

# Using EventingScores<sup>1</sup>

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<sup>1</sup> This refers to all websites in the EventingScores group: [www.eventingscores.co.uk](http://www.eventingscores.co.uk), [www.dressageresults.co.uk](http://www.dressageresults.co.uk), [www.ponyclubresults.co.uk](http://www.ponyclubresults.co.uk), [www.ridingclubresults.co.uk](http://www.ridingclubresults.co.uk) and 2 others

## Login and Permissions

Your usernames come in groups:

- Leadusername – can create events, reset passwords and import entries
  - Leaduser.scorer – can import entries and score all phases
  - Leaduser.dressage – can score dressage
  - Leaduser.sj – can score show-jumping
  - Leaduser.control – can access the Cross Country control page and also AllScores
  - Leaduser.timekeeper – can access the XC Timekeeping pages
  - Leaduser.secretary – can access the secretary's page

Your group of users are linked to a venue e.g. Bishop Burton College. You can create events at that venue and access those events for scoring. You can view other events but not change their scores.

You log in by clicking the Log In or Admin link in the page footer.

## Why so many websites

They each have a different client group and purpose. They also have different classes:

- [www.eventingscores.co.uk](http://www.eventingscores.co.uk) is for BE and unaffiliated horse trials and arena eventing
- [www.dressageresults.co.uk](http://www.dressageresults.co.uk) is for BD, FEI and unaffiliated dressage shows. It contains all the relevant BD and FEI classes.
- [www.ponyclubresults.co.uk](http://www.ponyclubresults.co.uk) is for Pony Club branch, area and national competitions. It knows all their rules and contains their logos.
- [www.ridingclubresults.co.uk](http://www.ridingclubresults.co.uk) is for BRC Riding Club branch, area and national competitions. It contains all their rules and classes.

A login for one website won't work on another website in the family – they each have separate user accounts.

## Creating an event

You need to be logged in as a lead user or an Admin. "Create Event" will appear at the bottom of the Event menu.

When you click "Create Event", you will get an empty event. The critical steps are:

- Change the Event name
- Change the Event Date
- Click Live Scoring
- Unclick "Hide on the Calendar"

Also fill in other fields as appropriate

## Setting up an event

The screenshot shows a multi-panel event setup interface. Seven red boxes are placed over specific fields and sections:

- 1**: General Settings - Event Name, Event Date, Duration, and Live Scoring options.
- 2**: Event Menu Settings - Governing Body ID and visibility checkboxes.
- 3**: Event Page Settings - Facebook Page URL and image URL.
- 4**: Location Settings - Venue selection dropdown, latitude/longitude, and map options.
- 5**: Live Scoring Settings - Checkboxes for display options and the BISHOP BURTON College logo.
- 6**: Import Settings - Import from Excel checkbox and email address field.
- 7**: Calendar URLs - Table with columns for Type, URL, and Logo.

1. Event Basics. Don't forget to click Teams if you have Teams prizes alongside Individual prizes
2. Governing Body ID is needed for BE and BD affiliated events. "Display times when available" shows their times before the event. **Question: do you want their times visible on the day of the event?**
3. Optional extras such as a Facebook Feed, image or text on the Event Page.
4. Location Settings may pull through from your LeadUser venue (e.g. at Bishop Burton), or you can enter them manually, or leave them blank.
5. You shouldn't need to tweak the Live Scoring Settings, unless you are listening on the Fence Net for every horse at every fence. User Roles will be set for you.
6. Import settings can be left alone – more will be added here for BE events.
7. Calendar URLs (**ghastly title, will be changed to Event Links**) let you put links onto the Event page. You can also pick a logo to decorate each link. The ugly blue buttons will disappear – they linked events to BDWP.

## Admin – Classes

You need to create all the classes and sections that will run at your event. There are some shortcuts:

- BE affiliated events will import the classes and sections from EARS
- BD affiliated shows can import the classes from their BD schedule
- If you import all your entries from one spreadsheet, you can create the classes and sections in one job with some help from your import file.

Classes and sections can also be created manually.

