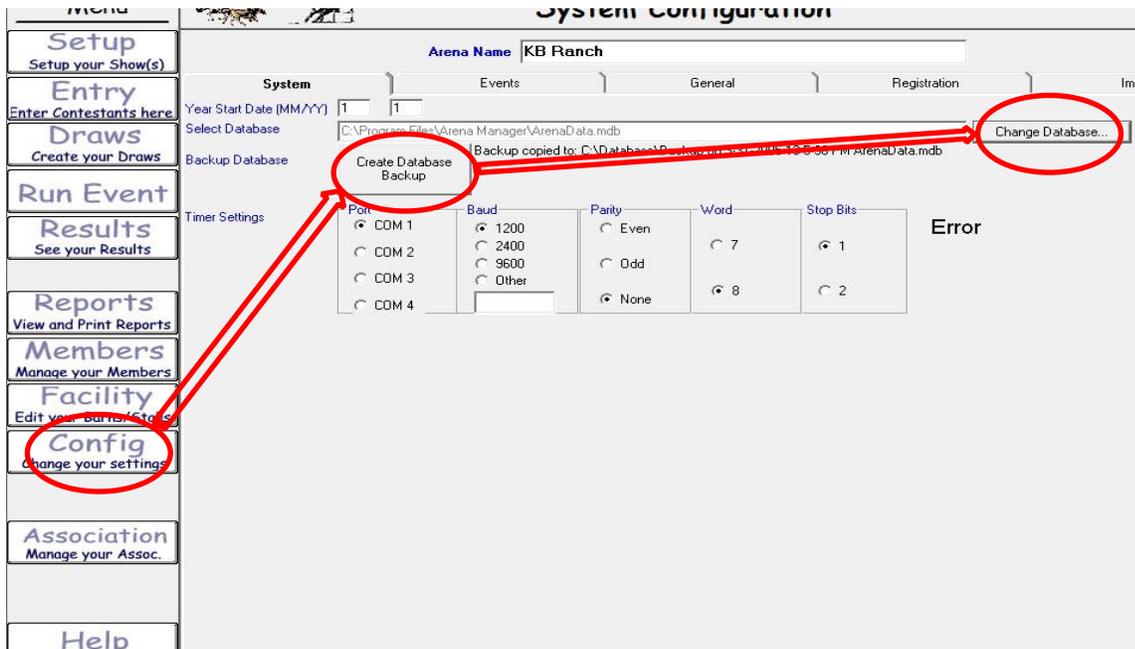




Arena Manager Manual

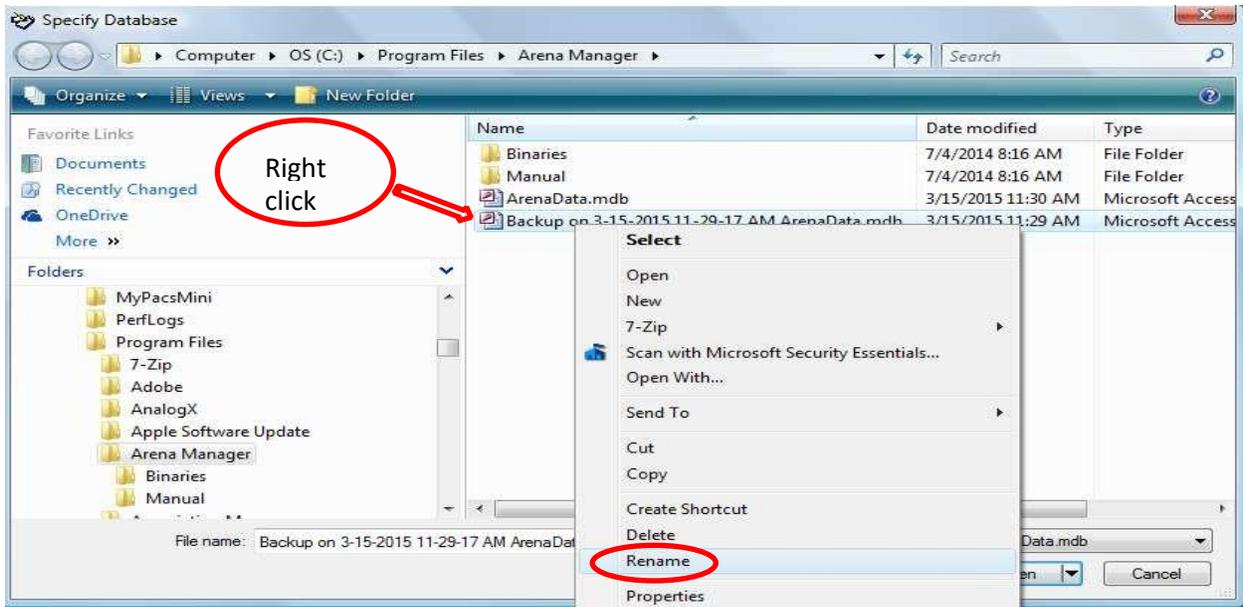
Setting Up Arena Manager to run on YOUR computer, this should only need to be done on the initial install, and 1st run of Arena Management. **Typically our KCI support team will do all of this set up with you at the time of the initial purchase/install.**

1. Open the **Config** screen first.
2. Then click the "Create Database Backup" button
3. Then click the "Change Database" button

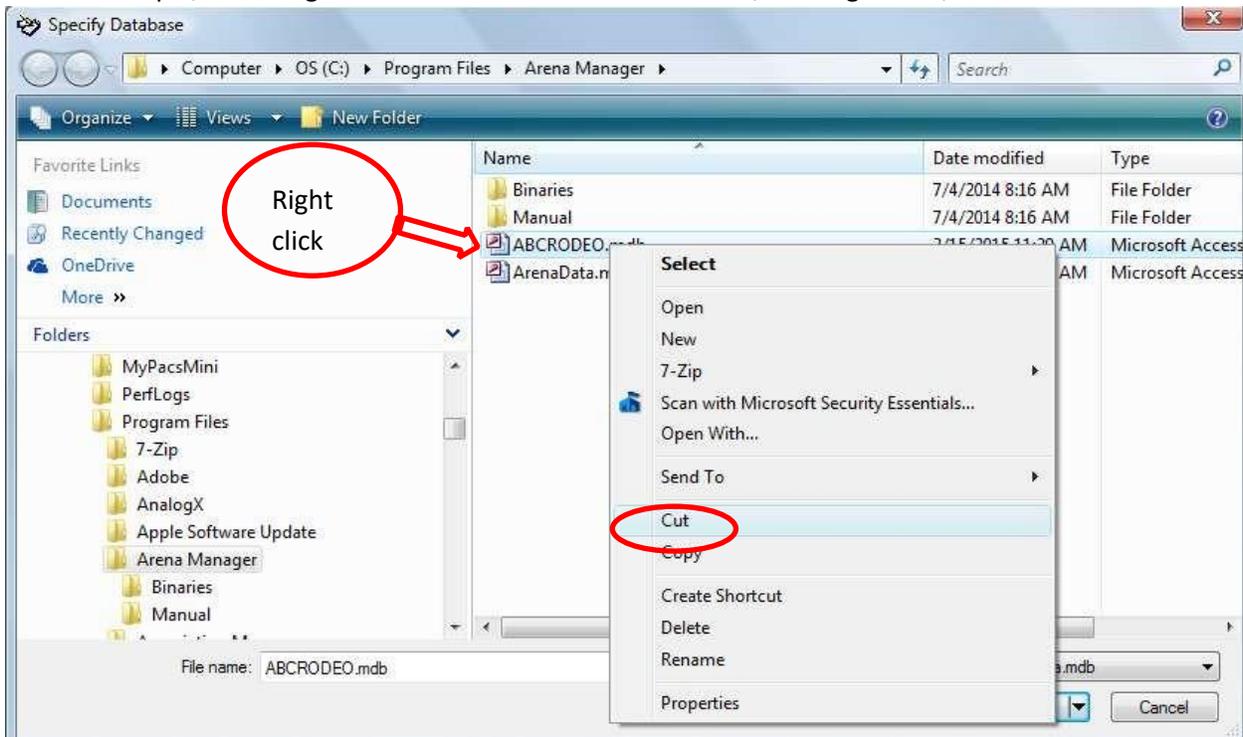


New screen “select database” comes up
Right Click on the “Backup.....” file.
Select “Rename”

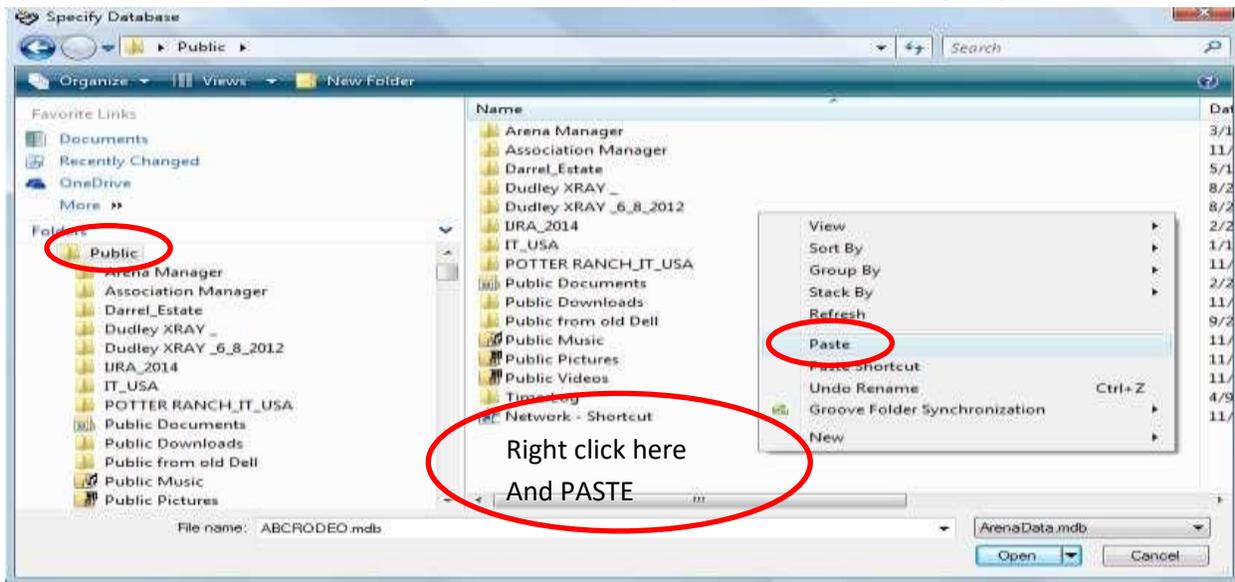
1. Change the file name to something unique to your organization.



