:	\$173.00				5			
Config	15				\$115.00							
	16 Garrison	Mike	•	#5 Pen Average Rank:	\$130.00	F			S			
ge your settings	17			1	\$130.00							
	18			CANADALIT TA MARCE PA					1			
	19 Hale	Gary		#9 Pen Average Rank:	\$192.00				S			
sociation	20			#3 Sort Average Rank:	\$194.00				S			
	21				\$386.00							
age your Assoc.	22 23 Heidelberg	Hou		#7 Pen Average Rank:	\$173.00	F		-	S			
	23 Heidelberg	nou	ston	#6 Sort Average Rank:	\$173.00				S			
	25			#7 Pen Average Rank:	\$259.00				S			
	26			The fraction of the fraction o	\$662.00			-	Ű			
Help	27											
ricip	4	31					1	1	1 1	+ F		
Exit				2	\$16,446.00							
		-772										_

This is the earnings detail screen. Click the "Calc" button.

It will summarize the earnings for each contestant and how much they earned in each event.

The user can print checks directly from this screen. The setup parameters for printing checks can be found on the "Config" screen on the general tab.

# Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu		gr.	1 Ale				Show	w Entry	1			Kendrick Ver:	:k & Cra : 4.1.98
Setup			Entries		)		Fees & Pay	ments	Ì	Entry Reports	1	Entry Detail	
etup your Show(s)		Entry Li	st E	Intries By Po	sition	1						Print	
Entry		1.500.000			3524602			ID					-
Contestants here	1	Entry ID		lame I e. Kenneth	Hating 3	Position LL	Event CO Entr	VID					
Draws	2	-	Lesh, S		7	NONE		-					
eate your Draws	3		Lesh, J		7	NONE							
	4		EGSIT, O	OCI	- (9)	none							
In Event	5	2	5 Westfa	II, Paige	4			_					
In Lveni	6	1920	Lesh, J		7			_					
Results	7		Rice, C		2			_					
	8												
ee your Results	9	3	9 Lawles	s, Bill	5								
	10		Bolin, F	Pat	4	NONE							
	11		Lesh, S	Sarah	7	NONE							
eports	12												
and Print Reports	13	4	10 Rainey	, Hannah	6								
	14			, Cheryl	2	NONE							
embers	15		Belter,	Mike	6	NONE							
ge your Members	16												
acility	17	5	14 Lesh, J		7	NONE							
your Barns/Stalls	18		Rice, C	Carther	2	NONE							
	19		Krouse	, Cheryl	2	NONE							
Config	20												
nge your settings	21	6	8 Lesh, J		7	NONE	-						
	22		Rice, C		2	NONE	-						
	23		Olson,	Donnie	4	NONE							
	24					-							
sociation	25	7		e, Kenneth	3			_					
nage your Assoc.	26		Lawles		5	NONE		_					
nuge your rissoc.	27		Bolin, F	rat	4	NONE		_					
	28		1 Wallac	- Kanada	3	NONE		_					
	29 30	8		e, Kenneth III, Paige	4	NONE		-					
	30			, Cheryl	2	NONE		_					
Help	31		KIUUSE	, cheiyi	4	NUNE		_					
Help	32	9	12 Wallac	e, Kenneth	3	NONE		_					
1	34	3		ill, Paige	4	NONE		-					
Exit	- <u>3</u> 4 			Ciana digo	2	NONE							
	4	-											•
1								III					-
All Drograms								1000					<i>a</i> ::

This is the "Entry Reports" tab on the Entry screen. It is used very little.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	-		2					S	how	Ent	ry						Kendric Ver	k & Craf : 4.1.98
Setup			Entries			1		Fee	es & Payme	ents	Ì		Entry Reports	Ì		I	Entry Detail	
Setup your Show(s)		Expa	nd All								Refresh							
Entry	6	Event		Go Event	Drawt	t Team t	H Entru ID	Chabue	Time/So	ore # Per	Entry Da	te/Time	Workstation User Ic	Contestant	Patin	g Position	Q	B
nter Contestants here.	+	Open HC P	en (16 e		Diawy	+ ream	H LINUY ID	Jidius	i interse		LINYDA	(c) Time	WORKSIGUON USEN	Contestant	Tauri	IQ T USIGUT	<u>v</u>	- 10
Draws		Г		Open HC P	6	12							lan lan		1	-		
Create your Draws	-	11 (J.)		Г	1	2	1	N/T	60.01	0	11/19/2011	11:11:24 AM	PC2	Wallace, Kenneth	3		Lawless, Bill	5 1
create your braws	-			Г	2	1	2	N/T	60.01	0	11/19/2011	11:11:25 AM	PC2	Lesh, Joel	7		Walsh, Megan	6 1
Dum Eugent	-			Г	3	12	3	OK	38.05	3	11/19/2011	11:11:25 AM	PC2	Rice, Carther	2	NONE	Walsh, Megan	6 1
Run Event				Г	4	6	4	OK	52.71	3	11/19/2011	11:11:25 AM	PC2	Rainey, Hannah	6		Krouse, Cheryl	21
Dedukte				Γ	5	9	5	OK	44.3	3	11/19/2011	11:11:25 AM	PC2	Lesh, Joel	7		Rainey, Hannah	6
Results				Γ	6	7	6	OK	53.51	2	11/19/2011	11:11:25 AM	PC2	Westfall, Paige	4		Lesh, Jared	7
See your Results				Γ	7	14	7	OK	35.81	3	11/19/2011	11:11:26 AM	PC2	Bolin, Pat	4	NONE	Olson, Steven	3
			Ŧ	Open HC P	6													10.00
	Ŧ	#13 Pen (1)	8 entries	1														1.1
Reports	1			#13 Pen 2n														12.11
iew and Print Reports	-		+	#13 Pen Sk	i i													1.11
	Đ	#11 Pen (2					1											1.1
Members				#11 Pen 2n			1											1.11
Manage your Members				#11 Pen Sk	1		1											
Facility	Đ	#9 Pen (20													_			
	-			#9 Pen 2nd			1								1			
Edit your Barns/Stalls		l		#9 Pen Sho			1											
Config	Ŧ	#7 Pen (18														_		_
Change your settings	-			#7 Pen 2nd										-	_			
chunge your serrings				#7 Pen Sho	1									-	_			
	÷	#5 Pen (18																
	-			#5 Pen 2nd #5 Pen Sho					_									
Association		#3 Pen (6 e	1000	Ho Men Sho	2			-							-			
	Ŧ	#3 Pen (6 е		#3 Pen 2nd			_		-				1		-			
Manage your Assoc.	Đ	Open Sort (			1			-	-	_					-			
	123	Upen Son (		esj Open Sort 2				-	-						-			
	-			Open Sort 2					-				1		-			
	Ŧ	#9 Sort (27			,			-	-						-			
1.1.1.		#3 300 (27		#9 Sort 2nd	1	12			-							-		
Help	-	-		#9 Sort She				-					1.00		-	-		
	Ŧ	#6 Sort (16		no ook one	1					-			in in		1			
Exit	( head)			#6 Sort 2nd	1			-										
		1 1		10.0 . 01	1		-	1.	4		le.		. I.	C.	12		C.	
	4	1																
All Drograms										III								2

This is the "Entry Detail" tab on the Entry screen. It can be used for items such as which computer entered a team and at what time of the day. It is used very little.

#### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	An A				Edit/View Dr	aw(s	;)								Kend V	rick & Craf er: 4.1.98
Setup setup your Show(s)			S	Show	Joel Lesh Novembe	r 2011		-								
Entry	Event	# of Entries	1		Draws	1		COLUMN STATE	Draw Re	ports			)	Time Sheet	ts & Draw Slip:	3
er Contestants here		16					Open	HC Pe	en						Entry	Status
Draws	Open HC Pen 2nd Round	7						All								'et
create your Draws	Open HC Pen Short Round	5													v	et
	Open HC Pen Average #13 Pen	18	Draw	Team	Contestant	Pen	Penalty	Timer	Final	Status	Indv	Team	Team	Stoc 🔺	-	
un Event	#13 Pen 2nd Round	7	#	#	5757577575	0.0200	10000000000000000000000000000000000000	Time	Time	1.0000	Rating	Rating		#	lun	n Out
un Lvenn	#13 Pen Short Bound	3		42	Wallace, Kenneth	0		00.010	00.010	3137	3		None			
Results	#13 Pen Average	7	1	a 1	Westfall, Paige	0		60.010	60.010	N/T	4	9	None	_	C	)K
	#11 Pen	20	<u> </u>		Krouse, Cheryl	0			-		2		None			
See your Results	#11 Pen 2nd Round	10			Lesh, Joel	0		05.040		-	- C		None		Rer	nove
	#11 Pen Short Round	5	2	2 W R-	Walsh, Megan			25.240	24.240	NZI .	6	19	None			2.00.00000000
	#11 Pen Average	10		-	Rainey, Hannah	0							None			
Reports	#11 Pen Average	20			Bolin, Pat	3		05.010			4	1440	None	_	Move a c	ontestant
v and Print Reports	#9 Pen 2nd Round	8	3	3	Olson, Steven	3		35.210	30.210	OK	3	11	None	_		
	#9 Pen Short Round	7			Olson, Donnie	3					4		None			
<b>Aembers</b>	HO Day Assesses	8		4	Wallace, Kenneth	0			~ ~ ~ ~	-	3		None		Mov	e Up
nage your Members	#3 Fen Average	18	4		Lesh, Sarah	0		23.840	21.840	NZI	7	17	None	_		115
	#7 Pen 2nd Round	8		-	Lesh, Joel	0					7		None		Move	Down
Facility	#7 Pen 2na Round #7 Pen Short Round	3			Westfall, Paige	3					4		None			
t your Barns/Stalls	#7 Pen Short Hound #7 Pen Average	8	5	5	Lesh, Jared	3		44.060	40.060	OK	7	13	None		Sw	an
Config	#7 Pen Average #5 Pen	18			Rice, Carther	3			-		2		None		From	То
	#5 Pen 2nd Round	6			Lesh, Joel	3					7		None	_		
ange your settings	#5 Pen Short Bound	3	6	6	Rainey, Hannah	3		53.670	51.670	UK	6	17	None			
	#5 Pen Average	6		-	Bolin, Pat	3					4		None			
	#3 Pen	6	_	-	Walsh, Megan	0					6		None	_	Sw	ар
	#3 Pen 2nd Round	3	7	6	Lesh, Sarah	0		50.060	49.060	NZI	7	19	None	_		238.5
ssociation	#3 Pen Zrid Hound #3 Pen Average	3			Belter, Mike	0					6		None			
anage your Assoc.	Open Sort	24			Lesh, Jared	0			15 000	-	7		None	_	Gol	0
	Open Sort 2nd Round	10	8	8	Rice, Carther	0		19.080	15.080	NZI	2	13	None	_		Go
	Open Sort Short Round	6		-	Olson, Donnie	0					4		None		1	
	Open Sort Average	10			Lawless, Bill	0					5		None	_		
	#9 Sort	27	9	9	Bolin, Pat	0		38.970	36.470	N/I	4	16	None	_	G	o's
Help	#9 Sort 2nd Round	8			Lesh, Sarah	0			-		7		None			
Ticip	#9 Sort Short Round	4	12 colorest	and a start	Rainey, Hannah	3					6		None	-		
Ewit	#9 Sort Average	8	4  4	P PI	All				4						Pri	ht
Exit	#6 Sort	16 -	D	raw #':	s Team #'s	Se	ets	) 9	Sep/Rot	Ì	Up	date	) Rot 8	& Perfs	Dist	Order
			Ass	ign Dra All	w To	5	Reverse C Unassign traws	' Irder			Go				Run Labe	l Summary
					Align All drav		10442								Hun Lat	oel Detail

This is the "Draws" screen. This is used to draw for position in the class once all entries have been entered. I will briefly explain the buttons on the right side of the page and their functions, then describe step-by-step instructions on drawing for run position for the event.

Vet, Turn Out, OK, Remove are never used for team penning or ranch sorting.

Move Up, Move Down – these buttons can be used to move a team up or down by first clicking on a team in the run order and then clicking either button. I have used these before if I know a class is ready to start and a contestant has just pulled into the facility and have yet to saddle their horse. This can allow a class to start without having to wait for them to saddle.

Swap- The user can enter a team number in the "from" field and another in the "to" field and then click "Swap". This will swap the two teams in the run order.

Go- The user can enter a team number in the "go to" field and click the "Go" button and it will take you to that team.

Print "Run Order" - prints a run order normally used to write down times for the backup timer in the announcer booth.