The screenshot shows a form titled "Add a Class to the event". It includes a "Class Type" dropdown menu with "D" selected, a "Class Code" dropdown menu with "Prelim13" selected, a "Class Name" text field with "Prelim13" entered, and a "Section(s)" text field with "1" entered. Below the form is a note: "Put the identifier for your new section here. Use commas to separate sections, e.g. A or A1,B,C". At the bottom are "SAVE" and "CANCEL" buttons.

Use the Class Type first, as this will then filter the Class Code list. Don't forget that classes need a section identifier, which cannot contain spaces and must be unique for that event. You cannot have Prelim 13 section A and Novice 22 section A. It is possible to save classes without sections, but you can't use them until they have sections.

Click Save – this is one of the few places that does not save as you go along. **Should the Save button be red?**

The screenshot shows the event administration interface for "Introductory Test A with 37 entries". It features a grid of panels for class and section management. Annotations include:

- A green callout bubble pointing to the "Class Name" panel with the text "More options here".
- A green callout bubble pointing to the "Dressage" class panel with the text "Phases are based on the class type".
- A green callout bubble pointing to the "Teams" panel with the text "Only if Teams clicked".

The interface includes buttons for "ADD NEW CLASS" and "FAULTY SCORES - CLASS" at the top right. The "Class Name" panel has a gear icon for settings. The "Dressage" class panel shows "CRB" as the phase, "Max Marks" of 230, and "Num Judges" of 1. The "Section JIA" and "Section SIA" panels show "10 runners" and "27 runners" respectively, with "IMPORT ENTRIES" buttons and "Sponsor Name" fields. The "Section Results Status" is set to "Provisional" for both sections.

## Team Competitions

The usual pattern is that each rider is eligible for both individual and team awards. There may be individuals who are not members of teams within the same class/section as team members.

You need to consider whether your teams contain competitors from different classes (Combined Teams) or whether all members of the team are running in the same class (even if in different sections).

For each class that is part of a team competition, including classes contributing to Combined Teams, you need to fill in the Team Rules:

The Team Basis will generally be pre-filled for you, but you may need to tweak it. This confirms the Tie-Breaker rules that will be used for this competition.

You can import Team Name as part of your Entries Import. You can also tweak the teams on Admin – Teams. This example is a Riding Club Combined Team, competing for the Senior Teams prize. You can remove and add team members, rename a team, etc.

Teams
⚙️

Max number in a team  
4

Scores to count  
3

**What to display**

Rider name  
 Horse name  
 Number

**Team Basis**

BRC Dressage

Uses team size within tie-breakers

Class	Team	Flag	Team Competition	Notes
Combined	Darlington		Senior Grassroots Dressage Teams	

DETAILS

NEW TEAM

**Team Members: Darlington**

**Team Type**

Combined

Combined is used when team members may be drawn from more than one class. You should always use "Team Competition" with Combined teams.

Optional notes

**Team Name (required)**

Darlington

**Flag**

Flag

Used when there is a secondary team competition e.g. Qualifiers, in addition to the overall ranking

**Team Competition**

Senior Grassroots Dressage Teams

Used for Combined teams only, to split them into separate team competitions e.g. Juniors, Seniors. There will be no overall ranking.

UID	Bridle	Rider	Class	Branch	Score	
328	328	Q Katie Elliott	Introductory Test A/SIA	Darlington		✗
329	329	Beth Ostle	Introductory Test B/SIB	Darlington		✗
330	330	John Grant	Preliminary 7/SP7	Darlington		✗
331	331	Rachel Timms	Prelim12/SP12	Darlington		✗

ADD MEMBER TO TEAM
CLOSE

## Logos

You can choose a logo for the Home page, many logos for the Event page (they appear at the bottom) and also one logo for each section, which appears on the Scoreboard:

2		Introductory Test A Section JIA				
No	Horse	Rider	Marks	Coll	%	Place
407	Waxwing Sunbeam	Q Freddie Nicholson				
415	Wee Crunchie	Q Emily Barningham				

## Flagging Entries

Some competitions have prizes within the main competition. For example, BD has Gold, Silver and Bronze within each class. You can flag each entry with a letter to denote its eligibility for these prizes, then on the Admin Classes page tick "Show dressage section places". The results pages and scoreboards will put extra columns up to show the places for each flag:



Horse	Rider	Marks	Coll	%	Overall	G	S
Ivan	Natalie Widdowson	198	60	73.33	1st	1st	
Flayne Dandini	Joyce Fearn	185	56	68.52	2nd	2nd	
Colin II	Emma Mounfield	184	56	68.15	3rd		1st
RUBIKS CUBE	VICTORIA TURNER	180.5	54	66.85	4th		2nd
Flauris	Darron Kaye	173.5	53	64.26	5th		3rd
Weeton Whin	Jackie Almond	168.5	51	62.41	6th		4th
Florenzius	Tracy Rabone	165.5	52	61.30	7th		5th
Trendy Magic Touch	Katie Stephens-Grandy	157.5	49	58.33	8th		6th

As well as being invaluable for BD classes, this can also be used for Qualifying competitors within a BRC class or for special prizes for ROR entries, etc.

## Importing Entries

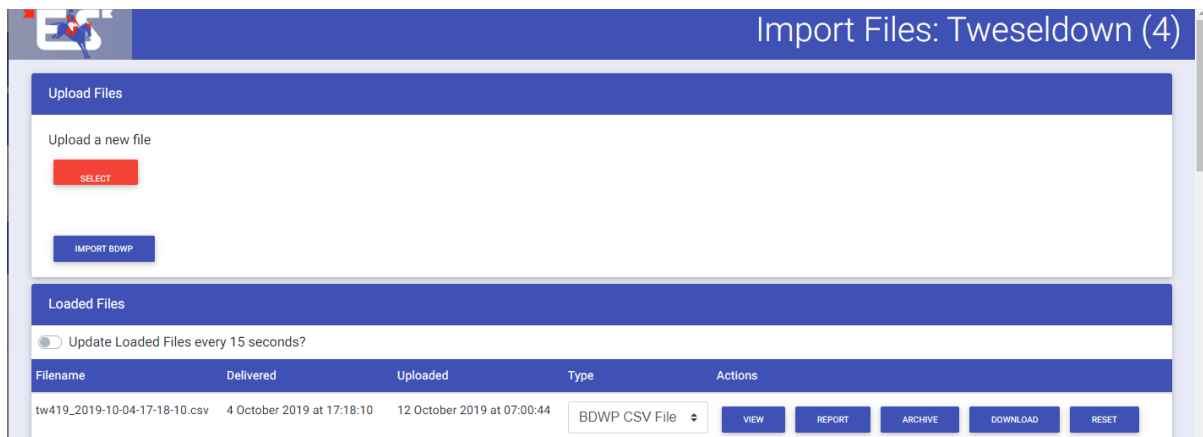
Before importing entries, you need to consider a couple of things:

- Do you need to set up the classes first?
- Are you using
  - Bridle Numbers, which can be re-used within an event, if the combination enter more than one class. This is normal for Dressage Shows and also for Arena Eventing and Show Jumping.
  - Numbers, which cannot be re-used within an event. Numbers are required for Horse Trials. The XC scoring pages cannot use Bridle Numbers.

There are several options for importing entries.

### BE-affiliated events

The Import Files page will have a new Import EARS button to replace the Import BDWP button:



### Importing from a spreadsheet

Your spreadsheet needs to contain the following mandatory columns (in any order)

- Section Identifier (e.g. A)
- Horse Name
- Rider Name (can be surname and forename in separate columns)
- Number

You can optionally add other columns, for example

- Horse Reg Number
- Rider Reg Number
- Bridle Number
- Flag (BD Section)
- Dressage Time
- SJ Time
- XC Time
- Team Name
- Which club/branch/school they are representing

Other non-imported columns can also be present in your spreadsheet, as you can choose not to import them.

Your spreadsheet needs to be an Excel .xlsx file. **Do you need to be able to import .csv files? Any other formats?**

The steps are:

1. Upload the file to the website
2. View the contents of the file
3. Pick the column headings
4. Validate your file – it will tell you if you have missed a mandatory column or not picked all the column headings
5. Set your classes – it will do its best to pre-fill it intelligently
6. Import your entries

Picking the column headings:

Number	Round 1	Round 2	Branch	Team	Rider	Horse
150	08:30	13:30	Glaisdale	Glaisdale Blue	Freya Woods	Crystal Ruby
151	08:32	13:32	Glaisdale	Glaisdale Blue	Sophie Morrison	Miss Hollywood

## Setting the classes

Creating classes

Please make sure that each class has a Class Type and Class Code. This is the best place to tidy up the Class Name.

