Arena Manager Manual

Setting Up Arena Manager to run on YOUR computer, this should only need to be done on the initial install, and 1st run of Arena Management. *Typically our KCI support team will do all of this set up with you at the time of the initial purchase/install.*

1. Open the Config screen first.

2. Then click the "Create Database Backup" button
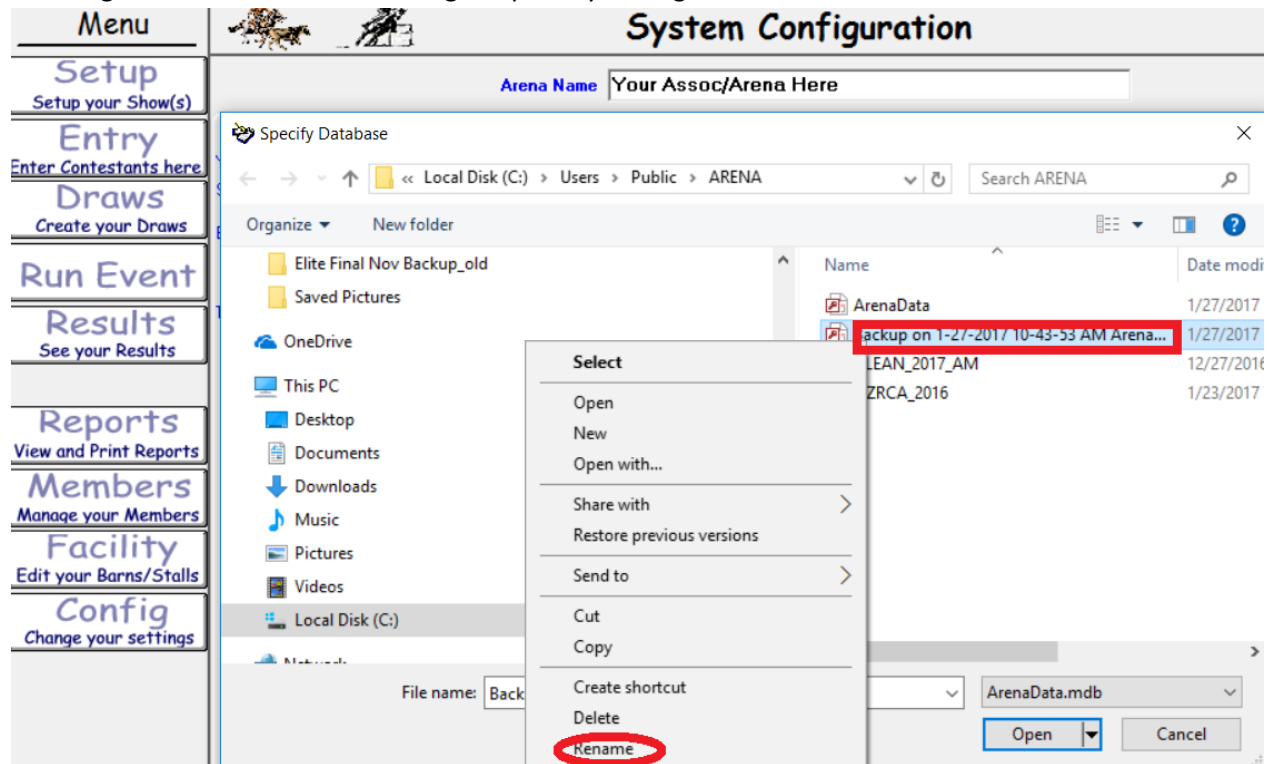
3 Then click the Change Database button
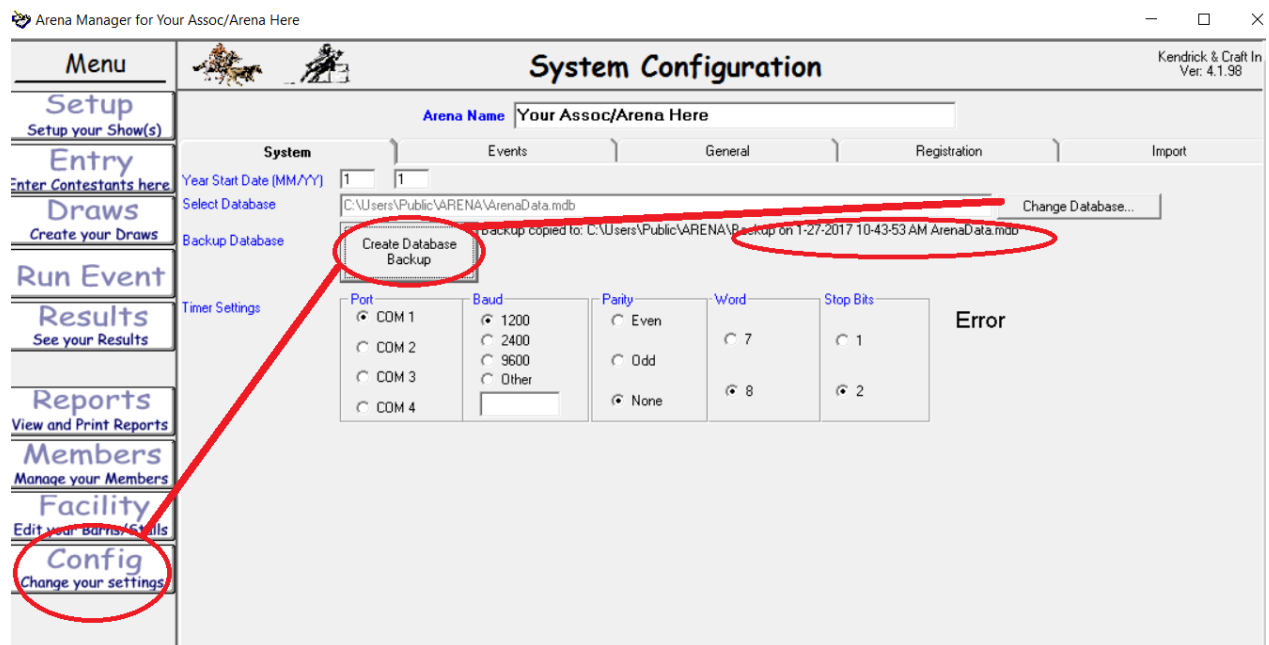
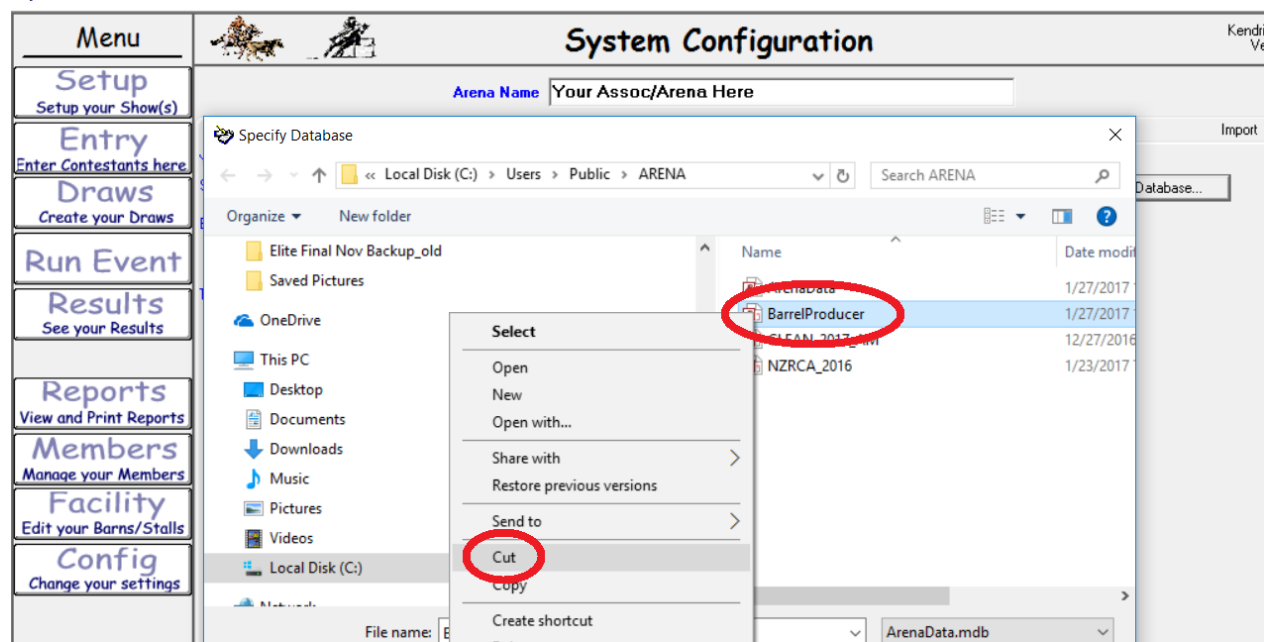New screen "select database" comes up
Right Click on the "Backup……" file.
Select "Rename"
1. Change the file name to something unique to your organization.