Print "Run Label Summary" and "Run Label Detail" are seldom used.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	An A				Edit/View Dr	aw(s	;)								Kendrick & Craft Ver: 4.1.98
Setup Setup your Show(s)			S	show	Joel Lesh Novembe	r 2011		-							
Entry	Event	# of ▲ Entries	0		Draws	1			Draw Re	ports			Ì	Time Sheet	s & Draw Slips
ter Contestants here	Open HC Pen	16					Open	HC P	en						Entry Status
Draws	Open HC Pen 2nd Round	7							5.6.7%						A STORE STORE OF
	Open HC Pen Short Round	5					1	All							Vet
Create your Draws	Open HC Pen Average	7	Draw	Team		1	-	Timer	Final		Indv	Team		Stoc 🔺	
anteres 📻 marriedados	#13 Pen	18	#	#	Contestant	Pen	Penalty	Time	Time	Status	Rating	Rating	Team	#	Turn Out
Run Event	#13 Pen 2nd Round	7			Wallace, Kenneth	0					3		None		
	#13 Pen Short Round	3	1	1	Westfall, Paige	0	0.00	60.010	60.010	N/T	4	9	None		ОК
Results	#13 Pen Average	7		14 - 170 	Krouse, Cheryl	0	00083				2		None		UN
See your Results	#11 Pen	20			Lesh, Joel	0					7		None		
occ jour resurrs	#11 Pen 2nd Round	10	2	2	Walsh, Megan	0		25.240	24,240	N/T	6	19	None		Remove
	#11 Pen Short Round	5			Rainev, Hannah	0					6		None		-
Reports	#11 Pen Average	10			Bolin, Pat	3					4		None		
	#9 Pen	20	3	3	Olson, Steven	3		35.210	30,210	ПК	3	11	None		Move a contestant
w and Print Reports	#9 Pen 2nd Round	8		50	Olson, Donnie	3				222428	4		None		
Members	#9 Pen Short Round	7			Wallace, Kenneth	0					3		None		14
IN THE CASE OF THE	#9 Pen Average	8	4	4	Lesh, Sarah	Ő		23.840	21 840	N/T	7		None	_	Move Up
anage your Members	#7 Pen	18		1	Lesh, Joel	Ő	1 70.57	20.010	21.010	26.000	7	S 2647 - 5	None	_	
Facility	#7 Pen 2nd Round	8			Westfall, Paige	3					4		None		Move Down
it your Barns/Stalls	#7 Pen Short Round	3	5	5	Lesh, Jared	3		44,060	40.060	OK	7	13	None	_	
lit your Barns/Stalls	#7 Pen Average	8		5	Rice, Carther	3		44.000	40.000	OK	2	13	None	_	Swap
Config	#5 Pen	18			Lesh. Joel	3					7		None		From To
hange your settings	#5 Pen 2nd Round	6	6	c	Rainev, Hannah	3		53.670	51 670	ОК	6	17	None		
nunge your serrings	#5 Pen Short Round	3	0		Bolin, Pat	3		33.070	51.070	UK	4	16	None	-	
	#5 Pen Average	6			Walsh, Megan	0					6		None		
	#3 Pen	6	7	7	Lesh, Sarah	0		50.060	40.000	NUT	7	19	None		Swap
a terrer dan and	#3 Pen 2nd Round	3	6	6	Belter, Mike	0		50.060	49.060	INZ I	6	19		_	4
Association	#3 Pen Average	3			Lesh, Jared	0					7		None None		0.1
Aanage your Assoc.	Open Sort	24						10.000	15.000	a com		10		_	Go to
	Open Sort 2nd Round	10	8	8	Rice, Carther Olson, Donnie	0		19.080	15.080	NZ1	2	13	None	_	Go
	Open Sort Short Round	6											None		
	Open Sort Average	10			Lawless, Bill	0		20.070	00.170		5	10	None	_	
	#9 Sort	27	9	9	Bolin, Pat	0	1 1209/2	38.970	36.470	N/T	4	16	None		Go's
Help	#9 Sort 2nd Bound	8			Lesh, Sarah	0					7		None	_	
Ticip	#9 Sort Short Round	4	laster t	in the first	Rainey, Hannah	3					6	1	None	-	
Ewit	#9 Sort Average	8	14 4	P   H	All /				•					•	Print
Exit	#5 Soft Average #6 Soft	16 🕶	Dr	aw #'	s Team #'s	Se	ets	1 9	Sep/Rot	1	Ur	odate	Bot	& Perfs	Bun Order
			Assi	ign Dra All	w To	5	Reverse C Unassign draws	irder			Go				Run Label Summary
	1													1	

The user can draw for a run order from this screen, or by using the Sep/Rot tab. Using the Sep/Rot tab will be described later.

If a random order desired, select the "random" radio button near the bottom of the screen and click "Go".

If the user wants a run order by the way the teams were entered on the entry screen, select the "as entered" radio button and click "Go".

If the user wants to redo a draw, select the "Unassign" radio button, click "Go" and redo the draw.

The "reverse" and the "align all draw to Rot draws" are seldom used.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

0 0 Assign Team #	Menu	An A				Edit/View Dr	aw(s	;)								Kendrick & Craft Ver: 4.1.98	
Entry     Lyew     Entry       Let Contestants     Deen HC Pen Mond     1       Deen HC Pen Shot Roard     7       Open HC Pen Shot Roard     7       Deen HC Pen Shot Roard     7       Deen HC Pen Shot Roard     7       Name     1       H3 Pen Average     7       H3 Pen Average     7       H1 Pen Average     7       H1 Pen Average     7       H1 Pen Average     7       H1 Pen Average     10       H2 Pen Average     11       H3 Pen Average     11       H2 Pen Average	Sector Sector Sector			9	Show	Joel Lesh Novembe	er 2011		-								
Open HC Pen       Image: Spen HC Pen       Employee         Open HC Pen More Round       For Create your Draws       Open HC Pen Xerage       For Spen Xerage       Spen Xerage       Spen Xerage       For Spen Xerage       Spen Xerage       Spen Xerage       Spen Xerage       For Spen Xerage       For Spen Xerage       Spen Xerage       Spen Xerage       For Spen Xerage       Spen Xerage <th colspa<="" th=""><th></th><th>Event</th><th></th><th></th><th></th><th>Draws</th><th>1</th><th></th><th></th><th>Draw Re</th><th>ports</th><th></th><th></th><th>ĩ</th><th>Time Sheet</th><th>s &amp; Draw Slips</th></th>	<th></th> <th>Event</th> <th></th> <th></th> <th></th> <th>Draws</th> <th>1</th> <th></th> <th></th> <th>Draw Re</th> <th>ports</th> <th></th> <th></th> <th>ĩ</th> <th>Time Sheet</th> <th>s &amp; Draw Slips</th>		Event				Draws	1			Draw Re	ports			ĩ	Time Sheet	s & Draw Slips
Create your Powes       Open HC Pen Shot Round       5       Contestant       Pen Penalv       Time       Find       Statu       Note	ter Contestants here							Open	HC Pe	en						Entry Status	
Create your Drows         Open HC Pen Average         7           Num Event         H3 Pen Average         1         If water         Pen Average         1         Valace Kenneth         0         0.00         60.010         None         1         None         None         1         None         None         None         None         None         None         None         None								1	All	1919.00						Vet	
Run Event         Hill Pen AdRound         Team         The average         Team         The average         Team         None         Turn Dut           Results         Hill Pen AdRound         7         Wated. Page         0         000         60.01         0.01         None         0         000         60.01         None         None <t< td=""><td>Create your Draws</td><td></td><td>7</td><td>Denne</td><td>Tarre</td><td></td><td>-</td><td></td><td>Timer</td><td>Einel</td><td></td><td>Lake</td><td>Terre</td><td></td><td>Char A</td><td></td></t<>	Create your Draws		7	Denne	Tarre		-		Timer	Einel		Lake	Terre		Char A		
Revent       #13 Pen 2nd Round       7 H3 Pen Shot Round       7 H3 Pen Shot Round       7 H3 Pen Average       None       0 H3 Pen Average       0 H3 Pen Avera	0 002					Contestant	Pen	Penalty			Status			Team		Turn Out	
H13 Pen Shot Roard       3 H13 Pen Average       1 F	un Event	#13 Pen 2nd Round	7			Wallace Kenneth	0		TIME	Time			moung	None		Tamoat	
Results       #13 Pen Average       7       None       Remove         111 Pen Zerd Round       10       10       11	an crom		3	1	10				60.010	60.010	NZT		9		-		
See your Results       #11 Pen       20         #11 Pen 2x0 Round       10       0       0.00       25240       24.240       N/T       6       18       None       More       <	Desults	#13 Pen Average	7	<u>.</u>	38				00.010	00.010	107.1	· · · · · · · · · · · · · · · · · · ·		1005015		UK	
3.382 your Results       #11 Pen Average       10       10       2       2       Walkh, Megan       0       0.00       25.240       24.240       N/T       6       None       More         By Pen       State year       20       Walkh, Megan       0       0.00       25.240       24.240       N/T       6       None       More       More<	11000110			-									-			1	
#11 Pen Shot Round       5 #11 Pen Shot Round       5 #11 Pen Shot Round       5 #11 Pen Shot Round       6 #3 Pen Shot Round       6 #3 Pen Shot Round       8 #3 Pen Shot Round       8 #4 4	See your Results	and and any state of the second state of the s	and a summarian state of the second	2	2				25.240	24.240	NUT		10	100 00 00		Remove	
Reports       #11 Pen Average       10       Boin, Path       3       0       0.00       35.20       0.201       0.4       None       More       More a contestant         W and Print Reports       #3 Pen Shot Round       7       Boin, Path       3       0.00       35.20       0.20       0.4       4       None       More       More a contestant         Wernbers       #3 Pen Average       8       #3 Pen Average       8       4       4       Velace, Kerneth       0       0.00       23.400       21.80       N.T       7       17       None       More a contestant         #3 Pen Average       8       #7 Pen 2nd Round       9       4       4       Velace, Kerneth       0       0.00       23.400       21.80       N.T       7       17       None       More 0       More 0       More 0       More 0       None       13       None       13       None       14       Velace, Kerneth       0       0.00       23.400       10.00       10.00       10.00       10.00       10.00       10.00       10.00       10.00       10.00       10.00       10.00       10.00       10.00       10.00       10.00       10.00       10.00       10.00       10.00 <t< td=""><td></td><td></td><td></td><td>6</td><td>4</td><td></td><td></td><td></td><td>23.240</td><td>24.240</td><td>187.1</td><td></td><td>13</td><td></td><td></td><td></td></t<>				6	4				23.240	24.240	187.1		13				
Reports       19 Pen       20       3       3       3       0 mon 5 terem       3       0.00       35 210       30.210       0 K       4       1       None       Move a contestant         Wend Print Reports       #9 Pen 2nd Round       8       3       3       0 mon 5 terem       3       0.00       35 210       30.210       0 K       3       1       None       4       None       Move a contestant       Move a contestant<		recommendation of the state of									-	050		100 0000			
ward Print Reports       #9 Pen 2 Around       8         Members       #9 Pen Shot Round       7         #3 Pen Shot Round       7         #7 Pen Shot Round       8         #7 Pen Shot Round       6         #1 Pen Average       8         #1 S Pen Average       7         #1 S Pen Average       8         #1 S Pen Average       8         #1 S Pen Average       7         #1 S Pen Average       7         #1 S Pen Average       7         #1 S Pen Average       3         #2 Pen Shot Round       10	Reports			2	-				25.210	20.210	OK					Move a contestant	
Members       #9 Pen Shar Round       7       Usan, Dornie       3       4       None       More Up         mage your Members       #9 Pen Shar Round       7       #1 Pen 2nd Round       8       4       Lech, Jael       0       0.00       23840       21.840       N/T       7       17       None         Facility       #7 Pen And Round       8       #7 Pen And Round       8       Members       7       13       None       More       More Up         fit your Barns/Stalls       #7 Pen And Round       8       5       Lech, Jael       0       0.00       23.840       21.840       N/T       7       13       None         fit your Barns/Stalls       #7 Pen Anage       8       Exch, Jael       3       0.00       44.060       40.060       0K       7       13       None       Swap         fit your Barns/Stalls       #5 Pen And Round       6       6       Raney, Hannah       3       0.00       53.670       51.670       0K       6       None       Swap         fit your Satting       #13 Pen Anage       6       Raney, Hannah       3       0.00       50.060       43.060       N/T       7       9       Soto And Round       7       None	w and Print Reports			2	3				35.210	30.210	UN	1. 154	- 22 -				
Wendbers       #9 Pen Average       8       4		second and second s								-			-				
Image your Members       #7 Pen       18       Lesh, Joel       0       7       None       Move Down         Facility       #7 Pen Shot Round       %       #7 Pen Average       %       Westall Page       3       0.00       44.060       None       4       None       Move Down         it your Barns/Stalls       #7 Pen Average       %       %       Baies, Lash, Jaed       3       0.00       44.060       None       4       None       %       Swap         from       18       %       Sec. Cather       3       0.00       55.0       0.00       56.0       17       None       % <th< td=""><td>Nembers</td><td>40 D A</td><td>and a second second second</td><td></td><td></td><td></td><td></td><td></td><td></td><td>~ ~ ~ ~</td><td></td><td></td><td></td><td></td><td></td><td>Move Up</td></th<>	Nembers	40 D A	and a second second second							~ ~ ~ ~						Move Up	
Facility it your Barns/Stalls       #7 Pen 2nd Round       8 #7 Pen Shott Round       9 5       5       Westall Page       3 benge       0.00       44.060       None       4 4       None         Config hange your settings       #5 Pen 2nd Round       6 #5 Pen       6 8       6 8       6 8       8 8       5       5       Lesh, Jard       3       0.00       44.060       000       0.7       13       None       Swap From       To         More Down       #5 Pen Shott Round       6       6       8       8       8       0.00       53.670       51.670       0.K       6       17       None         Manage your Assoc.       0pen Sott And Round       6       6       8       8       8       8       8       8       8       8       8       9	anage your Members	#7 Pop		4	4				23.840	21.840	INZ I		- 17				
#7 Pen Shot Round       3         #7 Pen Average       8         #5 Pen Average       8         #5 Pen Average       6         #3 Pen Average       6         #3 Pen Average       7         #3 Pen Average       3         @pen Sott       24         @pen Sott Average       10         @pen Sott Average       10         @pen Sott Average       10         @pen Sott Average       10         #9 Sott Average       10         #9 Sott Average       10         #9 Sott Average<				-												Move Down	
If Your Barks/Starts       #7 Pen Average       8         #7 Pen Average       8       8       1000       3000       53670       51.670       0K       6       17       None         Honge your settings       #5 Pen Average       6       6       6       6       6       8       Lesh, Joel       3       0.00       53.670       51.670       0K       6       17       None       From       To         Manage your settings       #5 Pen Shot Round       3       0.00       53.670       51.670       0K       6       17       None       5       Swap         #3 Pen Average       6       8       Bolin, Pat       3       0.00       50.670       0K       6       None       5       Swap         #3 Pen Average       3       0.00       0.00       50.000       4       None       5       Swap         Manage your Assoc.       #3 Pen Average       3       0.00       0.00       50.000       7       10       None       6       None       6       None       6       None       7       0       6       None       7       0       0       0       0       0       0       0       0		and the second			-					40.000	-		10				
Config hange your settings       #5 Pen 2nd Round       18 #5 Pen 2nd Round       18 #6 Pen 2nd Round       18 #6 Pen 2nd Ro	it your Barns/Stalls			2	5				44.060	40.060	UN		13			Swap	
Annge your settings       #5 Pen 2nd Round       6       6       6       7       7       8       7       7       8       8       8       9       9       8       10       0	Confin			-						-			-				
Hindge (val seringe)       #5 Pen Shot Round       3         #5 Pen Average       6         #3 Pen Average       7         #3 Pen Average       3         #3 Pen Average       3         #3 Pen Average       3         #3 Pen Average       3         @ Den Sort       24         Den Sort       24         Den Sort Average       10         @ Den Sort Average       10         #3 Sort Average       10         #4 Sort Average       10         #3 Sort Average       10         #4 Sort Average       10         #4 Sort Average       16         #4 Sort Average       16         #4 Sort Average       16<									50.070	F1 070	OK		47				
#5 Pen Average       6       None       Swap         Association Anage your Assoc.       #3 Pen 2nd Round       3       Walsh, Megan       0       0.00       50.060       49.060       N/T       7       19       None       5       None       6       None       6       None       6       0	nange your settings			6	ь				53.670	51.670	UK		- 14				
#3 Pen       6       7       7       Uesh, Sarah       0       0.00       50.060       49.060       N/T       7       19       None       6       None       7       6       6       None       7       6       6       None       7       6       6       0       7       6       6       0       7       6       6       7       6       6       7       6       6       7       6       6       7       6       7       6       7       6<		restored and party \$100 party property and a second		-	1												
#3 Pen 2nd Round       3         #3 Pen Average       3         Beller, Mike       0         Beller, Mike       0         Dpen Sort       24         Dpen Sort 2nd Round       10         Dpen Sort 2nd Round       6         Beller, Mike       0         Dpen Sort 2nd Round       10         Dpen Sort Short Round       6         Beller, Mike       0         Upen Sort 2nd Round       10         Beller, Mike       0         Upen Sort 2nd Round       6         Beller, Mike       0         Upen Sort 2nd Round       6         Beller, Mike       0         Upen Sort 2nd Round       6         Beller, Mike       0         Beller, Mike       0<					2				F0 000	40.000					-	Swap	
Association #3 Pen Average Deen Sort 201 Deen Sort 201 Round Deen Sort 201 Round Deen Sort 201 Round B B B B B B B B B B B B B					6	and the second se			50.060	49.060	N/T		19		-		
Aanage your Assoc.       Open Sort       24       8       9	Association		and Summer and State							-	-	0.570	-				
Dpen Sot 2nd Round     10     0	Aanage your Assoc.															Goto	
Dpen Sott Round     6 Dpen Sott Average     10 Den With All     10 Den Wi	- Press		and stream of the second second	8	8		7		19.080	15.080	NZI		13			7 60	
Dpen Sort Average         10         9         9         Bolin, Pat         0         0.00         38,970         36,470         N/T         4         16         None         6         None         6         None         9         9         Bolin, Pat         0         0.00         38,970         36,470         N/T         4         16         None         7         7         None         7         7         None         7         7         8         7         7         7         7         8         7         7         7         7         7         7         7         7         7         7         7         7         7					-												
Help     #9 Sort     27 #9 Sort 2nd Round     27 Bainey, Hannah     10     7     None       #9 Sort 2nd Round     8 #9 Sort Short Round     4     5     None     •       #9 Sort Short Round     4 #9 Sort Short Round     4     •     •     •       #9 Sort Short Round     4 #9 Sort Short Round     4     •     •     •       #0 Sort Short Round     4     •     •     •     •       Draw #s     Team #'s     Sets     Sep/Rot     Update     Rot & Perfs       Draw #     Team #     Reset Team #'s to Unassigned     Run Label Summary			and a summer of the first of the						00.075	00.470		1.	10		_		
Help     #3 Sott 2nd Round     Bit       #9 Sott Shott Round     4       #9 Sott Average     8       #5 Sott     16       Draw #:     Team #:       0     0       0     0       0     0       10     0       11     1       12     1       13     1       14     1       14     1       15     16       16     0       17     None       18     16       19     10       10     10       10     10       10     10       10     10       10     10				9	9				38.970	36.470	NZI	1	16		_	Go's	
#9 Sott Shott Round     4       #9 Sott Average     8       #5 Sott     16       Draw #'s     Team #'s       0     0       Assign Team #         Reset Team #'s to Unassigned         Run Label Summary	Help	and the second															
Exit     #9 Sort Average     8       #5 Sort     16       Draw #     Team #'s       0     Assign Team #	Ticip	and the second	and summer and the second		10.18		3			-		6	to go a	None	_		
#6 Sort     16 ↓     Draw # s     Team #'s     Sets     Set/Hot     Upgate     Hot & Pers     Run Order       Draw #     Team #     0     0     Assign Team #     Reset Team #'s to Unassigned     Run Label Summary	Estit	resources and the second s	- 15 · 20 · 20 · 20 · 20 · 20 · 20 · 20 · 2		P H	All /				4				_	•	Print	
Draw # Team # Reset Team #'s to Unassigned Run Label Summary	CXIT		and Simon and State County	D	raw #'s	Team #'s	Se	ets	) 9	Sep/Rot	ì	U	odate	) Rot 8	& Perfs	Pum Order	
				-					Reset	Team #'s	to Una	ssigned				Run Label Summary	
Reset Team #'s to Draw #'s Run Label Detail					-11.34				Reset	t Team #	's to Dra	w #'s				Run Label Detail	

