



# WEB SERVICES for Rodeo/ Equine Associations/Event Producers/Clubs

NOW WITH DIVISIONAL REPORTING FOR BARREL RACING



## Administrative Guide for

### **KCI / Association / Producer Manager**

Now with MEMBER CONTACT Individual and Group email services

### **KCI / Online Entry Services**

RODEO SYNC for uploading results, downloading entries, and getting member data to producers

### **KCI / Rodeo Entry (ONLINE AND CALL CENTER)**

### **KCI / High School / Jr Rodeo Entry**

### **Association Members Web Services**

### **KCI / Rodeo Central Entry**

Now with Entered Contestant Contact Individual and Group email services for emailing draws, and special Event notices

ALL SERVICES ARE: Cloud based – reachable anywhere, anytime via web or mobile interfaces,  
High availability – to ensure the best availability for customers Load Balanced – for increased performance, 99.95% Uptime – High uptime for system reliability

*A word from us:*

*As you will see in this guide, the KCI collection of software services covers a multitude of association/producer equine disciplines, including but not limited to Jr/High School Rodeo, Amateur Rodeo, Barrel Racing, Team Penning/Sorting, Gymkhanas.*

*The KCI suite provides the Association or Producer to have an effective affordable tool to manage the operation of both production and association activities, and provide integrated online components. The software services include an outward facing web interface for publishing draws, results, and standings by event, and all-round, by either points or money earned. It lets you provide a “member portal” for your member’s personal performance records, which builds your brand, and enhances contestant loyalty to your venues. The suite allows you to pick and choose the components that you need, and all of the components are able to stand alone, or work with our KCI / Arena Management Software which has been used across the industry for over 16 years by associations and producers, large and small.*

*We hope you will find our services to be the most affordable, robust software for your production/association /club management needs.*

*If your discipline is not included in this guide, or you have specific issues unique to your discipline, please give us a call to let us answer your questions. KCI OFFICE/SUPPORT  
509-826-3668*

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Now with [CONTESTANT CONTACT](#) Individual and Group email services

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RODEO CENTRAL ENTRY (PRIORITY DRAWS) NOW IN SEPARATE  
MANUAL ON [WWW.ARENAMANAGEMENTSOFTWARE.COM](http://WWW.ARENAMANAGEMENTSOFTWARE.COM)

[RODEO SYNC](#) [PAGES 61-62](#)

**Rodeo Sync** will replace the download/upload functions below as we move existing users to the cloud based management tools.

[Download to Arena Management Direct](#) / Use this if NOT using the KCI/Rodeo Central Entry system, this is typically used for non-priority draw rodeos, most Junior/High School Rodeo, and smaller 1 day open rodeos where a random priority draw is not required.

[Download to KCI/Rodeo Central Entry system](#) / Use this for using Central Entry V.1.23 – Note: Central Entry V1.23 is approaching End of life cycle, NEW USERS WILL use the RODEO CENTRAL ENTRY (PRIORITY DRAWS) [Pages 63-70](#) Existing USERS will be transitioned to web/cloud based RODEO CENTRAL ENTRY (PRIORITY DRAWS) at an appropriate time for their schedule  
Links for representative web display pages for:

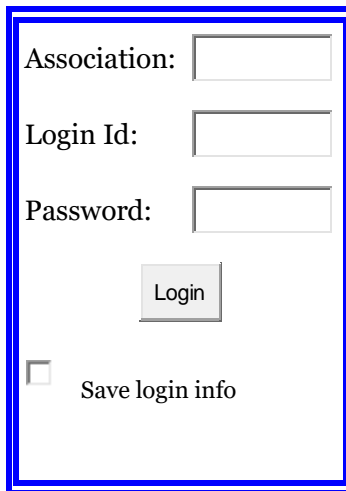
[Results](#) - [High School Rodeo Entries](#) - [Jr Division Rodeo Entries](#)

[Online Rodeo Entries](#) - [Barrel Race Entries](#)

# Setting up your Association Information

Log in to the administration site typically it will be [assocmgr.kcirodeo.net](http://assocmgr.kcirodeo.net)

Already a user, sign in here...



Association:

Login Id:

Password:

☐ Save login info

Enter the Assoc information, usually the initials of your association

Enter the LoginID, and the password. These were created by you when you purchased and setup your association account, or were assigned by KCI support, or your association administrator.




KC Ranch

Period: None

Welcome, KCRanch

[Association](#)
[Members](#)
[Stock](#)
[Producers](#)
[Online Setup](#)
[Online Entry](#)
[Show Manager](#)
[Central Entry](#)
[Site Services](#)
[Reports](#)
[Config](#)
[Logout](#)



KCI Association Manager

Association Member

Dashboard

Account


Detail

Users

Expenses

Reports

## The Dashboard will present an overview of your basic Assoc / producer information



**Members**

	Count
Total number of Members	2396
Eligible Members	680
InEligible Members	1716

**Shows**

	Count	Amount
Active Shows	0	\$0.00
In-Active Shows	0	\$0.00

**Memberships**

	Count	Amount
Membership Dues	826	\$109,434.00
Members without Memberships	0	
Member Payments	0	\$0.00

Revenue / Membership revenue by type / Membership Count by type

Case Services			
Name	Description	Amount	Status
Administrative Services - Administrative	Administrative	\$1,000.00	PAID
Annual Subscription 100 - 100 members	Annual Membership services 100 1000 members - Online entry systems additional fee per entry	\$1,000.00	PAID
Annual Subscription 100 - 1000 members	Annual Membership services 100 1000 members - Online entry systems additional fee per entry	\$1,000.00	PAID
Annual Subscription 1000 - 1000 members	Annual Membership services 1000 1000 members - Online entry systems additional fee per entry	\$1,000.00	PAID
1 year Support	1 year of telephone support - Business hours	\$1,000.00	PAID
2 year Support	2 years of telephone support - 24/7 - Business hours	\$1,000.00	PAID
3 year Support	3 years of telephone support 24/7 - Business hours	\$1,000.00	PAID

Purchased Services					
Service Type	Name	Amount	Confirmation	Purchase Date	Expiration Date
Case	Administrative - Annual Subscription for Membership	\$1,000.00	ACMG21000	07/25/14	07/25/15
Case	1 yr Support	\$1,000.00	ACMG21004	09/16/14	09/16/15
Case	2 year Support	\$2,000.00	ACMG21004	09/16/14	09/16/16

Selected Service		
Purchase		
Other Services Due		
Service	Amount Due	Status
Business Day Rates	\$10.00	Total Entries - 20 - 1 Day Rate
INFLUENT REQUEST PROCEED	\$10.00	Total Entries - 10 - 1 Day Rate
Police Records	\$10.00	Total Entries - 10 - 1 Day Rate
New State	\$10.00	Total Entries - 1 - 1 Day Rate
Records 1	\$10.00	Total Entries - 1 - 1 Day Rate
Printed Record	\$10.00	Total Entries - 1 - 1 Day Rate
New State	\$10.00	Total Entries - 1 - 1 Day Rate
Record Book	\$10.00	Total Entries - 10 - 1 Day Rate
Searchable Records Sample	\$10.00	Total Entries - 1 - 1 Day Rate
Records Quality Check Sample	\$10.00	Total Entries - 10 - 1 Day Rate

## Detail

Name	KCI
Address 1	262 Johnson Creek Rd
Address 2	
City	Riverside
State	WA
Zip	98849
Contact Name	Jerry Kendrick
Phone 1	(509) 826-3668
Phone 2	( ) -
Email	support@arenamanagement.com
Web Site	www.arenamanagementsc.com
Association Key (for online shows)	KCI
Association Password (for online shows)	*****

## Users

Allows administrator to add users and allow/limit access to various sections for individual users

	Admin	AR	Association	Members	Horses	Results	Producers	Online Setup	Online Entry	Show Manager	Central Entry	Site Services	Reports
Solid Delete	A												
Solid Delete	m												
Solid Delete	e												
Solid Delete	a												
Solid Delete	s												
Solid Delete	r												
Solid Delete	t												
Solid Delete	c												
Solid Delete	v												
Solid Delete	b												
Solid Delete	n												
Solid Delete	j												
Solid Delete	i												
Solid Delete	o												
Solid Delete	u												

Add New User

Login Name \_\_\_\_\_

Password \_\_\_\_\_

Permission

- ☐ Full Access to all menu items
- ☐ Access to all menu items except Association User and Association Account
- ☐ Access to only Association menu items
- ☐ Access to only Member menu items
- ☐ Access to only Horses menu items
- ☐ Access to only Results menu items
- ☐ Access to only Producers menu items
- ☐ Access to only Online Entry menu items
- ☐ Access to only Online Setup menu items
- ☐ Access to only Show Manager menu items
- ☐ Access to only Central Entry menu items
- ☐ Access to only Site Services menu items
- ☐ Access to only Reports menu items

[Add]

## Expenses

Allows for the entry of expenses for a Show/Rodeo, and a basic recap and total expenses for the associations Shows/Rodeos

		Total Expenses: \$1,100.00															
Name	Description	Edit	Title	Description	Date	Amount	Category	To	Type	Address	City	State	Zip	Contact	Phone	Fymt Date	
		<a href="#">Edit</a>	Arena Rental	Jr Allstate Rodeo	06/11/2013	\$900.00	Rental	John Smith	CC							06/08/2013	<a href="#">Delete</a>
		<a href="#">Edit</a>	Shavings	Jr Allstate Rodeo	06/11/2013	\$200.00	Supplies	farrn-and-home	CC							06/08/2013	<a href="#">Delete</a>

Add

## Reports

Period 2016

**Memberships**

Membership All

Membership Summary

Membership Detail

**Member Payments**

Payments Received

**Shows**

Online Show Income

Online Show Expense

Membership Summary	
Reporting Period:	2016
2015 Full	\$12,848.00
2015 Full Junior	\$2,112.00
Life	\$150.00
	1

Association Config Members Stock Producers Online Setup Online Entry Show Manager Central Entry Site Services Reports Logout

Association - Reports

Period 2015

**Memberships**

Membership All

Membership Summary

Membership Detail

**Member Payments**

Payments Received

**Shows**

Online Show Income

Online Show Expense

Membership Detail					
Reporting Period: 2016					
Name		Membership	Notes	Membership Start	Amount
Taylor	Cook	2015 Full		07/01/2015	\$176.00
Lamar	Cox	2015 Full		07/01/2015	\$176.00
Coney	Heath	2015 Full		07/01/2015	\$176.00
Mitchell	Hill	2015 Full		07/01/2015	\$176.00
Stephen	Land	2015 Full		07/01/2015	\$176.00
Debra	Land	2015 Full		07/01/2015	\$176.00

Period 2015

**Memberships**

Membership All

Membership Summary

Membership Detail

**Member Payments**

Payments Received

**Shows**

Online Show Income

Online Show Expense

Member Payments							
Name		Member #	Confirmation	Pay Type	Amount	Pay Date	Notes
Abell	Presley	1434	Import	Cash	\$110.00	07/11/2014	Paid DD 2/4/14
Abriol	Dunhill	1081	Import	Credit	\$110.00	07/10/2014	DD 29/6/14
Acton	Renee	933	Import	Credit	\$110.00	08/26/2014	DD 22/8/2014
Adams	Brittany		Import	Cash	\$22.00	03/25/2015	Cloncurry 3/8/14
Adams	Brittany		Import	Cash	\$11.00	08/13/2014	Paid Richmond 28/07/2014
Adams	Brittany		Import	Cash	\$11.00	09/02/2014	PD Taroom 20/7/2014
Adams	Crystal	1555	Import	Cash	\$55.00	03/05/2015	Paid Cloncurry 28/2/15
Adams	Grace	1597	MPAD14054981J	CA	\$88.00	06/03/2015	Cloncurry 23/5/15

**Memberships**

Membership: **All** ▼

Period: **All** ▼

[Membership Income](#)

**Shows**

[Online Show Income](#)

[Online Show Expense](#)

1 of 1 100% Find | Next

**Barrel Racing Productions**

**Show Income Report**

Show Name	Amount	Date
EXTRAVAGANZA 2013 JULY	\$ 00	07/18/2013
EXTRAVAGANZA 2013	\$ 00	11/14/2013
July 2014	\$ 00	07/17/2014



## CONFIG

Config	Members
Reporting Periods	
Contact Config	
Member Regions	
Member Divisions	
Show Regions	
Show Series	
Event Classes	
Member Custom Fields	
Memberships	
Membership Card	

The Config menu options will allow for the user to set reporting periods, Contact Configuration ( email settings, build standard templates for communicating with your members), Establish member Regions, Establish Member Divisions, Show Regions, Show Series, Event Classes, Custom member fields, and Lay out for Membership Cards, for your association.

## Reporting Periods

### Config - Reporting Periods

		Name	Start Date	End Date	
<a href="#">Select</a>	<a href="#">Edit</a>	2015	01/01/2015	01/01/2016	<a href="#">Delete</a>

### Add New Period

Name

Start Date  

End Date  

## CONTACT CONFIG

Allows the user to setup and configure their email setting for using the email functions of the application. Allows the user to build and save template email forms for use in emailing the members/contestant in the database. The user writes the email , and copy /paste the Member or Association fields in to the template where they will be inserted into the individual emails that get sent. If you insert the [FirstName] in after your greeting of Hi, each email would go out with the 1<sup>st</sup> name of the recipient in the body of the email

**Email config**

From Email: support@arenamanagementsoftware.com  
 CC Email: [Redacted]  
 Email Server: smtp.ck  
 Email Login: [Redacted]  
 Email Password: [Redacted]  
 Email Port: 25

**These fields allow you to set the email server accounts, and related settings to use your email services from the program**

**Email Templates**

Name	
Membership Renewal	
General Contact	
New Member	
New Shows Announcements	
Results for Members	
Member Membership #	
Member Ratings	
Member Memberships	

**Merge Fields**

**Member Fields**

- [MembershipNumber]
- [FirstName]
- [LastName]
- [Address]
- [City]
- [State]
- [Zip]
- [Email]
- [CellPhone]
- [DOB]
- [Grade]
- [Region]
- [Ratings]
- [Memberships]

**Association Fields Results Fields**

- [AssocName]
- [AssocAddress]
- [AssocCity]
- [AssocState]
- [AssocZip]
- [AssocContact]
- [AssocEmail]
- [AssocPhone]

**Name:** New Member  
**Subject:** [AssocName] membership info

File Edit Insert View Format Table Tools

Hi [FirstName],

Here is your membership number:

[MembershipNumber]

[FirstName] [LastName]

Check out our latest info at our web site:  
 Check it often to what is new.

Sincerely,  
 [AssocName]

Words: 28

This email would look like this when received by the recipient.

**KC Ranch membership info** Inbox x

**support@arenamanagementsoftware.com** 11:15 AM (0 mir  
 to me, dotkd dot

Hi Jerry,

Here is your membership number:

**11**  
**Jerry Kendrick**

Check out our latest info at our web site:  
 Check it often to what is new.

Sincerely,  
 KC Ranch

**MEMBER Region** Allows for making regions to assign **members** to for reporting purposes

- [Association](#) - [Regions](#)

	Region #	Region Name	
<a href="#">Edit</a>	5	Western Australia	<a href="#">Delete</a>
<a href="#">Edit</a>	4	South Australia	<a href="#">Delete</a>
<a href="#">Edit</a>	1	Queensland	<a href="#">Delete</a>
<a href="#">Edit</a>	3	NSW	<a href="#">Delete</a>
<a href="#">Edit</a>	2	Northern Territory	<a href="#">Delete</a>

Add New Region

Name

Number

## Divisions

Will be used to assign member/contestants to a “division” for points and earning reports

- [Association](#) - [Divisions](#)

	Division Name	
<a href="#">Edit</a>	SR Girls	<a href="#">Delete</a>
<a href="#">Edit</a>	SR Boys	<a href="#">Delete</a>
<a href="#">Edit</a>	PW Girls	<a href="#">Delete</a>
<a href="#">Edit</a>	PW Boys	<a href="#">Delete</a>
<a href="#">Edit</a>	JR Girls	<a href="#">Delete</a>
<a href="#">Edit</a>	JR Boys	<a href="#">Delete</a>

Add New Division

Name

## SHOW REGIONS

Allows for building regions to assign rodeos/shows to regions for reporting purposes

> [Association](#) > [Show Regions](#)

	Region #	Region Name	
<a href="#">Edit</a>	2	South	<a href="#">Delete</a>
<a href="#">Edit</a>	1	North	<a href="#">Delete</a>

Add New Region

Name

Number

**Series** build "series" to assign "shows/rodeos to manage series points and earnings reports/standing. Are used to assign "Shows/Rodeos" to a series, to better able filter your earning and points reports for the association.