In this example, we changed the file name to BarrelProducer.mdb , then right click, and cut

Navigate on the left side of the window to the "Public" Folder, right click in the main window area, and PASTE the new database in the window, when you see the database there, double click it, or select and open, then shut down Arena Management, and restart, you will now be running on your new database.
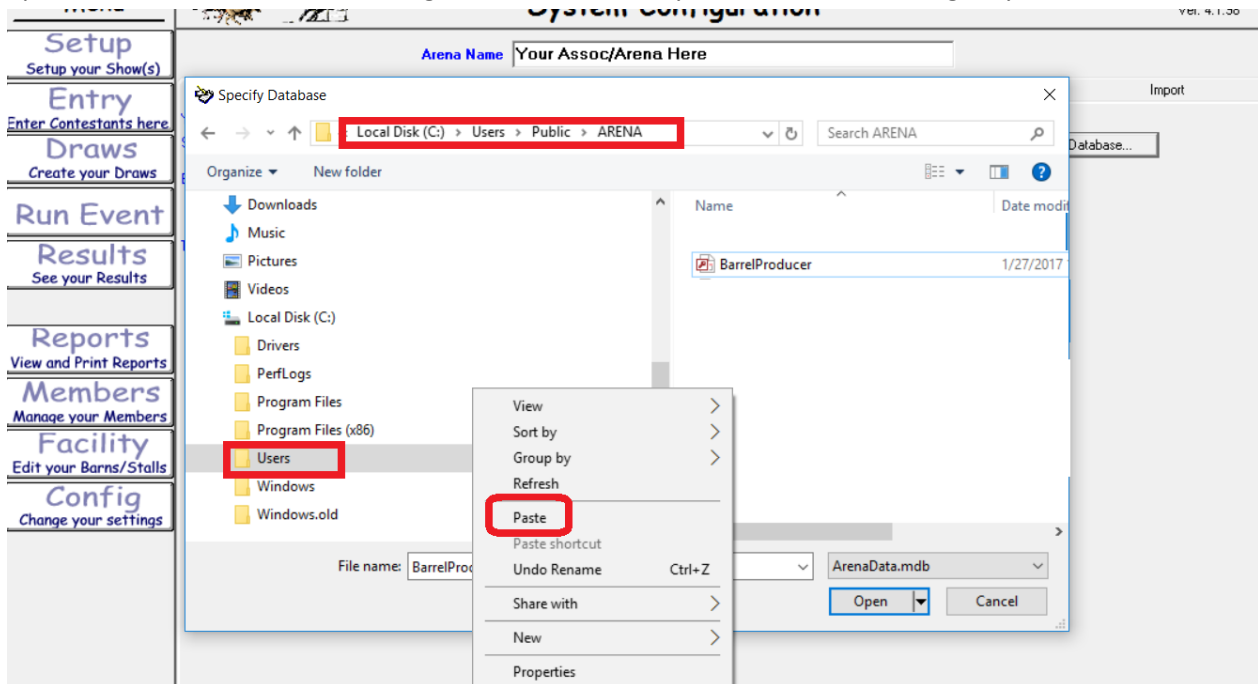
Now you are hooked to YOUR database, and are ready to set the system up for YOUR use. 1st change the Arena name to your NAME, BarrelProducer ……. the name in this box only shows up at the bottom of the receipts you print., Set the dates for your points year 1/1 would be Jan1 to Jan 1, 8/1 would be August 1 to August 1.
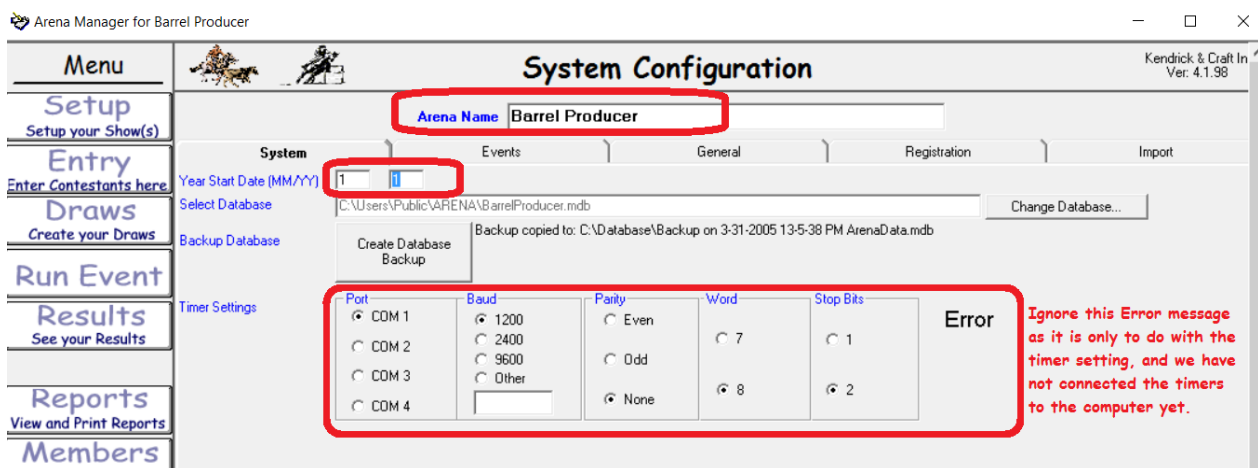
Ignore the ERROR message on right side of the screen, it is coming from the TIMER settings.

Next Click the Events Tab at top of the Config Screen,

Then go to the GENERAL tab at the top, and input the settings for printing the checks, if you are going to be doing that, the settings shown on this screen shot work on most of the checks we see, but if they don't match up exactly, you can change the setting to move fields up/down and left/right to match your audit checks. Set the output file destination to a folder in your "public" folders. If you want the contestants mailing address to show on the receipts, check the box in the lower left of this screen.

