Ranch Sorting National Championships

Quick Start Guide

Ranch Sorting National Championships
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Before you setup a show, here is an introduction to some of the highlights of the Software.

1. A rider database to quickly sign up riders for a show. This database is distributed by the RSNC office and can hold up to 10,000 riders. Any individual show can have up to 40,000 teams. Note that you don't have to put new riders on the database before you sign them up. You can put them directly into the show, and they are automatically added to the database during the show. Normally, when a rider signs up for the show, you only need to click on that rider in a list, and all of their information is automatically filled in.

2. The ability to define a show, including the names of the classes, the date of the show, up to 30 RSNC classes, the sponsors for each class, and other administrative data.

3. Automatic calculation of total fees owed by the rider when signing up, including 'other' fees and credits. This amount is deducted from their winnings at the end of the show, and the rider will pay the difference or will receive a check for the difference at the end of the show.

4. The ability to generate a draw list and an announcer's sheet at any time after the draw for each class, showing the teams in that class and a place to write their sort count and time. The initial draw is completely random. Intermediate draws follow RSNC rules.

5. The ability to input the team's time to the computer (manually, or automatically with FarmTek© timers and a PC interface cable, available from FarmTek). The computer automatically prints out a winner's list and jackpot payout list for each class. At the end of the show, it can create computer printed invoices and payout checks, including an automatic signature on the checks. Optionally, check amounts may be rounded to whole dollars.

6. A financial summary of the show, showing monies received and the ability to reconcile the cash box. This report can optionally be broken down by class.

7. The ability to configure jackpot payouts according to local standards. As delivered, the jackpot tables follow RSNC guidelines.

8. The ability to extract announcer's lists and show data to a 'comma-delimited' file, suitable for importing to popular spreadsheet and word processing systems for local reporting.

9. Optionally, for any report created by this system, you can create .HTML formatted reports suitable for posting to your web page.

10. The ability to run all RSNC standard sortings in addition to Combination Draws for double sort pens.

11. The ability to "Handicap" teams based on their individual ratings to make the class more competitive, using pre-defined RSNC Handicap tables.

12. The ability to "Cap" teams based on the individual rider ratings and the overall team rating to make the class more competitive.

13. The ability to network computers, such that you can be taking signups on one computer and running a class on another, all using the same database files.

14. The ability to combine draws, so that riders don't have to sit around and wait for their class.

15. The ability to have "Incentive" payouts and bonuses within each class.

16. The ability to add riders after the draw is done.

Documentation Support

1. Email: Email Software Installation Guide
    a. Receive email containing software to download on computer(s)

2. Using Software: Quick Start Guide
    a. Ready to use software immediately
    b. Comfortable with computers
    c. Familiar with software
    d. Fix and troubleshoot problems

3. Detailed Reference: Manual
    a. Get more in depth information
    b. Review directions for utilizing software

4. Screen Reference Information: Reviews what each screen does
    a. Shows detailed information on each screen

Set-Up Events
NOTE: Make sure to setup show first BEFORE networking computers.
1. First, **close** all other windows programs.
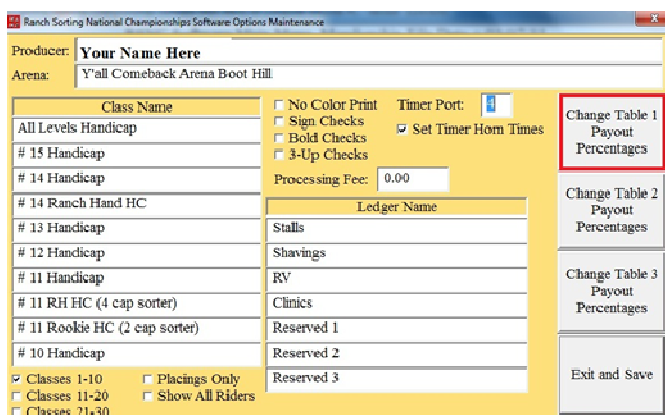2. Click on **RSNC Software** icon.

3. On the **Main Menu**, click on the box next to **Classes and Options**.

4. Fill in the respective blanks: **Producer**: First Name and last name
   Arena: Arena name, City, State.
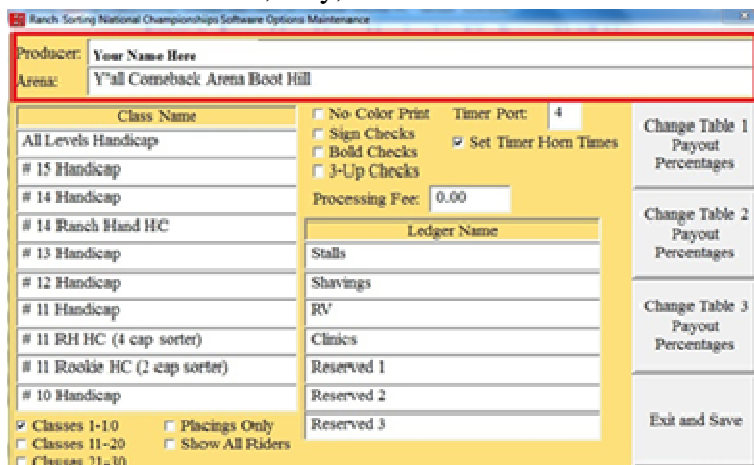
5. Click on **Change Table 1 Payout Percentages**.

NOTE: Need to utilize a different Payout Table for each different pay out percentage.

6. At producer option you can change the producer percentage and fast go percentage, current table is set according to RSNC rule book, your fast go percentage will not kick in until 51 or more teams. Generally the only box that you will change on this screen is the **Producer Percentage**.

For example, if you are paying….
70% back, the **Producer Percentage** will be 0.300
60% back, the **Producer Percentage** will be 0.400
50% back, the **Producer Percentage** will be 0.500
Once you have typed in your **Producer Percentage**, click on **Refresh and Check**.
Finally, click on **Save and Exit**. Fast go Percentage will be paid on 51 or more teams. If you as the producers will not be paying a fast go percentage then you need to change this amount to 0.

7. You will then return to the **Software Options Maintenance** Page.
Below is a listing of the options listed on the screen.