Section	Class Code	Class Name	Class Type
SJ	Two Rounds and Jump Off	Two Rounds and Jump O	SJ

Importing the entries updates the Loader Results as it goes:

```
Loader Results
125 records to be checked:
0 were faulty,
0 were updated
0 were inserted
27 unchanged
0 disregarded
0 skipped
98 remaining
```

If there are more than 200 entries, it updates the Loader Results at the end.

## Copy and Paste from a spreadsheet

This option also works if you are copying and pasting from a website. You must set up the Classes and Sections first, and you access it from the Classes page.

1. Paste that section's entries into the first box.
2. Click the red button to read those entries.
3. Check that you don't have anything weird caused by "Enter" characters. If necessary, edit the first box and read it again.
4. Pick your columns from the dropdowns
5. Validate
6. Import

## Tips

You can load an entry more than once. If it has the same Number, the details will be updated. This is another reason why Number must be unique. It is useful for adding Team Information close to the event.

## Timetables

You can now prepare event timetables and times within the website. It assumes that your entries already have numbers and classes/sections.

Create the timetable, moving classes into different blocks as appropriate. A block might represent a day (and at Horse Trials) or an arena (at a multi-arena show). You can scramble, reorder, etc. Set the start time, interval between horses and any breaks within the phase.



Everyys Arena							
Section	Class	Planned	Current	Order	Show Jumping	Cross Country	
A	AE80	59	59	↑↓	Sat 09:00 - 12:40 Interval: 3:30 Breaks totalling 14 mins at 10:10 and 11:20	59 runners Interval: 2:00	

Western Counties							
Section	Class	Planned	Current	Order	Show Jumping	Cross Country	
B	AE90	34	34	↑↓	Sat 13:00 - 15:16 Interval: 4:00	34 runners Interval: 2:00	
C	AE100	11	11	↑↓	Sat 15:36 - 16:20 Interval: 4:00	11 runners Interval: 2:00	

Tweak your breaks as necessary, dragging them around by their arrow or by typing in the table.

No	Move	Cross Country
1		09:00:00 - 09:03:29
2		09:03:30 - 09:06:59
3		09:07:00 - 09:10:29
4		09:10:30 - 09:13:59
5		09:14:00 - 09:17:29
6		09:17:30 - 09:20:59
7		09:21:00 - 09:24:29
8		09:24:30 - 09:27:59
9		09:28:00 - 09:31:29
10		09:31:30 - 09:34:59
11		09:35:00 - 09:38:29
12		09:38:30 - 09:41:59
13		09:42:00 - 09:45:29
14		09:45:30 - 09:48:59
15		09:49:00 - 09:52:29
16		09:52:30 - 09:55:59
17		09:56:00 - 09:59:29
Break	↓	09:59:30 - 10:05:29
18		10:05:30 - 10:08:59
19		10:09:00 - 10:12:29
20		10:12:30 - 10:15:59

Duration	Start Time	Remove
00:06:00	09:59:30	REMOVE BREAK
00:06:00	11:01:30	REMOVE BREAK

ADD A BREAK    LINK ENTRIES IN NUMBER ORDER

LINK ENTRIES BASED ON PREVIOUS PHASE

When your timetable is in the right shape, link the entries, phase by phase. I prefer to time horse trials by linking dressage only, then sorting out the multiples before linking their SJ phase. The multiples get sorted out again before linking the XC and tidying it up.

## Giving Times

The linking done on the timetable gives you a grid of entries and times. Clicking on any line shows you all their times in order in the top right.