The "Import" tab on the Config view is no longer used, this has all been replaced by the SYNC application.

OK now that we have all that out of the way –

Let's have a drum running!

Go to the Set Up screen.

Click the Create Show, in the Name Box, replace NEW SHOW with the name of your show, set date, location is optional.

Go to Bottom Left click the Create NEW EVENT 1, now under the general tab 2, select from the drop down, the name of your event or just type it in the name box if the Name you want is not in the list.

Now from the custom format drop down select "Divisional"

When you select "Divisional" you will get a new button "Set Divisions" just to the right, click it, and you will get a popup window to set the number of divisions, and enter your time splits for the selected event. Then click the OK and the settings for the event will be saved

Now continue down the section and under stock required, choose Contestant Horse, the set the Rake After, the set the Entry Fee, and assign the event to a "Class" if appropriate, and select the primary sanctioning association if appropriate.

You are done building the 1st "Event", add additional events as required following the same procedures as shown above.

While on this set up screen, enter any "Show Fees that you will need to manage stalls, RV, Arena Fees, etc.

We are now ready to make our entries for the various events.

If you are associated with one of our associations using the web services, you can use the KCI/SYNC application to download all members from them, so you don't have to type in names, they will be available to you in the entry contestant dropdown. **You will need to contact your Association administrator to get the producer key, Download Key, and Download Password to proceed with the Members Download.**

When you are ready to start making your entries click the Entries button, and select the event that you are going to make an entry in. click in the contestant box, and you will get a drop down of all contestants/members that are in your database. This example shows a database where nobody has ever been put in the system.

To add a "new contestant" to the system, just type in the Last Name, then a comma, and the First Name, then hit the tab key on your keyboard, and you will get a popup to add/create the new member.

Enter the City / State (not required), the Horse Name, and a member number for the sanctioning association if you need it. *Fact of the matter is, when you are in the heat of the battle, just put in the basics, name, horse name, and maybe the member number, you can finish entering the other data for the member, after the show is over.*

When you click the Create New Member button, the contestant will be permanently added to your database, with the associated horse, and will be in the contestant field in the entry section, click in the contestant horse box, and select the horse, and then click the add entry button. The entry will show up in the lower section.

If the contestant has add'l horses to enter, leave the name in the upper section, go to the Contestant Horse box, type in the name of the new horse, and the hit the tab key on your keyboard, and you will get a popup asking if you want to add horse for the selected contestant, click YES, and the horse will be added,

and then click the Add Entry, and the contestant entry will be added with the new horse.

If you have set the events up to run in sections, select the section, and if assigning draw numbers, enter draw number in both draw and Rot Draw columns.

If we (KCI) have made you a starting database or you downloaded a member/contestant base list from an association, you will have names in the drop down for the contestant box, the drop-down list will contain name, city, state, and a notes column, that will be Yes or No, this indicates to the secretary if they are current members of the sanctioning association. The Yes/No doesn't stop or limit the entry process in any way. It does help if a race REQUIRES a membership to compete, so the entering secretary can get the membership forms and payments from the contestant.

This manual is just scratching the surface of the various formats that we have seen barrel races done in, if you have questions or need help setting up a show, contact support.

Now we are going to enter a non-member and proceed to charge a membership fee, and some stalls, and a RV hook up.in this case the total EVENT entry fees are $45, and total "Show" fees are $97, totaling $142. Enter the payment amount, type and appropriate notes, click add, payment will get applied to the account, and if paid in full will ZERO them out.

Click the Print Receipt to produce a receipt for the contestant – Sample shown on next page

Events Entered

OPEN 4D BARRELS	Perf: PRE ENTRY DRAW	
	Horse: Spooky	$45.00
	Draw: 27	
Total Events:		**$45.00**

Other Fees

RV Camping	1 @ $12.00	$12.00
Stall	2 @ $10.00	$20.00
ULTIMATE MEMBERSHIP	1 @ $65.00	$65.00
Total Others:		**$97.00**

Payments

Check	1/27/2017	$142.00
CK 6543 , includes Membership		
Total Payments:		**$142.00**

Balance

Balance:	**$0.00**

Thank you! from Barrel Producer

Now we are going to briefly discuss making entries, and doing carry overs to other events, such as taking an OPEN entry, and having that time carry over to the Youth, allowing the entry to only make 1 run, but have the time put in the Youth automatically. Have the focus on the entry that you are wanting to do the carry over for, select the "event" that the time needs to carry over to, click the "carry over" button, in the popup select the event that you want the time to come from, click OK, and then the "Add Entry" button.

Now you will see the new entry in the event,

If you go back to the Open Event, you will notice a blue highlight on the original Open entry.

There is virtually no limit to the ways that the carry over gets used. We see shows with Futurity / Derby Events that are carrying times in to an Open Race, and then on to sub/incentive events of all kinds.

The other tabs at the top of the screen that you will want to use are the Balance Detail – this report lists all contestants, and the balance owed now

And the Payment Detail screen will give you a list of all payments that have been entered in the system.

Typically used in conjunction with your deposit slip for the show.

OK – NOW, the interesting part. As you probably know by now if you are running Arena Management, and are a producer, there is undeniably, absolutely NO standard to the way that barrel races are formatted. With that said, KCI believes that Arena Management handles 99.9% of the formats that exist today.

So, this manual is only going to present a straight forward format for the draw, and resulting reports.

KCI recommends you contact us for advice, on YOUR unique needs., I have changed up this screen by adding a number of entries, I have assigned all of the existing entries to the Pre Entry rotation.