**Members ( Main INDEX TAB )**

**Summary** is basic recap of member information

**Kendrick Arena**  
Period: 2015

Association Config **Members** Stock Producers Online Setup Online Entry Show Manager Central Entry Site Services Reports Logout

**Members**

- Summary
- Member List
- Member Master/Detail
- Member Contact
- Member Payment
- Assign Ratings
- Assign Memberships
- Assign Stock
- Reports...
- Config

Period: 2015 Refresh

Shows		Memberships	
	Count Amount		Count Amount
Active Shows	0 \$0.00	Membership Dues	34 \$330.00
In-Active Shows	0 \$0.00	Members without Memberships	0
		Member Payments	1 \$10.00

**Member List** Allows for exporting, displaying basic member information,

**KC Ranch**  
Period: None

Association Config **Members** Stock Producers Online Setup Online Entry Show Manager Central Entry Site Services

**Members - Member List**

Selected Member:

Filters: Last Name Membership # States All Eligible All Region All Refresh Clear Filter **Export to Excel** Member Count: 127

Select	First Name	Last Name	Membership #	Address	City	State	Zip	Home Phone	Cell Phone	Email	No
Select	Kohl	Act	10		Richland Center	WI	53591	608	608	ent gl	
Select	Mohr	Ad	11		Helman	WI	54936	608	608	ent ba	
Select	Jess	Ans	12		Platteville	WI	53818	608	608	ent ar	
Select	Mar	Ayl	12		Genoa	WI	54632	608	608	ent ay	
Select	Suz	Bar	10			WA				ent su	
Select	Brie	Bar	14		Boscobel	WI	53805	608	608	ent br	
Select	Tara	Bas	11		Muskego	WI	53573	608	608	ent ta	
Select	Sara	Bas	73		Burlington	WI	53105	262	262	ent sa	
Select	Holl	Bel	28		Cascade	IA	52033	563	563	ent ho	
Select	Beto	Bin	52		Westby	WI	54687	608	608	ent be	
Select	Josi	Bin	52		Westby	WI	54687	608	608	ent jo	
Select	Luke	Bin	15		Boscobel	WI	53805	608	608	ent lu	
Select	Rita	Bin	16		Boscobel	WI	53805	608	608	ent ri	
Select	Joe	Bin				AL				ent jo	
Select	Dan	Bin	83		Custer	WI	54422	715	715	ent da	

1 2 3 4 5 6 7 8 9

Action: Set Eligible Set In-Eligible

**Member Master/Detail** tab and a new screen will display with the selected members information. To find members enter all or part of a last name, or a member number, and click Lookup. To edit a member's information, click the select option on left side of the list for the member you wish to edit

The screenshot displays the 'Member Master/Detail' interface. On the left, a list of members is shown with columns for Name, Address, and a 'Select' button. The main area contains a detailed form for a selected member, with fields for Name, Address, City, State, Zip, Country, and various contact details. The right sidebar features a 'Ratings Library' section and a 'Performance History' table. The table has columns for Date, Event Name, Horse Name, Rider Name, and various performance metrics. The table is currently empty, showing only the column headers.

Here you can add, update, and remove members from eligibility to enter events. Review memberships, rating numbers, and the performance history of the selected member. This report also includes Horses/Stock that the member has competed on. The application will check for duplicate member numbers and block it from happening. Where most HSRA associations re-use the member numbers, after a member has left the association. Go in and edit/remove the member number and login and password for the exiting member. Then add a new member and then use the original number again. This will leave the historical results displays intact, displaying the retired member's name. Review memberships, rating numbers, and the performance history of the selected member. This report also includes Horses/Stock that the member has competed on. **We recommend that members numbers are NEVER published on a public facing association website, this is the core of any entry system whether an online based system or a locally managed phone in system.**

Last Name:  State:  All
Membership #:  Eligible:  All
Membership:  All
Region:  Unassigned

Lookup
Clear Filter

Member Count: 2

Show/Hide
☐ City
☐ State
☒ Eligible
☐ Added On

	First Name	Last Name	Membership	Eligible
Select	Diane	Kendrick	254	No
Select	Shawna	Kendrick	1192	No

Print Card
Ratings
Memberships
Stock
Contact
Add New Member

Member #  254
Auto Membership #

First Name  Diane
Last Name  Kendrick
Eligible ☐ Yes ☒ No
Login Id  254
Password  254
Address  262 Johnson Creek Rd
Mailing Address  262 Johnson Creek Rd
City  Riverside
Country/State  US - Washington
Zip  98849

Ratings
Ratings History

Name	Rating
Assigned	0
Unassigned	0

No Payments

Period  2015
Shows  All

Refresh

Total
Show
Even

The 6 tabs above the selected member allows the user to **Print Card** a pre formatted letter and member card, for punch out tri-fold forms, that many of our previous Assoc managers are using.

**Assign Ratings** - Here you can add ratings for roping positions (header/heeler) and divisions for the selected member for future use in the reporting functions. You can also add ratings by discipline Penning and Sorting depending on what your association discipline is.

Members - Assign Ratings

Selected Member: **Kendrick, Jerry**

Member Master/Detail
Memberships
Stock

Assigned Ratings
Ratings History

Name	Rating	Division
Edit Header	3	Delete
Edit Heeler	2	Delete

Rating Name 
Rating Number 
Rating Division 

Add New

Name 
Number 
Division 
Year 

Add New

NOTE: The tabs at top allow for moving to other common membership function and stays focused on the selected member, or allows return to the member master/detail, remaining on the selected member.

15

## Assign Memberships

On this screen you can review members for the selected member, and edit, delete, add to the membership record of the member.

KCI Rodeo Association Manager

Association Config Members Stock Producers Online Setup Online Entry Show Manager Central Entry Site Services Reports Logout

Members - Assign Memberships

Selected Member: **Diane Kendrick**

Member Master/Detail Ratings Stock

**Available Memberships**

Membership Year: 2015

Membership Name	Description	Amount	Year	Start Date	Expiration Date	Select
Buckle Series	Buckle Series	\$10.00	2015	01/01/2015	12/31/2015	Select

**Assigned Memberships**

Membership Name	Description	Membership #	Amount	Year	Start Date	Expiration Date	Notes
Buckle Series	Buckle Series		\$10.00	2015	01/01/2015	12/31/2015	Delete

Make Payment

Selected Membership

Amount

Start Date

Expiration Date

Notes

Membership #

Add Membership to Member

You can also enter payment records, or even process payments via your Credit Card processing portal if set up to handle credit cards.

KCI Rodeo Association Manager

Association Config Members Stock Producers Online Setup Online Entry Show Manager Central Entry Site Services Reports Logout

Members - Member Payment

Selected Member: **Diane Kendrick**

Last Name: \_\_\_\_\_ Membership #: \_\_\_\_\_ State: \_\_\_\_\_

Membership: All Region: Unassigned City: All

Lookup Clear Filter Member Count: 527

First Name	Last Name	Membership	City	State	Eligible
Select	Tammy	Kayser	739	Centerville	WA No
Select	Lauren	Keehn	523	Port Orchard	WA No
Select	Leanne	Kell	1184	Touche	WA No
Select	Diane	Kendrick	254	Riverside	WA No
Select	Shauna	Kendrick	1192	Summer	WA No
Select	Bethany	Kendrick	1525	Touche	WA No
Select	Jenny	Kayser	1588	Ray	WA No
Select	Pamela	Klein	1119	Boss	WA No
Select	Kristi	Knapp	1301	Deer Park	WA No
Select	Sharon	Knapp	1299	Buena	WA No

1 31 32 33 34 35 36 37 38 39 40 1

☒ CC ☐ Check ☐ Cash

Credit Card Type: Visa

Credit Card #

Expiration Date: Month: Jan Year: 2016

Last Name: Kendrick

First Name: Diane

Address: 262 Johnson Creek Rd

City: Riverside

State: \_\_\_\_\_

Zip: 98849

Notes

Amount of this Payment: 0.00

Authorize Authorize w/o processing

**Payment History**

Refresh Last Name: \_\_\_\_\_ Membership #: \_\_\_\_\_ Lookup Clear Filter

First Name	Last Name	Membership	City	State	Confirmation	Type	Amount	Payment Date	Notes	Remove
Betsy	Jenkins	10008	Weatherford	TX	MP/E278420	OK	10.0000	12/30/2015 6:43:11 PM		Delete
Greg	Will	45678	VAH	TX	MP/W28281N	OK	10.0000	11/27/2015 10:47:03 PM		Delete



## Stock

This screen allows you to review the horses that have been “assigned” to the selected member, here you can add, edit, delete horse details for the member.

Selected Member: **Kendrick, Diane**

Name	Breed	Foal Date	Sex	Registrar	Registration	Owner First	Owner Last	Farm	Rating	Notes	
<a href="#">Edit</a> Cowdog	AQHA	7/15/2014	Q	AQHA		Diane	Kendrick	KC	0		<a href="#">Delete</a>
<a href="#">Edit</a> Inchi	AQHA	1/1/2005	M	AQHA	7GBBBB	Diane	Kendrick	KC	0	test update	<a href="#">Delete</a>

**Add New Horse**

Horse Name

Breed

Foal Date

Sex

Registrar

Registration Number

Owner First

Owner Last

Farm

Notes

Rating

[Add](#)

## Contact Direct email to the selected member

**Filter & Merge Fields**

Name

Membership #

State

Region

Filter Count: 1

**Merge Fields**

Member Fields: [MembershipNumber], [FirstName], [LastName], [Address], [City], [State], [Phone], [Email], [CellPhone], [DOB], [Gender], [Region], [Rating], [MembershipYear]

Association Fields: [AssocName], [AssocAddress], [AssocCity], [AssocState], [AssocZip], [AssocContact], [AssocEmail], [AssocPhone]

**Members (10)**

Selected	Name	Membership	City	State	Email	Status
<input checked="" type="checkbox"/>	Kendrick, Diane	11	Kendrick	KC	support@arenamanagementsoftware.com	Active - send email

**Template**

From: support@arenamanagementsoftware.com

CC: dotdotdot@hotmail.com

Subject: (Association) membership info

**Body:**

Hi [FirstName],

Here is your membership number and Rating Numbers, and Membership type

[FirstName] [LastName] [MembershipNumber]

[Ratings]

[Memberships]

Check out our latest info at our web site: [www.arenamanagementsoftware.com](http://www.arenamanagementsoftware.com)

Check it often to what is new.

Sincerely,

[AssocName]

This email would be received looking like this;

KC Ranch membership info

support@arenamanagementsoftware.com  
to me, dotdotdot

**Hi Jerry,**

**Here is your membership number and Rating Numbers, and Membership type**

**Jerry Kendrick 11**

**Header Rating #: 3 Division:**

**Heeler Rating #: 2 Division:**

**2015 Membership Year: 2015 Expires on: 01/01/2016**

Check out our latest info at our web site: [www.arenamanagementsoftware.com](http://www.arenamanagementsoftware.com)

Check it often to what is new.

Sincerely,

KC Ranch

## ADD NEW MEMBER

Will clear the member detail for the current selected member, and allow the user to add a NEW member

**Kendrick Arena**  
Period: 2015

Wd

Association   Config   **Members**   Stock   Producers   Online Setup   Online Entry   Show Manager   Central Entry   Site Services   Reports   Logout

Members - Member Master Data

Selected Member:

Last Name:  State:

Membership #:  Eligible:

Membership:  Region:

Member Count: 527

Show/Hide ☐ City ☐ State ☒ Eligible ☐ Added On

	First Name	Last Name	Membership	Eligible
Select	Tessal	Jeffries	913	No
Select	Mandie Jo	Jendrycka	1515	No
Select	Amanda	Jenkins	819	No
Select	Betsy	Jenkins	10008	Yes
Select	Emma	Jenkins	818	No
Select	Jonli	Jensen	237	No
Select	Lacey	Jensen		No
Select	Chris	Jerde	939	No
Select	Phyllis	Jess	238	No
Select	Lynn	Johnson	1534	No
Select	Sue	Johnson	930	No
Select	Vicki	Johnson	540	No
Select	Shannon	Jones	243	No
Select	Barbara	Jones	244	No
Select	Jennifer	Jones	1895	No
Select	Paula	Juergens	1896	No
Select	Ruth	Kaaland		Yes
Select	Tatna	Kaaland		Yes
Select	Mary	Kaglan	1701	No
Select	Michale	Kausche	251	No
Select	Tammy	Kayser	739	No
Select	Lauren	Keehn	523	No
Select	Jeanne	Kell	1184	No
Select	Diane	Kendrick	254	No
Select	Shawna	Kendrick	1192	No
Select	Brittney	Kentch	1525	No

Add new member

Member #  Auto Membership #

First Name

Last Name

Eligible ☒ Yes ☐ No

Login Id

Password

Address

Mailing Address

City

Country/State

Zip

Home Phone

Cell Phone

Work Phone

DOB

Email

SSN

Region

Division

Team

Grade

Gender

Bio

Notes

Ratings   Ratings History   Memberships   Stock

Payments

Results

Period  Show Count: 5

Shows

Total Earnings: \$0.00   Total Points: 0

Contact Detail

# Member Contact

Allows the association to send individual or bulk group email messages to member/contestants. The user can either build a one off email to the selected member, or a group of members by using the filters.

The screenshot displays the 'Member Contact' interface. On the left, the 'Filter & Merge Fields' panel includes sections for 'Filter Fields' (Name, Membership #, State, Eligible, Region) and 'Merge Fields' (Member Fields and Association Fields). The 'Members (Tot)' table lists members with columns for Selected, Name, Membership, City, State, Email, and Status. The 'Email' composition window on the right shows a template for a race cancellation notice, with fields for From, CC, Subject, and a rich text body containing personalized information like [FirstName].

Selected	Name	Membership	City	State	Email	Status
<input type="checkbox"/>	Bartholomew, Gary	31		WA	gary@dotkdot.com	Second annual event
<input type="checkbox"/>	Blew, Joe			WA	JOE@KIDZ279@hotmail.com	Second annual event
<input type="checkbox"/>	Clark, Gary	43	De Boro	WA	gary@dotkdot.com	Second annual event
<input type="checkbox"/>	gordon, greg	898			greggordon@gmail.com	Second annual event
<input type="checkbox"/>	Kawalik, Jerry	21	Everett	WA	jerry@dotkdot.com	Second annual event
<input type="checkbox"/>	Navig, Andy	75	WESTON	WA	andynavig@comcast.net	Second annual event

**Email Composition:**

Template: [Unsaved Email] [X]  
 From: support@arenamanagementsoftware.com  
 CC: dotkdot@hotmail.com [X] Use CC  
 Subject: Barrel race for March 21st is Cancelled due to rain -TEST-

File Edit Insert View Format Table Tools

Hi [FirstName]

We regret to announce that the KCRanch 4D Barrel Race scheduled for March 21st at the .K. Arena, Riverside, WA has been cancelled due to heavy rain.

The race will be rescheduled as soon as possible, and we will let you know the details as soon as available.

If you need to contact the .K. Arena, their email is [dotkdot@hotmail.com](mailto:dotkdot@hotmail.com)

Keep checking our website [www.dotkdot.com](http://www.dotkdot.com) for more great KCRanch sanctioned events.

Body:

Messages: 4 out of 8 emails sent

This works like mail merge in MS Office, the merge fields MUST include the brackets [] at both ends of the fields you wish to include in your message. The resulting email message your members receive would look like this email.

The screenshot shows an email received by 'me, dotkdot' from 'support@arenamanagementsoftware.com' at 7:46 PM (3 minutes ago). The email content is as follows:

**Barrel race for March 21st is Cancelled due to rain -TEST-**

Hi Jerry

We regret to announce that the KCRanch 4D Barrel Race scheduled for March 21st at the .K. Arena, Riverside, WA has been cancelled due to heavy rain.

The race will be rescheduled as soon as possible, and we will let you know the details as soon as available.