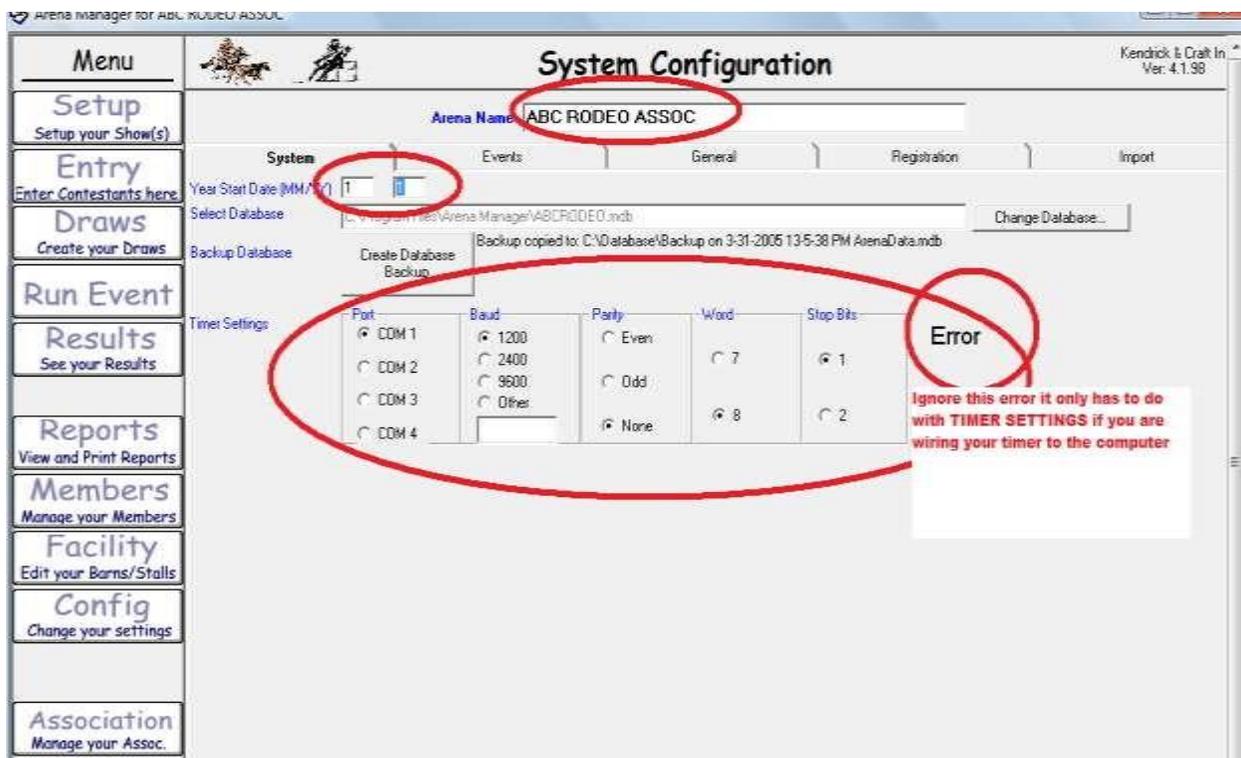
In this example, we changed the file name to ABCRODEO.mdb , then right click, and cut



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, ABC RODEO ASSOC..... 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 Jan 1 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,

System Configuration Kendrick & Co
Ver: 4.1.98

Arena Name: ABC RODEO ASSOC

System | **Events** | General | Registration | Import

Classes: Call Roping [Add] [Remove]
 Events: Call Roping [Add] [Remove]
 Fees: Call Roping [Add] [Remove]

Home Association: ABC RODEO ASSOC
 Sanctioning Association: [Add] [Remove]
 Halings Positions: [Add] [Remove]

Go to the Events tab on the Config Screen, Add Classes that you will assign your events to , for developing points and earnings reports after the rodeo. Add the Events that you will typically be using for your rodeos, so they will be available in the setup dropdowns, so you do not have to type them every time., Same with the typical fees. for your rodeos. Change the Home Assoc to your Assoc Name, at this time you can add additional associations, to use if your production is co-sanctioned. Add Header, and Heeler to the positions, if not already there.

System Configuration Kendrick & Co Inc.
Ver: 4.1.98

Arena Name: ABC RODEO ASSOC

System | Events | **General** | Registration | Import

Check Format

	Check Date	Horiz Pos in Inches	Vert Pos in Inches	
Name	0.0	0.0	0.0	Print Triplicate <input type="checkbox"/>
Check Amount	0.0	0.0	0.0	Check #2 Offset 0.0
Amount in words	0.0	0.0	0.0	Check #3 Offset 0.0
Memo	0.0	0.0	0.0	
Detail	0.0	0.0	0.0	
Address Block (Mail Address, City, State)	0.0	0.0	0.0	

If printing checks from Arena Management, put your check settings in this section, if you don't know what they are, Call KCI/Arena Management support for getting these settings.

Association Upload Email Address: _____

	Team Name	Contact Name	Contact Phone	
1	Team A			[Add Row]
2	Team B			

If you are going to need to produce results reports by TEAM, or states, or..... you can add teams here that will allow you to assign contestants to teams when making entries, or adding contestant information.

Output file directory: c:\[D5]
 C:\Users\Public
 Backup on 1-20-2015 10-6-21 AM

Select where you want exported reports to go to be saved, We recommend "Public" for most users.

Run Event Audit On
 Mailing Address on Receipts

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

Let's Rodeo !!

Go to the Set Up screen.

Click the Create Show, in the Name Box, replace NEW SHOW with the name of your rodeo, set date, location is optional. Go to Bottom Left click the Create NEW EVENT, now under the general tab, 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.

The screenshot displays the 'Event Setup' screen of a rodeo management application. On the left is a vertical navigation menu with options: Setup your Show(s), Entry, Draws, Run Event, Results, Reports, Members, Facility, Config, Association, Help, and Exit. The main area is divided into several sections:

- Show Setup:** A table lists shows with columns for Name, Date, and # of Entries. Below it, fields for Name (ABC RODEO 1), Date (3/15/2015), and Location are visible. A 'Create Show' button is circled in red.
- Event Setup - General Tab:** Fields include Name (Saddle Bronc), Date (3/15/2015), and # of Entries (0). A dropdown menu for 'Std Format' is open, with 'Saddle Bronc' selected and circled in red. Other fields include Stock Req (Pole), Class Cap (Breakaway), # of Entries Cap (0), and Entry Fee (\$0.00).
- Handicaps:** A section titled 'Handicaps' with a checkbox 'Allow these handicaps to be available on the run event screen'. Below it is a table with columns 'Beg Rating', 'End Rating', and 'Handicap'. 'Add' and 'Remove' buttons are present.
- Event to Carry Over Entries from:** A section with radio buttons for 'None' and 'New'.
- Bottom Left:** A 'Create New Event' button is circled in red.

Typical look for basic rodeo events – Rough Stock Events

Name: ABC RODEO 1
Date: 3/15/2015
Location:
Starting Back #: 0

Create Show Duplicate Show
Delete Show

Name	Date	# of Entries
Saddle Bronc	3/15/2015	0
Team Roping	3/15/2015	0
Barrel Racing	3/15/2015	0

General | Gos | Rot & Perf | Judging

Name: Saddle Bronc
Date: 3/15/2015
Std Formats: None
Custom Format: Score
Stock Req: None
Class Cap: 0.0
of Entries Cap: 0
Indiv Cap: 0.0
of Cont: 1
Rake After: 0
Entry Fee: \$40.00
Class: Saddle Bronc
Sanctioned: ABC RODEO ASSOC

Timed Events

Menu

- Setup: Setup your Show(s)
- Entry: 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
- Association: Manage your Assoc.

Show Setup

Name: ABC RODEO 1
Date: 3/15/2015
Location:
Starting Back #: 0

Create Show Duplicate Show
Delete Show

Name	Date	# of Entries
Saddle Bronc	3/15/2015	0
Team Roping	3/15/2015	0
Barrel Racing	3/15/2015	0

Event Setup

General | Gos | Rot & Perf | Judging

Name: Barrel Racing
Date: 3/15/2015
Std Formats: None
Custom Format: Time
Stock Req: None
Class Cap: 0.0
of Entries Cap: 0
Indiv Cap: 0.0
of Cont: 1
Rake After: 0
Entry Fee: \$40.00
Class: Ladies Barrel Racing
Sanctioned: ABC RODEO ASSOC

Team Roping

Setup your Show(s)

Entry
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

Association
Manage your Assoc.

Help

Exit

Name	Date	# of Entries
Saddle Bronc	3/15/2015	0
Team Roping	3/15/2015	0
Barrel Racing	3/15/2015	0

Name: ABC RODEO 1
Date: 3/15/2015
Location:
Starting Back #: 0

Create Show Duplicate Show
Delete Show

Event Setup

General | Cos | Rot & Perf | Judging

Name: Team Roping
Date: 3/15/2015
Std Formats: Roping
Custom Format: Roping
Stock Req: None
Class Cap: 0.0
of Entries Cap: 0
Indiv Cap: 0.0
of Cont: 2
Rake After: 0
Entry Fee: \$50.00
Class: Team Roping
Sanctioned: ABC RODEO ASSOC

Position	Fee
1 Header	\$0.00
2 Heeler	\$0.00

Add Remove

Allow Draw #'s to be set on Entry Screen

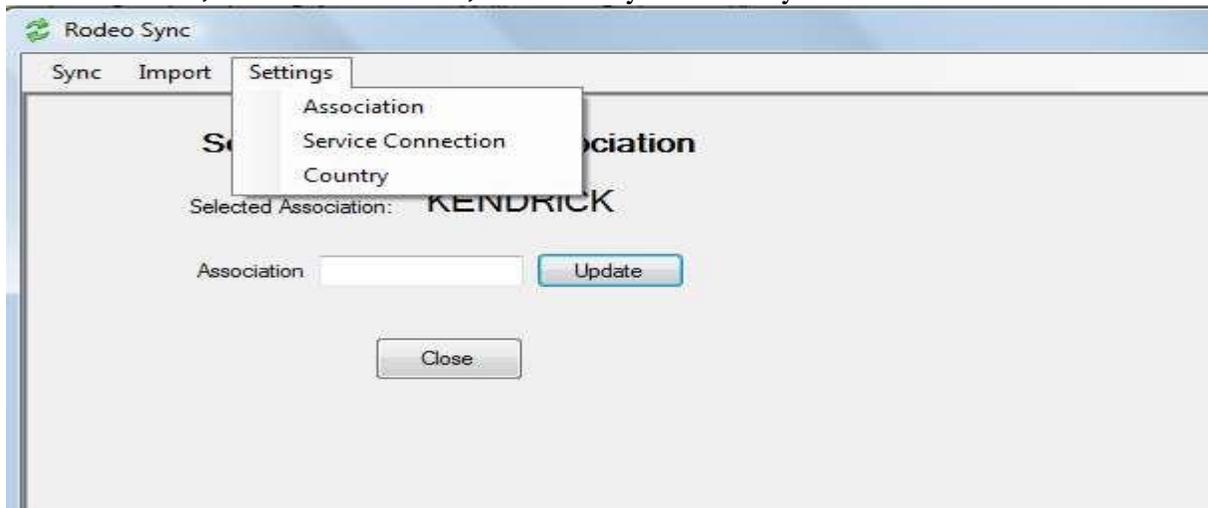
Now on to making your entries, but first for those that are either using KCI/Assoc/Producer Web Services for online entries, or are putting on rodeos with any of the Rodeo Associations that are using our Central Entry system. **Your work load just got much EASIER!**