While in this Rotation View Select the Pre Entry Draw in the lower left and then select the Random , and click "Go", You will get a warning screen that it is going to create a random draw, click Yes, and the Random draw will be completed.
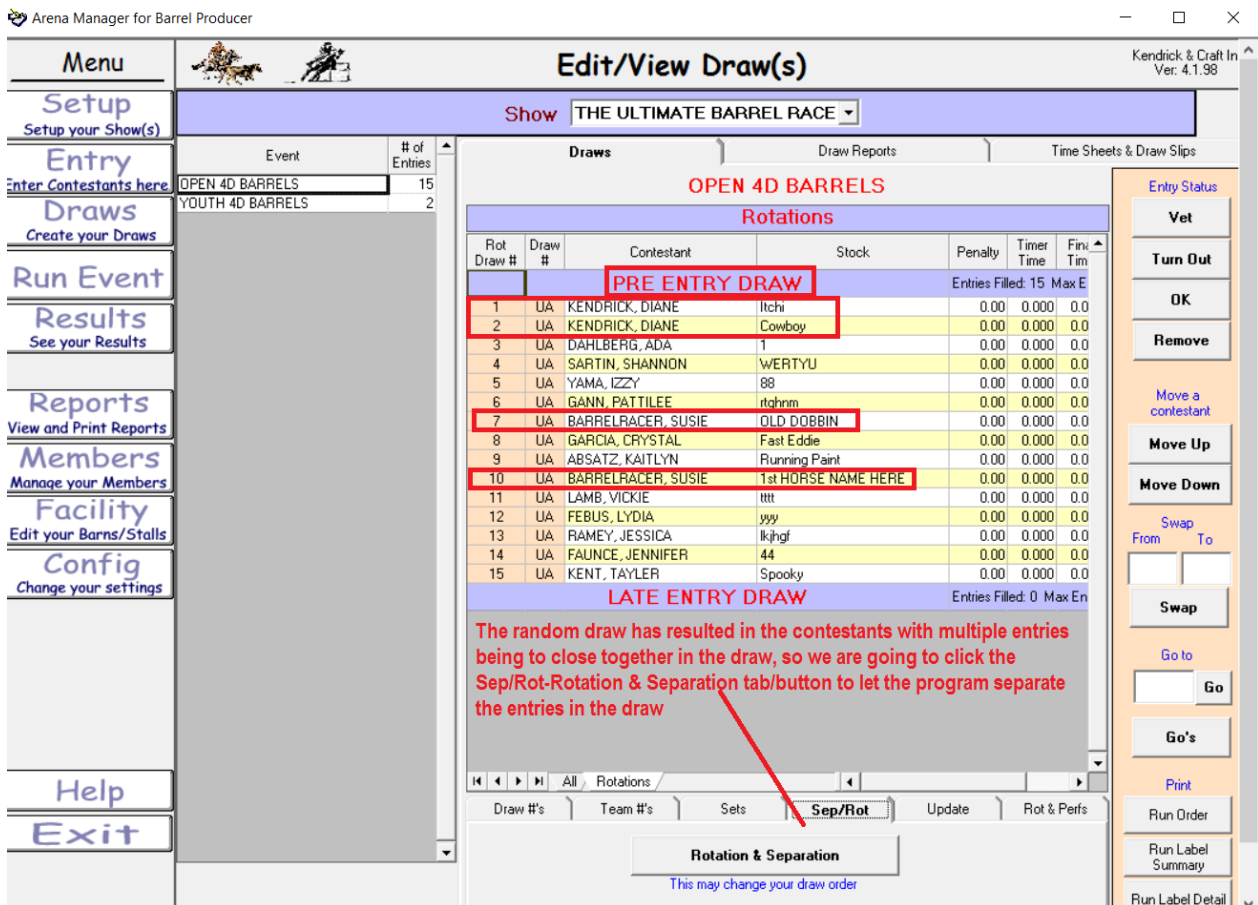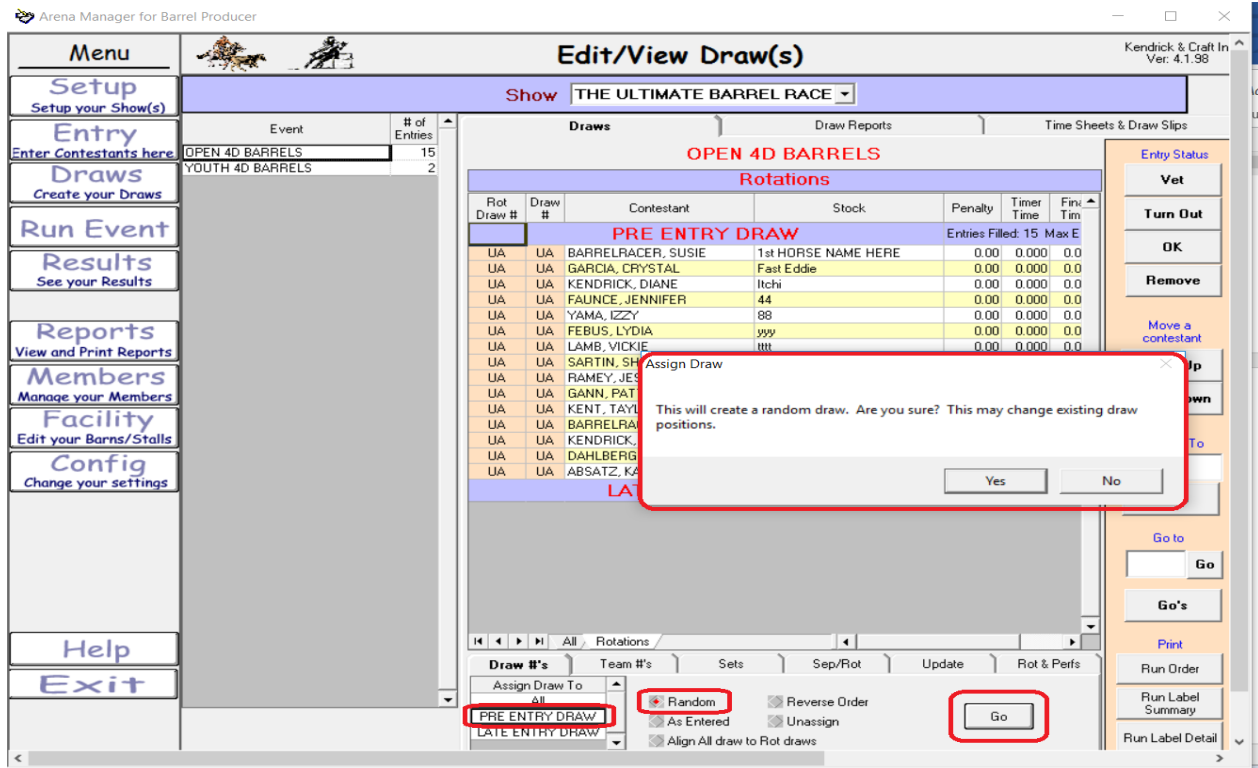
The next screen will popup,