If you need to contact the .K. Arena, their email is [dotkdot@hotmail.com](mailto:dotkdot@hotmail.com)

Keep checking our website [www.dotkdot.com](http://www.dotkdot.com) for more great KCRanch sanctioned events.

## Member Reports

**Australasian Team Roping Association Inc.**  
Period: 2014

Association Members Stock Producers Online Setup Online Entry Show Manager Central Entry Site Services Reports Logout

**Member List Reports**  
[Member List](#)  
[Ineligible List](#)

**Membership Reports**  
 Membership Year: 2014  
[Membership Aging](#)  
[Membership List](#)

**Show detail Reports**  
 Period: 2014  
 Shows: All  
 Class: All  
 Position: All  
 Rating: All  
 Order by: Name

Name	Membership #	Address	City	State	Zip	Phone	Email	Eligible
Ausley	3		Roma	Qld	4465	760	com.au	True
Ausley	4		Roma	Qld	4465	760		True
Ausley	5		Mintaro	SA	5415	053		True
Ausley	6		Mintaro	SA	5415	014	sn.com	True
Ausley	7		LAIDLEY	QLD	4341	424	com	True
Ausley	8		Singleton	NSW	2330	541	com	True
Ausley	9		Mt Isa	Qld	4825	66		True
Ausley	10		Esperance	WA	6467	687	com	True
Ausley	11		Bulg	Nsw	2330	505		True
Ausley	12		Mitroville	Nsw	2330	69		True

All of these reports export out to Excel, PDF, or Word formats with 1 click.

Even more detailed reports are available from the **REPORTS** Tab

**Kendrick Arena**  
Period: 2015

Association Config Members Stock Producers Online Setup Online Entry Show Manager Central Entry Site Services Reports Logout

Welcome to KCI Association/Producer/Club Management

**12/20/2015** - All Around standings are now in report format allowing for easy export to excel or pdf. Go to Reports->All Around.  
**12/21/2015** - Member->Master/Detail now has show counts.  
**12/22/2015** - Stock management now has master/detail with show counts. Checkout the stock reports too.  
**12/23/2015** - Member and Stock participation reports are ready. Go to Reports->Member Participation. To adjust which events to be included in participation reports, go to Show Manager->Config->Participation Events  
**12/26/2015** - Member merge is ready. Go to Members->Config, on the Merge tab.

**Reports**  
 All Around  
 Standings (Members)  
 Standings (Stock)  
 Individual  
 Lists  
 Member Participation  
 Stock Participation

**STANDINGS ( MEMBERS)** All of the selectors on the left side of this page allow the user to develop different reports based on the selections made.

**Kendrick Arena**  
Period: 2015

Association Config Members Stock Producers Online Setup Online Entry Show Manager Central Entry Site Services Reports Logout

Welcome to KCI Association/Producer/Club Management

**Report Selections**  
 Period: All  
 Show: All  
 Position: All  
 Rating: All  
 Class: All  
 Show Region: All  
 Sort: All

**Calculations Report**

Last Name	First Name	Membership #	City	State	Region	Points
Blower	David	1745	Tonawanda	OK		3355.00
Lay	James	1612	Omaha	WA		3225.00
Kenneth	Dave	204	Riverside	WA		3201.00
FREDERICK	TRACY		Omaha	WA		3180.00
Blower	Thom	1744	Tonawanda	OK		3170.00
WILSON	CHRISTOPHER					3165.00
WILSON	JOE		Omaha	WA		3150.00
Hegarty	David	1610	Omaha	WA		3135.00
Hegarty	Travis	1614	Riverside	WA		3125.00
Kunze	Wally		Tonawanda	OK		3107.00
SWEETMAN	KEVIN		Omaha	WA		3085.00
WILSON	CHRISTOPHER					3080.00
WILSON	CHRISTOPHER		Tonawanda	OK		3080.00
Hegarty	David		Omaha	WA		3075.00
WILSON	CHRISTOPHER		Tonawanda	OK		3075.00
WILSON	CHRISTOPHER		Tonawanda	OK		3075.00
WILSON	CHRISTOPHER		Tonawanda	OK		3075.00

**STANDINGS ( STOCK )** All of the selectors on the left side of this page allow the user to develop different reports based on the selections made.

Association Config Members Stock Producers Online Setup Online Entry Show Manager Central Entry Site Services

Stock - Reports

Stock List

Period: 2015  
Shows: All  
Order by: Name

Stock Points & Earnings Report  
Owner Points & Earnings Report

Points & Earnings by Owner

Owner	Horse Name	Points	Earnings
Abrahamson, Payton	Bobbi	13	\$86.00
Asmussen, Dione	MANDO	5	\$77.00
Avena, Abril	JD	7	\$67.00
Brown, Peg	Mister	0	\$27.00
Burton, Kellie	Eddie	7	\$117.00
Burton, Kellie	smiley	0	\$0.00
Crossland, Johnie	Horse	0	\$30.00
Crossland, Johnie	Lillith	0	\$0.00
DOWNEY, QUINCY	FERGIE	0	\$0.00
DOWNEY, QUINCY	ZENA	4	\$72.00
GAROUTTE, SHANNON	BOBKINS	0	\$86.00
Hagerup, Amber	Jane	0	\$40.00

Much more robust reporting is available on the Reports Tab on the upper left, including divisional formatted reports, that include divisional standing for a year, or a series, and are selectable by Contestant totals by Division placed in, Contestant/Horse combination by Divisions placed in, and Horse by Divisions placed on.

Association Config Members Stock Producers Online Setup Online Entry Show Manager Central Entry Site Services Reports Logout

Reports - Standings (Member)

Calculate Report

Report Selectors

Period: 2015  
Show: All  
Eligible: All  
Show Series: J, K, Buckle Series  
Class: All  
Member (all horses): ☐  
Member by horse: ☒  
Horse (all members): ☐  
Horse by member: ☐

Earnings Report by Member by Horse by Division

Division 1			
Earnings			
\$268.00	20 Judge	Jackie	Widmer
\$175.00	11 CHUCKLES	Sabrina	Lay
\$84.00	4 POCO	Trina	Widmer
\$52.00	4 Paco	Trina	Widmer
\$40.00	0 Eddie	Kellie	Burton
\$34.00	3 Playjet	JODI	NELSON
Division 2			
Earnings			
\$99.00	0 RENO	Amber	Hagerup
\$80.00	0 Itchi	Diane	Kendrick
\$77.00	5 Eddie	Kellie	Burton
\$61.00	0 Cowboy	Diane	Kendrick
\$53.00	5 CHUCKLES	Sabrina	Lay
\$47.00	0 Flioka	Krista	Marchand
\$41.00	4 Payday Jet	JODI	NELSON

ON the **Config** TAB under members is the screen that will allow you to “Merge” data from one member record to another, for instance a member gets added from an upload to the database , with a name miss-spelled , or with a new last name ( got married /divorced ) and last name changed, will allow you to merge selectively the data you want from one record to another, and delete the record you no longer need.

Kendrick Arena  
Period: 2015

Association Config Members Stock Producers Online Setup Online Entry Show Manager Central Entry Site Services Reports Logout

Members - Config

Merge Members Recover member

First Name Last Name Membership #

Membership #

Lookup Clear Filter

From	To	First Name	Last Name	Membership	City	State
		Abril		1794		WA

Copy From (source) Into (destination)

☒ Move show results  
☒ Remove 'copy from' member  
☒ Copy below member info

☒ Member # 1794  
☒ First Name Abril  
☒ Last Name  
☒ Eligible Yes No  
☒ Login Id 1794  
☒ Password 1794  
☒ Address  
☒ Mailing Address  
☒ City Brister  
☒ Country/State US - Washington  
☒ Zip 9902  
☒ Home Phone  
☒ Cell Phone  
☒ Work Phone  
☒ DOB  
☒ Email z@b@gmail.com  
☒ SSN  
☒ Region  
☒ Division  
☒ Team  
☒ Grade  
☒ Gender NA  
☒ Bio  
☒ Notes

Member # 166  
First Name Abril  
Last Name  
Eligible Yes No  
Login Id 166  
Password 166  
Address  
Mailing Address  
City Olie  
Country/State  
Zip 9904  
Home Phone  
Cell Phone  
Work Phone  
DOB  
Email  
SSN  
Region  
Division  
Team  
Grade  
Gender NA  
Bio  
Notes

Merge

This tab will also allow you to RECOVER a member that has been inadvertently deleted, and recover all data for that member.

Kendrick Arena  
Period: 2015

Association Config Members Stock Producers Online Setup Online Entry Show Manager Central Entry Site Services Reports Logout

Members - Config

Merge Members Recover member

First Name	Last Name	Membership	City	State	
Abril		1794		WA	Recover
Abril				WA	Recover
Abril				WA	Recover



## STOCK

## Assign Horses

This screen allows you to review the horses that have been “assigned” to the selected member, here you can add, edit, delete horse details for the member.

[Assign Horses](#)

Selected Member: **Kendrick, Diane**

	Name	Breed	Foal Date	Sex	Registrar	Registration	Owner First	Owner Last	Farm	Rating	Notes	
<a href="#">Edit</a>	Cowboy	AQHA	7/15/2014	G	AQHA		Diane	Kendrick	K.	0		<a href="#">Delete</a>
<a href="#">Add</a>	Itch	AQHA	1/1/2005	M	AQHA	768888	Diane	Kendrick	K.	0	test update	<a href="#">Delete</a>

### Add New Horse

Horse Name

Breed

Foal Date

Sex

Registrar

Registration Number

Owner First

Owner Last

Farm

Notes

Rating

[Add](#)

## Reports

The Reports from the Members Tab control, allow for points /earnings or Name based reports to be filtered for all round, individual “classes”, by individual rodeo/show, or all year or for a date range for a series report, these reports are exportable in one click to Word, PDF, or Excel formats.

> [Members](#) > [Reports](#)

[Member List](#)

[Membership Aging](#)

[Ineligible List](#)

Period

Shows

Class

Position

Rating #

Order by

[Points & Earnings Report](#)

1 of 1

100%

Find | Next

### Earnings & Points

Last Name	First Name	City	State	Points	Earnings
Nelson	Jodi			0	\$125.00
Downey	Quincy			0	\$119.00
Kendrick	Diane			0	\$115.00
Streeter	Kelsey			0	\$58.00
Sullivan	Amy			0	\$55.00
Jensen	Lacey			0	\$44.00
Nelson	Amy			0	\$38.00
Predoehl	Tracy			0	\$31.00
Streeter	Shelby			0	\$29.00
Roberts	Molly			0	\$26.00
Streeter	Kiley			0	\$0.00
Lay	Sabrina			0	\$0.00
Taylor	Jadys			0	\$0.00
Widmer	Trina			0	\$0.00
Widmer	Jackie			0	\$0.00
..	-			-	---

# Import

## MEMBER IMPORT IS NOW HANDLED THROUGH RODEO SYNC

The Member Import function allows the user to compile their data in a KCI formatted excel workbook, and import the list of members to the web services.

### YOU MUST USE OUR TEMPLATE TO UPLOAD

Summary

Member List

Member Detail

Assign Ratings

Assign Memberships

Assign Horses

Reports

Import

> [Members](#) > **Import**

---

Step 1

Download and fill out template Excel file

Download Template

Member Import

Step 2

Browse...

Please select the completed Excel file to import

Step 3

Upload File

Step 4

View Excel Data

Step 5

Import Excel Data

This upload can include members that have already been added to the server, and will check against Member number, First Name, Last Name, City, and State, to avoid duplicating members on the server. Any entries in the list that have different attributes than those listed above will be added to your Members.

## MEMBER IMPORT IS NOW HANDLED THROUGH RODEO SYNC



# Horses

## Horse / Stock List

Produces a list of all horses/Stock entered in the system, with detailed information, on breed, age, owner, etc.

Allows user to enter new Horses/Stock into the system.

Name	Breed	Foal Date	Sex	Registrar	Registration	Owner First	Owner Last	Farm	Rating	Notes
Soldier	Quarter Horse	8/3/2009	M	AQHA	679340	Erk	Scoring	Five Farms	1	only turns right
Scooper										
Caddy										
Chik										
CHEL WINDER	BULL	11/2/2009	BULL	PRCA	PRCA	Frank	Seard	Seard Rodeo	7	
Chuckles										
CLE BLUM PETE	TS	7/2/2004	Q	TS	78543	Ed	Craft	Agony Acres	0	Bucker
Cowboy	AQHA	7/15/2014	Q	AQHA		Diane	Kandros	JC	0	
Dancer	TS	5/25/2001	Q	Jockey Club	7999678	Harry	Reed	Lost Wages Ranch	3	runs sideways
Fergie										
Gunner										
Horse L										
Sue										
Jody	AQHA	1/1/2005	M	AQHA	768888	Diane	Kandros	JC	0	test update
Judge										

# Reports

This tab will generate several user defined lists of horses entered in the system, all are 1 click exportable to the Word, PDF, or Excel formats.

Owner Last	Owner First	Horse Name	Points	Earnings
Roosevelt	Teddy	Lightning	1	10
Roosevelt	Teddy	My Horse	3	99

# Summary

Report of number of registered horses, and earnings

Total number of Horses 4

Total Earnings 109

## Producers

Here you will register your producers, and secretaries to facilitate the uploading of show/rodeo results using RODEO SYNC, and if you chose to do so allow your producers to download current member information from your association member list, to the local copy of Arena Management. The Association administrator has control of what any individual producer can download, for instance if you have regions set up, and only want a producer to download members in that region, you can set it up to filter the download, other filters include, by State/Province.

> [Producers](#) > [Producer List](#)

Search: Producer Name

Name	Association	Login	Password	Message for Producer	Registered On	Last Upload Date	
<a href="#">Edit</a>   Office	KC	<a href="#">Edit</a>   <a href="#">Reset</a>		You are in the Web Services Server	6/18/2014 7:44:44 PM		<a href="#">Delete</a>

[Add New Producer](#)

Producer Name

Association

Login

Password

Address 1

Address 2

City

State

Zip

Contact

Phone 1

Phone 2

Email

Producer Message

## Online Setup

### Show List

Select the Show list to select an existing Show/Rodeo, or duplicate an existing show or rodeo. This also where you can set the entry system to send and email confirmation of entry(receipt) to the entering member if there is an email in the database for the member or if non-member entering show/rodeo and they enter their email in the entry process. The email can also be configured to send a copy of the confirmation email that was sent to your administrators , or entry supervisors email. This is a good tool to stay ahead of entries that are out of the norm.

KC Ranch  
Period: None

KCJ Association Manager

Association Members Stock Producers Online Setup Online Entry Show Manager Central Entry Site Services Reports Logout

Selected Show: KCRANCH DEMO

Name	Date	Payments	Confirmations	Entries	Status	Select
KCRANCH DEMO	02/21/15	\$31.00	3	4	Active	Select

Copy Selected Show Create New Show Remove Selected Show  
Create Copy Create New Remove

Email for show receipts: entries@koirodeo.com

Use CC: ☒ Yes ☐ No

CC email to send copy of show receipts: dotkdtd@hotmail.com

Save

## Details

On the Details screen, you enter the general information for the show/rodeo, the Show Name is an internal name, and is not seen by your entering contestants, the Show/Rodeo Name that will be on the web page will be setup, and formatted on the Headings tab. Also City, State/Province, Dates (both internal, and for display),. The logo graphic image for the top of the entry page can be selected from your computer, and it will be sent to the server. The entry page background color can also be selected from the color palette, or entered as code. The password will be set by default. The login and password are set when you build the show/rodeo, and are unique for each show/rodeo but may be changed. You may want to click the **Preview** tab, to get a look at the status of the page at this point.