Bring up your RODEO SYNC application

RODEO SYNC

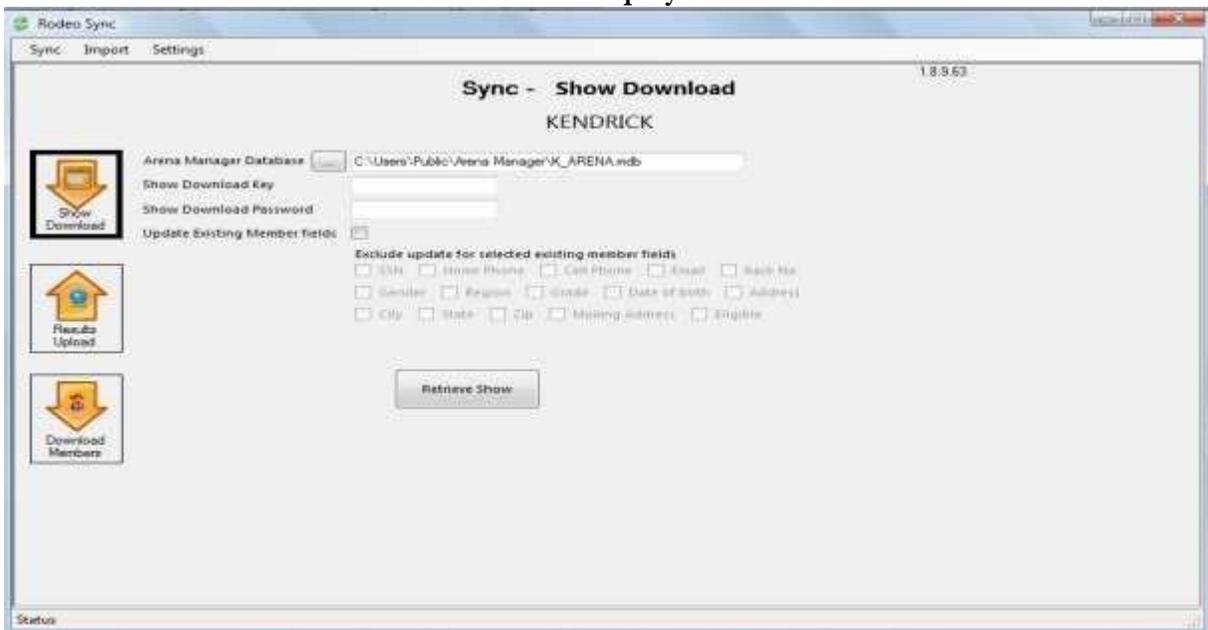
This application is used to download/Upload ALL SHOWS, from Online Entry, Rodeo CE / and Shows that were built and run in Arena Manager, and need to be uploaded to the web services.

Set Your Assoc, service connection, and select your country



Enter the Assoc Key – Show Download Key, and Download Password, select the Arena Management database file

This screen shows the Show Download tab display.



When you open your Arena Management, the entire rodeo will be there, ready for you to do the draws if they were not already done by the Rodeo Central Entry personnel, or by the Association prior to download.

For the rest of you we will now proceed with the process of making entries in Arena Management

First if you are associated with an Association, make arrangements with your sanctioning association to DOWNLOAD current eligible members to your Arena Management database, so the names will be there for you when making entries. The association will provide you with the information you need to log in to download.

On the [Download Members] tab enter the information supplied to you by the Association, or the Rodeo Central office, aim the SYNC at your Arena Management database, and Click Get Members button.

You will see the names flying by on the progress bar at the bottom, and get a “complete” message at the status bar when the download is complete.



Arena Management - ENTRIES

1. Click the Entries Button on Arena Management main menu, the list of "EVENTS" will appear,
2. Click on the EVENT you wish to make an entry in. The appropriate number of lines will appear in the upper right section.
3. Click in the white box area, below the contestant label, a drop down list of all available contestants will appear, if you type the 1st couple of letters of the LAST NAME of the contestant you want to enter, the list will roll up to contestants with the same spelling. SELECT the contestant you wish to enter, the name will appear in the box, and then click the add entry button

Show Entry

Menu: Setup, Entry, Draws, Run Event, Results, Reports, Members, Facility, Config

Events:

Name	# of Entries
GOAT ROPING	3
Team Roping	1

Contestant dropdown:

- None-
- Alcott, Tyrine
- Allen, Sage
- Anderson, Jody
- Anderson, Kelcey
- Arnold, Taylor
- Arnold, Stephanie
- Austbrooks, Code
- Benebracer, Suzie
- Blow, Joe
- Kendrick, Jerry
- ...

Table: GOAT ROPING - All

Entry Id	Draw #	Contestant	Ind Rate	Team	Stock #	Fees	Fee Desc	Paid
1	UA	Benebracer, Suzie	0.00	None		\$10.00		
2	UA	Blow, Joe	0.00	None		\$10.00		
3	UA	Kendrick, Jerry	0.00	None		\$10.00		

Show Entry

Contestant dropdown:

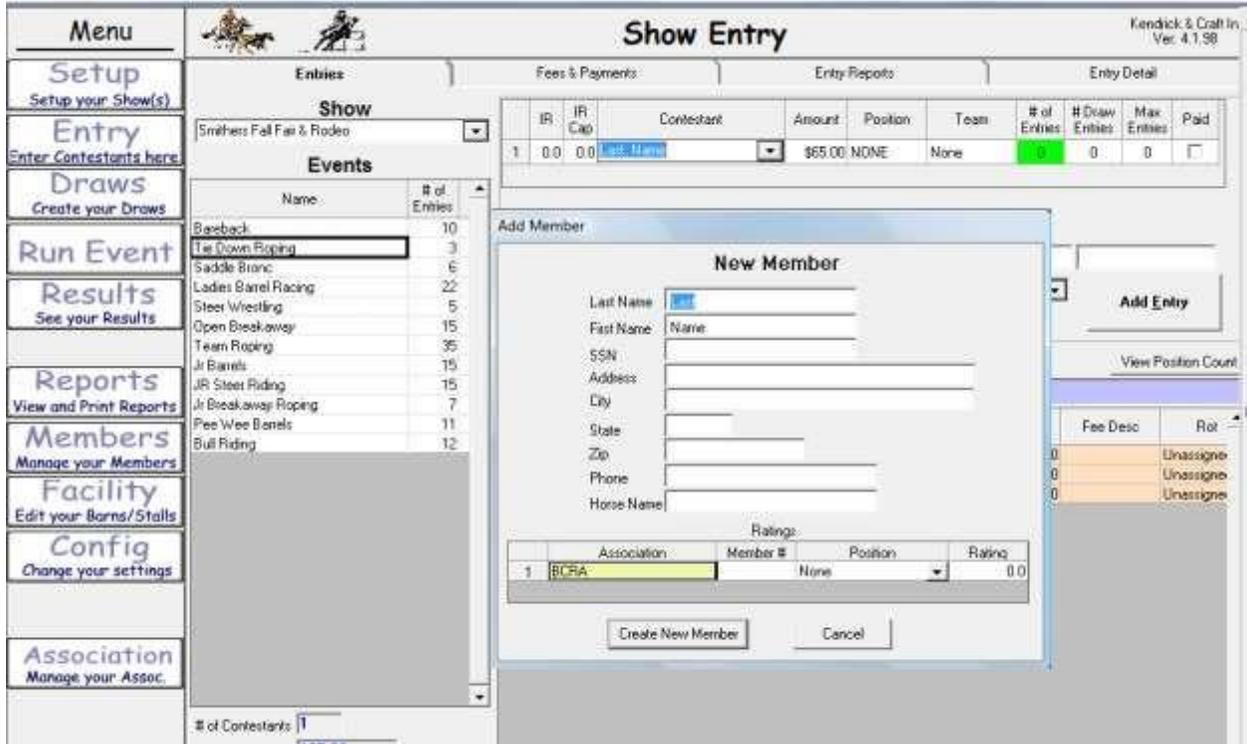
- Leaphammer, Jim Bob
- ...

Table: GOAT ROPING - All

Entry Id	Draw #	Contestant	Ind Rate	Team	Stock #	Fees	Fee Desc	Paid
1	UA	Benebracer, Suzie	0.00	None		\$10.00		
2	UA	Blow, Joe	0.00	None		\$10.00		
3	UA	Kendrick, Jerry	0.00	None		\$10.00		
4	UA	Leaphammer, Jim Bob	0.00	None		\$10.00		

With the exception of the team roping entry screen, when you make an entry in an event, the contestant that was selected will stay in the contestant box, so you can just select a new event, and click the Add Entry button, and the entry will be made in the newly selected event.

If the name you want to enter is NOT in the database member list drop down **(Please double check your spelling, also check to see if the First Name was mistakenly put in the Last Name box)** Then if you are sure it is not in the list, click in the name box, when it is blue, start typing the new contestants LAST NAME, then a comma, then the FIRST NAME, and click your TAB key on your key board. You will get a new member popup.



Click the Create New Member button, the name will show up in the contestant box where you started, and then click the Add Entry Button and the contestant entry will be made in the selected event.

When making entries for TEAM ROPING, the Entry SCREEN will look like this.