No Color Print: Click if you do not want color printing
Sign Checks: Set a bmp file (signature) click box, it will sign check
Bold Check: Bold print on checks
3-Up Checks: 8x11 with 3 checks on it, default is to run 1 check at a time
Timer Port: Use clock to enter times automatically, computer reads what port it is plugged into.
Placings Only: will list only the placings not the whole class
Show All Riders: all the riders in the class
Ledger Name: Reserved 1, 2, 3 add personal ledger items, change names to fit your needs, ie. Hotel rooms, arena fees, apparel,
Processing Fee: 1 time/flat fee per person NOT per ride, ie office fee $5 or $10, processing paperwork

8. Click on **Exit and Save** to return to the **Main Menu**.

9. On the **Main Menu**, click the box next to **Show Setup.**

10. Click **Set A New Show Date**.

11. Click on the box next to the **Month** and **Year**. Confirm the date, looking at **Show** above the Exit and Save button. Then click **Exit and Save** once you have confirmed the show date. You will return to **the Main Menu**.

12. On the **Main Menu** screen look for the classes that are going to be run at your show. The **Class Name** lists the classes that are Preset 1-20 (See bottom left, click on box next to **Classes 1 to 10**, **Classes 11 to 20**). **Classes 21 to 30** are open classes for you to change to fit your needs. Notice that the first ten classes are shown for you to see. For classes 11 thru 20 click on the box next to **Classes 11 to 20** and 21 thru 30 click on the box left of **Classes 21 to 30**.

13. To confirm your **Class Name** choice, click the box next to the name under the **Run Today** column.

__Special Note__: #10 Masters HC and Youth Classes

For **#10 Masters HC** make sure the Division Type is 9 and **Race Type is M**. For a Youth class, make sure the Division Type corresponds with the rating cap and **Race Type is Y**. You can **change the name of any default** class name by typing over it.

14. To select **Division** for each class, look at the **Division** column and confirm the **Division Type Value** (see bottom red square) to confirm the **Class Name** matches the **Division Type Value**. If it does not, type in the **Division Type Value** number that corresponds to the **Class Name**.

15. **Auto Draw:** Click on this box if you want one automatic draw for every contestant entered in that class.

16. **Sorter Fee** and **Gate Fee**: Enter dollar amount for each contestant **including $3.00 RSNC Sanctioning Fee**. Usually these amounts are the same, but these amounts may be different at the discretion of the producer. (This may occur in one of the lower-rated Ranch Hand classes.)

Run Today		Class Name	Division	Auto Draw	Sorter Fee	Gate Fee
☐	1	All Levels Handicap	0	☐	0.00	0.00
☑	2	# 10 Masters HC	9	☐	53.00	53.00
☐	3	# 14 Handicap	2	☐	0.00	0.00
☑	4	# 14 Ranch Hand HC	3	☐	43.00	43.00
☐	5	# 13 Handicap	4	☐	0.00	0.00
☐	6	# 12 Handicap	5	☐	0.00	0.00
☐	7	# 11 Handicap	6	☐	0.00	0.00
☑	8	# 11 RH HC (4 cap sorter)	7	☐	33.00	33.00
☐	9	# 11 Rookie HC (2 cap sorter)	8	☐	0.00	0.00
☐	10	# 10 Handicap	9	☐	0.00	0.00

17. **Max Entrys**: The default of 5 maximum entries and 4 maximum picks applies to most classes with the exception of Ranch Hand Classes. In Ranch Hand classes where the riders can ride as both the gate and the sorter, maximum entries are 9 and maximum picks are 8 (4 sort and 4 gate).

Run Today		Class Name	Division	Auto Draw	Sorter Fee	Gate Fee	Max Entrys
☐	1	All Levels Handicap	0	☐	0.00	0.00	5
☑	2	# 10 Masters HC	9	☐	53.00	53.00	5
☐	3	# 14 Handicap	2	☐	0.00	0.00	5
☑	4	# 14 Ranch Hand HC	3	☐	43.00	43.00	5
☐	5	# 13 Handicap	4	☐	0.00	0.00	5
☐	6	# 12 Handicap	5	☐	0.00	0.00	5
☐	7	# 11 Handicap	6	☐	0.00	0.00	5
☑	8	# 11 RH HC (4 cap sorter)	7	☐	33.00	33.00	9
☐	9	# 11 Rookie HC (2 cap sorter)	8	☐	0.00	0.00	5
☐	10	# 10 Handicap	9	☐	0.00	0.00	5

18. **Max Picks**: Enter the maximum allowed picked partners. This shows the maximum times a rider can ride. Make sure they coincide with **Race Type** and **Draw Type**.

Run Today		Class Name	Division	Auto Draw	Sorter Fee	Gate Fee	Max Entry	Max Pick
☐	1	All Levels Handicap	0	☐	0.00	0.00	5	4
☑	2	# 10 Masters HC	9	☐	53.00	53.00	5	4
☐	3	# 14 Handicap	2	☐	0.00	0.00	5	4
☑	4	# 14 Ranch Hand HC	3	☐	43.00	43.00	5	4
☐	5	# 13 Handicap	4	☐	0.00	0.00	5	4
☐	6	# 12 Handicap	5	☐	0.00	0.00	5	4
☐	7	# 11 Handicap	6	☐	0.00	0.00	5	4
☑	8	# 11 RH HC (4 cap sorter)	7	☐	33.00	33.00	9	8
☐	9	# 11 Rookie HC (2 cap sorter)	8	☐	0.00	0.00	5	4
☐	10	# 10 Handicap	9	☐	0.00	0.00	5	4

19. **Race Type**: It determines points awarded for each class.
    M = Masters (Masters class only)
    O = Open (All classes except Masters and Youth)
    Y = Youth (Youth   only)
    R = Open – Round Robin. All teams are created dynamically, and each rider will ride at least once with every other rider. This is a single entry, "draw only" class. No picks are allowed.

Run Today		Class Name	Division	Auto Draw	Sorter Fee	Gate Fee	Max Entrys	Max Pick	Max Sort	Max Gate	Race Type
☐	1	All Levels Handicap	0	☐	0.00	0.00	5	4	0	0	O
☑	2	# 10 Masters HC	9	☐	53.00	53.00	5	4	0	0	M
☐	3	# 14 Handicap	2	☐	0.00	0.00	5	4	0	0	O
☑	4	# 14 Ranch Hand HC	3	☐	43.00	43.00	5	4	0	0	O
☐	5	# 13 Handicap	4	☐	0.00	0.00	5	4	0	0	O
☐	6	# 12 Handicap	5	☐	0.00	0.00	5	4	0	0	O
☐	7	# 11 Handicap	6	☐	0.00	0.00	5	4	0	0	O
☑	8	# 11 RH HC (4 cap sorter)	7	☐	33.00	33.00	10	9	5	5	O
☐	9	# 11 Rookie HC (2 cap sorter)	8	☐	0.00	0.00	5	4	0	0	O
☐	10	# 10 Handicap	9	☐	0.00	0.00	5	4	0	0	O