> Online Setup > Details

Selected Show: Rodeo Buddy Show Sample

Active Status: Active ☒ InActive ☐

Show Name: Rodeo Buddy Show Sample

Show City: Dusty Puddle

Show State: TX

Show Date: 08/02/2014

Show Date Description: August 8 - 10, 2014

Show Location: Dusty Puddle, TX

Entry form image:

Image: 

Width: 320 Height: 100

Background color: cccccc

Show Password: NSPw0

Login for downloading entries: DLKey32

Password for downloading entries: DLPass32

Save

## Contestant

The Contestant screen allows you to select the information that will be displayed and required to be completed by the entering contestant/member. There are also 3 options at the bottom that are used depending on the entry format required for the show. A bit of discussion to clarify this contestant portion of the setup. Typically on a Sanctioned rodeo entry, the members do not pay at the time of entry, but are required to be a member, have a card number, and be eligible to enter under the rules of the association. In this scenario, we would check the Member # and Allow Member Lookup, we would only select the First Name, Last Name, and email boxes and that is all that would display on the entry page. There is no point in displaying any more information as the association already has the Member's information on file in the system. The only field that is editable by the entering contestant is the email address, to facilitate getting the receipt to the correct address. All other contestant information can only be edited by the administrator, or their designated users. (staff)

[> Online Setup](#) > [Contestant](#)

---

Selected Show: **Rodeo Buddy Show Sample**

---

Select the contestant fields you want to display on the entry form

- ☒ First Name
- ☒ Last Name
- ☐ Mailing Address
- ☒ Street Address
- ☒ City
- ☒ State/Province
- ☐ Zip/Postal Code
- ☐ Work Phone
- ☒ Home Phone
- ☒ Cell Phone
- ☐ Date of Birth
- ☒ Email
- ☐ Grade
- ☒ Member #
- ☒ Allow member lookup via membership number
- ☐ Require member lookup to also require password
- ☐ Make First and Last name fields Read-only (used with member lookup)

[Save](#)

Contestant discussion (continued on next page)

## Contestant discussion (continued)

For a show (Open Barrel Races, Open Rodeos, and the like) where the entries are not “Member” based, and payment is required to complete the entry, we would check most of the boxes and require them to be completed to process the entry, as we would not have the information in the system for the entering person. In this scenario we would NOT have the Member # or the Lookup boxes checked.

We also have the occasional show that is produced by an Association, but has events that a non-member can enter, and events that **ONLY** members can enter. In those rare instances, we leave the Member # and lookup checked, and check **“Make First and Last name fields Read-only”**. You will probably want to consult with KCI support for the best way to handle this type of show.

You may want to click the **Preview** tab, to get a look at the status of the page after saving the settings, and go back to **Contestant** tab to make any required changes.

## Events

On this tab you can create new events, duplicate or delete existing events, and move up or down the order in which the events will display. We will expand on this in the following discussion. When this page 1<sup>st</sup> loads you will see on the left side a list of the events if already existing. If no events are listed you can start building new events either from scratch, or using the “Quick Create” feature which allows you to build standard events in the typical format.

Selected Show: KCRANCH DEMO

Events | Layout | Formats

Create new Event

Barrels Quick Create

List of Events

Name	Amount	Order				
GOAT ROPING	\$10.00	1	Edit	Delete	Move Up	Move Down
Team Roping	\$10.00	2	Edit	Delete	Move Up	Move Down

Edit Event

Event Name: GOAT ROPING

Contestant for this event:  
☒ Use Entering Member - no ability to enter a contestant name; uses entering member info  
☐ Use Free Form - Allows free form text for a contestant name  
☐ Use Membership lookup - Requires a membership # lookup

# of Contestants: 1

For Contestants 2 or more: name entry choice:  
Contestant Description:  
☒ Use Free Form - Allows free form text for a contestant name  
☐ Use Membership lookup - Requires a membership # lookup

Check Box Select: ☒

Event Fee: \$10.00

Event Count: 1

Format: ☒ Time ☐ Score

Class: Unassigned

Carryovers:  
Carryover Title display (default is 'Carryover'): Carryover  
  
Assign Carryover events:  
Name: GOAT ROPING

Use Stock: ☐ Name:

Use Perf: ☐

Event Positions:  
  
Position Description:

Background Color: FFFFFF

Use as Carryover Only: ☐

Max Entries: 0

Membership enabled only: ☐ (Enabled only for Members via membership lookup)

## Formats (sub-tab)

Buddy Groups. Set this value to greater than 0 to have the entries made as buddy groups. It will enable member lookup for each row of events.	Enter events as a Buddy Group	Buddy Group size <input type="text" value="7"/>
Event Repeat. Set this value to greater than 1 to indicate the number of times (rows) to repeat the events created above. This will layout the events horizontally, in order to display the number of rows specified. Must be set to minimum of 1.	Repeat the events (creates rows of all events above)	# of rows to create <input type="text" value="1"/>
Same Contestant. This allows for using entering member to make entering easier for the user. If this box is checked the entering member will be used.	Use the same Contestant Name for all events in a row	<input checked="" type="checkbox"/>
Same Horse. This allows a user to enter a horse once per row of events to make entering events easier for the user.	Use the same Horse for all events in a row	<input type="checkbox"/>
<input type="button" value="Save"/>		

Buddy Groups. Set this value to greater than 0 to have the entries made as buddy groups. It will enable member lookup for each row of events.

Enter events as a Buddy Group

Buddy Group size

## Formats (sub-tab)

Event Repeat. Set this value to greater than 1 to indicate the number of times (rows) to repeat the events created above. This will layout the events horizontally, in order to display the number of rows specified. Must be set to minimum of 1.

Repeat the events (creates rows of all events above)

# of rows to create

Same Contestant. This allows for using entering member to make entering easier for the user. If this box is checked the entering member will be used.

Use the same Contestant Name for all events in a row

☐

Same Horse. This allows a user to enter a horse once per row of events to make entering events easier for the user.

Use the same Horse for all events in a row

☐

## Layout (sub-tab)

- Display Events horizontally - wrap events to fit screen
- Display Events horizontally - no event wrapping, use **scroll** bars as needed
- Display Events vertically

Submit

## Events Continued from page 24

After you build a new or event or select an existing event, on the right side of the screen is the Edit Event section. This is the module that allows for the extreme flexibility of the KCI entry

Edit Event	
Event Name	Barrels
Contestant for this event	<input checked="" type="radio"/> Use Entering Member - no ability to enter a contestant name, uses entering member info <input type="radio"/> Use Free Form - Allows free form text for a contestant name <input type="radio"/> Use Membership lookup - Requires a membership # lookup
# of Contestants	1 <b>For Contestants 2 or more: name entry choice:</b> Contestant Description <input checked="" type="radio"/> Use Free Form - Allows free form text for a contestant name <input type="radio"/> Use Membership lookup - Requires a membership # lookup
Check Box Select	<input checked="" type="checkbox"/>
Event Fee	25.00
Event Count	1
Format	<input checked="" type="radio"/> Time <input type="radio"/> Score
CarryOvers	No Carryover Events Assign Carryover events Name Barrels Add Carryover
Use Stock	<input type="checkbox"/> Name: Stock
Use Perf	<input type="checkbox"/>
Event Positions	No Positions Position Description Add Position
Event Description	
Background Color	FFFFFF
Pick/Draw	<input type="checkbox"/>
Use as Carryover Only	<input type="checkbox"/>
Max Entries	0
Membership enabled only	<input type="checkbox"/> (Enabled only for Members via membership lookup)
Save Changes	
Duplicate Event	

system.



In the 1st section, “Contestants for this event” - select one of the 3 options, typically “Use Entering Member” is for Open Shows ( no membership required, such as Divisional Barrel Racing, Gymkhana, Open Roping) and payment is required to complete entry. The “Use Membership lookup” is used for Association Sanctioned events where entry fees will be paid at the venue.

Contestant for this event	<input checked="" type="radio"/> Use Entering Member - no ability to enter a contestant name, uses entering member info
	<input type="radio"/> Use Free Form - Allows free form text for a contestant name
	<input type="radio"/> Use Membership lookup - Requires a membership # lookup

The second section “ # of Contestants “is for setting the number of contestants in the event.

Examples –Barrel Racing = 1 , Team Roping =2 , Ranch Rodeo events will run from 1 to as many contestants as required for the event. Team Penning would typically be 3. The Contestant Description is free form – for a roping event it would typically be “Partner”, in Wild Cow Milking could be Mugger Ribbon Roping would be “Runner” . The Use Free Form and Use Membership Lookup selections would depend on the show (members/non-members allowed) setup.

# of Contestants	1
	For Contestants 2 or more: name entry choice:
	Contestant Description <input type="text"/>

<input checked="" type="radio"/> Use Free Form - Allows free form text for a contestant name
<input type="radio"/> Use Membership lookup - Requires a membership # lookup

Checkbox select

Will always be checked

Check Box Select	<input checked="" type="checkbox"/>
------------------	-------------------------------------

## Event Fee

Is used to set the entry fee for the selected event, on team events is the total team entry fee. On events like divisional barrel racing it will be “per entry” so the fee will get charged for EACH horse entered.

Event Fee	<input type="text" value="25.00"/>
-----------	------------------------------------

## Event Count

Is used to control how many times the event will show up on the entry page, is typically used on divisional barrel races where contestants are permitted to enter multiple times on different horses, or team events where members of the team will change on each entry in the event.

Event Count	<input type="text" value="1"/>
-------------	--------------------------------

## Format

Is used to set as timed or scored event, team penning and sorting formats will be set in Arena Management after download from the server.

Format	<input checked="" type="radio"/> Time <input type="radio"/> Score
--------	---



## CarryOvers

Is used to set events that can carry over FROM this event to another event, this is typically used in barrel racing venues that have an Open Barrels, and also have a youth event and a senior event, and the producer wants to either REQUIRE that entries in the Youth and SR be CarryOvers, (no run) or want to give the option to the contestant to either run in the event or carry over the Open run time to the Youth or Sr event. This function is very flexible, a contestant could enter 3 horses in the Open Barrels and choose to carryover the open time on 2 horses, and make a run on the 3<sup>rd</sup>. It is even possible to cascade the events and have multiple carryover events all coming out of the primary event.

CarryOvers

No Carryover Events

Assign Carryover events

Name Barrels

Add Carryover

## Use Stock

Used primarily for events where multiple entries are allowed using different horses for each entry, check the box and type in the label you want for the text box on the entry form.

Use Stock	<input type="checkbox"/> Name: Horse
-----------	--------------------------------------

**Event Positions** -Used primarily for events where positions are a part of the entry, this graphic shows a typical setup for team roping event.

Event Positions

Position
Header <a href="#">Edit</a> <a href="#">Remove</a>
Heeler <a href="#">Edit</a> <a href="#">Remove</a>

Position Description  [Add Position](#)

**Perfs**- if individual entry rodeo, NO BUDDY GROUPS, can select different perfs/slack for each event separately,

Perfs

Use Perf ☒

Available Perfs

Friday 7PM

Saturday 7PM

Sunday 2PM

Slack: Thursday @ 7:00pm

Slack Friday After Performance

Add

Selected Perfs

Name	Cap
<a href="#">Edit</a> Friday 7PM 0 <a href="#">Delete</a>	
<a href="#">Edit</a> Saturday 7PM 0 <a href="#">Delete</a>	
<a href="#">Edit</a> Sunday 2PM 0 <a href="#">Delete</a>	

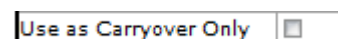
## Background Color

Is used to set event section color on the entry page, improves the navigation experience for the entering contestant. On Rodeos where Jr Events are included it is normal to make the Jr events a color that is different from the prime events. On Multi-day Barrel races is common to make events for EACH day a different color. The colors may be set by selecting a color from the dropdown palette, or if you know the color code you want, just type it in



## Use as Carryover Only

Check this box if the event can **ONLY** be used as a carry over, not direct entry will be allowed, will only appear as an entry option in the primary event(s) that the carry-over is attached to.



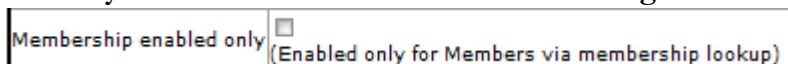
## Max Entries

Is used to cap the number of entries for **THIS** selected event. **VERY RARELY USED**



## Membership enabled only

Earlier we covered “Shows” of a hybrid nature - *We also have the occasional show that is produced by an Association, but has events that a non-member can enter, and events that **ONLY** members can enter. In those rare instances, we leave the Member # and lookup checked, and check “Make First and Last name fields Read-only”.* This section will control the entry for the selected events so that **ONLY** eligible members can enter.



## Fees

Check the boxes for the Stalls, RVs, enter the label you wish to have on the entry form. There are standard Stall and RV sections at top, when you enter the Max, the entry system will not allow the items to be over sold. There is **NO** limit on other custom fees, processing, event T-shirts, etc. by using the “Other” fees section, a fee can be made mandatory by filling in the default quantity value to 1 or more, and check the enabled. This is also a handy tool to enforce a “Late Fee” when the normal entry period expires , and you wish to continue taking entries with a mandatory late fee, pre build the “Late Fee” leave it disabled, and when you wish to enforce it , just set it to enabled, and the web page will be instantly updated.

The calculated fees allow the producer to use a wide range of parameters for charging the processing fees (if any), you can use a % of the total entry fees and “other” fees to calculate a credit card processing fee, or a processing fee based on the total number of unique events entered. Example: Open Barrel Race – producer wishes to only charge a processing fee for the

1<sup>st</sup> entry in the Open race and NO CHARGE for any additional horses entered in the same event.

Selected Show: Rodeo Buddy Show Sample

Stalls			
Select Day	Name	Max	Allowed Amount
<input type="checkbox"/> Monday		0	0.0
<input type="checkbox"/> Tuesday		0	0.0
<input type="checkbox"/> Wednesday		0	0.0
<input checked="" type="checkbox"/> Thursday	Thur	100	25.00
<input checked="" type="checkbox"/> Friday	Fri	100	25.00
<input checked="" type="checkbox"/> Saturday	Sat	100	25.00
<input type="checkbox"/> Sunday		0	0.0

Save

RV			
Select Day	Name	Max	Allowed Amount
<input type="checkbox"/> Monday		0	0.0
<input type="checkbox"/> Tuesday		0	0.0
<input type="checkbox"/> Wednesday		0	0.0
<input checked="" type="checkbox"/> Thursday	Thur	50	15.00
<input checked="" type="checkbox"/> Friday	Fri	50	15.00
<input checked="" type="checkbox"/> Saturday	Sat	50	15.00
<input type="checkbox"/> Sunday		0	0.0

Save

Other					
Name	Max Qty	Amount	Default Qty	Enabled	Order
Processing 9999		\$10.00	1	No	1

Save

Calculated Fees	
Item	Operation Value
Entry Total \$	
Stall Total \$	
Rv Total \$	
Grand Total \$	
Unique Event Count	

Save

## Headings

Here you will build custom text for the actual web entry page sections.

The sections are:

**HEADER** (at top of entry page, usually has Show / Rodeo Name, Dates, and City/State information. Can be used to show directions to a fair grounds or any special information that might be appropriate for the entry page.

**INDEMNIFICATION** - is the bottom of the form, that contestant must check box to agree to terms, to proceed to complete the entry.

**CONTESTANT HEADER** – is located just above the area where the contestant information is displayed if a member lookup show, or above the area where the entering contestant fills in the required boxes. This is a good place to put in any special entry instructions.

**ENTRY HEADER** – located just above the available events to enter - another good place to put special instructions for entry if required.

**FEE HEADER** – located at top of fee section – a good place to explain the fee policies of the production. Example: If facility requires a some special onetime fee, add it to your fees, and explain in this section.

Selected Show: Rodeo Buddy Show Sample

Header Text	Rodeo Buddy Show	Edit
Indemnification	Hold harmless indemnification	Edit
Contestant header	Entering Member	Edit
Entry Header	Entries by Contestant	Edit
Fee header	Stalls, Rvs and Other	Edit
Header		

Save

Rodeo Buddy Show

Save

The edit section has a host of standard edit features for the entry web page, you can change fonts, colors, insert pictures, build links to other web locations, highlight sections, etc.