NOTE: the Header/Heeler side of the display screen

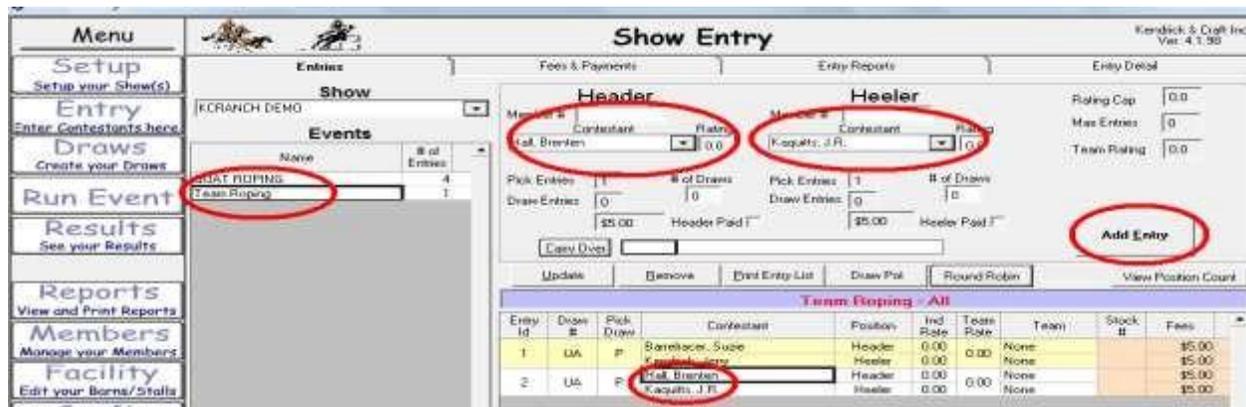
Select the HEADER on the Header Side,



and the Heeler on the HEELER side

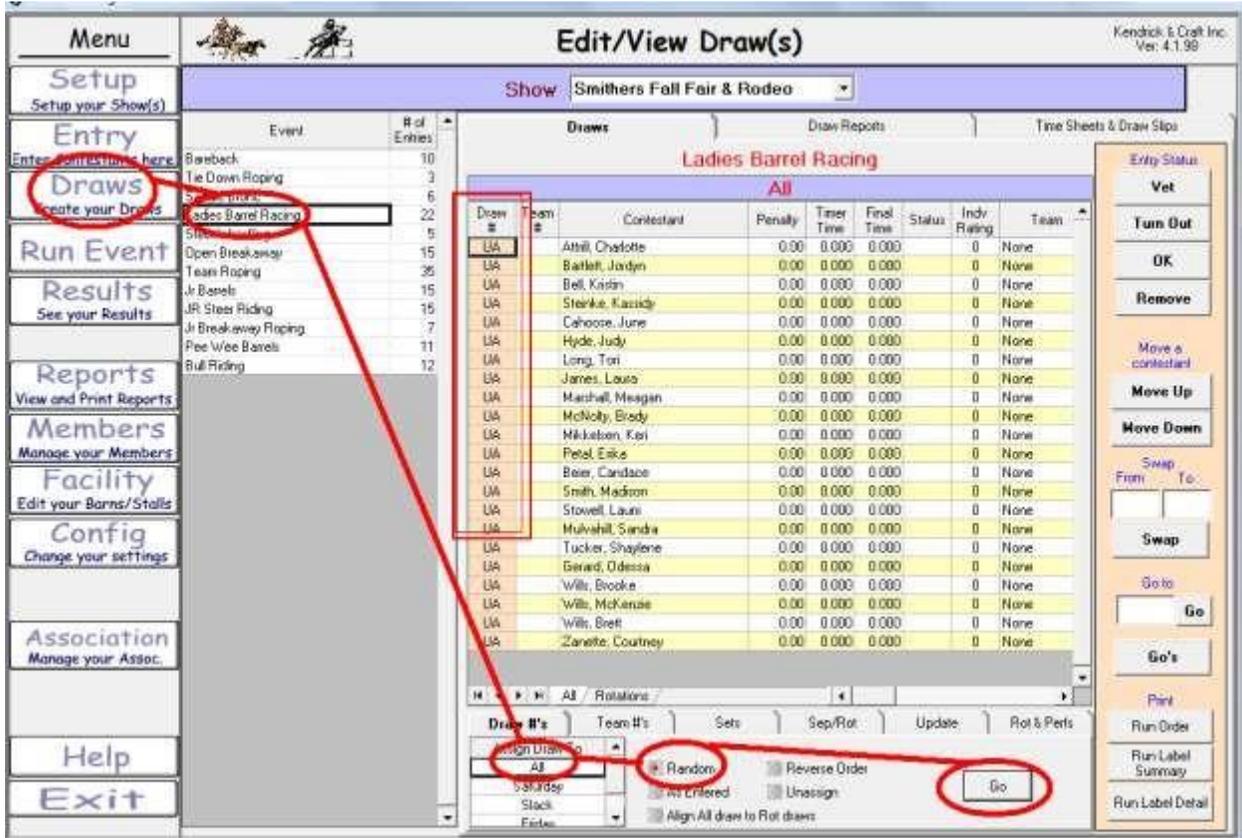


Click the ADD ENTRY button, and the team will go down to the entered contestants list.



When you have all your entries in you are ready to proceed to the DRAW screen, we will present a couple of ways that are typical for rodeos, but the program is NOT limited to what is shown here. KCI/Arena Management support team is available to assist you in formatting the Rodeo to YOUR format.

First , and the easiest is a Rodeo with all events being run in one big performance. (typical for many JR & HIGH SCHOOL RODEOS, and smaller Amateur Rodeo Assoc sanctioned rodeos)



Click the **DRAWS** button, select the event you want to do the draw for, select **ALL** in the “assign draws to” box, select **Random**, or one of the other options available, typically will either use “Random”, or “As Entered” Note before clicking the **Go** button all draws are set to UA (Unassigned)

When you click the **GO** button, you will get a popup screen that warns you that you are about to make a draw, which allows you to opt out of the draw function, if you are not sure, or have selected a wrong event, just a safety valve so to speak.



After clicking the GO button, and allowing the Assign Draw popup, the draws in this case will be assigned RANDOMLY.

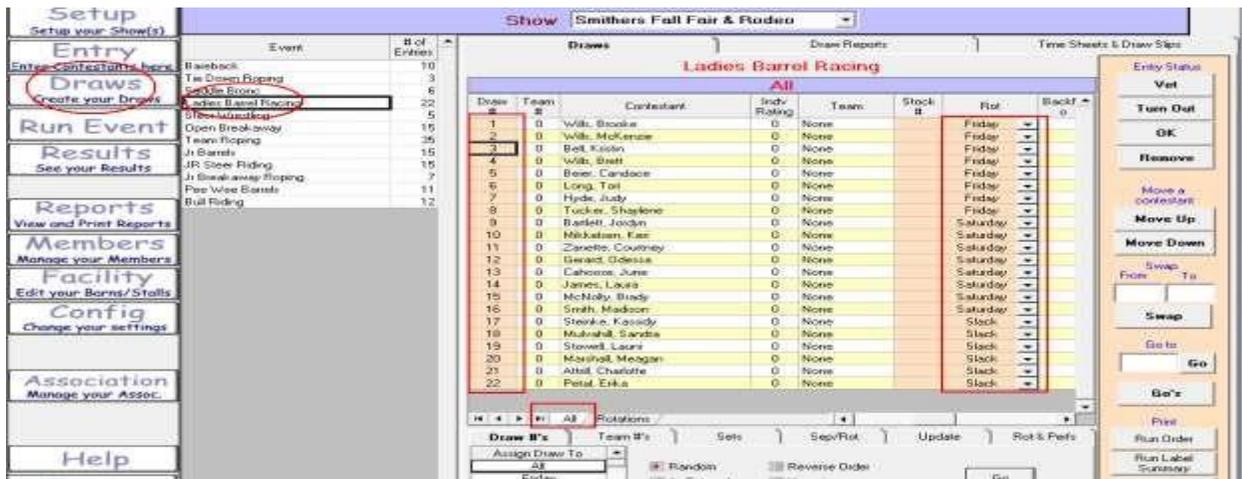
Now on to a Rodeo with Performances and Slack, ON the SET UP screen, you can set up Rotation (read Perfs) and we recommend you use the Rotations for Perfs, as there is MUCH more flexibility in that option.

Add Rotations as required; put them in the order that will happen at the rodeo. You can put these in before you ever start making entries, and enter contestants in a "Section/Rotation" at the time you make the entries.

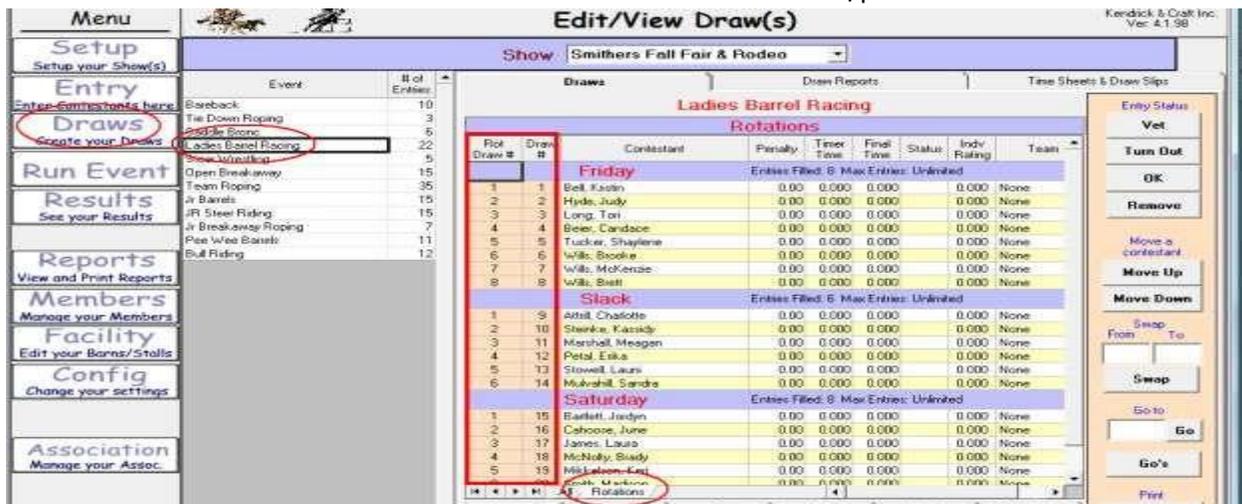


Nice to use if you are letting the contestants pick when they compete. NOTE: you can set entry caps for the "Rotation/Sections" so you do not over fill a Section, when the event has reached the cap for that section, you will get a pop up telling you that the section is full, select another.

This the ALL view after sections/perfs have been assigned to the contestants,



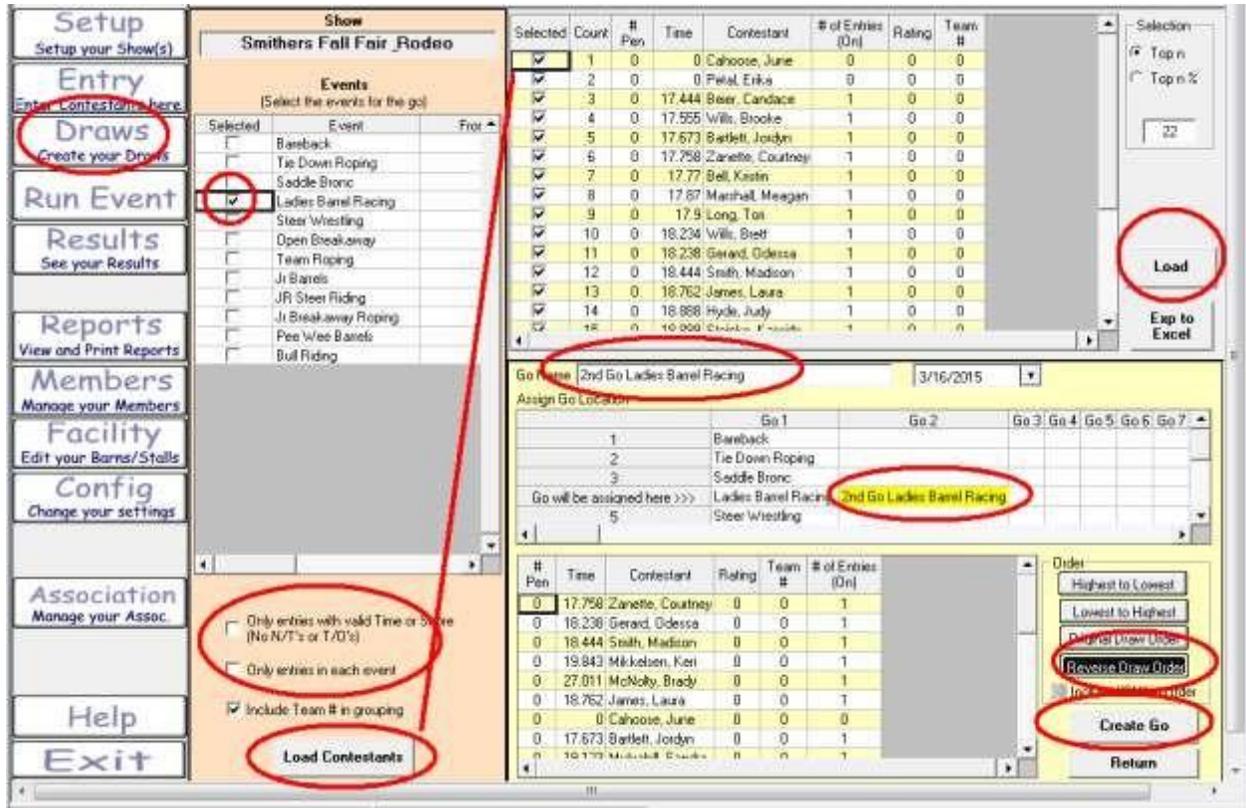
This is the Rotations view after draws have been made for each section/perf.