#### Draws-Team#'s tab

The user can assign a team # to specific draw # by using the "Assign Team #" button.

The "Reset Team #'s to Unassigned" button is seldom used.

By clicking the "Reset Team#'s to Draw #'s" button, the user can reset the team number if moving a team up or down in the run order.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu				ģ	Edit/View Dr	aw(:	5)								Kendrick & Craf Ver: 4.1.98
Setup Setup your Show(s)			S	Show	Joel Lesh Novembe	er 2011		•							
Entry	Event	# of A			Draws	)		2	Draw Re	eports		3	)	Time Sheet	s & Draw Slips
ter Contestants here	Open HC Pen	16					Open	HC P	en						Entry Status
Draws	Open HC Pen 2nd Round	7	-				19-11								
	Open HC Pen Short Round	5					1	All							Vet
Create your Draws	. Open HC Pen Average	7	Draw	Team		12	2 2	Timer	Final	14 <u>1</u>	Indv	Team	1. <u>1</u> . 1.	Stoc 🔺	
	#13 Pen	18	#	#	Contestant	Pen	Penalty	Time	Time	Status	Rating	Rating	Team	#	Turn Out
Run Event	#13 Pen 2nd Round	7	2		Wallace, Kenneth	(	)				3		None		
	#13 Pen Short Round	3	1	1	Westfall, Paige	(	0.00	60.010	60.010	N/T	4	9	None		ок
Results	#13 Pen Average	7			Krouse, Cheryl	(	)				2		None		UN
See your Results	#11 Pen	20			Lesh, Joel	(	)				7		None		-
	#11 Pen 2nd Round	10	2	2	Walsh, Megan	(	0.00	25.240	24.240	N/T	6	19	None		Remove
	#11 Pen Short Round	Pen Average 10			Rainey, Hannah	(	)				6		None		3
Reports	#11 Pen Average	10			Bolin, Pat		3	1			4		None		
	#9 Pen	20	3	3	Olson, Steven			35.210	30.210	ОК	3	11	None		Move a contestant
ew and Print Reports	#9 Pen 2nd Round	8	-		Olson, Donnie			1			4		None		
Members	#9 Pen Short Round	7			Wallace, Kenneth	(					3		None	-	100000000000000000000000000000000000000
Members	#9 Pen Average	8	4	4	Lesh, Sarah	0		23.840	21.840	N/T	7	17	None		Move Up
anage your Members	#7 Pen	18			Lesh, Joel	- C					7		None		1 and and
Facility	#7 Pen 2nd Round	8			Westfall, Paige						4		None	11 11 11 11 11 11 11 11 11 11 11 11 11	Move Down
dit your Barns/Stalls	#7 Pen Short Round	3	5	5	Lesh, Jared			44.060	40.060	ОК	7		None		
	#7 Pen Average	8	Ŭ		Rice, Carther			11.000	40.000	One	2		None		Swap
Config	#5 Pen	18			Lesh, Joel						7		None		From To
hange your settings	#5 Pen 2nd Round	6	6	6	Rainey, Hannah			53.670	51.670	ОК	6	17	None		
inango /vai vortingo j	#5 Pen Short Round	3			Bolin, Pat			00.010	01.010	OIL	4		None	-	
	#5 Pen Average	6		1	Walsh, Megan	i	5 January 1997	1			6		None		
	#3 Pen	6	7	7	Lesh, Sarah	Ì		50.060	49.060	N/T	7	19	None		Swap
A	#3 Pen 2nd Round	3	20120	1	Belter, Mike			00.000	45.000	une .	6	13.	None		
Association	#3 Pen Average	3	-		Lesh, Jared	(					7		None		Go to
Manage your Assoc.	Open Sort	24	8	8	Rice, Carther	i		19.080	15 090	NI/T	2	13	None	_	0010
	Open Sort 2nd Round	10	0	10.2	Olson, Donnie			13.000	13.000	1021	4	135	None		7 Go
	Open Sort Short Round	6	-		Lawless, Bill	(					4		None		
	Open Sort Average	10	9	9	Bolin, Pat			38.970	36.470	N/T	4		None		
	1 #9 Sort	27	3	3	Lesh, Sarah			30.370	30.470	02.02	7		None		Go's
Help	#9 Sort 2nd Round	8			Rainey, Hannah						6		None		
· · · · · ·	#9 Sort Short Round	4	14 4	i si					-		0	1	NUTE	+	
Exit	#9 Sort Average	8			<u>All /</u>							1			Print
LAIL	#6 Sort	16 🗸	D	raw #'s	] Team #'s ]	S	ets	] (	Sep/Rot	Ì	Up	odate	Rot	& Perfs	Run Order
			S	et Size	Resolve Set	Conflict	: Ch	neck Sel	t Confli	cts					Run Label Summary
	1														
					m										

Sets tab

This function is used to determine how many times a contestant is riding in a specific herd or how far apart their rides.

The user can input "10" in the set size field, click on "Check Set Conflicts" to determine if a contestants rides are within 10 rides of one another. Any number can be used. The user can also move their rides further apart by inputting a number and clicking "Resolve Set Conflicts". The "<u>Check Set Conflicts</u>" button needs to be checked again to see if it the change was made. Depending on the size of the class and how many rides the contestant has determines how far apart the rides can be made.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com



#### Draws - Sep/Rot tab

This is the most common method in creating a draw (run order) and will spread out the contestants the best.

By clicking the Sep/Rot tab at the bottom of the "Draw" screen will bring the Rotation/Separation pop-up on the screen. The first step is to know how many teams in the class. In this example, there are 16. If there are 16 teams, and each person has 4 rides or less, then the rides can be no more than 4 rides apart. I will then put 4 next to the minimum separation field. The next step is to select the "Assign all new team #'s" radio button. This will make the first team out team #1, the second team out team #2 and so on all throughout the class and all rounds. Then click the "Separate" button in the center of the pop-up. Keep clicking that button until the teams on the right quit moving positions. If they keep moving, the minimum separation may need to be lowered to 3. Once you find the "magic" separation number and the teams quit moving positions, click the "Accept" button.

After this step has been completed, You will put that "magic" number in the set size field on the "Sets" tab to double check if the contestant is that many teams apart in the run order. You will then click "Set Set Conflicts". The results will be displayed like the next illustration.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com



Database: C:\Users\Public\Documents\Lazy J USTPA November 2011 FOR WEB.mdb Output Path: C:\Program Files\Arena Manager

**Check Set Conflicts** 

Enter a number in the Set Size" field, click "Check Set Conflicts". In

this example, each contestant's rides are at least 2 rides apart.