☑ Classes 1 to 10
☐ Classes 11 to 20
☐ Classes 21 to 30
☐ Pay to Nearest Dollar

Race Type Values:
  M = Masters
  O = Open
  R = Round Robin
(Open)

Division Type Values:
0 = All Levels
1 = # 15 Handicap
2 = # 14 Handicap
3 = # 14 Ranch Hand HC
4 = # 13 Handicap
5 = # 12 Handicap
6 = # 11 Handicap
7 = # 11 Ranch Hand HC (4 cap on
8 = # 11 Rookie Handicap (2 cap on

12 = # 8 Handicap
13 = # 7 Handicap
14 = # 6 Handicap
15 = # 5 Handicap
16 = # 4 Non-Handicap
17 = # 2 Beginner
18 = Combo Draw (Special)
19 = Side Pot (Special)

20. **Draw Type**: The draw method that will be used for the Short Go draw.

   R = Random (recommended in RSNC sanctioned divisions)

   S = Slowest to Fastest

21. **Rider Cap**: For any class, this is maximum rating a rider can have to be eligible to enter this class. NOTE; this only changed at the discretion of the producer; an example is in the #6 HC and the cap of the rider is #3.

22. **Max Places**: The maximum number of places that will be paid for this class. If 0, the built in RSNC automatic calculations will be used to determine the number of places paid based on the number of teams in the class. If you want to pay a specific number of places regardless of the number of teams, then you change the Max Places, i.e. you want to pay 5 places but only have 25 teams; then the software will calculate the payback for 5 places.

23. **Pay to Nearest Dollar**: If checked, jackpot payouts are rounded to the nearest dollar. Useful when paying in cash.

24. On the **Main Menu** screen, click on **Set Limits (Incentives, Handicaps, etc)**

25. **NOTE**: This step needs to be repeated for **EACH** class.
On the **Select Class Limits and Controls** screen, you will be checking **3 things** on this screen for **EACH** class:

1. **Select a Class**
2. **60 Second Base for this Class** (or 75 or 90)
3. **Payout Table**

Select a Class: click the **Select a Class** button.

The **Select Current Class** screen will appear and you must check the class for which you want to set parameters.

NOTE: The default setting is to return back to the first class of the show. Confirm the class you selected is shown with a check mark beside it.

60 Second Base for this Class: The default for RSNC classes is 60 seconds. You have the choice for two other options: 75 seconds or 90 seconds.

Payout Table: Enter the table number **1, 2, 3, or F** in the **Payout Table** box that you want to correspond with the payback for each class. (Adjustments to Payout Tables are in Item 5, see above.

Incentive for this Class: enter incentive information if producer chooses to use it
Incentive Rating: Depends on the incentive class
Incentive Pool Percent: money goes back to team for incentives
No Handicaps for this class: use this if you choose to not use handicaps
Entry Order Draw for this Class: order of how you enter the teams
Sorter Only Format: use in classes such as one man sort or youth classes
Mega Bucks Format: used for RSNC National Finals – call office for details
Lucky Duck Format: used for RSNC National Finals – call office for details

For Fixed Payouts:
From the RSNC Show Setup screen, click on **Fixed Payouts Definitions**

Next the **Define Fixed Payouts Schedule** screen will appear. Check the following to confirm the paybacks that will be done manually.

1. **Class Name** you are setting up in the show setup to manually put those amounts in.
2. Decide if the paybacks will be put in the **Average**, **Incentive**, or **Fast Go** column.
   NOTE: **Incentive:** this is used if you have additional incentive side pots.
3. Type in the amount in the correct column.
4. Click on **Refresh Totals** button to confirm the changes and look at bottom left
5. Once complete, click **Exit**. This will take you to the **Show Setup** screen.
6. On the **Show Setup** click **Exit**.

The Set Class Limits and Controls screen will appear you will then confirm **3** things on this screen: **Class Name, Payout Table and Seconds for this Class** to confirm the limits you have set for each class.

NOTE: In this example it shows for **#10 Masters HC**, **Payout Table 1**, **60 Second Base for this Class.**

After review and you are satisfied with you changes, click on **Select a Class** to **repeat** the above steps for **EACH class**. Once, all classes have been adjusted with the correct set limits, click on **Exit Limit Processing**

NOTE: If you choose to put the **paybacks manually**, type in **"F"** in the payout table for **EACH class** this pertains too. Once the class has been adjusted with the correct set limits, click on **Exit Limit Processing.**

26. The **Main Menu** will appear.

27. Click on the box next to **Change Class** to find the class you want to enter riders.

28. The **Select Current Class** screen will appear. Click on the box under the **Select** column, next to the class you want to enter riders. Then click on **Exit Class Selection**.
    NOTE: Do not click on the box next to **Draw Done**
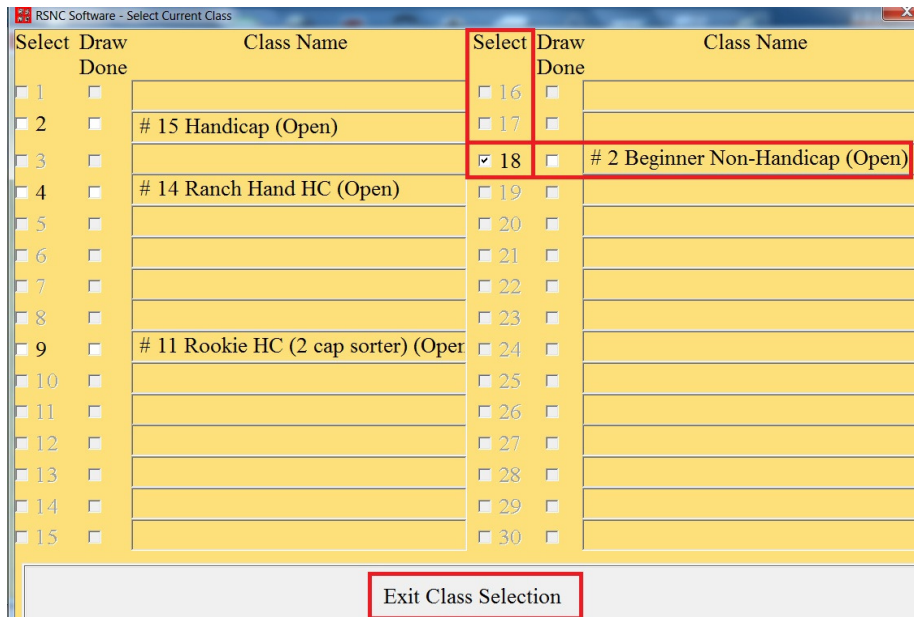
29. The **Main Menu** screen will appear. At the **bottom middle of the screen** it will show the class you selected in the previous step. Example: **#2 Beginner Non-Handicap (Open)** was chosen in the above class, now it is highlighted below.