NOTE: After doing the section/perf draws – ALWAYS go to the bottom, and click the align ALL draws to the Rotation Draws, this will assist you if it is a 2 Go rodeo, and you need to do a Reverse order 2nd Go. We will get to building 2nd go's and Short go's now

To build a complete second go from the 1st Go , click the Go's Button on the right side of the Draws screen.

That will bring up this screen which will allow you to build your go's and short/final Go's.



Select the event you wish to create a go for, if a complete go (everybody comes back, not progressive) leave the lower check boxes unchecked, and click LOAD CONTESTANTS, all entries will go to the top grid,

Click the Load button on the right side of the screen, all entries will go to the bottom Grid, type the name you want for the 2nd Go in the Go Name box, as you type it will also appear in the Grid in the Go2 column for the selected event (in this case on the Ladies Barrel Race line).

In the bottom right, select Reverse Draw Order, if you want the 2nd Go to be reversed, and then click the Create Go button. Your computer will tell you when the 2nd go is built.

After the 2nd Go has been built, Click the Draws on the Main Menu, and you will see the 2nd Go laddered below the 1st Go on the events display.

Draw #	Team #	Contestant	Penalty	Timer Time	Final Time	Status	Indv Rating	Tee
1	0	Zanette, Courtney	0.00	0.000	0.000	0	None	
2	0	Gerard, Ordesca	0.00	0.000	0.000	0	None	
3	0	Smith, Madison	0.00	0.000	0.000	0	None	
4	0	Mikkelsen, Ken	0.00	0.000	0.000	0	None	
5	0	McNolly, Brady	0.00	0.000	0.000	0	None	
6	0	James, Laura	0.00	0.000	0.000	0	None	
7	0	Calhoun, June	0.00	0.000	0.000	0	None	
8	0	Bartlett, Jordyn	0.00	0.000	0.000	0	None	
9	0	Mulvihill, Sandra	0.00	0.000	0.000	0	None	
10	0	Stowell, Lauri	0.00	0.000	0.000	0	None	
11	0	Petal, Erika	0.00	0.000	0.000	0	None	
12	0	Marshall, Meagan	0.00	0.000	0.000	0	None	
13	0	Steinke, Cassidy	0.00	0.000	0.000	0	None	
14	0	Atwill, Charlotte	0.00	0.000	0.000	0	None	
15	0	Wills, Brett	0.00	0.000	0.000	0	None	
16	0	Wills, McKenzie	0.00	0.000	0.000	0	None	
17	0	Wills, Brooke	0.00	0.000	0.000	0	None	
18	0	Tucker, Shaylene	0.00	0.000	0.000	0	None	
19	0	Beier, Candace	0.00	0.000	0.000	0	None	
20	0	Long, Tori	0.00	0.000	0.000	0	None	
21	0	Hyde, Judy	0.00	0.000	0.000	0	None	
22	0	Bell, Kristin	0.00	0.000	0.000	0	None	

And in the example, the 1st out in the 1st Go, will be last out in the 2nd Go, if this 2nd Go is getting put into Performances, you will need to build the Rotation/Performance on the setup screen for the 2nd Go, and assign the contestants to the appropriate Performance.

More typical in our rodeo world of today, rather than 2 full Go's, most rodeos are 1 Go, and maybe a Short/Final Go that brings back the top (n) in the event for a final performance. For that case, we will now build on the next page a Short/Final Go for the Barrels based on performance in the 1st Go.

To make the Short/Final Go, we do much the same as when we built the full 2nd Go, but this time after selecting the Ladies Barrel Race, you will check the Only entries with Valid Times or Scores (No N/T or T/O's), Then click the Load Contestants, ALL eligible entries will go to the top grid in order of their placing in the 1st Go. Now on the right side, enter the number of contestants you would like to bring back to the Short/Final Go, in this example, it is 5, when you do that it checks the top 5 entries in the top grid. Now click the Load button on the Right side, and the top 5 will load down to the lower grid in the order they placed in the 1st Go. Type the Title for the Go in the Go Name box, you will see it go in the grid highlighted in yellow. Now in lower right, select the order you wish to bring them back in, The Highest to Lowest and Lowest to Highest options are RANK (Not Times or Scores) so selecting Lowest to Highest, will put the 5th place out 1st in the short / Final Go. The lower grid is a WYSIWIG (What You See Is What You Get) so what you see after selecting an order option is what you will get when you click CREATE GO.

Menu

- Setup (Setup your Show(s))
- Entry (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)
- Association (Manage your Assoc.)
- Help
- Exit

Show: Smithers Fall Fair Rodeo

Events (Select the events for the go)

Selected	Event	Frnt
<input type="checkbox"/>	Bareback	
<input type="checkbox"/>	Tie Down Roping	
<input type="checkbox"/>	Saddle Bronc	
<input checked="" type="checkbox"/>	Ladies Barrel Roping	
<input type="checkbox"/>	Steer Wrestling	
<input type="checkbox"/>	Open Breakaway	
<input type="checkbox"/>	Team Roping	
<input type="checkbox"/>	Jr Barrels	
<input type="checkbox"/>	Jr Steer Riding	
<input type="checkbox"/>	Jr Breakaway Roping	
<input type="checkbox"/>	Fee Wee Barrels	
<input type="checkbox"/>	Bull Riding	

Load Contestants

Only entries with valid Time or Score (No N/T's or T/O's)

Only entries in each event

Include Team # in grouping

Load Contestants

Create Go's

Selected	Count	# Pen	Time	Contestant	# of Entries (On)	Rating	Team #
<input checked="" type="checkbox"/>	1	0	17.444	Beier, Candace	1	0	0
<input checked="" type="checkbox"/>	2	0	17.555	Wills, Brooke	1	0	0
<input checked="" type="checkbox"/>	3	0	17.673	Bartlett, Jordan	1	0	0
<input checked="" type="checkbox"/>	4	0	17.758	Zanette, Courtney	1	0	0
<input checked="" type="checkbox"/>	5	0	17.77	Bell, Kristin	1	0	0
<input type="checkbox"/>	6	0	17.87	Marshall, Meagan	1	0	0
<input type="checkbox"/>	7	0	17.9	Lang, Pam	1	0	0
<input type="checkbox"/>	8	0	18.234	Wills, Brett	1	0	0
<input type="checkbox"/>	9	0	18.238	Geward, Odessa	1	0	0
<input type="checkbox"/>	10	0	18.444	Smith, Madison	1	0	0
<input type="checkbox"/>	11	0	18.762	James, Laura	1	0	0
<input type="checkbox"/>	12	0	18.888	Hyde, Judy	1	0	0
<input type="checkbox"/>	13	0	18.899	Stenike, Kasey	1	0	0
<input type="checkbox"/>	14	0	18.999	Wills, Madeline	1	0	0
<input type="checkbox"/>	15	n	19.173	M.A.A.B.E. C...	n	n	n

Selection

Top n

Top n %

5

Load

Exp to Excel

Go Name: Ladies Barrel Race Finals Go **3/16/2015**

Assign to location:

	Go 1	Go 2	Go 3	Go 4	Go 5	Go 6	Go 7
1	Bareback						
2	Tie Down Roping						
3	Saddle Bronc						
5	Ladies Barrel Roping	Ladies Barrel Race Finals Go					
	Steer Wrestling						

Go will be assigned here >>>

# Pen	Time	Contestant	Rating	Team #	# of Entries (On)
0	17.77	Bell, Kristin	0	0	1
0	17.758	Zanette, Courtney	0	0	1
0	17.673	Bartlett, Jordan	0	0	1
0	17.555	Wills, Brooke	0	0	1
0	17.444	Beier, Candace	0	0	1