## Custom

This section is used to gather custom information from your entering contestants. It is used for a multitude of reasons. For Rodeo Central Entry users, if the Association uses a weighted priority number system, it allows for the entering contestant to enter a value for the entry or the buddy group, that is downloaded for use in establishing the priority list. For other productions, sometimes a producer needs to provide information on where the contestants are staying (Hotels, Horse Trailer, RV park, etc.) This custom section is limited only by your imagination. **EXAMPLE OF RODEO USE**

> [Online Setup](#) > [Custom](#)

---

Selected Show: **Rodeo Buddy Show Sample**

---

No Custom

Add New Item

Name

Description

Display Text

Default Value

Add

### EXAMPLE OF RODEO USE

5 point rodeos are: BCRA BCRA Permit holders 4 pts. 3 point rodeos are: PWRA, CPRA, PRCA, NPRA, WIREA (open rodeos) 2 point rodeos are: BCHSRA, BCLBRA, WIREA (all Indian), JR/SR College rodeos 1 point rodeos are: BCBRA, BCTRA, ACTRA, CSPRA, If your entire buddy group is not entered in the same rodeos, the person with the lowest priority will determine the priority points of the whole buddy group

Your calculated Priority Number

Other Assoc Rodeos or Events entered type in here

Rodeos you are attending

# Performances

In this section (primarily for rodeo Central Entry) the available performances are created, the number preference requests allowed, and the labels for the preference request boxes. On a typical 2 performance rodeo, with slack, one would allow 3 preference requests, to allow for an “OUT” 2<sup>nd</sup> or 3<sup>rd</sup> preference request if the contestant must be up at a certain time, and does not draw up well in the priority draw, does not get 1<sup>st</sup> or 2<sup>nd</sup> Preference, the system would draw them out of the rodeo. The sanctioning association rules determine how this is used.

Selected Show: Ashcroft & District Stampede

	Name	Max		
Edit Delete	Sunday	0	Move Up	Move Dn
Edit Delete	Slack	0	Move Up	Move Dn
Edit Delete	Saturday	0	Move Up	Move Dn
Edit Delete	OUT	0	Move Up	Move Dn

Add New Performance

Name

Max Available

Add Performance

Max # of Performances allowed to request: 3

Pref #1 Title 1st pref

Pref #2 Title 2nd

Pref #3 Title 3rd

Pref #4 Title

Save

## Preference request display on entry page

Buddy Group

Buddy Group Member Search - Membership #: Add to Buddy Group

1st pref: Saturday

2nd: Saturday

3rd: Saturday

Saturday

Sunday

Slack

OUT

## Billing

This tab allows the user to select if the entry fees are required to be paid at time of entry, if required to enter the necessary information to process the Credit Card through their Credit Card Portal. We have the 3 options that are most used in the basic system. Most other Credit Card processors have some type of an Authorize.net emulator. If you are not using one of these standard processors, KCI support will assist you with this process. We will need information that will not be displayed on your administration site for security purposes.

Selected Show: **Ashcroft & District Stampede**

---

Skip CC Processing ☒

Processing company ☒ Authnet ☐ Paypal Pro ☐ ePay

### Authorize.net

Auth Login

Auth Code

### Paypal Pro

User

Password





Vendor

### ePay

Hash

# Preview

Clicking on the preview tab will bring up a preview of your entry page, so you can quickly check it, and make changes while staying in the Web Services site.

## BC RODEO ASSOCIATION

Online Entries are Closed

### BCRA ASHCROFT STAMPEDE

Hosted by the Ashcroft & District Rodeo Association  
June 14 & 15, 2014

Performance Times: Saturday & Sunday - 1pm / Slack: Sunday, June 16 / 9am (if needed)

Entering Member-validate your membership number here, then proceed to next section and enter your buddy contestant number, if name does not appear when entering number either you or your buddy are not a current member or are ineligible for some other reason. Call the BCRA business office at **250 398 4104** to confirm status. When all buddies are in list, go to the next section and make entries for each contestant. If entering team events select your partner and position from the drop down. If you have a problem with this online entry process call the **BCES Entry Number 250-989-1337** on **ENTRY DAY** to make entry by phone, or to make changes to an existing entry. **Any entries that has a 5 adult buddy group and needs to add 2 Jr. and/ or PW tags-- Line 6 and 7 are for 2 tags only. If there are more than 2 Jr. and/ or PW tags to a 5 man buddy group, you must phone in your entries on entry day \***

Member #

First Name  Last Name

Email

Buddy Group

Buddy Group Member Search - Membership #

5 point rodeos are: BCRA BCRA Permit holders 4 pts. 3 point rodeos are: PWRA, CPRA, PRCA, NPRA, WIREA (open rodeos) 2 point rodeos are: BCHRA, BCLRA, WIREA (all Indian), IRSR College rodeos 1 point rodeos are: BCERA, BCTRA, ACTRA, CSPRA. If your entire buddy group is not entered in the same rodeos, the person with the lowest priority will determine the priority points of the whole buddy group

Your calculated Priority Number:

Member #	Name	BB	SB	BR \$50+\$26	TDR \$50+\$5	SW \$50+\$5	OBrd \$50+\$5	LB \$50+\$1	TR \$100/eq	Position	Jr S R	Jr Barrel: \$10+\$1	Jr Bar \$10+\$5	PW Barrel:
		\$50.00	\$50.00	\$76.00	\$55.00	\$55.00	\$55.00	\$51.00	\$55.00	Partner	\$20.00	\$21.00	\$25.00	\$10.00
										with				
										make				

Member #	Name	BB	SB	BR \$50+\$26	TDR \$50+\$5	SW \$50+\$5	OBrd \$50+\$5	LB \$50+\$1	TR \$100/eq	Position	Jr S R	Jr Barrel: \$10+\$1	Jr Bar \$10+\$5	PW Barrel:
		\$50.00	\$50.00	\$76.00	\$55.00	\$55.00	\$55.00	\$51.00	\$55.00	Partner	\$20.00	\$21.00	\$25.00	\$10.00
										with				
										make				

## Online Show/General Entry Setup

Used for barrel race production, open rodeos, and other event formats, where “membership” is NOT required for entry, and typically payment is required at time of entry.

### DETAILS

> [Online Setup](#) > [Details](#)

Selected Show: **KCI DIVISIONAL BARREL RACE ONLINE ENTRY DEMO**

Active Status      Active ☒   InActive ☐  
Show Name      KCI DIVISIONAL BARREL RACE ONLINE E  
Show City      Anywhere  
Show State      MN  
Show Date      09/06/2014   
Show Date Description      Sept 6th 2014  
Show Location      ANYWHERE  
Entry form image       

Image



Width 0      Height 0

Background color

CCCCFF 

Show Password

Login for downloading entries

Password for downloading entries



Enter Show Name, Show City, Show State, and Show date these items are for internal administration purposes. Enter Show Date Description, Show Location , select the LOGO/BANNER for the top of the entry page from your computer, select the background color for the page from the palette, or enter the color code.



## DETAILS

Select (check) the fields that you need to display on the entry form, do NOT select any of the last 3 items, as we are building an OPEN entry format. All items selected will be required to be filled in before entry can be processed.

> [Online Setup](#) > [Contestant](#)

---

Selected Show: **KCI DIVISIONAL BARREL RACE ONLINE ENTRY DEMO**

---

Select the contestant fields you want to display on the entry form

- ☒ First Name
- ☒ Last Name
- ☒ Mailing Address
- ☒ Street Address
- ☒ City
- ☒ State/Province
- ☒ Zip/Postal Code
- ☐ Work Phone
- ☒ Home Phone
- ☒ Cell Phone
- ☒ Date of Birth
- ☒ Email
- ☐ Grade
- ☐ Member #
- ☐ Allow member lookup via membership number
- ☐ Require member lookup to also require password
- ☐ Make First and Last name fields Read-only (used with member lookup)

[Save](#)

The “Events” tab screen on the next page covers a multitude of options, that are required to accommodate the wide range of event formats that exist in the equine production business. The usual basic formatted event are available to you on the quick create section on the upper left, select the event from the dropdown list and click the quick create button, the newly created event will appear at the bottom of the list with the new event already selected and ready for further editing.

Selected Show: KCI DIVISIONAL BARREL RACE ONLINE ENTRY DEMO

Events Layout Portals

Create new Event

Barrels Quick Create

Name	Amount	Order	Edit	Remove	Move Up	Move Dn
Barrels	\$50.00	1				
SR BARRELS 3D	\$30.00	2				
YOUTH BARRELS 3D	\$30.00	3				

List of Events

Edit Event

Event Name 1 Barrels

Contestant for this event 2

☐ Use Entering Member - no ability to enter a contestant name, uses entering member info  
☐ Use Free Form - Allows free form text for a contestant name  
☐ Use Membership lookup - Requires a membership # lookup

# of Contestants 3

For Contestants 2 or more: name entry choice:

Contestant Description

☐ Use Free Form - Allows free form text for a contestant name  
☐ Use Membership lookup - Requires a membership # lookup

Check Box Select 4

Event Fee 5 50.00

Event Count 6 4

Format 7

☒ Time ☐ Score

Name	Amount	Edit	Remove
SR BARRELS 3D	\$30.00		
YOUTH BARRELS 3D	\$30.00		

CarryOvers 8

Assign Carryover events

Name Barrels

Add Carryover

Use Stock 9

Use Perf 10

Event Positions 11

No Positions

Position Description

Add Position

Background Color 12

CCCCC

Use as Carryover Only 13

Max Entries 14 300

Membership enabled only 15

(Enabled only for Members via membership lookup)

Save Changes

Duplicate Event

By the Numbers on the picture

**1** If you selected Barrels, an event named Barrels will be created, you will probably want to rename it to fit your format (OPEN 3D, 5D OPEN, etc.)

**2** - Contestant for this event -

- ☐ Use Entering Member - no ability to enter a contestant name, uses entering member info – ***This selection will use the information that was entered by the contestant, the entries will be made for THAT person as they check the select boxes on the form. This option is used most of the time.***
- ☐ Use Free Form - Allows free form text for a contestant name - ***Rarely used on most entry formats***
- ☐ Use Membership lookup - Requires a membership # lookup ***This selection is used only when a look up is required to enter somebody else other than the entering contestant – rarely used.***

### 3 - # of Contestants-

*Will be 1 , unless a team event, Team Roping would be 2, Team Penning would be 3, Ranch Rodeo would be the number required to be in the event*

**For Contestants 2 or more: name entry choice:**

Contestant Description  *Will typically be Partner*

☐ Use Free Form - Allows free form text for a contestant name *Use this to allow a partners name to be entered free form, low risk option is requiring payment at time of entry, as the entering contestant will be paying for partner regardless of accuracy.*

☐ Use Membership lookup - Requires a membership # lookup *Use this if rules require the partner to be a "member" of the sanctioning association*

### 4 - Check Box Select

Check Box Select ☐

*Will always be selected*

### 5 - Event Fee

Event Fee

*Enter the entry Fee for the selected event, if a team event , enter the TEAM ENTRY FEE, the program will divide the entry fee by the number of contestants and apply the result to EACH contestant ( Team Roping - \$100 TEAM entry fee divided by 2 = \$50 – EACH ROPER would be charged \$50)*

## **6** - Event Count

Event Count	<input type="text"/>
-------------	----------------------

*Enter the number of times that you want the entry opportunities to repeat on the form. If you were to enter 1 – it will only show the event 1 time, if you enter 4, the selected event would repeat 4 times. This is used on Divisional Barrel Races where the contestant may need to enter multiple times on different horses, or a team roping where ropers may enter an events multiple times with different partners, or switch ends.*

## **7** - Format –

Format	<input type="radio"/> Time	<input type="radio"/> Score
--------	----------------------------	-----------------------------

*This doesn't have any effect on the entry process, but we need to know so that the information comes in to Arena Management on the download*

## 8 - CarryOvers –

CarryOvers	<b>Name</b>	<b>Amount</b>	
	SR BARRELS 3D	\$30.00	<a href="#">Edit</a> <a href="#">Remove</a>
	YOUTH BARRELS 3D	\$30.00	<a href="#">Edit</a> <a href="#">Remove</a>
	Assign Carryover events		
	Name	<input type="text"/>	<input type="button" value="Submit"/>

***This section allows you to make carryover entries out of a prime event to other events, if you use this option, select the event(s) you want to make available from the dropdown list and click "add carryover. The entry page will look like the example below.***

Selected Show: KCI DIVISIONAL BARREL RACE ONLINE ENTRY DEMO

<http://www.kcranchweb.com/KCI/entry/std/Entryform.aspx?Association=KCI&Show=KCI201435>

**Entries Information on Show/Event formats here, Example :** "you may enter either as a carry over or as a run in both the SR and Youth events, if you want to run enter in that event section, if you want to carry your time over from the open, check the carry over selection in the Open Race

☐ **Barrels**  
\$50.00

Entry 1

Horse	Carryover
<input type="text"/>	<input type="checkbox"/> SR BARRELS 3D \$30.00 <input type="checkbox"/> YOUTH BARRELS 3D \$30.00

Entry 2

Horse	Carryover
<input type="text"/>	<input type="checkbox"/> SR BARRELS 3D \$30.00 <input type="checkbox"/> YOUTH BARRELS 3D \$30.00

Entry 3

Horse	Carryover
<input type="text"/>	<input type="checkbox"/> SR BARRELS 3D \$30.00 <input type="checkbox"/> YOUTH BARRELS 3D \$30.00

Entry 4

Horse	Carryover
<input type="text"/>	<input type="checkbox"/> SR BARRELS 3D \$30.00 <input type="checkbox"/> YOUTH BARRELS 3D \$30.00

***The contestant would Check the Barrels for \$50, and enter horse on the entry 1 line, and if wanting to carryover to either the SR or Youth event. The contestant could also enter another horse on the Entry 2 line, and opt not to enter the carry over event, and so on...***

## 9 - Use Stock –

Use Stock <input type="checkbox"/>	Name: <input type="text"/>
------------------------------------	----------------------------

***This used on ALL divisional format barrel races, and is the prime component of making entries in the divisional format. It is also widely used in any event where multiple entries in an event are permitted using different horses. It is common to use in Futurities, Derbies, and any association or producer that needs to have the "Horses" information to keep records for season standing by horse.***

## 10 - Use Perf –

Use Perf <input type="checkbox"/>
-----------------------------------

***Use this option if you allow your entering contestants to "pick" what sections of an event they would like to be in. Example: you have a barrel race that you anticipate having 400 entries, and would like to break the day into 2 section early and late. You set your sections/perfs up in the **Performances** tab in this setup section.***

***Using this selection your entry form will now look like this. You have the ability to 'cap' the number of entries that may be made choosing a section. For example if you wanted to limit entries in the early section to 200, after the section has received 200 entries, the option to select that section would go away, and only leave the late section.***


<input type="checkbox"/>		
Barrels		
\$50.00		
Entry 1		
Horse	Perf	Carryover
<input type="text"/>	EARLY ▼	<input type="checkbox"/> SR BARRELS 3D\$30.00   <input type="checkbox"/> YOUTH BARRELS 3D\$30.00
Entry 2		
Horse	Perf	Carryover
<input type="text"/>	EARLY ▼	<input type="checkbox"/> SR BARRELS 3D\$30.00   <input type="checkbox"/> YOUTH BARRELS 3D\$30.00
Entry 3		
Horse	Perf	Carryover
<input type="text"/>	EARLY ▼	<input type="checkbox"/> SR BARRELS 3D\$30.00   <input type="checkbox"/> YOUTH BARRELS 3D\$30.00
Entry 4		
Horse	Perf	Carryover
<input type="text"/>	EARLY ▼	<input type="checkbox"/> SR BARRELS 3D\$30.00   <input type="checkbox"/> YOUTH BARRELS 3D\$30.00

## 11 - Event Positions –

Event Positions	No Positions
	Position Description <input type="text"/> <input type="button" value="Submit"/>

***This section allows you to label the partners position ( header/heeler for team roping) on a events with 2 or more contestants – automatic if you select the team roping quick create option.***

## 12 - Background Color –

Background Color	<input type="text" value="CCCCCC"/> 
------------------	---

***Select the color for background on the event section, by either picking a color from the palette, or by entering the color code in the text box if you know it.***

## 13 - Use as Carryover Only –

Use as Carryover Only	<input type="checkbox"/>
-----------------------	--------------------------

***Check the box if you only want this event to be available as a carryover event, NO primary entry in this selected event, it will only be available as a carryover option in the events you choose.***

## 14 - Max Entries -

Max Entries	<input type="text"/>	<input type="text"/>

***This control allows you to "Cap" the number of entries in the selected event. This works in conjunction with the Sections Early/ Late entries cap.***

## 15 - Membership enabled only -

Membership enabled only	<input type="checkbox"/> (Enabled only for Members via membership lookup)
-------------------------	---

***This control allow us to build a hybrid membership required/and open entries in the same show. The show is built using the member lookup on the "Contestant" control, "Allow member lookup via membership number", and then mark the selected events to only be available for members here.***



## Show Manager

The Results Tab from the earlier versions of the software has been removed and replaced by the Show Manager Tab; this Tab has become the center piece of program. The Online Entry, and Rodeo Central Entry, both eventually get sent to this Show Manager to finish the process. The Show manager also allows a user to build shows/rodeos, make entries, do the draws ( run order) , enter times/scores, placing, earnings and points for events for users that are not using KCI On Line Entry, or Rodeo Central Entry services

Show Manager    Cen

Show List

Setup

Fees & Payments

Entries

Draws

Run Event

Results

Entries Reports

Contestant Contact

Draw Reports

Results Reports

Entries from  
Online Shows

Import

The Arena Management Software users that have signed up for KCI Web services will use RODEO SYNC to upload their draws/results to Web Services. After the upload, you will go to this screen, decide if you want it published as a Draw if prior to the event, or as Results if after the event. There are more options that we will discuss in depth in the following sections.