Now select the Group that you need to get the separation in, click "Load" then click the Set Rotations button (don't forget this step, as it is what is telling the program what it has to work with. The enter the desired separation in runs for a contestant, then click the Separate button,
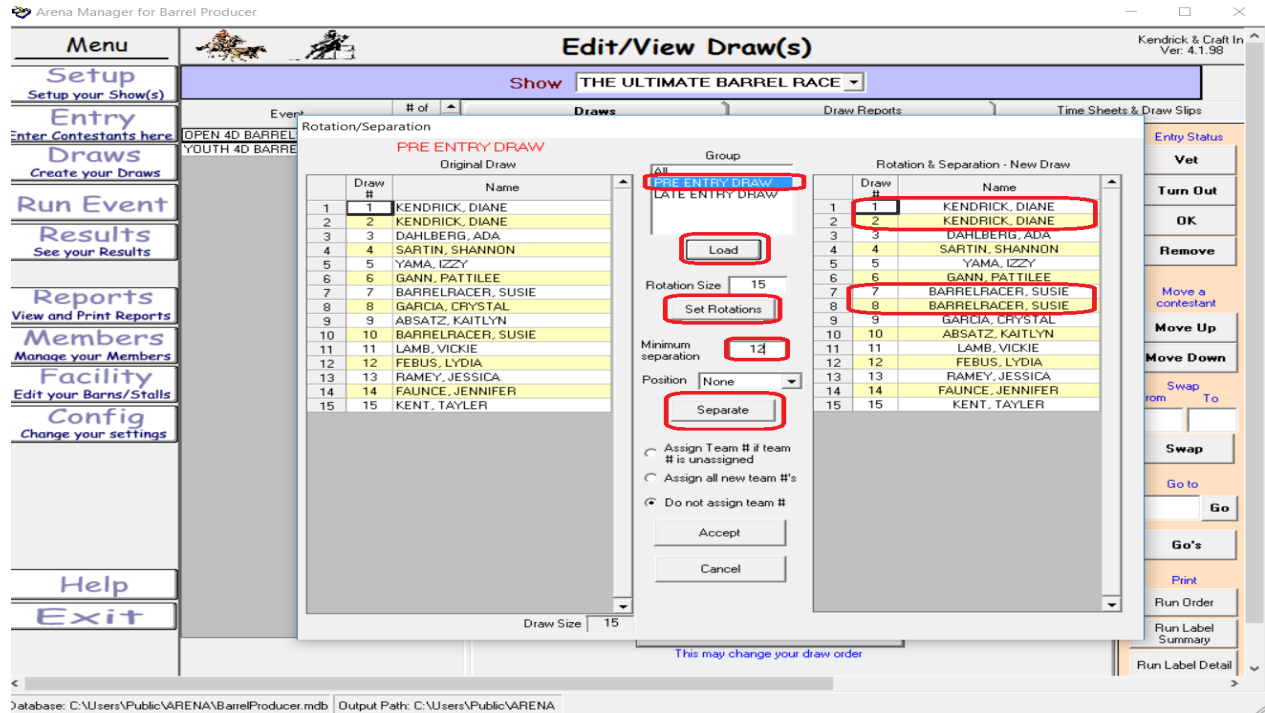
You will see the screen flash on the right side, and the contestants will be rearranged with the separation in play,
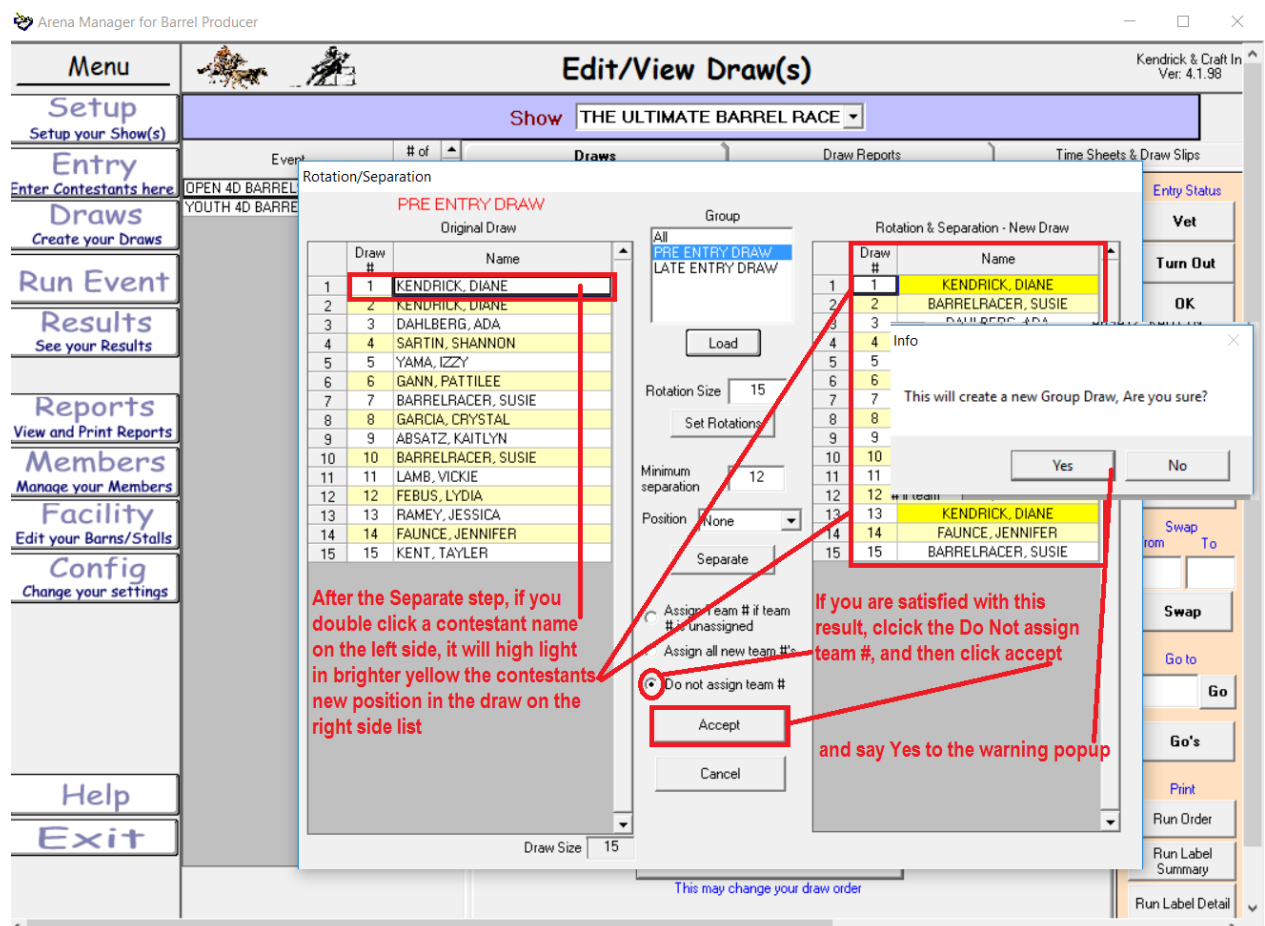
This will bring you back to the basic Draws screen.

This will cause the main draw to line up with the "Rotation Draw" numbers

It is recommended that you go back to the set-up and 'Cap" the entries for the Rotation to same number of entries that you have in there now., that will prevent an operator from making an entry in a "closed" rotation/section.

Now to make more entries in your race after the initial draw, go to the entry screen, if you try to make an entry now that the section is capped, you will get the popup, telling you the entry is not being made.

If you select the late draw section the entry will be made.

Going to make a few more entries here so we can get on to discussing the "Late Draw"

Now go on to the Draw screen,

select the "rotations view" tab, then select the Late Entry Draw, then Random, and Go, this will Random Draw the Late Entries section

Then while in the Rotations view, select the Align All draw to Rotations Draw again, this will line up your entire barrel race. So, in either view in the Run Event screen they will be in the proper order.