The "Update" and "Rot & Perfs" tabs are never used in team penning or ranch sorting.

http://www.arenamanagementsoftware.com

			On 12	2/15/2011	Open HC Per 11:47:02 PM					
Team	Name	#	lst Go Time		2nd Go Time	#	Short Go Time	#	Total Time	
1 1	Bross, Tom R: 5 King, David R: 5 Borgia, Nick R: 2									
Team Rating: 12	Borgia, Nick R. 2									
2 2	Heywood, TJ R: 2 Johnson, Dustin R: 7 Cody, Thomas R: 3									
Team Rating: 12	Cody, Inomas R. 3									
3 3	May, John R: 5 Gibbs, Tony R: 4 Westbrook, Chris R: 2									
Team Rating: 11	Westorook, Chris R. 2									
4 4	Nelson, Brent R: 4 Nelson, Alex R: 3	10	0						10 10	
Team Rating: 11	Lyons, Andrew R: 4									
5 5	Lesh, Jared R: 7 Saggione III, Louie R: 7	8							30	
Team Rating: 21	Buckner, Brian R: 7									
6 6	Sullivan, Chris R: 5 Shelton, P.D.R: 3									
Team Rating: 11	Shelton, Phillip R: 3									
7: 87:	Mariage, David R: 4 Keith, Connor R: 2 Keith, Tanner R: 3									
Team Rating: 9	Keith, Janner R. 3									
8 8	Lesh, Joel R: 7 Walsh, Megan R: 5								10 10	
Team Rating: 19	Buckner, Sonya R: 7									
9 9	Richter, Todd R: 5 Richter, Dena R: 2 Nelson, Laurel R: 2	2							12	
Team Rating: 9	Nelson, Laurei K. 2									
10 10	Hunt, Scot R: 4 Hunt, Marsha R: 3 Bross, Tom R: 5									
Team Rating: 12	Bross, 10m R. 5									

#### Print – Run Order

The Print – Run Order button in the lower right hand corner will generate a report like the example above. It will have ten teams to a page, and a place for cattle number and times to for three rounds with a column for the total time. This sheet is commonly used at the announcer stand by the timekeeper.

http://www.arenamanagementsoftware.com

Е

1	2	3
Bross. Tom	Heywood, TJ	Heywood, TJ
King, David	Johnson, Dustin	Johnson, Dustin
Borgia, Nick	Cody, Thomas	Cody, Thomas
Dorgia, Prick	couy, monas	couy, monas
4	5	6
Nelson, Brent	Lesh, Jared	Lesh, Jared
Nelson, Alex	Saggione III, Louie	Saggione III, Louie
Lyons, Andrew	Buckner, Brian	Buckner, Brian
7	8	0
Mariage, David	Lesh. Joel	Lesh. Joel
Keith, Connor	Walsh, Megan	Walsh, Megan
Keith, Tanner	Buckner, Sonya	Buckner, Sonya
10	11	12
Hunt, Scot	Bell, Steven	Bell, Steven
Hunt, Marsha	Cody, Thomas	Cody, Thomas
Bross, Tom	Gibbs, Tony	Gibbs, Tony
13	14	15
Johnson, Dustin	May John	May, John
Buckner, Brian	Sullivan, Charlene	Sullivan, Charlene
Dean, Carrie	Lyons, Andrew	Lyons, Andrew
Dean, Carrie	Lyons, Andrew	Lyons, Andrew
16	17	18
Mariage, David	Saggione III, Louie	Saggione III, Louie
Lesh, Jared	Underwood, Grady	Underwood, Grady
West, Paul	Underwood, Justin	Underwood, Justin
19	20	21
Bell, Steven	Hunt, Scot	Hunt, Scot
Bell, Lisa	Hunt, Marsha	Hunt, Marsha
Albritton, Jud	Anderson, Stephen	Anderson, Stephen
22	23	24
King, David Westbrook, Chris	Keith, Larry Keith, Tanner	Keith, Larry Keith, Tanner
Sullivan, Charlene	Keith, Connor	Keith, Connor
25	26	27
Saggione III, Louie	Brooks, Colette	Brooks, Colette
Lesh, Jared	Cody, Thomas	Cody, Thomas
Lesh, Sarah	Myers, Gary	Myers, Gary
28	29	30
20 Lesh, Joel	Hunt, Marsha	Hunt, Marsha
Gibbs, London	Shelton, PD	Shelton, P D
	Underwood, Justin	
Blackman, Bryan	Underwood, Justin	Underwood, Justin

Print – Run Label Summary

The Print – Run Label Summary button in the lower right hand corner will generate a report like the example above. It will have thirty teams to a page. This sheet can be used in posting run orders in the arena for the contestants.

http://www.arenamanagementsoftware.com

3	2	3
5 Bross, Tom	2 Heywood, TJ	5 May, John
5 King, David	7 Johnson, Dustin	4 Gibbs, Tony
2 Borgia, Nick	3 Cody, Thomas	2 Westbrook, Chris
	(	
4	5	6
4 Nelson, Brent	7 Lesh, Jared	5 Sullivan, Chris
3 Nelson, Alex	7 Saggione III, Louie	3 Shelton, P D
4 Lyons, Andrew	7 Buckner, Brian	3 Shelton, Phillip
7	8	0
4 Mariage, David	7 Lesh, Joel	5 Richter, Todd
2 Keith, Connor	5 Walsh, Megan	2 Richter, Dena
3 Keith, Tanner	7 Buckner, Sonya	2 Nelson, Laurel
5 Keiui, Tainiei	7 Buckler, Soliya	2 Iverson, Laurer
10	11	12
4 Hunt, Scot	3 Bell, Steven	7 Lesh, Sarah
3 Hunt, Marsha	3 Cody, Thomas	5 Keith, Larry
5 Bross, Tom	4 Gibbs, Tony	2 Brooks, Colette
1221	22	
13	14	15
7 Johnson, Dustin	5 May, John	7 Lesh, Jordan
7 Buckner, Brian	4 Sullivan, Charlene	3 Keith, Tanner
4 Dean, Carrie	4 Lyons, Andrew	2 Myers, Gary
16	17	18
4 Mariage, David	7 Saggione III, Louie	3 Olson, Steven
7 Lesh, Jared	7 Underwood, Grady	2 Gibbs, London
5 West, Paul	7 Underwood, Justin	2 Borgia, Nick
19	20	21
3 Bell, Steven	4 Hunt, Scot	4 Nelson, Brent
2 Bell, Lisa	3 Hunt, Marsha	3 Nelson, Alex
2 Albritton, Jud	3 Anderson, Stephen	5 Richter, Todd
22	23	24
5 King, David	5 Keith, Larry	5 Walsh, Megan
2 Westbrook, Chris	3 Keith, Tanner	2 Nelson, Laurel
4 Sullivan, Charlene	2 Keith, Connor	7 Lesh, Jordan
25	26	27
7 Saggione III, Louie	2 Brooks, Colette	7 Underwood, Grady
7 Lesh, Jared	3 Cody, Thomas	5 West, Morgan
7 Lesh, Sarah	2 Myers, Gary	2 Johnson, Frank
28	29	30
7 Lesh. Joel	3 Hunt, Marsha	5 Bross. Tom
2 Gibbs, London	3 Shelton, P D	5 Sullivan, Chris
4 Blackman, Bryan	7 Underwood, Justin	5 King, David

#### Print – Run Label Detail

The Print – Run Label Detail button in the lower right hand corner will generate a report like the example above. It will have thirty teams to a page, with individual ratings next to each contestant. This sheet can be used in posting run orders in the arena for the contestants.

#### **Back to Index**

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com



#### **Draw Reports**

The "Draw Reports" tab can be used to create many different reports such as another type of run order, 2<sup>nd</sup> rounds with previous times, reports when running AQHA shows that will display horse names, and many other options.

The printout desired can be custom made. There is a column named "available". Scroll down that list and select the items desired in the report and click the "calc" button on the right side. This report is used at most every show.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	· An		Edit/View	Draw(s	)			Kendrick Ver.4	& Craft 4.1.98
Setup Setup your Show(s)			Show Joel Lesh Nov	ember 2011	•				
Entry	Event	# of A	Draws			Draw Reports	Ì	Time Sheets & Draw Slips	
nter Contestants here	Open HC Pen	16	Time Sheets	Generate	Slips				1
	Open HC Pen 2nd Round	7						Print	1
Draws	Open HC Pen Short Round	5	# of Gos 0		🔄 All 🔛	Pages 0	To 0		
Create your Draws	Open HC Pen Average	7	Draw #	Name	Rating	Handicap	Total Time	F	
D D I	#13 Pen	18	Open HC Pen	Cottle	Number		Time	# Cattle Penned	
Run Event	#13 Pen 2nd Round	7	Openricien	Calle	Number		1 III E	* Calle Fernied	
Developer	#13 Pen Short Round	3	Team Contestants	1st Go	2nd Go	3rd Go	1st Go	1st Go	
Results	#13 Pen Average	7		ist GU	2nu GU	Jugo	15(00	131.00	
See your Results	#11 Pen	20	1						
	#11 Pen 2nd Round	10 5							
	#11 Pen Short Round #11 Pen Average	10	3 Wallace, Kenneth				2nd Go	2nd Go	
Reports	#11 Ferr Average #9 Pen	20							
liew and Print Reports	#9 Pen 2nd Round	8							
	#9 Pen Short Round	7	4 Westfall, Paige				Total 1st & 2nd	Total 1st & 2nd	
Members	#0.D A	8	2 Krouse, Cheryl				TOTAL ISLO ZHU	Total TSL& Zhu	
Manage your Members	#7 Pen	18	Z Niouse, Cheryi						
Facility	#7 Pen 2nd Round	8							
Edit your Barns/Stalls	#7 Pen Short Round	3					3rd Go	3rd Go	
	#7 Pen Average	8							
Config	#5 Pen	18							
Change your settings	#5 Pen 2nd Round	6	-				Total	Total	
	1 #5 Pen Short Round	3					TUIAI	TUTAL	
	#5 Pen Average	6							
	#3 Pen	6							
Association	#3 Pen 2nd Round	3	Open HC Pen	Cattle	Number		Time	# Cattle Penned	
Manage your Assoc.	#3 Pen Average	3		James					
manage your rissoc.	Open Sort	24	Team Contestants	1st Go	2nd Go	3rd Go	1st Go	1st Go	
	Open Sort 2nd Round	10		130.00	End GO	ararao	10000	131.40	
	Open Sort Short Round	6	2						
	Open Sort Average	10				-			
Help	#9 Sort #9 Sort 2nd Round	27 8	7 Lesh, Joel				2nd Go	2nd Go	
rieip	#9 Sort 2nd Round #9 Sort Short Round	4	6 Walsh, Megan						
Exit	#9 Sort Short Round #9 Sort Average	8	· · · · · · · · · · · · · · · · · · ·						
CXII	#5 Sont Average #6 Sort	0 16 🗸	6 Rainey, Hannah				Total 1st & 2nd	Total 1st & 2nd	
	- Sol	10.4	2000				1010010101012110	rotal for a zna	-
			L34.						<u> </u>
	5 M	_							
All Drograms			III.						

Draws - Time Sheets & Draw Slips tab

This tab can be used to generate two other types of sheets for a backup timer.

The Time Sheets button will create a list with all of the teams and a user defined number of go-rounds.

The Generate Slips button creates a list of teams with 3 teams per page that the user can cut slips for the backup timer. It will have a place for cattle #'s, times for each go, and a combined time.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	- Run Event																	
Setup	ts S S C C C C C C C C C C C C C	20	2011 USTPA World Championship 🗾										65 entries complete out of 65					
up your Show(s)	Evente		#13 Pen	3.972		-	5			2			Lead Time (all Gos) 24.820 aning 38 e Brooks, Terry Lesh, Joel Walsh, Megan ff Time 45.340 ff Time -10.260 All Gos 16 35.080 Prev Go's 0 0.000 Prev Go's 0 0.000 N/T Context u Audit On					
Entry	Crems		Jr Youth Pen			Date	1.	0/31/20	011				2	4.820				
Contestants here		T	🧇 Jr Youth Pen 2nd Roun			Format	P	en				-	38					
Draws			🦫 Jr Youth Pen Short Rou	nd		# of Co	ntest 🗌	3				Running	1 10.52					
			Sr Youth Pen Average			Herd Cl	hange 🗌	10	Can	13	-	Name						
eate your Draws			🚸 Sr Youth Pen 2nd Rour	d							1							
in Event			🚸 Sr Youth Pen Short Rou						Pen	3			Iwaish, I	megan				
in Eveni		L	🐜 😽 Sr Youth Pen Average		-	Cuto	ff 3	3	Time	45.340	n							
esults	-		Ruisk Draw Don			Cuto	ΠJJ	3.8	nme j	-13.3-1	-	Cutoff Time (All gos)	45.34	40				
e your Results		20	11 USTPA World C	nampi	onship	):#1	3 Per	10/3	31/20	11		The second second second	The second	60				
be your resurrs	-		Results	Ø	)		Ranking				1	(All gos)	-10.2					
					 		Turn			:23	×	0.14	THE L	1.2753.5532.		Pen		
Reports	1 #		,	413 P	en - Al	I						Go Info		16		3		
and Print Reports		Team #	Contestant	Pen	Penalty	Timer Time	Final Time	Status	Indv Rating	Team Rating	-			0		0		
embers			Brooks, Terry			TIME	( inte		1 1	naung 1						3		
age your Members	38	38	Lesh, Joel	3	0.00	35.080	35.080	ОК	7	13 1								
	2000		Walsh, Megan						5	l l								
acility			Buckner, Sonya						7	1		Time	0.00	0		- 2		
our Barns/Stalls	39	39	Haselip, Amber	0	0.00	31.770	31.770	N/T	4	13 1				<u></u>	N/T			
Config			Hosea, Kevin King, David						2			# Penned	0					
nge your settings	40	40	Anderson, Stephen	0	0.00	23.620	23.620	N/T	3	13 1		Penalty	0			- 1		
<u>j- /</u>		12	Kuyper, Larry	1 7					5	1					OK			
			Rake						Contraction of the local distribution of the		T	Final Time	0.00	0	-			
			Lesh, Sarah						7	1								
Association Manage your Assoc.	41	41	Lynch, Whitney	3	0.00	40.190	40.190	OK	4	13 1					Next	up		
	42	2 42	Goyer, Danielle Sullivan, Chris	3				ок	2				A	dit On	1	-		
			Sullivan, Charlene		0.00	48.590	48.590		4	12		Bio	Section of the sector			1.12		
			Ham, Jimmy							1		Blanchard, OK				-		
			Richter, Todd						5	1	•	Stillwator O	v					
Help	43	43	Nelson, Alex	3	0.00	50.260	50.260	OK	3	11 1		Suiwater, O						
Help J		Const Const I	Cody, Thomas						3		-	Morrison, Ol	<			-		
Exit	1	F FI				•				•	_	Manu Daw			Set G			
	V Aut	oRank	Ride In Recald	All	Print		E>	cel	Pop	ulate Nxt G	ìo	View Resu	nts		Set G	J'S		

This is the "Run Event" screen. This is where the announcer runs the event, puts in times, creates the go rounds, and informs the audience of show results.