## Show List

This screen displays the Shows/Rodeos that have been either uploaded from Arena Management, brought in from KCI Online Entry System, or from the Rodeo Central Entry application. It will display the Show/Rodeo Name / Date / and if it has been published as a draw or as results.

- [Show Manager](#) - [Show List](#)

Show	Producer	Date	Draw Published	Results Published
Jerry and Eds Rodeo	kcranch	02/23/15	No	No

# Setup

[Show Manager](#) [Setup](#)

---

**Producer** koranch

**Show List**

Show	Date	
<a href="#">Select</a> Jerry and Eds Rodeo	02/23/15	<a href="#">Delete</a>

Show Name  [Add](#)

**Show Detail**

Name

Jerry and Eds Rodeo

Date

2/23/2015

Region

Unassigned

Series

No Series Assigned

Available Series:

Name

Friday

Delete

Eds

Saturday

Delete

[Add](#)

Perfs

Perf Name

[Add New](#)

Publish Draws

☐

Publish Results

☐

Download Key

1

Download Password

1

Save

Set all Events to display points

[Update to show Points](#)

Set all Events to display earnings

[Update to show Earnings](#)

**Event List**

■ Barrels

■ Team Roping

■ Broncs

■ Bulls

■ Pole Bending

Add Event

[Add](#)

Remove selected event

[Remove](#)

**Events**

Group

Name

Format

Amount

# of Contestants

Class

Sanctioning Association

Show Fields

Assign to New

Assign to Existing

None

Time

1

[+](#)

[-](#)

[+](#)

[-](#)

☐ Show Stock

☐ Show Rating

☐ Show Position

☐ Show Earnings

☐ Show Points

☐ Show Other 1

☐ Show Other 2

☐ Show On

Save

The Show Manager setup allows control of the Show/Rodeo and Event formats for display on the Events Results Web Services. The Publish Draws/Results let you choose if you want the show to show up under the Draws or Results tabs on the Web Results pages for consumption by your members and users. This screen will allow editing for all shows/rodeos whether uploaded by an enrolled producer, built from scratch in the Admin, or imported from an online entry show/rodeo, or Central Entry.

## Fees/Payments

Provides contestant fees and payments detail by contestant

- [Show Manager](#) - [Fees/Payments](#)

Producers kranch  
Shows

Show	Date
<a href="#">Select</a> Jerry and Eds Rodeo	02/23/15

**Members**

Last Name	Membership #	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Refresh"/> <input type="button" value="Clear Filter"/>		
First Name	Last Name	Membership #
<a href="#">Select</a> Joe	Blow	
<a href="#">Select</a> Ed	Craft	12
<a href="#">Select</a> Jerry	Kendrick	11

**Jerry Kendrick**

Event	Amount
Barrels	\$50.00
Team Roping	\$25.00
Broncs	\$50.00
Pole Bending	\$25.00

**Entries** Total: **\$150.00**  
**Fees** Total: **\$0.00**  
**Payments** Total: **\$0.00**

## Entries

KCI Association Manager

KC Ranch  
Period: None

Association | Config | Members | Stock | Producers | Online Setup | Online Entry | Show Manager | Central Entry | Site Services | Reports

[Show Manager - Entries](#)

[Setup](#) | [Fees & Payments](#) | [Entries](#) | [Draws](#) | [Run Event](#) | [Results](#) | [Entries Report](#) | [Draw Reports](#) | [Results Reports](#) | [Contestant Contact](#)

**Team Roping**  
[Add New Entry](#)

**Producers** kranch  
**Shows**

Show	Date
<a href="#">Select</a> Jerry and Eds Rodeo	02/23/15
<a href="#">Select</a> KCRANCH DEMO	02/23/15

**Events**

- Barrels
- Team Roping**
- Broncs
- Bulls
- Pole Bending
- Barrel Race
- Tie Down

# of Entries 3

Entry #	Contestant	Position	Other 1	Other 2	Header	Perf	Perf Draw #	Placing
<a href="#">Edit</a> 1	Jerry Kendrick	Position	Other 1	Other 2	Header	1	1	<a href="#">Delete</a>
	Ed Craft	Position	Other 1	Other 2	Header	1	1	
<a href="#">Edit</a> 2	Jody Young	Position	Other 1	Other 2	Header	1	1	<a href="#">Delete</a>
	Ed Craft	Position	Other 1	Other 2	Header	1	1	
<a href="#">Edit</a> 3	Joe Blow	Position	Other 1	Other 2	Header	1	1	<a href="#">Delete</a>
	Jerry Kendrick	Position	Other 1	Other 2	Header	1	1	

**New Quick Navigation links**

From this screen you can edit , delete, or add new entries to your events.

To make a new entry click the Add New Entry

The screenshot shows the KC Ranch website interface. The top navigation bar includes links like Association, Config, Members, Stock, Producers, Online Setup, Online Entry, Show Manager, Central Entry, Site Admin, Reports, and Logout. The main content area is divided into several sections. On the left, there's a sidebar with 'Producers' and 'Shows' sections. The 'Shows' section is expanded, showing a list of shows with columns for 'Show' and 'Date'. The 'Events' section is also visible. The main area displays a table of entries with columns for 'Entry #', 'Contestant', 'Stock', 'Part', 'Part Draw #', and 'Placing'. The 'Barrels' button is circled in pink. The 'Update' button is also circled in pink. The 'Member Search' and 'Stock Search' sections are highlighted with pink circles.

You actually get the same expanded view when you select “Edit” on a preexisting entry, allowing you to change all details about the entry. If you type in a last name or a portion of a last name and “Search” a list of members that are already in the database will appear.

The screenshot shows the 'Member Search' and 'Stock Search' sections. The 'Member Search' section is circled in red, showing a list of members with columns for 'Select', 'First', 'Last', and 'Membership #'. The 'Stock Search' section is also circled in red.

Select the appropriate Member from the list, the same process for the “Stock/Horse selection, select the Performance (if any) and assign a draw number, or wait till all of your entries are in and let the program do the random draws for your events. If the Contestant Name you need to enter is NOT in the current database, you can type in the First Name, Last Name boxes, click ADD, and the new member contestant will be added to the membership database. But will be marked as ineligible for online entries, the person managing the membership details will need to go into the membership

The screenshot shows the 'Member Search' and 'Stock Search' sections. The 'Member Search' section is circled in red, showing a message 'No members found'. The 'Stock Search' section is also circled in red, showing a message 'No members found'. The 'Add New Member' section is circled in red, showing input fields for 'First Name' and 'Last Name'. The 'Add New Stock' section is also circled in red, showing input fields for 'First Name' and 'Last Name'.

## Reports

A raw data (searchable) report, that is also 1 click exportable to Word, PDF, and Excel.

Shows: Idaho Junior High Finals 2014 ▼ Events: Chute Dogging ▼

1 of 1 100% Find | Next

### Results for Chute Dogging

Name	Timer Time	Penalty Time	Finaltime	Time Status
Tolle, Briggs	29.68	0	29.68	OK
York, Sylais	24.97	0	24.97	OK
Garland, Cole	19.19	0	19.19	OK
Beasley, Colton	18.88	0	18.88	OK
Bradshaw, Pete	18.24	0	18.24	OK
Howard, Connor	15.09	0	15.09	OK

# Online Entry FOR RODEO

## Show List

Select the Show / Rodeo you want to work with, and then proceed to the appropriate tab.

Selected Show: **Ashcroft & District Stampede**

Name	Date	Payments	Confirmations	Entries	Status	Select
Bella Coola Rodeo 2	06/29/14	\$1,712.00	31	109	Inactive	<a href="#">Select</a>
Bella Coola Rodeo 1	06/28/14	\$1,006.00	31	110	Inactive	<a href="#">Select</a>
Ashcroft & District Stampede	06/14/14	\$3,181.00	120	286	Inactive	<a href="#">Select</a>
Kispiox Valley Rodeo	05/31/14	\$1,811.00	59	162	Inactive	<a href="#">Select</a>
BCRA CLINTON MAY BALL RODEO	05/24/14	\$5,337.00	113	296	Inactive	<a href="#">Select</a>
BCRA KEREMEOS ELKS RODEO	05/18/14	\$3,128.00	70	142	Inactive	<a href="#">Select</a>
BCRA 100 MILE HOUSE RODEO	05/18/14	\$2,676.00	85	204	Inactive	<a href="#">Select</a>
BCRA Louis Estates Rodeo	05/10/14	\$2,789.00	65	148	Inactive	<a href="#">Select</a>
BCRA PRINCETON RODEO	05/10/14	\$5,735.00	85	198	Inactive	<a href="#">Select</a>
NECHAKO VALLEY RODEO	04/26/14	\$4,403.00	81	199	Inactive	<a href="#">Select</a>
1 2						

## Detail

This tab will display the event counts for each event in the rodeo, nothing to edit on this screen, informational only. Is handy for keeping Rodeo Committees and Stock Contractors informed.

Selected Show: **Ashcroft & District Stampede**

Status: InActive	<a href="#">Change</a>	Events						Fees
Confirmations: 120		Event Name	Count	Amount	C/O count	Amount	Total Count	Total
Entries: 286		BB	3	\$150.00	0	\$0.00	3	\$150.00
Billable Amt: \$3,181.00		SB	9	\$450.00	0	\$0.00	9	\$450.00
Recorded Pyrms: \$0.00		BR \$50+\$26	21	\$1,596.00	0	\$0.00	21	\$1,596.00
		TDR \$50+\$5	21	\$1,155.00	0	\$0.00	21	\$1,155.00
		SW \$50+\$5	17	\$935.00	0	\$0.00	17	\$935.00
		OBK \$50+\$5	26	\$1,430.00	0	\$0.00	26	\$1,430.00
		LB \$50+\$1	59	\$3,009.00	0	\$0.00	59	\$3,009.00
		JR S R	24	\$480.00	0	\$0.00	24	\$480.00
		Jr Barrels \$20+\$1	19	\$399.00	0	\$0.00	19	\$399.00
		Jr Bar \$20+\$5	9	\$225.00	0	\$0.00	9	\$225.00
		P W Barrels	23	\$230.00	0	\$0.00	23	\$230.00
		T R \$100/tm	55	\$3,025.00	0	\$0.00	55	\$3,025.00
Card Errors								
No Card Errors								

## Confirmations

This screen will show ALL entry confirmations in the selected rodeo/show, this list can be sorted by date enter, filtered by alphabet, or brought up by alphabetical groups. When you select a [“Confirmation”](#) it will take you to the Entry Screen with that entry information already loaded, and ready for review, or editing for changes as required.

Selected Show: **Ashcroft & District Stampede**

Select to view or enter confirmation # to find:

By Last Name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[All](#) or [by Date Entered](#) or [by Pay Source](#)

Confirmation #:  [Find](#)

☐ Show update detail

Entries List

Confirmation	Name	City	State	Amount	Entry Type	Date Entered	Date Updated	
<a href="#">MY32221N49640</a>	MYERS, TY	Hanceville	BC		Other	6/5/2014 8:20:23 AM		<a href="#">Remove</a>
<a href="#">MOB4621N49624</a>	MORRISSEY, SARAH	Deer Park	AL		Other	6/4/2014 6:18:51 PM		<a href="#">Remove</a>
<a href="#">BR65676N49623</a>	BRUISEDHEAD, WYNN	Mount Currie	BC		Other	6/4/2014 6:13:40 PM		<a href="#">Remove</a>
<a href="#">DE34581N49622</a>	DEROSE, TYRELL	Kamloops	BC		Other	6/4/2014 5:52:24 PM		<a href="#">Remove</a>
<a href="#">WI45901N49621</a>	WILSON, WILLIAM	Cache Creek	BC		Other	6/4/2014 5:51:30 PM		<a href="#">Remove</a>
<a href="#">HA91327N49620</a>	HANCOCK, JOHN	Quesnel	BC		Other	6/4/2014 5:47:54 PM		<a href="#">Remove</a>
<a href="#">HA29292N49619</a>	HAIGHT, ZAK	Savona	BC		Other	6/4/2014 5:42:21 PM		<a href="#">Remove</a>
<a href="#">MA29474N49618</a>	MACDONALD, JESSICA	150 Mile House	BC		Other	6/4/2014 5:40:21 PM		<a href="#">Remove</a>
<a href="#">SI68601N49617</a>	SIMONIN, LUKE	Naramata	BC		Other	6/4/2014 5:38:42 PM		<a href="#">Remove</a>
<a href="#">LU60561N49616</a>	LULUA, KAITLYN	Williams Lake	BC		Other	6/4/2014 5:37:38 PM		<a href="#">Remove</a>



## Admin Entry

This section allows the entry administrator to enter member numbers for entry, build buddy groups from member numbers, select multiple preferences, enter weighted priority numbers if applicable, and all other functions required to make entries.

Selected Show: Ashcroft & District Stampede

**BC RODEO ASSOCIATION**

**New Entry**  
Administration Entry

**BCRA ASHCROFT STAMPEDE**  
Hosted by the Ashcroft & District Rodeo Association  
June 14 & 15, 2014

Performance Times: Saturday & Sunday - 1pm / Slack: Sunday, June 16 / 9am (if needed)

Entering Member-validate your membership number here, then proceed to next section and enter your buddy contestant number. If name does not appear when entering number either you or your buddy are not a current member or are ineligible for some other reason. Call the BCRA business office at **250 398 4104** to confirm status. When all buddies are in list, go to the next section and make entry for each contestant. If entering team events select your partner and position from the drop down. If you have a problem with this online entry process call the **BCES Entry Number 250-989-1337** on **ENTRY DAY** to make entry by phone, or to make changes to an existing entry. **Any entries that has a 5 adult buddy group and needs to add 2 Jr. and/or PW tags-- Line 6 and 7 are for 2 tags only. If there are more than 2 Jr. and/or PW tags to a 5 man buddy group, you must phone in your entries on entry day."**

Member Search  
Last Name: \_\_\_\_\_ Membership #: \_\_\_\_\_ (Search)

Buddy Group  
Buddy Search  
Last Name: \_\_\_\_\_ Membership #: \_\_\_\_\_ (Search)

1st pref:  2nd:  3rd:

5 point rodeos are: BCRA BCRA Permit holders 4 pts. 2 point rodeos are: PWRA, CPRA, PRCA, NPRA, WREA (open rodeos) 2 point rodeos are: BCHSRA, BCLBRA, WREA (all Indian), JR/SR College rodeos 1 point rodeos are: BCRA, ACTRA, ACTRA, CEPRA. If your entire buddy group is not entered in the same rodeos, the person with the lowest priority will determine the priority points of the whole buddy group.  
Your calculated Priority Number:

Other Assoc Rodeos or Events entered type in here  
Rodeos you are attending:

Member #	Name	DB	SB	BR \$50+\$26	TDR \$50+\$5	SW \$50+\$5	OBK \$50+\$5	LB \$50+\$1	TR \$100/tm \$55.00	JR SR \$20.00	Jr Barrels \$20+\$11 \$21.00	Jr Bar \$20+\$5 \$25.00	PW Barrels \$10.00
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Admin Entry (Continued)

## Contestant Entry Section

Member Search

Last Name  Membership #

First Name:  Last Name:  Membership #:

Email:

Buddy Group

Buddy Search

Last Name  Membership #

In this section the “member search” allows the entry administrator to enter either the Membership # or part or most of a last name to bring up the member if matching from member #, or list of name close to the letters inputted in the Last Name search, if you type in smi, you would get a list of ALL members that have a name starting with SMI, if you typed SMITH, you would get all names that have or start with SMITH., You would also get Smithson. Select the appropriate member from the list; it will drop in to the entry section

Member Search

Last Name: Smith Membership #

Select	First	Last	Membership #
<input type="button" value="Select"/>	Court	Smith	<input type="text"/>
<input type="button" value="Select"/>	Madison	Smith	<input type="text"/>
<input type="button" value="Select"/>	Sofya	Smith	<input type="text"/>
<input type="button" value="Select"/>	Wile	Smith	<input type="text"/>

12

First Name: sofya Last Name: smth Membership #:

Email:

Buddy Group

Buddy Search

Last Name  Membership #

Buddy Member	Membership #	
Smith, Sofya	<input type="text"/>	<input type="button" value="Entering Member"/>

1st pref: Sunday 2nd: Sunday 3rd: Sunday

Exactly the same process when adding members to the buddy group.