To print draw reports / time sheets , click the draw reports tab at top. Select the items you want from the available box, and move to the Selected side, and click Calc.
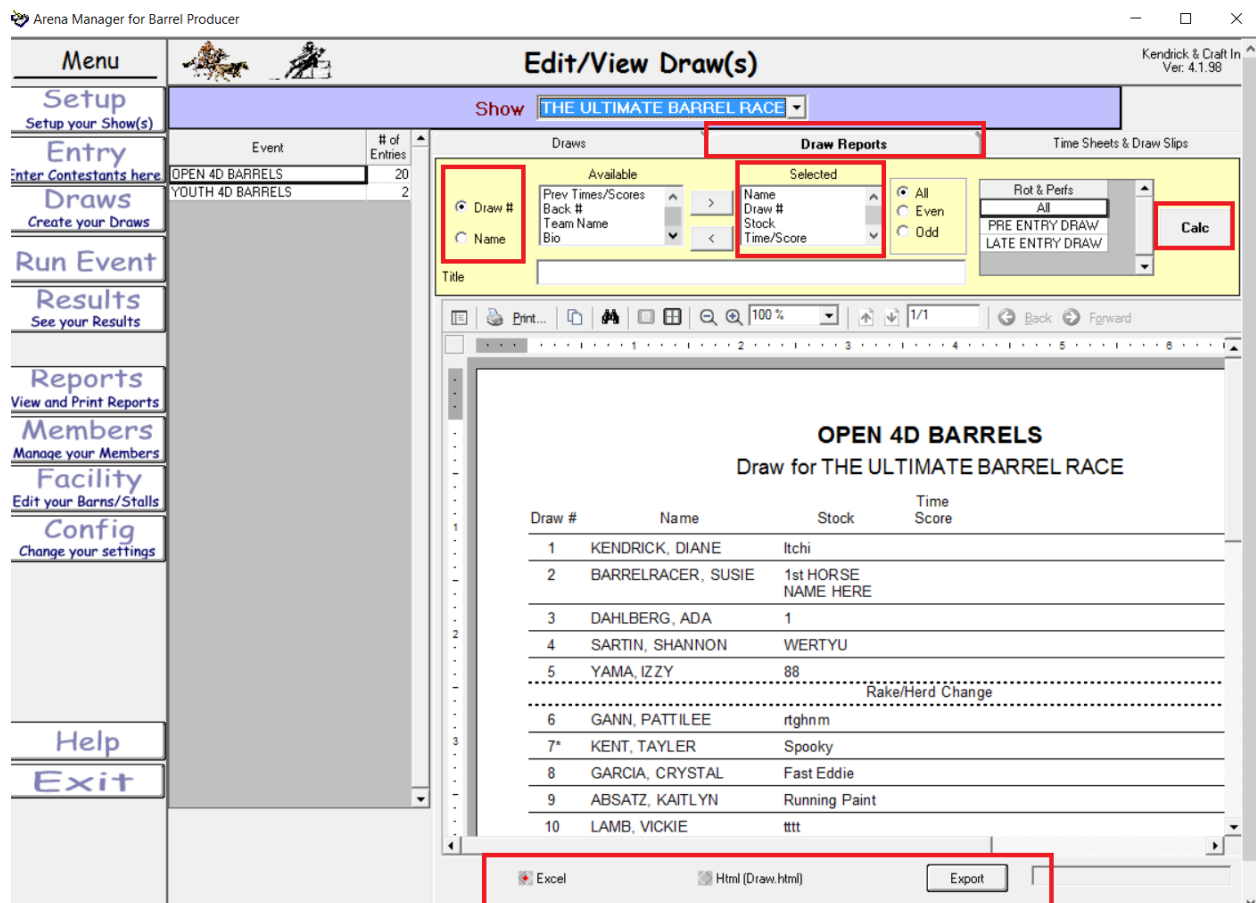
If you want to put an alphabetical list out to look up draw numbers, select the Name option on the left side at the top. The Reports are also available to export to excel, or an html page. The excel export will just open in excel on most computers, the html file will be in the location that you are sending your file output to. The * next to a draw number indicates that the time from that run is being carried over to other events.
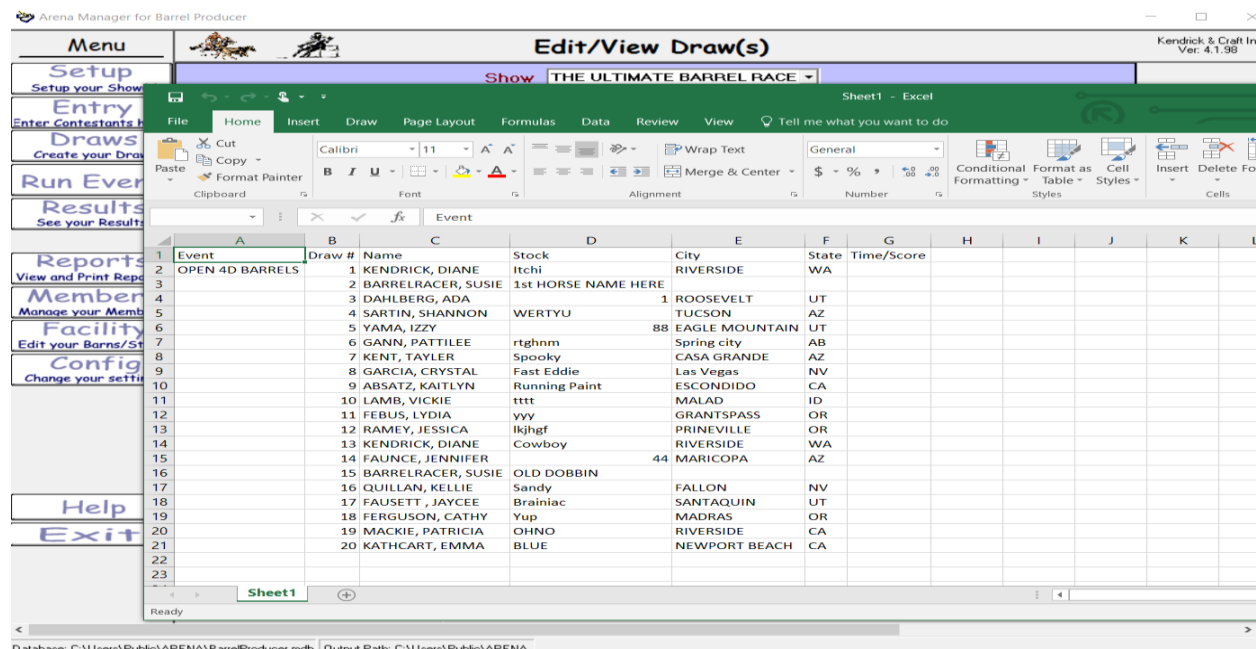
Now on to the Run Event screen to run our barrel race, Select the Run Event button on the left, then the Show, and then the "Event" you are going to be running, then the 1st name in the list, this will then show you in the upper right which contestant entry the program is focused on.

Now you are ready to run the event, if you are using the timer interface as the timer displays a final time, it will get put in the Time Box. If it has been a valid time click OK, then NEXT UP, if the contestant went off pattern, or tipped a barrel over resulting in a No Time, the click the N/T button,

and then Next Up button. This will advance the selection to the next runner in the draw.

Run Event

Kendrick & Craft
Ver: 4.1.98

Menu

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Enter Contestants here

Draws
Create your Draws

Run Event

Results
See your Results

Reports
View and Print Reports

Members
Manage your Members

Facility
Edit your Barns/Stalls

Config
Change your settings

Help

Exit

Show — THE ULTIMATE BARREL RACE

Events — OPEN 4D BARRELS / YOUTH 4D BARRELS

Date 1/27/2017
Format 4D
# of Contest 1
Rake After 5 Cap 0
Pen 0
Cutoff 0 Time 0.000

1 entries complete out of 20
Lead Time (all Gos)
17.177
Running 2
Name BARRELRACER, SUSIE
Stock 1st HORSE NAME HERE
Cutoff Time (All gos) 0.000
Cutoff Time (All gos) -4.600

Go Info
	Rank	Time
All Go's	2	21.777
Handicap		0.000
Prev Go's	0	0.000
This Go	2	21.777