In the illustration above, the event has already been run but the information will be explained. The event is the #13 Pen and the announcer is on team number 38. In the yellow fields to the right side labeled Time, # Penned, Penalty is where the run information is input. If there is a FarmTek timer inputting times, the only information needed is the # of cattle penned. Penalty is never used in team penning or ranch sorting. Once that information has been captured, the announcer will either click the "N/T" or the "OK" button then next up. <u>Be careful to click the correct button when clicking "N/T" or "OK", entering it incorrectly could affect the outcome when creating the next rounds when the round is complete.</u>

#### Cutoff Times:

In the yellow field next to the label "Cutoff" there is a 33. When a time has been entered, the program will inform the announcer of the 33rd fastest time and the number penned. This value can be changed according to your local club rules. The cutoff time for 33 teams at this point is currently 45.34 on 3 head.

In the yellow field to the right of the teams listed, will be go info. This will tell the announcer where that team stands in that go round. Team #38 is the 16<sup>th</sup> fastest time with a time of 35.08 on 3 head penned.

Once all teams in that round have been run, it is time to create the next round. Click the "Set Go's" button in the lower right. The next page will describe that process.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	Run Event															& 4.
Setup Setup your Show(s) Entry Enter Contestants here	Show 2011 USTPA World Champ	Selecte	d Count	# Pen	Time	Contestant		# of Entries (On)	Rating	Team #	-	Selection				
	Events (Select the events for the go)		V	1	3	24.82	Nelson, Brent Nelson, Alex Lyons, Andrew		1	4 3 4	27		CTopr	10 C		
Draws Create your Draws	Selected Event #13 Pen Jr Youth Pen	Fror A	•	2	3	24.83	Bryant, Jesse Walsh, Megan Lesh, Sarah	Į	4	1 5 7	23		33			
Run Event	Jr Youth Pen 2nd F		2	3	3	25.98	West, Morgan West, Paul Baker, Mike		1	5 5 3	35					
Results See your Results	Sr Youth Pen 2nd I Sr Youth Pen 2nd I Sr Youth Pen Shor ( QuickDraw Pen		•	4	3	27.75	Johnson, Dusti Baker, Mike Ham, Jimmy	n	1	7 3 3	19		Loa	d		
Reports	QuickDraw Pen 2r ( QuickDraw Pen 3r ( QuickDraw Pen 3r ( QuickDraw Pen 4t ( QuickDraw Pen 5t )	QuickDra QuickDra	<b>रा</b> •	5	3	29.78	Richter, Dena Haselip, Dwayr		1	2 4 7	33	,  +[	Exp			
Members Manage your Members	Open HC Pen Open HC Pen Open HC Pen 2nd (	Open HC	Go Name #13 Pen 2nd Round 12/6/2011  Assign Go Location													
Facility dit your Barns/Stalls	Open HC Pen Sho (     #11 Pen     #11 Pen 2nd Rour (	Open HC #11 Pen)	Gov		iqned here >>>  1  2		Go 1 #13 Pen Jr Youth Pen Sr Youth Pen		Go 2 #13 Pen 2nd Round Jr Youth Pen 2nd Round Sr Youth Pen 2nd Round			Go 3				
Config Change your settings	#11 Pen 3rd Roun ( #11 Pen Short Rou #11 Masters Pen #11 Masters Pen 2 (	•		13 14		QuickDraw Pen Open HC Pen		QuickDraw Pen 2nd Rour Open HC Pen 2nd Round			QuickDraw Pen Open HC Pen 3		( (-			
Annestation		+11 Mast	# Pen	Time	Co	ontestant	Rating	Team #	# of Entries (On)			Order     Highes	st to Lowest			
Association Manage your Assoc.	Only entries with valid Time or S (No N/T's or T/O's)	core	3	41.64 F			5 4 4	64	1				t to Highest I Draw Order			
	Only entries in each event		3	L 31.28 L	esh, Ja	red /hitney	7 4 2	63	1				e Draw Orde e ''ON'' in Ord	State 1		
Help	✓ Include Team # in grouping Load Contestants		3	35.15 0			3 3 7	62	1			-	reate Go Return			
		5.					ır			_						

This screen will pop-up after clicking the "Set Go" button on the "Run Event" screen. This is where you will set the parameters for the next go round.

In this exercise, the 2<sup>nd</sup> round of the #13 Pen class will be created.

- 1. Check the box next to the #13 Pen class on the left side.
- 2. Go down and select, "Only entries with valid Time or Score (No N/T's or T/O's) and "Include Team # in grouping".
- 3. Click "Load Contestants" button in the lower left.
- 4. Next go to the upper right and input the number coming back to the 2<sup>nd</sup> round in the box below the "Top n" and "Top n %".
- 5. *Important*. Click the radio button "Top n". In this example, we are bringing back 33 teams.
- 6. Click the "Load" button. This will load the selected teams from the top of the screen to the bottom of the screen.
- 7. Important. In the middle of the screen, type in that go round a name, it has been named "#13 Pen 2<sup>nd</sup> Round".
- 8. The next step is to select which type of order you want to run the next go round. The "Reverse Draw Order" has been selected.
- 9. Once all of those steps are complete, click the "Create Go" button in to finalize the creation of the 2<sup>nd</sup> go round. There will be an info screen appear that says that round has been created, click "ok".
- 10. Click the "Run Event" button on the left, selected the #13 Pen 2<sup>nd</sup> Round and continue on with that round until all teams are completed. Each go round after that will be created in the same fashion. The only exception when creating the parameters for a 3<sup>rd</sup> round and so on is to select both the first round <u>and</u> the 2<sup>nd</sup> round in the "create go's" screen.
- 11. At this time, a report can be ran for the 2<sup>nd</sup> round including first go round times using the <u>"Draw-Draw reports"</u> tab. This report can be posted for the 2<sup>nd</sup> round.
## **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

💝 Arena Manager for Unit	ed States Team Penning Association	
Menu	- Run Event	Kendrick & Craft In Ver: 4.1.98
Setup Setup your Show(s) Entry Enter Contestants here Draws Create your Draws Run Event Results See your Results	Show       2011 USTPA World Championship         Events       #13 Pen       Date       10/31/2011         Youth Pen       Date       10/31/2011       24.820         With Pen       Pen       Running       Name         Sr Youth Pen       Pen 0       13         Sr Youth Pen 2nd Round       Pen 0       13         Sr Youth Pen 2nd Round       Pen 0       13         Sr Youth Pen 2nd Round       Pen 0       0         Outoff Time 0.000       Cutoff 0       Time 0.000         Color USTPA World Championship : #13 Pen 10/31/2011       Cutoff Time 0.000	
Reports View and Print Reports Members Manaae your Members Facility Edit your Barns/Stalls Config Change your settings	Total         #13 Pen         Go         Rank         Time         Pen           Name         Rank         Time         Total         #13 Pen         Go         Info         All Go's         0.000         0           Netson, Alex         Lyons, Andrew         1         24.820         3         0.000         1         2         24.830         3         0K         1         1         24.820         3         0K         1	E
Association Manage your Assoc. Help	Baker, Mike         Ham, Jimmy         Haselip, Dwayne         Underwood, Justin         Lesh, Sarah         Blackman, Bryan         Cid Sampaio, Jorge Luis         Lesh, Jordan         7       30.080       0         3       -5.260       1         4	
Exit	Print View Results Set Go's	•
Database: C:\Users\Public\D	ocuments\2011 USTPA World Championship.mdb Output Path: C\Program Files\Arena Manager	1.

This screen shows the "Ranking" tab of the "Run Event" screen.

The announcer can quickly click on this tab to inform the audience of the fastest time, where a specific team is currently in that round, how far a specific team is out of first place.

In the final round of the class, the final results can be announced by clicking on that tab, as the program will combine times in all go's and display that information.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com



#### Results/Results tab

This screen is able to produce a user defined results print out. The parameters for the report can be set by the available fields, moving them over to the selected field by using the arrow between. Once you have selected the desired parameters, click "Calculate". By clicking on the "Excel" button, these reports can be further enhanced by the user.

Another enhanced report can be created by checking the "Go Report" and "Use On gos". This report will create a report that will display the average time including each go round.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	An An			Re	sult	s							Kendrick & Craf Ver: 4.1.98	
Setup	Results		1	1			Average		Ì		Round Robin			
Setup your Show(s)	Shows													
Entry	2011 USTRA World Championship			Results			)		Payouts & Points	1		Payoffs		
nter Contestants here		í	1	· · · · ·	-		-		1	1				
Draws	÷	Rank	Team	Indiv	Points	All Around	Score	Member #	Contestant	Position	Stock	Fees	-	
			Earnings	Earnings		Points		Ħ						
Create your Draws		1	\$5859.00	\$1953.00	5.00	0.00	178.180	430	Underwood, Grady			\$0.00		
×				\$1953.00	5.00	0.00		10058	Walsh, Megan			\$0.00		
Run Event		-		\$1953.00		0.00		4071	Richter, Todd			\$0.00		
D. Lt.	Events	2	\$3516.00			0.00	180.490		Roberson, Tommy	1		\$0.00		
Results	😥 💮 🧶 QuickDraw Pen 3 🔺			\$1172.00		0.00		881	Lesh, Joel			\$0.00		
See your Results	SquickDraw Pen 4			\$1172.00		0.00		9422	Johnson, Dustin			\$0.00		
	SuickDraw Pen S	3	\$2343.00	\$781.00		0.00	194.300		Walsh, Megan			\$0.00		
11-1	SuickDraw Pen A			\$781.00		0.00		1059	Underwood, Justin			\$0.00		
Reports	🖻 — 🍓 Open HC Pen		CONTRACTOR OF	\$781.00		0.00		6621	Saggione III, Louie			\$0.00		
iew and Print Reports	Gos	4	\$0.00	\$0.00	2.00	0.00	202.750		Bross, Tom			\$0.00		
	🖻 💮 🚯 #11 Pen			\$0.00		0.00		188	Buckner, Sonya			\$0.00		
Members	Gos			\$0.00	2.00	0.00		3507	Duncan, Sammy	1		\$0.00		
Nanage your Members	🚊 🛶 🚱 #11 Masters Pen	5	\$0.00	\$0.00		0.00	222.480		Underwood, Grady			\$0.00		
	E Gos			\$0.00	1.00	0.00		111	May, John			\$0.00		
Facility	🚊 🛶 🏟 #9/#7 Inc Pen			\$0.00		0.00	407.070	9887	Buckner, Brian			\$0.00		
dit your Barns/Stalls	🗄 👋 Gos	6	\$0.00	\$0.00	0.00	0.00	127.070		Rainey, David			\$0.00		
Config	🖨 👘 🚱 #5/#3 Inc Pen			\$0.00	0.00	0.00		12031	Sullivan, Chris			\$0.00		
	🗄 👋 Gos			\$0.00	0.00	0.00	100 500	430	Underwood, Grady			\$0.00		
Change your settings	🖨 🛶 🚱 #3 Pen	7	\$0.00	\$0.00	0.00	0.00	133.500		Lesh, Joel			\$0.00		
	🗄 🦦 Gos 🔔			\$0.00	0.00	0.00		6448	Rainey, Hannah			\$0.00		
	🖻 👘 🚱 Open/#8 Inc Sort	8	40.00	\$0.00	0.00	0.00	100.000	6210	King, David	-		\$0.00		
	Gos	8	\$0.00	\$0.00	0.00	0.00	139.660		Buckner, Sonya			\$0.00 \$0.00		
Association	🚊 🤪 Jr Youth Sort	-		\$0.00 \$0.00	0.00	0.00		111 8474	May, John West, Paul			\$0.00		
Manage your Assoc.	🗄 i 🎬 Gos	9	\$0.00	\$0.00	0.00	0.00	143.570		Rainey, Hannah	G2 54		\$0.00	-	
	🛱 👘 🚱 Sr Youth Sort	3	\$0.00	\$0.00	0.00	0.00	143.370	107	Roberson, Tommy			\$0.00		
	📄 💮 👋 Gos			\$0.00	0.00	0.00		1355	Lesh, Jordan			\$0.00		
	🚊 🚱 #9 Sort	10	\$0.00	\$0.00		0.00	150.550		Rainey, Hannah			\$0.00		
	📄 💮 💓 Gos		\$U.UU	\$0.00 #0.00	0.00	0.00	100.000	0440	nainey, nannan			\$0.00 #0.00	-	
Help	🖶 🛶 😼 #6 Sort 🚽	4	· · · · ·					10000		20 V.		1000 C 1000		
	4	٢	Print					<b>Annlu</b>	Points & Payouts	1		Evor	ort Payouts	
Exit		L	a nuc				<u> </u>	сърру	. sinte a l'ayouts				ayouts	
					III									

#### Results/Payouts & Points tab

This screen is used to apply payouts & points. Payouts & Points can be applied two different ways from this screen. An average event has to be created prior to executing either way. <u>Creating an averaged event</u>.