Buddy Group

Buddy Search

Last Name: w Membership #

Add to Buddy Group	First	Last	Membership #
<input type="button" value="Select"/>	Chance	Walnaggar	<input type="text"/>
<input type="button" value="Select"/>	Colton	Walch	<input type="text"/>
<input type="button" value="Select"/>	Nita	Walker	<input type="text"/>
<input type="button" value="Select"/>	Justine	Walker	<input type="text"/>

12345678910

Buddy Member

Membership #

Talxaira, Nick	<input type="text"/>	<input type="button" value="Entering Member"/>
Walker, Justine	<input type="text"/>	<input type="button" value="Remove"/>

## Other ADMIN ENTRY Functions

On left side of the page you will see this menu of available administration functions.

<b>Save Entry</b>	<input type="button" value="Add"/>
<b>Balance &amp; Payments</b> <span style="float: right;"><b>Balance Due 0</b></span>	
Receipt	
Notes	
Override	
Add in New Show	
Find Confirmation	
Show Counts	

The 1<sup>st</sup> **BALANCE & PAYMENTS** will show the balance for the selected entry, and if you click on that line will allow you to process or record payments to apply to the selected entry.

<b>Save Entry</b>	<input type="button" value="Update"/>	MI55829N49615
<b>Balance &amp; Payments</b> <span style="float: right;"><b>Balance Due \$397.00</b></span>		
Total Due:	Total Paid:	Balance:
<b>\$397.00</b>	<b>\$0.00</b>	<b>\$397.00</b>
<input checked="" type="radio"/> CC	<input type="radio"/> Check	<input type="radio"/> Cash
Credit Card Type	Visa	
Credit Card #		
Expiration Date:	Month: Jan	Year: 2013
Last Name		
First Name		
Address		
City		
State	Alabama	
Zip		
Notes		
Amount of this Payment	0.00	
<input type="button" value="Authorize"/>		
<input type="button" value="No Payments"/>		

The 2<sup>nd</sup> - Receipt – will present a button to display a receipt showing entries , balance and payments, and allow you to email to recipient or print.

## Receipt

[Click for Receipt](#)

[View Receipt](#)

Selected Show: **Ashcroft & District Stampede**

Print

[Printable Version](#)

Email

From: [entries@centralentry.com](mailto:entries@centralentry.com)

To:

[Send](#)

Entry for: Mikkelson, Keri 6/20/2014  
Confirmation #: M55829N49615  
Date of Birth:  
Mailing Address: [REDACTED]  
Street Address: [REDACTED]  
City: [REDACTED]  
State/Province: BC  
Zip/Postal Code: V0E 2P0  
Work Phone:  
Home Phone: [REDACTED]  
Cell Phone:  
Email: [REDACTED]

### Preferences

Preference #1 Sunday  
Preference #2 Sunday  
Preference #3 Slack

### Entries

OBK \$50+\$5 @ \$55.00  
Keri Mikkelson  
LB \$50+\$1 @ \$51.00  
Keri Mikkelson  
TR \$100/tm @ \$55.00  
Keri Mikkelson as Header  
Colin Mikkelson as Healer  
TDR \$50+\$5 @ \$55.00  
Cole Churchill  
SW \$50+\$5 @ \$55.00  
Cole Churchill  
TR \$100/tm @ \$55.00  
Cole Churchill as Header  
Keri Mikkelson as Header  
LB \$50+\$1 @ \$51.00  
Krystle Vipond  
PW Barrels @ \$10.00  
Kale Mikkelson  
PW Barrels @ \$10.00  
Claire Mikkelson  
Total Entries

\$397.00

### Fees

**Fee Qty Amount Total**  
Total Fees

\$0.00

Total Due: \$397.00

### Other

PriorityNumber 4  
Rodeos

### Payments

**Type Amount**

Total Payments

\$0.00

Balance

\$397.00

The 3rd – NOTES – allows the user to make notation about the selected entry

Save

Update

MI55829N49615

Entry

Balance & Payments	Balance Due \$397.00
Receipt	
Notes	
Notes	

The 4th – Override – allows for the entry administrator to override the charges for an entry, for comps, or other considerations

Save

Update

MI55829N49615

Entry

Balance & Payments	Balance Due \$397.00
Receipt	
Notes	
Override	
Override Amount: <input type="text" value="\$0.00"/> <input type="checkbox"/> Use Override	
Add in New Show	
Find Confirmation	
Show Counts	

The 5<sup>th</sup>- Add in New Show – Allow the entry administrator to make the SAME entry, or Buddy Group entry in another active rodeo/show. For this option to work, the EVENTS in the other rodeo/show MUST be identical, and the members of the buddy group identical.

Save

Update

HU21521N49298

Entry

Balance & Payments

Balance Due \$111.00

Receipt

Notes

Override

Add in New Show

Enter in additional show

1st Preference

2nd Preference

3rd Preference

4th Preference

Availability

Add

Find Confirmation

Show Counts

The 6<sup>th</sup> – Find Confirmation- Allows for quick search by Member Number if the contestant cannot remember their confirmation number.

<b>Save</b>	<input type="button" value="Update"/>	HU21521N49298
<b>Entry</b>		
Balance & Payments		Balance Due \$111.00
Receipt		
Notes		
Override		
Add in New Show		
Find Confirmation		
Search by Membership...Membership No:		
<input type="text"/>		
<input type="button" value="Search"/>		
Show Counts		

The last button – Show Counts – displays a series of lists, to assist the entry administrator in answering questions with real time numbers, the counts on the board for 1<sup>st</sup> preference requests by event , by day.

Show Counts		
1st Preference Count		
Count	Event	Preference
5	BB	Saturday
1	TDR \$70+\$5	Saturday
2	SB	Saturday
15	LB \$70+\$1	Saturday
2	SW \$70+\$5	Saturday

And the total entries in the rodeo/show, please click the refresh to get the most current numbers from the server.

Events Count

Name	Count
BB	6
SB	2
BR \$70+\$26	19
TDR \$70+\$5	5
SW \$70+\$5	9
1 2 3	

Refresh

AND an alphabetical list of contestants that are entered in the rodeo, with the confirmation number of the entry.

Entered Members

Member #	Name	Confirmation
██████	Antoine, Gracie	EV06307N49280
██████	Antoine, Harley	EV06307N49280
██████	Aspell, Andre	DA83933N49275
██████	Attrill, Charlie	AT15733N49265
██████	Attrill, Charlotte	AT15733N49265
1 2 3 4 5 6 7 8 9 10 ...		

# Expenses

Allows the administrator to enter Association Expenses directly attributable to the selected rodeo/show, any entered expenses will display on the right side of this screen with a calculated total.

Selected Show: **Kispiox Valley Rodeo**

Expense

Name

Description

Date

Amount

Category

Payment To

Payment Type (CC, Cash, Check)

Payment Address

Payment City


Payment State


Payment Zip

Payment Contact

Payment Phone

Payment Date





Add

Total Expenses: \$0.00

No Expenses

64



Reports

Fees Report

Selected Show: **Kispiox Valley Rodeo**

[All Fees](#)  
[Stalls](#)  
[RVs](#)  
[Other](#)  
[Entries by Event](#)  
[Entries by Contestants](#)

SPIERS, WAYNE	Judge fee	\$5.00	1	\$5.00
SPIERS, WAYNE	Bces fee	\$5.00	1	\$5.00
STEVENS, ABBY	Final surchge	\$5.00	1	\$5.00
STEVENS, ABBY	Judge fee	\$5.00	1	\$5.00
STEVENS, ABBY	Bces fee	\$5.00	1	\$5.00
STOWELL, LAUNI	Final surchge	\$5.00	1	\$5.00
STOWELL, LAUNI	Judge fee	\$5.00	1	\$5.00
STOWELL, LAUNI	Bces fee	\$5.00	1	\$5.00
STEWART, LILA	Final surchge	\$5.00	1	\$5.00
STEWART, LILA	Judge fee	\$5.00	1	\$5.00
STEWART, LILA	Bces fee	\$5.00	1	\$5.00
STEINKE, KASSIDY	Final surchge	\$5.00	1	\$5.00
STEINKE, KASSIDY	Judge fee	\$5.00	1	\$5.00
STEINKE, KASSIDY	Bces fee	\$5.00	1	\$5.00
THOMAS, BRADY	Final surchge	\$5.00	1	\$5.00
THOMAS, BRADY	Judge fee	\$5.00	1	\$5.00

Entries by event

Selected Show: **Kispiox Valley Rodeo**

[All Fees](#)  
[Stalls](#)  
[RVs](#)  
[Other](#)  
[Entries by Event](#)  
[Entries by Contestants](#)

Event Name	Name	Confirmation
BB	Hohmann, Steve	HO28964N49266
BB	Kerner, Cash	KE79621N49239
BB	Marshall, Jared	MA12261N49249
BB	Thomas, Brady	TH49012N49257
BB	Vipond, Landon	VI77382N49253
BB	Zimmerlee, Justin	ZI63222N49297
BR \$70+\$26	Attrill, Charlie	AT15733N49265
BR \$70+\$26	Davis, Justin	BR88907N49245
BR \$70+\$26	Charleyboy, Cody	CH21963N49238
BR \$70+\$26	Dick, Henly	CH21963N49238
BR \$70+\$26	Wright, Darrell	HA29912N49276
BR \$70+\$26	Hamill, Tyler	HA05321N49259
BR \$70+\$26	Hohmann, Steve	HO28964N49266

# Entries by Contestant

Selected Show: **Kispiox Valley Rodeo**

[All Fees](#)

[Stalls](#)

[RVs](#)

[Other](#)

[Entries by Event](#)

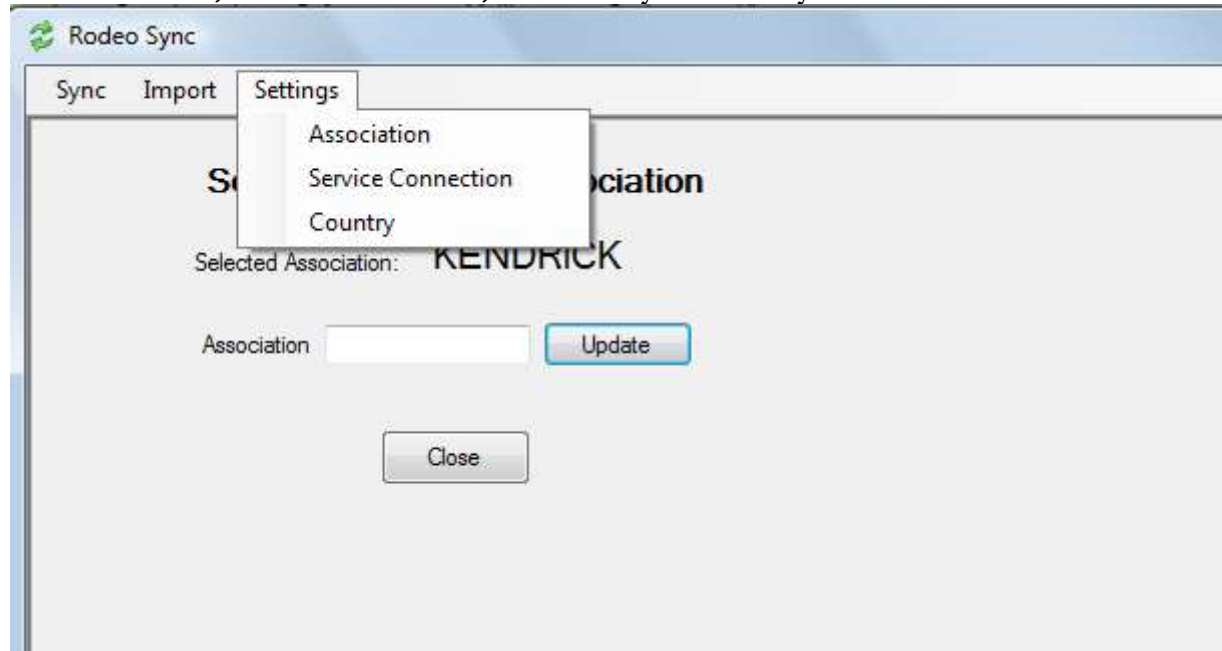
[Entries by Contestants](#)

of 27 100% Find   Next		
Entries by Contestant		
Contestant	Event Name	Confirmation
Atrill, Charlie	BR \$70+\$26	AT15733N49265
Atrill, Charlotte	LB \$70+\$1	AT15733N49265
Atrill, Charlotte	OBrk \$70+\$5	AT15733N49265
Atrill, Charlie	SW \$70+\$5	AT15733N49265
Bartlett, Kaitlyn	Jr Barrels \$20+\$1	BA71743N49286
Bartlett, Megan	Jr Barrels \$20+\$1	BA71743N49286
Bartlett, Jordan	LB \$70+\$1	BA71743N49286
Bell, Deanna	OBrk \$70+\$5	BE39454N49284
Bell, Deanna	T R \$140/tm	BE39454N49284
Wardrop, Colton	T R \$140/tm	BE39454N49284
Wardrop, Colton	T R \$140/tm	BE39454N49284
Bell, Deanna	T R \$140/tm	BE39454N49284
Wardrop, Ian	T R \$140/tm	BE39454N49284
Bell, Deanna	T R \$140/tm	BE39454N49284
Bell, Kyle	T R \$140/tm	BE53882N49274

# RODEO SYNC

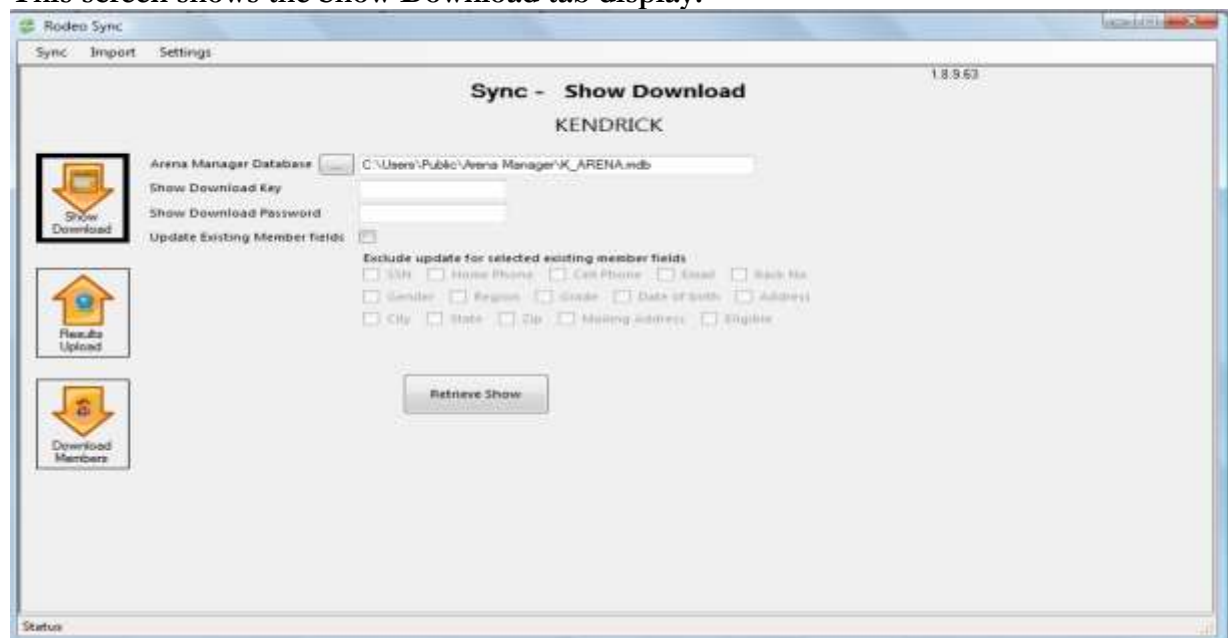
This application is used to download/Upload ALL SHOWS, from Online Entry, Rodeo CE / and Shows that were built and run in Arena Manager, and need to be uploaded to the web services.