New contestant after the next up,

New time for this contestant

then N/T or OK, and then Next up

Time 21.777   N/T
Penalty 0
Final Time 21.777   OK

Next up

Bio

THE ULTIMATE BARREL RACE : OPEN 4D BARRELS 1/27/2017

Results   Ranking

OPEN 4D BARRELS - All

Draw #	Team #	Contestant	Stock	Penalty	Timer Time	Final Time	Status	Indv Rating
1	0	KENDRICK, DIANE	Itchi	0.00	17.177	17.177	OK	0
2	0	BARRELRACER, SUSIE	1st HORSE NAME HERE	0.00	21.777	21.777	OK	0
3	0	DAHLBERG, ADA	1	0.00	0.000	0.000		0
4	0	SARTIN, SHANNON	WERTYU	0.00	0.000	0.000		0
5	0	YAMA, IZZY	88	0.00	0.000	0.000		0
		Rake						
6	0	GANN, PATTILEE	rtghnm	0.00	0.000	0.000		0
7	0	KENT, TAYLER	Spooky	0.00	0.000	0.000		0
8	0	GARCIA, CRYSTAL	Fast Eddie	0.00	0.000	0.000		0
9	0	ABSATZ, KAITLYN	Running Paint	0.00	0.000	0.000		0
10	0	LAMB, VICKIE	tttt	0.00	0.000	0.000		0
		Rake						
11	0	FEBUS, LYDIA	yyy	0.00	0.000	0.000		0
12	0	RAMEY, JESSICA	lkjhgf	0.00	0.000	0.000		0
13	0	KENDRICK, DIANE	Cowboy	0.00	0.000	0.000		0
14	0	FAUNCE, JENNIFER	44	0.00	0.000	0.000		0
15	0	BARRELRACER, SUSIE	OLD DOBBIN	0.00	0.000	0.000		0
		Rake						
16	0	QUILLAN, KELLIE	Sandy	0.00	0.000	0.000		0

All / Rotations
AutoRank   Ride In   Recalc All   Print   Excel   Populate Nxt Go
View Results   Set Go's

The event is over, all lines are marked with times/and status

Run Event

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Help

Exit

Show — THE ULTIMATE BARREL RACE

Events — OPEN 4D BARRELS / YOUTH 4D BARRELS

Date 1/27/2017
Format 4D
# of Contest 1
Rake After 5 Cap 0
Pen 0
Cutoff 0 Time 0.000

19 entries complete out of 20
Lead Time (all Gos)
16.990
Running 20
Name KATHCART, EMMA
Stock BLUE
Cutoff Time (All gos) 0.000
Cutoff Time (All gos) -1.011

Go Info
	Rank	Time
All Go's	7	18.001
Handicap		0.000
Prev Go's	0	0.000
This Go	7	18.001

Time 18.001   N/T
Penalty 0
Final Time 18.001   OK

Next up

Bio

THE ULTIMATE BARREL RACE : OPEN 4D BARRELS 1/27/2017

Results   Ranking

OPEN 4D BARRELS - All

Draw #	Team #	Contestant	Stock	Penalty	Timer Time	Final Time	Status	Indv Rating	
5	0	YAMA, IZZY	88	0.00	7.000	17.000	OK	0	No
		Rake							
6	0	GANN, PATTILEE	rtghnm	0.00	8.500	18.500	OK	0	No
7	0	KENT, TAYLER	Spooky	0.00	0.000	0.000	N/T	0	No
8	0	GARCIA, CRYSTAL	Fast Eddie	0.00	22.000	22.000	OK	0	No
9	0	ABSATZ, KAITLYN	Running Paint	0.00	9.300	19.300	OK	0	No
10	0	LAMB, VICKIE	tttt	0.00	8.220	18.220	OK	0	No
		Rake							
11	0	FEBUS, LYDIA	yyy	0.00	7.678	17.678	OK	0	No
12	0	RAMEY, JESSICA	lkjhgf	0.00	7.239	17.239	OK	0	No
13	0	KENDRICK, DIANE	Cowboy	0.00	0.000	0.000	N/T	0	No
14	0	FAUNCE, JENNIFER	44	0.00	0.000	0.000	N/T	0	No
15	0	BARRELRACER, SUSIE	OLD DOBBIN	0.00	7.222	17.222	OK	0	No
		Rake							
16	0	QUILLAN, KELLIE	Sandy	0.00	8.762	18.762	OK	0	No
17	0	FAUSETT , JAYCEE	Brainiac	0.00	8.100	18.100	OK	0	No
18	0	FERGUSON, CATHY	Yup	0.00	9.300	19.300	OK	0	No
19	0	MACKIE, PATRICIA	OHNO	0.00	0.000	0.000	N/T	0	No
20	0	KATHCART, EMMA	BLUE	0.00	8.001	18.001	OK	0	No

All / Rotations
AutoRank   Ride In   Recalc All   Print   Excel   Populate Nxt Go
View Results   Set Go's

Now on to the results screens

Arena Manager for Barrel Producer

Menu

Setup
Setup your Show(s)

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Change your settings

Help

Exit

Results

Kendrick & Craft In
Ver: 4.1.98

Results   Average   Round Robin

Shows

Select the Payouts and Points tab

THE ULTIMATE BARREL RACE

Results   Payouts & Points   Payoffs

Select the event you want to work on

Events

OPEN 4D BARRELS
Rotations
YOUTH 4D BARRELS
Rotations
PRE ENTRY DRAW
LATE ENTRY DRAW

Enter the Payoff earnings and points if appropriate in the Blue boxes
There are FREE divisional Payoff templates on the www.arenamanagementsoftware.com website

Rank	Indiv Earnings	Points	All Around Points	Score	Member #	Contestant	Stock	Fees
						1D		
1	$0.00	0.00	0.00	16.990	171305	SARTIN, SHANNON	WERTYU	$45.00
2	$0.00	0.00	0.00	17.000	171663	YAMA, IZZY	88	$45.00
3	$0.00	0.00	0.00	17.177	170798	KENDRICK, DIANE	Itchi	$45.00
4	$0.00	0.00	0.00	17.222		BARRELRACER, SUSIE	OLD DOBBIN	$45.00
5	$0.00	0.00	0.00	17.239	171222	RAMEY, JESSICA	Ikjhgf	$45.00
						2D		
1	$0.00	0.00	0.00	17.678	170458	FEBUS, LYDIA	yyy	$45.00
						3D		
1	$0.00	0.00	0.00	18.001	170786	KATHCART, EMMA	BLUE	$45.00
2	$0.00	0.00	0.00	18.100	170457	FAUSETT, JAYCEE	Brainiac	$45.00
3	$0.00	0.00	0.00	18.220	170843	LAMB, VICKIE	tttt	$45.00
						4D		
1	$0.00	0.00	0.00	18.500	171762	GANN, PATTILEE	rtghnm	$45.00
2	$0.00	0.00	0.00	18.762	171215	QUILLAN, KELLIE	Sandy	$45.00
3	$0.00	0.00	0.00	19.300	170005	ABSATZ, KAITLYN	Running Paint	$45.00
4	$0.00	0.00	0.00	19.300	170461	FERGUSON, CATHY	Yup	$45.00
5	$0.00	0.00	0.00	19.700	170346	DAHLBERG, ADA	1	$45.00
6	$0.00	0.00	0.00	21.777		BARRELRACER, SUSIE	1st HORSE NAI	$45.00
7	$0.00	0.00	0.00	22.000	171680	GARCIA, CRYSTAL	Fast Eddie	$45.00
					Final Time = 0			
					Disqualified			
0	$0.00	0.00	0.00	0.000	170798	KENDRICK, DIANE	Cowboy	$45.00
0	$0.00	0.00	0.00	0.000	170801	KENT, TAYLER	Spooky	$45.00
0	$0.00	0.00	0.00	0.000	170456	FAUNCE, JENNIFER	44	$45.00
0	$0.00	0.00	0.00	0.000	170921	MACKIE, PATRICIA	OHNO	$45.00