- The earnings & points can be typed directly in to this page for each member. The user can either type in the team earnings and the program will
  automatically divide the amount by 3 or the user can type in individual earnings for each contestant. The points have to be typed in for each contestant. If
  this method is used, <u>do not</u> click the "Apply Points & Payouts" button at the bottom of the screen.
- 2. The other way to apply payouts & points is by clicking the "Apply Points & Payouts" button at the bottom of the screen. The payouts and points that were input on the <u>"Setup/P&P tab"</u> will be applied.

## **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

Menu	An A		Resu	ilts							Kendrick & Craft Ver: 4.1.98
Setup	Results	ľ			Average				Ro	und Robin	
Setup your Show(s)	Shows										
Entry	Joël Lesh November 2011		Results		)	Payouts & P	oints	)		Payoffs	
ter Contestants here											
Draws	<b>1</b>										
Create your Draws											
er dane year er and	1	# Teams/Entries	7		50011/201	5					
un Event		Payback %	0%			Fee per team					
		Entry Fees	\$0.00		\$0.00	Net back to Pu	ise				
Results	Events	Added Money Total Purse	\$0.00 \$0.00								
See your Results	🕞 💊 Open HC Pen	Total Fulse	40.00								
	Gos	# of Go's	Go's	Final	Average	Total					
Depente	Open HC Pen 2nd Ri Open HC Pen Short F	0	0%	0%	0%	0%					
Reports	Solution Short Pen Short Pen Short Pen Short Pen Average	Places to Pay	\$0.00	\$0.00	\$0.00 0		Each Go	Finals	Average		
w and Print Reports	🗧 🕞 🖏 #13 Pen	Flaces to Flag	0%	0%	0%	1st	\$0.00	\$0.00	\$0.00		
Nembers	Gos	2nd	0%	0%	0%	2nd	\$0.00	\$0.00	\$0.00		
anage your Members	#11 Pen	3rd	0%	0%	0%	3rd	\$0.00	\$0.00	\$0.00		
Facility	i ⊕	4th	0% 0%	0% 0%	0%	4th	\$0.00	\$0.00	\$0.00		
it your Barns/Stalls	Gos	5th 6th	0%	0%	0% 0%	5th 6th	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00		
Config	📋 🗁 🍪 #7 Pen	7th	0%	0%	0%	7th	\$0.00	\$0.00	\$0.00		
hange your settings	Gos	8th	0%	0%	0%	8th	\$0.00	\$0.00	\$0.00		
nunge your serrings	. ⊟ 🤪 #5 Pen ⊡	9th	0%	0%	0%	9th	\$0.00	\$0.00	\$0.00		
	🖶 🛶 Gus E	10th Totals	0% 0%	0% 0%	0% 0%	10th Totals	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00	
	Gos	TUtais	0/6	0%	0%	TUtais	\$0.00	\$0.00	\$0.00	\$0.00	
Association	🔁 🧼 Open Sort										
Manage your Assoc.		L									
	🖶 🛶 🐞 #6 Sort										
1	Gos										
Help	i i i i i i i i i i i i i i i i i i i										
	Gos										
Exit											
	1		.11					_			

### Results/Payoffs tab

This screen allows the user to calculate payouts. Each club has different payout rules and payouts calculations. Type in the parameters for your club for the program to calculate payouts. I prefer using separate payout sheets built in excel.

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	-				R	esu	ilts								Kendrick & Cr Ver: 4.1.9
Setup		Results	(	)				Average			1			Round Robin	
Setup your Show(s)		Show		Selected	Count	#	Time	Contestant	# of Entries	Detine	Handicap	Total Fin	al		Selection
Entry	Joel Lesh I	November 2011	-	Selected	Count	Pen	Lime	Contestant	(On)	Hating	applied	Time			Top n
		20	and a second					Rice, Carther		2					and the second second
nter Contestants here		Events			1	9		Walsh, Megan	3	6	-11	109.96			C Top n %
Draws	Selected	Event	From Events 🔺					Brooks, Terry		2					
Create your Draws		Open HC Pen		2.5				Lesh, Joel	-	7					7
	<b>v</b>	Open HC Pen 2nd		•	2	9		Rainey, Hannah	າ 3	6	-4	124.94			
Run Event			(Open HC Pen, Oper					Bolin, Pat		4					
curi Eveni		#13 Pen		12-2				Rainey, Hannah		6					
Developer		#13 Pen 2nd Rour			3	9		Krouse, Cheryl	3	2	-7	132.53			Load
Results			(#13 Pen, #13 Pen 2					Belter, Mike		6				-	-
See your Results		#13 Pen Average	0					Bolin, Pat		4					
		#11 Pen		•	4	6	66.020	Olson, Steven	2	3	-5	61.02			1 100
		#11 Pen 2nd Rour		Contes Con				Olson, Donnie	- 5000	4		203637033			Export
Reports		#11 Pen Short Rou	(#11 Pen, #11 Pen 2					Westfall, Paige		4					
		#11 Pen Average	0		5	5	93.570	Lesh, Jared	2	7	-4	89.57		+	
ew and Print Reports	Г	#9 Pen	1.02	1.000	0.000	2239	-Skelptingred					2012/06/33			
Members		#9 Pen 2nd Round	(#9 Pen)	Name		Ope	n HC Pen	Average					D	ate 12/5/2011	
anage your Members		#9 Pen Short Rour	(#9 Pen, #9 Pen 2nc			1.000					1	2.125			
	Г	#9 Pen Average	0	-				A	В			С	-	DE	FGHIJK
Facility		#7 Pen			Ave he	and the state of the second section of	<u>}</u>	Open HC Pen							
dit your Barns/Stalls		#7 Pen 2nd Round	(#7 Pen)		2				#13 Pen 2nd R			Short Roun		Pen Average	
		#7 Pen Short Rour	(#7 Pen, #7 Pen 2nc		3				#11 Pen 2nd R			Short Roun		Pen Average	
Config	Π	#7 Pen Average		-	4				#9 Pen 2nd Ro			Short Round		Pen Average	
Change your settings	Π	#5 Pen			5			#7 Pen	#7 Pen 2nd Ro	ound	#7 Pen S	Short Round	I #7 F	Pen Average	
		#5 Pen 2nd Round	(#5 Pen)	•											*
	Π.		(#5 Pen, #5 Pen 2nc	#	Time		Col	ntestant	Position	Rating	Team #		Applied	Total Final	
	Ē	#5 Pen Average		Pen	Time		217120	100000	1 Usidon	1000000	#	(On)	Handicap	Time	
	. —	#1D	······································	9			ce, Carthe			2					
Association	4				120.9	60 W.	alsh, Mega	an		6		3	-11	109.96	
Manage your Assoc.		Include in Grouping					ooks, Terry	ł.		2				-	
	1-			9		1000	sh, Joel			7					
	C Stoc	sk 🥅 Position	🔽 Team #	~ I	128.9		iiney, Han	nah		6		3	-4	124.94	
	-1.38			-			lin, Pat			4					
	🔽 Only en	tries with valid Time or Sco	re (No N/T's or T/O's)	9		Ra	iney, Han	nah		6					
Help					139.5		ouse, Chei	ryl		2		3	-7	132.53	
	C Only er	ntries with valid Time or Sco	re in each event			Be	lter, Mike			6					
Exit	, only of	and that your time of 500	io in odon orone	6		Bo	lin, Pat		1	4					
L~!!		Calculate Aver	hene												
		Entries	uguu						Cr.	eate Au	eraged E	rent			
									CI.		ciageu E	-on			
						m									

Results/Average tab

This screen allows the user to create an average of the event. Average = combined times and cattle penned of all go rounds

In this exercise, the Average of the Open HC Pen class will be created.

- 1. Check all go rounds of the Open Pen class on the left side.
- 2. Go down and select, "Only entries with valid Time or Score (No N/T's or T/O's) and "Include Team # in grouping".
- 3. Click "Calculate Averaged Entries" button in the lower left.
- 4. Next go to the upper right and input the number of average teams you want in this report. Normal is 10. In this example there were only 7 teams that had a time.
- 5. <u>Important</u>. Click the radio button "Top n". In this example, we are averaging 7 teams.
- 6. Click the "Load" button. This will load the selected teams from the top of the screen to the bottom of the screen.
- 7. Important. In the middle of the screen, type in the name of the averaged event, it has been named "Open HC Pen Average" in this example.
- 8. The next step is to scroll down and click next to the events. Once you click, it will say "Ave here>>>".
- 9. Once all of those steps are complete, click the "Create Averaged Event" button in to finalize the creation of the averaged event. 2<sup>nd</sup> go round. There will be an info screen appear that says that average has been created, click "ok".
- You can now go in setup earnings and points by either going to the average event in the <u>"Setup/P&P tab"</u>, or to the <u>"Results/Payouts & Points tab"</u>. I prefer using the <u>"Setup/P&P"</u> tab.

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

ờ Arena Manager for Unite	ed States Team P	enning Association					
Menu	- Mar	. Me		Results			Kendrick & Craft In Ver: 4.1.98
Setup Setup your Show(s)		Results	Ì	Average	Ì	Round Robin	
Entry							
Enter Contestants here. Draws			Shows	Joel Lesh November 2011	-		
Create your Draws			Events	#7 Pen 2nd Round	•		
Run Event			Positions	fpCombo3	-		
Results See your Results			New Event Name	1			
Reports View and Print Reports				ſ			
Members Manage your Members				Create			E
Facility							
Edit your Barns/Stalls							
Change your settings							
Association Manage your Assoc.							
Help							
Exit							
							-
<b> </b> ∢ <b></b> `				m			F
Database: C:\Users\Public\Do	cuments\Backup	on 12-5-2011 21-21-45 PM Lazy	yJUSTPA November 20	011 FOR WEB.mdb Output Path: C:\Progr	ram Files\Arena Manager		1.

Results/Round Robin tab

This screen is never used in team penning or ranch sorting.

## Arena Management Software (AMS) User Manual – version 4.1.98 Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	Ar A	<b>*</b> 3	R	eports					Kendrick & Cra Ver: 4.1.98
Setup	Standings	1	Standard	Fee	s ]	Team	)	Indiv	idual
Setup your Show(s)	Fi	ilter	🔳 실 Print	0 A 0	⊙ ⊕ 100 % -	1/10	A Rad	C S Forward	
Entry	Top n Points 0					The second se			
nter Contestants here	Top n Earnings 0			1.1.1.1.1.1.1.1	11112111				
Draws	Association UST	'PA Pen 💆							
Create your Draws	Year 201	1 _							
	Shows 201	1 USTPA World Champions 💌				Sta	andings of	12/6/201	1
Run Event	Class Agg	regate of all classes 🖉 💌					points in per		
Results	Rating All		] -	1	<b>T</b> (1)		515.0 C		5565
See your Results	Division All	-		Last Name	First Name	Points	Earnings	Rating	
	Position All		1 1	Dean	Carrie	65	\$3,724.00	4	
Depented	State	•		Walsh	Megan	64	\$5,824.00	5	
Reports	Team		1 1	Underwood	Grady	61	\$4,943.00	7	
				Ham	Jimmy	60	\$5,332.00	3	
Members	Points	C Earnings		Gover	Danielle	60	\$1,062.00	2	
Manage your Members	C All Around Points	C Name	2	Brooks	Terry	59	\$4,467.00	1	
Facility			1	Lesh	Joel	58	\$4,968.00	7	
Edit your Barns/Stalls	Dis	play	-	Lesh	Jordan	56	\$5,558.00	7	
Config	Second Page 196	Name		Savage	Eddie	54	\$3,335.00	2	
Change your settings	City State	I Points	3	Byrd	Jordan	52	\$681.00	2	
	Position —	Earnings Rating	1.1	Heywood	TJ	51	\$3,134.00	2	
	AllPoints			Westfall	Paige	49	\$5,622.00	3	
Association				Allred	Cody	49	\$5.091.00	1	
Manage your Assoc.	Custom			Savage	Bobby	49	\$2,408.00	2	
	Most points in penning-all o	classes	4	Savage	Leila	48	\$3,564.00	2	
		1	1	Gulley	Buck	47	\$2,758.00	1	
	Calcu	ulate	-	Potts	Kris	45	\$5 332 00	2	
Help			i						•
Exit	Working. Please Wait/		5 E	kcel (Standings.xls)	💹 Html (Standings.	html)	Export		
			-	m					

#### Reports/Standings tab

This screen is from the Reports/Standings tab and can produce many useful reports.