30. Click on the box next to **Rider Signup** and confirm top right that it shows the class.

31. **Rider Signup** screen will appear, click on **Rider Signup** button.

32. The **Select a Rider** screen will appear. Riders are listed alphabetically by last name, first name, RSNC ID, and rating. To select a rider, you have a choice of finding the rider by typing last name in the **Last box** or **scrolling** through the list. Once you have found the rider click on **Use Highlighted Name** button.

33. Once you have chosen your rider, the **Rider Signup** screen will appear.

On the **Rider Signup** screen, you will be checking the following items:
   (First Row)
1. **Rider**: Confirm first and last name of rider, sometimes people have the same or similar names.
2. **Show ID**: software use only--it gives each rider a number as they are entered in the show
3. **RSNC ID**: Shows the **ID** number that is assigned to RSNC member
4. **Rate**: This shows the current rating for the rider, it can be changed if applicable before or during a show.
5. **Status**: Will tell you if the member is current in membership standing
6. **Birthday**: Confirms rider is correct age to ride in the Masters or Youth classes.

   (Second Row)
7. **Horse Name**: Optional: This must be the name of the horse the contestant is riding in the final average round. Click on the box next to Registered, if the horse is registered.
   Class Name: Confirms the **Class Name**

8. **Division Type**: Confirms the **Division Type** of Class
9. **Comment**: Tells you when the membership expires and when to renew

(Third Row)

10. **Picks**: The number is determined by the number of Pick Partners defined by this rider for each class.
11. **Undef Draws**: For those classes that do not require a rider to declare if they are a **Gate** or a **Sorter**, enter the number of additional draws the rider is paying for.
12. **Gate Draws**: Enter the number of additional **Gate Draws** the rider is paying for. Example class: #11 RH HC or Beginner Ranch Hand
13. **Sort Draws**: Enter the number of additional **Sorter Draws** the rider is paying for. Example class: #11 RH HC or Beginner Ranch Hand
14. **Sorter Credit:** These are **credits** given to the rider for things like deducting credit from a **prior show or complimentary rides/class**. This value is deducted from the total fees. The entry credit for this rider's entry fees as a Sorter or undeclared rider. This amount is deducted from the rider's entry fee when calculating invoices and is deducted from the payout pool. It is used to offset "free and "reduced fee" entries offered as incentives for riders to enter with beginner partners.
15. **Gate Credit:** These are **credits** given to the rider for things like deducting credit from a **prior show or complimentary rides/class.** The entry credit for this rider's entry fees as a Gate or undeclared rider. This amount is deducted from the rider's entry fee when calculating invoices and is also deducted from the payout pool. It is used to offset "free and "reduced" fee entries offered as incentives for riders to enter with beginner partners.

(Fourth Row)

16. **Sort:** For those classes where a **rider's role must be declared**, checking this box tells the software that this partner will act as a **Sorter**. Example class #11 RH HC
17. **Gate**: For those classes where a **rider's role must be declared**, checking this box tells the software that this partner will act as a **Gate** Example class #11 RH HC
18. **Partners**: Shows the partners first and last name and birthday, show their sorter and gate credit, partner rate (rating), horse name.
19. **Reg**: mark if the rider wants points tracked for his horse and the horse is registered.
20. **Mega Bucks**: used for RSNC National Finals – call office for details
21. **Delete**: Checking this box next to any partner (far right of screen next to Mega Bucks) will delete that rider as a partner for current contestant and make the corresponding change to the deleted partner.

(Bottom row of Buttons)

22. **Sign Up a Rider**: Click this button to sign up each rider and select the classes in which they are competing. NOTE: You don't have to put riders on the database before you sign them up. Put them directly into the show and they are automatically added to the database.
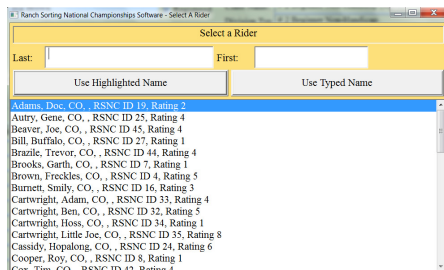
23. **Update Existing Rider in this Class**: Click this button to go to the Select a Rider or Team screen to show riders already signed up for the show. When a rider is highlighted in the list, double click or press Select, that rider will appear on this screen. You then can make changes.
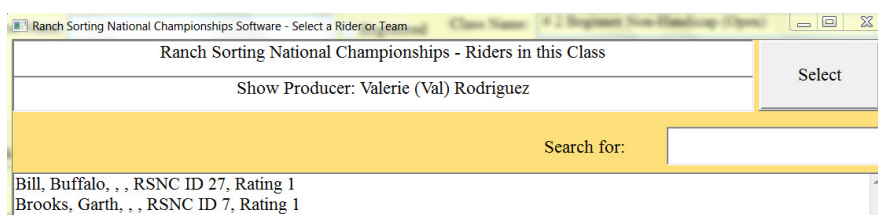
24. **Add a Partner**: Click this button to provide a list of potential partners from the rider database. The selected partner will be automatically added to the show and this class, if they are not already entered. Make sure you are in the correct class before entering this team.
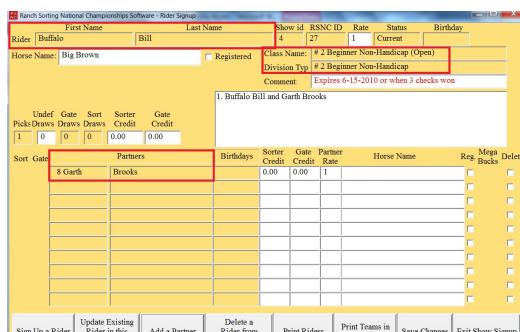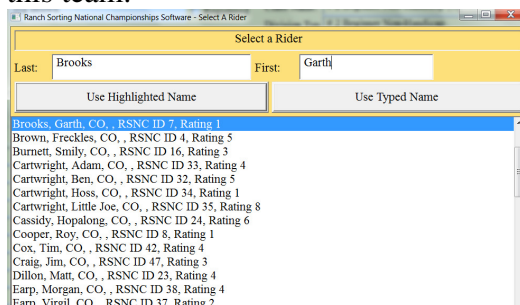
25. **Delete a Rider from This Class**: If you mistakenly put a name that is not riding at your show, you have to delete that rider in the Delete Rider section or they will show up in the draw if Auto Draw has been selected.