Print   Apply Points & Payouts   Export Payouts

XTREME_Payoffs_2017 [Compatibility Mode] - Excel   JERRY KENDRICK

File   Home   Insert   Draw   Page Layout   Formulas   Data   Review   View   Tell me what you want to do   Share

Q6

XTREME 4D PAYOFF

For complete Arena Management go to:
© KCI 2005 Arena Management Software

	A	B	C	D	E	G	I	K	L	M	N
3		# OF ENTRIES		20	1D	$ 219			For 3 Divisions		
4		ENTRY FEES		$45	2D	$ 197			$ 314		highest
5		TOTAL FEES		$ 630	3D	$ 168			$ 241		middle
6		ADDED $		$100	4D	$ 146			$ 175		lowest
8		TOTAL PURSE		$ 730		$ 730	$ -		IF ONLY THREE DIVISIONS		
9									USE THIS PAYOUT		
10				1D	2D	3D	4D		HIGHEST	MIDDLE	LOWEST
11	1 PLACE	100%	1ST	$219	$197	$168	$146	100%	$ 314	$ 241	$ 175
12				1D	2D	3D	4D				
13	2 PLACES	60%	1ST	$131	$118	$101	$88	60%	$ 188	$ 145	$ 105
14		40%	2ND	$88	$79	$67	$58	40%	$ 126	$ 96	$ 70
15				1D	2D	3D	4D				
16	3 PLACES	43%	1ST	$94	$85	$72	$63	43%	$ 135	$ 104	$ 75
17		33%	2ND	$72	$65	$55	$48	33%	$ 104	$ 79	$ 58
18		24%	3RD	$53	$47	$40	$35	24%	$ 75	$ 58	$ 42
19				1D	2D	3D	4D				

SLOT PAYOFF   FUTURITY PAYOFF   5D Payoff   4D Payoff

Now go to the Results Tab for your finished custom report.

Remember the Carry Overs we made to the Youth event? Click on the Youth race, and th results are already there for you to finish putting in the payouts and points.

If you need reports to develop high money earners, point reports, etc. go to the "Reports" button on the left.

In this example have selected the Year, Show, Aggregate of earnings all classes, sorted by earnings, and included Earnings, City and State in the final report.

The Fees Report is available from the Fees Tab at top of the reports to get Stall, and V sales for managing those items.

After your show is over, and you have had time for an appropriate adult beverage, now you can upload your show results to your KCI Arena Management Web Services or to an affiliated Association KCI Arena Management Web Services account.   You can upload to as many Web Services accounts as needed, should your Shows/Events be co-sanctioned by multiple associations.
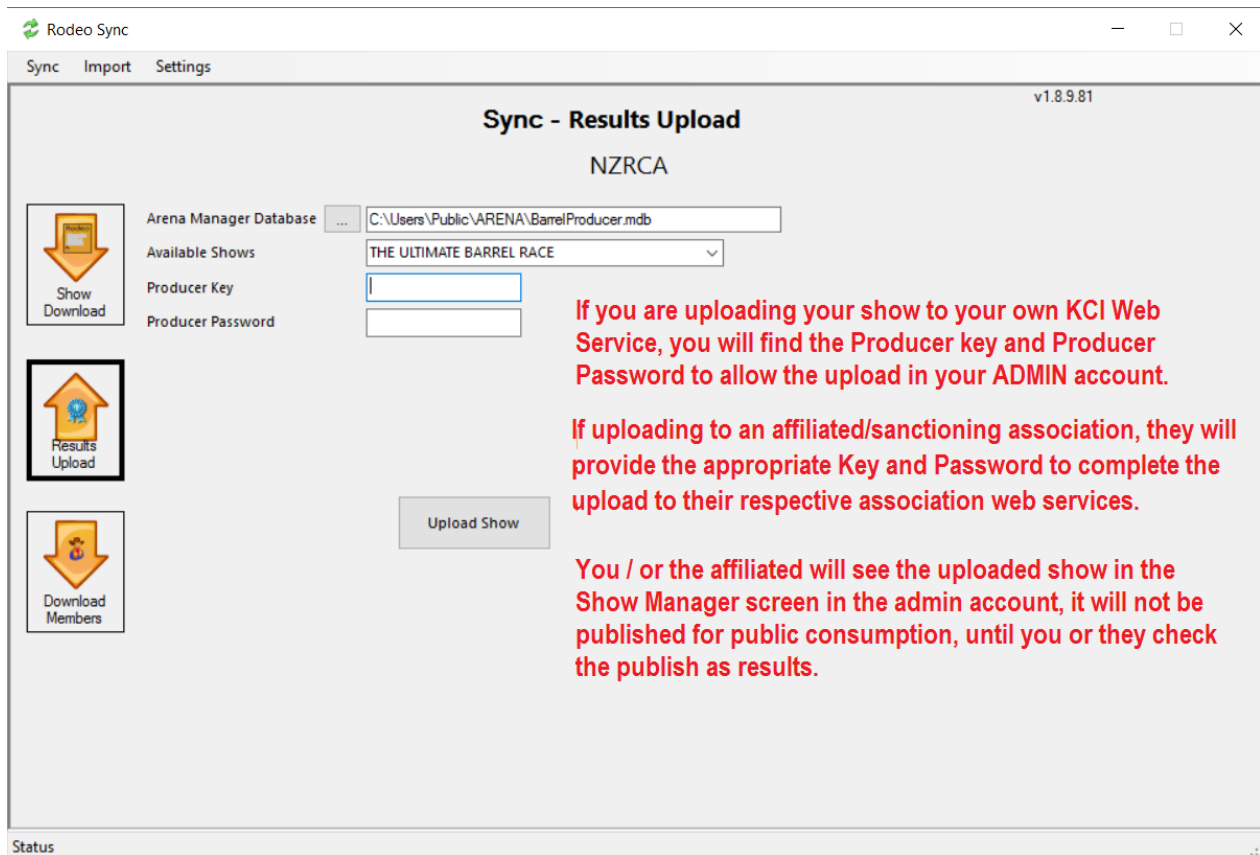
There are manuals for on the www.arenamanagementsoftware.com website for more information on KCI Web Services, as well as guides for managing your timings setup, and drivers for the FarmTek USB/ serial adapters, and basic networking guide for those that are running a multiple computer show, having an office computer and another in the timers booth.

- **Arena Management FarmTek Timers.pdf**
- **USBWIN8 WIN7 VISTA - drivers for Prolific adapter** save to your computer and run if having trouble with Farm Tek timer drivers. READ THE FILE ABOVE
- **Arena Management Software_NETWORK.pdf**
- **RodeoSync_INSTALL_LINK - Will install current version**
- **RODEO_SYNC MANUAL.pdf**

Producers/Clubs, and Associations, that need more robust reporting and publishing will find that the KCI Web Services and the SYNC system will make those services, cost effective, quick, and robust.

KCI_WEB_SERVICES_MANUAL_V8.pdf