Order

Highest to Lowest

Reverse to Highest

Lowest to Highest

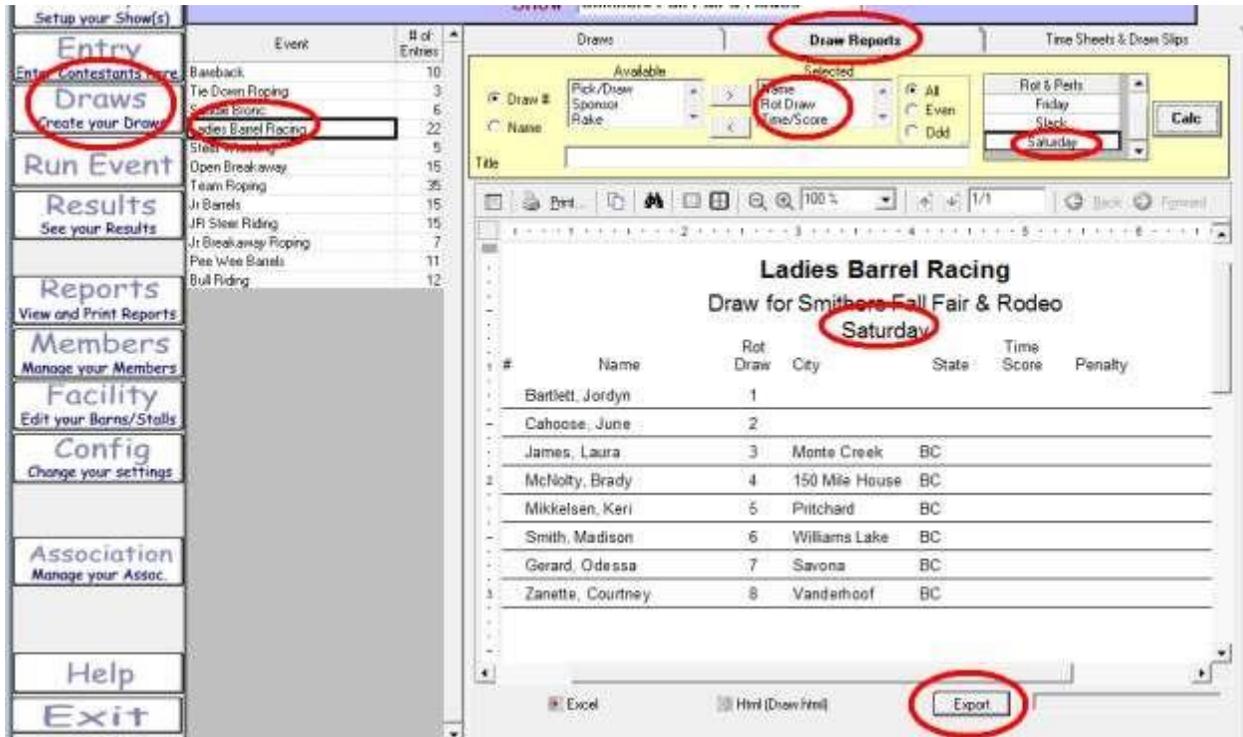
Reverse Draw Order

Include "DN" in Draw

Create Go

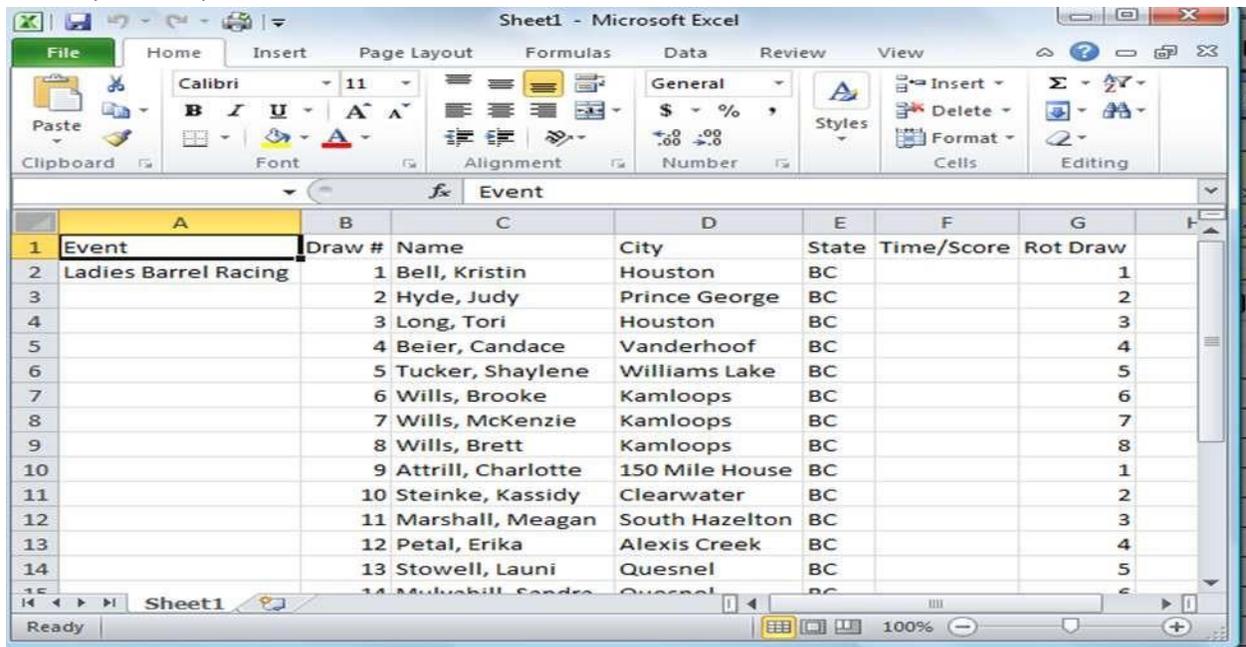
Return

Here is a sample of a DRAW REPORT; this Draw Report is exportable to Excel if you need it to build your Day Sheets and Judges Sheets in your own format. See below.

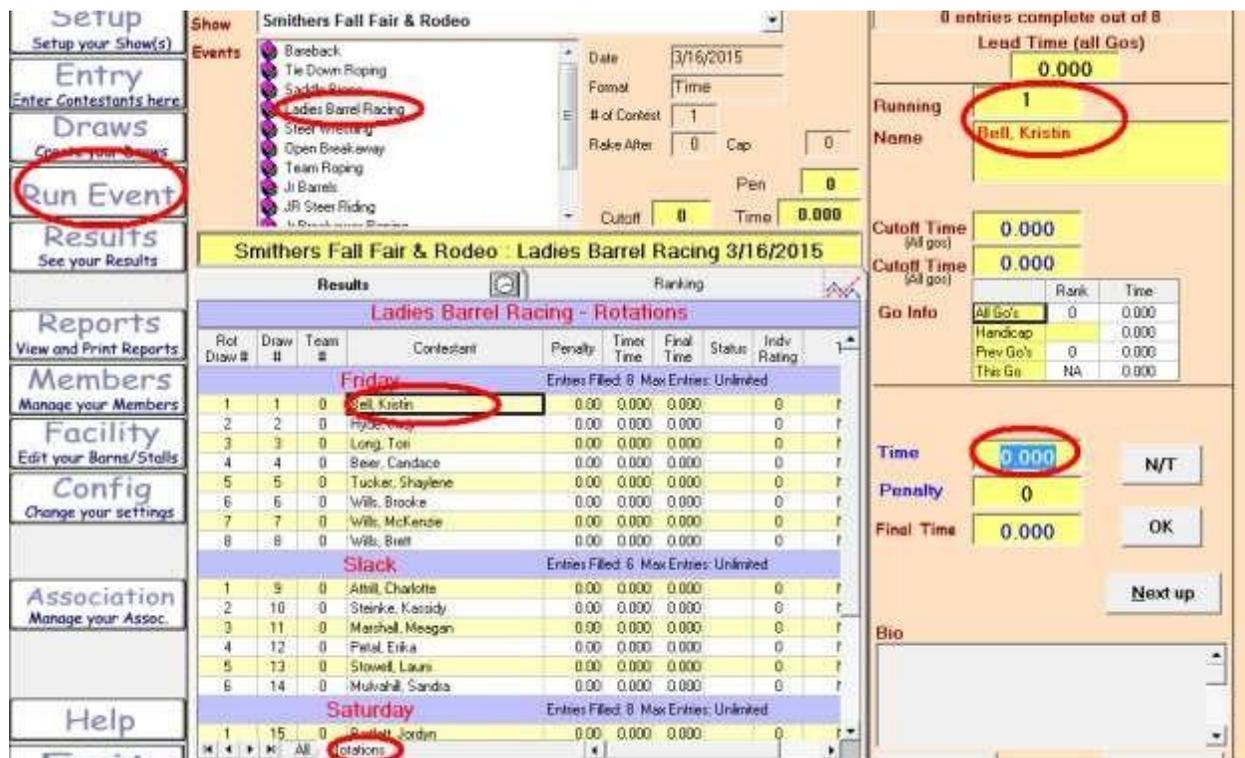


You control what comes up in this report by selecting what you want in the Available side and moving to the Selected side, and clicking CALC button.

Excel Export Sample



On to the Run Event Screen,



Click the Run Event Main Menu button, select the Event, you can select either the Rotations view tab to see the rodeo displayed by Perfs, or the ALL to see the whole rodeo with NO Perfs. Select the contestant, that will load the contestant or team to the upper right, click in the Time Box , Enter Time, and then click OK if a valid time, or N/T if a No Time, or a Buck Off, and then click NEXT UP button to bring up the next contestant in the order.

If the order in the arena changes as is typical in the rough stock events, just click the active contestant in the grid, and that entry will load to the right side, enter time or score, OK or N/T and then either Next up, or select the next contestant in the grid carry on with your event.

If you select the Ranking tab at the top of the contestant Grid, it will display the current placing of event.

The Lead Time box at the upper right will display the Leading Time/Score for the event, and if you are running the 2nd or subsequent Go's will display the leader of the event at that point.

Make sure when your event is over that any 0.00 times are marked as N/T in the grid. If not select the contestant, and then click the N/T button and Next up to set in the data grid, RECHECK your times!

Setup
Setup your Show(s)

Entry
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

Association
Manage your Assoc.

Help

Show: **Smithers Fall Fair & Rodeo**

Events: **Ladies Barrel Racing**

Date: 3/16/2015
Format: Time
of Contest: 1
Rake After: 0 Cap: 0
Pen: 0
Cutoff: 0 Time: 0.000

Smithers Fall Fair & Rodeo : Ladies Barrel Racing 3/16/2015

Results

Draw #	Team #	Contestant	Penalty	Timer Time	Final Time	Status	Indv Rating	Team
1	0	Bell, Kristin	0.00	17.770	17.770	OK	0	None
2	0	Hyde, Judy	0.00	18.088	18.088	OK	0	None
3	0	Long, Tori	0.00	17.900	17.900	OK	0	None
4	0	Beier, Candace	0.00	17.444	17.444	OK	0	None
5	0	Trucker, Shaylene	0.00	19.770	19.770	OK	0	None
6	0	Wils, Brooke	0.00	17.555	17.555	OK	0	None
7	0	Wils, McKenzie	0.00	18.933	18.933	OK	0	None
8	0	Wils, Brett	0.00	18.234	18.234	OK	0	None
9	0	Atrial, Charlotte	5.00	17.220	22.220	OK	0	None
10	0	Shenke, Cassidy	0.00	18.899	18.899	OK	0	None
11	0	Marshall, Meagan	0.00	17.870	17.870	OK	0	None
12	0	Petal, Erika	0.00	0.000	0.000	N/T	0	None
13	0	Stowell, Lauri	0.00	19.345	19.345	OK	0	None
14	0	Mulvihill, Sandra	0.00	19.123	19.123	OK	0	None
15	0	Bartlett, Jordyn	0.00	17.673	17.673	OK	0	None
16	0	Cahoose, June	0.00	0.000	0.000	N/T	0	None
17	0	James, Laura	0.00	18.762	18.762	OK	0	None
18	0	McNolly, Brady	10.00	17.011	27.011	OK	0	None
19	0	Mikkelsen, Ken	0.00	19.643	19.643	OK	0	None

Lead Time (all Gos)
17.444

Running

Name

Cutoff Time (All gos)
0.000
-4.000

Go Info

	Rank	Time
All Go's		0.000
Handicap		0.000
Play Go's		0.000
This Go		0.000

Time 0.000 **N/T**

Penalty 0

Final Time 0.000 **OK**

Next up

Bio

Now on to your results; click the Results button on the Main Menu, select your event, move anything you want to have in the report from the available box to the selected box, click Calculate, and the report will come up.

Menu

Setup
Setup your Show(s)

Entry
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

Association
Manage your Assoc.

Help

Results

Shows: ABC RODEO 1, K CRANCH DEMO, Smithers Fall Fair & Rodeo

Events: **Ladies Barrel Racing**

Available: Block, Draw, Points, All Points, Penalty, Handicap

Selected: Rank

Sort: Rank, Go Report, Draw, Use "Dr" gos

Calculate **Print** **Excel**

Smithers Fall Fair & Rodeo
Ladies Barrel Racing

Rank	Name	Final Time
1	Beier, Candace	17.444
2	Wils, Brooke	17.555
3	Bartlett, Jordyn	17.673
4	Zanette, Courtney	17.758
5	Bell, Kristin	17.770
6	Marshall, Meagan	17.870
7	Long, Tori	17.900
8	Wils, Brett	18.234
9	Gerard, Odessa	18.238
10	Smith, Madison	18.444
11	James, Laura	18.762

To enter points and Payoff amounts in the events click the payouts and points Tab at the top of the screen.