26. **Print Riders**: Click this button to print a report showing all riders in this class. Once pressed a rsnsignup screen will appear asking if you want the Rating Order (Yes) or Alphabetical (No)? Choose one.
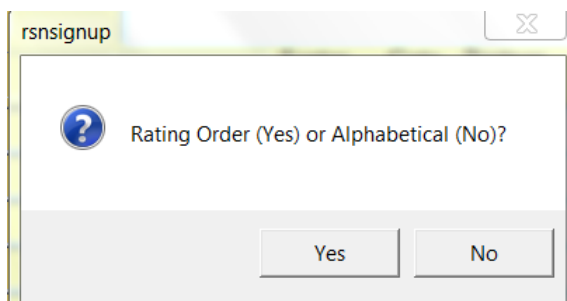
Rating Order:
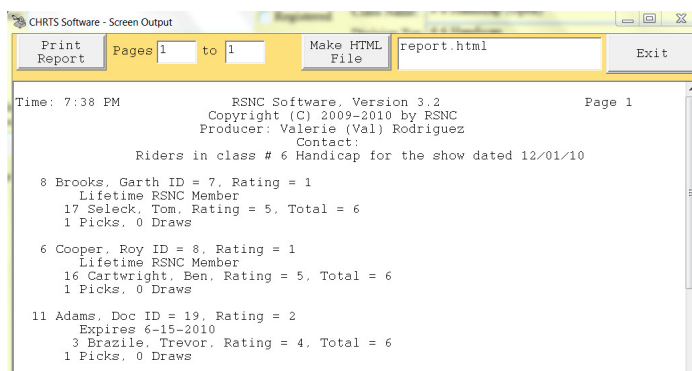
Alphabetical:
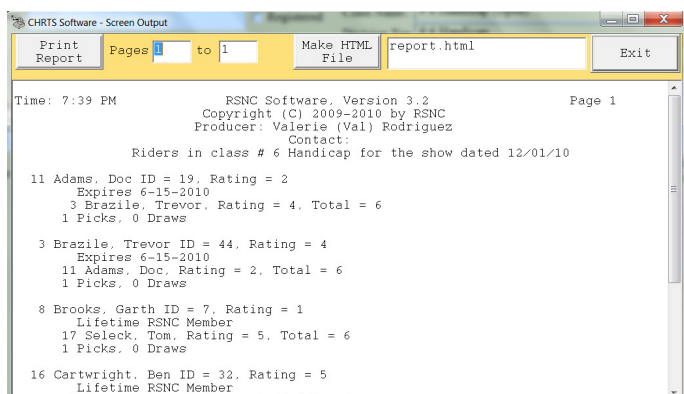
27. **Print Teams Sign Up Order**: Click on this button to print teams according to sign up order.

28. **Save Changes**: Click on this button after you have made any changes to the **Rider Signup** screen.

29.

30. **Exit Show Signup**: Click this button to exit **Rider Signup** screen and return to the **Main Menu**.

Draw Rider Order

34. The **Main Menu** screen will appear. At the **bottom middle of the screen** it will show the class you selected. Example: **#2 Beginner Non-Handicap (Open)** was chosen in the above class, now it is highlighted below.

35. Click on the box next to **Draw Ride Order** and confirm below center it shows the class.

This will bring up a screen called **Screen Output**, stating the **Full Draw is Complete**, the number of **Teams**, number of **Go(s)** and **Final Go will be needed**.
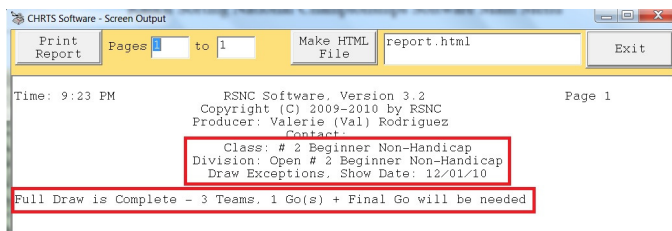
If there are **no Draw Exceptions**, click **Exit** (top right corner), returning to **Main Menu**.

If there are **Draw Exceptions discrepancies** as seen below do the following:

1. Write down the discrepancies with the names and issue: **no eligible partner or virtual rider, back-to-back draws**, then click **Exit** to troubleshoot.
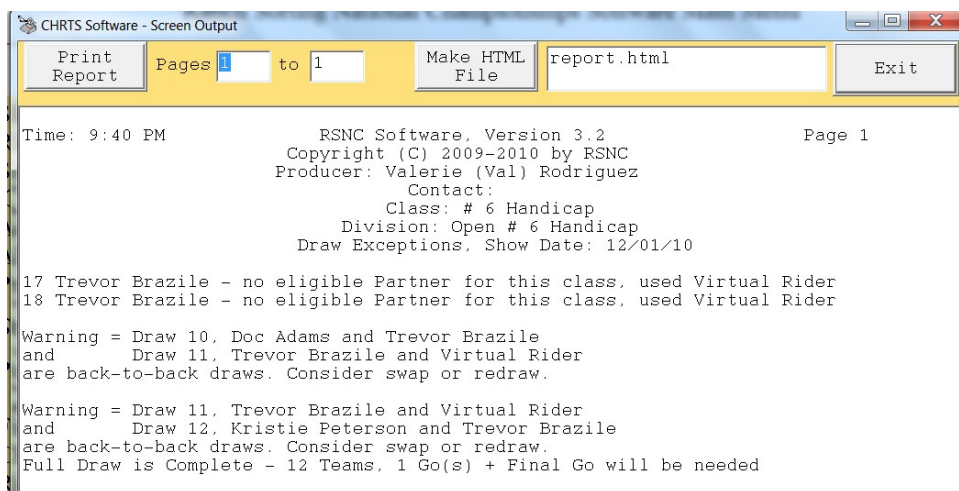
No Eligible Partner:

Virtual Rider: Any time there is no available rider (everyone has reached the limit, or their rating is too high), the empty slots will be filled by a Virtual Rider. You can then choose to replace these riders with the draw with real riders, or you can just let someone fill the slot at the time of the ride. If you are handicapping or setting team caps, it's important to adjust the rating of the Virtual Rider
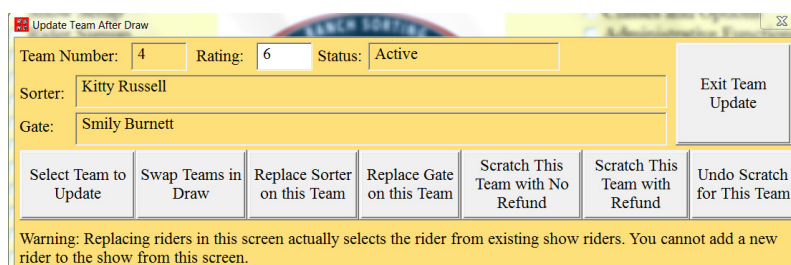
Back-to-Back: If this is an issue, redraw—maybe multiple times--and this may correct the problem.