No	Sec	Horse	Rider	M	B	Dressage
3	1	Ivan	Natalie Widdowson	2	1	Sat 09.00.00
5	1	Chapeau	Rebecca Wilson	2	1	09.08.00
4	1	Sultan II	Annabel Brownfoot			09.16.00
7	1	Chino pearl	Mark Ineson	2	1	09.24.00
		Dressage Break	8 mins			09.32.00
10	1	Oakport Templer	Clarissa Hall	2	1	09.40.00
6	1	Shekerim	Chloe Moreton	2	1	09.48.00

All rides for Clarissa Hall			
Sat 9:40	Dressage	1	Oakport Templer
Sat 10:36	56 m Dressage	2	Oakport Templer

Phases			
Phase	Starts	Interval	Scramble
Dressage	Sat 9.00.00	00:08:00	1

You can move a rider with the arrow next to their time – drag them to where you want them to be and all the others will move accordingly. The break won't move, nor will any locked times. Use the right click menu to lock times, edit times, change the interval between times etc. You can right click on a break to move it.

Green lines indicate a bigger-than-standard gap and red lines indicate a too-tight gap between horses.

The screenshot displays the 'Times: Arena Eventing at Bicton' web application. The main content is a table of eventing classes. The table has columns for class number, class type, class name, rider name, and time. A sidebar on the right provides details for a specific rider, Lola Tremlett, including a list of her rides and a table of phases.

Class No	Type	Class Name	Rider	Time
334	C	Tommy (Millfield Purple TEAM)	Charlotte Manton	11:44.00
335	C	Teddy Ruckspin (Millfield Purple TEAM)	Alice Corrett	11:48.00
336	C	Ech Na Sliabh (Millfield Purple TEAM)	Millie Stamper	11:52.00
337	C	Blaencanoid Highwayman (Millfield Purple TEAM)	Antonio Martinez	11:56.00
Show Jumping Break				10 mins
Show Jumping Break				12:00.00
338	C	Sonny (Stover School)	Maddie White	12:10.00
339	C	Heff's Bells (Stover School)	Sorrel Pettman	12:14.00
328	C	ProDante (Hazlegrove School TEAM)	Anna Ingvaldson	12:18.00
329	C	Island Boy (Hazlegrove School TEAM)	Emily Weeks	12:22.00
340	C	Just Orangel (Exeter School)	Olivia Eden	12:26.00
343	C	Bridgeview Queen (Crispin)	Lucy Durston	12:30.00
342	C	Glebe April (Kings Bruton)	Patrick Dick-Read	12:34.00
355	C	Tumpike Goldbeach (Blundells)	Lola Tremlett	12:38.00
344	C	Sid (Kingsbridge School)	Tabitha Stephenson	12:42.00
345	C	Vitas (Exeter College)	Fraser Boundy	12:45.00
347	C	Knockbawn Jack (Taunton School TEAM)	Cecilia Fawden	12:50.00
348	C	Foxfield Shadow (Taunton School TEAM)	Floss Gosling	12:54.00
346	C	Tanzanie Silver Lining (Taunton School TEAM)	Milly Struel	12:58.00
350	C	Atom (Blundells Purple TEAM)	Connie Haywood Smith	13:02.00
351	C	Gellibenuchel Rocket (Blundells Purple TEAM)	Archie Guinness	13:06.00
352	C	Dance in the Rain (Blundells Purple TEAM)	Molly Joyner	13:10.00
341	C	Mr Willoughby (Exeter School)	Olivia Eden	13:14.00
354	C	Max (Blundells)	Evie Goddard-Appley	13:18.00
353	C	Limited Edition Two (Blundells Purple TEAM)	James Clarkson	13:22.00
356	C	Thomas Cove (Blundells Orange TEAM)	Lola Tremlett	13:26.00
357	C	The Earl of Guinness (Blundells Orange TEAM)	Molly Clayton	13:30.00
358	C	Tyan Lady Ortiz (Blundells Orange TEAM)	Hattie Barnes	13:34.00
359	C	Palimaka (Blundells Orange TEAM)	Matilda Kolowski	13:38.00

In Export Files, you have a Running Order report to print out the Running Orders and also a Multiples Report to tell you about all the multiples and also warn you about too-tight times.

It doesn't yet enforce the 30 minute rule, but it will soon.

## Export Files

Have a look – lots of options to export information to Excel or PDF files. You can even print their bib numbers with their names and times in the footer.