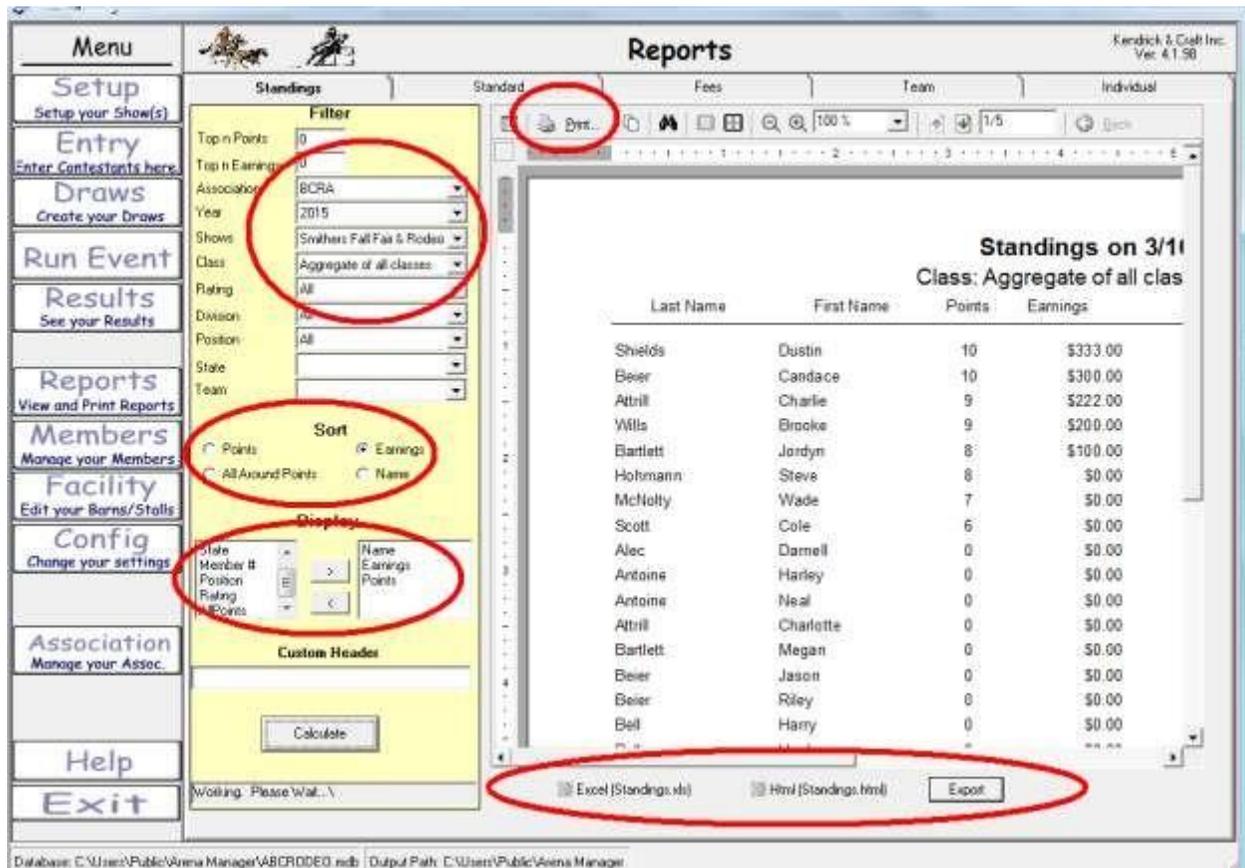
Rank	Earnings	Points	All Round Points	Score	Member #	Contestant	Position	Stock	Fees
1	\$300.00	10.00	0.00	17.444	3757	Beier, Candace	10	\$61.00	\$61.00
2	\$200.00	9.00	0.00	17.555	2609	Wills, Brooke	9	\$61.00	\$61.00
3	\$100.00	8.00	0.00	17.673		Bartlett, Jordyn	8	\$61.00	\$61.00
4	\$0.00	0.00	0.00	17.758	3427P	Zanette, Courtney	7	\$61.00	\$61.00
5	\$0.00	0.00	0.00	17.770	2972	Bell, Kristin	6	\$61.00	\$61.00
6	\$0.00	0.00	0.00	17.870	3881	Marshall, Meagan	5	\$61.00	\$61.00
7	\$0.00	0.00	0.00	17.900	3541	Long, Tori	4	\$61.00	\$61.00
8	\$0.00	0.00	0.00	18.234	2927	Wills, Brett	3	\$61.00	\$61.00
9	\$0.00	0.00	0.00	18.238	3086	Gerard, Odessa	2	\$61.00	\$61.00
10	\$0.00	0.00	0.00	18.444	2940	Smith, Madison	1	\$61.00	\$61.00
11	\$0.00	0.00	0.00	18.762	1773	James, Laura		\$61.00	\$61.00
12	\$0.00	0.00	0.00	18.888	516	Hyde, Judy		\$61.00	\$61.00
13	\$0.00	0.00	0.00	18.899	3746	Steinke, Cassidy		\$61.00	\$61.00
14	\$0.00	0.00	0.00	18.903	2926	Wills, McKenize		\$61.00	\$61.00
15	\$0.00	0.00	0.00	19.123	1995	Mulvihill, Sandra		\$61.00	\$61.00
16	\$0.00	0.00	0.00	19.345	2990	Stowell, Leoni		\$61.00	\$61.00
17	\$0.00	0.00	0.00	19.770	2468	Tucker, Shaplene		\$61.00	\$61.00
18	\$0.00	0.00	0.00	19.843	886	Mikkelsen, Keri		\$61.00	\$61.00
19	\$0.00	0.00	0.00	22.220	109	Abril, Charlotte		\$61.00	\$61.00
20	\$0.00	0.00	0.00	27.011	2144	Moholy, Brady		\$61.00	\$61.00
No Time Disqualified									
0	\$0.00	0.00	0.00	0.000		Cahoon, June		\$61.00	\$61.00
0	\$0.00	0.00	0.00	0.000	2996	Petal, Enka		\$61.00	\$61.00

Click back to the Results tab – select the fields you want in your report and Calculate again to build the new report.

Rank	Membership	Name	Earnings	Points	Final Time
1	3757	Beier, Candace	\$300.00	10	17.444
2	2609	Wills, Brooke	\$200.00	9	17.555
3		Bartlett, Jordyn	\$100.00	8	17.673
4	3427P	Zanette, Courtney	\$0.00	0	17.758
5	2972	Bell, Kristin	\$0.00	0	17.770
6	3881	Marshall, Meagan	\$0.00	0	17.870
7	3541	Long, Tori	\$0.00	0	17.900
8	2927	Wills, Brett	\$0.00	0	18.234
9	3086	Gerard, Odessa	\$0.00	0	18.238
10	2940	Smith, Madison	\$0.00	0	18.444
11	1773	James, Laura	\$0.00	0	18.762
12	516	Hyde, Judy	\$0.00	0	18.888
13	3746	Steinke, Cassidy	\$0.00	0	18.899

These reports are printable, and also export to Excel, the actual report that you see (with the light yellow background, is actually a web page you can copy and paste to a web editor/or into an email if you are not using the KCI / Association/Producer Web services.

A brief overview of the report available to for developing All Round reports by either points, or earning at the rodeo.



For an all round report for this rodeo, we would select the Sanctioning Assoc for the rodeo, the Rodeo , Class selection would be “Aggregate of all Classes”, the Sort selection would be Earnings, and the information selected for the report would be Name, Earnings, and Points (if you want to see points)

The filtering available for these reports is very robust, especially if you (or your Sanctioning Association) have established divisions for your contestants. If some members have been assigned to a Rookie Division, you can generate a report that ranks “Rookies” earnings for the rodeo, if that is a report you need.

The KCI/Arena Management support team is always available to assist you with recommendations of how to set your membership data up to take full advantage of the reporting capabilities of Arena Management. There are very few Association that have EXACTLY the same requirements for reports, so an in-depth discussion is always a best course of action to get it right in the beginning.

Rodeo Secretary special features;

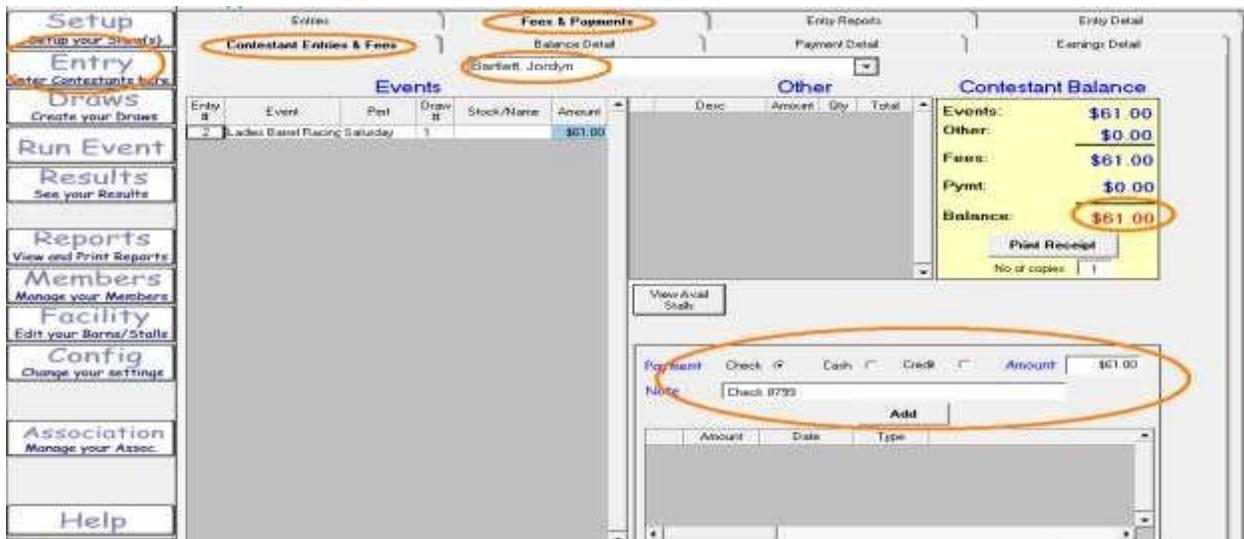
Fees and Payments for contestants

You can develop receipts, either on an individual contestant basis, or print a full batch of receipts for the rodeo. In the fees and payments section you can record payments by contestants.

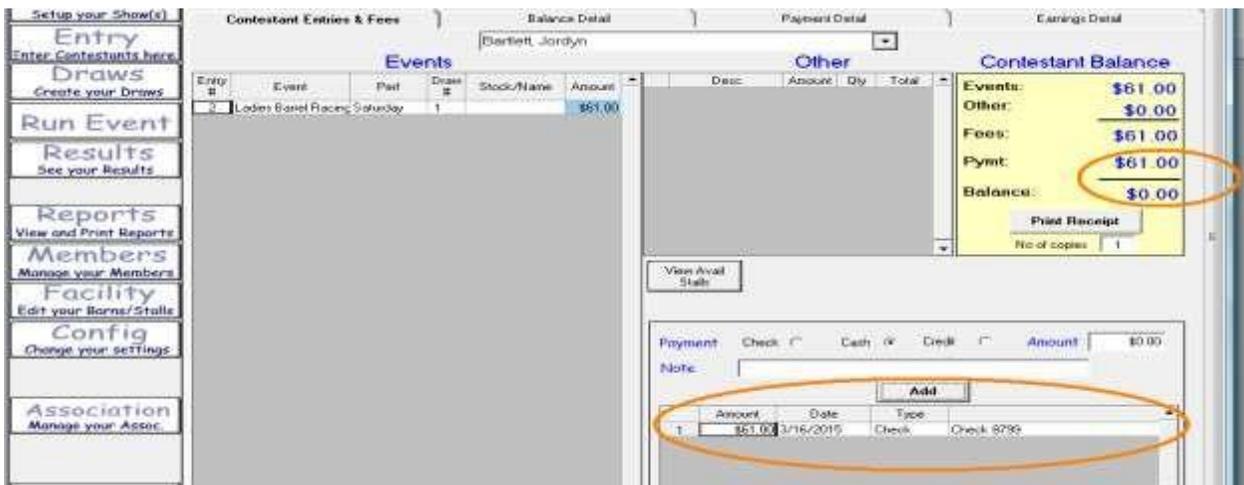
You can get a balance due report, that shows ALL contestants entered in the Rodeo.