To Fix Discrepancies:

Click on **Update Team After Draw.**

The **Update After Team Draw screen** will appear.
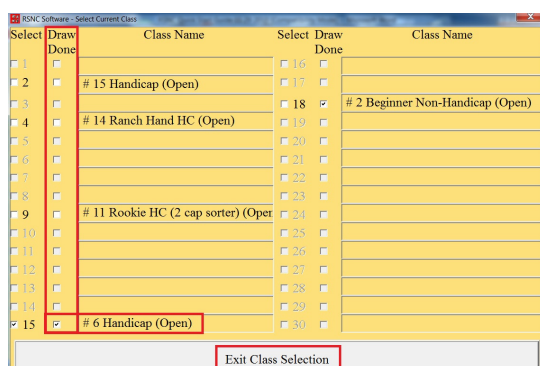
Click **Select Team to Update**. Choose the team that needs changed from the list. Then you can **Replace Sorter on the Team, Replace Gate on the Team, Scratch This team with No Refund, Scratch this Team with Refund,** or **Undo Scratch for this Team.**
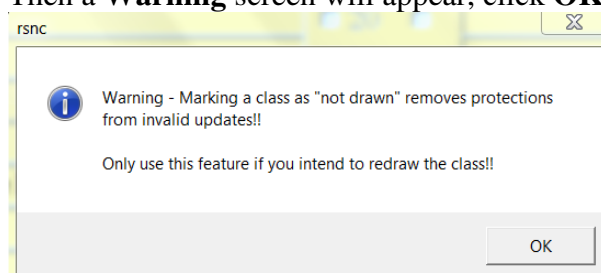
From this screen, you can also **Swap Teams in Draw** to change the order of the draw.

NOTE: If class has not been started, you can undraw the class to make any changes.   Do not click the Undraw Button if the class has already been started. This will affect the teams that have already been given a time.

1. Go to **Main Menu** and click on the box **Draw Done**.

Then a **Warning** screen will appear, click **OK**.

Then a **Select Current Class** screen will appear it will show the check mark removed from **Draw Done**, then click on **Exit Class Selection**, returning to **Main Menu.**
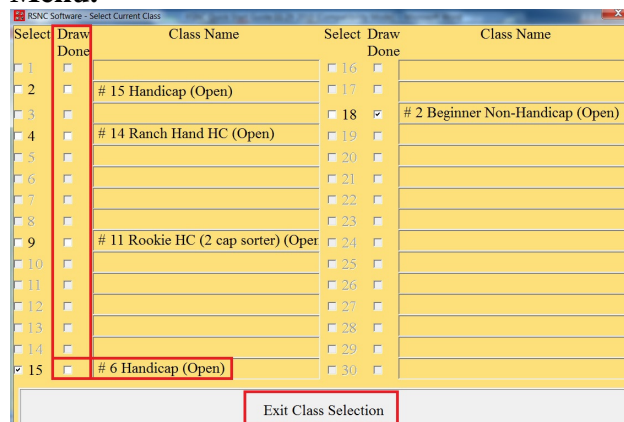
Next, confirm the class name at **bottom** of screen. You can then make changes in the **Rider Signup** screen.

Post Times/Run Class

Using either the **Post Times from Timer** or the **Post Times Mannually** button, will run the class.

36. Go to the **Main Menu** screen. At the **bottom middle of the screen** it will show the class you selected. If you want to choose a different class, click on the box next to Change Class. Example: **#15 Handicap (Open)** and it needs to be changed to **#2 Beginner Non=Handicap (Open)**

37. Click on the box next to **Select** and confirm there is a check next to **Draw Done** for the class you want to choose. Then click **Exit Class Selection**. Example: **#2 Beginner Non=Handicap (Open)** class is now selected and ready to **Post Times.**
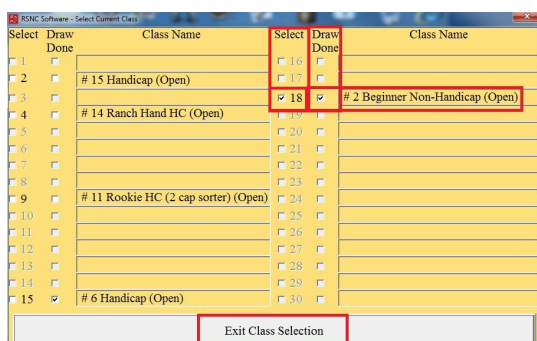
38. Click on the box next to **Post Times Manually**. Next the **Post Times** screen will appear. **NOTE**: Using either the **Post Times Manually** or **Post Times from Timer** button, it will run the class. As each team goes, either fill in the time (**Post Times Manually**) or watch the computer do it for you (**Post Times from Timer**). * Look for the look for the " √" symbol to explain more about **Post Times from Timer**.
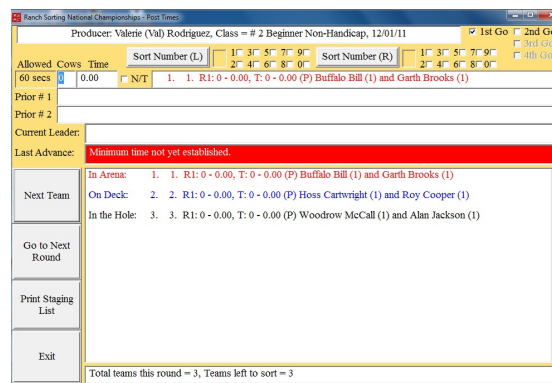
Post Times Screen review the following:

1. **1st Go, 2nd Go, etc.**: Check the box in the upper right corner corresponding to the round for which you would like to see/use. If it is your 1st Go there will be a check next to the box and 3rd and 4th Go will be faded out. This is used for backing up to a prior round, or for selecting the current round at start-up.
2. **Sort Number:** For two pens you can use the number on the timer for one arena and use the sort number button on the timer screen to give numbers for the second arean (or vice versa – you choice
3. **Allowed**: Confirm this is the seconds you want to use
4. **Time**: This is where you type in the team's raw time for the class (line 1 only). If the team is disqualified click the box next to N/T.
5. **Cows**: This is where you type in the number of cattle sorted in the allowed time.
6. **N/T**: If the team is disqualified click the box next to N/T.
7. **Current Team**: The first line (**next to N/T**) in red is the current team in the arena.
8. **Prior #1:** The Prior #1 is the team that just completed a run.
9. **Prior #2:** The Prior #2 is the team that completed a run, 2 turns ago.
10. **Current Leader:** This box will indicate which team has the fastest time in this and previous Rounds so far. The time shown does include handicap, if any.
11. **Last Advance:** Once your "cutoff" has been reached for the round, the team which is the last to advance to the next round (cut off team/bubble team) will show in this box.
12. **Next Team Button:** Will advance the screen to the next team or click enter key.
13. **Go to Next Round Button**: When Round is complete; clicking this box automatically advances to the next round and creates a new Announcer list. If a "Short Go" draw is needed for this round, it is done automatically. NOTE: Make sure the "teams left to sort" at the bottom of the screen says "0" before you advance to the next go.
14. **Print Staging List:** This creates a new announcer's list for the current Round, showing all times and the current totals from prior rounds. It does not include any times already posted for the current round.
15. **Exit:** Use this button when the class is complete to return to the **Main Menu.**

Post Times from Timer: If you have Farm Tek hardware connected to direct timer input is automatic.

Start Farmtek Timer: Selecting this button will start the timer. It will wait for the team to run the class and then post the time. If you fail to press this button prior to each ride, no time will be recorded for the team.

Stop Farmtek Timer: Selecting this button will stop the timer. This is only used if the team did not complete the class for some reason or there was a timer malfunction (dead battery,etc.). No time will be recorded for the team. **NOTE**: It is wise to still use a back up from your judge so that when he hears you announce the time and cattle he can make sure that is the correct result. It is the judge who calls the time and the cattle for the run, should the team run out of time.

Post Class Results: See page below for examples of Invoices.

39. From **Main Menu** select **Final Class Results**. Repeat this process after each class is complete. A report will show the placings, riders' names, time, # of head, etc. for the average and fast go, if applicable.

    Special Note By clicking on this after each class, the winnings are applied to the respective winners. Otherwise, the winnings will not be applied to the invoices. Put a Final Class Results report with each set of timer's cards so that you know the winnings have been applied**

40. Below are examples of the documents that can be printed.

1. **Final Payout List**: This list is posted after a class has been completed for contestants to see. This list is available for viewing during the show, it will not be sent home with contestants.

2. **Individual Rider Report**: This report can be printed at the request of the rider and taken home. Please remember, if it is a big show or if you ride a lot, there will be several pages of this report.

3. **Invoice for Show**: This invoice is given to you to take home when you finished competing at the show. It is your opportunity to confirm your classes, money won, and money owed. This invoice will verify how much money you owe or if you get a check paid to you from RSNC.

Sending required items to the RSNC HQ office after your show:

After you have pressed the "Finals Class Results" button for each of the classes you held, go to the Main Menu screen of the software and make sure the correct show date appears at the top of the screen then press the "RSNC Show File" button. This will create the Database file, the EquiStat Report and the Summary file that will all need to be emailed to info@rsnc.us as email attachments. These 3 files will be found in the RSNC Show folder on your c:\drive. Be sure to select the files with the correct date of your show to attach to your email as all show files from your previous shows will also be located in this same folder. This can be done immediately after you have closed out your show and before you put your computer away so that your files can be processed and results/points posted on the RSNC website efficiently. If you do not have internet on the computer that your show was run on, simply save the 3 required files to a flash drive or thumb drive and email them from a computer that does have internet access to info@rsnc.us.

All membership forms & fees, horse earnings tracking request forms & fees and sanctioning fees can then be dropped in the mail and sent to:

RSNC HQ
PO Box 1
Wellington, CO 80549

These items should be received by the RSNC HQ office within 5 days of your show.

Sanctioning Fees:

As a producer when you set up an RSNC sanctioned show your entry fees will include a sanctioning fee.

For example if you wish to charge your riders and base your payback (let's say 60%) on an entry fee of $25.00 per ride, you would then post the entry fee with sanctioning fee as $28.00. Your contestants pay the $28.00, immediately the software pulls the sanctioning fee off the entry fee and sets aside for the producer to pay to RSNC (this is shown in your "Financial Report). Below is a diagram of how the fees work.

__Sanctioning Fees (using above numbers)__

25 teams in a class, 2 riders per team, $6 sanctioning fee per team= $150.00 in sanctioning fees

25 X 2 X $6 = $150

Now, your payout is 60%, and the entry fee "base" is $25, this example will show the sanctioning fee never goes to the pot

25 teams in a class, 2 riders per team, $25 entry fee (base) = $1250.00, less the producer portion of 40% = $750.00 for payback pot

25 x 2 x $25 = $1250.

$1250 x 60% payback = $750

$1250 X 40% producer portion = $500

Sanctioning fees collected from contestants = $150

Please feel free to call with any questions, we are always happy to help you fully understand the software and reporting.

If you have any questions or difficulties at all, please be sure to contact the RSNC HQ office at 970-897-2901 or any one of the software support team members:

Jim Goyer	918-630-8719	jamesgoyer@gmail.com
Marcy Monnahan	970-531-9827	mmonnahan@yahoo.com
Laura Miller	719-429-6237	rlmillerco@wildblue.net
Valerie Rodriguez	775-397-5652	val@rsnc.us
Lynda Percival (for networking questions)	970-290-5328	lynda@frontrange-pc.com