Filter Options - set the parameters for your report

- 1. Association Most Arena Manger programs for team penning associations will only have one drop down in this location. Some associations will offer both team penning and ranch sorting, therefore having separate ratings for team penning and ranch sorting. Choose the appropriate association for the report you desire.
- 2. Year-Choose the year of the show
- 3. Shows-The user can choose to identify points or earnings from all shows combined or a particular show.
- 4. Class- The user can choose to identify points or earnings from all classes combined or a particular class.
- 5. Rating- The user can choose to identify points or earnings for all ratings or a particular rating.
- 6. Division-If the program is set, this is another means to identify contestants. Example: Pro, Am, Novice
- 7. Position-Not an option normally used
- 8. State-The user can choose to identify points or earnings for a contestant from a particular state.
- 9. Team-Not an option normally used

Sort Options - sort the report by one of the following 4 options

- 1. Points
- 2. Earnings
- 3. All Around Points
- 4. Name

Custom Header – The user can generate the report with a custom name.

Click the "Calculate" button to generate the report.

## **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

Menu	An An		Rep	oorts				Kendrick & Craft Ver: 4.1.98
Setup	Standings	Ì	Standard	Fees	1	Team	Ì	Individual
Setup your Show(s)	1. Select a Report		🗟 Erint   🗈   🐴	🔲 🖽   Q 🔍 100 %	<ul> <li>▼   ▲ ↓</li> </ul>	G Back	C S Forward	
Entry	Shows		3 CX EX CX3 X		. 3 4			
Draws	Earnings by Member	100						
Create your Draws	Points by Member	2						
	Draws Results Members	2						
Run Event	Members	1						
Results	1	i						
See your Results	J							
		2						
Reports		2						
ew and Print Reports		2						
Members								
lanage your Members								
Facility								
dit your Barns/Stalls	2. Select a Show (if enabled)	3						
Config Change your settings	Show Joel Lesh November 201							
onango your corringo	1 '							
	Select an Event (if enabled)							
Association	Event							
Manage your Assoc.	4. Press Go to generate report							
	4. Press Go to generate report							
	uo	-						
Help	Ì	5						
	1	÷						
Exit	J	-						<b>▼</b>
								<u> </u>
	1			Ш				
itabase: C:\Users\Public\E	ocuments\Lazy J USTPA November 20	1 OBIGINAL mdb	utput Path: C:\Program File	es\Arena Manager				

Reports/Standard tab

Reports/Team tab

Reports/Individual tab

Team penning or ranch sorting associations seldom use reports from these 3 tabs. Back

# Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Standings Show ovember 2011 Fees Single Membership Family Membership Day Pass Hite	Standard	Name Belter, Mike	USTPA Single Amount \$65.00	Tea Membership Quantity	m ) Total	Individual	k.
ovember 2011 Fees Single Membership Family Membership Youth Membership Day Pass		Belter, Mike	Amount	7223	Total		6
Fees Single Membership Family Membership Youth Membership Day Pass		Belter, Mike	Amount	7223	Total		
Single Membership Family Membership Youth Membership Day Pass		Belter, Mike		Quantity	Total	T . 1	
Family Membership Youth Membership Day Pass		and the second	\$65.00			Total	
Youth Membership Day Pass		Contract of the second s	005.00	1	\$65.00	\$65.00	
an station and		Bolin, Pat	\$65.00	1	\$65.00	\$65.00	
d Nite		Brooks, Terry	\$65.00	1	\$65.00	\$65.00	
		Heidelberg, Hoppy	\$65.00	1	\$65.00	\$65.00	
	-	Istre, Joey	\$65.00	1	\$65.00	\$65.00	
Fee Report		Kapp, Sara	\$65.00	1	\$65.00	\$65.00	
recheport		Krouse, Cheryl	\$65.00	1	\$65.00	\$65.00	
		Lawless, Bill	\$65.00	1	\$65.00	\$65.00	
		Lawless, Suzie	\$65.00	1	\$65.00	\$65.00	
		Lesh, Joel	\$65.00	1	\$65.00	\$65.00	
		Lesh, Jordan	\$65.00	1	\$65.00	\$65.00	
		Miller, John	\$65.00	1	\$65.00	\$65.00	
		Rice, Carther	\$65.00	1	\$65.00	\$65.00	
		Richard, Billy	\$65.00	1	\$65.00	\$65.00	
		Richard, Joyce	\$65.00	1	\$65.00	\$65.00	
		Victorian, Paul	\$65.00	1	\$65.00	\$65.00	
		Walsh, Megan	\$65.00	1	\$65.00		
					\$1,105.00	\$1,105.00	
	Print		Krouse, Cheryl Lawless, Bill Lawless, Suzie Lesh, Joel Lesh, Jordan Miller, John Rice, Carther Richard, Billy Richard, Joyce Victorian, Paul Walsh, Megan	Krouse, Cheryl         \$65.00           Lawless, Bill         \$65.00           Lawless, Suzie         \$65.00           Lesh, Joel         \$65.00           Lesh, Jordan         \$65.00           Miller, John         \$65.00           Rice, Carther         \$65.00           Richard, Billy         \$65.00           Victorian, Paul         \$65.00           Walsh, Megan         \$65.00	Krouse, Cheryl         \$65.00         1           Lawless, Bill         \$65.00         1           Lawless, Suzie         \$65.00         1           Lesh, Joel         \$65.00         1           Lesh, Joel         \$65.00         1           Miller, John         \$65.00         1           Rice, Carther         \$65.00         1           Richard, Billy         \$65.00         1           Nichard, Joyce         \$65.00         1           Victorian, Paul         \$65.00         1           Walsh, Megan         \$65.00         1	Krouse, Cheryl         \$65.00         1         \$65.00           Lawless, Bill         \$65.00         1         \$65.00           Lawless, Suzie         \$65.00         1         \$65.00           Lesh, Joel         \$65.00         1         \$65.00           Lesh, Joel         \$65.00         1         \$65.00           Lesh, Jordan         \$65.00         1         \$65.00           Miller, John         \$65.00         1         \$65.00           Rice, Carther         \$65.00         1         \$65.00           Richard, Billy         \$65.00         1         \$65.00           Richard, Joyce         \$65.00         1         \$65.00           Victorian, Paul         \$65.00         1         \$65.00           Walsh, Megan         \$65.00         1         \$65.00	Krouse, Cheryl         \$65.00         1         \$65.00         \$65.00           Lawless, Bill         \$65.00         1         \$65.00         \$65.00           Lawless, Suzie         \$65.00         1         \$65.00         \$65.00           Lawless, Suzie         \$65.00         1         \$65.00         \$65.00           Lesh, Joel         \$65.00         1         \$65.00         \$65.00           Lesh, Jordan         \$65.00         1         \$65.00         \$65.00           Miller, John         \$65.00         1         \$65.00         \$65.00           Miller, John         \$65.00         1         \$65.00         \$65.00           Rice, Carther         \$65.00         1         \$65.00         \$65.00           Richard, Billy         \$65.00         1         \$65.00         \$65.00           Richard, Joyce         \$65.00         1         \$65.00         \$65.00           Victorian, Paul         \$65.00         1         \$65.00         \$65.00           Walsh, Megan         \$65.00         1         \$65.00         \$1,105.00

#### Reports/Fees tab

This tab will create reports for the fees set on the "Setup" screen. Select the fee; click the "Fee Report" button.

The report in the illustration above shows who purchased a USTPA Single Membership, and the total amount collected. Back

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	- Alton	1 ale		View/(	Chang	e Me	mber	'S					Kendrick Ver: 4
Setup			Member De	tail	-		1			Merr	iber Merge		
up your Show(s)			Filter					Select M	embers				
Entry Contestants here	I All I Renew	☐ Region ☐ ☐ State ☐	•			io	Lesh, Joel	Total # of M	embers 3901		Create New		
Draws			Last Name	esh		First Nam	Joel		_				
in Event	Other Name Date of Birth					Notes	4-3 jud NF	ge test 11/30/02	idges test.  Gary 2. SW 12/10/03 r	Lesh 405-269-8 aised from #6 to	425 cell #   p #7 per	*	
Results	SSN Address					Memb	ership 88	1	Association U	STPA Pen		-	
e your Results	Mail Address	-				Statu	1.1	-14-11	Start Date	7/25/1994			
	City	Stillwater					œ	Yes C No	Renewal Date	12/31/2009			
eports	State	ОК	Zip			Bio	Sti	lwater, OK					
and Print Reports	Email												
embers	Phone1			Grade									
e your Members	Phone2	1		Back	-								
acility	Fax	10		No		Team	No	ne		•			
our Barns/Stalls	Region	1	D.C. A.D.		D : 1 0	1007700	1		Y			-	
Config	Member		Ratings & Divi	1		Earnings		Fees	1		orses	-	
ge your settings		Show Name November 2011	Event Open HC Pen	Name	Date 11/19/2011	Draw # 6	Time 51.67	#Penned	Stock	Earnings \$0.00	Points 0	-	
	2 Joel Lesh	November 2011	Open HC Pen		11/19/2011	13	46.06	3		\$0.00	0		
		November 2011 November 2011	Open HC Pen Open HC Pen		11/19/2011		24.24			\$0.00 \$0.00		-	
sociation		November 2011	#13 Pen		11/19/2011		47.90			\$0.00			
age your Assoc.	6 Joel Lesh	November 2011	#13 Pen		11/19/2011	8	29.03	0 0		\$0.00	0		
		November 2011 November 2011	#13 Pen #13 Pen		11/19/2011 11/19/2011		38.67			\$0.00 \$0.00		-	
		November 2011	#13 Pen #11 Pen		11/19/2011		41.92			\$0.00	0	-	
Help											<b>&gt;</b>		
	Total # of Even	its 23		Total Ear	nings \$1,87	2.00			Total Ev	ent Fee \$1,2	280.50		
Exit	Print Member	List M	ember Labels	Fees/Earning Export	Is Print	Member D	etail E	Export Members I	o Excel	Remov	e Member		
					11								1

Members/Member Detail tab

Filter – The user can filter members by region or state.

Select Members – The user can choose a member by using the drop-down list. A new member can be added by clicking the "Create New" button.

Member information can be entered in the middle section.

Member reports can be generated by selecting one of the following:

- 1. Print Member List
- 2. Member Labels
- 3. Fees/Earnings Export
- 4. Print Member Detail
- 5. Export Members to Excel

Remove Member – clicking this button will remove a member Back

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

	7	View/Cha	nge M	ember	s			
p	Member Del	ail		1			Member Me	erge
how(s)	Filter			-	Select M	embers		
Y All FRe ts here FRenew FSt.	100		Go	Lesh, Joel	Total # of f	Aembers 3901	Create	New
5	Last Name			me Joel	<u> </u>			
Other Name		esn						
nt Date of Birth			No		ge test 11/30/0		esh 405-269-8425 ce iised from #6 to #7 pe	
S SSN			Ma	mbership 88	1	Association US	TPA Pen	
Address				. I	14-11		7/25/1994	
Mail Address City Stillwa	bor		Sta	1000	Yes C No	oran baro		
TS State OK	Zip		Bio		lwater, OK			
eports Email								
Phone1		Grade						
embers Phone2								
ty Fax		Back No		1				
/Stalls Region 10			Tea	am No	ne		-	
A Member History	Ratings & Divis	ions P	oints & Earnings		Fee	s )	Horses	
ttings Show N			ate Draw #		# Penned	Stock	Earnings Poi	nts 🔺
1 Joel Lesh Novemb 2 Joel Lesh Novemb			/2011 6 /2011 13	51.67			\$0.00 0 \$0.00 0	
3 Joel Lesh Novemb			/2011 2	24.24			\$0.00 0	
ion 4 Joel Lesh Novemb			/2011 4	21.84			\$0.00 0	
5 Joel Lesh Novemb 6 Joel Lesh Novemb			/2011 17 /2011 8	47.90			\$0.00 0 \$0.00 0	
7 Joel Lesh Novemb	er 2011 #13 Pen	11/19	/2011 2	38.67	3		\$0.00 0	
8 Joel Lesh Novemb 9 Joel Lesh Novemb			/2011 12 /2011 20	39.93			\$0.00 0 \$0.00 0	
	HITEN	Envia.	2011 20	41.32			\$0.00 0	J.
Total # of Events 23		Total Earnings	\$1,872.00	1		Total Eve	nt Fee \$1,280.50	
Print Member List	Member Labels	Fees/Earnings Export	Print Member	Detail E	xport Members	to Excel	Remove Mem	ber
				1				

Members/Members Detail/Member History tab

This tab will display which shows a contestant has attended, the events they competed, earnings, ect. Back

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	- Alter	1 Alexandre	View/Change	Members		Kendrick & Craft In Ver: 4.1.98
Setup		Member I		1	Member Merg	e
Setup your Show(s) Entry ter Contestants here	F All Renew	Filter ☐ Region	Go	Select M Lesh, Joel Total # of N	Trasta N	ew
Draws Create your Draws Run Event Results See your Results Reports w and Print Reports Members anage your Members Facility	Other Name Date of Birth SSN Address Mail Address City State Email Phone1 Phone2 Fax	Last Name	Lesh Firs	Membership 881 Status 11.14-11 Bio Stillwater, DK	udges test. IGary Lesh 405-263-8425 cell # 2. SW 12/10/03 raised from #6 to #7 per Association USTPA Pen Start Date 7/25/1994 Renewal Date 12/31/2009	
it your Barns/Stalls Config hange your settings Association Aanage your Assoc. Help	Region Member I			Position Rating ned <u>+</u> 7.0		
Exit	Print Member	List Member Labels	Fees/Earnings Export Print Mer	nber Detail Export Members I	Remove Member	<i>i</i>
		-				

Members/Member Detail/Ratings & Divisions tab

The ratings & divisions tab will display the members rating for each association.

If a new member is added, a rating for that member will need to be entered.