There is also a report available to you that shows ALL payment that have been entered in the software.

1st load up an event and either click on a entered contestant, or select a contestant from the drop down at the top of the screen.



The display will show all events entered by the contestant, show a balance due, and a place (lower right) to enter a payment. Select the payment Type [Cash / Credit] type in the amount, and click [Add]



If paid in full, balance will change to \$0, and you can Print a receipt (sample on next page)

Sample Receipt

Receipt for: Bartlett, Jordyn
 3/16/2015 2:00:58 PM
 Smithers Fall Fair & Rodeo

Events Entered

Ladies Barrel Racing Perf: Saturday Draw: 1 \$61.00
Total Events: \$61.00

Other Fees

Total Others: \$0.00

Payments

Check 3/16/2015 \$61.00
 Check 8799
Total Payments: \$61.00

Balance

Balance: \$0.00

Thank you! from ABC RODEO ASSOC

You can produce a Balance Report for the rodeo. It will list ALL contestants, balances in WHITE are paid in full, and in **RED** have a balance due. You can also Print a receipt for ALL contestants, if you like to have them in packets prior to the rodeo.

Show Entry Kendrick & Craft Inc
Ver. 4.1.98

Menu

Setup **Setup your Show(s)** Contestant Entries & Fees **Fees & Payments** Entry Reports Entry Detail

Entry **Enter Contestants here** Balance Detail Payment Detail Earnings Detail

Draws **Create your Draws**

Run Event

Results **See your Results**

Reports **View and Print Reports**

Members **Manage your Members**

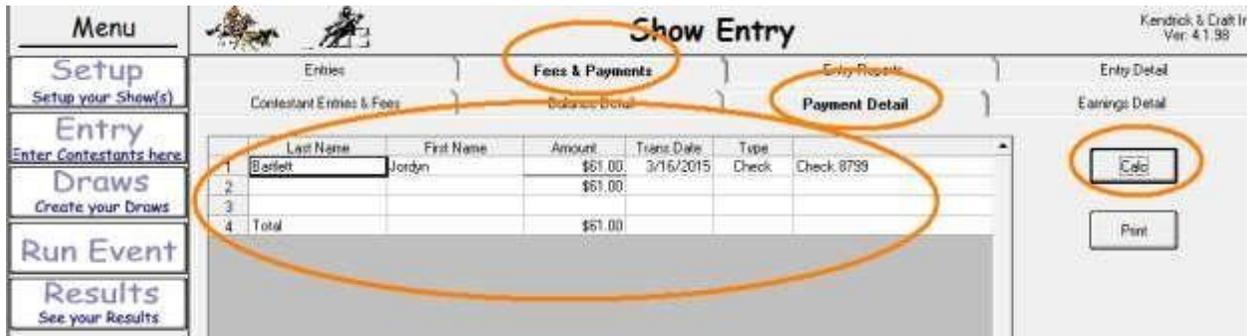
Facility **Edit your Barns/Stalls**

	Name	Fees	Payments	Applied Earnings	Balance
1	Alec, Darrell	\$20.00	\$0.00	\$0.00	\$20.00
2	Antonie, Haley	\$25.00	\$0.00	\$0.00	\$25.00
3	Antonie, Neal	\$130.00	\$0.00	\$0.00	\$130.00
4	Ahtill, Charlie	\$161.00	\$0.00	\$0.00	\$161.00
5	Ahtill, Charlotte	\$126.00	\$0.00	\$0.00	\$126.00
6	Bartlett, Jordyn	\$61.00	\$61.00	\$0.00	\$0.00
7	Bartlett, Megan	\$21.00	\$0.00	\$0.00	\$21.00
8	Beer, Candace	\$61.00	\$0.00	\$0.00	\$61.00
9	Beer, Jason	\$130.00	\$0.00	\$0.00	\$130.00
10	Beer, Riley	\$10.00	\$0.00	\$0.00	\$10.00
11	Bell, Harry	\$130.00	\$0.00	\$0.00	\$130.00
12	Bell, Hugh	\$130.00	\$0.00	\$0.00	\$130.00
13	Bell, Kristin	\$191.00	\$0.00	\$0.00	\$191.00
14	Bell, Kyle	\$195.00	\$0.00	\$0.00	\$195.00
15	Beisham, Taylor	\$130.00	\$0.00	\$0.00	\$130.00
16	Bily, Brianna	\$45.00	\$0.00	\$0.00	\$45.00
17	Bloomfield, Rhett	\$20.00	\$0.00	\$0.00	\$20.00
18	Brackman, Testan	\$45.00	\$0.00	\$0.00	\$45.00

Total # of Contestants entered: 119
 Total # of Contestants with balances: 117
 Total Balance due: \$10,498.00

Printing ALL will print a individual receipt for ALL entered contestants

Also available in the Fees and Payments section is a PAYMENT DETAIL REPORT.



This report will list ALL payments recorded for the Rodeo, and calculate a total received.

This is a useful to for balancing your books for the rodeo, and can be used as a report to accompany your deposit slip.

The Arena Management program also will produce a list of all the check that need to be made for the winning contestants, AND if you have configured your program to do so can PRINT all the checks for your rodeo. The program is set up to print" voucher "style checks. The checks are in 3 sections to a page, the top 1/3rd is the actual check, the 2 sections in the lower 2/3rds of the page are "Audit copies.

Again we recommend you contact KCI/Arena Management support to assist in getting this function correctly set up.



When the list of checks that need to be printed, select unprinted, put in your starting check number.

Make sure your checks are in the printer and in the PROPER order for that printer's feed method.

After checks are printed, the page will reflect the time printed, and the check number. The program will print a separate check for EACH event that a contestant wins money in, It WILL NOT combine winnings and produce a single check for ALL money earned at a rodeo.

	Last Name	First Name	Memo	Amount	Print Check	Print Date	Check Number	Type	No.
1	Aitell	Charlie	Steer Wrestling Rank: 2	\$222.00	<input type="checkbox"/>	3/16/2015 2:36:37 PM	2567	S	
2				\$222.00					
3									
4	Bartlett	Jordyn	Ladies Barrel Racing Rank: 3	\$100.00	<input type="checkbox"/>	3/16/2015 2:36:37 PM	2568	S	
5				\$100.00					
6									
7	Beier	Candace	Ladies Barrel Racing Rank: 1	\$300.00	<input type="checkbox"/>	3/16/2015 2:36:37 PM	2569	S	
8				\$300.00					
9									
10	Shields	Dustin	Steer Wrestling Rank: 1	\$333.00	<input type="checkbox"/>	3/16/2015 2:36:37 PM	2570	S	
11				\$333.00					
12									
13	Witt	Brooke	Ladies Barrel Racing Rank: 2	\$200.00	<input type="checkbox"/>	3/16/2015 2:36:37 PM	2571	S	
14				\$200.00					
15									
16				\$1,155.00					

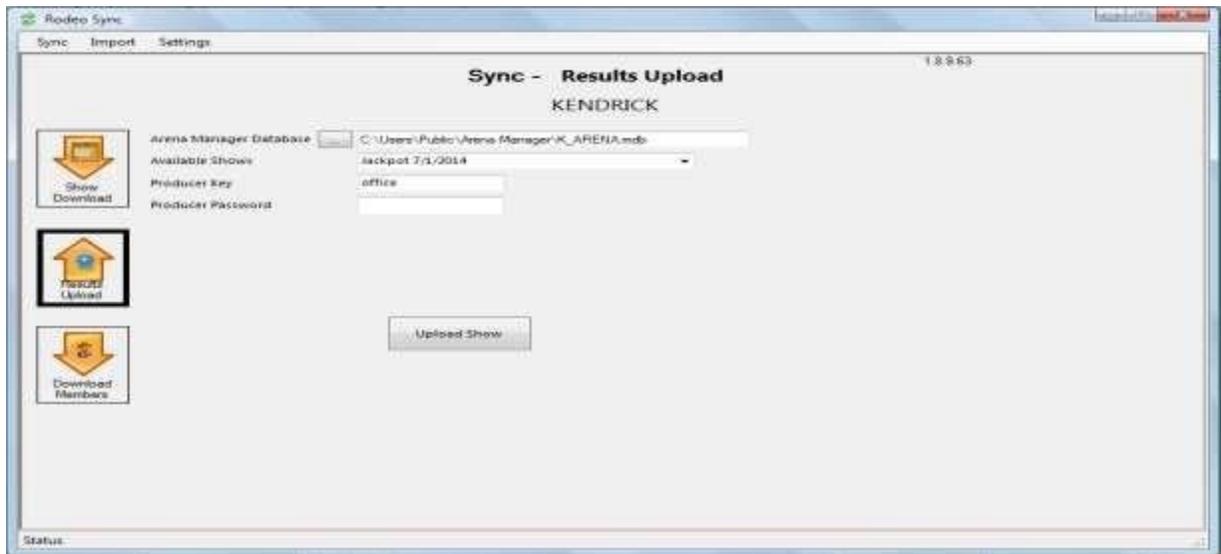
Just a quick look at some of the features in the Members Section of Arena Management.

Event Name	Event Name	Date	Units	Time	It Permet	Stock	Earnings	Points
1	Snithers Fall Fair & Rodeo	Ladies Barrel Racing	3/16/2015	4	17:44:4	0	\$300.00	10

The tabs in the lower section allows you to look at the [members history] in your database, Ratings & Divisions, and membership numbers for the contestant, and a recap of points and earnings.

AFTER the Rodeo – for KCI/Assoc/Producer Web Services users.

Bring up RODEO SYNC,



Connect to your database, select the rodeo you wish to upload, enter the Assoc Key, Producer Key and Password assigned by your administrator, and click the Upload Show button.

The upload will take a couple of minutes, and will let you know on the status bar at bottom, when it is complete.

Your rodeo results are now on the server and available for publication to the web. Your Association administrator or you, if using our web services for audit points/earnings if applicable. The Web services pages will display season points and earnings automatically, and provide individual rodeo results.

For more information on the KCI/Assoc/Producer Web Services please download the Manual/Overview



[CLICK ABOVE FOR ASSOCIATION PRODUCER WEB GUIDE](#)



**Administrative Guide for
KCI/ RODEO ENTRY**

KCI / Rodeo Entry (ONLINE AND CALL CENTER)

KCI / Rodeo Central Entry FOR BUDDY GROUP/PRIORITY RODEO DRAWS

[CLICK ABOVE FOR RODEO ENTRY GUIDE](#)

NOTES FOR RODEO PRODUCER SECRETARIES – This information will be provided by the administrator of the respective association.

YOUR PRODUCER KEYS FOR RODEO/SHOW RESULTS UPLOAD

ASSOC NAME _____ EACH RODEO/SHOW WILL HAVE A UNIQUE

YOUR PRODUCER KEYS FOR RODEO/SHOW RESULTS UPLOAD

ASSOC NAME _____ PRODUCER KEY _____ PRODUCER PASSWORD _____

ASSOC NAME _____ PRODUCER KEY _____ PRODUCER PASSWORD _____

YOUR PRODUCER KEYS FOR MEMBER DOWNLOAD FROM ASSOCIATIONS

ASSOC NAME _____ DOWNLOAD KEY _____ DOWNLOAD PASSWORD _____

Note: the DOWNLOAD KEY and DOWNLOAD PASSWORD you will get from the respective associations, and they will change from time to time.