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.



After it has completed open your Arena Manager program you will see the newly downloaded Show/Rodeo. With events/performances/draw positions, and everything you need to manage your Show/Rodeo.



After your Show/ Rodeo is complete (with payouts and points applied, if applicable) you will upload your results to your Association/Producer web services site using the Rodeo Sync application.

Select the database you are using in Arena Manager, then select the Show/Rodeo that you want to upload. Enter the Association Key for the Association, then the Producer Key and Producer Password assigned to you, the service connection address supplied by either your Assoc Management staff, or KCI



After the upload it will be available to publish to the web, using the **Show Manager**, and all of your points/earnings and member reports will be updated with fresh data.

## Download Members from Web Services

If your Association permits download of Member Information, you will need to contact your Association administrator to get the producer key, Download Key, and Download Password to proceed with the Members Download.

The screenshot shows the 'Sync - Download Members' window in Rodeo Sync. The window has a menu bar with 'Sync', 'Import', and 'Settings'. The title bar says 'Rodeo Sync'. The main area is titled 'Sync - Download Members' and 'KENDRICK'. On the left, there are three icons: 'Show Download', 'Results Upload', and 'Download Members'. The 'Download Members' icon is highlighted. The main area contains the following fields and options:

- Arena Manager Database: C:\Users\Public\Arena Manager\K\_ARENA.mdb
- Producer Key: office
- Download Key: (empty field)
- Download Password: (empty field)
- Download Ratings: ☒
- Update Member detail: ☒
- Exclude update for selected existing member fields:
  - ☐ Sex
  - ☐ Home Phone
  - ☐ Cell Phone
  - ☐ Email
  - ☐ Birth Date
  - ☐ Gender
  - ☐ Region
  - ☐ Grade
  - ☐ Date of birth
  - ☐ Address
  - ☐ City
  - ☐ State
  - ☐ Zip
  - ☐ Mailing address
  - ☐ Discipline

At the bottom, there is a 'Get Members' button.

Rodeo Sync is NOW used to upload Member data to the web services for initial use, and for bulk updates after initial setup.

The screenshot shows the 'Import' window in Rodeo Sync. The window has a menu bar with 'Sync', 'Import', and 'Settings'. The title bar says 'Rodeo Sync'. The main area is titled 'Import' and 'KENDRICK'. On the left, there are three icons: 'Show Download', 'Results Upload', and 'Download Members'. The 'Download Members' icon is highlighted. The main area contains the following fields and options:

- Admin user login: (empty field)
- Admin user password: (empty field)
- Import excel file: (empty field) with a 'Load' button

Below the fields is a table with the following columns: Membership #, First Name, Last Name, Address, Mail Address, City, State, Zip, and Country. The table is currently empty. At the bottom, there is an 'Import' button.

The required excel template is available from KCI support or at this link.

## Show Manager

## Show Summery/List

KCI Rodeo Association Manager

Kendrick Arena  
Period: 2015

Association   Config   Members   Stock   Producers   Online Setup   Online Entry   Show Manager   Central Entry   Site Services   Reports   Logout

Show Manager - Show List

Show	Producer	Date	Draw Published	Results Published
KENDRICK BUCKLE SERIES #5	Kendrick Arena	07/28/15	No	Yes
KENDRICK BUCKLE SERIES #4	Kendrick Arena	07/14/15	No	Yes
KENDRICK BUCKLE SERIES #3	Kendrick Arena	07/07/15	No	Yes
KENDRICK BUCKLE SERIES #2	Kendrick Arena	06/30/15	No	Yes
KENDRICK BUCKLE SERIES #1	Kendrick Arena	06/23/15	Yes	Yes
Kendrick Arena Jackpot 6/16/15	Kendrick Arena	06/16/15	No	Yes

## Setup

This screen allows you to edit the Show/ Rodeo parameters after it has been uploaded, such as being part of a “series” and event parameters. It also allows you to control what is visible on the public facing results web page, and make corrections to results that were made in error in the field.

Association   Members   Stock   Producers   Online Setup   Online Entry   Show Manager   Central Entry   Site Services   Reports   Logout

Show Manager   Setup

Producer: [SEARCH] [v]

Show List

Show	Date
[Select] Jerry and Eds Rodeo 02/23/15 [Show]	
Show Name: [Add]	

Show Detail

Name: Jerry and Eds Rodeo

Date: 2/23/2015

Region: UNASSIGNED

Series: [No Series Assigned]

Available Series: [None] [Add]

Form

Friday

Saturday

Add

Remove

Post Name: [Add New]

# of: [1]

Publish Draws: [x]

Publish Results: [x]

Download Key: [1]

Download Password: [1]

[Save]

Set all Events to display points: [Update to show Points]

Set all Events to display earnings: [Update to show Earnings]

Events

Event List

• Barrel

• Team Roping

• Brocks

• Bulls

• Polo Breaking

• Barrel Race

• Tie Down

Add Event: [Add]

[Barrel] [Quick Create]

Remove selected event: [Remove]

Event Detail

Name: [Series]

Form: [None]

Amount: \$0.00

# of Contestants: [1]

Class: [Barrel Racing]

Sanctioning Association: [KORANR]

Show Fields: [None Show Stock] [None Show Rating] [None Show Position] [None Show Earnings] [None Show Points] [None Show Other 1] [None Show Other 2] [None Show On]

Group: [Assign to New] [Assign to Existing: [None]]

[Save]

Association Classes: [None] [Barrel Racing] [Team Roping] [Bulls] [Polo Breaking] [Barrel Race] [Tie Down]

In the case of an Association receiving show results uploaded by approved producers, the producer may be using “classes” to do points/earnings reports that are different from the “Classes” that are used by the association. The administrator, can check, change/update if required, and then Publish as Results., the administrator, can choose to display , or not display a number of fields, so the web display reflects what the association is doing.

Entries

> Show Run > Entries

ProducersOffice

ShowsHigh School Rodeo

Events

- Roping
- Barrels

# of Entries 3

Barrels

Add New

	Entry #	Contestant		
Edit	1	Diane Kendrick	Horse Bolder	Delete
Edit	2	Nichole Garrett	Horse Dancer	Delete
Edit	3	Jessica Felton	Horse Lightning	Delete

Draws

> Show Run > Draws

ProducersOffice

ShowsHigh School Rodeo

Events

- Roping
- Barrels

# of Entries 3

Random

Reverse Order

As Entered

Unassign

Save Draw

Barrels

	Draw #	Contestant		
Edit	1	Nichole Garrett	Horse Dancer	Delete
Edit	2	Jessica Felton	Horse Lightning	Delete
Edit	3	Diane Kendrick	Horse Bolder	Delete



## Run Event

> [How To](#) > **Run Event**

Producers: Office  
 Shows: High School Rodeo  
 Events: ☐ Roping ☒ **Barrels**  
 # of Entries 3

Barrels								
	Draw #	Contestant	Horse	Time	Penalty	Tot Time	Status	
<a href="#">Edit</a>	1	Nichole Garrett	Dancer	0.000	0.000	17.700	OK	<a href="#">Delete</a>
<a href="#">Edit</a>	2	Jessica Felton	Lightning	0.000	0.000	17.111	OK	<a href="#">Delete</a>
<a href="#">Update</a> <a href="#">Cancel</a>	3	Diane Kendrick	Bolder	0	0	16.88	<input type="text"/>	

## Results

Producers: Office  
 Shows: Rodeo 1  
 Events: ☐ Roping ☒ **Barrels**  
 # of Entries 5  
 Calculate Ranking [Calc](#)

Barrels									
	Draw #	Contestant	Horse	Points	Earnings	Time	Penalty	Tot Time	Status
<a href="#">Edit</a>	3	Diane Kendrick	Bolder	10	\$110.00	0.000	0.000	16.880	OK
<a href="#">Edit</a>	2	Jessica Felton	Lightning	9	\$85.00	0.000	0.000	17.111	OK
<a href="#">Edit</a>	1	Nichole Garrett	Dancer	8	\$58.00	0.000	0.000	17.700	OK

## Draw Reports

Producers: Office  
 Shows: Rodeo Buddy Show Sample  
 Events: ☒ **Barrels**  
☐ Broncs  
☐ Bulls  
☐ Team Roping  
☐ Ladies Breakaway  
☐ Steer Wrestling  
☐ Bareback  
☐ Tie Down  
 Perfs: All  
 # of Entries 29

**Barrels**  
[Export to Excel](#)

	Draw #	Contestant	Perf	Perf Draw #	Time	Penalty	Tot Time	Status	
<a href="#">Edit</a>	0	Kassi Rodarte	Saturday	1	0.000	0.000	0.000	Unassigned	<a href="#">Delete</a>
<a href="#">Edit</a>	0	Harmony Vaughn	Saturday	2	0.000	0.000	0.000	Unassigned	<a href="#">Delete</a>
<a href="#">Edit</a>	0	Amanda Richards	Saturday	3	0.000	0.000	0.000	Unassigned	<a href="#">Delete</a>
<a href="#">Edit</a>	0	Mandy Sowden	Saturday	4	0.000	0.000	0.000	Unassigned	<a href="#">Delete</a>
<a href="#">Edit</a>	0	Patricia Arnold	Saturday	5	0.000	0.000	0.000	Unassigned	<a href="#">Delete</a>
<a href="#">Edit</a>	0	Desi Mori	Saturday	6	0.000	0.000	0.000	Unassigned	<a href="#">Delete</a>
<a href="#">Edit</a>	0	Kari Gurr	Saturday	7	0.000	0.000	0.000	Unassigned	<a href="#">Delete</a>
<a href="#">Edit</a>	0	Samantha Wakefield	Saturday	8	0.000	0.000	0.000	Unassigned	<a href="#">Delete</a>



## Entries from Online Shows

> [Show Run](#) > [Entries from Online Shows](#)

Online Shows

[KCI DIVISIONAL BARREL RACE ONLINE ENTRY DEMO](#) ▼

Create a new Show with Entries from an Online Show

[Create Show](#)

Status


## CONTESTANT CONTACT

The screenshot displays the 'Contestant Contact' interface. On the left, there is a 'Filter & Merge Fields' panel with a tree view showing 'Team Roping' and 'Open Team Roping' sub-items. Below this is a 'Member Fields' list including 'Membership Number', 'Last Name', 'First Name', 'City', 'State', 'Zip', 'Phone', 'Email', 'DOB', 'Gender', and 'Region'. The main area shows a 'Members (10)' table with columns for 'Selected', 'Name', 'Membership', 'City', 'State', and 'Email'. The table lists 10 members, with the first few having their email addresses redacted. On the right, there is an 'Email' composition window with fields for 'From', 'To', and 'Subject'. The 'Body' of the email is a large text area. At the bottom, there is a 'Messages Task' bar.

This Contestant Contact will send emails to contestants/members that are entered in the selected rodeo/show; you can select specific events, or ALL for the mail list,

The Contestant Contact will email what is entered in the body of the email, plus PERF, DRAW, AND STOCK information for all events entered by the receiving contestant.

# Public Facing Web services



**Xtreme Barrel Racing**

Announcements & Standings   Draws   Results   Member Site

---

Welcome to Xtreme Barrel Racing Web services

Welcome to Xtreme Barrel Racing Web services

This will be your portal for all things XTREME, for results click on the Results button above

Burns Events Presents:

**Reno Xtreme Barrel Race**

**"The Biggest Little Barrel Race in the World"**

**\$36,000 Added Cash \$50,000 in Awards!!**

**APRIL 27th - MAY 1st, 2016**

**ONLINE ENTRY NOW OPEN** [click link](#)

**Get entered early as there are only 600 available, after they are**

**Standings**


Year:

Divisions:

Show Regions:

Class:

Points Or Earnings: ☒ Earnings ☐ Points

 **Table**

BARBARA MERRILL	\$7,612.00
CHERYL MURRAY	\$7,213.00
STEVIE MAE SMITH SCOTT	\$5,793.00
TAMMY HUBBARD	\$4,024.00
TEIGAN ADAMS	\$3,987.00
ABIGAIL KNECHT	\$3,549.00
HALEY WOLFE	\$3,492.00
KELLI KAMM	\$3,082.00
GEORGIA BLACK	\$2,980.00
HALEY CAMPBELL	\$2,574.00
CASEY MATHIS	\$2,463.00

## Show/Rodeo Results



**Xtreme Barrel Racing**

Announcements & Standings   Draws   Results   Member Site

---

**Results**

Period:

Producers:

Shows:

Events: 

- **Race 1 - Thursday**
- Race 1 - 18/40 Thursday C/O
- Race 2 Friday
- Race 2 18/40 Friday C/O
- Race 3 Saturday
- Race 3 18/40 Saturday C/O
- Race 4 - Sunday
- Race 4 - 18/40 Sunday C/O
- OPEN AVERAGE
- 18/40 AVERAGE

**Race 1 - Thursday**

Draw #	Contestant	Stock	Points Earnings	Time	Penalty	Tot Time	Status	Division	Placing
473	Stevie Mae Smith Scott	Stock JET N JEWELS	0 \$1,848.00	16.395	0.000	16.395	OK	1D	1
468	Tammy Hubbard	Stock CATS WAR FEATHERS	0 \$1,556.00	16.453	0.000	16.453	OK	1D	2
316	Cheryl Murray	Stock Blazin Ruby Rocket	0 \$1,362.00	16.554	0.000	16.554	OK	1D	3
337	Barbara Merrill	Stock FAMOUS JAYDA	0 \$1,167.00	16.621	0.000	16.621	OK	1D	4
280	Haley Wolfe	Stock Mia Fabulous Fame	0 \$924.00	16.632	0.000	16.632	OK	1D	5
288	Jessica Crouch	Stock I Can Command	0 \$681.00	16.718	0.000	16.718	OK	1D	6

# Individual Contestant site for association activity (Trailer)

---

[Member Detail](#) [Logout](#)

---

**Diane Kendrick**  
Membership #: 333

---

Ratings

No Ratings Assigned

Rating History

No Ratings History

Total Earnings

\$115.00

Total Points

0

Memberships

Membership Name	Description	Amount	Year	Expiration
Indiv 14	Individual	\$50.00	2014	12/31/2014

Stock

Name
Cowboy
Itchi

Show Results

Show	Event	Draw #	Stock	Time/Score	Penalty	Final Time/Score	Status	Earnings	Points
Jackpot 7/1/2014	Open 4D	14	Itchi	16.67	0	16.67	OK	\$52.00	0
Jackpot 7/1/2014	Open 4D	5	Cowboy	17.341	0	17.341	OK	\$0.00	0
Jackpot 7/8/2014	Open 4D	6	Itchi	16.615	0	16.615	OK	\$63.00	0

## High School/ Jr Rodeo Setup and overview

The setup and function of the online entry for High School Rodeo / Jr Division Rodeos, and Junior Rodeo in general tracks almost identically to the other formats, with one special difference.

The format does require however the ability for a contestant to enter his/her events, including the team events ( Team Roping and Ribbon Roping ) with a partner. The system allows for the entry to be made, and then when the partner in the other event(s) logs into the entry system, the team event will already be shown as entered and display the “partner” for the event as well. The 2<sup>nd</sup> entering contestant can then continue on entering in the other events they wish to compete in.

The rodeos are special in that they do not include the concept of buddy groups, nor Preference requests, however with that said; the program still allows for performances/slack if that is the format of the rodeo.

[LINK TO SAMPLE HSRA ONLINE RODEO ENTRY PAGE](#)

This is an actual (closed) entry page for a 2 day MNHSRA rodeo.