RSNC Software Has Maximum Transparency For Contestants

```
Time: 10:33 AM              RSNC Software, Version 3.2              Page 1
                         Copyright (C) 2009-2010 by RSNC
                            Producer: Dave Wolfe
                               Contact:
                          Class: # 10 Handicap
                        Division: Open # 10 Handicap
                   Final Payout List, Show Date: 10/02/10

               Paying to  3 placings, Jackpot = $1176.00
                     Teams = 28, Paid Riders = 56


   1st  96 -    Mickey Plemons (7572)      Won: $294.00, Total: $588.00
            (P) Jim Crossey (32)           Won: $294.00,
         Rounds: 2, Cows: 18, Base: 114.970 - H-Cap (9): 2 = Time: 112.970

   2nd  106 -   Logan Wolfe (3)            Won: $176.40, Total: $352.80
            (D) Charlie Wilkins (81)       Won: $176.40,
         Rounds: 2, Cows: 18, Base: 119.030 - H-Cap (7): 6 = Time: 113.030

   3rd  86 -    Jim Crossey (32)           Won: $117.60, Total: $235.20
            (P) Lisa Horn (1322)           Won: $117.60,
         Rounds: 2, Cows: 17, Base: 106.120 - H-Cap (9): 2 = Time: 104.120

   4th  91 -    Harvey Gibbs (7770)
            (P) Jim Crossey (32)
         Rounds: 2, Cows: 17, Base: 119.610 - H-Cap (8): 4 = Time: 115.610

   5th  93 -    Dave Wolfe (1)
            (P) Sherry Teppo (29)
         Rounds: 2, Cows: 16, Base: 116.170 - H-Cap (9): 2 = Time: 114.170

   6th  105 -   Dave Wolfe (1)
            (D) Sherry Teppo (29)
         Rounds: 2, Cows: 15, Base: 108.740 - H-Cap (9): 2 = Time: 106.740

   7th  98 -    Claudia Hershey (4227)
            (P) Mickey Plemons (7572)
         Rounds: 2, Cows: 15, Base: 122.010 - H-Cap (7): 6 = Time: 116.010

   8th  109 -   Mickey Plemons (7572)
            (D) Frank Schwegel (7709)
         Rounds: 2, Cows: 15, Base: 122.120 - H-Cap (7): 6 = Time: 116.120

   9th  103 -   CJ Garland (137)
            (P) David Horn (1321)
         Rounds: 2, Cows: 15, Base: 118.310 - H-Cap (9): 2 = Time: 116.310

  10th  107 -   David Horn (1321)
            (D) Harvey Gibbs (7770)
         Rounds: 1, Cows: 10, Base: 54.210 - H-Cap (9): 1 = Time: 53.210
```

Annotations:
- Number of Places Paid
- Number of Teams In Class
- Money In Jackpot
- How Much Money Did First Place Win?
- Who Won First Place?
- Winning Teams
- Team Rating
- Total Number of Cows
- Total Base Time BEFORE Handicap
- **Total Seconds OFF Base time for all Go's**
- Time AFTER Handicap
- Pick (P) or Draw (D) Team

RSNC Software Has Maximum Transparency For Contestants

```
Time: 10:25 AM          RSNC Software, Version 3.2          Page 2
```

Every Rider YOU Rode With
(underlined)

```
                   Copyright (C) 2009-2010 by RSNC
                        Producer: Dave Wolfe
                           Contact:
```
Individual Rider Report for the Ranch Sorting Dated 10/02/10

```
 58 Harvey Gibbs, RSNCID = 7770
```
Team Rating

```
Class 7 # 12 Masters Handicap
   Sorting with (P) Jim Crossey, Team Rate = 8, Handicap = 4
        Round 1, Cows: 0, Time: 1.100
        Round 2, Time: No Time
   Rounds = 1, Cows = 0, Total Time = 1.100 (0.000), Won = $0.00
```
Pick (P) or Draw (D) Team

```
   Sorting with (P) Mickey Plemons, Team Rate = 7, Handicap = 5
        Round 1, Cows: 0, Time: 1.100
        Round 2, Time: No Time
   Rounds = 1, Cows = 0, Total Time = 1.100 (0.000), Won = $0.00

   Sorting with (P) Dave Wolfe, Team Rate = 11, Handicap = 1
        Round 1, Cows: 0, Time: 1.100
        Round 2, Time: No Time
   Rounds = 1, Cows = 0, Total Time = 1.100 (0.000), Won = $0.00

 Class 8 # 11 Ranch Hand HC
   Sorting with (P) Lisa Horn, Team Rate = 7, Handicap = 4
        Round 1, Cows: 7, Time: 62.590
        Round 2, Time: No Time
   Rounds = 1, Cows = 7, Total Time = 62.590 (58.590), Won = $0.00
```
Cows Sorted in 1st Round

```
   Sorting with (D) Dave Wolfe, Team Rate = 11, Handicap = 0
        Round 1, Cows: 7, Time: 54.340
        Round 2, Cows: 7, Time: 54.310
   Rounds = 2, Cows = 14, Total Time = 108.650 (108.650), Won = $0.00
```
Cows Sorted in 2nd Round

```
 Class 10 # 10 Handicap
   Sorting with (P) Jim Crossey, Team Rate = 8, Handicap = 2
        Round 1, Cows: 9, Time: 59.770
        Round 2, Cows: 8, Time: 59.840
   Rounds = 2, Cows = 17, Total Time = 119.610 (115.610), Won = $0.00
```
Base Time BEFORE Handicap

```
   Sorting with (D) David Horn, Team Rate = 9, Handicap = 1
        Round 1, Cows: 10, Time: 54.210
        Round 2, Cows: 0, Time: 1.100
   Rounds = 2, Cows = 10, Total Time = 55.310 (53.210), Won = $0.00
```

Total Cows Sorted in BOTH Rounds

Total Base Time BEFORE Handicap

Time AFTER Handicap is Subtracted

RSNC Software Has Maximum Transparency For Contestants

```
Time: 10:30 AM            RSNC Software, Version 3.2              Page 3
                       Copyright (C) 2009-2010 by RSNC
                            Producer: Dave Wolfe
                               Contact:
                    Invoice for the show dated 10/02/10

3 (42) Logan Wolfe, RSNC ID = 3

                           Class Entries
   $    99.00 (3 Picks, 0 Draws), Won: $  162.00 # 12 Sadie Hawkins
                                                          Handicap
   $   190.00 (4 Picks, 1 Draws), Won: $  138.60 # 11 Ranch Hand HC
   $    46.00 (1 Picks, 1 Draws), Won: $    0.00 # 11 Rookie HC
                                                      (2 cap sorter)
   $   114.00 (2 Picks, 1 Draws), Won: $  176.40 # 10 Handicap
   $   192.00 (3 Picks, 1 Draws), Won: $  270.00 All Levels Handicap
                                        $  747.00   Total Class Winnings


                           Ledger Entries
   $   106.00   Wolfe Productions pd rider $106 ck #222


                            Other Fees
 - $   747.00   Show Winnings

   $     0.00   Total due to this rider
```

Entry Fees

Money Won in Class

Class Name

Number of Picked and Draw Teams

Amount PAID to Rider

Money Paid on Entry Fees for Class

Closed Invoice