Steps to add a new member rating

- 1. Click the "Add Row" button.
- 2. Select the association from the drop-down list.
- 3. Member # can be entered.
- 4. Position not used for team penning or ranch sorting
- 5. Rating Enter the rating #
- 6. Division not used for team penning or ranch sorting Back to Index

# Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

💝 Arena Manager for Unite	ed States Team Pe	enning Association				
Menu	- Alton	Yier Vier	w/Change Memb	ers		Kendrick & Craft In Ver: 4.1.98
Setup	1	Member Detail		)	Member Merge	
Setup your Show(s) Entry Enter Contestants here Draws	T All Renew	Filter Region State	Go	Select Members Joel Total # of Members 394	Create New	
Create your Draws		Last Name Lesh	First Name Joe	el		
Run Event	Other Name Date of Birth SSN		Notes	4-3-10-LY-passed judges test.  Gary Lesh judge test 11/30/02: SW 12/10/03 raised NRC	405-269-8425 cell #   from #6 to #7 per	
Results See your Results	Address	1419 W 80th St	Membership			
See your Results	Mail Address	1419 W 80th St	Status	Jour II. Clark Parts	5/1994	
Reports	City State	Stillwater OK Zip 74074	Bio	Yes C No Renewal Date 12/ Stillwater, OK	3172009	
View and Print Reports	Email	Lesh_83@hotmail.com	-			_
Members	Phone1	[580]336-9952 Grade				E
Manage your Members	Phone2 Fax	405-269-8425 cell Back				
Facility Edit your Barns/Stalls	Region	10 No	Team	None	•	
Confia	Member	r History Ratings & Divisions	Points & Earnings	Fees	Horses	
Change your settings Association Manage your Assoc.		Assoc 1 USTPA Pen 2 USTPA Sort	ciation Year Poi 2011 58 2011 22	nts Earnings  \$4968.00 \$124.00		
Help		(		▼   ▶		
Exit	Print Member		Earnings Print Member Detail	Export Members to Excel	Remove Member	-
•	-					F
Database: C:\Users\Public\Do	ocuments\2011 UST	TPA World Championship.mdb Output Path: C:\Pro	ogram Files\Arena Manager			

Members/Member Detail/Points & Earnings tab

The "Points & Earnings" tab will display the points and earnings from each association.

The "Fees" tab is not used.

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	- Art	View/	Change Members		Kendrick & Cr Ver: 4.1.9
Setup		Member Detail	1	Member Merge	
tup your Show(s) Entry Contestants here	100	Filter Figion State	Go Select Me Lesh, Sarah Total # of Me	Crathe Maria	
Draws eate your Draws In Event Results re your Results	SSN Address Mail Address	Last Name Lesh 2/19/1985	First Name Sarah Notes 1/22/10-LY-per NRC Membership 9776 Status 11:14-11	Association USTPA Pen Start Date 1/25/2001	
Reports and Print Reports Rembers Ige your Members Facility	State Email Phone1 Phone2 Fax	Whitesboro	Fes C No Bio Whitesboro, TX Team None	Renewal Date 12/31/2009	
your Barns/Stalls Config nge your settings sociation nage your Assoc.	Member Hi 1 108 Anot 2 144 High	Name         Registration #           her Dualin Pep         4970258           ubrow Darlin         4833364           Hot Alena         3768252	Points & Earnings Fees  Active  Active  Add Horse  Remove Horse	Horses	
Help Exit	Print Member Lis	st Member Labels Fees/Earnin Export	<b>•</b>	Excel Remove Member	

Members/Member Detail/Horses tab

This tab is normally not used. It can be used for associations that enter horses on the entry screen, for example AQHA. Back

### **Team Penning/Ranch Sorting**

http://www.arenamanagementsoftware.com

Menu	An A	View/Chan	ge Members		Kendrick & Craft In Ver: 4.1.98
Setup Setup your Show(s)	N	lember Detail	Ì	Member Merge	
Entry Inter Contestants here	Load Abney, Billy	•	Add Member 1	Add Member 2	
Draws Create your Draws	Membe	r #1	Abney, Billy	Member #2	
Run Event Results See your Results	Use selected Helena MT	_	Use selected		
Reports View and Print Reports Members		_			
Manage your Members Facility Edit your Barns/Stalls Config Change your settings	Show Event Date	Draw # Final Time/Score #F	Show Eve	Entries ent Date Draw # Final #F <sup>▲</sup>	
Association Manage your Assoc.	Fees         0         \$0.00           Pymts         0         \$0.00	>[	Fees 0 Pymts 0	\$0.00 \$0.00	
Help Exit	Select N	lember#1 Abney, Bill		Merge Member #2 data into Member #1	
All Drograme			m		•

Members/Member Merge tab

This page can be used to merge two individuals into one. In the illustration above, the user added a new member by the name of Billy Abney. Later, it was discovered and the user merged the information from Billy Abney into Bill Abney.

Steps required merging members:

- 1. Click the "Load Members" button in the upper left
- 2. Select the "good" member and click the "Add Member 1" button
- 3. Select the "bad" member and click the "Add Member 2" button
- 4. Click the "Select" button in the lower left
- 5. Click the "Merge Member #2 data into Member #1" button
- 6. The merger is complete

## Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

A       B       C       D       E       F       G       H       I       J       K       L         Statis       Statis       Statis       Statis       Statis       Statis       F	nu 🦂 🖉		Oper	ations				
A     B     C     D     E     F     G     H     I     J     K     L       1     -     -     -     -     -     -     -     -     -       1     -     -     -     -     -     -     -     -     -       1     -     -     -     -     -     -     -     -     -       1     -     -     -     -     -     -     -     -     -       1     -     -     -     -     -     -     -     -     -       1     -     -     -     -     -     -     -     -     -       1     -     -     -     -     -     -     -     -     -       1     -     -     -     -     -     -     -     -     -       1     -     -     -     -     -     -     -     -     -       10     -     -     -     -     -     -     -     -     -       11     -     -     -     -     -     -     -     -       11     -     -	up Show(s) ry tants here	1	Name	# of Pric Stalls S	tall			
A       B       C       D       E       F       G       H       I       J       K       L       A         1       -	/S Draws ent	4 5 6 4	Cull 1/2			Remove		
1	Results		В	uilding	T F I	I K	TT	•
	2         3           Reports         4           Sers         6           7         6           7         8           9         10           fig         12           13         14           15         16           17         18           19         20							

Facility

This page is not used

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

	A A	2	System	n Configu	ration				Kendrick & Craft Ver: 4.1.98
Setup Setup your Show(s)	Arena Name United States Team Penning Association								
Entry ter Contestants her			Events	)	General	)	Registration	Ì	Import
Draws Create your Draws Run Event	Select Database	C:\Users\Public\Documer	its\Lazy J USTPA N	ovember 2011. UHIGI	NAL.mdb			Change Database	
Results See your Results	Timer Settings	© COM 1 © COM 2	- Baud © 1200 © 2400 © 9600	Parity C Even	Word	Stop Bits	Error		
Reports ew and Print Reports	5	С СОМ 3 С СОМ 4	C Other	None	C 8	C 2			
anage your Member: Facility dit your Barns/Stall: Config change your settings									
Association Manage your Assoc.	]								
Help									

Config/System tab

Arena Name field - enter the arena or association name

Year Start Date - enter the start month and year

Select Database field - shows the current location on your computer or network the database is located

"Change Database" button – click this button to choose another location for a database

"Create Database Backup" – click this button to create a backup

Timer settings – use these settings if a FarmTek timer interface is used to input times into the "Run Event" screen Back

### Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com



Installing the Prolific USB to Serial adapter for the automatic timer input from the FarmTek Timer system

- 1. Install the software DO NOT PLUG IN THE ADAPTER BEFORE INSTALLING THE SOFTWARE
- 2. Plug in the Prolific USB to Serial adapter Windows will automatically install the device
- 3. To identify which port windows installed the adapter, Click "Windows Start" button
- 4. Go to Control Panel
- 5. Go to Hardware and Sound
- 6. Go to Devices and Printers
- 7. Go to Device Manager
- 8. Go to Ports
- 9. Look at the port number assigned to the Prolific USB to serial adapter
- 10. Go to the "Config/System" tab
- 11. Under Timer settings/Port choose that port number, Baud = 1200, Parity = None, Word = 8, Stop Bits = 1

If you have problems with the current Farm Tek USB to Serial adapter it is probably do to some bad chips (counterfeit prolific chips) that were introduced during manufacturing in Asia. Your choices are 1. purchase a new USB to Serial adapter from a source other than Farm Tek, or click download the FarmTek Arena Manager instruction manual. <u>Arena Management FarmTek Timers.pdf</u> and the best driver we have been able to come up with to deal with the Prolific issues. Driver Link <u>Drivers for Prolific adapter</u>

# Arena Management Software (AMS) User Manual – version 4.1.98 Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

### To change the assigned port

- 1. Right click the Prolific USB to Serial adapter
- 2. Click properties
- 3. Click port settings
- 4. Click Advanced
- 5. Open the drop down for COM Port Number
- 6. Select Com 1, 2, 3, or 4
- 7. Click out by clicking all of the windows "OK" prompts

# Arena Management Software (AMS) User Manual – version 4.1.98 Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	An A	1	Syste	em Con	figuration				Kendrick & Cra Ver: 4.1.96
Setup Setup your Show(s)	Arena Name United States Team Penning Association								
Entry	System	)	Events	1	General	)	Registration	)	Import
er Contestants here	Classess:	Open Pen		- 4	dd   Remove	1			
Draws	Events:	Open/#12 Inc Pe	1		dd Remove				
Create your Draws	Fees	USTPA Single Me			dd Remove				
un Event	Home Association:	USTPA Pen							
	Sanctioning Association:	USTPA Sort		▼ A	dd Remove				
Results See your Results	Ratings Positions:	-		<b>▼</b> A	dd Remove				
Jour Hoodild	1								
Dononto	1								
Reports w and Print Reports									
	1								
Aembers nage your Members									
Facility	1								
t your Barns/Stalls									
Config	1								
ange your settings	J								
ssociation									
lanage your Assoc.	4								
Help	1								
	1								
Exit	J								

Config/Events tab

- 1. Arena Name: Enter the arena name or the name of the Association
- 2. Classes: These entries will be available in the drop-down list in the "Setup/General" tab Classes field
- 3. Events: These entries will be available in the drop-down list in the <u>"Setup/General"</u> tab Name field
- 4. Fees: These entries will be available in the drop-down list in the <u>"Setup/General"</u> tab Show Fees drop-down fields
- 5. Home Association: The default association
- 6. Sanctioning Association: If you are running a show with ratings from another association, enter that association here.
- 7. Ratings Positions: Not used in team penning or ranch sorting Back to Index

# Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

Menu	An A		System C	onfiguration				Kendrick & Craft Ver: 4.1.98	ln_^
Setup Setup your Show(s)		Arena Name	Jnited States Te	am Penning Associa	ion				
Entry	System	)	Events	General	1	Registration	)	Import	
Enter Contestants here Draws Create your Draws Run Event Results See your Results	Check Format Che Nar Che Amc Men Det Add	eck Date ne eck Amount sount in words mo	toriz Pos in Inches 6.9 1.25 6.9 1.25 1.25 0.0 0.0	Vett Pos in Inches 0.8 1.1 1.05 1.61 2.4 0.0 0.0	Print Triplicate R Check #2 Offset Check #3 Offset	7 3.0 7.0	Test Print		
Reports View and Print Reports Members Manage your Members Facility Edit your Barns/Stalls Config Change your settings	Association Upload Email Address Teams	Team Nam	e Contac	Name Contact Phone	<b>^</b>	Add Row	Output file directo	v T	
Association Manage your Assoc. Help Exit	₹ Run Event Audit On Mailing Address on Receipts	1			× >	Delete Row	C splash_files - Copy		
< ■ Database: C:\Users\Public\D	ocuments\LazyJ USTPA November	2011 ORIGINAL mdb 0	itput Path: C:\Program F	III iles\Arena Manager					•

Config/General tab

This page is for setting up to print checks.

Recommended for newer Voucher checks use 3.66 and 7.12 for the Check 2 & 3 offsets

# Arena Management Software (AMS) User Manual – version 4.1.98 Team Penning/Ranch Sorting

http://www.arenamanagementsoftware.com

💝 Arena Manager for Unite	ed States Team Penning Association				
Menu	An A	Manage	Association		Kendrick & Craft I Ver: 4.1.98
Setup	Producer Registration	Upload Show to Association	Download Members & Ratings	Download Online Entries	
	Pro- Registered Producer ID 01 Name Contact 1 Address City State Zip Email Phone 1 Phone 2 Association Site: http:// Association Site: http:// Association Id USTPA Producer Id Access Password	Upload Show to Association	Download Members & Ratings		Ver. 4.1.38
Exit	Date	10.13.16 FM			
•			m		
-	ocuments\Lazy J USTPA November 2011 C	RIGINAL.mdb Output Path: C:\Program Fi	les\Arena Manager		

#### Association

hese pages are designed to upload show results, download new ratings, and download online entries for large Associations.

- 1. Producer Registration tab
- 2. Upload Show to Association tab
- 3. Download Members & Ratings

This Page has been replaced by our Sync application, check with your Association for your account Log In information

Manual for Sync users -- RODEO\_SYNC MANUAL.pdf

Arena Management Software (AMS) User Manual – version 4.1.98
Team Penning/Ranch Sorting
http://www.arenamanagementsoftware.com
Notes
Page   59

Team Penning/Ranch Sorting	S) User Manual – v		
http://www.arenamanagementsoftware.com			